

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support
- Human Services and Transit Grants
 - NSP1 monitoring audit by the Florida Department of Economic Opportunity took place mid-month.
 - Worked on the SHIP Annual Report which will be presented to the BCC for approval on September 10th, 2013.
 - Submitted quarterly reports for Older Americans Act Grant, CCE, HCE, and ADI. Request for reimbursement in the amount of \$12,010.
 - Submitted Final FY 2013 Senior Reports for Community Care for the Elderly (CCE), Home Care for the Elderly (HCE), and Alzheimer's disease Initiative (ADI). Final request for reimbursement was submitted for \$7,272.00. The grants closed on June 30, 2013.
 - Submitted quarterly Expenditure and Performance Reports to the Florida Department of Law Enforcement (FDLE) for the 2013 Edward Byrne Memorial Justice Assistance Grants for Human Services and Court Administration. Request for payment in the amount \$1,051.
 - Submitted quarterly Expenditure and Performance Reports to the Department of Justice for the 2012 Edward Byrne Memorial Justice Assistance Grants for Human Services, Court Administration, Punta Gorda Police Department, and the Charlotte County Sheriff's Office. Request for reimbursement in the amount of \$25,664.
 - The 2014 allocation from the FDLE for the Edward Byrne Memorial Justice Assistance Grant in the amount of \$73,148 was announced. Administrative Approval was given to apply with the allocation being distributed to: Charlotte County Sheriff's Office receiving \$55,250 for Crime Analysis Initiative, City of Punta Gorda Police Department receiving \$13,398 for Technology Enhancement, and Human Services, Family Services Division receiving \$4,500 for a Family Resource Guide. The applications have been completed in the State's on-line Sub-grant Information System and the contracts are on the Novus Agenda for the September 10th, 2013 BCC meeting.
 - The 2013 allocation from the Department of Justice for the Edward Byrne Memorial Justice Assistance Grant in the amount of \$26,571 was announced. Administrative Approval was given to apply with the allocation being distributed to: Charlotte County Sheriff's Office receiving \$18,131 for Technology Enhancement and Advanced Authentication Initiative, Punta Gorda Police Department receiving \$3,989 for Technology Enhancement, Court Administration receiving \$1,794 for Drug Court Hair Testing Program, and Budget and Administrative Services receiving \$2,657 for administration of the grant program. The application has been submitted on-line in BJA website. The contract will be submitted on the Novus Agenda for the September 10th, 2013 BCC meeting.
 - Staff attended National Transit Database Training in Tallahassee. This provided an opportunity to network with Sarasota County SCAT.
 - The 2012 NTD Report was finalized and closed out.
- Road Grants:
 - Collected a total of \$71,983.38:
 - \$62,710.92 from FDOT for traffic signal maintenance
 - \$9,272.46 from FDOT for US41 right of way maintenance
 - Invoiced a total of \$220,548.06:
 - \$62,710.92 to FDOT for traffic signal maintenance
 - \$157,837.14 to FDOT for highway lighting maintenance

- Public Safety Grants:
 - Collected a total of \$31,078.79:
 - \$27,603.15 from the State of FL for emergency preparedness assistance
 - \$2,935.64 from the State of FL for Homeland Security grant
 - \$540.00 from State of FL Health Department for radio billing
 - Invoiced a total of \$80,347.04:
 - \$63,570.05 to the State of FL for emergency preparedness assistance
 - \$711.99 to the State of FL for Homeland Security training
 - \$16,065.00 to the State of FL for Emergency Management Marine Exercises
- Adult Drug Court Grants
 - None
- Criminal Justice Reinvestment Grant
 - None
- Operating And Accounting Support
 - Held 3rd Quarter Business Meetings with Departments.
 - Produced a workable Revenue Monthly Projections Report used by Fiscal Staff at quarterly meetings.
 - Updated SharePoint financial reports with June data.
 - Created various Power Pivot reports to test Sequel Tables set up by IT.
 - Conducted FEMA training at the EOC for County staff. Introduced new forms that will be used for tracking staff's time and activity.
 - Met with County Departmental staff to train on filling out FEMA daily forms.
 - Certified Valuations came in on July 1, Form DR-420, Certification of Taxable Value; DR-420 TIF, Tax Increment Adjustment Worksheet; DR-420 MM-P, Maximum Millage Levy Calculation Preliminary Disclosure; and DR-420 Debt were all prepared, approved, and delivered to the Property Appraiser and Tax Collector. Delivery occurred August 1, 2013.
 - Board approval of tentative budget and tentative Millage rates occurred on July 22, 2013.
 - CIP Budget Workshop occurred on July 30, 2013.
 - Charlotte Harbor Super Boat Grand Prix – Issued draw #4 for \$14,875.00 in July. Total paid for the project to date is \$53,000 with a remaining balance of \$197,000 to be spent.
 - 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
 - July 2013 – No payments
 - Drafted agenda item regarding Peace River Budget for BCC meeting.
- Utility Regulation General
 - None
- Analytical Support
 - Completed discretionary sales tax history project on 4 separate tax referendums.
 - Began review of Solid Waste rate study – received on 7/30.
 - Worked on Line Cost recovery MSBU with CCU and MSBU department.
 - Began review of CCU rate study and assumptions to be applied.
- Work performed to improve processes and efficiencies for Fiscal Services Division:
 - Completed gathering and summarizing fiscal staff current duties.

I.T.

- July Accomplishments
 - Community Development New Public Site Under Development- The business analysis has begun for Phase 1 on redoing the Community Development public website. The (4) phases of this project are:
 - Construction Services
 - Engineering
 - Land Information
 - Planning, Zoning, Code Enforcement
 - Human Resources Employee Records Scanning Project Underway- Human Resources has officially started scanning all active employee files into electronic format. This will be stored in our SharePoint 2010 Document Center environment. It is setup to securely limit who has access to employee records. However this gives HR the ability to access records remotely as needed as well as protect the records.

- July Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
Count	○ 127,189	○ 115,694	○ 259	○ 8,263	○ 251,405
%	○ 50.6	○ 46.0	○ 0.1	○ 3.3	○ 100.0

- July Outage Statistics:

- 10 - Incident
- Total Down Time – 3 days 4hrs. 26 minutes
- Average time per Incident – 7hrs. 38 minutes
- System availability was 89.727%

- July Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 164
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 126
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 353
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 369
- Change Controls Last Month – (internal configuration changes to server and network) = 3
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 522

Purchasing

- Quotes due and received:

- 13-352 Landscaping Lift Station #11 - 21125 McGuire Avenue, Port Charlotte
- 13-329 Security Fence
- 13-332 Metal Truck Port – Lighting Division
- 13-351 Rutledge and Alexandria Water Line Extensions
- 13-358 Appliance and Scrap Metal – Mini Transfers
- 13-354 Concrete Driveways
- 13-360 Litter Fencing – Landfill
- 13-377 Biological Odor Control System Lift Station #321
- 13-335 Towing Services – Annual
- 13-382 FM 200 Fire Suppression System Service – Annual
- 13-358 Generator Enclosure

- Pre-bid meetings held:

- 13-356 Electronic Waste Recycling / Disposal - Annual
- 13-325 Water / Wastewater Chemicals – Annual
- 13-357 Fiberglass Interceptor Tanks

- 13-343 Harborview Road Bridge Replacement
- 13-359 Collection of Hazardous Waste – Annual
- Bid Openings held:
 - 13-296 Northwest Port Charlotte Bridge Repairs
 - 13-243 Clean Agent Suppression Systems
 - 13-314 Cleaning Services – Annual
 - 13-336 Sidewalk Construction – Rio De Janeiro Ave
 - 13-338 Taxi Cab Services – Annual
 - 13-340 Wheelchair Coach / Stretcher Services – Annual
 - 13-356 Electronic Waste Recycling / Disposal – Annual
 - 13-325 Water / Wastewater Chemicals – Annual
- Work Orders due and received:
 - 13-349 Design / Permit Intersection at 776 & Winchester
 - 13-373 Impact Fee Study
- Pre-submittal meetings held:
 - 13-341 Comprehensive Self Insurance Third Party Administrative Services

