

**Charlotte County
Board of County Commissioners
Staff Report
January 2014**

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support
- Human Services and Transit Grants
 - On January 7, two grants staff attended the Senior Choices (the Area Agency on Aging for Southwest Florida) Exit Conference for the Administrative Monitoring which is required annually by the Department of Elder Affairs (DOEA). The purpose of this audit is to review contractual activity in order to ensure compliance with federal and state laws. There were no findings. There was only one recommendation regarding the vendor's invoices.
 - The monthly Senior Reports were completed and submitted to Senior Choices for reimbursement. Community Care for the Elderly program, Alzheimer's disease Initiative, Older Americans Act IIIB & IIIE and the Home Care for the Elderly reimbursement requests totaling \$60,910.
 - Performance and Financial Reports were completed and submitted to the State for the Florida Department of Law Enforcement for the Edward Byrne Memorial Justice Assistance Grants. The grants 2012-JAGC-CHAR-2-C4-209, the 2013-JAGC-CHAR-1-D7-224, and the 2014-JAGC-CHAR-3-E5-064 are for the Charlotte County Court Administration.
 - Performance and Financial Reports were completed and submitted to the Department of Justice for the Federal Edward Byrne Memorial Justice Assistance Grants. These grants are for the Charlotte County Sheriff's, Punta Gorda Police Department, the Family Services Division of Human Services, and Court Administration.
 - Final reports for the 2013 Older Americans Act contract for the IIIB and IIIE programs were submitted to Senior Choices.
 - Completed Quarterly Housing Management Report for October - December 2013. Report will be distributed to the Affordable Housing Advisory Committee and reviewed at their next quarterly meeting.
 - Completed NSP3 Substantial Amendment in anticipation of grant closeout.
 - Section 5310 and 5311 operating and capital grant applications were brought to the Local Coordinating Board (LCB) and the Board of County Commissioners for approval. Florida Department of Transportation will review for funding and award later this year.
 - The responses to the Triennial Review were completed and sent on time to the Federal Transit Administration (FTA).
- Road Grants:
 - Received a total of \$14,400.44
 - \$6,900.00 from FDOT for Winchester Road Design
 - \$7,500.44 from FDOT for US41 Right of Way maintenance
 - Invoiced a total of \$8,200.38 as follows:
 - \$1,500.00 to WCIND Marine debris cleanup
 - \$458.01 to WCIND for Marine Marker Maintenance
 - \$6,242.37 to City of Punta Gorda for traffic signal maintenance
- Public Safety Grants:
 - Received a total of \$4,266.36 from the State of Florida for the Hazardous Material Equipment grant.
 - Invoiced a total of \$140,128.40 as follows:
 - \$608.53 to the State of Florida Hazardous Materials Equipment grant
 - \$27,136.46 to the State of Florida for Emergency Preparedness – Labor Grant
 - \$11,963.93 to the State of Florida for Emergency Preparedness – Operating Expense Grant

- \$1,689.48 to the State of Florida for Homeland Security CERT grant
- \$540.00 to Charlotte County Health Department for annual radio tower usage
- \$61,740.00 to Charlotte County Schools for annual radio tower usage
- \$2,340.00 to Charlotte County Property Appraiser for annual radio tower usage
- \$2,160.00 to Charlotte County Airport Authority for annual radio tower usage
- \$31,950.00 to the City of Punta Gorda for annual radio tower usage
- Prepared and submitted Quarterly Status Report for the period of October 1, 2013 through December 31, 2013 to Florida Department of State, Division of Emergency Management (DEM) for g251203 SHSGP Marine grant agreement 12-DS-20-09-18-01-425. There was no activity on the grant to report. A Close-Out Report was submitted previously during the period.
- Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPG grant agreement 14-FG-1M-09-18-01-075 for the period of October 1, 2013 through December 31, 2013. The reimbursement request for the quarter totaled \$11,963.93.
- Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPA grant agreement 14-BG-83-09-18-01-008 for the period of October 1, 2013 through December 31, 2013. The reimbursement request for the quarter totaled \$27,136.46.
- Prepared and submitted Financial History Report, Status Report and Reimbursement Request Form to DEM for CERT grant agreement 14-CI-K1-09-18-02-308 for the period of September 1, 2013 through December 31, 2013. The reimbursement request for the quarter totaled \$1,689.48.
- Prepared and submitted Detail of Claims Form and Reimbursement Request Form to the Division of State Fire Marshal for the SHSGP Hazmat grant agreement 12-DS-20-13-00-16-501 for the period of October 1, 2013 through December 31, 2013. The reimbursement request for the quarter totaled \$608.53.
- Prepared and submitted Quarterly Financial/Status Report to DEM for the SHSGP Emergency Management Exercise grant agreement 13DS-97-09-18-01-386 for the period of October 1, 2013 through December 31, 2013. There were no funds expended during the quarter for this grant.
- Adult Drug Court Grants
 - Received notification from BJA that the close-up package has been accepted and this grant is now officially closed.
- Criminal Justice Reinvestment Grant
 - DCF has approved the amendment and the grant has been extended to May 11, 2014 per our request. Completed reconciliations and have submitted quarterly invoice of \$29,320 to Finance for disbursement to our partnering agencies. USF has completed their final evaluation of our grant program and our County has performed very well.
- Operating And Accounting Support
 - Developed and presented four 'Budget-to-Actual Analysis' trainings for Community Services Department.
 - Prepared two excel (formula-driven) Sales Tax Project templates.
 - Prepared CIP amendment for Library Master Plan to bring funding into FY14 (from FY15).
 - Updated SharePoint financial reports with December data (projected revenue & expense, fund rollup, department rollup).
 - Prepared all information for Fiscal quarterly projections meeting and quarterly business meetings.
 - Began update of Works SOP for the new User Interface.
 - Updated Road Operations Cash Flow for 2013 Revenue & Expense.
 - Updated Sales Tax Cash Flow for 2013 Revenue & Expense (working on gas tax element).
 - Created EAMS Projects and Work Orders for new WCIND Grant tracking for Public Works.
 - Met with staff and began research and preparation of presentation on the Fiscal Services Partnership Project
 - Performed "first-step" cross training on the transportation grant reimbursement process with fiscal staff.
 - Prepared first quarter financial information for 54 MSBUs. This information is disseminated to the MSDRs at Public Works to share with the MSBU Committees.
 - Prepared budget amendment including CIP amendment, for acquisition of a wheeled loader for Maintenance & Operations.

- Prepared budget amendment including CIP amendment, for construction of the Little Farm Culvert project in the Cook & Brown Streets & Drainage Unit.
- Prepared update on actual costs related to historical sales tax expenditures for road projects, as part of preparation for the 2014 Sales Tax initiative.
- EMS Refunds - processed 48 refunds for overpayments received by ADPI totaling \$5,594.86 for December.
- Prepared tax distribution payment for special assessment fees to Little Gasparilla Island Fire Unit for December in the amount of \$100,995.48.
- Hosted the EMS Billing and Collections Presentation/Meeting on January 16th with ADP Intermedix, NCS Plus and County staff. The meeting allowed each vendor to present an overview of the services they provide to Charlotte County; as well as, a chance for staff to ask questions and discuss any issues they had been experiencing.
- Worked with CCU and PW Engineering to get the contract award for Burnt Store PH3 on the board agenda after getting direction on CCU funding from the BCC.
- 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
 - January, 2014 - \$0
- Collected and prepared First Quarterly Budget Adjustments which will go to the board on February 25, 2014
- Completed the legislative impact report for Division of Juvenile Justice Center.
- Analytical Support
 - Working with Impact Fee Consultants to complete the final round of data requests.
 - Reviewed new Accrued Compensated Fund balance to ensure sustainability in view of the number of upper level management that have recently retired.
 - Faster Report Runner is now installed allowing us access to Faster reports, and IT and Fiscal staff have signed up for the upcoming webinar trainings in February; this is a prerequisite of Faster for both installing and receiving the windows dashboard free of charge.
 - Completed call tracker request involving exempting Churches from non-ad valorem assessments.
 - Analyzed MSBU Bridge program funded from gas taxes; determined that funds were either pledged or exhausted and worked with Maintenance & Operations to establish new work orders.

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- Banner Upgrade Approval - On 1/28 the Charlotte County Board of County Commissioners approved the upgrade to the CCU billing system. The current system is over ten years old and is in need of new hardware and software. The upgrade of this system will allow for the consolidation of several workarounds and utilities that have been developed over the years to meet the needs of the utilities department.
- Utilities Data Viewer - The GIS group completed a web based mapping project that will allow Utilities staff to view the utilities GIS data. This web based application performs much faster than previous applications and allows staff to search the map by address and parcel number.

- Sales Tax Central Input Form - Application Services developed a SharePoint Form that allows users to enter sales tax projects in a central location.

