

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support:
- Human Services and Transit Grants:
 - Housing received \$270,635.06 from the State of Florida as reimbursement of NSP3 funds expended.
 - Participated in three Housing Webinars this month:
 - State and Local Housing Trust Funds in the 2014 Legislative Session – Sponsored by the Florida Housing Coalition.
 - DRGR Review; Q & A – Sponsored by the US Dept. of HUD, Community Planning and Development
 - NSP Closeout Notice – Sponsored by the US Dept. of HUD, Community Planning and Development
 - Received monitoring report from the Florida Department of Economic Opportunity that performed an on-site monitoring of the Low Income Home Energy Assistance Program Grant and Community Services Block Grant Contracts for FY 13. The monitoring report reflects the review of three areas: Administrative Operations, Fiscal Operations and Program Administration for the Contracts. Related to the Fiscal Operations the report reads:
 - There were no findings or concerns related to fiscal operations of the programs by the Grantee. The Grantee is to be commended on keeping excellent fiscal records and protocols for ensuring funds are used accordingly.
 - Worked with vendor from Revolve software to change, set up and test Senior client co-payments from old software to the new Revolve System. This will provide more a more efficient accounts payable system where both the Case Managers and Fiscal Staff will have the access to view the client's accounts and answer the client's questions in order to provider better customer service.
 - Participated in a Medicaid Managed Care Webinar Update.
 - Wrote several Transit policies and procedures.
- Road Grants:
 - Received \$129.06 from the City of North Port for traffic signal electricity.
 - Invoiced \$238,874.99 to FDOT Winchester Road Construction.
- Public Safety Grants:
 - Received a total of \$27,136.46 from the State of Florida for Emergency Preparedness Assistance Labor.
 - Invoiced a total of \$2,910.95 as follows:
 - \$660.95 to Charlotte County School Board for radio repairs.
 - \$1,800 to the Redneck Yacht Club for EMS standby service.
 - \$450 to Kruger Boxing for EMS standby service.
- Library Grants:
 - Compiled and sent all State Aid Grant revisions requested by the State (based on MCRL shared space issue).
- Criminal Justice Reinvestment Grant:
 - Met with grant evaluator University of South Florida for the final evaluation of our grant program. The final report has been issued and will be distributed at the next Criminal Justice Behavioral Health Advisory Committee Meeting.

- Other Grants:
 - Researched Help America Vote Act (HAVA) for the Supervisor of Elections. This is part of the Federal Elections Activity Grants and provided backup and approval documentation for grants going back to FY05/06.
 - Completed first reimbursement request for a Legislative Appropriation Grant associated with the Reclaimed Water Phase II project in the amount of \$414,000.
- Operating And Accounting Support:
 - Prepared tax distribution payment in the amount of \$15,238.08 to Little Gasparilla Island Fire and Rescue, Inc. for special assessment fees collected in January.
 - Completed full audit of Little Gasparilla Island Fire Fund since inception from 10/1/2010 to present. Identified adjustment amounts including Tax Collector excess fees, interest/investment earnings, and prior year charges to factor into the disbursement payment to Little Gasparilla Island Fire and Rescue, Inc. for February.
 - Processed and fulfilled public records requests for documentation in relation to Little Gasparilla Island Fire MSBU.
 - Coordinated transition of 2-1-1 from Public Safety to Human Services for pending and upcoming fiscal matters.
 - Updated Roads Gas Tax Cash Flows based on final FY 2013 figures.
 - Updated Roads CIP estimates and project sheets for FY15 budget process for approximately 131 projects. Met with Public Works engineering staff to discuss CIP Update process; any changes will be updated in the appropriate cash flows or MSBU work plans.
 - Prepared update on actual costs related to Native Tree fund project expenditures and future allocations, as part of a discussion at a Board workshop.
 - Prepared update for Administration of the 2008 Sales Tax projects including encumbrances.
 - Finalized presentation of the Fiscal Services Partnership Project.
 - Attended a meeting at Public Works between Charlotte and Lee Counties regarding the MSBU process in Charlotte; included discussion on revenue types including borrowing, the work order tracking system (Enterprise Asset Management System "EAMS"), rate setting, labor rates, tool rates, activity based budgeting, committee involvement, public outreach, etc. The meeting was requested by Lee County and seven of Lee's staff attended the meeting along with six staff from Charlotte.
 - Developed and presented four (4) Excel PowerPivot trainings for Fiscal Services Department staff for data mining testing of reports in EDEN.
 - 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 March 2, 2014, a total of \$149,000 in Funds with a remaining unencumbered balance of \$101,000. 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 February 28, 2014 - \$149,000
 - 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
 - February, 2014 - \$56,000
 - Processed paperwork and check for Cheney Brothers County match for QTI Economic Incentive - \$1,875.00.
 - Contracts – Purchase Orders were processed for the following Countywide Inspections:
 - 3rd Party Inspections and Witness Pressure Tests for elevators and wheelchair lifts
 - Fire Sprinkler Inspections
 - NFPA Inspections and Sensitivity Tests

- Chiller Maintenance
- Generator Inspections
- Records Management worked with various departments to recycle/destroy obsolete records;
 - A total of 185 cubic feet or 3 tons of obsolete records were recycled for the Fleet Department.
 - Coordinating the disposition of 430 cubic feet of Building Construction Service records that are stored the Clerk of Courts Records Section.
- Started the process of obtaining a preconstruction loan for East and West Spring Lake through the Florida Department of Environmental Protection's State Revolving Fund.
- Completed the Sun Trust escrow request for calendar year 2013 to reimburse funding to the Utility in the amount of \$23,002.
- Provided external auditors documentation related to Charlotte County Utilities accounts receivable balances.
- Submitted loan information to Finance for the FY14 Commercial Paper Borrow on behalf of the Utility.
- Completed cash audit for Solid Waste. This activity is completed semi- annually.
- Fiscal Staff and IT viewed the prerequisite webinars for the installation of the Faster windows dashboard. Assisting Fleet staff with the usage of the Faster software system, and also assisting staff with processes with the creation of user-friendly pivot table reports.
- Analytical Support:
 - Prepared position cost analysis for 4 potential new positions in Community Development.
 - Worked with the Impact Fee Consultant and addressed the remaining questions involving: Public Building & Park inventory, Library expansion inventory, Parks treatment of Conservation Lands, City and County allocation methods, and acreage and square footage
 - Met with Finance to discuss changes to the Accrued Compensated Absences Payout process and the possibility of automatic postings and ledger entries.
 - Compiled and developed a report on all external department fees – Parks, Building Construction Services, etc. to determine need for potential fee increases.

I.T.

- LIS Website Redesign - The new redesigned Land Information Services Web Site went live on 2/24/2014. The site is the second of three groups completed for Community Development.
- Charlotte County Stadium Network Prepared for Rays Spring Training 2014 - Charlotte County IT Department has walked through the entire stadium and met with the Rays, Stone Crabs and Parks staff to ensure all IT items are up and working for their area needs on opening day February 28.
- VoIP Deployed to the Charlotte County Justice Center - The Charlotte County IT Department has implemented the County's VoIP (Voice over IP – digital) phone system to the Charlotte County Justice Center. This system replaced the end of life system that was currently in place and allowed this site to utilize the features provided by the County's VoIP network.
- Grace Street Annex gets Fiber network – The IT Division has installed county fiber to the Grace Street Annex which now has access to the county's high speed internal Local Area Network (LAN) allowing them to directly access county applications, data and voice services.
- FireEMS ToughPads are in Production - Ruggedized tablets used for the county rescue vehicles have been fully deployed. Medics now have the ability to do patient intake quickly & conveniently, including signature capture in an all-digital format through their new app.
- February Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	127,723	102,589	93	2,515	232,920
%	54.8	44.0	0.0	1.1	100.0

- February Outage Statistics:
 - There were no global outages last month.
- February Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 169
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 171
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 351
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 338
 - Change Controls Last Month – (internal configuration changes to server and network) = 15
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 575

Purchasing

- Pre-bid meetings held:
 - 14-148 Plumbing Contractor – Annual
 - 14-147 Contractor / Builder – Annual
 - 14-188 Sports Flooring – Harold Avenue
 - 14-189 Membrane Roof System – Port Charlotte Beach Recreation Hall
 - 14-129 Sidewalk Construction – Gardens of Gulf Cove
- Quotes due and received:
 - 14-125 Playground Mulch – Various Parks
 - 14-168 Water Lettuce Removal – Rotunda River
 - 14-201 Biological Odor Control System – Lift Station #11
- Bid openings held:
 - 14-151 Potable Water & Wastewater Improvements
 - 14-148 Plumbing Contractor – Annual
 - 14-147 Contractor / Builder – Annual
 - 14-188 Sports Flooring – Harold Avenue
 - 14-129 Sidewalk Construction – Gardens of Gulf Cove
 - 14-189 Membrane Roof System – Port Charlotte Beach Recreation Hall
- Work Orders due and received:
 - 14-212 Buena Vista Grassy Point Dredge – Engineering and Permitting
 - Pre-submittal meetings held:
 - 14-195 Manasota Key Master Plan Design

