

Charlotte County
Board of County Commissioners
Staff Report
August 2014

Budget & Administrative Services
Budget Department/Fiscal Services Division

- Grants Support:
- Human Services and Transit Grants:
 - Received first distribution of the 2014/2015 State Housing Initiatives Partnership (SHIP) program allocation in the amount of \$426,040.00 on 8/1/2014. A second distribution is expected later in the year for approximately \$350,000.00.
 - FY 2014-2015 Rate Model was approved by the Commission for the Transportation Disadvantaged (TD). These rates affect the cost/trip for Transit invoicing.
 - The National Transit Database (NTD) Performance Measures were submitted and approved by Florida Department of Transportation. The Performance Measures are required per Florida Statutes 341.071 to be in compliance for the State Block Grant.
 - The Annual Operating Report was submitted to the Commission for the Transportation Disadvantaged (TD) and the Local Coordinating Board (LCB).
 - FY 2009 Section 5307 Federal Grant and the Transportation Disadvantaged Trip and Equipment grant for FY 2014 were closed out.
 - Reports were submitted to the Area Agency on Aging for reimbursement for the monthly Human Services Senior Reports. Community Care for the Elderly (CCE), Alzheimer's Disease Initiative (ADI), Older American's Act (OAA) IIIB and Title III E, and Home Care for the Elderly (HCE) totaling \$45,546.47.
 - The 2015 Florida Department of Law Enforcement (FDLE) Edward Byrne Memorial Justice Assistance Grant (JAG) Award was awarded by the Office of Criminal Justice (OCJG). The request for BCC acceptance will be on the September 9, 2014 agenda. The FDLE JAG grant is for \$74,394 and is split between the Charlotte County Sheriff's Office (\$50,238), Punta Gorda Police Department (\$13,546), Court Administration (\$5,031), and Human Services (\$5,580).
 - Grants Division staff participated in a grant compliance webinar on August 5th presented by Thompson Information Services titled; OMB Grant Reform: From Compliance to Performance. On December 26, 2013, the federal Council for Financial Assistance Reform and Office of Management and Budget released the anticipated reform guidance. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards merged eight previously separate OMB grant circulars into what some have referred to as the super-circular or omni-circular. The learning objectives of the webinar were:
 - Explore the issues of transparency and accountability in the uniform grant guidance
 - Develop an understanding of federal interest in program and fiscal accountability, including the need to promote program performance and reduce fraud, waste and abuse.
 - Recognize key provisions in the uniform grant guidance that impact program performance.
 - Recognize key provisions in the uniform grant guidance that impact risk assessment and audit.
 - Raise awareness of steps that can be taken to address performance pre-award, post-award and audit.
- Public Safety Grants:
 - Received a total of \$50,092.86 in grant reimbursement claims:
 - \$10,600.00 from State of FL for SHSGP Evacuation Exercise grant
 - \$3,829.00 from State of FL for Hazardous Materials Analysis Update grant
 - \$28,680.43 from State of FL for EMPA (labor) grant
 - \$6,983.43 from State of FL for EMPG (operating) grant

- Prepared and submitted Close-Out Report to DEM for the EMPA grant agreement 14-BG-83-09-18-01-008 for the period of July 1, 2013 through June 30, 2014. The costs incurred totaled \$105,806.00 which fully expended the grant.
- Prepared and submitted grant listing spreadsheet for single audit preparations on grant expenditures occurring between October 1, 2013 and July 31, 2014.
- Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPG (operating) grant agreement 14-FG-1M-09-18-01-075 for the period of April 1, 2014 through June 30, 2014. The reimbursement request for the quarter totaled \$6,983.42.
- Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPA (labor) grant agreement 14-BG-83-09-18-01-008 for the period of April 1, 2014 through June 30, 2014. The reimbursement request for the quarter totaled \$28,680.43.
- Prepared and submitted Financial History Report and Quarterly Status Report to DEM for CERT grant agreement 14-CI-K1-09-18-02-308 for the period of April 1, 2014 through June 30, 2014. There were no funds expended during the quarter for this grant.
- Prepared and submitted Financial History and Quarterly Status Report, Detail of Claims Form, Reimbursement Request Form, and Project Milestones and Deliverables to DEM for the SHSGP Hazmat grant agreement 14-DS-L5-09-18-01-466 for the period of April 1, 2014 through June 30, 2014. The reimbursement request for the quarter totaled \$660.03.
- Prepared and submitted Financial History and Quarterly Status Report Forms to DEM for the HSGP Emergency Management Training grant agreement 14DS-L5-09-18-01-324 for the period of April 1, 2014 through June 30, 2014. There were no funds expended during the quarter for this grant.
- Prepared and submitted Close-Out Report to DEM for the SHSGP Emergency Management Exercise grant agreement 13DS-97-09-18-01-386 for the period of February 15, 2013 through April 30, 2014. The costs incurred totaled \$10,600.00 with the remaining balance of \$3,600.00 to be released of obligation.
- Prepared and submitted Close-Out Report to DEM for the EMPA grant agreement 14-BG-83-09-18-01-008 for the period of July 1, 2013 through June 30, 2014. The costs incurred totaled \$105,806.00 which fully expended the grant.
- Road Grants:
 - Received a total of \$467,067.45 as follows:
 - \$ 400,575.57 from FDOT for Winchester road construction
 - \$ 66,491.88 from FDOT for traffic signal maintenance
 - Invoiced a total of \$707,384.57 as follows:
 - \$341,677.85 to FDOT for Burnt Store Rd Phase 3 construction
 - \$365,706.72 to FDOT for Winchester road construction
- WCIND Grants:
 - None
- Library Grants:
 - None
- Historical Center Grants:
 - Received final payment of \$2,857 for Historical Center GPS Grant to close out grant
- Criminal Justice Reinvestment Grant:
 - Performed reconciliation and project adjustments to complete the preliminary year-end grant close-out package.
 - Processed Drug Abuse Trust Fund invoice of \$28,000 for Charlotte Behavioral Healthcare.
 - Processed Sheriff's application for the Drug Abuse Trust Fund and submitted the Novus Agenda item for September 23rd Board meeting.
- MISC Grants:
 - Updated all not for profit contracts. These will be going to the board for approval on September 23, 2014.
 - Processed annual Supervisor of Elections grant in the amount of \$28,920 for FY14/15. This will go to the Board for approval on September 9, 2014.
 - Updated and processed Charlotte County Health Department contract for FY14/15.

- Operating, Capital and Accounting Support:
 - Accounting/Billing:
 - Invoiced a total of \$1,321.72 for Public Safety:
 - \$ 978.50 for radio repairs
 - \$ 343.22 for emergency vehicles
 - Received a total of \$ 1,846.79 for Public Safety:
 - \$948.55 from radio repairs
 - \$555.02 from E911 maintenance
 - \$343.22 for emergency vehicle repairs
 - EMS Refunds - processed 20 refunds for overpayments received by ADPI totaling \$4,518.32 for June.
 - Prepared tax distribution payment for special assessment fees to Little Gasparilla Island Fire Unit for July in the amount of \$7,843.51.
 - Began the implementation in the Realignment of the Fiscal Services Division.
 - Trained the Departments in the New Portal Purchasing Card.
 - Aided the Transit Division in creation of CIP sheet and Novus agenda item related to two grants.
 - Completed changes to the FY15 budget for the First Public Hearing on September the 10th.
 - Tested FY15 Water and Sewer Rates in Banner for implementation in October.
 - Completed MSBU early payoff calculation for FY15 TRIM process.
- Budget Support:
 - Set up and posted \$100,000 FY15 budget adjustment for Payne Trust Fund donation to Port Charlotte Library.
 - Attended multiple meetings with staff at Public Works regarding funding for paving programs in various MSBUs including Punta Gorda Non-Urban, Deep Creek, and Harbour Heights. Prepared multiple borrowing scenarios for these areas and also for Northwest Port Charlotte and South Gulf Cove. Adjusted the 2015 CIP projects for the 2016 estimates including borrowing, if appropriate. The information will be related to the various committees for discussion purposes on potential increased rates for FY16 and the necessary public outreach that must occur beforehand.
 - Prepared borrowing scenarios for Harbour Heights sidewalk project and Pirate Harbor Roadway Landscaping project proposed for FY16. The information is critical to the outreach process within the community before the rates can be increased.
 - Prepared and distributed budget templates to the MSDR staff at Public Works to use for the activity budgeting process for FY16 and FY17. Met with the staff to train and discuss how the forms would be used.
 - Accumulated and distributed FY15 MSBU budgets in PDF format to the MSDRs. The comprehensive files include the Line Item page from the Excel file, the EAMS activity budget and also any CIP pages to be published in the FY15 CIP book.
 - Attended webinar/workshop on the Restore Act. This is in preparation for grant money that we may receive as a result of the Gulf Oil Spill.
 - Balanced FY14/15 budget and prepared information for the upcoming Budget Public Hearings on September 10 and September 24.
 - Prepared MSBU Resolution for the First Public Hearing.
 - eTRIM was completed and sent back to the Property Appraiser.
- Department Specific Support:
 - Attended Community Services CIP meeting and Community Services bi-weekly managers' meetings.
 - Worked with Community Services & Legal to prepare agenda item for T.B. Rays Stadium agreement amendment.
 - Attended MSBU Committee meetings for Deep Creek and Northwest Port Charlotte Street & Drainage MSBUs to address the financial components.
 - Trained with the FCII on the collection of data and analysis of the resources allocated to each work activity in EAMS. Prepared PDF documents of the resources trends and forwarded to Public Works staff for review and acceptance. The results will be used to update the EAMS

budget module so that the most accurate resources are being used to generate the FY16 and FY17 work plans.

- Prepared the mid-year grant reconciliations for 5 MPO grants (2 grants overlap fiscal years) as required by Clerk's Finance, by the due date.
- Participated in a Cartegraph Software demonstration for Public Works.
- The Cartegraph software is not able to perform activity based budgeting so is not a good solution for replacement of the EAMS system.
- Finalized the SOP for distribution to County VISA cardholders regarding the new User Interface to be deployed by Bank of America. The County has been notified that use of the new user interface will be mandatory at the end of the calendar year, so every cardholder must be proficient in its use before that time. The SOP was written keeping in mind that we are using the "copy/paste method" developed by Fiscal Services to keep the number of keying errors at a minimum.
- Performed a full quarter reconciliation of MPO Grants including the PL, TD and 5305(d), prepared 5 project adjustments and uploaded them to SharePoint and EDEN, and uploaded the reconciliation.
- Assisted Public Safety staff with a modification request to DEM for CERT grant agreement 14-CI-K1-09-18-02-308 to reallocate funding activities.
- Assisted EMS with establishing monthly conference calls with billing vendor for addressing issues and evaluating processes.
- Trained VISA cardholders at Public Safety with the new user interface for Works and discussed any purchasing issues with cardholders individually
- Financial Reporting:
 - Completed and sent financial reporting for Stadium Improvement Fund to State Dept. of Economic Opportunity.
 - Met with Fiscal and Clerk's Finance staff regarding the Public Works WCIND projects; specifically on how the grants are tracked, invoiced and reconciled. Anticipate preparation of a preliminary WCIND grant reconciliation before September 30.
 - Researched Community Services active grant issues and completed 'grant listing' status spreadsheet as required by Finance.
 - Updated SharePoint reports with July financial data (projected revenue & expense, fund rollup, department rollup, general fund quarterly).
 - Prepared financial statements for 57 street & drainage, waterway and special assessment funds for the period October 1, 2013 through June 30, 2014.
 - Created grant submission/project creation checklist and grant reimbursement request checklist system to assist Public Safety with grant reporting compliance, along with project tracking and posting.
- Analytical Support:
 - Researched and reported Stadium Improvement Fund balance (projection) to C.S. management for their discussions with T.B. Rays.
 - Prepared 'Projections for Public Site' spreadsheet, sent for posting to County transparency website
 - Assisted Public Safety with analysis of year end availability of funds, purchase prioritization, order tracking, and review of pending orders.
 - Reviewed level of service mix for EMS transport charges for 2 year period and provided audit evaluation.
 - Reviewed End of Month process for EMS transport billing reports with EMS staff and restructured process with vendor adding verification level for secondary collections placement files.
 - Performed analysis of the Event Center contract to understanding methodology for calculating the manager's performance and bonus.
 - Met with Fiscal Manager and Community Services Director to discuss proposed new methodology for calculating Sports Park Utility Billing
 - Met with Fleet Faster Software Representative to discuss new Faster applications and methods for performing data cleanup.

