

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

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

- Fiscal Support
- Human Services and Transit Grants
  - Fiscal staff submitted the Senior Services monthly reports for June. 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.
  - Fiscal Staff worked on closing out numerous Human services grants that ended June 30. They then opened their replacement grants that start July 1, 2013; (Community Care for the Elderly, ADI) is just 2 examples.
  - Housing received \$182,314 from the State of Florida as reimbursement of NSP3 funds.
  - The SHIP Annual Report closeout of FY10/11 funding is due to the State on September 15, 2013. Due to the size and volume of data required, this report was started this month.
  - At the Affordable Housing Advisory Committee Meeting this month, the committee's recommendation to the BCC, "acceptance of FY13/14 SHIP funds."
  - Staff participated in Webinar regarding the FY13/14 SHIP Funds.
  - The National Transit Database (NTD) Report has been submitted, in its full format. This report is extremely complex and lengthy and had several reporting changes from prior years. This report must be filed annually by every Transit agency.
  - Fiscal and Transit staff worked hand- in -hand with our software vendor Route Match, who continued to provide invaluable insight, training, and special reports to assist us in completing the FY12 NTD report.
  - Three Vans were ordered using the balance of our 2009 ARRA funding. Two of them arrived this month and the third one is on the assembly line. 4 additional buses were approved by the Board to be ordering replacing older buses in the fleet using our 2012 5307 urban funds.
  - Fiscal Staff is working on closing out several Transit services grants that end June 30 and opening their replacements that start July 1, 2013, (State Block, Transportation Disadvantage, our last Non-Emergency Transit Medicaid grants).
  - Fiscal Staff met with Human Services and Transit Staff to present to the Operations core its Revenue allocations. Fiscal requested where the Transit felt confident they wanted to budget these additional 5307 funds.
- Road Grants:
  - Invoiced a total of \$25,722.32
    - Marine Marker Maintenance to WCIND of \$16,449.86
    - US 41 ROW Mowing to FDOT of \$9,272.46
  - Received no funds on transportation grants in June, nor did we send any invoices.
- Public Safety Grants:
  - Received a total of \$32,193.15
    - \$27,603.15 from the State for the Emergency Management Program Assistance Grant (supplies) PE 3/31/13
    - \$ 4,590.00 from the State for the Emergency Management Grant for a Marine Exercise PE 3/31/13
  - Invoiced:
    - \$6,565.58 to the State of Florida for Severe Repetitive Loss Mitigation construction at 4459 Ganyard Street.

- Public Safety Other Invoices:
  - Received \$810.00 from the City of Punta Gorda Public Works for the FY13 Radio usage fee.
- Adult Drug Court Grants
  - Met with Charlotte Behavioral and assisted them with their application for the Drug Abuse Trust Fund monies. This will enable them to continue providing treatment services to the participants when the BJA Drug Court Grant funding runs out in September.
- Criminal Justice Reinvestment Grant
  - None
- Operating And Accounting Support
  - Preliminary Valuations came in on June 1, preliminary ad valorem revenues were calculated and the County realized a slight increase. Certified numbers are expected on July 1.
  - Received Sheriff's Budget and Property Appraisers budgets
  - Cheney Brothers – Total amount reimbursed to Cheney Brothers for Utilities - Total reimbursed so far - \$476,473.47. Remaining balance - \$3,526.53. Cheney Brothers plan to use the remaining balance, however it may be sometime in FY13/14.
    - 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
      - June 2013 – No payments
  - All County Budget Funds balanced as of June 26th.
  - Telephone Conversation with Pasco regarding Fiscal consolidation.
  - Various meetings regarding Job Responsibility Audits, Level Criteria, FEMA forms, etc.
  - Met with IT regarding Data Mining and set up meeting with fiscal staff teams to verify data and information needed.
  - Gathered Peace River information for Legal and Attorneys on Peace River issues including Exhibit C and 1991 rebuild.
  - Worked with fiscal staff and IT to begin to establish CCU bill payment process.
  - Met with CCU to discuss Line Maintenance Assessment – Resolution and process of monitoring.
  - Began review of North Shore Grant to assist CCU.
  - Listened to Webinar regarding TRIM.
  - Discussed joint CIPs (CCU/PW) with various staff to prepare for discussions.
- Utility Regulation General
  - On June 25<sup>th</sup> the third of four private utilities, Bocilla Utility Inc. was awarded certification with the Public Service Commission. Only one private utility, NHC Utility, remains to be certificated, which will end our transition work.
- Analytical Support
  - Held meetings with Finance and Budget staff to finalize the budgets for the new Workers Compensation Org and Accrued Compensated Absence Fund. The budget entries are now posted into Eden.
  - Balancing Fine & Forfeiture funds
  - Extracting Fleet data for analysis and reporting.
- Work performed to improve processes and efficiencies for Fiscal Services Division:
  - Continued work on Broadband Criteria for Fiscal Services staff.
  - Continued work on Budget Process Guide Book.
  - Finalized form to review job duties for Fiscal Services staff and sent to staff to fill out.

- Developed flow chart and process for the Non-Profit and Non-Human Services Grant Budget process.
- Finalized a one page Instructions page for the FEMA Daily Activity Form to be used by departments during a disaster event. Created a sample to be used by County staff

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● June Accomplishments

- Accela 7.2 Upgrade - Accela is a land management software that helps handle and track permitting, code enforcement and various other county land based tasks has been upgraded to the latest version. The upgrade was successfully completed and is now in production. This was a combined effort of the vendor performing the upgrade, the Community Development staff and Information Technology staff. This release has significantly enhanced the mobile capability for Construction Services and Code Enforcement staff. This upgrade was the first phase of a multiphase project to enhance the capabilities of the software. 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.
- Business Intelligence Reporting for Fiscal Staff - A presentation was conducted for the fiscal staff to illustrate new reporting methodologies for fiscal data. These new methodologies will greatly improve both the efficiency and capabilities of the reporting needs of staff.
- Charlotte County IT Collaboration Committee - On June 14th, the Charlotte County Regional IT Group met at the Charlotte Harbor Event Center for their quarterly meeting to discuss areas of mutual concern and seek opportunities to collaborate. This session revolved around the School board's initiative to move to a hosted email environment. In addition, the members agreed to combine our staff's training needs to bring classes to Charlotte County instead of sending staff out of town. This has the possibility of significantly reducing the cost of training staff not only through bulk purchasing of the training, but also by eliminating travel and lodging costs.
- Charlotte County IT staff attends FTDR - Charlotte County Information Technology staff attended the quarterly meeting of the Florida Technology Disaster Recovery Consortium (FTDR) in Gainesville at the Alachua County EOC. Members from Information Technology agencies around the state met to discuss the upcoming hurricane season and steps IT shops need to consider in their preparation. A meteorologist from the National Weather Office out of Jacksonville was on hand to brief the members and staff from the Alachua Emergency Management office presented on their use of WebEOC, a software used by local governments to coordinate activities during an emergency. WebEOC is also used by Charlotte County. A web developer from Alachua County also discussed the importance of responsive web design that will allow web sites to be more easily viewed on today's mobile devices.
- iPad Deployment at BCS – Part of the Accela upgrade for Community Development included a new mobile software application for the building inspectors and code officers that take advantage of the versatile iPad hardware platform. With these tools, staff can now work their jobs, search for others, fill out reports, and print forms all while still in the field. In addition, the devices provide a number of communication options that have the ability to dramatically change the way they collaborate on projects.

