

**Charlotte County
Board of County Commissioners
Staff Report
November 2015**

**Budget & Administrative Services
Budget Department/Fiscal Services Division
Fiscal Services Division Monthly Report: - November 2015**

GRANTS SUPPORT

- Hosted Super Circular compliance meeting with staff from legal, purchasing, and fiscal to discuss changes needed in County policies and procedures to address procurement compliance issues with federal funding
- Staff met with auditors from Cherry Bekaert LLC and Ashley, Brown & Co. to begin audit on selected grants for review and testing compliance.
- November 10, BCC approved the budget for the FY 15/16 Emergency Solutions Grant with the Florida Department of Children and Families in the amount of \$76,905. Funding will be used for the purpose of providing financial assistance to persons and families at risk of homelessness or who are homeless with the intent to rapidly rehouse them.
- November 10, BCC approved the application for the Emergency Medical Services County Grant with the Florida Department of Health in the amount of \$20,585. Funding will be used for new and cutting edge training, equipment and supplies that expand the County's pre-hospital EMS system.
- November 10, BCC approved the Community Transportation Coordinator (CTC) Designation and accompanying Resolution requesting that Charlotte County Transit Division continue the status of CTC for Charlotte County.
- November 24, BCC approved the application for a non-matching E911 State Grant with the State of Florida E911 State Board in the amount of \$162,640.86. Funding will be used for the purpose of upgrading the 911 telephone system.
- November 30, notification was received from the Florida Housing Finance Corporation that both the FY 12/13 and FY 13/14 SHIP Annual Reports were approved. The closeout reports went before the BCC at the Regular Meeting on 10/27/2015.

Public Safety Grants

- Prepared interest calculations for the EMS County Pre-Hospital Grant and recorded interest earned through September 30.

Human Services Grants

- Received a total of \$111,691.75 in grant reimbursement claims:
 - \$ 7,055.61 from Area Agency on Aging for Older Americans Act Grant
 - \$ 38,752.28 from Area Agency on Aging for Community Care for the Elderly Grant
 - \$ 20,984.64 from Area Agency on Aging for Alzheimers Disease Initiative Program
 - \$ 874.37 from Area Agency on Aging for Home Care for the Elderly Program

\$ 5,560.08 from Department of Economic Opportunity for the Community Services Block Grant Program
\$ 33,942.63 from Department of Economic Opportunity for Low Income Energy Assistance Program
\$ 4,522.14 from Florida Department of Juvenile Justice for Civil Citation Community Services

- Received from Florida Housing Finance Corporation \$386,686.00. This is the first FY 15/16 allocation for the State Housing Initiative Partnership (SHIP) grant.

RESTORE Grant

- Attended Sarasota and Charlotte joint BCC meeting
- Sat in on the Committee of 15 meeting discussing geographic distribution of Pot 3 funding

MAC Grants

- Attended the West Coast Inland Navigation District (WCIND) quarterly board meeting. New grant project C-205 Charlotte Harbor Boat Launch, previously submitted, for \$68,658 was approved for 2016 funding cycle.
- Attended the Marine Advisory Committee (MAC) monthly meeting and provided status update of Boater Improvement Fund and WCIND projects. A 2015 grant for the Punta Gorda Pump-Out Boat was extended, as requested by the city. The value remaining on this grant is \$3,737.
- Processed the following Check Requests associated with the MAC Grants:
 - Civil Air Patrol – Sundown Flights - \$1,636.
 - Learn to Sail Program - \$14,185.10

Transit Grants

- November 4th staff attended Florida Department of Transportation (FDOT) Grants Workshop in preparation for the upcoming Sections 5310, 5311, and 5339 grants due to FDOT February 2nd.
- November 11th was the Shortlisting Meeting with Purchasing and Vendors for the Transit/Fleet bus wash and building improvement design.

November 12th the Quarterly Report to the Local Coordinating Board (LCB) was

MPO Grants

- November 3rd was the Quarterly business meeting with the MPO.

Mosquito Grant

- Prepared and submitted Arthropod Control Monthly Report to Florida Department of Agriculture and Consumer Services for Mosquito Control Contractual Service Agreement #022278 for the period of 10/1/2015 through 10/31/2015.

Road Grants

- Received a total of \$241,254.65 as follows:
 - \$ 25,159.25 from FDOT for Burnt Store Rd Phase 2 engineering
 - \$ 216,095.40 from FDOT for Winchester South construction

Justice & Mental Health Collaboration Grant

- Submitted draw down of \$7,500 for Charlotte Behavioral Health Care, and completed the FFATA report for November

Misc Grants

- Received executed grant contract and funding from Florida Department of State for the Supervisor of Elections Help America Vote Act (HAVA) for \$20119.80. Deposited into separate fund as required by granting agency.

- Charlotte Harbor Gateway Harborwalk Phase 1A construction Items of note for September:
 - Phase 1A CEI Services charges \$46,743.75
 - FDOT-LAP Grant revenue received through 10/1/2015 is \$271,076.90.
 - Requesting Reimbursement for July billing totaling \$191,220.30 (net of retainage) from FDOT.

- Charlotte Harbor CRA:
 - Gateway Harborwalk Phase 1A construction:
 - Phase 1A CEI Services charges: \$ 35,775
 - Phase 1A LAP Grant billings: \$ 61,627
 - Phase 1A LAP Revenue received for November -0-
 - 2 previously submitted claims (#4-July and #5-August for a total amount of \$249,756.30) were returned for additional information prior to payment by FDOT. Information was collected and uploaded into the FDOT LAPIT software. These claims are expected to be paid shortly.

- Parkside CRA:
 - Elkcam Blvd Multi Use Path project billings: \$71,367.38
 - Harbor Blvd Amenities project billings: \$79,878.64
 - Multi-use Trails & Greenway project billings: Encumbered \$4,990
 - Received \$1,206 refund from SWFWMD reimbursing a 2014 permit fee on the Parkside Harbor Blvd Amenities project.

OPERATING SUPPORT

- Attended Peace River Water Authority Administrator's retreat.

- Met with Legal and Solid Waste on the Fuel Cost Index for Commercial Waste Removal from Waste Management.
- Met with KPMG on interpretation of Data Request for the Utilities Operational Audit.
- Participated in the Implementation Meetings with KPMG for the Operational Audit.
- Met with Auditor on the Single Audit Spring Lake State Revolving Fund Loan.
- Completed the Event Center yearly incentive fee analysis and presented findings.
- Prepared comparative on lease vs. buy for Charlotte Sports Park equipment replacement.
- Completed final FY15 projections spreadsheet for public website and updated current year projections for FY16.
- Attended Client Review meeting with the EMS Collections vendor and department staff to review current processes and procedures for EMS transport patient accounts that have been forwarded over to collections.
- Built Utility rates and Rate Jurisdictions in Banner Seed database for testing.
- Prepared report showing transit fares collected for FY 2014/15 by type and rate paid and included a projection analysis for reduction in fare rates.
- Met with Fire/EMS to discuss new position requests previously submitted and modified position request form for additional administrative staff.
- Participated in a meeting with Utilities Engineers and Consultant on CIP projects and future MSBUs moving forward for adoption as identified to the Board in the infrastructure workshop.

ACCOUNTS PAYABLE/RECEIVABLE SUPPORT

- Revised the assignment list for SharePoint Invoice processing for Fiscal staff based on new Core Service responsibilities.
- Revised the cross training assignments and schedule within the AP/AR Core Service due to one retirement notification and two team members accepting promotions to other BoCC Departments resulting in openings within the group.

- Invoiced a total of \$3,670.77 for Public Safety:
\$3,525.00 for EMS standby
\$145.77 for Radio repairs
- EMS Collection payments – processed 29 payments totaling \$2,924.71 for November.

CAPITAL SUPPORT

- Responded to Audit questions from the County's external auditor on Burnt Store Phase 3 and Winchester TRIP Grants methodologies/processes, and updated their "Control Documentation" for process changes.
- Updated the FY16 Grant Billing and Receipt Schedule to prepare for FY16 tracking of CIP-related or other Transportation-related billings.
- Updated Open CIP projects for prior year actual expense.
- Prepared a schedule to consolidate information need to prepare project carryover adjustments and began the task of preparing the individual budget adjustments.
- Prepared Budget Adjustments for Charlotte Harbor Water Quality Initiative Project, and Utilities Parkside Ambrose/West Tarpon Project.
- Prepared financial information for 18 Administrative Approvals and 8 Novus items for various projects.
- Prepared project report for Facilities projects for the Director.
- Attended a Board Workshop on Community Services Infrastructure Update.

ANALYTICAL SUPPORT

- Performed comparison analysis on the Event Center's meter & billing system to assist the county attorney with their back billing dispute with FPL.
 - Produced county organization charts, revenue reports, and debt reports for our budget transparency share point site.
 - Completed county CIP survey and distributed results to our CIP process group.
 - Produced the budget adjustment variance report, and submitted the final changes for fiscal year 2015.
 - Updated Revenue Tracking spreadsheet.
 - Prepared Self Insurance annual journal entry.
- Monthly Report, November 2015

- Reviewed, routed and approved several Novus agenda items for the December 8th Board meeting.
- Posted Budget Adjustments and Administrative Transfers into EDEN for both FY15 and FY16 and verified that the General Ledger is in balance.

I.T.

November Accomplishments:

Information Technology has the following active projects:

Banner CIS Upgrade (Hansen Technologies) - 47 % complete - estimated completion date – 10/30/2016 (main project completed by May 30th 2016)

Public Website: Public Safety - 75 % complete - estimated completion date - 12/30/2015

Public Website: Public Works - 10 % complete - estimated completion date - 2/9/2016

ActiveNet (Class Replacement) - 82 % complete - estimated completion date – 2/1/2016

PCI Compliance review - 20 % complete - estimated completion date – 1/30/2016

BOE Report Server Replacement - 100 % complete - estimated completion date - 12/5/2015

BMC Footprints Service Core - 5 % complete - estimated completion date – 2/27/2016

Utilities Department Data Management - 5 % complete - estimated completion date – 6/30/2016

November Outage Statistics:

6 Incidents

Total Down Time – 1 day 3 hrs. 8 mins.

Average time per Incident – 4 hrs. 31 mins.

System availability was 96.231%

November Call Statistics:

- **Request for Service Opened Last Month** – (requests for new hardware or software products and features...etc.) = **202 +/- -86**
- **Request for Service Closed Last Month** – (requests for new hardware or software products and features...etc.) = **241 +/- -23**
- **Incidents Opened Last Month** – (hardware or software that is not functioning properly) = **520 +/- -179**
- **Incidents Closed Last Month** – (hardware or software that is not functioning properly) = **503 +/- - 203**

- **Contacts received through Helpdesk** – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = **826 +/- -97**

Purchasing

Work Orders due and received:

- 16-053 Signal Design – Winchester
- 16-072 Stormwater Inspections FY16 – Annual
- 16-092 Regulatory Compliance Service Wastewater
- 16-098 Regulatory Compliance Service Water

Pre-submittal meetings held:

- 16-008 Design – Wastewater Expansion Phase 2
- 16-052 Water, Sewer, Reclaimed Water & Miscellaneous – Rate Study
- 16-093 Sanitation Rate Case Consultant

Proposals due and received:

- 16-008 Design – Wastewater Expansion Phase 2

Shortlist meetings held:

- 15-471 Engineer of Record – Utilities
- 15-423 Fleet Design Phase II

Negotiation meetings held:

- 15-374 Justice Center Expansion – Design
- 15-394 Design Renovations Recreation Centers – Harold , South County & Tringali
- 15-403 Design Recreation Centers – Ann Dever and North Charlotte
- 15-400 Design West County Annex

Pre-bid meetings held:

- 16-034 HVAC Contractor – Annual
- 16-029 Electrical Contractor – Annual
- 16-007 Sale of County Owned Properties
- 16-068 Cape Haze Pioneer Trail
- 16-039 Demolition Contractor – Commercial / Residential / Mobile Homes – Annual
- 16-096 Legal & Official Advertising – Annual
- 16-083 South Gulf Cove Landscape Maintenance – Annual

Bid openings held:

- 15-441 Utility Improvements – Parkside CRA
- 16-028 Generator Maintenance – Annual
- 16-003 Sunshine Lake / Sunrise Waterway Chara Removal
- 16-009 Bay Heights Boat Ramp
- 16-034 HVAC Contractor – Annual
- 16-029 Electrical Contractor – Annual
- 16-007 Sale of County Owned Properties
- 15-424 Port Charlotte Beach Fishing Pier

Quotes due and received:

- 16-012 Electric Golf Cart
- 16-065 Printing & Delivery of Visitors Guide
- 16-030 Biltmore Street Water Line Extension

Real Estate Services

Proposed Land Exchange with the School Board – We recently met with the School Board and this matter is being held in abeyance until further notice.

Piper Road North – The pre-suit offers have been sent to the affected property owners. Approximately 77% of the owners have agreed to a voluntary acquisition and we are in the process of closing on these acquisitions. We are moving forward with an Order of Take hearing in court in early 2016.

Surplus Property Disposal – Several bids were received on November 18th. Bids deemed to be acceptable by staff will be reviewed by the BCC at their January 12th meeting. If the recommendations are accepted, the County will realize \$84,150 from this bid offering. Total surplus land sales to date have exceeded \$3.4 million.

Customer Satisfaction – Our customer surveys continue to show that our Division maintains a high customer service rating.

Release and Occupation of Easement Program – This program remains active with 52 applications received to date this fiscal year.

Harbor Boulevard Improvements (Parkside) – The BCC approved the acquisition of easements on a voluntary basis. We have obtained 90% of the required easements and continue to follow up directly with affected land owners.

Murdock Village Inspections – We are continuing our monthly inspections and address any issues/items that need correcting.

Stump Pass Dredging – We continue to obtain easements from affected land owners.

Engineering, Administration, Community Services and Utilities – We continue to assist these departments and divisions in obtaining easements, title searches and researching land related issues for numerous capital projects.

Burnt Store Road Phase II – We continue to assist Public Works Engineering staff with vetting information related to right of way costs and proposed roadway alignments. This information is being provided to the public for feedback.

Library Site – City of Punta Gorda – We will bring the acceptance of the City's deed of conveyance to the BCC at January 12th meeting.

Olean Boulevard – The preliminary contact with the public and affected owners regarding the design of the roadway has started. We anticipate the need to acquire portions of several improved commercial parcels adjacent to the existing roadway.

Winchester Boulevard (Surplus Parcel) - The surplus declaration has been approved by the BCC. We are preparing a disposal plan to ensure a maximum return to the County.

Edgewater Phase II – Mediations to reach final settlement continue.

Placida Widening – Work continues to acquire additional right of way on a voluntary basis. We are updating our appraisal estimates prior to proceeding with the next mailing.

Environmental Lands Acquisition Program – We are awaiting further instructions from Natural Resources to continue with the HCP land acquisition program.

Flamingo/Edgewater – We have acquired over 83% of the parcels needed for this project, all on a voluntary basis. This right of way acquisition program continues.

Burnt Store Road Phase III – Mediation and settlement conferences continue.

Gasparilla Road – Mediation and settlement conferences continue.

Legal Research – We continue to assist staff in the County Attorney's Office in researching and reviewing historical records related to potential and/or ongoing lawsuits.

Snapper Creek Project – We are assisting Public Works Engineering staff on obtaining the necessary rights of entry documents to allow for the clean-out of Snapper Creek.

East/West Spring Lake Sewer Project – We continue to assist our Utilities Department as this project moves forward.

Harbor Heights Sidewalk Project – We are assisting Public Works Engineering staff on obtaining the necessary Temporary Rights of Entry from affected property owners. This is related to the construction of new sidewalks and the need to enter private property to reconstruct affected driveways.

Proposed Acquisition of Vacant Parcel – Harbor Walk Project – Considerable time was spent assisting Economic Development in processing this potential acquisition. The property owner has accepted another offer for the 3.6 acre waterfront property and we have suspended further activities.

Lion Heart Waterway – We assisted Public Works in obtaining a Temporary Right of Entry form an adjoining landowner for the replacement of the waterway control structure.

**Community Development Department
November 2015 Report**

- Charlotte County has received unofficial notification that we have scored enough points in the Community Rating System program to easily maintain our Class Five rating. This cycle has been extremely challenging with changes in staff in the company that reviews our application on FEMA’s behalf and significant changes to the data and justification we needed to provide. The process has taken approximately 10 months to get to this point. We should receive official notification within the next couple of months. To put this in perspective, Charlotte County has 27,545 flood insurance policies which contributes approximately \$19.5million in flood insurance premiums each year. Our Class Five rating represents a 25% discount for the majority of our policy holders collectively saving approximately \$6.3million per year for our citizens and business owners.

