

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support
- Human Services and Transit Grants
 - Board of County Commissioners approved the SHIP Annual Report for State Fiscal Years 10/11, 11/12 & 12/13. Reports were submitted to the Florida Housing Finance Corporation on September 13, 2013.
 - Staff assigned to Housing worked with Auditors this month on SHIP Audit for Fiscal Year 2012/2013.
 - Attended the 26th Annual Statewide Affordable Housing Conference presented by the Florida Housing Coalition on September 8 – 11, 2013 in Orlando. Participated in various sessions pertaining to Affordable Housing – New Funding Opportunities and How to Apply, Green Initiatives, Preparing for NSP Closeout, Survey of Federal Resources, Disaster Preparedness and Recovery, Using SHIP to Serve Special Needs Populations & New SHIP Requirements for 2013-2014.
 - On September 10, 2013 the BOCC approved the Department of Justice Edward Byrne Memorial Justice Assistance Grant. The grant is effective October 1, 2013 is in the amount \$26,571. It is split between the Charlotte County Sheriff's Office, Punta Gorda Police Department, and Court Administration.
 - Also on September 10th, the BOCC approved the Florida Department of Law Enforcement FY 2014 Edward Byrne Memorial Justice Assistance Grant. The grant has three sections all of which will be effective October 1, 2013. The Charlotte County Sheriff's Office portion is for their Crime Analysis Initiative project and is in the amount of \$55,250.00 The Punta Gorda Police Department is receiving \$14,171.00 for Technology Enhancement. The Family Services Division of the Human Services Department is receiving \$4,500.00 to develop a Family Resource Guide to provide law enforcement, the court system, our juvenile justice system and the school system with a comprehensive resource guide to assist families and youth in crisis with accessing appropriate juvenile prevention programs.
 - The monthly reports for the Senior Services Division of the Human Services Department were submitted for the Community Care for the Elderly, Alzheimer's Disease Initiative, Older American's Act, and Home Care for the Elderly. The total requested for the month is \$57,898.08.
 - Staff assigned to Transit prepared the Annual Operating Report (AOR) totaling \$1,907,144 which provided 98,588 trips for Charlotte County Transportation Disadvantaged. We submitted the AOR to the Local Coordinating Board (LCB) and the Florida Commission for the Transportation Disadvantaged for Charlotte County Transit.
 - Assisted the Metropolitan Planning Organization (MPO) with the Annual Actual Expenditure Report (AER) for the Florida Commission for the Transportation Disadvantaged which measures other performance based attributes of the coordinated system than the AOR.
 - Reviewed the Quarterly LCB Trips Report for financial accuracy and attended Local Coordinating Board Meeting for the quarter.
 - Staff also worked with the auditors on the Charlotte County Single Audit request for 5 Urbanized Area Formula Transit grants and 1 State Block Grant spanning 4 years.
 - The Atlanta office of the FTA sent 3 auditors down to perform Charlotte County's 2nd Triennial Review since the inception of Dial-a-Ride and Sunshine Ride. They covered the 4 years of open Section 5307, Urbanized Area Formula Transit grants and the Section 5311, Rural Area Formula Transit grants. This was a system wide review covering all 18 disciplines of the Certs and Assurances. This review went from HR through Civil Rights, ADA compliance to Maintenance and

Repair of the actual Transit Buses. It was a new overall system Pilot review program which will provide a baseline for future specific segment audits.

- Completed Transportation Development Credits letter for FY13 Section 5307 Grant we asked for \$184K in toll credit revenues which will be used as match for our capital expenditures this past fiscal year.
- Road Grants:
 - Received \$42,374.44 from FDOT for traffic signal construction at SR776 and Flamingo
 - Invoiced a total of \$84,627.98
 - \$7,500.44 to FDOT for US41 right of way maintenance
 - \$3,365.00 to FL Dept of Agriculture Forrest Mgt Bureau for Parkside tree Grant
 - \$73,762.54 from the City of NorthPort for Hillsborough Ave paving
- Public Safety Grants:
 - Received \$47,387.90:
 - \$343.80 from the State of FL for hazardous materials equipment grant
 - \$30,979.10 from the State of FL for emergency preparedness assistance grant
 - \$16,065.00 from the State of FL emergency marine exercise
- Adult Drug Court Grants
 - Final evaluation of Adult Drug Court Program has been completed by the grant evaluator and this will be submitted to BJA with the close out package. All grant funds have been expensed by the original grant due date and the close out procedures will begin.
- Criminal Justice Reinvestment Grant
 - Held a conference call with Charlotte Behavioral to discuss the findings from the Mid-year evaluation report and our plan for transition.
- Community Services Grants
 - Compiled information for State Division of Library & Information Services as related to State Aid to Libraries Grant. (MCRL space usage issues)
- Operating And Accounting Support
 - Audited Community Services petty cash and cash drawers at all locations.
 - Submitted Charlotte Sports Park grant reports & information to Florida Department of Economic Opportunity.
 - Updated SharePoint financial reports with August data (projected revenue & expense, fund rollup, department rollup).
 - Assisted in year-end inventory at Fleet.
 - Conducted year-end cash audits of Community Development.
 - 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
 - August 2013 – No payments
 - September 2013 – No payments
 - Process paperwork for contract renewals for September and January.
 - Prepared agenda package for Final Public Hearing.

- FY13/14 Adopted Budget was rolled into EDEN General Ledger and ready for the New Year.
- All adopted budget resolutions were processed and delivered to Property Appraiser, Tax Collector, and Florida Department of Revenue – TRIM.

- Analytical Support

- Finance has run the payroll in the test database with the new deductions for workers compensation and accrued compensated absences (i.e. sick & vacation payout) and everything went well. The first deduction will appear on the October 4th payroll.
- Sports Park Utility Billing – Collecting data from the exports and updating tables.
- Events Center- met with the Events Center’s CEO on site to discuss their service rate schedule and the Visitors Bureaus promotional program. Created charts and spreadsheets to show the effects on profitability with the various contractual changes requested by SMG and those by the County.
- Fleet Management: Spoke with FASTER technician and was given instructions for accessing Fleet’s data table for exporting and data mining. IT is reviewing this along with the upgrade options for the best solution to Fleet’s software and reporting needs.
- Work performed to improve processes and efficiencies for Fiscal Services Division:
 - None

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- September Accomplishments

- Human Services Mapping Site- The GIS group completed a new mapping site that allows a user to research for available Human Serves Resources closest to the selected property. These resources are categorized and sorted by distance. Driving directions are provided as well. This site will be published on the Human Services web site.
- MOU with Flagler County-Charlotte County and Flagler County have reached a Memo of Understanding (MOU) granting each other space and access to each other's data center in order to house equipment that will serve as a remote backup site for each agency. The remote location will serve to copy critical data over the internet via a secure connection. Flagler County is located in the northeast part of the state just north of Daytona and is ideally located while still remaining in the state in order to store county data that can be restored in case of a local emergency. This MOU has no financial impact to either agency other than the equipment that will be housed at each site. Charlotte County already has the equipment needed to implement this plan. Evan Leibman, Network Services Manager for Charlotte County, was integral in finding this partner and negotiating the MOU and will lead the team to implement the backup solution.
- New Thin Client Technology in Commission Chambers - Client Services staff has replaced the computer equipment in the commission chambers that the dais members use to access the agenda and supporting materials. The monitors are wider, but have a lower profile not to obstruct views and the computers are solid state thin clients that run a local, slimmer version of Windows 7 providing much more reliable and faster access.

- September Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
Count	○ 128,478	○ 119,184	○ 118	○ 9,119	○ 256,899
%	○ 50.0	○ 46.4	○ 0.0	○ 3.5	○ 100.0

- September Outage Statistics:

- 4 - Incidents
- Total Down Time – 5hrs. 57 minutes
- Average time per Incident – 1hr. 29 minutes
- System availability was 99.174%

- September Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 129

- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 143
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 386
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 373
- Change Controls Last Month – (internal configuration changes to server and network) = 5
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 610

Purchasing

- Pre-bid meetings held:
 - 13-400 Lift Stations Grounds Maintenance
 - 13-394 Water Main Replacement – Cape Horn Blvd.
 - 13-423 Landscape and Irrigation Renovations
 - 13-382 Fire Suppression System Services
 - 13-417 Sidewalks – Rotonda Blvd East and North
- Pre-submittal meetings held:
 - 13-416 Sunshine / Sunrise Management Plan
- Work Orders due and received:
 - 13-373 Impact Fee Study Review
 - 13-428 Murdock Village Environmental Services
 - 14-015 Design / Permit of Culverts – Charlotte Harbor
 - 13-427 Design Drainage – Franz Ross Park
- Request for Proposals received:
 - 13-397 Economic Development Marketing Services
- Bid openings held:
 - 13-400 Lift Station Grounds Maintenance
 - 13-355 Winchester Blvd South Project
 - 13-392 Parking Lot Improvements
 - 13-369 Terrazzo Flooring – Tringali Gym
 - 13-394 Water Main Replacement – Cape Horn Blvd.
 - 13-423 Landscape and Irrigation Renovations
- Quotes due and received:
 - 13-386 Fire/EMS Physical Exams – Annual
 - 13-375 17-Foot Skiff, Motor and Trailer
 - 13-408 Supply and Install Concrete Culvert Pipe
 - 13-429 Construction of Artificial Reef
 - 13-350 CCU Marketing Services
 - 14-016 Printing of Recycling Brochures
 - 13-384 Transportation of Bodies – Medical Examiner – Annual

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 – To date, we have acquired approximately 60% of the required parcels and easements. We continue to work on this land assembly on a voluntary basis only.
- Environmental Lands Acquisition Program – We have identified a potential site to be acquired using available grant funds. We are awaiting the appraisal review and a second opinion of value by an independent appraiser before proceeding further.
- Flamingo/Edgewater – We have acquired 80% of the parcels needed for this project, all on a voluntary basis. We continue to work on this land assembly with the next round of offer letters scheduled for later this fall.
- 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. We have spent considerable time researching easement

and land ownership issues regarding the Pioneer Trail bike path in West County. This project was never completed by the developer and we are working with Legal & Facilities staff to determine how the bike path can be completed.