- January Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	134,701	67,614	171	2,540	205,206
%	65.7	33.0	0.1	1.2	100.0

- January Outage Statistics:

- 4 - Incidents
- Total Down Time – 20 hrs 30 mins.
- Average time per Incident – 5 hrs. 7 mins.
- System availability was 97.245%

- January Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 187
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 154
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 410
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 392
- Change Controls Last Month – (internal configuration changes to server and network) = 7
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 517

Purchasing

- Pre-quote meetings held:

- 14-156 Fall Protection System
- 14-152 Irrigation System Harold Avenue Ball field #6
- 14-168 Water Lettuce Removal

- Quotes due and received:

- 14-140 Emergency Management Table Top Exercise
- 14-155 Submersible Pumps
- 14-165 Energy Saver Pool Blanket
- 14-152 Irrigation System Harold Avenue Ball field #6
- 14-156 Fall Protection System
- 14-157 Printing of Letterhead, Envelopes, and Business Cards

- Pre-bid meetings held:

- 14-119 Radio System Upgrade
- 14-126 Stormwater Control Structure-Sunset Waterway
- 14-053 Turf Maintenance
- 14-113 Shell/Rock Material – Annual
- 14-141 Concrete Box Culverts
- 14-138 Security Services
- 14-151 Potable Water & Wastewater Improvements

- Bid openings held:

- 14-112 Volume Reduction Services
- 14-114 Fill Dirt - Annual
- 14-053 Turf Maintenance
- 14-078 Handheld Retroreflectometers
- 14-138 Security Services
- 14-113 Shell/Rock Material – Annual
- 14-141 Concrete Box Culverts

- 14-126 Stormwater Control Structure-Sunset Waterway
- 14-119 Radio System Upgrade
- Shortlist meetings held:
 - 14-035 Customer Services Program
- Work Orders due and received:
 - 14-150 WO#84 – Structure Design & Permitting

Real Estate Services

- Edgewater Phase II – All parcels have been obtained. Mediations will continue for several months.
- Placida Widening – With 60% of the required parcels and easements acquired, we continue to work on this land assembly on a voluntary basis only.
- Environmental Lands Acquisition Program – We are working with the Natural Resources Division to locate a suitable site that can 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 has submitted a final offer for the acquisition of easements for the pond sites needed for the US 41 widening. This item was approved by the BCC at their January 14th regular meeting. We will close this transaction shortly.
- Midway Project – Temporary Rights of Entry – We have BCC approval to proceed with voluntary acquisitions. To date, we have obtained approximately all but 40 of the 190 Temporary Rights of Entry (TRE) needed for this project. We will be moving into the eminent domain phase of this project to acquire the remaining property interests.
- 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 – The BCC has approved the exchange and we will be completing this transaction shortly.
- Gasparilla Road – The BCC approved the 41 resolutions of necessity at their January 14th regular meeting. We will now enter the eminent domain phase of this project.
- Sales Tax Sidewalk Projects – We are working with Engineering staff as needed on several sales tax sidewalk projects.
- Surplus Property Disposal – The County will realize approximately \$185,000 for the surplus parcels sold last fall through the sealed bid process. We are working on a new list of parcels that will be made available in the spring.
- Customer Satisfaction Surveys – Our surveys continue to show an “excellent” customer rating from our customers.
- East & West Spring Lake Sewer Project – We have 2 of the 5 identified parcels needed for this project under contract. The three parcels not under contract are held by out-of-state owners and eminent domain may have to be used to complete these acquisitions.
- 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.
- 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.

- Stump Pass Dredging – We will be assisting our engineering staff in obtaining several hundred temporary easements to allow for the placement of sand on beaches located in front of private residences.
- Newgate Waterway Dredging – We are assisting our engineering staff in obtaining temporary spoil sites that will be located along the waterway.

Community Development

- The Building Division:
 - The number of single family permits issued in January 2014 is significantly higher than those issued during January 2013. This follows the trend we have been seeing during the past few months. Revenue is showing as 56% higher than January 2013 - however, a portion of this is attributed to a single permit fee of over \$40,000. Year on year, revenue is still up by 20%.
 - Contractor licensing continues to be very active and staff are working with representatives of the CDBIA to promote awareness of the dangers of hiring workers that do not hold the appropriate licenses.
 - Code Enforcement did not hold a January board meeting but the division continues to see an increasing number of complaints received.

Item	Total FY2013	Jan-13	Jan-14	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	11	30	72	138
Multi Family Permits Issued	2	0	0	1	0
Commercial Permits Issued	37	2	4	10	18
All Other Permits Issued	15875	1036	1299	4999	5016
Customers Served	26629	1810	2106	8675	8492
Inspections	43341	2866	4632	13612	17968
Permitting Revenue	\$ 2,385,421	\$ 144,462	\$ 225,271	\$ 684,088	\$ 817,715
Permitting Expenditure	\$ 2,075,903	\$ 401,404	\$ 144,189	\$ 866,814	\$ 900,114
Code Enforcement Revenue	\$ 910,101	\$ 52,995	\$ 67,899	\$ 242,817	\$ 333,529
Code Enforcement Expenditure	\$ 1,579,465	\$ 335,453	\$ 106,296	\$ 658,305	\$ 659,531
New Complaints Received	1447	42	43	379	251
Code Cases Initiated	2861	209	253	890	937
CEB Cases Heard	719	96	0	321	152
Citations Issued \$ Amount	\$ 115,500	\$ 9,500	\$ 15,000	\$ 34,500	\$ 50,000
New Contractor Licenses Issued	16	6	3	10	7
Contractor Licenses Revoked	15	2	2	5	5

- 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 meetings on November 7th, December 9th, and the January 6th meeting. Review will continue at the February meeting.

- Manasota Sandpiper Key Architectural Review Committee
 - The committee met on January 8th and January 15th. The following projects were presented to ARC.
 - 1170 Gulf Blvd Road – fence – 2nd review
 - Comments: approval granted
 - 4040-C N. Beach Road – deck
 - Comments: recommend denial – deck encroaches into side setback
- Little Gasparilla Island Community Plan
 - The committee may not have met in January.
- Grove City Community Plan
 - The committee may not have met in January.
- Babcock Ranch
 - The Notices of Proposed Change for the Master DO and Increment 1 went to the January 28 BCC meeting and were approved. Babcock staff sent a draft copy of the Babcock LDRs to County Staff for review. A meeting is occurring in early February between the two groups to go over the proposed items.
- Murdock Village
 - Staff is waiting for direction on this project.
- School Concurrency
 - The working group has completed drafting revisions to the Interlocal Agreement (ILA). The County's attorney and the School Board's attorney have approved the revisions to the ILA, we are now awaiting word from the City. The BCC approved setting the joint meeting between the City, County, and School for April 28, 2014.
- Revision of the Comprehensive Plan
 - Staff is working on revisions to the comprehensive plan as requested by the BCC.
- Transportation Planning (this report will be relocated to the Public Works monthly report)
 - The following transportation planning and traffic engineering related issues were reviewed to assist the Planning and Engineering staff during the month of January 2014:
 - Bicycle and Pedestrian Master Plan: Submitted the project info sheet to the MPO to submit to the FDOT for the funding of Taylor Road sidewalk Phase II was programmed by the FDOT in the Fiscal Year 2018/19.
 - Site Plans, Zoning Exceptions and Traffic Study Reviews: During the month of January, the following applications were reviewed from transportation perspective:
 - DRC-PD-13-01 – Flowers Bakery – Charlotte County
 - DRC-F-13-09– Coastal Chiropractic
 - DRC-DSRB-F-13-01– LongHorn Steakhouse
 - DRC-F-13-12 – Mattress Firm – Port Charlotte
 - DRC-F-13-14 – Pro Sports Academy
 - Meetings and Field Visits: The following meetings and sites visits were attended/made during the month of January:
 - Attended multiple meetings with MPO and FDOT staff on the funding options for various Roadways (to widen, add Bicycle facilities and Sidewalks).
 - Attended multiple pre-project conference meetings with the consultant staff for various DRIs, CRA projects and site plan reviews before they submit their items for review.
 - Made multiple field visits all over the County to address the speed limits issues along with the safety concerns raised by the citizens.
 - Attended CTST meeting organized by MPO staff to discuss the various traffic related issues in the County.
 - Attended TAC meeting organized by the MPO staff to discuss the project priorities list to submit to the FDOT for various funding sources in the FY 2018/19
 - Attended the inauguration of the Last connection pies of Cape Haze Trail in the West County
 - Attended the Charlotte- Punta Gorda MPO and Manatee-Sarasota County MPO's joint meeting to give an update on Winchester Blvd roadway construction progress.

- Provided the necessary support for the adoption of two County ordinances (Holiday Estates I, II & III Golf Cart Ordinance and Speed Limit Changes to various roadways in the County Ordinance)
- Site Plan Approval
 - The County received 4 petitions:
 - One was a Preliminary Site Plan for Carlino Warehouse. (approved)
 - One was PD Final Site Plan for Flowers Bakery. (approved)
 - One was a Final Site Plan for Coastal Chiropractic. (approved)
 - One was a DSRB final for LongHorn Steakhouse. (no decision yet)
- Board of Zoning Appeals
 - The Board of Zoning Appeals heard the following petitions on January 8, 2014, and made the following decisions:
 - Petition #VAR-13-007:
A request by Michael and Sherry Schroeder for a variance of 10.0' to reduce the required rear yard setback from 20.0' to 10.0', to allow construction of a swimming pool for an existing single-family residence, in the Manasota Single-family-3.5 zoning district, located at 4141 North beach Road in Englewood, was *APPROVED by a vote of 5-0.*
 - Petition #SE-13-017:
A request by Edward and Sherry Taft for a special exception to allow a mobile home, to be used as a residence, in the Agriculture Estate zoning district, located at 16085 Begonia 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 January 13, 2014:
 - PV-12-09-05:
Burnt Store Presbyterian Church, Inc. is requesting a Plat Vacation for Parcel C of the plat of Burnt Store Park Subdivision as recorded in Plat Book 7, Page 3, of the Official Records of Charlotte County, Florida. Also included in the vacation are undeveloped portions of Ann Road, Brooks Road, Highland Pine Avenue, Johns Street, Trafalgar Street, and Orangewood Street. The property is 13.96 acres, more or less, and is located east of Burnt Store Road, north of Cuneo Road, west of Pampas Street, and south of Royal Poinciana, in Section 33, Township 41S, Range 23E, in Commission District II.
 - *Board Recommendation: Approval*
 - Revision of Sea Turtle Protection Code
An ordinance amending Chapter 3-5, Article XII, Sea Turtle Protection, of the Code of Laws and Ordinances of Charlotte County, Florida; revising Definitions section; revising Unlawful to Kill, Molest, or Injure Sea Turtles section; revising Coastal Construction Conducted Within the Nesting Zone During the Nesting Season section; revising Beachfront Lighting section; revising Prohibition of Activities Disruptive to Marine Turtles section; revising Penalties for Violation; Resort to Other Remedies section; revising Management Coordination section; revising Design of Vehicular Circulation and Parking Areas section; creating a new Section 3-5-299 Permitting and thereby revising all section numbering subsequent to the new section; providing for conflict with other ordinances, providing for severability, and providing an effective date. Applicant: Charlotte County Board of County Commissioners.
 - *Board Recommendation: Approval with two changes*
- Board of County Commissioners Land Use
 - The Board of County Commissioners heard the following petitions on January 28, 2014:
 - 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.

