

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

**Budget & Administrative Services**

**Budget Department/Fiscal Services Division**

- Fiscal Support:
- Human Services and Transit Grants:
  - Staff made a presentation to a class of 24 deputies at the Crisis Intervention Training (CIT) sponsored by Charlotte Behavioral Health Care (CBHC). The CIT is one of the programs that is funded with the Criminal Justice Mental Health and Substance Abuse Reinvestment Grant. Charlotte County and CBHC have partnered on this grant for the past several years. The CIT program was initiated in Charlotte County in 2009 through this grant (Dept. of Children and Families funded). CIT is a nationally recognized “best practice” whereby a law enforcement officer “intervenes” with a person whose behavior is such that a person appears to be in need of a mental health or substance abuse assessment. To date, CIT training graduates include members of the Charlotte County Sheriff’s Office, Punta Gorda Police Dept. and 911 Operators.
  - Transit updated their computers to 7.0 and the Route Match system to 6.0. This will allow greater speed in customer reservations and tracking of information needed for reporting to funders.
  - On March 10<sup>th</sup> Charlotte County Transit and Metropolitan Planning Organization (MPO) met with Sarasota County Area Transit and MPO to continue the conversation on the current Latent Demand Study and Transportation Development Plan (TDP) prior to the presentation of the TDP progress by Tindale-Oliver to the Charlotte County Board of Commissioners on March 25th.
  - Funding amounts for the Section 5310 and 5311 Federal Transit grants were increased by \$ 17,500 for the 5310 and \$19,298 for the 5311 grant. The total increase is \$36,798.
  - Monthly Fiscal Reports were submitted to Senior Choices for reimbursement for our Senior Services Grants: Community Care for the Elderly, \$41,303.70; Alzheimer’s Disease Initiative Program, \$7,356.02; Older Americans Act IIIB and Title III E, \$12,530.36; and Home Care for the Elderly, \$2,768.30.
  - Final draw request was made on the Housing grant in the Neighborhood Stabilization Program 3 (NSP3) on March 11, 2014 in the amount of \$77,532.42. This draw closes this grant. The Program will continue to bring in Program Generated Income due to properties currently owned or rented by the County.
  - Completed the testing and implementation phases of the Senior Services grant required client copayment system to a new software system called Revolve Software.
- Road Grants:
  - Received a total of \$244,762.79 in grant reimbursement claims:
    - \$238,874.99 from FDOT of Winchester Road construction
    - \$5,887.80 from Englewood Water for Winchester Road construction.
- Public Safety Grants:
  - Received a total of \$13,284.45 in grant reimbursement claims:
    - \$608.53 from the State of FL for Hazardous Material Equipment Grant
    - \$11,963.93 from the State of FL for Emergency Preparedness – Operating Grant
    - \$711.99 from the State of FL for Homeland Security CERT Grant
  - Prepared Detail of Claims, Project Milestones and Deliverables, and Citizen Corp/Cert-EMPG Staffing Detail reports and re-submitted Financial History Report, Status Report and Reimbursement Request Form to DEM for CERT grant agreement 14-CI-K1-09-18-02-308.
  - Prepared reconciliation with revised balances for the categories under SHSGP Hazmat grant agreement 12-DS-20-13-00-16-501 for the department to finalize purchases for the grant ending March 30, 2014.

- Library Grants:
  - Compiled and sent all State Aid Grant revisions requested by the State (based on MCRL shared space issue).
- Criminal Justice Reinvestment Grant:
  - Attended the last Crisis Intervention Training (CIT) graduation to be funded from the Reinvestment Grant. A record 25 officers attended the 4 day training, giving us a total of 86 CCSO officers and dispatchers trained over the 3 years.
  - Processed January and February invoices for Charlotte Behavioral Healthcare, and working on the reconciliations for the semiannual reports due May 1<sup>st</sup>. Held conference calls with Charlotte Behavioral Healthcare in preparation for the closing of this grant by the May 11<sup>th</sup> deadline.
  - Charlotte County recently received notification that we are being considered for the Justice Mental Health Collaboration Program grant for fiscal year 2014. Fiscal staff attended the required webinar and submitted the requested documentation for eligibility. The \$200,000 grant award will permit Charlotte County to expand the Mental Health Court Program to accommodate 10 – 12 more participants.
- Other Grants:
  - Completed reimbursement requests for a Legislative Appropriation Grant associated with the Reclaimed Water Phase II project for a final total of \$500,000.
  - Presented WCIND and Boater Improvement fund request applications to the Marine Advisory Board for their recommendations.
- Operating And Accounting Support:
  - Invoiced a total of \$126.61 for Public Safety:
    - \$126.61 to Charlotte County Sherriff for radio repairs
  - Received a total of \$1,716.95 for Public Safety:
    - \$96.00 from Charlotte County Sherriff for radio repairs
    - \$1,170.95 from Charlotte County Schools for radio repairs
    - \$450.00 from Krugers Boxing for EMS standby charges
  - Trained fiscal staff on various redistributed duties relating to Public Safety including Billing, Cash Receipts, Purchasing/VISA/Check Requests, Travel, EMS payments and refunds.
  - Transitioned select tasks relating to purchasing, travel, and EMS payment tracking/recording/follow-up to Public Safety staff and provided training and assistance.
  - Conducted budget training sessions with Fire/EMS management staff for forecasting and analysis of current and future needs of the department.
  - Prepared FY15 requested budget changes for positions moving to full-time status under Animal Control; carryover funds for the Radio System Upgrade CIP and Fire Training Facility CIP; and Enhanced 911 Fund.
  - EMS Refunds - processed 44 refunds for overpayments received by ADPI totaling \$13,391.24 for January.
  - Prepared tax distribution payment for special assessment fees to Little Gasparilla Island Fire Unit for February in the amount of \$9,677.99.
  - Met with Public Works Engineering and Maintenance & Operations staff regarding update for 2015 capital improvements projects including equipment, roads, maintenance and MSBU projects. Concluded 2014 estimates and carryover amounts, and review of 2015 proposed budget amounts for adequacy. Removed all funding from projects previously budgeted for utilities if not applicable based on BCC decision for CCU to pay for relocation associated with road widening projects.
  - Collected 2015 budget information where we are tracking changes against the preliminary 2015 budget vs. revised proposal. Specifically for 34 MSBUs which will required adjusted beginning balances and project carry forward. This entails estimating the 2014 expense in each MSBU budget file to agree with the project estimate and re-budgeting the carry forward.
  - Updated the equipment CIP per Maintenance & Operations and Engineering staff review as well as the gas tax cash flow for the 2014 estimates as well as the 2015 carry forward.
  - Learned the Fiscal Services process for payment of Waste Management invoices for the County including updating Charlotte's Web information for ordering dumpsters, and the payment log.

Trained staff assuming responsibility for the process including management of declined transactions, and began writing SOP for the Fiscal Services process.

- Learned the county-wide uniform invoice payment process of recording the invoices, sending authorizations to pay from the procurement card, and processing transactions through the Bank of America Works system. Wrote the SOP for Fiscal Services Uniform invoice processing and trained Fiscal staff that will assume the payment function. There will be continued support for this process.
- Discussed approval process for Administrative Approvals from Purchasing with Public Works staff recently assigned to the task. Updated records for missing approvals sent to Purchasing without Fiscal review.
- Prepared electronic files in readiness to request grant reimbursements for the Burnt Store Road phase 3 project.
- Met with Libraries/Historical to discuss process for updating quarterly GPS Historical Grant reporting.
- Met with Libraries/Historical to discuss process for verifying and reporting temporary employment hours with Snelling.
- 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 March 31, 2014 - \$180,000
    - 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
    - March, 2014 - \$31,000
- Processed three POs for Countywide Turf Maintenance
- Started working with departments and attended a webinar on the Florida Bench Marking Consortium. The first department was Building Construction Services.
- Updated County Comprehensive Database for article that Gordon is preparing for newspaper.
- Researched and prepared analysis on various legislative issues, such as:
  - Impact of Sales Tax Holidays on Charlotte County
  - Impact of Tax Swap on the Sale of Electricity
  - Proposed Florida Retirement System (FRS) changes
- Began Banner Implementation Team with CCU
- Completed Public Records Requests regarding East West Spring Lake MSBU
- Worked with PRMG to complete rate study for CCU
- Completed bond disclosures and submitted to EMMA (Electronic Municipal Market Access).
- Participated with Administration in staff support to the Sales Tax Focus Group process.
- Reworked Utilities CIP with the current fiscal year and future for joint Utilities and Public Works Projects.
- Analytical Support:
  - Prepared Cost Analysis for Burnt Store Water production
  - Completed rating agency check in with Standard and Poor's pertaining to CCU
  - Continued assistance with Impact Fee Consultants to answer questions regarding previously submitted information.
  - Updated legislative impact for E911 Fees: Emergency Communication System and the Medicare Ambulance Access Act.

- Created new version of the Expenditure Projections spreadsheet (pdf export w/ bookmarks) for public website.
- Worked with IT to correct several Expense & Revenue Projections report issues that occurred with the March update of information
- Updated SharePoint financial reports with February data (projected revenue & expense, fund rollup, department rollup, GF-quarterly)
- Completing the final stages of the impact fee analysis which involves determining the credits to be applied against the current inventory of assets for valuation. We anticipate the first draft will be produced by April 15<sup>th</sup>.
- Created new ledger accounts for the Accrued Compensated Absences Fund and the first quarter adjustments have been submitted to Finance for processing.
- Provided analysis to the Budget Director and Commissioner Truex on the legislative impacts of Department of Juvenile Justice Detention Cost Sharing bills being proposed by House and Senate. Attended quarterly Juvenile Justice Meeting and shared with the group the close relationship between funding diversion programs and juvenile detention costs.