Real Estate Services

- Edgewater Phase II – All parcels required for this road project have been obtained. Mediations to resolve final compensation issues have started and will continue for several months. Placida Widening – We continue to process “voluntary sale” contracts.
- Placida Widening – Another mailing of offer letters was sent on July 12th. To date, we have acquired approximately 50% of the required parcels and easements on a voluntary basis.
- Environmental Lands Acquisition Program – We have identified a potential site to be acquired using available grant funds. We are appraising the parcel of interest.
- 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 July 23rd 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.
- Acceptance of Rampart Boulevard Dedication – We are bringing the dedication documents for the newly constructed section of Rampart Boulevard to the BCC at their September 10th meeting.
- Harborview Road Sewer Expansion Project – We have acquired all of the necessary easements/permits necessary for the sewer expansion project. Construction will be moving ahead shortly.
- Weiler Lawsuit – Staff deposition started a few weeks ago and will conclude next month.
- Acceptance of Commerce Park Boulevard – The dedication documents will be brought to the BCC at their July 23 meeting.
- Cheney Roadway – The dedication documents will be brought to the BCC at their July 23 meeting.
- Midway Project – Temporary Rights of Entry – We have started the process of obtaining 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 appraising the 5 to 6 parcels that need to be acquired for corner cuts in accordance with the road design. We now have 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 – 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 are being vetted by our office.
- 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 have acquired the vacant lot in Deep Creek to upgrade lift station number 323 that will be relocated from Aysen Drive to Purus Street.
- Customer Satisfaction Surveys – We have processed approximately 100 applications for release and/or occupation of easements. Our surveys continue to show an “excellent” customer rating from our customers.

Community Development

- The Building Division:

Item	Total FY2012	Jul-12	Jul-13	FY12 YTD	FY13 YTD
Single Family Permits Issued	269	18	34	228	295
Multi Family Permits Issued	1	0	0	1	1
Commercial Permits Issued	21	1	7	16	30
All Other Permits Issued	14142	1371	1190	11749	13260
Customers Served	27005	2074	2187	22761	21919
Inspections	36957	2933	3723	30959	33467
Permitting Revenue	\$2,027,805	\$177,462	\$199,566	\$1,703,986	\$1,968,755
Permitting Expenditure	\$2,058,655	\$128,333	\$136,730	\$1,802,838	\$1,737,693
Code Enforcement Revenue	\$956,429	\$56,099	\$63,707	\$797,741	\$674,495
Code Enforcement Expenditure	\$1,576,565	\$104,141	\$102,870	\$1,369,057	\$1,337,100
New Complaints Received	1253	251	230	913	1035
Code Cases Initiated	3357	288	303	2868	2444
CEB Cases Heard	734	67	19	605	653
Citations Issued \$ Amount	\$75,500	\$24,500	\$6,000	\$58,500	\$84,000
New Contractor Licenses Issued	16	2	0	9	15
Contractor Licenses Revoked	31	5	4	25	12

- 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 July 1, 2013.
- Manasota Sandpiper Key Architectural Review Committee
 - The committee met on July 3rd and July 17th. The following projects were presented to ARC.
 - 1320 Shore View Drive – Pergola and fence
Comments: approval granted
 - 65 Coquina Lane – fence
Comments: approval granted
- Little Gasparilla Island Community Plan
 - The committee did not meet in July. The new BBI zoning district, BBI rezoning, and LGI zoning district overlay were approved by the BCC on July 23.
- South Gulf Cove Community Plan

- The committee did not meet in July. Chair Sandy Slater had a request to sunset the committee. This request was placed on the July 23rd consent agenda and the item was approved by the BCC. This item will now be removed from this administrative report.
- 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 took place on July 8. Staff and Babcock came to agreements on items to be included in the new code and the Babcock representatives are revising the document. A new meeting will be scheduled when the Babcock representatives indicate they are finished.
- Murdock Village
 - Staff is waiting for direction on this project.
- School Concurrency
 - The School Working Group revised the School Impact Analysis form to correspond to the updated ILA. This document has been placed on-line with all of the Community Development applications.
- 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 July 2013:
 - Bicycle and Pedestrian Master Plan: Final review of bicycle lanes design plans in the West County, especially on Rotonda East, West and North Boulevards along with the Sidewalk designs.
 - Site Plans, Zoning Exceptions and Traffic Study Reviews:
 - DRC-P-13-05 – Englewood Enterprise – Final
 - DRC-PD-13-01 - Flowers Bakery
 - DRC-PF-13-07 – McDonalds Restaurant – McCall Road and Coliseum Blvd
 - DRC-83-106F(MM)2 – Port Charlotte Health & Rehabilitation Center
 - DRC-PD-80-4KK(MM)2 – Port Charlotte Retail Center Phase II
 - DRC-P-13-06 – Cheney Brothers Distribution Center
 - DRC-PD-4K(MM) – McDonalds Restaurant Remodel – Peachland Blvd
 - Meetings and Field Visits:
 - Finalization of the added roadways' functional classification in the County before going to MPO board for approval
 - Impact Fee Study – Preliminary review of the analysis and draft fee schedule with the admin group
 - 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 – Finalization of the 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 and final presentation of the options to the BOCC. Met with the consultant on the draft design scope of services per the BCC's recommendations.
- Site Plan Approval
 - The County received 7 petitions and all were approved.
 - One was a concept PD
 - 3 were Major Modifications
 - 3 were preliminary site plans

- Board of Zoning Appeals
 - The Board of Zoning Appeals heard the following petition on July 10, 2013, and made the following decisions:
 - Petition #SE-13-007: A request by Steven Darby, agent for SW Florida Sportsman's Association, for a special exception to allow a private recreation facility, consisting of a pistol, rifle, shotgun, and archery ranges, in the Agriculture Estate zoning district, located at 33811 Oil Well Road, Punta Gorda
 - APPROVED by a vote of 4-0.
- Planning and Zoning Board:
 - The Planning and Zoning Board heard the following petition on Monday, July 8, 2013 and recommended approval:
 - Excavation and Earthmoving. An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Chapter 3-5, Article XXIII, Excavation and Earthmoving; providing for revised definitions; providing for revised exemptions; providing for revised general location and operation standards; providing for revised Group IV location and operation standards; providing for revised permit application contents; providing for revised listing of department name; providing for revised Group IV permitting processes; providing for conflict with other ordinances; providing for severability; and providing an effective date.
Board recommendation: Approval
 - Manasota and Sandpiper Key Zoning and Overlay Code. An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Section 3-9-53, Chapter 3-9, Article II, District Regulations; providing for revised definitions, establishment, intent, boundary, conflict with other ordinances, zoning district use and development standards, site design standards, architectural standards, pile driving standards and sign standards; providing for severability; and providing an effective date.
Board recommendation: Approval with 3 revisions – make height same as waterfront code, remove 10 foot side setback for non-conforming lots, remove pile driving requirements
 - SV-13-05-02. Tim Thompson has applied to vacate a portion of the unnamed alley that runs between Broadpoint Drive and Foley Drive (platted Wheeler Court), located east of Foley Drive, south of Del Prado Parkway, and west of Broadpoint Drive, a total of 0.13 acres, more or less, in Sections 15 and 22, Township 40, Range 23, in Harbour Heights Section 5 Subdivision, as recorded in Plat Book 3, Page 81B, of the Official Records of Charlotte County, Florida, in Commission District I.
Board recommendation: Approval
- Board of County Commissioners Land Use
 - The Board of County Commissioners heard the following petition on Tuesday, July 23, 2013:
 - 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: 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: Approval.
 - 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: 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.

Board Decision: Approval.

- Excavation and Earthmoving Code. An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Chapter 3-5, Article XXIII, Excavation and Earthmoving; providing for revised definitions; providing for revised exemptions; providing for revised general location and operation standards; providing for revised Group IV location and operation standards; providing for revised permit application contents; providing for revised listing of department name; providing for revised Group IV permitting processes; providing for conflict with other ordinances; providing for severability; and providing an effective date.

Board Decision: Approval.

- Manasota and Sandpiper Key Zoning and Overlay Code. An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Section 3-9-53, Chapter 3-9, Article II, District Regulations; providing for revised definitions, establishment, intent, boundary, conflict with other ordinances, zoning district use and development standards, site design standards, architectural standards, pile driving standards and sign standards; providing for severability; and providing an effective date.