- *Board Decision: 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.
 - *Board Decision: 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.
 - *Board Decision: 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.
 - *Board Decision: 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.
 - *Board Decision: Approval*

Community Services

- Administration
 - Administrative staff answered and fielded 452 telephone calls, responded to 14 webmail inquiries, processed 6 citizens action forms, 2 accident and 4 incident reports, 1 damaged and missing items reports, distributed 8 press releases, sold 39 parking passes (admin staff only)
 - Supported 2 Advisory Boards, Safety Committee
 - Promotional and Marketing Activities
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page Current reach - 352 Page Likes
 - Negotiating with Clear Channel on a marketing campaign for 2014
- Meetings:
 - Internal Parkside CRA
 - Charlotte Harbor Grand Prix / SBI
 - Hands Across the Harbor
 - Conducted a program to celebrate final connection of the Cape Haze Pioneer Trail

- 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
 - Hot Dogs – North Port Vendors Inc.
 - Bayshore Live Oak Park:
 - Hot Dogs – Devine Dogs
 - Allstart Paintball
 - Previously located at Dotzler YMCA, reviewing park system to find a location that would be suitable.
 - Attending Gulf Cove Home Owners Association meeting in February to gauge response to proposal.
- Libraries & Historical Monthly Report
 - Numbers:
 - 67,671 visitors for the month of January (increase of 19,637 from December)
 - 9,046 people used computers (increase of 2,244 from December)
 - 1,735 adults and teens attended 90 library programs in January, financed by the Friends of the Library
 - 613 children attended 50 programs also financed by the Friends of the Library. So that is a total of 140 programs that 2,348 people attended in January.
 - 157 volunteers worked 1,776 hours at libraries & 14 volunteers worked 42 hours at Historical Center
 - 904 patrons requested PC assistance (increase of 224 from December)
 - Circulation for January was 83,387 (an increase of 16,510 from December)
 - Other:
 - 12 Genealogy volunteers worked 81 hours
 - 1,342 items cataloged by A. Shepherd
 - Linda Roberts, the Historian retired, replacement in progress
 - Staff completed Sexual Harassment Training
 - A. Shepherd appointed to SWFLN board in Fort Myers
 - Annual Photography Contest judging and reception held
 - “Hoopla”-streaming videos, books and music introduced
 - Landscaping project at Mid-County Library continues
- Charlotte Sports Park:
 - The Charlotte Sports Park hosted “Conversations with Ray”, on Friday, 1/10/14, in the hospitality suites, at 2:30 PM.
 - As part of the transition to in-house security, the Charlotte Sports Park staff conducted Event Specialist interviews for the upcoming 2014 Spring Training Season. During the month of January, a total of eighty one (81) candidates were interviewed, of which forty (40) were recommended for hire.
- Aquatics:
- Port Charlotte Beach Pool:
 - 377 paid admissions
 - 168 Pass holder visits
 - 273 Water Aerobics participants
 - Staff spent an estimated 30 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

- Oyster Creek Regional Park Pool:
 - 262 paid admissions
 - 374 pass holder visits
 - 239 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
 - The classroom was rented one time for a meeting
 - Staff spent an estimated 70 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 100 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters: 445
 - Total BMX Bikers: 54
- South County Regional Park Pool:
 - 114 paid admissions
 - 383 pass holder visits
 - 74 water exercise participants
 - Charlotte County Blue Fins held 20 swim practices resulting in approximately 1140 “splashes” for the month.
 - Charlotte County Blue Fins held one swim meet with approximately 500 swimmers and their family attending.
 - Staff spent an estimated 85 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 a combined 1,350 hours and served over 13,600 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 3,146 with 7,699 touches combined. Recreation facilities were rented 47 times achieving a rental attendance total of 3,255 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 1,985 hours in the month of December. An estimated 1,730 local athletic participants visited County facilities. Activities included Adult Softball, Adult Tennis, Youth Flag Football, Youth Baseball, Youth Swimming, Youth Soccer, Youth Horsemanship, Youth Baseball, Youth Softball and Youth Football.
 - The Harold concession stands have been turned over to Community Services and the baseball and softball leagues are in the process of moving into the new facilities.
 - International Baseball Championships/Nations Baseball hosted 22 teams at North Charlotte Regional Park. Estimated attendance 1,240.
 - SWFL Disc Golf hosted a tournament at the North Charlotte Regional Disc Golf Course with approximately 110 participants.
 - Lou Agosto, president of Port Charlotte Little League has been selected to chair the Charlotte County Youth Sports Council for the fourth consecutive year.
- Extension Services:
- Administration:
 - Meetings:
 - CED PolyCom Meeting – January 27th – 1 to 3 pm
 - Extension Staff Meeting – January 28th – 3 pm
 - 1st Qtr. Business Meeting - Community Services – January 27th – 3 to 5 pm
 - Annual County Bank Statement Reports - due to Dr. Vavrina – January 31st
 - Agent Evaluations due to Dr. Vavrina – January 17th

- Website Hits: 3,531 website page views
- Facebook® Page - Charlotte County Extension data: 916 visits, 673 Likes
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2014. "Fish Health Management Class?" Water LIFE Magazine. January 2014, Pg. 12.
 - Staugler, E.A. 2014. "Amazing Boating Doesn't Just Happen". Waterline Magazine, a weekly insert of the Charlotte Sun Herald. January 16, 2014, Page 16.
 - Extension Website:
 - Posted Mangrove Symposium flyer
 - Website:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
- Field Work
 - 1/8 – Pulled and analyzed restoration bay scallop spat monitors at two locations (Too shallow to reach 3rd site).
 - 1/21 - Pulled and analyzed restoration bay scallop spat monitors (at 3rd site) and monthly bay scallop spat monitors.
- Outreach Programs:
 - 1/10, 17, 24 & 31 – Taught FMNP Coastal Systems class at Tringali Rec. Center. 20 students are enrolled in this course which runs through 2/14.
 - 1/19 – Set up and manned table at the 8th annual Capt. John Breuggeman Memorial Grouper Tournament on barotrauma and descending gear.
- Meetings:
 - 1/7 – FMNP State Governing Board Meeting conference call
 - 2/9 – Attended MAC Meeting
 - 1/13 & 27 – RWMS Planning Meeting at FDEP Ft. Myers
 - 1/22 – Meeting with Ex. Director of Florida Outdoor Writers Assoc. (FOWA)
 - 1/22 – Attended Manatee Advisory Committee Meeting
 - 1/23 – Attended Gulf Council public input meeting at Bass Pro Ft. Myers
 - 1/30 – FSG Fisheries Work Action Group conference call
 - 1/30 – Marine Resource Education Program (MREP) steering committee conference call
- Site Visits:
 - 1/28 – Fishermen's Village Yacht Basin
- Other:
 - 1/1 & 1/15 – Bay scallop cage volunteers conducted bi-monthly monitoring
- University Governness:
 - Reviewed new applications for FMNP instructors and assistant instructors
 - 11/7 - Science Fair Judge for Punta Gorda Middle
- 4-H Youth Development:
 - 4-H Foods and Healthy Lifestyles Program
 - Nine Charlotte County youth completed six hours of food preparation and nutrition training as part of the 4-H Foods and Healthy Lifestyles program. Activities included food and kitchen safety, how to use small kitchen appliances, how to prepare healthy snacks, portion control and how to judge and compare quality and cost.
 - 4-H Photography Club
 - Recent Developmental Assets research completed by the Search Institute highlighted that only 18% of the 2,577 Charlotte County high school youth surveyed spent three or more hours per week in creative activities as constructive use of their time. In contrast, more opportunities for creative and constructive activities ranked high on what teens wanted and needed. 4-H has addressed this need through a new 4-H Photography Project Club. Over the past five months, nine Charlotte County teens have explored photography as a hobby and as a career. The volunteer leader for this club is a professional photographer and encourages professionalism from the youth, which has increased their self-esteem and personal power.

- Horticulture:
 - Programing
 - Landscape Gardening Series – “Under Utilized Landscape Plants” – Tom Becker 9:30 to 11:30 am - January 31st – 66 participants
 - Landscape Gardening Series – January 24th – 9:30 to 11:30 am “Backyard Citrus Problems and Cures - Learn about common citrus pests” – Dr. Mongi Zekri, Multi-County Citrus Agent – 79 participants
 - GI-BMP Training – January 29th – 8 am to 3 pm – 12 participants attended. Charlotte County Extension held another Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on October 30th. Twelve (12) participants increased their understanding of the local County Ordinance, as well as Turf, Irrigation, Landscape and Pesticide BMP's. After taking an end-of-class exam and receiving a 75% or higher score, each participant receives a Certificate of Completion showing that they are in compliance to properly apply fertilizer in Charlotte County and can get the required State License.
 - Master Gardener Radio – January 28th – 10 am
- Meetings:
 - King's Highway/I-75 gateway design progress review/other roadway landscape related topics – 2 pm – January 23rd – Public Works
- Florida-Friendly Landscaping
 - Summary
 - 9 field consultations
 - 89 office consultations
 - 84 telephone inquiries
 - 279 learning participants
 - 72 email consultations
 - Educated homeowners on ways to save water in the home landscape, including proper selection and maintenance of plants appropriate fertilization practices to protect water quality, importance of FFL along seawalls and benefits of rainwater collection in the home landscape. Five presentations by program assistant, two others which were volunteer-led by Master Gardeners called Parks that Teach and one planned community landscape renovation walk-around with the assistant (Charlotte Squares Condominiums). Total attendance for these events = 279
 - Resources Created: Three PowerPoint presentations, two fact sheets, one table display on Rugose Spiraling whitefly and two different questions and answer columns finished for two different publications, Pt Charlotte Herald and Punta Gorda Herald.
 - Reviewed and commented on four lift station landscape installations (three on site and one on paper). All were designed and planted by utilities using RFQ landscaping guidelines. Met several times with utility engineers on and off site. Also, reviewed NPDES permitting requirements for 2014 for Florida-Friendly landscaping in consultation with NPDES project manager. Efforts this year include data collection for FFL outreach reporting for the NOI Stormwater, Phase 2 Permit.
- Special Events
 - 4-H and Master Gardener Rummage and Plant Sale – January 4th – 8 am to 1 pm – about 100 in attendance
 - Home and Garden Show Display – Event Center – January 18th and 19th
 - Sun Reporter - January 21st – 2:30 pm – 100th Anniversary of Extension Article Interview
 - Tropical Plant Industry Exhibition – January 22nd – Group of about 10 Master Gardeners attending this annual event in Ft. Lauderdale – Professional Development
- Charlotte Sun Newspaper Articles:
 - Potential Readership:
 - Charlotte Sun Herald – Average Circulation - 44,028
 - Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day
 - Newspaper Article - January 27th – “Get to know low-chill blueberries”
 - Newspaper Article – January 20th – “Light up the landscape with firebush”
 - Newspaper Article - January 13th - “Pansies perfect for frigid weather”

- Newspaper Article – January 6th - “Florida-friendly landscaping™ is for everyone”

Facilities, Construction and Management

- Nothing to report this month.

