

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support
- Human Services and Transit Grants
 - Staff attended the Senior Choices of Southwest Florida Administration Monitoring meeting at Human Services on Loveland. The meeting was the entrance interview for the 2013 desk review of State and Federally funded programs including, the Community Care for the Elderly Grant and all components of the Older American Acts Grants. Senior Choices also said that they would be amending the current contract, effective November 1st, for Home Care for the Elderly by transferring \$6,678 for Basics and \$5,332 from Specials to Case Management as the need is greater there.
 - The monthly Senior Reports were submitted for the Community Care for the Elderly grant and reimbursement was requested in the amount of \$41,747.17. The Alzheimer's disease Initiative reimbursement report was submitted for \$4,741.86, the Older Americans Act reimbursement was for the amount of \$16,668.15 and Home Care for the Elderly \$676.19.
 - The webinar "The Essentials of Local Match", sponsored by the National Center on Senior Transportation, was attended in response to meeting the local match requirements on the Federal grants. The webinar provided information to facilitate decision making in regards to future financing of Transit services.
 - On November 13, 2013 Charlotte County staff met with Sarasota County Area Transit (SCAT) to continue the conversation on an inter-local agreement and current Latent Demand Study prior to the Joint Charlotte – Sarasota MPO meeting.
 - Staff attended a workshop sponsored by Florida Department of Transportation covering the application process for the new Section 5310 and 5311 grants. These Section grants provide critical funding and represent our Transit Disadvantaged bus fleet, the New Freedom program and our Non-Urban annual program.
 - This month was active in Housing Webinars for updates and direction on three of our grant programs. Staff attended the following:
 - The Program Income & NSP Administrative Strategies Post Closeout
 - The DRGR Release 7.7 & Recent Updates – Sponsored by the US Dept. of HUD
 - The SHIP Program Administration – Sponsored by the Florida Housing Coalition.
- Road Grants:
 - Received \$3,493.20
 - \$3,365.00 from the State of FL for the Parkside Tree Grant
 - \$128.20 from the City of North Port for Hillsboro traffic signal electric
 - No grants were invoiced in November.
- Public Safety Grants:
 - Received \$35,573.09
 - \$32,590.95 from the State of FL for Emergency Mgt. Preparation Assistance
 - \$1,891.64 from the State of FL for Hazardous Material Equipment Replacement
 - \$1,090.50 from the State of FL for the 211 Summer Foods Program
 - No grants were invoiced in November.
- Adult Drug Court Grants
 - Completed the Close-out Package for this grant and uploaded documents into the Grant Management System.

- Criminal Justice Reinvestment Grant
 - Provided DCF with requested final balance projections and formal letter from County Administrator for requested four month extension of the grant. DCF has currently approved the extension and has requested budget amendments and MOU's be completed and signed off by both entities prior to contract end date January 11, 2014. Currently working with Charlotte Behavioral and DCF to accomplish this.
- Community Services Grants
 - None
- Operating And Accounting Support
 - Prepared for departmental quarterly business meetings.
 - Staff is in the process of streamlining cash receipt and cash handling policy for the Building Department.
 - Staff continued to work on documents for year end and for the CCU Annual Engineering report.
 - Staff is in the process of updating all the CCU projects for the actual FY13 balances and FY14 cash flows have been started.
 - Providing fiscal coverage for Risk Management.
 - Processed 58 purchase orders and 82 receivers for Facilities Management.
 - 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 November 2013 a total of \$93,000 in funds.
 - FY12/13 - \$53,000
 - May 13, 2013 - \$10,000
 - May 15, 2013 - \$8,000
 - June 7, 2013 - \$20,125
 - July 2, 2013 - \$14,875
 - FY13/14 - \$40,000
 - October 11, 2013 - \$10,000
 - November, 2013 – \$30,000
 - Received TRIM Certification Letter from Department of Revenue. This letter certifies that we have met all the requirements for TRIM for FY13/14.
 - 609 cubic feet of records have been disposed of for FY12/13, for a total of 69.3 tons since FY 2010 when we began document disposal.
 - All Non-Profit, Non-Human Services grants have been activated with their new contracts for the FY 2013-2014. Some agencies still need to submit their financial audit data and annual report before the funds will be released to them by Finance.
- Analytical Support
 - Completed the Events Center incentive fee analysis and presented findings.
 - Worked with county departments to identify the county assets and valuation for the impact fee analysis. The impact fee inventory schedules for Law Enforcement, Libraries, Public Buildings, Fire, EMS, and Parks were completed and submitted to our Consultants for their review.
 - Sports Park - Completed utility re-imbusement analysis for Ripkin and met with the General Manager for review.

I.T.

- November Accomplishments:
 - 211 Calls by Zip Code Application - The GIS group completed a web map that illustrates the types of calls 211 receives by zip code.
 - New IT Staff – Information Technology has filled 2 open positions recently. Alex Oros is our new Security Administrator and will focus on the firewall and all IT security issues as well as serve as a backup to our Network Engineer. Dennis Woodruff is our new Programmer/Analyst and will focus on assisting with the SharePoint project concentrating on fiscal related projects. This leaves one more vacant position within IT for a Programmer/Analyst which will be posted soon.

- IT Assessment final report - Information Technology received the final report from its IT Assessment conducted by Plante Moran earlier this year. The report produced much useful information and will be used this coming year to address areas identified in the report. The significant findings which have generated a working project list for IT staff includes the following:
 - Develop proposed project list for prioritization and publication
 - Identifying documentation gaps and timeline for development
 - Develop multi-year strategic IT plan
 - Develop application portfolio and upgrade migration process
 - Develop governance process
 - Implement staff retention and recruitment solutions (HR)
 - Develop Disaster Recovery and Business Continuity plan
 - Enhance Business Analyst skillset and role
 - Develop project management format and process

- November Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
Count	○ 124,073	○ 66,270	○ 58	○ 2,567	○ 192,968
%	○ 64.3	○ 34.3	○ 0.0	○ 1.3	○ 100.0

- November Outage Statistics:

- 2 - Incidents
- Total Down Time – 28hrs.
- Average time per Incident – 14 hrs.
- System availability was 96.095%

- November Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 160
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 138
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 345
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 351
- Change Controls Last Month – (internal configuration changes to server and network) = 3
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 449

Purchasing

- Quotes due and received:

- 13-348 Employee Assistance Program (EAP)
- 14-075 Repair Under drain Lift Station Charlotte Sports Park
- 14-068 Athletic Field Marking Paint
- 14-080 Telecommunications Services – Annual
- 14-067 Printing of 2014 Visitor’s Guides – Tourism

- Pre-bid meetings held:

- 14-024 County Paving Program Fiscal Year 2014
- 14-054 Renovations – Fleet Building
- 14-022 Electric Runs to Rotunda West Bridges
- 13-418 Facility Accessibility Improvements
- 14-069 Rotunda West Entry Features
- 14-093 Fiber Optic Infrastructure

- Work orders due and received:

- 14-079 North Charlotte Regional Park – Water Use & Irrigation Permit
- 14-091 Regulatory Compliance Wastewater
- 14-099 Regulatory Compliance Water

- Bid openings held:

- 13-366 Tree & Brush Power Shearing / Environmental Mulching

- 13-426 Burnt Store Road Phase III
- Pre-submittal meetings held:
 - 14-035 Customer Service Program
 - 14-060 East/West Springlake Pilot Wastewater Program – Phase 2
- Proposals due and received:
 - 13-430 Tourism Research Consultant

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 with an easement request 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 68% 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 bringing this item to the BCC at their November 26th meeting.
- 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 will be making a recommendation to the BCC on accepting several bids that have been submitted.
- Customer Satisfaction Surveys – Our surveys continue to show an “excellent” customer rating from our customers.
- Charlotte County Utilities – The BCC approved 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 BCC also approved the planned purchase of single family lots needed for the East & West Spring Lake sewer expansion project.
- Charlotte Harbor – Bayshore Live Oaks Park – We were able to negotiate an agreement for the purchase of two vacant lots in the vicinity of Bayshore Live Oaks Park to provide for additional public parking in the area. We are bringing this item to the BCC for acceptance at their November 26th meeting.