Board Decision:

- *Retain Pile Driving language with additional revision*
- *Retain 10 foot side setbacks but revise variance language to allow easier administrative variance process*
- *Revise height limits to make simpler, allow some mechanical equipment to rise over the maximum height*
- *Identify and correct language regarding rebuilding in case of disaster*
- *Identify other unintentional consequences with the language*
- *Set the second public hearing for September 24*
- SV-13-05-02. Tim Thompson has applied to vacate a portion of the unnamed alley that runs between Broadpoint Drive and Foley Drive (platted Wheeler Court), located east of Foley Drive, south of Del Prado Parkway, and west of Broadpoint Drive, a total of 0.13 acres, more or less, in Sections 15 and 22, Township 40, Range 23, in Harbour Heights Section 5 Subdivision, as recorded in Plat Book 3, Page 81B, of the Official Records of Charlotte County, Florida, in Commission District I.

Board Decision: Approval.

- SV-10-08-01. Victor A. Lucas has applied for a Street Vacation to vacate all that portion of Jackson Road (aka Jaycox Road) lying adjacent to and contiguous with Lots 930, 931, and 932, Plan No. 1 of a part of Ward 2 El Jobean, in Section 15, Township 40 South, Range 24 East, Section 28, Township 40S, Range 21E, according to the Plat thereof, as recorded in Plat Book 2, Page 39, of the Official Records of Charlotte County, Florida. The site is located southeast of Myakka Point Drive, northeast of Royal Pointe Drive, and southwest of Silver Lakes Circle, in Commission District IV.

Board Decision: Denial.

- The Engineering Division
- Construction Projects
- Active Construction Projects:
 - 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 BCC approved the award of this contract to Quality Enterprises on July 23, 2013. This project provides for the replacement of five Bridge slope pavements in Northwest Port Charlotte: Two slope pavements located on Eisenhower Avenue over the Cheshire Waterway, two slope pavements located on Chamberlain Boulevard over the Markham Waterway, and one slope pavement located on Eleanor Avenue over the Ingersoll Waterway. The preconstruction meeting is scheduled August 15, 2013.
- 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. Coastal Engineering may not add construction related services to post Tropical Storm Debby restoration therefor Stantec will assume the role and provide construction services under a separate account.
- This contract was awarded to the lowest responsive bidder, Charlotte County Seawalls, during the BCC meeting held on July 23, 2013. The preconstruction meeting was held July 24, 2013 with construction beginning August 5, 2013.
- 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 March 1, 2013 prior to Florida Scrub Jay nesting season. Construction will resume after August 5, 2013. The necessary Gopher Tortoise relocation will take place the week of August 12, 2013.
- Harbor Boulevard Sidewalks – This sidewalk will be installed on Harbor Boulevard from an existing sidewalk close to Midway Boulevard to an existing sidewalk on Veterans Boulevard. Design includes crossings at Peachland Boulevard and Quesada Boulevard. This will also provide a link to the newly constructed sidewalk along Midway Boulevard as well as a link to future sidewalks in the Parkside area. This will be an integral part of a network of sidewalks planned for the Port Charlotte Area.
- Construction is underway from Veterans Boulevard moving southward towards Harbor Boulevard at this time. Directional bores under all side streets have been installed throughout the entire project. Approximately 1400 feet of sidewalk and several driveways have been poured and 1,000+ feet of conduit has been placed for Charlotte County's fiber optic network. There are portions or segments of sidewalk that have not been poured - these locations require drainage basins or pull boxes that will be installed after they arrive.
- *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.*
- 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 (ACOE) and Florida Department of Environmental Protection (FDEP) permit authorizations have been finalized for this project. The preconstruction meeting was held and temporary spoil sites have been secured. Construction began July 17, 2013 and will continue through January 2014.
- 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 August 2013.
- *PSA released 7/31/13, expires 8/31/2013 - Traffic delays on Rampart Boulevard will continue through the end of August 2013 as construction nears completion on this roadway improvement project. The traveling public is encouraged to exercise caution through the construction zone.*
- 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 temporary spoil sites have been secured and prepared for use. Dredging is underway and will continue through February 2014.
- Sunnybrook Boulevard 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. The Board of County Commissioners awarded the construction contract Frederick Derr & Company on July 23, 2013. Construction is projected to begin in August 2013.
- Sunshine Lake Algae Removal – Sunshine Lake has had a habitual issue with an algae problem. Based on the water quality study that was completed, it was determined that the next course of action to help correct the problem would be to dredge the algae from the lake. After the lake is dredged, re-charge wells will be installed (via a separate contract) in order to maintain active water flow through the lake.
- Algae removal is underway. The process is going smoothly however algae removal is taking the contractor longer than had originally anticipated. The updated schedule has them completing the algae removal in early October. Once the algae has been removed, the County shall initiate installation of a recharge well at the north end of Sunshine Lake and a second recharge well to be located adjacent to McGuire Park. Engineering staff attended a permit pre-application meeting with SWFWMD pertaining to the installation of a weir structure to be located within the lake/canal system. Following this meeting, staff is developing the scope of services and construction costs to seek both funds and authorization to from County Administration and the BCC.
- 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 at CR 775/Winchester is complete but will not be operational until the Winchester Corridor extension is complete. The punch list items have been repaired for the most part and a walk through will be scheduled to close this project out.
- In Design or Negotiation:
 - 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.
 - County staff is currently reviewing Construction Bid Documents and anticipates the construction package will be forwarded to the Purchasing Department in August 2013 for preparation of bid solicitation.
 - 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 submitted all required documentation 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. The 90% design plans are under review; 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, except for the Roadway Lighting and Harbor Boulevard signalization plans, which have conflicts with FPL facilities. Once the revised plans are submitted they will be reviewed; when the review is complete the package will be submitted to the Purchasing Department in preparation for bid solicitation. Charlotte County Utilities' staff submitted Permit Applications for the construction of the proposed water distribution and wastewater collection systems. 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 March 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 by August 9, 2013. This project should be ready to go out for bid in September 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. 90% design plans have been received and are being reviewed. Construction is 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 was held 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 currently seeking an Environmental Resource Permit (ERP) from SWFWMD. The construction and landscape plans are 100% complete pending SWFWMD approval.
- 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 July 23, 2013 the Board of County Commissioners approved the Harbor Boulevard Improvements project. The improvements will consist of a four lane divided roadway to include a 16' – 20' raised median this will provide safer turning movements, 8' – 10' multi use paths on both sides, landscaping, decorative lighting, wayfinding and a gateway feature. Utility improvements are included in this project. Currently staff is negotiating with the design consult for the scope and fees for the project.
- Placida Road – 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.
- 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.
- The Scope of Services for the change order is complete. We are now in the process of reviewing and negotiating the fee structure. We expect to bring this before the BCC for approval in September 2013. Design is projected to be completed in January 2014 with construction starting in June 2014.
- Phase 2 - Cape Haze Dr. to Boca Grande Causeway – The design contract was awarded to Giffels-Webster Engineers on July 17, 2013. Design will continue through January 2014 is approximately 13% complete. Construction is projected to begin 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 however this 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 on Rotonda Boulevard West. The East and North sidewalk project package was sent to the Purchasing Department on July 24, 2013 to begin the procurement process.
- 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 was approved by the BCC 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 was held on June 24 and Bids were opened on July 24, 2013. Construction is projected to begin in September 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.
- 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 which should be submitted by September 8, 2013. 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.

- This project is currently out for bid. The pre-bid conference is scheduled August 7 with bid opening scheduled August 28, 2013.

- Coastal Projects:

- Alligator Creek 6' Dredging Project – The Alligator Creek Waterway Committee requested that the County design and apply for a permit to dredge the navigable waterways within the Alligator Creek MSBU to a depth of -6 feet. It is anticipated that a significant amount of time may be required to negotiate with the 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.
- Manchester Waterway Maintenance Dredging – Maintenance dredging will be conducted within the Manchester Waterway to provide safe navigation to the citizens who utilize the waterways. Johnson Engineering is gathering survey and historical data to prepare the permit application for maintenance dredging of the area.
- Permit applications were submitted to the FDEP and the ACOE; the FDEP permit was issued however the ACOE permit is still pending. The bid process is on hold until October 1, 2013 due to budget constraints.
- 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 reviewing the historical file records and is conducting fact finding activities. Surveys of the basin are underway.
- 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. Easements associated with the project are being re-established.