Human Resources

- Employee & Labor Relations
 - Extended employment opportunities to 17 candidates
 - Continue to partner with consulting firm Evergreen Solutions regarding Job Analysis and Description/Development study.
 - Assisted Public Safety Department by serving as panel member for Administrative Assistant II and Deputy Chief-EMS interviews.
 - Recruitment related activities and hiring processes
 - Employee related issues
 - 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 & Reporting
 - 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
 - Attended “Leadership Training that Sticks: 22 Lessons Learned Over 21 Years”
 - Discussions were held regarding upcoming Government Academy for Citizens
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Deedra Dowling, Case Management Supervisor made a presentation to members of the British-American Club in Punta Gorda. Outreach and information was provided to approximately 30 people in attendance. In addition to handout materials provided from each of service divisions within the Human Services Department, attendees were given information on identity fraud, neighborhood watch, elder abuse, 211, and the Elder Helpline.
- Terry Keene, Assistant Veteran Services Officer, was honored with a Certificate of Appreciation by the State Office of the American Legion, Florida for assisting a widow of a deceased veteran obtain all her benefits. The veteran was in the American Legion at the state level for many years and was well respected in Florida. As stated in the Certificate, “Terry, your generous efforts do not go unnoticed and serves as a genuine example to all Patriotic Americans”.

- Emily Lewis, Family Services Manager, coordinated and assisted in hosting two community conversations to release the data and findings of the Developmental Assets Survey on Charlotte County's youth. The study was commissioned by the Children's Services Council through a grant from the Department of Juvenile Justice. These community conversations, held on January 13th, featured Jim Conway, a consultant from the Search Institute, who shared the findings and facilitated a community feedback session with the 62 people in attendance. The Children Service's Council will be using the feedback and the findings of the study to develop a Community Action Plan.
- Transit Supervisor, Fred McKenna and Director, Vikki Carpenter along with other Charlotte County Fiscal and MPO staff met with representatives from Sarasota's Transit's system (SCAT), Sarasota/North Port planners and FDOT to discuss transit topics and upcoming joint county meetings and projects.
- Long time County employees, Sandi Campbell from Veteran Services and Rich Weingarten Transit Grants Manager retired after many years with Charlotte County. We wish them both well.
- The Lake Suzy resident surveys were developed by the Tindale-Oliver and Associates consultants for the Transit Development Plan. Transit distributed the surveys at a home owner's association meeting at Lake Suzy on January 13, 2014 to gather input on their transportation needs in Charlotte County.
- The Charlotte County Transportation Disadvantaged Local Coordinating Board met on January 16, 2014. A joint meeting of the Sarasota-Manatee and Charlotte County-Punta Gorda Metropolitan Planning Organizations met on January 27th. Discussion included coordinated staff meetings of SCAT and Dial-a-Ride Services, future connectivity possibilities and the Transit Development Plans currently being conducted in both counties.
- Case Management Supervisor met with Communities for a Lifetime Chair, Tess Canja. Plans for the Safe Homes event were finalized. The event is set for April 3, 2014 from 9:00am – 2:00pm. Buddy Cloud from Communities for Lifetime Bureau in Tallahassee will be the primary guest speaker. Also presenting will be Wayne Sallade/EOC, Dee Hawkins-Garland/Public Safety, Bob Hebert/Housing, and AARP Chapter 80. Event funding provided by AARP State Office in Tampa.
- The Charlotte County Human Services/Transit Division met with the Fiscal Division to finalize the Federal Transit Administrations Triennial Review response. The final response has been submitted to the Federal Transit Administration.
- The Board of County Commissioners (BCC) approved annual transit grant funding at its January 28th BCC meeting. Section 5310 Federal capital and operating grants will be used to purchase two replacement vehicles and help fund operating cost for the Sunshine Ride system. The 5311 annual rural grant will fund trips for Transportation Disadvantaged residents living in rural areas.
- On January 14, 2014, the BCC held its final Public Hearing and approved the realignment of funds to close out the Neighborhood Stabilization Program in the Parkside CRA.
- Bob Hebert, Housing and Community Initiatives Manager, attended the Department of Economic Opportunity CDBG (Community Development Block Grant) cycle meeting to obtain information on grant opportunities possible for CCU sewer projects.
- The 2014 Community Resource Guide is in in the final stages of completion. A draft will be submitted to the Florida Department of Law Enforcement (FDLE), funders of the project, for review and approval to print prior to distribution in the community.
- The 2013 Community Needs Assessment was covered in a 16 page spread in the January edition of Harbor Style Magazine.
- Department held its first 2014 Bridges out of Poverty training for staff.
- Democratic elections for the Community Action Agency Advisory Board were held in Englewood and Port Charlotte. New members are Emily Reese and Dianne Corriveau. Officers for 2014-2015 are Michael Haymans, Chair and Dianne Corriveau, Vice Chair.
- Housing staff arranged a meeting with the VA in St. Petersburg to discuss funding opportunities with CASL and the Stillwater House. VA representatives planning on visiting the facility in Charlotte County. Lease renewal is expected to be presented to the BCC in March 2014.

- Human Services staff met with CCU staff to discuss the application and eligibility process for the Sewer Hardship program for residents of the Spring Lake area. BCC will review funding options for the program at its Feb. 11, 2014 meeting.
- Veteran Services officers attended a briefing on the new Department of Veterans Affairs Dental Program. This program is the first of its kind to offer veterans with a service connected disability a dental program.
- As part of the County's re-organizational plan focusing on efficiencies and effectiveness, the Transit Division has been moved from the Human Services Department to the Budget and Administrative Services Department and the 211 Call Center Division has been moved from the Public Safety Department to the Human Services Department. We wish our Transit Division staff best wishes and welcome our new 211 co-workers. Re-organizational changes took place February 1, 2014.

Public Safety

- Animal Control:
 - On January 10th, our Department was nominated for the 2014 Agency of the Year Award with the Florida Animal Control Association. This is awarded to one agency per year based on certain criteria such as notable achievements and department efficiencies. The winner will be announced in February 2014.
 - On January 16th, our department was featured in an article on the cover of the Florida Weekly newspaper. This in-depth and well-rounded article addressed the high number of animal cruelty cases being worked by our department in Charlotte County.
- Emergency Management:
 - Much of January saw the Emergency Management staff focusing on the concept of a regional hurricane evacuation plan and how that can be accomplished. We hosted a five-county meeting of EM staffers from Collier to Manatee Counties along the SW Coast. The coordination and cooperation required in these circumstances is extraordinary and only through meetings like this will we ever be able to successfully evacuate the several hundred thousand people who might be forced to flee in the face of an approaching hurricane. This effort will culminate in a regional hurricane evacuation exercise sometime later this year at our Emergency Operations Center.
 - The office hosted our first-ever Emergency Management Community Advisory Board meeting at mid-month, as we begin the process of exploring the feasibility of pursuing a designation of Emergency Management National Accreditation. Several Florida Counties have already achieved this designation and it is certainly worth looking into. The State DEM is offering seed money to jump-start those counties wishing to move in this direction. We will continue to explore what the program would require in terms of manpower and monetary outlay.
- Fire: Nothing to report this month.

Public Works

- The Engineering Division
- Construction Projects
- Active Construction Projects (may affect vehicular/boater/pedestrian traffic patterns)
 - 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.
 - The contract was awarded to Ajax Paving Inc. at the Board of County Commissioners meeting on Tuesday January 14, 2014. The pre-construction meeting was held Thursday, January 23, 2014 and work is scheduled to commence the week of February 17, 2014.
 - *PSA issued 2/10/14, expires 2/21/14: Preparations begin today, February 10, 2014, for milling and repaving a section of Midway Boulevard between Lakeview Boulevard and Edgewater Drive. The milling and repaving process is scheduled to begin on Monday, February 17th and will continue through Friday, February 21, 2014. During this process, the traveling public may*

encounter traffic congestion, un-even lanes and dusty conditions. The utilization of Law Enforcement Officers, Signage, Flagging Personal, and Traffic Channeling Devices will be used to aid travelers throughout the construction area. Please exercise extreme caution in this area and, when possible, please consider utilizing an alternate route.

- 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). To date, five Bridge slope pavements have been 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.
- A change order was presented and approved by the Board of County Commissioners to replace an additional four slope pavements: two on Biscayne over the Apollo Waterway, one on Eisenhower over the Venus Waterway, and one on McPearson over the Hastings Waterway. Construction began on the additional slope pavements January 7, 2014.
- Two slope pavements have been poured: one on Eisenhower and one on the east side of Biscayne. The contractor is in the process of removing the west side slope pavement on Biscayne. This week they plan to start pouring the curbs and should pour the other two slopes by the end of January or the first week of February 2014.
- Dredging - Northwest Port Charlotte Waterways – This project will facilitate safe navigation by providing new access channels into the waterway system connecting to the Myakka River navigation channel. This is a new channel, over one mile long, that extends and connects three waterways to the Myakka River channel. This project consists of design, engineering, permitting and construction of the new channel.
- The contractor is dredging the Cheshire/Apollo connector channels. Heavy rain conditions over the summer and early winter tides hampered progress. Due to the recent severe cold fronts the contractor has been limited in their ability to dredge. The contractor is preparing to mobilize additional equipment to the project to accelerate completion and requested additional time added to the contract.
- 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.
- The contractor 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. As of January 14, 2014 the contractor has approximately 2,000 feet of work remaining in the new access channel. Due to recent severe cold fronts, the contractor was limited in the ability to dredge and requested additional time added to the contract. After a review process was completed, the request for additional time was submitted on their behalf.
- 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 and traffic has been routed onto the temporary bridge. A test pile has been driven and production piles have been ordered; they should arrive the first week of February 2014. Demolition of the existing bridge has begun and should be complete in the next week. A progress meeting was held January 15, 2014; a representative of the school board attended and was very pleased with the work and the safety of the children traveling to school through this construction zone.
- *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.