- Human Services – The BCC approved the acceptance of three properties originally acquired by the Housing Corporation of Charlotte County using funds provided to the County under the State Housing Initiative Program (SHIP) and Hurricane Recovery Grant Funds. Since the Housing Corporation has ceased operations, the County acquired ownership and management of the properties to ensure compliance with grant funding requirement.

Community Development

- The Building Division:
 - The building division of the department continues to see a steady number of new single family homes –although we are only two months into the fiscal year, we have issued more than twice the number of single family homes as the same period last year. Revenue wise, the department is up by 21% on the same period last year.
 - The department is also seeing an increase in commercial permits, this includes new construction, remodeling and change of occupancy and/or ownership of businesses which is further indication of a slow recovery.
- 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	Nov-12	Nov-13	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	20	36	33	80
Multi Family Permits Issued	2	1	0	1	0
Commercial Permits Issued	37	1	6	2	9
All Other Permits Issued	15875	1214	1233	2597	2537
Customers Served	26629	2072	2112	4656	4602
Inspections	43341	3451	4238	7277	8988
Permitting Revenue	\$ 2,385,421	\$ 161,836	\$ 198,566	\$ 341,583	\$ 415,843.00
Permitting Expenditure	\$ 2,075,903	\$ 260,793	\$ 224,185	\$ 332,014	\$ 319,790.00
Code Enforcement Revenue	\$ 910,101	\$ 49,289	\$ 45,389	\$ 116,504	\$ 160,065.00
Code Enforcement Expenditure	\$ 1,579,465	\$ 151,546	\$ 151,496	\$ 217,683	\$ 225,617.00
New Complaints Received	1447	79	53	268	181
Code Cases Initiated	2861	194	211	468	474
CEB Cases Heard	719	78	65	151	83
Citations Issued \$ Amount	\$ 115,500	\$ 2,500	\$ 9,500	\$ 13,500	\$ 27,000
New Contractor Licenses Issued	16	1	1	2	4
Contractor Licenses Revoked	15	2	1	4	2

- Floodplain
 - There is much discussion around the impacts of the National Flood Insurance Reform Act of 2012 – the department continues to speak with homeowners, realtors and other local groups and organizations on the impacts in Charlotte County.
- The Growth Management Division

- Parkside CRA
 - Staff was directed to focus on drafting architectural design standards for Parkside and is working with a subcommittee of Team Parkside.
- 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 and the committee worked through a portion of the proposed revisions during the board's meeting on November 7th. The board decided not to include cottage industries as a use in the CR-3.5 zoning district. Further review will continue at the next meeting of the board and most likely at the meeting in January also. It appears that this item will not go to the Planning and Zoning Board until February.
- Manasota Sandpiper Key Architectural Review Committee
 - The committee met on November 6th and November 20th. The following projects were presented to ARC.
 - 5221 The Pointe – pool
 - Comments: approval recommended
 - 5075-B N. Beach Road – fence
 - Comments: approval recommended
 - 4141 N. Beach Rd. – fence
 - Comments: approval recommended
 - 1770 Gulf Blvd. – single family home – setback variance application
 - Comments: approval recommended
 - 155 Mockingbird Ln. – boat lift
 - Comments: approval recommended
 - 2600 N. Beach Rd. – carport
 - Comments: approval recommended
 - 33 Pearl St. – dock
 - Comments: approval recommended
- Little Gasparilla Island Community Plan
 - The committee did not meet in November.
- 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 28 BCC meetings. The DEO has sent a Letter of No Objection after negotiating acceptable language regarding affordable housing provisions.
- Murdock Village
 - Staff is waiting for direction on this project.
- School Concurrency
 - The working group has completed drafting revisions to the Interlocal Agreement and will request that the next joint workshop between the three governing agencies be set for April 28, 2014. Staff will forward the draft revisions to the Attorney's Office for further review.
- 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 November 2013:
- Bicycle and Pedestrian Master Plan: No updates.
- Site Plans, Zoning Exceptions and Traffic Study Reviews: The following applications were reviewed from transportation perspective:
 - DRC-PD-13-02 – Fuccillo Kia of Port Charlotte
 - DRC-F-13-13 – Spradlin Office Building
 - DRC-F-13-11 – Williams Family Sports Park
 - DRC-PF-13-14– Pro Sports Academy

- Meetings and Field Visits: The following meetings and sites visits were attended/made:
 - Attended multiple meeting with MPO staff on the funding options for various projects in the County thru FDOT, mainly for Burnt Store Road Phase II and Taylor Road Sidewalks
 - Made multiple field visits all over the County to address the speed limits issues along with the safety concerns raised by the citizens.
 - 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.
 - Made multiple site visits to Placida Road to finalize the designs for multi-use path along Placida Road and communicated with the design consultant to modify some parts of the design.
 - Attended Southwest Florida Regional Planning Council for the Babcock Ranch related issues.
- Site Plan Approval
 - The County received 3 petitions:
 - 1 was a project conf.
 - 1 was a PD concept plan (approved)
 - 1 was a final site plan (approved)
- Board of Zoning Appeals
 - The Board of Zoning Appeals heard the following petitions on November 13, 2013, and made the following decisions:
 - Petition #SE-13-014: A request by Gerald and Janice Baum for a special exception to allow a metal accessory building exceeding 600 square feet in area, and consisting of 3,328 square feet, in the Residential Single-family-3.5 zoning district, located at 13502 Wainwright Drive in Port Charlotte, was APPROVED by a vote of 5-0.
 - Petition #SE-13-015: A request by Kim Grant for a special exception to allow a Home Occupation, consisting of a hair salon, in the Residential Single-family-3.5 zoning district, located at 22000 Felton Avenue in Port Charlotte, was APPROVED by a vote of 5-0.
- Planning and Zoning Board:
 - The Planning and Zoning Board did not meet in November.
- Board of County Commissioners Land Use
 - The Board of County Commissioners had no land use items to hear in November.
- The Engineering Division
- Construction Projects
- Active Construction Projects (may affect vehicular/boater/pedestrian traffic patterns)
 - Bridge Rehabilitation and 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) deteriorating slope pavements to this contract. A Change Order was presented to the Board for review/approval November 26, 2013.
 - DeSoto Canal Bank Restoration and Stabilization – Subsequent to clearing the canal banks, it was discovered that the slopes had degraded resulting in erosion. Design and reconstruction of the slopes are necessary to prevent future degradation.
 - Re-construction of the canal slopes is complete. The contractor is finishing up punch list items and is hydro-seeding the vacant lots that were used as staging areas.
 - Dredging - Buena Vista Grassy Point and Sunrise Waterway – 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.

