

Charlotte County
Board of County Commissioners
Staff Report
October 2013

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support
- Human Services and Transit Grants
 - The final quarterly report for the 2013 Edward Byrne Memorial Grant from the Florida Department of Law Enforcement was submitted. This will closeout these grants except for the program generated income received from the Enhanced Drug Testing Program.
 - The final quarterly report for the 2012 Edward Byrne Memorial Grant from the Department of Justice has been submitted and the closeout will be submitted in November. This is a combination grant between the Charlotte County Sheriff's Office, the Punta Gorda Police Department, Human Services and Court Administration.
 - A partial drawdown was made on the 2011 Edward Byrne Memorial Grant from the Department of Justice finishing up the Human Services portion of this grant. The balance on this grant is for Court Administration.
 - The final quarterly report was submitted for the 2010 American Recovery Act-Justice Assistance Grant with the Florida Department of Law Enforcement.
 - The monthly Human Services reports for the Senior Grants consisting of Community Care for the Elderly, Alzheimer's Disease Initiative, Home Care for the Elderly and the Older Americans Act was submitted on October 8th for the month of September. These are reimbursement grants and a total of \$51,887.16 was invoiced for September expenses.
 - Two staff members attended the Senior Choice's Lead Agency Forum in Fort Myers representing Charlotte County. Charlotte County is the Lead Agency for the Human Services Senior Grants. The Forum was to update the Lead Agencies in the changes that are coming for the Home Care for the Elderly Program and the Community Care for the Elderly Program. It was also to discuss Medicare changes and the possible effects of the Federal Government shutdown and Sequestration Cuts to our Senior Grants.
 - Three staff members were present at the Annual Senior Services Vendor Meeting held at the Human Services Building on Loveland. The meeting was to update the vendors on Charlotte County's Human Services procedures and Fiscal was there to explain the invoicing and billing procedures. The Department and Fiscal Services answered questions and offered assistance to all the new and returning Senior Service vendors and providers.
 - Staff participated in a webinar sponsored by The Florida Housing Coalition on 10/3/2013. The webinar focused on meeting the Special Needs Assistance requirement with FY13/14 SHIP funds. The webinar also covered the tracking and reporting of FY13/14 SHIP funds.
 - Grants staff worked on FY13 Year End closeout for a total of 46 grants including Housing Grants, Transit Grants, ARRA Grants, JAG Grants, Human Services Grants and other various grants. The close-out process includes reconciliations, journal entries, project adjustments and reporting.
 - Completed Quarterly Housing Management Report for July – September 2013. Report was submitted to Bob Hebert and Kelly Studenwalt. Report will be distributed to the Affordable Housing Advisory Committee and reviewed at their next quarterly meeting.
 - Five Transit grants were invoiced for the previous year's expenditures for a total of \$484,201 in reimbursements. The five grants were Service Development Grant (\$62,094), Job Access Reverse Commute or JARC (\$35,063), New Freedom (\$17,500), Rural (\$66,697) and the State Block grant (\$302,307).
 - A Dispatcher wage/ time analysis was done for upcoming Transit reorganization.
 - Participated in the webinar "Federal Healthcare Reform and Implications for Public Transit". Webinar was attended in response to Medicaid expansion in the public sector due to the changes

put forth in the Affordable Care Act. The webinar provided information to facilitate decision making in regards to future needs and funding.

- Staff prepared for and attended a BCC workshop for Transit-related items including the Latent Demand Study and the 10 year Transit Development Plan (TDP) Major Revision Kickoff. The new TDP will provide a broad scope of transit planning for Administration and Transit to follow in the years to come.
- Road Grants:
 - Received \$133,262.54
 - \$73,762.54 from the City of North Port for their share of paving on Hillsborough Ave.
 - 59,500.00 from the City of Punta Gorda for Traffic Signal Maintenance
 - Invoiced - \$59,500 to the City of Punta Gorda for traffic signal maintenance
- Public Safety Grants:
 - Received \$4,793.15
 - \$2,181.00 from the State of FL for 211 Summer Food Program
 - \$1,891.64 from the State of FL for Hazardous Material Equipment grant
 - \$ 720.51 from the Charlotte County School Board for radio repairs
 - Invoiced \$53,086.34
 - \$2,181.00 to the State of FL for 211 Summer Food Program
 - \$4,266.36 to State of FL for Hazardous Material Equipment grant
 - \$25,221.94 to State of FL for Emergency Management Preparation Assistance labor
 - \$19,122.04 to the State of FL for Emergency Management Preparation Assistance operating expenses
 - \$2,295.00 to the State of FL Emergency Management Marine Exercise
- Adult Drug Court Grants
 - None
- Criminal Justice Reinvestment Grant
 - None
- Community Services Grants
 - Compiled information for 2nd request from State Division of Library & Information Services as related to State Aid to Libraries Grant. (MCRL space usage issues).
- Operating And Accounting Support
 - Compiled historical analysis & return on investment for parking meter revenues (by month & meter) in response to call tracker request for information.
 - Attended Webinar in Finance, 'independent contractor dilemma 1099 vs. W2' issue to understand IRS regulations for independent contractors.
 - Prepared QE 9/30/13 reconciliation for MPO grants
 - Reviewed cash handling procedures with BCS management
 - Prepared QE 9/30/13 reconciliations for ROW bonds, Landscape bonds and Utility Inspection deposits
 - Prepared and submitted QE 9/30/13 Permit Surcharge Reports
 - Completed the year end closeouts required for Finance and sent the required statistics for Utilities assets.
 - Continued involvement in the proposed Vacant Lot Assessment MSBU for CCU.
 - Staff wrapped up the last billing for the SWFWMD Reclaimed Water Phase 2. The grant total amounted for 1.4M over the year.
 - 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
 - FY13/14 - \$0
 - Reviewed, corrected and billed work orders for September 2013, year-end deadline met.

- Processed all payments for FY 13 materials and/or services to close out all open PO's. Processed change orders for additional cleaning and grounds maintenance services. Processed purple rods for contract renewals for HVAC Contractor, NFPA Testing and Inspection, Generator Maintenance, Test & Balance HVAC Systems, Roof Repairs, Security Services, Electrical Contractor, HVAC filters, and Chiller-Hydronic Water Treatment.
- Charlotte Harbor Super Boat Grand Prix (CHSBGP) – \$250,000 Contract for Services between the BCC and CHSBGP for the Super Boat Grand Prix boat races in Charlotte County from April 11 - 13, 2014 and from April 10 – 12, 2015, has drawn down through October 30, 2013 a total of \$63,000 in Funds with a remaining unencumbered balance of \$107,000. There is a restriction on \$80,000 of the \$250,000 for payment of 2015 sanctioning fees that will be paid in FY14.
 - FY12/13 - \$63,000
 - May 13, 2013 - \$10,000
 - May 15, 2013 - \$8,000
 - June 7, 2013 - \$20,125
 - July 2, 2013 - \$14,875
 - October 11, 2013 - \$10,000
 - October 23, 2013 draw request for \$30,000 submitted for work completed as of 9/1/2013. Currently pending additional substantiation.
 - Quarterly/Year End Adjustments compiled. Will be going to Board on November 12, 2013.
 - CIP Ordinance adopted at October 22, 2013 Board Meeting.
- Analytical Support
 - Sports Park Utility Billing – Collecting data from the exports and updating tables.
- Work performed to improve processes and efficiencies for Fiscal Services Division:
 - None

I.T.

- October Accomplishments:
 - Charlotte County Information Technology to advise on IT Program at Charlotte Technical Center - Ray Desjardins, Sr. Division Manager for Information Technology has been asked to serve on an advisory committee for IT program for Charlotte Technical Center. CTC is putting together a group of local IT professionals to assist in developing programs to address the technology needs of Charlotte County. Ray currently serves on IT advisory committees for Southwest Florida College and FGCU in addition to the Charlotte Technical Center.
 - Animal Control SharePoint Migration - The migration of Animal Control's SharePoint site from version 2007 to 2010 was successfully completed. This migration improved the speed and accuracy of searches within the site as well as allows the IT department to start the decommissioning of 3 servers, minimizing the support footprint for the group.
 - New FLGISA SW District Director - Ray Desjardins, IT Sr. Division Manager, has been asked to serve as the Southwest District Director of the Florida Local Government Information Systems Association (FLGISA). The state is divided into 6 districts and the SW District comprises 10 Counties. The district director serves on the board of directors and coordinates activities at the local level including semiannual meetings at the district level.