Item	Total FY15	Nov-14	Nov-15	FY15YTD	FY16 YTD
Single Family Permits Issued	824	56	58	116	138
Multi Family Permits Issued	9	0	1	1	1
Commercial Permits Issued	91	5	1	12	5
All Other Permits Issued	19254	1387	1505	2881	3201
Customers Served	24755	1698	1953	3535	4079
Inspections	60299	4236	4990	9498	10770
Permitting Revenue	\$3,566,544	\$241,642	\$265,720	\$664,376	\$550,868
Permitting Expenditure	\$2,441,620	\$205,334	\$217,116	\$350,835	\$376,863
Code Enforcement Revenue	\$1,090,865	\$61,038	\$50,716	\$176,219	\$116,591
Code Enforcement Expenditure	\$1,500,572	\$101,465	\$133,840	\$211,727	\$255,294
New Complaints Received	1218	18	51	165	172
Code Cases Initiated	3397	172	229	464	511
CEB Cases Heard	335	39	27	62	47
Citations Issued \$ Amount	\$93,000	\$8,000	\$5,000	\$10,000	\$23,000
New Contractor Licenses Issued	16	0	3	4	3
Contractor Licenses Revoked	8	1	3	1	3

PLANNING AND ZONING

Babcock Ranch

The revised Land Development Regulations for Babcock Ranch was adopted by the Board of County Commissioners (Board) at the November 25th BCC Land Use Meeting. The Babcock Overlay Zoning District Pattern Book Phase 1A was approved by the Community Development Department on June 8, 2015. A Preliminary Plat request for a subdivision to be named, Babcock Phase 1A, consisting of 198 mixed use lots was approved by the Board on July 28, 2015.

Little Gasparilla Island Community Plan

No new updates at this time.

Grove City Community Plan

No new updates at this time.

Revision of the Comprehensive Plan

On July 14, 2015, the Board of County Commissioners (Board) approved ordinance number 2015-037 to rescind the adopted ordinances which were approved by the Board on September 23, 2015. Staff has been working on revisions to the Comprehensive Plan. In order to better address these revisions, staff is proposing to divide the changes into two parts. County staff conducted roundtable meetings on September 16th, September 30th and October 20th to gather public inputs regarding the proposed revisions. On October 12, 2015, the Planning and Zoning Board recommended approval of Part I of the revisions to be transmitted to the Department of Economic Opportunity (DEO) for review and comment. The Board of County Commissioners (Board) approved these revisions to be transmitted to the DEO for review and comment on November 24, 2015.

Revision of the Land Development Regulations

In order to thoroughly review and revise/update the existing Land Development Regulations (LDRs), staff has divided the project into three phases:

- Phase I focused on revisions to the conventional zoning districts and some sections of Article I. In General and Article III. Special Regulations of Chapter 3-9. Zoning.
- Phase II will focus on all overlay codes and the remaining sections of Article I., In General, and Article III., Special Regulations of Chapter 3-9. Zoning.
- Phase III will focus on regulations found primarily in Chapter 3-5. Planning and Development, which may include topics such as wetlands, landscaping and buffers, and site and commercial design standards.

Phase I of the revisions was adopted by the Board of County Commissioners (BCC) on November 25, 2014. Phase II.1 of the revisions was adopted by the BCC on February 24, 2015. Phase II.2 of the revisions was adopted by the BCC of April 28, 2015. Revisions to the Manasota and Sandpiper Key Zoning District Overlay were also adopted by the BCC on April 28, 2015. Phase II.3 of the revisions focus on revisions to the boating structures, houseboats, off-street parking and parking and loading facilities which are all located in Article III, Special Regulations of Chapter 3-9, Zoning. These revisions were presented to the BCC for adoption on May 26th. Revisions to Section 3-9-79.1, Parking of boats, RVs, trucks and trailers were presented to the Board on July 28, 2015 and the Board approved these revisions. Revisions to Section 3-9-10: Amendment were presented to the Board on October 27, 2015 and the Board approved these revisions.

School Concurrency

No new updates at this time.

Planning and Zoning Board

The following petitions will be heard by the Planning and Zoning Board on November 30, 2015:

1. **Z-15-09-09:**

An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Planned Development (PD) to Planned Development (PD), for property located at 3358 and 3362 Tamiami Trail, in the Port Charlotte area, containing

1.32± acres; Commission District V; Petition No. Z-15-09-09; Applicant: Creighton Construction and Management, LLC; providing an effective date.
Community Development Department Recommendation: Approval with Conditions

2. Revisions to the County's Land Development Regulations (Phase II.4):

Sec. 3-9-62: Assisted Living Facility (ALF)

An Ordinance amending Charlotte County Code Chapter 3-9, Zoning, by revising Section 3-9-62, Assisted Living Facility (ALF) to correct scrivener's errors; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.

Revisions to Section 3-9-69, Conditional Uses and Structures

An Ordinance amending Charlotte County Code Chapter 3-9, Zoning, by revising Section 3-9-69, Conditional Uses and Structure; providing for conditions for 4H, FFA and similar uses and activities under Residential Single-family (RSF), Residential Multi-family (RMF), Residential Multi-Family Tourist (RMF-T), and Manufactured Home Conventional (MHC) zoning districts; and correcting scrivener's errors; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.

Revisions to Section 3-9-33: Residential Single-family (RSF), Section 3-9-34: Residential Multi-family (RMF), Section 3-9-35: Residential Multi-Family Tourist (RMF-T), and Section 3-9-37: Manufactured Home Conventional (MHC)

An Ordinance amending Charlotte County Code Chapter 3-9, Zoning, by adding 4H, FFA and similar uses and activities as conditional uses and structures to Residential Single-family (RSF), Residential Multi-family (RMF), Residential Multi-Family Tourist (RMF-T), and Manufactured Home Conventional (MHC) zoning districts; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.

Revisions to Buffers, Landscaping, and Tree Requirements

An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Charlotte County Code Chapter 3-9, Zoning, by amending Section 3-9-100, Buffers, Landscaping and Tree Requirements; providing for revised definitions, providing for revised applicability; providing for revised landscape plan; providing for revised planting standards; providing for revised maintenance requirements; and providing for Florida-Friendly landscaping; amending Section 3-9-100.1, Buffers; providing for revised installation standards; amending Section 3-9-100.2, Landscaping; providing for revised parking lot screening; providing for revised interior parking lot landscaping; amending Section 3-9-110.3, Tree Requirements; providing for revised Exhibit 6: Tree Points for Development Types; providing for revised tree removal requirements; providing for revised heritage trees requirements; providing for revised criteria for issuance of tree removal authorization; providing for revised tree removal authorization and exemptions; providing for revised prohibited trees requirements; providing for a requirement of the planting of banyan trees; providing for revised Exhibit 8: List of Approved Tree Species; providing for deletion of Exhibit 9: Prohibited Plants; providing for conflict with other ordinances; providing for severability; and providing an effective date. Applicant: Charlotte County Board of County Commissioners.

Community Development Department Recommendation: Approval

Board of County Commissioners Land Use

The following petitions were heard by the Board of County Commissioners (Board) on November 24, 2015:

1. **FP-15-08-03:**

Port Charlotte Hotel, LLC, and Port Charlotte Commercial Properties, LLC have requested Final Plat approval for a minor subdivision to be named, Triangle Acres Center Lot 1 Replat, a replat of a portion of Triangle Acres Center as recorded in Plat Book 19, Pages 13A-13C, of the Public Records of Charlotte County, Florida. The site is 3.35 acres, more or less, and is located south and west of I-75, north of Village Drive, and east of Kings Highway, in Section 7, Township 40, Range 23, in Commission District I.

Community Development Department Recommendation: Approval

2. **SV-15-08-02:**

Michelle Shafron and Keystone Challenge Fund, Inc., as co-applicants, are requesting to vacate a portion of 5th Avenue and a portion of E. 8th Street lying between Pine Street and Manor Road, a total of 0.52 acres, more or less, part of Rock Creek Park 3rd Addition, as recorded in Plat Book 6, Page 1, of the Public Records of Charlotte County, Florida. The segments are located south of the Sarasota County line, north of 7th Street, east of Pine Street, and west of Manor Road, in Section 5, Township 41 South, Range 20 East, in Commission District III.

Community Development Department Recommendation: Approval

3. **PA-15-07-08-LS:**

Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) for review and comment; the two-part request is to amend several elements of the County's Comprehensive Plan. Part I is specifically to amend: 1) Future Land Use (FLU) Element by amending FLU Goal 1, FLU Goal 2, FLU Goal 3, FLU Goal 4, and FLU Goal 5, and some objectives and policies under FLU Goal 1, FLU Goal 2, FLU Goal 3, FLU Goal 4, FLU Goal 5, and FLU Goal 6; amending the Babcock related policies; amending FLU Policy 6.2.11: Natural Resource Connections item 3a., FLU Policy 6.3.1: Interconnection, FLU Policy 6.3.11: Established Flow ways, and FLU Policy 6.3.12: Greenways Plan; 2) FLU Appendix I: Land Use Guide by amending the plan amendment standards of review; adding sub-neighborhood commercial to the Low Density Residential (LDR), Medium Density Residential (MDR) and High Density Residential (HDR) land use categories with specific development standards; replacing "recreational vehicle" with "recreational vehicle park" within the LDR, MDR and HDR land use categories; redefining general range of uses, removing Special Provision item 3., and deleting sub-category within the Commercial land use category; amending Special Provisions within the Office and Institutional (OI) land use category; and amending U.S. 41 Mixed Use (41MU) and Babcock Mixed Use (BMU) land use categories; 3) FLU Appendix III, Definitions by deleting the definition of "Smart Growth" and amending the definitions of "Strip Commercial" and "Urban Sprawl"; 4) Natural Resources (ENV) Element by amending some policies under ENV Goal 1 and ENV Goal 2; 5) Coastal Planning (CST) Policy 3.2.5: Development Requiring Special Needs Assistance; and rename the County's Comprehensive Plan to Charlotte 2050; Petition No. PA-15-07-08-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date. Part II will follow in the near future.

Community Development Department Recommendation: Approval

Planning and Zoning Board

On November 18, 2015, the Board of Zoning Appeals took the following actions regarding the appeal, variance or special exception applications listed below.

Petition VAR-15-007: Jeff Tinnon, agent for A&B Auto Repair, requested a variance to reduce the required 15-foot front yard setback by 9.5 feet to allow a 5.5-foot front setback for a six-foot high fence in a Commercial General (CG) zoning district, located at **4322 Duncan Road**, east of Punta Gorda. The Board of Zoning Appeals voted 5-0 to approve the requested variance, subject to conditions.

Petition VAR-15-009: Attorney Douglas Grissinger, agent for Tim and Sarah Robinson requested a variance to reduce the 25-foot front yard setback by 7.20 feet to allow a 17.80-foot front setback for a wood deck and roof extension in the Bridgeless Barrier Island (BBI) zoning district and located on Little Gasparilla Island, with an address of **8918 Gulf Street**, in Englewood,. The Board of Zoning Appeals voted 3-2 to approve the requested variance, subject to conditions.

Petition SE-15-007: Kevin Natella, agent for Site One Landscape Supply requested a special exception to allow an outdoor storage and display of landscaping and irrigation merchandise in the Commercial General (CG) zoning district, located at **752 Tamiami Trail**, in Port Charlotte. The Board of Zoning Appeals voted 4-0 to approve the requested special exception, subject to conditions. Board member Blair McVety abstained from participating and voting on this item because of a possible conflict of interest.

Parkside CRA

Public forums to discuss the draft Parkside Revitalization and roundtable meetings to develop appropriate land development regulations to implement the revitalization plan were held to refine proposed LDRs for Parkside. The visual preference survey to further determine the public's preferences of various architectural features was completed on August 28. The results of that survey, along with conclusions drawn from it, were presented to the Team Parkside Executive Committee and at a Team Parkside Community meeting. The data collected from this survey is being used to prepare the proposed LDRs. Both the Revitalization Plan and the LDRs will be taken forward for adoption at the same time.

Charlotte Harbor CRA

The Charlotte Harbor Community Revitalization Plan was adopted on June 23, 2015. A first draft of the LDRs has been prepared and was presented to the CRA Advisory Committee. Discussions on the LDRs have begun, and adoption of the LDRs will begin in early 2016.

Murdock Village

There is no action on Murdock Village.

MANASOTA KEY COMMUNITY PLAN

The committee met on November 4th and November 18th. The following projects were presented to ARC.

- 1.) 7506 Whitcomb Street - fence
Comments: recommended approval
- 2.) 1975 Beach Road - Flounders – building addition
Comments: recommended approval
- 3.) 2779 N. Beach Road - deck
Comments: recommended denial
- 4.) 210 Meredith Drive – boat lift cover
Comments: recommended approval

- 5.) 1445 Gulf Boulevard – boat lift
Comments: recommended approval
- 6.) 135 Sand Dollar Lane – boat dock
Comments: recommended approval
- 7.) 2700 N. Beach Road – concrete repairs
Comments: recommended approval
- 8.) 1700 Gulf Boulevard – Minor Home Occupation
Comments: recommended approval
- 9.) 1855 Gulf Blvd – White Elephant – boat lift cover
Comments: recommended approval

SITE PLAN APPROVAL

The County received 8 petitions in November:

2 were for Preliminary

2 were for Final

1 was Preliminary and Final

1 was a Major Modification

2 were project conferences

Community Services

Community Services

Administration

- Responded to 121 phone calls, 17 web mails, 3 citizen concerns, 2 accident and 3 incident reports
- Parking passes sold 15 (mail and phone)
- Supported 2 Advisory Boards, Safety Committee
- Event Support
 - Tippecanoe Trail & Mud Run
 - Parkside Music and Food Fest
 - Waterfest
- Promotional and Marketing Activities
 - ½ page ad in the Parrot Magazine promoting activities
 - Tippecanoe Trail & Mud Run
 - Parrot Magazine - Full Page Ad Front & Back Cover (in-kind sponsorship)
 - Facebook Ads (post reach over 6,000)
 - iHeart Media
 - Comcast TV Commercials
 - Facebook Page Current reach – 961 Page Likes
 - iHeart Media commercials
 - Distributed (9) press releases
 - Distributed 514 promotional items including The Guide at the Charlotte Harbor Nature Festival
- Seasonal Concessions
 - Englewood Beach
 - Hot Dog Cart – Yank’s Franks
 - Yoga – Loving Light Healing Center
 - Italian Ice – Plumberry Ice
 - Beach Chairs/Umbrellas/Scooter Rental – Englewood Florida Scooters
 - Yes Man – fresh fruit drinks
 - Bayshore Live Oak Park – The Hot Dog Cart
- Reviewed site with Kiwanis Park with Kiwanis Club for Duck Race in April

Monthly Report, November 2015

- Active Net project – Data input complete, testing and training continuing

Charlotte Sports Park

- The Haunted House event sponsored by Charlotte Stone Crabs and Walmart had an estimated attendance for this past weekend as follows: Friday, 10/30–500, and Saturday, 10/31–100.
- The SW Florida Lung Cancer Research Council Run/Walk, was held at the Charlotte Sports Park on Saturday, 11/7/2015 with an estimated attendance of 450.
- The Charlotte Sports Park hosted the Prostyle Sunshine Classic Baseball Tournament on Saturday, 11/14 and they used 5 fields and played 20 games with an approximate attendance of 1100. On Sunday, 11/15 they used 5 fields and played 10 games with an approximate attendance of 300.
- The Tippecanoe Trail and Mud Run had an approximate attendance of 400 including the Fun Run.
- Charlotte Sports Park was host to the Nature Fest held on Nov. 21, which saw approximately 1500 people come through all the demonstrations, seeing wildlife and taking part in hayrides and tours through Tippecanoe Environmental Park.

Recreation Division/Aquatics Section

Port Charlotte Beach Pool

- * 402 paid admissions
- * 241 Pass holder visits
- * 489 Water Aerobics participants
- * Staff spent an estimated 40 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- * Staff spent an estimated 50 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms

Oyster Creek Regional Park Pool

- * 504 paid admissions
- * 575 pass holder visits
- * 517 water exercise participants
- * Charlotte County Blue Fins practiced 5 times per week resulting in approximately 350 “splashes” for the month
- * The pool was rented twice for SCUBA classes.
- * Staff conducted one private swim lesson series
- * Staff spent an estimated 55 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- * Staff spent an estimated 46 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

South County Regional Park Pool

- * paid admissions
- * 763 pass holder visits
- * 210 water exercise participants
- * Charlotte County intersession camp visited the pool 4 times resulting in approximately 180 “splashes”.
- * The Charlotte County Blue Fins held 27 swim practices resulting in approximately 1593 “splashes” for the month.
- * Charlotte High School Swim & Dive team held 36 practices resulting in approximately 1728 “splashes”. Charlotte High School hosted the High School District swim meet with 650 swimmers from 14 different schools and their families attended.
- * Charlotte High School hosted the District Dive meet where 50 divers and their families attended.
- The Charlotte County Sheriff’s Office held a Citizen’s Academy demonstration in the dive well 10-28-15.