- Murdock Village - FDOT request for 3 Pond Sites – FDOT plans to move forward with the acquisition of easements for the pond sites needed for the US 41 widening and has submitted purchase offers. We are awaiting the appraisals that have been sent out for review and opinion of values by an independent appraiser. Once we have that information we will be able to make a recommendation on a sale to FDOT.
- Acceptance of Rampart Boulevard Dedication – The BCC approved this roadway acceptance at their September 10th meeting.
- Florida Power and Light Easement Relocation – We assisted our Engineering staff in the relocation of a small FP&L installation to a County owned site along Zemel Road. This relocation was necessary because of the upcoming Burnt Store Road Phase 3 project.
- Weiler Lawsuit – Staff depositions relating to this lawsuit are ongoing.
- Cheney Brothers Easements– The BCC approved the grant of a slope easement and a utility easement on the County’s Jail/EOC site at their September 10th meeting. In exchange, Cheney Brothers terminated the existing egress/ingress easement that encumbered a key portion of the Jail/EOC site.
- Midway Project – Temporary Rights of Entry – We have BCC approval to proceed with voluntary acquisitions. To date, we have obtained approximately 46% of the 190 Temporary Rights of Entry (TRE) needed for this project.
- 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 – Mediations and settlement conferences are on-going for this project.
- Piper Road North – We are working with a landowner who has agreed to a land exchange. We are waiting for the executed agreement to be returned to us.
- Gasparilla Road – Sketches and descriptions for this project have been vetted and the appraisal process will begin shortly.
- Sales Tax Sidewalk Projects – We are working with Engineering staff to obtain temporary rights of entry and maintained right of way surveys for several sales tax sidewalk projects (Rio De Janeiro, Sunnybrook, Riverside Drive, etc.).
- Surplus Property Disposal – We have prepared the next package of Surplus Property consisting of 46 parcels. It has been vetted by our division and sent on to Purchasing for them to process for an October/November 2013 disposal.
- Customer Satisfaction Surveys – We have processed approximately 115 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:
 - At the end of the fiscal year, activity in the permitting section of the department has seen an increase. Single Family permits are 46% up on 2012, commercial permits 76% and all other permit types 12%. In terms of inspections we show an increase of 11% with 41,062 inspections performed during the fiscal year. However, there is often a lag of three to six months for increased permitting numbers to translate to increased inspection numbers so we should expect this trend to continue to grow in the next few months.
 - In terms of revenue, the department took in 18% more revenue than the previous year with expenditure only slightly up. Although the final close out numbers for FY 13 are not yet available, the division should show a small profit for the first time since 2007.

Item	Total FY2012	Sep-12	Sep-13	FY12 YTD	FY13 YTD
Single Family Permits Issued	269	17	51	269	394
Multi Family Permits Issued	1	0	0	1	2
Commercial Permits Issued	21	3	4	21	37
All Other Permits Issued	14142	1036	1347	14142	15875
Customers Served	27005	2075	2359	27005	26629
Inspections	36957	2830	3720	36957	41062
Permitting Revenue	\$2,027,805	\$157,105	\$206,610	\$2,027,805	\$2,385,421
Permitting Expenditure	\$2,058,655	\$133,663	\$204,639	\$2,058,655	\$2,075,903
Code Enforcement Revenue	\$956,429	\$77,632	\$129,135	\$956,429	\$910,101
Code Enforcement Expenditure	\$1,576,565	\$108,534	\$130,523	\$1,576,565	\$1,579,465
New Complaints Received	1253	150	193	1253	1447
Code Cases Initiated	3357	227	186	3357	2861
CEB Cases Heard	734	60	27	734	719
Citations Issued \$ Amount	\$75,500	\$5,000	\$14,000	\$75,500	\$115,500
New Contractor Licenses Issued	16	7	0	16	16
Contractor Licenses Revoked	31	3	3	31	15

- Floodplain
 - Claire Jubb, the County's CRS coordinator has been making presentations to many realtors, insurance and homeowners groups on the impact of the 2012 National Flood Insurance Reform Act. As Flood insurance renewals become due, and the rate increases outlined in the legislation go onto effect, homeowners and realtors are becoming increasingly worried about the impact on the real estate market in Charlotte County. A presentation will be given to the Board of County Commissioners to further discuss this issue.
- Code Enforcement
 - In terms of Code Enforcement, the number of complaints received in the fiscal year was approximately 15% higher than last year although the number of cases heard through the CEB was slightly lower. In terms of code enforcement revenue, this includes Vacant Property Registration.
- Contractor Licensing
 - Although the number of contractors revoked has been less than the last fiscal year, the amount collected in citations from unlicensed contractors is significantly up. The department has collected \$115,000 in citations this year – up 53% on last year. This is due to an aggressive effort on the part of the department with the help of licensed contractors, to identify and cite those working illegally.
- The Growth Management Division
 - Parkside CRA
 - Staff is continuing to work on the Parkside Land Development Regulations (LDRs).
 - Charlotte Harbor CRA
 - Staff is continuing to work on the revisions to Smart Charlotte 2050 and the LDRs for the changes requested by the committee. Staff presented a preliminary draft of the revisions to the committee at their meeting in October. The committee and staff will discuss the revisions again at the November meeting. Staff is hoping to bring the amendments to the Planning and Zoning Board in December.

- Manasota Sandpiper Key Architectural Review Committee
 - The committee met on September 4th and September 18th. The following projects were presented to ARC.
 - 2765 N. Beach Rd. – single family house remodel
Comments: recommend approval
 - 1975 Beach Rd. – Flounders restaurant - install gas lines and gas tank for Tiki Bar
Comments: no action taken – informational only
 - 2045 Beach Rd. – Lock n Key restaurant – fabric awning
Comments: recommend denial
 - 155 Sabal Lane. – fence
Comments: no action taken
 - The Board of County Commissioners reviewed the citizen-proposed Manasota and Sandpiper Key Zoning and Overlay Code at the first public hearing on the item on July 23. During August, the Advisory Committee worked with Rob Berntsson to revise the proposed LDRs in accordance with the Board’s motions on the item, plus other changes that were made outside of the main items motioned by the Board. A few of the “glitches” recommended by staff were incorporated into the revised document. The Board adopted the revised land development regulation on September 24.
- Little Gasparilla Island Community Plan
 - The committee cancelled the September meeting. The next meeting is tentative for October.
- Grove City Community Plan
 - The committee has cancelled meetings for the summer. The next meeting will be Oct. 28, 2013.
- Babcock Ranch
 - The Notice of Proposed Change is on hold pending negotiations between the DEO and the applicant regarding affordable housing provisions.
 - 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 working group met September 30. We are in agreement that very few changes will be made to the document this year.
- 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 September 2013:
 - Bicycle and Pedestrian Master Plan: Made a final presentation to the Rotonda West association to get an approval from the board on the conversion of 4-lane boulevards to 2-lane boulevards with a bicycle lane and the next step will be final meeting with Commissioner on the next step and funding process in the next Month. Also, discussed with the MPO staff and FDOT staff on the funding scenario for the Taylor Road sidewalk and timeline associated with it.
- Site Plans, Zoning Exceptions and Traffic Study Reviews: During the month of September, the following applications were reviewed from transportation perspective:
 - DRC-P-13-10 – Florida Tracks and Trails
 - DRC-P-13-11 – Williams Family Sports Park
 - DRC-F-12-08PP – Placida Commons
 - DRC-F-08-10(MM) – Coral Creek Airport Hanger #2 on Lot 7
- Meetings and Field Visits: The following meetings and sites visits were attended/made during the month of September:
 - Attended FDOT/ County/ MPO coordination meeting on the project update information session

- Parade Circle Multi-use path pedestrian crossing signage and related issues discussions with the MSBU committee
- Met with the developer and their team members on the proposed KIA car dealership site on US 41 along with City of North Port staff members.
- Met with the Bowland authorities on the easement issues for the proposed multi-use path connection between Harbor Boulevard and Easy Street in the PARKSIDE.
- Impact Fee Study – Final Draft review of the analysis and draft fee schedule with the Consultant
- Internal discussions on Harbor Boulevard design cost to communicate with the selected consultant.
- Attended Deep Creek non-urban S&D Advisory Committee on the Encarnacion Street speeding issues and other safety related issues at various intersections with the Deep Creek.
- Attended Access Management workshop in Fort Myers, conducted by FDOT Central office.
- Met with the consultant of the proposed North Port Shopping center on US 41, within the vicinity of the US 41 and Cornelius Blvd.
- Worked with transit staff of the budget department related to the transportation issues for the proposed Super Boat races in April 2014 at Englewood beach.
- Attended multiple pre-project conference meetings with the consultant staff for various projects before they submit their site plans for review.
- Attended Community Traffic Safety team (CTST) meeting, organized by Charlotte County MPO.
- Site Plan Approval
 - The County received 3 petitions and 2 pre-application requests:
 - Two were preliminary (both approved)
 - One was Final (approved)
- Board of Zoning Appeals
 - The Board of Zoning Appeals heard the following petitions on September 11, 2013, and made the following decisions:
- Petition #VAR-13-004:
 - A request by Gerald Barrett, agent for Jeffrey Broida, for a variance of 17' to the required 25' front yard setback, to allow an 8' front yard setback, to allow an addition to the existing residence, in the Residential Single-family-5 zoning district, located at 1491 Maryknoll Road in Englewood, was APPROVED by a vote of 5-0.
- Petition #VAR-13-005:
 - A request by Warren Newell, agent for Cheney Brothers, Inc., for two variances as follows: (a) a variance to reduce the 762.5 tree points required per section 3-2-188 by 455 tree points, to allow 307.5 tree points; and (b) a variance to eliminate 25 trees and 10 accent trees from the landscape buffer required adjacent to I-75 per section 3-9-51(g)(2)(d) in the Enterprise Charlotte Airport Park zoning district, located at 26511 Airport Road (aka One Cheney Way) in Punta Gorda, was APPROVED by a vote of 5-0.
- Petition #SE-13-012:
 - A request by David Jeffers for a special exception to allow a Home Occupation, consisting of a home office for insurance sales, in the Residential Single-family-3.5 zoning district, located at 702 South Ellicott Circle in Port Charlotte, was APPROVED by a vote of 5-0.
- Petition #SE-13-013:
 - A request by Leigh Olson, agent for Connor Olson and Deric Flom, for a special exception to allow a golf cart rental, sales and service business in the Bridgeless Barrier Island zoning district and Little Gasparilla Island zoning district overlay, located at 8658 Grand Avenue on Little Gasparilla Island, was APPROVED by a vote of 5-0.
- Planning and Zoning Board:
 - The Planning and Zoning Board heard the following petition on Monday, September 9, 2013 and recommended approval.
- Z-13-07-10
 - An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Commercial General (CG) to Planned Development (PD), for property located at 573, 575, 577, 579, 581 and 583 Tamiami Trail and 692 Bowman Terrance, in the Port