- October Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
Count	○ 153,401	○ 125,078	○ 110	○ 2,996	○ 281,585
%	○ 54.5	○ 44.4	○ 0.0	○ 1.1	○ 100.0

- October Outage Statistics:

- 3 - Incidents
- Total Down Time – 7hrs.
- Average time per Incident – 2hrs. 20 minutes
- System availability was 99.059%

- October Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 183
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 203
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 440
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 443
 - Change Controls Last Month – (internal configuration changes to server and network) = 8
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 589

Purchasing

- Work Orders due and received:
 - 14-020 Landscape Architect Service – Kings Highway / I-75
 - 14-017 Fordham Waterway Design Water Control Structure
 - 14-027 Landfill Gas Collection / Wellfield Monthly Monitoring
 - 14-026 Annual Landfill Life Estimate
 - 14-028 EPA Greenhouse Gas Emissions
 - 14-029 Landfill – Title V Compliance Reports
 - 14-052 Landfill Semi-Annual Water Quality
 - 14-058 Commercial Yard Waste Processing Facility Design
 - 14-047 Harbour Heights Maintenance Dredge
 - 14-064 South Gulf Cove Pathway Design
 - 14-066 Sidewalk Design – South Burnt Store
- Quotes due and received:
 - 14-018 Remove and Replace Septic Tank & Drain Field
- Pre-submittal meetings held:
 - 13-430 Tourism Research Consultant
- Shortlist meetings held:
 - 13-417 Sidewalks – Rotonda Blvd East and North
 - 13-423 Landscape & Irrigation Renovations Mid County Library
 - 14-023 Security Alarm Monitoring & Repair – Annual
 - 14-040 Sale of County Owned Properties
- Bid openings held:
 - 13-417 Sidewalks – Rotonda Blvd East and North
 - 13-423 Landscape & Irrigation Renovations Mid County Library
 - 14-023 Security Alarm Monitoring & Repair – Annual
 - 14-040 Sale of County Owned Properties
- Pre-bid meetings held:
 - 13-426 Burnt Store Road Phase III
 - 14-023 Security Alarm Monitoring & Repair – Annual
 - 13-366 Tree & Brush Power Shearing – 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 were unable to reach a tentative agreement on a potential site. We are now seeking an alternate site to be acquired using available Federal grant funds.
- 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.
- 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 have received an opinion of value by an independent appraiser and we will be making a recommendation on a sale to FDOT. Any proposed sale to FDOT would be subject to the review and approval of the BCC.
- Cheney Brothers Easements– We are assisting Cheney Brothers as they seek water and power lines over the current County Jail site to service their distribution center.
- Midway Project – Temporary Rights of Entry – We have BCC approval to proceed with voluntary acquisitions. To date, we have obtained approximately 52% of the 190 Temporary Rights of Entry (TRE) needed for this project. We have also started the process of acquiring the corner cuts needed for this project.
- Burnt Store Road Phase II – We are working with Legal and Engineering staff to determine if we can obtain land needed for the future widening of Burnt Store Road Phase II 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 – We have started the appraisal process for this project.
- 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.
- 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 to process later this month.
- Customer Satisfaction Surveys – Our surveys continue to show an “excellent” customer rating from our customers.
- Charlotte County Utilities – We are assisting our Utilities Department with two projects.
- The first involves obtaining an easement along SR 776 (aka McCall Road) from a private land owner to allow for the installation of a water line (reuse water project).
- The second involves purchasing single family lots related to the Spring Lake sewer project.
- Charlotte Harbor – Bayshore Live Oaks Park – We are working with our Community Services Department to consider purchasing vacant lots in the vicinity of Bayshore Live Oaks Park to provide for additional public parking in the area. Any proposed acquisition would be subject to the approval of the Board of County Commissioners.

Community Development

- The Building Division:
 - Permitting activity is still consistently higher and matches a similar regional trend. The department is also hearing of the same trend from the industry and is working to ensure service levels are not impacted by an increasing level of demand.
- Permitting Ombudsman
 - A position of Permitting Ombudsman, recently approved by the Board of County Commissioners was filled this month and the successful applicant, Don Jascomb, has started working in the department. This new position is tasked with facilitating and resolving issues that our customers may have and acting as a customer advocate for those interacting with Community Development. Don comes to us with a wealth of experience among which is a long career as the Development Director for Gwinnett County GA. He is speeding his first few weeks learning the various aspects of the department and meeting with some of the stakeholders along with taking charge of some customer issues

Item	Total FY2013	Oct-12	Oct-13	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	13	44	13	44
Multi Family Permits Issued	2	0	0	0	0
Commercial Permits Issued	37	1	3	1	3
All Other Permits Issued	15875	1383	1304	1383	1304
Customers Served	26629	2584	2490	2584	2490
Inspections	43341	3826	4750	3826	4750
Permitting Revenue	\$ 2,385,421	\$ 179,747	\$ 217,277	\$ 179,747	\$ 217,277
Permitting Expenditure	\$ 2,075,903	\$ 71,221	\$ 95,605	\$ 71,221	\$ 95,605
Code Enforcement Revenue	\$ 910,101	\$ 67,215	\$ 114,676	\$ 67,215	\$ 114,676
Code Enforcement Expenditure	\$ 1,579,465	\$ 66,137	\$ 74,121	\$ 66,137	\$ 74,121
New Complaints Received	1447	189	128	189	128
Code Cases Initiated	2861	274	263	274	263
CEB Cases Heard	719	73	18	73	18
Citations Issued \$ Amount	\$ 115,500	\$ 11,000	\$ 17,500	\$ 11,000	\$ 17,500
New Contractor Licenses Issued	16	1	3	1	3
Contractor Licenses Revoked	15	2	1	2	1

- Floodplain
 - As a follow-up on the NFIP Reform Act of 2012, a Homeowners Flood Insurance Affordability Act has been introduced in both the Senate and House to attempt to delay the impact of some of the increases introduced through the 2012 legislation.
- Code Enforcement
 - Staff are seeing a slight reduction in the gross complaints filed but are seeing a corresponding increase in general complaints normally associated with the increased population at this time of year.
- 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 would like to bring the amendments to the Planning and Zoning Board in January.
 - Manasota Sandpiper Key Architectural Review Committee
 - The committee met on October 2nd and October 16th. The following projects were presented to ARC.
 - 1960 Beach Rd. – sign
 - Comments: approval granted

- 33 Pearl Street – house remodel
 - Comments: approval granted
- 2065 N. Beach Rd. – future remodel for a coffee shop
 - Comments: no action taken – informational only
- 2045 N. Beach Rd. – Lock n Key – canopy (2nd review)
 - Comments: approval granted
- Little Gasparilla Island Community Plan
 - The committee met on October 11, 2013. The discussion revolved around the illegal docks issue on the islands and how the Dock Committee is moving forward to resolve it. Apparently the suggestion from the state was to submit a special local bill to grandfather in existing docks. Mr. Ty Harris was present to hear this information and made mention of the Manatee Protection Plan and how these two documents may conflict. Staff will be looking at both the bill and the plan to see how they would interact.
- Grove City Community Plan
 - The committee has cancelled the October and November meetings. The next meeting will be tentative in December, 2013.
- Babcock Ranch
 - The Notices of Proposed Change for the Master DO and Increment 1 will be moving forward to the December 9 P&Z and January BCC meetings. The DEO has sent a Letter of No Objection after negotiating acceptable language 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 will continue meeting intermittently for the next 6 months.
- 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 October 2013:
- Bicycle and Pedestrian Master Plan: Met with the Commissioner Bill Truex on the conversion of 4-lane boulevards to 2-lane boulevards with a bicycle lane and also discussed with the MPO staff and FDOT staff on the funding scenario for the proposed restriping of Rotonda Boulevards.
- Site Plans, Zoning Exceptions and Traffic Study Reviews: During the month of October, the following applications were reviewed from transportation perspective:
 - DRC-P-13-12 – Mattress Firm – Port Charlotte
 - DRC-P-13-13 – Spradlin Office Building
 - DRC-F-13-10 – Florida Tracks and Trails – Phase I
 - DRC-DSRB-P-13-01– Long-Horn Steakhouse
- Meetings and Field Visits: The following meetings and sites visits were attended/made during the month of October:
 - Attended multiple meeting with MPO staff on the funding options for various projects in the County
 - Attended Rotonda Sands MSBU committee meeting to discuss various signage and speed related issues in their neighborhood
 - Attended Northwest Port Charlotte S&D Advisory Committee meeting to address their concerns about the hidden roads next to the bridges in their neighborhoods and recommended signage to warn the traffic on the roadways
 - Made multiple filed visits all over the County to address the speed limits issues along with the safety concerns raised by the citizens.