- Consolidated the vehicle replacement excel spreadsheets into one vehicle replacement pivot table for data management and reporting.
- Held meeting Fiscal staff and Fleet Manager to discuss strategies for improving processes and increasing data management accuracy.
- Completed Utility budget history analysis at Commissioner's Request.
- Completed analysis on Methane Gas sales for presentation for September Board Workshop.
- Completed analysis of unspent Impact Fees for annual extension to the Board.

I.T.

- Office 365 – Information Technology has contracted with a consultant to assist in the design and initial migration of email to the Office 365 Microsoft cloud based hosted email solution. This consultant work is at no cost to the county and is part of an incentive offer from Microsoft. We will be disseminating information to county staff about the benefits of Office 365 as we get closer to the actual deployment.
- Systems Upgraded – Staff completed an upgrade the TeleStaff system which handles the scheduling of Fire/EMS staff. This upgrade also eliminated the need for a legacy application to run payroll reports.
- SharePoint Update:
 - External Web sites - Development of the new external web sites for Community Services continues. Libraries and Historical division's development have been completed and content migration and user testing are in progress. The departure of the Public Information Content Editor will impact the public release of these and future web pages. We are working with the Communications Office to find alternative options to minimize the impact.
 - SharePoint Online - Working with the AvePoint company, we are designing and building out the infrastructure to upgrade to SharePoint 2013 and migrate our web site to be hosted on-line in the Microsoft Government Cloud as part of our Office 365 initiative.
 - Migration from SharePoint 2007 - We have migrated all remaining sites off of SharePoint 2007 to SharePoint 2010. This frees up several servers and their associated resources and positions us for a further upgrade to SharePoint 2013.
 - Process Automation – The automation of Administrative Approvals is currently in progress and is scheduled for completion by the end of September. This will create an electronic automated workflow with digital signatures that will greatly improve the efficiency of purchases requiring administrative approvals.
 - Animal Control Business Intelligence – We recently completed the creation of a data warehouse of Animal Control's data. This will allow for more efficient methods of reporting for Animal Control staff. We will be working with staff to demonstrate the possibilities with this new data analytic tool.
- August Outage Statistics:
 - 8 - Incidents
 - Total Down Time – 2 days 6hrs. 7 mins.
 - Average time per Incident – 6 hrs. 45 mins.
 - System availability was 92.726%
- August Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 217
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 228
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 461
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 459
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 464

Purchasing

- Pre-submittal meetings held:
 - #14-367 Signal Timing Analysis
 - #14-382 Library Capacity Plan
- Proposals due and received:
 - #14-320 Survey & Mapping-Vertical Control Network
 - #14-367 Signal Timing
 - Pre-bid meetings held:
 - #14-362 Low Pressure Sewer
 - #14-368 Harbour Heights Park Improvements
 - #14-398 HVAC Duct Cleaning – County Jail
 - #14-340 Edgewater Drive Widening-Phase 2
 - #14-368 Retention Pond Mowing-Annual
 - #14-373 Sod-Supply Deliver and/or Install & Hydroseeding
 - #14-359 So Gulf Cove Landscape Maintenance-Annual
- Bid openings held:
 - #14-336 Water Quality Analysis
 - #14-379 Sand Rock & Rock Screening
 - #14-375 Reinforced Concrete Culvert Pipe
 - #14-354 Transit Contract Drivers & Bus Drivers
 - #14-356 Justice Center Svc. Area Renovation
 - #14-386 Anger Pier & Parking Improvements
 - #14-362 LPS System Installation-Annual
 - #14-389 HVAC Duct Cleaning – County Jail
 - #14-368 Harbour Heights Park Improvements
- Quotes due and received:
 - #14-314 Laboratory Info Management System
 - #14-393 Street Sign Posts
 - #14-365 Center Console Skiff Motor & Trailer
 - #14-377 Water Line Extension Edmonton & Shaefer
 - #14-408 Auto/Heavy Lubricants/Grease – Annual
 - #14-403 Lightning Detection Alerting System
 - #14-429 Printing-Program Guides
- Work Orders due and received:
 - #14-336 Bayshore Shoreline Restoration
 - #14-394 CEI Services
 - #14-401 Reclaimed Water Model
 - #14-402 Architecture Engineering & Structural
 - #14-404 Stormwater Recertification
 - #14-420 El Jobean Fishing Pier
 - #14-385 Phase 1-Cultural Resource Assessment-Flatwoods Enviro Park
 - #14-411 Admin Sanitation Line

Real Estate Services

- Surplus Property Disposal – We are developing a new list of surplus properties for this fall's bid process.
- Customer Satisfaction Surveys – Our surveys continue to show an “excellent” customer rating from our customers; staff members are participating in the County's customer service training scheduled through the summer and fall.
- Chamberlain Boulevard (near US 41) Sewer Project – We have successfully negotiated contracts for the parcels needed by CCU for this expansion project. Closings will take place in the coming weeks.

- Stump Pass Dredging – We will be assisting our engineering staff in obtaining approximately 293 easements to allow for the placement of sand on beaches located in front of private residences.
- Sheriff's Lease at Town Center Mall – The new lease was approved by the BCC and the lessor.
- Release and Occupation of Easement Program – We have processed approximately 145 applications to date; construction activity continues to increase in our County.
- Edgewater Phase II – Mediations to reach final settlement are on-going.
- Placida Widening – With approximately 50% of the required parcels and easements acquired, work continues on a voluntary basis only. We have an additional property under contract.
- Old Landfill Road – We are working with staff from CCU, the County Attorney's Office, Public Works and Waste Management to resolve a long standing issue related to providing legal access to the Waste Management building constructed on Old Landfill Road. Real Estate Services has drafted a license agreement to ensure documented access and roadway maintenance cost sharing is in place.
- 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. We will also be working on the land acquisition program for the Florida Scrub Jay Habitat Conservation Plan once it is approved by U.S. Fish and Wildlife.
- Flamingo/Edgewater – We have acquired approximately 81% of the parcels needed for this project, all on a voluntary basis. Offer letters were sent in February and we are processing additional purchase contracts. A new round of offers will be sent this fall.
- Engineering, Administration, Community Services and Utilities – We continue to assist these departments and divisions in obtaining easements, title searches and researching land related issues for numerous capital projects.
- Midway Project – Temporary Rights of Entry – The Order of Take hearing has been scheduled in early November and we will move forward with the eminent domain process to obtain approximately 40 property interests (Temporary Construction Easements, Permanent Easements and Fee Acquisitions) needed for this project.
- Burnt Store Road Phase II – This last phase of the widening of the Burnt Store Road corridor is subject to BCC approval and funding. We will continue working with legal and engineering staff to determine if opportunities exist to acquire a portion of the required right of way from the future developer of Tern Bay.
- Burnt Store Road Phase III – All parcels have been obtained. Mediations and settlement conferences are on-going.
- Gasparilla Road – The recent Order of Take hearing (June 25th) was successful and we have obtained the parcels required for this road project. Mediations and settlement conferenced will commence shortly.
- Legal Research – We continue to assist staff in the County Attorney's Office in researching and reviewing historical records related to the defense of potential and/or ongoing lawsuits.
- Pending Lawsuit – Charlotte County/Gasparilla Island Bridge Authority – We are working staff from the County Attorney's Office and CCU to resolve this matter. We are reviewing a grant of easement document that will benefit the County (CCU).
- Harbor Boulevard Improvements (Parkside) – We are working with staff from Public Works, Economic Development and Johnson Engineering to ensure that the necessary easements are acquired. We are awaiting sketches and descriptions of the affected parcels. Once they have been vetted by staff, we will approach the BCC to obtain authorization to start the acquisition process.

Community Development

- The Building Division:
 - The department issued 61 new single family home permits in August 2014 which has brought total issued to over 500 for this fiscal year (502). This is again an indication that we are seeing a slow and steady recovery in the local housing market. In addition, the number of "other" permits issued was 25% higher than the same period last year.

- o Permitting revenue is 14% higher than August 2013 which is in line with the overall increase in revenue over last year of 18%. Expenditures are 8% higher than this point last year but this can be attributed to increased staffing costs to handle the additional volume of permits.
- o The Contractor Licensing Division performed a sweep targeting unlicensed swimming pool cleaners. This is a local license which ensures that pool cleaners have the appropriate training in how to handle the chemicals needed to clean pools along with many other essential skills. Unlicensed entities cleaning pools without the necessary licensed are most likely not insured and do not carry the required workers compensation coverage putting the homeowner at risk. Compliance and helping these individuals become properly licensed is a key priority and staff is actively working with one of the unlicensed pool cleaners to get him properly licensed.

Item	Total FY2013	Aug-13	Aug-14	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	48	61	343	502
Multi Family Permits Issued	2	1	0	2	0
Commercial Permits Issued	37	3	2	33	40
All Other Permits Issued	15875	1268	1582	14528	15735
Customers Served	26629	2351	1837	24270	22863
Inspections	43341	3875	4726	39621	50897
Permitting Revenue	\$ 2,385,421	\$ 210,056	\$ 238,609	\$ 2,178,811	\$ 2,578,745
Permitting Expenditure	\$ 2,075,903	\$ 133,571	\$ 171,395	\$ 1,871,264	\$ 2,015,888
Code Enforcement Revenue	\$ 910,101	\$ 106,471	\$ 90,003	\$ 780,966	\$ 889,206
Code Enforcement Expenditure	\$ 1,579,465	\$ 111,842	\$ 117,449	\$ 1,448,942	\$ 1,487,031
New Complaints Received	1447	219	188	1254	1099
Code Cases Initiated	2861	231	239	2675	2841
CEB Cases Heard	719	39	30	692	553
Citations Issued \$ Amount	\$ 115,500	\$ 17,500	\$ 7,000	\$ 101,500	\$ 141,000
New Contractor Licenses Issued	16	1	3	16	16
Contractor Licenses Revoked	15	0	0	12	7

- The Planning and Zoning Division:
 - o Parkside CRA:
 - o Public forums to discuss the draft Revitalization Plan and appropriate land development regulations to implement were held August 27 and September 10. These meetings produced valuable discussion on the draft Revitalization Plan, and the plan is being revised to reflect these comments and the discussion. Another meeting will be held Tuesday, September 30 to present and discuss the revised draft. Further meetings will be held as necessary, until the Revitalization Plan is finalized. It will then move forward for adoption into the comprehensive plan. Any necessary amendments to the land development regulations, in the form of a Parkside Overlay Zoning District, will follow.
 - o Charlotte Harbor CRA:
 - o The plan amendments, both text and FLUM, are expected to begin the transmittal hearing process in December. Because the text amendments have caused a reorganization of the Future Land Use Element and the FLUM Series maps, a public forum or roundtable is appropriate and will be scheduled for October or November. Amendments to the land development regulations will follow soon after, and are intended to be included in the second phase of the larger Code revision project, likely taken for adoption early in 2015.
 - o Manasota Sandpiper Key Architectural Review Committee:
 - o The following projects were presented to the ARC at the July 2nd and July 16th meetings:
 - o 1185 Holiday Drive – lanai addition
Comments: approval granted
 - o 1360 Holiday Drive – fence
Comments: approval granted
 - o 2655 N. Beach Road – dock
Comments: approval granted