- The Contractor finished dredging the Sunrise Waterway and placed the sand at the Charlotte County Beach Complex to restore the eroded beach. They have finished dredging and hauling material from the Sunrise, Beeney, and Elkcam Waterway Access Channels. They are working in the Gardner Waterway to remove the remaining material to reach substantial completion.
- Dredging - Northwest Port Charlotte Waterways – 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 as well as the Venus and Cheshire Waterways. Heavy rain conditions over the summer delayed progress; an extension to the temporary closure of shellfish harvesting within the construction area was requested to facilitate progress. Dredging is projected to be complete in early 2014.
- Dredging – Suncoast Waterway – 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 northeastern portions. This project is approximately 65% complete.
- Harborview Road Bridge Replacement – 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.
- A new school flasher, silt fencing and turbidity barrier is in place. The contractor is preparing to mobilize equipment and build the footings for the temporary bridge. Once the temporary bridge is in place, demolition of the existing bridge will begin.
- *PSA issued 11/14/13: Construction of a new Bridge on Harborview/Sunnybrook Road, between DeSoto Drive and Discovery Drive, will begin on November 18, 2013. Variable message boards are in place to notify the public that stop signs will be installed on Sunnybrook Road at the intersection of Highlands Road on Tuesday, November 19, 2013. The contractor will begin with the construction of a temporary road and a temporary Bridge to divert traffic for the demolition of the existing Bridge. The school zone is being extended to the east of Highlands Road and the speed limit is being reduced in the construction area to 15 miles per hour for the safety of the traveling public and school children. Please exercise extreme caution while traveling through this area.*
- 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 is complete. All new lanes are open to traffic; the Contractor is working on punch list items and should be finished by the end of November 2013.
- Sidewalks - Harbor Boulevard – 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.
- The contractor has completed most of the work from Veterans Boulevard to Peachland Boulevard. They are working on pedestrian signalization, installing drainage and sidewalks south of Peachland Boulevard and have poured most of the sidewalk between Peachland Boulevard and Quesada 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.

- Sidewalks - Rio De Janeiro Avenue – 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 fence and base material. The contractor began pouring sidewalk at the intersection of Rio De Janeiro Avenue and Rampart Boulevard moving towards Sandhill Boulevard. The contractor has poured several hundred feet of sidewalks and several driveways.
- Sidewalks - Sunnybrook Boulevard – 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 Boulevard as part of a Safe Routes to School Program funded by the Florida Department of Transportation.
- Sidewalk construction began September 4, 2013 and is progressing ahead schedule. The contractor has poured several driveways, approximately 2,000 linear feet of sidewalk, and replaced several drainage pipes. Fiber optic conduit is being installed for the County's IT department in conjunction with this project.
- South Burnt Store Entryway Lighting & Landscaping – This project provides beautification and entryway enhancements 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, poles and bases have been installed; the contractor is assembling service points. Substantial completion is expected December 5, 2013 with a two week burn-in period for the lights.
- 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.
- US 41 Micro Tunnels / Weirs – 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.
- Construction is underway on Elmira Boulevard at the Pompano Waterway. The contractor is surveying the project site and installing erosion control devices. Replacement of the deteriorating drainage pipe under Elmira Boulevard will begin in early December 2013. Elmira Boulevard, between Depew Avenue and Brooklyn Avenue, will remain closed through March 2014; detours are in place.
- *PSA issued 11/6/13 – expires 3/15/14: Elmira Boulevard will be closed to traffic between Depew Avenue and Brooklyn Avenue beginning November 18, 2013 and will remain closed through the middle of March 2014. Deteriorating drainage pipes are being replaced within the Pompano Waterway under Elmira Boulevard. This project is being conducted in conjunction with the US 41*

Storm Structures - Micro Tunneling Project. Detours will be in place and the traveling public is reminded to exercise caution throughout this work zone.

- Winchester Boulevard South Extension – This project includes the construction of a new four-lane connector from Placida Road to the Charlotte/Sarasota County line, with a direct connection to I-75 via River Road within Sarasota County. As construction progresses, the final design and permitting of the intersection of SR 776/Winchester will occur and the intersection improvements will be rolled into this project.
- The contractor is working on shop drawings and is conducting survey lay out work. Gopher Tortoise relocation will follow. Negotiations continue with the design consultant for a scope and fee modifying the plans at the Winchester Boulevard North/SR 776 intersection to include a right turn lane onto Winchester Boulevard North.
- *PSA issued 11/20/13: Englewood, FL – Construction begins Monday, November 25, 2013 on the Winchester Boulevard South roadway extension. This project provides for a new three-mile-long, four-lane divided roadway, from S.R. 776 south to C.R. 775 (Placida Road). Construction includes roadway lighting, sidewalks, drainage improvements and utility work to be completed in conjunction with Charlotte County Utilities and Englewood Water District. Major components of the project include signalization of both the S.R. 776 and Placida Road intersections. When completed, this project will result in a four-lane connector from Placida Road to the Charlotte/Sarasota County line, with a direct connection to I-75 via River Road within Sarasota County. This project was approved by the residents of Charlotte County as part of the 2002 sales tax extension.*
- *The first phase of construction includes the installation of erosion control measures and endangered species mitigation and will have little impact on the traveling public however motorists and pedestrians are encouraged to use caution when traveling in the area. A map depicting the alignment of the Winchester Boulevard South extension is available at www.CharlotteCountyFL.gov – click Project Status Updates in the Popular Links list on the left. If you have any questions regarding this project, please contact the Project Manager, John Elias, at 941.575.3632 or via email john.elias@charlottefl.com.*
- In Design or Negotiation:
 - Burnt Store Road Phase III Construction – This Project provides 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.
 - Construction bids were opened on November 20, 2013 and are under review. Once the review is completed, Engineering Division staff will submit a recommendation to the Board of County Commissioners for approval.
 - 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% design plans, permitting and final alignments. Design is projected to be completed in early 2014 with construction beginning in the fall 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.
- 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. Construction is estimated to begin in the spring of 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.
- The design engineer submitted the 90% plans for County staff to review. Design and permitting is projected to be complete 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 links a large network of existing sidewalks with those 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 constructions plans.
- 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.
- On November 12, 2013 the Board of County Commissioners approved the scope and fees for the design of Harbor Boulevard Improvements. Staff will meet with the design consultants and conduct a kick off meeting to start the design and permitting process.
- 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 is scheduled to go before 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 were received and are under County review. Comments are being prepared and are expected to be returned to the design engineer by mid-November 2013. Design will continue through January 2014 with construction projected to begin in June 2014.
- Sidewalks – County Road 74 – 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. A SWFWMD permit was issued for this project and design is anticipated to be complete in late 2013. Construction is projected to begin in early 2014 contingent upon inspector availability.
- Sidewalks – Ellicot Circle – 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.
- Sidewalks - Gardens of Gulf Cove – The Gardens of Gulf Cove MSBU Committee requested that sidewalks be installed from the current end of the sidewalk on Coniston Street to Englewood Road and on Coliseum Boulevard from Englewood Road to Drucker Circle.
- 100% design plans and bid specifications are in the Purchasing Department undergoing final review in preparation for bid solicitation. This project should be advertised for bid in mid-December 2013.
- Sidewalks – Gulfstream Boulevard – 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.
- Sidewalks – Oceanspray Boulevard – 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.
- Sidewalks - Riverside Drive – 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. This project has unique design challenges that are being worked through by the design team and County staff. This project will not be constructed until an Engineering Inspector becomes available.
- Sidewalks - Rotonda Boulevard - 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 – The construction contract was awarded November 12, 2013 to Owen-Ames-Kimball Company. A pre-construction meeting was held December 4, 2013 and Notice to Proceed is established for January 6, 2014.
- 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.

- Sidewalks – Sheehan Boulevard – 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.
- 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.
- Coastal Projects:
 - Dredging - Alligator Creek and Sunrise Waterway – 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 and will be reviewed at the beginning of December 2013. The permits necessary for this project are being updated as part of the bid process.
 - Dredging - Harbor Heights Waterway - 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. The County is currently in negotiations with an engineering firm to facilitate all phases of this project.
 - Dredging - Manchester Waterway - 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 permit application is nearing completion. A new location has been reviewed and accepted as the spoil disposal site. This location will substantially reduce the cost of hauling material.
- 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.
- After reviewing the proposed alternatives, the Florida Park Service prefers a rock terminal groin sited as far south as practicable. Coastal Engineering Consultants will conduct modeling to determine how far south it can be placed to minimize impacts. Permit plans and the project description have been reviewed. The Consultant is in the process of compiling the initial permit submittal.
- 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 was forwarded to the Purchasing Department on October 23, 2013 in preparation for bid solicitation. Construction of SUN 3.65 is anticipated to begin in early 2014. Construction of 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.
 - SFWMD permits, final plans and bid specifications have been received. Staff members reviewed the plans and suggested cost saving measures that may be implemented into the design. The consultant is currently working with the Water District to verify that the changes are acceptable. We anticipate that this project will be submitted to the Purchasing Department in mid-December for final review and preparation for bid solicitation. Construction is estimated to begin in the spring of 2014.
 - 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 engineer has identified sites that will be needed for access to the project and for staging equipment. Real Property is working to secure the necessary construction easements. Design is projected to be completed in late December 2013 with construction estimated to begin in the spring 2014.
- Lighting Projects - Charlotte County CIP Projects:
 - Burnt Store Lakes (MSBU-South Burnt Store Lighting & Landscaping) – This project is underway; conduit and screw bases have been installed and we are awaiting fixtures. All poles and pull boxes have been installed and new load center is under construction.