- Sidewalks - Rotonda Boulevards East & North - 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.
- Work completed on the Rotonda Boulevard North sidewalk includes: over 1,150 linear feet of sidewalk has been poured, five driveways (two of which are brick paver driveways) have been replaced, over 2,000 feet of swale has been graded and over 240 linear feet of storm drain has been installed. Sod work began the last week of January 2014.
- *PSA issued 01/08/14, expires May 2014: Sidewalk construction along Rotonda Boulevards North and East, from Rotonda Circle to Parade Circle, began on Monday January 6, 2014 and is expected to continue through May 2014. Traffic patterns will shift due to intermittent lane closures throughout the duration of this project. There will be signs, message boards, and flagmen as needed and citizens are urged to use caution when moving through in this area.*
- 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 Microtunnels / 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.
- The US 41 Access Roads at the Pompano Waterway were closed the week of January 6, 2014.
- Week ending January 25, 2014: 15,000 square feet of debris was removed during clearing and grubbing, 10 feet of the existing FDOT Endwall was removed, 80 feet of temporary sheet piling was installed, 25 gallons of coal tar epoxy was applied to the permanent sheet pile and 162 steel studs were welded to these sheets. FPL Fibernet relocated the fiber line to the wrong location and will be out next week to relocate.
- Zep Construction plans to install the permanent sheet piling, construct the microtunnel boring pit and the receiving pit in the next two weeks. Huxted Tunneling is planning to start the mobilization of the Microtunnel equipment the week of February 6, 2014. Constructions of the new weir, direct bury pipes and microtunnel pipes at this location are scheduled to be complete in May 2014.
- *PSA issued 1/23/14: The sidewalk along the U.S. 41 Access Road between Gardner Drive and Conway Boulevard (US 41 Southbound side) is closed to pedestrian traffic in conjunction with the U.S. 41 Stormwater Structures - Microtunneling Project. While the US 41 Access Roads are closed only at the Pompano Waterway, the pedestrian sidewalk must be closed from traffic light to traffic light. Pedestrians should seek alternate routes as “No Trespassing” signs are posted at this location; pedestrians are not allowed to travel through this construction zone.*

- Winchester Boulevard South Extension – This project includes the construction of a new four-lane connector from Placida Road to the Charlotte/Sarasota County line, with a direct connection to I-75 via River Road within Sarasota County. As construction progresses, the final design and permitting of the intersection of SR 776/Winchester will occur and the intersection improvements will be rolled into this project.
- Gopher tortoise relocations are nearing completion. The Contractor is working on utility relocations on West Drive, Telman Road, and Sesame Road and continues to clear brush for the installation of temporary erosion control devices (silt fencing). 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 01/09/14: Construction is underway 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. To carry out construction activities, the following roads will be closed on January 10, 2014: Aloha Avenue at Winchester Boulevard, Apple Valley Avenue at Winchester Boulevard, Brookhaven Terrace at Winchester Boulevard, Worth Avenue at Winchester Boulevard, Sunset Road North at Sunset Circle, Rifle Road at Indian Creek Drive, Cougar Way at Indian Creek Drive, Opal Drive at Telman Drive, Sunset Road at Telman Drive, Cypress Road at Short Street, West Drive at Sunset Road, West Drive at Flower Drive and Glades Drive at West Drive.*
- 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.
 - The construction contract was awarded to Gibbs & Register, Inc. at the January 28, 2014 Board of County Commissioners meeting. The Purchasing Department scheduled the pre-construction meeting for February 11, 2014 at which time the Notice to Proceed date will be established.
 - 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.
 - The design firm, Kimley-Horn and Associates, is currently working on the 60% plans. A meeting was held with the Florida Department of Transportation on January 10, 2014 to discuss the plans and lease agreement.
 - 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 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. The Charlotte County Real Estate Services Department is currently working on Right of Way acquisitions which must be acquired prior to construction for utility relocations. Design is projected to be completed in early 2014 with construction beginning in the summer of 2014.
- Edgewater Drive Widening Phase Two – This project will widen Edgewater Drive, between Harbor Boulevard and Midway Boulevard, to a four-lane arterial roadway, designed to better serve the central portion of the County and accommodate anticipated traffic growth in the corridor. The project will include replacing three bridges (West Spring Lake Waterway, East Spring Lake Waterway, and Sunrise Waterway) and improving five intersections, four of which will be roundabouts. Improvements include a raised median, curb and gutter, sidewalks/bike lanes, and landscaping.
- 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 and the design team edited the plans. Once the revised plans are reviewed, the plans can be submitted to the Purchasing Department in preparation for bid solicitation. The proposed design includes sidewalks on both sides of the Bridge and allows 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 must be made 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 Boulevard from Sharpe Street to Kings Highway. The first phase of the project was completed under project c419005.
- Giffels-Webster Engineering will be submitting 100% design plans by the end of February 2014 for County staff to review. Design and permitting is projected to be complete in early 2014 with construction projected to begin in the fall 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. CCU funds are pending.
- 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 January 8, 2014 a progress meeting was held with the design team to discuss the status of the Harbor Boulevard design; the importance of providing as many enhancements as possible was discussed, as this is an enhancement project.
- Survey Work is almost complete and the SUE (subsurface utility engineering) and borings will be complete within the next 3 weeks. The team met with CCU to look over utilities to prevent potential conflicts with existing conditions, to see if relocations were necessary, or if any upgrades were needed. Stormwater and SWFWMD permitting are pending survey completion.
- As planting shade trees is one of the most important goals to the Parkside CRA, research is being conducted to identify potential conflicts with the existing FPL overhead lines, which are located on both sides of the road. Decorative lighting is planned as well as wayfinding for the Parkside CRA. The design team expressed creative ideas for the placement and design of the gateway signage; the next meeting with the design team will be scheduled for late February 2014.
- Placida Road - The original scope of this project was to widen Placida Road from a two to a four lane divided roadway from Cape Haze Drive to the Boca Grande Causeway with curb and gutter, sidewalks, and bike facilities. The BCC decided to postpone road widening to a future date, and redesign the project to incorporate safety improvements. It was also decided to advance the sidewalk/multi-use trail portion of Phase 2 to be worked concurrently with Phase 1.
 - Phase 1 - Rotonda Blvd. West to Cape Haze Drive – Design plans are in progress to provide for safety improvements including a 2.9 mile bicycle-pedestrian path from Rotonda Boulevard West to Cape Haze Drive, intersection improvements at Lemon Bay Golf Course, Bantry Bay, Cape Haze Drive and Panama Drive and resurfacing of Placida Road from Rotonda Boulevard West to the Boca Grande Causeway. A Change Order was approved by the Board on October 22, 2013 to reduce the contract amount and provide for intersection turn lane/pedestrian safety improvements. Review of the 30% plans have been received from County staff and are now being compiled and consolidated by the Project Manager. These will be submitted to the designer for his review and adjustments as necessary.
 - Phase 2 - Cape Haze Dr. to Boca Grande Causeway – 90% plans are currently being developed. Utility coordination is currently underway to determine if any utility conflicts exist. Based on the outcome, it will be determined if any utility relocations or adjustments are necessary.
- Sidewalks – Burnt Store Lakes - The South Burnt Store MSBU Committee 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 was issued to Banks Engineering to complete the design of approximately 1.5 miles of sidewalks in Burnt Store Lakes. The MSBU met with Banks Engineering on February 4, 2014, to kick off the project. 30% plans are expected to be delivered by the beginning of March 2014.
- 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 West - 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.
- We are working to finalize a plan that will reduce/eliminate utility conflicts to reduce the cost of construction. We have instructed the design engineer to send the updated plans to the various utilities for 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. This project is expected to be advertised for bid by the end of January or early February 2014. A pre-bid meeting will be scheduled in which there will be an opportunity for contractors to ask questions and clarify the scope of the contract for bidding purposes. More information will be provided as it becomes available.
- Sidewalks - South Gulf Cove – The South Gulf Cove MSBU Committee 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 met with Johnson Engineering on January 30, 2014, to kick off the project. 30% plans are expected to be delivered by the second week of March 2014.
- 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 review comments and is scheduled to submit responses by the end of January and deliver 100% plans in March 2014. Permit applications have been submitted to the permitting agencies. The Project Specifications and the Cost Estimate has been received.
- Coastal Projects:
 - Alligator Creek Maintenance Dredging c390502 – The MSBU Committee requested that engineering services be sought to engineer, permit, construct and manage the removal of silt to existing permitted conditions and pursue seeking permits to increase the depth of the access/main channel to -6 feet Mean Low Water (MLW). If maintained to existing conditions (-5 feet MLW), the approximate volume of material to be removed is about 3,000 cubic yards.
 - The Army Corps of Engineer (ACOE) permits expire March 2014; reauthorization of project permits should be complete in February 2014. Plans and specifications are complete pending any revised permit language required by agencies. Coastal Engineering is in the process of completing the engineering and permitting process for this project; permits, plans and specifications are anticipated mid-February 2014. The permit application is under review prior to submission to the permitting agency. Construction is projected to begin in the summer of 2014.
 - Alligator Creek -6 Feet Dredging c391302 – The Alligator Creek Waterway MSBU 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 MLW. It is anticipated that a significant amount of time may be required to negotiate with the Florida Department of Environmental Protection to issue permits for the dredging within the Alligator Creek to more than a depth of -5 feet, which is the depth for the current permit.
 - Natural resource investigations are complete - no impact to sea grasses, hard bottom or oysters exists. The geotechnical study is complete. Rock was located however no continuous rock is exposed at the surface. No rock shelf exists containing soft corals or other hard bottom habitats. The permit application is being finalized; the permit plans and exhibits are complete pending professional engineer signature and seal. The permit application is expected to be submitted in February 2014. Continued contact with permitting agencies is positive.
 - Buena Vista Grassy Point Waterway Maintenance Dredging - Maintenance dredging provides continued safe navigation for citizens who utilize the waterways. This project provides for engineering, design and permitting to dredge the lateral channels and 500 feet into the interior canals to determine the amount of material needed to be removed to restore safe navigation.
 - A Request for Letters of Interest (RLI) has been submitted to begin the process of obtaining engineering support to accomplish this project. County staff will review and rank the submittals upon receipt.
 - Harbor Heights Waterway Maintenance Dredging - This project consists of maintenance dredging existing man-made canals and access channels to their permitted conditions to restore safe navigation within the waterway system.
 - The Consultant is in the process of gathering survey and permitting data. This phase should be complete in March with submittal to the permitting agencies in late March 2014.
 - Manchester Waterway Maintenance Dredging - Maintenance dredging will be conducted to provide safe navigation for the citizens who utilize the waterways. This project is split between the Ackerman and Manchester Waterways; most of the maintenance dredging will be conducted within the access channel (Ackerman Waterway) with the remainder taking place within the Manchester Waterway.
 - An FDEP permit has been issued, however the ACOE permit is still pending. The consultant and County staff have both been in contact with ACOE to try to resolve the permitting delays. The National Marine Fisheries Service reviewed the project and it is pending signature; upon receipt of signature, the ACOE will be free to issue their permit. The bid package is prepared to go to the Purchasing Department for review in preparation for bid solicitation.
 - South Gulf Cove Turn Basin – The South Gulf Cove Waterway Committee requests to permit a turn basin outside the lock complex to aid boaters in holding position while the lock is in use.

