

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

**Budget & Administrative Services**

**Budget Department/Fiscal Services Division**

- Grants Support:
- Human Services Grants:
  - Staff attended the 27<sup>th</sup> Annual Statewide Affordable Housing Conference presented by the Florida Housing Coalition on September 8-10, 2014. Staff had the opportunity to attend various sessions regarding NSP3 closeout the State Housing Initiatives Partnership (SHIP) program. Charlotte County Housing Manager Bob Hebert, was invited to present at a session entitled Community Based and Supportive Housing for People with Special Needs. Bob spoke about Charlotte County's NSP3 Special Needs project on Lakeshore Circle in Port Charlotte.
  - Board of County Commissioners approved the SHIP Annual Report for State Fiscal Years 11/12, 12/13 & 13/14 on September 9, 2014. Reports were submitted to the Florida Housing Finance Corporation on September 11, 2014.
  - Area Agency on Aging (AAA) annual Administrative Monitoring was performed on our Senior Services grants. Fiscal staff pulled requested documentation on numerous grants for the monitoring and worked with the AAA staff as needed.
  - Low Income Home Energy Assistance and Community Services Block Grant funds were received in the amounts of \$32,945 and \$13,234 respectively from the reports submitted.
  - 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 \$81,370.
  - Grant staff attended a webinar titled: Grant Solutions Grantee Training Session I in preparation for the RESTORE Grant application process.
  - September 9, 2014, the BCC accepted grants with the Florida Department of Law Enforcement for the Edward Byrne Memorial Justice Assistance Grants Program. The Charlotte County Sheriff's Office allocation is for the purchase of Forensic Light Source equipment in the amount of \$38,668 and for their Computer Forensic Audio/Video Capture Initiative in the amount of \$11,570. The Human Services Department Family Services Division's allocation is to design and print a Family Resource Guide in the amount of \$5,580. The Court Administration's allocation is to purchase three laptops with docking stations and Dial-A-Ride Coupon Books in the amount of \$5,031.
- Transit Grants:
  - On September 3, 2014 Charlotte County staff met with Sarasota County Area Transit (SCAT) to continue the conversation on coordination of the Charlotte and Sarasota Transit Development Plans.
  - On September 16, 2014 Transit presented an overview of Transit services and funding at the Board of County Commissioners (BCC) Workshop.
  - Transit received Notification of Funding for the Rural Grant for FY 15 in the amount of \$78,798.
  - The CIP for Maintenance Facilities Phase II improvements was approved by the Board (BCC). This will provide a vehicle/equipment washer with two bays, one open and one closed; an overhang on the eastside of the Maintenance Facility to block the sun/heat and showers for the maintenance technicians.
  - The Board (BCC) awarded the Transit contract for bus drivers and bus washers to Ameditrans.
- Public Safety Grants:
  - Invoiced a total of \$1,359.55 for Public Safety:
    - \$159.55 for radio repairs
    - \$1,200.00 for EMS standby charges

- Received a total of \$223.50 for Public Safety from radio repairs
- Prepared Close-Out Report to DEM for the EMPG (operating) grant agreement 14-FG-1M-09-18-01-075 for the period of July 1, 2013 through June 30, 2014. The costs incurred totaled \$60,456.79 with the remaining balance of \$16,332.21 to be released of obligation.
- Assisted staff with a modification request to DEM for HazMat grant agreement 14DS-L5-09-18-01-466 to reallocate funding activities.
- Road Grants:
  - Invoiced a total of \$1,577,960.03 as follows:
    - \$767,927.08 to FDOT for Winchester road construction
    - \$721,729.60 to FDOT for Burnt Store Rd Phase 2 construction
    - \$7,500.44 to FDOT for right of way maintenance
    - \$33,046.09 to Englewood Water for Winchester Rd utility construction
    - \$47,756.82 to WCIND for marine marker installation and repairs
  - Received a total of \$790,213.07 as follows:
    - \$341,677.85 from FDOT for Burnt Store Rd Phase 2 construction
    - \$448,535.22 from FDOT for Winchester road construction.
- WCIND Grants:
  - Prepared full reconciliation for WCIND/Marine Grants through August 31, 2014.
  - A total of 17 new WCIND/BIF projects were created and entered into EDEN and SharePoint for FY14/15.
- Library Grants:
  - Prepared State Aid to Libraries Grant expenditure report required to receive FY15 State Aid Grant funding.
  - Historical Center Grants:
    - None
  - Criminal Justice Reinvestment Grant:
    - On September 10, 2014, Charlotte County was awarded competitive Department of Justice FY14 Judicial & Mental Health Collaboration Grant (JMHCP). This a two year grant, totaling \$200,000 beginning October 1st for the expansion of Mental Health Court services and the reduction of the jail population.
    - Attended the Criminal Justice Behavioral Health Advisory Council and Courtroom Roundtable group to discuss the requirements of the grant and the responsibilities of the partnering agencies.
- MISC Grants:
  - None
- Operating, Capital and Accounting Support:
  - Accounting/Billing:
    - EMS Refunds - processed 51 refunds for overpayments received by ADPI totaling \$11,781.67 for July.
    - Prepared tax distribution spreadsheet for special assessment fees to Little Gasparilla Island Fire Unit for August.
- Budget Support:
  - Reviewed and adjusted various amortization schedules for FY2016 MSBU project planning and attended multiple meetings with staff at Public Works regarding funding scenarios, including a long term plan suggesting an increased rate for maintenance for Pirate Harbor Street & Drainage unit.
  - Attended MSBU Committee meetings for West Charlotte Storm water Unit, South Gulf Cove S/D, Harbour Heights S/D, South Gulf Cove Beautification, Pirate Harbour Street & Drainage and Deep Creek S/D to address financial components and future planning.
  - Attended meeting with Maintenance & Operations and Traffic Signing & Marking staff, separately, to review and update resource allocations and average daily production rates as recommended from Fiscal's analysis of historical data. 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.