- Met with commissioners to update them on the new transportation impact fees study draft results prepared by the consultant.
- Met with the developer and their team members on the proposed KIA car dealership site on US 41 along with County staff members.
- Internal discussions on harbor Boulevard design cost to communicate with the selected consultant.
- Attended multiple pre-project conference meetings with the consultant staff for various projects before they submit their site plans for review.
- Site Plan Approval
 - The County received 5 petitions:
 - 2 were Preliminary – both approved
 - 1 was Prel. in DSRB (Murdock DRI) - approved
 - 1 was a Major Modification - approved
 - 1 was a Final - approved
- Board of Zoning Appeals
 - The Board of Zoning Appeals did not meet in October.
- Planning and Zoning Board:
 - The Planning and Zoning Board met on October 21. The only item they heard was a preliminary plat extension request, petition #PP-07-05-09. The extension was granted.
- Board of County Commissioners Land Use
 - The Board of County Commissioners approved the following petitions on October 22, 2013.
 - 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-13-07-10:
 - 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.
- 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.
 - All five bridge slope pavements are complete, however a change order is in process to add an additional four (4) slope pavements to this contract that need to be replaced. A Change Order is projected to go before the Board for review/approval November 26, 2013.
 - Buena Vista Waterway Maintenance Dredging – The Buena Vista Grassy Point Waterway MSBU committee requested a survey of the access channels. Based on data collected, the committee wishes to seek engineering design and permitting for dredging of access channels. Construction is dependent upon the outcome of the engineering services contract. 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 has placed that sand at the Charlotte County Beach Complex to restore the eroded beach. They have finished dredging and hauling material from the Gardner and Beeney Waterway Access Channels and will be working in the Elkcam Waterway next.
- 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.
- Construction will begin November 18, 2013. The contractor will begin with the construction of a temporary road and a temporary bridge in order to divert traffic for the demolition of the old bridge.
- Northwest Port Charlotte Exterior Channel Dredging – This project will facilitate safe navigation by providing new access channels into the waterway system and connecting them to the Myakka River navigation channel.
- The contractor is currently dredging the main access channel and the Cheshire/Apollo connector channels. Heavy rain conditions over the summer delayed progress; staff is seeking to extend the temporary closure of shellfish harvesting within the construction area to facilitate progress.
- 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.
- Construction began October 7, 2013 with the installation of silt fencing and base material. They began pouring concrete the week of October 21, 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.

- The trees have been planted and are being maintained. The decorative lighting foundations and bases are currently being installed and the poles are being delivered to the project site the week of November 4, 2013. The projected completion date is 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. Project is approximately 65% complete.
- 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. Sidewalk construction is progressing on schedule; several hundred feet of sidewalk have been poured.
- 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 contract is currently advertised for bid. The Pre-Bid Meeting took place on October 11, 2013, with Bid Opening scheduled November 6, 2013 at 2:00 p.m. in the Charlotte County Purchasing Department.
 - 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 was held 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 late 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 have been reviewed by staff and are currently under review by the design engineer. Specifications are projected to be in the Purchasing Department for final review and bid solicitation the week of November 4, 2013.
- GPC Bridge Rehab – Sheehan Blvd Over Yale Waterway – This project will rehabilitate the existing Bridge on Sheehan Boulevard over the Yale Waterway. The existing Bridge was built in 1968 therefore the Bridge deck and rails are substandard. Sales Tax Funds will supplement MSBU Funds allowing for the inclusion of sidewalks on both sides of the Bridge. The rehabilitation will widen the structure to accommodate sidewalks, replace the bridge deck and install a barrier wall.
- 90% design plans have been received and 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. 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 construction and landscape plans are 100% complete and have been sent to Charlotte County Utilities (CCU) to be included in their construction plans. It is anticipated that CCU will have construction ready plans delivered to the Purchasing Department in November 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.
- The scope and fee negotiation for Harbor Boulevard Phase 2 is complete and is scheduled to go before the Board of County Commissioners for approval on November 12, 2014.
- 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 was presented to the Board on October 22, 2013 that will reduce the contract amount and provide for intersection turn lane/pedestrian safety improvements.
- Phase 2 - Cape Haze Dr. to Boca Grande Causeway – The 60% design plans are in progress and are expected to be available for review by the end of October, 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 – Bids were opened October 9, 2013. Community Development staff reviewed the bids and the apparent lowest responsive bidder was Owen-Ames-Kimball Company. A meeting is being held with the MSBU to discuss line item costs and if they are agreeable the construction contract will go before the BCC for approval in November 2013.
- West – We are working to finalize a plan that will reduce/eliminate utility conflicts resulting in reduced cost for the sidewalk construction. We have instructed the design engineer to send the updated plans to the various utilities for them to review. This project is on hold until we speak with the MSBU to determine how they wish to fund the remainder of the project given the current budget.
- Sales Tax Year Two (Gulf Stream) Sidewalks – This sidewalk will be installed beginning from an existing sidewalk on Gulfstream Boulevard at Snow Drive continuing to Sea Mist Drive. The design includes a connection to a new 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 as soon as an inspector becomes available.
- Sales Tax Year Two (Sheehan) Sidewalks – This sidewalk will be installed from an existing sidewalk on Peachland Boulevard to an existing sidewalk on Noble Terrace. This design will include a connection to a recently constructed sidewalk at Alton Road. We are working with Charlotte County Utilities to include water facility improvements in conjunction with this sidewalk project. Pedestrian facilities will be added to the Bridge on Sheehan Boulevard.
- The construction start date is pending Engineering Inspector availability and will be the next project to enter the bid process as soon as an inspector becomes available.

- Sales Tax Year Three (CR 74) Sidewalks – This sidewalk will be installed on County Road 74 from US 17 to Westminster Street in the Charlotte Ranchettes. Design includes a connection to a recently constructed sidewalk at US 17.
- We received the SWFWMD permit for this project and 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 inspector availability.
- Sales Tax Year Three (Oceanspray) Sidewalks – This sidewalk will be installed on Oceanspray Boulevard from Sunnybrook Boulevard to Gulfstream Boulevard. This design includes a crossing at Spinnaker Boulevard and is an integral part of a network of sidewalks planned for the Englewood East / Rotonda Area.
- The construction start date is pending Engineering Inspector availability and is next in line to enter the bid process for West County as soon as an inspector becomes available.
- Sales Tax Year Three (Riverside Drive) Sidewalks – This sidewalk will be installed on Riverside Drive from Marlympia to Cleveland Drive. Design includes a connection to a recently constructed sidewalk on Florida Street. The design engineer completed and delivered 30% plans for staff to review on August 2, 2013. This project will not be constructed until an Engineering Inspector becomes available.
- 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.
- A preconstruction meeting was held October 9, 2013. During this meeting a Notice to Proceed was established for January 6, 2014. We continue negotiations on the 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; permitting is anticipated to be completed by January 2014.
 - Rock was found to be within the dredge path that would require dedicated equipment, however recent changes in FDEP rules allow for an alignment shift to avoid the rock. The Waterway Committee requested that we move forward with a maintenance dredge to the existing permitted depth of -5MLW. The bid package is being assembled.
 - Harbor Heights Waterway Maintenance Dredging - This project consists of maintenance dredging existing man-made canals and access channels to their permitted conditions to restore safe navigation within the waterway system.

- A request was initiated to retain engineering services to permit, survey and provide construction related services for minor shoaling within the Harbor Heights Waterway System. Submittals from the potential engineering firms are under staff review for final selection of a consultant who will facilitate the permitting and construction management of this project.
- 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.
- An FDEP permit has been issued, however the ACOE permit is still pending due to the recent Federal Government furlough. The consultant and County staff have both been in contact with ACOE to try to resolve the permitting delays. The bid package is in the Purchasing Department undergoing final review in preparation for bid solicitation.
- 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 was held with CCU to determine if dredged material could be placed at the West Port Treatment Plant. The West Port Treatment Plant refused the material due to timing and activities at the plant. Alternatives are being sought to minimize cost.
- Stump Pass Monitoring & Maintenance Dredging – This project provides for continued monitoring, as required by permitting, for dredging Stump Pass that re-established the 1980 channel alignment and provided for re-nourishment of critically eroded beaches. Maintenance dredging of Stump Pass and beach re-nourishment will be conducted approximately every three years. An engineered structure will be installed at Stump Pass to improve program performance. In the permitting process, an Adaptive Management Plan Strategy will be employed to provide options for modifications to structure(s) placed with initial construction or installation of additional structures in the future in response to beach and inlet management activities and storm erosion impacts.
- Easements associated with the project are being re-established. The BCC approved the continuation of the project and a flexible permit application is in process to manage Stump Pass and the neighboring beaches into the future. Coastal Engineering is in the process of concluding the data analysis and compiling the permit application. A pre-application meeting with FDEP will be held October 31, 2013 to streamline the permitting process by narrowing the focus of efforts.
- 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.
 - The construction bid package for the SUN 3.65 is in the Purchasing Department in preparation for bid solicitation. Construction of SUN 3.65 is anticipated to begin in early 2014. Construction for FOR 5.11 and NIA 5.72 is anticipated to begin in the fall of 2014 contingent upon on funding.
 - 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.
 - The 60% design plans were submitted for review on September 10, 2013, a pre-application meeting was held with the water district on September 19, 2013 and the permit application was

submitted on September 30, 2013. A change order for \$11,610.00 was approved allowing the design engineer to produce a full construction bid package and construction phase services. Originally, this project was going to be constructed in-house, but a decision was made to place this construction project out to bid.