Real Estate Services

- Edgewater Phase II – All parcels have been obtained. Mediations for final settlement are on-going.
- Placida Widening – With approximately 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 Federal grant funds.
- Flamingo/Edgewater – We have acquired approximately 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 spring.
- 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 – The sale of easements by the County to FDOT 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 eminent domain to obtain 46 property interests (Temporary Construction Easements, Permanent Easements and Fee Acquisitions) needed for this project. We plan on having the necessary interests acquired by late spring.
- Burnt Store Road Phase II – We are working with legal and engineering staff to determine if we can obtain portions of right of way 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.
- Piper Road North – The BCC 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.
- Surplus Property Disposal – The County has realized 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.
- Section 20 – Deep Creek “Big Ditch” – Real Estate Services and County Attorney’s Office staff met with Attorney Kevin Russell, Engineer Todd Rebol and Kim Jakubaitis, the association manager for Punta Gorda Isles (PGI) Section 20 Property Owners Association to discuss the possibility of the County taking over the maintenance responsibility of this large drainage ditch. Kevin Russell and Todd Rebol will be preparing the necessary easement documents defining the ditch maintenance areas. These documents will be vetted by the appropriate County staff before presenting this information to the BCC for consideration.
- Stump Pass Dredging – We will be assisting our engineering staff in obtaining approximately 360 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 with this dredging project by seeking to obtain temporary spoil sites that will be located along the waterway.
- Sheriff’s Lease at Town Center Mall – As requested by the Sheriff’s Office and directed by Administration, we are working with the landlord of the Port Charlotte Town Center Mall regarding space occupied by the Sheriff’s Office at that location. We plan to have the lessee’s name changed from the Sheriff Office to the BCC. This will allow for the management of the lease to be handled by the County’s Real Estate Services staff.
- Conveyance of NSP Properties to Habitat for Humanity – In accordance with the BCC’s authorization and a request from the County’s Housing Manager, we have conveyed two NSP (Neighborhood Stabilization Program) properties to Habitat for Humanity. These improved properties are located at 21051 Gephart Avenue and 2529 Elkcam Boulevard.

Community Development

- The Building Division:
 - The number of Single Family permits issued in February 2014 is less than those issued in February 2013 but is in line with previous months.
 - Revenue continues to be higher than the same period last year and even with increased expenditure due to additional staffing and overtime, there is surplus revenue for the month of \$67,234. This time last year, the year to date figures showed a deficit \$133,475, this year, the division is showing a deficit of only \$15,165.
 - Contractor Licensing continues to aggressively pursue unlicensed entities and issued \$22,000 in citations in the month of February (69% up on the same month last year).

- 250 new code compliance cases were received in February (23% up on the same month last year), which continues a trend for this year with the year to date number of cases up 9% on last year.

Item	Total FY2013	Feb-13	Feb-14	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	38	31	110	169
Multi Family Permits Issued	2	0	0	1	0
Commercial Permits Issued	37	0	2	10	20
All Other Permits Issued	15875	1434	1389	6433	6405
Customers Served	26629	2305	2013	10980	10505
Inspections	43341	3270	4342	16882	22310
Permitting Revenue	\$ 2,385,421	\$ 183,322	\$ 217,571	\$ 867,410	\$ 1,035,286
Permitting Expenditure	\$ 2,075,903	\$ 134,071	\$ 150,337	\$ 1,000,885	\$ 1,050,451
Code Enforcement Revenue	\$ 910,101	\$ 92,372	\$ 62,101	\$ 335,189	\$ 395,630
Code Enforcement Expenditure	\$ 1,579,465	\$ 115,425	\$ 100,638	\$ 773,730	\$ 760,169
New Complaints Received	1447	46	52	425	303
Code Cases Initiated	2861	204	250	1094	1187
CEB Cases Heard	719	76	34	397	186
Citations Issued \$ Amount	\$ 115,500	\$ 13,000	\$ 22,000	\$ 47,500	\$ 72,000
New Contractor Licenses Issued	16	1	0	11	7
Contractor Licenses Revoked	15	1	1	6	6

- 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, January 6th, and February 3rd. Changes are being finalized by staff and will be posted on-line during March for public review.
- Manasota Sandpiper Key Architectural Review Committee:
 - The committee met on February 5th and February 19th. The following projects were presented to ARC.
 - 4141 N. Beach Road – pool
 - Comments: approval granted
 - 1170 Gulf Blvd Road – landscaping plan
 - Comments: approval granted
 - 2395 N. Beach Road – landscaping plan
 - Comments: approval granted
 - 4040-C N. Beach Road – deck
 - Comments: approval granted
 - 2045 N. Beach Road – Lock n Key – variance for parking lot pavers
 - Comments: approval granted
 - 3052 N. Beach Road – interior remodel
 - Comments: no action taken – FYI only
 - 2555 N. Beach Road – new house
 - Comments: approval granted
- Little Gasparilla Island Community Plan:
 - The committee did not meet in February.

- Grove City Community Plan:
 - The committee did not meet in February.
- Babcock Ranch:
 - Babcock staff sent a draft copy of the Babcock LDRs to County Staff for review. A meeting occurred on February 3rd between the two staff and the Babcock to go over the proposed items. Babcock has agreed to make more revisions.
- Murdock Village:
 - Staff is waiting for direction on this project.
- School Concurrency:
 - All local government staffs have reviewed this year's proposed revisions to the Interlocal Agreement (ILA). The joint meeting between the City, County, and School is set for April 28, 2014. Staff will be compiling a packet for this meeting.
- Revision of the Comprehensive Plan:
 - Staff is working on revisions to the comprehensive plan as requested by the BCC.
- Site Plan Approval:
 - The County received 5 petitions in February:
 - 2 were project conferences (no decisions)
 - 2 were Final site plans
 - Mattress Firm in the Charlotte Harbor CRA - approved
 - Pro Sports Academy on Taylor Road - approved
 - 1 was a PD concept. Preliminary approval granted.
 - Lakeside Village. The proposed project will be a 303 unit manufactured home community located on Duncan Road on approximately 138.32 acres. The project will include onsite recreational facility and an optional entry gate.
- Board of Zoning Appeals:
 - The Board of Zoning Appeals heard the following petitions on February 12, 2014, and made the following decisions:
 - Petition #VAR-14-001:
 - A request by Darin and Mary Waldeck for a variance to reduce the required rear yard setback from 15.0' to 9.5' to allow construction of a new screen enclosure for a swimming pool for an existing single-family residence in the Residential Single-family-3.5 zoning district, located at 5174 Cooper Terrace in Port Charlotte, was *APPROVED by a vote of 4-0*.
 - Petition #SE-14-002:
 - A request by Ruta Vardys, agent for Charlotte County Utilities, for a special exception to allow a sanitary sewer pump station in the Residential Single-family-3.5 zoning district, located at 391 Azalea Avenue and 592 Skylark Lane in Port Charlotte, was *APPROVED by a vote of 4-0*.
- Planning and Zoning Board:
 - The Planning and Zoning Board did not meet in February.
- Board of County Commissioners Land Use:
 - The Board of County Commissioners heard the following petitions on February 25, 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 Decision: Approval*

Community Services

- Administration:
 - Supported 2 Advisory Boards, Safety Committee
 - Promotional and Marketing Activities
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page Current reach - 360 Page Likes
 - Marketing pieces distributed: 11,364
- Meetings:
 - Internal Parkside CRA
 - Parkside Festival Committee
 - Charlotte Harbor Grand Prix
- 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.
 - Rejected by Gulf Cove Home Owners Association and neighbors
- Libraries & Historical Monthly Report:
 - Numbers:
 - 67,084 visitors for the month of February
 - 7,769 people used computers
 - 2,684 adults and teens attended 90 library programs in February, financed by the Friends of the Library
 - 636 children attended 48 programs also financed by the Friends of the Library. So that is a total of 138 programs that 3,320 people attended in February.
 - 158 volunteers worked 1,744 hours at libraries & 79 volunteers worked 530 hours at Historical Center
 - 828 patrons requested PC assistance
 - Circulation for February was 76,452
 - Other:
 - Anne Shepherd cataloged 1,172 items
 - Staff have begun the move to the back areas of the Library to relieve severe overcrowding in the front areas
 - Landscaping project continues, large palms at the front have been removed and replaced
 - Historian interviews are in process
 - Friend’s Library fundraiser, “Murder in the Library”, was Feb. 28th with a sellout crowd
 - 1,706 people are registered for our 3-M Cloud Library and we have had 8,421 circulations of the items
 - Summer Reading planning is in full swing with a busy summer planned for all
 - Fundraising and awareness event was held at the Placida Bunkhouse with food and music
 - Florida Frontier Day at the Historical Center drew 1,176 attendees with 4 programs

