

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support
- Human Services and Transit Grants
 - Submitted monthly Human Services reports for the Senior Grants consisting of Community Care for the Elderly, Alzheimer's disease Initiative, Home Care for the Elderly and the Older Americans Act.
 - Housing received reimbursement of \$40,707 for the Neighborhood Stabilization Program 3 grant.
 - Fiscal and Transit staff attended a workshop sponsored by Florida Commission for the Transportation Disadvantaged covering the implementation of the updated Medicaid HMO policy, process and status. The State Policy Program Manager provided insight into the transition and answered numerous transit questions. The Commission is tasked with administering the coordinated program of Medicaid Non-Emergency Medical trips.
 - Worked on responses to the Triennial Review deficiencies due to the FTA January 24th.
- Road Grants:
 - No collections for the month of December.
 - Invoiced a total of \$92,937.44 as follows:
 - \$78,537 to FDOT for design of the Gasparilla RD/SR776 intersection improvements
 - \$6,900 to FDOT Winchester intersection improvements
 - \$7,500.44 to FDOT for US41 Right of Way Maintenance
- Public Safety Grants:
 - Collected \$28,059.94 as follows:
 - \$25,221.94 from the State of Florida for Emergency Preparedness Assistance
 - \$2,295 from the State of Florida for Emergency Marine Exercise
 - \$63 from the Charlotte County School Board for radio repairs
 - \$480 from the Charlotte County Sheriff's Office for radio repairs
 - Prepared and submitted Close-Out Report to Florida Department of State, Division of Emergency Management (DEM) for g251203 SHSGP Marine grant agreement 12-DS-20-09-18-01-425, total costs incurred in accordance with the agreement totaled \$22,950.00.
 - Prepared and submitted Final Expenditure Report with narrative to Department of Health for EMS Grant Program C1008 for period October 17, 2012 through November 29, 2013. Total of \$33,706.76 in grant funds expended and \$73.34 of interest revenue earned during the grant period.
 - Prepared and submitted annual Historical Summary by Expenditure Report to DEM for the EMPA grant agreement 14-BG-83-09-18-01-008 for the period of July 1, 2012 through June 30, 2013. Total County Emergency Management Agency Funding of \$617,082.02 with the amount of funds provided as match for federal portion of grant (EMPG) at \$391,176.19.
 - Prepared and submitted FY2013-14 Staffing Detail Report for the EMPA grant agreement 14-BG-83-09-18-01-008 which included anticipated salaries and benefit amounts for all positions under the Emergency Management Division and submitted all position descriptions to DEM.
- Adult Drug Court Grants
 - Completed the Close-out Package for this grant and uploaded documents into the Grant Management System.
- Criminal Justice Reinvestment Grant
 - Revised Match Commitment MOU's with our partnering agencies, amended budget worksheets and budget narratives to reflect revised timelines, and worked with County Attorney to file amended copies to DCF by contract end date January 11, 2014.

- Operating And Accounting Support
 - Worked with BCS to streamline cash processes and revise current cash handling manual.
 - Trained new Administrative Assistant in Building Construction Services on cash handling procedures and worked on streamlining more department processes.
 - Charlotte Harbor Super Boat Grand Prix (CHSBGP) – \$250,000 Contract for Services between the BCC and CHSBGP for the Super Boat Grand Prix boat races in Charlotte County from April 11 - 13, 2014 and from April 10 – 12, 2015, has drawn down through October 30, 2013 a total of \$63,000 in Funds with a remaining unencumbered balance of \$107,000. There is a restriction on \$80,000 of the \$250,000 for payment of 2015 sanctioning fees that will be paid in FY14.
 - Total as of December 31, 2013 - \$93,000
 - May 13, 2013 - \$10,000
 - May 15, 2013 - \$8,000
 - June 7, 2013 - \$20,125
 - July 2, 2013 - \$14,875
 - October 11, 2013 - \$10,000
 - November, 2013 - \$30,000
 - December, 2013 - \$0
 - Prepared work order cost summary FY2010-2014 for Lighting District ATMS costs for BCC workshop information on expansion of Lighting District territory. Worked with Lighting Department staff to prepare power point presentation to the BCC.
 - Prepared analysis of funding availability for Mid Charlotte Stormwater to fund replacement of failed structure on Kenilworth Drive, and funding availability for an additional cost of \$1 million for the dredging of Sunshine Lake.
 - Streamlined the process for the Fleet Department for ordering heavy equipment for Public Works and Engineering. Fiscal staff developed SOP's for heavy equipment purchases including circulation of approvals and purchase order process and circulated to appropriate staff.
 - Updated and reconciled 60 MSBU files for FY13 actual revenue/expenditures and ending fund balances, updated in 2014 budget files, updated Beginning Balance BVA to identify funding issues and where first quarter adjustments will be needed. Prepared draft of first quarter adjustments.
 - Provided training to new administrative staff at Public Works on Novus process and preparation of agenda items for setting and holding public hearings, including required language, etc.
 - Prepared several CIP Amendment and budget adjustments to allow Novus approvals: Sunshine Lake Algae Removal, Rotonda West Entry Feature, Rotonda West Bridge Lighting, Tractor Boom Mower, Wheeled Loader, Burnt Store Road Widening (preliminary)
 - Updated over 100 CIP projects for FY13 actual expense for Roads, Infrastructure and MSBU CIP projects in preparation of FY15 abbreviated budget cycle.
 - Worked with Community Services staff to streamline the Class software used for departmental revenue collections. Removed unused project numbers from the system.
 - Prepared a training class to be presented to departmental supervisors in Community Services to help them better understand and control their budgets.
 - Prepared tax distribution payment for special assessment fees to Little Gasparilla Island Fire Unit for November in the amount of \$27,073.90.
 - Prepared annual radio billing notification for internal customers and distributed to fiscal staff for review by departments. The current number of units total 1,856 with the allocation amount totaling \$334,080. The final allocation amounts will be submitted to Finance and posted in January upon receipt of any departmental requests for adjustments.
 - Coordinated and scheduled an EMS Billing and Collections Presentation/Meeting with ADP Intermedix, NCS Plus and County staff. The meeting is structured to allow time for the vendors to each present an overview of the services they are providing to Charlotte County.
 - Coordinated with Cintas to obtain uniform counts by location and employee for preparation for the departments to turn in for final billing. The uniform counts were distributed to the appropriate fiscal staff for distribution to the department representatives. A receipt form was developed for the

location to use to obtain a signature receipt from Cintas to ensure proper final billing on each location account.

- Reviewed and updated the following Standard Operating Procedures (SOP):
 - ADP refunds
 - Check requests
 - EMS invoicing
 - NCS Plus payments
 - Radio Communication external invoices
- Discussed notification process with Chair of Board of Directors for Little Gasparilla Island Fire and Rescue, Inc. concerning their request for an increase to the MSBU rate. Outlined the timeline, documentation needed, and community outreach activities required and emailed the information in writing as well.
- Analytical Support
 - Fiscal staff and the Community Services Director met with the Events Center’s management staff to discuss the provisions of the contract that now go into effect and how this change will affect SMG’s incentive fee. After a series of discussions all parties agreed to the changes.
 - Worked with the Impact Fee Consultants to complete the second round of data requests for more detailed financial schedules for Law Enforcement, Libraries, Public Buildings, Fire, EMS, and Parks.
 - Held discussions with Faster Fleet Management Software team on getting their new Windows based dashboard reporting system added to the County’s current Faster system for free. Working with IT on the installation and testing of the Faster system for running reports.

I.T.

- December Accomplishments:
 - New BS public web site goes live: On December 20th, the new BCS web pages went live hosted on the county's SharePoint platform. The new sites are cleaner, data and documents have been reviewed and verified. It is easier to use and better organized with improved findability. It also places the control of the site into the hands of the division who are the subject matter experts.