● June Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
○ Count	○ 120,921	○ 73,713	○ 124	○ 2,885	○ 197,643
○ %	○ 62.1	○ 37.3	○ 0.1	○ 1.5	○ 100.0

○ June Outage Statistics:

- 1 - Incident
- Total Down Time – 1 hr. 55 minutes
- Average time per Incident – 1 hr. 55 minutes

- System availability was 99.734%
- June Call Statistics:
  - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 140
  - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 141
  - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 359
  - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 341
  - Change Controls Last Month – (internal configuration changes to server and network) = 1
  - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 530

## **Purchasing**

- Work Orders Due and Received:
  - 13-294 Fire Damper & Smoke Control System Inspection
- Bid Openings held:
  - 13-305 Low Pressure Sewer Main
  - 13-315 Membrane Roof System – Building B
  - 13-292 Sidewalk Construction – Sunnybrook Blvd.
  - 13-322 Buena Vista Grassy Pointe & Sunrise Waterway Dredging
- Pre-bid meetings held:
  - 13-315 Membrane Roof System – Building B
  - 13-292 Sidewalk Construction – Sunnybrook Blvd.
  - 13-322 Buena Vista Grassy Pointe & Sunrise Waterway Dredging
  - 13-243 Clean Agent Suppression Systems – Sheriff's Admin Bldg.
  - 13-296 Northwest Port Charlotte Bridge Repairs
  - 13-340 Wheelchair Coach / Stretcher Service – Annual
  - 13-388 Taxi Cab Services – Annual
  - 13-314 Cleaning Contract – County Facilities
  - 13-336 Sidewalk Construction – Rio De Janeiro Ave.
- Quotes due and received:
  - 13-307 Wonderware / SCADA Services – CCU
  - 13-310 Piling Installation – San Domingo Park
  - 13-255 GPS Vehicle Tracking Devices – CCU

## **Real Estate Services**

- Search for a potential County Animal Shelter Facility – We are working to locate a suitable site for use as an animal shelter.
- Edgewater Phase II – All parcels required for this road project have been obtained to allow for the construction of the roadway. 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. The acquisition process will commence shortly.
- 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 have sent a new round of offers. We are bringing a land exchange agreement to the BCC on June 25<sup>th</sup> and this will add another parcel to the County's inventory for this project.
- 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 – We are processing closings for 19 parcels. Another land offering (bid process) is being developed for October of this year.
- Heritage of Sarasota, Inc. – Land Exchange – The land exchange has been concluded.
- Charlotte Harbor CRA – We have provided the CRA Manager with market information (CMA's - comparative market analysis) for 3 parcels currently available for purchase.
- 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 shortly.
- Haborview Road Sewer Expansion Project – We have acquired all but one of the necessary easements/permits necessary for the sewer expansion project. We are hoping to acquire an easement from Dean's North of the Border in order to allow for this project to move forward.
- Weiler Lawsuit – Considerable staff time is being spent working on the production of documents and the review of legal documents prior to trial. Staff depositions by the plaintiff's attorney are scheduled for 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 – The BCC has approved acceptance.
- Midway Project – Temporary Rights of Entry – As engineering staff proceeds with this project, we will need to obtain approximately 190 Temporary Right of Entry (TRE) approvals from affected homeowners to allow for grading and matching existing driveways with the new road surface. We will also be acquiring 5 to 6 parcels to address corner cuts in accordance with the road design. We will be seeking BCC approval to start voluntary acquisitions.
- 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 30<sup>th</sup> 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.
- 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 acquiring a vacant lot in Deep Creek to upgrade lift station number 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.
- Transfer of former Housing Corporation Property – We have transferred another Housing Corporation property to Habitat for Humanity. This leaves the County with 8 of the original 15 Housing Corporation. The County's Housing Manager continues to work on the proper disposal of the remaining 8 properties.
- 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 department continues to see a higher level of single family home permits being issued. Fifty two single family homes were issued, compared with 28 during June 2012. Year to date, we are up by almost 25% on the same period last year.
- The number of inspections performed is higher than the same period last year and this is mirrored in plans review numbers.
- To that end, staff requested that the Board of County Commissioners approve the creation to two additional full time positions to ensure service levels can be maintained without incurring large amounts of overtime. These positions are currently posted and we anticipate these positions be filled by the middle of August.
- Impact Fees – the annual adjustment on impact fees went into effect on July 1, 2013 and resulted in a decrease of 6.45%. This is on transportation impact fees only as all others are waived. In addition, the BCC decided to extend this waiver for an additional nine months and instructed staff to move forward with a review of all impact fees.

Item	Total FY2012	Jun-12	Jun-13	FY12 YTD	FY13 YTD
<b>Single Family Permits Issued</b>	269	28	52	210	261
<b>Multi Family Permits Issued</b>	1	0	0	1	1
<b>Commercial Permits Issued</b>	21	2	5	15	23
<b>All Other Permits Issued</b>	14142	1392	1188	10378	12070
<b>Customers Served</b>	27005	2051	1858	20687	19732
<b>Inspections</b>	36957	3003	3591	28026	29744
<b>Permitting Revenue</b>	\$2,027,805	\$174,769	\$219,417	\$1,526,524	\$1,769,189
<b>Permitting Expenditure</b>	\$2,058,655	\$173,190	\$139,366	\$1,674,505	\$1,600,963
<b>Code Enforcement Revenue</b>	\$956,429	\$81,192	\$49,367	\$741,642	\$610,788
<b>Code Enforcement Expenditure</b>	\$1,576,565	\$158,199	\$112,021	\$1,264,916	\$1,234,230
<b>New Complaints Received</b>	1253	155	154	662	805
<b>Code Cases Initiated</b>	3357	216	214	2580	2141
<b>CEB Cases Heard</b>	734	65	41	538	634
<b>Citations Issued \$ Amount</b>	\$75,500	\$3,000	\$4,000	\$34,000	\$78,000
<b>New Contractor Licenses Issued</b>	16	1	1	7	15
<b>Contractor Licenses Revoked</b>	31	4	0	20	8

- **Licensing and Code Enforcement**

- Code Enforcement continues to be busy, particularly in relation to high grass and weeds complaints which are typically high during the summer months.
- As part of legislation adopted this year by the State, contractor licensing now has the ability to increase the value of fines placed on unlicensed entities acting as contractors. Contractor licensing is proposing a citation structure of \$1000 for the first offence and \$2000 for subsequent offences. Previous limits were only \$500 per offence. This will be brought before the CILB in July for their input.

- **Green Building**

- Changes to the Green Building regulations were approved by the BCC in June. 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 had their regular meeting on June 3, 2013. There was a special meeting on June 25<sup>th</sup> to discuss revisions to the height ordinance. The committee was able to complete their discussion on the entire section although further review will be required on drafts of the new language. The committee also wanted to further discuss perhaps revising the waterfront required stepped setbacks for buildings. The next meetings will be in July 1<sup>st</sup> and in September.
- Manasota Sandpiper Key Architectural Review Committee
  - The committee met on June 5th and June 19th. The following projects were presented to ARC:
  - 1975 N. Beach Road – Flounders restaurant - Tiki Bar and dockside Tiki Hut
    - Comments: approval granted
  - 2045 N. Beach Road – Lock n Key restaurant – Primary Ground sign face change
    - Comments: approval granted
  - 5086 N. Beach Road –new single family house
    - Comments: approval granted
- Little Gasparilla Island Community Plan
  - The committee did not meet in June. The zoning and BBI overlays were presented at the P&Z meeting on May 13 and will be presented to the BCC on June 18 and July 23. Frank Burger was appointed to the committee on May 14. The next meeting is tentative.
- South Gulf Cove Community Plan
  - The committee did not meet in June. Chair Sandy Slater has submitted a request to sunset the committee. This request will be heard at the July 23 BCC meeting.
- Grove City Community Plan
  - The committee has cancelled meetings for the summer. The next meeting will be Oct. 28, 2013.
- 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 has met with the Babcock representatives on June 18 and reviewed the document. Further discussions need to take place, particularly about the role the pattern book will play in development review. A new meeting was scheduled for July 8.
- Murdock Village
  - Staff is waiting for direction on this project.
- School Concurrency
  - The School Working Group is in the process of revising 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
  - The following transportation planning and traffic engineering related issues were reviewed to assist the Planning and Engineering staff during the month of June 2013:
  - Bicycle and Pedestrian Master Plan: Review of preliminary estimate for the proposed multi-use sidewalk along Taylor Road by FDOT.
  - Site Plans, Zoning Exceptions and Traffic Study Reviews: During the month of June, the following applications were reviewed:
    - DRC-P-13-05 – Englewood Enterprise
  - Meetings and Field Visits: The following meetings and sites visits were attended/made during the month of June:
    - Functional Classification of Roadways in the Charlotte County - Review of the Consultant's functional classification process and final adjustments to the classification before going to MPO board for approval
    - Impact Fee Study – Compilation and review data from various sources to the consultant

