

**Charlotte County
Board of County Commissioners
Staff Report
May 2013**

**Budget & Administrative Services
Budget Department/Fiscal Services Division**

- Grants Fiscal Support
- Human Services and Transit Grants
 - Fiscal staff submitted the Senior Services monthly reports for May. Community Care for the Elderly is overspent due to contract obligations. Fiscal Staff and Human Services are working with the Granting Agency to increase the contract allocation to cover the overage. The overage is being closely tracked. Human Services staff has also had to cut some services to clients as well.
 - Met with Richard Shine and Terry Beacham from the District Office of the State Department of Transportation (FDOT) to try to improve Charlotte County's working relationship with that agency. Tension has been growing over some issues during the past few months and new working partners with the County were put in place for the FDOT to work with to carry on the business at hand. New County contacts were established and issues were discussed. The meeting was very productive.
 - State FDOT was able to provide Charlotte County with an additional \$9,061 of funding for our current year 5311 Rural Transportation Grant.
 - Fiscal Staff met with Human Services and Transit Staff to present a Revenue Review and a Strategic Planning Process meeting. Fiscal staff prepared worksheets of the Transit Revenue Projections and the Revenue process including the matching requirements. All revenue sources were discussed including Sunshine Ride, Medicaid and Dial a Ride sources. The Strategic Plan Model for Transit has recently been updated in the Transit Development Plan Update and approved by the BCC.
 - Transit received \$364,324 a \$25K increase over last year's funding from the Transportation Disadvantaged Commission along with its last full year of Medicaid funding of \$449,971 for FY14.
 - Printed in the Federal Register was our FY13 full allotment of \$2,093,214 for our 5307 Urban Transit Grant. We had a partial commitment of \$998K to date. This is approximately \$700,000 significantly higher than last year's funding.
 - Fiscal staff had the opportunity to attend the National Route Match Software Users Conference in Atlanta this month. Staff brought back several excellent reports which will save a great deal of time and provide in-depth real time analysis into our Transit system.
 - The Local Coordinating Board (LCB) approved our FY2013/14 Transit Trip Rate Calculation which was incrementally higher than last year.
- Road Grants:
 - Received a total of \$54,182.55
 - \$42,982.55 from FDOT for signalization construction at Flamingo and SR776.
 - 11,200.00 from FDOT for Winchester design.
 - No invoices sent in May
- Public Safety Grants
 - Public Safety related:
 - Received a total of \$69,072.18
 - \$45,422.18 from the State of FL for repetitive loss construction at 4459 Ganyard.
 - 1,330.00 from FL Alliance of Information & Referral Services for Diabetes Program.
 - 22,320.00 from the City of Punta Gorda Police Dept for FY13 radio billing.
 - Invoiced:
 - \$21,379.50 to the State of FL for repetitive loss construction at 4459 Ganyard.

- Adult Drug Court Grants
 - Quarterly financial & performance report were all submitted and uploaded into the GMS system by the April 30th deadline.
- Criminal Justice Reinvestment Grant
 - Received the 3rd year and final allocation of this grant totaling \$188,346.77. Semi-annual financial and progress reports have been filed by April 30th deadline. County has met with the Public Safety Coordination Council to discuss the possibility of applying for the next round of funding.
- SWFMND Grant
 - Received SWFMND grant in the amount of \$606,383 for Reclaimed Water Project Phase 2.
- Operating And Accounting Support
 - Fiscal Staff prepared agenda and financial package for Budget Meetings with Administration for the FY14 and FY15 budget cycle.
 - Fiscal Staff prepared presentation for CIP meeting with Administration.
 - Position budgeting report – updated and processed with updated increased FRS.
 - The Board approved that Charlotte County will sponsor the Super Boat Races – 2 checks for a total of \$18,000 have been written for the Super Boar Races.
 - Received Clerk's budget and Supervisor of Elections budget.
 - Cheney Brothers – Total amount reimbursed to Cheney Brothers for Utilities - Total reimbursed so far - \$476,473.47. Remaining balance - \$3,526.53.
 - FY11/12 - \$74,722.40
 - FY12/13 - \$401,751.07
 - October 2012 – \$10,655
 - November 2012 - \$8,825.10
 - December 2012 - \$173,241.09
 - February 2013 - \$97,641.52
 - March 2013 - \$111,388.36
 - April 2013 – No payments
 - May 2013 – No payments
 - Prepared and attended a budget meeting with Commissioner Doherty on Lift Stations. Created cash flow chart for CCU funds as a follow up.
 - Gathered information for Public Records requests - Rotonda Villa.
 - Gathered information for the Attorney's Office regarding Peace River.
 - Attended Peace River meetings, MSBU meetings, CCU managers' meeting, Utility-Community Development coordination meeting.
 - Prepared for initial conference call with Rate Study consultant for Solid Waste and Sanitation rates – waiting for final draft.
 - Worked on various Spring Lake issues in relationship to resolution and cost of program with legal department, MSBU department and CCU.
- Utility Regulation General
 - All the private utilities have filed their Regulatory Assessment Fees by the April 30th due date and total collections is \$61,501. All the 2012 annual reports are in with the exception of NHC who filed for an extension until May 31th.
 - NHC has filed their final annual report and 2 of the 4 utilities have now received certification with the Public Service Commission.
- Analytical Support
 - Accrued Compensated Absence & Workers Compensation –Developed Workers Comp and Accrued Compensated Absence calculations to be new budgeted account lines for FY14 and FY15 budgets.
 - Provided county by county comparison analysis of the combined Sheriff's Law Enforcement budgets and the City's Police Department budgets.

- Created a Revenue Projections Report based on a Crystal export. This will allow staff to analyze revenue projections for all departments throughout the fiscal year. We currently use an Expense Projection Report and having the Revenue Projection report will provide additional analysis.
- Work performed to improve processes and efficiencies for Fiscal Services Division:
 - Continued work on Broadband Criteria for Fiscal Services staff.
 - Created and finalized form to review job duties for Fiscal Services staff.
 - Worked on a process to create efficiencies and savings in paying County Water Utility invoices. CCU, IT and Fiscal are working together.
 - Developed flow chart and process for the budget process for WCIND and Boater's Revolving Fund.
 - Staff developed a one page Instructions page for the FEMA Daily Activity Form to be used by departments during a disaster event.
 - Staff updated FEMA equipment rates to be used for reimbursement documentation for equipment used during a disaster event.

I.T.

- May Accomplishments
 - Information Services officially welcomes Sandra Gaw as the new I.T. Systems Architecture DBA Analyst. Sandra has been with the county for over 1 year and was promoted from Client Services.
 - Fiscal Reporting Project- With the retirement of Fiscal Analyst, William Taylor, pending, The Information Services group decided to reprioritize the Business Intelligence efforts and started planning new ways to support the Fiscal group's reporting needs. The project was officially kicked off and most of the data development has been complete. IS has demoed new tools and is working with Fiscal staff on testing.
 - Software Update for Fire Trucks - All of the engines and rescues have been updated with the latest software from mobilelynx. This solved the issues where the mapping software would freeze, causing a lot of support issues and downtime for our firefighters.
 - Community Development Engineering PC Refresh - The Engineering division has received new semi-rugged laptops to replace their aging Toughbooks. We were able to supply a larger screen, faster cellular access, and more processing power for about half the cost of the previous equipment.
 - Mobile Technology for Signs and Marking - Signs and Marking have new iPads. Don Purcell and his team are now able to do all of their field work with just two apps, saving substantial equipment costs while increasing productivity.

- May Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
○ Count	○ 127,625	○ 74,002	○ 365	○ 3,545	○ 205,537
○ %	○ 62.1	○ 36.0	○ 0.2	○ 1.7	○ 100.0

- May Outage Statistics:

- 3 - Incidents
- Total Down Time – 6 hrs. 55 minutes
- Average time per Incident – 2 hrs. 18 minutes
- System availability was 99.0070%

- May Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 175
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 174
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 345
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 359
- Change Controls Last Month – (internal configuration changes to server and network) = 4

- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 597

Purchasing

- Bid Openings held:
 - 13-252 Gas Collection & Control System
 - 13-236 Sidewalk Construction – Harbor Boulevard
 - 13-269 Gravity Sewer – Harborview Road
 - 13-254 Certified Tifway 419 Bermuda Sod – Annual
 - 13-306 Insecticides and Herbicides – Annual
- Pre-bid meetings held:
 - 13-305 Low Pressure Sewer Main
 - 13-243 Clean Agent Suppression Systems
- Quotes due and received:
 - 13-301 MIT – Burnt Store Injection Well
 - 13-291 Trailer Mounted Pothole Patchers
 - 13-317 Landscaping – Lift Station #8
- Negotiation Meetings held:
 - 13-211 Judicial System Space Plan
- Work Orders due and received:
 - 13-297 Design – Permit Water Control Structures
 - 13-262 Charlotte Harbor Trail / Way finding
 - 13-308 Congestion Mitigation

Real Estate Services

- Search for a potential County Animal Shelter Facility – We are working with the Fire/EMS Chief to find a suitable improved property for use by the County for an animal shelter facility.
- Edgewater Phase II – All parcels required for this road project have been obtained and construction of the road can begin. Mediations to settle final compensation issues have started and will continue for several months.
- Placida Widening – We continue to process “voluntary sale” contracts.
- Environmental Lands Acquisition Program – We have identified a potential site to be acquired using available grant funds. Staff obtained an appraisal report to assist in purchase negotiations.
- Flamingo/Edgewater – We have acquired 80% of the parcels needed for this project, all on a voluntary basis. We have updated our appraisal information and will be sending out a new round of offers to purchase in June of this year.
- 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.
- Murdock Village - FDOT request for 3 Pond Sites – FDOT plans to move forward with the acquisition of the pond sites needed for the US 41 widening and has submitted purchase offers. FDOT will be forwarding an offer to acquire the pond sites as easements instead of full fee acquisitions. This would provide an element of County control of the ponds sites.
- Surplus County Lands Disposal Program – The BCC approved accepting 19 of the 49 bids received for the recent surplus land offering. This will allow the County to realize approximately \$73,000 from the disposal of these parcels. We are processing the closing for the 19 parcels.
- Heritage of Sarasota, Inc. – Land Exchange – We were advised by Community Development staff that the developer has met all the conditions set by the BCC. The land exchange is moving forward and should be concluded shortly.