- December Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
Count	○ 128,657	○ 77,634	○ 146	○ 2,888	○ 209,325
%	○ 61.5	○ 37.1	○ 0.1	○ 1.4	○ 100.0

- December Outage Statistics:
 - There were no global outages affecting IT systems for the month
- December Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 111
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 108
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 310
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 305
 - Change Controls Last Month – (internal configuration changes to server and network) = 1
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 394

Purchasing

- Quotes due and received:
 - 14-134 Herbicide Program for South Gulf Cove
- Pre-bid meetings held:
 - 14-122 Volume Reduction Services – Vegetative & Wood Waste
 - 14-114 Fill Dirt – Annual

- Bid openings held:
 - 13-417 Sidewalks Rotonda Boulevard East and North
 - 14-093 Fiber Optic Infrastructure – Annual
 - 14-054 Renovations – Fleet Building
 - 14-024 Fiscal Year 2014 – County Paving Program
 - 13-418 Facility Accessibility Improvements
 - 14-069 Rotonda West Entry Features
 - 14-127 Ready Mix Concrete – Annual
 - 14-022 Electric Runs to Rotonda West Bridges
- Request for Proposals due and received:
 - 14-060 East/West Spring Lake Pilot Wastewater Program
- Shortlist meetings held:
 - 14-035 Customer Services Program
 - 14-060 East/West Spring Lake Pilot Wastewater Program
- Work Orders due and received:
 - 14-137 Little Farm Road Inspection Services

Real Estate Services

- Edgewater Phase II – All parcels required for this road project have been obtained. Mediations to resolve final compensation issues have started and will continue for several months.
- Placida Widening – 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 in early of 2014.
- 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 have made a recommendation on a sale to FDOT. We are awaiting a response from FDOT on our latest proposal.
- Cheney Brothers Easements – We have successfully concluded this matter.
- Midway Project – Temporary Rights of Entry – We have BCC approval to proceed with voluntary acquisitions. To date, we have obtained approximately 70% 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. The BCC has approved the exchange and we will be completing this transaction shortly.
- Gasparilla Road – We have obtained the appraisals for this project and they are under review. Voluntary purchase offers will be sent out mid-December.
- 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 – The BCC accepted our recommendation and accepted several bids that were submitted. The County will realize approximately \$185,000 for the surplus parcels. To date, the County has realized over \$2.9 million dollars from the disposal of surplus parcels.

- Customer Satisfaction Surveys – Our surveys continue to show an “excellent” customer rating from our customers.
- Reuse Water Project – We obtained 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).
- East & West Spring Lake Sewer Project – We are moving forward with the planned purchase of single family lots needed for the East & West Spring Lake sewer expansion project.
- Charlotte Harbor – Bayshore Live Oaks Park – The BCC approved 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 will be finalizing this transaction shortly.
- Human Services – As approved by the BCC, we have accepted 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. These newly acquired improved properties will be managed to ensure compliance with grant funding requirement.
- Section 20 – Deep Creek “Big Ditch” – Engineering and Real Estate Services staff met with Attorney Kevin Russell, Engineer Todd Rebol and a representative from the PGI Section 20 Property Owners Association to discuss the possibility of the County taking over the maintenance responsibility of this large drainage ditch. Funding for the maintenance of the ditch would be through the existing MSBU. Discussions on this matter will be on-going for several months.

Community Development

- The Building Division:
 - The Building Division continues to see increased activity compared to previous years as is the trend across this part of the State. Additionally, there is an increase in the number of commercial permits, either for new commercial buildings or renovation of existing structures.
 - In terms of revenue and expenditure, the Central and Indirect allocation went through in December inflating the expenditure; however, revenue collected was still 22% higher than December 2012.

Item	Total FY2013	Dec-12	Dec-13	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	11	28	44	108
Multi Family Permits Issued	2	0	0	1	0
Commercial Permits Issued	37	2	5	4	14
All Other Permits Issued	15875	1036	1180	3633	3717
Customers Served	26629	1810	1784	6466	6386
Inspections	43341	2866	4348	10143	13336
Permitting Revenue	\$ 2,385,421	\$ 144,462	\$ 176,601	\$ 486,045	\$ 592,444
Permitting Expenditure	\$ 2,075,903	\$ 401,404	\$ 436,135	\$ 733,418	\$ 755,925
Code Enforcement Revenue	\$ 910,101	\$ 52,995	\$ 105,565	\$ 169,499	\$ 265,630
Code Enforcement Expenditure	\$ 1,579,465	\$ 335,453	\$ 327,618	\$ 553,136	\$ 553,235
New Complaints Received	1447	42	27	310	208
Code Cases Initiated	2861	209	210	677	684
CEB Cases Heard	719	96	69	247	152
Citations Issued \$ Amount	\$ 115,500	\$ 9,500	\$ 8,000	\$ 23,000	\$ 35,000
New Contractor Licenses Issued	16	6	0	8	4
Contractor Licenses Revoked	15	2	1	4	3

- Flood Insurance:
 - Despite hope that legislation relating to the 2012 National Flood Insurance Act would be passed prior to the Holiday break to delay the implementation of some of the very costly impact of the act, no action was taken. There is however, movement at both a State and Federal level to take action in the coming year – at the federal level, to delay the implementation, and at the State level, to encourage private insurance. Whatever happens, Community Development is working closely with home owners, realtors and insurance agents to help them understand the impacts of the legislation.
- 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 and again at the December 9th meeting. Review will continue at the next meeting of the board on January 6th.
- Manasota Sandpiper Key Architectural Review Committee
 - The committee met on November 6th and November 20th. The following projects were presented to ARC:
 - 1170 Gulf Blvd Road – fence
 - Comments: additional information needed - continued to the next meeting
 - 2795-A N. Beach Road – interior house remodel
 - Comments: approval granted
 - 2785 N. Beach Road – parking lot paving
 - Comments: approval granted
 - 4141 N. Beach Road – variance for pool setback
 - Comments: approval granted
- Little Gasparilla Island Community Plan
 - The committee may not have met in December.
- Grove City Community Plan
 - The committee may not have met in December.
- Babcock Ranch
 - The Notices of Proposed Change for the Master DO and Increment 1 went to the December 9 P&Z and were recommended for approval. They will be going to the January 28 BCC meeting for approval. 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 December 2013:
 - Bicycle and Pedestrian Master Plan: Funding for the design of Taylor Road sidewalk was programmed by the FDOT in the Fiscal Year 2017/18.
 - Site Plans, Zoning Exceptions and Traffic Study Reviews: The following applications were reviewed from transportation perspective:
 - DRC-F-13-07 – McDonalds Restaurant - McCall Rd & Coliseum Blvd

- DRC-P-13-15– O'Reilly Auto Parts Englewood
 - DRC-P-13-16– CARLINO WAREHOUSE
- Meetings and Field Visits: The following meetings and sites visits were attended/made:
 - Attended multiple meetings with MPO and FDOT staff on the funding options for Burnt Store Road Phase II and Taylor Road Sidewalks projects in the County thru FDOT.
 - Attended multiple pre-project conference meetings with the consultant staff for various projects before they submit their site plans for review.
 - Made multiple filed visits all over the County to address the speed limits issues along with the safety concerns raised by the citizens.
- Site Plan Approval
 - The County received 5 petitions:
 - 1 was a project conference
 - 2 were Final site plans – both approved
 - 1 was a Preliminary site plan – approved
 - 1 was Preliminary & Final and received preliminary approval only
- Board of Zoning Appeals
 - The Board of Zoning Appeals heard the following petitions on December 11, 2013, and made the following decisions:
 - Petition #VAR-13-006:
 - A request by Robert Berntsson, agent for Lavonne Genth, for two variances to allow construction of a new single-family residence with a 15' front yard setback and a 10' rear yard setback, in the Manasota Multifamily-12 zoning district, located at 1764 Gulf Boulevard in Englewood, was APPROVED by a vote of 5-0.
 - Petition #SE-13-016:
 - A request by Robert Berntsson, agent for Gary Mazey, for a special exception to allow a private recreational facility, consisting of kayak and sail boat rentals, eco-tours, classes, and tent camping, in the Commercial Intensive zoning district, located at 4810 Deltona Drive in Punta Gorda, was APPROVED by a vote of 5-0.
- Planning and Zoning Board:
 - The Planning and Zoning Board heard the following petition on December 9, 2013:
 - NOPC-13-04-08: Legislative-Commission District I
 - A Resolution pursuant to Section 380.06, Florida Statutes, amending the Master Development Order (MDO) for the Babcock Ranch Community Master Development of Regional Impact to update requirements to make the development orders more reflective of current conditions and allow the development to be competitive with other developments within the region, revise the MDO Master Plan and correct scrivener's errors; for property located east of S.R. 31, south of C.R. 74 (Bermont Road), west of the Glades County line, and north of the Lee County line, containing 13,630± acres, in the East County area; Commission District I, Petition No. NOPC-13-04-08; applicant: Babcock Property Holdings, L.L.C.; providing an effective date.
 - Recommendation: *Approval*
 - NOPC-13-04-11: Legislative-Commission District I
 - A Resolution pursuant to Section 380.06, Florida Statutes, amending the Increment I Development Order (IDO) for the Babcock Ranch Community Development of Regional Impact to update requirements to make the development orders more reflective of current conditions and allow the development to be competitive with other developments within the region, revise the IDO Master Plan, increase property within Increment I by approximately 992± acres and correct scrivener's errors; for property located east of S.R. 31, south of C.R. 74 (Bermont Road), west of the Glades County line, and north of the Lee County line, containing 4,043± acres, in the East County area; Commission District I, Petition No. NOPC-13-04-11; applicant: Babcock Property Holdings, L.L.C.; providing an effective date.
 - Recommendation: *Approval*
 - SV-13-09-03: Legislative-Commission District IV
 - Ignazio Chisesi is requesting to vacate all that portion of Epic Court south of Chamberlain Boulevard, a total of 0.28 acres, more or less, located south of Chamberlain Boulevard, north and

east of Biscayne Drive, and west of Eisenhower Drive, in Section 8, Township 40 South, Range 21 East, in Commission District IV.