From outside the lock, the only existing location for vessels with any substantial size and draft to hold position is in the channel. Due to the channel width, this poses a potential hazard notably during high winds or seas. The creation of a turn basin will aid boaters by providing sufficient space to hold position until the lock is free of other vessels.

- Preliminary plans have been reviewed and commented on. Meetings with the permitting agencies were productive and the permit application is nearing completion. A new location has been reviewed and accepted as the spoil disposal site. This location will substantially reduce the cost of hauling material. The permit application was submitted to the regulatory agencies and is still under review by the ACOE. The FDEP permit has been issued.
- 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 completed a project modeling study to determine how far south it can be placed to minimize impacts. The results have been provided to the State agencies responsible for review and comment. The result of this modeling showed that reducing the height of the structure by 1.5 feet did not affect the performance and decreased any negative impacts downstream of the structure. However, the State Park Service did not choose this as their desired configuration. They asked for a design that would increase the amount of sand placement upstream of the structure, but the modeling showed that this would be more costly and could have negative impacts on the down drift beaches and the pass itself. Additional stakeholder meetings may be necessary to further define the project. Permit plans and the project description have been reviewed. The Consultant is in the process of compiling the initial permit submittal.
- Drainage Projects:
 - Charlotte Harbor Watershed Management - Stormwater Structures Phase 2 - This project shall follow Southwest Florida Water Management District (SWFWMD) guidelines consistent with the District's Watershed Management Program. Three components are proposed: Topographic Information, Watershed Evaluation and a Watershed Management Plan. The Watershed Management Plan developed includes the installation of stormwater structures on Church Street and Bayshore Road (BMP 6) and Harper Avenue (BMP 29) as Phase 1 of this project, which is complete. Phase 2 is located on Central Ave near Oakley Street (BMP25), near Church Street (BMP26) and near Main Street (BMP42).
 - This project was funded in FY07 & FY08 through a Cooperative Funding Agreement with SWFWMD to develop a Watershed Management Plan for the Charlotte Harbor CRA. SWFWMD provided \$250,000 to complete and manage Phases 1 & 2. Staff is negotiating scope and fee for Phase 2.
 - Little Farm Road Culverts – The scope of this project is to design and permit culverts to replace the concrete swaled portion near the end of Little Farm Road. The construction plans call for sixteen 6'x3' box culverts to be installed at the slough so traffic can cross without going through the water. This project includes the box culverts, headwalls, approach slabs and guardrail for this portion of the road. It is anticipated that construction will begin in March 2014 (150 day contract.)
 - This project was advertised for bid on December 17, 2013 and bid opening was held January 22, 2014; nine bids were received. Open bids are posted on the Purchasing Department's Web site and the lowest responsive bidder is recommended for award. The construction contract will be presented to the BCC on February 11, 2014 to be voted on for award. Construction is anticipated to begin in March 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. The plans call for approximately 8000 cubic yards of material to be removed from the waterway. Material will be removed from a 50 feet wide section in the center of the waterway approximately 3400 feet from Jennings Boulevard to east of David Boulevard.
- 90% design plans have been received and are under review. The engineer identified property sites that will be needed in order to access the project and stage equipment; Real Estate Services' staff members are working to secure the necessary construction easements. Construction is anticipated to begin in late 2014.
- Stormwater Control Structure Replacement - Dorchester Waterway at Kenilworth DOR 4.89 -
- This project provides for the design, permitting, and construction of a stormwater control structure under Kenilworth Boulevard at the Dorchester Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing water control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure collapsed in late November 2013. This structure will be upsized from two culverts to two 8'x10' box culverts.
- Design is underway. The SWFWMD pre-application meeting was held January 23, 2014. Johnson Engineering completed the survey collection and is beginning the structure design. Kenilworth Boulevard, between Porter Street and Yorkshire Road, is closed to traffic and will remain closed until the structure has been replaced. Design is projected to be completed in March 2014 with construction anticipated in June 2014.
- *PSA issued 12/3/13: Please be advised that Kenilworth Boulevard, between Porter Street and Yorkshire Road, is closed due to a roadway collapse. This section of road will remain closed for approximately 12 months or until repairs can be made. Motorists and pedestrians are encouraged to exercise caution while traveling through this area.*
- Stormwater Control Structure Replacement - Fordham Waterway at Peachland FOR 5.11 - This project provides for the construction of a stormwater control structure under Peachland Boulevard at the Fordham Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing stormwater control structures were either inadequate to convey the quantity of water required to maintain level of service objectives or had deteriorated since the 1960's when they were originally built. This particular structure will be upsized from two 48" culverts with a 50' weir to one 8'x10' box culvert with a 5' weir.
- The design is complete and permits have been obtained. Based on current funding, this structure is scheduled to be constructed in the spring of 2015. Keep in mind that project schedules are subject to change.
- Stormwater Control Structure Replacement - Fordham Waterway at Quasar FOR 4.60 - This project provides for the construction of a stormwater control structure under Quasar Boulevard at the Fordham Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing stormwater control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure will be properly sized from two 60" RCP with a 50' weir to one 8'x10' box culvert with a 6' weir.
- The survey is complete and Johnson Engineering is working on the 30% plans. Design is projected to be complete in June 2014 with construction projected to begin late 2015.
- Stormwater Control Structure Replacement - Niagara Waterway at Peachland NIA 5.72 - This project provides for the construction of a stormwater control structure under Peachland Boulevard at the Niagara Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing stormwater control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure will be upsized from one 48" RCP and 22' weir to two 36" RCP's with a 6' weir.
- The design is complete and permits have been obtained. Based on current funding, construction is projected to begin in the spring of 2015. Please keep in mind that project schedules are subject to change.

- Stormwater Control Structure Replacement - Niagara Waterway at Quasar NIA 5.09 - This project provides for the design, permitting and construction of a stormwater control structure under Quasar Boulevard at the Niagara Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing water control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure will be properly sized and upgraded from two 48" metal pipes with a 44' weir to two 48" concrete pipes with a 20' weir.
- The plans and permit application were submitted to SWFWMD on January 15, 2014 for approval. Johnson Engineering is working on the 90% plans and is expected to submit them to the County for review by the end of February 2014. Construction is funded in Fiscal Year 2015.
- Stormwater Control Structure Replacement - Sunset Waterway at Forrest Nelson Blvd SUN 3.65 – This project provides for the construction of a stormwater control structure under Forrest Nelson Boulevard, between Quesada Avenue and Corktree Circle, at the Sunset Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing water control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure will be replaced with three 8'x10' box culverts to increase flow capacity.
- The construction contract is advertised for bid. Bid Opening is scheduled January 29, 2014 with construction projected to begin in April 2014. This project will take approximately 115 days to complete. Forrest Nelson Boulevard between Quesada Avenue and Corktree Circle will be closed during construction. Public service announcements will be published and a signed detour will be in place in advance of the road closure.
- Lighting Projects - Charlotte County CIP Projects (Jan 1-31, 2014):
 - 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 plans have been received, reviewed, and forwarded to Seminole Gulf Railroad to begin design.
 - Gasparilla Road Widening – Reviewed 100% traffic signal and lighting plans and provided comments to the Project Manager. A field review was conducted and mast arm placement was discussed.
 - Midway Boulevard Widening Project – Reviewed 90% signal and lighting plans, comments provided to Project Manager.
- Lighting Projects – Departmental Projects (Jan 1-31, 2014):
 - Lighting District and IT Department fiber optic pull box maintenance: Raise, cleanout, weed, paint covers and add rock as needed in the Punta Gorda and Port Charlotte areas.
 - Street Lighting Maintenance is ongoing throughout West County and Mid County. Load Centers and circuits were checked for operation; 123 lights were repaired or replaced.
 - Combining fiber optic pull boxes needed for both Lighting District and IT Department, eliminating one, thus lessening maintenance and materials.
 - Five street light poles located in El Jobean became loose at the bases over time. This was discovered during roadway lighting maintenance inspection. All bases were leveled and retightened.
 - SR 776/Pine Street intersection: Replaced four broken astro brackets holding the signal heads in place due to age and proximity to salt air. Rewired the northbound approach because the cable was dry-rotted and the insulating jacket was falling off leaving bare conductors exposed.
 - Forrest Nelson/Quesada intersection was rewired and cable pulled back due to dry rot on insulating jacket.
 - Removed Christmas tree lights at the Administration Building at Murdock Circle.
 - Began process to program both video and radar detection to bring back traffic data to the Traffic Management Center via Ethernet at various locations throughout the County.
 - Working to incorporate IT fiber and ATMS fiber into one pull box. Ongoing.