*Staff spent an estimated 72 hours performing In-service Lifeguard training skills such as First Aid/CPR/AED and Administering Emergency Oxygen.

*Staff spent an estimated 74 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

Recreation

The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 17,360 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,592 with 7,702 touches combined. Recreation facilities were rented 47 times achieving a rental attendance total of 2,026 people.

Athletics

- The total number of local athletic facility users (not including gymnasium use) for the month of November was approximately 3,237 and facilities were booked 3,158 hours. Activities included Adult Tackle Football, Adult Flag Football, Adult Soccer, Adult Softball, Special Needs Baseball, Youth Football, Youth Flag Football, Youth Soccer, Youth Baseball, Youth Softball, Youth Hockey, and Equestrian events.
- Florida Half Century Softball Tournament at Carmalita Park on October 31st and November 1st.
- Harold Avenue Youth Basketball Jamboree kickoff on November 7th.
- Miss Charlotte Softball Tournament at Harold Avenue Softball Fields on November 7th and 8th.
- Harold Avenue Youth Basketball Regular Season began on November 14th and 15th.
- Prostyle Baseball Tournament at North Charlotte Regional Park and Harold Avenue on November 14th and 15th.

Extension Services

Administration:

Meetings/Reporting/Governance:

- **South Central Monthly CED meeting** – November 23rd
- **DED Interviews** – Sarasota Extension via PolyCom – November 17th – 2 pm
- **Managers Meeting** - Charlotte Sports Park – November 25th – 3 pm
- **Work on ROA/POW** – Due December 4th
- **Charlotte Soil & Water Conservation District Board of Supervisors Meeting** – November 9th – 9am
- **Managers Meeting - Charlotte Sports Park** – November 9th – 1 pm
- **Charlotte Academy Science Fair – Judge** – November 16th – 9 am to **12 noon Extension Staff Meeting** – 3 pm – November 19th

Website Hits: Website: 2346 page views

Facebook® Page - Charlotte County Extension data: Facebook: 1,261 Likes: Our Blog had 728 views. (Mitchell, Schumaker)

Sea Grant:

Publications:

Staugler, E.A. 2015 "Charlotte Harbor Fisheries Forum" Waterlife Magazine. December 2015, pg. 12.

Website:

Marine Scene Plus (Regional Blog) <http://flseagrants.ifas.ufl.edu/newsletter/>
11/25 - Interested in Charlotte Harbor Fisheries? Your input is needed!

Outreach Programs:

Monthly Report, November 2015

11/20 - 18 students completed the Freshwater Systems class of the Florida Master Naturalist Program

Site & Office Visits:

- Josh Olive, Waterline Magazine
- Donna Ball, Don Ball School of Fishing
Lemon Bay High School student - regarding project for class

Meetings:

- 11/24 - Meeting with WMU biological, geological and engineering faculty at the request of Economic Development to discuss area projects and opportunities for partnerships.
- 11/30 - Fisheries Forum planning team conference call
- 11/30 - Conference call with Mike Allen, UF Director of the Nature Coast Biological Station

Other:

- 11/1-11/15 - annual leave
- Much of November spent preparing annual Report of Accomplishments (ROA) for the University (due 12/4), preparing for the 2015 Envirothon Academic Challenge (to be held 12/4), and developing a survey instrument for the Fisheries Forum which went to 10,000 anglers in Charlotte and Lee counties. **(Staugler)**

4-H Youth Development:

- **Club Officer Training**
Charlotte County 4-H Agent, Pam Phillippe hosted a mandatory club officer training which included team building activities and communication. Twenty three 4-H club officers attended the self-empowerment training session. The youth also engaged in teaching fellow officers what components make a 'good' leader.
Charlotte County 4-H Marine Ecology volunteer leaders met at Lemon Bay Preserve for an exploratory hike on the boardwalk through the black mangrove forest and collected aquatic specimens in the shallow waters along the shoreline. Six club members and ten adults participated in both activities. The members also learned how to properly use seine nets and dip nets to perform aquatic species collection for the purpose of identification, discussion and return them to the waters of Lemon Bay Preserve.
- **Charlotte County 4-H 50 Stars Club**
Charlotte County 4-H 50 Stars Club hosted a spaghetti dinner and silent auction as their individual club fundraiser. The club had a very good turnout, raising more than six hundred dollars!
- **Outdoor Adventure Day**
Charlotte County 4-H staff and volunteers hosted an Outdoor Adventure day for the Outdoor Adventure 4-H Club. Members learned how to properly shoot archery safely by certified archery instructors. The six hour day took place at the Charlotte County fairgrounds. The first half of the day was dedicated to archery and the second half of the day was dedicated to learning about forestry and wildlife. Members participated in a nature scavenger hunt and a tree identification activity.
- **Volunteer Club Leader Meeting**
Charlotte County 4-H agent, Pam Phillippe hosted a volunteer club leader meeting. This meeting consisted of properly preparing the club leaders with information about upcoming events as well as, deadlines for mandatory state paperwork.
- **Charlotte County 4-H Four Paw's and a Tail Club**
Charlotte County 4-H Four Paw's and a Tail club hosted a fundraiser for the Animal Welfare League of Charlotte County. The Punta Gorda Winn Dixie partnered up with the dog club and helped raised \$345.90 along with a cart full of animal food for the animals that call the welfare league home. **(Phillippe, Cardwell)**

Horticulture:

Programming

- Gardening Symposium – November 7th – 9 am to 2:30 pm – Extension Office – 86 in attendance
- GI-BMP Training – 8 am to 3 pm – November 20th – 4 in attendance
- MG Plant Sale – November 21st - 8 am to 3 pm
- MG Officers Meeting – November 13th – 9:30 am
- Program at Maple Leaf Village – 9 am - Invasive Orchids – November 14th – 75 in attendance

Special Outreach

- **MG Radio Show** – MG Radio – 1580- WCCF – 10 am – November 24th - Nancy Palmer, Lynn Buth, Tom Becker and Ralph Mitchell

Florida-Friendly Landscaping™ Program

Summary: The FFL™ program helps homeowners improve their residential landscapes. The Florida Yards and Neighborhoods (FYN) assistant educates homeowners on how to design, install and maintain water conserving trees, shrubs and groundcovers. **Total clientele contacts this month 426 homeowners & new resident. 178 who attended 6 teaching events, 103 telephone consultations, 63 office visits, 4 field visits and 78 email consultations.**

Meetings

Pick Up Entomology Supplies – 10 am – Sarasota – November 18th

Charlotte Sun Newspaper Articles:

Potential Readership:

Charlotte Sun Herald – Average Circulation - 44,028

Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day

- **Newspaper Article for November 2nd** – “Why you don’t want a golden rain tree”
- **Newspaper Article for November 9th** – “A ribbon palm for your landscape
- **Newspaper Article for November 16th** – “Silver buttonwood – a sterling idea!”
- **Newspaper Article for November 23rd** – “Top of the morning, tithonia!”
- **Newspaper Article for November 30th** “Truly muhly” (Mitchell, Bates, Becker)

Parks

- Damaged tree replaced at Tringali Park
- New entry sign fabricated & installed at Cape Haze Pioneer Trail at Brig & Harness
- New entry sign fabricated & installed at Darst Park
- No smoking signs installed at PCB & Bayshore restrooms
- Flag raised and all outdoor lights functioning with close of turtle season

Natural Resources

- Staff has been diligently working to prepare Tippecanoe Environmental Park for the annual Tippecanoe Trail Run. Most of the obstacles have been constructed and staff has focused much of their time treating exotic flora along the course of the race and throughout the park.
- Staff is currently engaged in the annual reporting responsibilities. In addition to the FCT annual reports Staff has been compiling data pursuant to the Gopher Tortoise Recipient Site permitted through FWC. This report is a standing requirement per the agreement with the state of Florida. This property represents one of a handful of recipient sites for Gopher Tortoises.
- The 4th annual Tippecanoe Trail and Mud Run was held on Saturday, November 14th at the Tippecanoe Environmental Park. The run was organized by Charlotte County Community Services. Participants chose a 5K or 10K trail run with 13 obstacles with mud and muck

throughout. A smaller one-mile course for younger participants and those wishing to have a fun walk provided scaled down obstacles that packed in tons of fun! Approximately 365 people participated in the event! The youngest runner in the 5/10K was 7 years old and the oldest was 72. Runners, staff and volunteers all had a great time during the event that began at 8:15 am and ended with mud, pulled pork sandwiches, salad, and refreshments; including a free beer for participants provided by JJ Taylor Distribution and a bounce house and activity for kids. Awards included medals for the top three finishers in each age group, and an engraved boar's skull with the race logo and year for the overall male and female winners. All pre-registered participants received a Dry-Fit race shirt and goodie bag. Sponsorship of the event came from 7-11, Charlotte County Solid Waste, Fit2Run, The Parrot, Port Charlotte Auto mall, Around the Clock Fitness, Total Nutrition and Waste Management, Johnson Engineering, Kix 92.9 Country.

Facilities Construction & Maintenance Report October 2015

- **Anger Fishing Pier & Parking Renovations:** This Project is complete.
- **Cape Haze Pioneer Trail Connector:** The pre-bid was held November 18th with bids due December 16th.
- **CARE Facility Expansion:** The conceptual plans were completed and reviewed. The preliminary site review was held with the city. The consultants are completing 60 percent plans.
- **Fire Training Facility:** The contractor started construction in mid-November. The facility was ordered with the estimated delivery to be determined.
- **Bay Heights Boat Ramp:** The bids were opened on November 18th. The low-bid approval is scheduled for the December 8th BCC meeting.
- **Airport Annex Master Plan:** The site conceptual master plan meeting was held November 18th. The consultants is compiling the comments and revisions for final masterplan review.
- **CCSO Firing Range:** The range design will commence upon finalization of Airport Road Master plan.
- **Justice Center Expansion:** The Board has approved the architect/engineering design team, and a negotiations meeting was held on November 2. A draft copy of the scope of services is in review.
- **ADA Various Improvements:** Cost Proposals and preliminary designs have been reviewed. Next step is to finalize scope of work with final design package to go out to bid for construction. Received engineer's proposal and we are in process of getting a change order approved for this next step.
- **Port Charlotte Beach Fishing Pier & Boardwalk Renovation:** The fishing pier and entire boardwalk are open to the public. The project is complete.
- **Franz Ross Football Fields Renovation:** The preliminary plans and specifications have been re-designed as requested by CC management and the project has been put on indefinite hold.
- **Franz Ross Park Parking Expansion:** The punch list is being completed.
- **Harbor Heights Drainage, Parking and Sports Facilities Improvements:** The punch list has been completed.
- **Harbour Heights Boat Ramp:** The SWFWMD permit application has been submitted and approved. The ACOE application has been submitted.
- **El Jobean Fishing Pier:** Alternative repair methods are being designed by the engineer of record.
- **Fire Station # 10:** Sprinkler contract has been awarded; plans in building permitting. Project started and in progress.
- **Murdock Service Area and VIP parking area:** Preliminary plans reviewed with staff. Final plans underway. **No Changes**
- **Bayshore Live Oak Park Shoreline Restoration:** Preliminary plans have been reviewed with permitting agencies. Final plans reflecting agency and staff comments were submitted to agencies. Corps RAI was received and a response submitted. Final Corps review underway. **No Changes**
- **Sales Tax Project – CCSO District 1 Offices:** The plans are moving into the design development phase. The Construction manager is completing the conceptual cost estimate allowing the team to make design adjustments as needed.
- **Sales Tax Project – Jail Infirmary:** The programing is 90% complete with conceptual plans and master planning finishing in December. The construction manager (CM) is on contract, up to speed, and active participant in the programing discussions.
- **Sales Tax Project – Veterans Memorial Park:** The design team completed the 60% plans. The contractor completed the conceptual cost estimate. The project team met reviewing the documents. Staff will be reviewing scope adjustments.

- **Sales Tax Project – South County Community Library:** The City's Special Warranty Deed land use cooperative agreement will be going to the Punta Gorda City Council on 12/16 and will be entered for the BOCC agenda for January. Programming has begun with the design team. A public input workshop is set for 1/14/16 and a public informational workshop is set for 3/17/16. A joint workshop between the City and BOCC is estimated to be set up the week of 3/7/16.
- **Sales Tax Project – Family Services Center Renovations:** Spatial and functional analysis of the Family Services Center and Cultural Center is underway. Final Report has been received. This report will be presented to the BCC for consideration of alternatives on December 8, which will inform the Sales Tax Project scope of work.
- **Sales Tax Project – Ann Dever Regional Park New Recreation Center:** The BCC approved ranking to negotiate with Fleischman Garcia for the design services. One negotiation kick-off meeting was held and a second one is scheduled for today. Project is being design simultaneously with NCRP recreation center.
- **Sales Tax Project – NCRP New Recreation Center:** The BCC approve ranking to negotiate with Fleischman Garcia for the design services. A negotiation kick-off meeting was held.
- **Sales Tax Project – West County Annex Replacement:** The BCC approve ranking to negotiate with Fawley Bryant for the design services. A negotiation kick-off meeting is scheduled.
- **Sales Tax Project – McGuire Park:** Design contract has been signed. The design kickoff meeting was held. Public input meetings are scheduled.
- **Sales Tax Project – Recreation Centers Renovations:** The BCC approve ranking to negotiate with ADG for the design services. A negotiation kick-off meeting was held.
- .

Human Resources

Human Resources November 2015

Employee & Labor Relations

- Extended employment opportunities to 17 candidates
- Attended Local SHRM Meeting
- Held Meeting with the Employee Recognition Committee to discuss upcoming event
- Attended meeting with Utilities to discuss Apprenticeship program
- Created Pay for Performance video to explain Pay-for-Performance process to staff
- Recruitment related activities and hiring processes
- Served on Interview Panels
- Employee related issues and investigations
- Discipline related conversations and activities
- Monitor the community service program with Courts System
- FMLA Processing & Reporting
- Tasks associated with Employee of the Month
- Legal Discussions
- Miscellaneous advisement/investigations/coaching/development conversations

Benefits Related

- Facilitated Orientations
- Process Tuition Reimbursement Requests
- Prepare orientation booklets
- Provide Customer Service to employees
- Produce Service Awards and letters to employees
- Self- service assistance regarding on-line applications & Eden self-service system

Learning & Organizational Development

- Halogen assistance for employees and Management
- Kicked off Management University Program
- Held “Neuroscience of Health & Happiness
- Generated monthly service awards
- Miscellaneous coaching/development conversations
- Professional Development to include webinar, reviewing industry journals, etc.

Human Services Monthly Report – November 2015

Staff Activities:

- During November the Human Services Department opened the application process for Homeowner Housing Rehabilitation and Down Payment assistance. Funding for this program comes from grant dollars through the State Housing Initiative Partnership (SHIP) program. Acceptance of new applications has now been closed based on funding availability. The Housing Division is processing applications for eligibility and program services.
- The Department’s Juvenile Diversion Program Coordinator met with 6 community agencies to establish host agreements for the Civil Citation Program. As a result, the number of locations youth in the Program can work to satisfy community service hours have been expanded. New partners include Englewood Sports Complex and Charlotte County Solid Waste in Englewood.
- 211 staff have been working with local churches and community organizations by providing information and referring callers in need of Thanksgiving meals and Christmas gifts. For more information on community resources available this holiday season, interested individuals may call 2-1-1.
- Family Services invited representatives from both the Department of Economic Opportunity (DEO) and the Department of Juvenile Justice (DJJ) to come to Charlotte County, on separate occasions, to provide training on grant-funded programs. DEO staff provided information on new organizational standards and program requirements for the Community Services Block Grant Program and the Low Income Home Energy Assistance Program. DJJ staff provided information on the Civil Citation Program to Human Services staff and community partners including Law Enforcement, Public Schools, State Attorney’s Office, Drug Free Charlotte, Charlotte Behavioral Health Care and Juvenile Probation. The meeting also served as an opportunity to discuss the Civil Citation Program in Charlotte County and collaborative efforts to affect positive and successful prevention measures for our youth.
- Dr. Faezeh Andrews, 211 Supervisor and Deedra Dowling, Case Management Supervisor completed the County’s first Management University training program.
- Veteran Services staff gave a seminar on veteran’s benefits at the Punta Gorda library; spoke about Agent Orange exposure on the HIPPO radio show; posted the color guard for the Veterans Day Parade; attended numerous presentations and activities for Veterans Day celebrations; spoke about the VA Veteran Choice Card at the American Legion Post 110; spoke at the Englewood Knights of Columbus about veteran disability claims and pensions; served as a judge for Port Charlotte High School scholarship

contest sponsored by the Daughters of the American Revolution; and coordinated the delivery of a donated wheeled walker and Scooter for needy veterans.