- Charlotte Sports Park:
 - Ripken Baseball hosted open National Anthem auditions for the 2014 Rays Spring Training and Stone Crabs season on Friday, February 7, and again on Saturday, February 8, 2014.
 - This is the 6th year that the Charlotte Sports Park will host Spring Training for the Tampa Bay Rays. The report dates for the 2013 Season were as follows: February 14th - pitchers and catchers and February 20th - full squad.
 - The Charlotte Sports Park hosted two (2) games of the Snowbird Classic. The games were played on Friday, February 14, at 1:00 PM (Auburn vs. Indiana State) and 5:00 PM (UConn vs. Ohio State). Estimated attendance was 950.
 - Beginning on February 15th, the estimated attendance at the facility for the open practices of the Tampa Bay Rays was as follows: 2/15 – 287; 2/16 – 289; 2/17 – 336; 2/18 – 322; 2/19 – 206; 2/20 (Full Squad Workout) – 628; 2/21 – 328; 2/22 – 53; 2/23 – 367; 2/24 – 287; 2/25 – 247; 2/26 – 231; 2/27 – 53.
 - The Tampa Bay Rays hosted a Season Ticket Holder event at the Charlotte Sports Park on Sunday, 2/23. Estimated attendance for the event was 399.
 - The 1st Spring Training Home Game of the 2014 Season took place on Friday, February 28, at 1:05 pm as the Tampa Bay Rays hosted the Baltimore Orioles. Attendance was 4112.
- Aquatics:
- Port Charlotte Beach Pool:
 - 1056 paid admissions
 - 361 Pass holder visits
 - 410 Water Aerobics participants
 - Staff spent an estimated 25 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 35 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
 - 926 paid admissions
 - 422 pass holder visits
 - 497 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
 - The Dive well was rented twice for SCUBA instruction.
 - Staff spent an estimated 60 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 100 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters: 472
 - Total BMX Bikers: 53
- South County Regional Park Pool:
 - 513 paid admissions
 - 549 pass holder visits
 - 182 water exercise participants
 - Charlotte County Blue Fins held 22 swim practices resulting in approximately 1400 “splashes” for the month.
 - Charlotte County Blue Fins held two swim meets with approximately 750 swimmers and their family attending.
 - Staff spent an estimated 50 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 55 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

- Recreation:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 13,500 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 3,279 with 7,443 touches combined. Recreation facilities were rented 27 times achieving a rental attendance total of 2,490 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 3,256 hours in the month of February. An estimated 3,815 local athletic participants visited County facilities. Activities included Adult Football, Adult Flag Football, Adult Softball, Adult Tennis, Youth Flag Football, Youth Baseball, Youth Swimming, Youth Soccer, Youth Horsemanship, Youth Baseball, Youth Softball, Youth Inline Hockey and Youth Football.
 - The Harold concession stands have been turned over to Community Services and the baseball and softball leagues began using the stands on their Opening Day with Commissioner Duffy in attendance.
 - International Baseball Championships/Nations Baseball hosted 24 teams at North Charlotte Regional Park. Estimated attendance 1,350.
 - The Snowbird Classic College Baseball Series kicked off at the Charlotte Sports Park on Feb. 14th. Forty-six Division 1 & 3 teams are participating this year.
 - The Florida Youth Soccer Association in partnership with the Charlotte County Soccer Federation hosted two Regional Qualifying tournaments at North Charlotte Regional Park with an estimated 2,700 participants and spectators. The FYSA regional vice president was so impressed with the NCRP facilities she is considering Charlotte County for the Regional finals in April which would be hosted at South County Regional Park and the Carmalita Football complex.
 - The Florida Youth Spring Football League partnered with the Charlotte Warriors football organization to host a one day event at Carmalita Park with approximately 1,350 visitors from as far away as Miami.
- Extension Services:
- Administration:
 - Meetings:
 - Managers Meeting – Mid-County Library – February 3rd – 1 to 3 pm
 - CED PolyCom Meeting – February 25th – 1 to 3 pm
 - Extension Staff Meeting – February 27th – 3 pm
 - State Fair - Attend the “Fresh from Florida Breakfast” and represent Charlotte County Extension at the opening of the 2014 Florida State Fair on Thursday, February 6th. In honor of the 100th Anniversary of the U.S. Extension Service, Commissioner Putnam is sponsoring a resolution commemorating the anniversary at the 9 a.m.
 - State Fair - February 15th – Man Extension booth at State Fair and assist with Youth Poultry Skilathon 9 am to 5 pm – Tampa
 - Website Hits: 3,049 website page views
 - Facebook® Page - Charlotte County Extension data: 695 Likes
 - UF/IFAS Charlotte County Extension - Posted photos from FMNP class and Mangrove Symposium
 - Special – Sun Article on the 100th Anniversary of Extension featuring the Charlotte County Extension Service – February 27th
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2014. "Invertebrates". Water LIFE Magazine. February 2014, Pg. 8.
 - PowerPoint:
 - Staugler, E.A. 2014. "Mangrove 101: Ecology and Species Profiles", UF/IFAS Extension, Charlotte County. 26 slides
 - Staugler, E.A. and R. Swett. 2014. "Boating Infrastructure Projects", UF/IFAS Extension, Charlotte County. 20 slides

- Website:
- Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
- Field Work
 - 2/26 – Pulled and analyzed monthly bay scallop spat monitors
 - 2/27 - Assisted City of Punta Gorda staff in the removal of an entanglement obstruction inside Bass Inlet
- Outreach Programs:
 - 2/7 & 2/14 – Taught FMNP Coastal Systems class at Tringali Rec. Center (class started on 1/10). 18 students completed this course and were certified thru the Florida Master Naturalist Program.
 - 2/20 – Organized, hosted and presented at 2014 Mangrove Symposium. 55 participants attended this full day training program.
 - 2/21 - FMNP alumni seining field trip at Cedar Point Park
- Meetings:
 - 2/3 - Meeting with 6th grader working on History fair project on commercial fishing
 - 2/5 – Attended and presented at Joint Beaches & Shores, Marine, and Parks & Rec. advisory committee's meeting
 - 2/13 – Chaired Technical Advisory Committee meeting of the Charlotte Harbor National Estuary Program (Venice)
 - 2/17 – Hosted and participated in Florida Sea Grant Fisheries Work Action Group planning meeting
 - 2/25 – FMNP Governing Board meeting (conference call)
- Site Visits:
 - 2/21 – Cape Haze Marina
- Other:
 - 2/1 & 2/15 – Bay scallop cage volunteers conducted bi-monthly monitoring
 - Working on UF/IFAS promotion packet (due 4/1)
- University Governness:
 - 2/27 – Ad Hoc Advisory Committee Meeting (conference call) to discuss melding FSG Strategic Plan focus areas with UF/IFAS Initiative 3 (Natural Resources)
- 4-H Youth Development:
 - 2014 Charlotte County Fair: One hundred twenty-seven Charlotte County 4-H members participated in the 2014 Charlotte County Fair. The fair represents the culmination of several months of working with their animals, learning veterinary skills, preparing for showmanship, and marketing their animal.
 - Tops and Bottoms Horticulture Activity: The 4-H Agent presented the Tops and Bottoms Horticulture Activity as part of the East Elementary Volunteer Reading Day Event. 112 second graders participated and learned about, and sampled Florida-grown vegetables.
 - Sewing: Five Charlotte County youth completed six hours of beginning sewing during the 4-H Sewing Camp. All five youth were boys 9 to 11 years old.
 - 4-H Clubs: One hundred sixty-eight Charlotte County 4-H members participated in project club meetings during February. Through participation in club settings, these youth are developing leadership skills, communication skills and teamwork skills. Twenty-three volunteer adults gave leadership and supervision for the club meetings.
- Horticulture:
 - Programing
 - Landscape Gardening Series – “Fruits to Know and Grow”- 9:30 to 11:30 am – February 28th – 56 in attendance
 - Landscape Gardening Series – “Mistaken Identities”- 9:30 to 11:30 am – February 21st - 50 people in attendance
 - Landscape Gardening Series – “Easy Care Roses” – Dolly Tomalinas, Master Gardener - 9:30 to 11:30 am – February 14th – 66 people in attendance
 - Landscape Gardening Series – “New Bug in Town” – Dr. Doug Caldwell - 9:30 to 11:30 am – February 7th – 55 people in attendance