- Recommendation: *Approval*
- Z-13-10-13: Quasi-Judicial-Commission District IV
- An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Commercial General (CG) to Planned Development (PD), for property located at 202 Tamiami Trail, in the Port Charlotte area, containing 77± acres; Commission District IV; Petition No. Z-13-10-13; applicant: WBF Florida Properties III, LLC; providing an effective date.
 - Recommendation: *Approval with conditions*
- PA-13-10-12-LS: Legislative-Commission District I
- Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity for review and comments; the amendment request is to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from DRI Mixed Use (DRI) to Low Density Residential (LDR); applying an annotation to the 2030 Future Land Use Map allowing a maximum of 234 residential dwelling units on the site; for property located at 2414 Loveland Boulevard and 24051 Suncoast Boulevard, in the Port Charlotte area, containing 50± acres; Commission District I; Petition No. PA-13-10-12-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
 - Recommendation: *Approval*
- Board of County Commissioners Land Use
 - The Board of County Commissioners had no land use items to hear in December.
- 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 located on Eisenhower Avenue over the Cheshire Waterway, two on Chamberlain Boulevard over the Markham Waterway, and one 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. The change order was approved and the additional four slope pavements will begin in early 2014.
 - 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. Due to the fact that Coastal Engineering may not add construction related services to post Tropical Storm Debby restoration, Stantec will assume the role and provide construction services under a separate account.
 - The Contractor finished dredging the Sunrise Waterway and has placed that sand at the Charlotte County Beach Complex to restore the eroded beach. They have finished dredging and hauling material from the Sunrise, Beeney, Gardner, and Elkcam Waterway Access Channels. Certificate of Substantial Completion was provided to the Contractor as well as the punch-list items. Punch list will be complete within 30 days.

- 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 dredging the main access channel as well as the Venus and Cheshire Waterways. Heavy rain conditions over the summer and early winter tides have hampered progress. The contractor is preparing to mobilize additional equipment to the project to speed things up.
- 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 continues with the outside and the northeastern portions however early winter tides have hampered progress.
- 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.
- The temporary bridge is in place across the DeSoto Canal. Temporary drainage and a temporary road is being installed. Head walls for the temporary bridge have been poured and a portion of the temporary sidewalk on the west side has been poured.
- *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 will be finished by the end of December 2013. This is the last update for this project.
- Sidewalk - Harbor Boulevard – This sidewalk has been 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.
- The contractor only has minor items to complete including some grading, sod work, ADA mats and handrail. This project will be complete by December 25, 2013. This is the last update for this project.
- Sidewalk - Rio De Janeiro Avenue – A sidewalk is being installed from an existing sidewalk on Rio De Janeiro Avenue at Rampart Boulevard to a newly constructed sidewalk on Deep Creek Boulevard. Design includes a connection/crossing to a newly constructed sidewalk at Sandhill Boulevard. This is an integral part of a planned sidewalk network in the Deep Creek area.
- The contractor has completed the majority of work between Rampart Boulevard and Sandhill Boulevard and is currently working between Sandhill Boulevard and Deep Creek Boulevard. This project will be complete in early January 2014.
- Sidewalk - Sunnybrook Boulevard – This sidewalk has been installed from South Access Road to Boundary Boulevard.
- The contractor has completed most of the work on this project; items remaining include grade work, sodding, and ADA mats. This project is projected to be completed by the end of December 2013.