- Met with and provided training to the Financial Consultant assigned to assume the reconciliation responsibilities for the MPO grants (2 grants overlap fiscal years).
- Received notification that Standards & Poors reaffirmed the Utility Underlying Bond Rating of AA- with a stable outlook.
- Met with Clerks Finance staff on Accounting of the Utility Bond Fund.
- Completed changes to the FY15 budget for the Second Public Hearing on September the 24<sup>th</sup>.
- Began assembling the CIP ordinance for presentation in October to the Board.
- Attended Peace River Water Authority Professional Staff Meeting and Administrator's Meeting.
- Prepared for and held the two Budget Public Hearings in September.
- Seven resolutions were adopted at the Final Budget Public Hearing on September 24 approving the millages and the budgets for FY14/15. A total budget of \$ 915,707,265 and a net budget of \$ 591,939,714 were adopted.
- The DR Forms 422, Certification of Final Taxable Value, the next step of eTRIM was completed and sent back to the Property Appraiser. The percentage of change in taxable value since July 1 was -0.18% Countywide.
- Converted 'Budget Prep Worksheet for Expenditures' Crystal Report to PowerPivot Report and discussed with Fiscal Managers.
- Department Specific Support:
  - Attended the Charlotte County/MPO/FDOT project coordination meeting.
  - Developed FY2015 "actual" labor rates to be charged in EAMS, and began development of the FY16-FY17 budget rates for labor, tools and materials.
  - Approve multiple monthly journal entries, including sod, fuel, West County fuel, Real Estate Services labor distribution, Public Works labor, tools and materials distributions. Worked with Public Works staff on landfill fees monthly reconciliation for August.
  - Prepared preliminary analysis of fund balances and budget adjustments that will need to be finalized by October 7, 2014, for various MSBUs.
  - Reviewed/researched/approved Novus Agenda Items; Library Self Check CIP, State Aid to Libraries Grant, Sports Park CIP recommendations, Stadium Lease Agreement.
  - Attended Bi-Monthly meeting with Community Services Director, C.S. Project meetings with Facilities, and Community Services bi-weekly managers' meetings
  - Participated in monthly conference call with EMS billing vendor to discuss invoice processing issues.
  - Met with EMS to review current policy on EMS transport fee reductions and discuss alternative reduction methodology.
- Financial Reporting:
  - Met with staff of the Clerk's independent auditors, Cherry Bekaert LLP, regarding an oral overview of transportation projects selected for single audit. Answered grant questionnaires for both Burnt Store Road Phase 2 and Winchester Boulevard Widening.
  - Followed up with the Economic Development staff to ensure the quarterly reports for Cheney had been or were to be filed. Received and posted documents to SharePoint grants site for 2 quarters.
  - Worked with Fleet staff on year end reports for vehicle replacement program and Faster Software System End of Period processing prior to rolling in the new year.
  - Working with Fiscal staff on the Budget to Actual Variance Report and Transfer In & Out Reports to ensure budget adjustments get recorded.
- Analytical Support:
  - Completed Moody's request for information regarding the Peace River Water Authority bond refunding.
  - Completed analysis for the Gasparilla Water Utility.
  - Completed Fiscal Statistics for the AWWA Benchmarking Survey.
  - Produced unfunded mandates schedule for Administration.
  - Met with Finance staff to discuss the assessment of Accrued Compensated Absences for Proprietary Funds.
  - Prepared parking meter analysis and discussed with Community Services. Director.

## I.T.

- Office 365 – Information Technology has begun migrating IT staff to Office 365 in order to work through any issues that may arise. From this, we can produce the appropriate training materials and marketing strategy for the county. We will take the month of October for testing with IT staff and possible a small non-IT division.
- Process Automation – The automation of Administrative Approvals has been completed and will be undergoing brief testing period and training before going live early in October.
- Network Enhancements - Network Services purchased installed and configured new network storage controllers which has greatly enhanced the performance of our Storage Area Network (SAN). This upgrade has improved application performance as well as the overall health of our database environment.
- September Outage Statistics:
  - 11 - Incidents
  - Total Down Time – 4 days 3hrs. 47 mins.
  - Average time per Incident – 9 hrs. 4 mins.
  - System availability was 86.141%
- September Call Statistics:
  - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 203
  - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 200
  - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 466
  - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 469
  - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 442

## Purchasing

- Quotes due and received:
  - 14-316 Lab Information Management System
  - 14-380 Sodium Hypochlorite Feed System
  - 14-364 CCU Customer Bills Notices & Envelopes – Annual
  - 14-378 Brick Engraving Services
  - 14-335 Pump/Engine Equipment Fire/EMS
- Bids due and received:
  - 14-417 Swimming Pool Resurfacing & Renovations
  - 14-368 Retention Pond Mowing – Annual
  - 14-374 Demolition – Commercial / Residential Structures – Annual
  - 14-373 Sod – Supply, Deliver and / or Install and Hydro seeding – Annual
  - 14-396 Disposal of Waste Tires – Annual
  - 14-436 Street Sweeping – Annual
  - 14-340 Edgewater Drive Widening
  - 14-418 Sports Flooring – Tringali Recreation Center
  - 14-417 Swimming Pool Resurfacing & Renovations
  - 14-421 Acoustic Fabric Wall Covering – Event Center
  - 14-359 South Gulf Cove Landscape Maintenance – Annual
- Pre-submittal meetings held:
  - 14-249 CEI Services – Gateway Harbor Walk Phase 1A
  - 14-410 Airport Road Annex – Master Plan
- Shortlist meetings held:
  - 14-367 Signal Timing & Implementation
- Proposals due and received:
  - 14-382 Library System Capacity Plan
  - 14-249 CEI Services – Gateway Harbor Walk Phase 1A

- Negotiation meetings held:
  - 14-320 Surveying & Mapping Vertical Control
- Pre-bid meetings held:
  - 14-417 Swimming Pool Resurfacing & Renovations
  - 14-418 Sports Flooring – Tringali Recreation Center
  - 14-421 Acoustic Fabric Wall Covering – Event Center
  - 14-390 Desoto Canal Bank Restoration and Stabilization – Phase 2
  - 14-396 Disposal of Waste Tires – Annual

## **Real Estate Services**

- Surplus Property Disposal – We have developed a new list of surplus properties for this fall's bid process. Purchasing will be receiving the package shortly.
- 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 early October.
- Chamberlain Boulevard (near US 41) Sewer Project – We have closed on the parcels needed for this project.
- 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.
- Release and Occupation of Easement Program – We have processed approximately 165 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.
- Old Landfill Road – We continue 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.
- Environmental Lands Acquisition Program – We will be working on a significant multi-year acquisition program once the Florida Scrub Jay Habitat Conservation Plan is approved by U.S. Fish and Wildlife. It is our understanding that the plan will be approved in the coming months.
- Flamingo/Edgewater – We have acquired approximately 81% of the parcels needed for this project, all on a voluntary basis. Offer letters were sent in late August and we are working to process additional purchase contracts.
- 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. Mediation and settlement conferences are on-going.
- Gasparilla Road – The recent Order of Take hearing was successful and we have obtained the parcels required for this road project. Mediation and settlement conferences are on-going.
- 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.
- 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.