- 4000 Bay Oaks Circle – fence
Comments: approval granted
- 2095 N. Beach Road – Gulf View Grill – deck & bar addition
Comments: No recommendation at this time. More details are needed to make a recommendation.
- Little Gasparilla Island Community Plan:
- No new updates at this time.
- Grove City Community Plan:
- No status available.
- Babcock Ranch:
- Babcock provided their proposed revisions to the existing Land Development Regulations for Staff to review. Staff is reviewing these proposed revisions and continues to work with Babcock to move the project forward. The revised Land Development Regulations for Babcock Ranch are expected to go to P&Z in September, then to BCC for the transmittal hearing in October and the adoption hearing in November.
- Murdock Village:
- No new updates at this time.
- School Concurrency:
- No new updates at this time.
- Revision of the Comprehensive Plan:
- The County received comments from all State agencies. The DEO issued a letter stating no comments. The adoption hearing is set for September 23 Board of County Commissioners Land Use Meeting.
- Site Plan Approval:
- The County received 4 petitions in August:
- 3 were project conferences
- 1 was a DSRB (Murdock DRI Inc IV) Major Modification
- Board of Zoning Appeals:
- The Board of Zoning Appeals heard the following petitions on August 13, 2014, and made the following decisions:
- Petition No. SE-14-001:
- A request by Matthew & Megan Darda for a Special Exception to allow a mobile home, to be used as a residence, in the Agriculture General zoning district, located at 39020 Cook Brown Road in Punta Gorda, was APPROVED subject to conditions, by a vote of 4-0.
- Petition No. SE-14-012:
- A request by Bruce Bullert, agent for Charlotte County Utilities, for a Special Exception to allow an essential service, or sanitary sewer lift station, in the Residential Multifamily-10 zoning district, located at 15563 and 15571 Chamberlain Boulevard in Port Charlotte, was APPROVED subject to conditions, by a vote of 4-0.
- Planning and Zoning Board:
- The Planning and Zoning Board heard the following petitions on August 11, 2014.
- Earthmoving Code:
- An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Part III Land Development and Growth Management, Chapter 3-5 of the Code of Laws and Ordinances of Charlotte County, Florida, by deleting Article XXI Excavations and Article XXIII Excavation and Earthmoving in their entirety, and creating new Article XXIII Earthmoving; providing for applicability and definitions; providing for nonconformities; providing for exemptions; providing for general location and operation standards; providing for standard earthmoving and construction permits; providing for specific earthmoving permits; providing for specific earthmoving permit application requirements; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
 - Board Recommendation: Approval

- Landscaping and Buffers Code:
- An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Part III Land Development and Growth Management, Chapter 3-5, Article XVIII Landscaping and Buffers, of the Code of Laws and Ordinances of Charlotte County, Florida, by revising Section 3-5-397 Planting Standards; providing for conflict with other ordinances; providing for severability; and providing an effective date. Applicant: Charlotte County Board of County Commissioners.
 - Board Recommendation: Approval
- Board of County Commissioners Land Use:
- The Board of County Commissioners did not hold a Land Use Meeting in August.

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 - 418 Page Likes
 - Tippecanoe Trail & Mud Run
 - Table at (2) Stonecrabs games
 - Weather Channel crawl call for volunteers
 - Comcast Spotlight on-line advertising
 - Secured Program Guide Back Cover Advertising; Charlotte RV
 - Meetings:
 - Parkside Festival Committee
 - Hands Across the Harbor Committee
 - Employee Appreciation Committee
 - Parkside Planning Public Meeting (Community Development)
 - Training and Development Webinar for Supervisors – Deescalating Violence in the Workplace
 - Parks and Recreation Master Plan
 - Weiler Engineering Recommended by RFP Professional Service Committee – to BCC September 9
 - Playgrounds
 - Committee selected equipment
 - Pending proposals from vendors
 - Adding replacement of shade structure at Deep Creek
 - FGCU Needs Assessment complete
 - Seasonal Concessions
 - Englewood Beach
 - Silhouettes Day Spa at Englewood Beach (by appointments)
 - 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
 - It’s Time Canoe and Kayak
- Libraries & Historical Monthly Report
 - Numbers:
 - 54,241 visitors for the month of August
 - 7,025 people used computers
 - 854 adults and teens attended 67 library programs in August, financed by the Friends of the Library
 - 101 children attended 5 programs financed by the Friends of the Library
 - 82 volunteers worked 1,021 hours at libraries
 - Total programs in August were 72 with 955 people attending
 - 703 patrons requested PC assistance

- Circulation for August was 68,956
- Loans between libraries were 5,387

- Other:

- Anne Shepherd cataloged 1,472 items in August
- Evie Kennedy retired after many wonderful years of leading staff
- Hurricane Charlie exhibit continues to attract large interest with our patrons
- The Libraries provided story times to multiple recreation summer camps
- Library staff attended the Back to School Event at the Towne Center Mall will over 300 visitors
- Work continues to select a new “self-check” system

- Charlotte Sports Park

- The Charlotte Sports Park hosted eighteen (18) home games for the Charlotte Stone Crabs on the following dates with a total attendance of 12,255. Unfortunately, two (2) games were cancelled due to inclement weather.

Friday	8/1/2014	574	Rain Delay
Saturday	8/2/2014	552	Game Cancelled/Rainout
Sunday	8/3/2014	0	Game Cancelled/Rainout
Monday	8/4/2014	0	Doubleheader Cancelled/Rainout
Saturday	8/9/2014	1643	Fireworks
Sunday	8/10/2014	254	
Monday	8/11/2014	243	
Tuesday	8/12/2014	731	Extra Innings
Wednesday	8/13/2014	1481	Sgt. Wilson Dedication
Thursday	8/14/2014	493	
Monday	8/18/2014	246	
Tuesday	8/19/2014	631	
Wednesday	8/20/2014	277	
Friday	8/22/2014	877	
Saturday	8/23/2014	877	
Sunday	8/24/2014	424	
Thursday	8/28/2014	992	
Friday	8/29/2014	1960	Rain Delay/Fireworks/Game Cancelled

- The Tampa Bay Rays hosted a youth baseball clinic, sponsored by Mosaic, at the Charlotte Sports Park on 8/09, for approximately 40 youths.
- The Gulf Coast League Season for the Tampa Bay Rays played a total of twelve (12) games at the Charlotte Sports Park during the month of August, with estimated attendance at 260.

- Aquatics:

- Port Charlotte Beach Pool

- 982 paid admissions
- 98 Pass holder visits
- 187 Water Aerobics participants
- Staff spent an estimated 30 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 35 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

- Oyster Creek Regional Park Pool

- 2158 paid admissions
- 411 pass holder visits
- 369 water exercise participants

- Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
- The Dive well was rented one time for SCUBA instruction.
- The meeting Room was rented twice
- 11 students registered for swim lessons
- 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.
- JM Berlin/Rotary Skate Park at Oyster Creek
- Total Skaters 1987
- Total BMX Bikers 535
- South County Regional Park Pool
- 1606 paid admissions
- 625 pass holder visits
- 208 water exercise participants
- Moonlight Swim held Saturday August 23 drew 45 people.
- 8 outside summer camps utilized the pool resulting in approximately 840 “splashes”.
- Charlotte County summer camps utilized the pool 5 times resulting in approximately 300 “splashes”
- 72 swim lessons were held with approximately 35 participants.
- Charlotte County Blue Fins held 18 swim practices, resulting in approximately 1000 “splashes” for the month.
- Charlotte High School Swim & Dive team held 21 practices resulting in approximately 800 “splashes”.
- Charlotte High School Swim & Dive team held two swim meets with approximately 250 swimmers and their families attending.
- Charlotte County Special Olympics held 3 swim practices resulting in 120 “splashes”.
- Charlotte County Special Olympics attended the Area Swim meet in Sarasota with 30 participants volunteers, coaches and their families.
- 16 students registered for Learn to Summer Spring sessions
- 5 students successfully completed the Lifeguard Training program.
- Staff spent an estimated 70 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 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 5,700 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 822 with 2,040 touches combined. Recreation facilities were rented 26 times achieving a rental attendance total of 3,012 people.
- Athletic Section
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 1,829 hours in the month of August. An estimated 1,960 local athletic participants visited County facilities. Activities included Adult Softball, Youth Baseball, Youth Softball, Youth Swimming, Youth Soccer, Youth Football and Youth Cheerleading.
 - Carmalita and South County Regional Park concession stand construction continues to be on schedule or slightly ahead of schedule.
 - Registration for fall youth and adult leagues is strong.
- Extension Services
 - Administration:
 - Meetings/Reporting:
 - CED Poly Com Meeting – August 15th – 1 to 3 pm
 - Managers Meeting – August 18th - Administration Conference Room – Sports Park – 1 to 3 pm

- Safety Training for Supervisors - Conference Room B106 – 12:30 to 4:30 pm –August 5th
- Extension Professionals of Florida (EPAF) Conference - Bay Point Wyndham Resort in Panama City, FL. August 25th – 29th – In-Service Training and Will Receive Florida Association of County Agricultural Agent (FACAA) Search For Excellence Award – Landscape Horticulture
- Ambassador Program – August 20th - 9:10-12 noon Community Services - Tringali Recreation Center – 29 participants
- Charlotte Soil & Water Conservation District Board of Supervisors – 11:30 am – August 11th
- “De-escalating Potentially Violent Situation” Training - Englewood Library Meeting Room – August 12th – 2 pm.
- Governance:
 - District IV CED Gateway Project – Questions obtained from County Administration via CED’s for Dean Place at Annual Gateway Meeting.
 - Website Hits: Website: 2,665 page views
 - Facebook® Page - Charlotte County Extension data: Facebook: 1,045 likes
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2014. "Scallop Search Results: 5 is good considering!". Water LIFE Magazine. August 2014, Pg. 9.
 - PowerPoint:
 - Staugler, E.A. 2014. "Boating and Waterways Jeopardy". UF/IFAS Extension Charlotte County. 26 slides
 - Websites:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - Facebook:
 - UF/IFAS Charlotte County Extension, several posts and photos about programs.
 - Field Work:
 - 8/6 - Month bay scallop recruitment monitoring
 - Site & Office Visits:
 - 8/5 - Site visit with Master Gardener
 - 8/14 - Capt. Guy Carpenter, FWC LE regarding upcoming program
 - 8/26 - Holiday Boat Rental, Boating and Angling Guides
 - Meetings:
 - 8/1 - Barotrauma media tour conference call
 - 8/5 - SWFL Shellfish Association meeting at Extension office
 - 8/5 - Florida Sea Grant Fisheries Work Action Group leader conference call with Assoc. Director
 - 8/12 & 13 - Florida Sea Grant Boating and Waterways Work Action Group meeting in St. Petersburg
 - 8/26 - Kathy Guiden, FWRI regarding upcoming program
 - 8/29 - Elissa Allen, King Fisher Fleet program planning
 - Other:
 - 8/1 & 15 Bay scallop cage volunteers conducted bi-monthly monitoring
 - All month - considerable time invested in preparing for September 'For-Hire' Fishing Workshop and October FMNP class.
- 4-H Youth Development:
 - 4-H Outreach Educational Programming
 - Nineteen (19) Charlotte County youth completed a six-hour Cultural Diversity program during the “Around the World 4-H Day Camp”. Included in the educational experiences were learning about traditions, heritage foods and crafts, and the language of five countries. From pre- and post-test, 100% of the participants learned at least three new things about the five different cultures.
 - 4-H Volunteer Leadership
 - Fourteen (14) adult volunteers gave leadership to five Charlotte County 4-H Community Clubs during August. One hundred thirteen Charlotte County youth participated in these club business meetings.