- 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. This project is complete.
- Sunshine Lake Algae Removal – Sunshine Lake has had a habitual issue with an algae problem. Based on the water quality study that was completed, it was determined that the next course of action to help correct the problem would be to dredge the algae from the lake. After the lake is dredged, re-charge wells will be installed (via a separate contract) in order to maintain active water flow through the lake.
- Algae removal is underway; the process is going smoothly however algae removal is taking the contractor longer than had originally anticipated. The contractor submitted a new schedule indicating the work will be complete by June 1, 2014. Once the algae are removed, the County shall initiate installation of a recharge well at the north end of Sunshine Lake and a second recharge well adjacent to McGuire Park. Engineering staff received a SWFWMD permit for the installation of a weir structure located at the downstream end of the lake/canal system and is developing a scope of services and construction costs to seek both funds and authorization to proceed from County Administration and the BCC. Charlotte County Engineering is negotiating a scope and fee with Atkins Engineering to prepare a management plan that includes, but is not limited to, reviewing work completed and planned, conducting a nutrient analysis to determine the source of the nutrients and creating a plan that will keep the algae from returning to the system.
- 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.
- Zep Construction is installing steel sheet piling the week of Jan 6, 2014 followed by clearing, dewatering and excavation of existing structures. This portion of the project required the closure of the northbound and southbound US 41 Access Roads at the Pompano Waterway. Constructions of the new weir, direct bury pipes and micro tunnel pipes at this location are projected to be complete in May 2014.
- *PSA issued 12/17/13: The US 41 Access Roads will be closed to traffic at two locations beginning January 6, 2014 and will remain closed through May 2014. Major drainage improvements are underway within the Pompano Waterway under US 41. 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 encouraged to exercise extreme caution while traveling in the vicinity of construction zones. More information is available at www.CharlotteCountyFL.gov – click Project Status Updates in the Popular Links list on the left.*
- *Location 1: Northbound US 41 Access Road between Herkimer Street and Conway Boulevard*
- *Location 2: Southbound US 41 Access Road between Dow Road NE and Conway Boulevard*
- 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.
- In Design or Negotiation:
 - Burnt Store Road Phase III Construction – Construction consists of widening 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 including stormwater management, drainage improvements, street lighting, 6' sidewalks on both sides of the roadway, utility relocations and additions.
 - Construction bids were opened on November 20, 2013 and are under review. Once the review is complete, Engineering Division staff will submit a recommendation to the Board of County Commissioners to award the construction contract.
 - 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.
 - The County is utilizing Florida Department of Transportation LAP Funds to construct this project which will be available July 2014. Construction plans are prepared and will be submitted to the Purchasing Department to be advertised for bid in July 2014.
 - Charlotte Harbor Gateway Harbor Walk, Phase Two – 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. Phase 2 includes the design of pedestrian connections from the promenade (located along the east side of US 41 northbound travel lanes), including a boardwalk crossing underneath the US 41 Bridge, a stairway connecting the promenade to the US 41 Bridge sidewalk, a fishing pier, and a water taxi dock facility.
 - 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.
 - Charlotte County Staff reviewed and commented on the 100% design plans and have returned them to Johnson Engineering. Halfacre Construction is scheduled to submit their Guaranteed Maximum Price (GMP) to Charlotte County for review by the end of January 2014. Design is projected to be completed in early 2014 with construction beginning in the spring 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.
 - The design team has resolved conflicts with FPL facilities. With all known conflicts resolved, design is in final review so it can 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. Comments are being prepared for the design team so they can make final edits to the plans. The proposed design includes sidewalks on both sides of the Bridge and allows for 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.
- County staff reviewed and commented on 90% design plans. 100% design plans are underway. 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 – Burnt Store Lakes - The South Burnt Store MSBU Committee has requested sidewalks within the Burnt Store Lakes subdivision. This project will design and construct approximately 1.5 miles of sidewalks on Vincent Avenue from Boca Vista Road to Burnt Store Road and on Saragossa Lane from Cape Horn Boulevard to Burnt Store Road.
- A work order has been issued to Banks Engineering to complete the design of approximately 1.5 miles of sidewalks in Burnt Store Lakes. The MSBU will meet with Banks Engineering on February 4, 2014 to kick off the project.
- Sidewalks – County Road 74 – A sidewalk may be constructed 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 complete. The original allocation of \$10,000,000.00 from sales tax funding is close to being spent. A determination is forthcoming on which sidewalks will be constructed with the remaining funds. More information will be provided as it becomes available.
- Sidewalks – Ellicot Circle – A sidewalk may be installed on Ellicot Circle from Midway Boulevard to US 41. One of the unique challenges this project faces is very limited right of way.
- The design firm is still working through some permitting issues. The original allocation of \$10,000,000.00 from sales tax funding is close to being spent. A determination is forthcoming on which sidewalks will be constructed with the remaining funds. More information will be provided as it becomes available.
- 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.
- Sidewalks – Gulfstream Boulevard – A sidewalk may be installed from an existing sidewalk on Gulfstream Boulevard at Snow Drive continuing to Sea Mist Drive. 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.
- The original allocation of \$10,000,000.00 from sales tax funding is close to being spent. A determination is forthcoming on which sidewalks will be constructed with the remaining funds. More information will be provided as it becomes available.
- Sidewalks – Oceanspray Boulevard – A sidewalk may be installed on Oceanspray Boulevard from Sunnybrook Boulevard to Gulfstream Boulevard. 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 original allocation of \$10,000,000.00 from sales tax funding is close to being spent. A determination is forthcoming on which sidewalks will be constructed with the remaining funds. More information will be provided as it becomes available.
- Sidewalks - Riverside Drive – A sidewalk may 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. The original allocation of \$10,000,000.00 from sales tax funding is close to being spent. A determination is forthcoming as to which sidewalks will be constructed with the remaining funds. More information will be provided as it 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 on Sheehan Boulevard from Noble Terrace to Peachland Boulevard and includes a connection to a recently constructed sidewalk on Alton Road.
- The bid package for the construction contract was forwarded to the Purchasing Department on December 16, 2013 in preparation for bid solicitation.
- Sidewalks - South Gulf Cove – The South Gulf Cove MSBU Committee has requested approximately 17 miles of multi-use pathways within the South Gulf Cove subdivision. Phase One includes the design and construction of approximately 2.7 miles of off-street pathways on Ingraham Boulevard from Gasparilla Road to Calumet Boulevard and on Calumet Boulevard from Ingraham Boulevard to St. Paul Drive.
- A work order has been issued to Johnson Engineering to complete the design of approximately 2.7 miles of multi-use pathways in the South Gulf Cove MSBU. MSBU members will meet with Johnson Engineering staff on January 30, 2014 to kick off the project.
- Tom Adam's Bridge – Phase 2 of the Tom Adams Bridge Rehabilitation will replace the tender house, electrical, and mechanical equipment. The proposed tender house will provide visibility of traffic and pedestrians approaching the structure when the bridge is being opened or closed. Currently, the bridge tender's view is obstructed. Design consultants are preparing construction plans and permit applications.
- The 90% design plans have been received and reviewed. The design team is developing responses to County's review comments. Permit applications have been submitted to permitting agencies. The 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.
 - A pre-application meeting was conducted with FDEP; permitting is anticipated to be complete in 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 has been assembled and is under review. 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. Stantec, Inc. was selected to facilitate permitting and construction management for this project. Design and permitting is underway.
 - 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 prepared to go to the Purchasing Department.
- 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. The permit application has been sent to the regulatory agencies.
- 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, permitting and construction of six water control structures in Greater Port Charlotte (GPC), three of which have been completed. The three remaining structures to be replaced are SUN3.65 (on Forrest Nelson Blvd), FOR5.11 and NIA5.72 (both on Peachland Blvd).
 - The results of a drainage study determined that the stormwater structure located on Forrest Nelson Boulevard (SUN3.65) at the Sunset Waterway crossing - between Quesada Avenue and Corktree Circle - is undersized and should be replaced with three 8'x10' box culverts to increase flow capacity. The construction contract will be advertised for bid in December 2013 with construction projected to begin in April 2014 and will take approximately 115 days to complete.
 - 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. This project was advertised for bid on December 17, 2013. The pre-bid meeting is scheduled January 7, 2014 and bid opening is scheduled January 22, 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 to access the project and stage 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; all poles and pull boxes have been installed and new load center has been constructed. Three of

the five poles have been energized and are operational. Remaining poles are awaiting power from FPL.

- 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 meeting was held with FDOT, County Consultant, and County Staff to review comments and work towards finalization of timing issues.
- Edgewater Phase Two – Lighting District staff completed the final review of lighting specifications and provided them to the Project Engineer.
- Gasparilla Road Widening – Reviewed 100% traffic signal and lighting plans and provided comments to the Project Manager.
- 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 activated; four (4) items need to be corrected on the punch list.
- Midway Boulevard Widening Project – Reviewed 90% signal and lighting plans, comments provided to Project Manager.
- Sunnybrook Boulevard Sidewalk Project – Final inspection is complete and all punch list items have been addressed.
- Lighting Projects – Departmental Projects:
 - Placida/San Casa (Dollar General Store) - All work has been completed, awaiting removal of some construction signs to close out project.
 - Replaced one pull box destroyed in motor vehicle accident at Pine Street/SR 776.
 - Traffic Signal Preventative Maintenance was performed at the following locations: SR 776/ Pine Street and SR 776/ Coliseum Boulevard.
 - Christmas tree decorated at request of facilities at Murdock Administration Complex.
 - Worked on fiber optic pull box and maintenance in mid and south County areas.
 - Installed a replacement battery back-up unit at Kings Highway/I-75 NB ramp destroyed in a motor vehicle accident.
 - Reinstalled/repared inverter at US 41/Kings Highway because of constant cycling.
 - Replaced two (2) inoperable Coho cameras at SR 776/Beach Road and SR 776/Gulfstream Boulevard.
 - Reinstalled/repared inverters at SR 776/North Access to Merchants Crossing, SR 776/Oriole Boulevard and US 41/Enterprise Paulson.
 - Replaced roadway lighting pole that was knocked down as a result of being struck by mowers on US 17 by Riverside Drive.
 - Repaired eight (8) decorative street lights: Burnt Store Road and Cape Horn Boulevard.
 - Relocated roadway lighting load center in conflict with a new business driveway at SR 776/Pine Street.
 - Began countywide street light maintenance concentrating initial start-up efforts in Englewood. 53 roadway lights repaired or replaced to date.
 - Locates Performed:
 - 205 requests for underground utility locates were received, generating 65 tickets for locates.
 - Trouble Calls:
 - 11 trouble calls received, and resolved.
 - Lighting Projects – FDOT Projects:
 - SR 776/Gulfstream Boulevard - Final inspection has taken place and all punch list items resolved. Awaiting close-out letter from FDOT.
- Miscellaneous Projects:
 - Electric Runs to Rotonda West Bridges – The Rotonda MSBU Committee requested the installation of an electric power system for five Bridges that cross the Rotonda River. Locations are: Rotonda Boulevard East, Rotonda Boulevard West, Rotonda Boulevard North, Cape Haze Drive and Rebel Court.
 - Bids have been received and a recommendation to award the construction contract will be presented to the Board of County Commissioners on January 28, 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 Manasota Key Community Plan was presented to the MSBU Committee on December 11, 2014. The MSBU Committee requested that staff move forward with designing sidewalks, bike lanes, landscaping as well as street light replacement on Gulf Boulevard and the redesign of the commercial area to allow for additional parking and stormwater redesign. In addition, the committee requested that some mid-block crossings be installed and that all crosswalks be stamped asphalt.
- 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.
- Construction bids were opened on December 11, 2013. A recommendation to award this contract will be presented to the Board of County Commissioners on January 28, 2014 with construction commencing soon thereafter. Construction is projected to be complete 120 calendar days after commencement.
- 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. This project is complete.
 - 2012 West County Paving Program – This program provides for the resurfacing of roadways in Gulf Cove, Rotonda Lakes and Rotonda Sands. This project is complete.
 - 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 = 3,013 objects
 - Legends Installed = 662
 - New Signs Installed = 56
 - Signs Inspected = 6,094
 - Signs Manufactured = 238
 - Signs Repaired = 1,964
 - Speed Studies = 15
 - Traffic Counts = 32 stations
 - Trouble Calls (after hours) = 7
 - Video Detection Counts = 0
 - Kenilworth Boulevard – Road Closed and Detour signs placed.