- Preparation began at Peachland/Harbor to change the phasing and add radar detection to bring this intersection into compliance with the MUTCD
- Four pull boxes were replaced due to age and deterioration at the intersection of San Casa/Placida.
- Replaced battery in solar school flasher at Port Charlotte High School
- Replaced street light pole struck by motor vehicle on Veterans Boulevard
- Repaired video detection cable at Veterans/Cochran which was damaged as a result of poor installation practices.
- Repaired pedestrian pushbutton at US 41/Easy Street
- Replaced aging fiber optic patch panel cords affecting communications at all signal locations on the system.
- Replaced two light fixtures on light poles along Edgewater Drive; pole was struck by motor vehicle causing damage to both fixtures.
- Performed routine cabinet maintenance at the following locations:
 - US 17/Diston Ave.
 - IMC cabinets at the North foot of the Peace River Bridge
 - Jones Loop/SB 1-75
 - Harborview/I-75 North and South
 - Kings Highway at I-75 South
 - SR 776/Melody Lane
- Locates Performed:
- 205 requests for underground utility locates were received, generating 87 tickets for locates.
- Trouble Calls:
- 11 trouble calls received, and resolved.
- Maintenance & Operations (Week of January 27 - 31, 2014):
 - Slow week due to rain.
 - Roadway shoulder repairs were completed on Harborview Road near Date Street.
 - A flail mower was used to cut 123,000 cubic yards of vegetation within the County Rights-of-Way in the Midway Boulevard and Beacon Drive area.
 - An outfall crew installed/converted four swaled intersections to pipe, but only paved one due to rain conditions in Northwest Port Charlotte.
 - The pipe & catch basin was cleaned out behind field five at the Charlotte Sports Park.
 - 20 debris removal work orders were completed using the grapple truck throughout the County.
- MSBU Meetings/Update
 - Dawn Harrison met with the Mid Charlotte Stormwater Utilities, Don Pedro Knight Island Street & Drainage, Alligator Creek Waterway, Pirate Harbor Street & Drainage, Charlotte Ranchettes Street & Drainage, Buena Vista Area Waterway, Edgewater North Waterway, Harbour Heights Street & Drainage and Burnt Store Village Street & Drainage.
 - Judith Nothdurft met with the Gardens of Gulf Cove Street & Drainage, Englewood East Non-Urban Street & Drainage, South Gulf Cove Beautification, West Charlotte Stormwater Unit, NW Port Charlotte Waterway, Grove City Street & Drainage Unit, Placida Area Street & Drainage and the South Gulf Cove Street & Drainage
 - Ordinance Amendments were approved at the January 28, 2014 Public Hearing for the following: West Charlotte Stormwater Unit, Mid-Charlotte Stormwater Unit, and South Charlotte Stormwater Unit. These ordinances amended the purpose of the Stormwater Units to permit funds derived from within the Units to be used for additional purposes including drainage infrastructure, the financing of the County's National Pollutant Discharge Elimination System's (NPDES) permit, as well as any costs associated with the Total Maximum Daily Loads (TMDLs) Program, and water quality monitoring and native and invasive aquatic plant control, in addition to the purposes now provided.
- Other 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.

- Construction bids were opened on December 11, 2013. A recommendation to award this contract to Wright Construction Group was approved by the Board of County Commissioners on January 28, 2014. A pre-construction meeting is being scheduled with the contractor to issue a notice to proceed. Construction is projected to be complete 90 calendar days after commencement.
- Manasota Key Community Plan Design – The Manasota Key MSTU Committee requested the development of a Community Plan including, but not limited to, sidewalks, bike paths, crosswalks and lighting. The first phase of this project consisted of a conceptual master plan completed by Weiler Engineering in December 2013. Phase 2 is the design of construction ready plans consisting of the top priorities as identified by the MSTU Committee.
- The Manasota Key Community Plan was presented to the MSTU Committee on December 11, 2014. The MSTU Committee requested that staff move forward with designing sidewalks, bike lanes, landscaping as well as street light replacements on Gulf Boulevard and the redesign of the commercial area to allow for additional parking and stormwater redesign. Additionally, the committee requested some mid-block crossings be installed and that all crosswalks be stamped asphalt. A Request for Proposals for Phase 2 Design is under review in the Purchasing Department and will be out by February 21, 2014.
- Murdock Village - The Murdock Village Community Redevelopment Area is an 879 acre future redevelopment tract located in mid Charlotte County. Murdock Village is to be redeveloped and revitalized as a community focal point through the implementation of the Murdock Village Community Redevelopment Plan and the creation of the resultant mixed-use community and Town Center, through the establishment of one or more public/private partnerships.
- The County is seeking concept plan approval from the Southwest Florida Water Management District (SWFWMD) for the Murdock Village Community Redevelopment Plan as it pertains to stormwater management design and environmental concepts. Under the new Statewide Stormwater Environmental Resource Permit Rule 62-330.055 F.A.C., a redevelopment Concept Approval Permit is available for the Murdock Village Community Redevelopment Area that will provide Charlotte County with an assurance that during the duration of the permit (20 years), the stormwater management design and environmental concepts, upon which the Conceptual Approval Permit is based, will meet applicable rule criteria for issuance of permits by SWFWMD for subsequent phases of the project. The Conceptual Approval Permit application was submitted to the District on January 30, 2014 and is currently under review.
- 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 to Keesling Construction, Inc. was approved by the Board of County Commissioners on January 28, 2014. A pre-construction meeting is being scheduled with the contractor to issue a notice to proceed. 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 are 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 2012 Sunshine Lake Water Quality Study, conducted by Atkins, focused on the potential causes of the existing and persistent algal blooms occurring in the Sunshine Lake/Sunrise Waterway, and recommended solutions toward restoring and enhancing the water quality of these water bodies. The study recommendations include the following actions: removal of the

algal biomass, enhancing circulation by aeration, providing additional water input by well augmentation, and modification of lake levels by the addition of a water control structure.

- The Sunshine Lake/Sunrise Waterway Water Level Control Structure Project is intended to meet the lake level modification recommendation of the study. The control structure will be constructed at the large culvert at the Tamiami Trail frontage road, located at the downstream end of Sunrise Waterway. The structure will raise the water level in the water bodies eighteen inches, lessening algal growth due to seasonal lowering of water levels. The additional water depth and volume provides additional attenuation and dilution of runoff and will increase storage for suspended solids.
 - Additional proposed improvements include upsizing the pipe crossing at Gertrude from the existing 36" diameter to a 48" diameter storm drain, and increasing the number of pipe crossings at N. Tamiami Trail frontage road from one 72" to two 72" pipes.
 - The Environmental Resource Permit (ERP) was issued November 4, 2013. Bid documents for construction are underway, and will be submitted to the Purchasing Department in the spring of 2014. Construction is projected to begin in the summer of 2014 depending on funding.
- Public Works - Solid Waste Division
 - Recycle Carts - Charlotte County Solid Waste and Waste Management Division staff gave a presentation to the East Englewood Home Owners Association meeting. County staff provided information to the residents about the new recycle carts, the process involved in the distribution of the 84K carts to the unincorporated areas of Charlotte County as well as the impact it has had on the county's recycling rate. The current available data shows a dramatic 37% increase when comparing the tonnage of residential recycling to the period before the incorporation of the carts. Contamination levels have decreased as a part of the cart campaign; we took advantage of the opportunity to re-educate the public on proper recycling as well as hazardous waste disposal and other services provided by the Solid Waste Division in an all-inclusive brochure.
 - We also had the opportunity to ask the residents about the carts and services in general, and we got an overwhelming approval of the carts and how much easier and convenient it is for them to recycle. Additionally, we presented the video "How to Recycle" again they were happy to learn how the materials make it from the curbside to the facility in Tampa that separates the materials into a reusable marketable product. Many of the residents also shared their appreciation for the Mini Transfer Facilities and what a great asset it is for the community to have it.
 - Keep Charlotte Beautiful - Over the last two years, Keep Charlotte Beautiful has encouraged our local schools to participate in the Keep America Beautiful Recycle-Bowl Competition held Oct. 21 through Nov. 15th, 2013. In the second year of participation, Keep Charlotte Beautiful increased the number of participating schools willing to take the challenge to recycle more and to tally the amount of recycling collected during the competition. Most schools utilized their "Green Teams" to collect, weigh and deliver the recyclable material to the 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. In January 2014, Keep America Beautiful announced the winners of the national competition. Port Charlotte Middle School is the national winner for the State of Florida and will receive \$1,000 from Keep America beautiful. To further encourage participation and increase participation, each participating school 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 Division and Keep Charlotte Beautiful.
 - Traffic Signing & Marking:
 - Herbicide = 3,215 objects
 - Legends Installed = 123
 - Signs Inspected = 11,197
 - Signs Manufactured = 234
 - Signs Repaired = 1,231
 - Marine Signs Repaired = 38

- Speed Studies (for Sheriff's Office) = 18
- Traffic Counts = 48 stations
- Trouble Calls (after hours) = 8
- Striping = 54,745 feet (approx. 10 miles)
- Reflective Pavement Markers Installed = 1,455

Tourism

- Port Charlotte was named the number one value destination in the U.S. by trivago, the world's number one hotel search site!
- Tourism revenues were up 21% in December over the same month in 2012. Year to date Tourism Development Tax revenues are up 16%.
- The Florida Youth Soccer Association (FYSA) has awarded Charlotte County two youth soccer tournaments that will take place Feb. 8-9 and Feb. 22-23, 2014 at North Charlotte Regional Park in Port Charlotte. FYSA will work in conjunction with the Charlotte County Soccer Federation to conduct all logistics relating to the tournaments which are projected to attract nearly 40 teams to the area. The Charlotte Harbor Visitor & Convention Bureau is assisting with lodging aspects of the event and will track the room nights and economic impact generated from the tournaments.
- Charlotte County was the featured location of a nationally-televised program Sunday evening (1-12-14) on HGTV. The show, "Beachfront Bargain Hunt," featured local Realtor Sue Paskert showing buyers three different properties on Little Gasparilla Island. The production was shot in the county in November. Another episode set entirely in the county is tentatively scheduled to air in early February. The two episodes will air multiple times on HGTV, resulting in more than 10 million views. Jerry Jones, the VCB's Film and Digital Media manager worked with the production crew to obtain clearances for the use of various sites. The film industry is all about relationships and establishing a relationship with a production company doing work for HGTV will benefit us in the future.
- On Friday January 17 County Tourism Staff attended the first of two annual Travel Expos at The Villages, a community of over 100,000 which is located 2 ½ hours north just off I-75. Preliminary estimates indicate that approximately 3,000 residents attended this consumer show hunting for ideas and information relating to vacation travel within the state. Research conducted by show organizers revealed that the majority of this affluent market takes at least two in-state vacations each year, prefers to travel mid-week, and is interested in visiting natural attractions and the beaches.
- County Tourism Staff attended Florida Huddle, the state's foremost travel trade event attended by domestic and international tour operators and journalists. Staff met with 20 tour operators and journalists and returned with several leads for potential business for Charlotte County accommodation and attractions.
- Staff provided photos to trivago and Florida Association of Destination Marketing Organizations; provided pitches to Sunseeker magazine, the inflight publication of Allegiant, for their summer issue; found sources and prepared an itinerary for SNN Local News to interview for their story on Port Charlotte being named the #1 U.S. Best Value Destination by trivago. https://www.facebook.com/photo.php?v=569177156493267&stream_ref=10
- Our "Adopt a Meeting Planner" program was launched in January. Charlotte State Bank and Trust was the first area business to participate in the program. The bank created a beautiful photo book of Punta Gorda to place in the box along with material from the VCB. The box was sent to our top 20 meeting/event prospects.