- The Department received the Emergency Solutions Grant (ESB) contract from the Department of Children and Families and the Board of County Commissioners approved the budget amendment for the program. Client services will focus on rapid rehousing, homeless prevention, case management, wraparound supportive services and progression toward self-sufficiency goals.
- The food pantry and front line community service provider list has been updated on the 211 website. The list is published in both English and Spanish.
- Fourth quarter employee training meeting was held and topics included the following: record retention; employee recognitions; outreach & activity calendar; Cyber security; division programs and updates; vehicle replacements; and Strategic Plan progress.
- The staff of Human Services wishes everyone a Happy and Healthy Holiday Season.

Public Safety

- No information to report.

Public Works

Active Construction Projects (may affect vehicular/boater/pedestrian traffic patterns)

2015 County Paving Program - This program provides for the resurfacing of roads in Greater Port Charlotte, Parkside, Deep Creek, and the Road & Bridge Districts. Maps depicting the specific areas to be paved are available on the 2015 Paving Program webpage located at <http://www.charlottecountyfl.gov/projects/Pages/default.aspx> Construction Contract: Ajax Paving, Construction Schedule: March 2015 – Mid-February 2016

Midway 7 Area: Paving and restoration is underway. The Board of County Commissioners approved the addition of Veterans Boulevard to the 2015 Paving Program on Oct. 13. Work in this area began Nov. 16.

Utility work is complete on Elkcam Boulevard and the road is now ready to be paved. Ajax Paving agreed to provide the services needed at the unit bid prices. A change order was approved on Nov. 10 adding Elkcam Boulevard and 20 calendar days to the paving contract.

To date, approximately 60,299 tons of S-III asphalt has been placed in the Greater Port Charlotte and Deep Creek areas. The time completed is 85.04 percent and work completed is 53.18 percent.

Traffic Advisory: PUNTA GORDA, Fla. (Nov. 6, 2015) – Please be advised that there will be intermittent lane closures on Veterans Boulevard beginning Monday, Nov.16. Travelers in this area should expect delays or seek an alternate route if possible. Construction includes milling and resurfacing the travel lanes on Veterans Boulevard. Flaggers and traffic control devices will be on site to assist travelers through the construction area. Weather permitting, construction is expected to conclude on or before Dec. 18. On behalf of road construction crews, please drive safely.

Burnt Store Road (Phase 3) Widening – Construction consists of widening Burnt Store Road, between the Lee County Line and a point north of Zemel Road, to a four-lane divided suburban typical section including stormwater management, drainage improvements, street lighting, 6' sidewalks on both sides of the roadway, utility relocations and additions. Construction Contract: Gibbs & Register, Construction Schedule: 3/10/2014 – 1/2/2016

Cabana Road is closed and is expected to re-open December 8.

The excavation of all ponds is complete. Grading and sodding of swales continues on the west side. Work is complete on the final box culvert. Installation of drainage pipes is complete.

The installation of utilities continues; approximately 99% of new utility pipes are installed and 99% of the old utility pipes have been removed.

Over 99% of the sidewalk sub grade has been installed on the northbound side. Concrete installation for the sidewalk is 99% complete on the northbound side and 80% complete on the southbound side.

Paving of the structural course on the remaining southbound lanes began November 30 and will continue thru December 8.

Street lighting and IT conduit on the east side of the project is operational. Lighting conduit is being installed on the west side and is approximately 96% complete. Street Light bases are being installed.

Please note that traffic has shifted to the east side of the new roadway and the speed limit was reduced to 35 miles per hour. The entire project length is a NO PASSING zone; extreme caution should be used when traveling in this area.

Charlotte Harbor Gateway Harbor Walk, Phase 1 – This project is to design and construct pedestrian and boater access to Charlotte Harbor. Phase 1 includes replacement of the seawall, construction of a restroom facility, small boat launch, parking area, and pedestrian promenade located at the foot of the north-bound US 41 Bridge. Once completed, new amenities will enhance the public's waterfront experience. The project area is closed to the public during construction however residents and tourists are encouraged to visit Bayshore Live Oak Park to continue fishing and enjoying recreational activities.

The County is utilizing Florida Department of Transportation (FDOT) Local Agency Program (LAP) Funds to construct this project. Notice to Proceed was issued by FDOT on Dec. 11, 2014. This project includes Construction, Engineering and Inspection (CEI) services to ensure compliance with federal rules and requirements. The Board of County Commissioners approved the CEI contract with CDM Smith on November 12, 2014. Construction Contract: Quality Enterprises, Construction Schedule: 5/18/2015 – February 2016.

The contractor completed the installation of sheet piles for the seawall and the cap for the new seawall has been poured. Concrete sidewalks have been poured, foundations for the sun shades have been installed and irrigation and electrical conduit installation continues.

CR 771 (Gasparilla Road) Widening – The purpose of this project is to widen CR 771 (Gasparilla Road) to a four-lane divided roadway, from SR 776 to the vicinity of Rotonda Boulevard East. The project includes the installation of sidewalks and bicycle facilities. This 790 calendar day project is funded by the 2009 Sales Tax, Road Impact Fees, Gasoline Tax and a State Grant. Construction Contract: Construction Manager at Risk, Halfacre Construction, Woodruff and Sons, Inc. will be performing on-site construction, Construction Schedule: 7/7/2014 – 9/4/2016.

- Traffic has been switched to the new travel lanes on CR 771 (Gasparilla Road), between Marathon Boulevard and Ingraham Boulevard, crossing the new bridge section.
- San Domingo Boulevard has been reopened.
- Woodruff and Sons' Crews #1 and #2 are removing old utility lines and installing new storm drain piping heading toward SR 776.

Please note that planned construction activities are contingent upon weather conditions.

Port Charlotte, Fla. (Nov. 4, 2015) – Traffic is scheduled to be switched to the new travel lanes on CR 771 (Gasparilla Road), between Marathon Boulevard and Ingraham Boulevard, crossing the new bridge section. The speed limit in this area will be reduced to 25 MPH along the entire length of the traffic

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switch. Message boards and signage will be on-site indicating the lane shifts. The San Domingo Boulevard intersection will be re-opened during this time. On behalf of the construction crews, please use extreme caution when traveling through this area.

Edgewater Drive Widening Phase 2 – This project will widen Edgewater Drive, between Harbor Boulevard and Midway Boulevard, to a four-lane arterial roadway designed to better serve the central portion of the County and accommodate anticipated traffic growth. The project will include replacing three bridges (West Spring Lake Waterway, East Spring Lake Waterway, and Sunrise Waterway) and improve five intersections, four of which will be roundabouts. Improvements include a raised median, curb and gutter, sidewalks/bike lanes, and landscaping.

This project includes Construction, Engineering and Inspection (CEI) services to ensure compliance with federal rules and requirements. The Board of County Commissioners approved the CEI contract with Southwest Engineering & Design on November 12, 2014. Construction Contract: Owen-Ames-Kimball, Construction schedule: 1/5/2015 – 2/5/2017.

Traffic Advisory: PORT CHARLOTTE, Fla. (Nov. 20, 2015) – Harbor Boulevard will be closed north of Edgewater Drive to local traffic ONLY from 10 a.m., Monday, Nov. 30 through 10 a.m., Monday, Dec. 21. Drivers will not be able to access the Edgewater Drive intersection from the north and can follow a local detour to U.S. 41. Harbor Boulevard south of Edgewater Drive will be accessible via Edgewater Drive at U.S. 41. Motorists are asked to use caution and obey signs while navigating detours as crews complete construction in the area.

Excerpts from www.GoEP2.com

The Edgewater Drive and Midway Boulevard intersection is open to traffic with a new roundabout. Motorists are reminded to yield to traffic already in the roundabout, obey signage and use caution while driving the new traffic pattern. Edgewater Drive remains closed to through traffic between Midway Boulevard and Harbor Boulevard.

Altoona Street remains closed from Edgewater Dr. to Webster Ave. [until further notice](#). West Spring Lake Bridge, East Spring Lake Bridge and Sunrise Waterway Bridges are closed to vehicle, pedestrian and bicycle traffic. Lauzon Street is closed from Sheeley Street to Lakeview Avenue for the duration of project.

Harbour Heights Median Improvements - This project consists of installing curbing, irrigation and landscaping within the existing medians on Sunnybrook Road and Broadpoint Drive. Construction Contract: Stage Door II, Inc. of Apopka, FL, Construction Schedule: 8/24/2015 – 11/22/2015

This project was completed on Nov. 22 (two days ahead of schedule).

Midway Boulevard Widening Phase 2 – This project will complete the widening of Midway Boulevard from Sharpe Street (just east of Harbor Drive) to the intersection of Kings Highway (about 2.25 miles). Design includes four lanes of traffic with center turn lanes, new sidewalks on both sides, a closed drainage system, new traffic signals at Beacon Drive, new pedestrian crossings at the schools, new lighting, and a new water and sewer system along the corridor. Temporary sidewalks, meeting the ADA requirement, will be installed during construction to maintain all pedestrian access. Midway Boulevard may be closed to through traffic at times however mail delivery, emergency services and access to local residences will be maintained during construction. This project was selected for inclusion in the 2008 Sales Tax Referendum. Construction Contract: Forsberg Construction, Construction Schedule: 6/30/2015 – Summer 2018

Please be advised that traffic lanes will shift on Midway Boulevard Monday, Nov. 30 through Friday, Dec. 4 in the vicinity of the Achilles Street intersection as work progresses on storm pipe installation at this location. The speed limit will be lowered to 10 mph through the lane shift (approximately 400 feet) to maintain the safest possible passageway for the traveling public.

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Forsberg Construction completed the 60" concrete pipe from the Niagara Waterway across Achilles Street. The contractor will start the 24" drainage system at Achilles Street and then start the 54" concrete pipe out of the waterway across Achilles Street. Once this portion of the drainage system is installed, Achilles Street will re-open and Midway Boulevard will close to through traffic while construction crews move eastward installing the remainder of the utilities.

Traffic Advisory: PORT CHARLOTTE, Fla. (Dec. 2, 2015) – Midway Boulevard, from Achilles Street to Kings Highway, will be closed to through traffic Monday, Dec. 7 as roadway improvements will be conducted in this area through the spring of 2016. Travelers are encouraged to choose an alternate route when possible. Traffic will be detoured via Rampart Boulevard, Avacado Avenue and Achilles Street; variable message boards and traffic control devices will assist travelers through the detour.

Excerpts from <http://midwayupdate.com/news/>

Nov. 11: The contractor is now installing some of the deepest and most difficult drainage pipes for this project – from the Niagara Waterway to Achilles Street. These pipes are 54" and 60" in diameter, installed approximately 14 feet deep, and will move storm drainage from the new roadway and surrounding properties. Additionally, the contractor is installing new utility lines. Achilles Street (south) will remain closed until these lines are completed in this area.

Rotonda West Bridge Lighting – The Rotonda West Street and Drainage MSBU Advisory Board requested the installation of decorative lighting to the five bridges over the Rotonda River. Bridge Locations: Rotonda Boulevard East, Rotonda Boulevard West, Rotonda Boulevard North, Cape Haze Drive, Rebel Court. Wright Construction completed the installation of an electric power system to feed the decorative lighting planned under the first phase of this project. Construction Contract: Solo Electric, Construction Schedule: 10/12/2015 – March 2016

The installation of decorative lighting is underway.

Sidewalks - South Gulf Cove – The South Gulf Cove MSBU Advisory Board requested approximately 17 miles of multi-use pathways within the South Gulf Cove subdivision. Phase One includes the design and construction of approximately 2.7 miles of off-street pathways on Ingraham Boulevard from Gasparilla Road to Calumet Boulevard and on Calumet Boulevard from Ingraham Boulevard to St. Paul Drive. Construction Contract: Bonness, Inc., Construction Schedule: 11/9/2015 – Early 2016

A pre-construction meeting was held Oct. 20 at which time Notice to Proceed was established as Nov. 9, 2015. The contractor began survey work on Nov. 9. Construction will begin on Ingraham Boulevard near CR 771 and will continue into the development.

Traffic Advisory: Port Charlotte, Fla. (Nov. 4, 2015) – Construction is scheduled to begin along Ingraham Boulevard in South Gulf Cove on Monday, Nov. 9 which may cause intermittent, temporary lane closures affecting traffic patterns through March 2016. Work will begin near CR 771 to construct a multi-use recreational trail and to install landscaping along Ingraham Boulevard to Calumet Boulevard and then proceed down Calumet Boulevard to St. Paul Drive. Traffic signs, message boards, and flaggers will be on-site as needed to direct traffic. The Public Works Department reminds motorists to remain alert and use extreme caution when traveling in the vicinity of construction workers.

South Gulf Cove Turn Basin – The South Gulf Cove Waterway Advisory Board requests to permit and construct a turn basin outside the lock complex to aid boaters in holding position while the lock is in use. From outside the lock the only existing location for vessels, of any substantial size and draft, to hold position is in the channel. Due to the channel width, this poses a potential hazard notably during high winds or seas. The creation of a turn basin will aid boaters by providing sufficient space to hold position until the lock is free of other vessels. Construction Contract: Marine Contracting Group, Construction Schedule: 9/28/2015 – Late 2015

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Marine Contracting Group has been dredging the new channel and is about 70% complete. The first As-Built survey was completed on November 30. Once the data is compiled the Contractor will be given further instructions. The Contractor is in the process of moving existing channel markers and installing new markers to delineate the new channel. Material is being trucked from the spoil site to the Charlotte County Landfill.

Stormwater Control Structure Replacement - Fordham Waterway at Peachland FOR 5.11 - This project provides for the construction of a stormwater control structure under Peachland Boulevard at the Fordham Waterway. The new structure will replace two 48" culverts and a 50' weir with one 8'x10' box culvert with a 5' weir. Construction Contract: Quality Enterprises, Construction Schedule: 8/3/2015 – 3/11/2016.

Construction is underway; 6 pieces of box culvert have been installed starting at the south going north. The footer has been poured for the head wall and wing walls on the south side. The head wall and wing walls on the south side have been formed.

Traffic Advisory: PORT CHARLOTTE, Fla. (Nov. 18, 2015) – Peachland Boulevard, from Torrington Street to Aberdeen Avenue, will be closed to traffic for two hours on Monday, Nov. 23 between 10:00 a.m. and noon. A large crane will be moved along Peachland Boulevard between the Niagara and Fordham Waterways as work progresses to upgrade the stormwater structures under Peachland Boulevard. Advance warning signs and flagmen will be on site to assist travelers through the detour via Aberdeen Avenue and Beacon Drive. This work is being conducted to increase stormwater flow capacity as part of an overall plan to upgrade Charlotte County's stormwater infrastructure system. On behalf of construction workers, please drive safely.

Stormwater Control Structure Replacement - Niagara Waterway at Peachland NIA 5.72 - This project provides for the construction of a stormwater control structure under Peachland Boulevard at the Niagara Waterway. The new structure will replace a 48" reinforced concrete pipe and a 22' weir with two 36" reinforced concrete pipes with a 6' weir. Construction Contract: Quality Enterprises, Construction Schedule: 8/3/2015 – 3/11/2016.

The head walls and wing walls have been poured on the south side. Side drainage pipes have been installed going to the roadside drainage structures.

The traffic pattern has shifted on Peachland Boulevard at the Niagara Waterway, between Hallcrest Terrace and Aberdeen Avenue as work progresses to upgrade the water control structure under the roadway at the canal crossing. Peachland Boulevard remains open to traffic during construction however pedestrian traffic is closed at the canal crossing. Flaggers, traffic control devices and advance warning signs are on site to assist travelers through the construction area.

Traffic Advisory: PORT CHARLOTTE, Fla. (Nov. 18, 2015) – Peachland Boulevard, from Torrington Street to Aberdeen Avenue, will be closed to traffic for two hours on Monday, Nov. 23 between 10:00 a.m. and noon. A large crane will be moved along Peachland Boulevard between the Niagara and Fordham Waterways as work progresses to upgrade the stormwater structures under Peachland Boulevard. Advance warning signs and flagmen will be on site to assist travelers through the detour via Aberdeen Avenue and Beacon Drive. This work is being conducted to increase stormwater flow capacity as part of an overall plan to upgrade Charlotte County's stormwater infrastructure system. On behalf of construction workers, please drive safely.

Sunshine Lake Recharge Wells – This project consists of the installation of two recharge wells to maintain active water flow through the Sunshine Lake. A recharge well will be located at the north end of Sunshine Lake and a second adjacent to McGuire Park. Construction Contract: Lee Dean & Sons, Inc. of Fort Myers, FL, Construction Schedule: 9/14/2015 – 12/15/2015

Well shafts have been drilled at both locations. The contractor is currently coordinating with Florida Power & Light to run electricity to the well pump sites. The installation of the well pumps is anticipated this week and the stilling wells and discharge pipes should be installed next week.

Sunshine Lake Water Level Control Structure - The purpose of this project is to design and construct a water control structure at the downstream end of the Sunrise Waterway to restore and enhance the water quality of Sunshine Lake. This project is being conducted in response to recommendations received from the Sunshine Lake Water Quality Study. Design: Public Works Engineering Division, Construction Contract: Quality Enterprises, Construction Schedule: 9/21/2015 – Late 2015.