- Numerous field visits to address the Call tracker items as well as Citizens direct request pertaining to the traffic/ transportation issues in the County
  - Parkside Harbor Blvd Re-design – Review of options/alternatives for harbor Boulevard in the Parkside CRA based on the results from Transportation Feasibility Study submitted by the consultant and the from the feedback from the public workshop.
- Site Plan Approval
  - The County received 5 items:
    - 2 final site plans – both approved
    - 3 major modifications – 1 approved and 2 denied
- Board of Zoning Appeals
  - The Board of Zoning Appeals heard the following petition on June 12, 2013, and made the following decisions:
    - Petition #SE-13-004:
    - 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, in Deep Creek, was APPROVED by a vote of 5-0.
- Planning and Zoning Board:
  - The Planning and Zoning Board heard the following petition on Monday, June 10, 2013 and recommended approval.
  - Charlotte Harbor CRA Architectural Design Standards: An Ordinance pursuant to Section 3-9-50.6(A) of the Code of Laws and Ordinances of Charlotte County, Florida, amending the Mandatory Design Requirements used within the Charlotte Harbor Community Overlay District; and providing for Intent, Applicability, Severability, and providing an Effective Date.  
*Recommendation: Approval*
- Board of County Commissioners Land Use
  - The Board of County Commissioners heard the following petition on Tuesday, June 18, 2013:
  - 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.  
*Board Decision: Approval*
  - 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.  
*Board Decision: Approval*
  - 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.  
*Board Decision: Approval*
  - 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.  
*Board Decision: Approval*
  - 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.

*Board Decision: Set the second public hearing for July 23, 2013.*

- 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.

*Board Decision: Set the second public hearing for July 23, 2013.*

- 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.

*Board Decision: Approval*

- 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 Decision: Set the second public hearing for July 23, 2013.*

- **THE ENGINEERING DIVISION**

- Construction Projects

- Active Construction Projects:

- 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 the ditch was completed prior to March 1 and is now on hold for the Florida Scrub Jay nesting season. Construction will resume in July and is expected to be complete in December 2013. A tortoise relocation permit has been submitted for 38 burrows.
- 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.
- Construction began June 10, 2013 and the contractor is working aggressively on this project. Construction is underway from Veterans Boulevard moving southward towards Harbor Boulevard at this time. Directional bores under all side streets are being installed throughout the entire project. Approximately 300 feet of sidewalk and several driveways have been poured in June 2013. *PSA issued 6/10/13 – expires 12/09/2013: Construction of the Harbor Boulevard Sidewalk, from Veteran's Boulevard to Midway Boulevard, will begin on Monday June 10, 2013. To carry out this work, the contractor may need to shift traffic patterns. There will be traffic signs and flagmen present when needed and citizens are urged to use caution when traveling in this area. Sidewalk construction will continue through December 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. Charlotte County Seawalls completed all rock removal and dredging. Channel markers have been placed per

permit and all work has been verified by the Engineering Consultant. This project reached completion well ahead of schedule.

- 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.  
The mangrove trimming is complete and dredging is underway. Dredging was projected to be completed in late June 2013, however weather days and Landfill delays may extend the completion date of this project.
- Sunshine Lake Algae Removal – Algae removal is underway. Once all algae are removed, the County shall initiate installation of recharge wells at the north end of Sunshine Lake and a second adjacent to McGuire Park. Engineering staff attended a permit pre-application meeting with SWFWMD pertaining to the installation of a weir structure (separate project) to be located within the lake/canal system. Following this meeting staff members are developing a scope of services and cost analysis to seek funding and authorization from County Administration and the Board of County Commissioners (BCC) to move forward.
- 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.
- FDOT, the Contractor and County staff conducted a walk through inspection of the Flamingo/SR 776 signalization project on June 12, 2013. A punch list of items that need to be corrected was provided to the Contractor. The traffic signal project at CR 775/Winchester is complete but will not be operational until the Winchester Corridor extension is complete. There is a punch list that needs to be completed at this location also.
- 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. The construction contract is currently advertised for bid. The pre-bid conference was held June 26, 2013 and bid opening is scheduled July 10, 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.

- The Florida Department of Transportation (FDOT) TRIP Agreement has been executed providing \$3.1 million dollars in funding for construction of the Burnt Store Road Phase 3 project. County staff projects that the bid specifications will be submitted to the Purchasing Department in mid-July. We hope to see the construction contract out for bid in August 2013.
- 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. A change order was approved by the BCC to add additional time to the design contract due to a bridge design modification and additional utility structures. Design is projected to be completed in January 2014 with construction beginning in May 2014.
- 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.
- 100% design plans have been received and are under review. Once the review is complete, the package will be submitted to the Purchasing Department in preparation for bid solicitation. 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. Construction is estimated to begin in January 2014.
- 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 in June 2013. This project should be ready to go out for bid in July 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. This project is currently advertised for bid. The Pre-Bid Conference is scheduled July 18, 2013 with Bid Opening scheduled August 7, 2013. Construction is anticipated to begin in October 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 - Elkcam Boulevard Multi Use Path – The Community Development Engineering Division will oversee the Design, Project Management, Inspection Services and Permitting of a 10' multi-use sidewalk with street (shade) trees along the west side of Elkcam Boulevard and decorative trees on the east side. Charlotte County Utilities will construct this project.
- The County is seeking an Environmental Resource Permit from SWFWMD. The 90% construction and 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.
- On May 22, 2013 the County held a Public Meeting at the Cultural Center to present three design options and typical cross sections for the proposed Parkside Harbor Boulevard Improvements. At this meeting residents were encouraged to choose an option and/or provide comments on an alternative design for Harbor Boulevard. Ballots were available at the meeting and opportunities to vote online were provided via the County's website.
- The Consultant provided a Summary Report based on citizen's comments. From the comments received by the public, the majority supports that Olean Boulevard should eventually be widened to 4-lanes and that Harbor Boulevard remain a 4-lane roadway. The construction of sidewalks along both sides of Olean Boulevard and Harbor Boulevard was opposed and the inclusion of additional landscaping, lighting and benches was favored. The inclusion of on-street parking along Harbor Boulevard and/or Olean Boulevard was perceived as not being needed at this time. With the input from the residents, an additional 4th design option and cross section was created which we feel meets the consensus gathered from the public comments.
- On July 23, 2013, county staff along with the design consultants will provide a presentation to the Board of County Commissioners for their selection of a preferred design option, with respect to the Harbor Boulevard Improvements between US 41 and Olean Boulevard.
- 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.