**I.T.**

- HR Training Lab Upgrade -- The HR Training Lab has been refreshed with all-new equipment! We are using low-power all-in-one thin clients that connect through Citrix. These devices provide the full functionality of a PC through their remote connection while consuming the same energy as the telephone on your desk. Additionally, the instructor PC has been upgraded from Windows XP and now connects to a new smart board to facilitate better collaboration with students
- SharePoint Web Site Update – IT continues to work on the external web site migration. We are currently working on Community Development finishing up on Planning and Zoning. We are beginning to meet with Community Services in order to begin their website migration in April.
- EOC gets new laptops – As part of our ongoing computer replacement program, we have replaced all the laptops on the Emergency Operations Center.
- Recent Upgrades – During the month of March, IT performed upgrades on the RouteMatch software which provides routing and manifest functionality for the Sunshine and Dial-A-Ride systems run by the Transit Division. IT also upgraded the WebEOC system which provided incident management activities tracking for Emergency Management.
- GIS Web Site getting upgraded – The GIS web site is undergoing a complete overhaul which will provide added functionality and ensure capability with all web browsers and devices.
- Banner Upgrade – The CCU Utilities billing program is beginning its long overdue upgrade. The upgrade will take approximately a year. The system has been in place since 2005 and has reached end of life and support.
- CCU Electronic Bill Printing Solution – IT staff completed the development of a new in-house electronic bill printing solution for CCU customers that eliminated the need for a third party solution. This new solution saves the county \$54,000 annually.

- March Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	145,446	145,443	127	2,974	293,990
%	49.5	49.5	0.0	1.0	100.0

- March Outage Statistics:

- 9 - Incidents
- Total Down Time – 10 hrs. 13 mins.
- Average time per Incident – 1 hrs. 8 mins.
- System availability was 98.627%

- March Call Statistics:
  - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 191
  - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 226
  - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 361
  - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 420
  - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 425

## **Purchasing**

- Quotes due and received:
  - 14-191 Printing & Delivery of Boating & Angling Guides
  - 14-207 Grove City Park Landscape Maintenance
  - 14-177 Road Reclamation – Don Pedro / Knights Island
  - 14-217 Textured Crosswalks – Manasota Key
  - 14-260 Beach Tilling of Stump Pass
  - 14-213 Textured Crosswalks – Rotonda
- Shortlist meetings held:
  - 14-195 Manasota Key Master Plan Design
- Work Orders due and received:
  - 14-243 Hydraulic Sewer Model
- Pre-bid meeting held:
  - 14- 208 Construct Concession Stands

## **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. Offer letters were sent in February and responses have been received. We have processed one purchase contract.
- 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 14<sup>th</sup> regular meeting. This transaction has closed and the funds were provided to Budget staff.
- 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 Land Exchange – This transaction has closed and we have acquired approximately 40% of right of way needed for this project.

- Gasparilla Road – The BCC approved the 41 resolutions of necessity at their January 14<sup>th</sup> regular meeting. We will now enter the eminent domain phase of this project.
- Office Relocation – Our offices will relocate to Building B in early April.
- Surplus Property Disposal – The County has realized approximately \$185,000 for the surplus parcels sold last fall through the sealed bid process. We have compiled a new list of parcels that will be available for this spring's bid process.
- Customer Satisfaction Surveys – Our surveys continue to show an “excellent” customer rating from our customers.
- East & West Spring Lake Sewer Project – We have 3 of the four identified parcels needed for this project under contract. Closings should occur within the next few weeks. The remaining contract has been negotiated and will be sent to our Division in the next few weeks.
- 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. To date, we have received 4 positive responses from willing property owners.
- 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.
- Release and/or Occupation of Easement Program – We have noted a 30% increase in the number applications submitted to our Division during this fiscal year. This indicates that construction activity is increasing in our County.
- Neighborhood Stabilization Program (NSP) Acquired Property – We discovered that U.S. Fish and Wildlife changed the classification of a purchased lot from “non-scrub jay habitat” to “scrub jay habitat”. We are working with our Housing Manager to find a suitable County owned lot that can be substituted for this scrub jay parcel. This will allow for the construction of an affordable house on the selected parcel. This exchange will be brought to the BCC in the coming weeks.

## **Community Development**

- The Building Division:
  - The number of Single Family Residence permits for March is higher than both the previous month and the same month last year with 44 permits issued. This brings the total for the fiscal year to date of over 200, 54% higher than the YTD for last year.
  - Building permitting revenue is also higher than both last month and the same month last year and so far year to date, the department has brought in \$29,291.00 more that it has spent. Projections anticipate revenue being 18 to 20 percent higher than last year and so far, the department is on track to achieve this target.

Item	Total FY2013	Mar-13	Mar-14	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	29	44	139	213
Multi Family Permits Issued	2	0	0	1	0
Commercial Permits Issued	37	2	7	12	27
All Other Permits Issued	15875	1528	1464	7961	7869
Customers Served	26629	2323	2140	13303	12645
Inspections	43341	3807	4568	20689	26878
Permitting Revenue	\$ 2,385,421	\$ 201,117	\$ 251,456	\$ 1,068,527	\$ 1,286,742
Permitting Expenditure	\$ 2,075,903	\$ 138,682	\$ 207,000	\$ 1,139,567	\$ 1,257,451
Code Enforcement Revenue	\$ 910,101	\$ 74,630	\$ 106,835	\$ 409,819	\$ 502,465
Code Enforcement Expenditure	\$ 1,579,465	\$ 105,378	\$ 118,755	\$ 879,108	\$ 878,924
New Complaints Received	1447	50	55	475	358
Code Cases Initiated	2861	254	269	1348	1456
CEB Cases Heard	719	50	89	447	275
Citations Issued \$ Amount	\$ 115,500	\$ 11,500	\$ 10,000	\$ 59,000	\$ 82,000
New Contractor Licenses Issued	16	1	0	12	7
Contractor Licenses Revoked	15	0	0	6	6

- Code Enforcement revenue is also significantly higher than the same period last year. This can be attributed to the changes to the Vacant Property Registration program to introduce a higher fee for homes that are vacant for longer periods. Code Enforcement is continuing to be active with 269 new code enforcement cases and 89 cases forwarded to the Code Enforcement Board for their consideration.
- The Contractor Licensing Division is continuing to be very active with a total of \$82,000 in citation issued this fiscal year alone. Contractor Licensing continues to be a significant problem in the Charlotte County and staff is working diligently to ensure the dangers of hiring unlicensed entities as contractors well publicized.
- In terms of Flood Plain Management, staff has attended a Discovery meeting with FEMA representatives in preparation for the upcoming coastal study. This meeting was well attended and gave FEMA contractors the opportunity to explain the process and the timescales involved. This multi-year project is directed entirely at the areas of the County impacted by coastal inundation including those waterways that would expect to see storm surge during an event.
- The Planning and Zoning 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 7<sup>th</sup>, December 9<sup>th</sup>, January 6<sup>th</sup>, and February 3<sup>rd</sup>. Changes are being finalized by staff. Items for public review were not able to be posted on-line in March.
  - Manasota Sandpiper Key Architectural Review Committee:
  - The committee met on March 5<sup>th</sup>. The following project was presented to ARC.
    - 96 Pearl Street – kitchen remodel
      - Comments: no action taken – FYI only
  - Little Gasparilla Island Community Plan:
  - The committee did not meet in March.
  - Grove City Community Plan:
  - The committee did not meet in March.

- Babcock Ranch:
- Babcock staff sent a draft copy of the Babcock LDRs to County Staff for review. A meeting occurred on February 3<sup>rd</sup> 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:
- Revisions to certain elements of Smart Charlotte 2050 were placed on-line. A roundtable took place on March 27 to allow the public to discuss the changes with staff.
- Site Plan Approval:
- The County received 2 petitions in March:
  - PD Final Detail Plan, Fuccillo Kia of Port Charlotte
  - Preliminary Detail Plan, Watersedge Multi-Family Development
- Board of Zoning Appeals:
- The Board of Zoning Appeals heard the following petitions on March 12, 2014, and made the following decisions:
  - Petition #VAR-14-002:
    - A request by Alen McEachern, agent for Lock 'N Key Restaurant, for two variances:
      - to reduce the required Perimeter Landscape Strip from 10.0' to what is currently existing in the Manasota Commercial General zoning district, located at 2045 North Beach Road in Englewood, was APPROVED by a vote of 4-0, subject to conditions.
      - to allow impervious brick paving instead of the required pervious paving for reconstructing an existing parking lot in the Manasota Commercial General zoning district, located at 2045 North Beach Road in Englewood. A motion to deny this variance failed by a vote of 2-2. The Board then decided to table variance (b) indefinitely.
  - Petition #SE-14-003:
    - A request by Rob Berntsson, agent for Phillips of SW FL, LLC, for a special exception to allow a plant nursery, with retail sales of garden supplies, in the Agriculture Estate zoning district, located at 7371 Winchester Boulevard in Englewood, was APPROVED by a vote of 3-1, subject to conditions.
  - Petition #SE-14-004:
    - A request by Rob Berntsson, agent for BDI Properties II, LLC, for a special exception to allow a time extension for a previously approved special exception to allow an ACLF in the Residential Multifamily-15 zoning district, located at 210-222 Rotonda Boulevard West in Rotonda, was APPROVED by a vote of 4-0, subject to conditions.
- Planning and Zoning Board:
- The Planning and Zoning Board heard the following petition on March 10, 2014.
- Z-14-01-01: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Planned Development (PD) to Residential Multi-family 3.5 (RMF-3.5), for property located South of San Casa Drive and East of Placida Road (C.R. 775), in the Englewood area, containing 169.68± acres; Commission District III; Petition No. Z-14-01-01; applicant: Placida 169 Holdings, LLC.
  - Board Recommendation: Approval
- Board of County Commissioners Land Use:
- The Board of County Commissioners heard no petitions in March.
- 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 - 367 Page Likes
    - Marketing pieces distributed: 49,691
    - Constant Contact email blast: 3
- Meetings:
  - Internal Parkside CRA
  - Parkside Festival Committee
  - Charlotte Harbor Grand Prix
- Parks Master Plan:
  - Stakeholder Meetings focus group meetings held. Additional meetings to be scheduled
  - Public meetings scheduled
  - April 14 - 1 p.m. Mid-County Regional Library
  - April 14 - 6 p.m. South County Regional Recreation Center
  - April 15 - 6 p.m. Tringali Recreation Center
- 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.
- Libraries & Historical Monthly Report:
  - Numbers:
  - 62,718 visitors for the month of March
  - 8,499 people used computers
  - 1,454 adults and teens attended 79 library programs in March, financed by the Friends of the Library
  - 952 children attended 56 programs also financed by the Friends of the Library. So that is a total of 135 programs that 2,406 people attended in March.
  - 165 volunteers worked 1,899 hours at libraries & 20 volunteers worked 167 hours at Historical Center
  - 850 patrons requested PC assistance
  - Circulation for March was 76,939