Charlotte area, containing 2.04± acres; Commission District IV; Petition No. Z-13-07-10; applicant: William Shirley, Flowbake North Port, L.L.C.; providing an effective date.

- Board of County Commissioners Land Use

- The Board of County Commissioners approved the following petitions on September 24, 2013.
- 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.
- STN-13-00001
- John L. Robinson, President of the South Gulf Cove Homeowner's Association is requesting a street name change of Afghan Lane located East of Hebron Rd, North of Calumet Blvd, West of San Domingo Blvd, and South of Cook Court to Kendalls Way. The aforementioned street is located in Port Charlotte Subdivision Section 93 as recorded in Plat Book 9, Pages 1-T and 1-U of the public records of Charlotte County, Florida. This street is located in Section 16, Township 41, Range 21 in Commission District III.
- Z-13-05-09
- An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Single-family 3.5 (RSF-3.5) to Office, Medical and Institutional (OMI), for property located at 19076 Cochran Boulevard, in the Port Charlotte area, containing 0.3± acres; Commission District IV; Petition No. Z-13-05-09; applicant: DeFilippis Land Holdings of Florida, LLC; providing an effective date.

- 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 will be to perform cyclical maintenance of these Bridges and may be extended if funding allows. It is anticipated that this project will range from minimal Bridge maintenance to complete Bridge replacement (to be budgeted separately). Five Bridge slope pavements are scheduled to be replaced 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.
- Construction contract was awarded to Quality Enterprises and construction began on September 16, 2013. Completion time is 75 calendar days. The first of five bridge slope pavement repairs are underway; demolition is complete on Eleanor Avenue over the Ingersoll Waterway.
- Buena Vista Waterway Maintenance Dredging – The Buena Vista Grassy Point Waterway MSBU committee requested a survey of the access channels. Based on data collected, the committee wishes to seek engineering design and permitting for dredging of access channels. Construction is dependent upon the outcome of the engineering services contract. Due to the fact that Coastal Engineering may not add construction related services to post Tropical Storm Debby restoration, Stantec will assume the role and provide construction services under a separate account.
- The Contractor finished dredging the Sunrise Waterway and is placing that sand at the Charlotte County Beach Complex to restore the eroded beach. Upon completion of the beach restoration project, the Contractor will dredge the mouths of the three other canals. The dredged material from the remaining three canals will be temporarily placed on County property located on Lister Street awaiting movement to the landfill.
- 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 resumed on the north end in August and began with Gopher Tortoise relocations. The projected completion date is February 1, 2014.

- Harbor Boulevard Sidewalks – This sidewalk will be installed on Harbor Boulevard from an existing sidewalk close to Midway Boulevard to an existing sidewalk on Veterans Boulevard. Design includes crossings at Peachland Boulevard and Quesada Boulevard. This will also provide a link to the newly constructed sidewalk along Midway Boulevard as well as a link to future sidewalks in the Parkside area. This will be an integral part of a network of sidewalks planned for the Port Charlotte Area.
- The contractor has completed most of the work from Veterans Boulevard to Peachland Boulevard. They are working on pedestrian signalization and are installing drainage and sidewalks south of Peachland Boulevard. County staff is coordinating with School Board transportation staff to ensure that school bus stops and sidewalk construction are not in conflict.
- *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.*
- Harborview Road Bridge Over DeSoto Canal – This project is to design and construct a replacement Bridge over the DeSoto Canal on Harborview Road approximately 0.35 miles east of Rio de Janeiro Avenue. The new Bridge will be constructed with a precast concrete deck and a temporary bridge with related structures.
- This construction contract was awarded to Own Ames Kimball. The preconstruction meeting was held September 25, 2013 and construction will begin November 18, 2013. Completion time is approximately 365 days.
- 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.
- They are currently dredging in the Apollo Waterway and the main access channel. Progress was severely hampered by heavy rain conditions in September 2013 - making dredging and materials management difficult.
- 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. Traffic has been switched to the new west bound lanes while the contractor works on the east bound lanes. The project is scheduled to be completed in the fall of 2013.
- Rio De Janeiro Avenue Sidewalks – A sidewalk will be installed from an existing sidewalk on Rio De Janeiro Avenue at Rampart Boulevard to a newly constructed sidewalk on Deep Creek Boulevard. Design includes a connection/crossing to a newly constructed sidewalk at Sandhill Boulevard. This is an integral part of a planned sidewalk network in the Deep Creek area.
- The construction contract was awarded on September 10, 2013 and a preconstruction meeting was held September 17, 2013. We have coordinated the construction of the sidewalk to take place after the paving operations are complete in the area. Notice to Proceed is scheduled for October 7, 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.
- Trees have been planted and the light boxes are forthcoming. Contract is for 150 days with a completion date of December 5, 2013.
- 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. Dredging is underway and will continue through February 2014. The contractor has completed

most of the upland portion of the dredging and will continue with the outside and the northeast portion.

- 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.
- Sidewalk construction began September 4, 2013. Clearing and grubbing is underway at Boundary Boulevard and is moving north. The contractor is preparing for the installation of the sub-base and base material.
- 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. A change order is being processed to extend the contract time through January 1, 2014. 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. Staff is developing the scope of services and construction costs to seek both funds and authorization to from County Administration and the BCC.
- 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.
 - The construction bid documents are currently in the Purchasing Department for technical specification review. Upon completion of the review, the project will be advertised for bid.
 - Charlotte Harbor Gateway Harbor Walk, Phase One – This project is to design and construct pedestrian and boater access to Charlotte Harbor. The Charlotte Harbor Community Redevelopment Area (CHCRA) is interested in providing continuous pedestrian access from Bayshore Live Oak Park to Chester Roberts Park and to improve boater access to the harbor.
 - A request for the advancement of funds will be resubmitted to the Florida Department of Transportation (FDOT) after the Transportation Bill is approved.
 - CR 771 (Gasparilla Road) Widening – The purpose of this project is to widen CR 771 (Gasparilla Road) to a four-lane divided roadway, from SR 776 to the vicinity of Rotonda Boulevard East. The project will include the installation of sidewalks and bicycle facilities.
 - Johnson Engineering is currently working on 100% plans, permitting and final design alignments. Design is projected to be completed in early 2014 with construction beginning in the summer of 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. The design team is working to resolve conflicts with FPL facilities; a meeting with FPL is scheduled Wednesday, October 2, 2013. Once the review is complete and conflicts are resolved, 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.
- 100% design plans and bid specifications are being reviewed by staff and are projected to be in the Purchasing Department in early October 2013 in preparation for bid solicitation.
- 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 reviewed. The design team is revising the alignment to allow the bridge to be a segment of the horizontal curve, maximizing the bridge deck area. These corrections/revisions to the plans should be completed by the end of October 2013. Revised 90% design plans are scheduled to be submitted by October 15, 2013 Construction is estimated to begin in early 2014.
- 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.
- GWE submitted the 60% design plans to Southwest Florida Water Management District (SWFWMD) for review and permit application. GWE is currently working on 90% plans. Design/Permitting is projected to be completed in early 2014 with construction projected to begin in the summer of 2014.
- 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.
- This project is on hold until funding has been allocated.
- 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 from SWFWMD. The construction and landscape plans are 100% complete pending SWFWMD approval. Construction documents are being completed and will be provided to CCU to include within their construction ready bid plans by the end of September 2013.
- Parkside - Harbor Boulevard Improvements (US 41 to Olean Boulevard) Phase 2 – The Road Feasibility and Traffic Study (Phase 1) is complete on Harbor Boulevard from US 41 to Olean Boulevard. Phase 2 design includes roadway improvements consisting of a four lane divided roadway with a 16' – 20' raised median that will provide for safer turning movements, 8' – 10' multi use paths on both sides, landscaping, decorative lighting, wayfinding and a gateway feature. Utility improvements are included in this project. Staff members are negotiating the scope and fees with Johnson Engineering to begin Phase 2 design.

- 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.
- A Change Order has been negotiated and is currently in the approval process.
- Phase 2 - Cape Haze Dr. to Boca Grande Causeway – The design contract was awarded to Giffels-Webster Engineers on July 17, 2013. The 60% design plans are in progress and are expected to be available for review by the end of September, 2013. Design will continue through January 2014 with construction projected to begin in June 2014.
- Rotonda Boulevard Sidewalks - 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. These three sidewalk projects 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 be advertised separately.
 - East & North – This project is currently advertised for bid. The Pre-Bid Conference was held September 25, 2013 and Bid Opening is scheduled October 9, 2013.
 - West – We are working to finalize a plan that will reduce/eliminate utility conflicts and anticipate this will reduce the cost of the sidewalk construction. We have instructed the design engineer to send the updated plans to the various utility companies for review.
- 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. This project will enter the bid process when an Engineering 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 when an Engineering 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 anticipate design to be complete in late 2013. Construction is projected to begin in early 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 Engineering 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. The construction start date is pending Engineering Inspector availability.