- 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. Response was received from FDOT and their comments are being addressed.
- Edgewater Phase Two – Lighting District staff completed the final review of lighting specifications and provided them to the Project Engineer.
- Harbor Boulevard Sidewalk Project– Lighting inspection is ongoing for ITS conduits for fiber optic cable and pedestrian enhancements to the traffic signal at Peachland. Pedestrian features have been installed but not activated.
- Harborview Road Bridge Replacement – The existing school flasher at the Bridge was removed and a new solar powered school flasher base and assembly was installed and activated in another location.
- Rampart and Kings Highway – Lighting inspector is conducting a final inspection to ensure all punch list items have been completed.
- Sunnybrook Boulevard Sidewalk Project - Lighting inspection began and construction is underway.
- Lighting Projects – Departmental Projects (Nov 6 – Dec 1, 2013):
 - Re-inspected the City of Punta Gorda Multi-Use Trail project.
 - Installed temporary radar detection to replace a bad loop detector at US 41/Hancock.
 - Traffic Signal Preventative Maintenance was performed at the following locations.
 - SR 776/ Sunnybrook
 - SR 776/North Access to Merchants Crossing
 - Installed 2 radar vehicle detection units at US 41/Hancock to replace failed inductive loop detection in roadway.
 - Worked on fiber optic pull box and maintenance in West County.
 - Seven (7) Lighting District personnel attended Altec Aerial Lift safety training.
 - Built load center for Burnt Store Lakes lighting project.
 - Replaced inoperable Coho cameras at Kings Highway/I-75 northbound ramps and Jones Loop/Taylor Road.
 - Replaced underground street lighting conductors that were shorting out along Harborview Road
 - Replaced one pedestrian signal pole damaged in a vehicle accident at SR 776/Coliseum Blvd.
 - Grounded the relocated flag pole light at the San Casa Public Works yard (M&O).
 - Installed a new sign on the flashing beacon at Sheehan/Alton.
 - Replaced batteries in the UPS units at US 41/Edgewater and SR 776/Pine Street.
- Locates Performed:
 - 232 requests for underground utility locates were received, generating 65 tickets for locates.
- Trouble Calls:
 - 9 trouble calls received, responded to and problems of various natures resolved.
- Lighting Projects – FDOT Projects:
 - SR 776/Gulfstream Boulevard - Final inspection has taken place and all punch list items resolved.
- Miscellaneous Projects:
 - Electric Runs to Rotonda West Bridges – The Rotonda MSBU Committee requested that electricity be connected 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 due December 11, 2013 and a contract is expected to be awarded in January 2014.
 - 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 Community Plan will be presented to the MSBU at their meeting scheduled December 6, 2013.

- Manchester Lock Education - This is an educational based program that was required by the Department of Environmental Protection as part of the Manchester Lock System removal. Charlotte Harbor Environmental Center has been contracted to provide water quality education to elementary age school children throughout Charlotte County. Elementary school class trips in the Alligator Bay Education program were conducted in April 2013 with 131 people attending the program. This is an ongoing, annual project designed to educate students and their parents about water resources. They learn what actions they can take to protect our community's natural water resources and the environment.
- National Pollution Discharge Elimination System – The purpose of this project is to reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on unregulated sources of stormwater runoff into Charlotte Harbor. Minimum project requirements are public education and outreach, public participation/involvement, construction site runoff control, and pollution prevention. The permit includes coordination with the Charlotte County School Board, Airport Authority, Florida Department of Transportation, and City of Punta Gorda. A new Notice of Intent (NOI) for cycle three has been approved and became effective January 1, 2013 - expires December 31, 2017.
- Rotonda West Drainage Study – This drainage study is being conducted at the request of the Rotonda MSBU Advisory Committee. The study includes data gathering, modeling of the existing drainage system, and recommended drainage improvements.
- The MSBU committee held a workshop to discuss if they wish to go forward with Task 3 - a design work phase. This task consists of the following: Survey Data Collection, Project Modeling, Capital Improvement Project Recommendations, Maintenance & Operations Program Development, Governing Environmental Agency Pre-Application Meeting, and a Design Work Phase Report Public Meeting. On October 31, 2013 the MSBU committee voted to NOT go forward with Task 3 and to cancel the rest of the study project.
- Rotonda West Entry Features – 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 will be due mid December 2013 with an anticipated contract award in January 2014.
- 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 have been prepared to submit to the Purchasing Department, however this project is on hold until the algae removal project is complete.
- Sunshine Lake Water Level Control Structure - The purpose of this project is to design and construct a water control structure at the downstream end of the Sunrise Waterway to restore and enhance the water quality of Sunshine Lake. This project is being conducted in response to recommendations received from the Sunshine Lake Water Quality Study.
- The Environmental Resource Permit (ERP) was issued November 4, 2013. Bid documents for construction are being prepared, and will be submitted to the Purchasing Department in December 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.

Substantial completion has been issued; this project is complete and will be finalized and closed out by December 6, 2013.

- 2012 West County Paving Program – This program provides for the resurfacing of roadways in Gulf Cove, Rotonda Lakes and Rotonda Sands. Substantial completion and the final punch list were issued; the Contractor will complete this project by the end of December 2013.
- 2014 County Paving Program - This program provides for the resurfacing of roads in Greater Port Charlotte and the Road & Bridge Districts. 2014 paving maps area available on the public Web site.
- This project was recently advertised for bid. The pre-bid conference was held November 1, 2013 and bids were opened December 4, 2013. This is a 300 calendar day contract and is expected to be awarded in January 2014.
- Traffic Signing & Marking accomplishments:
 - Herbicide = 2,855 objects
 - Legends Installed = 499
 - New Signs Installed = 66
 - Road Striping = 154,849 Linear Feet (29.3 Miles)
 - Roadway Edge Scraping = 29,340 Linear Feet (5.5 Miles)
 - Signs Inspected = 13,715
 - Signs Manufactured = 238
 - Signs Repaired = 1,964
 - Speed Studies = 12
 - Traffic Counts = 43 stations
 - Trouble Calls (after hours) = 11
 - Video Detection Counts = 2