- Sandhill Boulevard Proposed Realignment – We have prepared ownership and right of way information relative to this item that will be considered by the BCC at their September 16<sup>th</sup> workshop.
- Hancock Avenue – We are working with the local School Board on a proposed conveyance to the County of a small parcel of land that is needed for roadway maintenance.
- Railroad Avenue – We have obtained BCC approval for accepting a portion of Railroad Avenue for maintenance funded by the Greater Port Charlotte Road and Drainage MSBU.
- Murdock Village – We are continuing our monthly inspections to monitor our holdings at that location. We have been working with the Sheriff’s Office to address any issues.

## Community Development

- The Building Division:

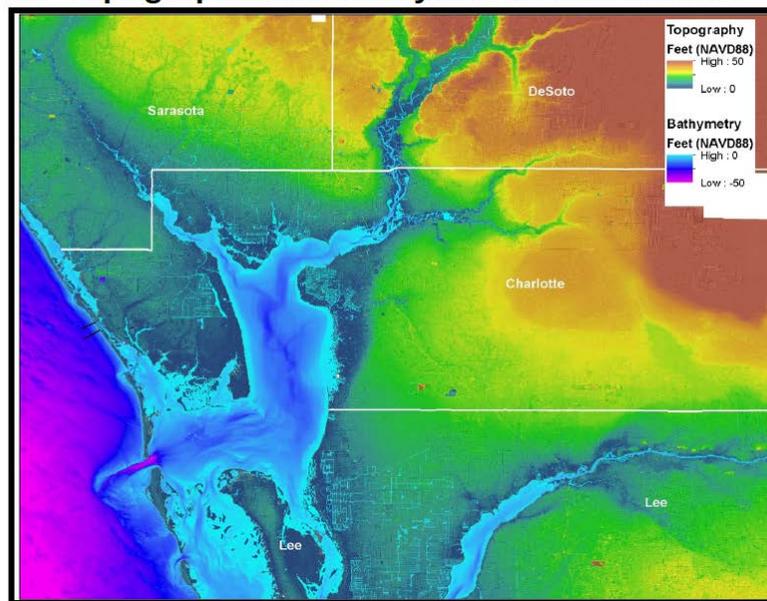
- The number of single family home permits issued was slightly down on September 2013 with 49 permits issued. However, this has brought the total for this fiscal year up to 551 which is 40% higher than the 394 issued in FY13. Although no new commercial buildings were issued, we did see an increase in the number of commercial overall being applied for, in addition the total number of new permits issued in FY14 is 8.3% up on the prior year with 17,181 permits issued.
- Revenue for the month of September is 14% up on September 2013 which matches the trend we have been seeing throughout the year. As of October 1, and understanding there may be some accruals to post, the building division made a profit this year of \$428,881. Revenue for FY14 is 18% higher than FY13 and expenditures are only 7.8% higher. This will change in the coming fiscal year as additional positions come on board to help manage permitting volumes and maintain service levels.
- Contractor licensing continues to be a focus area for the department along with the industry. The department is working closely with the CDBIA to raise awareness and encourage reporting of unlicensed activity.
- Code Enforcement has come through the first phase of election campaigning which typically brings an increase in complaints relating to placement of signs. This has added a significant additional workload to all code enforcement staff but they are working diligently to ensure regular code enforcement action is not impacted.

Item	Total FY2013	Sep-13	Sep-14	FY13 YTD	FY14 YTD
Single Family Permits Issued	394	51	49	394	551
Multi Family Permits Issued	2	0	0	2	0
Commercial Permits Issued	37	4	0	37	40
All Other Permits Issued	15875	1347	1446	15875	17181
Customers Served	26629	2359	2083	26629	24946
Inspections	43341	3720	4935	43341	55832
Permitting Revenue	\$ 2,385,421	\$ 206,610	\$ 235,557	\$ 2,385,421	\$ 2,814,302
Permitting Expenditure	\$ 2,075,903	\$ 204,639	\$ 220,501	\$ 2,075,903	\$ 2,236,389
Code Enforcement Revenue	\$ 910,101	\$ 129,135	\$ 129,391	\$ 910,101	\$ 1,018,597
Code Enforcement Expenditure	\$ 1,579,465	\$ 130,523	\$ 119,880	\$ 1,579,465	\$ 1,606,911
New Complaints Received	1447	193	136	1447	1235
Code Cases Initiated	2861	186	238	2861	3079
CEB Cases Heard	719	27	21	719	574
Citations Issued \$ Amount	\$ 115,500	\$ 14,000	\$ 10,000	\$ 115,500	\$ 151,000
New Contractor Licenses Issued	16	0	0	16	16
Contractor Licenses Revoked	15	3	0	15	7

- Floodplain Management:

- The County is part of a FEMA project to re-map areas prone to coastal inundation. A kick off meeting was held earlier in the year and September saw the first of the technical meetings known as the Mesh Meeting. This meeting discussed the methods and data sources used to develop a seamless topographic and bathymetric data surface. Topography is the height of the land above sea level and bathymetry is the depth of the sea bed below sea level. This information is critical in determining how the water will behave both before it hits the shore, and after. The illustration below shows some of the draft results of this part of the analysis:

- **Seamless Topographic and Bathymetric Data Surface**



- In addition, the meeting discussed information relating to historical storms that have had an impact, either directly or indirectly, on the county including inland, land falling and land exiting storms.
- The next meeting will be held in the third quarter of 2016 and will discuss the results of the storm surge analysis.
- To assist the County with this project and ensure that we identify issues as early as possible, the County in partnership with the City of Punta Gorda, has hired a consultant to perform technical analysis on the data and make periodic updates to Elected Officials on the progress of the study. This is a unique approach for this type of project but one that FEMA has welcomed, especially for the extra oversight and early input to the process.
- The Planning and Zoning Division:
  - Parkside CRA:
  - Public forums to discuss the draft Revitalization Plan and appropriate land development regulations to implement were held August 27, September 10, and September 30. These meetings produced valuable discussion on the draft Revitalization Plan, and the Plan has been revised to reflect these comments and the discussion, producing a final draft. It will move forward for adoption into the Comprehensive Plan beginning after the first of the year. Any necessary amendments to the land development regulations, in the form of a Parkside Overlay Zoning District, will follow.
  - Charlotte Harbor CRA:
  - The plan amendments, both text and FLUM, have been finalized and a public forum to discuss them will be held at the Charlotte Harbor Events Center on Wednesday, November 5. The transmittal hearing process is anticipated to begin in December. 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.