- Community Partnerships
- Charlotte County 4-H staff introduced 4-H during four elementary school open house events during August, reaching over 100 new families with youth life skills development opportunities.
- Horticulture:
 - Programming
 - Limited Commercial Landscape Maintenance Training – Weed Management – August 2nd – 10 am to 12 noon - Collier County Extension – Reciprocal support training – 5 participants
 - Public Information/Education - BMP's – 3 to 7 pm – Collaborative Effort with Utilities – 6 participants
 - Limited Commercial CD Program – August 14th – Facilitating this pre-recorded training 9 am to 3 pm – first time we have used this tool – 5 participants.
 - Limited Commercial CD Training continues...9 am – 12 noon – August 20th – 5 participants
 - MG Association - Dr. Bill Kern – “Spiders” – 10 am – August 6th – 60 participants
 - “Venomous Creatures” – August 6th – 1:00 to 3:30 pm – Dr. Bill Kern – Safety Training and Public Offering – 45 participants.
 - The Great Crape Myrtle - August 2nd - <http://www.eventbrite.com/e/the-great-crape-myrtle-tickets-12321990405> - 10 am – 60 participants – each received a free Crape Myrtle and access to vendors.
- Florida-Friendly Landscaping™
 - The Florida-Friendly Landscaping™ Assistant provided solutions to homeowners and HOAs with tree, palm or shrub problems. Total clientele contacted in the month of August - 355 (5 group learning events w/51 attendees, 75 telephone consultations, 56 office consultations, 28 field visits and 145 email consultations).
 - Help resident select plants that are storm water -friendly. Two workshops were provided to resident living in North Shores. This community borders the Peace River. CCU has planned redevelopment to the area by adding new storm water drainage and low flow pressure tank sewer system. The extension educational workshops provided those who attended proper fertilization practices and ways to adopt Florida-Friendly Landscaping™ by proper mulching, irrigation and plant selection.
 - Florida-friendly landscaping™ resources provided to HOAs. Technical assistance was given to several small and large HOAs this month. As community-owned landscapes get older, proper maintenance becomes paramount to saving resident living there from repeatedly replacing plants. Florida-Friendly Landscaping™ improvements are now ‘in-progress’ in five HOA communities. Water-conserving plant selections were discussed in 15 other HOAs since January. Examples changes include: ‘right plant , right place’ replacement, reducing use of high-volume shrub sprinklers, reducing fertilizer applications to shrubs and trees which no longer need it and proper palm pruning.
 - Training/Professional Development
 - Citrus Expo – Lee County Civic Center – 10 am to 2 pm – Citrus Greening Updates, etc.
 - Special Events
 - Master Gardener Radio Show – 1580 – WCCF – August 26th -10 am – Tom Becker and two Master Gardeners
 - Meetings
 - Parkside Tree Canopy Restoration Committee – August 5th – 8:30 am - Cultural Center President's Room
 - Community roadway (gateways & thoroughfares) landscape beautification - Public Works Administration conference room, 7000 Florida Street Punta Gorda – 2 pm – August 20th
 - 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 August 4th - “When a vine is a groundcover”
 - Newspaper Article for August 11th - “Outdoor containers equal gardening opportunities”
 - Newspaper Article for August 18th - “What to plant now...?”

- Newspaper Article for August 25th - “Diverse texture, magnificent appearance - junipers” (Mitchell, Bates, Becker)

Facilities, Construction and Management

- ADA Various Improvements: 11 of the 18 projects for ADA Improvements are complete. Port Charlotte Library’s ramp and sidewalks have been poured and are now waiting on handrail and stucco work to finish it up. The Tringali Rec. Center and Chadwick Park sites began September 2nd. Preconstruction meetings are scheduled for the remaining projects.
- Judicial System Space Management Plan: The long range planning committee met on August 20th to discuss the next steps required in order to move forward with professional services to design the phased project.
- Energy Performance Contract: The work included in Siemens’ Energy Performance Contract is nearing completion. The punch list items are being completed and the measurement and verification phase of the project is progressing. Logging devices have been installed that will measure performance of the new systems and verify the resulting energy savings.
- Capital Asset Management System: Facilities has completed an internal review of the uploaded data. Cannon Design is in the process of drafting a Preventative Maintenance plan for Charlotte County. A web conference with Facilities staff was held on August 29th for review of this plan.
- Carmalita Softball Sports Lighting Retrofit: Submittals provided by Musco have been approved and the materials are on order. It is anticipated that Installation will begin late September/early October.
- Carmalita Parking Lot Renovation: The Carmalita softball and football parking lots will receive new LED lighting. Preliminary work began on the softball parking lot in August in conjunction with the parking and paving renovation. The softball parking west rain gutter was removed with new catch basins and piping installed eliminating the driving obstacle. The skate park lot has new Stormwater structures installed and will be paved in the coming months.
- Anger Fishing Pier & Parking Renovations: The low bid for this project was Bayshore Construction. BCC is scheduled to approve the construction contract on Sept. 9.
- Port Charlotte Beach Fishing Pier & Boardwalk Renovation: Engineering and design plans have been received and sent to Purchasing for bidding; specification review is underway.
- Franz Ross Football Fields Renovation: The construction documents for this project have been sent to purchasing for bidding; specification review is underway.
- Port Charlotte Beach Floating Dock: The Environmental Resource Permit has been applied for.
- Franz Ross Park Parking Expansion: The construction documents for this project have been sent to purchasing for bidding; specification review is underway.
- Harbour Heights Parking and Stormwater Improvements: Plans and specs have been sent to purchasing to prepare a request for bid. The pre bid meeting has been completed. The DRC process is progressing.
- El Jobean Fishing Pier: The RLI for renovation design has been sent to purchasing.
- Cape Haze Pioneer Trail Connector: The pre-engineered restroom building plans were received on August 21st. The consultant is compiling the plan set for building permit submission.
- Fire Training Facility: A project scope meeting was held with the consultant’s team. The team is compiling the design proposal with receipt projected for before the end on month.
- Bay Heights Boat Ramp: The FDOT requested additional information (RAI) with the consultant compiling answers to submit the first week of September. A buoy and channel marker permit was submitted August 27th to the Coast Guard. The landscape plans are being finalized for Site Plans Review submission.
- Carmalita Park Concession Stand: The building rough-ins are complete with primer paint and galvanized roof installed. The site sidewalks are 75% complete with paving replacement to start early September. The restroom renovation started with demolition of selected features is complete.

Human Resources

- Extended employment opportunities to 11 candidates.
- Continue to partner with consulting firm Evergreen Solutions regarding Job Analysis and Description/Development study.
- Performance Management was successfully rolled out
- Held negotiations with IUPAT.
- Continue to participate in IAFF negotiations
- Assisted with Deputy Chief-Logistics Interview Panel
- Recruitment related activities and hiring processes
- Employee related issues and investigations
- 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
- Complete CDL Driver's License Audit
- 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
 - Offered training class "How to be Assertive Without Being Pushy"
 - Offered training class "Survival of the Middle Manager"
 - Held two sessions of Documenting Discipline Classes for Supervisors and Managers
 - Halogen assistance for employees and Management
 - Held Ambassador Workshops
 - Generated monthly service awards
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Veteran Services – while staff was assisting a local Veteran obtain his DD 214 staff learned that the Veteran was applying for a mortgage for a home in Charlotte County. The Veteran was not aware of the VA Home Loan process and staff assisted the Veteran in obtaining a Certificate of Eligibility to be used to obtain a second opinion on a mortgage possibly saving the Veteran several thousands of dollars in closing costs. Veteran staff also worked with local agencies and community resources to assist a 100 year old Navy WAVE obtain a wheelchair; and to obtain temporary housing for a displaced Veteran and wife with four minor children.
- Case Management Supervisor (CMS) attended the annual Florida Council on Aging's Annual Conference. Informative topics included: Alzheimer's Disease; Critical Needs of Caregivers; Falls and illness preventions; Long Term Care and Strategic Planning to name a few. This month the CMS also participated in an Aging to Perfection facilitator training offered by the Hanley Center.
- Department staffs continue to participate in the Community Health Improvement Plan for Charlotte County. Subcommittees include Access to Care, Chronic Disease, Mental Health and Maternal and Child Health.
- 211 staffs assisted in coordinating a non-emergency wellness check by the Charlotte County Sheriff's Office/ Public Safety for a disoriented senior who called 211 for assistance.

- Department Director and Housing & Community Initiatives Manager met with 2nd Chance Recovery representative to discuss possible community opportunities and funding sources.
- 211 Information and Referral Supervisor continues to work with the Homeless Coalition on the data software conversion for the community information system which includes agency referrals and client tracking.
- Family Services Manager completed the annual application of the Community Services Block Grant for submission to the Department of Economic Opportunity. New funding cycle begins October 1, 2014. Application process included revising the Community Action Plan (CAP) much of which was gleaned from the 2013 Community Needs Assessment which the Department assisted in completing and co-authored.
- The State Housing Initiative Partnership (SHIP) annual report was completed for BCC approval on September 9th and submission to the Department of Economic Opportunity.
- Department staff celebrated the 10 year recovery of our community after Hurricane Charley. Staff was praised for their devoted hard work in supporting the human services and infrastructure recovery efforts.
- 211 staff submitted the required application for national accreditation of the 211 call center designation. Re-accreditation is required every 5 years and the process generally takes approximately 10 months to 1 year to complete.
- Department's new Neighborhood Accountability Board (NAB) Coordinator provided an in-service to all Charlotte County Public Schools social workers on the Civil Citation program. Coordinator began contacting all NAB volunteers to personally give them an update on the program.
- Human Services (HS) staff provided coordination with Facilities Department for HVAC work and ceiling repair work at the Family Services Center (FSC). Inefficient storage space at the FSC also was realigned for the Boys and Girls Club to add additional program space usage.
- HS staff worked with Budget/Fiscal Services to re-allocate Emergency Solution grant funds to support a temporary staff position who will provide assistance to families in the program locate affordable housing by working with organizations and local realtors/management companies.
- The Department received an additional \$58, 597 in federal Low-Income Home Energy Assistance Program grant funds. The funds will be used to assist additional households with their home energy bills this fall and winter.
- Family Services Manager and the Executive Director of Drug Free Charlotte County presented the Children Services Councils' Developmental Assets Project to the Circuit 20 Juvenile Justice Board.
- Human Services Department held its quarterly all employees meeting. Topics included: County Wellness Program; New staff and Kudos recognitions; Real People, Real Stories, Real Investment activities; Customer service focus group activities; Budget items; Employee evaluations and 2014-2015 goals; Training opportunities; and other relevant topics. Staffs were also asked to participate in reviewing the current Department's Mission Statement and provide input on a revised Mission Statement. (Last updated in 2000). New Mission Statement to be revealed in September.

Public Safety

- Animal Control: No information to report.
- Emergency Management: No information to report.
- Fire: No information to report.