Community Services

- Administration
 - Administrative staff answered and fielded 343 telephone calls, responded to 14 webmail inquiries, processed 4 citizens action forms, 1 accident and 5 incident reports, 2 damaged and missing items reports, distributed 7 press releases, sold 34 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:
 - 44,099 visitors for the month of November
 - 5,516 people used computers
 - 1,481 adults and teens attended 75 library programs in November, financed by the Friends of the Library
 - 513 children attended 39 programs also financed by the Friends of the Library. So that is a total of 114 programs that 1,994 people attended in November.
 - 140 volunteers worked 1,382 hours at libraries & 141 volunteers worked 653 hours at Historical Center
 - 552 patrons requested PC assistance
 - Circulation for October was 68,952
 - Petticoat Soldiers was a very popular program offered 3 times around the County
 - A Commissioner Workshop was held to determine the future of the Historical Center
 - Symphony of Trees ongoing at the Cultural Center
 - Port Charlotte Then & Now display at MCRL
 - Staff attended Parkside Fall Festival
 - Other:
 - Anne Shepherd cataloged 1,200 items and re-cataloged 750 items
 - Attended 25 meetings including Friends, Historical, Arts & Humanities and the SWFLYN Annual meeting
 - Work Began on Landscaping for MCRL
- Charlotte Sports Park:
 - The Charlotte Sports Park hosted the SW Florida Lung Cancer 5K and Memorial Walk, on Saturday, 11/9. Estimated attendance for this event was at 600.
 - The Charlotte Sports Park hosted the IBC Nations Tournament on 11/09, and 11/10. They utilized a total of four practice fields each day with estimated attendance at 450.
 - The Charlotte Sports Park hosted the Florida Burn Baseball Tryouts & Clinic on 11/16, and 11/17. They utilized a total of four practice fields each day with estimated attendance at 300.
 - The Charlotte Sports Park hosted the Cole Bros. Circus on 11/20, and 11/21. They utilized the parking lot each day with estimated attendance at 2000.
 - On Saturday, 11/23, the Charlotte Sports Park hosted the 2nd Annual Tippecanoe Trail Run (5K and 10K), along with the Charlotte Harbor Nature Festival. Estimated attendance for both events was at 3750.
- Aquatics:
- Port Charlotte Beach Pool:
 - 235 paid admissions
 - 161 Pass holder visits
 - 375 Water Aerobics participants
 - Staff spent an estimated 22 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
 - 327 paid admissions
 - 463 pass holder visits
 - 367 water exercise participants

- Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
- The meeting room was rented 1 time this month
- The pool was rented 2 times for SCUBA instruction.
- 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 100 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters: 345
 - Total BMX Bikers: 62
- South County Regional Park Pool:
 - 175 paid admissions
 - 462 pass holder visits
 - 175 water exercise participants
 - Charlotte County Blue Fins held 26 swim practices resulting in approximately 1040 “splashes” for the month.
 - Intersession camp visited the pool twice resulting in approximately 50 “splashes”.
 - Staff spent an estimated 50 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 55 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Recreation:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open for a combined 1850 hours in November and served over 19,500 patrons (paid and nonpaid). Each facility programs Fitness Classes for youth and adult, Instructional Classes, Youth Leagues and Arts and Dance Programs. Registration for Classes and Leagues (youth & adult) totaled 2300 with 7220 touches. Admission based activities brought 3200 users and facility rentals were at 32 achieving attendance of 1905 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 3,409 hours in the month of November. An estimated 3,000 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 have received certificates of occupancy, but there are some items our Facilities Department needs to have addressed before turning the buildings over to Community Services.
 - International Baseball Championships/Nations Baseball hosted 46 teams at North Charlotte Regional Park and the Charlotte Sports Park. Estimated attendance 2,590.
 - United States Specialty Sports Association (USSSA) softball hosted 15 teams at Harold Avenue Park. Estimated attendance 850.
 - All three Pop Warner cheerleading programs qualified for regional competition in November.
 - Fall sports seasons are nearly complete for 2013. Confirmation of scheduling for winter/spring seasons is in progress.
- Extension Services:
- Administration:
 - Meetings:
 - Overall Advisory Committee – November 21st – 11:30 am
 - Evergreen Solutions – 3 pm – November 21st – Focus Group
 - 1st Quarter Business Meeting – Community Services – November 5th – 2:30 pm
 - Agricultural and Natural Resources Advisory Committee Meeting – Murdock – 9 am – November 14th
 - Extension Staff Meeting – November 19th – 3 pm

- County Extension Director Meeting – Manatee County – 1 to 4 pm – November 25th
- Dr. Vavrina Visit – November 22nd – 9 am to 2 pm
- East Port Environmental Campus Partners Meeting – November 4th – 1 pm
- Training:
- Annual CED In-Service via PolyCom – Training Room A – 12 noon to 5 pm – November 6th
- Annual CED In-Service via PolyCom – Training Room A – 8 am to 12 noon – November 7th
- Website Hits: 2,133 website page views – New Reporting System
- Facebook® Page - Charlotte County Extension data:
- 619 visits, 662 Likes
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. "What is the Regional Waterway Management System and Should it Interest You?" Charlotte County UF/IFAS Extension
 - Extension Website:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
- Field Work
 - 11/6 – Picked up 5 million bay scallop larvae for restoration from hatchery in Terra Ceia and released them in Lemon Bay and Gasparilla Sound.
 - 11/15 – Pulled and analyzed restoration bay scallop spat monitors and monthly bay scallop spat monitors.
- Outreach Programs:
 - 11/14 – UF Fisheries stakeholder meeting at Lashley Marina courtesy room
- University Governness:
 - Reviewed new applications for FMNP instructors and assistant instructors
 - 11/7 - Science Fair Judge for Punta Gorda Middle
- Meetings:
 - 11/5 & 20 – Envirothon Academic Challenge Board meeting
 - 11/4 – Meeting with FDEP, WCIND, County staff and FSG Boating & Waterways Coordinator to discuss RWMS
 - 11/8 – Attended FDACs red tide meeting with clam producers
 - 11/12-13 – Attended Marine Resource Education Program steering committee meeting in Charleston, SC
 - 11/18 – Fish descending gear planning meeting conference call
 - 11/20 – Recreational blue and stone crab stock assessment planning conference call with FWC and other agents.
 - 11/20-22 – UF Aquaculture meeting in Ocala.
- Other:
 - Considerable time invested in bay scallop restoration efforts, preparing UF/IFAS annual report & Vacation 11/24-12/1
- 4-H Youth Development:
 - 4-H Club Activity
 - Thirty-three volunteer leaders were responsible for 137 4-H members participating in 4-H project and community clubs during November. These youth improved their teamwork skills, social skills, and knowledge of subject matter as a result of this club participation.
 - Training
 - Thirteen 4-H club officers completed an Officer Training workshop. These youth improved their communication skills, conflict resolution skills and teamwork skills.
- Horticulture:
 - Programing
 - Green Industries – Best Management Practices Training – November 13th – 8 am 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 November 13th. Eleven (11) participants increased their understanding of the local County 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.

- Maple Leaf Village – November 9th – 9 am – “Vine Talk” – 100 people
 - Burnt Store Lakes HOA - November 5th – “Lawn Talk” - 1:30 pm – 50 people
 - Tropical Palms Mobile Home Park of Punta Gorda – Talk on the Master Gardener Program – 10:30 am – 50 people – November 23rd
 - Other Programing:
 - Florida-Friendly Landscaping™ - Tom Becker
 - Taught GI-BMP Module 4 (Irrigation and watering efficiently) to 11 landscape contractors on Nov. 12.
 - Made first contact with Master Gardener volunteers at their monthly meeting on Nov. 6. 45 attended.
 - Met with new Master Gardener Association officers on Nov. 11. 5 volunteers & staff.
 - Demonstrated using Florida-Friendly Landscape plants to 15 individuals at the Parkside Festival on Nov. 16.
 - Meetings
 - Master Gardener Association Meeting – November 6th – 10 am
 - Master Gardener Association Officer Meeting – 8:30 to 9:30 am – November 12th
 - King's Highway/I-75 gateway design – Public Works Office – November 20th – 2 pm
 - Parkside Tree Canopy Restoration Committee - Cultural Center President's Room – 8:30 am – November 5th
 - Charlotte Sun Newspaper Articles
 - Potential Readership:
 - Charlotte Sun Herald – Average Circulation – 44,028
 - Charlotte Sun Herald Newspaper Articles Website: An average of 25,000 hits per day
 - Newspaper Article – November 4th - Edible-podded peas – winter delight in the vegetable garden
 - Newspaper Article for November 11th – “Muscadines in the backyard”
 - Newspaper Article for November 18th – “Snapdragons are the answer!”
 - Newspaper Article for November 25th – “Heads-up – laurel wilt is in Charlotte County”
- Ordinance, as well as Turf, Irrigation, Landscape and Pesticide BMP's. After taking an end-of-