- Other:
- Anne Shepherd cataloged 1,356 items
- Summer Reading Planning is in full swing with programs starting May 31<sup>st</sup>
- Landscaping project was completed at Mid-County
- Book Drop project at Punta Gorda Library complete
- Have started relocating items from storage to Grace Street for Historical
- We are looking at providers of self-checks and gates
- Many staff at Mid-County have relocated to new work areas in the Library
- We have several staffing vacancies
- Charlotte Sports Park:
  - The Charlotte Sports Park hosted the following Tampa Bay Rays Spring Training home games (attendance is noted in parenthesis): Friday, February 28 – Baltimore Orioles (4112); Sunday, March 2 – Minnesota Twins (4709); Monday, March 3 – Philadelphia Phillies (3898); Wednesday, March 5 – New York Yankees (5704); Saturday, March 8 – Pittsburgh Pirates (4668); Tuesday, March 11 – Minnesota Twins (4,440); Thursday, March 13 – Pittsburgh Pirates (4,714); Saturday, March 15 – Toronto Blue Jays (4,644); Sunday, March 16 – Boston Red Sox (7,002); Thursday, March 20 – Minnesota Twins (4,045); Friday, March 21 – Toronto Blue Jays (4,991); Saturday, March 22 – Baltimore Orioles (5,023); Tuesday, March 25 – Boston Red Sox (5466); Wednesday, March 26 – Baltimore Orioles (3555).
  - The home games for the Tampa Bay Rays minor league players began on Wednesday, March 12. The last home game took place on Sunday, March 30. All games were played on the back practice fields.
  - The Charlotte Sports Park was voted the best Spring Training Facility in USA TODAY's 10Best Readers' Choice contest.
- Aquatics:
- Port Charlotte Beach Pool:
  - 1263 paid admissions
  - 352 Pass holder visits
  - 461 Water Aerobics participants
  - 113 People attended the Tropical Sunset Cocktail Party
  - 3 Adults received private swim lessons
  - Staff spent an estimated 20 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
  - Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
  - 1350 paid admissions
  - 432 pass holder visits
  - 585 water exercise participants
  - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 "splashes" for the month.
  - The classroom was utilized for two Birthday Party Programs
  - The Dive well was rented once for SCUBA instruction.
  - Five students have registered to date for Learn to Swim Spring session 2 starting April 8.
  - Seven students have registered for the Lifeguarding course starting April 8.
  - Staff spent an estimated 65 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
  - Staff spent an estimated 80 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- JM Berlin/Rotary Skate Park at Oyster Creek:
  - Total Skaters 492
  - Total BMX Bikers 55

- South County Regional Park Pool:
  - 833 paid admissions
  - 609 pass holder visits
  - 88 water exercise participants
  - Charlotte County Blue Fins held 26 swim practices resulting in approximately 1650 “splashes” for the month.
  - 5 students sign-up for the first session of the Spring Learn to Swim Program
  - Staff spent an estimated 55 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
  - Staff spent an estimated 60 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 8,900 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,311 with 4,643 touches combined. Recreation facilities were rented 32 times achieving a rental attendance total of 2,615 people.
- Athletic Section:
  - Charlotte County athletic leagues and athletic special events used County facilities approximately 3,070 hours in the month of March. An estimated 3,760 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.
  - Carmalita and South County Regional Park Soccer concession stand projects are out for bid.
  - The Snowbird Classic College Baseball Series completed its six week schedule. Forty-six Division 1 & 3 teams bringing over 2,000 players, coaches and support staff to Charlotte County.
  - The Florida Youth Soccer Association has awarded the Florida Division II Championships to Charlotte County and the Charlotte County Soccer Federation. Over 40 teams from all over the State will participate April 5-6 at South County Regional Park and Carmalita Park.
  - The Sun Coast Model Sailing Club hosted a Spring National Regatta at South County Regional Park March 22-23. Competitors traveled to Charlotte County from as far as Europe and California.
  - 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 on March 15th.
- Extension Services:
- Administration:
  - Meetings:
  - CED PolyCom Meeting – March 24<sup>th</sup> – 1 to 3 pm
  - Extension Staff Meeting – March 27<sup>th</sup> – 4 pm
  - Government Academy - Port Charlotte Beach Recreation Center – March 26<sup>th</sup> – 3 to 5 pm – 27 in attendance.
  - Managers Meeting – March 31st – Library – 1 to 3 pm
  - Website Hits: 2,812 website page views
  - Facebook® Page - Charlotte County Extension data: 707 Likes
- Sea Grant:
  - Publications:
  - Staugler, E.A. 2014. "Permitting in the Aquatic Preserve". Water LIFE Magazine. March 2014, Pg. 14.
  - Website:
  - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>

- Field Work
  - 3/12 – Released hatchery spawned juvenile bay scallops into Gasparilla Sound.
  - 3/24 - Pulled and analyzed monthly bay scallop spat monitors.
- Outreach Programs:
  - 3/7, 14, 21 & 28 – Taught FMNP Upland Habitats class at Eastport Environmental Campus. 15 students are enrolled in this course which runs through 4/11.
  - 3/30 – Waterline Radio.
- Meetings:
  - 3/13 – Attended MAC Meeting
  - 3/13 – Attended CHNEP Policy Committee Meeting
  - 3/17 – Marine Resource Education Program (MREP) science workshop curriculum committee conference call
  - 3/16-19 - Attended Gulf States Marine Fisheries Commission meeting as appointed member of Florida Sea Grant Gulf States Advisory Panel
  - 3/27 - Conference call to discuss public workshop for WCIND General Permit to dredge (related to RWMS)
  - 3/27 - Attended UF Fisheries and Aquatic Sciences - Local based fisheries management stakeholder workshop at Lashley Marina
- Conferences:
  - 3/26 & 27 - Attended Charlotte Harbor Watershed Summit, served as moderator on 3/26
- Other:
  - 3/1 & 3/15 – Bay scallop cage volunteers conducted bi-monthly monitoring
  - 3/5 - Agent annual evaluations
  - All month - considerable time invested in preparing Agent promotion packet (1st draft due to DED 4/1)
- 4-H Youth Development:
  - Project Club Activities:
  - One hundred and twenty-three (123) 4-H youth members participated in project club activities during March. These activities included field trips, workshops, community service, skill-a-thons, and club leadership and citizenship skills development. Twenty-seven (27) adult volunteers provided leadership for these events and activities.
  - 4-H Tops and Bottoms Horticulture Activity:
  - The 4-H Agent presented the 4-H Tops and Bottoms Horticulture Activity at two local elementary schools. One hundred and thirty (130) youth participated in this program learning about, and sampling, Florida-grown vegetables.
- Horticulture:
  - Programing
  - 2014 Master Gardener Training:
    - 2014 Master Gardener Orientation – 9am to 12 noon – March 4<sup>th</sup>
    - 2014 Master Garden Training Class # 1- Pesticides – 9:30 am to 12:30 pm - March 6<sup>th</sup>
    - 2014 Master Gardener Training – 9:30 am to 12:30 pm – Peaches and Blueberries/Pomegranates/Vines – March 11<sup>th</sup>
    - 2014 Master Gardener Training – 9:30 am to 12:30 pm – “Ants”- March 18<sup>th</sup>
    - 2014 Master Gardener Training – 9:30 am to 12:30 pm – “Botany” – Stephen Brown – March 20<sup>th</sup>
    - 2014 Master Gardener Training – 9:30 am to 12:30 pm – “Woody Ornamentals”- March 25<sup>th</sup>
    - 2014 Master Gardener Training – 9:30 am to 12:30 pm – “Florida-Friendly Landscaping™” – Tom Becker – March 27<sup>th</sup>
    - Florida Master Naturalist Program Training - Uplands - Inverts I & II – 9:30 am to 12 noon – 17 students
    - GI-BMP Training – March 26<sup>th</sup> – 8 am to 3 pm – Twelve 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 March 26<sup>th</sup>. (12) Participants increased their understanding of the local County Ordinance, as well as Turf,

Irrigation, Landscape and Pesticide BMP's. After taking an end-of-class exam and receiving a 75% or higher score, each participant receives a Certificate of Completion showing that they are in compliance to properly apply fertilizer in Charlotte County and can get the required State License.