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 Website. Construction Contract: Ajax Paving, Projected Schedule: 02/03/14 – Late 2014
 - Restoration work on Rio Villa and Cooper Street is complete and paving is underway within the Midway 8 area (paving maps are available online.)
 - To date, approximately 58,475 tons of asphalt has been placed in the Road and Bridge and the Greater Port Charlotte MSBU Districts. The amount of contract time that has elapsed is approximately 45.59% and the Contractor has completed approximately 55.20% of the work.
 - Burnt Store Road (Phase III) Widening – Construction consists of widening Burnt Store Road, between the Lee County Line and a point north of Zemel Road, to a four-lane divided suburban typical section including stormwater management, drainage improvements, street lighting, 6' sidewalks on both sides of the roadway, utility relocations and additions. Construction is projected to be complete in September 2015. Construction Contract: Gibbs & Register, Projected Schedule: 03/10/14 – 09/10/2015
 - The excavation of all 5 ponds and grading of swales continues. Work continues on the box culverts at the Clark Canal. Installation of four 54" pipes is underway near the Zemel Road/Burnt Store Road intersection. The box culvert at the Bear Branch Creek is almost complete and backfilling continues on the east side; the contractor began the excavation on the west side the week of August 11, 2014. The contractor placed first lifts of stabilizer base on the northbound lanes. Crews are installing street lighting and IT conduit on the east side of the project.
 - 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. This 790 calendar day project is funded by the 2009 Sales Tax, Road Impact Fees, Gasoline Tax and a State Grant. Construction Contract: Construction Manager at Risk, Halfacre Construction, Woodruff and Sons, Inc. will be performing on-site construction, Construction Schedule: 07/07/14 – 09/04/16.
 - Woodruff and Sons, Inc. is currently installing underground utilities on CR 771. Work being performed is located on the east side of the roadway, south of the Butterford Waterway. Crews are also clearing vegetation on the east side of the roadway, north of the Butterford Waterway, up to SR 776.
 - Harborview Road Bridge Replacement – This project is to design and construct a replacement Bridge over the DeSoto Canal on Harborview Road 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 Contract: Owen Ames Kimball, Projected Construction Schedule: 11/18/2013 – Fall 2014
 - Substantial completion was issued on August 12, 2014; The Bridge is complete and punch list is done. Thermoplastic pavement markings will go down on September 5, 2014 as this process must wait 30 days after paving is completed. This is the last update for this project.
 - 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. Construction Contract: Marine Contracting Group, Construction schedule: 06/26/2014 – October 2014
 - The contractor is on-site and maintenance dredging is underway. The barge is currently dredging near the S-curve in the Ackerman/Lewis Creek Waterway.
 - Rotonda West Entry Features – This project will provide new signs at five (5) locations throughout the community. Signs will include landscaping and lighting. Funding is provided from assessments in the Rotonda West Street and Drainage Unit. Construction Contract: Keesling Construction, Construction Schedule: 03/18/2014 – 8/15/2014

- The Contractor completed all work and is waiting for Florida Power and Light to install man holes. Staff met with Keesling Construction on July 31, 2014 to complete the punch list; substantial completion was issued.
- 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. Construction Contract: Lovin Construction, Construction Schedule: 9/15/2014 – 12/31/2014
- The Pre-construction meeting was held on August 13, 2014. At this meeting, Notice to Proceed was established for September 15, 2014. Construction will take approximately 105 days to complete upon notice to proceed.
- 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. Construction Contract: Quality Enterprises, Construction Schedule: 05/19/2014 – 9/26/2014
- Construction is underway; all of the 54 box culvert sections have been installed. The east headwall footer and the west wingwall and headwall footers have been formed and poured. 90% of the rip rap has been installed on the east side of the canal.
- An unforeseen outfall pipe was discovered during the excavation for construction. A change order was processed in the amount of \$15,658.00 to allow for 4 days of additional work, including 2 manholes and additional pipe, so that the outfall pipe can be re-routed to connect with the current structure design.
- Sunshine Lake / Sunrise Waterway 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. Construction Contract: Prolime Services, Projected Schedule: 01/14/2013 – 01/01/2015
- Algae removal is going smoothly however it is taking longer than had originally anticipated. 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 from County Administration and the BCC to proceed. 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 all 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.
- Little Blue Heron nests were found along the project site. These birds are protected under the migratory bird treaty act, therefore all dredging has been postponed until the birds have hatched, left the nests, and the nests have been removed. A change order to Prolime's contract was approved on April 22, 2014 to ensure that the equipment would remain on site and that they would finish the job as soon as the nests could be removed. County staff is currently working with the Florida Fish and Wildlife Commission to obtain a nest removal permit so that the nests can be removed as soon as the birds leave; the construction end date may be adjusted depending on how long this process takes.
- 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. Construction Contract: ZEP Construction, Projected Schedule: 11/18/2013 – 5/12/2015

- Pompano Waterway: Roads are open to all traffic. Zep will complete all punchlist items by September 11, 2014.
- Elkcam Waterway: Zep Construction is currently preparing the waterway for the rip rap foundations and construction of the concrete headwalls.
- Fordham Waterway: Huxted Tunneling completed the fourth 84" tunnel for this project; they are currently setting up equipment to complete the last microtunnel under this contract. Zep Construction is preparing to construct a new weir upstream of the northbound Access Road; preparations are being made for the installation of concrete sheet piling.
- 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 Contract: ZEP Construction, Projected Schedule: 11/25/2013 – Summer 2015
- The contractor completed the Fruitland / Avenue of the Americas intersection as scheduled; the intersection was opened to traffic for the first day of school. Stop signs are in place for both Fruitland Avenue and Avenue of the Americas approaches to the intersection. Construction equipment is moving north and south on the Winchester Alignment so the crossing traffic must use caution within this intersection. Temporary stop signs have been placed on the north and southbound approaches on Winchester Boulevard to improve the safety for both the motoring public and the construction personnel.
- Excavation of the Flood Plain Compensation Pond north of SR 776 and west of Wilmington Boulevard will be completed mid-September 2014. Trucks hauling the excavated material are using SR 776 to San Casa Drive, then to CR 775 (Placida Road) as the haul route to transport the material into the Winchester Boulevard South construction site.
- As the trucks enter and leave, the CR 775 right-hand northbound lane will be closed from north of the Buck Creek Bridge to the Winchester Boulevard intersection. This allows trucks to exit the project onto CR 775 and accelerate to the posted speed limit while not impacting northbound traffic on CR 775.
- The contractor is in the process of placing base material for the new northbound lanes from Fruitland Avenue north to Apple Valley Avenue. The Contractor continues to place fill dirt in the southbound lanes from Fruitland Avenue to Rifle Road.
- Construction Projects 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. Design Contract: Kimley-Horn & Associates, Design/Permitting Schedule: 06/17/2009 – 03/18/2011, Procurement Process: August 2014, Projected Start of Construction: November 2014.
 - The County is utilizing Florida Department of Transportation (FDOT) Local Agency Program (LAP) Funds to construct this project which became available in July 2014. The FDOT LAP Agreement was approved by the Board of County Commissioners on June 24, 2014 and sent to FDOT for execution. More information will be provided upon Notice to Proceed from FDOT.
 - 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. Design Contract: Kimley-Horn & Associates, Design/Permitting Schedule: 10/15/2013 – 11/17/2014, Procurement Process: Summer 2015, Projected Start of Construction: Fall 2015

- 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.
- 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. The project will include replacing three bridges (West Spring Lake Waterway, East Spring Lake Waterway, and Sunrise Waterway) and improve five intersections, four of which will be roundabouts. Improvements include a raised median, curb and gutter, sidewalks/bike lanes, and landscaping. Design Contract: Southwest Engineering and Design, Design/Permitting Schedule: 10/14/2009 – 6/3/2014, Procurement Process: June - Sept 2014, Projected Start of Construction: Fall 2014.
- This construction project is advertised for bid. The pre-bid conference was held August 12, 2014, with 42 people attending. The Bid opening is scheduled September 10, 2014. The design team is preparing answers to bidders questions and issuing contract addenda.
- 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. 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. Design Contract: Southwest Engineering and Design, Design/Permitting Schedule: 09/10/2012 – Summer 2014, Procurement Process: Fall 2014, Projected Start of Construction: Late 2014
- 100% design plans were received and are under review. CCU plans to include a watermain which will be supported on the Bridge. AutoCAD files have been submitted to CCU to facilitate the watermain design. Once the utility design is complete the bridge rehabilitation project will be submitted to the Purchasing Department in preparation for bid solicitation.
- 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. This project was selected for inclusion in the 2008 Sales Tax Referendum. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: 05/08/2012 – Summer 2014, Procurement Process: Fall 2014, Projected Start of Construction: TBD
- Giffels-Webster Engineering submitted the 100% construction plans. County Public Works staff reviewed the final plans and returned all comments back to the design engineer. All roadway plans, Charlotte County School District plans, all Signing/Marking and Lighting Signalization plans are complete.
- At this time the project is on hold until Charlotte County Utilities (CCU) is ready with 100% utility plans. More information will be provided as updates are received from CCU.
- Parkside - Harbor Boulevard Improvements (U.S. 41 to Olean Boulevard) Phase 2 – 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 11/12/2013 – Late 2014, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015
- The Board of County Commissioners approved the preferred design options for the decorative lighting, gateway feature and the access management plan on May 13, 2014; 30% design plans are in progress.

- Research continues concerning the possibility of running FPL power lines underground along Harbor Boulevard as part of the Harbor Boulevard Enhancement project. Staff will present this option to the Board of County Commissioners on September 9, 2014 to seek direction.
- Placida Road Safety Improvements 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. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: through February 2015, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015
- The 60% design plans were submitted to SWFWMD on August 12, 2014. SWFWMD has 30 days to review the plans; comments are anticipated by September 11, 2014. It is anticipated that phase 1 of this project will qualify for an exemption similar to phase 2. 90% design plans are in production now and are due to the County for review the end of September 2014.
- Charlotte County Utilities will be adding a reclaimed water line to the project. Conducting utility work in conjunction with the construction of the new multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.
- A change order to add the utility work to the design contract Scope of Services is being prepared and will be presented to the Board of County Commissioners on September 9, 2014 for approval.
- Placida Road Safety Improvements Phase 2 (Cape Haze Dr. to Boca Grande Causeway) – This project provides for a continuous walkway along Placida Road from SR 776 to the Boca Grande Causeway. This multi-use path will run along the northwest side of Placida Road and will be 10' wide to accommodate both pedestrians and bicyclists. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: through February 2015, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015.
- The design firm is currently working on 90% plans. We anticipate these plans will be completed and submitted for County review by mid-September 2014.
- Charlotte County Utilities will be adding a reclaimed water line to the project. Conducting utility work in conjunction with the construction of the new multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.
- A change order to add the utility work to the design contract Scope of Services is being prepared and will be presented to the Board of County Commissioners on September 9, 2014 for approval.
- 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. Design Contract: Banks Engineering, Design/Permitting Schedule: 01/06/2014 – September 2014, Procurement Process: Fall 2014, Projected Start of Construction: Early 2015
- The 60% design plans were received and are under review. The MSBU committee requested an additional sidewalk installed on Rio Togas Road. A change order was approved for the additional design, which is underway. Banks Engineering met with the MSBU on August 12, 2014, and reviewed the placement of the sidewalk on Rio Togas Road.
- Sidewalks – Harbour Heights - This project consists of constructing approximately 2.75 miles of 5' wide sidewalks within the Harbour Heights MSBU District. Sidewalks are proposed along the following six (6) roadways: Sunnybrook Road (from triangle at Broadpoint Dr. to Peace River Dr.), Peace River Drive (from Sunnybrook Rd. to San Marino Dr.), San Marino Drive (from Broadpoint Dr. to Peace River Dr.), Broadpoint Drive (from Voyageur Dr. to Washington St.), Sulstone Drive (from Sunnybrook Rd. south to end), Voyageur Drive (from Broadpoint Dr. to end). Design Contract: Charlotte Engineering, Design/Permitting: 6/27/14 – Late 2014, Procurement: TBD, Construction: TBD
- Survey work for the area has been completed. County staff met with Charlotte Engineering & Surveying, Inc. to discuss design options. 30% design plans are expected in September 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 01/03/2012 – 05/14/2013, Procurement Process: TBD, Projected Start of Construction: TBD
- 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 - Parade Circle Sidewalk Connections - The Rotonda West MSBU requested that sidewalks be installed along the feeder roads leading to Parade Circle. This design will be for approximately 950 feet of 6' sidewalk along Oakland Hills Road, Pebble Beach Road, Pinehurst Road, Broadmoor Road, Long Meadow Road and White Marsh Road. Design Contract: Johnson Engineering, Design/Permitting: through Spring 2015, Procurement: TBD, Construction: TBD
 - Staff negotiated with Johnson Engineering for the design of this project. 30% plans are expected in early September 2014.
 - 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 08/18/2011 – 06/11/2013, Procurement Process: through 10/14/2014, Projected Start of Construction: Fall 2014
 - The utility companies completed their review of the design plans. This project is with the Purchasing Department undergoing review. Bid solicitation for construction is expected to be advertised by the end of August 2014.
 - 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. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: 03/02/2011 – 05/10/2013, Procurement Process: TBD, Projected Start of Construction: TBD
 - 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. CCU is currently trying to acquire an FDEP permit for their portion of the project.
 - 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 01/06/2014 – 10/01/2014, Procurement Process: Fall 2014, Projected Start of Construction: Early 2015
 - The Beautification Committee requested that benches and minimal landscaping be added to the design. A change order was approved for the additional work and Johnson Engineering is incorporating the additional features into the design. Johnson Engineering presented the 60% plans to the MSBU on July 24, 2014; staff is reviewing the plans. The MSBU scheduled a meeting on September 11, 2014 to discuss the possibility of widening the path to 10'.
 - Tom Adam's Bridge – Phase 2 of the Tom Adams Bridge Rehabilitation will replace the existing tender house, electrical, and mechanical equipment. The proposed Tenderhouse will provide a gateway to the Manasota Key will feature a standing seam roof color coordinated with the bridge and large observation windows designed to withstand hurricane winds. The proposed Tenderhouse 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. The existing Tenderhouse will be removed providing a scenic outlook for pedestrians. The existing concrete railing and guardrail will be removed and replaced with a steel traffic barrier and aluminum handrail, which will allow for widening the sidewalk to a minimum of five (5) feet. The sidewalk surface will be topped to correct slope and alignment issues, making it easier for pedestrians to cross the bridge. The rehabilitation will also replace the existing Traffic Gates, Traffic Signals, the approach slabs (concrete slab which connect the bridge to the roadway), abutment wall cap, slope pavement (surface under the bridge approaches), plus the bridge will be repainted. Design