Facilities, Construction and Management

- Projects

- Justice Center Carpet: Purchase Requisition turned in for this project. Floors B1 and B2 will be completed under this year's CIP Budget Plan
- Mid-County Library Landscape Renovation: Installation and irrigation work is well underway. Tree planting in the east and north buffers will take place in December.
- Anger Fishing Pier & Parking Renovations: The SWFWMD permit exemption has been received. This project will provide for a complete rehab of the pier and parking improvements.
- Port Charlotte Beach Fishing Pier & Boardwalk Renovation: The FDEP permit exemption has been obtained.
- Franz Ross Football Fields Renovation: An initial site visit/drainage analysis with SED was completed yesterday.
- Port Charlotte Beach Floating Dock: 30% design documents have been received.
- Franz Ross Park Parking Expansion: An initial site visit/drainage analysis with SED was completed yesterday.
- Cape Haze Pioneer Trail Connector: The purchase order was issued to the design consultant. The county's paving contractor completed the first layer of trail and site restoration. Signage was determined with contractor producing the estimate.
- Parking Lot Repairs and Sealing: The contractor will start at the Mid-County Library but has been delayed due to landscaping improvements.
- West Co. Annex Paving and Drainage: The site is consolidated with 3 other sites. The construction will be scheduled for completion by March 22nd.
- Fire Training Facility: The user meeting to discuss the design request for letter of interest was delayed until December.
- Bay Heights Boat Ramp: The county and consultants are awaiting comments from the Florida Department of Environmental Protection regarding the environmental permit package.
- Tringali Gym Floor: Inter-departmental meeting was held regarding the flooring type. Community Services is reviewing programs with a follow-up meeting in March 2014.
- McGuire Tennis Court Replacement: Site review was conducted determining scope of project.
- Carmalita Park Concession Stand: The prototype South County Park building design completed permit review. Plans examiners notes need incorporated into design.
- South County Regional Park Soccer Concession: The plans were received and submitted for plans review. The plans are approved with examiner's notes. Notes will be collected and incorporated into the bid documents.
- Airport Annex Master Plan: A meeting is scheduled regarding the Firing Range program. The meeting will discuss options with the project stakeholders
- CCSO District 1 HQ: Site location meeting was held with CCSO staff. CCSO staff requested new location from the county. County is reviewing request to determine appropriate decision.

- Operations:

- Energy Efficiency Program:
- The work included in Siemens Energy Performance Contract is underway. The high priority projects at this time are the geothermal pool heating project at South County Regional Park and the Musco sports lighting for the stadium field at the Charlotte Sports Park. Both are expected to be completed by mid-January.
- Electrical Solutions has completed phase II of the LED lighting retrofit project in the Visitors' Clubhouse at the Charlotte Sports Park.
- Capital Asset Management Study: Cannon Design and their team have completed four rounds of inspections of several county buildings for the purpose of gathering information for the asset management project. The final inspections will be completed the week of December 3rd. Upon completion, the information will be assessed and uploaded into a database.

- Repair and Maintenance:
 - Sheriff's Admin: Fire Suppression Project is in progress and 70% completed. One hour fire rated ceilings and fire damper installations scheduled for this week.
 - Family Services ADA Bathroom: This project was to renovate two non ADA bathrooms into one new ADA bathroom. Project is now complete.
 - Bunk House Stabilization: In progress and is 75% completed. We are waiting on a permit for roof repairs for final completion.
 - BCS Code Compliance Remodel: In progress and is 95% complete. Schedule painting to start soon for completion.
 - Admin B Building Lower Roof Replacement: Completed with new roof insulation and a 20 year fibertite membrane.
 - Hathaway Park Dock rebuild: Scheduled for November has begun. Completion scheduled in 4 weeks.
 - PC Beach Rec Center Roofing Replacement: working on final draft for bid package. Roofing scheduled for replacement in early 2014.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - Extended employment opportunities to 25 candidates
 - Retained Consulting Firm Evergreen Solutions to conduct a Job Analysis and Description/ Development study for Fiscal Year 2014.
 - Recruitment related activities and hiring processes
 - Held Community Development Director Interviews
 - Attended FMLA Compliance Seminar
 - 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
 - Generated monthly service awards
 - Held Resolving Conflict Workshop
 - Discussions were held regarding upcoming Government Academy for Citizens
 - Continued efforts on New Hire Orientation project
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Transit Operation Supervisor, Fred McKenna, attended an orientation after being accepted into the *Transit Manager Certificate Program* (TMCP). The TMCP was developed by the Florida

Department of Transportation's Office of Freight, Logistics and Passenger Operations. Through FDOT's, insight and innovation, this program offers professional development to Florida's public transportation managers, and provides them with the educational tools and resources necessary to solve today's public transportation challenges.

- Neighborhood Accountability Board (NAB) Coordinators are participating with Drug Free Charlotte County in a renewed partnership. One Coordinator is now participating as a member of a panel to address underage drinking in Charlotte County. Coordinators are also working in partnership with the Charlotte County Homeless Coalition to establish a Community Service database for youth assigned to community service in Charlotte County.
- NAB staff presented information on the program to the Kiwanis International Club of Punta Gorda. Approximately 50 individuals were in attendance and two new community volunteers were recruited. NAB staff also conducted a recruiting and information seminar in Rotunda West. 25 members of the Rotary Club attended and expressed an interest in recruiting NAB volunteers to represent the Englewood area.
- The Department completed and submitted an application for the 2013 Emergency Solutions Grant program. This grant provides \$76,598 in funding from the Department of Children and Families to provide Homeless Prevention and Rapid Re-Housing services to families who have been identified by the school district of being homeless or at risk of homelessness. This service is consistent with the department's core mission to assist families move toward self-sufficiency. If awarded the grant, the department will bring the grant request before the BCC for acceptance and approval.
- Our Human Services Department and Veteran Services staffs participated in numerous events and activities supporting our County Veterans during this month. Events included:
 - The Veterans Awareness and Remembrance Service at the Randy Spence Park in El Jobean. There were approximately 60 people in attendance.
 - Staff with the US Paratroopers led the Punta Gorda Veterans Day Parade starting at 1000 hrs. Attended by many residence/ supporters of Punta Gorda along the parade route.
 - Re-dedication of the Purple Heart bricks in Lashley Park, Punta Gorda. There were approximately 25 people in attendance.
 - Staff was the guest speaker for Veterans Day Ceremonies at the Sterling House of Port Charlotte Assisted Living Facility. There were approximately 40 people in attendance.
 - Staff was the guest speaker for Veterans Day Ceremonies (A Salute to Veterans) at the Douglas T. Jacobson VA Nursing Home. A free barbeque followed. There were approximately 160 people in attendance.
 - Staff attended the Veterans Day Ceremonies at the Charlotte County North Regional Park (sponsored by the VFW Post 5690). There were approximately 60 people in attendance.
 - Staff with the US Paratroopers Honor Guard Posted Colors at Lashley Park and attended the Veteran Day Ceremony in Punta Gorda. There were approximately 80 to 90 people in attendance to honor Veterans and learn of the nurses who served in the Armed Forces.
 - Staff and other members of the US Paratroopers Assisted Tidewell Hospice by Posting Colors at South Port Square for Veterans pinning Ceremony. There were 60 in attendance.
 - Staff attended the 9th Annual Stand-Down at the American Legion Post 113. There were 28 veterans in attendance. There were approximately 50 volunteers that passed out items, escorted the veterans to each station and worked the food truck serving hot meals.
 - Staff attended the Veterans Day Salute and Pinning Ceremony at Vick Street Manor Assisted Living Facility. There were 26 veterans and 31 other individuals in attendance.
 - Additionally, staff presented a VA Benefits briefing to 50 Veterans and their family members at the Community Presbyterian Church in Englewood.
 - Staffs from Charlotte County Human Services, MPO and Fiscal met with representatives from the Sarasota County Area Transit and the City of North Port for a quarterly meeting to discuss coordination efforts and open communication on transit service. The meeting discussion also included the outcome of presentations to County Boards for the final latent demand study prepared for Charlotte County- Punta Gorda & Sarasota-Manatee MPOs. Both County Boards

accepted the latent demand studies and the study will be part of both Counties 10 Year Transit Development Plans.