- Charlotte Harbor CRA – We are working with the CRA Manager to provide market information relative to 3 parcels currently available for purchase. CMA's (comparative market analysis) have been prepared for the parcels.
- Acceptance of Rampart Boulevard Dedication – We are working with Community Development and Benderson Development to review the dedication documents for the newly constructed section of Rampart Boulevard. This item will be brought to the BCC in the coming weeks.
- Acceptance of Commerce Park Boulevard - We are working with Community Development and the Airport Authority to review the dedication documents for Commerce Park Boulevard. This item will be brought to the BCC along with the Cheney Roadway item referenced below.
- Cheney Roadway – Work on the new roadway has been completed. We are working with Engineering and Airport Authority staff to secure County ownership of the road.
- Acceptance of Farnam Road – We have been asked by the County Engineer to process the acceptance of a portion of Farnam Road (Charlotte Harbor) for maintenance purposes. This item will be brought to the BCC for consideration.
- Midway Project – Temporary Rights of Entry – As Engineering staff proceeds with this project, we will obtain the necessary Temporary Right of Entry (TRE) approvals from affected homeowners to allow for grading and matching existing driveways with the new road surface.
- Burnt Store Road Phase II – We are working with legal and engineering staff to determine if future right of way can be obtained from the current owners of Tern Bay.
- Burnt Store Road Phase III – We were successful at the April 30th Order of Take hearing. The County has acquired the lands necessary for this project to commence. Mediations and settlement conferences will continue for many months.
- Piper Road North – We are working with a landowner who is interested in a land exchange with the County.
- De Soto Canal in PGI Section 23 – We have obtained a series of Canal Maintenance Easements and Temporary Rights of Entry from adjacent property owners (at no cost to the County). This will allow entry for the bank stabilization work on the De Soto Drainage Canal located in the Deep Creek area.
- Gasparilla Road – The proposed roadway expansion is under design and we have 60% plans available. We have BCC approval to commence voluntary land purchases. Sketches and descriptions showing the affected parcels will be vetted by our office shortly.
- Sales Tax Sidewalk Projects – We are working with engineering staff to obtain temporary rights of entry and maintained right of way surveys for several sales tax sidewalk projects (Rio De Janeiro, Sunnybrook, Riverside Drive, etc.).
- CCU Lift Stations – We are working to acquire a vacant lot in Deep Creek (Section 23) to upgrade lift station no. 323 that will be relocated from Aysen Drive to Purus Street. We are also working with Utilities staff to determine the suitability of using County owned land for the new El Jobean Master Pump Station.
- Customer Satisfaction Surveys – We continue to process applications for release and/or occupation of easements. Our returned surveys indicate an “excellent” customer rating.

Community Development

• **THE BUILDING DIVISION:**

- The division issued 44 single family homes during May 2013. This is the highest level of single family permits since September 2007. All other permits remained on track but the division did see a spike in the number of inspections performed with an increase of 10% over the same period last year.
- Revenue for the division was also substantially up on May 2012 (29.1%) and overall for the year, even after the annual central and indirect charges, the division is in profit by \$88,175. At the same point in time last fiscal year, the division was showing a loss of \$149,560. Revenue for this fiscal year is running 14.7% higher than last while expenditures so far are 2.7% down.

- The division is in the process of hiring a Permitting and Development Ombudsman position and has recently been approved to add two more Plans Examiner/Inspector positions which will have an impact on the expenditure over the coming months but are needed to help manage the increasing volume without either increasing overtime and/or decreasing service levels.

Item	Total FY2012	May-12	May-13	FY12 YTD	FY13 YTD
Single Family Permits Issued	269	22	44	182	209
Multi Family Permits Issued	1	0	0	1	1
Commercial Permits Issued	21	3	3	13	18
All Other Permits Issued	14,142	1,370	1,373	8,986	10,882
Customers Served	27,005	2,471	2,244	18,636	17,874
Inspections	36,957	3,501	3,839	25,023	26,153
Permitting Revenue	\$2,027,805	\$198,341	\$256,038	\$1,351,755	\$1,549,772
Permitting Expenditure	\$2,058,655	\$126,856	\$188,023	\$1,501,315	\$1,461,597
Code Enforcement Revenue	\$956,429	\$91,507	\$75,937	\$660,450	\$561,421
Code Enforcement Expenditure	\$1,576,565	\$112,792	\$141,285	\$1,106,717	\$1,122,209
New Complaints Received	1,253	65	105	507	651
Code Cases Initiated	3,357	351	273	2,364	1,927
CEB Cases Heard	734	65	62	473	593
Citations Issued \$ Amount	\$75,500	\$13,000	\$5,000	\$31,000	\$74,000
New Contractor Licenses Issued	16	3	1	6	14
Contractor Licenses Revoked	31	3	2	16	8

- Licensing and Code Enforcement
 - Code Enforcement has started having staff out on the weekends to help curb code enforcement violations that occur during this time. These are typically signs, special events and sales that set up on vacant lots. This is in a response to demand for code enforcement to work outside of their regular hours.
 - Contractor licensing continues to be very active, unlicensed contracting and performing work without first obtaining the necessary permits continues to be a large problem in Charlotte County. The Building Official, Jim Evetts, sits on the State Construction industry Licensing Board and is working at a State level to improve the enforcement of state wide contractor licensing regulations in an effort to curb unlicensed and unpermitted work.
- Green Building
 - Changes to the Green Building regulations will be heard by the BCC in June 2013. These changes include amending the name of the regulations to the Green Building/Livability program, removing the mandatory requirement for County owned buildings to be part of the program (however, such structures must still be in compliance with the requirements of State Statute). It also removes some of the more complex incentives which were discouraging participation in the program.
- **THE GROWTH MANAGEMENT DIVISION**
- Parkside CRA
 - Staff is continuing to work on the Parkside Land Development Regulations (LDRs).
- Charlotte Harbor CRA
 - The committee met on May 13, 2013. The committee discussed revisions to the architectural standards and staff made corrections to the ordinance based on this discussion. There was a special meeting on May 23 to discuss revisions to the height ordinance. At least 15 people were in attendance and the discussion lasted for 2.5 hours. Only a portion of the height ordinance was reviewed so another meeting will be scheduled to complete the review. Updating the Charlotte

Harbor historical ordinance was heard at the May 28 BCC meeting. Next meeting will be June 3, 2013.

- Manasota Sandpiper Key Architectural Review Committee
 - The committee met on May 1st and May 15th. The following projects were presented to ARC:
 - 1891 Beach Road – new 12 unit multi-family development
 - Comments: recommend denial based on traffic, environmental issues and incompatibility with the intent of the Manasota Key Code.
 - 2845 N. Beach Road – New fence
 - Comments: approval recommended
 - 1435 Gulf Boulevard – new boat lift
 - Comments: approval recommended
 - 5521 The Pointe –new single family house
 - Comments: approval recommended
 - 985 Gulf Boulevard –new sign
 - Comments: approval recommended
 - 1150 Gulf Boulevard –addition to existing single family house
 - Comments: approval recommended
- Little Gasparilla Island Community Plan
 - The committee met on May 10, 2013. Jie Shao reviewed the zoning overlay and BBI overlay with the committee and the citizens in attendance. These will go to the P&Z on May 13 and BCC on June 18 and July 23. Frank Burger’s appointment will be on the May 14 BCC meeting. The next meeting in June is tentative.
- South Gulf Cove Community Plan
 - The committee did not meet in May.
- Grove City Community Plan
 - The committee cancelled the May meeting.
- Babcock Ranch
 - Staff is processing a Notice of Proposed Change. That item has been through reviews and the applicant is revising the NOPC to address State and local concerns.
 - A Draft zoning code was submitted for staff review. Staff is reviewing the item and a first meeting between staff and the Babcock representatives has been set for June 18.
- Murdock Village
 - Staff is waiting for direction on this project.
- School Concurrency
 - The revised Interlocal Agreement was approved by the BCC on May 14th. All governing bodies approved the document and it has been filed with the Clerk of the Court. The School Working Group will now revise the School Impact Analysis form to correspond to the updated ILA.
- Comprehensive Plan Evaluation and Appraisal Report (EAR)
 - Staff continues to work on EAR-based plan amendments.
- Transportation Planning
 - Nothing to report.
- Site Plan Approval
 - Three items were received:
 - One Project Conference
 - 1 Final Site plan (approved)
 - 1 Preliminary and Final Site plan (approved)
- Board of Zoning Appeals
 - The following petitions were heard on May 8, 2013:
 - Petition #SE-13-004:
 - A request by Jim Herston, agent for Murdock Baptist Church, for a special exception to allow accessory church related uses for an existing house of worship in the in the Residential Single-

family-3.5 zoning district, located at 2030 Tinker Street, Port Charlotte, *was APPROVED by a vote of 5-0.*

○ Petition #SE-13-005:

A request by Judy Hunter, agent for Charlotte County Utilities, for a special exception to allow an essential service, consisting of a sanitary sewer lift station, in the Residential Single-family-3.5 zoning district, located at 193 Purus Street, Deep Creek, *was continued until the next BZA meeting* on June 12, 2013, by a vote of 4-1.

● Planning and Zoning Board:

○ The Planning and Zoning Board heard the following petitions on Monday, May 13, 2013. The recommendation was approval on items 2 through 9. Item #1 only goes to the P&Z and it was approved.

○ PP-05-01-02. Richard W. Arnold, Flagship Builders & Developers, is requesting a two-year extension of the Preliminary Plat approval for River Haven Estates Subdivision, Petition PP-05-01-02. This project received preliminary plat approval from the Charlotte County Board of County Commissioners on April 19, 2005. A one-year extension was granted by the Planning and Zoning Board on April 9, 2007, a second one-year extension was granted on April 14, 2008, a third one-year extension was granted on May 11, 2009, and a two-year extension on May 9, 2011. The property is in Section 8, Township 40 South, Range 21, located north of Markham Avenue, east of Apollo Waterway, south of Hughes Avenue and west of Casper Street, in Commission District IV.

○ PA-13-03-01. Pursuant to Section 163.3184(3), Florida Statutes, adopt a Small Scale Plan Amendment to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Low Density Residential (LDR) to Commercial (COM); for property located at 2811 Placida Road, in the Englewood area, containing 0.17± acres; Commission District III; Petition No. PA-13-03-01; applicant: Carolyn Spradlin; providing an effective date.

○ Z-13-03-03. An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Single-family 5 (RSF-5) to Commercial General (CG), for property located at 2811 Placida Road, in the Englewood area, containing 0.17± acres; Commission District III; Petition No. Z-13-03-03; applicant: Carolyn Spradlin; providing an effective date.

○ Z-13-03-04. An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Commercial General (CG) to Commercial Intensive (CI), for property located at 11069, 11079, 11089, and 11079 Tamiami Trail (U.S. 41), in the Punta Gorda area, containing 2.25± acres; Commission District II; Petition No. Z-13-03-04; applicant: James Harrower; providing an effective date.