- 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: 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 October 2013 which will affect traffic patterns on Peachland Blvd (2 structures) and Forrest Nelson Blvd (one structure).
- 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. The consultant is revising the model to reduce the amount of culverts to be installed under the road.
- 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 and consists of determining how much sediment needs to be removed as well as defining access points and the means and methods of construction. The design consultant is in the process of compiling information including sediment borings to complete the permitting process. Design/permitting is projected to be complete in September 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.
- The Purchasing Department issued the Notice to Bid. The pre-bid meeting will be held August 8 with bid opening scheduled August 28, 2013. Construction is projected to start in October 2013.
- Lighting Projects - Charlotte County CIP Projects:
 - Burnt Store Lakes – (South Burnt Store Lighting & Landscaping) MSBU Decorative Lighting Project - plans and technical specifications reviewed and commented on. This project has been awarded to On-power Services and the preconstruction meeting has been held. Catalog cuts have been received and approved.
 - Burnt Store Road Project – Still awaiting a response from Seminole Gulf Railroad for preemption conflict before pedestrian features can be activated and sidewalk opened. Meetings have been held with County Legal staff and Seminole Gulf Railroad staff to discuss a resolution; awaiting communication. 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; punch list items are complete and final acceptance has been issued. The traffic signals are in place at the future intersection of Winchester/Placida and this project is nearing completion; final punch list of items to complete is underway.
 - 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; agreement has been reached on the layout. Traffic signal section is still under review.
 - Harbor Boulevard Sidewalk Project – This project is underway and lighting inspection is underway for ITS conduits for fiber optic cable and pedestrian enhancements to the traffic signal at Peachland.
 - 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):
 - Fiber optic maintenance conducted in all traffic signal cabinets; jumpers replaced, fiber cleaned and wick checked for operation.
 - Repaired and replaced one of the marker lights hanging on the span on the Tom Adams Bridge.

- Roadway lighting maintenance throughout County 180 lights repaired or replaced in this time period.
- Plan and Field reviews undertaken for the following projects: Placida/San Casa (Dollar General Store), Midway Phase 2, Gasparilla Road and Burnt Store Phase 3. Reviews complete comments submitted.
- Working to incorporate IT fiber and ATMS fiber into one pull box and allow IT additional fiber as part of replacement runs after eliminating COMCAST contract.
- Repaired parking lot lights at Harold Avenue Park for Parks and Recreation. .
- Four separate calls received and responded to for sensor problems at the South Gulf Cove boat locks.
- Repaired illuminated street name sign at Cochran/Publix, US 41/Burnt Store Road, Jones Loop/ Indian Springs and US 41/Airport Road.
- 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.
- Replace all yellow indications at SR 776/Oriole that were dim and brought them into compliance with current ITE specification.
- Replaced two defective/damaged Coho incident management cameras with two Bosch incident management cameras.
- Replaced roadway lighting conductors on Veterans near Loveland damaged by either heat or lightning and replaced conductor on US 41 near Murdock Circle damaged by either heat or lightning.
- Field tested and performed maintenance on all battery back-ups for traffic signals.
- Programmed school flasher for year round schools: Sally Jones Elementary and East Elementary.
- Locates Performed:
 - 254 requests for underground utility locates were received, generating 114 tickets for locates.
- Trouble Calls:
 - 16 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 currently advertised for bid with a preconstruction meeting scheduled July 30, 2013.
- 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.
 - 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 August 9, 2013 with construction projected to begin in November 2013.
 - 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. 100% plans are expected August 2, 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 and construction is underway.

- 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 ERP application package were submitted to SWFWMD July 16, 2013. Comments were received back from SWFWMD on July 31st to which responses are currently being prepared. 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 July 18, 2013 the total asphalt placed for this contract is 137,401 tons. The Greater Port Charlotte District is approx. 88.6% complete; once this district is complete the Contractor will be working to complete the change orders for this contract.
 - 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. Paving continues in Gulf Cove and as of July 18, 2013 the contractor has placed approximately 50,954 tons of asphalt in this district, which is approximately 74.4% complete.
- Traffic Signing & Marking accomplishments:
 - Herbicide = 750 objects
 - Legends Installed = 154
 - New Signs Installed = 5
 - Marine Markers Repaired = 27
 - Reflective Pavement Markers Installed = 2,847
 - Road Striping = 338,274 Linear Feet
 - Signs Inspected = 10,208
 - Signs Manufactured = 286
 - Signs Repaired = 2,331
 - Speed Studies = 11
 - Traffic Counts = 34 stations
 - Trouble Calls (after hours) = 10
 - Video Detection Counts = 2

Community Services

- Administration
 - Administrative staff answered and fielded 436 telephone calls, responded to 12 webmail inquiries, processed 11 citizens action forms, 7 accident and 9 incident reports, 1 damaged and missing items reports, distributed 4 press releases
 - Supported 3 Advisory Boards
 - Promotional and Marketing Activities
 - (2) in-studio appearances on the Golden Hippo radio show on WCCF:
 - Various Topics: Bayshore Playground, Tringali Dance, Parkside Festival, Tippecanoe Trail and Mud Run
 - Introduction of Tommy Scott
 - Clear Channel Radio Spots:
 - Tringali Dance
 - Bayshore 4th of July Celebration

- Moonlight / Movie Night Swims
- WENG – Patriotic 4th of July safety message
- ½ page ad in the Parrot Magazine promoting activities
- Tippecanoe Trail Run
 - www.active.com event listing and reservations, site links
 - www.mudandadventure.com free listing
 - www.mudrunfun.com banner ads, Facebook, direct mail, site links
- Produced and distributed 2,568 marketing pieces
- Meetings
 - Internal Parkside CRA
 - Parkside Festival Committee
 - Review of CPTED Recommendation for PC Beach with CCSO
- Libraries & Historical Monthly Report
 - Numbers:
 - 71,969 items were checked out County-wide (increase of 3,104 over prior month)
 - 56,811 visitors for the month (increase of 2,048 over prior month)
 - 7,695 people used computers and that does not include how many used laptops
 - 1,498 people attended 63 library programs in July
 - 123 volunteers worked 1,510 hours at libraries & 24 volunteers worked 127 hours at Historical Center
 - 48 people attended 1 Outreach program for the Historical Center
 - 2,052 items were cataloged by staff.
 - Purchased e-book system that we plan to have on-line in Sept.
 - Library survey is still very active with over 2,000 responses.
 - 79% of the parents that responded to our spring youth survey said that, “our programs encouraged them to practice the songs/rhymes that they learned with their child at home.”
- Need:
 - Computer issues are the biggest issue that we are dealing with-working towards obtaining updated equipment.
 - Staffing is always an issue. We have one full and one part time maintenance positions open.
- Charlotte Sports Park:
 - The Charlotte Sports Park hosted twelve (12) home games for the Charlotte Stone Crabs on the following dates with a total attendance of 9770. Unfortunately, two of the games were cancelled due to inclement weather.

Wednesday	7/3/2013	3096	Rain Delay/Fireworks
Tuesday	7/9/2013	413	
Wednesday	7/10/2013	296	Rain Delay
Thursday	7/11/2013	904	
Wednesday	7/17/2013	357	
Thursday	7/18/2013	0	Rainout
Friday	7/19/2013	656	Doubleheader/Rain Delay/Rainout
Saturday	7/20/2013	1905	Fireworks
Sunday	7/21/2013	379	
Monday	7/22/2013	286	
Tuesday	7/23/2013	946	
Wednesday	7/24/2013	532	

- The Charlotte Sports Park hosted twelve (12) games of the Gulf Coast League for the Tampa Bay Rays. Six (6) of these games were played in the stadium and open to the public. The estimated attendance for the month of July was 360 fans.
- The Charlotte Sports Park hosted the IBC Nations Baseball Tournament from Saturday, 7/6, through Tuesday, 7/7. The estimated attendance at this event was 700 patrons.