- Staff met with MPO and Tindale-Oliver Consultants to review and discuss first draft of the technical section to *Charlotte Rides*.
- Transit staff participated in the Parkside Area Fall Festival by demonstrating the operations of Dial-a-Ride bus to the public and answering questions on transportation in Charlotte County and collecting surveys for the 10 Year Transit Development Plan. (*Charlotte Rides*)
- The Human Services Department held its first quarterly employee meeting to engage staff in team building, communication, customer service and developing a vision for human services in Charlotte County which focuses on Real People, Real Stories and Real Investment.
- Staff met with Five Points IT to discuss the *Resolve Software* computer system to complete conversion from outdated senior services software system. Training on new system is expected to begin in December 2013.
- Staff hosted and participated in the Community Conversation meeting at the Vo-tech Center. This meeting was a follow-up to the recently completed 2013 Community Needs Assessment to engage the public in the vision and next steps for Charlotte County.
- The Department began accepting applications for the new State Housing Partnership Initiatives (SHIP) funding cycle.
- The BCC approved the acceptance of the three Helen Avenue/Community Land Trust properties by conveyance at its 11/13/13 agenda meeting. Staff is working with County Attorney's Office and SunTrust Bank to prepare for occupancy and final ownership.
- Staff prepared for and participated in the annual Administrative and Fiscal monitoring of the senior services grant-funded programs conducted by Senior Solutions (aka Area Agency on Aging for Southwest Florida). No corrective action items were identified during monitoring review. Final report is expected by early January 2014.
- Two department staffs attended an on-line facilitator training, "Getting Ahead in a Just Getting by World". Training is to better assist clients as they move toward Self-Sufficient life goals.

Public Safety

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

Public Works

- In keeping with the spirit of the season, Public Works installed holiday banners on the decorative light poles on the US 41 access roads between Port Charlotte Boulevard and West Tarpon Boulevard.
- Replacement of a failed road crossing pipe on Bronco Road near Bermont Road (40 LF of 19"x30" RCP with mitered ends).
- Replacement of a failed driveway pipe on Bronco Road (32 LF of 19"x30" RCP with mitered ends).
- Road shoulder repairs included 1.6 miles on Notre Dame Boulevard and 1.8 Miles on Washington Loop
- Line & grade restoration of drainage swales included 6,000 SF on Linnaen Terrace, 12,300 SF on Kowloon Lane, and 5,000 SF on Chevy Chase Street.
- Three additional swaled intersection conversions were completed in NW Port Charlotte.

Tourism

- Jennifer Huber attended the Travel Media Meet-up in Jacksonville, FL to pitch story ideas about Charlotte County to 20 members of the travel media from Orlando, Jacksonville and the Southeastern U.S. Attending journalists represented both electronic and print media.
- Sean Doherty attended the Travel, Events and Management in Sports Conference and Expo which provided educational sessions and best practices on relevant topics as well as various networking opportunities. Sean met one-on-one with more than two dozen event organizers to

discuss the potential of Charlotte County hosting one or more of their events. Several strong leads were generated and/or relationships created with a variety of organizations including the AGA Nation, Savage Race, Pro Hyro X Tour, CollClub Sports, National Horseshoe Pitchers Association, Youth Amateur Travel Sports Association, International senior Softball Association, USA Rugby and NDP Lacrosse. As a result of those meetings, the VCB is actively pursuing 4 RFP's and is in the process of making arrangements for 2 site visits.

- Charlotte County Tax Collections were up 6% for FY 2013 over FY 2012.
- As a result of working with a freelance writer for the New York Times, Punta Gorda's holiday boat parades and Christmas Light Canal Cruises were mentioned in this post on the New York Times Blog, "In Transit: A guide to Intelligent Travel."
- http://intransit.blogs.nytimes.com/2013/11/27/calendar-coming-events-in-florida-and-australia/?_r=2
- Our public relations agency reached out to this writer after seeing mention of the new Air Canada service into Sarasota-Bradenton International Airport and provided her with information about Charlotte Harbor and the Gulf Islands:
- http://www.thestar.com/life/travel/2013/11/22/florida_charlotte_harbor_and_the_gulf_islands_eager_to_host_canadian_visitors.html
- Diane Daniel – Freelance for the Boston Globe and New York Times will be visiting Charlotte County to write a story about Placida. She is also researching Punta Gorda's bicycle friendliness for a VISIT FLORIDA story.
- Punta Gorda FAM - planning for January 9–12 and January 10–13. The VCB will be hosting up to 5 members of the media from Florida and Allegiant's feeder markets during a three-night stay in Punta Gorda. Since Allegiant's arrival and departure days vary by city, we will bring a few journalists in on Thursday and the remainder on Friday. The two sets of journalists will share the same itinerary on the days they overlap. The FAM is contingent upon finding a hotel partner in Punta Gorda and getting confirmations of participation from media in Allegiant markets.
- The VCB is advertising on the popular Canadian radio show, "Canada Calling" which is heard by a very high percentage of the Canadians who are vacationing in SW Florida. The show will also air greetings from various area attractions, e.g., Fishermen's Village, Muscle Car City, Babcock Ranch and Peace River Wildlife Center.
- Production of "Buying Beachfront" was completed production in November. Crew arrived November 11 and production ended November 22. Roughly 1000 minutes of footage was shot – which we have on our own hard drive – for both the Buying Beachfront pilot and the Charlotte County promotional video. In actuality, the footage is very diverse, and multiple promo videos can be drawn from the footage. The producer, Russ Weston, returned to his home base and began editing the pilot. The finished cut should be ready by January 1. One by-product of the shoot: We discovered a little more about resources for filmmakers in the region, including a top-notch production assistant who lives in North Port.
- Beachfront Bargain Hunters: This series appears on HGTV on an irregular schedule. A production team from New York came in mid-November to shoot two segments for an episode, one on Don Pedro Island and one on Little Gasparilla. Apparently their experience went well enough that they will return in December to shoot another segment. No word yet on air dates for this episode.
- Brand USA sent a production unit and a German host to Charlotte County to produce promo spots for the German market. Most areas of west county, including Shell Creek, Englewood Beach and Palm Island were covered. The host of the video will be well received by the German market. He was a featured actor in the number one television series in Germany for several years.
- Chip Futch researched how to setup a multiple-user, category specific twitter feed for particular niches. (Example: Fishing web page, with live twitter feed from set group of captains/people with Charlotte Harbor specific fishing info.)
- Chip is making major modifications to front- end coding requirements for the Website RFP based on reinforcement of previous outlined 'targeted content' ideas. IF this can be done within the scope of our budget, and done correctly, we'll be one of, if not the only, DMOs in the US doing it.

Will generate far better yield and far less bounce by delivering a specific home page to a user based on a variable as wide as geo-location to more specific insights (if they grant permission.) – Interests, for example, should not only be for targeted email marketing, they can be used to deliver custom content on first page load. Site must also be responsive design. That is, it must be able to dynamically resize content based on the platform the site is viewed on (ipad, smartphone, etc)... no longer an either/or option for a separate mobile site. Mobile leads decision making.