○ Z-13-03-05. An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Multi-family 10 (RMF-10) to Commercial General (CG), for property located north of Tamiami Trail (U.S. 41), south of Tanglewood Avenue, east of Warrington Boulevard and west of Venango Street, in the Port Charlotte area, containing 0.23± acres; Commission District IV; Petition No. Z-13-03-05; applicant: Elias M. Mahshie, Trustee; and providing an effective date.

○ Bridgeless Barrier Island (BBI) Zoning District. An Ordinance amending Charlotte County Code Chapter 3-9, by creating a new section 3-9-56, Bridgeless Barrier Island (BBI) zoning, providing for permitted and prohibited uses; providing for special exceptions, providing for development standards; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.

○ Little Gasparilla Island (LGI) Zoning District Overlay. An Ordinance amending Charlotte County Code Chapter 3-9, by creating a new section 3-9-57, Little Gasparilla Island (LGI) Zoning District Overlay, providing for boundaries; providing for intent; governing the development of special exception uses on Little Gasparilla Island; providing for applicability; providing for other necessary clarifications; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.

- An Ordinance amending Charlotte County Code Chapter 3-9, Article I, Section 3-9-10. – Nonconformities; providing for a new subsection (b) (2) Disaster Recovery on the Bridgeless Barrier Islands; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
- Z-13-03-06. An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Multi-family Tourist (RMF-T)(300.5± acres), Residential Estates (RE-1)(20± acres), Residential Single-family 3.5 (RSF-3.5)(221± acres), and Residential Multi-family 5 (RMF-5)(22± acres) to Bridgeless Barrier Island(BBI), for property located on Little Gasparilla Island, Don Pedro Island, Palm Island, Knight Island and Thornton Key, in the West County area, containing 563.5± acres; Commission District III; Petition No. Z-13-03-06; applicant: Charlotte County Board of County Commissioners; providing an effective date.
- Board of County Commissioners Land Use
 - The Board of County Commissioners heard the following petition on Tuesday, May 28, 2013:
 - Z-13-01-01, amending the Charlotte County Zoning Atlas from Residential Estates (RE-1) to Manasota Single Family (MSF-1), for property located east of N. Beach Road, south and west of Lemon Bay, in Lemon Bay Estates No. 2, in the Englewood area, containing 25.29± acres. The applicant is the Charlotte County Board of County Commissioners.
Board Decision was approval.
 - Z-13-02-02, amending the Charlotte County Zoning Atlas from Commercial General (CG) to Commercial Intensive (CI); for property located northeast of S. McCall Road, and south of E. Bay Heights Avenue, in the Englewood area, containing 0.67± acres; Petition Z-13-02-02; Applicant: Gratia D. Schroeder, as Trustee of the Gratia D. Schroeder Revocable Trust dated March 21, 2002; Commission District III.
Board Decision was approval.
- **THE ENGINEERING DIVISION**
- Construction Projects
- Active Construction Projects:
 - Deep Creek Boulevard Sidewalks – This project was completed well ahead of schedule.
 - Desoto Ditch Bank Stabilization – Subsequent to clearing the canal banks, it was discovered that the slopes had degraded resulting in erosion. Design and reconstruction of the slopes is necessary to prevent future degradation. Construction of the northernmost 300' of ditch was completed prior to March 1, 2013 and is now on hold for the duration of the Florida Scrub Jay nesting season. Construction will resume in July and is expected to be complete in December 2013.
 - Harbor Boulevard Sidewalks – This sidewalk will be installed on Harbor Boulevard from an existing sidewalk close to Midway Boulevard to an existing sidewalk on Veterans Boulevard. Design includes crossings at Peachland Boulevard and Quesada Boulevard. This will also provide a link to the newly constructed sidewalk along Midway Boulevard as well as a link to future sidewalks in the Parkside area. This will be an integral part of a network of sidewalks planned for the Port Charlotte Area.
 - The Board of County Commissioners awarded this project to General Contracting Services on May 28, 2013. A pre-construction meeting was held May 29, 2013 with construction starting June 5, 2013.
 - Pirate Harbor Rock Ledge Removal – Rock ledges were found during maintenance dredging project c390303. Removal of the rock ledges is not considered maintenance dredging and required a new standard FDEP General Permit in order to remove the rock. All permits are in hand for the work required; the contractor has completed rock areas 1, 2, and 3 and is 50% complete with Rock Area 4. Construction is expected to be completed in late August 2013.
 - Rampart Boulevard Improvement Project – This project provides for the design and expansion of Rampart Boulevard from a two-lane to a four-lane roadway, from .5 miles west of the I-75 Corridor to Loveland Boulevard. This project includes intersection modifications at Kings Highway, sidewalks, and street lights. Construction is complete at the intersection of Kings Highway; the new lanes are open to traffic.

- Phase 2: (Kings Hwy to Kings Gate Entrance) Construction continues east of the intersection to Kings Gate entrance. The contractor is currently working on the stormwater ponds and roadway alignment. The project is scheduled to be completed in July 2013. *PSA released 1/16/13, expires 7/31/2013 - Phase II of the Rampart Boulevard Roadway Improvement Project began on November 14, 2012. This announcement is being re-issued to remind the public that traffic delays are anticipated in the vicinity of Rampart Boulevard and Kings Highway through the end of July 2013. During this time there will be lane closures and minor traffic delays. Motorists and pedestrians are encouraged to exercise caution throughout the work area.*
- South Bridge Waterway Maintenance Dredging – This project, conducted at the request of property owners, is a restoration dredge of all existing manmade canals and access channels within the waterway system. The intent of this project is to restore safe navigation by removing 16,000 cubic yards of silted material. Mangrove trimming is complete and dredging is underway; this project should be finished in late June 2013.
- Sunshine Lake Algae Removal – Sunshine Lake has had a habitual issue with an algae problem. Based on the water quality study that was completed, it was determined that the algae must be dredged from the lake. After the lake is dredged, re-charge wells will be installed (via a separate contract) in order to maintain active water flow through the lake.
- An Educational Open House was held January 9, 2013 and was well attended by the public. The contractor (Prolime Services) informed the citizens of the procedures in place to remove the algae. The contractor began construction on January 14, 2013 and algae removal is underway and is projected to be completed in October 2013.
- Winchester and Flamingo Signalization – This project provides for signalization of the intersections at Flamingo/SR 776 and a future intersection at Winchester/CR 775 once the Winchester Road extension is complete. This is a Construction Manager at Risk contract.
- The traffic signal at SR 776/Flamingo is operational but there is still minor work that needs to be completed at this location. Traffic signal work continues on SR 775 just south of St. Francis of Assisi Church in preparation for the Winchester Boulevard roadway extension. Activation of this traffic light will coincide with the completion of the Winchester Boulevard extension
- In Design or Negotiation:
 - Bridge Rehabilitation & Maintenance Program – This project represents a comprehensive maintenance program for Charlotte County Bridges. The two year program provides for cyclical maintenance of Bridges and will range from minimal Bridge maintenance to complete Bridge replacement (to be budgeted separately). Currently, three (3) bridges in Northwest Port Charlotte are being reviewed for Slope Pavement repairs/replacement: Bridges 014040, 014047 and 014052.
 - Design is complete and the project package is under review by the Purchasing Department in preparation for bid solicitation. The construction contract should be out for bid in early June 2013 with construction beginning in July 2013.
 - Burnt Store Road Widening Project Phase Three – This Project consists primarily of engineering design and plan preparation services for the widening of Burnt Store Road, between the Lee County Line and a point north of Zemel Road, from a two-lane undivided rural typical section to a four-lane divided suburban typical section. The Project will be comprised of determination of alignment, evaluation of typical section alternatives, stormwater management and drainage improvements, application of access management standards, bicycle/pedestrian facilities, a signalized intersection, (may include street lighting) and utility relocations, additions, and adjustments. Charlotte County Real Estate Services is in the process of acquiring property along Burnt Store Road between the Lee County Line and a point north of Zemel Road.
 - On April 30, 2013 the County acquired all property necessary to construct the new alignment for Burnt Store Road Phase 3.
 - On May 28, 2013 the Florida Department of Transportation (FDOT) TRIP Agreement is scheduled to be approved by the Board of County Commissioners. Once the Agreement is signed by the Chairman, it is then sent to FDOT for final execution. This agreement provides \$3.1 million dollars in funding for construction of the Burnt Store Road Phase Three project.

- Charlotte Harbor Gateway Harbor Walk, Phase One – This project is to design and construct pedestrian and boater access to Charlotte Harbor. 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. A request for the advancement of funds will be resubmitted to the Florida Department of Transportation (FDOT) after the Transportation Bill is approved.
- 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 will include the installation of sidewalks and bicycle facilities.
- Johnson Engineering is preparing documents for submission to the permitting agencies and will have the 90% plans ready for review in July 2013. The final Public Information Meeting was held May 21, 2013 and was well attended by the public. Construction is projected to begin in December 2013.
- Edgewater Drive Widening Phase Two – 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 in the corridor. The project will include replacing three bridges (West Spring Lake Waterway, East Spring Lake Waterway, and Sunrise Waterway) and improving five intersections, four of which will be roundabouts. Improvements include a raised median, curb and gutter, sidewalks/bike lanes, and landscaping.
- Design is at 100%. The BCC approved a change order to include a round-about in the design of the West Tarpon Intersection; the revised design requires a permit modification. Traffic signal plans are currently under review. Construction estimated to begin in October 2013.
- Gardens of Gulf Cove Sidewalks – The Gardens of Gulf Cove MSBU Committee requested that sidewalks be installed from the current end of the sidewalk on Coniston Street to Englewood Road and on Coliseum Boulevard from Englewood Road to Drucker Circle.
- The 90% design plans area expected by the end of May 2013. This project should be ready to go out for bid in late June 2013.
- GPC Bridge Rehab – Sheehan Blvd Over 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. Design is at 60% completion with construction estimated to begin in early 2014.
- Harborview Road Bridge Over DeSoto Canal – This project is to design and construct a replacement for the DeSoto Canal Bridge on Harborview Road approximately 0.35 miles east of Rio de Janeiro Avenue. Design is complete and bid documents are in the Purchasing Department undergoing preparation for bid solicitation. Construction is anticipated to begin in August 2013.
- Midway Boulevard Widening Phase Two – This project will complete the widening of Midway Boulevard between Sharpe Street and Kings Highway. Downstream stormwater improvements are required before widening this section of the corridor. This project includes increasing the drainage capacity under US 41 at three locations in addition to the widening of Midway from Sharpe Street to Kings Highway.
- The design engineer submitted the plans to Southwest Florida Water Management District (SWFWMD) for review in conjunction with a permit application. Design is scheduled to be completed in August 2013 with construction projected to begin in late 2013.
- Parkside – Aaron Street Sidewalks – This sidewalk will be installed on Aaron Street from an existing sidewalk on Gertrude Avenue to an existing sidewalk on Harbor Boulevard. This design will link a large network of sidewalks that already exist and that are planned for the Parkside area. The 90% design plans have been reviewed and comments returned to the design engineer. The addition of trees or landscaping is being considered for this project. The construction date will coincide with the Parkside improvements as they roll out.