- The Charlotte Sports Park hosted a Ripken Baseball Camp from Thursday, 7/18, through Saturday, 7/21, for 40 youths.
- Recreation Centers:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 12,412 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1629 with 6916 touches combined. Recreation facilities were rented 18 times achieving a rental attendance total of 2110 people.
- Aquatics:
- Port Charlotte Beach Pool:
 - 980 paid admissions
 - 89 Pass holder visits
 - 184 Water Aerobics participants
 - Staff spent an estimated 20 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 25 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
 - 2488 paid admissions
 - 427 pass holder visits
 - 282 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 5 times this month.
 - The pool was rented 2 times for SCUBA instruction.
 - The Moonlight Swim Movie was held Saturday July 27 and had 174 participants.
 - 12 different summer camps visited the pool each week resulting in approximately 800 “splashes” for the month.
 - 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 80 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
 - 17 students registered for Summer Swim Lessons
- JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters: 341
 - Total BMX Bikers: 93
- South County Regional Park Pool:
 - 1842 paid admissions
 - 527 pass holder visits
 - 134 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 July 13 with approximately 150 swimmers and their families in attendance.
 - 50 Students registered for Summer Swim Lessons in the month of June.
 - Moonlight Swim Movie was held July 27, 2013 with 110 participants.
 - 12 different summer camps visit the pool per week resulting in approximately 1,400 “splashes” for the month.
 - Staff conducted swim lessons for Charlotte County summer camp full session registrants.
 - Staff held 4 Special Olympics Swim Practices and the Special Olympics County Swim Meet.
 - 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 1,132 hours in the month of July. An estimated 816 local athletic participants visited County facilities. Activities included Adult Softball, Adult Flag Football, Adult Tennis, Youth Football, Youth Baseball, Youth Swimming, and Youth Softball.
 - The Harold baseball concession stand is approximately 80% complete and the softball concession stand is approximately 40% complete. Construction is on schedule.
 - The Franz Ross game field has been re-sodded and will continue under maintenance for the month of August.
 - The Ann Dever multi-purpose field has been re-sodded.
 - Two soccer clinics were provided to area youth in July with 45 participants. North Charlotte Regional and South County Regional Parks each hosted one of the clinics.
- Extension Services:
- Administration:
 - Meetings:
 - Managers Meeting – July 8th – 1 pm – Mid-County Library
 - Friends For Extension, Inc. Meeting – July 25th – 11:30 am
 - CED PolyCom Meeting – July 22nd – 1 pm
 - Overall Advisory Committee – July 24th – 7:30 am
 - 3rd Quarter Business Meeting – Community Services – Mid-County Library – July 29th
 - Training:
 - How to get the most out of the performance process and make it more interactive and meaningful – July 19th – Murdock – 1 to 4 pm
 - Website Hits: 3,121 website page views – New Reporting System
 - Facebook® Page - Charlotte County Extension data:
 - 625 Likes – an increase of 161 in one month! Caladium Bulb Giveaway Promotion and 500th Like Recognition helped with this increase.
- UF/IFAS Governance:
 - All Agents voted on Promotion Packs for two (2) District IV Agents
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. "Marine Fisheries Regulations and Management Workshop". Flyer, 1 pp.
- Websites:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - 7/2013 - Great Bay Scallop Search.
- Extension Website:
 - UF/IFAS Charlotte County Extension – Added photos/text from Sea Grant programs
- Facebook:
 - Added two new factsheets.
- Field Work:
 - 7/11 – Recompression field trials – Brevard Co.
 - 7/17 – Recompression field trials – Lee Co.
 - 7/15, 16, 18 & 19 - Derelict trap recovery in Peace River
 - 7/23 – Monthly bay scallop recruitment monitoring
- Outreach Programs:
 - 7/24 – Hosted SWFL Shellfish Association meeting. Presentations from UF/IFAS Seafood Team and USDA Rural Development.
 - 7/27 – Assisted Lee County Sea Grant agent with Pine Island Sound – Great Bay Scallop Search
 - 7/30 – Assisted Tourism Bureau by providing culinary tour for visiting journalists focusing on the aquaculture program at the County jail
- Site Visits:
 - Jail – Diagnostic visit related to minor fish kill
 - Fishin' Franks – Courtesy visit
 - Laishley Marina – Courtesy visit

- King Fisher Fleet & Waterline Magazine – On water visit
- University Governness:
 - Planning committee for annual Sea Grant Extension meeting (Sept. 2013)
- Meetings:
 - 7/24 – Overall Extension Advisory Committee meeting
- Other:
 - Considerable time invested in preparation for 2013 Great Bay Scallop Search in Lemon Bay & Gasparilla Sound (Aug. 10) and planning of Fisheries Regulations and Management Workshop scheduled for Sept. 2013. Integrity, Stewardship, Partnership Innovation
- 4-H Youth Development:
 - Florida 4-H Horse Show:
 - July 11-13th was the Florida 4-H State Horse Show. Had 5 members qualify and compete. They brought home several ribbons and lots of smiles.
 - Exchange Trip:
 - The Exchange Trip was a success. A group of teens and leaders traveled to Minnesota from July 13th -21st to visit the Minnesota 4-H'ers that traveled here last year.
 - 4-H Clubs:
 - Most of the 4-H clubs have taken a break for the summer. We are in the process of putting leader meetings together and promoting our programs heavily to get ready for the new 4-H year which starts in September.
 - Florida 4-H Congress:
 - Held at the University of Florida from July 29th – August 2nd, 4-H teens from throughout the state participate in educational workshops, competitive events, engage in citizenship via community service projects, 4-H State Council elections, and healthy lifestyle and social activities.
- Horticulture:
 - Programing
 - Plant Propagation – Port Charlotte Library - (941) 625-6470 - 2280 Aaron St, Port Charlotte, FL – July 11th
 - Insect Identification and Management – Mid-County Regional- Saturday, July 13th at 10:00 am
 - Weed ID & Management for LCLM Class – July 27th – Collier County Extension Service, 10:00 am
- Other Programming:
 - Site Visit – Bougainvillea problem - Birchwood Condominiums – Harbor View Road – July 22nd – 10:30 am
 - Site Visit – Boca Grande - Hazeltine Nurseries - coconut palms - struck by lightning – July 8th - 10:30 am
 - Master Gardener Field Trip to 2013 Caladium Festival – Highlands County – July 26th
 - Hosted: Public Perceptions of Agriculture in Southwest Florida – 4:00 to 9:30 pm – Focus Group – East Port – July 22nd
- Media Outreach:
 - Master Gardener Radio Program – July 23rd – 10 to 11 am – WCCF – 1580 – Ralph Mitchell and Master Gardener Volunteer
- Meetings:
 - Container Plants in Public Places Working Group Meeting – 2 pm – July 23rd
 - Horticulture Team Planning Meeting – July 17th – 9:30 am
- Florida Yards and Neighborhoods Outreach:
 - Riverhouse condominiums site visit and irrigation audit
 - Homeowner FFL yard recognition (gold)
- 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 29th – “Pigeon peas are not for the birds”

- Newspaper Article for July 22nd – “Now trending – wet plants, bark peelings and fried fronds”
- Newspaper Article for July 1st - “A rash of poison ivy”
- Newspaper Article for July 8th –“Fall in love with heart-shaped leaves”
- Newspaper Article for July 15th – “Okra – love it or just admire it!”