- Burnt Store Lake's POA – Pruning Talk – March 4<sup>th</sup> – 2 pm - 16500 Burnt Store Rd., #102 – 30 people in attendance.
- Site Visits:
  - Community Roadway Beautification – Rt. 41 – Patch Planting Site Visit – March 25<sup>th</sup> – 2 to 3:30 pm.
- Meetings:
  - Community Roadway (gateways & thoroughfares) Landscape Beautification Meeting – March 19<sup>th</sup> – 2 to 4 pm
- Florida-Friendly Landscaping:
  - Total contacts - 509
  - 293 contacts (in-person and face-to-face) with customers - 5% FFL in the field/ community consultations, 25% answering horticulture questions while working in the office and 70% during classroom presentations). In addition, 102 garden inquiries answered by phone and 114 answered by email.
  - A 3-hour, Florida-Friendly Landscaping™ workshop was delivered to 24 Master Gardener trainees in Charlotte County emphasizing water-wise and low-maintenance landscaping. Other teaching objectives included: step by step instructions designing using a palette of mostly native plants and what smart fertilizer and irrigation practices lead to the greatest energy, water-savings and improvements with storm water runoff.
  - (New) Prepared and published a bi-weekly, FFL™ column using a 'question and answer' format. The column appears every other Friday in the PC Herald, a supplement section given to Port Charlotte resident in the Charlotte Sun.
- Special Events:
  - Master Gardener Radio – March 25<sup>th</sup> – 10 to 11 am – WCCF – 1580
  - 2<sup>nd</sup> Health & Wellness Fair - Sterling House, 550 Rotonda Boulevard West – 10 am to 2 pm – “Venomous Creatures” Booth – March 27<sup>th</sup> – 200 people in attendance.
- 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 March 3<sup>rd</sup> – “Garden glory”
  - Newspaper Article for March 10<sup>th</sup> – “Can a marigold help?”
  - Newspaper Article for March 17<sup>th</sup> – “Yes, there are some azaleas in Charlotte County!”
  - Newspaper Article for March 24<sup>th</sup> – “Maybe mangos”
  - Newspaper Article for March 31<sup>st</sup> – “A flower with some power – the gardenia”

## Facilities, Construction and Management

- ADA Various Improvements: All permits have been approved and ready to be picked up except for Tringali Rec. Center. This permit requires architect to redraw ADA ramp in a closer locations in relation to the ADA parking areas. We will be calling for preconstruction meetings with the various stakeholders within the in early March to get these projects going.
- Justice Center Carpet: Phase I, 2-story B building, of carpet project installation continues during off business hours and will likely be completely finished by July.
- Port Charlotte Beach Roof Replacement: Bid awarded; work scheduled to begin in April
- Judicial System Space Management Plan: Charlotte County has received the draft report from Wiley & Associates and will meet with the Long Range Planning Committee on April 11<sup>th</sup> to discuss next steps.
- Energy Performance Contract: The work included in Siemens' Energy Performance Contract is underway and ahead of schedule. Lighting retrofits are nearing completion and the installation portion of the project is in the final stages.
- West Co. Annex Parking Lot Lighting: This project is on hold pending future plans for the west county annex.
- Capital Asset Management System: The information gathered by Cannon Design during their 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. A status/planning meeting was held with the Cannon Design team on March 25<sup>th</sup>.
- Carmalita Softball Sports Lighting Retrofit: Site analysis has taken place; waiting on proposal from vendor
- 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.
- 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: Plans and specs have been sent to purchasing to prepare a RFB.
- Cape Haze Pioneer Trail Connector: SWFWMD permit was received. Plans are submitted for landscape and parking permits.
- Fire Training Facility: Scheduling project programming meeting with interim Fire Chief to discuss scope of work and funding.
- Bay Heights Boat Ramp: The official Request for Additional Information package will be submitted on April 4<sup>th</sup> with a follow-up FDEP meeting scheduled for Apr 9<sup>th</sup>.
- Carmalita Park Concession Stand: Pre-bid meeting was held with sealed bids due on April 2<sup>nd</sup>.
- South County Regional Park Soccer Concession Stand: Pre-bid meeting was held with sealed bids due on April 2<sup>nd</sup>.
- Airport Annex Master Plan: The RFP is under rewrite for sales tax approved items.
- CCSO District 1 HQ: The RFP completed awaiting sales tax consideration.
- 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:
  - Disposed of approximately 195, 000 sheets of paper as part of the paperless initiative.
  - Extended employment opportunities to 7 candidates.
  - Continue to partner with consulting firm Evergreen Solutions regarding Job Analysis and Description/Development study.
  - Recruiting for Public Safety Training Captain.
  - Assisted in Community Development Zoning Technician Interviews.
  - Assisted in Public Safety Training Captain Interviews.
  - Recruitment related activities and hiring processes
  - Employee related issues
  - Welcomed two new staff members to the Human Resources team.
  - 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
  - Miscellaneous coaching/development conversations
  - Professional Development to include webinar, reviewing industry journals, etc.

## **Human Services**

- Veteran Services staff attended Tampa Bay Rays Veterans Appreciation Day-300 tickets were given out for free to area Veterans.
- Senior Services staff attended the 'Preparing Environments That Meet the Needs of Elders' at the USF Campus Auditorium in Sarasota. Handouts were provided and will be shared with other department managers.
- Family Services staff met with representatives from Team Parkside to plan the Phase II Community Garden Dedication. The dedication was scheduled for April 3, 2014.
- Family Services staff also met with Charlotte County Public Schools to review the written standards for the Emergency Solutions Grant. A follow up meeting has been set to meet with all school social workers to provide information on program guidelines and the referral process.
- Housing staff began processing applications and determining eligibility for the CCU Hardship program.
- Senior Services staff met with HOPE staff; to discuss how our initiative Sharing Essential Resources Vital to Elders (S.E.R.V.E.) may use HOPE's PACE (Program for All-inclusive Care for

the Elderly) Program (Dual eligible Medicaid/Medicare recipients). Briefly discussed purpose and intent of SERVE and agreed that PACE may be a perfect fit for some of those seniors who will not be engaged to participate in other grant-funded programs due to lower priority scores.

- Senior Services staff also attended and participated in the Communities for a Lifetime Committee Meeting. Agenda consisted of; Safe Home Publicity and Updates, Parkside going forward topics, AARP Funding & Schedule, TEAM Parkside Meetings Board Meeting highlights and focus on Parkside children, grant possibilities.
- Veteran Services Officer, David Donohew was the guest speaker at the South West Florida Works monthly meeting. Staff attendance provided an opportunity to create awareness and education about programs and benefits for veterans and families.
- Veteran Services received a donation of hand-knitted blankets and caps to give to veterans at Bay Pines Hospital which will be routed through the Charlotte County Transportation Dept. for delivery by the VA van service.
- Veteran Services staff was doing a claim for a WWII veteran and his spouse when it was found out that the son was a Vietnam Veteran Prisoner of War. He and his co-pilot were shot down over Vietnam and taken prisoner. The son had never filed a claim through the VA nor enrolled in the VA Health Care System. Veteran Services set him up to see a Service Officer in Albuquerque, New Mexico upon his return there this month.
- Veteran Services paid a fond retirement farewell to Mel Yoshimura, the Post Traumatic Stress Disorder (PTSD) Counselor from the Sarasota Veterans Center. Mel provided counseling services at the Human Services Department on Loveland Blvd and has helped many Charlotte County veterans. Mel also participated in 7 of the 9 annual Homeless Veterans Stand-Downs and attended many of our veteran services outreach events. He will be greatly missed by both staff and our local veterans.
- Following the 2013 Community Needs Assessment process, Department staff in partnership with the United Way, conducted the initial meeting of "United Charlotte". Over 20 agencies were in attendance. All agencies agreed that they would like to continue meeting to develop community-wide priorities for the delivery of human services.
- Department staff participated in presenting information on two Sales Tax projects to the designated advisory committee; proposals were for the renovation and expansion of the Family Services Center in Parkside CRA, and for a dedicated Veterans Park (future site TBD).
- Veteran Services staff attended training provided by the Douglas T. Jacobson Nursing Home on the requirements to becoming a resident of the home.
- Senior Services staff submitted client applications for the First Alliance Church Compassion Weekend event serving elders in Port Charlotte. Home tasks that were requested on behalf of the seniors included painting, yard work, minor repairs and carpet cleaning. The church has assembled a group of volunteers to assist with projects.
- 211 staff completed the Mental Health Community First Aid training.
- 211 staff has begun updating the 211 Style Guide and other policies, procedures, and required documentation in preparation for the triennial renewal of the national 211 AIRS Accreditation.
- 211 staff participated in a meeting with Charlotte County Homeless Coalition (CCHC) and neighboring county to foster support and collaboration in collecting community data toward achieving the mission of preventing homelessness. 211 Charlotte and other Human Services Department staff are also working with CCHC, United Way and other community partners in implementing a common/universal data base for collecting data. A Memorandum of Understanding has been developed and will be presented to the Board of County Commissioners for approval at its April 22, 2014 meeting.

- 211 staff participated in the Crisis Intervention Training (CIT) conducted to train law enforcement officers and deputies on community resources available to assist with handling persons in crisis and in need of services.
- 211 staff, in partnership with Charlotte County's IT Division, has completed the 2013 community service call needs by zip code. These data are on the County's website.

## **Public Safety**

- Animal Control: No information to report.
- Emergency Management: No information to report.
- Fire:
  - On Friday March 14<sup>th</sup> at 2pm Charlotte County Fire and Emergency Medical Services held the dedication of Advanced Life Support Rescue 4 at Fire/EMS Station #4 located at 13600 Marathon Blvd. Gulf Cove, Florida. Members of the community, media, and County Commissioners, were in attendance at this event. Commissioner Bill Truex and Commissioner Stephen R. Deutsch provided information on topics of staffing the rescue, how the additional rescue benefits the residents throughout Charlotte County, decreased wear on existing rescues and decreased fuel consumption. Chief Marianne Taylor, Interim Director of Public Safety, and staff spoke on reduction in response times, the premise and methodology to ensure the best emergency response possible during busy periods. Staff also shared information on the department's implementation of "Condition Red". "Condition Red" is used to identify when rescue operations fall to a level of only 4 units or below are available county-wide.