- Manasota Sandpiper Key Architectural Review Committee:
- The following projects were presented to the ARC at the September 17, 2014 meeting:
- 1230 Shoreview Drive – repair deck and stairs  
Comments: approval granted
- Little Gasparilla Island Community Plan:
- No new updates at this time.
- Grove City Community Plan:
- No status available.
- Babcock Ranch:
- The revised Land Development Regulations for Babcock Ranch were presented to the P&Z Board in September, where they received a recommendation for approval. They will be heard at the October BCC Land Use Meeting for transmittal and the adoption hearing will be held in November.
- Murdock Village:
- No new updates at this time.
- School Concurrency:
- No new updates at this time.
- Revision of the Comprehensive Plan:
- The Comprehensive Plan revisions were adopted at the BCC Land Use Meeting on September 23. The packet was sent to the Department of Economic Opportunity (DEO) on September 29 for final review.
- Site Plan Approval:
- The County received 3 petitions in September:
  - 2 final site plans
  - 1 major modification
- Board of Zoning Appeals:
- The Board of Zoning Appeals heard the following petitions on September 10, 2014, and made the following decisions:
- Petition No. VAR-14-005:
  - A request by James and Patricia Thiel for a variance to increase the maximum area allowed from 600 to 900 square feet, for a metal accessory structure, in the Residential Single-family-3.5 zoning district, located at 3020 Palm Drive in Punta Gorda, was CONTINUED to the December 10, 2014 BZA meeting.
- Petition No. SE-14-013:
  - A request by Gary Wolcott for a special exception to allow light manufacturing and assembly, within a completely enclosed building, in the Commercial Intensive zoning district, located at 15040 Tamiami Trail, Punta Gorda, was APPROVED subject to conditions, by a vote of 4-0. Blair McVety recused himself from the BZA for this item due to a potential conflict of interest.
- Petition No. SE-14-014:
  - A request by Robert Berntsson, agent for Dennis Fullenkamp and Waterview Property Owners Association, for a time extension for a previously approved special exception (SE-07-27) to allow community amenities in the Commercial General and Environmentally Sensitive zoning district, located at 9166, 9502, 10208 and 10432 St. Paul Drive and 16120 Eastern Boulevard in South Port Charlotte, was APPROVED subject to conditions, by a vote of 5-0.
- Planning and Zoning Board:
- The Planning and Zoning Board heard the following petitions on September 8, 2014.
- Revisions to the Charlotte County Land Development Regulations:  
Separate ordinances amending each of the following sections of the Land Development Regulations:
  - a. Table of Contents
  - b. Section 3-9-5
  - c. Board of Zoning Appeals, Administrative Appeals, Special Exceptions, and Variances
  - d. Site Plan Review
  - e. Legal Nonconformities
  - f. Use Table – Environmental and Agricultural Districts
  - g. Use Table – Commercial Districts

- h.** Use Table – Industrial Districts
- i.** Section 3-9-27
- j.** Environmentally Sensitive (ES) Zoning District
- k.** Parks and Recreation (PKR) Zoning District
- l.** Agriculture (AG) Zoning District
- m.** Excavation and Mining (EM) Zoning District
- n.** Residential Estates (RE) Zoning District
- o.** Residential Single Family (RSF) Zoning District
- p.** Residential Multi-Family (RMF) Zoning District
- q.** Residential Multi-Family Tourist (RMF-T) Zoning District
- r.** Manufactured Home Park (MHP) Zoning District
- s.** Manufactured Home Conventional (MHC) Zoning District
- t.** Recreational Vehicle Park (RVP) Zoning District
- u.** Office, Medical and Institutional (OMI) Zoning District
- v.** Commercial Neighborhood (CN) Zoning District
- w.** Commercial General (CG) Zoning District
- x.** Commercial Tourist (CT) Zoning District
- y.** Industrial General (IG) Zoning District
- z.** Industrial Intensive (II) Zoning District
- aa.** Accessory Outdoor Retail Sales, Display and Storage
- bb.** Base Setback Line
- cc.** Communication Towers
- dd.** Conditional Uses and Structures
- ee.** Debris and Waste Facilities
- ff.** Home Occupations
- gg.** Junklike Conditions Prohibited
- hh.** Model Homes
- ii.** Places of Worship
  - o Board Recommendation: Approval
- o Babcock Land Development Regulations:
  - o An Ordinance amending Charlotte County Code Chapter 3-9, by deleting Section 3-9-54, Babcock Ranch District Overlay (BRDO) in its entirety and creating new Section 3-9-51, Babcock Overlay Zoning District (BOZD) and new Section 3-9-51.1, Babcock Community Pattern Book; providing for intent; providing for permitted uses and structures; providing for accessory uses and structures; providing for prohibited uses and structures; providing for development standards; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
  - o Board Recommendation: Approval
- o Board of County Commissioners Land Use:
- o The Board of County Commissioners heard the following petitions on September 23, 2014.
- o PA-14-04-06-LS, Revisions to the County's Comprehensive Plan
  - o Approve ordinances adopting Petition PA-14-04-06-LS, a large scale plan amendment to amend the Future Land Use (FLU) Element, Natural Resources (ENV) Element, Coastal Planning (CST) Element, FLU Appendix I: Land Use Guide and FLU Appendix III, Definitions; Petition No. PA-14-04-06-LS; Applicant: Charlotte County Board of County Commissioners; Countywide. Legislative
  - o Board Decision: Approval
- o Earthmoving Code
  - o Adopt an Ordinance 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 an effective date. Applicant: Charlotte County Board of County Commissioners. Legislative

- Board Decision: Approval
- Landscaping and Buffers Code
  - Adopt an Ordinance 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. Legislative.
  - Board Decision: Approval