Community Services

- Administration
 - Administrative staff answered and fielded 389 telephone calls, responded to 10 webmail inquiries, processed 7 citizens action forms, 1 accident and 7 incident reports, 2 damaged and missing items reports, distributed 5 press releases, sold 52 parking passes (admin staff only)
 - Supported 2 Advisory Boards, Safety Committee
 - Promotional and Marketing Activities
 - (2) In-studio appearances on the Golden Hippo radio show on WCCF – Santa’s Candyland and Holiday on the Harbor; South County Regional Pickleball Marathon, Break Blast Camp
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page Current reach - 348 Page Likes
 - 3,613 marketing and advertng pieces produced
 - Sponsorship received for reprint of Cape Haze Pioneer Trail brochure
- Meetings:
 - Internal Parkside CRA
 - Charlotte Harbor Grand Prix / SBI
 - Hands Across the Harbor
 - Seasonal Concessions:
 - Englewood Beach
 - Silhouettes Day Spa at Englewood Beach
 - 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 (Not renewing in January)
 - Hot Dogs – North Port Vendors Inc.
- Libraries & Historical Monthly Report
 - Numbers:
 - 48,034 visitors for the month of December (increase of 3,935 from November)
 - 6,802 people used computers (increase of 1,286 from November)
 - 867 adults and teens attended 66 library programs in December, financed by the Friends of the Library
 - 144 children attended 12 programs also financed by the Friends of the Library. So that is a total of 78 programs that 1,011 people attended in December.
 - 126 volunteers worked 1,287 hours at libraries & 85 volunteers worked 645 hours at Historical Center
 - 680 patrons requested PC assistance (increase of 128 from November)
 - Circulation for December was 66,877
 - Other:
 - Genealogy volunteers worked 73 hours
 - Advice for your device” sessions continue at all Libraries
 - Historical Marker added, “Skirmish on the Myakka” with program
 - “Hoopla” program added with 300,000 items to choose from
 - 1,856 items cataloged by A. Shepherd and 236 by Alison Layne
 - Paving and Landscaping project underway at Mid-County
 - Multiple Holiday programs held at all Libraries, Partnered with Recreation for events
 - Early Englewood Families” exhibit opens at Archive
 - All staff completed “JAT” surveys for County
- Charlotte Sports Park:
 - The Charlotte Sports Park hosted the IBC Nations Tournament on 12/7 and 12/8. They utilized a total of three fields each day with estimated attendance at 425.

- As part of the transition to in-house security, the Charlotte Sports Park is in the process of interviewing Event Specialists for the upcoming 2014 Spring Training Season. During the month of December a total of 37 candidates were interviewed, of which 31 have been recommended for hire. Interviews will continue through January 15, 2014.
- Aquatics:
- Port Charlotte Beach Pool:
 - 477 paid admissions
 - 174 Pass holder visits
 - 295 Water Aerobics participants
 - Staff spent an estimated 25 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.
 - Staff assisted with Santa's Candyland Event at Port Charlotte Beach Recreation Center
- Oyster Creek Regional Park Pool:
 - 514 paid admissions
 - 469 pass holder visits
 - 288 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 "splashes" for the month.
 - The pool was rented 2 times for SCUBA instruction.
 - Staff spent an estimated 80 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: 388
 - Total BMX Bikers: 71
- South County Regional Park Pool:
 - 245 paid admissions
 - 427 pass holder visits
 - 122 water exercise participants
 - Charlotte County Blue Fins held 20 swim practices resulting in approximately 1140 "splashes" for the month.
 - Intersession camp visited the pool three times resulting in approximately 60 "splashes".
 - Staff spent an estimated 60 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 2010 hours in December and served over 22,000 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 4800 with 11,740 touches. Admission based activities brought 4300 users and facility rentals were at 24 achieving attendance of 805 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 1,189 hours in the month of December. An estimated 790 local athletic participants visited County facilities. Activities included Adult Softball, Adult Tennis, Youth Flag Football, Youth Baseball, Youth Swimming, Youth Soccer, and Youth Horsemanship.
 - The Harold concession stands are expected to open in mid-January.
 - International Baseball Championships/Nations Baseball hosted 28 teams at North Charlotte Regional Park. Estimated attendance 1,580.

- Natural Resources:
 - Staff conducted two prescribed burns, one at Prairie Creek Preserve and one at Charlotte Flatwoods Environmental Park. A new boardwalk is under construction at Tippecanoe Environmental Park.
- Extension Services:
- Administration:
 - Meetings:
 - All Agents – 2013 Report of Accomplishments/2014 Plan of Work and Major Program Budget Due to UF/IFAS – December 6th deadline
 - Managers Meeting – Mid-County Library – 1 pm – December 9th
 - Charlotte Soil and Water Conservation District Board meeting – December 9th – 3 pm
 - Extension Office Christmas Staff Appreciation Luncheon – 11:30 am – off-site December 17th
 - Sustainability Team Meeting – December 18th – Murdock – 1 pm
 - Friends For Extension Foundation Annual Meeting – December 13th – 11:30 am
 - UF/IFAS Agent Self-Evaluations due December 21st
 - Website Hits: 1,980 website page views
 - Facebook® Page - Charlotte County Extension data: 531 visits, 664 Likes
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013 "Helping the Harbor", Waterline Magazine. December 6th, Pg. 19
 - Extension Website:
 - Posted Mangrove Symposium flyer
 - Website:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
- Field Work
 - 12/18 – Released ~10,000 bay scallop juveniles for restoration in Lemon Bay and Gasparilla Sound, pulled monthly bay scallop spat collectors.
 - 12/19 – Delivered bay scallops to volunteers participating in the 2014 bay scallop cage program.
- Outreach Programs:
 - 12/6 – SWFL Envirothon Academic Challenge
- Meetings:
 - 12/13 – Friends for Extension, Inc. Board meeting
- Trainings:
 - 12/10 & 12/11 – Fish Health Management, Ruskin (Staugler)
- 4-H Youth Development:
 - Christmas Parade with a member-made float - Grand Marshall Award.
 - The 4-H Cows and Plows Club members and parents participated in the 2013 Charlotte County Chamber of Commerce Christmas Parade with a member-made float. Their entry was awarded the Grand Marshall Award. This award was significant in several ways: the club had not participated in the parade for several years due to lack of interest; there were many parents and grandparents willing to donate time, money and expertise; and most importantly, there was a renewed sense of teamwork and togetherness with which the group worked and succeeded. (teamwork, sense of community, civic pride)
 - Community Pride
 - Nine 4-H Clubs conducted Community Pride activities during December. Club members from each club determine a community need, and how they can address that need. For the holiday season, five clubs collected food items for needy families, two collected toys for children from a local school, and two visited nursing homes to visit the residents. (compassion, teamwork, sense of community)
- Horticulture:
 - Programing
 - Master Gardener Radio – December 10th – 10 am Stewardship
- Meetings:
 - Master Gardener Christmas Luncheon – Beach Complex – 10 a.m. – December 4th

- Parkside Tree Canopy Restoration Committee – Cultural Center President’s Room – 8:30 a.m. – December 3rd
- Charlotte Sun Newspaper Articles
 - Newspaper Article – Rain gardens – take advantage of low spots – December 2nd
 - Newspaper Article – Good “living” Christmas trees to consider – December 9th
 - Newspaper Article – Recruiting volunteers for the 2014 master gardeners training class act now!– December 16th
 - Newspaper Article – The amaryllis, enjoy now, plant in the garden later – December 23rd
 - Newspaper Article – New year’s gardening resolutions for 2014 – December 30th