- GI-BMP Training – February 19th – 8 am to 3 pm – 9 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. Nine (9) 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.
- Limited Commercial Landscape Maintenance Pesticide License Training – February 13th – 9 am to 3 pm – 10 in attendance
- Site Visits:
 - 512 Edmund, Punta Gorda – February 4th – 10:30 am
- Meetings:
 - Parkside Tree Canopy Restoration Committee - Cultural Center President's Room – 8:30 am – February 4th
 - Plant Clinic Luncheon – 12 noon to 2 pm – February 5th – Extension Office
- Florida-Friendly Landscaping
 - 14 field consultations
 - 65 office consultations
 - 82 telephone inquiries
 - 302 learning participants
 - 65 email consultations
- Solutions for Homeowners to conserve water and improve water quality:
 - A Harvesting Rainwater Workshop, a collaboration with Charlotte Harbor Environmental Center. In all 31 attending. 21 rain barrels sold. Discussions began on establishing a rain garden demonstration for continuing strong partnering and outreach education in Englewood.
 - A mangrove symposium workshop attended by 55 including both professionals and master gardener volunteers. ISA certification credits provided to nine attendees. 20 volunteers, some who lead the two monthly tours called 'Parks that Teach' in Punta Gorda each month directly benefited. A resource for volunteers to use, a Mangrove Conservation Jeopardy was created.
 - Provided on-site assistance helping CA community resident adopt changes that meet Florida-Friendly Landscaping guidelines. 8 community associations and 3 community gardens benefited by on-site visits including: Charlotte Square COA (28), Harbor Heights Civic Assoc. (17), Windmill village (28), Oak Forest (33), Paradise Garden Villas (6), South Point Square (15), Villas of San Carlos II, villas of Cedar Key and Gateway Point COA. Areas of greatest need for adopting changes: mulching practices, insect control utilizing IPM practices, storm water drainage changes, using soil amendments to renovate beds and planting the right plants in the right places.
- Special Events:
 - 2014 Master Gardener Training Interviews – February 10th, 11th and 12th
 - Master Gardener Radio – February 25th – 10 to 11 am – WCCF – 1580
 - Master Gardener Field Trip to Joshua Citrus Farm in Desoto County – February 26th – 9 am to 12 noon.
- Charlotte Sun Newspaper Articles:
 - Potential Readership:
 - Charlotte Sun Herald – Average Circulation - 44,028
 - Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day
 - Newspaper Article for February 3rd – “Summer squash in the spring”
 - Newspaper Article for February 10th – “The golden dewdrop – splendor in the garden”
 - Newspaper Article for February 17th – “In search of the jujube”
 - Newspaper Article for February 24th – “Success with flowering kale and ornamental cabbage”

Facilities, Construction and Management

- ADA Various Improvements: A few permits have been issued and a couple had required some additional information to be responded to for clarification. All the latest that we had to respond to have been re-submitted for approval.
- Justice Center Carpet: Change Order was submitted for additional scope. Carpet project installation continues during off business hours and will likely be completely finished by July.
- Port Charlotte Beach Roof Replacement: Bid will be awarded
- Judicial System Space Management Plan: All data collection and work sessions are complete. Charlotte County has received the draft report from Wiley & Associates and is in the process of reviewing it.
- Energy Performance Contract: The work included in Siemens' Energy Performance Contract is underway and ahead of schedule. Installation of the geothermal pool heating at South County Regional Park is complete. The Musco sports lighting for the stadium field at the Charlotte Sports Park was completed in January. Water conservation retrofits and building envelope improvements are 100% complete. Lighting retrofits are in progress and are 95% complete.
- West Co. Annex Parking Lot Lighting: The lighting quote has been received from the vendor, awaiting quote for installation from electrician in order to schedule the work.
- Capital Asset Management System: Cannon Design has completed all facility inspections that are included in the study. The information gathered during the inspections is being evaluated and uploaded into the FOS system (Facility Optimization Software). Facilities is performing an internal review of the data that has been uploaded up to this point.
- Harbour Heights Tennis Lighting: Complete
- Carmalita Softball Sports Lighting Retrofit: Site analysis has taken place; waiting on proposal from vendor
- Mid-County Library Landscape Renovation: Complete
- Anger Fishing Pier & Parking Renovations: Construction documents have been sent to purchasing for bidding.
- El Jobean Fishing Pier Renovation: not started
- Port Charlotte Beach Fishing Pier & Boardwalk Renovation: Final engineering and design plans are underway.
- Historical Center Renovations: Foundation was re-inspected and results of the original report confirmed. The building was appraised and an elevation survey was performed. Results and proposals reviewed with BCC. The project has been put on hold pending FCT obligations.
- Franz Ross Football Fields Renovation: Final design documents are being prepared.
- Harold Ave. Concessions Stands Replacements: Complete. The League has used both buildings.
- Port Charlotte Beach Floating Dock: The construction documents are being prepared.
- Harbour Heights Boat Ramp Renovation: not started
- Bayshore Park Shoreline Stabilization: not started
- Franz Ross Park Parking Expansion: SWFWMD permit has been obtained.
- Harbour Heights Parking and Stormwater Improvements: Final construction plans have been prepared by Weiler Engineering. Final revisions underway to address additional permitting requirements.
- Cape Haze Pioneer Trail Connector: 90 percent plans are complete. External agency permits are in the process.
- Parking Lot Repairs and Sealing: Harold Avenue Recreation Center, Mid-County Library and Punta Gorda Library are complete.
- West Co. Annex Paving and Drainage: The repairs and seal/stripping was completed on 1/27.
- Fire Training Facility: Fire Chief requested a CIP funds increase to cover the revised scope of work.
- Bay Heights Boat Ramp: The draft sea grass mitigation plan is under review by outside agencies. Once approved, the official Request for Additional Information package will be submitted.
- Tringali Gym Floor: Programming requirements being evaluated to help determine material selection.

- McGuire Tennis Court Replacement: Awaiting determination of the parks programming.
- Carmalita Park Concession Stand: Plans completed for permitting and bidding. Bid will be compiled with South County Regional Park Soccer Concession stand.
- South County Regional Park Soccer Concession Stand: Permit and bid plans are ready.
- Airport Annex Master Plan: Master planning RFP being developed.
- CCSO District 1 HQ: Master planning RFP being developed.
- Charlotte Sports Park Spring Training Improvements: Completed.
- Repair and Maintenance:
 - Bunk House Stabilization: The stabilization to the structure and the roof including flooring, shoring walls, window protection, and roofing deck repair is now complete.
 - Charlotte Sports Park: In addition to Spring Training projects, finalization of preparations for commencement of baseball season completed including:
 - Installation of a concrete slab adjacent minor league entrance,
 - Repairs to Bull pens adjacent Field 5,
 - Repairs to Batting Practice Pavilion Control Tarps
 - Various Lighting and Electrical Repairs and Restorations
 - Shower floor was re-grouted
 - Shower Heads replaced with low water use fixture heads

Human Resources

- Employee & Labor Relations:
 - Extended employment opportunities to 91 candidates (to include 80 Seasonal Event Specialists for Charlotte Sports Park).
 - Held first bargaining session with IAFF regarding proposed changes to HRA process.
 - Continue to partner with consulting firm Evergreen Solutions regarding Job Analysis and Description/Development study.
 - Recruiting for Public Safety Director.
 - Attended “Crossfire Taking the Heat Out of Conflict” seminar.
 - Recruitment related activities and hiring processes
 - Employee related issues
 - Interviews held for three Human Resources positions
 - 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
 - Applications now being accepted for Government Academy for Citizens
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Family Services Division:
 - Division Manager and staff attended the Healthy Communities Healthy Youth Developmental Assets subcommittee meeting of the Children's Services Council to work on the action plan for increasing developmental assets in Charlotte County.
 - Program Specialist – NAB - Betzy Toro-Blausteins' last day with the program was 2/25/2014. Staff transitioned all cases to Program Specialist Jack Sanzalone who will be handling the full case load.
 - Staff is conducting an audit of the FSC leases to determine which tenants have the correct language in their lease that permits us to move forward with the phone and internet program.
 - Staff met with representatives from Team Parkside to plan the Phase II Community Garden Dedication. The dedication has been scheduled for April 3, 2014 at 4pm. Commissioner Duffy has been confirmed to attend.
 - Division Manager participated on the United Way Impact Panel to determine recommendations for funding of 4 non-profit organizations in the community.
 - Department Division Managers held the quarterly department employee meeting.
 - Division Manager met with United Way CEO to discuss next steps for the United Charlotte initiative. The goal of United Charlotte is to bring together all of the various community initiatives that are currently underway and to facilitate activities and recommendations that were made in the Community Needs Assessment.
 - Division Manager met with Team Parkside Board Members Tom Rice and Tess Canja as well as representatives from Boys & Girls Clubs to discuss positive youth activities available in the Parkside CRA. At this meeting Team Parkside reps indicated their intention to form a Youth Services committee under Team Parkside.
- Housing:
 - LHAP is to be revised this year. The process of review for changes has started. AHAC was notified of pending draft as well as the potential of a special meeting to recommend changes to the BCC.
 - Working through the waiting list for SHIP applicants. New applications for new Fiscal year are suspended due to having enough applications in hand to expend all SHIP funds.
 - 2 new members to be appointed to the AHAC by the BCC.
 - Contacted all Legislative Delegation members, sent each office district summaries of the SHIP impact. Heard from Senator Detert's Office. Spoke to remaining three offices and will wait for responses to set up meetings locally or in Tallahassee. Making contacts with Legislative Delegation to discuss SHIP funding.
 - Housing staff is conducting the application and eligibility process for the Sewer Hardship program for residents of the Spring Lake area. To date 211 calls have been received with 14 households approved for the grant as of 2/28/2014.
- Senior Division:
 - Case Management Supervisor attended the Joint Meeting in Ft. Myers. All in attendance agreed to and were excited about the multi-agency training day and team building. Venue: Port Charlotte Beach complex; reservation already confirmed. Regarding Revolve
 - Case Management Supervisor requested status of fiscal's use of the Revolve system for copayment invoicing. Senior division is maintaining 3 data bases which has begun to take its toll on staff as well appears ripe for errors. Update has begun for documents contained within the Revolve system that will allow pre-printed documents for use by Senior Division staff – identified efficiency.
- Veterans Services:
 - David Rockow attended Doctor Readiness Day and Personal Safety at Heritage Oak Park Gated Community. A number of County Agencies attended to provide information to the community. There were approximately 120 residents on hand for this event.
 - David Donohew, Veteran Services, received 300 tickets for the Tampa Rays for the Veterans Appreciation Day being held on Friday, 28 February 2014. The tickets were passed out among the Charlotte County Veteran Organizations.