- Parkside - Elkcarn Boulevard Multi Use Path – This project will construct a 10' multi-use path with street (shade) trees along the west side of Elkcarn Boulevard and decorative trees on the east side, in association with the planned utility work by Charlotte County Utilities.
- The County is currently seeking an Environmental Resource Permit from SWFWMD. The 90% construction plans and 90% landscape plans are under review. Construction is estimated to begin in September 2013.
- A change order was previously added to include landscape design including street trees, irrigation, and associated design specifications. Charlotte County and Johnson Engineering staff met with the Parkside CRA Tree Committee and the following trees were chosen: Street trees - Live Oak, Sweet Gum & Sycamore. Decorative trees: East Palatka Holly, Fringe Tree & Walter Viburnum.
- Parkside - Harbor Boulevard Improvements (US 41 to Olean Boulevard) – This project is to conduct a Road Feasibility and Traffic Study (Phase 1) followed by design of roadway improvements (Phase 2) to Harbor Boulevard from US 41, including gateway, to Olean Boulevard. The design will include multi-use paths, curb and gutter, wayfinding, and other amenities.
- A Public Information Meeting was held May 22, 2013 at the Cultural Center where three design options for Harbor Boulevard improvements were presented. These design options are available for viewing on this website (see link below the project name on the previous page titled Renderings from Public Meeting - May 22, 2013.) Charlotte County residents are encouraged to vote for their preferred design option. After viewing the options, please email the Project Manager indicating your design preference. You may suggest alternative designs or modifications to the options presented by email as well. Votes and suggestions will be collected through June 14, 2013. After June 14th, all votes and suggestions will be tallied and presented to the Board of County Commissioners at the July 23, 2013 board meeting.
- A ballot box and display boards are also available at the Port Charlotte Library, located at 2280 Aaron Street, Port Charlotte, FL 33952. You may either vote in person at the library OR by emailing the Project Manager, not both.
- Placida Road Phase 1 - Rotonda Blvd. West to Cape Haze Drive – Design plans are in progress to provide for safety improvements including 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.
- We are working on a change order to the scope of services with Giffels-Webster Engineers on the portion from Rotonda Blvd West to Cape Haze Drive. Design is projected to be completed in January 2014 with construction starting in June 2014.
- Placida Road Phase 2 - Cape Haze Dr. to Boca Grande Causeway – The original scope of this project was to widen Placida Road from a two to a four lane divided roadway from Cape Haze Drive to the Boca Grande Causeway with curb and gutter, sidewalks, and bike facilities. The BCC decided to postpone road widening to a future date, and redesign the project to incorporate safety improvements. It was also decided to advance the sidewalk/multi-use trail portion of Phase 2 to be worked concurrently with Phase 1.
- This project is currently in negotiations with the design firm, Giffels-Webster Engineers, to finalize the scope of services to provide for safety improvements including a bicycle-pedestrian path. Design is projected to be completed in January 2014 with construction starting in June 2014.
- Rotonda Boulevard Sidewalks (East, North & West) – These three sidewalks are being funded through the Rotonda MSBU. Sidewalks will be installed from Parade Circle to Rotonda Circle on East Rotonda Boulevard, North Rotonda Boulevard and West Rotonda Boulevard. The Rotonda sidewalks, East, North and West, will be grouped together as one project when they go out for bid. 100% plans have recently been completed for all three of the projects however a late breaking utility development is being worked through. Construction is estimated to begin in July 2013.

- Sales Tax Year Two (Gulf Stream) Sidewalks – This sidewalk will be installed from an existing sidewalk on Gulfstream Boulevard at Snow Drive continuing to Sea Mist Drive. The design includes a connection to a future sidewalk on Sunnybrook Boulevard. A critical design element to this project is a pedestrian bridge over the Sea Mist Waterway.
- SWFWMD permit application has been submitted. Review of the pedestrian bridge piling is underway. Design is on schedule and should be completed in June 2013. Construction is projected to begin in August 2013.
- Sales Tax Year Two (Sheehan) Sidewalks – This sidewalk will be installed from an existing sidewalk on Peachland Boulevard to an existing sidewalk on Noble Terrace. This design will include a connection to a recently constructed sidewalk at Alton Road. We are working with Charlotte County Utilities to include water facility improvements in conjunction with this sidewalk project. Pedestrian facilities will be added to the Bridge on Sheehan Boulevard. This project may move into construction prior to the projected construction start date of August 2013.
- Sales Tax Year Three (CR 74) Sidewalks – This sidewalk will be installed on County Road 74 from US 17 to Westminster Street in the Charlotte Ranchettes. Design includes a connection to a recently constructed sidewalk at US 17. Permitting issues are still being worked through for this project. Permitting, as well as inspector availability, may delay the construction start date for this project. Construction is tentatively projected to begin in August 2013.
- Sales Tax Year Three (Ellicot) Sidewalks – This sidewalk will be installed on Ellicot Circle from Midway Boulevard to US 41. Some unique challenges this project faces is very limited right of way. The design firm is still working through some permitting issues. The construction start date of August 2013 is pending permitting and inspector availability.
- Sales Tax Year Three (Oceanspray) Sidewalks – This sidewalk will be installed on Oceanspray Boulevard from a future sidewalk on Sunnybrook Boulevard to an existing sidewalk on Gulfstream Boulevard. Design includes a crossing at Spinnaker Boulevard. This will be an integral part of a network of sidewalks planned for the Englewood East/Rotonda Area.
- 100% plans and bid specifications were received May 14, 2013. The start date of this construction project is pending Engineering Inspector availability.
- Sales Tax Year Three (Rio De Janeiro) Sidewalks – A sidewalk will be installed from an existing sidewalk on Rio De Janeiro Avenue at Rampart Boulevard to a future sidewalk on Deep Creek Boulevard. Design includes a connection/crossing to a future sidewalk at Sandhill Boulevard. This is an integral part of a planned sidewalk network in the Deep Creek area.
- We have compiled an FPL easement occupation application that will make construction easier. This packet has been reviewed by our legal department and they have scheduled a conference call with FPL to discuss the revisions. Construction is projected to begin in August 2013.
- Sales Tax Year Three (Riverside Drive) Sidewalks – This sidewalk will be installed on Riverside Drive from Marlympia to Cleveland Drive. Design includes a connection to a recently constructed sidewalk on Florida Street.
- The design engineer completed the maintained right of way (ROW) survey and submitted the packet to the Charlotte County Real Estate Services Department. The construction start date is pending ROW and permitting issues. A modification to the design may preclude us from having to acquire property for this project.
- Sales Tax Year Three (Sunnybrook) Sidewalks – This sidewalk will be installed from South Access Road to Boundary Boulevard and will connect to future sidewalks on Oceanspray and Gulfstream ending at a future sidewalk on Boundary Blvd as part of a Safe Routes to School Program funded by the Florida Department of Transportation.
- Design is complete and the bid package has cleared its initial review by Purchasing Department staff. A pre-bid meeting is scheduled June 4, 2013.
- Tom Adam's Bridge – Phase 2 of the Tom Adams Bridge Rehabilitation will replace the tender house, electrical, and mechanical equipment. The proposed tender house 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. Design consultants are preparing construction plans and permit applications.

- The County received 60% design plans for review and the design engineer is addressing comments. Renderings from the Public Meeting held January 16, 2013 are available on the Project Status Updates Web site. Construction is projected to begin in January 2014.
- Winchester Corridor Phase Three – This project proposes the construction of a new 4 lane divided roadway from SR 776 to Placida Road (CR 775). In order to start the construction process of the new roadway and remain eligible for FDOT funding, the County has opted to construct the intersections at SR 776 and CR 775 as soon as design and permitting are complete. Roadway construction between the two intersections will begin once the intersections are complete and FDOT funding becomes available.
- Specifications have been identified to add to the construction contract prior to release for bid. The construction bid package is expected to be delivered to the Purchasing Department by the end of May 2013.
- **Coastal Projects:**
 - Alligator Creek 6' Dredging Project – The Alligator Creek Waterway Committee 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. 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 a depth greater than -5 feet, which is the depth for the current permit. This project also includes maintenance dredging to existing permitted conditions.
 - Coastal Engineering is in the process of gathering data for a permit application; they are currently conducting the environmental resource survey. Permitting is anticipated to be completed by January 2014.
 - Buena Vista Waterway Maintenance Dredging – The Buena Vista Grassy Point Waterway MSBU committee requested a survey of the access channels. Based on data collected, the committee wishes to seek engineering design and permitting for dredging of access channels. Construction is dependent upon the outcome of the engineering services contract. Due to the fact that Coastal Engineering cannot add construction related services to post Tropical Storm Debby restoration, Stantec will assume the role and provide construction services under a separate account.
 - All permits have been issued for this project and the bid package is ready. The Project Manager is working with the Community Services Department to provide sand from this dredging project for beach re-nourishment. Once the details are worked out, this project will go out for bid. Construction is expected to begin in July 2013.
 - Manchester Waterway Maintenance Dredging - Maintenance dredging will be conducted within the Manchester Waterway to provide safe navigation to the citizens who utilize the waterways. Johnson Engineering is gathering survey and historical data to prepare the permit application for maintenance dredging of the area. Permit applications were submitted to the FDEP and the Army Corps of Engineers.
 - The FDEP permit was issued and the bid package is ready. This project will go out for bid upon receipt of the ACOE permit. Construction is projected to begin in late June 2013.
 - Northwest Port Charlotte Exterior Channel Dredging – This project is to facilitate safe navigation by providing new access channels into the waterway system and connecting them to the Myakka River navigation channel. The Army Corps of Engineers and FDEP permit authorizations have been finalized for this project. The Board approved the construction services scope of work. A re-survey of the access channel was conducted in November 2012 and temporary spoil sites have been secured. The preconstruction meeting was held and construction will begin July 1, 2013.
 - Stump Pass Monitoring & Maintenance Dredging – The purpose of this project is to continue monitoring, as required by permitting, for dredging of Stump Pass that re-established the 1980 channel alignment and provided for re-nourishment of critically eroded beaches. Maintenance dredging and beach re-nourishment will be conducted approximately every three years.
 - Extensive field investigations are in process and numerical modeling began in October 2012. A post Tropical Storm Debby damage analysis is underway and the County has initiated the process of seeking reimbursement from FEMA. Coastal Engineering presented the outcome of

the modeling and made a recommendation to the Beaches and Shores Advisory Committee in April.