- The contract with the design engineer is currently under review by the County Attorney. 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 Rotonda Boulevard East, Rotonda Boulevard North and Rotonda Boulevard West.
- The Rotonda Boulevard sidewalks, East, North and West, were going to be grouped together as one project when they went out for bid however this has plan has been modified; Rotonda Boulevards East and North will be advertised as a single project and Rotonda Boulevard West will go out separately as we are still working through some utility conflicts. The East and North sidewalk project package will enter the procurement process the first week of 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. The SWFWMD permit was approved this week. This project will enter the bid process as soon as an inspector becomes available.
- 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.
- 100% design plans and bid specifications were received in May 2013. The construction start date is pending Engineering Inspector availability. This project will enter the bid process as soon as an inspector becomes available.
- 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.
- We received the SWFWMD permit for this project and are currently at 90% design plans. We anticipate design to be complete by mid-July 2013. Construction is projected to begin in February 2014 contingent upon inspector availability.
- 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 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% design plans and bid specifications were received May 14, 2013. The construction start date 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.
- An FPL Right of Way Consent Agreement is scheduled to go before the BCC for approval on July 23, 2013 granting temporary right of entry to the project site. Conditional approval to construct the project in a known scrub-jay area has been secured. The pre-bid meeting is scheduled June 27, 2013 and 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.
- A pre-bid meeting was held June 4, 2013 and bids were opened on June 19, 2013. We are asking the BCC to award the construction contract during their scheduled meeting on July 23, 2013. Construction is projected to begin in August 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 60% design plans have been reviewed and the consultant has begun preparation of the 90% plans. 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.
- We are finalizing the bid specifications and quantities and intend to have the project package to the Purchasing Department no later than June 21, 2013. The Design Engineer is responding to the Army Corps of Engineers in regards to a minor permitting question.
- **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.
  - We are asking the BCC to award the construction contract during their scheduled meeting on July 23, 2013. Construction is projected to begin in August 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 FDEP and the Army Corps of Engineers (ACOE). The FDEP permit was issued however the ACOE permit is still pending. Bid specifications are under review in the Purchasing Department in preparation for bid solicitation.
- Northwest Port Charlotte Exterior Channel Dredging – This project will 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 preconstruction meeting was held and the temporary spoil sites have been secured. Construction is scheduled to begin July 1, 2013.
- South Gulf Cove Turn Basin – The South Gulf Cove Waterway Committee requests to permit a turn basin outside the lock complex to aid boaters in holding position while the lock is in use. From outside the lock, the only existing location for vessels with any substantial size and draft to hold position is in the channel. Due to the channel width, this poses a potential hazard notably during high winds or seas. The creation of a turn basin will aid boaters by providing sufficient space to hold position until the lock is free of other vessels. Johnson Engineering is currently reviewing historical file records and is conducting fact finding activities.
- 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 gave a formal presentation to the BCC on May 28, 2013 and received 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 - design is complete; 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 and revised calculations are currently under review.
  - 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 stormwater conveyance system and needs to be removed. Design is

underway which consists of determining how much sediment needs to be removed as well as defining access points and the means and methods of construction. An on-site meeting was held June 26, 2013 to discuss this project with a representative of the West Charlotte Stormwater Utility MSBU. Design/permitting is projected to be complete 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. GWE submitted the final drainage permit to FDOT. Construction is scheduled to start in September 2013.
- **Lighting Projects - Charlotte County CIP Projects:**
  - 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 – Walk-through inspection held at SR 776/Flamingo with FDOT staff; awaiting completion of punch list items before final acceptance can be issued.
  - Edgewater Phase Two – Traffic signal plans review and meetings with consultant, Project Engineer and Project Manager have been held. Meetings with FPL have been held to discuss lighting pole conflicts with power lines.
  - Rampart and Kings Highway – All phase 1 work has been installed and phase 2 conduits are being installed. Traffic signal work is complete but still awaiting installation of incident management camera. Eight light pole bases have been installed; waiting for roadwork to complete before installing the remainder of the light pole bases.
- **Lighting Projects – Departmental Projects (April 23 – May 22, 2013):**
  - Two new employees started on May 29th, Richard Lisenbee, Signal Systems Specialist and Richard Van Acker, Traffic Technician.
  - Replaced broken astro bracket at I-75 NB Ramp Jones Loop,
  - Video detection camera installed at Marion and Taylor for the City of Punta Gorda.
  - Plan and field reviews undertaken for the following projects, Placida/San Casa (Dollar General Store), Midway Phase 2, Gasparilla Road and Burnt Store Road Phase 3. Reviews complete comments submitted.
  - Working with fiber optic contractors to incorporate IT fiber and ATMS fiber into one pull box that provides the IT Department additional fiber as part of replacement runs after eliminating COMCAST contract.
  - Traffic signal preventative maintenance completed at Kings Highway/Harborview, I-75 NB/Kings Highway ramps, Veterans/Cochran, and Cochran @ Kohl's.
  - Two calls received and responded to for sensor problems at the South Gulf Cove boat locks.
  - Repaired illuminated street name sign at Cochran & K-Mart Plaza
  - Continue work with contractor for the City of Punta Gorda's multi-use trail project for conflict with pull boxes and fiber optic cable to minimize damage.
  - Locates Performed:
    - 125 requests for underground utility locates were received, generating 52 tickets for locates.
  - Trouble Calls:
    - 9 trouble calls received, responded to and problems of various natures resolved.
- **Lighting Projects – FDOT Projects:**
  - SR 776/Gulfstream Phase 4 Lighting plans are complete. This project is advertised for bid.
- **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 held a community meeting on March 26, 2013 at Lemon Bay High School. Another community meeting will be held in September 2013 to gather additional input and final plans should be completed in October 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 in April 2013 with 131 people attending the program. This is an ongoing, annual project designed to educate students and their parents about water resources. They learn 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 June 20, 2013. This project should go out for bid in 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 improvements to existing conditions and a project budget analysis; Task 2 is underway.
- 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 in 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. The pre-construction meeting was held June 4 with construction starting on July 8, 2013.
- 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 presented the annual report to the MSBU at their regularly scheduled meeting in May 2013.
- Sunshine Lake Recharge Wells – Upon completion of the Sunshine Lake Algae Removal project, the County shall initiate installation of two recharge wells to maintain active water flow through the

lake. A recharge well will be located at the north end of Sunshine Lake and a second adjacent to McGuire Park. The contract documents are currently being finalized.

- 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.
- Construction plans and the Environmental Resource Permit (ERP) application package are at 90% and should be submitted to SWFWMD in July 2013. Construction is projected to begin in the spring of 2014.
- **Paving Projects:**
  - 2012 North/South Paving Program – This program provides for the resurfacing of roads in Greater Port Charlotte, the Road & Bridge District, Burnt Store Village, and Tropical Gulf Acres. 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 June 11, 2013 the total asphalt placed for this contract is 129,609 tons.
  - 2012 West County Paving Program – This program provides for the resurfacing of roadways in Gulf Cove, Rotonda Lakes and Rotonda Sands. 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 June 11, 2013 the contractor has placed approximately 47,942 tons of asphalt in this district.
- **Traffic Signing & Marking accomplishments:**
  - Herbicide = 0 objects (Truck at Fleet for repairs – waiting on parts for steering recall)
  - Legends Installed = 312
  - New Signs Installed = 31
  - Marine Markers Repaired = 31
  - Reflective Pavement Markers Installed = 2,408
  - Road Striping = 0 Linear Feet
  - Signs Inspected = 10,866
  - Signs Manufactured = 195
  - Signs Repaired = 2,435
  - Speed Studies = 15
  - Traffic Counts = 39 stations
  - Trouble Calls (after hours) = 16
  - Video Detection Counts = 2

## **Community Services**

- **Administration**
  - Administrative staff answered and fielded 396 telephone calls, 12 web emails; processed 4 citizens action forms, 4 accident and 4 incident reports, 3 damaged and missing items reports, distributed 2 press releases
  - Supported 3 Advisory Boards
  - Promotional and Marketing Activities
    - (2) in-studio appearances on the Golden Hippo radio show on WCCF:
      - Library Visioning and Master Plan
      - Bayshore July 4<sup>th</sup> Celebration
  - Clear Channel Radio Spots:
    - Tringali Dance
    - Bayshore 4<sup>th</sup> of July Celebration
    - Moonlight / Movie Night Swims
  - ½ page ad in the Parrot Magazine promoting activities
  - Facebook Average Monthly Reach (The number of unique users who have seen any content associated with your Page) – 886 unique users