- David Donohew in conjunction with Family Services attended the Little League opening ceremonies at South Regional Park in Punta Gorda. The Veterans of Charlotte County, Firemen and EMS were honored at this year's opener. Members of the US Paratroopers with our own David Rockow provided the Honor Guard for the ceremonies. Air Force retired Major General "Dick" Carr threw out the first pitch.
- 2-1-1:
 - The idea of One Charlotte originated from Charlotte County Community Foundation in collaboration with Charlotte County Habitat for Humanity and took shape with further collaboration with Comprehensive Housing Resources previously known as Solstice, Charlotte County United Way in Collaboration with Human Services, Charlotte 211 and Charlotte County Homeless Coalition and. Parties involved as follow:
 - All above involved agencies as a form of a committee in collaboration worked towards common goal by utilizing Charlotte 211 as a one stop shop for the centralized coordinated assessment and data collection. Moving forward with having a uniformed data collection Charlotte 2-1-1 will have to upgrade form IRIs 4.0 to Community Information System CIS program originated and manufactured by Bowman. The enhancement will include the centralized supporting modules, needs data, with centralized coordinated screening process for assisting residents and directing them to appropriate services.
 - 211 Supervisor attended the Access to Healthcare Committee. Committee is in review of Affordable healthcare that was presented by Charlotte County Navigator and access to family panning/pregnancy related resources by Healthy Starts Program and CCHD. Additional data in comparisons are requested from 211, CCHD, Hospitals, and Healthy start Program to assess the family planning related to the healthcare issue and further gap in services due to current healthcare related changes.

Public Safety

- Animal Control: No information to report.
- Emergency Management:
 - The Director participated in a meeting of the Suncoast Disaster Healthcare Coalition at Englewood Hospital. Bylaws for the group are being finalized and will soon be voted on by members. The meeting drew upwards of 40 participants from various agencies, organizations and facilities that deal with issues related to providing medical care when disasters threaten or strike. Deputy Chief Van Helden will be joining the coalition for the next meeting, which will focus on upcoming exercises and the looming hurricane season.
 - The Director visited the Boys & Girls Club after-school program, in order to advise students who are working hard on a program called "Disaster Blasters" where they build model cities from Legos, then show the aftermath and effects of various natural events on the buildings. We discussed many possible scenarios they could depict and after considerable discussion, settled on a tornado leaving a path of destruction through their mock town and the aftermath of a storm surge event and the destruction it would leave behind along a stretch of coastline. I look forward to going back once they've completed the projects and seeing their end product
- Fire:
 - Fire & EMS was inspected on February 4th by the State Department of Health, Bureau of EMS. This was an unannounced inspection and we are proud to say that, once again, there were no deficiencies found.
 - The documented comments by the State Inspector were as follows: "Personnel and service records were outstanding. Excellent QA/QI program and leadership. Rescue 1 and Rescue 10 were clean and well supplied. All crew members were polite and familiar with their equipment."
 - Deputy Chief Van Helden, Captain West and Interim Fire Chief Marianne Taylor assisted Inspector Shelly Lewis with the inspection.
 - Our new Rescue 4 was put into service on February 14th. Several of our personnel worked very hard to ensure that this new unit was ready and equipped to serve the community. There will be a formal ceremony in March to announce the increased service to that area of the County.

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.
 - Paving on Veterans Boulevard is complete; restoration is underway. The traffic loop installation on Veterans Boulevard began March 4, 2014. Shoulder restoration on Midway Boulevard is complete; sod will be complete by March 7, 2014. The Contractor will begin base repairs on Rio De Janeiro Friday, March 7, 2014.
 - 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.
 - Feb. 19, 2014: This project is complete and a punch list was provided to the contractor.
 - 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; construction is scheduled to begin on March 10, 2014.
 - The contractor is working on the detailed construction schedule. Construction warning signs are going up and the contractor is conducting survey work, installation of a 2 feet high erosion control barriers along the right-of-ways, removal of all obstructions within the rights-of-way including trees, shrubs, brush, buildings, landscaping, signs, etc. Once the rights-of-ways are cleared, the contractor will begin installing new utility lines along the east side of the new roadway.
 - During the construction period there will be heavy equipment, construction vehicles, supplies, workers and other construction activities adjacent to the traffic on Burnt Store Road. Sometimes the activities will require blocking traffic for short periods of time. To enhance the safety of the motoring public as well as the contractor's personnel, the speed limit within the construction zone will be reduced during construction. If the speed of the traffic becomes a safety hazard, we will request the Charlotte County Sheriff's Office to help enforce the reduced speed limit.
 - 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 mouths of the Venus and Cheshire Waterways. Heavy rain conditions over the summer, early winter tides and cold fronts hampered progress. The contractor requested and was granted a time extension; the new contract ending date is March 13, 2014.
 - Dredging – Suncoast Waterway – This project is designed to facilitate safe navigation within the Suncoast Waterway system by removing 18,000 cubic yards of silted material.

- The contractor completed most of the upland portion of the dredging and continues with the outside and the northeastern portions however early winter tides hampered progress. As of January 14, 2014 the contractor had approximately 2,000 feet of work remaining in the new access channel. Due to 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 granted; the new contract end date is March 5, 2014. The Contractor is revisiting areas that did not meet design specifications from the last as-built surveys.
- 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. Demolition of the existing bridge is complete. 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.
- Feb 10, 2014: Production piles are being delivered. Piles on the West side have been driven and the crane moved to the East side of the bridge. The piles on the East side should be completed this week and then the sheet piles can be installed.
- Feb 24, 2014: All production piles have been installed and the sheet pile installation is underway on the East side of the Bridge.
- *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.
- The contractor will complete all of the concrete work on Rotonda Boulevard North by Friday, March 7, 2014. Almost all of the ditch regrading is complete as well as the storm drain installation on Rotonda Boulevard North. Striping operations will begin on Rotonda Boulevard North the week of March 10, 2014 and construction will move to Rotonda Boulevard East.
- *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 February 22, 2014: Zep Construction completed the boring launch pit, poured the footer and the triple barrel 60 inch head wall on the Southbound Access Road, removed 15,000 cubic feet of unsuitable material, poured 1,093 cubic feet of concrete, placed 48 feet of 60 inch reinforced concrete pipe (RCP), installed 200 linear feet of turbidity barrier, relocated 444 linear feet of fiber optic cable, placed 3,000 cubic feet of bedding stone, removed 135 linear feet of asbestos concrete water line and installed 120 linear feet of sheet piling. Huxted Tunneling mobilized crews and began prepping the boring pit for the equipment.
- *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 complete. Utility relocations are complete on West Drive, Telman Road, and Sesame Road and the installation of temporary erosion control devices (silt fencing) is complete. Clearing and grubbing continues throughout the entire project. Storm drain installation is underway on the southern end of the project.
- We urge citizens in the area to remain outside of the clearly delineated project limits. Large heavy equipment is being used and we want to keep everyone safe.
- 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:
 - 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. We are currently working the Florida Department of Transportation to discuss the plans and secure the 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.
- Halfacre Construction submitted the Guaranteed Maximum Price (GMP) to Charlotte County for review. Staff will meet this week to discuss and modify the GMP submittal. 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. This project is on schedule.
- 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 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. With all known utility conflicts resolved, the design team made final edits to the plans and submitted them to the County for review on February 21, 2014. Once the final review is complete the Bid Package will be submitted to the Purchasing Department in preparation for bid solicitation. Charlotte County Utilities' staff submitted permit applications for the construction of the proposed water distribution and wastewater collection systems. Construction is estimated to begin in the summer of 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% roadway design plans by the end of February 2014 for County staff to review. The 90% utility plans were submitted to CCU for review. The Final Resolution for Temporary Construction Easements was approved by the Board of County Commissioners on Feb. 11, 2014. Charlotte County Real Estate Services is currently working on all Temporary Construction Easements needed for construction. 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 Public Works 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 were provided to Charlotte County Utilities (CCU) for inclusion in their construction plans. CCU submitted the complete set of plans to the Purchasing Department for review in preparation for bid solicitation.
- 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.
- A progress meeting was held with the design team on January 8, 2014 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 nearing completion and the subsurface utility engineering (SUE) and borings will be complete within the next three 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 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.
- 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 – Safety improvements include: 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 BCC on October 22, 2013 that reduces the contract amount and provides for intersection turn lane/pedestrian safety improvements. Comments to the 30% plans have been forwarded to Giffels-Webster; they are now working on 60% design plans.
 - 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.
- The construction contract is currently advertised for bid. The Pre-bid Conference was held February 13, 2014 and Bid Opening is scheduled February 26, 2014.
- 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 sent to the Purchasing Department on December 16, 2013 in preparation for bid solicitation. This project was expected to be advertised for bid in early February 2014 however outstanding utility issues have delayed advertisement at least 30 days. A pre-bid meeting will be scheduled to provide 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; 100% plans are projected to be complete in March 2014. Permit applications have been submitted to the permitting agencies and project Specifications and the Cost Estimate has been received. The County is reviewing whether to replace or repair the approach slabs at the ends of the Bridge; the existing slabs have settled.
- 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 FDEP (State) permit was received and the permit application is still under review by the ACOE (Federal). 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 plans and exhibits were submitted to the permitting agencies in February 2014 and are under review.
 - 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) was submitted to begin the process of obtaining engineering support to accomplish this project. County staff will review and rank the submittals

upon receipt. Staff reviewed the submittals and negotiations are underway to secure an engineering firm.