## **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 are available on the public Web site.
  - Week of April 01, 2014: Sodding is underway on Midway Boulevard. The restoration on Veterans Boulevard, Toledo Blade Boulevard and Rio De Janeiro Avenue will begin this week. Milling and resurfacing is on-going on Sandhill Boulevard in Deep Creek and, weather permitting, should be complete by Friday, April 4, 2014.
  - Once the milling and resurfacing is complete on Sandhill Boulevard, the paving operation will move back into the Greater Port Charlotte District to finish base repairs and begin paving in the Olean 1 area. There is approximately 4,800 square yards of 6" base repairs that need to be completed in this area. To date, Ajax Paving has placed approximately 17,594 tons of asphalt in the Road and Bridge District, and 1,394 tons of asphalt in the Greater Port Charlotte District. The percentage of work completed on this contract is 19.58% and the percentage of time spent is 13.41%.
  - 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 contractor is mobilizing personnel and equipment to the project site. The excavation and removal of 22 gopher tortoises is complete. Surveyors are on-site delineating the project limits and crews are installing two feet high erosion control barriers along the rights-of-ways. The contractor began clearing for the first stormwater pond. Construction is projected to be complete in September 2015.

- 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 have hampered progress. The contractor requested and was granted a time extension; the revised contract end date was March 31, 2014. The Contractor (Marine Contracting Group) will be in liquidated damages starting April 1, and is doing everything they can to complete the project as quickly as possible.
- 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 all of the public dredging for this project; they are not going to dredge the outer channel to the over-dredge tolerance. A reduction of quantities will be applied to their final billings. The Contractor is in the process of cleaning up the last of the project and the Notice of Substantial Completion was issued. The Consultant is in the process of compiling the as-built information and project certifications. Marine Contracting Group is working to restore the spoil site and close all permits.
- 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. Construction is projected to be complete in the fall of 2014.
- The temporary bridge is in place across the DeSoto Canal and traffic has been routed onto the temporary bridge. A progress meeting was held January 15, 2014; a representative of the school board attended and was very pleased with the safety of the children traveling to school through this construction zone.
- Feb 24 - March 10, 2014: All production piles are installed and the sheet pile installation is underway.
- March 24, 2014: All sheet piles are complete and the contractor is forming up the pile cap on the east side.
- 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 completed all concrete work, ditch regrading, and sodding on Rotonda Boulevard North. Striping operations on Rotonda Boulevard North are underway. Construction continues on Rotonda Boulevard East; approximately 1,200 linear feet of sidewalk and 13 driveways have been poured. The recent heavy rains slowed the work down; crews are trying to dry things out to continue pouring.
- 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.

- U.S. 41 Microtunnels / Weirs – This project involves engineering and permitting for the directional drilling of culverts under U.S. 41 at the Fordham, Elkcam, and Pompano Waterways, replacement of culverts at the North and South U.S. 41 Access Roads, within the Pompano Waterway, replacement of a stand-alone weir across the Elkcam Waterway, north of the U.S. 41 Access Road, and replacement of a stand-alone weir across the Fordham Waterway, north of the U.S. 41 Access Road. The U.S. 41 Access Roads at the Pompano Waterway were closed to traffic the week of January 6, 2014.
- Week ending March 29, 2014: Huxted Tunneling started the first Microtunnel Project in County History on Monday, March 24, 2014. On Friday March 28th, the tunneling machine came out the other side on target under U.S. 41 at the Pompano Waterway. Zep Construction completed the placement of 60 inch reinforced concrete pipe (RCP) under the southbound Access Road and is constructing the new weir on the northbound side. Zep Construction is mobilizing equipment to the Elkcam Waterway to begin the preparation procedures for the second boring pit this coming week. 168 linear feet of 60 inch concrete boring pipe was installed at the project site this week.
- 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. Construction will continue through the summer of 2015.
- Clearing and grubbing continues throughout the entire project. Storm drain installation is underway on the southern end of the project and is moving northward. Excavation of a stormwater pond is underway at Sunset Road. The material excavated from this pond is being utilized as embankment to cross an existing pond further south in the project.
- We have received many inquiries about work taking place NORTH of State Road 776; the contractor is in the area clearing and grubbing. This area will be utilized as a flood plain compensation site similar to the site that exists adjacent to Winchester Boulevard North. This flood plain compensation site is required to balance the fill that was placed within the Oyster Creek / Gondolier Waterway flood plain to build Winchester Boulevard.
- 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.
- 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 is currently working on the 60% plans. We are working with the Florida Department of Transportation to discuss the plans and secure the land lease agreement. Design is projected to be complete in November 2014.

- C.R. 771 (Gasparilla Road) Widening – The purpose of this project is to widen C.R. 771 (Gasparilla Road) to a four-lane divided roadway, from S.R. 776 to the vicinity of Rotonda Boulevard East. The project will include the installation of sidewalks and bicycle facilities.
- Halfacre Construction staff met with County staff on March 31, 2014 to discuss and finalize the Guaranteed Maximum Price. 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. Construction is projected to begin in the summer of 2014.
- Edgewater Drive Widening Phase Two – This project will widen Edgewater Drive, between Harbor Boulevard and Midway Boulevard, to a four-lane arterial roadway, designed to better serve the central portion of the County and accommodate anticipated traffic growth in the corridor. The project will include replacing three bridges (West Spring Lake Waterway, East Spring Lake Waterway, and Sunrise Waterway) and improving five intersections, four of which will be roundabouts. Improvements include a raised median, curb and gutter, sidewalks/bike lanes, and landscaping.
- The 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.
- 100% design plans have been received and are under review. Upon completion of review by County staff, the plans will 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 projected to begin in the summer 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 submit the 100% roadway design plans by the end of April 2014 for County staff to review. Charlotte County Real Estate Services is currently working on Temporary Construction Easements needed for construction. Construction is estimated to begin in the fall of 2014.
- 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 bid specs and plans to the Purchasing Department which will be reviewed for compliance and then placed out for bid. Construction is projected to begin in the summer of 2014.
- Parkside - Harbor Boulevard Improvements (U.S. 41 to Olean Boulevard) Phase 2 – The Road Feasibility and Traffic Study (Phase 1) is complete on Harbor Boulevard from U.S. 41 to Olean Boulevard. Phase 2 design includes roadway improvements consisting of a four lane divided roadway with a 16' – 20' raised median that will provide for safer turning movements, 8' – 10'

multi use paths on both sides, landscaping, decorative lighting, wayfinding and a gateway feature. Utility improvements are included in this project.

- The design team is preparing options including gateway features, lighting, access management, landscaping and amenities to present to the Board of County Commissioners at a workshop on April 15, 2014. Design is projected to be completed in late 2014.
- Placida Road - The original scope of this project was to widen Placida Road from a two to a four lane divided roadway from Cape Haze Drive to the Boca Grande Causeway with curb and gutter, sidewalks, and bike facilities. The BCC decided to postpone road widening 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. Giffels-Webster is working on 60% plans and coordinating with other utilities to identify and resolve conflicts in the corridor.
- 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 end of March 2014.
- 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.
- Construction bids were opened on February 26, 2014. A recommendation to award this project will be presented to the Board of County Commissioners on March 25, 2014.
- 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 - 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. 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 was 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 end 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 100% design plans have been received and reviewed. The design team is developing responses to review comments; 100% plans are projected to be resubmitted in April 2014. Permit applications were submitted to the permitting agencies and the Project Specifications and Cost Estimates have 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. Design is projected to be complete in the spring of 2014 with construction starting in the summer of 2014.
- Coastal Projects:
  - 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. Construction is projected to begin in the spring of 2015.
  - Alligator Creek Maintenance Dredging c390502 – The MSBU Committee requested that engineering services be sought to engineer, permit, construct and manage the removal of silt to existing permitted conditions and pursue seeking permits to increase the depth of the access/main channel to -6 feet Mean Low Water (MLW). If maintained to existing conditions (-5 feet MLW), the approximate volume of material to be removed is about 3,000 cubic yards.
  - The Army Corps of Engineer (ACOE) permits expire March 2014; re-authorization of project permits is underway. Plans and specifications are complete pending any revised permit language required by agencies. The FDEP permit was received and the permit application is still under review by the ACOE. Construction is projected to begin in the summer of 2014. The bid specifications are being drafted for 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.
  - Johnson Engineering was selected to provide services for this project and is currently reviewing the pre-existing permits and documents. They will begin surveying the area to obtain information on existing conditions that will facilitate the permitting and engineering of the project.
  - 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. The letters are due back in April and review/selection will take place upon receipt. More information will be provided as it becomes available.
- 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 with submittal to the permitting agencies in early April 2014. Staff reviewed the 80% design plans with the consultant (Stantec) and permitting strategies were discussed. These strategies should lead to a streamlined process.
- Manchester Waterway Maintenance Dredging - Maintenance dredging will be conducted in the Manchester, Ackerman and Hyattsville Waterways to provide safe navigation to the citizens who utilize the waterways. This project is located within Gasparilla Sound - Charlotte Harbor Aquatic Preserve.
- The FDEP and ACOE permits were issued. The Consultant and County staff were successful resolving permitting delays with the ACOE. This project is advertised for bid; the pre-bid conference is scheduled April 9, 2014 with the bid opening scheduled for April 30, 2014.
- 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 was determined that dredging the Pirate Harbor Access Channel may be viewed (by the permitting agencies) as “acceptable” and will require a standard general permit to dredge 2,300 feet of the access channel. A change order is in process that will allow Coastal Engineering Consultants to continue their work on this project with a new permit application. If the change order is approved, this task will be placed back on their contract. Design/permitting is projected to be complete in May 2015.
- 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 (NMF.) The Consultants are making every attempt to work with ACOE and NMF to expedite the process. Johnson Engineering completed the construction plans and is in the process of drafting the bid specifications.
- 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 was held March 5, 2014 to discuss 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 includes the installation of stormwater structures on Church Street and Bayshore Road (BMP 6) and on Harper Avenue (BMP 29) as Phase 1 of this project which is complete. Phase 2 includes the installation of stormwater structures on Central Avenue near Oakley Street (BMP 25), near Church Street (BMP 26) and near Main Street (BMP 42).
  - A work order was issued to Giffels-Webster to begin design on February 6, 2014. 30% plans are expected by the end of March 2014.
  - DeSoto Canal Bank Restoration and Stabilization Phase 2 - Subsequent to clearing the canal banks it was discovered that the slopes had degraded resulting in erosion. Design and reconstruction of the slopes is necessary to prevent future degradation.
  - Re-construction of the canal slopes in Phase 1 is complete. Phase 2 (continuation to Harbor View Road) will go out for bid after the ACOE permit is received. Procurement is expected to be completed after June 30th, due to Scrub Jay nesting season.
  - Little Farm Road Culverts – The scope of this project is to design, permit and construct culverts to replace the concrete swaled portion near the end of Little Farm Road. The construction plans call for sixteen (16) 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.
  - 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. It is anticipated that construction will start in April 2014 and will be complete 150 days after commencement.
  - 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 8,000 cubic yards of material to be removed from the waterway. Material will be removed from a 50 foot wide section in the center of the waterway approximately 3,400 feet from Jennings Boulevard to east of David Boulevard.
  - The 90% design plans were received and are under review. The Design Engineer identified property sites that will be needed in order to access the project and stage equipment; four properties have been secured for use between Jennings and David Boulevards. The Real Estate Services Department is working to secure at least two easements on the east side of David Boulevard. Permits have been secured for this project and construction is projected to run from December 2014 through March 2015 during the dry season.