Facilities, Construction and Management

- Projects:
 - South County Regional Park Soccer Concession Stand: The design firm reviewed the revised county green ordinance, provided a suggested reduction list, and has submitted a proposed design change order in order to reduce the scope of the project and cost
 - Fire Station 6: The fire station exterior sanitation lines, grease trap, lift station and tie in are completed. The interior walls are framed with rough-in plumbing and electrical installing.
 - Bayshore Live Oak Park Restrooms: A certificate of completion has been obtained. The punch list is being worked on.
 - Harold Ave. Concession Buildings: The HVAC system is being installed in the baseball field concession building. The trusses are being installed in the softball field concession building.
 - Harbour Heights Stormwater and Parking Improvements: The 60 % plans have been reviewed and the 90% construction documents are being prepared.
 - Transit Parking: The entrance road to Transit and the Sheriffs training center is being re paved and re grading is being done in the right of way to correct drainage issues.
- Operations:
 - Energy Efficiency Program:
 - As part of the Energy Performance Contract, Siemens submitted their final energy audit report to Charlotte County on August 1st.
 - New LED lighting for the Port Charlotte Beach pool and bocce court has been received and a pre-construction meeting was held on June 26th. Permits have been applied for and Installation will begin the week of August 5th.
 - Capital Asset Management Study: A kick-off meeting was held on July 10th. The consultant, Johnson Engineering/Cannon Design will begin an assessment of three facilities on August 19th. This will be a pilot study in advance of the full assessment.
 - Judicial Strategic Space Management Study: The Justice Center Space Study is underway. The consultant, Wiley & Associates, completed their facility walk-thru and provided a project status update at a meeting of all stakeholders that was held on July 31st.
- Repair and Maintenance:
 - Bunk House Stabilization: Construction is in progress.
 - Sheriff's Admin: Fire Suppression Project to start this month.
 - Franz Ross Score Tower: The stairs to the 2nd floor have been completed.
 - West County Annex: Windows and door renovation to impact resistant glass project is scheduled for completion the week of Aug12th.
 - Port Charlotte Beach Rec Center: New floor is underway.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - Bargaining meeting with IUPAT
 - Recruitment related activities and hiring processes
 - Hosted Ambassador Program
 - Staff attended Florida Public Human Resources Association (FPHRA)Conference
 - Continued partnering with IT on the EDEN Database and Active Directory Integration Project
 - Discipline related conversations and activities
 - Continue 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
 - Attended Webinar: Value in Your Greatest Customer – Your Employees!
 - Hosted “Performance Evaluation: It’s More than Just a Form”- two sessions: one for Employees and one session for Managers/Supervisors/Directors
 - Hosted “Managing Through Trust Building”
 - 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

- 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’s 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.
- After 15 years of hard work, planning and fund raising, the Veterans Fountain of Freedom became a reality Wednesday night, the 3rd of July 2013, at the Kiwanis Veterans Garden in Laishley Park, Punta Gorda. The ceremony was attended by approximately 200 people. Also present was County Commissioner Bill Truex, State Representative Ken Roberson, Charlotte County Veterans Council President Kim Lovejoy, and many local Veterans Organizations. The National Anthem and “God Bless the USA” was sung by hometown vocalist Marcella Brown. During “God Bless the USA”, fireworks were set off and the Freedom Fountain was lit for the first time. The US Paratroopers, led by Charlotte County’s Assistant Veteran Services Officer, David Rockow, served as Honor Guard to the event.
- Veteran staff coordinated assistance and community funds for a former WWII POW veteran to aid in providing transport to Bay Pines for a compensation evaluation.
- The installation of fare boxes in all of Transit’s Sunshine Ride buses has been completed. Sunshine Ride buses fare boxes are now compatible with Dial-a-Ride fare boxes which will provide for greater efficiencies in receipt reconciliation.
- Family Services staff participated in a statewide managers’ workshop for agencies administering the federal Community Services Block Grant program. The working group identified issues, opportunities, solutions and plans for improving relationships with each other, the Florida Department of Economic Opportunity (grantor) and the communities at large. Ongoing dialogue and commitment were supported by the agencies.

- At its regular Board of County Commissioners meeting, the Board approved the submission of the certification to accept State Housing Initiatives Partnership (SHIP) funds in the amount of \$350,000 for State Fiscal Year 2013-2014. This grant from Mortgage Settlement funds will be used in accordance with the approved strategies in the County's Local Housing Assistance Plan, unless otherwise amended.
- The Human Services Department continues to provide home energy assistance to low-income households through the federally funded Low-Income Home Energy Assistance Program (LIHEAP). Last week, \$10,226 was approved to eligible households for assistance with their electric bills.
- On behalf of the Board of County Commissioners, Family Services received the contract from the Department of Juvenile Justice for the Invest in Children grant in the amount of \$23,943. A meeting was held by the Developmental Assets committee and Charlotte County school administration to discuss the scheduling of the survey during the 2013-2014 school year.
- Senior Services case managers began reinstating services to Community Care for the Elderly clients who had their services on hold pending the start of the new State Fiscal Year, July 1, 2013. Some clients will be reinstated at reduced service levels. Case Management continues to maintain a waiting list for services of over 200 seniors.
- Family Services staff attended East Elementary's Back to School Extravaganza providing outreach materials for services provided by the Human Services Department. It is estimated that over 500 families were in attendance.
- Staff completed program criteria for the Human Services portion of the JAG funding request for 2013-2014. The Family Resources Guide was identified as an ideal project. Staff also completed HS portion of the DOJ monitoring of the 2012-2013 JAG funds. Appropriate department staff completed the web-based Civil Rights training from DOJ Office for Civil Rights as required by the grant.
- Staff met with funeral home director, Ken Roberson to discuss the Department's proposed revisions to the Disposition of Unclaimed and Indigent Bodies. Counties are required by State Statute Chapter 406 to provide funds for this service. Draft revisions will be sent back out to representatives from all the funeral homes serving Charlotte County to provide final input before taking the policy revisions to the Board of County Commissioners in September for approval.
- Director attended steering committee meeting sponsored by Virginia B. Andes' health clinic to discuss the feasibility of submitting an application to be approved as a Federally Qualified Health Clinic. The committee agreed to continue to meet.

Public Safety

- Animal Control:
 - Animal Control gave a presentation to the BOCC in July seeking direction in regards to housing animals in Charlotte Co. Direction was given by the BOCC and should be finalized in early September barring any obstructions. This has been a work-in-progress for over a year. The BOCC was presented with two options including the renewal of a contract with the Animal Welfare League with a fixed-rate option and an inter-local agreement with DeSoto Co. Animal Services to house our animals at a fixed-rate.
 - Animal Control updated its current after-hours contact procedures by channeling all calls from the Charlotte Co. Sheriff's Dept. through one number that automatically transfers to the designated Animal Control on-call officer. This procedure replaces the pager system that has been in place for years. This was implemented to increase efficiencies in this area.
- Emergency Management:
 - The Director attended the Regional Domestic Security Task Force (RDSTF) meeting at FDLE headquarters in Ft. Myers. This meeting allows law enforcement, fire, public health and emergency management to share information and be briefed by FDLE leadership regarding pertinent issues in the war on terrorism. Beginning in the aftermath of 9/11, this group of City, County and State responders, is briefed on the current terrorism conditions and threats, both domestic and abroad. We were advised during this meeting that Al Qaeda threats and chatter have increased considerably and that we should all review our terrorism response plans and urge

citizens to practice, "If you see something, say something". Many people have grown complacent in the absence of any attacks to the homeland, but we were reminded that the threat remains quite real both at home and abroad. Domestic Security funding has been slashed dramatically and many jurisdictions are finding it difficult to keep up with the needed technological advances.

- We welcomed new Officers to the Charlotte County Salvation Army Corps, as Captains Josue' and Gilda Prieto have relocated here from Brooksville. The Captains bring a fresh perspective to the local Corps and will work well with the Army's Community Advisory Board on the many aspects of maintaining the past successes locally. The local Corps recently completed paying for the new Family Store location in the former Badcock Furniture Store on U.S. 41 in Punta Gorda. The Board is also shepherding additions to the local headquarters on Loveland Blvd. in Port Charlotte. Work has already begun on the Holiday Kettle Campaign which last year garnered a record \$207,000 locally.
- Our monthly radio show continued as we focused on the current expansion and revitalization of our CERT (Community Emergency Response Teams) Program. The addition of Bill Van Helden (certified as a CERT trainer) to our staff and his appointment as CERT Coordinator, has allowed us to move ahead with renewed vigor after the loss of our longtime leader Bob Price, who died earlier this summer after a battle with pancreatic cancer. Mitigation Planner Van Helden, joined me on our radio show as we discussed our recent partnership with the Sheriff's Office and its various Neighborhood Watch Groups. This has resulted in a multitude of applications and a long standby list for the eight-unit course. We are applying for continued grant funding and are scheduling classes for the fall at various locations across the County.
- Fire
 - Charlotte County has team with Tampa General Hospital / Aeromed to established base in Charlotte County Airport to provide advance life support transport by helicopter. The unit will be used to transport critically injured patients to trauma centers for more advance treatments. The unit went into operations on August 8, 2013.
 - Charlotte County Fire / EMS for the month of July conducted 25 public educational details while on duty. They units serviced 12 smoke detectors in homes and over 50 car seat fittings in class or individual and or Fire Prevention Inspectors preformed 2 fire extinguisher classes for local business.