- 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 was completed and forwarded to the design engineer. Design is projected to be completed in November 2013 with construction estimated to begin in the spring 2014.
- US 41 Storm Structures – This project involves engineering and permitting for the directional drilling of culverts under US 41 at the Fordham, Elkcam, and Pompano Waterways, replacement of culverts at the North and South US 41 Access Roads, within the Pompano Waterway, replacement of a stand-alone weir across the Elkcam Waterway, north of the US 41 Access Road, and replacement of a stand-alone weir across the Fordham Waterway, north of the US 41 Access Road.
- The BCC awarded the construction contract to ZEP Construction on September 24, 2013. Notice to Proceed is scheduled for November 18, 2013. Construction will begin on Elmira Boulevard at the Pompano Waterway, replacing the existing drainage pipe, before moving to US 41 at the Pompano Waterway.
- Lighting Projects - Charlotte County CIP Projects:
 - Burnt Store Lakes (South Burnt Store Lighting & Landscaping – MSBU) - This project was 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) Final timings have been received, reviewed, and submitted to FDOT for approval before submitting to Seminole Gulf Railroad.
 - Edgewater Phase Two – Awaiting FPL review for utility relocation, installation of lift stations, and final plans.
 - 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 – FPL has energized the load center for the roadway lighting and we are monitoring progress as completion nears.
 - Sunnybrook Boulevard Sidewalk Project – lighting inspection began and is underway.
- Lighting Projects – Departmental Projects (June 13-July 15, 2013):
 - Fiber optic maintenance conducted in all traffic signal cabinets; jumpers have been replaced, fiber cleaned and wicks checked for optimum operation.
 - Repaired 53 none functional roadway lights at various locations throughout the County.
 - Two staff members were trained and certified in FDOT Intermediate Maintenance of Traffic operations.
 - Improvements inspected for Placida/San Casa (Dollar General Store). Final punch list issued.
 - Installed temporary radar detection to replace a bad loop detector at US41/Hancock Avenue.
 - Traffic signal preventative maintenance was performed at the following locations:
 - SR 776/Spinnaker Boulevard
 - US 41 NB/Tuckers Grade
 - Replaced two defective/damaged Coho incident management cameras with two Bosch incident management cameras at Jones Loop / I-75 NB ramp and US17 / I-75 SB ramp.
 - Replaced damaged illuminated street name signs at US17/Bermont Road.
 - Replaced video detection camera at US 41/Murdock Circle.

- Repaired IT conduit on Cattedock Road hit by contractor who was installing sewer main.
- Installed and energized a load center on SR 776 for the *Center for Site* project.
- Reinstalled a street light pole damaged in a motor vehicle accident on Edgewater Drive just west of the Cousley Drive Bridge.
- Prepped area adjacent to Lighting District Admin building for installation of truck port.
- Locates Performed:
 - 218 requests for underground utility locates were received, generating 85 tickets for locates.
- Trouble Calls:
 - 10 trouble calls received, responded to and problems of various natures resolved.
- Lighting Projects – FDOT Projects (June 13 – July 15, 2013):
 - Charlotte County’s fiber optic cable has been relocated as part of the project.
- 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 currently in the Purchasing Department in preparation for bid solicitation. Bids are expected to be due in mid-December.
 - 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.
- The MSBU Committee met with County staff on September 4, 2013 and approved the plans and specifications as submitted. Bid documents are currently in the Purchasing Department in preparation for bid solicitation. Bids are expected to be due in mid-December.
- 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 the Southwest Florida Water Management District's request for additional information are being submitted this week. The additional pond depth created by the water level control structure will also be credited towards the required treatment of the Midway Blvd. Phase II project, saving approximately \$500,000 by the elimination of 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.
 - All paving for this contract is complete. The restoration process was delayed due the extremely wet conditions over the summer but should be completed by the end of November. Approximately 159,547 tons of asphalt was placed in Greater Port Charlotte, Burnt Store Village, Tropical Gulf Acres, Deep Creek, Murdock Village, Punta Gorda Non-Urban, and Road and Bridge MSBU Districts.
 - 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 and restoration has resumed in Gulf Cove; extremely wet conditions over the summer delayed progress. All work should be complete by late December 2013.
- Traffic Signing & Marking accomplishments:
 - Herbicide = 676 objects (Truck was at Fleet for repairs for two weeks)
 - Legends Installed = 85
 - New Signs Installed = 24
 - Road Striping = 181,919 Linear Feet (34.45 Miles)
 - Roadway Edge Scraping = 98,965 Linear Feet (18.7 Miles)
 - Signs Inspected = 9,172
 - Signs Manufactured = 238
 - Signs Repaired = 1696
 - Speed Studies = 11
 - Traffic Counts = 34 stations
 - Trouble Calls (after hours) = 10

- Turn Movement Counts = 4
- County Bike Route Signage is 75% complete.

Community Services

- Administration
 - Administrative staff answered and fielded 427 telephone calls, responded to 12 webmail inquiries, processed 7 citizens action forms, 1 accident and 5 incident reports, 3 damaged and missing items reports, distributed 8 press releases, sold 43 parking passes (admin staff only)
 - Supported 3 Advisory Boards
 - Promotional and Marketing Activities
 - (1) In-studio appearances on the Golden Hippo radio show on WCCF – Tippecanoe Trail & Mud Run
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page converted to a fan page. Current reach - 310 Page Likes
- Meetings
 - Parkside Festival Committee and Department Participation
 - Recreation Division – children’s activities, Touch A Truck Display
 - Extension Services: 4-H, Master Gardeners
 - Libraries: Port Charlotte Library and Friends of the Library
 - Parks and Natural Resources: Tent and table setup/tear down
 - Internal Parkside CRA
 - Charlotte Harbor Grand Prix / SBI
 - Hands Across the Harbor
- Seasonal Concessions:
 - Englewood Beach
 - Reworked scope of services with Silhouettes Day Spa at Englewood Beach to address citizen concerns
 - Moved tents to far ends of the beach
 - Required staff have uniforms and ID’s
 - Required conspicuous posting of license information
 - 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:
 - 58,602 visitors for the month of October (increase of 9,178 over prior month)
 - 8,234 people used computers, (increase of 1,156 over prior month) Use of Lap tops is increasing but we do not have a reliable way to count that yet.
 - 640 adults and teens attended 49 library programs in October, financed by the Friends of the Library
 - 1,312 children attended 81 programs also financed by the Friends of the Library. So that is a total of 130 programs that 1, 952 people attended in October.
 - 131 volunteers worked 1,557 hours at libraries & 33 volunteers worked 1,465 hours at Historical Center
 - 824 patrons requested PC assistance (increase of 116 over prior month)
 - Circulation for October was 72,667 which was an increase of 9,319 over September!
 - We partnered with more than 20 local businesses for our Halloween walk at Mid-County Library and a great time was had by all.
 - Programs:

- Creature from the Black Lagoon was the movie presented on October 26, at Mid-County Regional Library. Everyone who came had a great time.
- Beaches, Creatures and Cowboys: Florida Movie Posters is ongoing at the Historical Center on Bayshore Rd through Mid-December. Be sure to stop by and enjoy this exhibit.
- The Annual Symphony of Trees sponsored by the "Museum Society" opens November 16th at the Cultural Center on Aaron St. Trees, wreaths and Center Pieces will be on display for bidding.
- Charlotte County celebrated 50 Years of Libraries -1963-2013 with a program in September. Ongoing there is a display at the Mid-County Library highlighting Library services over the years. Come on in and enjoy the memories!
- Charlotte Sports Park:
 - The Tampa Bay Rays Instructional League (IL) hosted their last game of the season at the Charlotte Sports Park on the stadium field. Attendance was as follows: October 4th – 30.
 - The Charlotte Sports Park hosted the IBC Nations Tournament on October 5th and 6th. They utilized a total of four fields each day with estimated attendance at 600.
 - In partnership with the Lee County Sports Authority, the Charlotte Sports Park hosted several games of the Perfect Game Tournament on October 11th and 12th. All playing fields along with the stadium were utilized and estimated attendance was 1700 for the two-day event.
- Aquatics:
- Port Charlotte Beach Pool:
 - 501 paid admissions
 - 92 Pass holder visits
 - 226 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 32 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
 - 666 paid admissions
 - 411 pass holder visits
 - 345 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 600 "splashes" for the month.
 - The meeting room was rented 4 times this month
 - The pool was rented 2 times for SCUBA instruction.
 - Lemon Bay High School Swim & Dive team held practice 5 times per week, resulting in approximately "800 splashes".
 - Staff spent an estimated 70 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 90 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters: 306
 - Total BMX Bikers: 84
- South County Regional Park Pool:
 - 449 paid admissions
 - 595 pass holder visits
 - 240 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 practice 6 times per week, resulting in approximately 1000 "splashes".
 - Charlotte High School hosted 3 swim meets. A dual meet with 75 swimmers and their families, the County Championship meet with approximately 200 swimmers and their families and the High School District meet with 9 teams and 500 swimmers and their families attending.

- Recreation:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1450 hours and served over 10,750 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 2900 with 8400 touches combined. Recreation facilities were rented 29 times achieving a rental attendance total of 1330 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 3,838 hours in the month of October. An estimated 3,010 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 concession stands are near completion and should be ready for occupancy in November ahead of schedule.
 - International Baseball Championships/Nations Baseball hosted 44 teams at North Charlotte Regional Park and the Charlotte Sports Park. Estimated attendance 2,475.
 - Two Pop Warner football teams qualified for regional competition in November from the Charlotte Warriors program based at Carmalita Park.
 - Winter league tennis has resumed at Harold Avenue, Franz Ross, Tringali, Sunrise and Port Charlotte Beach courts. Approximately 1,000 players will use the park system courts over the winter and approximately 250 of the players call County courts their home courts.
- Extension Services:
- Administration:
 - Meetings:
 - Managers Meeting – October 14th - Mid-County Library – 1 to 3 pm
 - Tree Canopy Restoration Committee – Cultural Center – 8:30 am – October 1st.
 - CED PolyCom Meeting – 1 to 3 pm – October 28th
 - Annual Gateway Meeting – Weedon Island – Pinellas County – October 31st - 10:00 am to 2 pm – three (3) Charlotte County representatives in attendance.
 - Horticulture Program Assistant Interviews – October 7th and 8th – 9:00 to 11:45 am
 - All-Faculty Meeting – Manatee County – October 10th – 9:00 am to 3:00 pm.
 - All-Staff Meeting - Meeting Room C – Mid-County Regional Library – 8 am – October 11th.
 - East Port Campus Partners to Discuss Facility Items – October 24th 8:30 am
 - Website Hits: 2,779 website page views – New Reporting System
 - Facebook® Page - Charlotte County Extension data:
 - 753 visits, 657 Likes
 - Hosting:
 - Hosting both Karen Headlee and Tom Becker – Displaced Lee County Extension Staff
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. "A Fish Out of Water". Charlotte County UF/IFAS Extension, EAS-1-1813-010. 2 pp. (Not online yet)
 - Staugler, E.A. 2013. "MARINE RECREATIONAL AND COMMERCIAL INDUSTRIES AND ACTIVITIES: Economic Consequences and Impacts". Charlotte County UF/IFAS Extension, EAS-091213-009. 2 pp. (Not online yet)
 - Staugler, E.A. 2013. "To Vent or Not to Vent?" Waterline Magazine, October 31, 2013. Pg. 15.
 - Extension Website:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - What's up with the venting rule change?
- Field Work
 - 10/23 – Picked up juvenile bay scallops for restoration from hatchery in Terra Ceia and transported to clam nursery in Placida for staging in raceway.
 - 10/25 – Release 20,000 juvenile bay scallops at 10 sites in Lemon Bay and Gasparilla Sound
 - 10/28 – Clam nursery to clean bay scallop bags and raceway
 - 10/29 – Monthly bay scallop spat monitoring

- 10/30 – Clam nursery to clean bay scallop bags and raceway
- Outreach Programs:
 - 10/2 – Presentation for City of Punta Gorda Council on Sea Grant Boating and Waterway projects
- Site Visits:
 - Courtesy visit with Sea Grant advisory member Michael Heller
 - Courtesy visit with Clam Farmer
- University Governness:
 - Reviewed new applications for FMNP instructors and assistant instructors
 - Participated in orientation conference call with 2 new Sea Grant agents
- Meetings:
 - 10/1 – Meeting to discuss descending gear survival study with FWC researcher
 - 10/3 – Meeting with FDEP, WCIND, County staff and FSG Boating & Waterways Coordinator to discuss RWMS
 - 10/10 – All Faculty meeting in Palmetto
 - 10/14-16 – Gulf State's Marine Fisheries Commission – Gulf Sea Grant Advisory Panel meeting, South Padre Island, TX
- Other:
 - Considerable time invested in bay scallop restoration efforts.
 - FYN Program Assistant interviews 10/7 & 8.
- 4-H Youth Development:
 - 4-H Intersession Day Camps Thirteen elementary-age youth participated in the 4-H Intersession Day Camps. Learning experiences included entomology, forestry, wildlife habitat, food preparation, animal science and self-expression through art.
 - Club Activity
 - 140 Charlotte County youth participated in community and project clubs during October. Club participation helps in developing leadership skills, learning to work together, practicing communication skills, and developing relationships with caring adults.
- Family and Consumer Science:
 - Library Day In-Service - bed bugs, book lice etc.- Educational Program In-service - 9:15 & at 10:00 am – October 18th – 40 people total – FSC Agent and Horticulture Agent.
 - Snakes, spiders, bugs, OH MY!” – Assistance with 4-H Day Camp - October 29th – Bedbugs and Hand-washing Skills
- Horticulture:
 - Programing
 - Gardening Symposium – October 26th – 9 am to 2:30 pm – 70 people in attendance
 - GI-BMP Training – October 25th – 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. Twenty-two (22) 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 and can get the required State License by 01/01/14.
 - Florida Limited Commercial Maintenance License Training – October 23rd – 9 am to 4 pm – 9 in attendance. Participants increased their preparedness for the Limited Commercial Landscape Maintenance License Test.
 - Punta Gorda Garden Club Talk – “Winter Gardening in SWFL” - United Methodist Church – 50 participants.
- Other Programing:
 - Home & Garden expo-type show for the Charlotte Harbor Center – October 12th and 13th – Vegetable display and information featured.
 - Master Gardener Association - My Talk – “Landscape Pitfalls” – 10:00 am – October 2nd – 50 in attendance.

- Master Gardener Radio Program – October 22th – 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.
- Youth Bee Program - Sara Sariego and Horticulture Agent – East Elementary – 2 pm – October 4th
- “Snakes, spiders, bugs, OH MY!” – Assistance with 4-H Day Camp - October 29th
- Library Day In-Service - bed bugs, book lice etc. - Educational Program In-service - 9:15 & at 10:00 am – October 18th – 40 people total – FSC Agent and Horticulture Agent.
- Snakes, spiders, bugs, OH MY!” – Assistance with 4-H Day Camp - October 29th – Bedbugs – Rodents and Insects
- Meetings
 - East Port Campus Parking Lot Planting Bed Renovation Team – October 8th (AM) Organic Matter Incorporation.
 - State Master Gardener Conference – October 21st – 23th – Kissimmee - about 5 volunteers going from Charlotte County – Several Service Awards.
- 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

Facilities, Construction and Management

- Projects:
 - ADA Various Improvements: The project package is in Purchasing. Date has not yet been determined for putting Bid out on street.
 - Anger Fishing Pier & Parking Renovations:The construction documents are being completed by DMK Engineers. This project will provide for a complete rehab of the pier and parking improvements.
 - Port Charlotte Beach Fishing Pier & Boardwalk Renovation: The final design is being prepared.
 - Historical Center Renovations: Construction documents are in purchasing waiting for approval from the BOCC to bid.
 - Franz Ross Football Fields Renovation: The Engineering firm SED was selected by the CC committee and negotiations for the design are ready to begin.
 - Harold Ave. Concessions Stands Replacements: The punch list items are being corrected.
 - Port Charlotte Beach Floating Dock: The design documents are being prepared.
 - Harbour Heights Parking and Stormwater Improvements: The final construction documents are being finished so the project can go out for construction bids. This project will provide improved sports facilities requested by the public, parking improvements and drainage improvements.
 - Cape Haze Pioneer Trail Connector: Cape Haze Pioneer Trail design consultant was selected and negotiations completed. County is processing the purchase order. The county's paving contractor is installing the first layer of trail allowing for a safe trail for the citizens to use until final project is completed.
 - Parking Lot Repairs and Sealing: The pre-construction meeting was held with notice to proceed date of November 18th. The contractor will start at the Mid-County Library.
 - West Co. Annex Paving and Drainage: The site is consolidated with 3 other site. The construction will be scheduled for completion between November 18th and March 22nd.
 - Fire Training Facility: The design request for letter of interest is being authored and a user meeting is being scheduled for November.
 - Bay Heights Boat Ramp: The environmental permit package was submitted to Florida Department of Environmental Protection starting the permit process.
 - Harold Gym Floor: No action in October.
 - Tringali Gym Floor: Awaiting determination from Community Services on direction to proceed.