The Sunshine Lake Water Level Control Structure Project is intended to meet the lake level modification recommendation of the study. The control structure will be constructed at the North Tamiami Trail access road, located at the downstream end of Sunrise Waterway. The structure will raise the water level in the upstream water bodies approximately eighteen inches, lessening algal growth due to seasonal lowering of water levels. The additional water depth and volume provides additional attenuation and dilution of runoff and will increase storage for suspended solids.

The concrete weir structure is complete and fabri-form slope protection has been installed on both the north and south sides of the waterway. Restoration is underway.

Traffic Advisory: PORT CHARLOTTE, Fla. (Dec. 1, 2015) – The North Tamiami Trail access road, between Elkcam Boulevard and Caring Way, has reopened to traffic. The installation of the water control structure and pipe under the access road at the canal crossing is complete.

Projects in Design or Negotiation

Burnt Store Road Phase 2 Widening – This project is to design and permit a new four-lane divided roadway to include sidewalks and bike facilities between the existing two (2) four-lane projects to the north and south. This section is from the southern end of Burnt Store Road (near Notre Dame Boulevard) to the northern four-lane section of Burnt Store Road, north of Zemel Road. Design Contract: Johnson Engineering, Design/Permitting schedule: through 3/3/2017, Procurement Process: TBD, Projected start of Construction: Funding has not been allocated for construction at this time.

The first Public Meeting to unveil design proposal options was held Oct. 7. Over 70 interested citizens were in attendance; some provided input to the proposed design concept options which was presented to the Board of County Commissioners (BCC) for review and recommendation on Nov. 24.

The BCC recommended alignment Option #2, standard street lighting, and sidewalks on both sides of the roadway north to the Tern Bay property line, then the sidewalk will continue on the east side only for the remaining length of the project.

Design schedule:

- 30% plans are due March 11, 2016
- 60% plans are due Aug. 12, 2016
- 90% plans are due Dec. 2, 2016
- 100% plans are due Feb. 3, 2017
- Final bid contract documents are due March 3, 2017

Charlotte Harbor Gateway Harbor Walk, Phase 2 – The Charlotte Harbor Community Redevelopment Area (CHCRA) is interested in providing continuous pedestrian access from Bayshore Live Oak Park to Chester Roberts Park and to improve boater access to the harbor. Phase 2 includes the design of pedestrian connections from the promenade (located along the east side of US 41 northbound travel lanes) including a boardwalk crossing underneath the US 41 Bridge, a stairway connecting the promenade to the US 41 Bridge sidewalk, a fishing pier and a water taxi dock facility. Design Contract:

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Kimley-Horn & Associates, Design/Permitting Schedule: 10/15/2013 – 7/17/2015, Procurement Process: Late 2015, Projected Start of Construction: Early 2016

Meetings with the design firm continue; 100% design plans were submitted to FDOT the week of October 19 and are under review. The design team submitted the plans to the permitting agencies and is waiting for their responses.

Edgewater Drive Bridge Repair at Elkcarn Waterway - This project includes engineering services to inspect and evaluate the current condition of each wall at the Edgewater Drive Bridge (014074) over the Elkcarn Waterway near Cousley Drive and determine the most cost effective method of repair. Design Contract: CES/American Engineering, Design/Permitting Schedule: through Fall 2015, Procurement Process: Late 2015- Early 2016, Projected Start of Construction: Early 2016

Charlotte Engineering & Surveying is currently designing wall rehabilitation; design plans are at 90% completion.

NWPC Bridge Inspections and Design Improvements - This project includes an engineering evaluation of seven bridge structures within the Northwest Port Charlotte MSBU District and development of a detailed rehabilitation plan to extend the structure's useful life. A consultant will inspect the bridge piles and collect the necessary field data to design structural jackets and supply a report with estimated costs before designing the jackets. The improvements and repairs shall correct deficiencies identified by FDOT consultants to the extent that is practicable. Design Contract: Charlotte Engineering & Surveying, Design/Permitting Schedule: TBD, Procurement Process: TBD, Projected Start of Construction: TBD

<u>BRIDGE #</u>	<u>ON</u>	<u>AT</u>
014041	McPearson Dr.	Hastings Waterway
014045	Chamberlain Blvd.	Apollo Waterway
014047	Chamberlain Blvd.	Markham Waterway
014048	Jacobs St.	Jupiter Waterway
014050	Biscayne Blvd.	Apollo Waterway
014051	Eisenhower Dr.	Venus Waterway
014052	Eisenhower Dr.	Cheshire Waterway

CES/American Engineering was selected as the design firm; the scope and fees have been approved. The County and CES/American Engineering are scheduling a kick-off meeting to start the design process.

Parkside - Harbor Boulevard Improvements (U.S. 41 to Olean Boulevard) Phase 2 – Phase 2 design includes roadway improvements consisting of a four lane divided roadway with a 16’ – 20’ raised median that will provide for safer turning movements, 8’ – 10’ multi use paths on both sides, landscaping, decorative lighting, wayfinding and a gateway feature. Utility improvements are included in this project. Design Contract: Johnson Engineering, Design/Permitting Schedule: 11/12/2013 – October 2015, Procurement Process: Late 2015-Early 2016, Projected Start of Construction: 2/5/2016.

Engineering Division staff reviewed the 90% design plans and provided comments to Johnson Engineering; 100% plans are expected in early November 2015 for review and approval.

Parkside - Gertrude Avenue/Aaron Street Multi-Use Path - This project will provide for a 10’ multi-use path, landscaping, decorative lighting, a pocket park and signage along Gertrude Avenue, from Caring Way to Aaron Street, and along Aaron Street from Gertrude Avenue to Harbor Boulevard. Design Contract: Johnson Engineering, Design/Permitting Schedule: June 2015 – Late 2015, Procurement Process: TBD, Projected Start of Construction: TBD

Parkside Community meeting was held July 30, 2015 to review the conceptual plan. Johnson Engineering is working on the 60% plans.

Parkside - West Tarpon Boulevard/Ambrose Lane Multi-Use Path - This project includes a 10' multi-use path, landscaping and decorative lighting along West Tarpon Boulevard from US 41 to Ambrose Lane and on Ambrose Lane from West Tarpon Boulevard to Elkcam Boulevard. Design Contract: Johnson Engineering, Design/Permitting Schedule: June – Late 2015, Procurement Process: TBD, Projected Start of Construction: TBD

The Parkside Board met with staff on Oct. 27 and approved proceeding with a 8' sidewalk on Ambrose Lane as there are constraints with only having a 50' right of way. Johnson Engineering is working on design plans.

Placida Road Safety Improvements Phase 1 (Rotonda Blvd. West to Cape Haze Drive) – Safety improvements include: a 2.9 mile bicycle-pedestrian path from Rotonda Boulevard West to Cape Haze Drive, intersection improvements at Lemon Bay Golf Course, Bantry Bay, Cape Haze Drive and Panama Drive and resurfacing of Placida Road from Rotonda Boulevard West to the Boca Grande Causeway. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: through Fall 2015, Procurement Process: Late 2015, Projected Start of Construction: TBD

Charlotte County Utilities is adding a reclaimed water line to this project, which was approved by the Board of County Commissioners on Sept. 23, 2014. Conducting utility work in conjunction with construction of the multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.

Construction plans are at 90% pending completion of utility plans. Utility plans are 90% complete, have been reviewed by County staff and comments provided back to the design firm. The design firm has responded to the 90% utility comments and design is expected to be complete by the end of 2015.

Placida Road Safety Improvements Phase 2 (Cape Haze Dr. to Boca Grande Causeway) – This project provides for a continuous walkway along Placida Road from SR 776 to the Boca Grande Causeway. This multi-use path will run along the northwest side of Placida Road and will be 10' wide to accommodate both pedestrians and bicyclists. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: through Fall 2015, Procurement Process: Late 2015, Projected Start of Construction: TBD

Charlotte County Utilities is adding a reclaimed water line to this project, which was approved by the Board of County Commissioners on Sept. 23, 2014. Conducting utility work in conjunction with construction of the multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.

Construction plans are at 90% pending completion of utility plans. Utility plans are 90% complete, have been reviewed by County staff and comments provided back to the design firm. The design firm has responded to the 90% utility comments and design is expected to be complete by the end of 2015.

Sheehan Boulevard Bridge Repair at Yale Waterway – This project will rehabilitate the existing Bridge on Sheehan Boulevard over the Yale Waterway. The existing Bridge was built in 1968 therefore the Bridge deck and rails are substandard. Sales tax funds will supplement MSBU funds allowing for the inclusion of sidewalks on both sides of the Bridge. The rehabilitation will widen the structure to accommodate sidewalks, replace the bridge deck and install a barrier wall. The proposed design includes sidewalks on both sides of the Bridge and allows the bridge to be a segment of the horizontal curve, maximizing the bridge deck area. Design Contract: Southwest Engineering and Design, Design/Permitting Schedule: 9/10/2012 – Late 2014, Procurement Process: Fall 2015, Projected Start of Construction: Fall 2015

100% design plans were received and are under review. CCU completed the watermain design to connect existing watermains on either side of the bridge. The proposed watermain will be supported on the Bridge. With the utility design complete, the bridge rehabilitation project will be submitted to the Purchasing Department in preparation for bid solicitation.

Sidewalks – Burnt Store Lakes - The South Burnt Store MSBU Advisory Board requested sidewalks within the Burnt Store Lakes subdivision. This project will design and construct approximately 1.5 miles of sidewalks: Vincent Avenue from Boca Vista Road to Burnt Store Road, Saragossa Lane from Cape Horn Boulevard to Burnt Store Road, and Rio Togas Road from Cape Horn Boulevard to Burnt Store Road. Design Contract: Banks Engineering, Design/Permitting Schedule: 1/6/2014 – Summer 2015, Procurement Process: Fall 2015, Projected Start of Construction: Early 2016

A Request for Bids is currently advertised. The pre-bid conference is scheduled Dec. 2 with bid opening scheduled at 2:00 p.m. on Dec. 16, 2015.

Sidewalks – Cape Haze Drive - Design and construction of approximately 3,400 linear feet of sidewalk along Cape Haze Drive, from Arlington Drive north to approximately 450' north of Links Lane, where Cape Haze Drive becomes a four lane road. Design Contract: Johnson Engineering, Design/Permitting: March 2015 – Fall 2015, Procurement: Early 2016, Construction: Early 2016

60% plans have been received and are being reviewed by staff. CCU has presented a change order to the current design contract to add a water main replacement as part of this project.

Sidewalks – Gulfstream Boulevard - This project will consist of an 8' sidewalk installed from an existing sidewalk on Gulfstream Boulevard at Snow Drive continuing to Rosemont Drive. Design includes a connection to an existing sidewalk on Sunnybrook Boulevard. Design Contract: Giffels-Webster Engineers, Design/Permitting: 3/20/2011 – 6/25/2013, Procurement: through Sept. 8, 2015, Construction: TBD

The Board of County Commissioners awarded the construction contract to Bonness, Inc. on Oct. 13, 2015; a pre-construction meeting was held on Oct. 20, 2015. This sidewalk is being constructed as part of a larger contract and construction will not start until after the sidewalks in South Gulf Cove are substantially complete.

Sidewalks – Harbour Heights - This project consists of constructing approximately 2.75 miles of 5' wide sidewalks within the Harbour Heights MSBU District. Sidewalks are proposed along the following six (6) roadways: Sunnybrook Road (from triangle at Broadpoint Dr. to Peace River Dr.), Peace River Drive (from Sunnybrook Rd. to San Marino Dr.), San Marino Drive (from Broadpoint Dr. to Peace River Dr.), Broadpoint Drive (from Voyageur Dr. to Washington St.), Sulstone Drive (from Sunnybrook Rd. south to end), Voyageur Drive (from Broadpoint Dr. to end). Design Contract: Charlotte Engineering, Design/Permitting (Public Works Engineering): 6/27/14 – May 2015, Procurement: TBD, Construction: TBD

The 100% sidewalk design plans were reviewed and returned to the design engineer in May 2015. Utility plans have been received therefore an adjustment to the 90% sidewalk design plans is in progress; contract documents are also being updated to include the utility portion of the project. Funds for construction will be available in the 2015/2016 fiscal year.

Sidewalks – Oceanspray Boulevard – A sidewalk may be installed on Oceanspray Boulevard from Sunnybrook Boulevard to Gulfstream Boulevard. Design includes a crossing at Spinnaker Boulevard and is an integral part of a network of sidewalks planned for the Englewood East / Rotonda Area. Design Contract: Johnson Engineering, Design/Permitting Schedule: 01/03/2012 – 05/14/2013, Procurement Process: TBD, Projected Start of Construction: TBD

The original allocation of sales tax funding is close to being spent. A determination is forthcoming on which sidewalks will be constructed with the remaining funds. More information will be provided as it becomes available.

Sidewalks - Parade Circle Sidewalk Connections - The Rotonda West MSBU Advisory Board requested that sidewalks be installed along the feeder roads leading to Parade Circle. This design will be for approximately 950 feet of 6' sidewalk along Oakland Hills Road, Pebble Beach Road, Pinehurst Road, Broadmoor Road, Long Meadow Road and White Marsh Road. Design Contract: Johnson Engineering, Design/Permitting: thru Fall 2015, Procurement: Late 2015, Construction: TBD

The bid package is expected to be in the Purchasing Department for review on Dec. 1, 2015.

Sidewalks - Sheehan Boulevard – This sidewalk will be installed from an existing sidewalk on Peachland Boulevard to an existing sidewalk on Noble Terrace (see map). This design will include a connection to a recently constructed sidewalk at Alton Road as well as utility improvements and a bridge replacement at the Yale Waterway. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule (Sidewalk only): 3/2/2011 – 5/10/2013, Procurement Process: Late 2015, Projected Start of Construction: TBD

CCU received the FDEP permit for the utility portion of the project and is working on technical specifications and bid items. This sidewalk project has been incorporated into the Sheehan Boulevard Bridge Repair at Yale Waterway project.

Tom Adam's Bridge Rehabilitation – This project consists of replacing the existing tender house, electrical, and mechanical equipment. The proposed Tenderhouse will provide a gateway to the Manasota Key will feature a standing seam roof color coordinated with the bridge and large observation windows designed to withstand hurricane winds. The proposed Tenderhouse will provide visibility of traffic and pedestrians approaching the structure when the bridge is being opened or closed. Currently, the bridge tender's view is obstructed. The existing Tenderhouse will be removed providing a scenic outlook for pedestrians. The existing concrete railing and guardrail will be removed and replaced with a steel traffic barrier and aluminum handrail, which will allow for widening the sidewalk to a minimum of five (5) feet. The sidewalk surface will be topped to correct slope and alignment issues, making it easier for pedestrians to cross the bridge. The rehabilitation will also replace the existing Traffic Gates, Traffic Signals, the approach slabs (concrete slab which connect the bridge to the roadway), abutment wall cap, slope pavement (surface under the bridge approaches), plus the bridge will be repainted. Design Contract: Charlotte Engineering & Surveying, Design/Permitting Schedule: 7/2/2012 – Summer 2014, Procurement Process: Complete as of 7/14/2015, Projected Start of Construction: Early 2016

Bids were opened June 24. A recommendation to award the construction contract to Quinn Construction, Inc. was presented to the Board of County Commissioners July 14 for approval. Contractor requested, and was granted, 200 days prior to Notice to Proceed therefore construction is scheduled to begin in early 2016. Completion time is 415 calendar days with liquidated damages of \$3,226 per calendar day.

Coastal Projects

Alligator Creek Dredging – The Alligator Creek Waterway MSBU Advisory Board requested that the County design and apply for a permit to dredge the navigable waterways within the Alligator Creek MSBU to a depth of -6 feet MLW. It is anticipated that a significant amount of time may be required to negotiate with the Florida Department of Environmental Protection (FDEP) to issue permits for the dredging within the Alligator Creek to more than a depth of -5 feet, which is the depth for the current permit. Design Contract: Coastal Engineering, Design/Permitting Schedule: 1/6/2013 – Fall 2015, Procurement Process: Fall 2015, Projected Start of Construction: Winter 2015

The Army Corps of Engineers (ACOE) combined the -5' MLW Maintenance Dredging project with the proposed -6' MLW project even though they are different in their scope.

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The FL Department of Environmental Protection (FDEP) permit was received Aug. 29, 2014 for the -6ft MLW project which includes public interest in the form of purchasing and donating an YSI Water Quality Monitor to the "Friends of CHAP."

The ACOE issued their public notice and received one request for additional information from National Marine Fisheries specific to Essential Fish Habitat. Coastal Engineering Consultants responded to the ACOE, supplying them with the requested data; a letter of informal consultation was sent by the ACOE to the National Marine Fisheries for review in February 2015.