Public Works

- Two catch basins were completed on Aaron Street between Hepner and Gladis Avenues and the area was prepared for 6,000 square feet of sod as well as line and grade in the swale area.
- The Public Works' Solid Waste Division received the Landfill Operations twenty (20) year operational permit for the Zemel Road Landfill from the Florida Department of Environmental Protection (FDEP). This permit will be in effect until the year 2033. The permit acknowledges the total Charlotte Count- owned 640 acre landfill site. The current Class I landfill footprint is a 108-acre cell contained within a soil-bentonite slurry wall, and has an estimated life expectancy of 18 years. It is anticipated that the Landfill will undergo a 194.25 acre expansion at the appropriate time in the future to allow continued use of this facility. It is expected that the expansion would consist of a lined landfill cell subject to applicable FDEP rules at time of the construction application.
- A Maintenance & Operations crew installed new bicycle racks at nine school bus stops located throughout South Gulf Cove as requested by the Advisory Committee and paid for by the MSBU.
- The mid-County drainage crew completed the line and grade on Skylark Lane from Gentry Avenue past Garfield Avenue in the Greater Port Charlotte area. The south-County shoulder repair crew finished 2.4 miles on Washington Loop Road. The drainage crew cleared 12,000 square feet in Deep Creek on Santarem Circle and Yachtsman Lane, and replaced 24 feet of drive pipe on Yachtsman Lane.
- The Municipal Service District Representatives met with MSBU Advisory Committees from the Northwest Port Charlotte Street & Drainage district and Mid-Charlotte Stormwater Unit district.

- The BCC approved a change order to the Don Pedro/Knight Island road grading contract in the amount of \$25,000. Due to unusual road conditions on the island, the residents, Public Works, and the contractor have agreed to test new materials on selected areas of roadways. Additional road grading will be necessary since the test areas will need to be re-graded after each new material is tested.
- Charlotte County Seawalls was approved as the contractor for the \$201,000 maintenance dredging project requested by the Advisory Committee for the Buena Vista Grassy Point & Sunrise Waterway MSBU.
- David M. Jones, Jr., and Associates, Inc. and the County's Landscape Committee made a presentation to the BCC of their concept plans for the Port Charlotte Gateway Project. The Board directed the Committee to develop a Memorandum of Agreement in order to begin implementing the plans for the Kings Highway/I-75 gateway to Port Charlotte to include signage and landscaping. Funding for the project needs to be determined.
- Two guardrails damaged by accidents were repaired on Bermont Road (CR 74), and west of Bronco Road. The sidewalks were poured, line and grade was completed and the area "dressed" on Aaron Street between Hepner and Gladis Avenues.

Tourism

- Revenues from the 5% tourism development tax were up substantially in June over 2012 which was a record year for tourism in Charlotte County and in Florida. Revenues were up 9% over the previous year and up 5% year to date.
- As a direct result of the January 10 – 13 VCB media familiarization tour (FAM), Orlando Magazine (circulation: 33,000+) published an article in their August issue.
<http://www.orlandomagazine.com/Orlando-Magazine/August-2013/Water-World/>
- As a direct result of the VCB's April 29 – May 2 media FAM, a blog post on Traveller Soul was published:
<http://travellersoul76.com/2013/07/30.how-a-kayak-adventure-helped-me-conquer-my-biggest-fear/>
- The VCB's public relations agency, "Above Water" followed up on a media request which resulted in a story about The Perfect Caper on Global Travels Blog which is the blog for Global Discovery Vacations.
<http://globaltravelsblog.com/featured/the-perfect-caper-a-thrill-ride-for-the-taste-buds/>
- Jennifer Huber worked with Above Water and industry partners to plan a July 29-August 1 media FAM which focused on Punta Gorda's culinary offerings. Five Florida based journalists attended. Along with Punta Gorda dining experiences, the FAM included a look at Charlotte County Jail's aquaculture program, feeding time at Octagon Wildlife and a visit to a honeybee operation. At least one journalist is planning a return trip in the fall to visit Worden Farm and Tila Farm (a Tilapia and micro-green farm). Another journalist who was unable to attend this FAM will be here later in August to meet with a clam farmer in Placida and to tour the Royal /Tila Farm.
- Our Twitter followers continue to increase and now number 3,189.
- Jennifer Huber, Lorah Steiner and Chip Futch met with Mr. Dan Bjerk, Senior International Trade Specialist with the U.S. Department of Commerce to discuss how the department can assist us with our efforts in the Brazilian market. We found there are many ways they can assist including helping us identify the right contacts in Rio or Sao Paulo.
- Sean Doherty attended the Florida Society of Association Executives (FSAE) annual meeting in Tampa. The conference is attended by 350 Florida association executives and destination representatives.
- Lorah Steiner and Chip Futch completed the VCB's 2014 Advertising and Cooperative Advertising plans. A cooperative advertising fair will be held at the Charlotte Sports Park on August 21 from 9:00 a.m. to 1:00 p.m.
- The VCB along with area Chambers of Commerce partnered to re-open the Jones Loop at I-75 Visitor Center. The Center will be managed by the Punta Gorda Chamber of Commerce and staffed by area realtors from 10 a.m. to 4:00 p.m. daily.
- Chip Futch is working on the format for the 2014 Marketing Plan.

- Continue draft of Marketing Plan, layout, basic narrative, data
- Refining layout, Adobe InDesign published for final PDF execution, high quality.
- Pulling from inquiry data to generate 'known' demographic information.
- Pulling from Visit Florida marketing research to attempt to extract domestic and international data.
- Chip Futch researched and has a proposal for digital signage for visitor center with remote access/admin - extremely affordable. This will enable us, or the Punta Gorda Chamber, to send video, PDF's or text announcements to the flat screen television at the Jones Loop Visitor Center.
- Chip Futch has taken a new approach to our Facebook presence. He has initiated "themed" weeks for our pages beginning with "Aerial Week" which showcased aerial photos of Charlotte County.
 - Aerial Week- Very high response and re-sharing
 - Wildlife week – In progress as of this writing- 4 days - satisfactory response- but not as high as aerial
 - Culinary week (in progress as of report due) – better, but not near aerial week.

Utilities

- Engineering Services:
 - 1,223 Locates Processed from Sunshine State One Call; 5 Developer Agreements Prepared; 60 Residential Service Availability Letters Prepared; 5 Commercial Service Availability Letters Prepared; 28 Residential Service Applications Processed; 452 CIP inspections; 99 Developer Inspections.
- Operations Division:
 - Treatment Facilities:
 - 131 preventative maintenance, 46 corrective and 11 emergency work orders were completed.
 - 329 Residential cross-connection inspections, 4 lift station backflow inspections, 2 reclaim site maintenance/repair work orders, and 1 hydrant repair/inspection were completed.
 - Burnt Store WTP: Staff completed installation of two chemical mixers into the 12" Finish Water Line and also replaced a 4" flow meter on the Raw Water by-pass Line.
 - Burnt Store WRF: The Burnt Store WRF staff received the FWPCOA 2012 Safety Award.
 - East Port WRF: Staff replaced the 4" flow meter on the digester sludge load-Inlet and repaired both reclaimed water pond level indicators due to electrical surge/lightning damage. A confined space repair of the chlorine contact chamber flow control gate was also performed.
 - East Port WRF: East Port welcomed plant operator Sylvester Render to its facility.
 - East Port WRF: Four staff members attended First Aid/CPR/AED training.
 - West Port WRF: Staff installed a temporary above ground chlorine supply line from the chemical feed pumps to the chlorine contact chamber. The existing subsurface line has been compromised and will be replaced at a later date.
 - Staff repaired the chemical feed pump control circuits due to electrical surge/lightning damage.
 - Members of East Port's staff joined CCU Engineering staff to tour the St. Cloud WRF at the invitation of Jones Edmunds. This visit allowed our staff to observe and discuss various technologies in place at their facility in which some will be incorporated into our plant expansion.
 - InSource (Wonderware) representatives have provided written findings from their review of our facilities. CCU will continue to work with them, our service providers and I.T. to clarify future maintenance, licensing and upgrade requirements.
 - Water Distribution:
 - 1 Employee started as a Water Distribution System Operator 2 on 7/31.
 - Posted for the Chief Operator vacancy.
 - Made offer to the Instrumentation and Controls Tech. Projected start date is 9/4/13.