- Coastal Engineering staff made a formal presentation to the BCC on May 28, 2013 requesting approval to seek permitting to place an engineered structure 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.
- Suncoast Waterway Maintenance Dredging – This project is designed to facilitate safe navigation within the Suncoast Waterway system by removing 18,000 cubic yards of silted material. The construction contract was awarded to Marine Contracting Group with the notice to proceed scheduled July 1, 2013.
- **Drainage Projects:**
 - GPC Drainage Control Structure Replacement – This project provides for the design and permitting of six water control structures in Greater Port Charlotte (GPC). Four of the structures are in the Little Alligator Basin--SUN3.65 (Forrest Nelson at the Sunset Waterway), DOR4.75 (Bachmann Blvd at the Dorchester Waterway), MOR5.08 (Bachmann Blvd at the Morningstar Waterway), and HAV4.33 (Quesada Ave at the Haverhill Waterway). The other two structures, FOR5.11 and NIA5.72 (Peachland Blvd at the Fordham Waterway and the Niagara Waterway) are in the Fordham Basin. These structures were bid in two groups of three: Group 1: DOR 4.75, MOR 5.08, HAV 4.33, and Group 2: SUN 3.65, NIA 5.72, and FOR 5.11.
 - Group 1 structures - construction is complete.
 - Group 2 structures - are at 100% design and construction is anticipated to begin in the fall of 2013.
 - Little Farm Road Culverts – The scope of this project is to design and permit culverts to replace the concrete swaled portion near the end of Little Farm Road. Weiler Engineering is conducting the survey and research for this project and is working closely with South Florida Water Management District in order to design this project in a way that can be permitted. 60% design plans are currently being reviewed by staff.
 - Newgate Waterway Spoil Removal - The Newgate Waterway has several large silt deposits and overgrown vegetation within the limits of the water line. This accumulated material is causing an adverse impact on the storm water conveyance system and needs to be removed.
 - Design is underway and consists of determining how much sediment needs to be removed as well as defining access points and the means and methods of construction. Design/permitting is projected to be completed by July 31, 2013 with construction beginning in November 2013.
 - US 41 Storm Structures – This project involves engineering and permitting for the directional drilling of culverts under US 41 at the Fordham, Elkcam, and Pompano Waterways; replacement of culverts at the North and South US 41 Access Roads, within the Pompano Waterway; replacement of a stand-alone weir across the Elkcam Waterway, north of the US 41 Access Road; and replacement of a stand-alone weir across the Fordham Waterway, north of the US 41 Access Road.
 - Charlotte County staff and Giffels-Webster Engineers (GWE) are preparing contract documents for submission to the Purchasing Department in June 2013. GWE submitted the final drainage permit to FDOT. Construction is scheduled to start in September 2013.
- **Lighting Projects - Charlotte County CIP Projects:**
 - Burnt Store Lakes – MSBU decorative lighting project plans were reviewed and comments were provided; Technical Specifications were incorporated in the plans. This contract was awarded and we are waiting for the preconstruction meeting to be scheduled with On Power Services.
 - Burnt Store Road Project – Meetings have been held with County Legal staff and Seminole Gulf Railroad staff to discuss a resolution; awaiting correspondence. Pedestrian features cannot be opened or activated at the Jones Loop crossing until resolved. Phase 3 lighting plans are complete.

- CM at Risk - Flamingo/SR 776, & Winchester/Placida - Inspection work began at Flamingo/SR 776. All conduits and pull boxes have been installed at Placida/Winchester and at Flamingo/SR 776. Flamingo has been energized and was fully operational on April 29, 2013.
- Edgewater Phase Two – Traffic signal and roadway lighting engineers have been replaced; plans review and comment is on-going.
- Rampart and Kings Highway – All phase 1 work has been installed and phase 2 conduits are being installed. Traffic signal work has been completed but still awaiting installation of incident management camera. Some roadway light bases have been installed. Little progress has been seen.
- **Lighting Projects – Departmental Projects (April 23 – May 22, 2013):**
 - Replaced defective Incident Management Camera at Kings Highway/Veterans Boulevard.
 - Replaced broken astro brackets at SR 776/San Casa Blvd, and Kings Highway/Midway.
 - Began preparation for next budget cycle. (Ongoing)
 - Replaced pedestrian pole and assembly damaged in a motor vehicle accident at Placida/San Casa.
 - Plan and field reviews undertaken for the following projects: Placida/San Casa (Dollar General Store), Midway Phase 2, Gasparilla Rd and Burnt Store Phase 3.
 - Working with fiber contractors to incorporate IT fiber and ATMS fiber into one pull box and allow IT additional fiber as part of replacement runs due to termination of COMCAST contract.
 - Traffic signal preventative maintenance completed: Aaron/Olean, and Harbor/Peachland.
 - Traffic signal preventative maintenance completed at Kings Hwy/Village Drive, Midway/Suncoast and, Olean/Elmira.
 - All traffic signal grounding has been tested for compliance.
 - Cochran/Veterans - installed concrete pole and riser for traffic signal. Relocated one lighting load center (from FPL pole) with the assistance of FPL.
 - Annual testing of Malfunction Management Units complete for all traffic signals in the County.
 - Removed electric school flasher at Coliseum and Darnell Avenue and replaced with a solar unit.
 - Replaced and consolidated several fiber optic facilities and service locations for efficiency.
 - Meeting with contractors for the City of Punta Gorda's multi use trail project along US 41 to minimize the possibility of damage to fiber optic cable.
 - **Locates Performed:**
 - 210 requests for underground utility locates were received, generating 91 tickets for locates.
 - **Trouble Calls:**
 - 20 trouble calls received, responded to and problems of various natures resolved.
- **Lighting Projects – FDOT Projects:**
 - Construction is complete at SR 776/San Casa Boulevard. This project is closed.
 - SR 776 & Gulfstream Phase 4 submittal was reviewed and comments provided. Awaiting construction to begin.
- **Miscellaneous Projects:**
 - Manasota Key Community Plan Design – The Manasota Key MSBU Committee requested the development of a Community Plan including, but not limited to, sidewalks, bike paths, crosswalks and lighting. Weiler Engineering is gathering community input for the plan. A community meeting was held March 26, 2013 at Lemon Bay High School. Final plans are expected by July 2013.
 - Manchester Lock Education - This is an educational based program that was required by the Department of Environmental Protection as part of the Manchester Lock System removal. Charlotte Harbor Environmental Center has been contracted to provide water quality education to elementary age school children throughout Charlotte County. Elementary school class trips in the Alligator Bay Education program were conducted on April 18, 2013. This is an ongoing, annual project designed to educate students and parents on water resource issues; learning what actions they can take to protect our community's natural water resources and the environment.
 - National Pollution Discharge Elimination System – The purpose of this project is to reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on unregulated sources of stormwater runoff into Charlotte Harbor. Minimum project requirements

are public education and outreach, public participation/involvement, construction site runoff control, and pollution prevention. The permit includes coordination with the Charlotte County School Board, Airport Authority, Florida Department of Transportation, and City of Punta Gorda. A new Notice of Intent (NOI) for cycle three has been approved and became effective January 1, 2013 - expires December 31, 2017.

- Rotonda West Bridge Lighting – The Rotonda MSBU Committee requested electricity to five Bridges that cross the Rotonda River. Locations are: Boulevard East, Boulevard West, Boulevard North, Cape Haze Drive and Rebel Court. 100% design plans are expected mid-June 2013. Construction is projected to begin late-July 2013.
- Rotonda West Drainage Study – This drainage study is being conducted at the request of the Rotonda MSBU Advisory Committee. The study includes data gathering, modeling of the existing drainage system, and recommended drainage improvements. The final drainage study report was received by the County. Authorization was received from the MSBU committee for the consultants to start on Task 2 of the scope of services which includes developing an improvement plan to existing conditions and a project budget analysis.
- Rotonda West Entrance Way Signs – This project will provide new signs at seven (7) locations throughout the community. Signs will include landscaping and lighting. Funding is provided from assessments in the Rotonda West Street and Drainage Unit.
- The second and final community meeting was held with Johnson Engineering and the Rotonda West Board of Directors on March 13, 2013. 90% design plans are expected by mid-June 2013 with construction estimated to begin in November 2013.
- South Burnt Store Lighting & Landscaping – This project is to provide beautification and enhance entries to Burnt Store Lakes. It includes installation of landscaping and decorative lighting at the request of the property owners within the South Burnt Store MSBU. Funding is provided from assessments in the South Burnt Store Street and Drainage Unit. This project was awarded to On Power Services on May 14, 2013. Construction is estimated to begin in late May 2013 after the preconstruction meeting.
- South Gulf Cove Water Quality – The South Gulf Cove Waterway MSBU requested that the County provide water quality samples at five separate locations throughout their canal systems. This is an ongoing program with sampling conducted every quarter. An annual presentation is made to the MSBU regarding the status of the water quality. Benchmark Labs provides water sampling and test results while the Charlotte Harbor Environmental Center (CHEC) compiles the raw data and prepares an annual report. CHEC will be compiling the historical data and presenting their report to the MSBU during their next scheduled meeting on May 28, 2013.
- Sunshine Lake Recharge Wells – Sunshine Lake has had a habitual issue with an algae problem. After the lake is dredged, re-charge wells will be installed in order to maintain active water flow through the lake. The contract documents are currently being finalized. This project will not start until after the dredging of the lake is complete.
- 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.
- The design is currently being performed in-house. Surveying is complete. A follow-up pre-application meeting with SWFWMD is scheduled May 30, 2013 to discuss modeling results. An Environmental Resource Permit application will then be prepared and submitted.
- **Paving Projects:**
 - 2012 North/South Paving Program – Paving is complete in Burnt Store Village, Tropical Gulf Acres, Midway Areas 3, 4, 5, 6, Peachland Area 1, Elmira area 1 and Hillsborough area 9. Peachland, Midway, and CR-74 Road and Bridge paving is also complete. The Contractor is currently paving in the Greater Port Charlotte area. As of May 20, 2013 the total asphalt placed for this contract is 128,827 tons.
 - 2012 West County Paving Program – The paving operation is complete in Rotonda Sands and Rotonda Lakes with approximately 59,755 tons of asphalt placed. The Contractor continues to

work on restoration in both of these areas. Paving continues in Gulf Cove and as of May 20, 2013 the contractor has placed approximately 41,378 tons of asphalt in this District.