- NEW: Gulf Cove 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/access channels and 100 feet into the interior canals. The amount of material to be removed will be determined as engineering and design progresses.
- A Request for Letters of Interest was submitted to the Purchasing Department to begin the process of obtaining a qualified engineering firm. More information will be provided as it becomes available. Design is projected to be underway in late spring 2014.
- 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. Most field data collection (survey) is complete; project design is underway.
- 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.
- The FDEP and ACOE permits were issued. The Consultant and County staff were successful resolving permitting delays with the ACOE. This project is in the Purchasing Department undergoing preparation for bid solicitation.
- NEW: Pirate Harbor Access Channel – Dredging provides safe navigation for citizens who utilize the waterways. This project provides for engineering, design and permitting to dredge 2,300 feet of access channel that was not covered under previous permitting. The amount of material to be removed will be determined as engineering and design progresses. This project was recommended and approved by the Pirate Harbor Waterway Advisory Committee.
- Now that the Pirate Harbor rock ledges have been removed, staff is in the process of adding the engineering and design of the Pirate Harbor Access Channel to the previous contract. This project was originally presented to FDEP in 2003/04 however at that time FDEP did not view this project as favorable and it was removed from the original contract. Recently it has been determined that this process would be viewed by the permitting agencies as more acceptable and will require a standard general permit to dredge 2,300 feet of access channel. Coastal Engineering Consultants will continue their work on this project with a new permit application.
- 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.
- A location was accepted as the spoil disposal site that will substantially reduce the cost of hauling material. The permit application was submitted to the regulatory agencies and the FDEP permit was issued, however the application is still under review by the ACOE. Due to the volume being dredged, the ACOE must seek approval from National Marine Fisheries.
- 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. The permit plans and the project description have been reviewed by staff; the Consultant is in the process of compiling the initial permit submittal. An additional Stakeholder meeting is scheduled March 5, 2014 to resolve the configuration of the engineered structure. Upon resolution, the permit application will be finalized and submitted.
- 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 Avenue near Oakley Street (BMP25), near Church Street (BMP26) and near Main Street (BMP42).
 - A work order was issued to Giffels-Webster to begin design on February 6, 2014.
 - 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 was presented to the BCC on February 11, 2014, however The Commissioners wanted more information before voting on the contract. Discussions were held at the Board Workshop on February 18, 2014 and the contract will be presented to the BCC again on March 11, 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.
 - The 90% design plans were received and are under review. The engineer identified property sites that will be needed in order to access the project and stage equipment. The Real Estate Services Department is working to secure the necessary construction easements; two temporary construction easements were secured February 21, 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. 60% plans have been reviewed by staff. 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. As this structure is not scheduled for construction until late 2015, the design portion of the project was put on hold in order to fast track the emergency design for the collapsed structure on Kenilworth Boulevard.
- 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.
- Bid opening was held January 29, 2014 and the construction contract was awarded to Quality Enterprises on February 25, 2014. The Pre-Construction meeting is scheduled March 12, 2014

at which time the Notice to Proceed will be established. Construction is projected to be complete 115 days after commencement.

- 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:
 - Burnt Store Lakes (MSBU-South Burnt Store Lighting & Landscaping) – The lighting portion of this project is complete; all punch list items were addressed.
 - Burnt Store Road Project – (Pedestrian Features/preemption conflict with Seminole Gulf Railroad) Final plans were received, reviewed, and forwarded to Seminole Gulf Railroad to begin design. Awaiting additional correspondence from Seminole Gulf Railroad.
 - Edgewater Boulevard Phase II – Waiting for the bidding process to be complete and construction to begin.
 - 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. Awaiting adjustments and additional comments from the design engineer.
 - Midway Boulevard Widening Project – Reviewed 90% signal and lighting plans, comments provided to Project Manager. Working to resolve traffic signal plan conflicts.
- Lighting Projects – Departmental Projects:
 - Street lighting maintenance is ongoing throughout West County and Mid County; load centers and circuits were checked for operation and 43 lights were repaired or replaced.
 - Works continues to combine fiber optic pull boxes used by the Lighting District and the IT Department; reducing the number of fiber optic pull boxes reduces maintenance and materials.
 - The Kings Highway/Elmira Boulevard intersection was rewired; the cable pulled back on the insulating jacket (deterioration due to the age of the intersection).
 - Work completed at Peachland Boulevard & Harbor Boulevard to change the signal phasing and add radar detection to bring this intersection into compliance with the MUTCD and provide for better operations.
 - Two staff members attended the OSHA 10 training class.
 - Repaired non-functional lighting on Harold Avenue for the Parks and Recreation Department.
 - Completed yearly preventative maintenance to the traffic signals at the following locations:
 - Placida Road/San Casa Boulevard
 - SR 776/Gillot Boulevard
 - Jones Loop/ I-75 northbound ramps
 - Jones Loop/1-75 southbound ramps
 - Replaced roadway light pole on Veterans Boulevard near Loveland Boulevard that was struck by a motor vehicle.
 - Installed a roadway light arm and luminaire on the mast arm upright at the new intersection of Winchester Boulevard South/Placida Road. This replaced a roadway light assembly removed when the intersection was constructed.
 - Responded to a trouble call at the I-75 northbound off-ramp at Kings Highway after a motor vehicle ran over the traffic signal control cabinet and battery back-up cabinet destroying all equipment and making the intersection inoperable. Temporary repairs were made and intersection was placed back in operation. New hardware and electronic equipment was ordered. Permanent replacement will be done once equipment arrives.
 - Monitored and inspected work performed by a contractor to relocate fiber optic conduits due to the construction of the US 41 Microtunnel project.
 - Respond to a trouble call for the City of Punta Gorda on US 41 northbound after a vehicle struck the mast arm pole upright damaging the decorative skirt and possibly damaging the mast arm upright.
 - Replaced battery in solar school flasher at the intersection of Harbor Boulevard/Peachland Boulevard

- Rewired all field connections inside the traffic signal control cabinet at the intersection of Kings Highway/Elmira Boulevard. It was discovered that the conductor insulating jacket was falling off due to dry rot, caused by age of equipment.
- Locates Performed:
- 207 requests for underground utility locates were received, generating 83 tickets for locates.
- Trouble Calls:
- 10 trouble calls received, and resolved.
- Maintenance & Operations:
 - Drainage crews completed 6,200 square feet of line & grade work - digging swale and adjusting the swale grade - on Copiopo Circle and installed 24 feet of 14"X23" reinforced concrete pipe (RCP) on Razorbill Lane replacing failing driveway pipe.
 - Outfall crews completed 19 swale intersection conversions, where swaled intersections (no pipe) are converted to piped intersections. Work includes laying asphalt over the new pipe.
 - Outfall crews installed road crossing pipe at Dorchester/Cascade. They are starting on outfall pipes on two retention ponds with basins off of Paulson Drive.
 - Outfall crews replaced driveway pipes in Greater Port Charlotte, Punta Gorda and the Road and Bridge District. General clean-up and sod is forthcoming.
 - Eight staff members attend a Maintenance of Traffic class and 10 staff members attended OSHA 10 training.
 - 1.4 miles of shoulder repairs were completed on Como Street from Edgewater Drive to S.R. 776.
 - The Community Appearance crew mowed and cleaned trash in the rights-of-way on Piper Road and Cheney Way in advance of the Cheney Brothers groundbreaking ceremony held March 5, 2014.
 - The grapple crew completed in excess of 20 work orders for debris removal and picked up over 10,000 pounds of trash and debris from the rights-of-ways throughout Charlotte County.
 - 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.
 - The pipe & catch basin was cleaned out behind field five at the Charlotte Sports Park.
- 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, 2013. 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. A Request for Proposals is currently advertised. The Pre-Submittal Conference was held February 27, 2014 and proposals are due on March 12, 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 SWFWMD on January 30, 2014. A "Request for Additional Information" was received February 14, 2014 and is currently being addressed by County Staff and the Environmental Consultant. The additional information will be submitted to SWFWMD in March 2014.
- 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.
- A pre-construction meeting was held with Keesling Construction and the Notice to Proceed should be issued early to mid-March 2014. 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 for bid solicitation, 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:
 - Keep Charlotte Beautiful (KCB) received the Keep America Beautiful (KAB) President's Circle Award at a ceremony recently conducted during the KAB Annual National Conference in Charlotte, NC. The President's Circle Award recognizes exemplary performance made by certified affiliates of the national nonprofit to reduce litter, minimize waste, recycle, and beautify their local communities.