Contract: Charlotte Engineering & Surveying, Design/Permitting Schedule: 07/02/2012 – Summer 2014, Procurement Process: Fall 2014, Projected Start of Construction: Late 2014

- Final design plans were received on July 11, 2014. All permit applications have been submitted to the permitting agencies and the final plans, project specifications and cost estimates are under review. Upon completion of the review, the bid documents will be submitted to the Purchasing Department in preparation for bid solicitation.
- 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 (FDEP) 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. Design Contract: Coastal Engineering, Design/Permitting Schedule: 01/06/2013 – Late 2014, Procurement Process: Late 2014, Projected Start of Construction: Spring 2015
- The geotechnical study and natural resource investigations are complete - no impact to sea grasses, hard bottom or oysters exists. 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. FDEP sent a Request for Additional Information (RAI) to the Consultant; a response was provided. The Mitigation/Public Interest plan was formulated and submitted to the permitting agencies for review. The ACOE sent an RAI as well and wants to combine this project with the Maintenance project. The Consultant responded to the RAI and the fee for FDEP review of the project has been submitted for payment. Communications between the FDEP, ACOE the Consultant, and Charlotte County staff continues.
- The ACOE has determined that both this project and the maintenance project need to be reviewed for presence of the Smalltooth Sawfish.
- 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. Design Contract: Coastal Engineering, Design/Permitting Schedule: 01/06/2014 through Fall 2014, Procurement Process: Fall 2014, Projected Start of Construction: Early 2015
- The Army Corps of Engineer (ACOE) permits expired March 2014; re-authorization of project permitting is underway. Plans and specifications are complete pending any revised permit language required by the permitting agencies. The Florida Department of Environmental Protection (FDEP) permit was received however the ACOE permit application is still under review. The ACOE sent a Request for Additional Information (RAI) as they want to combine this project with the Alligator Creek -6 Feet Dredging Project; this may delay maintenance dredging. The Consultant responded to the RAI and is attempting to rectify. The bid specifications will be reviewed by staff upon receipt. Communications with the permitting agencies continues.
- The ACOE has determined that both this project and the -6 Feet Dredging project need to be reviewed for presence of the Smalltooth Sawfish.
- 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 02/01/2014 – Fall 2014, Procurement Process: Fall 2014, Projected Start of Construction: Late 2014
- The permit application was submitted to FDEP on July 23, 2014. FDEP sent the application to the Army Corps of Engineers (ACOE) and consultation with National Marine Fisheries Service (NMFS) is likely for the Smalltooth Sawfish.
- 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. Design Contract: TBD, Design/Permitting Schedule: May 2014 – Fall 2015, Procurement Process: Fall 2015, Projected Start of Construction: Late 2015
- The Consultant is gathering preliminary data; the bathymetric survey will be finalized the week of September 15, 2014. Data reduction and design plans are anticipated by the end of September 2014.
 - PROJECT SCHEDULE: August 2014 - Data Reduction and Design Plans
 - September 2014 - Permit Application Preparation and Submittal
 - October 2014 through Summer 2015 - Permit Processing
 - 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. Design Contract: Stantec, Design/Permitting Schedule: 12/17/2013 – Spring 2014, Procurement Process: October 2014, Projected Start of Construction: Fall 2014
 - The project permit was received on May 8, 2014. Staff reviewed the bid specifications and the Consultant made final revisions; limited vegetation trimming, for line of sight/navigation, is being added to the contract. Due to the available budget for this project and the current workloads of local contractors, the County anticipates more competitive bids if this project is advertised for construction this fall; this project will be advertised for bid in October 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. 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. Now that the Pirate Harbor rock ledges have been removed, the engineering and design of the Pirate Harbor Access Channel has been added to the previous contract and will require a standard general permit. 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. Design Contract: Coastal Engineering, Design/Permitting Schedule: 4/22/2014 – Early 2016, Procurement: Summer 2015, Projected Start of Construction: Fall 2015
 - The consultant completed the bathymetry and sea grass survey. The preliminary drawings were provided the week of July 14, 2014. A pre-application meeting was held Tuesday, Aug 12, 2014 to expedite the permit review process. The permit application will be submitted following the next MSBU meeting, where we will discuss and develop the mitigation strategy based on the information provided by the agencies.
 - Design Schedule - June 2014: Field work including bathymetry, jet probes, sediment sampling and sea grass mapping, July 2014: Data reduction and design plans, August 2014: Permit application, preparation and submittal, September 2014 - early 2016: Permit processing.
 - South Gulf Cove Turn Basin – The South Gulf Cove Waterway Committee requests to permit and construct 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, of 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 06/01/2013 – Summer 2014, Procurement Process: Summer 2014, Projected Start of Construction: Summer 2014
 - The FDEP permit was issued, however the permit 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. The ACOE indicated that the permit application review is nearing completion.
 - Johnson Engineering completed the construction plans and the bid specifications; staff reviewed the bid documents the week of April 14, 2014. Johnson Engineering is in the process of revising the bid specifications to include modifications recommended by staff. Upon the receipt of the ACOE permit, this project will go out to bid for construction.

- Stump Pass 10 Year Beach and Inlet Management Plan – 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. Design Contract: Coastal Engineering, Design/Permitting Schedule: 04/16/2012 – July 2015, Procurement Process: Summer 2015, Projected Start of Construction: November 2015
- 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 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 application was submitted May 13, 2014 to the permitting agencies. A Request for Additional Information (RAI) was received. County staff, the Consultant and permitting agencies held a teleconference to discuss the RAI. The Consultant is preparing documents in response to the RAI and anticipates resubmitting by the end of September 2014.
- Projected Permitting Schedule:
 - May 2014 through April 2015 - Permit processing with FDEP & USACE
 - June 2015 – Permit processing with FDEP
 - July 2015 – Permit Processing with USACE
- 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). Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: 02/06/2014 – August 2014, Procurement Process: Summer 2014, Projected Start of Construction: Fall 2014
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 - The SWFWMD permit and the 90% design plans have been received; the design plans are under review by County staff. Technical specifications are expected by August 25, 2014.
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 - 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. Phase 2 includes the continuation of bank restoration to Harbor View Road. Design Contract: Tetra Tech, Design/Permitting Schedule: 06/08/2012 – 04/01/2014, Procurement Process: July 2014, Projected Start of Construction: Summer 2014
 - The Construction Contract is advertised for bid. The pre-bid conference is scheduled September 8, 2014 with bid opening scheduled October 1, 2014.
 - 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. Design Contract: Weiler Engineering, Design/Permitting

Schedule: 11/09/2012 – 12/01/2013, Procurement Process: 12/10/2013 – 9/9/2014, Projected Start of Construction: TBD

- A construction contract was presented to the BCC for award on February 11, 2014, however the Commissioners requested more information before voting on the contract. Discussions were held at the Board Workshop on February 18, 2014; the Board asked staff to investigate alternative solutions. Little Farm Road was discussed further at a BCC Workshop on May 20, 2014; as a result of the discussions, additional funding resources were explored and identified. The construction contract was presented to the BCC on July 22, 2014, however the Board did not award the contract. It is anticipated that the contract will be presented to the BCC again on September 9, 2014.
- Newgate Waterway Spoil Removal - The Newgate Waterway has several large silt deposits and overgrown vegetation within the limits of the water line. This accumulated material is causing an adverse impact on the stormwater conveyance system and needs to be removed. Approximately 8,000 cubic yards of material will be removed from the waterway approximately 3,400 feet from Jennings Boulevard to east of David Boulevard. Design Contract: Stantec, Design/Permitting Schedule: 02/01/2013 – 8/30/2014, Procurement Process: September 2014, Projected Construction Schedule: December 2014 – March 2015 (during dry season)
- A consultant has been retained to perform the permitting, surveying, and relocation requirements to protect and relocate tortoises from the project site as required by law. Final plans and bid specifications have been received and, upon approval by staff, will be forwarded to the Purchasing Department to be advertised for construction bids. As we are anticipating construction to start in December 2014 during the dry season, the gopher tortoise survey (which is only good for 90 days) will be completed around the end of September 2014.
- 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 03/01/2011 – 04/01/2013, Procurement Process: Fall 2014, Projected Start of Construction: Spring 2015
- The design is complete and permits have been obtained. Based on current funding, this structure is scheduled for construction in the spring of 2015.
- 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 10/01/2013 – August 2014, Procurement Process: Summer 2015, Projected Start of Construction: Late 2015
- The survey is complete and the SWFWMD permit application has been submitted. Staff is anticipating the receipt of 90% design plans in early September 2014. 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 03/01/2011 – 04/01/2013, Procurement Process: Fall 2014, Projected Start of Construction: Spring 2015
- The design is complete and permits have been obtained. Based on current funding, construction is projected to begin in the spring of 2015.

- 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. Design Contract: Johnson Engineering, Design/Permitting Schedule: 05/01/2013 – 9/1/2014, Procurement Process: Summer 2015, Projected Start of Construction: Fall 2015
- The plans have been permitted by SWFWMD. Johnson Engineering submitted 100% design plans and construction specifications for County review.
- Lighting Projects - Charlotte County CIP Projects:
- Burnt Store Road Phase I – (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. Response received from Railroad – unable to obtain quote for required work, call to be placed to Seminole Gulf Railroad to see if there is anything we can do to assist.
- Burnt Store Road Phase III – Monitored Contractors as they installed roadway lighting and future communication conduits.
- Edgewater Phase II Construction – Awaiting bidding process/construction to begin.
- Electric Runs to Rotonda West Bridges – Reviewed and commented on material submittals for future lighting systems and monitored contractors installing conduits and directional bores. Work is complete.
- Gasparilla Road Widening – Construction began July 7, 2014. Awaiting construction to progress before Lighting District work begins.
- Midway Boulevard Widening Project – Reviewed 100% signal and lighting plans; comments were provided to Project Manager.
- US 41 Microtunneling Project – Lighting and fiber optic communication conduits had to be re-located a second time at the Elkcam Waterway due to conflicts with the guardrail location along US41 southbound.
- Winchester Boulevard Project – Met with design firm in the field to discuss placement of mast arm poles at SR 776/Winchester Boulevard in conjunction with the additional right turn lane at this intersection. 90% lighting plans were received from the design firm and are under review.
- Lighting Projects – Departmental Projects:
- Completed preventative annual traffic signal maintenance at the following locations:
 - US 41 at Harbor Blvd.
 - US 41 at W. Tarpon Blvd.
 - US 41 at Port Charlotte Blvd.
 - US 41 at Olean Blvd.
 - US 41 at Midway Blvd.
 - Cochran Blvd. at Lakeview Blvd.
 - Cochran Blvd. at Pellam Blvd.
 - Cochran Blvd. at Education Way
 - Midway Blvd. at Lakeview Blvd.
 - Edgewater Dr. at Bayshore Rd.
- Flashing warning beacons on Edgewater Dr. for Cousley Dr.
- Flashing warning beacons on Sheehan Blvd.
- Flashing warning beacons on Wisteria Pl.
- Repaired several incident management cameras at various locations around the County.
- Installed a replacement incident management camera at Jones Loop Rd. at the I-75 NB ramps.
- Installed replacement batteries into the traffic signal battery backup cabinet at SR 776/Oriole Blvd. and US 41/Gardner Dr.
- Replaced a pedestrian signal pole damaged during a vehicle accident at Olean Blvd. and Conway Blvd.