- 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. We anticipate providing 30% design plan comments to Johnson Engineering by the end of September 2013.
- Tom Adam's Bridge – Phase 2 of the Tom Adams Bridge Rehabilitation will replace the tender house, electrical, and mechanical equipment. The proposed tender house will provide visibility of traffic and pedestrians approaching the structure when the bridge is being opened or closed. Currently, the bridge tender's view is obstructed. Design consultants are preparing construction plans and permit applications.
- The 90% design plans have been received and are under review. Project Specifications and Cost Estimate have been received.
- Winchester Corridor Phase Three – This project includes the construction of a new 4 lane divided roadway from SR 776 to Placida Road (CR 775). Construction of the Winchester Roadway project should begin in late 2013. While construction is ongoing, the final design and permitting of the intersection of SR 776/Winchester will occur. Towards the end of construction of the roadway, the intersection improvements will be rolled into this project and constructed.
- Bids were opened on September 4, 2013. A recommendation to award this project was presented to the BCC for approval on September 24, 2013. We have begun negotiating a scope and fee with a design consultant to modify the plans at the Winchester Boulevard/SR 776 intersection to include a right turn lane onto Winchester Boulevard North.
- Coastal Projects:
 - Alligator Creek 6' Dredging Project – The Alligator Creek Waterway Committee requested that the County design and apply for a permit to dredge the navigable waterways within the Alligator Creek MSBU to a depth of -6 feet. It is anticipated that a significant amount of time may be required to negotiate with the Florida Department of Environmental Protection (FDEP) to issue permits for the dredging within the Alligator Creek to a depth greater than -5 feet, which is the depth for the current permit. This project also includes maintenance dredging to existing permitted conditions.
 - Coastal Engineering is in the process of gathering data for a permit application. A pre-application meeting was conducted with FDEP and the project was reviewed. The outcome appeared favorable for moving forward; permitting is anticipated to be completed by January 2014.
 - Rock was found to be within the dredge path and may require some dedicated equipment.
 - The Waterway Committee requested that we continue with the Maintenance dredge (to existing permitted depths -5MLW). The bid package is being assembled.
 - 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 Florida Department of Environmental Protection (FDEP) and the Army Corps of Engineers (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. The County and the Consultant have been in contact with the ACOE to try to resolve the permitting delays.
 - 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.
 - Preliminary plans have been reviewed and commented on. Meetings with the Permitting Agencies were productive and the consultant is in the process of compiling the permit application. A meeting with CCU is being scheduled to determine if placement of material can be conducted at the West Port Plant.

- Stump Pass Monitoring & Maintenance Dredging – This project provides for continued 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. To maintenance dredge Stump Pass and re-nourish beaches approximately every three years.
- An engineered structure will be installed at Stump Pass to improve program performance. In the permitting process, an Adaptive Management Plan Strategy will be employed to provide options for modifications to structure(s) placed with initial construction or installation of additional structures in the future in response to beach and inlet management activities and storm erosion impacts.
- Easements associated with the project are being re-established. We are also looking at utilizing Restore Act Funds when those funds become available. A pre-application meeting is being scheduled to gain further input from the permitting agencies and Stakeholders.
- 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. This project package will be forwarded to the Purchasing Department in early October 2013 in preparation for bid solicitation. Construction is anticipated to begin in early 2014 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.
 - 60% design plans were submitted to the County for review on September 10, 2013. A pre-application meeting was held with the water district on September 19, 2013. The next step is to submit a permit application to the water management district.
 - 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. A change order is being processed to cover the cost of the additional permitting required for the revised project parameters. A geotechnical firm was hired to conduct the sediment borings and that report is expected to be finalized by the end of September 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.
 - Bids have been received for this project. The Charlotte County Board of County Commissioners will vote to approve the award of the construction contract to ZEP Construction at their regular meeting on September 24, 2013. A Pre Construction Meeting will be held the week of Oct 7th, 2013. Construction is projected to start in late 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 – (Pedestrian Features – preemption conflict with Seminole Gulf Railroad) A consultant has been retained to finalize preemption timings for submission to FDOT for approval. Upon FDOT approval, the preemption timings will be forwarded to Seminole Gulf Railroad for design. 90% lighting plans review is underway.
- CM at Risk - Flamingo/SR 776, & Winchester/Placida – Traffic signals placed at SR 776/Flamingo reached final acceptance. Traffic signals at the future intersection of Winchester/Placida are nearing completion; final punch list is underway.
- Edgewater Phase Two – After meeting with FP&L to discuss lighting pole issues in regards to power lines, traffic signal plans were revised and completed except for some minor work on utility relocation.
- Harbor Boulevard Sidewalk Project – lighting inspection is underway for ITS conduits for fiber optic cable and pedestrian enhancements to the traffic signal at Peachland.
- Rampart and Kings Highway –Traffic signal work is complete but still awaiting installation of incident management camera. Eight light pole bases have been installed; waiting for roadwork to be completed before installing the remainder of the light pole bases.
- Lighting Projects – Departmental Projects (June 13-July 15, 2013):
 - Fiber optic maintenance continues in all traffic signal cabinets; jumpers replaced, fiber cleaned and wick checked for operation.
 - Repaired gate arm struck by motor vehicle on the Tom Adams Bridge.
 - Repaired 28 non-functional roadway lights in the north part of the County.
 - An Iteus Video Detection demonstration was provided to all Lighting District personnel by manufacturer’s representative regarding new programming and feature enhancements.
 - All Employees attended First Aid and CPR certification through American Red Cross.
 - Offsite improvements began for Placida/San Casa (Dollar General Store) inspections are underway. A drill shaft and pedestrian features are being installed; work is ongoing.
 - Working to incorporate IT fiber and ATMS fiber into one pull box. Ongoing.
 - Installed temporary radar detection to replace a bad loop detector at SR 776 @ Toledo Blade.
 - Responded and repaired sensor issues at the South gulf Cove boat locks. Ongoing problem.
 - Traffic signal preventative maintenance was performed at the following locations:
 - SR 776 @ San Casa Boulevard
 - SR 776 @ Oriole
 - Olympia @ Nesbitt
 - Marion @ Nesbitt
 - US 41 NB @ Virginia
 - US 41 NB @ Olympia
 - Due to outer sheathing conductor dry rot all conductors in the traffic signal disconnects were replaced at the intersection of SR 776 @North Access Road (Merchants Crossing).
 - Replaced two defective/damaged Coho incident management cameras with two Bosch incident management cameras, Jones Loop & I-75 Ramps.
 - Replaced damaged illuminated street name sign blanks at Bayshore @ Edgewater, Marion @ Taylor, US41.
 - Repaired illuminated street names signs at US41@ Murdock Circle, SR776@Murdock Circle, and SR776 @US41.
 - Controller database was changed to eliminate flash operation to 24 operation at the following locations:
 - Cochran @Publix/K-Mart
 - Harbor @ Peachland
 - Conway @ Olean
 - Harborview @ Rio De Janeiro
- Locates Performed:
 - 202 requests for underground utility locates were received, generating 96 tickets for locates.

- Trouble Calls:
 - 27 trouble calls received, responded to and problems of various natures resolved.
- Lighting Projects – FDOT Projects (June 13 – July 15, 2013):
 - SR 776/Gulfstream Phase 4 – Construction is underway. Conduit is being installed by directional bore and relocation of light poles is underway
- 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.
 - The MSBU is holding another Community Meeting at the Tringali Center in Englewood to gather additional input for the Manasota Key Community Plan design. The Community Meeting will be held on November 6, 2013 at 6:00 p.m.
 - Manchester Lock Education - This is an educational based program that was required by the Department of Environmental Protection as part of the Manchester Lock System removal. Charlotte Harbor Environmental Center has been contracted to provide water quality education to elementary age school children throughout Charlotte County. Elementary school class trips in the Alligator Bay Education program were conducted in April 2013 with 131 people attending the program. This is an ongoing, annual project designed to educate students and their parents about water resources. They learn what actions they can take to protect our community's natural water resources and the environment.
 - National Pollution Discharge Elimination System – The purpose of this project is to reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on unregulated sources of stormwater runoff into Charlotte Harbor. Minimum project requirements are public education and outreach, public participation/involvement, construction site runoff control, and pollution prevention. The permit includes coordination with the Charlotte County School Board, Airport Authority, Florida Department of Transportation, and City of Punta Gorda. A new Notice of Intent (NOI) for cycle three has been approved and became effective January 1, 2013 - expires December 31, 2017.
 - Rotonda West Bridge Lighting – The Rotonda MSBU Committee requested electricity to five Bridges that cross the Rotonda River. Locations are: Boulevard East, Boulevard West, Boulevard North, Cape Haze Drive and Rebel Court.
 - The MSBU Committee met with County staff on September 4, 2013 and approved the plans and specifications as submitted. Bid documents are expected to be in the Purchasing Department in preparation for bid solicitation in mid-September 2013.
 - Rotonda West Drainage Study – This drainage study is being conducted at the request of the Rotonda MSBU Advisory Committee. The study includes data gathering, modeling of the existing drainage system, and recommended drainage improvements.
 - Authorization was received from the MSBU committee for the consultants to start on Task 2 of the scope of services which includes developing an improvement plan to existing conditions and a project budget analysis which is underway. Staff met with the consultant to discuss the Task 2 draft report. The report will be presented at the next Rotonda West MSBU meeting in September 2013. The committee is holding a workshop to discuss if they wish to go forward with Task 3 Design Work Phase. This task consists of the following: Survey Data Collection, Project Modeling, Capital Improvement Projects Recommendations, Maintenance & Operations Program Development, Governing Environmental Agency Pre-Application Meeting, and Design Work Phase Report Public Meeting.
 - Rotonda West Entrance Way Signs – This project will provide new signs at five (5) locations throughout the community. Signs will include landscaping and lighting. Funding is provided from assessments in the Rotonda West Street and Drainage Unit.
 - 100% design plans and technical specifications are under review. Staff met with the MSBU committee on September 4, 2013 and the MSBU committee is moving forward with the plans and specifications as submitted. Bid documents are under staff review and will be forwarded to the Purchasing Department by October 1, 2013. This project should be advertised for bid in mid to late October 2013 with construction anticipated to begin later this fall.