## **Community Services**

- Administration
  - Supported 2 Advisory Boards, Safety Committee
  - Promotional and Marketing Activities
    - ½ page ad in the Parrot Magazine promoting activities
    - Facebook Page Current reach - 420 Page Likes
    - Tippecanoe Trail & Mud Run
      - Comcast Commercials starting in October
      - Call for Volunteers on Weather Channel ticker
      - iHeart Media Radio Commercial starting in October
    - Program Guide iHeart Media
    - Bayshore Beer and Wine Fest iHeart Media
    - Supported CCU Ground Breaking ceremony for Elkcam Blvd project at McGuire Park
    - Began filming and production of 20-30 minute “Infomercials” for use on CCTV, Stadium TV’s, Libraries, and Recreation Centers – In-kind exchange
  - Collaboration with Extension Services for 4-H Program at McGuire Park
  - Meetings:
    - Parkside Festival Committee
    - Hands Across the Harbor Committee
    - Employee Appreciation Committee
    - Special Event Permitting (Temporary Use Permit) with Zoning, CCSO, Public Works and Fire/EMS
  - Parks and Recreation Master Plan
    - Weiler Engineering Contract negotiations
  - Playgrounds
    - Pending proposals from vendors
    - Gametime matching “grant” program request
  - 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
      - New shaved ice vendor
  - CPTED review, pending reports
    - North Charlotte Regional Park
    - South County Regional Park
    - Ann Dever Regional Park
- Libraries & Historical Monthly Report
  - Numbers:
  - 49,439 visitors for the month of September
  - 6,838 people used computers

- 648 adults and teens attended 64 library programs in September, financed by the Friends of the Library
- 93 children attended 4 programs financed by the Friends of the Library
- 108 volunteers worked 1,033 hours at libraries
- Total programs in September were 68 with 741 people attending
- 685 patrons requested PC assistance
- Circulation for September was 68,369
- Inter-Library loans between libraries were 5,543
- Historical did 4 outreach programs with 2,251 attending
- Charlotte Sports Park
  - The Tampa Bay Rays Instructional League (IL) played a total of five (5) games at the Charlotte Sports Park during the month of September, with estimated attendance at 115.
  - The Charlotte Sports Park hosted the Bocca Lupo Howl at the Moon 5K on Friday 9/26. Attendance for the event was at 350.
- Aquatics:
  - Port Charlotte Beach Pool:
    - 418 paid admissions
    - 101 Pass holder visits
    - 131 Water Aerobics participants
    - Staff spent an estimated 25 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
    - Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
  - Oyster Creek Regional Park Pool:
    - 541 paid admissions
    - 411 pass holder visits
    - 258 water exercise participants
    - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
    - The Lemon Bay High School Swim & Dive Team held 4 practices per week resulting in approximately 250 “splashes” for the month.
    - Lemon Bay High School Swim & Dive Team hosted 2 swim meets resulting in approximately 200 “splashes”.
    - The Dive Well was rented twice for SCUBA Instruction
    - The meeting Room was rented twice for functions
    - The pool was closed 5 days to repair a leak in the return lines and gutter system.
    - Staff spent an estimated 45 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
    - Staff spent an estimated 50 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
  - JM Berlin/Rotary Skate Park at Oyster Creek:
    - Total Skaters: 1308
    - Total BMX Bikers: 308
  - South County Regional Park Pool:
    - 524 paid admissions
    - 592 pass holder visits
    - 147 water exercise participants
    - Charlotte High School held their Senior Splash Day with approximately 300 participants.
    - The Charlotte County Blue Fins held a swim meet with approximately 300 swimmers and their families attend.
    - Charlotte High School Swim & Dive team held 7 practices per week resulting in approximately 1,120 “splashes” for the month.
    - Charlotte High School Swim & Dive team hosted two meets with approximately 250 swimmers and their families attending.

- Charlotte High School Swim & Dive team hosted the Tarpon Invitational swim meet with 500 swimmers from 8 different teams and their families attend.
- 72 swim lessons were held with approximately 35 participants.
- Charlotte County Blue Fins held 6 swim practices per week, resulting in approximately 1700 “splashes” for the month.
- The Charlotte County Sheriff’s Office Dive Team held one training with 10 officers attending.
- The Punta Gorda Police Department Dive Team held one training with 8 officers attending.
- Aquatic Coordinator Ken Mills earned the Aquatic Facility Operator certification through the National Recreation and Park Association.
- 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 5,500 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,114 with 1,931 touches combined. Recreation facilities were rented 30 times achieving a rental attendance total of 1,431 people.
- Athletic Section:
  - Charlotte County athletic leagues and athletic special events used County facilities approximately 2,626 hours in the month of July. An estimated 2,180 local athletic participants visited County facilities. Activities included Adult Softball, Youth Baseball, Youth Swimming, Youth Soccer, Youth Softball and Youth Football.
  - Carmalita and South County Regional Park Soccer concession stand projects are reportedly ahead of schedule for completion.
  - North Charlotte Regional Park hosted a Nations Baseball Tournament Sept. 20-21 with 26 participating teams.
- Extension Services:
  - Administration:
  - Meetings/Reporting:
  - CED PolyCom Meeting – September 22<sup>nd</sup> – 1 to 3 pm
  - Curmudgeon Club – 8 am – September 26<sup>th</sup> – River Commons
  - Managers Meeting – September 1<sup>st</sup> – 1 to 3 pm
  - Managers Meeting – 10:30 am – September 17<sup>th</sup>
  - Managers Meeting – 1:30 pm – September 29<sup>th</sup>
  - Agriculture and Natural Resources Advisory Committee (ANRAC) – 9 am - Murdock - Building Construction Services Conference Room – September 11<sup>th</sup>
  - All-Staff Meeting – September 10<sup>th</sup> - Mid-County Regional Library – 8 am
  - Extension Staff Meeting – September 25<sup>th</sup> – 3 pm
  - Website Hits: Website: 2,591 page views
  - Facebook® Page - Charlotte County Extension data: Facebook: 1,055 likes (\*\*1,000<sup>th</sup> “Like” achieved this month)
- Sea Grant:
  - Publications:
  - Staugler, E.A. 2014. "Jimmy's Prawn!" Water LIFE Magazine. September 2014, Pgs. 12 & 13.
  - PowerPoint:
  - Staugler, E.A. 2014. "Thinking Like a Charismatic Florida Bay Scallop". UF/IFAS Extension Charlotte County. 29 slides
  - Staugler, E.A. 2014. "Research Partner Opportunities for Captains". UF/IFAS Extension Charlotte County. 15 slides
  - Websites:
  - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/> 9/17 - Big Claw River Shrimp