Facilities, Construction and Management

- Projects
 - ADA Various Improvements: Bid award approval scheduled for January 14th Board Meeting
 - Justice Center Carpet, Phase I: Bid Award Approval scheduled for January 14. Tandus Carpet is a under State Contract
 - Energy Performance Contract: The work included in Siemens’ Energy Performance Contract is underway. Installation of the geothermal pool heating at South County Regional Park is expected to be complete by January 14. The Musco sports lighting for the stadium field at the Charlotte Sports Park is expected to be complete by January 15. Building weatherization retrofits are expected to begin on January 11. Water conservation retrofits have been completed in several county buildings.
 - Capital Asset Management System: 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 January 14th. At this time, the information gathered at the previous inspections is being evaluated and uploaded into a database.
 - Anger Fishing Pier & Parking Renovations: The engineer has submitted the design documents for review.
 - Port Charlotte Beach Fishing Pier & Boardwalk Renovation: The engineer is preparing the bid documents for review.
 - Historical Center Renovations: PowerPoint and written reports have been prepared for a Board workshop on Jan. 21.
 - Franz Ross Football Fields Renovation: The 60% design documents have been prepared.
 - Harold Ave. Concessions Stands Replacements: A walk through with the contractor, complete design team and CC staff has been completed. A final punch list is being prepared. Public restrooms are open for use.
 - Port Charlotte Beach Floating Dock: The design documents are being prepared.
 - Harbour Heights Parking and Stormwater Improvements: The bid documents have been received for review.
 - Cape Haze Pioneer Trail Connector: Trail signage purchase order was issued with installation in early January. Phase II was surveyed and initial plans are being produced for review. Ribbon cutting for trail’s surfacing completion scheduled for Jan. 21.
 - Parking Lot Repairs and Sealing: Mid-County Library completed before the holidays. Harold Avenue Park flatwork was completed in December with remainder completing in January. Contractor, consultant and staff are working with Punta Gorda permitting on Punta Gorda Library book drop lane revisions.
 - Bay Heights Boat Ramp: Consultants received the Fish and Wildlife Commission request for additional information and are compiling responses.
 - Carmalita Park Concession Stand: New building and upgrading existing restroom plans are under design.
 - South County Regional Park Soccer Concession: The building plans were reviewed and permit awaiting issuance, to be bid with Carmalita concession.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - Extended employment opportunities to 25 candidates
 - Continue to partner with consulting firm Evergreen Solutions regarding Job Analysis and Description/Development study.
 - Recruitment related activities and hiring processes
 - Held Community Development Director Interviews
 - 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
 - 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
 - Discussions were held regarding upcoming Government Academy for Citizens
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Senior Services staff attended a Technical Assistance session at the Area Agency on Aging for SWFL. Representatives from surrounding counties' senior services programs met with staff from the Department of Elder Affairs. Issues discussed included dual enrollments of clients in programs, client choice/s and prioritization for services. It was noted that Charlotte County Human Services/Senior Division has 100% data accuracy compliance. Overall, PSA 8 (Charlotte, De Soto, Hendry, Glades, Lee, Sarasota, and Collier counties) have the highest data accuracy rate (99.5%) within the State. Kudos went specifically to Case Manager, Donna Robichaud, for file organization, presentation, thoroughness, and substance of client file case notes. Ms. Robichaud's notes will be used as examples in statewide trainings for client file case notes as Best Practices. Kudos also went to Charlotte County Adult Protective Services' files; not only was the required documentation in order, the Department of Elder Affairs thought it a great idea that the files include a picture of the client.
- Department staff attended the December 10, 2013 business meeting of the Commission for Transportation Disadvantaged and the workshop on the implementation of Medicaid Managed Care. Workshop discussion was focused on the transition of Medicaid Transportation to the Managed Medical Plans and the brokerage of transportation service statewide. Charlotte County is scheduled to transfer Medicaid transportation implementation responsibility to Managed Care entities in June 2014. Statewide there is still much discussion that will need to take place with the Agency on Health Care Administration (AHCA), the Commission for Transportation Disadvantaged, Managed Medical Assistance Organizations, Transportation Managing entities and local service providers. Medicaid rates for transportation have not yet been established and regional allocations will be based on a "per member per month" calculation.

- Department Director attended the Mental Aid First Aid USA certification training conducted by trained professionals through Charlotte Behavior Health Care. This course is endorsed by the Charlotte Health Improvement Plan (CHIP) community initiative. The purpose of this training is to teach members of the public how to respond in a mental health emergency and offer support to someone who appears to be in emotional distress. This course does not train individuals to provide medical assistance but to provide information and appropriate support to individuals needing further mental health assistance. More training opportunities are planned in 2014.
- Senior Services staff received 128 holiday gifts from the NBC2/Perkins Restaurant Giving Tree. Staff delivered these gifts to needy seniors in Charlotte County. The Department has participated in this community holiday event providing special gifts to their frail and home-bound senior clients for over 10 years. Other Department staff participated in numerous holiday gift giving and donation sponsored events to assist low income and needy families during the Christmas season.
- Veteran Services staff attended the Englewood Chamber of Commerce holiday event. The Chamber presented staff with a check for \$1,106 to assist in the 10th Annual Homeless Veterans Stand-Down that will be held next November 2014.
- Human Services staff made the final program inspection on the last residential property in the Parkside area that was constructed with grant funds from the federal Neighborhood Stabilization III Program. The Certificate of Occupancy (CO) is expected the second week of January 2014. As required by the grant, this property will house four individuals with special needs. The residence has been modeled to meet Americans with Disability Acts (ADA) standards to accommodate the special needs of its occupants.
- Housing staff is working with the County Attorney's staff and CASL to review and provide the BCC with a revised lease for the Stillwater Veteran's House. Lease expected to go before the Board in February 2014.
- Human Services has received notification that Charlotte County has been awarded \$76,598 in grant funds from the Florida Department of Children and Families Office of Homelessness to provide homeless prevention and rapid re-housing services to families with children attending school who have been identified as homeless or at risk of becoming homeless. Funds will provide transitional housing services to eligible households with the goal of getting families into the County's Self-Sufficiency Program. The grant award will be presented to the Board of County Commissioners in late February or March for consideration and approval.
- Veteran Services Officers participated in several community events commemorating Pearl Harbor Day.
- Family Services staff attended training on the Season of Sharing Program administered by the United Way which provides emergency assistance to eligible households in Charlotte County.
- Neighborhood Accountability Board (NAB) coordinators conducted a recruitment and volunteer training this month. 31 people were in attendance. Training included 3 youth who told their story on how they were referred to NAB and how NAB is helping them. Charlotte County's NAB and Civil Citation Programs were also featured on NPR news at Florida Gulf Coast University.
- Staff presented NAB Vision 2014 to Theda Roberts, Special Projects Coordinator under the Secretary of the Florida Department of Juvenile Justice.
- Selected Family Services staff attended the 7 Habits of Highly Effective People training program offered by Charlotte County Public Schools' Professional Development Center. The training program provided resources and tools to improve leadership and effectiveness.
- FS Manager completed draft Strategic Plan outline for the Florida Association of Counties Human Services Administrators (FACHSA) affiliate association. Plan to be presented at the FACHSA workshop in February.
- Department submitted the formal LIHEAP grant modification to the Florida Department of Economic Opportunities moving unencumbered weather disaster funds (after Hurricane Season) to the regular home energy and crisis assistance programs.
- County's PIO Office provided training to selected department staff who will now be making changes to the Department's website.

Public Safety

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

Public Works

- Keep Charlotte Beautiful encouraged local schools to participate in the Keep America Beautiful Recycle-Bowl Competition held Oct. 21 through Nov. 15, 2013. This is the second year Keep Charlotte Beautiful participated and this year more schools signed on to recycle more and to tally the amount of recycling collecting during the time period. Most schools utilized their "Green Teams" to collect the recyclables, weigh and deliver the material to the recycling containers. All recycling data that was collected needed to be entered by December 15th in order to compete in the Keep America Beautiful national award competition.
- Five schools completed the competition and will be recognized for their efforts at an upcoming Charlotte County School Board meeting. They will receive prizes sponsored by the Carton Council, Charlotte County Solid Waste and Keep Charlotte Beautiful.
- Waste Management and Charlotte County Solid Waste Division are pleased to announce that delivery of all 84,000 new residential recycling carts is complete in all service areas - three weeks ahead of schedule. Currently Waste Management is responding to isolated cases of missed residences as well as fielding questions regarding the new recycling carts. We estimate that these cases will be completed by the end of December. The success of the distribution can be attributed to the in depth planning and partnership between the Solid Waste Division, Waste Management and the manufacturers of the recycle carts. Additionally, other County Departments significantly contributed to the process by providing detailed lists of addresses and areas that were utilized by the contractors not familiar with the county. The Marketing Department oversaw the development of informative literature, videotaping of commercials run on local television outlets and maintaining the updates on the web site. The entire campaign demonstrated the level of collaboration that exists between County Departments. We ask our residents to visit CharlotteCountyfl.gov and read the informational literature provided with each cart and help us reduce contamination of items that do not belong in the recycling carts such as garden hoses, plastic bags, batteries and medical sharps that pose a serious safety hazard to our employees. Together we can reach the State mandated goal of 75% recycling by the year 2020.