- We have been testing GPS units from 4 different companies to determine ease of software use and accuracy of the GPS device.
- Hosted 1 of 6 regional training events in the State of Florida on 7/18 for the Mueller training van. We had 75 attendees from all over SW Florida.
- Hosted the regional meeting for Flawarn on 7/29.
- Hosted a regional water operator training class put on by the Treco Center from 7/30-8/2.
- On 7/29 we had a pressure transducer hang up during a lightning storm at the Rotonda booster station. This caused pressure in Rotonda to rise to 91 PSI before we were able to manually reduce pressures in the water system. The only reported damage was to 3 water meters.
- Water delivery from the Punta Gorda system to CCU for the month of July was 51.068 MG. Flow was reduced to .7 MGD for the next two weeks at which time we should be at a net zero for the year for water passed between the two systems.
- 1 employee passed his FDEP level 2 license exam.
- 2 employees failed their FDEP level 1 exam.
- Rebuilt HS pump #3 for leaking seals and bad bearings at Gulf Cove booster.
- Hach rep came to Walenda Booster to repair the APA 6000 analyzer.
- Sent HS Pump #4 from the Rotonda Booster to the repair shop for a full rebuild.

Wastewater Collection:

- Gravity/Force Mains: Installed 6 new LPS sewer services; repaired 4 manholes by raising and/or replacing the ring and cover; 46 force main ARVs were serviced for the Bi-Annual PM; repaired 6 force mains (5 of which were on the 6" force main out of L/S #22 Lakeshore); 8 gravity service laterals were excavated and repaired; investigated 9 customer backup calls which were determined to be the customer's responsibility.
- Lift Stations: 369 PM work orders were completed; 136 corrective work orders were completed; installed new discharge lines at L/S #67; installed emergency by-pass suction lines at L/S #9 and #133.
- Low Pressure Sewer: Responded to 274 service calls; 23 PM work orders were completed; completed 13 upgrades; replaced 2 check valves at street; changed out 5 tanks; installed 7 mandatory connections; cut, capped and removed LPS equipment at 23108 Seneca in Charlotte Harbor for demolition. Flushed the Gold Coast area to reduce high pressure in the LPS force main taking the line pressure from 19 psi to 9 and 10 psi. Flushing in the Gold Coast area has to be done about every 3 months with the last flushing on March 19th. Staff is working on solutions to lower the high head pressure in this area and some other areas. Staff worked diligently on finding a solution for the high number of calls received for float failures. After performing extensive testing, a polypropylene float will replace the failing stainless float clips. Great job to the LPS lead staff.
- 5 employees attended the Mueller Class for CEUs; 15 employees completed their recertification for Blended Learning Training for CPR, First Aid, and AED; CDL training in progress for 3 of our newer employees.; all employees participated in the emergency response to the 4 day rain event; 2 employees acted as Interim Foreman; 1 employee was classified as a Maintenance Mechanic; 1 employee sat for his Wastewater Collection 'C' Voluntary license.

- Business Services:

- Unofficial kick off meeting with vendor occurred third week in July. County working on Data Gathering form necessary to build web services to our work processes. Anticipated implementation date no later than January 1, 2014.
- Fixed Base meter installation is complete in Burnt Store. Mueller Systems is expecting that the upgrade to the system in August should take care of these meters. There were 607 more meters installed in Deep Creek in July. Total 2,466 in five months. Deep Creek Phase II is 81% complete.
- Customer Service: total number of customers to the lobby was 755.

- Delinquencies: total delinquency revenue for the month: \$32,087. The significant reduction in this area is due to a change in how the 3% penalty is calculated on the monthly statements. YTD total: \$1,142,005.
- North Port: we processed 3,698 payments; total revenue for July was \$772.62. Total FYTD revenue is \$8,088
- Accounts Receivable: the accounts receivable over 90 days went from 49.34% in June to 52.61% in July. The accounts receivable within 30 days went from 43.23% in June to 40.92% in July.
- There are 115,732 files prepared to go into SharePoint.
- 61% of all CCU bills were paid electronically.
- Water Conservation & Public Outreach:
 - Conducted a work place safety inspection at West County Operations facility.
 - The SWFWMD Governing Board voted to remove the current Phase 1 Water Restrictions and put in place Year-Round-Water Conservations Measures. The current Year Round Measures are on our Web Site.
 - Participating in Shoes for Kids drive at the East Port Environmental Campus, donated over 32 pairs of sneakers for the drive, which ended on July 31.
- Human Resources:
 - Total positions: 200. Vacant positions: 7.
 - Actively recruiting for 5 positions: Maintenance Mechanic, Foreman-Collections, Chief Water Operator and 2 WW Plant Operators.
 - Operations Manager position temporarily on hold.
 - Offer pending on 1 position, Instrument & Control Technician.
- PR/MRWSA Water Resources:
 - County Attorney and Administrator met with PR/MRWSA Exec Director and Attorney to discuss the 1991 PRF Rebuild in light of Master Water Supply Contract terms and conditions.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The monthly construction meeting was held in the field on July 8, 2013 to discuss the directional drills under SR 776. Representatives of the FDOT were in attendance. The Contractor continued installing the 16" reclaimed water main (RCM) and 20" waste water force main (FM) along Cattle Dock Road. The directional bore under the west bound lane of SR 776 on the north side of the Myakka River was successfully completed. The directional drill subcontractor started fusing 18" HDPE pipe on the south side of the Myakka River in preparation for the drill under the east bound lane of SR 776 which should take place the of August 5th. The Contractor's surveyor submitted preliminary as-built plans which were reviewed and returned with comments. On July 26th CCU applied to the FDEP for certification to place into operation that portion of the reclaimed water transmission main from Willow Bend Road to Myakka Avenue in order to serve the El Jobean Resort Development with reclaimed water for irrigation.
 - *Pumping Station (Stage 2):* Work continued on the site installing above ground piping and forming the pump skid slab. The 12 inch thick slab was poured on July 11. An administrative change order to increase the pump skid slab thickness from 8" to 12" and to install the 16 inch transmission main along the front of the station was approved. That portion of the 8" thick driveway slab in front of the pump skid and in the turnaround was formed and poured. The remainder of the driveway slab out to the road will be completed once the 16 inch reclaimed water main is installed. Shop drawings for the pump skid were submitted and reviewed with comments. Fabrication of the pump skid has started with delivery expected in October 2013.
 - *Storage Pond (Stage 3):* All testing of the pond liner was completed and all welds passed the shear and peel tests. Reclaimed water from Pond 1 was pumped into the new pond to test out the venting system. All tests passed and the request to place the pond into operation was sent to the FDEP on July 26, 2013. All sodding was completed around the pond perimeter and on the top of the berm. The areas disturbed outside the pond were hydro-seeded. The surveyor is currently working on the pond as-builts. Once the as-builts are completed and approved the pond will be considered finished.
- East Port WRF Expansion:

- Stage 1 – the new chlorine tank has been set and Operations has placed the unit into service. They now have access to an additional 5,000 gallons of chlorine for the contact chamber.
- Parts and materials have been delivered for the rehab on the filter assembly and work is to be underway on August 5, 2013.
- Work continues on dewatering of the digester area and the floor drain lines are being installed.
- Utility locates (potholing) are 90% complete.
- Completed site visit to St. Cloud Wastewater Treatment Plant to review successful improvements for use at East Port WRF Stages 3 through 5 expansion.
- North Shore & Harper WW MSBU:
 - Archeological survey site work completed; report to be received early August.
 - Final edits to monitoring plan prepared and to be submitted late July to receive official approval.
 - Monitoring equipment installation has begun and to be completed at beginning of August.
 - Plans nearing 90% completion.
- Harbor View Rd Gravity Sewer:
 - Construction is anticipated to be complete by the end of August.
- El Jobean Wastewater Expansion LPS Main:
 - A change order was approved to substitute pipe material presently available. Construction did commence in late July.
- Elkcam Blvd:
 - Staff is working on the 100% design plans. The ERP permit for the sidewalk construction is anticipated in August. The plans are scheduled for completion by the end of August.