- Facebook:
- UF/IFAS Charlotte County Extension, posts and photos about programs.
- Field Work:
- 9/2 - Fisheries sampling for juvenile snook with FWC-FWRI in Alligator Creek
- Site & Office Visits:
- Robert at Fishin Franks - Regarding For-Hire Workshop
- Bait & Tackle shops and Marine Supply stores - Flyers for For-Hire Workshop
- Outreach Programs:
- 9/8 - National Sea Grant Week, led educational field activity for Communicators at Honeymoon Island State Park
- 9/9 - SWFL For-Hire Fishing Workshop, Environmental Campus, organized workshop and presented
- 9/11 - Guest presenter at FOWA Conference, Crystal River.
- 9/12 - Set up and manned outreach table during FOWA trade show (at FOWA Conference in Crystal River)
- Meetings:
- 9/29 - FSG Barotrauma Media Tours planning meeting
- 9/29 - FSG Barotrauma Survey planning meeting
- Conferences:
- 9/10-14 - Florida Outdoor Writers Association (FOWA) annual conference in Crystal River
- Trainings:
- 9/30-10/2 - Marine Resource Education Program, Science Workshop in Tampa
- Other:
- 9/1 & 15 Bay scallop cage volunteers conducted bi-monthly monitoring
- All month - considerable time invested in preparing for and summarizing September 'For-Hire' Fishing Workshop and preparing presentations and planning outreach activities.
- 4-H Youth Development:
  - 4-H Project Clubs :
  - Eight volunteer-led 4-H Project Clubs met in September with 212 Charlotte County youth participating. Participating in these clubs encourages teamwork, improves leadership, communication and organizational skills and fosters a sense of community with the youth. Twenty-five adult volunteers assisted with the club meetings. In addition to project activities, clubs participated in the following activities:
  - Coastal Clean-up (Community Pride)
  - Tractor Supply Center display booth (Community Partnerships)
  - Open Invitational Horse Show (Leadership and Organizational Skills)
  - McGuire Park 4-H House:
  - Two events were held in September at the new McGuire Park 4-H House. Five participants completed a beginner sewing class and fourteen participants completed a beginner cooking class.
- Horticulture:
  - Programming:
  - MG Radio – September 23rd - 10 to 11 am – WCCF – 1580
  - South Central District Master Gardener Continued Training Conference - Trinkle Center, Hillsborough Community College Plant City – Tom will bring a group of 10 Charlotte County MG's. – September 24<sup>th</sup>.
  - GI-BMP Training – September 16th – 8 am to 3 pm – 9 participants
  - Sun Home and Garden Show – September 6<sup>th</sup> – 10 am to 3 pm - Charlotte Harbor Event Center – Exhibit topic – “House Pests”
- Florida-Friendly Landscaping™
  - Contacts
  - The Florida-Friendly Landscaping™ Assistant provided solutions to homeowners and HOAs with tree, palm or shrub problems. Total clientele contacted in the month of September - 441 (8 group learning events w/141 attendees, 90 telephone consultations, 77 office consultations, 12 field visits and 121 email consultations).

- Help resident renovate their yards and landscapes plants to require less maintenance.
- The assistant focuses on teaching the nine Florida Yards and Neighborhoods principles to homeowners wanting to save water, time and money. Workshops are conducted that ask homeowners to adopt one or more environmental changes in their yards. Choosing the right plants for the right place adoption is measured using a follow-up survey. Homeowners re-doing their yards identify the following practice adoption most often: choosing disease/pest resistant varieties, removing invasive plants, replacing landscape plants with drought tolerant plants and installing landscape plants that require less maintenance. In addition, homeowners eliminate irrigation by converting turfgrass to landscape beds using micro-irrigation. Mackenzie J., Boyer & Michael Dukes, researchers at the University of Florida have calculated a residential water savings per household to be in Florida between 15,589 to 31,787 gallons per 1000 square feet per year.
- Meetings:
  - District IV Green Team Meeting – September 12<sup>th</sup> - 9 am to 3 pm – Tour of Bamboo Farm in Punta Gorda followed by meeting at our office – We hosted
  - Community Roadway (Gateways & Thoroughfares) Landscape Beautification - Public Works Administration Conference Room, 7000 Florida Street Punta Gorda – September 26<sup>th</sup> – 2 pm
  - Parkside Tree Canopy Restoration Committee – September 2<sup>nd</sup> – 9 am – McGuire Park - Elkcam Groundbreaking Ceremony
- 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 September 1<sup>st</sup> – “Genuine Florida carpenter ants”
  - Newspaper Article for September 8<sup>th</sup> - “Get the most from compost”
  - Newspaper Article for September 15<sup>th</sup> - “Lightening and trees/palms - a bad combination”
  - Special Article for the Sun Home & Garden Insert (Sun Home & Garden Show) – September 6<sup>th</sup> - “The new fruit bowl”
  - Newspaper Article for September 22<sup>nd</sup> - “Berry, Berry Nice”
  - Newspaper Article for September 29<sup>th</sup> – “The colorful blanket flower – a cover of color”

## **Facilities, Construction and Management**

- ADA Various Improvements: Tringali Rec Center cement work is finished waiting on railings to be installed. Chadwick Park will start Wednesday October 1<sup>st</sup>. Harbour Heights Meal Site ramp, sidewalks and parking has started and the cement work is finished. Handrail, sod, striping and inspections to be done before this project is complete.
- Judicial System Space Management Plan: The funds required for the Justice Center expansion design services were approved in the budget therefore, an RFP for architectural/engineering services will be drafted in the coming weeks. The long range planning committee will meet again in late October.
- Energy Performance Contract: The work included in Siemens’ Energy Performance Contract is nearing completion. Programming of the controls system upgrade at the jail is in progress. Logging devices were installed in several buildings and will be collected this week. The information gathered from the loggers will indicate the performance of the new systems and verify the energy savings to date.
- Capital Asset Management System: Cannon Design is in the process of drafting a Preventative Maintenance plan for Charlotte County. The draft plan has been reviewed by Facilities staff and feedback will be provided to Cannon Design in a web conference that is planned for the week of October 7th.
- Carmalita Softball & Football Sports Lighting Retrofit: Musco delivered the new fixtures to the site on September 29<sup>th</sup>. The lighting retrofit of 2 softball fields and 1 football field will begin the first week of October. The retrofit will include a controls system upgrade.
- Carmalita Parking Lot Renovation: The parking lot was paved, lines painted island curbs and parking blocks installed. Once the building permit is issued, the light poles and fixtures will be

installed. The softball parking west rain gutter was removed with new catch basins and piping installed eliminating the driving obstacle. The gravel skate park lot has new stormwater structures installed and has been paved as well.