Tourism

- Public Relations:
 - Where to Retire Magazine:
 - Where to Retire magazine selected Punta Gorda, Fla., as a top retirement destination for the January/February 2014 issue, available nationwide on newsstands. Punta Gorda resident Nanette Crist is featured on the magazine's cover and the six-page article includes statements from Punta Gorda residents on why they chose to retire in the city, statistics about the destination, and color photography. The publication has a national circulation of 200,000 and the advertising equivalent of the article is estimated to be more than \$70,000.
 - The article was written by a Fort Myers-based freelance writer who was introduced to the area during a group media trip, called a familiarization trip, hosted by the Charlotte Harbor Visitor & Convention Bureau in October 2011. The trip, in which the Bureau received a grant from VISIT FLORIDA, led journalists on a four-day tour through Charlotte County. The tourism office coordinated the writer's return in August 2012 to conduct additional research for an article in Where to Retire that included Englewood.
 - For the January/February 2014 Punta Gorda article, the Bureau again coordinated her visit in August 2013. The tourism office reached out to the Punta Gorda Chamber of Commerce to locate retirees interested in speaking with the writer and due to the enthusiastic response, she was not able to interview everyone. The Charlotte Harbor Visitor & Convention Bureau provided most photography used in the article and worked with the editorial assistant to fact-check many of the statistics mentioned.

- Canada Calling:
- Prior Smith of Canada Calling has been providing weekly air checks from his broadcast. Through our promotional contract with him, he promoted select events on his show from during the holidays. These include on air 10 sec greetings from local destination ambassadors. The promotion will continue through April. Air checks to date have been allocated to various local events and activities, e.g.: the Lighted Boat Parade and the Lighting of the Village.
- SATW Familiarization Tour:



- Canadian travel writers prepare to board their kayaks and explore Shell Creek during Charlotte County's segment of the SATW Florida familiarization tour. The writers were also treated to a canal lights cruise on King Fisher Fleet's "Good Times II." Florida journalists from throughout the state also participated in the canal cruise.
- Jennifer Huber completed a Social Media Certification program through FGCU's continuing education department. She will begin a Social Media Content Creation course in January.
- Diane Daniel, freelance writer for Boston Globe, New York Times, VISIT FLORIDA, visited Charlotte County Dec. 20 – 23. Ms. Daniel was on assignment for the Boston Globe to write a story about Placida and is researching Punta Gorda's bicycle friendliness and 10-year anniversary of Hurricane Charley for a VISIT FLORIDA article. She posted a story that included the Christmas Canal Cruise for the New York Times blog. She stayed at the Days Inn Port Charlotte.
- Sandra Friend and John Keatly, Freelance Outdoor and Travel Writers, FloridaHikes.com visited Charlotte County Dec. 7 – 9. Sandra and John attended the SATW Canada Chapter Conference in Sarasota and visited our destination following a post-conference trip. They met with various nature-related groups, and were hosted by Fishermen's Village and King Fisher Fleet for a Christmas Light Canal Cruise.
- Jennifer finalized the FY2013 – 2014 agreement with Joseph Walker of International Travel Marketing Solutions which includes a strategy for Charlotte County in the Brazilian market. Implementation of the plan depends on the interest of other Southwest Florida destinations and can be adjusted to interest levels.
- Film:
 - Buying Beachfront:
 - This reality show pilot went into production in November and, with an eight day shooting schedule, completed principal photography for both the pilot and the three minute promotional video for Charlotte County. The premise of the show centered on a Dallas couple with two teenage daughters shopping for a vacation beach home. They were drawn to Charlotte County and beach homes on Knight/Palm Island, Don Pedro and Little Gasparilla Islands.



- For the three minute promo, Dr. Beach visited several spots in the county – the islands, the harbor, Ponce De Leon Park and Peace River Wildlife Sanctuary, to name a few – and spoke to the plentiful environmental attractions of the county. All in all, the production shot roughly 1,000 minutes of footage in the county. The rights to all of the footage belongs to the county, and the potential exists to create numerous additional promo videos from the raw footage.
- Quite a few entities contributed time, resources, products and services to help make this reality show, well, a reality. Contributors included Islander Properties, Palm Island Resort, Palm Island Outfitters, the Village Fish Market, Peace River Seafood, Kingfisher Fleet, Fishermen’s Village and the Charlotte County Sheriff’s Office. Additionally, the Dallas buyers donated their time and availability.
- Both projects are now in post-production, and we plan to schedule an invitation-only premiere late March or early April. In the meantime, Dr. Beach and the producers are marketing the pilot to potential cable outlets.
- Beachfront Bargain Hunt:
- Another beachfront real estate show made two trips to Charlotte County to shoot two episodes. The show is Beachfront Bargain Hunt, and airs 9 p.m. eastern Sundays on HGTV. They were in to shoot Nov. 13-16 and returned to shoot a second episode Dec. 13-16. We assisted the production in obtaining permission to shoot in some areas and helped them find crew and resources. The premise is similar to Buying Beachfront with two very important exceptions: series House Hunters. However, no expert like Dr. Beach is involved. 1) They only look at properties list at below \$375,000 and 2) The homes do not actually have to be on the beach. Jerry Jones visited on the set with the line producer, and she explained that the homes preferably are on a beach, or they can be within five minutes walking distance to the beach, or if they’re on water that eventually leads to a beach. For example, on their second shoot, they were using homes in South Gulf Cove with navigable canals behind the houses, but at least ten miles from the nearest beach. Jerry mentioned we certainly had more properties in the county that met the price and location criteria, and she said that if the series was picked up for a third season, she would be happy to return. Apparently the shoots here were concluding the second season. She said the first shoot would probably air toward the end of January and the second shoot in February. As soon as we have exact dates, we will spread the word.
- Just before Thanksgiving, Jerry assisted Chip Futch with the production of some German-language promo spots. The production was a small operation with a one-person production crew and the German-speaking on-camera host. They managed to get quite a few Charlotte County locations into a one-day shoot, including kayaking, dining (at Farlow’s on the Water, thanks for their help) and enjoying the beach (Manasota Key, Englewood Beach, Stump Pass, Knight/Palm Island). The video will be featured on our page on www.DiscoverAmerica.com



- German TV Star Heiko Obermoeller extols the virtues of the Gulf Islands in his native language.
- Marketing and Web:
 - The bureau purchased equipment that will allow us to send information, photos and videos about events, attractions and activities in Charlotte County directly to a television monitor in the Jones Loop Visitor Center. Chip Futch installed and programmed the equipment.
 - The VCB marketing plan has been completed. It is in an interactive PDF format that can be published to our website or emailed to our partners.
 - Chip Futch is researching responsive design email templates. Before effective email campaigns get back off the ground in January with the arrival of the new Admin II position, we must be able to send responsive rich media emails – this means they must look good on desktops, smart phones or tablets.
 - Chip has developed temporary landing pages for QR code responses. This is to ensure that people who scan the codes are sent to a web page that is formatted for their smart phone or tablet. Delivering a user to a web page designed for a laptop/desktop from a QR code is counter-productive.
 - Chip has been working with Phase V and Miles Media to integrate Live Chat feature on our website. This will enable users to interact, in real time, with a Phase V operator who has been trained to answer tourism-related questions about Charlotte County. To the user, the person on the other end of the line is representative of Charlotte County tourism rather than Phase V. This gives us an opportunity to personalize our service and, we hope, convert more inquiries into sales.
 - Playing off of our extremely warm winter (to date), Chip has created several very successful Twitter and Facebook with plays on current temperatures in Florida.. Visual actual temperature map as taken from Weather.com with a blue US and an orange/yellow Florida as well as a picture of kayaking with “78, Sunny, with a strong chance of kayaking,” received high re-share and thus high reach.
- Sports:
 - Sean Doherty attended Florida Encounter. Encounter is the premier appointment-based tradeshow showcasing all the Sunshine State has to offer sports travel, meetings, conventions and incentive professionals. Sean met with sport, meeting and convention planners to promote Charlotte Harbor and the Gulf Islands as a venue.
 - Sean conducted a site visit of the Englewood Beach area and downtown Punta Gorda for AGA Nation as part of a preliminary proposal to host one of their action sport events as part of a three-city circuit in collaboration with Lee and Collier Counties.