- McGuire Tennis Court Replacement: No action in October.
- Carmalita Park Concession Stand: The building design will start once the prototype from South County Park is permit review is complete.
- South County Regional Park Soccer Concession: The design team re-engineered facility reducing to the county's new green building ordinance.
- Airport Annex Master Plan: No action in October.
- CCSO District 1 HQ: CCSO reviewing current programming to April 18, 2008 plans.
- Operations:
 - Energy Efficiency Program:
 - The BCC approved the Energy Performance Contract with Siemens. A kick-off meeting was held with Facilities staff to begin the construction phase of the project. This will include numerous energy efficiency measures at 17 different facilities.
 - Electrical Solutions has completed the lighting retrofit project at the Sheriffs Administration. Several offices and the 911 center have been retrofitted with LED lighting. The final phase of this project will be completed under Siemens Energy Performance Contract.
 - Capital Asset Management Study: Cannon Design and their team have completed two rounds of inspections of several county buildings for the purpose of gathering information for the asset management project. The final group of inspections will be completed the week of November 4th.
 - 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:
 - Fire Station 5 Septic System Install: Fire Station #5 in Punta Gorda requires work on the septic system, due to numerous service requests regarding sewer line back-ups. We reviewed the condition of the old septic tank and drain field. Inspections determined that the system has failed and needs to be replaced; the drain field is no longer percolating the discharge of effluent; the old tank does not contain appropriate baffles, and the system is basically undersized based on current service load and code requirements. The repairs are currently in engineering and permitting phase as we begin this much needed project.
 - Fire Station's Grease Interceptors: Fire stations which are connected to County provided sewer services have been requested by CCU to be evaluated for the introduction of grease interceptors to reduce and or eliminate the discharge of grease/fats into the system. Grease is difficult to breakdown in their system and causes build up in lift stations and piping systems which tends to cause frequent sewer back-ups and resultant messy clean up situations. Fire stations are general equipped with commercial kitchens due to frequency of use and size of staff; and they get considerable use in comparison to a residential use building. This evaluation process and remediation effort will need to be conducted on an individual site specific basis because each facility has its own unique layout and site specific peculiarities. When completed this will result in collection of grease on site; which will actually be picked and paid for by recycling service; reduced cost of onsite service calls for system failures (and resultant clean ups); and reduction/elimination of the non-biodegradable grease fats into the wastewater treatment plants; which in turn will reduce the impact to CCU treatment facilities.
 - Bunk House Stabilization: The stabilization to the structure is complete except for the roof repairs. We are waiting for a permit to start the final process of the project.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - IUPAT contract was ratified
 - BCC approved changes for non-bargaining employees
 - Recruitment related activities and hiring processes
 - Graduation Ceremony for Ambassador Program participants
 - Continued Recruitment for Community Development Director
 - Participated in Fire/EMS Interview panels
 - Continue to partner with Charlotte Technical Center by offering job shadowing opportunities and Water & Wastewater Operator Training with Utilities department
 - Discipline related conversations and activities
 - Continue electronic scanning of employee files project
 - Monitor the community service program with Courts System
 - FMLA Processing
 - FMLA monthly report
 - Tasks associated with Employee of the Month
 - Legal Discussions
 - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related
 - Facilitated Orientations
 - 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
 - Coordinated management training for CCU management staff in November and December
 - Generated monthly services awards
 - Hosted Intermediate Excel Training
 - Continued efforts on New Hire Orientation project
 - Miscellaneous coaching/development conversations
 - Profession Development to include webinar, reviewing industry journals, etc.

Human Services

- The Human Services Department & Transit Division staff participated with the Charlotte County/Punta Gorda MPO and Tindale-Oliver & Associates, Inc. in three public workshops held on October 3, October 9 and October 29, 2013 to gather input on transportation issues and needs in Charlotte County. The workshops are part of the preparation of the County's 10 year strategic plan for transit which will provide guidance and direction for future transit planning including para-transit and fixed route bus service. The Transit Development Plan known as Charlotte Rides is required by the Florida Department of Transportation. This major update to the Plan will be completed by August 2014. An overview of the Plan process was presented to the Board of County Commissioners at a workshop on October 15, 2013. The public is encouraged to provide input via a survey which can be obtained at various locations throughout Charlotte County or to provide input online through the survey link on the County's website.
- The Human Services Department in collaboration with the United Way of Charlotte County and the Charlotte Community Foundation presented the Board of County Commissioners with a summary of findings from the recently completed 2013 Community Needs Assessment. Whereas some of the data was sobering, there are numerous opportunities for the community to partner and assist in improving the quality of life for all its residents. The community will be invited to

future visioning and strategic planning meetings to identify and implement strategies which will produce positive outcomes.

- Twice a year at the Florida Department of Veteran Affairs Semiannual Conference, the FDVA chooses a service officer that goes above and beyond for its counties veterans. On October 9th, 2013, that award was given to David Donohew, Veteran Services Officer for Charlotte County, for initiating the placement of the 40 combat wounded signs in Charlotte County. Alene Tarter, Director of Benefits read the Certificate of Appreciation stating, "Your direct intervention to help Charlotte County Veterans reflects highly on your dedication to improve the quality of life for our Florida Veterans and their families".
- At the October 7, 2013 Metropolitan Planning Organization (MPO) Board meeting, MPO Board Chair Christopher G. Constance presented the MPO's 2013 "Peggy Walters" Citizen Mobility Award to Ms. Esther "Tess" Canja. Ms. Canja is a past National President of the American Association of Retired Persons (AARP) and currently continues to serve the community as a founding member of Team Port Charlotte, and advocate for improved transit options for the County.
- The Department completed a Letter of Intent and a preliminary application to apply for the 2013 Emergency Solutions Grant program. This grant will provide \$76,598 in funding from the Department of Children and Families (DCF) to provide Homeless Prevention and Rapid Re-Housing services to families identified as homeless or at risk of homelessness by the school district. Working with the Homeless Education Liaison at Charlotte County Public Schools, the Family Services Division will assist families in stabilizing their housing situation and then moving towards economic self-sufficiency. If the grant is awarded by DCF, the grant application and contract will be presented to the Board of County Commissioners for acceptance and approval.
- Veteran services staff attended the Vietnam Wall of Southwest Florida Committee meeting. The Committee decided to move ahead with planning. The plan is to erect a replica of the National Vietnam Memorial Wall in Charlotte County.
- On October 29, 2013, the Charlotte County Human Services Department and the County Fiscal Division held their joint annual In-Home Elder Care vendor meeting. Vendors under contract with the County were provided with information on: Client Incident reporting; Adult Protective Services requirements; Programmatic issues; Service Invoicing; and Monitoring reviews. Technical assistance was provided at the meeting and vendors were encouraged to contact County staff whenever necessary with additional questions or need for assistance.
- Effective October 1st a new benefit payment matrix went into effect for the federally funded Low-Income Home Energy Assistance Program. This new matrix includes an additional \$50 in home energy benefits if a household has a member who is age 60 or older, \$50 if any household member is disabled and an additional \$75 if the household has a child age 5 or younger. The new maximum benefit under the home energy program is \$475.
- Family Services staff attended the Leadership Advisory Council (LAC) meeting of the Charlotte Community Foundation. This group is in the process of strategic planning for the Non-Profit Network and how the LAC can work with the Grants Advisory Council to better coordinate the grants making process for the foundation's goal of transformational giving.
- Senior Services staff attended a community planning meeting for the project; "Charlotte County: Positive Aging Symposium – Four Keys to a Healthy and Fulfilling Life after Fifty", slated for February 7, 2014 at Edison State College's auditorium. Four (4) sessions will be hosted by a four-member panel covering the following topics; Financial Health & Readiness, Health & Wellness after Fifty, Positive Preparation – Knowing & Navigating Community resources, and Fulfillment after Fifty – Community Opportunities.
- Veteran Services staff provided assistance to begin a claim on "Lee", a surviving spouse, for Aid and Attendance in 2010. The Veteran's Administration continuously denied the claim. After many correspondences back and forth, many hours on the claim, the claim was approved on October 15, 2013. Lee received a retroactive payment and monthly benefits. Lee is 95 years young!
- At the recommendation of Housing staff, The Board of County Commissioners (BCC) approved the startup of the conveyance of Neighborhood Stabilization Program³ (NSP) properties to Habitat for Humanity this month.