- South Gulf Cove Water Quality – The South Gulf Cove Waterway MSBU requested that the County provide water quality samples at five separate locations throughout their canal systems. This is an ongoing program with sampling conducted every quarter. An annual presentation is made to the MSBU regarding the status of the water quality. Benchmark Labs provides water sampling and test results while the Charlotte Harbor Environmental Center (CHEC) compiles the raw data and prepares an annual report. CHEC presented the annual report to the MSBU at their regularly scheduled meeting in May 2013.
- Sunshine Lake Recharge Wells – Upon completion of the Sunshine Lake Algae Removal project, the County shall initiate installation of two recharge wells to maintain active water flow through the lake. A recharge well will be located at the north end of Sunshine Lake and a second adjacent to McGuire Park. The contract documents are being prepared to submit to the Purchasing Department.
- 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.
- Responses to SWFWMD's request for additional information were submitted. The additional pond depth created by the water level control structure will also be credited towards the required treatment of the Midway Boulevard Phase II road widening project, saving approximately \$500,000 by the elimination of a special underdrain that would have been required otherwise. Issuance of the Environmental Resource Permit (ERP) is expected by the end of October 2013. Construction is projected to begin in the spring of 2014.
- Paving Projects:
 - 2012 North/South Paving Program – This program provides for the resurfacing of roads in Greater Port Charlotte, the Road & Bridge District, Burnt Store Village, and Tropical Gulf Acres.
 - The Greater Port Charlotte District is approximately 98% complete. The Restoration process is continuing slowly due to the extremely wet conditions but should be completed by the end of November 2013 . Paving has begun in the Deep Creek area.
 - 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 which is approximately 89.6% complete. The contractor is working on restoration, however due to extremely wet conditions from the recent rains this process is moving slowly. This project should be completed by December 31, 2013.
- Traffic Signing & Marking accomplishments:
 - Herbicide = 2910 signs/guardrails
 - Legends Installed = 162
 - New Signs Installed = 10
 - Reflective Pavement Markers Installed = 1,542
 - Road Striping = 260,596 Linear Feet (49.35 Miles)
 - Signs Inspected = 8,709
 - Signs Manufactured = 387
 - Signs Repaired = 2,316
 - Speed Studies = 11
 - Traffic Counts = 46 stations
 - Trouble Calls (after hours) = 18
 - Roadway Edge Scraping = 29,220 Linear Feet (5.5 Miles)
 - Video Detection Counts = 2
 - Road Under Water signs placed on 9/24/13 = 65 locations

Community Services

- Administration
 - Administrative staff answered and fielded 387 telephone calls, responded to 12 webmail inquiries, processed 8 citizens action forms, 1 accident and 5 incident reports, 3 damaged and missing items reports, distributed 2 press releases
 - Supported 3 Advisory Boards
 - Promotional and Marketing Activities
 - (2) in-studio appearances on the Golden Hippo radio show on WCCF – Charlotte County Libraries
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page converted to a fan page. Current reach - 289 Page Likes
 - Produced and distributed 3,214 marketing and promotional items
 - Meetings
 - Parkside Festival Committee
 - Internal Parkside CRA
 - Charlotte Harbor Grand Prix / SBI
 - Englewood Pirate Invasion
 - Seasonal Concessions:
 - Englewood Beach
 - Day Spa beach massage added to Englewood Beach. This is the first ever State of Florida licensed massage therapist of its kind. Community Services is working closely with the vendor to find the best way to offer the service and maintain a positive experience for our beach patrons.
 - Hot Dog Cart – Yank’s Franks
 - Yoga – Loving Light Healing Center
 - Italian Ice – Plumberry Ice
 - Beach Chairs/Umbrellas/Scooter Rental – Englewood Florida Scooters
 - Port Charlotte Beach
 - Kayak Rental – It’s Time Canoe and Kayak
 - Hobie Cat Rental – Tiki Watersports
 - Hot Dogs – North Port Vendors Inc.
- Libraries & Historical Monthly Report
 - Numbers:
 - 63,348 items were checked out County-wide
 - 49,424 visitors for the month of September
 - 7,078 people used computers, lap top use is also growing but not counted
 - 640 adults and teens attended 49 library programs in September, financed by the Friends of the Library
 - 57 children attended 7 programs also financed by the Friends of the Library. September is a quiet month with planning going on for October when all story-time and programs resume.
 - 124 volunteers worked 1,325 hours at libraries & 25 volunteers worked 130 hours at Historical Center
 - 708 patrons requested PC assistance
 - A. Shepherd re-cataloged 1,225 items for our labeling project
 - Historical Center had 76 people come out to view the new exhibit, “Beaches, Creatures and Cowboys: Florida Movie Posters.” The Lobster Bake processed 110 attendees totaling \$6,445 this is their major yearly fundraiser.

- Charlotte Sports Park:

- The Charlotte Sports Park hosted three (3) home games for the Charlotte Stone Crabs on the following dates with a total attendance of 1,599. The unofficial attendance for the 2013 season was 53,131.

Tuesday	9/3/2013	554	Playoff Game
Sunday	9/8/2013	613	Playoff Game
Monday	9/9/2013	432	Playoff Game

- The Tampa Bay Rays players reported on Monday, 9/09, for the Instructional League season at the Charlotte Sports Park. They played five (5) games at the facility in September with estimated total attendance at 125.

- Aquatics:

- Port Charlotte Beach Pool:

- 559 paid admissions
- 84 Pass holder visits
- 148 Water Aerobics participants
- Staff spent an estimated 22 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

- Oyster Creek Regional Park Pool:

- 772 paid admissions
- 350 pass holder visits
- 250 water exercise participants
- Charlotte County Blue Fins practiced 5 times per week resulting in approximately 600 “splashes” for the month.
- Staff spent an estimated 110 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 80 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

- JM Berlin/Rotary Skate Park at Oyster Creek:

- Total Skaters: 383
- Total BMX Bikers: 97

- South County Regional Park Pool:

- 727 paid admissions
- 437 pass holder visits
- 121 water exercise participants
- Charlotte County Blue Fins held 30 swim practices resulting in approximately 1200 “splashes” for the month.
- Charlotte High School Swim & Dive held 29 practices resulting in approximately 1160 “splashes”.
- Charlotte High School hosted 2 swim meet with attendance of 75 each
- Charlotte High School held annual Tarpon Invitation Swim attendance exceeded 600 swimmers and spectators.
- Staff held 2 Special Olympics Swim Practices.
- Staff spent an estimated 110 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 100 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

- Recreation:

- The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,ep350 hours and served over 7,765 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility.

Registration for classes and leagues totaled 1,172 with 2,062 touches combined. Recreation facilities were rented 30 times achieving a rental attendance total of 3,400 people.

- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 2,791 hours in the month of September. An estimated 3,106 local athletic participants visited County facilities. Activities included Adult Softball, Adult Flag Football, Adult Tennis, Youth Football, Youth Baseball, Youth Swimming, Youth Soccer, Youth Horsemanship and Youth Softball.
 - The Harold baseball concession stand is approximately 90% complete and the softball concession stand is approximately 75% complete. Construction has been slowed by recent weather, but remains on schedule.
 - Weather is also impacting game fields. Leagues have been responsive to County requests for closing to preserve excellent condition of the fields for the remainder of the season.
 - New C-4 Adult Sports organization has begun renting Franz Ross football facility for adult flag football league and plans other adult leagues in conjunction with County offerings.
- Extension Services:
- Administration:
 - Meetings:
 - Managers Meeting – September 18th - Mid-County Library – 1 to 3 pm
 - Managers Meeting – Mid-County Library – September 30th – 1:00 to 3:00 pm
 - CED PolyCom Meeting – 1 to 3 pm – September 23rd
 - Meeting with Karen Headlee – Displaced Agent from Lee County – September 24th – 2:30 pm
 - Review Workshop Schedule/Plan – Northshore and Harper Ave BMP Workshop - September 11th – 1 to 2 pm
 - Final Planning Meeting- Northshore – September 16th – 10 am
 - Extension Staff Meeting – September 19th – 3:00 pm – Extension Conference Room
 - East Port Campus Partners to discuss Facility Items – September 9th – 9 am
 - Programing:
 - Website Hits: 2,909 website page views – New Reporting System
 - Facebook© Page - Charlotte County Extension data:
 - 748 visits, 653 Likes
- UF/IFAS Governance:
 - Director was on Screening Committee for Palm Beach County Horticulture Agent position and rated 18 applications –
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. “Marine Fisheries Regulations and Management Workshop”, Charlotte County UF/IFAS Extension. 5 slides (lightning round).
- Extension Website:
 - Added new FMNP course offering and scholarship forms
- Facebook:
 - UF/IFAS Charlotte County Extension – added scallop restoration video and workshop announcement
- Field Work
 - 9/21 – Bay scallop larval release and monthly bay scallop recruitment monitoring
- Outreach Programs:
 - 9/10 – Marine Fisheries Regulations and Management Workshop for anglers at Cape Haze Marina
 - 9/11 – Marine Fisheries Regulations and Management Workshop for park rangers, resource mgrs., law enforcement officers, and marina personnel at Sarasota County Extension
- Site Visits:
 - King Fisher Fleet – Courtesy visit
 - Fishing Franks – Courtesy visit