- Sean submitted a proposal, in conjunction with the Charlotte Harbor Event & Conference Center and the Four Points by Sheraton Punta Gorda Harborside, to host the Florida Festivals & Events Association 2015 Annual Convention.
- Sean solicited hotel rates and lodging information for the Youth Basketball of America tournament to be held May 2-4, 2014.

Utilities

- Engineering Services:

- 755 Locates Processed from Sunshine State One Call; 4 Developer Agreements Prepared; 38 Residential Service Availability Letters Prepared; 2 Commercial Service Availability Letters Prepared; 36 Residential Service Applications Processed; 460 CIP inspections; 105 Developer Inspections.

- Operations Division:

- Treatment Facilities:

- 222 preventative maintenance, 28 corrective and 3 emergency work orders were completed.
- 131 Residential cross-connection inspections were completed with no repairs required.
- Burnt Store WTP: Staff replaced two defective pH probes. Staff observed a small air leak at a pressure gauge on the annular air tank for IW-1. Replaced gauge and recharged tank.
- East Port WRF: Completed emergency repairs to the # 1 Aeration Mixer (125 HP Electric Motor Bearings) and also repaired a bleach supply line. Replaced two defective pH probes, a level transducer for the south storage pond and a mode two valve actuator. Staff worked with Affordable Bio Feedstock to empty two 20,000 gallon Grease Storage Tanks.
- Leachate Plant: Replaced the main display board on the deep injection well chart recorder.
- Rotonda WRF: Rebuilt the #1 reclaim distribution 12" check valve.
- West Port WRF: Upgraded #2 aeration blower soft starter, completed repairs to #1 aeration tank knife valve, wired and calibrated the new influent flow meter. Replaced a defective level transducer and controller at Long Marsh South.
- Two staff members recertified for Backflow Prevention Testing.
- We welcomed Allan Lightbourne from Meter Services division to his new position as Plant Operator Trainee.

- Water Distribution:

- The department completed installation of 12 water mains and fire hydrant for a customer on Presque Isle.
- One employee obtained his class A CDL license this month.
- Completed 14 new water service line installations this month.
- Installed 5 new fire hydrants ahead of the low lead rule.
- The EPA low lead rule was changed at the end of the month exempting the fire hydrants from the new regulation.
- All ground storage tank levels were raised due to increased water usage over the past month. This allows us to maintain additional water in storage in the event of an emergency.
- The control panel at the interconnect with the City of North Port was damaged by a truck. Staff is in the process of repairing the damages.
- Staff is preparing the Golf Course booster station to run without the storage tank so it can be taken out of service next week for the 5 year inspection per FDEP regulations.

- Wastewater Collection:

- Gravity/Force Mains: Repaired 7 gravity service laterals; repaired 3 manhole rings and covers; investigated 10 backups/odor complaints - 6 were determined to be customer problems; 6 repairs were completed on gravity sewer sites – 1 by contractor and the other 5 in-house; 1 force main break was repaired and is in the process of being billed to the contractor which caused the break; cleaning of the Deep Creek collection system continues; 11 new LPS services were installed for new construction; Engineering was assisted at 2 sites – Cattle Dock Point Rd.'s new force main tie-in to West Port and West Dr. in Rotonda for the Winchester Blvd. extension.
- Lift Stations: 232 PM work orders were completed; 56 corrective work orders were completed; participated in 2 tie-ins with Engineering and successfully diverted flows to Westport WRF; in a

combined effort with the LPS work group we designed and installed a dump facility at L/S #37 Quesada Master for the purpose of decanting pumper trucks at a central location.

- Low Pressure Sewer: Responded to 242 service calls; 12 preventative maintenance work orders were completed; changed out 3 failed tanks; performed 24 upgrades; installed 4 mandatory connections; installed two 900 gallon LPS tanks at Quesada L/S for dump site.
- One new Maintenance Mechanic started in the Lift Station work group; 6 employees successfully renewed their Confined Space Entry Certifications.
- **Business Services:**
 - **Web Services:** E-bill, e-pay, and IVR being tested. Communication plan and web site changes being developed. Anticipated roll out of soft live in late January.
 - **Fixed Base meter installation:** Phase III is scheduled to begin implementation the beginning of February. 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 759.
 - **Delinquencies:** Total delinquency revenue for the month was \$39,096 FY 14 total: \$65,6701
 - **North Port:** we processed 4194 payments; total revenue for December was \$812.50. The total amount for the fiscal year is \$2204.
 - **Accounts Receivable:** The accounts receivable over 90 days went from 45.6% in November to 46.32% in December. The accounts receivable within 30 days went from 49.35% in November to 48.36% in December.
 - **Electronic Bill Payment:** 54% of all CCU bills.
 - **Banner Upgrade:** Package for Banner upgrade contracts in Purchasing; anticipated Board agenda item in January.
 - **Share point:** There are currently 125,018 files and 94,675 folders ready to be transferred to Share Point. 63% of customer premises files established.
- **Water Conservation & Public Outreach:**
 - Currently under Southwest Florida Water Management District's year-round water conservation measures (watering only 2 days a week).
 - Participated in the 2013 Charlotte Harbor Nature Festival promoting water conservation.
- **Human Resources:**
 - Total positions: 200. Vacant positions: 8
 - Actively recruiting for the following positions: Operations Manager, Engineer III, Engineering Technician, Laboratory Technician, Foreman Water Distribution and Maintenance Mechanic.
 - Offer pending for Plant Operator.
 - Meter Service Specialist reclassification under review.
- **PR/MRWSA Water Resources:**
 - 26.07 MGD of water went to customers on an average day in December. As of month end, there was 9.67 BG of water in storage, representing 396 days of supply.
 - Authority Board held a meeting on December 4th in Bradenton. Agenda items included adoption of an amended budget to include the addition of the 1991 PRF Rebuild in FY14 for \$11,928,759; a Resolution Setting Forth Cost Allocations (and payment plan) for 1991 PRF Rebuild Project, allocating 78.67% of the \$12,828,759 capital project cost to Charlotte County; a construction contract for 1991 PRF Rebuild Project with RTD Construction Inc for \$10,928,760; a W/O for Construction Phase Services on 1991 PRF Rebuild project with Black & Veatch for \$895,148; a Status Report on the evaluation and development of options to achieve a common rate water rate structure; and an annual review of the Authority's Executive Director.
 - County Attorney and CCU staff participated in a teleconference to discuss the Authority Board actions concerning 1991 PRF Rebuild.
- **Regional Reclaimed Water Expansion Phase 2:**
 - ***Transmission Main (Stage 1):*** The monthly construction meeting was held on December 10, 2013. The contractor completed the tie-in of the newly constructed 20" and 24" West Port force main to the existing 12" force main at Cattle Dock Point Road and SR 776 and tied in the 6" force main from the lift station serving the United Methodist Church and the 8" force main from the Holiday Lakes lift station. The contractor removed and disposed of the old 12" asbestos cement

pipe force main in Cattle Dock Point Road. The contractor completed the connection between the two directionally drilled reclaimed water mains south of the Myakka River Bridge and completed the 16" reclaimed water main and 18" potable water main installation on the United Methodist Church property.

- *Pumping Station (Stage 2)*: Fabrication of the pump skid continued through the month and on December 26th the pump skid was shipped from Illinois and arrived at the site on December 30th. The pump skid was off-loaded by crane and set on the same day. During the course of inspecting the pump skid, it was discovered that the Variable Frequency Drives (VFD's) had gotten wet during the trip down due to the inclement weather encountered. The impact to the VFD's and their operation are currently being assessed. It is anticipated that the remaining mechanical and electrical work connecting the pump skid will be completed in January with start-up closely following depending upon the decision that is made on the VFD's.
- East Port WRF Expansion:
 - Design Review for 100% plans and cost estimate to be reviewed in January.
- North Shore & Harper WW MSBU:
 - Next quarter monitoring well samples to be collected in January 2014.
 - FDEP wastewater permit application submitted in November, awaiting permit approval in January; FDEP ERP permit received in December.
 - Bid documents were sent to Purchasing in December. Bid should be posted early January.
- Harbor View Rd Gravity Sewer:
 - Sewer line was put into service.
- East & West Spring Lake Wastewater MSBU:
 - # of East-West Spring Lake WW MSBU accounts with prepayments as of December – 11.
- US 41 Widening:
 - FDOT is still on track to construct road as proposed. The Planned Development application for Fuccillo KIA dealership on northern end near Cranberry states the development shall be connected to sanitary sewer lines when made available by CCU and the County will provide any interim wastewater service needed until such time as the lines are made available.