- The Affordable Housing Advisory Committee met this month and has approved the recommended changes for the NSP 3. The recommended changes will be presented to the BCC at a public hearing within the next few months. Changes are necessary for continued compliance with grant funding requirements.
- Charlotte County received \$350,000 in State Housing Initiatives Partnership (SHIP) grant funds. Applications for the new Fiscal Year are being accepted. The Department has also received approval of the SHIP annual report from the Florida Housing Finance Corporation.
- Department staff met with IT, the Homeless Coalition, & 211 to determine the feasibility of collaborating on the One Charlotte concept to share electronic data on clients/customers in common for human services. Progress continues on this community initiative.

Public Safety

- Animal Control: Nothing to Report
- Emergency Management: Nothing to Report
- Fire: Nothing to Report

Public Works

- Keep Charlotte Beautiful hosted its 6th annual “Think Green” Golf Tournament on October 19th. Keep Charlotte Beautiful thanks their tournament sponsor, Waste Management of Charlotte County. Other major sponsors were Lime Energy, Jones Edmunds, R.C. Beach & Assoc., Inc., SCS Engineers, Synagro Northeast and QED Environmental Services. Also we want to thank all the hole sponsors and businesses that contributed items for the raffle and silent auction. The players had a beautiful day to play golf and support the programs of Keep Charlotte Beautiful. Proceeds will help fund the Great American Cleanup, Coastal Cleanup, student calendar art contest, Cigarette Litter Prevention program and other environmental educational activities in the community.
- On Sunday, October the 20th, the Solid Waste Division participated in the Healthy Kids Fair sponsored By Community Services. Approximately 500 adults and children participated in the event that included many local businesses. The Department took the opportunity to reach out to those participating to inform them of the new recycle cart rollout plan and recycling program in Charlotte County by distributing brochures and answering residents questions on the coming change.

Tourism

- Charlotte County Tourism now has a “moving billboard.” The VCB wrapped our vehicle with promotional images of kayaking, birdwatching, fishing and the beach. The vehicle has received a great deal of positive attention and drew participants to our booth at the 2013 Calusa Blueways Festival. The design was done by AQUA, our advertising agency and the wrap was done by Harbor Graphics. The basic color scheme and the use of the Hibiscus flower will give you a hint as to the new look of our 2014 Visitor Guide.



- Calusa Blueways Festival:
- This photo shows our booth set-up in preparation for the start of the 2013 Calusa Blueways Festival held on the Sanibel Causeway. The VCB exhibited November 1-3. We had great support from area guides and volunteers including Phoenix Rising Kayak tours, It's Time Kayak and Canoe Rental and volunteer Dick Whitney – a member of the Charlotte County Beaches and Shores Committee.



- Visitor Center
 - The Visitor and Newcomer Center at Jones Loop and I-75 has been in operation now since August. The center has seen a steady stream of visitors and area realtors, who are serving as volunteers, have kept their commitments. Realtors make wonderful volunteers for any tourism endeavor as they are very familiar with the area and can answer questions about attractions and activities as well as those about working and living in the community. The VCB has entered into an agreement with the Punta Gorda Chamber of Commerce to operate the Center. The VCB will provide financial support in the form of rental payments and the Punta Gorda Chamber will be responsible for volunteer management, brochure space sales and advertising sales. One half of the annual rental payments are to be returned to the VCB through a share of the advertising revenue up to \$12,000 annually.
- Social Media
 - Although Punta Gorda lost to Jefferson City for the Most Beautiful small city in America, the effort to promote Punta Gorda resulted in over 30,000 social media hits for Charlotte Harbor and the Gulf Island. In addition, the video shot by the VCB for the competition has received more than 29,000 views on YouTube with many coming from overseas. See the video here: <http://www.youtube.com/watch?v=5TrXu726ZpE>
- Film
 - Jerry Jones worked with HGTV in preparation for a shoot on Palm Island for “Buying Bargain Beachfront.” Although the premise for this series is somewhat similar to the proposed Dr. Beach television series, it is no episodic and has a very different approach. The shoot for Buying Beachfront will begin November 14 with principal photography. The shoot will wrap up by November 20. That will be followed by editing (post –production) and then sales pitches to networks.
 - One of the most critical needs of the VCB is short video segments for our website and our YouTube channel. Jerry and Chip were able to obtain a significant amount of footage during the filming of the Best of the Road video. That footage can be used to create short videos to use on various platforms.
 - The VCB acquired a “GoPro” which is a small camera affixed to a helmet that can be used to get first person perspectives in videos about activities like biking, kayaking, fishing, etc.
- mVix

- The Visitor Center will have a television monitor. The VCB has a piece of equipment that will enable us to send videos, text, VCB twitter feed and more to the monitor. The Best of the Road video has been edited for the Visitor Center to show images of Punta Gorda without the commentary. We will also feed the Englewood Video to the Center. This same equipment, which can be purchased for less than \$1500 (8 years ago the same equipment would have cost more than \$11,000) could be used in the County Administration lobby to show videos, photos and provide real-time updates and notices to the public.
- Sports
 - Sean Doherty attended the IFA Redfish Tours Captain's Meeting on October 3rd as part of the registration process to obtain to obtain valuable room night and economic impact information pertaining to the event.
 - Sean met with Community Services staff to discuss the feasibility of hosting a 2015 ASA 3D Archery tournament at the Charlotte Sports Park or other county park facility.
 - Sean submitted edits for the Charlotte County section of the 2014-2015 Florida Sports Foundation Sports Commission Directory and Facilities Guide.
 - Sean coordinated the finalization of the International Distance Skateboarding Association contract with CHEC and worked with the Hands Across the Harbor planning committee to integrate this discipline into the registration and logistical components of the event.
 - Sean collaborated with Charlotte BMX to submit a proposal to USA BMX to host a 2014 Redline Cup Qualifier.
 - Sean finalized and submitted the facility use paperwork for the Charlotte High, Punta Gorda Middle School, and South County Regional Park gymnasiums which was the final step in confirming Charlotte County as host of a Youth Basketball of America tournament scheduled for May 2-4, 2014.
 - Sean solicited hotel room rates and other concessions for both the ATA Taekwondo Regional Tournament scheduled for September 2014 and the Micro Magic National Championship Regatta scheduled for March 2014.
 - Lorah Steiner and Sean met with the new owners of the Three Palms Speedway and the operators of the Redneck Yacht Club to discuss the opportunities and capacities of each venue hosting a variety of different events.
- Public Relations
 - Jennifer Huber participated in the Southeastern Outdoor Press Association Annual Conference attended by about 250 members of the outdoor communications field. The event included a tradeshow as well as networking opportunities.
 - We're not sure how this article was generated but we believe it may have come from a FAM the VCB conducted in 2009 in cooperation with other Gulf Coast VCB's. A couple from China was on that FAM. It goes to show the value, over time of inviting journalists to experience our destination. Here's the article: http://www.etclux.com/cn/share_detail.asp?id=53
 - A great editorial hit for Charlotte County in USA Today: <http://www.usatoday.com/story/dispatches/2013/10/31/florida-tranquil-beaches/3315149/>
 - Dr. Beach names Don Pedro Island as one of the state's two most tranquil beaches!
 - Haunting on the Harbor was noted in a popular on-line travel blog: <http://globaltravelsblog.com/featured/east-coast-booming-halloween-attractions/>
- International Marketing
 - Lorah Steiner initiated a conversation with the four other SW Gulf Coast VCB's regarding a proposed joint marketing initiative to attract Brazilian visitors. Two conference calls were held and the Charlotte Harbor VCB is developing a proposal for the group's consideration that includes a mobile website focused on shopping (Brazilians' number one activity in Florida); a joint Facebook page translated into Portuguese and a possible joint training mission for travel agents in Brazil. The next conference call will be the week of December 1.
- Visitor Guide Distribution
 - Charlotte Harbor and the Gulf Islands Visitor guides are now being distributed in Fort Myers, Naples and Cape Coral at selected Walmart, Sweetbay and Publix stores. During our low and

shoulder seasons, much of our visitation comes from inside the state of Florida and, surprisingly, within a 2 hour drive. We hope to expand this to the Tampa area as well.