- Carmalita Park Concession Stand: The windows and doors were installed in the building. The mechanical equipment and range hood are installed. Rough-in inspections are completed and drywall materials were delivered. The restroom rough-ins are completed with floor and wall restorations complete.
- Anger Fishing Pier & Parking Renovations: A preconstruction meeting is scheduled for Monday, Oct. 6 with Bayshore construction.
- Port Charlotte Beach Fishing Pier & Boardwalk Renovation: This project will go out for bid in October.
- Franz Ross Football Fields Renovation: This project is “on the street” for construction bids.
- Port Charlotte Beach Floating Dock: The Environmental Resource Permit was applied for last month, we are still waiting for a response from the Corps.
- Franz Ross Park Parking Expansion: This project is out for construction bids. The bids will be opened at 2:00 PM, Oct. 15<sup>th</sup> in conjunction with the Football Field Renovation bid.
- Harbour Heights Parking and Stormwater Improvements: The low bidder was Compass Construction. The award of the construction contract is scheduled to go to the BCC on October 14<sup>th</sup>. The DRC process is progressing.
- El Jobean Fishing Pier: GW Engineering has been selected by the review committee for the engineering design.
- Cape Haze Pioneer Trail Connector: The permit documents were compiled and submitted to building department for plans review.
- Fire Training Facility: The design team and county staff held a design charrette reviewing all the proposed project concept and scope. The design team will compile the requested scope and provide a project layout master plan with optional configurations.
- Bay Heights Boat Ramp: The Site Plans Review package was submitted and scheduled for October 16<sup>th</sup> review agenda. The consultant responded to the FDOT requested additional information (RAI) questions. The design team answered additional questions raised by the National Fish and Wildlife Services.
- South County Regional Park Soccer Concession Stand: The paved service drive to the rear of the facility was installed. The windows and doors were installed in the building. The mechanical equipment and range hood are installed. Rough-in inspections are completed and drywall materials were delivered.
- Airport Annex Master Plan: The pre-submittal meeting was held for the interested consultants. A question and answer period was held. The consultant proposals are due on October 13<sup>th</sup>.
- Justice Center Service Area: This project is underway and is scheduled to be finished by October 10<sup>th</sup> with asphalt, irrigation and landscape left to be done.
- Murdock Service Area and VIP parking area: Survey and planning work continues to add security features to the Service Area between Building A and Building C. Plans will include fencing, lighting and access control all aimed at enhancing security.
- Bayshore Live Oak Park Shoreline Restoration: Coastal Engineering Consultants, Inc. was selected to design and submit permit applications for shoreline improvements intended to preclude shoreline erosion and damage to the park’s structural improvements from common storms. Facilities has met with them and provided plans and documents to facilitate this project. Contract negotiation continues.
- Firing Range Safety Risk Analysis: The design consultant negotiations were completed with the purchase order being issued. A design charrette is scheduled for October 8<sup>th</sup> with the sheriff’s office and county staff. The charrette will compile programming needs and operational procedures.

## Human Resources

- Employee & Labor Relations:
  - Successfully completed electronically scanning all personnel files
  - Participated in Analytica Focus Group
  - Extended employment opportunities to 10 candidates.
  - Analyze Evergreen Solutions Job Analysis and Description/Development study.
  - Performance Management Process underway for employees
  - Held negotiations with IUPAT
  - Recruitment related activities for HR Generalist Position
  - Assisted Public Safety Department with interview panels for Fire Inspector and Firemedic positions.
  - 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
  - Monitor the community service program with Courts System
  - Accepted Volunteer applications and placed with Community Services
  - FMLA Processing & Reporting
  - Tasks associated with Employee of the Month
  - Legal Discussions
  - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related:
  - Facilitated Orientations
  - Process Tuition Reimbursement Requests
  - Prepare orientation booklets
  - Provide Customer Service to employees
  - Produce Service Awards and letters to employees
  - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development:
  - Halogen assistance for employees and Management
  - Final Ambassador Workshop was held for this class
  - Generated monthly service awards
  - Miscellaneous coaching/development conversations
  - Professional Development to include webinar, reviewing industry journals, etc.

## Human Services

- This month Bob Hebert, Housing and Community Initiatives Manager, was invited to present the Lakeshore Circle house project at the annual State Housing Initiative Partnership (SHIP) conference sponsored by the Florida Housing Coalition. The Lakeshore Circle property is a special needs housing unit that was developed and constructed utilizing Neighborhood Stabilization III grant funds from the U.S. Department of Housing and Urban Development (HUD). Located just inside the Parkside CRA, this housing unit provides four separate apartments and shared living space for tenants with special needs. The tenants share all costs including rent, utilities, and lawn maintenance. The residents have case management oversight that provides self-sufficiency development, financial management and daily life skills instruction. Florida Housing Coalition has recognized this housing initiative as innovative with possible replication for other communities.
- This month Mike Adams, Neighborhood Accountability Board (NAB) Coordinator, met with all of the Charlotte County Sheriff's School Resource Officer staff to discuss the NAB and Civil Citation programs. Mike also delivered the 2014 Family Resource Guides to numerous government and community organizations.
- This month Althea Connor, Program Specialist III, and Jessica Ralston Family –Sufficiency Case Manager, earned certifications through the Center for Financial Social Work. This certification

program provided opportunities to enhance their skills in helping others improve their present financial circumstances and in assisting clients avoid the cycle of financial despair by changing destructive behaviors in spending and saving. Congratulations Althea and Jessica.