- Monitored contractor lifting and tightening mast arm connection bolts at Cochran Blvd. and Quesada Blvd. Gaps between the arm and upright plates were discovered during routine annual inspection processes. The gap was attributed to improper installation.
- Constructed a new electrical service at Veterans Blvd. and Murdock Cir. The existing electrical service is badly corroded and is causing intermittent problems.
- Installed a new traffic signal controller pad and re-furbished traffic signal cabinet at Harborview Rd. and Rio De Janeiro Ave.
- The Lighting District was recently approved to upgrade/convert its pager programmable school flashing beacon time clocks to ones which utilize cellular programmable technology. Staff received the clocks and cellular modems back from the manufacturer. Began documentation, programming, activating and installing clocks into the field; all clocks have been deployed and the new system is fully operational.
- Speed limit signs have been installed reducing speed limits at 4 school zones during school start/end times. Removed 8 school flashing beacon poles and bases. The school zones remain in place, only change was signage replaced the flashing beacons.
- Working on resolving issues with re-write by FDOT of Maintenance and Compensation Agreement for Traffic Signals- ongoing
- Traffic Management Center
 - Testing and monitoring of new Cisco Network Switches for TMC and (4) four network Hubs in the field continuing.
 - Continue transition of new PC's for TMC.
 - Installation of new RTC software for programming and communications to school flashers. Currently monitoring and resolving issues as needed.
 - Continue monitoring and fielding complaints as the need arises. Responding to information requests.
 - Locates Performed
 - 271 Requests for underground utility locates were received, generating 106 tickets for locates.
 - Trouble Calls
 - 20 trouble calls received responded to and problems of various natures resolved.
- Maintenance & Operations:
 - August 18 - 22, 2014: There were 57 new work requests for service during this time period. Most of the requests were for drainage work and brush trimming; other requests included debris removal from the right of way and pothole repairs.
 - An outfall crew removed/installed 32 linear feet of 24" x 38" concrete driveway culvert on Washington Loop Rd. and removed/installed 32 linear feet of 19" x 30" concrete driveway culvert on Carmalita St.
 - In Greater Port Charlotte, an outfall crew performed restoration activities after pipe work on Oxford Ave. and installed 40 feet of 14" x 23" reinforced concrete pipe at the intersection of Burkhart Dr. and Alaric St. The outfall crew poured the road crossing with concrete and installed 36 feet of 12" x 18" reinforced concrete pipe on Burkhart Dr. and armored the crossing with concrete.
 - An outfall crew installed 36 linear feet of reinforced concrete pipe, armored the crossing, and cleaned up on Orlando Blvd. and McNulty Ave. in the Midway 7 area ahead of the 2015 GPC paving program.
 - An outfall crew installed 36 linear feet of 14" X 23" reinforced concrete road crossing pipe on Rosemary St. at Ambassador Ave.
 - A drainage crew is finishing up 30,000 square feet of line and grade on Hamlet Dr. in Lemon Bay.
 - In Greater Port Charlotte, a drainage crew completed 7,450 square feet of line and grade on Great Falls Terr. between Broad Ranch Dr. and Lakeview Blvd. and re-graded 11,000 square feet on Ackerman Ave., between Countryman Ave. and Mundella St., for the placement of sod.
 - A drainage crew completed 4,100 square feet of line and grade on Alcira Cir. at Alicante Dr., and 4,100 square feet on Badalona Dr. at Alcazar Dr. in Burnt Store Village. The crew also conducted 6,300 square feet of line and grade on San Lucas Lane and Sage Horn Lane in Burnt Store Lakes.

- The quick response crew completed .2 miles of shoulder repair at Carmalita/Florida St. and swept a temporary road at the Airport for mosquito control. They also mowed and trimmed the Lieutenant Carl Bailey Cemetery.
- August 25 – 29, 2014: There were 40 new work requests for service during this time period. Most of the requests were for drainage work and brush trimming; some requests for debris removal from the right of way, and pothole repairs.
- An outfall crew installed 36 linear feet of reinforced concrete pipe, armored on Foote St. in the Midway 7 section ahead of the 2015 GPC paving program.
- An outfall crew installed 64 linear feet of 19" x 30 " concrete road crossing pipe at Beech Rd. in the Ridge Harbor area.
- In Greater Port Charlotte, a drainage crew completed 6,000 square feet of line and grade on Dewitt St. and 2,000 square feet on Weaver Ave. in GPC.
- A drainage crew completed 6,000 square feet of line & grade at Winfree St & Winchell Ave in Gulf Cove.
- A drainage crew completed 7,550 square feet of line and grade on Le June St. between Rothschild Ave. and Coral Sea Ave. in North West Port Charlotte, and 6,052 square feet of line and grade on Chevy Chase St. between Mensh Terr. and Kennwood terr. In GPC.
- A drainage crew completed 3,850 square feet of line and grade on Badalona at Alcazar in Burnt Store Village. The crew also completed 7,060 square feet at Cuiaba Dr. and Guapore Dr., and another 3,600 square feet on Tiera Del Fuego Cir, both in Deep Creek.
- The Grapple truck removed 4,000 pounds of debris from rights-of-ways within the County.
- 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. Design Contract: Florida Transportation Engineering, Design/Permitting: 12/14/2012 – 08/09/2013, Procurement: 10/21/2013 – 01/28/2014, Construction Contract: Wright Construction: 04/14/2014 – July 31, 2014.
 - Substantial completion was issued. As soon as Florida Power and Light completes their work, this project will be complete.
 - Harbour Heights Median Improvements - This project consists of installing curbing, irrigation and landscaping within the existing medians on Sunnybrook Road and Broadpoint Drive. Design Contract: Charlotte Engineering, Design/Permitting: 6/27/14 – Late 2014, Procurement: TBD, Construction: TBD
 - Surveying is underway. The 30% plans are expected to be delivered in September 2014.
 - 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. Design Contract: Weiler Engineering, Design/Permitting Schedule: July 2014 – Early 2015, Construction: N/A (Design Only)
 - The survey of the project area is complete. A pre-application meeting was held with SWFWMD on July 31, 2014; County staff and Weiler Engineering staff were both in attendance to discuss project permitting requirements. 30% plans are expected in September 2014.
 - 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. Design Contract: RMA Geologic Consultants, Design/Permitting Schedule: 04/01/2013 – 07/31/2013, Procurement Process: TBD, Projected Start of Construction: TBD
 - 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. Design: Public Works Engineering Division, Design/Permitting Schedule: 04/17/2013 – 10/01/2013, Procurement Process: Summer 2014, Projected Start of Construction: Late Summer 2014

- 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.
- This 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 complete and will be submitted to the Purchasing Department for bid solicitation upon completion of the Sunshine Lake/Sunrise Waterway Algae Removal project (subject to funding.)
- Pest Management:
- Mosquito Control
 - Number of acres treated = Adulticide Treatment/ 84,480 (Aerial) 191,440 (Ground)
 - Larvicide Treatment/ 4416 (Aerial) 240 (Ground)
 - Landing rate counts = 1039
 - Trap counts = 5447
 - Citizen requests = 101
 - Tire collection/source reduction = No tires collected In August 2014
- Aquatic Weed Control:
 - Number of sites treated = 90
 - Wetland mitigation sites maintained = 1 site treated
 - Number of sites inspected = 122
- Traffic Signing & Marking:
 - Herbicide = 6,295 objects
 - Marine Markers Replaced = 14
 - New School Signs Installed = 42
 - Raised Pavement Markers Installed = 2,354
 - Signs Inspected = 9,442
 - Signs Manufactured = 361
 - Signs Repaired = 1,259
 - Speed Studies = 17
 - Striping = 14.3 miles
 - Traffic Counts = 44 stations
 - Trouble Calls (after hours) = 1
 - Staff manufactured and installed 9 new signs for Florida Southwestern State College in conjunction with their name change from Edison State College.

Tourism

- The Smith Travel Research (STR) report for July performance indicators bodes well for summer tourism. Charlotte County led the SW Gulf Coast in occupancy increases, revenue per available room (RevPar) increases and room revenue increases. Charlotte County's occupancy in the hotel sector (Port Charlotte and South County) increased 28% over the previous record year. That is 12 points higher than the highest occupancy increase of all other SW Gulf Coast destinations. We also led in RevPar with a 31% increase.
- "Show us Your Charlotte," the VCB's photo contest, was off to a great start with a total of 33 submissions for the inaugural contest. Contests will be held quarterly. Everyone was very pleased with the quality of the photos we received. Entrants were pleased with the ease of submission on-line. The VCB retains all rights to all photos submitted. The purpose of Show Us Your Charlotte is to engage the community and increase our photo stock for promotional purposes.
- Cross County FAM – The VCB is working with the Englewood and Punta Gorda Chambers to develop a cross-county familiarization tour. During off season, in particular, West County can be a destination for South County visitors and vice versa. It is important for the two areas of the county to become better acquainted each other's tourism product and to cross promote. The average stay of a visitor during the summer is 6.9 nights. Visitors are looking for activities. We would certainly rather capture that business within Charlotte County than to lose it to destinations north or south of us.
- RSW Airport – Chip Futch and Lorah Steiner met with the Marketing Director for RSW to get updates on current air service and proposed air service. This was followed by a conference call with other SW Florida VCB's to see how we might work together to promote air service and support new routes/carriers.
- 2015 Advertising Plan – Much of our time during July and August was spent on the development of our 2015 advertising plan. This includes planning the 2014/2015 co-op advertising program, development of content for the new website and discussions/planning for the 2015 Visitor Guide. This process involves reviewing 2013 and 2014 research, reviewing all media under consideration, market segments each will target, assessment of effectiveness for those market segments and past advertising effectiveness (or lack of) and cost/benefit assessment.
- Tracks and Trails – I have been working with Rachael Ketterman, marketing director for Tracks and Trails to schedule tours of the site key area influencers/officials. This is an on-going process. It is important for our government officials and our business community to understand the scope of the project the impact it will have both economically and in regard to area infrastructure.
- Germany brochure distribution – Germany is a growth market for Charlotte County. German visitors traditionally come to Florida during the summer when we most need business. In 2015, we will be printing a German edition of our visitor guide and distributing the guide through Via Urlaub, a brochure distribution service which showcases brochures at leisure-focused tradeshows throughout Germany.
- Marketing:
 - Chip Futch has been working on the transition from our old website (current) to the new website which is being developed by Simpleview. Simpleview specializes in tourism websites and is the provider for more than 300 tourism destinations throughout the world. The initial work involves assuring the framework for the site, navigation and "look and feel" all work together for an exceptional visitor experience on-line. The new site will also enable us to document all contact with our hospitality industry partners as well as any initiatives, advertising, travel writer visits, etc., which included or impacted their businesses.
 - Chip has been working on ad and content development for several 2015 advertising campaigns: Best of American Travel which targets the Canadian market; Food and Travel which will highlight our many exceptional owner/operated restaurants; Discover America Guide which is translated into 7 languages; VISIT Florida Magazine, the official fulfillment piece for VISIT Florida, that state's tourism office and Sunseeker, Allegiant airlines' in-flight magazine.
 - Chip and Lorah have been working with the other SW Florida DMO's on the development of the "Shop, Dine, Play app for the Brazilian market.