- 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.
- The SWFWMD pre-application meeting was held January 23, 2014. Johnson Engineering completed the survey collection and the structure design. Staff is currently reviewing the 100% design plans. We are still awaiting the ACOE permit; once ACOE permit approval is received, the project will go to the Purchasing Department to start the procurement process.
- 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 for construction in the spring of 2015. 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 the 30% plans are under review. The 30% design plans were submitted to the utility companies for review. This structure is not scheduled for construction until late 2015.
- Stormwater Control Structure Replacement - Niagara Waterway at Peachland NIA 5.72 - This project provides for the construction of a stormwater control structure under Peachland Boulevard at the Niagara Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing stormwater control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure will be upsized from one 48" RCP and 22' weir to two 36" RCP's with a 6' weir.
- The design is complete and permits have been obtained. Based on current funding, construction is projected to begin in the spring of 2015. 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. 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 was held March 12, 2014; construction is scheduled to begin May 19, 2014 and will be completed in late September 2014. This is a 115 day contract.
- 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 Burnt Store Lakes (MSBU-South Burnt Store Lighting & Landscaping) – Project and punch list are complete.
  - Burnt Store Road Project – (Pedestrian Features /preemption conflict with Seminole Gulf Railroad) Final plans have been received, reviewed, and forwarded to Seminole Gulf Railroad to begin design. Seminole Gulf Railroad hired a Consultant to investigate needs pertaining to the Acline Road crossing.
  - Edgewater Phase II Construction – Awaiting bidding process/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. Lighting District staff is awaiting additional comments/adjustments from the design engineer. Final plans were provided to the CM at Risk; they are working on guaranteed maximum pricing.
  - Midway Boulevard Widening Project – Reviewed 90% signal and lighting plans; comments were provided to Project Manager. Staff is working to resolve traffic signal plan concerns. 100% signal and lighting plans are in progress.
- Lighting Projects – Departmental Projects:
  - Work continues to combine fiber optic pull boxes, needed by both the Lighting District and the IT Department, from two pull boxes to one pull box. Over time, this will increase efficiencies by lessening maintenance and materials.
  - Completed annual preventative maintenance on traffic signals at the following locations:
    - US 17/Disston Avenue
    - US 17/Bermont Road
    - US 17/Regent Road
    - US 17/Northbound I-75 Ramp
    - US 17/Southbound I-75 Ramp
    - US 17/Marlympia Way
    - SR 776/Newcomb Road
    - SR 776/Gulfstream Boulevard
    - Toledo Blade/Hillsborough Boulevard
    - Airport Road/Taylor Road
  - Began the installation of replacement pedestrian push buttons at FDOT intersections in West, Mid, and South County. We have been experiencing a high failure rate with the old buttons. The button assemblies were purchased by FDOT and provided to the County.
  - Monitored the installation of replacement Vehicle Detection Inductive Loop Assemblies at US 41/Veterans Boulevard, Veterans Boulevard/Murdock Circle, and Rio De Janeiro Avenue/Harborview Road. (All of the loops were milled up during the resurfacing of these roads.)
  - Repaired wiring issues for the pedestrian pole in the NE corner of SR 776/Gulfstream Boulevard. Rotting insulation was causing electricity to bleed onto the aluminum pole creating a potential for electrical shock.
  - Cleaned video detection camera lenses at multiple locations in Mid and South County.
  - Repaired illuminated street name signs at:
    - Veterans Boulevard/Atwater Street
    - US 41 at South Cranberry Boulevard/Cornelius Boulevard
    - US 41/Toledo Blade Boulevard
    - Jones Loop at Knights Drive/Mac Drive

- Annual Malfunction Management Unit (MMU) testing is underway for all signalized intersections.
- Monitored contractors removing mast arm assemblies and foundations on Placida Road at Palm Plaza.
- Responded to a street light pole knocked down as a result of a vehicle accident along Piper Road. Picked up debris and made the area safe until permanent repairs can be made.
- Developed a new configuration to enable Bosch cameras to complete screen tours and snapshots of intersections and roadways to cover more corridors for Traffic Incident Management.
- Testing new configurations to utilize Iteris detection cameras to include count zones to bring vehicle count data back to the Traffic Management Center. At the present time, count data is reliable at the test location and we will pursue other intersections.
- Development of new system timings on SR 776 from Gulfstream to San Casa was completed; FDOT will finalize approved timings. Positive results continue to be achieved for the area with less delay and improved capacity.
- Continued integrating Bosch IP cameras to use available video drivers for utilization in Cameleon.
- Staff attended McCain webinar on Signal Timing 102 – Actuated Signal operations and Volume Density.
- Locates Performed
- 170 requests for underground utility locates were received, generating 72 tickets for locates.
- Trouble Calls
- 12 trouble calls received, and resolved.
- Maintenance & Operations:
  - Week Ending March 04, 2014: Two outfall crews completed nine swale intersection conversions (installed pipe where a swale in the road existed) in Northwest Port Charlotte. Work includes laying asphalt over the new pipe. 1.4 miles of shoulder repairs were completed on Como Street from Edgewater Drive to S.R. 776. An outfall crew replaced driveway pipes in Greater Port Charlotte, Punta Gorda and the Road and Bridge District. General clean-up and sod is forthcoming. 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 picked up 9,940 pounds of trash and debris from the rights-of-ways throughout Charlotte County.
  - Week Ending March 25, 2014: Drainage crews completed over 16,000 square feet of line and grade (drainage work) on Swiss Boulevard, Como Street, Caldwell Lane, Dobell Terrace and Tappan Zee Drive. Drainage crews replaced two driveway pipes (40 linear feet) with 14 x 23 reinforced concrete pipe (RCP) on Swiss Boulevard in the Charlotte Ranchettes. The shoulder repair crew corrected roadway shoulders along 1.9 miles of O'Hara Drive from Briggs Circle to Midway Boulevard.
  - Week Ending April 1, 2014: Throughout the County, drainage crews completed a little over 35,250 square feet of line and grade. "Line and grade" is a phrase used to describe how roadside swales are cleaned out with heavy equipment. This work is never ending and is critical to ensure that water flows towards the proper outfalls. Crews also completed over two miles of shoulder repair. This work provides for a safe recovery area off of the paved portion or "shoulder" of the road in the event a car veers outside of the travel way. This work not only serves to make the roads safer, but also protects our paved surfaces. If water is allowed to lie next to the road or on the road shoulder it will deteriorate the road and underlying base, greatly reducing the road's useful lifespan. Crews in Rotonda also extended a forty-eight inch corrugated aluminum pipe into a canal where, in the past, there was a recurring erosion issue.
- 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 was held on February 26, 2014, and a notice to proceed was issued for April 14, 2014. 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. Request for Proposals were received on March 12, 2014. These proposals will be shortlisted on March 24, 2014 and a recommendation to award the design contract will be presented to the Board of County Commissioners on April 22, 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 January 30, 2014. Additional information was submitted to SWFWMD on March 14, 2014 in response to a request for additional information. The additional information provided is currently under review by SWFWMD staff.
- 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 was issued for March 18, 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 recognized the winners of the 2013 Recycle-Bowl winners on March 18, 2014 at the Charlotte County School Board Meeting. The participating Green Teams, teachers, principals, and custodians were recognized for their efforts during the Recycle-Bowl competition which was held from October 10, 2013 through November 15, 2013. Each school received a cash award for their Green Team. Port Charlotte Middle School was recognized as the winner for the state of Florida. They received \$1,000 from Keep America Beautiful.
  - The participating schools and the amounts they recycled per student and teacher are:
    - 1<sup>st</sup> Place: Port Charlotte Middle - 6.73 pounds per student and teacher
    - 2<sup>nd</sup> Place: Liberty Elementary - .53 pounds per student and teacher
    - 3<sup>rd</sup> Place: East Elementary - 2.98 pounds per student and teacher
    - 4<sup>th</sup> Place: Punta Gorda Middle - 1.19 pounds per student and teacher
    - 5<sup>th</sup> Place: Lemon Bay High School - .94 pounds per student and teacher
  - The Great American Cleanup kicked off on March 8, 2014 with more than 700 volunteers registering to help clean up Charlotte County. Cleanups continue through the month of April with volunteers from civic organizations, Boy Scouts, Girl Scouts, community/homeowner groups as well as from students from the ROTC and National Honor Society. Community Cleanups are part of the annual Great American Cleanup. Team Parkside conducted a community cleanup on March 1<sup>st</sup> that collected 1,320 pounds of material.
  - About 25 students from Good Shepherd Day School participated in the first educational workshop at the Punta Gorda Nature Park on March 28, 2014. The park is a learning garden with the City of Punta Gorda, the Punta Gorda Isles, Green Thumbs and Keep Charlotte Beautiful contributing together to the park and garden. Keep Charlotte Beautiful contributed funds to create the spice garden and the sign for the butterfly garden. The garden provides areas of learning for students and adults.
  - Members of the Leadership Charlotte class toured the Charlotte County Zemel Road Landfill on March 13, 2014. The tour covered a detailed history of the landfill and waste disposal in the County. James Pontbriand, Solid Waste Supervisor, began the tour at the Landfill's Scale House where all vehicles are required to be weighed and the materials are identified to assess the appropriate tipping fees. The class was then taken throughout the Landfill to show them firsthand how different materials - from household garbage, tires, construction materials, metals and yard waste - are segregated and why.
  - The tour also demonstrated how the County is taking advantage of every opportunity to be green and cost effective by collecting methane gas and converting it into enough energy to provide electricity to up to 3,500 homes. The class also learned about the new composting facility that is converting dewatered sludge and yard waste into class AA compost that is sold to framers, golf courses, nurseries, etc. Kirk Kettler, Utilities Chief Operator, walked the class through the Leachate Treatment Facility and discussed the processes that take place there.
  - The Solid Waste Division participated in the International Air Show the weekend of the March 28 – 30, 2014 at the Punta Gorda Airport. The partnership between the Solid Waste Division and Waste Management ensured that recycling and garbage, for the approximately 40,000 attendees,