- Produced and distributed 7,349 marketing and promotional items
- Meetings
  - Friends of the Archive
  - Internal Parkside CRA
  - Parkside Festival Committee
  - Charlotte Harbor Grand Prix / SBI
  - UF/IFAS Consultation on Parks Master Plan process
- Libraries & Historical Monthly Report
  - Numbers:
  - 68,865 items were checked out County-wide (increase of 5,682 over prior month)
  - 54,763 visitors for the month (increase of 739 over prior month)
  - 8,023 people used computers and that does not include how many used laptops (increase of 220 over prior month)
  - 3,532 people attended 82 library programs in June
  - 134 volunteers worked 932 hours
  - 617 people attended 1 Outreach program for the Historical Center
- Need:
  - Space is an ongoing issue, staff has no work space.
- Charlotte Sports Park:
  - The Charlotte Sports Park hosted fifteen (15) home games for the Charlotte Stone Crabs on the following dates with a total attendance of 6,464. Unfortunately, three of the games were cancelled due to inclement weather.

Saturday	06/01/2013	701	
Sunday	06/02/2013	518	Doubleheader
Friday	06/07/2013	320	Doubleheader
Saturday	06/08/2013	1013	Fireworks
Sunday	06/09/2013	0	Delay/Rainout
Monday	06/10/2013	254	Rain Delay
Tuesday	06/11/2013	348	Rain Delay
Wednesday	06/12/2013	0	Rainout
Thursday	06/13/2013	696	Rain Delay/Doubleheader
Sunday	06/23/2013	372	Rain Delay
Monday	06/24/2013	284	
Tuesday	06/25/2013	499	
Wednesday	06/26/2013	813	
Thursday	06/27/2013	0	Rainout
Friday	06/28/2013	646	Doubleheader

- The Gulf Coast League Season for the Tampa Bay Rays began on Saturday, 6/8. This season will consist of thirty (30) games being played through early September at the Charlotte Sports Park with twelve (12) of these games being played in the stadium and open to the public. A total of nine (9) games were played in June with estimated attendance of 256 fans.
- The Charlotte Sports Park hosted the Prospectwire Baseball Tournament from Saturday 6/8, through Tuesday, 6/11. The estimated attendance at this event was 2500 patrons
- The Charlotte Sports Park hosted the Pro Sports Academy Tournament on June 29 and 30. A total of three fields were utilized each day with estimated attendance at 335.
- Recreation Centers:
  - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 11,800 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1755 with 8667 touches combined. Recreation facilities were rented 21 times achieving a rental attendance total of 1852 people.
- Aquatics:
- Port Charlotte Beach Pool:

- 1033 paid admissions
- 91 Pass holder visits
- 56 Water Aerobics participants
- Staff spent an estimated 22 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 30 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 Moonlight Swim Movie unfortunately was cancelled due to poor weather.
  - 12 different summer camps visited the pool each week resulting in approximately 1000 “splashes” for the month.
  - Staff hosted the Charlotte Sherriff’s Office Jr. Law Academy summer camp and taught the campers water safety and basic rescue skills.
  - Staff spent an estimated 110 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.
  - 29 students registered for Summer Swim Lessons
- JM Berlin/Rotary Skate Park at Oyster Creek:
  - Total Skaters: 413
  - Total BMX Bikers: 106
  - Summer Skate Bash Special Event held June 8, 2013. Great success, approximately 200 skaters participated. The event included, give aways, free food, competitions and prizes
- South County Regional Park Pool:
  - 2328 paid admissions
  - 544 pass holder visits
  - 113 water exercise participants
  - Charlotte County Blue Fins held 36 swim practices resulting in approximately 2520 “splashes” for the month.
  - Charlotte County Blue Fins hosted a swim meet June 8 with approximately 150 swimmers and their families in attendance.
  - Conducted 2 private swim lesson series.
  - 74 Students registered for Summer Swim Lessons in the month of June.
  - Moonlight Swim was held June 29, 2013 with 47 participants.
  - 12 different summer camps visit the pool per week resulting in approximately 400 “splashes” for the month.
  - Staff conducted swim lessons for Charlotte County summer camp full session registrants.
  - Staff spent an estimated 120 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 1,479 hours in the month of June. An estimated 1,056 local athletic participants visited County facilities. Activities included Adult Softball, Adult Flag Football, Adult Tennis, Youth baseball, Youth Swimming, and Youth Softball.

- IBC/Nations youth baseball tournament brought in 18 teams with approximately 810 visits to North Charlotte Regional Park.
- USSSA youth baseball tournament brought in 16 teams with approximately 720 visits to North Charlotte Regional Park.
- The Harold baseball concession stand is approximately 60% complete and the softball concession pad has been poured. Construction is on schedule.
- The Ann Dever #2 practice field has been re-sodded and will continue under maintenance for the month of July.
- The Ann Dever multi-purpose field is scheduled for new sod in July and the field is prepped and ready.
- All park concession stands were inspected this month and deficiencies identified. Leagues have been notified of any concerns they need to address.
- Extension Services:
- Administration:
  - Meetings:
  - Extension Staff Appreciation Meeting – June 18th – 12:00 Noon
  - Managers Meeting – 1 to 3 pm - Mid-County Library – June 10th
  - Dr. Vavrina meeting with Tommy Scott – Mid-County Library – June 11th – 1:30 pm
  - UF/IFAS Extension Dean, Dr. Nick Place, Lunch With Bucky McQueen – 11:30 am – June 12th
  - County Extension Director PolyCom – 10 am to 12 noon – June 24th 1 to 3 pm
  - UF/IFAS - Country Store – FAC -Tampa Marriot Waterside - Staff Booth and Breakdown booth – June 27th
  - Website Hits: 3,209 website page views – New Reporting System
  - Facebook® Page - Charlotte County Extension data:
  - 817 visits on Facebook, 464 likes.
- UF/IFAS Governance:
  - All Agents provided a review for four (4) Agents in District IV concerning the program progress within their 3-Year pack.
- Sea Grant:
  - Publications:
  - Staugler, E.A. 2013. "Sea Squirts, Sea Pork & Sea Bunnies". Waterline Magazine. June 6, 2013, Page 14.
  - Staugler, E.A. 2013. "Tunicates of Charlotte Harbor". Charlotte County UF/IFAS Extension, EAS-060413-006. 2 pp.
  - Staugler, E.A. 2013. "Barotrauma in Fish". Charlotte County UF/IFAS Extension, EAS-053113-004. 2 pp.
- Websites:
  - Marine Scene Plus (Regional Blog).
- Extension Website:
  - Major changes to several web pages and added two factsheets.
- Facebook:
  - Added two new factsheets.
- Field Work:
  - 6/24– Derelict trap recovery in Peace River
  - 6/7 – Monthly bay scallop recruitment monitoring
- Outreach Programs:
  - 6/3-21 – Great Goliath Grouper Count – Coordinated 4 dive teams that participated in this statewide event from Charlotte County
  - 6/3 & 6/11 – Provided guest instruction during 4H Discovery and Marine Ecology day camps
  - 6/4, 6, 8, 11, 13, 15, 18, 20, 22 & 25 – Taught Freshwater Wetlands course of the Florida Master Naturalist Program. 18 students completed course on 6/25. Three students received special recognition for completing all three FMNP modules.