On April 9, 2015, staff requested that the Sea Edge ACOE permit be extended which is under review. The review, conducted by the NMFS, included a request for additional information which was answered by Coastal Engineering Consultants.

The National Marine Fisheries' review is complete and the concurrence letter was issued to the ACOE on November 3, 2015. The ACOE should issue the permit in December.

A change order was initiated to add additional services to the contract to facilitate the bid process.

Buena Vista Grassy Point Waterway Maintenance Dredging - Maintenance dredging provides continued safe navigation for citizens who utilize the waterways. This project provides for engineering, design and permitting to dredge the lateral channels and 500 feet into the interior canals to determine the amount of material needed to be removed to restore safe navigation. Design Contract: Johnson Engineering, Design/Permitting Schedule: 2/1/2014 – Late Summer 2015, Procurement Process: Fall; 2015, Projected Start of Construction: Late 2015

The permit application was submitted to FDEP on July 23, 2014. FDEP issued their permit but had to send the application to the Army Corps of Engineers (ACOE).

Consultation with National Marine Fisheries Service (NMFS) is underway for the presence of the Smalltooth Sawfish. A request for additional information was received from NMFS on Jan. 12, 2015 regarding the seagrass areas adjacent to the channel. Johnson Engineering provided the requested data.

The NMFS Letter of Compliance was issued to the ACOE on Oct. 29; the ACOE permit is being drafted.

The bid specifications for this project have been reviewed and forwarded to the Purchasing Department for action.

Gulf Cove Waterway Maintenance Dredging - Maintenance dredging provides continued safe navigation for citizens who utilize the waterways. This project provides for engineering, design and permitting to dredge the lateral/access channels. The amount of material to be removed will be determined as engineering and design progresses. The project includes the removal of the existing silt to the previous dredge depth of -4ft MLW within the lateral/access channels and 100 feet into the interior canals. Design Contract: TBD, Design/Permitting Schedule: May 2014 - Winter 2015, Procurement Process: Spring 2016, Projected Start of Construction: Spring 2016

Coastal Engineering Consultants (CEC) proposed an alternate approach that will improve navigation and yield cost savings over time through reduction of maintenance dredging needs. The approach includes identifying/combining multiple canals into single channels extending to the river.

The County reviewed the preliminary plan set and issued a revised task order to Coastal Engineering Consultants to proceed with the additional survey and design work. CEC completed the additional survey and alternate design alignments depicting the proposed connector channels. The design was reviewed and approved by the MSBU Advisory Board; a second change order was submitted to facilitate the new design.

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A pre-application meeting was conducted with the FDEP and ACOE to determine project feasibility. Both agencies view the project as favorable. FDEP commented that the FWC Department of Aquaculture will need to comment on the shellfish habitat designation and the ACOE stated that NMF will need to do the same in regards to the Smalltooth Sawfish habitat.

The permit application and drawings are complete and were submitted to State and Federal permitting agencies; correspondence between the County and ACOE confirmed that the review is underway. The Marine Marker Plan is also under review by the permitting agencies.

The Army Corps of Engineers has not asked for an informal review of this project from the National Marine Fisheries Services as of Sept. 30, 2015. The FDEP issued their permit with FWC Department of Aquaculture review of the shellfish habitat designation.

The Coast Guard is ready to issue the Marine Marker Permit pending the ACOE authorization.

Harbor Heights Waterway Maintenance Dredging - This project consists of maintenance dredging existing man-made canals and access channels to their permitted conditions to restore safe navigation within the waterway system. Limited vegetation trimming, for line of sight/navigation, was added to the contract. Design Contract: Stantec, Design/Permitting Schedule: 12/17/2013 – Fall 2015, Procurement Process: Fall 2015, Projected Construction: Late 2015

This project is tied to the Countywide Dredge Permit and the permit renewal is still pending from Army Corps of Engineers (ACOE) therefore this project has been delayed.

Staff has been in constant communication with the ACOE and has been advised that this project may fit under the programmatic biological opinion that is being completed by National Marines Fishery Service (NMFS) which may facilitate permitting.

According to the NMFS website, the draft Letter of Consent has been issued. The ACOE has informed the County that they will complete the permitting process in early November.

Due to the amount of time that has lapsed since the survey was conducted, Stantec will conduct another survey to verify quantities and revise the bid specifications; the survey is nearing completion.

Brush cutting will be added to the contract to facilitate navigation.

Manasota Key North Beach Erosion Study – Public Works Engineering requested Letters of Interest (RLI) from the Library of Engineering Firms to complete a Regional Beach Erosion Study (BES) on the north end of Manasota Key, from R monument 1 to R monument 15, upon the request of citizens affected by critical beach erosion. Upon completion of the study, this information could be used to develop funding strategies and further the project into permitting. Design Contract: Coastal Engineering, Design/Permitting Schedule: Summer 2015 – Late 2015

The erosion study shall include the following:

- a. Beach Profile Surveys
- b. Erosion Analysis
- c. Sand Volume Analysis
- d. Conceptual Restoration Plans
- e. Natural Resource Surveys
- f. Develop Funding Approaches and Strategies to Mitigate Total Cost
- g. Participate in Stakeholder Meetings
- h. Provide Potential Cost Estimates
- i. Provide Permit Feasibility Analysis

Coastal Engineering Consultants completed the surveys and refined the data. Additional survey work will be conducted as needed. A substantial "hard bottom" area was discovered and surveyed to determine the extent of the area and potential impact to the project.

A meeting was held at the Englewood Chamber of Commerce to present the findings; stakeholders discussed this project in detail and the study appears to be on track for completion this winter. The draft Erosion Study report and the stakeholder presentation were reviewed, approved by staff and posted on the project webpage.

Engineering Division staff will meet with Charlotte County Administration to review the draft Erosion Study report- followed by a review by the Beaches and Shores Advisory Committee on Oct. 1. An update will be provided to the Beaches and Shores Advisory Committee meeting on Nov. 5.

Board of County Commissioners Joint Meeting with Sarasota County was held Nov. 3. The BCC will review the proposed taxing district boundary at their regular meeting on Nov. 24.

Pirate Harbor Access Channel – Dredging provides safe navigation for citizens who utilize the waterways. This project provides for engineering, design and permitting to dredge 2,300 feet of access channel that was not covered under previous permitting. This project was originally presented to the Florida Department of Environmental Protection (FDEP) in 2003/04 however, at that time, FDEP did not view this project as favorable and it was removed from the original contract. Now that the Pirate Harbor rock ledges have been removed, the engineering and design of the Pirate Harbor Access Channel has been added to the previous contract and will require a standard general permit. Design Contract: Coastal Engineering, Design/Permitting Schedule: 4/22/2014 – Early 2016, Procurement: Summer 2016, Projected Start of Construction: Fall 2016

FDEP completed the Uniform Mitigation Assessment Method (UMAM) ranking on the seagrass impacts for the proposed dredging. Coastal Engineering Consultants (CEC) investigated sites for a seagrass mitigation project (e.g., fill blow-holes / prop-scars). The initial search for potential mitigation sites did not find enough suitable areas within the vicinity of the project area therefore a wider search area was examined using aerial photography.

CEC, working in partnership with FDEP and County Staff, completed the field survey of potential seagrass mitigation project areas which is under review by FDEP and FWC. Through continued correspondence with Federal and State Regulatory Agencies, an alternative approach to the seagrass mitigation plan is under review. This information will be presented to the Pirate Harbor Waterway MSBU Advisory Board on Dec. 8.

The permit application was submitted for this project on Nov. 2 to start the review process. A second meeting was held with FDEP on Nov. 23 to discuss the Seagrass Mitigation plan.

South Gulf Cove Parallel Lock – The South Gulf Cove Waterway MSBU Advisory Board is concerned about the congestion of the existing lock and boating restrictions imposed when the existing lock is in under maintenance/repair. The Advisory Board recommends an additional lock parallel to the existing one. This project provides for engineering, permitting and construction management services for the creation of a new parallel lock located next to the existing South Gulf Cove lock. The design of this project is funded by assessments in the South Gulf Cove Waterway MSBU District. Design Contract: DMK Associates, Design/Permitting Schedule: TBD, Procurement Process: TBD, Projected Start of Construction: TBD

The Board of County Commissioners approved the commencement of negotiations with DMK Associates of Englewood on June 23, 2015. The first negotiation meeting was held on June 24 and a follow-up meeting was held July 20, 2015. The scope and fees are under review by County staff.

The South Gulf Cove Waterway MSBU Advisory Board met on Aug. 18 to discuss the potential consultant fees and construction costs; the Board would like to continue with the design of this project.

Staff conducted another contract negotiation meeting with DMK Associates on Sept. 2 to refine the cost and scope of services; DMK was asked to refine the estimate based on reductions in scope and cost estimates.

This project is being postponed for the time being due to the lack of achieving a reasonable scope and fee. This project will be revisited in the future.

Stump Pass 10 Year Beach and Inlet Management Plan – This project provides for continued monitoring, as required by permitting, for dredging Stump Pass that re-established the 1980 channel alignment and provided for re-nourishment of critically eroded beaches. Maintenance dredging of Stump Pass and beach re-nourishment will be conducted approximately every three years. An engineered structure will be installed at Stump Pass to improve program performance. In the permitting process, an Adaptive Management Plan Strategy will be employed to provide options for modifications to structure(s) placed with initial construction, or installation of additional structures in the future, in response to beach and inlet management activities and storm erosion impacts. Design Contract: Coastal Engineering, Design/Permitting Schedule: 4/16/2012 – Late 2015, Procurement Process: Early 2016, Projected Start of Construction: Early 2016

After reviewing the proposed alternatives, the Florida Park Service prefers a rock terminal groin sited as far south as practicable. Coastal Engineering Consultants (CEC) completed a project modeling study to determine how far south it can be placed to minimize impacts. The results were provided to the State agencies responsible for review and comment.

The result of this modeling showed that reducing the height of the structure by 1.5 feet did not affect the performance and decreased any negative impacts downstream of the structure. However, the State Park Service did not choose this as their desired configuration. They asked for a design that would increase the amount of sand placement upstream of the structure, but the modeling showed that this would be more costly and could have negative impacts on the down drift beaches and the pass itself.

CEC submitted draft t-groin plans to FDEP in response to a Request for Additional Information (RAI.) The FDEP issued a second RAI to which the CEC and County staff have prepared a response including: minor drawing edits, minor changes to the biological monitoring program, formal public noticing, erosion control line process for sand placement, and terminal groin installation on the Stump Pass Beach State Park.

The ACOE submitted permit documents to the State Historic Preservation Office for review of potential impacts to historical and cultural resources. It is noted that the consulting team included a marine archaeologist who assisted with the design elements to avoid such impacts.

The US Fish and Wildlife Service agency is working on a new Biological Opinion (BO) for this Project. It is noted that the Red Knot was recently listed on the threatened and endangered species list, thus a new BO is necessary to review the project for migratory birds including Piping Plover and Red Knot as well as sea turtles.

The County is actively working to renew the original project easements, specific to beach front property owners, for temporary construction and related access needs. Further, the County is seeking additional temporary construction easements from beachfront property owners outside of the original project limits from the State Park Beach to the County Park Beach on Manasota Key; approximately 80% of the easements have been obtained.

County Staff and CEC held a telephone application conference with the ACOE; the project may change slightly to allow additional fill to be placed behind the structure to provide for quicker impoundment of the groin. To date, the changes are viewed as favorable by the Army Corps of Engineers.

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A marine marker survey has been completed and the results were shared with staff; the Signing and Marking crew relocated marine markers to better delineate the channel.

Senate Bill 2500-A passed which provides funding for beach management projects and could provide Charlotte County with \$2.5 million for the Stump Pass project. A presentation was held at the Englewood Chamber of Commerce which included this project and future programs; discussions followed.

The FDEP issued the Final Order (Permit) for the project on Sept. 2. The review by National Marine Fisheries Service (NMFS) is complete and the ACOE will issue their permit.

The review of construction drawings and bid specifications is complete. The State Parks (Division of Recreation and Parks) has issued a concurrence letter for an updated easement that would allow construction on the upland portion of the park property. This is not what the County asked for as it includes numerous specific conditions that would increase the cost of the project. The County is in the process of requesting a Use Agreement which should reduce some of these costs.

Drainage Projects

Stormwater Control Structure Replacement - Fordham Waterway at Quasar FOR 4.60 - This project provides for the construction of a stormwater control structure under Quasar Boulevard at the Fordham Waterway. The new structure will replace two 60" reinforced concrete pipes and a 50' weir with one 8'x10' box culvert and a 6' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: 10/01/2013 – 10/01/2014, Procurement Process: Early 2016, Projected Start of Construction: Spring 2015

100% design plans have been received. This structure is not scheduled for construction until approximately April 2016.

Stormwater Control Structure Replacement – Lion Heart Waterway at Peachland LIO 4.03- This project provides for the design, permitting and construction of a stormwater control structure under Peachland Blvd. at the Lion Heart Waterway. The new structure will replace two 60" metal pipes with two 10'x10' box culverts. Design Contract: Johnson Engineering, Design/Permitting Schedule: through January 2016, Procurement Process: Feb – April 2016, Projected Start of Construction: May 2016

60% design plans have been submitted and reviewed by staff. A pre-application meeting has been held with the Southwest Florida Water Management District.

Stormwater Control Structure Replacement - Niagara Waterway at Quasar NIA 5.09 - This project provides for the design, permitting and construction of a stormwater control structure under Quasar Boulevard at the Niagara Waterway. The new structure will replace two 48" metal pipes and a 44' weir with two 48" concrete pipes and a 20' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: 05/01/2013 – 9/1/2014, Procurement Process: Fall 2015, Projected Start of Construction: Late 2015

The design is complete and permits have been obtained. Due to funding and other ongoing projects, this structure is scheduled for construction in late 2015.

Lighting District Projects

- Installed replacement LED traffic signal displays furnished by FDOT. The replacement displays were installed at I-75 NB off ramp at Kings Highway, I-75 NB off ramp at Jones Loop Rd. and I-75 SB off ramp at Jones Loop Rd.

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- Diagnosed and repaired the incident management camera at I-75 NB off ramp and Kings Highway. Crews had to replace the Ethernet cable between the signal controller cabinet and camera.
- The school flashing beacons on Sheehan at Noble Ter. and Wilmington NB were converted to solar power. After Florida Power and Light disconnected power to the electrical services, crews removed the electrical service components at each of these locations.
- Installed a new electrical service onto the existing service pole for FDOT's decorative lights on the US 41 bridges over the Peace River.
- Assisted the Facilities Department with decorating the Christmas tree at the Murdock Administrative complex.
- Re-installed the incident management camera after repairs were made to the camera at Cochran and Kohl's Plaza.
- Installed a railroad pre-emption informational sign onto the mast arm at US 41 and Aqui Esta/Cooper.
- Responded to a trouble call regarding the intersection of Toledo Blade at Hillsborough Blvd. for a vehicle detection issue. Crews adjusted the time of day parameter in the video detection processors.
- Repaired the vehicle detector panel at Placida Rd. and the east access to Merchants Crossing Plaza. Crews found Bus Interface Unit #9 (BIU9) was malfunctioning causing detection issues.
- Replaced one street light pole damaged during a vehicle accident on SR 776 just west of Spinnaker Blvd.
- Replaced one street light pole damaged during a vehicle accident on SR 776 at Sunnybrook Blvd.
- Investigated vehicle detection calls at two separate locations which utilize radar as the method of detecting vehicles. The radar unit Olean and Aaron was adjusted while the unit at Kings Highway and Harborview Rd. required replacement.
- Repaired one non-functional illuminated street name sign on Cochran at the entrance to Kohl's Plaza. While onsite, crews also repaired a faulty pedestrian push button.
- Replaced the school flasher sign on Carmalita St. at Narranja St.
- Responded to numerous school flasher trouble calls at the end of daylight savings time.
- Replaced one pedestrian signal pole damaged as a result of a vehicle accident on SR 776 at Coliseum Blvd.
- Installed new pedestrian push buttons that no longer meet FDOT standards, replacement of pedestrian signage and count down displays on Placida Rd. at Rotonda Blvd, Lemon Bay High School, and east access to Merchants Crossing Plaza. All materials were furnished by FDOT.
- Completed traffic signal preventative maintenance at the following locations: Cooper St and Carmalita St.
- Attended weekly progress meetings and participated in underground signal conduit inspections for the US 41 widening project.

Traffic Management Center (TMC)

- Implementation of coordination timings for Cochran Blvd. from Publix Shopping Center to Peachland Blvd. which is in the monitoring stage of implementation. Travel time studies will follow.
- Updated yellow and red clearance interval timing of all Charlotte County owned traffic signals.

Locates Performed

- 303 Requests for underground utility locates were received, generating 65 tickets for locates.

Trouble Calls

- 8 trouble calls received, responded to, and problems of various natures resolved.