- **Traffic Signing & Marking accomplishments:**

- Herbicide = 3,131 objects
- Legends Installed = 788
- New Signs Installed = 13
- Marine Markers Repaired = 13 (3 debris removed – 2 large docks + 1 tree)
- Road Striping = 7,391 Linear Feet
- Signs Inspected = 2,095
- Signs Manufactured = 346
- Signs Repaired = 666
- Speed Studies = 19
- Traffic Counts = 37 stations
- Trouble Calls (after hours) = 6

Community Services

- **Administration**

- Administrative staff answered and fielded 469 telephone calls, 21 web emails; processed 9 citizens action forms, 8 accident and 5 incident reports, distributed 9 press releases.
- Supported 3 Advisory Boards
- Promotional and Marketing Activities
- (2) in-studio appearances on the Golden Hippo radio show on WCCF
 - Historical Center Summer Camps
 - Summer Reading Program and Randy Spence Park Dedication
- Clear Channel Radio Spots: Summer Camp
- ½ page ad in the Parrot Magazine promoting activities
 - Distribution is 10,000 copies at 700 locations
 - Website impressions 200,000+
 - Facebook impressions 8,000+
- Facebook Average Monthly Reach (The number of unique users who have seen any content associated with your Page) – 555 unique users

- **Meetings**

- Sailing Club – working to reestablish sailing club at Port Charlotte Beach as a contracted vendor. Working on future long-term agreement with Board of County Commissioners
- Parkside CRA – Resource Coordinator is now the department liaison to the Parkside CRA; working on Parkside Festival committee to partner on the event to provide assets and programming (tents, sound system, children’s area, touch-a-truck)
- Super Boat International – began meeting with Jerry York to begin coordinating needs and expectations in support of event
- Preliminary meeting for Englewood Pirate Festival
- CCSO “Team Parkside” neighborhood event at McGuire Park.
- Charlotte County Public Schools grant and Leader in You program.
- Coordinated renaming of El Jobean Park “Randy Spence Park”; dedication plaque, sign, new flags.
- Submitted grant application for \$25,000 to the Florida Department of Economic Opportunity Division of Community Development for a technical assistance grant to begin the park needs analysis as part of the Comprehensive Parks Master Plan.
- Broke ground on Bayshore Live Oak Park playground.

- **Libraries & Historical Monthly Report**

- **Numbers:**
- 63,183 items were checked out County-wide
- 54,024 visitors for the month
- 7,803 people used computers and that does not include how many used laptops

- 330 people attended 30 library programs in May
- 135 volunteers worked 932 hours
- 45 people attended 1 program at the Historical Center and 1,097 people attended 4 Outreach programs
- Need:
 - Staffing continues to be a concern.
 - Space is an ongoing issue, staff has no work space.
- Charlotte Sports Park:
 - The Charlotte Sports Park hosted twelve (12) home games for the Charlotte Stone Crabs on the following dates with a total attendance of 10,274. Unfortunately, two of the games were cancelled due to inclement weather.

Wednesday	05/01/2013	0	Rainout
Thursday	05/02/2013	456	
Friday	05/03/2013	2683	
Saturday	05/04/2013	2165	
Friday	05/17/2013	555	
Saturday	05/18/2013	2380	Fireworks
Sunday	05/19/2013	450	
Monday	05/20/2013	0	Rainout
Tuesday	05/21/2013	474	
Wednesday	05/22/2013	237	
Thursday	05/23/2013	874	
Friday	05/31/2013	0	Rainout

- There were a total of twelve (12) Extended Spring Training games played on the back fields with an estimated total of 310 total fans.
- The Charlotte Sports Park partnered with Clear Channel to allow parking for Countryfest in the main stadium parking lot on Sunday, 5/5. Clear Channel was fully responsible for the cleanup of the location and there were approximately 1000 vehicles that utilized this space.
- The Charlotte Sports Park hosted several games of the Perfect Game Tournament on Saturday, 5/25, and Sunday, 5/26, on the practice fields and the stadium. The estimated total attendance for this tournament was 1500.
- Recreation Centers:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 9100 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 2059 with 4622 touches combined. Recreation facilities were rented 21 times achieving a rental attendance total of 1755 people.
- Aquatics:
- Port Charlotte Beach Pool:
 - 1018 paid admissions
 - 219 Pass holder visits
 - 253 Water Aerobics participants
 - Staff spent an estimated 21 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 31 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
 - 1474 paid admissions
 - 496 pass holder visits
 - 274 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 600 “splashes” for the month.
 - The meeting room was rented 2 times this month

- The pool was rented 2 times for SCUBA instruction.
- The first Moonlight Swim of the year was held with 200 participants.
- Lemon Bay High School, LA Ainger Middle School and Myakka Elementary School held their end of the school year parties with 200, 300, and 100 students attending respectively.
- The Water Safety Instructor course ended 5-21-13 with 5 students successfully completing the course.
- Staff spent an estimated 75 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 70 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- 27 students registered for Spring Swim Lessons
- JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters 525
 - Total BMX Bikers 112
- South County Regional Park Pool:
 - 1342 paid admissions
 - 559 pass holder visits
 - 174 water exercise participants
 - Charlotte County Blue Fins held 36 swim practices resulting in approximately 2520 “splashes” for the month.
 - Conducted 2 private swim lesson series
 - 65 Students registered for Spring Swim Lessons in the month of May.
 - The first Moonlight Swim Movie was held with 80 participants.
 - The Charlotte County Blue Fins hosted a swim meet 5-14-13 with approximately 150 swimmers and their families.
 - Charlotte High School Special Education, Edison Collegiate and Sallie Jones Elementary Schools held their end of the school year parties with 30, 60, and 150 students attending respectively.
 - Staff spent an estimated 80 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 90 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Athletic Section:
 - Charlotte County athletic leagues and Athletic Special Events used County facilities approximately 3,303 hours in the month of April. An estimated 2,809 athletic participants visited County facilities. Activities included Adult Softball, Adult Tennis, Youth Flag Football, Youth Soccer, Inline Hockey, Youth Baseball, Youth Softball, Youth Swimming, Horsemanship and Remote Control Sailing.
 - IBC/Nations youth baseball tournament brought in 22 teams to North Charlotte Regional Park.
 - Harold Avenue concession stand construction has begun on the baseball stand and demolition of the existing softball stand should begin by May 10th.
 - Recreational spring leagues are in the final month of their regular seasons. Participation in these leagues has remained steady compared to 2012 except the SCRIP youth baseball program which has increased in size by about 40%. They attribute the increase to leaving Little League and joining Babe Ruth/Cal Ripken baseball.
- Extension Services:
 - Administration:
 - Meetings:
 - Extension Staff Meeting – May 23rd – 3:00 pm
 - Rec Manager Interviews – 8 am to 2:30 pm – Mid-County Library – May 15th
 - Managers Meeting – May 13th – 1 to 3 pm – Mid-County Library
 - Website Hits: 3247 website page views – New Reporting System
 - Facebook® Page - Charlotte County Extension data:
 - 833 visits on Facebook, 406 likes.

- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. "Algae of Charlotte Harbor". Water LIFE Magazine. May 2013, Page 10.
 - Staugler, E.A. 2013. "Preparing for Lots of Future Boating Growth". Waterline Magazine. May 2, 2013, Page 16.
 - Staugler, E.A. 2013. "Algae of Charlotte Harbor". Charlotte County UF/IFAS Extension, EAS-050513-005. 2 pp.
http://charlotte.ifas.ufl.edu/seagrant/publications/EAS_050513_005_MacroAlgae.pdf.
- Websites:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - 5/9 – Preparing for future growth in boating on County waterways
 - Extension website – Major changes to several web pages and added two factsheets.
- Facebook:
 - UF/IFAS Charlotte County Extension – Posts include program announcements, photos from FMNP field trips and information about new publications.
- Field Work:
 - 5/16, 17, 21, 22 – Derelict trap recovery in Peace River
 - 5/24 – Catfish fry delivery from UF/TAL in Ruskin to Jail
 - 5/28 – Monthly bay scallop recruitment monitoring
 - 5/31 – Site walk through of Jail aquaculture program with UF specialists
- Outreach Programs:
 - 5/18 – FMNP Alumni field trip to Babcock Webb WMA
- Site Visits:
 - Fishin' Franks – Courtesy visit
 - Punta Gorda Chamber – Boaters Guides
 - Laishley Marina – Boaters Guides
- Meetings:
 - 4/27-5/2 – Attended and presented at National Sea Grant Fisheries Extension Meeting in San Diego
 - 5/13 – Meeting with Manatee & Collier Sea Grant agents to work on Barotrauma project report
 - 5/16 – Sea Grant Advisory Committee meeting at Fantasea Scuba
 - 5/20 – CHNEP Policy Committee meeting in Ft. Myers
 - 5/30 – Waterfronts Florida meeting in Ft. Myers Beach
- 4-H Youth Development:
 - Youth Activities:
 - Several 4-H Clubs met this month at the East Port Campus.
 - Preparations for Summer Camp and Day Camps are underway.
- Horticulture:
 - 2013 Master Gardener Training:
 - "Plant Pathology" - May 2nd – 9:30 am to 12:30 pm – Dr. Lynn Gray, Retired Plant Pathologist
 - "Vegetables II" – 9:30 am to 12:30 pm – May 7th – Gene McAvoy, Multi-County Vegetable Agent
 - "Ants" - May 9th – 9:30 am to 12:30 pm – Dr. Fred Santana, Retired Entomologist
 - "Plant Propagation" - May 14th – 9:30 am to 12:30 pm – Dr. Bob Rouse from Southwest Florida Research and Education Center, Immokalee
 - "Program Development and Presentation" - May 21st h – 9:30 am to 12:30 pm – Master Gardeners, et al.
 - "Palms" & "Basic Composting" - May 23rd - 9:30 am to 12:30 pm – Donna Worthley, Master Gardener & Allison Turner, Horticulture Program Assistant, respectfully.
 - Program Wrap-up, Evaluation and Post-Test – Mini-Graduation.
 - Florida Limited Commercial Maintenance License Training – 9:30 am – 4:00 pm – May 8th 9:30 am to 4:00 pm – As a result of this training, four (4) participants increased their preparedness to take the Limited Commercial Landscape Maintenance License Test.