- 6/6 – Provided guest instruction on bay scallops during CHEC Eco-camp at Cedar Point Park
- 6/24 – Guest speaker for Military Officers Association of America
- 6/26 – Hosted “Fisheries of Charlotte Harbor” stakeholder workshop at Laishley Marina
- Site Visits:
  - Fishin’ Franks – Courtesy visit
  - Laishley Marina – Courtesy visit
  - FWC Field Lab – Courtesy visit
- University Governness:
  - Reviewed 3 year packets.
- 4-H Youth Development:
  - Day Camps:
    - Adult 4-H volunteer leaders provided over 30 hours of educational day camp programming for Charlotte County youth during June. Included in these day camps were hands-on activities in food preparation and safety, marine ecology, plant science, wildlife ecology, animal safety, teamwork and self-expression. Fifty-two youth were served during these camps.
  - 2013 4-H Camp Cloverleaf:
    - Thirty-nine Charlotte County youth participated in 2013 4-H Camp Cloverleaf. This five-day residential camp provided the youth with educational activities in environmental education, group living, teamwork and independent living skills.
  - ‘Ag In The Classroom’ Training:
    - Three Charlotte County elementary school teachers completed eight-hour ‘Ag In The Classroom’ training as guests of the Charlotte County 4-H Association. These teachers gained the knowledge and skills to present agriculture-related lessons in K-5 classrooms this coming year.
- Horticulture:
  - 2013 Master Gardener Training:
    - 2013 Master Gardener Graduation – June 5th – 10 am
    - Fifteen (15) new graduates joined the ranks of our Charlotte County Master Gardeners.
    - GI-BMP Training (Fertilizer Ordinance Training) – 8:00 am to 3:00 pm – June 19<sup>th</sup>
    - Nine (9) participants increased their understanding of the local County Ordinance, as well as Turf, Irrigation, Landscape and Pesticide BMP’s. After taking an end-of-class exam and receiving a 75% or higher score, each participant receives a Certificate of Completion showing that they are in compliance to properly apply fertilizer in Charlotte County.
- Other Programming:
  - Landscape Problem – Site Visit - 5235 The Point, Manasota Key, Englewood – June 17<sup>th</sup> – 10:30 am
  - Freshwater Wetland - Invertebrates – FMNP- Laishly Marina – 6:00 pm – June 20<sup>th</sup>
  - Master Gardener Field Trip to Citra – Turf Field Day – June 13<sup>th</sup>
  - Florida State Horticultural Society Meeting – Sarasota – June 2<sup>nd</sup> - 4th – Paper Presentation – “An Exotic Orchid, *Eulophia graminea*, Invades Charlotte County.”
  - Proposed 2014 Tree Event Meeting with Jim Fendrick – 10 am – June 28<sup>th</sup>
  - District IV - Green Team Quarterly Meeting – June 21<sup>st</sup> – 10 am to 3 pm
  - Meeting with Nancy Johnson, Team Punta Gorda – 3:30 pm – Office – May 10<sup>th</sup> – regarding Community Gardens
- Media Outreach:
  - Master Gardener Radio Program – June 25<sup>th</sup> – 10 to 11 am – WCCF – 1580
- Florida Yards and Neighborhoods Outreach:
  - Cultural Guild of Cape Haze – 30 attendees
  - Riverhouse Condominium site visit and irrigation audit – 2 attendees
- 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 June 3<sup>rd</sup> – “Bird watching” (article on the Orange Bird-of-Paradise Plant)

- Newspaper Article for June 10<sup>th</sup> – “Some lantanas are better than others”
- Newspaper Article for June 17<sup>th</sup> – “Now Trending in Horticulture – flyers and flowers”
- Newspaper Article for June 24<sup>th</sup> – “Slug weather – rain today, slime tomorrow”

## Facilities, Construction and Management

- Projects:
  - South County Regional Park Soccer Concession Stand: The design firm is reviewing the county green ordinance and will provide a suggested reduction list.
  - Fire Station 6: The fire station demolition is complete. The under slab plumbing is being installed.
  - Bayshore Live Oak Park Restrooms: The hardi-board siding has been installed. This building was required to satisfy the code requirements for accessibility to restrooms in a public park.
  - Harold Ave. Concession Stands: The baseball concession has been dried-in and most rough-ins completed. The slab and foundation have been poured for the new concession building at the softball field.
  - Harbour Heights Stormwater and Parking Improvements: The 60 % plans have been revised based on the comments from the public meeting and are now being reviewed by the county.
- Operations:
  - Energy Efficiency Program:
  - Siemens has provided Charlotte County with a draft energy audit report. Staff has reviewed the report and provided comments to Siemens. The final report should be submitted to Charlotte County the week of July 15<sup>th</sup>.
  - New LED lighting for the Port Charlotte Beach pool and bocce court has been received and a pre-construction meeting was held on June 26<sup>th</sup>. Installation will begin the week of July 1<sup>st</sup>.
  - 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 July 10<sup>th</sup>.
  - Judicial Strategic Space Management Study: The Justice Center Space Study is underway. A kick-off meeting was held on June 21st.
- Repair and Maintenance:
  - Bunk House Stabilization: A temporary roof and interior structural supports will be added to get the historic building through the hurricane season. Construction will start in the next couple of weeks.
  - Sheriff's Admin: Fire Suppression Project bids are due July 17<sup>th</sup>.
  - Franz Ross Score Tower: The stairs to the 2<sup>nd</sup> floor have been replaced with Trex board material, a synthetic composite wood that will last for many years.
  - Hathaway Park Dock and Deck: will also be replaced with Trex boards. Construction to start next 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 fibertite roof replacement project was awarded to Sutter Roofing and should start in the next couple of weeks.
  - Port Charlotte Beach Rec Center: will be getting a new floor to cover the old weathered cracked floor. Construction to start next week.

## Human Resources

- Employee & Labor Relations
  - Employee related issues
  - Bargaining meeting with IUPAT
  - Recruitment related activities and hiring processes
  - Preparation for upcoming Ambassador Program
  - Continued partnering with IT on the EDEN Database and Active Directory Integration Project
  - Discipline related conversations and activities

- 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
  - Held Supervisor Refresher Course (10 attendees)
  - Held Dealing with Difficult People Course (29 attendees)
  - 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**

- The Human Services Department has a new summer intern student who is studying criminal justice at Florida Gulf Coast University. Our student intern will spend the next 6 weeks working with Department staff in the Neighborhood Accountability Board and Civil Citation juvenile diversion programs.
- Family Services staffs have recruited four new volunteers from the community to serve on the Neighborhood Accountability Board (NAB). Mass volunteer recruitment and training will be conducted in August. There are currently 35 community volunteers that serve on the Board. Staff has also completed the development and testing of an Access database for the NAB/Civil Citation youth participants. This database tracks youth activities and benchmarks to completion. It also tracks volunteer hours for the program.
- The client file transfer protocol has begun between Senior Services and the Agency for Health Care Administration and the Department of Elder Affairs in preparation for managed care organizations' supervision of long-term care for seniors on Medicaid Waiver and Assisted Living Waiver - community based services. The entire transfer and enrollment process will be completed for implementation by September 1, 2013. There are approximately 71 case managed seniors that will be transferred out of the Department's senior services division.
- Human Services managers participated in a department workshop on Friday, June 14, 2013 which focused on demonstrating the value of Human Services programs in Charlotte County. Real People, Real Stories, Real Investment will be themed in communicating with staff, customers, and the public. As part of the workshop, managers served lunch and interviewed senior participants at the Senior Friendships Centers'\* congregate meals program at Harbour Heights to hear their stories.  
\*Senior Friendship Centers is a non-profit organization which provides luncheon meals and social activities to eligible seniors at various mealsite facilities in Charlotte County. The majority of the funding for the program comes from federal grants under the Older American's Act through the Florida Department of Elder Affairs and Senior Choices for Southwest Florida.
- Transit received two of the three 9 passengers vans purchased from the ARRA grant. Currently the two vans are at Fleet preparing to be put on the road for service.