Utilities

- Engineering Services:
 - 1,184 Locates Processed from Sunshine State One Call; 4 Developer Agreements Prepared; 38 Residential Service Availability Letters Prepared; 11 Commercial Service Availability Letters Prepared; 47 Residential Service Applications Processed; 477 CIP inspections; 102 Developer Inspections.
- Operations Division:
 - Treatment Facilities:
 - 124 preventative maintenance, 19 corrective and 5 emergency work orders were completed.
 - 17 Residential cross-connection inspections and 2 Annual backflow inspections were completed.
 - Burnt Store WRF: Removed influent pump # 2 for repair.
 - East Port WRF: Repaired 2" subsurface plant water line leak. Installed a 4" tee and valve into the plant water line to accommodate the on-site contractor's need to fill and test our new digester tanks. Switched IRP # 1 with IRP # 2 due to a mechanical failure. Evaluating cause and repair.
 - Leachate Plant: Completed a confined space to repair the guide cables on the # 1 pump in Lift Station # 1. A landfill loader operator damaged a Radio Telemetry Unit tower resulting in a loss of radio signal. CCU's Instrument & Control (I&C) Technician was able to temporarily reestablish a signal using other towers in the area. We are working with Data Flow Systems toward a permanent solution.
 - Staff Training: 3 Staff Members attended Maintenance Of Traffic (MOT) Training, 6 Staff Members attended First Aid/CPR/AED Training and 7 Staff Members attended Forklift Training.
 - Vacant Positions: We welcomed new wastewater operator Seifer Hyperion to the East Port Plant and have made a selection for the vacant Laboratory Technician position.

Water Distribution:

- Drained, cleaned and had the inspection completed per the 5 year FDEP requirement for the Golf Course Booster 1 million gallon storage tank and the Walenda Booster 2 million gallon storage tank. The inspector stated he had not found any deficiencies. The final official report should come in a few weeks.
- Completed the repairs to the Biscayne interconnection site with North Port.
- Started the bypass piping at the Englewood interconnect station.
- Interviewed, selected and hired a Distribution Foreman to replace former employee.
- 1 employee received his 5 year pin at the BCC meeting on Jan 14th.
- Escorted the Engineer around to each water booster station in preparation of the annual report.
- Met with the PLC integration contractor to review a scope of service to incorporate a new PLC program into the operation of the Gulf Cove Booster pump station.
- 4 employees attended the Intermediate MOT class.
- Completed 12 new water service line installations.
- Completed two 8" valve insertions at the Pompano Water way for the contractor working on the US41 bore project. This has allowed the contractor to continue his work without the interruption of water service to 60 businesses on the access road.
- Two employees received their Backflow tester recertification.

Wastewater Collection:

- Gravity/Force Mains: Repaired 2 force main breaks and 100' of one force main was moved within the easement; investigated 8 backups/odor complaints which were determined to be customer problems; 3 gravity sewer main blockages were cleared; repaired 10 sewer laterals; 4 new LPS services were installed for new construction; exercised 94 sewer valves; repaired 1 sinkhole in the street by removing and resetting a manhole that had settled.
- Lift Stations: 237 Preventative Maintenance work orders were completed; 51 corrective work orders were completed; completed the installation of an odor control unit at L/S #26 – this included pouring new concrete and running new underground piping; the I&C Techs successfully replaced the outdated soft starts with new solid state soft starters at L/S #37 and started the ones at L/S #65; crews rebuilt all the valve actuators on the 16" valves at L/S #37 – they also pressure washed the entire site and painted the valves and valve vault; a tree contractor trimmed all the oak trees at L/S #37.

- Low Pressure Sewer: Responded to 190 service calls; 20 preventative maintenance work orders were completed; changed out 3 failed tanks; performed 7 upgrades; installed 3 mandatory connections; flushed LPS force mains in the Gold Coast, Aqua Cir., Brooklyn, and Fletcher areas.
- Business Services:
 - Web Services – Roll out of soft life for new web services to begin this month. Communication plan developed. There will be two communication efforts, the first explaining the new charges and the e-bill. The second will be an effort to encourage customers to sign up for e-bill.
 - Fixed Base meter installation - Phase III infrastructure to be installed in February. The meter installation will begin March 3. We will be hosting a pilot of the new transponder in Kings Gate. System in Burnt Store and Deep Creek is providing 100% reads.
 - Customer Service: total number of customers to the lobby was 714.
 - Delinquencies: total delinquency revenue for the month was \$30,870 FY 14 total: \$158,587.
 - North Port: we processed 3,777 payments; total revenue for December was \$2510.06. The total amount for the fiscal year is \$4714.
 - Accounts Receivable: the accounts receivable over 90 days went from 46.32% in December to 47.77% in January. The accounts receivable within 30 days went from 48.36% in December to 47.41% in January.
 - Electronic Bill Payment: 62% of all CCU bills.
 - Banner Upgrade: Board approved banner upgraded hardware and software. Kickoff phone meeting scheduled for Feb. 10.
 - Share point: There are currently 126,440 files and 95,555 folders ready to be transferred to share point. 64% of customer premises files established.
 - There were 15 prepayments for Spring Lake sewer system through January 31.
- Water Conservation & Public Outreach:
 - Currently under Southwest Florida Water Management District's year-round water conservation measures (watering only 2 days a week).
 - FDEP tour of Burnt Store Treatment Plant.
 - Completed our calendar for Educational Tours of facilities. The Eastport Plant tour is scheduled for Feb 26, 2014 (20 residents signed up) and an April 16th tour (20 residents are signed up). Mailers will be going out in February for March tours of Burnt Store Water and WRF and Rotonda WRF.
- Human Resources:
 - Total positions: 200. Vacant positions: 5
 - Actively recruiting for the following positions: Maintenance Mechanic, Line Technician, Plant Operator and Backflow & Reclaim Specialist.
 - Meter Service Specialist reclassification under review.
 - Operations Manager and Engineer III scheduled to start 2/12/14, both recruited from out-of-state.
- PR/MRWSA Water Resources:
 - 26.00 MGD of water went to customers on an average day in January and river withdrawals amounted to 15.93 MGD. As of month end, there was 9.37 BG of water in storage, representing nearly 1 year of supply.
 - Authority Board is scheduled to hold a meeting on February 5th.
 - Professional Staff held a meeting on January 8th and County Administrators conducted a meeting on January 17th. Items discussed included draft agenda for upcoming Board meeting, FY15 budget preparation schedule, 1991 Rebuild status update and strategic plan. County Attorney, Administration and CCU staff participated in a teleconference to discuss the 1991 PRF Rebuild.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The contractor completed installation of the 18 inch potable water main across Cattle Dock Point Road and made the tie-in to the existing 8 inch water main. The 18 inch and 6 inch water mains were pressure tested and bacteriological tests were taken on January 30th and 31st. The contractor completed installation of the new potable water meter assembly for Encore near the Lee Circle intersection with SR 776 which was approved as part of Change Order Number 1. Work was started on the reclaimed water transmission main at the back of the West Port WRF in the vicinity of the existing reuse pumping station. The contractor

installed the concrete meter vault and concrete check valve vault and holes were cored for installation of the 12 inch ductile iron piping. The contractor installed the transmission main piping to just north of the meter vault and finished assembling the above ground flanged ductile iron piping that will discharge water to the deep well pumping system during times of the year when the Rotonda WRF does not have enough storage for its public access reclaimed water. It is anticipated that the water main will receive approval from the FDEP to place it into operation in early February and construction on this part of Phase 2 of the reclaimed water expansion will be finished by the end of the month.

- *Pumping Station (Stage 2)*: The contractor continued work installing piping and installing the Motor Operated Valves. The electrical subcontractor started running conduit to connect the pump skid to the main power supply. The investigation into the water infiltration into the electrical enclosures and the VFD and PLC cabinets continued through the month and some of the reasons for the water infiltration were discovered but the issue still has not been resolved for the VFD cabinets. A conference call between the design engineer, the contractor, the pump skid fabricator and CCU was held on January 31st to discuss the steps that are to be taken to further evaluate the water infiltration and dry out the cabinets. A plan to test all the components is to be submitted by the skid fabricator by February 5th for review by the design engineer so that testing can commence once the water infiltration problem is corrected and the enclosures and pump motors are dried out. An inspection to provide temporary power to the station in order to start the VFD cabinet AC units and the pump motor heaters is to take place on February 3rd. Once the temporary power is available the AC units and pump motor heaters are to be started if it is safe to do so. At this point it is not clear exactly when start-up of the pump station will occur but more should be known by the middle of February.
- As the project nears completion, the master reuse permit that will come into effect when the three wastewater treatment plant reclaimed lines are interconnected, has been reviewed by FDEP. A Notice of Intent has been issued and will be published in the local newspaper for comment. Final permit issuance anticipated
- East Port WRF Expansion:
 - Design Review for 100% plans and cost estimate reviewed in January. Design plans and specifications to be submitted to FDEP to demonstrate that utility is prepared for next phase of expansion.
- North Shore & Harper WW MSBU:
 - Second quarter monitoring well samples collected, analyzed and reported in January 2014.
 - FDEP wastewater permit approval received in January; FDEP ERP permit received in December.
 - Bid documents were sent to Purchasing in December. Bids should be posted early February.
- Harbor View Rd Gravity Sewer:
 - Sewer line was put into service.
- East & West Spring Lake Wastewater MSBU:
 - Received notification that TMDL grant awarded to project for \$599,670.