- Working w/Phase V / Miles to integrate Live Chat feature. Small issue with monitor code not returning current URL. (would enable CSR to know which page the viewer is on) Seems the obvious solution isn't obvious to both parties here, need to spend some time reverse engineering our site to explain better to coders at Phase V they include structure (the way re-useable php elements are called when loading a page) and likewise get a better handle on javascript integration.
- Scheduled to install mVIX (digital text and video feed) at Visitor Center on 11/26 pending all technology ready there and screen Full HD (1080p.) Delayed until December 9th due to PG Chamber schedule conflicts.
- Chip Futch and the VCB team are working on getting the 2014 Visitor Guide to print. The new look of the guide is brighter and the internal graphics give the guide an airy, tropical feel.
- Chip created a Holidays on the Harbor landing page for our website to promote events and activities of interest to our tourists (and potential tourists!) during the holiday season.
- <http://www.charlotteharbortravel.com/do/holidays-on-the-harbor-2013#sthash.buCwNEM8.dpbs>
- Sean Doherty finalized gymnasium contracts for the YBOA Basketball tournament for May 2014.
- Sean submitted a bid in conjunction with Kingsway Country Club to host a Big Tournament regional golf tournament in August or September 2015.
- Sean provided editorial content and photos to Sports Events Magazine for their January 2014 issue.

Utilities

- Engineering Services:
 - 1,092 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 30 Residential Service Availability Letters Prepared; 19 Commercial Service Availability Letters Prepared; 29 Residential Service Applications Processed; 465 CIP inspections; 121 Developer Inspections.
- Operations Division:
 - Treatment Facilities:
 - 199 preventative maintenance, 17 corrective and 2 emergency work orders were completed.
 - 215 Residential cross-connection inspections, 4 reclaim site maintenance/repair work orders were completed.
 - Burnt Store WTP: Staff completed emergency repairs to Train A- piping leak.
 - Burnt Store WRF; Staff completed emergency repairs to the plant reclaimed water distribution pump station (replaced foot-valve).
 - East Port WRF: Staff replaced the effluent pH /chlorine analyzer for Contact Chamber #1 and also replaced a control valve at the Port Charlotte Country Club Reclaim Distribution Station.
 - West Port WRF: Staff started a project to upgrade the existing 6" Deep Well Injection/Irrigation Manifold to a 16" Manifold to accommodate higher flow rates.
 - Tours: Both the East Port and Rotonda WRF's conducted successful citizen tours this month.
 - Water Distribution:
 - Supervisors attended Supervisory training sessions.
 - 17 new installations for water services for November.
 - Daily routine operations and maintenance – water quality calls, line repairs, valves located/exercised/replaced, hydrants serviced/replaced, meters tested, 0 boil water notices, distribution samples taken.
 - Wastewater Collection:

- Gravity/Force Mains: Repaired 5 gravity service laterals; 2 ARVs were serviced; repaired 4 manhole rings and covers; investigated 5 backups/odor complaints that were determined to be customer problems; exercised 41 sewer isolation valves on force mains; 1 gravity sewer main blockage was reported and cleared; 2 sewer services were located with the TV truck as requested by Engineering; inspected gravity mains involved in the Midway widening project per Engineering's request; 16 new LPS services were installed for new construction; cleaning of gravity sewer mains in Deep Creek continues.
- Lift Stations: 296 PM work orders were completed; 44 corrective work orders were completed; emergency by-pass pump suction lines were installed at master lift stations #37 and #65; a motor control center was constructed in-house and installed at LS#142 along with a new support structure, power meter, and disconnect. A trial force main diversion was performed in the West County area in preparation for the connection into the new 20" force main installed on Cattedock Point Road.
- Low Pressure Sewer: Responded to 180 service calls; replaced 6 check valves at street; changed out 4 failed tanks; performed 17 upgrades; installed 5 mandatory connections; 15 PM work orders were completed; an LPS Prototype riser and lid designed to reduce inflow and infiltration was installed for testing at 165 Cedarwood Street.
- Two new Maintenance Mechanics started in the Sewer Line work group.
- Business Services:
 - Web Services – e-bill, e-pay, and IVR being tested. Communication plan and web site changes being developed. Anticipated roll out in January.
 - 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 675.
 - Delinquencies: total delinquency revenue for the month was \$45,525 FY 13 total: \$88,621.
 - North Port: we processed 3,994 payments; total revenue for November was \$615.76. The total amount for the fiscal year is \$1,391.81.
 - Accounts Receivable: the accounts receivable over 90 days went from 51.93% in October to 45.6% in November. The accounts receivable within 30 days went from 43.45% in October to 49.35% in November.
 - Electronic Bill Payment: 52% 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.
 - Share point: there are currently 123,282 files and 93,523 folders ready to be transferred to share point.
- Water Conservation & Public Outreach:
 - Currently under Southwest Florida Water Management District's year-round water conservation measures (watering only 2 days a week).
 - 9 members of the Life Long Learning Institute toured the Leachate Wastewater Treatment Facility and Landfill, East Port WRF, and Rotonda WRF.
- Human Resources:
 - Total positions: 200. Vacant positions: 7.
 - Actively recruiting for the following positions: Operations Manager, Engineer III, Engineering Technician, and Plant Operator.
 - Offers pending for (2) Maintenance Mechanics and Plant Operator Trainee.
- PR/MRWSA Water Resources:
 - 27.02 MGD of water went to customers on an average day in November. 33.63 MGD of water was withdrawn from the Peace River in November, and as of month end, there was 9.82 BG of water in storage, representing 400 days of supply.
 - County Administrators met on November 8th to discuss contracts for the 1991 PRF Rebuild, the status of the Exhibit C draft revision and common rate development, as well as the Regional Water Supply Master Plan Update.

- County Attorney and CCU staff participated in a teleconference to discuss recent suggested revisions to the Exhibit C replacement document.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The monthly construction meeting was held on November 18, 2013. The primary topic of discussion was the switch over to the new 20 inch West Port WRF force main now that construction on the new 20"/24" force main and the new 12" meter assembly is completed. Representatives from CCU Operations were present to discuss the process which is expected to occur in the 2nd or 3rd week of December. The necessary easement adjacent to the FDOT right-of-way was approved by the BCC on November 12th and the contractor mobilized and started drilling the pilot hole on November 18th. The drill was successfully completed and the 18" HDPE force main installed. The Contractor worked on installing the 18" water main and the 16" reclaimed water main along the Gulf Cove United Methodist Church property and installed the 18" water main down Cattle Dock Point Road to the SR 776 intersection.
 - *Pumping Station (Stage 2):* The Contractor installed the perimeter fencing at the site. A request for information was issued to the design consultant on the method to properly ground the security fence to the grounding ring installed around the pump station perimeter. Stantec issued a response to the contractor which was reviewed by the electrical subcontractor. An order was placed to have a meter set for the portable water line serving the site. Further work at the site will continue once the pump skid is delivered. Fabrication of the pump skid continues with delivery still scheduled for early December.
- East Port WRF Expansion:
 - Design Review meeting on 90% submittal was held in November.
 - Notice to proceed was given to Jones Edmunds for Priority 5 design work relating to Reclaimed Water improvements upon SWFWMD confirmation of contract date.
- 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:
 - Next quarter monitoring well samples to be collected in January 2014.
 - FDEP permit application submitted in November; ERP permit application to be submitted by December.
 - Bid documents to be sent to Purchasing in December.
- Harbor View Rd Gravity Sewer:
 - Sent to FDEP for approval, working on punch list.
- East & West Spring Lake Wastewater MSBU:
 - Property Owners were submitting septic system rebate forms to CCU for processing.
 - MSBU Prepayment Notices were mailed out to each Property Owner on November 1st, allowing Owners to prepay the entire MSBU assessment amount so as to avoid financing and collection costs, rather than paying annually over 20 years.
 - CCU and DOH were still engaging in discussions on the best way to jointly determine temporary operational measures to address OSTDSs in the MSBU that were not functioning properly.
 - CCU is pursuing funding sources for a hardship program.
 - RFP package for finalization of the design plans for the vacuum portion of the wastewater collection system that will be installed in Spring Lake went to Purchasing for handling.
 - A letter updating all Property Owners on the status of various features of the MSBU program was mailed out on November 8th.