- Meetings:
 - 9/4-5 – Florida Sea Grant Fisheries Extension Work Action Group Meeting – Palmetto
 - 9/23-26 – Annual Florida Sea Grant Extension Meeting – Cedar Key
- Other:
 - Considerable time invested in preparation for Fisheries Regulations and Management Workshops and bay scallop restoration activities
- 4-H Youth Development:
 - New 4-H Year Begins
 - September was the start of the new 4-H year. Most of the clubs had their first meetings and elected officers. New enrollment forms are being submitted and entered into the system.
 - 4-H Horse Club Fund Raiser
 - On September 21, the Manes 'N Reins Horse Club held an Open Horse Show at Carmalita Park in Punta Gorda. There were a lot of participants and the club raised close to \$800.
 - 4-H Photography Club
 - There is a new photography 4-H club. 4-H is teaming up with "Cameras for Kids," a non-profit that helps provide cameras for at-risk youth. The club is open to 14-18 year olds and will be meeting twice a month.
- Horticulture:
- Programing
- GI-BMP Training – September 12th – 8am to 3 pm
Charlotte County Extension held another Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on October 30th. Seven (7) participants increased their understanding of the local County Ordinance, as well as Turf, Irrigation, Landscape and Pesticide BMP's. After taking an end-of-class exam and receiving a 75% or higher score, each participant receives a Certificate of Completion showing that they are in compliance to properly apply fertilizer in Charlotte County. Stewardship, Partnership, Innovation
 - Northshore and Harper Ave BMP Workshop – I - 3 to 5 pm – a total of 7 residents in attendance - September 17th
 - Northshore and Harper Ave BMP Workshop – II - 6 to 8 pm - – a total of 5 residents in attendance - September 17th
 - "What is Bugging My Plants?" - Dr. Fred Santana – September 25th – 10 am to 12 noon – CEU's available – 7 in attendance including 2 Commercial Applicators
- Other Programing:
 - The Sun Home & Garden expo-type show for the Charlotte Harbor Center – September 14th – Booth – Kitchen Garden – Herb display and information featured.
 - Master Gardener Radio Program – September 24th – 10 to 11 am – WCCF – 1580 – Horticulture Agent and a Master Gardener Volunteer on the microphone for this show
 - East Port Campus/ Master Gardener Parking Lot Planting Bed Renovation Committee – Work began on a pilot project to renovate and install a Florida-Friendly Landscaping™ planting bed with rain barrels – September 27th.
- Meetings:
 - East Port Campus Parking Lot Renovation Meeting – September 20th – 2:30 to 3:30 pm
 - Master Gardener Advisory Committee PolyCom Meeting – September 30th – 9:30 to 11:30 am
- Florida Yards and Neighborhoods Outreach:
 - 9/12/13 – PC Garden Club "Blooms of SWFL" – 50 people in attendance.
 - 9/12/13 – BMP irrigation module – 6 in attendance
 - 9/17/13 – Landscaping along the water's edge, with CCU – 12 in attendance.
- 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 September 2nd – "Cover the ground with perennial peanut"

- Special Sun Article for Home and Garden Show Publication – September 14th - “Cause to take a pause”
- Newspaper Article for September 9th – “Rings around the yard”
- Newspaper Article for September 16th – “Cockroaches’ lookout – the ensign wasps are here!”
- Newspaper Article for September 23rd – “Wow – those berries are beautiful!”
- Newspaper Article for September 30th – “Cuban brown snails go crunch

Facilities, Construction and Management

- Projects:
 - Cape Haze Pioneer Trail: Cape Haze Pioneer Trail design request for letters of interest were sent to consultants. The consultants packages are due on August 14th. The packages will be reviewed and a selection made.
 - Parking Lot Repairs and Sealing: The construction pre-bid meeting was held for the parking lot repairs and sealing at four locations. The parking lot bid is for Mid County Library, Punta Gorda Library, Harold Avenue Recreation center and Englewood Annex. The bids are due on September 11th.
- Operations:
 - Energy Efficiency Program:
 - Siemens submitted their final energy audit report to Charlotte County on August 1st.
 - Electrical Solutions will begin retrofitting the Sheriffs Administration office with LED lighting this week. The work will be done in several offices, common areas and the 911 call center.
 - Capital Asset Management Study: Cannon Design and their team are performing inspections of several county buildings for the purpose of gathering information for the asset management project. They will be onsite performing inspections through October 10th.
 - Department of Homeland Security Assessment of the Justice Center: A Department of Homeland Security (DHS) assessment of the Justice Center was conducted on August 29th by DHS Officials from Tampa, Utah, and West Virginia. The purpose of the inspection was to examine physical security practices and systems currently in place at the Justice Center and provide options for consideration aimed at addressing all identified vulnerabilities. This DHS team is providing a follow-on assessment intended to compliment an earlier assessment conducted by the National Center for State Courts (NCSC) conducted back in June. The result of the DHS assessment are due in 90 days. The combined results of the two assessments are expected to provide a list of items - some that may need to be addressed immediately, and others that will require long range planning and significant capital expenditure. A recently formed Security Working Group at the Justice Center is expected to study all the options provided, and make recommendations for prioritization later this year.”
- Repair and Maintenance:
 - Sheriff’s Admin: Fire Suppression Project is in progress and 70% completed.
 - Family Services ADA Bathroom: is in progress and is 75% completed.
 - Bunk House Stabilization: is in progress and is 75% completed.
 - BCS Code Compliance Remodel: is in progress and is 95% completed.
 - Admin B Building Lower Roof Replacement: is in progress and is 95% completed.
 - Family Services HVAC Duct work replacement: is complete.
 - Mid County Library HVAC Test and Balance: is complete
 - Hathaway Park Dock rebuild: scheduled for November.
 - Jail Generator: The repairs to the jail generator were completed after a close lightning strike several days ago. This large generator with an engine big enough to power a railroad locomotive had severe damage to its control system and the wires feeding into the building. A temporary generator was installed to power a major portion of the jail in case the power failed. The mix of inmates and no lights is not a good idea at this facility. Parts were ordered, manufactured, and installed in as expedient manner as possible and now the facility is ready for any power outage that may come its way.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - Recruitment related activities and hiring processes
 - Completed Ambassador Program Workshops – 29 participants
 - Recruitment for Community Development Director
 - Participated in Fire/EMS Interviews
 - Partnered with Charlotte Technical Center implementing Job Shadow opportunities and offer Water & Wastewater Operator Training at CCU.
 - 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
 - Attended Records Refresher Class held by Fiscal
 - FMLA Processing
 - FMLA monthly report
 - Tasks associated with Employee of the Month
 - Legal Discussions
 - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related
 - Facilitated Orientations
 - Process Tuition Reimbursement Requests
 - Prepare orientation booklets
 - Provide Customer Service to employees
 - Produce Service Awards and letters to employees
 - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development
 - Halogen assistance for employees and Management
 - Held “Leadership.. The Critical Difference” class.
 - Monthly service awards
 - Continued efforts on New Hire Orientation project
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- The Human Services Department recently implemented some purchasing process changes for the Department’s food pantry which has resulted in more efficient and effective operations. Purchasing polices allow staff to issue a monthly open Purchase Order (PO) for food purchases (rather than a PO created for each purchase). This has resulted in less staff administrative time associated with food purchases. Secondly, staff worked with IT to obtain access to print online coupons that can be used for our food pantry purchases. Finally, the Department has established a partnership with Publix to purchase bulk food for the pantry. The Department is able to utilize coupons and published advertised specials (including the Buy One Get One Free discounts). Our first purchase under this new process was for \$3,051.72 in retail; however, utilizing the sale priced items and coupons, we paid \$2,315.64. Our total savings on this purchase was \$736.08! Additional savings are realized on each bulk food purchases.
- Transit’s Sunshine Ride program began a temporary shuttle service on September 3, 2013 which will run through October 4, 2013. The shuttle service is running Monday through Friday from the Englewood Health Center to the North Port Health Center four times a day from each location with the exception of Tuesdays when it runs 3 times a day from each location. The Englewood Health Center is no longer open as of Aug. 31 and this transportation service will help residents travel to and from the North Port Health Center where affordable health care is available. Due to limited usage, the shuttle will discontinue on October 4, 2013 as planned.