- Veteran Services staff provided information on Aid & Attendance benefits at the Royal Palm Assisted living Facility to 16 people.
- Senior Services conducted outreach to the Boys & Girls Club of Charlotte County and to Faith Tabernacles' Camp of the Rock programs to assist in identifying potential participants for the federally funded National Family Caregiver/Grandparent Program. This grant program provides assistance to grandparents raising grandchildren. So far, three grandparents are now participating in the program.
- Family Services staff attended a grant management training hosted by the Department of Juvenile Justice. The training focused on the administrative and fiscal management of the Invest In Children grant that the County has received on behalf the Children's Services Council.
- Department staff met with the Charlotte County/Punta Gorda MPO and with Tindale-Oliver, Transit planning consultants for a kick off of the start of the major update to the 10 year Transit Development Plan. An overview of the scope of services and the Public Participation Plan were discussed. First round of public workshops will begin in September. It is also planned for the consulting firm to provide the Board of County Commissioners with an overview of the planning project in October 2013. The entire planning document will be completed in the summer of 2014. This Plan is a requirement of the Florida Department of Transportation in order to receive State & Federal funding.
- Veteran Services staff participated in Flag Day activities in the community.
- Department received notification of the award of Mortgage Settlement money in the amount of \$350,000. Funds can be used to fund State Housing Initiatives Partnership (SHIP) projects identified as strategies in the Local Housing Assistance Plan. Grant funds for administration have been reduced from 10% to 3%. The Charlotte County Affordable Housing Advisory Committee (AHAC) met and approved to recommend acceptance of the grant by the Board of County Commissioners (BCC). The BCC will be considering acceptance of the grant at its July Regular Board meeting.
- Transit staff participated in pre-bid conference for a new bid cycle for taxi & wheelchair/stretchers contracted service for transportation disadvantaged clients.
- Family Services Manager & Department Director attended the Florida Association of County Human Services Administrators (FACHSA) annual business meeting during the Florida Association of Counties annual conference. Charlotte County's Family Services Manager is chair of the FACHSA strategic planning committee and presented a SWOT analysis tool to assist in the process. Additionally, there were informational presentations about Prescription Drug Ordinances (Sarasota), Homeless Services (several counties) and the National Affordable Care Act.
- Senior Services staff attended the Alzheimer's Disease Initiative training in Ft. Myers. This training is required annually by the Florida Department of Elder Affairs in order to receive grant funding for caregivers of Alzheimer's patients.
- Transit staff attended a special ribbon cutting ceremony by the Charlotte County Chamber of Commerce for the new Epiphany Health wrapped Dial a Ride bus. The ceremony was at the Epiphany Health Center also known as Blue Ocean Health care located on Gertrude Avenue in Port Charlotte.
- Veteran services staff had a son of a widow that they had been assisting come to the office and relayed that they had finally won the widow's claim for Aid & Attendance benefits. The claim was begun many years ago and the widow was awarded benefits. An audit revealed that she had received an overpayment because of income vs. medical bills. Veterans staff contested that it was not correct and compiled 3 years' worth of documentation; requested a waiver; and reinstatement of the pension with back payment. The claim was adjudicated in the widow's favor and she was paid back in the amount of \$80,000.

## **Public Safety**

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

- Fire: no report

## Public Works

- Two sections of sidewalks were poured on Aaron Street between Coulton Avenue and Austin Avenue and the next sections were prepared for installation on Aaron between Hepner Avenue and Gladis Avenue.  
Maintenance crews completed guardrail replacement, and concrete guard rail post replacement for the Tom Adams Bridge. Another guard rail was replaced at Veterans and Torrington due to an accident. Two mini-basins were installed on the road crossing pipe at Aaron Street. Two catch basins were completed and approximately 3,000 linear feet of line and grade to blend in the swale area on Aaron Street between Coulton and Austin Avenues.
- The Public Works Solid Waste Division received notice that the twenty year operational permit for Zemel Road Landfill was deemed complete which means the Florida Department of Environmental Protection (FDEP) will be issuing a twenty year permit in the next couple of weeks, valid until 2033. The permit will acknowledge the future expansion area. The total Charlotte County owned facility consists of approximately 640 acres. The current Class I landfill footprint is 108 acres contained within a soil-bentonite slurry wall, and is estimated to have 18 years remaining for expected life. The Landfill is considering a 194.25 acre expansion in the future that would consist of a lined landfill subject to the rules of the FDEP at time of the construction application.
- Maintenance crews completed preparation of the ditch on Aaron Street between Gladis Avenue and Hepner Avenue and installed 64 linear feet of pipe. Installation of 84 feet of 19 X 30" pipe was completed on Golf course Boulevard due to a road crossing pipe failure.
- Public Works administrative staff moved back into their reconfigured office spaces that now include a large conference area for MSBU and other County meetings to be held south of the Peace River. The new conference area will free up additional space at the maintenance end of the operations building for future use.

## Tourism

- Sean Doherty produced an initial e-blast to be sent via I-Contact to all contacts received through participation at the 2012 and 2013 Travel Expo's at The Villages
- Sean Doherty worked with a lodging coordinator for the Super Boat event and scheduled one on one meetings with the core group of hotel properties in Charlotte County.
- Group rates were obtained for the Hot August Nights 8K run and the Episcopal Diocese of Southwest Florida Convention.
- Arrangements are being made for a site visit from the Association of Florida Colleges which is considering our destination for future meetings/retreats.
- Sean Doherty met with the Assistant Principal of Punta Gorda Middle School to discuss potential dates and use of the gymnasium for a 2014 YBOA basketball tournament.
- Lorah Steiner and Chip Futch met with various media representatives as part of the preparation for the development of the 2014 advertising/marketing plan.
- The Englewood video that was produced as a cooperative effort between the Charlotte Harbor VCB, the Sarasota VCB and the Englewood Chamber of Commerce is complete and may be viewed at: <http://vimeo.com/68781146>
- Jennifer Huber attended the Atlanta Travel Media Meetup June 12. She met with a variety of local regional and national representatives of print, and electronic media. She returned with solid leads for potential story placements.
- Jennifer provided editorial support to four media outlets: Orlando Magazine, Sunseeker (inflight for Allegiant Airlines); Florida Travel Guide and National Geographic Traveler.
- David Dorle with Naples Illustrated visited Charlotte County in April. His article was published in the July issue. To see the article, please visit:
- <http://www.naplesillustrated.com/index.cfm?fuseaction=news.details&articleid=3819>

- Jennifer Huber conducted training sessions, under the management of the Walker group, in Rio De Janeiro, for travel and wholesale travel agents. The sessions included an over view of Charlotte County attractions, eco-tourism and accommodations. Two top Brazilian media outlets attended the session which resulted in an article published that week in the travel trade publication, "Mercado e Eventos." Members of Charlotte County's tourism community were invited to attend the training and Place in the Sun sent a representative. The VCB will be sending out a request to our accommodations for wholesale rate quotes. Those rates are given to Brazilian travel wholesalers who will then package accommodations with other components and offer those packages to their clients.
- Chip Futch and Lorah Steiner worked on the development of the VCB's advertising and marketing program.
- Preliminary positioning analysis and developing advertising options for fiscal 2014.
- Developing strong options for partner co-op that will be affordable, effective and encourage participation. Emphasizing summer/shoulder season buys
- Begin draft of Marketing Plan, layout, basic narrative, data.
- Created layout, Adobe Indesign for final PDF execution, high quality version of the plan
- Pulling from inquiry data to generate 'known' demographic information about people who are requesting destination information.
- Researching potential to develop multi-lingual Facebook pages

## Utilities

- Engineering Services:
  - 1059 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 47 Residential Service Availability Letters Prepared; 6 Commercial Service Availability Letters Prepared; 39 Residential Service Applications Processed; 432 CIP inspections; 89 Developer Inspections
- Operations Division:

*Treatment Facilities:*

  - 222 preventative maintenance, 32 corrective and 5 emergency work orders were completed.
  - 191 Residential cross-connection inspections, 3 annual backflow tests and 3 reclaimed water site maintenance work orders and 4 hydrant repair/inspections were completed.
  - Burnt Store WRF: Staff, IT Dept. personnel and DCR (Wonderware Service Contractor) are continuing efforts to complete critical data backup and expand system memory as required by FDEP. Rebuilt and reinstalled a 40 HP vertical turbine pump for the deep injection well.
  - Burnt Store WTP: Contractor and staff welded a 2" stainless steel saddle on the 16" distribution pipe leaving the plant. This saddle incorporates an air release valve on the header. Staff also replaced an in tank pH probe.
  - East Port WRF: Staff installed a replacement flow meter for the digester. Emergency repairs were made to the plant transfer pumps PLC power supply. Staff installed an upgraded control panel on the 6" Thompson pump. This control panel allows the pump to operate automatically with a set of level floats.
  - West Port WRF: The 15 million gallon reclaimed water storage pond is fully lined and nearly complete. Wonderware/SCADA issues persist. Staff, vendors and I.T. personnel are working to resolve the issues. Staff replaced a section of PVC piping with ductile iron on the discharge side of the RAS pump manifold. A lightning strike damaged several components including the chlorine feed pumps, dual zone monitoring well meter and a reuse flow meter. Parts have been ordered to replace the damaged electronics.
  - Training: Sixteen staff members completed CPR/First AID/AED. Treatment Facilities hosted a "Lunch & Learn" with Micro Mod Automation & Controls. Topics included control automation, level sensors, and pH/DO monitors.
  - Staff met with InSource (Wonderware) representatives to discuss current facilities automation configurations. The group visited each facility to review their installations and licenses. They will

review the collected data and return a written report with their recommendations for the best means in which to proceed.

*Water Distribution:*

- One employee attended backflow repair school; one employee attended Short School for Distribution Operator 2; staff had fire hydrant maintenance training with M&H representative.
- Replaced check valves on pumps 1, 2 & 3 at the Gulf Cove Booster Station
- Replaced modem and DRC installed new programming at Walenda Booster Station.
- Assisted Community Services/Facilities to resolve red water (iron) quality issues at the Sports Park complex.
- Testing large meters with Mueller System to ensure specs are within established parameters.
- Started taking water back from Punta Gorda. An estimated 80 million gallons will need to be returned by Sept.

*Wastewater Collection:*

- Gravity/Force Mains: Installed 8 new sewer services; repaired 3 force mains; investigated 3 customer backup calls which were determined to be the customer's responsibility; televising of the gravity main to locate the sewer service for new construction in Rotonda was completed for Engineer; the Deep Creek smoke test repairs were completed this month – 110 manhole rings and covers resealed, repaired, or replaced and 122 gravity service repaired (laterals or clean-outs); semi-annual PMs were started on the 60+ ARVs in the sewer system and 8 were completed; completed 5 CIPP point repairs; cleaning of the Deep Creek gravity sewer system continued (started in conjunction with the smoke testing and repairs).
- Lift Stations: 346 PM work orders were completed; 191 corrective work orders were completed; new pump base and discharge line installed at L/S #303; inspected for rehabilitation and secured pump bases to the wet well floor at L/S #24; installed Bio filter at L/S 309.
- Low Pressure Sewer: Responded to 270 service calls; 15 PM work orders were completed; completed 18 upgrades; replaced 5 check valves at street; changed out 5 tanks; installed 2 mandatory connections; completed 200' service line extension on Guard Street for 3 mandatory connections on Route 41 – ready to go when work orders are released.
- 1 employee received his CDL-A; 1 employee attended CPR and First Aid training; 1 employee attended fork lift training; 1 employee completed the Sacramento Wastewater Collection C certificate.

• Business Services:

- Contract has been signed for web-based services. A meeting will be scheduled in July to kick off the implementation of this program. Communication plans are being developed for notifying customers of the update their recurring payment arrangements in the new system.
- Fixed Base meter installation is complete in Burnt Store. Eleven meters are still not reporting data. Mueller is expecting that the system upgrade in August should take care of these meters. There were 514 more meters installed in Deep Creek in June. Total 1,859 in four months. Deep Creek Phase II is 69% complete.
- Customer Service: total number of customers to the lobby was 673.
- Delinquencies: total delinquency revenue for the month: \$129,072 FY-YTD total: \$1,109,918.
- North Port: we processed 2,823 payments; total revenue for June was \$564.68. Total FYTD revenue is \$7,365.
- Accounts Receivable: the accounts receivable over 90 days went from 50.08% in May to 49.34% in June. The accounts receivable within 30 days went from 42.97% in May to 43.23% in June.
- There are 114,505 files prepared to go into Sharepoint.
- 55% of all CCU bills were paid electronically.

• Water Conservation & Public Outreach:

- Conducted a work place safety inspection at East Port Environmental Campus building A and B. Departments included were MPO, Solid Waste, Mosquito Control and Utilities.
- Southwest Florida Water Management District's Phase I water shortage restrictions are in effect until July 31, 2013.
- Participating in Shoes for Kids drive at the East Port Environmental Campus until July 17<sup>th</sup>.

- Human Resources:
  - Total positions: 200. Vacant positions: 8
  - Actively recruiting for all 3 positions: Maintenance Mechanic, Instrument & Control Technician, Superintendent Wastewater Collection
  - Chief Operator- Booster Stations position temporarily on hold.
  - Offers pending on 4 positions, Customer Account Specialist, Distribution System Operator and 2 Wastewater Plant Operators.
- PR/MRWSA Water Resources:
  - No change.
- Regional Reclaimed Water Expansion Phase 2:
  - *Transmission Main (Stage 1):* The Contractor is installing the 16" reclaimed water main (RCM) and 20" waste water force main (FM) along Cattle Dock Road. The Contractor is finalizing the as-builts for the reclaimed water main and waste water force main along SR 776 from Kerrigan Circle north to their initiation points to place these mains in service. The contractor is scheduled to begin the directional drilling of the reclaimed water mains under SR 776 beginning in mid-July. The next monthly construction meeting is scheduled for July 8, 2013.
  - *Pumping Station (Stage 2):* 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 for the pump station concrete slab. Work will continue into July 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):* The unsuitable sand was removed and delivery of clean select sand was started on May 16<sup>th</sup> from a different quarry. The hauling, spreading and compacting of sand continued through May and was completed June 15, weather permitting. The density tests were completed and the pond base is surveyed and approved, the HDPE Geomembrane liner installation commenced on June 13 and was completed on June 21. Sodding commenced during June and approximately 80% of the site has been completed.
- East Port WRF Expansion:
  - Construction in progress for Stage 1. Consultant continuing to work on design for Stages 3 through 5.
- North Shore & Harper WW MSBU:
  - First quarterly report submitted to FDEP. Archeological survey site work to commence mid-July. Monitoring plan approved in concept, final edits to be made and submitted to receive official approval. However, did receive approval to commence with monitoring. Monitoring to begin latter part of July.
- East & West Spring Lake WW MSBU:
  - Consultant analyzing water quality samples and preparing a Report for July 1<sup>st</sup> BCC Hearing.
- Harbor View Rd Gravity Sewer:
  - The contract for this project is scheduled and was awarded to the low bidder, Bonness, Inc. at the May 28th BCC meeting. The pre-construction meeting was held in June and construction is anticipated to begin in July.
- El Jobean Wastewater Expansion LPS Main:
  - Bid opening for this project took place on June 5, 2013. The contract for this project was awarded in June and the pre-construction meeting also took place in June. Due to the explosion at the Alabama plant, the pipe material for this project is in question. The contractor is looking into availability of alternative pipe material for the project. Construction should commence in July.
- Elkcam Blvd:
  - Staff is working on the 100% design plans. The ERP permit for the sidewalk construction is anticipated in August.