- Other Programming:
 - Site Visit - 3264 Park Drive, Punta Gorda, FL 33982 – Oak Problem – 10:30 am – May 24th
- Media Outreach:
 - Master Gardener Radio Program – May 28th – 10 to 11 am – WCCF – 1580
- Florida Yards and Neighborhoods Outreach:
 - May 21 – Riverhouse Condo assn. site visit
 - May 22 – Planting demo project at Habitat for Humanity
 - May 23 – Composting class, MG training class
- 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 May 6th – “Bagging bagworms”
 - Newspaper Article for May 13th – “Everything you did not know about lovebugs”
 - Newspaper Article for May 20th – “What Do You Know About Hibiscus?”
 - Newspaper Article for May 27th - “Cyperus in the Garden”

Facilities, Construction and Management

- Projects:
 - South County Regional Park Soccer Concession Stand: The design firm is on hold until the county green ordinance change is approved.
 - Fire Station 6: The fire station staff was temporarily relocated and construction has started.
 - Bayshore Live Oak Park Restrooms: The hardi-board siding is being installed. The interior drywall has been installed. The deck has been completed.
 - Harold Ave. Concession Stands: The baseball field concession building has been dried in. The existing concession building at the softball field has been demoed and the new foundation has been laid out.
 - PCB Floating Dock: The survey has been completed and the preliminary design has begun.
 - Harbor Heights Stormwater and Parking Improvements: The plans are being revised based on the comments from the public meeting.
- Operations:
 - Energy Efficiency Program:
 - Siemens has completed the energy audit of several facilities. Results of the audit will be presented to Charlotte County in 2 weeks.
 - New LED lighting for the Port Charlotte Beach pool and bocce court is on order. It is anticipated that this project will start the week of June 24th.
 - Capital Asset Management Study: The County has finalized the negotiations with Johnson Engineering for the Capital Asset Management study. A kick-off meeting is scheduled for June 17th.
 - Judicial Strategic Space Management Study: The contract with Wiley & Associates for the Justice Center Space Study has been executed. Kick-off meeting scheduled for May 20th.
- Repair and Maintenance:
 - Cookie House: Rehabilitation now 100% complete.
 - Sheriff's Admin: Fire Suppression Project on hold pending interior changes to meet fire code.
 - Lighting Dept. Bldg. Remodel: New doors and a fresh coat of paint is all that remains.
 - Public Works: Office remodel scheduled to start in one week.
 - West County Annex: Windows and door renovation to impact resistant glass project remains in permitting but is scheduled to start soon.
 - Admin B Building: Lower roof fibertite replacement project out to bid. Bid opening will be June 19th.
 - Justice Center: 7- 3rd floor exterior window leaks were scheduled for repairs the week of the May 20th but rains have slowed us down. Project to be done in house.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - Union related discussions/preparation
 - Preparation with Phase V to ensure employee hotline in place as we approach hurricane season
 - Attended Southwest Tri-County Human Resource Conference
 - Recruitment related activities and hiring processes
 - Began accepting applications for July Ambassador Program
 - Continued partnering with IT on the EDEN Database and Active Directory Integration Project
 - Discipline related conversations and activities
 - Participated in Fire/EMS promotional process
 - Continue with the electronic scanning of employee files project
 - Monitor the community service program with Courts System
 - FMLA Processing
 - FMLA monthly report
 - Tasks associated with Employee of the Month
 - Legal Discussions
 - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related
 - Facilitated Orientations
 - Continued efforts in revamping New Hire Orientation
 - 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
 - Scheduled Learning Opportunities for remainder of the year
 - Monthly service awards
 - Continued efforts on New Hire Orientation project
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Human Services (HS) Department staff toured the Family Services Center site with Team Port Charlotte representative and Utilities staff to decide upon the tree location as part of the Parkside Canopy project. The Family Services Center will be receiving three trees as a result of this project. Project funding comes from a grant made to Team Port Charlotte by the Modern Woodsman.
- Transit Operations and Fiscal staff attended a training conference on Transit's software system, Route Match. Classes included updates for the system, reporting, scheduling, billing, funding sources, routing and new technological improvements. Training will assist staff in more efficient understanding and use of the system.
- County Veteran Services Officer, David Donohew and Assistant Services Officers, David Rockow and Terry Keene attended the semi-annual Florida Department of Veteran Affairs Training/Recertification program. All three Officers passed the required exam and have been recertified to provide assistance with VA claims for Charlotte County veterans and their families.
- The nationally affiliated Wounded Warriors Family Support Organization sent 40 reserved parking signs for our County's Combat Wounded Veterans. These courtesy reserved parking signs were posted at County facilities and parks to be in place by Memorial Day. The sign depicts the Purple Heart. Appropriately, the Board of County Commissioners designated Charlotte County as a Purple Heart County in February of this year.

- Family Services Staff and three youth volunteers participated in the 2013 Postal Carriers Food Drive. The Department's food pantry received approximately \$5,000 worth of food from this community-wide event. Donated food from the generous residents of Charlotte County will provide food to assist families during the summer months.
- Transit dispatcher, Sandra Maldonado, completed a three-day basic interpreter training program. The interpreter program covered the role of the interpreter, ethics, responsibilities, and dynamics of cross cultural interaction as well as business practices and vocabulary. Sandra is now a certified-trained interpreter.
- Charlotte County Transit assisted with a Marine Resources Full-Scale Exercise on May 15, 2013. The intent of the exercise was to solve problems as a team. The exercise scenario involved a multi-agency, multi-jurisdictional response to a charter boat that went into distress and had multi-casualties within the Charlotte County waterways. Transit's role in the exercise was to transport two busloads of wounded victims.
- The Department's Low-Income Home Energy Assistance Program's (LIHEAP) outreach program resumed this month. Staff began services in Englewood on 5/21/13 and will continue to serve Englewood residents on Tuesdays. Outreach to area seniors resumed on 5/23/13.
- During the Memorial Day week, Veteran Services and Human Services staff participated in many community events held throughout the County. Events included: Celebration in memory of Randy Spence at the El Jobean Park; Purple Heart & Memorial Day remembrances at Veterans Garden in Laishley Park; Memorial Day Services at Fisherman's Village; and Memorial Day Services at the American Legion Post 110 and at the Vick Street Manor both in Port Charlotte.
- Along with other Charlotte County non-profit partners, Department staff toured a Hillsborough agency to gain insight into how a fully integrated common intake/screening process can operate in a community.
- Family Services staff met to discuss potential policy changes for the Family Self-Sufficiency Program based on input and training from the annual Florida Community Action Conference. A Program Coordinating Committee from the Community Action Agency Advisory Board will convene to review new initiatives.
- Working with the Fiscal Division, staff completed an agency self-assessment document as requested by the Department of Juvenile Justice that was required for the administrative monitoring of the Civil Citation contract.
- Staff attended the Circuit 20 Juvenile Justice Board meeting. The meeting focused on discussion of the changes in legislative structuring of the County and circuit councils. Also discussed was a recent Administrative Order that changes the handling of truancy cases for the circuit.
- Neighborhood Accountability Board (NAB)/Civil Citation staff has developed an Access database that will provide them the ability to track youth in the program and create reports to measure program success.
- As part of the Economic Stability committee from the Homeless 10 Year Plan development, staff met with Goodwill to discuss their Microenterprise initiative and how clients can access their services.
- Staff met with Rep. Ken Roberson to review the recently passed CS/HB 171 relating to the disposition of human remains and the County's current policy relating to Unclaimed Bodies. This is a follow-up meeting from earlier discussion with funeral home directions the end of March. Some policy language changes will be revised and new rates will be considered for approval by the Board of County Commissioners (BCC) in September.
- Housing staff has received architectural preliminary drawings for a multifamily unit for low income disabled individuals as part of the federally funded Neighborhood Stabilization Program.
- Fiscal & HS staff met with Florida Department of Transportation (FDOT) staff to discuss state & federal allocations and future grant funded transit projects.
- HS Department provided BCC with information on Human Service focus areas as part of the Budget workshops covering health & human service needs.

- Staff continues to participate in several community initiatives including: Parkside CRA; The development of action steps for the 10 year plan to end & prevent homelessness; The community-wide needs assessment; and The community health improvement plan (CHIP).
- In preparation for Hurricane Season HS Department updated disaster plan contacts and participated in annual Emergency Operations/211 trainings.
- Sandi Campbell from Veteran Services received recognition as County employee of the month for May at the BCC meeting on May 28th and the entire Human Services staff was honored and recognized for their service to the community on May 31st.

Public Safety

- Animal Control: no report
- Emergency Management: no report
- Fire: no report

Public Works

- The Zemel Road Landfill Permit renewal was submitted to the Department of Environmental Protection (FDEP) to obtain a 20-year operation permit for the landfill. Previous permits were only valid for five years. Public Works Solid Waste Operations Division has been working with HDR Engineering, the Solid Waste Engineer of Record, to obtain this expanded permit from FDEP.
- The Peachland Boulevard road work was completed with 3,000 square feet of line and grade, a new catch basin and sidewalk repair. A pipe-set job was started on Aaron Street with elevation shots completed and the bottom of the ditch area cleared so the excavator can set the pipe. The flail mower cut 11,058 cubic yards in the Coral Ridge and Cooper Street area and the Menzi cleared 42,200 square feet on the Jones Loop ditch. The shoulder-repair crew completed 2.4 miles of work on Jones Loop Road and the drainage crew finished 8,400 square feet of swale at Durkee and at Glen, then removed debris on Leah. The outfall crew installed and paved three road crossing pipes in the Northwest Port Charlotte area. A broken sidewalk section was replaced at the corner of Indiana Street and Elkcam and a damaged guardrail was replaced on Torrington at Veterans Boulevard.
- The Board of County Commissioners (BCC) approved assessment rate increases at their MSBU Workshop for: Boca Grande Street & Drainage MSBU to expand their iguana control program; Harbor Heights Waterway MSBU for a dredging project; Northwest Port Charlotte Street & Drainage MSBU for a paving program; and South Gulf Cove Street & Drainage MSBU for Phase I of their sidewalk project.
- The BCC approved an ordinance amendment to create a formal Advisory Committee for the Don Pedro/Knight Island MSTU. The Island will be represented by five members from specific geographic areas with a sixth member at large. The advertisement for vacancies will be posted on the May 28, 2013 BCC agenda, although applications have already been received due to the interest by Island residents.
- The BCC awarded a \$580,938 contract to complete the expansion of the gas collection and control system at the Zemel Road Landfill.
- The BCC approved a three-year agreement with the Florida Department of Transportation for landscape maintenance of US 41, from the Peace River Bridge to South Toledo Blade Boulevard.