- On September 16, 2013 David Donohew, Charlotte County Veteran Services Officer, gave a presentation of VA benefits at the American Legion Post 113 to the Vietnam Veterans of America. In recognition for all his work for veterans in Charlotte County, David was then honored with a plaque that reads "Presented to David Donohew CCVSO "The Best Service Officer" by the Vietnam Veterans of America Chapter 1037.
- Neighborhood Accountability Board (NAB) Coordinator, Jack Sanzalone was invited to conduct a lecture on leadership in and out of the military as well as decision making processes for the Port Charlotte High School JROTC Program. The lecture included information on how getting arrested or put in a juvenile diversion program could affect future military service. The lecture took place on September 24, 2013.
- Additionally this month, NAB staff met with the Director of Student Services at Charlotte County Public Schools to learn about the Bullying Policy and with the School Resource Officers to encourage referrals to the civil citation program when appropriate.
- Family Services staff attended a seminar presented by Barry University on Assessing Families. The presentation was centered on solution-based focused perspective counseling.
- Transit and Fiscal Services participated in its second Triennial Review. This 2 full day review was conducted by the Federal Transit Administration (FTA) to determine if Charlotte County is in compliance in administering its FTA funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provision. FTA funds are received by Charlotte County to support the public Dial-a-Ride Program. FTA also reviewed management practices and program implementation. The full report is expected later in October which will include weaknesses, strengths, corrections, recommendations and best practices.
- Transit assisted Unity Medical Equipment and Supplies of Port Charlotte with proper securement of wheelchairs in passenger vehicles. Unity Medical wanted to make sure that their customers who purchase wheelchairs from them can be secured properly in passenger vehicles. Unity Medical came to Transit to observe Transit's wheelchair securement training device which is a simulation tool similar to the wheelchair securement equipment in Transit buses.
- Family Services Manager, Emily Lewis, presented Case Management techniques to the Food Connection group. The presentation highlighted current Charlotte County data related to food insecurity and poverty and also the pros and cons to providing case management.
- All Veteran Services Officers met with rep. from Cape Coral VA Clinic and received training on vocational rehabilitation for disabled veterans.
- Veteran Services also met with the veterans' community to discuss bringing a Vietnam Wall permanently to Charlotte County. Community project is entitled "The Vietnam Wall of South West Florida.
- Senior Choices of Southwest Florida (aka Area Agency on Aging) completed its annual on-site monitoring of case management services for area seniors. The Human Services Department receives annual grants from the Department of Elder Affairs to provide in-home services to frail seniors. No corrective action items were identified.
- On behalf of the Children's Services Council, staff finished preparing the Developmental Assets surveys for shipment to the Search Institute for analysis. The Developmental Assets committee plans to have community conversations to share the data in early 2014.
- On September 24, 2013, The Board of County Commissioners (BCC) approved the recommended policy and rate changes to the Department's Indigent Burial policy. This program is mandated by the State.
- Housing staff are working with Real Estate Services and Habitat for Humanity to convey the properties funded through the Neighborhood Stabilization Program for home ownership. Recommendations will be presented to the BCC in October.

- Human Services, United Way and the Community Foundation completed the much awaited 2013 Community Needs Assessment. Access to the study may be obtained through various links and the County website. Community presentations have already begun. The study will be presented to the BCC on October 8, 2013 at their regular meeting.

Public Safety

- Animal Control: nothing to report
- Emergency Management:
 - Emergency Planner Lynne Stickley coordinated the development of a class presented by The National Disaster Preparedness Training Center: Disaster Awareness for Senior Caregivers Course. This free training session was offered in either the morning or the afternoon at the Emergency Operations Center. There was no cost to the County and it allowed more than 60 individuals from as many as 40 organizations or governmental entities to benefit from attending. This valuable four-hour course focused on enhancing the caregiver's awareness of the vulnerability factors associated with senior citizens facing natural disaster situations
 - The Emergency Management staff attended the Region 6 meeting in Sebring which was attended by all 10 counties in Southwest Florida. Several outstanding presentations from the Salvation Army, National Weather Service and others highlighted the day-long meeting with over 40 attendees. These quarterly meetings are invaluable for coordination and collaboration between counties that face similar issues as they relate to emergency preparedness and response. Knowing each other both personally and professionally has served us well in the past and will do so in the future.
 - The initial meeting for the Salvation Army seasonal kettle campaign was held at Corps Headquarters in Port Charlotte, the first of a number of sessions to coordinate this massive effort to raise funds to support the less fortunate. This meeting in concert with the Community Advisory Board, allowed all parties to discuss the particulars before the final planning for the campaign which begins in early November. The new Corps Officers continue to impress and they are meshing well with the Board.
 - Director participated in a critical meeting with the Regional and State of Florida Disaster Directors, both new appointees, at the Southwest Chapter Headquarters in Sarasota. This vital two-hour meeting allowed us to discuss mass care concerns of not just Charlotte County but the entire region. We will soon know if the National Red Cross will be willing to embrace a proposal I've had on the drawing board for more than four years, allowing for a just-in-time approach for determining what facilities might be available for sheltering in an approaching hurricane. Those involved in this decision that would meet via webinar when a storm threatens, would include: The ARC, National Weather Service, National Hurricane Center, Florida Division of Emergency Management and local directors.
 - The Director, along with Sarasota Director Ed McCrane, teamed up for an hour-long appearance on WENG-AM radio in Englewood. Numerous callers inquired as to the bizarre hurricane season we are experiencing and wanted to know what we thought was happening. We explained that dry air and wind shear have been teaming up to inhibit storm formation, but that hurricane season doesn't end until November 30.
 - Also, Director hosted his monthly call-in show on WCCF-AM radio and his guest was Brian Jones, Manager of Animal Control for Charlotte County. We talked about animals and disaster, primarily focusing on large animal planning and how you can prepare your ranch or farm property to deal with a flood or storm event.
 - The Office began simultaneous CERT classes at dual locations on consecutive nights. One class is being held Mondays at the EOC, while the second is primarily comprised of Neighborhood Watch members and is at the Port Charlotte Beach Complex. Both classes have seen attendance of between 30-35 students. When classroom instruction has concluded, a joint practical exercise will be conducted on a Saturday morning at the Public Safety Building in Punta Gorda. Mitigation Planner Bill Van Helden has taken over coordination of CERT and has made these classes possible along with a CERT leadership team comprised entirely of volunteers.

- Fire: nothing to report

Public Works

- Nothing to report

Tourism

- Public Relations

- Charlotte County Tourist Development Council member Capt. Ralph Allen of King Fisher Fleet received three Excellence in Craft awards (first place) for his writing during the annual Florida Outdoor Writers Association conference held at Westgate River Ranch Resort last month (Aug. 20 – 24). Charlotte Harbor Visitor & Convention Bureau staff attended the conference to reinforce relationships with outdoor communicators and remind them about the Charlotte County's recreation and tourism offerings. The conference included an exhibitor showcase, craft improvement and story maker sessions and an awards banquet.
- County tourism staff attended the 46th Annual Florida Governor's Conference on Tourism in Orlando last week (Sept. 11 - 13) and met with publication representatives regarding advertising opportunities for Charlotte County. Staff also met with VISIT FLORIDA's Insiders, a group of online influencers who generate online content in the form of blog posts, video, and social media posts for the state's official tourism marketing corporation. Educational seminars highlighting current tourism marketing trends and VISIT FLORIDA's marketing initiatives were also attended.
- Maintained Twitter account by sharing local events and articles about the destination in addition to engaging Twitter followers. Beginning of September had 3,223 followers and at the end of the month had 3,263. Twitter is a way to share items in 140 characters or less and people who follow the account are specifically interested in what the Charlotte Harbor VCB account is posting (<http://twitter.com/chgiflorida>)
- Compiled a list of events and sent them to Prior Smith of Canada Calling. Through a marketing campaign he will broadcast select events on this show from November – April. He will then need a handful of destination ambassadors to provide sound bites for the show as well. Prior provided sample copy of what he will broadcast. A conference call was held with Lorah Steiner, Chip Futch and Jennifer Huber to discuss the copy and it was suggested to him to add information about accessibility from Niagara Falls, N.Y., and Plattsburgh, N.Y., into PGD (these destinations are Canadian border cities.)
- As the media landscape changes, destinations have additional outlets to share their marketing messages. For instance, VISIT FLORIDA has partnered with Google to map all 825 miles of Florida's beaches including Charlotte County's beaches. Trekkers are outfitted with a 40-pound backpack which has a blue-orb with 15 cameras. The purpose is to create panoramic views of every beach in the state similar to Google's Street View function and will show potential visitors the beauty of Charlotte County beaches. Embracing the new digital world, the Charlotte Harbor Visitor & Convention Bureau is working with more online influencers (those with online magazines, blogs, and active on social media channels as Twitter, Instagram, Facebook and YouTube) to share the County's tourism marketing message. For instance, the Bureau hosted five members of the media representing online magazines and blogs the end of July which has already resulted in a dozen articles online. Prior to the popularity of electronic publications, destinations had to wait anywhere from a month to two years for an article to be published.
- A synopsis of production from our Public Relations Agency is attached.

- Marketing and Web

- Our summer research program was completed in August and we will be receiving the report soon. The research looked, primarily at the market origin of our visitors. Preliminary results show Tampa/St. Petersburg as the strongest summer market for Charlotte County.
- We completed the development of our RFP for 2014 research in September. The research will look at why visitors chose Charlotte County over competitive destinations as well as market origin and expenditure patterns. We will also receive valuable qualitative feedback, e.g.; what visitors like and what they do not like about the destination. The research will help us better target our advertising as well as provide a better visitor experience.

- Chip Futch and Jerry Jones worked on and completed a video for Punta Gorda's "Best of the Road" submission for the Most Beautiful category. Although Punta Gorda did not win, it garnered the most votes in its category, the most overall votes and the most social media hits. The video had been viewed nearly 26,000 times on YouTube. So, it was a win for Punta Gorda in terms of the positive exposure the community received. We were also able to obtain some excellent footage of Punta Gorda that can be used for other projects.
- Chip Futch created a template for Sean Doherty to use when submitting a proposal for a sports event or meeting. The template is graphically appealing and the text within the template can be easily edited.
- Chip created a sub page for Punta Gorda on the VCB website with video and additional information about the area. He is working on a similar subpage for Englewood. Once our new web site is on line in 2014, there will be subpages and multiple videos for each area of the county.
- Chip worked with the VCB's ad agency on a design for the wrap of the VCB vehicle. The design features a tarpon on the hood of the car, kayaking on the passenger side and the beach on the driver's side. In the rear is a view of a walkway through mangroves in Ponce De Leon Park.
- The VCB purchased a "Go-Pro" which is a helmet based camera that will enable us to capture footage of biking, stand-up paddleboarding, kayaking or any other destination experience from a first-person "as you experience it" perspective.
- Sports
 - Conducted a site visit for the International Distance Skateboard Association to finalize and confirm plans to host an IDSA race in conjunction with the 2014 Hands Across the Harbor run/walk/bike event.
 - Collaborated with the Four Points by Sheraton to submit a proposal to host one of their 2014 Central Florida Meet & Greet meetings.
 - Finalized the list of planners the VCB and select partners will target as part of the Adopt A Meeting Planner Program.
 - Met with the Event Center staff to update and finalize the plans to utilize the remaining marketing and co-op dollars allotted by SMG to promote the facility to the meetings market.
 - Followed up with all meeting planners and travel professionals who attended the VCB's sales function at the Rays game at Tropicana Field
 - Sean Doherty functioned as the liaison for the VCB for the Super Boat race and has attended all of the joint committee chair meetings.
- Administration
 - Worked on a cooperative approach to the Brazil market. Held a conference call with the other SW Gulf Coast VCB's from Naples to Bradenton to discuss a joint marketing effort. Developed a draft of possible cooperative marketing initiatives to be discussed at a conference call in the 3rd week of October.
 - Worked with Punta Gorda on the development of the plan for the Best of the Road video as well as the social media push for the competition.
 - Worked with Chip Futch on the research RFQ.
 - Revised and submitted the RFQ for the printing of the Visitor Guide
 - Finalized arrangements for our visitor guides to be distributed at selected locations in Naples, Fort Myers and Cape Coral.
 - Worked with staff and the agency to develop a timeline for the development of the 2014 Visitor guide



Utilities

- Engineering Services:

- 854 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 48 Residential Service Availability Letters Prepared; 4 Commercial Service Availability Letters Prepared; 50 Residential Service Applications Processed; 475 CIP inspections; 110 Developer Inspections.