- Chip developed a Facebook campaign that is a play on the famous comedy sketch, “If you (fill in the blank) then you might be a” The first one on August 1 was, “If your weekend plans involved something like this (show photo of a family in a boat pulled up to a Charlotte County beach)..then you might be in Charlotte Harbor and the Gulf Island. The campaign has substantially increased the number of shares of our posts on Facebook.
- All staff worked worked in partnership with the Charlotte County Hospitality Association on a preview of the VCB’s 2015 Co-op Marketing program. Various representatives of tourism publications attended as well. It was the highest turn-out we have had for a co-op marketing event. The actual opt-in for co-op marketing will be on-line in late September.
- Film:
 - Jerry Jones worked with publicist Nan Leonard and editor Russ Weston, both under contract to Dr. Beach to produce a sizzle reel and one-page marketing piece. Ms. Leonard has made contact with a sales agent to promote the pilot.
 - Jerry Jones photographed Hurricane Charley’s, Knight Island and Parkside Mall as locations to include in Reel Scout.
 - Jerry met with Tony Jasica, a Tampa based producer who worked on a faith based film last year called The Investigator. While mostly shot in Tampa, it was helped by considerable support from Charlotte County including car rentals and costumes. He was looking for a way to recognize the help received by tying something in Charlotte County into the release of the film later this month. Jerry has followed up and is waiting for a response from Mr. Jasica.
- Public Relations:
 - Jennifer Huber assisted a journalist on assignment for Sunseeker (Allegiant’s in-flight magazine) with events happening December through March.
 - As a direct result of the VCB’s PR agency, “AboveWater” responding to an editorial lead, Fishermen’s Village’s Pirates Festival was featured on Fox.com in an article titled, “Best Summer Beach Festivals in the U.S.
 - As a direct result of Bonnie Gross’s October 2011 visit and visit this past spring, the writer posted this article about Punta Gorda: <http://www.floridarambler.com/florida-bike-hike-trails/punta-gorda-things-to-do/>
 - Travel Journalist Lucy Tobias wrote this article about Punta Gorda for her Saturday morning e-magazine as a direct result of her visit to Punta Gorda June 27-28:
 - <http://www.lucytobias.com/2014/07/01/go-good-time-punta-gorda>
 - Travel Weekly interviewed Tourism Director Lorah Steiner and City of Punta Gorda Manager Howard Kunick for an article about the destination 10 years after Hurricane Charley. Travel Weekly is the travel industry’s largest B2B publication.
 - Jennifer worked with travel writers, Dr. Jeffrey Orenstein, Ph.D – Living on the Suncoast Magazine; Scott Fais, Florida on a Tankful and Lindsey Cole, Ontario Sailor Magazine & Active Senior Magazine to plan their visits to our destination in September and October.
- Sports:
 - Sean Doherty attended the Connect Sports Marketplace trade show in Milwaukee, WI and met with over two dozen sports and event organizers. As a result he receive for requests for proposals and several strong leads for follow-up.
 - Sean organized and facilitated a networking/sales function at the August 29 Tampa Bay Rays game at Tropicana Field in conjunction with the Charlotte Harbor Event and Conference Center and Fishermen’s Village. Approximately 30 meeting planners and travel agents were in attendance providing the VCB with a face-to-face opportunity to introduce them to Charlotte County and what we have to offer meetings and leisure markets.

Utilities

- Engineering Services:
 - 1,157 Locates Processed from Sunshine State One Call; 4 Developer Agreements Prepared; 35 Residential Service Availability Letters Prepared; 0 Commercial Service Availability Letters Prepared; 34 Residential Service Applications Processed; 410 CIP inspections; 140 Developer Inspections.
- Business Services:
 - Web Services – VueBill (hosted by BillTrust) went live July 1, 2014. As of the end of August 17% of our bills are now being sent electronically.
 - Fixed Base meter installation - Phase III infrastructure has been received. Over 7,757 (14% of total system) meters have been installed. Estimated completion date for Phase III is Sept. 30, 2014 and in budget.
 - Customer Service: total number of customers to the lobby was 2,412, which is 28% more than previous month and 210% more than June.
 - Delinquencies: total delinquency revenue for the month was \$26,026. FY 14 total: \$621,688
 - Electronic Bill Payment: 45% of all CCU bills.
 - North Port: 3,522 bills were processed resulting in \$725 in revenue. Total revenue collected YTD \$10,256.
 - Banner Upgrade: Customization planning is complete with a few items to be resolved. Configuration meetings to begin the week of September 8. These meetings were postponed to maintain staffing levels on telephones. Staff has been working together to establish rules, policies and procedures and testing issues arising from the new functionality. We are also working to clean up the existing data base to ensure transition from one version to the next goes as smoothly as possible. We are approximately two weeks behind schedule due to the extension of the configuration training.
 - Accounts Receivable: the accounts receivable over 90 days went from 44.7% in July to 40.92% in August. The accounts receivable within 30 days went from 49.69% in July to 51.55% in August.
 - Telephone Activity: There were 13,877 calls presented to the call center in August of which and 11,929 of those calls were answered. The abandoned rate was 14% in August. In July, 13,881 calls were presented and 8,409 calls were handled. The abandon rate in July was 39%. The average speed of answer in August was 9.21 minutes versus 10.11 minutes in July.
- Operations Division:
 - Treatment Facilities:
 - 225 preventative maintenance, 19 corrective and 9 emergency work orders were completed.
 - 402 residential cross-connection inspections were completed, 6 annual backflow inspections were completed, and 4 reclaim site maintenance/repair work orders were completed.
 - Burnt Store WTP: We had a failure of the Programmable Logic Controller (PLC) at the Burnt Store Water Treatment plant on Aug 31st and September 1st causing an entire system loss of pressure for several hours during the night on both days. A boil water notice was sent to all media outlets as a precaution and we staffed the plant 24 hours/day until a backup alarm notification system could be installed. Replaced #1 deep injection well pump motor.
 - East Port WRF: Replaced the diesel fuel dispenser with an above ground unit in accordance with all regulatory parameters. We installed a 1inch potable water service to the existing blower building for future use of an Instrument & Control/Maintenance work shop.
 - Rotonda WRF: Completed reworking Ethernet Rack Mounted Converters.
 - Integration Services Inc. and the IT Department have successfully completed pushing Wonderware data from the Burnt Store and Rotonda facilities through the network to the servers at the Administration Building (five-story) in Murdock.
 - Staff Training: Four staff members successfully completed the FW&PCOA Fall Short School and two staff were certified in First Aid/CPR/AED.

- *Water Distribution:*
 - Install (2) 8" insertion meters at the main lines going into Maple Leaf Estates to allow us the ability to isolate the distribution system in Maple Leaf without impacting the businesses on the same line.
 - Completed quarterly TTHM and HAA5 sampling in both water systems.
 - Completed Parameter sampling in the CCU distribution system.
 - Two staff members went to Florida Rural Water Association training.
 - Two staff members went to FW&PCOA short school.
 - Three staff members were certified in MOT.
 - One staff member received his FDEP license for Distribution Operator 3.
 - The Chemsan unit was placed into operation at the Golf Course Booster station to monitor residual levels.
 - The ground storage tank levels were adjusted at all booster stations to maintain the most water available in storage at all times as a precaution in the event something happens at the Water Authority plant during their construction activities.
 - The PLC contractor has completed the programming of the controls for the Gulf Cove booster station.
 - The new bleach skid was certified by FDEP and placed into service at the Rotonda Booster station.
- *Wastewater Collection:*
 - Gravity/Force Mains: 6 ARVs were cleaned/ serviced; investigated 10 called-in backups – 9 were determined to be customer responsibility and 1 was CCU's (contractor line through service); 2 gravity services were located and excavated for Engineering; repaired 4 force main breaks – 2 from age and 2 from contractor damage; 170' of 12" force main was replaced supplying flow to Quesada Master L/S; 3,060' gravity sewer main was cleaned and televised; 23 manholes were inspected; installed 16 LPS service taps for new construction.
 - Lift Stations: 71 Corrective Maintenance work orders; 36 Valve Maintenance work orders; 12 Annual Maintenance work orders; 77 Quarterly Maintenance work orders; rehab crew replaced the bases, pumps and discharges at LS #404; finished the cleanup at LS #37 due to force main break; began ordering and building all the parts necessary to replace discharges and valves at LS #812; the I&C Techs identified one antenna tower in dire need of replacement. Performed regular maintenance as needed.
 - Low Pressure Sewer: Responded to 169 service calls -24 of the calls were for Preventative Maintenance; 5 standard upgrades were completed; replaced 1 failed tank; installed 2 mandatory connections; replaced 3 bad check valves at street; repaired one broken blow off; repaired one broken force main at Ambrose which was 14' long 6" AC pipe; flushed Gold Coast area due to high pressure in the LPS force main.
 - 3 new employees attended the MOT class.
- Public Outreach:
 - 4 Press Releases were issued. Parkside-Elkcam Boulevard/Gertrude Avenue Enhancements Projects, Meeting Announcements & Move Over Law release.
 - Speaking Engagement presented to Sunrise Kiwanis with CCU Director.
 - Two Workshops held for property owners in North Shore for the LPS system.
 - Assisted with the Groundbreaking Ceremony for the Parkside-Elkcam Boulevard/Gertrude Avenue Enhancements Projects.
 - Began preparation work for public meetings for the Parkside-Elkcam Boulevard/Gertrude Avenue Enhancements Projects that will be held on 9/11.
- Human Resources:
 - Total positions: 200. Vacant positions: 4.
 - Offers pending on 2 positions: (2) Maintenance Mechanics
 - Recruiting 2 positions: Maintenance Mechanic and Customer Account Specialist
 - Conducted: Utility Customer Relations Level 1 Class at Immokalee Water & Sewer.
- PR/MRWSA Water Resources:
 - 23.64 MGD of water went to customers on an average day in August and there was approximately 10.33 BG of water in storage, representing nearly 405 days of supply.

- Administrators met on August 8th, Authority and Member Professional staff met on July 30th. Authority Board met on August 25th and Charlotte County's consultants, led by Ed de la Parte, presented their findings on the 1991 PRF Rebuild project. The FY 2015 Budget, along with associated rates, fees and charges were adopted. Another item of interest was discussion on the Phase 1 Interconnect as it related to the City of Punta Gorda's request for SWFWMD Cooperative Funding for their R.O. Water Treatment Plant.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):*
 - On August 1st the FDOT closed out the final permit for work that was done along SR 776. This is the final outstanding item for this contract and it is now complete.
 - *Pumping Station (Stage 2):* During remote testing there was an issue with VFD's 2 and 3 and with MOV #2. There was also a problem with the installed MOV surge protection. The contractor's pump skid consultant repaired the problem with the VFD's and MOV #2 by re-setting the PLC. CCU's consultant, Stantec, reviewed the installed surge protection parts and recommended a change out to a different size which was delivered to the site on August 29th and installed by the contractor's electrician on September 2nd. The O&M manual for equipment installed by Data Flow Systems (DFS) was submitted on August 26th. Review comments were issued by Stantec on August 28th. On August 29th the contractor submitted the outlines for DFS and EFI training on operation and maintenance of the pump station. Review comments were issued by Stantec on September 2nd. Final startup to test all mechanical and electrical components of the pump station including operation under emergency power has been scheduled for September 9, 2014. The necessary training will follow soon thereafter.
- East Port WRF Expansion:
 - Consultant submitted 50% plans for reclaimed portion of East Port WRF expansion; plans are under review and comments back to consultant by September.
- North Shore & Harper WW MSBU:
 - Contractor started work week of August 25, 2014.
 - Bid for on-site work received and currently under review by staff.
 - Workshop held on August 18 and letter with updates for residents along with a questionnaire for onsite work was sent prior to workshop.
 - Quarterly groundwater analytical results received.
 - Follow-up letter with FAQ's from workshop to be sent in September.
- East & West Spring Lake Wastewater MSBU:
 - Staff re-analyzed total project cost estimates for MSBU based on new engineering design, grant and loan information.
 - TMDL grant scope of work being finalized; final agreement to be submitted for BCC review September/October.