Tourism

- Sports:
 - The Florida SRD-TOPS event held at the Event Center generated over 600 room nights and was attended by more than 1,000 people. This was a VCB assisted event.
 - Sean Doherty worked with the Florida Anthropological Society on a 2014 conference, coordinating a site visit and collaborating with the Event Center and Four Points by Sheraton.

- Sean attended the Capital Events Trade Show in Tallahassee along with Staff from the Event Center to meet with more than 2 dozen association market meeting planners.
- Sean began discussions with the International Distance Skateboard Association in regard to hosting one of their events, possibly in conjunction with Hands Across the Harbor.
- Sean attended the Florida Sports Summit which featured roundtable discussions on trending industry topics and presentations from several sports event organizers with events available for bid.
- Sean and several area tourism partners attended the Travel Expo at the Villages.
- Film:
 - Jerry Jones completed, with a producer, interviews with three production companies for the development of a television pilot that would have its first episode shot in Charlotte County.
 - The Englewood video has now gone to post production (editing and sound).
 - Jerry accompanied our PR staff and travel writers for a fam tour, getting footage of kayaking on Shell Creek and a wading tour in the harbor at Ponce de Leon Park in Punta Gorda. Gathering footage to produce travel videos for the VCB's site and for distribution on the web later in the summer.
 - Jerry responded to several location requests from the state film office.
- Advertising and Marketing:
 - The VCB participated in Florida's Epic Vacation Maker with an ad on their landing page. The ad provides a slideshow and information about participating partners. We created a corresponding landing page on our site that is internally linked on the "Special Offers" page for Florida.
 - A special public relations "How to" section was created on our web site to assist our partners with press releases and how to garner publicity for their businesses.
 - Chip Futch, our Marketing and Web manager has been researching best practices for tourism destination web sites in anticipation of issuing an RFP for the development of a new website. The architecture of the VCB's current site is nearly a decade old. As more than 77% of all vacations are first researched on-line, it is crucial that we have a site which is responsive, easily managed by the VCB, accessible to partners, so they can manage their on-line information, and has strong multi-media capabilities.
 - Our summer advertising includes the Visit Florida Epic Vacation campaign; Collinson in-state newspaper vacation insert; Worldwide Fishing.com; Madden Media multi-media on-line campaign; Allegiant Airlines in-flight magazine and Food Traveler Magazine.
 - Chip Futch is creating a mini-site, within our site, for a "Show Us Your Charlotte" photo contest. We'll be inviting residents to show us the Charlotte Harbor and the Gulf Islands they love.
 - Chip is working with Jennifer Huber, our Public Relations Manager, to create a uniform look and feel for all of our social media platforms.
- Public Relations:
 - Jennifer Huber traveled to Rio De Janeiro to meet with travel agents and wholesale travel representatives to educate them about Charlotte County. One of our partners made the trip as well to discuss real estate and leisure travel to our area. Brazil is one of the fastest growing markets for U.S. leisure visitation.

Utilities

- Engineering Services:
 - 1,254 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 24 Residential Service Availability Letters Prepared; 2 Commercial Service Availability Letters Prepared; 22 Residential Service Applications Processed; 427 CIP inspections; 82 Developer Inspections.
- Operations Division:
 - Treatment Facilities:*
 - 186 preventative maintenance, 29 corrective and 6 emergency work orders were completed.
 - 57 Residential cross-connection inspections, 21 annual backflow tests and 2 reclaimed water site maintenance work orders were completed.

- Burnt Store WRF: Staff worked with DCR and the IT Dept. to place the Wonderware Program back on line after a server failure.
- Burnt Store WTP: All FDEP deficiencies were corrected. Our staff working with the IT Dept. staff observed that the Wonderware server was critically low in memory so an adjustment was made.
- East Port WRF: Staff completed repairs to the back gate drive motor assembly. The Turbo Disc Filter Cartridges were replaced and a new sun shade was installed over the Turbo Disc Filter Assembly to prevent UV damage to the components.
- Rotonda WRF: Staff completed repairs to the only operational Drum Screen. The other Drum Screen is down awaiting delivery of a new drive sprocket. West Port WRF: Staff completed repair of the chlorine feed pumps. It was observed at the same time that the plant was experiencing Wonderware communication problems to East Port WRF and that the automated alarm call had failed. Staff worked with vendor DCR to rectify these issues.
- Eight employees attended CPR/First-Aid/AED, five attended Forklift and one attended MOT Training.

Water Distribution:

- 93 water line breaks and 16 new water service line installations for May.
- One employee passed the FDEP test for Water Distribution Operator 1.
- FPL changed out the service line at the pole at the Golf Course Booster station on the 23rd. We ran on generator power for the duration of the shutdown with no impact to our customers.
- Relocated the ice machine to the Golf Course site for easier access during sampling.
- Continuing to try and find a solution to the overheating issue at the Gulf Cove booster pumps.
- Moved the lab from the pump room to the office area at the Walenda booster.
- Replaced a faulty distribution flow meter at the Rotonda booster.

Wastewater Collection:

- Gravity/Force Mains: Installed 7 new sewer services; repaired 8 service laterals; repaired 1 gravity main; investigated 6 customer backup calls which were determined to be the customer's responsibility; 6 manholes were repaired by raising, or replacing the ring and cover; 86 manhole raianguard/inflow protectors were installed; separate gravity mains ere televised to locate 3 lateral connections for Engineering; 198 repairs have been completed on cleanouts, laterals, manholes in the Deep Creek area found during smoke testing; approximately 27,000 gallons of water was flushed into the sewer system installed in the Springs and Villas at 7 separate access points.
- Lift Stations: 320 PM work orders were completed; 190 corrective work orders were completed; partial rehab completed at L/S #856; started installation of Bio-Filter at L/S #309.
- Low Pressure Sewer: Responded to 175 service calls; 34 PM work orders were completed; completed 23 upgrades; replaced 6 check valves at street; changed out 4 tanks; installed 2 mandatory connections; 3 line breaks were repaired. Between September 2012 to March 2013 - 2,066 PMs have been completed during regular service calls and 121 have been completed that were not service calls. The LPS septic hauler should be delivered in early June.
- 1 employee received his CDL-A; 1 employee attended CPR and First Aid training; 1 employee attended fork lift training.

- Business Services:

- Negotiations with Best Practices for web-based customer service contact services are in the final stages. The Contract should be complete sometime in August.
- Fixed Base meters in Deep Creek 1,345 in three months. Mueller has requested that we send two representatives from the County to a user group to participate in formulating improvements to the mi.net system (data base).
- Customer Service: total number of customers to the lobby was 704.
- Delinquencies: total delinquency revenue for the month: \$118,005 FY-YTD total: \$980,845.
- North Port: we processed 2,892 payments; total revenue for May was \$577.14. Total FYTD revenue is \$6,800.63.
- Accounts Receivable: the accounts receivable over 90 days went from 49.72% in April to 50.08% in May. The accounts receivable within 30 days went from 43.9% in April to 42.97% in May.
- There are 1841 files prepared to go into Sharepoint.

- 54% of all CCU bills were paid electronically.
- Water Conservation & Public Outreach:
 - Conducted a work place safety inspection at Burnt Store Water Treatment Facility and Burnt Store Water Reclamation Facility as part of Safety in the Workplace.
 - Southwest Florida Water Management District's Phase I water shortage restrictions are in effect until July 31, 2013.
 - Held Presentation for Port Charlotte Kiwanis Club on May 30th.
 - Participating in Shoes for Kids drive by placing a donation bin at the East Port Environmental Campus.
- Human Resources:
 - Total positions: 200. Vacant positions: 6
 - Actively recruiting for all 6 positions: Maintenance Mechanic, Instrument & Control Technician, Customer Account Specialist, Line Technician/Distribution System Operator, (2) Plant Operators.
- PR/MRWSA Water Resources:
 - Water supply and quality are excellent. Water Demand in May totaled 25.57 MGD and there were 3.68 MGD river withdrawals in May. There is 5.51 BG water in storage.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The Contractor installed the 16" reclaimed water main (RCM) and 10" waste water force main (FM) along SR 776 from Lee Circle to Hollis Avenue. The 16" RCM was also installed from Railroad Avenue along Kerrigan Circle to the SR 776 intersection and the 6" FM was installed from Railroad Avenue along Kerrigan Circle to the Myakka Avenue intersection. The contractor finished installing sod along SR 776 from Lee Circle to Hollis Avenue and along Railroad Avenue and Kerrigan Circle. The third and fourth partial payment requests were approved. Pay request 4 was only for stored material which is permitted under the contract. The next monthly construction meeting is scheduled for June 11, 2013.
 - *Pumping Station (Stage 2):* The contractor submitted shop drawings for the pump skid and for the instrumentation and controls which were reviewed by the consultant and returned to the contractor on May 21st and May 23rd, respectively, with comments. Work continued on the site including making the connection to the existing 12 inch reclaimed water main, installing 12" ductile iron piping, running electrical conduit and forming the pump station concrete. Work will continue into June preparing the site for the pump skid which will be fabricated once the shop drawings are revised. Fabrication of the pump skid will take 12-16 weeks from the time of shop drawing approval so actual installation is not expected until the end of September or early October.
 - *Storage Pond (Stage 3):* A monthly progress meeting was held with the contractor on May 7th where it was determined that the select sand being installed at the site was not acceptable due to twigs, debris and organics present and had to be removed. The unsuitable sand was removed and delivery of clean select sand was started on May 16th from a different quarry. The hauling, spreading and compacting of sand continued through May and is expected to be completed by the second week of June, weather permitting. Once all density tests are taken and the pond base is surveyed and approved, the HDPE Geomembrane liner installation will commence. The next construction meeting is scheduled for June 4, 2013.
- East Port WRF Expansion:
 - Building permit approved for Stage 1, construction proceeding. Received 50% design submittal for Stages 3 through 5.
- North Shore & Harper WW MSBU:
 - Work continues under contract guidelines. Archeological survey work in progress. Monitoring plan draft submitted to FDEP for review.
- Harbor View Rd Gravity Sewer:
 - Bids were received on May 1st. CCU approved the low bidder and a recommendation to award the contract to Bonness, Inc. was forwarded to Purchasing on May 2nd. The project is scheduled to be awarded at the May 28th BCC meeting.
- El Jobean Wastewater Expansion LPS Main:

- Bid documents were posted by Purchasing in May. The pre-bid meeting was held May 16th. Bid opening is scheduled for June 5, 2013.
- Elkcam Blvd:
 - Staff is working on the 100% design plans.