- Operations Division:

- Treatment Facilities:

- 220 preventative maintenance, 30 corrective and 9 emergency work orders were completed.
- 147 Residential cross-connection inspections, 3 reclaim site maintenance/repair work orders, and 7 backflow testing were completed.
- Burnt Store WTP: Staff replaced a 4" flow meter on Production Well #7. Completed five-year SWFWMD flow meter accuracy verification forms for all production wells.
- East Port WRF: Staff relocated the high level float inside the head works channel to alleviate false alarms caused by exceptionally high seasonal flows.
- Rotonda WRF: Staff completed emergency repairs to electrical circuit conductors which shorted out on the EQ tan actuator valve. Completed upgrading the pond level control panel at the Palms Reclaimed Water Distribution Station to improve operation.
- West Port WRF: Staff completed emergency repairs for FDEP required pH and chlorine analyzers damaged due to a lightning strike on 9/25.
- Eagle St Reclaimed Water Booster Station: Staff completed work with Data Flow Systems personnel to resolve an intermittent SCADA communication alarm.
- Wonderware Software Programs: Staff met with In-source Solutions and Integration Services representatives to evaluate upgrades to our systems.
- Four staff members attended CPR/First Aid/AED training in the month of September.
- Two applicants have been selected for the vacant Wastewater Operator positions. It is anticipated that they will start in October. One operator obtained his "B" wastewater license.

- Water Distribution:

- A new Instrumentation Tech started on 9/4.
- An offer for was made for hire of a new Chief Operator on 9/27.
- The #4 high service pump at Rotonda Booster was rebuilt and installed.
- All of the new Hersey large meters have been grounded to factory recommendations and the initial testing is looking positive.
- We had 12 new water service installations this month.
- Completed an in house rebuild of the Ingraham injection station.
- Completed an in house rebuild of the high service pump at Gulf Cove Booster.

- The generator company completed a thorough cleaning of the 2000 gallon diesel fuel tank at the Walenda booster. This should solve the emergency generator issues we have been experiencing.
- Boosters were inspected by the safety committee this month. The report had many favorable comments about improvements that have been made for each of the sites.

Wastewater Collection:

- Gravity/Force Mains: Installed 8 new LPS sewer services; repaired 1 emergency force main and repaired another force main section under a driveway which was excavated and replaced as a preventative maintenance prior to repairing the rest of the driveway; investigated 13 sewer backup calls which 2 were determined to be the CCU's responsibility and the remainder the homeowner's; 33 sewer valves were located and exercised; 8 sinkholes were investigated and determined to be damaged gravity sewer connections below and were excavated and repaired; VacCon cleaning of the Deep Creek sewer system continues daily – currently about 1/3 through the system.
- Lift Stations: 227 PM work orders were completed; 68 corrective work orders were completed; rehab/upgrade crew replaced discharge lines in L/S #846, repaired broken discharge lines in L/S #834, and started the in-house upgrade at L/S #845; the generator transfer switch was repaired at L/S #801 from a previous lightning strike.
- Low Pressure Sewer: Responded to 276 service calls; replaced 6 check valves at street; changed out 3 tanks; performed 18 upgrades; installed 1 mandatory connection. Mandatory connections are slow due to ground water, need de-watering equipment until the ground dries out.
- 3 employees attended MOT training.
- The Wastewater Collection group maintained flow to the sewer system and minimized interruption of services to customers during the recent 72 hour rain event which starting 9/23/13 and ended 9/26/13. In order to meet the demands from the extreme amount of inflow and infiltration staff was divided into three equal eight hour work schedules. This allowed staff to attend to all issues 24 hours a day until all issues were resolved. Each shift monitored the affected lift stations, low pressure sewer systems, and gravity systems. Staff removed the excess rain water with CCU's 4000 and 6000 gallon tankers with the assistance from the contracted tanker suppliers until the system was operating normally.
- Business Services:
 - Web Services: completion of screen designs and reporting phase of project. Vendor (Bill Trust) now working on the programming of the screen shots. Communication plan being developed. Anticipated roll out late fall, early winter.
 - Fixed Base Meter Installation: all of the 3,044 meters in Phase II of this project have been installed in the Deep Creek area. Large issue accuracy being addressed. Phase III roll out being planned.
 - Customer Service: total number of customers to the lobby was 682. FY 13 average number of monthly customers in lobby was 768.
 - Delinquencies: total delinquency revenue for the month was \$22,718. FY 13 total: \$837,764.
 - North Port: we processed 3678 payments; total revenue for September was \$719.01. Total FYTD revenue is \$9528 (39388 items processed).
 - Accounts Receivable: the accounts receivable over 90 days went from 49.86% in August to 48.7% in September. The accounts receivable within 30 days went from 44.14% in August to 45.49% in September. The average A/R for the year was 43.87 for current and 49.48 for over 90 days.
 - Electronic Bill payments: 52% of all CCU bills.
 - Banner Upgrade: a draft contract has been submitted for review, meeting with Ventyx to review and negotiate contract issues.
 - SharePoint: there are currently 121,080 files and 91,748 folders ready to be transferred to share point.
- Water Conservation & Public Outreach:
 - Conducted a work place safety inspection at the Golf Course and Rotonda Booster stations.
 - CCU web site was updated and conservation display at CCU was updated.

- Currently under Southwest Florida Water Management District's year-round water conservation measures (watering only 2 days a week).
- Human Resources:
 - Total positions: 200. Vacant positions: 2.
 - Actively recruiting for 2 positions: Operations Manager and Instrument & Control Technician.
 - Offers pending on 6 positions: 2 Maintenance Mechanics, 3 Plant Operators and 1 Chief Operator.
 - Year End Evaluation process on-going.
 - All Staff Employee Appreciation Luncheon September 20th.
 - Attended Job Fair at Charlotte Technical to promote Water/Wastewater Classes.
- PR/MRWSA Water Resources:
 - Withdrawals from the Peace River averaged 30.01 MGD in September, with 22.20 MGD of water going to customers on an average day and the balance to the Reservoirs and ASR system. As of the end of the month there was 9.32 BG of water in storage.
 - The Authority Board met on Sept 3rd and adopted the budget for FY2014. Additionally, they approved an Agreement and work order on behalf of the Integrated Regional Water Supply 2006 Master Plan Update and a new Water Systems Interconnect and Water Transfer Contract with the City of Punta Gorda.
 - Administrators and Attorneys met to discuss various methodologies for assigning the 1991 PRF Rebuild cost allocation.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The monthly construction meeting for September was cancelled due to a scheduling conflict. The drilling subcontractor hit rock while attempting the 18" HDPE directional bore along the SR 776 east bound lane. The Contractor proposed to drill the pipe 20-30 feet deep in order to prevent damage to the existing 12 inch water main that could result from the heaving of rock during the bore process. CCU has elected to explore other options before agreeing to the Contractor's proposal. The Contractor installed the 16" RCM and 20" FM along Cattle Dock Point Road from the 30 foot easement to the intersection with SR 776. The FDEP issued their approval to place the SR 776 Force Main from Kerrigan Circle to Biscayne Drive into operation on September 16th. The force main is now in operation and collects waste water from the El Jobean Resort Development and from homes connected to the Sturkie LPS system and pumps it to a lift station located on Murdock Circle.
 - *Pumping Station (Stage 2):* Work continued on the site installing above ground ductile iron pipe and valves. Installation of the 16" PVC reclaimed water main across the front of the pumping station was started and is approximately 90% complete. The telemetry system and data logger were delivered to the site and are being stored until they are installed. Fabrication of the pump skid continues. Notice was provided that the VFD's for the pumps were not being delivered until Mid-November which will delay the delivery of the pump skid.
 - *Storage Pond (Stage 3):* This project was completed in Mid-August.
- East Port WRF Expansion:
 - Awaiting 90% plan submittal for East Port WRF Stages 3 through 5 expansion in October.
- North Shore & Harper WW MSBU:
 - Archeological survey report under review; final to be forwarded to Charlotte County Historical Society for their files.
 - Two surface water sampling events occurred, awaiting analytical results.
 - Monitoring equipment has been installed for surface water samples. Monitoring wells to be installed in September. First quarter monitoring well samples to be collected in October.
 - Plans to be submitted for FDEP permits in November.
 - Workshop completed in September for the residents in conjunction with UF/IFAS to relay project status and provide educational opportunity as described in grant contract.
- Harbor View Rd Gravity Sewer:
 - Construction is underway.
- El Jobean Wastewater Expansion LPS Main:
 - FDEP approved and in operation.