was handled in an efficient and professional manner. This year the recycling containers were changed to those currently used by residents in Charlotte County to reinforce the identification of yellow tops used for recycling in our community. The only difference was the drilling of 4" holes in the top to keep the recyclables as free from garbage contamination as possible. To further promote recycling, the organizers of the event requested that all beverages be served in recyclable containers.

- Keep Charlotte Beautiful volunteers provided ash receptacles for the Florida International Air Show. The receptacles were purchased for events through a grant that Keep Charlotte Beautiful received from Keep America Beautiful. The Cigarette Litter Prevention grant provided pocket ashtrays to be given to smokers. Keep Charlotte Beautiful volunteers passed out more than 400 pocket ashtrays to smokers during the event.
- Traffic Signing & Marking:
  - Herbicide = 3,038 objects
  - Legends Installed/Maintained = 357
  - Marine Signs Repaired = 32
  - New Signs Installed = 18
  - Raised/Reflective Pavement Markers Installed = 4,068
  - Signs Inspected = 6,568
  - Signs Manufactured = 228
  - Signs Repaired = 941
  - Special Traffic Counts = 8
  - Speed Studies (for Sheriff's Office) = 12
  - Striping = 213,863 feet (approx. 40.5 miles)
  - Traffic Counts = 44 stations
  - Trouble Calls (after hours) = 9

## **Tourism**

- Marketing and E-Media
  - Chip Futch and Jerry Jones have been working together on the production of a series of short videos showcasing our area attractions and events. The first two videos to be launched feature Peace River Wildlife Center and the Punta Gorda Farmers' market. Below is a link to the Peace River video. Please note: the video is still in post-production. The opening and closing screens still need to be edited. We thought, however, you would like to get a sense of what this series will entail.
  - The RFP for the new VCB website has been completed and will be posted on the County purchasing site next week.
  - <https://www.youtube.com/watch?v=kIAV8gu6OmA>
- Public Relations and Communications
  - EDITORIAL SUPPORT:
  - Jennifer Huber provided editorial support to Christine Tibbles for an article in Tifton Scene magazine (January media FAM participant); Warren Resen (Jan. 2014 media FAM participant); Myscha Theriault, McClatchy-Tribune News Service (Feb. 2014 visit); and Sunseeker magazine, the inflight publication for Allegiant air including photography. Also, submitted content for a potential CoastalLiving.com article about kayaking.
  - ARTICLES RESULTING FROM VCB EFFORTS:
  - Science writer David Dickinson published a story about Edison State's Observatory as a direct result of his February visit. The article was syndicated and published in outlets such as VancouverSun.com, www.montrealgazette.com and www.Canada.com.
  - <http://o.canada.com/technology/space/visiting-the-charlotte-campus-observatory-near-punta-gorda-florida/>
  - Outdoor writer Jan Maizler published this post on the Bass Pro Shop's blog as a result of his January 2014 visit. <http://www.basspro1source.com/index.php/component/k2/18-saltwater-fishing/2356-travel-blog-charlotte-harbor-florida>

- As a result of the January 2014 media FAM, Christine Tibbles has published two articles. One is in the March/April 2014 issue of Tifton Scene magazine and the other on [www.TravelingMom.com](http://www.TravelingMom.com).
- <http://www.iomag.com/magazine/tifton-scene-march-april-2014/0528254001393960437?page=2>
- <http://www.travelingmom.com/muscle-car-city-punta-gorda-florida/>
- MEDIA RELATIONS
- Wendy & Bob Lindsay, March 21, 2014
- Jennifer Huber hosted Wendy and Bob Lindsay, Canadian-based freelance writers who winter in the Naples area. They frequently write about spring training baseball. Cindy Dobyns with AboveWater PR met Wendy during the SATW Canadian chapter conference in Sarasota in Dec. 2013. The couple are Blue Jays fans and the Rays arranged tickets for them to attend Rays vs. Jays game. Following the game, Jennifer took the Lindsay's to dinner at River City Grill, since they have a dish named for Joe Maddon and a corner dedicated to the Rays.
- Englewood-Cape Haze-specific Media FAM, May 16 – 19:
- Due to Allegiant's flight schedule, the dates of this FAM have shifted to May 16 – 19 from May 15 – 18. In conjunction, have been working with the PR agency to plan this trip including the itinerary and securing partners to work with. Six journalists have confirmed so the trip is at capacity. Two journalists are from Allegiant's Long Island market, one is from the New York City area and three are Florida-based.
- Greg McDowell, Ontario Sailor Magazine, June 2014 TBD:
- Greg is an avid sailor and per VISIT FLORIDA's recommendation, a good fit for Charlotte County. His publication reaches a niche group of Ontario sailors. The Bureau is looking at tentatively bringing him down the first week of June 2014. Reached out to the Punta Gorda Boater's Alliance who said they could find sailors to take him out during his visit.
- SOCIAL MEDIA
- At the beginning of March, the VCB had 3,437 followers and ended the month with 3,517. Twitter is a way to share items in 140 characters or less and people who follow the account are specifically interested in what the Charlotte Harbor VCB account is posting (<http://twitter.com/chgiflorida>)
- Jennifer Huber used Twitter to remind followers to vote for the Charlotte Sports Park in the USA Today 10Best spring training facility poll.
- The Bureau hosted a Tweetup during the March 9 Tampa Bay Rays game. A Tweetup is a gathering of people of use Twitter to share in real-time what is happening. The purpose of the event was to generate interest in Charlotte County as a destination during spring training. Commissioner Chris Constance, chair of the Charlotte County Tourist Development Council, joined the group at the Charlotte Sports Park. The Tweetup was attended by 10 Twitter users from Charlotte County, Tampa Bay and one attendee from Orlando. The event generated an estimated 1.4 million impressions on Twitter, reaching more than 63,000 individual Twitter accounts. Participants also shared the experience on their Facebook and Instagram accounts.
- Prior Smith of Canada Calling has been providing weekly air checks from his broadcast. Through a marketing campaign he will broadcast select events on this show from November – April. These include air checks by local destination ambassadors.
- Charlotte Harbor & the Gulf Islands is included in VISIT FLORIDA's Chinese visitor guide.
- Jennifer Huber volunteered as a Rays Ambassador during the March 21<sup>st</sup> game. It was an opportunity to welcome visitors to the stadium and handout a flyer to encourage fans to vote for the Charlotte Sports Park in the USA Today 10Best poll.
- Jennifer also provided onsite media assistance at the Florida International Air Show, March 28 & 30.
- Partner Relations
  - The VCB held a retreat with 21 members of the hospitality industry to discuss the re-organization of the Charlotte County Hospitality Association. During the retreat, industry members discussed what benefits they wanted from their membership in the organization. They also discussed what has and has not worked in regard to meetings and programs. During the meeting, a new board and executive leadership were identified. The VCB has assisted the organization with the creation

of a website and Deanna Fritz from our office will act as a liaison to the board, helping to provide consistency in communication to the board and membership. The first meeting of the newly re-organized association will be held April 23 at the Cultural Center. The program will be, "How to Develop and Place an Effective Ad."

- Film and Digital Media
  - Jerry Jones has been working with Chip Futch on the creation of short videos (mentioned in the first paragraph of this report). These videos are part of the VCB goals for FY 14 and 15. Our goal is to have 20 short videos created by the end of FY 15.
  - "Beachfront Bargain Hunt," and HGTV production, filmed two episodes in Charlotte County. Jerry Jones assisted the production with information and location permissions. The episodes have now garnered more than 25 million view impressions for Charlotte County.
  - "Buying Beachfront" the pilot sponsored by the VCB, has been completed and now moves into the sales stage. The pilot will be shopped to various networks.
- Sports
  - The VCB spearheaded the social media push for the USA Today "10Best.com" vote for the nation's best spring training facility/city. As you know, the Charlotte County Sports Park won by a considerable number of votes. We purchased the rights to use the "10 Best" logo on our communications and website for one year. The rights are for all county government entities so the Sports Park and Community Services as well as County administration can use the logo. The cost to purchase the rights to the logo use were split between the VCB and Community Services. The cost was \$1500.