- In qualifying for the President's Circle Award, KCB met the KAB standards of excellence by conducting an annual Community Appearance Index, calculating the affiliate's cost/benefit ratio, and engaging volunteers to take greater responsibility for their community environment. Additionally, award recipients must conduct activities in the Keep America Beautiful three core focus areas of litter prevention: recycling, waste reduction, beautification and community greening. During 2013 KCB organized activities in these three core areas in which volunteers donated 18,549 hours to Keep Charlotte Beautiful.
- Keep Charlotte Beautiful was honored during the annual KAB National Conference for distinguishing itself as an exemplary volunteer organization. Taking second place, the organization was honored for its outstanding Cigarette Litter Prevention Program. KCB was one of three Florida affiliates recognized for one of its programs; there are 40 affiliates in Florida.
- The Keep America Beautiful National Cigarette Litter Prevention Program Awards are open to all affiliate participants for their cigarette butt litter reduction efforts during 2013. The honored organizations are those who addressed and implemented the program's four key strategies: encourage support of litter laws that include cigarette litter, raise awareness about using public service messages, place ash receptacles at transition points such as entrances to public buildings, and distribute pocket ashtrays to adult smokers.
- KCB recognized its 2013 volunteers at a recent volunteer celebration. KCB depends on the volunteers in the county to help them achieve their mission of keeping our environment clean and free of debris, beautifying our neighborhoods and public places, instilling pride and a sense of ownership to ensure results that protect our natural resources. Pam Myers was recognized as volunteer of the year and the Carton Council was named as the Business Partner of the year. Other volunteers were recognized for their beautification projects, cleanup activities, fundraising efforts and support throughout the year.
- The Solid Waste Operations Manager attended the annual Heritage Oaks Park - Home Owners Association meeting jointly with Waste Management personnel. He gave a presentation about the recycling program in Charlotte County and the significant improvements made over the last three years since implementing Single Stream Recycling. Over 300 residents attended and the presenters received nothing but great comments from residents who noted the improved esthetics of the neighborhood since the carts were deployed, how much easier it was for them to recycle and expressed gratitude for the valuable educational materials distributed.
- The Solid Waste Division investigated complaints regarding litter at the intersection of State Road 31 and Bermont Road. County staff found the entire area surrounding the intersection littered with approximately 100 truck tires, plastic bottles filled with urine, food containers and a significant amount of other debris. The Solid Waste Division reached out to the Sheriff's Department to see if an inmate work squad could assist Waste Management towards an immediate resolution to remove the tires and litter/debris. The response and cooperation between the Solid Waste Division, the Sheriff's Department and Waste Management was phenomenal; the Sheriff's Department dispatched the inmate crew before the weekend who consolidated all the tires and bagged approximately 70 bags of garbage and on Monday Waste Management collected the bagged debris and tires and conducted a final sweep of the area. The Public Works Signing & Marking Division placed 11 large NO DUMPING warning signs in the area. The Solid Waste Division will monitor the intersection to see if the cleanup and the new signage deters individuals from using the intersection as a dumping area in the future or if further measures will need to be implemented to keep the area clean.
- Traffic Signing & Marking:
 - Herbicide = 4,071 objects
 - Legends Installed = 492
 - Marine Signs Repaired = 20
 - New Signs Installed = 70
 - Reflective Pavement Markers Installed = 99
 - Signs Inspected = 9,478
 - Signs Manufactured = 230
 - Signs Repaired = 832

- Special Traffic Counts = 7
- Speed Studies (for Sheriff's Office) = 18
- Striping = 145,159 feet (approx. 27.5 miles)
- Traffic Counts = 44 stations
- Trouble Calls (after hours) = 13

Tourism

- Public Relations and Communications:

- During the month of January, the Bureau hosted seven members of the media to showcase the destination. Participants were from Florida, Georgia, Illinois and Toronto. Four participated in a group educational media familiarization trip while the other three were on independent visits. Hosting and coordinating media visits is dependent on support from the local tourism community who provide complimentary and discounted services including complimentary airfare from Allegiant for one of the participants. Since another journalist visited Sarasota County, VISIT FLORIDA paid for her airfare.
- The four who participated on the group trip joined a trolley tour of Punta Gorda with several members of Charlotte County's social media influencer community. They shared the experience through text, photos and video on their social media channels. On Twitter, the group reached more than 32,500 individual Twitter accounts making more than 220,700 impressions.
- The Boston Globe recently published an article about Placida called, "Placida, a slice of old Florida," and included The Fishery Restaurant, Albritton Gallery and the Hatch Gallery. The article is the result of the Charlotte Harbor Visitor & Convention Bureau hosting the writer in December and assisting in her itinerary planning. The paper's weekday circulation is 253,371 with 86,566 digital subscribers.
- <http://www.bostonglobe.com/lifestyle/travel/2014/02/01/the-tip-placida-slice-old-florida/8iA1R2FrHJy3XhGswbuDVM/story.html>
- Tampa Bay Rays pitchers, catchers and staff reported for spring training at the Charlotte Sports Park last week (Feb. 14). For the fourth year, the Charlotte Harbor Visitor & Convention Bureau welcomed media covering the event by sponsoring the spring training opening press conference lunch (Feb. 14). The Bureau was permitted to bring seven online influencers to the afternoon event. The online influencers shared the experience and enthusiasm for spring training on social media channels as Twitter, Instagram and Facebook. Over the course of eight days, posts made to Twitter about the event made more than 1.5 million impressions on followers of the seven participants. The event was attended by about 50 members of the media, Rays staff and online influencers.
- Jennifer provided editorial support to FloridaRambler.com about kayaking; Warren Resen – Jan. 2014 media FAM participant regarding Punta Gorda's history; Prevu Magazine regarding the Adopt a Meeting Planner Program, Association News on what's new in the destination; interview with the online radio show Weekend Travel Show; and images to Tourism Media Pty Ltd. for Expedia.
- As a result of outdoor writer Jan Maizler's January visit, the following blog post was generated on his blog.
- <http://saltyshores.com/wordpress/2014/02/03/destinations/punta-gorda-florida-winter-fishery/>
- As a result of trivago.com naming Port Charlotte the U.S. Best Value Destination, the website posted an article on the Huffington Post about the cities making their list. The Huffington Post receives 43.2 million unique visitors per month.

- Marketing:

- Database development for partner mailings. Deanna has first database build that works- however a more comprehensive relational database will be developed (or replaced with CRM) separating businesses from personal contact information. The concept being that a given person may represent more than one business, as well belong to more than one mailing group. Likewise, a given business may belong to more than one category, and possibly have more than one contact point. By not limiting the number of mail lists, categories, etc. a given contact or business

belongs to, the database and all related queries become far less likely to become obsolete or will not be overly confusing.

- Completed an initial edit of short videos (1-2 minute pieces on a given niche or larger attraction.)
- Peace River Wildlife – utilizing interview and b-roll from Punta Gorda video, Peace River Wildlife video editing is underway- first cut TRL of about 1:20. Need additional b-roll to support edited piece, which will be acquired 3/4/2014.
- Contacted by Cornell Lab of Ornithology about potential advertising options (birding). They mentioned perusing our website and were intrigued by our section on birding and offered a ‘free’ widget that was custom coded to the area that lists bird species, sightings, and the ability to map that to a regional birding hotspot. It was implemented (internally) and pushed live Feb 28.
- Completed first round of conference calls with SW Florida VCB’s participating in the shopping app being created for the Brazil market. The calls were about the proper procedure for populating the data base that will drive the app content.
- Film:
 - Buying Beachfront:
 - Jerry has kept in touch with the principals involved, specifically Stephen Leatherman and Russ Weston, the producer. The project is in the editing phase and Russ says everything is on target to meet our deadline of March 30. Jerry spoke to Stephen about developing another show concept that would qualify for a Visit Florida production grant, and he’s exploring ideas.
 - Scouting:
 - Added to our photo database with locations that included several lodging properties, Port Charlotte Beach Park, the Punta Gorda Farmers Market, and Charlotte Harbor.
 - Videos
 - Shot footage for on-line videos at the Port Charlotte Sailboat Regatta, the Punta Gorda Farmers Market and various locations for a birding video. Editing began on the birding video and should be completed by first week of March. Farmers Market video should be completed within a week after that. Still need more footage for sailboat video.
 - Projects
 - We had a small music video that hoped to shoot at a parking garage in Punta Gorda on Feb. 8, but we were unable to secure the location in time. Jerry is working with Lorah to overcome similar glitches in the future.
- Sports:
 - Site visit of the renovations at the Hampton Inn and met with the new General Manager to discuss how we’ve partnered in the past and the various upcoming business and potential opportunities
 - Sean assisted with the onsite operations of the Charlotte Harbor Regatta.
 - Sean met with Community Services and two local cricket advocates to facility upgrades and the opportunities available to attract cricket tournaments to the area.
 - Sean met with Research Data Services to finalize the survey instrument and best dates to conduct the research study for both Spring Training and the Snowbird Baseball Classic.
 - Sean, along with other VCB staff and the Director, met with Florida Tracks & Trails to discuss the various components and timeline of the development as well as how we can partner to maximize the marketing and promotion of the attraction.
 - Sean participated in a conference call with AGA Nation along with counterparts in Lee and Collier Counties to discuss the potential of hosting a Southwest Florida circuit of their Bikes and Boards series.
 - Sean attended the XSITE Tradeshow in Tallahassee meeting one on one with a dozen association meeting planners to inform them what our destination has to offer the meetings market and identify whether any of their upcoming open business is a potential fit.
 - Sean attended the Tampa Bay Rays Fan Fest at Tropicana Field to distribute Visitor Guides and other destination information to the attendees and potential visitors to our county.