Maintenance & Operations

October 28 – November 3, 2015

A total of 51 new requests were received related to drainage, brush, debris removal, asphalt repair, shoulder repair, and sidewalk repair.

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- Drainage line & grade: 13,890 SF in Greater Port Charlotte
4,810 SF in Burnt Store Village
6,500 SF in Gulf Cove
- Small pipe install: 24 LF in Greater Port Charlotte
- Menzie ditch cutting: 140,000 SF in West Charlotte Stormwater
91,500 SF in South Charlotte Stormwater
- Boom mower: Cut 14,450 CY in Lemon Bay
Cut 23,700 CY in Road & Bridge West
Cut 8,944 CY in Road & Bridge South
Cut 264 CY in Punta Gorda Non-Urban
Cut 17,924 CY in Northwest Port Charlotte
- Culvert cleaning: Cleaned 22 culverts in Greater Port Charlotte
Cleaned 3 culverts in Punta Gorda Non-Urban
Cleaned 6 culverts in South Punta Gorda Heights
- Asphalt repair: Utilized 4.85 tons of material to repair locations throughout the County

Landscaping Services

Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.

Contracted Services

- The November Cycles for Specialty Mowing began in West and North County; mulch is being applied on US 41 medians and access road parking pods; work is also being done on Veterans Boulevard residential berm and medians.
- Sweeping for the month of October has been completed and will be a full sweep of all locations.
- Charlotte County Seawalls started the bank restoration in Presque Isle Lake at the Tennyson Avenue location.
- The pipe lining contractor has mobilized and are currently working on the 14 locations in Deep Creek; 12 of which are in advance of the road paving project.
- The power shearing and ROW mulching contractor has mobilized to Northwest Port Charlotte and are currently working on ROW reclamation in Section 2.
- The October cycle of ROW Mowing for Pirate Harbor and Woodland Estates has been completed as of October 29, 2015.
- Row Mowing in West County for Gulf Cove has been completed and the contractor is currently working in Englewood East.

November 4 - 10, 2015

A total of 67 new requests were received related to drainage, brush, debris removal, and asphalt repair.

- Drainage line & grade: 31,745 SF in Greater Port Charlotte
14,740 SF in Deep Creek
1,250 SF in Rotonda West
8,500 SF in Gulf Cove
- Small pipe install: 48 LF in Greater Port Charlotte
32 LF in Road & Bridge North
- Menzie ditch cutting: 193,200 SF in Mid Charlotte Stormwater
85,500 SF in South Charlotte Stormwater
- Boom mower: Cut 10,030 CY in Northwest Port Charlotte
Cut 48,588 CY in Greater Port Charlotte
Cut 26,310 CY in Gulf Cove
- Culvert cleaning: Cleaned 51 culverts in Greater Port Charlotte
Cleaned 10 culverts in Road & Bridge North

- Asphalt repair: Utilized 5.28 tons of material to repair locations throughout the County
- Debris removal: Removed 21,780 pounds of debris throughout the County

Landscaping Services

- Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.

November 11 - 17, 2015

A total of 35 new requests were received related to drainage, brush, debris removal, asphalt repair, and guardrail repair.

- Drainage line & grade: 22,775 SF in Greater Port Charlotte
1,600 SF in Gulf Cove
- Small pipe install: 40 LF in Greater Port Charlotte
56 LF in Lemon Bay
- Menzie ditch cutting: 106,200 SF in Mid Charlotte Stormwater
18,480 SF in South Charlotte Stormwater
- Boom mower: Cut 19,418 CY in Greater Port Charlotte
Cut 33,400 CY in Gulf Cove
- Culvert cleaning: Cleaned 28 culverts in Greater Port Charlotte
Cleaned 17 culverts in Lemon Bay
Cleaned 1 culvert in Northwest Port Charlotte
Cleaned 1 culvert in Gulf Cove
Cleaned 7 culverts in Rotonda West
- Asphalt repair: Utilized 3.05 tons of material to repair locations throughout the County
- Shoulder repair: Maintained 0.2 miles of shoulder in Road & Bridge North
- Debris removal: Removed 5,400 pounds of debris from locations throughout the County

Landscaping Services

- Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.
- Landscape and irrigation installation was completed at Harbour Heights Median Improvements.

November 18 – November 24, 2015

A total of 41 new requests were received related to drainage, brush, debris removal, asphalt repair, and guardrail repair.

- Drainage line & grade: 15,350 SF in Greater Port Charlotte
SF in Gulf Cove
- Small pipe install: 96 LF in Deep Creek
152 LF in Greater Port Charlotte
136 LF in Lemon Bay
- Menzie ditch cutting: 150,800 SF in Mid Charlotte Stormwater
74,430 SF in South Charlotte Stormwater
- Menzie ditch digging: 3,000 SF in Road & Bridge South
- Boom mower: Cut 87,071 CY in Greater Port Charlotte
Cut 8,333 CY in Road & Bridge North
Cut 13,500 CY in Gulf Cove
Cut 6,500 CY in Englewood East
Cut 4,600 CY in Lemon Bay
Cut 11,500 CY in Grove City
- Culvert cleaning: Cleaned 52 culverts in Greater Port Charlotte

- Cleaned 1 culvert in Rotonda West
- Cleaned 3 culverts in Northwest Port Charlotte
- Cleaned 3 culverts in Grove City
- Cleaned 8 culverts in Road & Bridge North
- Cleaned 13 culverts in Englewood East
- Cleaned 1 culvert in Gulf Cove
- Cleaned 10 culverts in Punta Gorda Non-Urban
- Asphalt repair: Utilized 3.76 tons of material to repair locations throughout the County
- Debris removal: Removed 10,060 pounds of debris from locations throughout the County

Landscaping Services

- Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.

Contracted Services

- Sweeping for the month of November has begun.
- Charlotte County Seawalls has finished the bank restoration in Presque Isle Lake at the Tennyson Avenue location.
- The pipe lining contractor has mobilized and is currently working on the 14 locations in Deep Creek; 12 of which are in advance of the road paving project; five locations will be addressed the week of November 30, 2015.
- The power shearing and ROW mulching contractor has mobilized to Northwest Port Charlotte and has finished working on ROW reclamation in section 2 and has moved over to section 1.
- The November cycle of ROW mowing for West County has been completed in all areas; the November Cycle for South County is currently being done as well as the North County Locations.
- Specialty mowing is ongoing in all locations for the 2nd cycle of November.

November 25 – December 1, 2015

A total of 27 new requests were received related to drainage, brush, debris removal, and asphalt repair.

- Drainage line & grade: 9,450 SF in Greater Port Charlotte
4,600 SF in Gulf Cove
2,064 SF in Deep Creek
- Menzie ditch cutting: 110,600 SF in Mid Charlotte Stormwater
- Menzie ditch digging: 5,900 SF in Mid Charlotte Stormwater
6,000 SF in Road & Bridge South
- Boom mower: Cut 14,374 CY in Greater Port Charlotte
Cut 11,110 CY in Grove City
Cut 2,125 CY in Punta Gorda Non-Urban
- Culvert cleaning: Cleaned 7 culverts in Punta Gorda Non-Urban
- Asphalt repair: Utilized 2.09 tons of material to repair locations throughout Rotonda Heights
- Debris removal: Removed 1,480 pounds of debris from locations throughout the County

Landscaping Services

- Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.
- Pruning of palms was completed throughout the County.

Mosquito & Aquatic Weed Control

Mosquito Control

Acres treated	77,297
Landing rates taken	32
Traps set/collected	36
Citizen requests	69

Aquatic Weed Control

Sites treated	46
Mitigation sites maintained	3
Inspections	37

Other Projects

Manasota Key Community Plan Design – The Manasota Key MSTU Advisory Board requested the development of a Community Plan including, but not limited to, sidewalks, bike paths, crosswalks and lighting. The first phase of this project consisted of a conceptual master plan completed by Weiler Engineering in December 2013. Phase 2 is the design of construction ready plans consisting of the top priorities as identified by the MSTU Advisory Board. Design Contract: Weiler Engineering, Design/Permitting Schedule: July 2014 – Late 2015, Construction: N/A

The 60% design plans for the Gulf Blvd. sidewalk were received Dec. 31, 2014. A Community Meeting was held at the Tringali Community Center on Wed., Feb. 4, 2015 to present the 60% sidewalk plans. At this time the Gulf Blvd. sidewalk project is on hold until a survey is mailed to all property owners and input is gathered.

The 60% design plans for the North Beach Road commercial section have been received and are being reviewed by staff.

The MSTU Advisory Board is meeting on Dec. 9 at 10:00 a.m. to review the survey which will be mailed to all property owners regarding the Gulf Blvd project.

Website Migration – The Public Works Department began working with IT and PIO staff members on the Public Works website migration from the .com site to the .gov site; all website content is currently under review. This project is projected to be complete by the end of February 2016.

Solid Waste

Keep Charlotte Beautiful (KCB) and Solid Waste Division staff members participated in the annual Charlotte Harbor Nature Festival, held at the Charlotte Sports Park on Nov. 21. The event is held to educate the public about topics affecting the natural environment of southwest Florida. Approximately 1000 people attended the event which provided staff the opportunity to inform the public about the role KCB and Solid Waste Division programs play in protecting the environment in southwest Florida. Waste Management assisted in making it a litter free event by supplying recycle totters, boxes for trash, and a dumpster for the event.

Many people visiting the KCB booth took the “America Recycles” pledge to:

“**Learn.** I will find out what materials are collected for recycling in my community.”

“**Act.** Reduce my personal waste by recycling. Within the next month, I will recycle more.”

“**Share.** In the next month, I will encourage one family member or one friend to take the pledge.”

“**Post.** Take and post a photo of you recycling” (with hash tag #will recycle) for a chance to win one of four Apple Certified Refurbished iPad mini 3 Wi-Fi 16GB.

To take the pledge, visit: <http://americarecyclesday.org/pledge/>

Many students participated in KCB's "spin-the-wheel" game, where participants answer questions about the environment. The activity provides staff the opportunity to answer questions and engage the public in conversations aimed at environmental protection. All participants received either a backpack, a "Care to Recycle" bag donated by Keep America Beautiful/Johnson & Johnson, or other items related to America Recycles Day.

In conjunction with KCB's annual student Calendar Art Contest, 2000 art calendars are printed and distributed to the schools each year who in turn sell them to raise money for their environmental or art programs. The annual Calendar Art Contest Awards Ceremony was held on Nov. 16 where 13 first place winners and 13 honorable mentions were recognized for their outstanding artwork. The winners were recognized with gift cards and goody bags. The first place high school senior also received a \$250.00 scholarship.

The Solid Waste Division's Illegal Dumping Deputy made four felony arrests in November for illegal dumping in Charlotte County.

Traffic Signing & Marking

- Herbicide: 3,198 items sprayed
- New Signs Installed: 25
- Legends Installed: 47
- Marine Signs Replaced: 13
- RPM's Installed: 1,417
- Signs Inspected: 10,033
- Sign Maintenance: 991
- Striping: 191,419 feet (36.25 miles)
- Traffic Counts: 33 stations (32 traffic counts and 1 turn movement count)
- Trouble Calls (after hours): 6

Tourism



Director's Report

Activities for November 1 – 30, 2015

October Tourist Development Tax revenues were up 30% over the previous year. This follows a 29% year-over-year increase in September.

VCB staff met with AQUA Marketing and Communications along with our new PR (also AQUA) representatives and new Social Media agency (Navigant) to develop strategies and approaches for the 2016 FY.

The VCB partnered with Charlotte Arts and Humanities Council on the production of “Artlandish Weekend. We marketed all events going on during the weekend of November 14 and 15 which included the iHeart Media International Food festival, Art on the Harbor, Holly Days at the Visual Arts Center and the Lighting of the Village. A trolley transported people from one event to another and we had an official “Mayor” of Artlandish Weekend (Mike Riley) who greeted people on the trolley and at the event. We received very positive feedback from people who rode the trolley and attended multiple events letting us know they would not have known about or attended the other events if there had not been advertising for “Artlandish Weekend” and had the trolley not made it so convenient to get from one to another. We are looking at other opportunities to co-market events occurring on the same day.



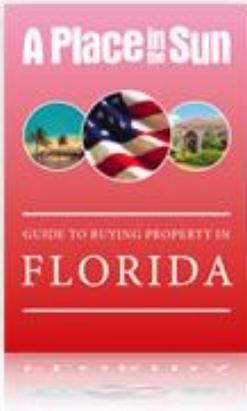
Artlandish “Mayor,” Mike Riley and Tish Sheesley, Executive Director of the Arts & Humanities Council

VCB staff had a conversation with Dr. Tracy Fanara of Mote Marine regarding Red Tide. There is no standard notification procedure among SW Florida destinations or standard beach signage during a Red Tide occurrence. Each destination handles it differently.

Reports came in on the success of “Let’s Eat! Englewood, Englewood’s first restaurant week. The estimated revenue generated for area restaurants was about \$200,000 more than the previous year! Because of its success, Let’s Eat! Englewood will return Sept. 18 - 25, 2016.

Film and Digital Media

Local Realtor Sue Paskert, who stars in a season two episode of HGTV's popular *Island Life* series, will be seen in that episode's new time slot: Friday, Dec. 11, 2:00 pm. It was originally scheduled to air on Nov. 22 but was reassigned by HGTV. To recap, in July the show's production crew spent 10 days shooting two episodes for the series. The premise revolves around families looking to relocate full-time to island living. Sue is no stranger to the cameras, with previous exposure on another popular HGTV series, *Beachfront Bargain Hunt* . . . British production company Freeform Productions came to the county the last week of November to shoot an episode of the highly popular series *A Place in the Sun*. Similar to *House Hunters International* on HGTV, the series chronicles a Brit family's search for a "holiday" home. *A Place in the Sun* follows real estate searches in southern European countries, the Caribbean and the U.S. But, according to producer Peggy Vassiliou, Florida is the second most popular destination for the show, behind only Spain. The production first contacted us in early November with general questions about filming in the area. Later they provided a list of locations, which were generally



split between Sarasota and Charlotte Counties. We assisted with gaining permission to shoot at several locations. Peggy said everything went extremely well, that the show will air in January – their prime month – and that they will be back. For more info, check out www.aplaceinthesun.com. We were contacted late in November by a Washington D.C.-based production company, People's TV, about shooting drone footage along the harbor in Punta Gorda. We advised that as long as they met federal regulations, they were good to go. They were here for a one day shoot on the last day of November – a three-person crew (plus a local hire production assistant) from D.C. and New York, shooting an interview and other scenes for a piece for the Nature Conservancy. They filmed at several locations, which included a very brief drone sequence near the Four Points by Sheraton, which is also where they lodged. Mayor Rachel Keesling helped with alerting city departments and police.

Inquiries

Marketing Alliance Inc. asked if we had B-roll footage of about a dozen different scenes for an educational film they're producing. Staffed searched our files and were able to provide them with five or six of their requests – "Someone riding a bike; families playing in the park, etc." Arts + Labor, a Los Angeles gallery, was looking for a "French Riviera Vibe" in the U.S. Bistros, cobblestone streets, "marinas and boats that could exist in French Riviera." SN Pictures needed private residences for a still photo shoot. In particular, needed an urban home. As we don't know whether our "urban" matches their vision of urban, we may or may not be successful, but sent pix of a home in PGI.

Jerry Jones is working on our destination video, doing the tedious task of combing our existing video files for pertinent footage that can be used in lieu of new shoots. He has also made preliminary inquiries about casting a narrator.

Public Relations and Communications

Staff arranged for visitor guides and promotional items to be sent to Harrisburg airport for a press event announcing the new Allegiant service from Harrisburg to Punta Gorda.

Staff assisted with contacting media for the Nov. 18 press conference for Englewood Beach Waterfest. Jennifer Huber assisted on site.

Jennifer Huber is now doing regular on-air tourism updates for the VCB on WENG radio.

Jennifer Huber and Lorah Steiner met with Joseph Walker of the Walker Travel Group, who represents the Bureau in Brazil, via a call, to discuss the upcoming Fiscal Year and Chameleon Global. Chameleon is a new platform for suppliers to position their products, such as accommodations and attractions, in front of international buyers.

Jennifer Huber Provided story ideas, photos and fact-checked content for Sunseeker, the inflight publication for Allegiant Air, for the Feb. – April issue.

Jennifer assisted travel journalist Lynn Seldon on assignment for an article about the Peace River for a major RVing magazine called TrailBlazer.

Marketing

We have been boosting posts for events on Facebook and monitoring the results. Here is a recap of the most recent boosts. The cost/benefit is very good.