## Utilities

- Engineering Services:
  - 1,181 Locates Processed from Sunshine State One Call; 6 Developer Agreements Prepared; 28 Residential Service Availability Letters Prepared; 6 Commercial Service Availability Letters Prepared; 28 Residential Service Applications Processed; 397 CIP inspections; 105 Developer Inspections.
- Business Services:
  - Web Services – Issues that need to be resolved were discovered upon transfer to production mode. Bill Print has been successful. We will not be renewing our software contracts with Group 1. We now have much more flexibility with bill design and print.
  - Fixed Base Meter installation - Phase III infrastructure has been installed. Over 300 meters have been installed during the month of March. Staffing issues involving FMLA have slowed this process.
  - Customer Service: total number of customers to the lobby was 1,153.
  - Delinquencies: total delinquency revenue for the month was \$39,506 FY 14 total: \$237,779.
  - North Port: processed 3,558 payments; total revenue for March was \$732. The total amount for the fiscal year is \$6,373.
  - Accounts Receivable: the accounts receivable over 90 days remained fairly constant, changing only slightly from 44% in February to 43.89% in March. The accounts receivable within 30 days stayed consistent at 51.23% both February and March.
  - Electronic Bill Payment: 61% of all CCU bills.
  - Banner Upgrade: Staff is working to clean up data in the current system. Meetings with Ventyx on aligning the current system so that the migration is less problematic. Developing Kick off meeting with vendor for the beginning of May. Ventyx is installing the software to the new server.
  - Share point: 65% of customer premises files established.
- Operations Division:
  - Treatment Facilities:
    - 220 preventative maintenance, 25 corrective and 6 emergency work orders were completed.
    - 17 Residential cross-connection inspections were completed. Backflows at 9 lift stations, 6 treatment plants, 2 hydrants and 2 reclaimed water sites were tested. New springs and gaskets were installed where needed.

- Burnt Store WTP: Replaced damaged piping on Train B Raw Water Influent Line.
- East Port WRF: Repaired the #2 belt press water pump, disassembled and pressure washed the turbo disc filter numerous times due to plant construction and upgrades. Lowered the #1 bar screen to the ground to make mechanical repairs.
- Rotonda WRF: Completed annual Membrane Bio-Reactor (MBR) cassette inspections, replaced electric motor bearings in the reclaimed water jockey pump. Rebuilt/reinstalled/tested a 40hp electric motor on the #2 transfer pump. Successfully tested pumping of reclaimed water to Riverwood.
- West Port WRF: Completed electrical connections for a new 16" reclaim flow meter. Successfully tested pumping of reclaimed water to the Sports Park and Riverwood.
- Staff Training: 3 staff members attended First-Aid/CPR/AED training, 1 received a Backflow Prevention Assembly Testing certificate, and 1 received a Water Distribution 2 certificate.
- Vacant Positions/New Hire: Interviews are scheduled to fill the Backflow & Reclaim Specialist position. The East Port Plant will welcome its newest operator (Luke West) on April 9<sup>th</sup>.

Water Distribution:

- 2 employees attended short school for the Water Distribution Operator 3 license.
- 4 employees attended training on the new John Deere excavator.
- One Instrument & Control Tech attended training for the Singer altitude valves.
- Sent the #4 pump for the Walenda Booster out for repair, the cost for the repair exceeded the cost for a new pump. New pump on order.
- Removed the old mechanical backup for the Rotonda Booster #4 pump.
- 3/6/14 activated the Englewood Interconnect pump station at a rate of 800 GPM. This has shown an increase of pressure and flow into the Rotonda area improving the water quality in both East Englewood and Rotonda.
- #2 motor at the Englewood station has shorted. New motor on order.
- Entered a sample for the AWWA regional water taste test on Mar 7<sup>th</sup>. Sarasota County won the event.

Wastewater Collection:

- Gravity/Force Mains: 41 sewer Air Release Valves (ARVs) were serviced with 3 needing repairs which were completed; 2 new ARVs were installed on the El Jobean force mains; 2 gravity services were located, excavated, and extended for plumber tie-ins at new construction; 3 manhole rings and covers were replaced/re-cemented; 4 gravity sewer main blockages were cleared; investigated 14 backups/odor complaints which 10 were determined to be customer problems; 17 new LPS services were installed for new construction; 2 LPS main leaks were repaired; underground piping/valves were installed at L/S #26 to by-pass the station; Salyers Rd. LPS main extension was completed and home at 1273 Salyers was connected to sewer.
- Lift Stations: 277 PM work orders were completed; 79 corrective work orders were completed; L/S #302 received new discharge lines and valves; L/S #65 final drive came in and was installed by the I&C Techs' L/S #126 Eastport Master had both drives rebuilt and was placed back in service; the Rehab Crew worked with the Gravity Crew on multiple projects.
- Low Pressure Sewer: Responded to 258 service calls; 17 standard upgrades were completed; 3 I & I upgrades completed in the test area of Charlotte Harbor L/S #72; changed out 2 failed tanks; installed 3 mandatory connections.
- 2 employees attended the FW&PCOA Short School for Wastewater Collection Level 'A' certification; 1 employee attended the Short School for his Wastewater Collection Level 'C' certification.
- Water Conservation & Public Outreach:
  - Currently under Southwest Florida Water Management District's year-round water conservation measures (watering only 2 days a week). Updated display in Murdock lobby.
  - Citizens Educational tours during March 2014: Rotonda WRF and (2) Burnt Store tours.
  - Accepted Proclamation for declaring April as Water Conservation Month.

- Human Resources:
  - Total positions: 200. Vacant positions: 11
  - Actively recruiting for all positions: Business Service Supervisor, Engineering Service Coordinator, (6) Maintenance Mechanics, Line Technician, Plant Operator and Backflow & Reclaim Specialist.
  - Offers pending on 6 positions: (4) Maintenance Mechanics, Line Technician, and Plant Operator
- PR/MRWSA Water Resources:
  - Rainfall in the Peace River Basin for past year is 4"+ below normal, but NOAA projections for the spring are for near-normal rainfall in southwest Florida. River withdrawals in February averaged 21 MGD.
  - 28.00 MGD of water went to customers on an average day in March and there was approximately 9.67 BG of water in storage, representing nearly 1 year of supply.
  - Authority staff and member staffs met on March 5<sup>th</sup> to discuss the FY15 tentative budget, the upcoming April 2<sup>nd</sup> Board agenda, draft changes to the Authority's Strategic Plan and the 1991 PRF Rebuild
  - County Administrators and staff met on March 14<sup>th</sup> to discuss the upcoming April 2<sup>nd</sup> Board agenda and the 1991 PRF Rebuild. It was noted that the Authority had put together 2 applications for project funding by the State Agricultural and Natural Resources Appropriations Subcommittee. Mr. Lehman made the presentation personally on February 18<sup>th</sup>.
    - Project 1: Increase and re-rate 1991 PRF by 3 MGD for \$3M
    - Project 2: Increase and re-rate REP facilities by 4 MGD for \$4M
  - County Attorney, County Administrator and Utility Staff held a teleconference on March 20th with legal consultant to discuss strategy for 1991 PRF Rebuild negotiations.
- Regional Reclaimed Water Expansion Phase 2:
  - *Transmission Main (Stage 1):* The contractor completed the work installing the reclaimed water main to the rear of the West Port WRF and connection was made to the reclaimed water pond influent piping. All piping has been tested and passed. The request to place the entire reclaimed water main installed under this contract from Willow Bend Road to the West Port WRF plant was submitted to the FDEP on March 14, 2014. The FDEP approved placing the system into operation on March 31, 2014. The surveyor submitted as-builts for the reclaimed water main on March 25<sup>th</sup>. Initial comments were sent back to the surveyor on March 27, 2014. A resubmittal was made by the surveyor on March 31<sup>st</sup> which is currently under review. On March 14<sup>th</sup> a request was made to the FDOT to close out two of the three permits that were required for the project. It is anticipated that the FDOT will do their final inspection the first week in April. The third permit cannot be closed out until the as-built drawings for the reclaimed water main have been approved by CCU. The contractor was sent a punch list for items that remain to be completed which they worked on the last week of March. Once the punch list is completed and the as-builts are approved a final change order will be executed to balance out the bid quantities to reflect the final installed improvements and to pay for additional work that was required to successfully complete the project.
  - *Pumping Station (Stage 2):* On March 20, 2014 a representative from Allen-Bradley/Rockwell, manufacturer of the VFD's, was on-site to do power-off and power-on testing of the VFD's. The testing apparently was successful but we have yet to receive the report so it can be reviewed by our consultant, Stantec. On March 17<sup>th</sup> CCU held a meeting to discuss landscaping the site and the budget that is available. The next step is to have CCU personnel GPS the site fencing and driveway limits as well as the existing utilities so that a site plan can be prepared. The field work will be done in early April. Once prepared and approved a separate contract will be issued to install the necessary plants, shrubs and trees and irrigation system.
  - CCU has made comments on the master reuse permit issued by the FDEP and our consultant is currently working with the FDEP to have the comments. Addressed.
- East Port WRF Expansion:
  - Design plans and specifications to be submitted to FDEP to demonstrate that utility is prepared for the next phase of expansion in April.
  - Staff met with consultant to review design for reclaimed water portion of expansion.

- North Shore & Harper WW MSBU:
  - Bids posted in early March with proposed bid opening April 23.
  - Next groundwater monitoring samples to be collected in April.
- East & West Spring Lake Wastewater MSBU:
  - Staff worked with Human Services staff to discuss Hardship Program and status of applications received.
  - Staff continued to process Septic System Rebate applications and checks.
  - Staff discussed status of vacuum system design with consultant, Giffels-Webster Engineering,
  - There were 52 prepayments for Spring Lake sewer system through March 28, 2014.