Utilities

- Engineering Services:

- 1,466 Locates Processed from Sunshine State One Call; 6 Developer Agreements Prepared; 32 Residential Service Availability Letters Prepared; 9 Commercial Service Availability Letters Prepared; 32 Residential Service Applications Processed; 470 CIP inspections; 114 Developer Inspections.

- Operations Division:

- Treatment Facilities:

- 208 preventative maintenance, 21 corrective and 3 emergency work orders were completed.
- 175 Residential cross-connection inspections, 3 reclaim site maintenance/repair work orders, and 6 backflow testing were completed.
- Burnt Store WTP/WRF: Staff held an Educational Tour on October 29th.
- East Port WRF: Staff exchanged #2 grit pump with #1 in order to meet process demands. These pumps are contracted to be replaced in this phase of the expansion.
- The Collections Department and the Treatment Facilities Division worked together in order to expose the 36" force main which was suspected to be leaking after the contractor had exposed a pipe joint in question. After exposing the entire joint the water sample analysis came back N/D it was determined the cause of alarm was due to a seasonal high groundwater tables hydraulically forcing upward around exposed joint.
- Staff replaced a defective level transmitter operating plant transfer pumps.
- Staff rebuilt an inoperative 8" clay-valve which is designed to relieve high pressures between the transfer pump and reclaim pump manifold.
- Rotonda WRF: Staff replaced the RAS Pump VFD for on MBR Train #2 due to its continuous high temperature faults.
- Staff completed replacing both 6" check and plug valves for #1 plant lift station. The existing valves were inoperable due to age.
- All vacant positions have been filled and the Treatment Facilities Division is fully staffed now.

- Water Distribution:

- All of the large water meters installed as part of the meter project are now testing within parameters.
- A new Chief Operator started at the Booster stations on the 23rd.
- A new Line Tech started on Oct 2nd.
- We had 31 new installations for water services this month.
- Submitted an application for Water Distribution award thru AWWA.

- Wastewater Collection:

- Gravity/Force Mains: Repaired 10 gravity service laterals; 52 ARV were serviced; 2 sinkholes were investigated and determined to be Public Works; repaired force main on 2483 Ambrose Ln.; extended the gravity main ending at 1555 Sheehan Blvd 113 feet to accommodate a home in septic failure; 4" force main out of L/S #404 was excavated and diverted into a manhole on Islamorada Blvd. to eliminate the force main on Burnt Store Rd; installed 4" bypass under Colonial Rd. SW to accommodate manhole pumping around an 8" collapsed gravity main on Harbor Blvd.
- Lift Stations: 213 PM work orders were completed; 48 corrective work orders were completed; completed the upgrade at L/S #845.
- Low Pressure Sewer: Responded to 370 service calls; replaced 5 check valves at street; changed out 7 failed tanks; performed 21 upgrades; installed 3 mandatory connections.

- 3 employees enrolled in the Sacramento Wastewater Collection class; the new Instrumentation and Control Technician started work; 2 new employees trained for LPS on-call.
- Business Services:
 - Web Services: ebill, epay, and IVR being tested. Communication plan and web site changes being developed. Anticipated roll out late fall, early winter.
 - Fixed Base meter installation: phase III is scheduled to begin implementation the beginning of January. This Phase should complete the Deep Creek area and expand to the Kings Gate housing area.
 - Customer Service: total number of customers to the lobby was 768.
 - Delinquencies: total delinquency revenue for the month was \$43,096; FY 13 total: \$43,096.
 - North Port: processed 3,994 payments; total revenue for October was \$776.05. The total amount for the fiscal year is \$776.05
 - Accounts Receivable: the accounts receivable over 90 days went from 45.49% in September to 51.93% in October. The accounts receivable within 30 days went from 45.49% in September to 43.45% in October.
 - Electronic Bill Payment: 64% of all CCU bills.
 - Banner Upgrade: Draft Master Agreement and Scope of Work almost complete. Goal is to have package to the Board in January.
 - SharePoint: there are currently 121,882 files and 92,644 folders ready to be transferred to share point.
- Water Conservation & Public Outreach:
 - Conducted a work place safety inspection at six central county lift stations.
 - Leadership Charlotte toured the Burnt Store Water and Wastewater Facilities on October 29th.
 - 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: 5.
 - Actively recruiting for the following positions: Operations Manager, Engineer III, Wastewater Plant Operator Trainee, and (2) Maintenance Mechanics.
 - Year End Evaluations in process.
- PR/MRWSA Water Resources:
 - 24 MGD of water went to customers on an average day in October. As of month end, there was 9.7 BG of water in storage, representing 398 days of supply.
 - The Authority Board met on Oct 2nd to discuss agenda items. Included was approval to send a letter to SWFWMD regarding the City of Punta Gorda's FY 2015 Cooperative Funding Grant Initiative application for a groundwater RO project.
 - The Board also conducted a workshop on Oct 2nd to discuss the 1991 Peace River Facility Rebuild and how to allocate the associated costs. At the end of the discussion, the Board approved a cost allocation option which assigned 79.19% of the estimated \$14.7M project costs to Charlotte County, utilizing existing funds from the Authority's CIP Fund, R&R Fund and General Fund to pay total project costs. Commissioner Constance objected but was in the minority.
 - County Administrator, County Attorney, staff and outside legal counsel met to discuss the 1991 PRF Rebuild cost allocation decision made by the Authority Board on Oct 2nd.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The monthly construction meeting was held on October 3, 2013. The primary topic of discussion was the final directional drill along SR 776 and CCU's acquisition of an easement adjacent to the right-of-way which would allow the drill at a depth of 10-15 feet without impact to the existing 12" water main. The contractor said that would be the better choice because the additional cost of going 30 feet was going to be expensive and the excessive depth is not desirable for maintenance purposes. The contractor also indicated that due to the delay the drill rig and associated equipment had to be moved to a different job site and there would be an additional charge for re-mobilization and de-mobilization once the easement was obtained. This was understood by all participants except the actual amount was not discussed. The County

Real Estate Services was able to acquire the easement from the property owner which is scheduled for acceptance at the November 12th BCC meeting. Once accepted the drilling subcontractor will commence the drill with the hope of finishing it before the Thanksgiving holiday. The Contractor continued installing the 16" reclaimed water and 20" FM along Cattle Dock Point Road and along the West Port WRF driveway on to the treatment plant site. The contractor installed the wastewater force main by-pass and started construction of the new wastewater meter assembly. The contractor also installed the reclaimed water main to the rear of the plant in the vicinity of the existing reclaimed water pumping station.

- *Pumping Station (Stage 2)*: Work continued on the site installing above ground ductile iron pipe and valves. The 16" PVC reclaimed water main across the front of the pumping station was completed and pressure tested. The contractor installed the concrete driveway culvert and the remainder of the concrete driveway. Fabrication of the pump skid continues. In addition to the delay in delivery of the VFD's for the pumps, CCU was also informed that actuators for the motor operated valves were also delayed until Mid-November. Delivery of the pump skid and motor operated valves is expected in early December.
- East Port WRF Expansion:
 - Received 90% plan submittal for East Port WRF Stages 3 through 5 expansion in October.
 - Design Review meeting to be held in November.
- East and West Spring Lake Wastewater MSBU:
 - Administration and CCU staff met with DOH to discuss septic system management program options.
 - Applications for the septic system rebate program have been received and processed, resulting in \$25k+ in rebate checks being issued to qualified property owners.
 - Staff is continuing to pursue CDBG funding for a financial hardship program.
 - Staff is pursuing a TMDL grant to fund a portion of the gravity sewer component of the project construction costs.
 - Gravity sewer design plans are 90% complete and vacuum sewer design plans are 60% complete. Request for Proposals to complete the vacuum sewer design was posted by Purchasing.
- North Shore & Harper WW MSBU:
 - Archeological survey report forwarded to Charlotte County Historical Society for their files.
 - Analytical results received for two surface water sampling; no further surface water sampling anticipated until post project. First quarter monitoring well samples collected in October; results available early November.
 - Plans to be submitted for FDEP permits in November.
- Harbor View Rd Gravity Sewer:
 - Construction is underway (in ground; started testing procedures for DEP approval).