Marketing/Advertising (Admin/Normal)

- **Social push:**

- Waterfest / Racefest (Nov)
 - \$200 spend, 25,300 paid reach, 1,183 paid engagements (\$0.17 /engagement)
 - Targeted: Interest (Broad) + Geo
 - Overall: 37,730 reach, 830 clicks, 311 shares, 985 likes
- Pickleball Tournament (Nov)
 - \$50 spend, 3,864 paid reach, 238 paid engagements (\$0.21 / engagement)
 - Targeted: interest (Narrow) + Geo
 - Overall: 6,812 reach, 240 clicks, 44 shares, 172 likes
- Hands Across the Harbor (Push 1) (Oct)
 - \$100 spend, 7,768 paid reach, 460 paid engagements (\$0.22 / engagement)
 - Targeted: Interest (Narrow) + Geo
 - Overall: 10,561 reach, 344 clicks, 45 shares, 276 likes

Utilities

Utilities Monthly Administration Report

Administration:

- Human Resources: 236=Total positions: 26 vacant; 5 new hires, 11 selections made; recruiting remaining ones. Hired Forman for the new construction crews.
- Public Outreach:
 - 2 Press Releases issued- Topics: Rotonda Sanitary Sewer Service Maintenance; Burnt Store Village Sanitary Sewer Service Maintenance.
 - Coordinated two Public Outreach Education Tours:
 - Burnt Store WRF & Water Treatment Facility (12 attendees)
 - West Port WRF (6 attendees)
 - Assisted with completion of Power Point Presentation for a Rate Resolution Public Outreach
 - Assisted with completion of pending rate resolution public hearing bill insert notifications
 - Presented Rate Resolution Adjustments to the Port Charlotte Association of Realtors (Board)
 - Presented Rate Resolution Adjustments to the Port Charlotte Association of Realtors (Brokers)
 - Finalized "Working Draft" Communications Plan - Mueller Project
 - Attended Curmudgeon Meeting with Utilities Director (R&R Presentation)
 - Participated in the Veterans Day/USO Event approximately 100 attendees 11/7/2015
 - Participated in the Charlotte Harbor Nature Fest 11/21/2015 1,500 attendees approximately
 - Participated in the Keep Charlotte Beautiful Calendar Art Recognition Night
 - Content Management of www.SpringLakesProject.com: 645 visitors; 44% direct visits, 16% from www.CharlotteCountyFL.gov and 40% search engines (yahoo, etc.)
 - 203 Facebook Likers connected through social media
 - Assisted with correspondence completion to the public on US41 Corridor Project & Development

Monthly Report, November 2015

- Responded to 7 Public Staff service requests
- Assisted with coordination of community outreach for Charlotte County Homeless Coalition
- PR/MRWSA Water Resources: Water Demand in November averaged 27.34 MGD and water quality was good. There was 12.55 BG of water in storage at the end of November, representing 459 days of demands.

Business Services:

- Web Services – VueBill (hosted by BillTrust): Currently 12,780 (21%) of our customers now receive their bill electronically. 56% of our customers pay electronically.
- Fixes Base meter installation: Installation of Phase IV meters began the middle of January. An addendum to the contract was approved by the Board on July 28 to accelerate the installation process using an outside vendor for the ¾ inch meter installs. We are in the project development phase of the full deployment project
- Customer Service: total number of customers to the lobby was 1920
- Delinquencies: total delinquency revenue for the month was \$37040 FY 16 total: \$71219
- Banner Upgrade: Four customizations will be brought before the Board. The cost of these customizations is offset by the efficiencies gained though adapting system to operate according to our processes. We are concentrating on the data migration and case data tests.
- Accounts Receivable: - the 90 day November accounts receivable days was 19.62% compared to the same time period last year of 37.37%. The 30 day November accounts receivable was 75.74% compared to the same period last year of 55.76
- Telephone Activity: In order to facilitate faster phone service, we have added a payment only option to the customer options. There were 137 payment only calls and the average speed of answer was 0.41 minutes. For the remaining 6896 calls presented and average speed of answer was 2.56 minutes (significantly lower than the 9:38 minutes last month). We are in the process of recruiting an additional Customer Service Representative position.
- Customer Satisfaction: Over the last several months, we have had a third party contact (telephone calls) customers that we serviced in the previous month to obtain feedback on our performance. The key areas that we survey include: LPS installation, new meter installation, and move in customer. The results of Oct Survey were: 88.46% of Move In Services customers were satisfied or extremely satisfied; 84.62% of Meter Installation customers were satisfied or extremely satisfied, and 80% of LPS installation customers were satisfied or extremely satisfied.

Engineering Services:

- Sept Statistics: 1,336 1 Locates Processed from Sunshine State One Call; 3 Developer Agreements Prepared; 41 Residential Service Availability Letters Prepared; 2 Commercial Service Availability Letters Prepared; 38 Residential Service Applications Processed; 466 CIP inspections; 238 Developer inspections.
- North Shore & Harper WW MSBU: Preparing documentation to submit request for reimbursement from FDEP with respect to Section 319 grant.
- East & West Spring Lake Wastewater MSBU: Waiting on FDEP to review comment responses for Quality Assurance Project Plan for both the TMDL I and II grants. A response is anticipated in January.
- Grants and SRF Activity:
 - Drinking Water SRF
BCC approved submitting to FDEP November 10 for Fixed Base Meter, Parkside, and East and West Spring Lakes. FDEP preparing list of required planning documentation to be submitted in order to proceed with listing Fixed Base Meter and Parkside projects for priority funding at a subsequent SRF meeting. East and West Spring Lakes water main replacement to be brought forward by FDEP for priority funding listing in January.

- Clean Water SRF
 - o Various
 - Reclaimed Water East Port Stage 5 Improvements: Documentation submitted for planning approval, however pending further review by FDEP until determined if overall planning document to be utilized combining various projects into one planning document.
 -
 - o East & West Spring Lakes
 - Submitted a disbursement request for \$500,000 from the legislative appropriation LP 08023 and \$103,425.12 from SRF Loan WW080200. FDEP representative has submitted for payment internally. Check should be received within 14-17 days or should arrive mid- to late December.
 - Next disbursement request to be submitted in December for both SRF and legislative appropriation.
 - Completed 6 Davis Bacon inspections.
 - Corresponded with external auditor regarding upcoming single audit in January.
 - o Parkside CRA Utility Improvements
 - Waiting for clearinghouse response on planning documents before FDEP will issue planning approval. Anticipated to be listed at February hearing for priority funding.
 - o Grant – Legislative Appropriation
 - BCC approved agreement for additional \$750,000 grant from Florida Department of Environmental Protection through Legislative Appropriations for the Charlotte Harbor Water Quality Initiative, East and West Spring Lakes Project. Agreement forwarded to FDEP for final execution.
 - Submitted application for \$3M state FY 16/17 legislative funding to the Florida State House.
- Grant – Community Development Block Grant (CDBG)
 - o Florida Department of Economic Opportunity (FDEO) executed the grant agreement November 19 for \$750,000 for funding towards the Parkside CRA Gertrude Aaron project with \$375,000 allocated toward utility improvements.
- Grant - SWFWMD
 - o Submitted SWFWMD grant application for Reclaimed Water Phase 3 Project, \$4,715,000. Preliminary evaluations and rankings of proposals by District staff expected in February.

Operations Division:

Treatment Facilities (TF):

- o 224 preventative maintenance, 38 corrective, and 1 emergency work orders completed.
- o Backflow/Reclaimed: 262 residential cross-connection inspections, 4 backflow test/repairs, 4 reclaim site maintenance/repairs and 1 hydrant repair completed. Staff completed SWFWMD required compliance meter calibration at the Kingsway reclaimed distribution station. Staff also replaced a PLC output card and the pond level transmitter at the Sports Park reclaimed distribution station.
- o Pre-Treatment: 84 monthly inspections and 33 re-inspections performed. No spills occurred this month.
- o Burnt Store WRF: Replaced warrantied soft starter on blower #2. Removed the chlorine contact chamber effluent knife valve due to heavy corrosion at waterline. This will prevent accidental closing of the line. Replaced the failed Foxcroft chlorine monitor with a Hach CLT 10.

- Burnt Store WTP: Replaced the air release valve on well 15 and 16 transmission lines. Staff worked with i2 Solutions vendor and completed replaced all the Controlnet coax communication cable loops from the plant PLC's to the VFD's. Rebuilt Train C permeate valve actuator.
- East Port WRF: Staff replaced bar screen 2 drive motor.
- Leachate Plant: Staff replaced the motor mounts for pack tank 2 and 3 blowers.
- Rotonda WRF: Staff replaced the influent Hydro-Ranger for gate 2 to the equalization tank.
- West Port WRF: Staff replaced and reprogrammed the HMI for Disc Filter #1 and also replaced and reprogrammed the PLC module for Disc Filter #3.
- Personnel: A selection was made for the new Laboratory Technician position.

Flow Data												
Year	Month	Burnt Store WRF		East Port		Rotonda WRF		West Port WRF		Total CCU		Burnt Store WTP
		A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F. Water Customers
2014	Dec	0.302	0.005	3.953	1.427	0.805	0.888	0.652	0.366	5.712	2.686	0.447
2015	Jan	0.328	0.005	3.980	0.902	0.777	0.823	0.687	0.332	5.772	2.062	0.565
2015	Feb	0.370	0.010	4.218	0.934	0.865	0.851	0.729	0.181	6.182	1.976	0.530
2015	March	0.370	0.006	4.140	1.452	0.798	0.842	0.713	0.281	6.021	2.581	0.519
2015	Apr	0.303	0.003	3.742	1.753	0.690	0.731	0.629	0.573	5.364	3.060	0.493
2015	May	0.226	0.001	3.560	1.953	0.620	0.648	0.547	0.518	4.953	3.120	0.411
2015	June	0.266	0.001	3.773	1.376	0.809	0.851	0.532	0.334	5.380	2.562	0.329
2015	July	0.341	0.000	4.047	1.098	1.087	0.790	0.526	0.063	6.001	1.951	0.387
2015	Aug	0.354	0.000	5.446	0.586	1.090	0.706	0.538	0.049	7.428	1.341	0.330
2015	Sept	0.383	0.000	4.809	0.632	1.176	0.634	0.560	0.000	6.928	1.266	0.496
2015	Oct	0.321	0.003	4.037	0.998	0.992	0.854	0.537	0.155	5.887	2.000	0.429
2015	Nov	0.314	0.001	3.852	1.561	0.907	0.935	0.605	0.280	5.678	2.777	0.387

Water Distribution:

- Met with Facilities and new contractor about rehabbing old storage space into lab and bathroom at Gulf Cove Booster station.
- 1000 gal bleach tank had a hairline leak at Rotonda Booster. Manufacturer will not warranty. Transferred chemical to the other tank. Locating replacement.
- 12" suction line valve will not shut down at Rotonda. Locating replacement
- 12" suction valve will not shut down at Walenda. Locating replacement.
- 40 new water service lines were installed in November.
- 173 man hours were dedicated to Engineering projects for the water system.
- Two new employees started this month, 1 probationary employee was terminated.
- 27 employees received blood borne pathogen training.
- We received the Water Distribution System of the Year award by the FSAWWA.
- Completed a night time tie in for the Harbor/ Edgewater Blvd water system.

Wastewater Collection:

- Sewer Lines: Investigated 7 gravity backups - 6 were determined to be the customer's problem; 4 gravity service laterals were excavated and repaired; 1 leaking LPS service line was excavated and repaired; 3,962 feet of gravity sewer was cleaned and televised for evaluation; 17 LPS services/taps were installed for new construction; 154 manhole inspections were completed in Rotonda; as per Engineering and Customer Service 1 gravity service was excavated, cut and capped for non-payment; 1 LPS line extension was completed for Engineering.

- Lift Stations: Completed 56 corrective maintenance work orders and 29 preventative maintenance work orders; continued lift station inspections in Deep Creek to gather parts lists and prioritize discharge line replacements.
- Low Pressure Sewer: Installed Replaced 1 failed fiberglass tanks; replaced 2 bad check valves at street; 165 Low Pressure Sewer service calls responded to; 10 Preventive Maintenance (Brought up to current standards completed); 10 up- grades completed on Low Pressure Sewer systems; replaced one 2,200 gallon fiberglass tank at 1158 Veronica St. Tidewell Hospice with no interruption of service; repaired 1 force main break at Cape Haze Blvd. and Arlington Blvd.

Economic Development

ECONOMIC DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE MONTH OF November, 2015

Meetings

- ✓ State Level
 - Enterprise Florida
- ✓ Regional Level
 - Urban Land Institute Southwest FL
- ✓ Local Level
 - Directors' Meetings, Staff Meeting
 - BCC Meetings, Workshops & PreAgenda Meetings
 - Meetings with Commissioners, Administration and the Attorney's Office
 - Charlotte County Airport Authority
 - Budget
 - Purchasing
 - Public Works/Engineering
 - Real Estate Services
 - Charlotte County Community Development
 - Charlotte County Community Services
 - City of Punta Gorda
 - Punta Gorda Chamber of Commerce
 - Charlotte County Schools
 - Charlotte Harbor CRA Advisory Committee
 - TAC
 - Charlotte County Industrial Development Authority
 - Wellness @ Work Committee
 - Insurance Committee

Presentations/Newspapers/Magazines

Blast E-mails: EDO Newsletter and Hands Across the Harbor; Editorial Column for Charlotte Sun.

Office Activities

- ✓ Website updates: Data collection included residential and commercial building permits, median home prices, vacancy rates, employment, lease information, regional economic indicator report, climate updates, and property maintenance. Updated calendar events, and social media sites. Updated the Charlotte Harbor CRA, Parkside CRA, Enterprise Zone and Hands Across the Harbor webpages.
- ✓ Reviewed newspaper and posted articles relevant to the EDO on its website.

Monthly Report, November 2015

- ✓ Research assistance for business recruitment efforts and general demographics.
- ✓ Reviewed/updated Charlotte County property listing profiles for EDO and Enterprise Florida site.
- ✓ Continued to work with marketing firm to fine-tune and distribute marketing materials.
- ✓ Set up ECAP Database.
- ✓ Reviewed LeadCaster Weekly reports.
- ✓ Reviewed and continued updating map showing available properties in the ECAP area.
- ✓ Reviewed website analytics.

Research and Policy Initiatives

- ✓ Continued to work on EDO policies, strategic plan and marketing.
- ✓ Continued working with local commercial land developers regarding certified sites.

Charlotte Harbor CRA

- ✓ Harbor Walk Project Phase 1A – Construction commenced on May 18, 2015 and progress continues. Attended progress meetings and completed follow-up as necessary. Continued to work with Public Works to coordinate construction activities with contractor and CEI. Project Completion scheduled for March 2016.
- ✓ Harbor Walk Phase 1B – 100% Plans submitted and reviewed by FDOT. Revisions completed based on FDOT comments. Final approval expected in December. SWFWMD and Army Corp of Engineers and other federal agencies continue to review permit applications. Request for additional funding for Phase 1B added to legislative agenda for 2016 and no response from FDOT regarding additional funding. Coordinated with Public Works and Kimley Horn to continue to move the project forward.
- ✓ Continued to co-chair the Hand Across the Harbor Steering Committee to organize the 8th Annual Hands Across the Harbor event scheduled for January 30, 2016. The event will include a ½ marathon Run, Ride and Roll plus and 5K run/walk and 20 or 30 mile bike ride. Continued to market the event.
- ✓ Facilitated the November 2 Charlotte Harbor CRA Advisory Committee meeting.
- ✓ Finalized DMJones Landscape Architects scope of work to complete a site rendering of a US41 vacant site to assist with marketing the area to potential developers.
- ✓ Coordinated with Community Development to prepare the revisions to the Charlotte Harbor Land Development Code.

Parkside CRA

- ✓ Harbor Boulevard Enhancement Project – coordinated with Public Works and Real Estate Services to finalize the design plans and obtain easements for Harbor Boulevard that will include undergrounding of utilities.
- ✓ Continued to coordinate with Community Development staff to draft Land Development Regulations (LDR) to implement the draft Revitalization Plan. Finalized DMJones Landscape Architects scope of services to assist in developing the LDRs for Parkside.
- ✓ Attended the November 12 Team Parkside Board Meeting and the November 19 Community Meeting and provided a County update on the projects.
- ✓ Coordinated with CCU to implement the CDBG grant award. The grant award is for \$750,000. Parkside CRA will receive \$375,000 to complete a 10-foot multi-use path and landscaping along Gertrude and Aaron.
- ✓ McGuire Park Renovations – Participated in site visit to park with consultants and staff for initial assessment of park. Assisted Community Services and Facilities in organizing an “Open House” for

McGuire Park renovations on December 17. Developed flyers and recruited sponsors to support the event. Children are encouraged to attend and provide input in the design process.

- ✓ Coordinated with Public Works to implement the Citizens Master Plan.
- ✓ Facilitated the November 24 Parkside CRA Board Meetings to discuss a Master Lighting Guide for Parkside. Coordinating with Public Works and Johnson Engineering to develop a draft plan to present to the Board on December 8.

Enterprise Zone (EZ)

- ✓ Continued to provide information on the EZ to potential clients and investors. Assisted a business owner in applying for incentives.