Utilities

- Engineering Services:
 - 1,066 Locates Processed from Sunshine State One Call; 3 Developer Agreements Prepared; 36 Residential Service Availability Letters Prepared; 7 Commercial Service Availability Letters Prepared; 22 Residential Service Applications Processed; 380 CIP inspections; 100 Developer Inspections.
- Business Services:
 - Web Services – Issues on transfer of files were discovered upon transfer to production mode. We have postponed the soft go-live until production files can be addressed.
 - 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. Systems. Burnt Store and Deep Creek installations are providing 100% meter reads.
 - Customer Service: Total number of customer visits to the lobby was 886.
 - Delinquencies: Total delinquency revenue for the month was \$39,684 FY 14 total: \$198,272.
 - North Port: processed 3,365 payments; total revenue for February was \$927. The total amount for the fiscal year is \$5,641.
 - Accounts Receivable: The accounts receivable over 90 days went from 47.77% in January to 44% in February. The accounts receivable within 30 days went from 47.41% in January to 51.23% in February.
 - Electronic Bill Payment: 59% of all CCU bills.
 - Banner Upgrade: Awaiting the arrival and installation of the host hardware for the Banner upgrade software. Completion of hardware and software installation anticipated by the end of March.
 - Share Point: There are currently 133,180 files and 100,454 folders; there are 36,794 premise folders ready to be transferred to Share Point. 64% of customer premise files established.
 - 28 assessment prepayments: For Spring Lake Wastewater MSBU System through February 28th (25 occupied, 3 vacant).
- Operations Division:
 - The newly-hired Operations Manager, Gary Hubbard, started his new position.
 - Staff Training: 14 Staff Members attended this year's "Focus on Change" seminar to keep abreast of pending regulation and to earn CEU's necessary to maintain licenses. 6 Staff Members attended Backflow Prevention schooling, 2 Staff Members attended the "Right-To-Know Act How to Comply Compliance Workshop", 7 Staff Members completed "Respirator Fit Test and a Rescue simulation and 2 employees attended the FDEP Emergency Planning workshop for hazardous chemical storage and reporting.

Treatment Facilities:

- 177 preventative maintenance, 30 corrective and 3 emergency work orders were completed.
- 42 Residential cross-connection inspections, 6 annual backflow inspections were completed and 2 reclaimed water site repairs were completed.
- Burnt Store WRF: Rebuilt and reinstalled the #2 influent pump and replaced the flow meter for the WAS pumps.
- Burnt Store WTP: A level transmitter was replaced and damaged vent screens were replaced on GST C. The annual inspection of the degassifier packing was also completed.
- East Port WRF: Poole and Kent turned over the #2 Bar Screen and after completing the alarm circuitry placed it into service. Re-plumbed a 2" PVC chlorine line through a 4" sleeve to construct concrete steps to the chlorine contact chamber.
- Rotonda WRF: Rebuilt #1 compactor due to leaking oil seals.
- West Port WRF: Removed all unused electrical circuits and conduits from the deep injection well pump room.
- Treatment Facilities filled their vacant Laboratory Technician this month.
- Vacant Positions: We reposted the WW Plant Operator and Backflow/Reclaim Specialist positions in hope of receiving qualified applicants.

Water Distribution:

- Completed the Englewood Interconnect piping project.
- Completed the TTHM and HAA5 quarterly sampling.
- Pump #4 at Walenda Booster is out of service for rotating unit rebuild and balance.
- Completed the Consumer Confidence Reports for both water systems. FDEP approved the reports as written.

Wastewater Collection:

- Gravity/Force Mains: Repaired 1 force main break, 1 gravity main, 2 reuse mains; investigated 14 backups/odor complaints which 10 were determined to be customer problems; repaired 7 sewer laterals; 8 new LPS services were installed for new construction; exercised 41 sewer valves; repaired/replaced 4 manhole rings/covers; 2 new ARVs were installed on force mains; repaired 1 ARV; started a water main extension.
- Lift Stations (L/S): 285 preventative maintenance work orders and 54 corrective work orders were completed; rehab crew completed the upgrade at L/S #142 Gulf Cove Methodist Church; rehab crew replaced the check valves and plug valves at L/S #26 Hopkins; grouted and sealed Infiltration from L/S #848 wet well.
- Low Pressure Sewer (LPS): Responded to 263 service calls; 11 preventative maintenance work orders were completed; changed out 3 failed tanks; installed 3 mandatory connections; repaired 2 LPS service leaks; replaced 4 check valves at the street.
- Trained one new employee for LPS on-call; 1 new employee received their CDL license; 2 employees assisted the Water Distribution Division in a confined space to service one of their tanks.
- Water Conservation & Public Outreach:
 - Currently under Southwest Florida Water Management District's year-round water conservation measures (watering only 2 days a week).
 - Citizens Educational Tour at Eastport WRF was on Feb 26, 2014.
 - Flyers were sent out in February for the educational March tours of Burnt Store Water and WRF and the Rotonda WRF. All tours reached the maximum amount of registrants. An additional tour in March was added for a home schooling group.
- Human Resources:
 - Total positions: 200. Vacant positions: 6
 - Actively recruiting for the following positions: Sr. Program Coordinator, (2) Maintenance Mechanics, Line Technician, Plant Operator and Backflow & Reclaim Specialist.
- PR/MRWSA Water Resources:
 - 27.00 MGD of water went to customers on an average day in February and there was approximately 9.77 BG of water in storage, representing nearly 1 year of supply.
 - Authority Board held a meeting on February 5th, during which attorney, Doug Manson, stated all member government attorneys would be meeting later in the month to finalize the Water Purchase Agreement exhibit to the new Exhibit C Amendment to the Master Water Supply Agreement.
 - Financial Consultant, Henry Thomas of PRMG, delivered a presentation to the Charlotte County BCC on the financial effects of transitioning to a common rate methodology for water purchases from PR/MRWSA.
 - County Attorney and Utility Staff held a meeting on February 19th with legal, engineering and financial consultants to discuss strategy for 1991 PRF Rebuild negotiations.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The surveyor submitted the signed and sealed as-built drawings for the 18" and 6" potable water main on February 25, 2014. The request to place the water mains into operation was delivered to the FDEP on February 26th. Approval from the FDEP is expected the first week of March. The contractor continued work on the reclaimed water piping to the rear of the West Port WRF in the vicinity of the reuse pumping station. The work should be completed the first week of March. It is anticipated that the reclaimed water main will receive approval from the FDEP to place it into operation by the middle of March and final as-built drawings of the reclaimed water main should be approved and sent to the FDEP by April 1st 2014.

- *Pumping Station (Stage 2)*: The contractor completed installing the above ground piping and it passed the required pressure test. The painting subcontractor primed and painted the reuse piping purple as required under the contract. Power was run to the station by FPL and the contractor started up the motor heaters and the AC units in the VFD cabinets in order to dry them out. The contractor submitted the proposed testing procedures for review and will be scheduling Allen-Bradley/Rockwell, manufacturer of the VFD's, to run the necessary tests to see if the VFD's have been compromised due to the water intrusion that has occurred. It is hoped that the testing will be conducted sometime in March. CCU has started the process of preparing a landscape plan to screen the pump station. Once prepared and approved a separate contract will be issued to install the necessary plants, shrubs and trees and irrigation system.
- The proposed master reuse permit that will come into effect when the three wastewater treatment plant reclaimed lines are interconnected, has been issued by FDEP and is currently under review by CCU Operations. The Notice of Intent was published in the local newspaper for comment.
- East Port WRF Expansion:
 - No change.
- North Shore & Harper WW MSBU:
 - Bid documents revised in order to address grant agreement requirements and will be sent to Purchasing. Bids should be posted early March.
 - Received confirmation from USACOE that project does not impact jurisdictional waters for USACOE and no permit required.
- East & West Spring Lake Wastewater MSBU:
 - Project has been put on funding list for State Revolving Fund loan program for preconstruction monies. Loan application in progress.