- Senior Services staff has completed the annual customer survey. The survey results indicate a positive impact for those receiving services. 211 completed its annual survey as did Family Services. Veteran Services completed its survey earlier in 2014 and Housing is in the process of completing its annual survey. All survey results will be used to benchmark customer satisfaction and used as a tool for quality assurance.
- This month 211 received 4 calls where callers were in domestic violence situations. Callers were successfully referred to the Center for Abuse and Rape Emergencies (CARE). Additional crisis calls were handled with support from 911, public safety and Charlotte Behavioral Healthcare.
- Veteran Services staff suspected and confirmed that a veteran had altered his discharge DD214 document. Benefit claim was halted due to inconsistencies.
- Seniors Services, Fiscal and Dept. Administration participated in the annual grant monitoring visit by the Area Agency on Aging on September 18<sup>th</sup>. No corrective action was identified. Final report expected the end of October.
- New Department Mission statement was finalized from staff input: *Our Mission: To improve the quality of life by connecting Charlotte County residents with supportive programs and services through community partnerships, advocacy and information.*
- Senior Services Supervisor participated in Communities for a Lifetime Committee meeting. Committee is planning an appreciation event for the many volunteers in Parkside. More to come in 2015.
- 211 Supervisor participated in the Volunteer Reception Center (VRC) tabletop exercise at the EOC. The exercise was web based and included 5 different scenarios on how VRC would handle each situation.
- Veteran Services staff participated in the POW/MIA observance day ceremony at Fisherman's Village in Punta Gorda.
- Family Services Manager attended a ROMA Center of Excellence Webinar on the Theory of Change.
- Senior Services staff attended the Health Fair at the Life Care Center in Punta Gorda. Several informational documents on Fall Prevention for seniors and Safety Checklists for around the home were obtained to be shared with colleagues.
- Neighborhood Stabilization Program Phase I closeout documents were submitted to the Department of Economic Opportunity and were accepted.
- Director and 211 Supervisor met with representatives from the Health Department to develop a new Memorandum of Understanding. MOU's are also in revised development for CARE and the United Way. Community MOU's are required for National AIRS Certification.

## **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, Construction Schedule: 02/03/14 – Late 2014

- Scheduled paving operations in the Greater Port Charlotte Midway 8 area should be finished the first week of October, weather permitting. Shoulder restoration and sodding operations are ongoing, following the paving program, within a few days of paving completion.
- Paving of the Boat Ramp, at the Boca Grande Causeway, is scheduled to take place on Wednesday and Thursday, October 1<sup>st</sup> and 2<sup>nd</sup>, 2014.
- To date, approximately 70,927 tons of asphalt has been placed in the Road and Bridge, Greater Port Charlotte, and Punta Gorda Non-Urban MSBU Districts. The amount of contract time that has elapsed is approximately 51.18% and the Contractor has completed approximately 62.25% 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, Construction Schedule: 03/10/14 – 09/10/2015
- The excavation of all 5 ponds and grading of swales continues.
- Work is progressing on the box culverts at the Clark Canal. The box culvert at the Bear Branch Creek is almost complete and backfilling continues on the east side.
- Installation of four 54" drainage pipes is underway near the Zemel Road/Burnt Store Road intersection; approximately 52% of the utility pipe and 48% of the drainage pipework has been installed.
- Over 30% of the sidewalk sub grade has been installed on the northbound side and concrete installation is anticipated to start in October 2014.
- The contractor placed second lifts of stabilizer/base on the northbound travel lanes.
- Crews are installing street lighting and IT conduit on the east side of the project. FPL will be relocating their poles the week of September 15, 2014.
- C.R. 771 (Gasparilla Road) Widening - The purpose of this project is to widen C.R. 771 (Gasparilla Road) to a four-lane divided roadway, from S.R. 776 to the vicinity of Rotonda Boulevard East. The project will include the installation of sidewalks and bicycle facilities. 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 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.
- Atlantic Directional Drilling is on site boring utility lines under the Butterford Waterway; this utility work is projected to be finished by October 1, 2014.
- 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 in the Manchester Waterway. A bathymetric survey will be conducted in the Ackerman Waterway and Hyattsville Canal the week of Oct 7, 2014.
- Stormwater Control Structure Replacement - Dorchester Waterway at Kenilworth DOR 4.89 - This project provides for the design, permitting, and construction of a stormwater control structure under Kenilworth Boulevard at the Dorchester Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing water control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure collapsed in late November 2013. This structure will be upsized from two culverts to two 8'x10' box culverts. 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 and a downstream weir will be installed (via separate contracts) in order to maintain active water flow and water levels 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 working with Atkins Engineering on 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. An interim report of the water quality data collected to date has been completed and is on the website under "hot topics" for review. Based on the information found, additional work has been proposed by Atkins which is also included in the report.
- 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.
- The Little Blue Herons have left the area; algae removal is underway. The contractor is working diligently to finish the project.
- 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 Construction completed all punchlist items.
- Elkcam Waterway: Zep Construction is preparing the waterway for rip rap foundations and construction of the concrete headwalls.

- Fordham Waterway: Huxted Tunneling completed the fourth 84" tunnel and is setting up equipment to bore the last microtunnel beginning September 17, 2014 through September 24, 2014. Zep Construction is also installing the new concrete weir upstream of the northbound Access Road.
- 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 Ponds north of SR 776 and west of Wilmington Boulevard is complete and sod has been placed.
- The contractor is in the process of placing the base material for the new northbound and southbound roadway lanes, from Rifle Road north to Aloha Avenue. The Contractor continues to place fill dirt in the southbound lanes from Rifle Road to CR 775.
- The triple barrel box culvert is complete and the single barrel box culvert is approximately 60% complete.
- Sub grade for sidewalks is being placed between Aloha Avenue and Fruitland Avenue and concrete is expected to be poured in the next 2 weeks.
- Trucks hauling imported 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.
- 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. The FDOT LAP Agreement was approved by the Board of County Commissioners on June 24, 2014 and returned to FDOT for execution.
  - Staff submitted the required documents to FDOT to proceed with the construction contract; the County is anticipating comments/approval from FDOT; more information will be provided as it becomes available.
  - 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 60% plans are in progress. County staff and the design team 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 bidder's 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 this project is on hold pending 100% utility plans. More information will be provided as updates are received from Charlotte County Utilities.
- 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
- Research findings regarding the possibility of running FPL power lines underground along Harbor Boulevard as part of the Harbor Boulevard Enhancement project will be presented to the Board of County Commissioners on October 28, 2014.
- The design consultant submitted an Environmental Resource Permit application to Southwest Florida Water Management District on September 22, 2014. The 60% design plans are expected September 26, 2014 for review and comments.

- 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
- We received the permit exemption from SWFWMD for this phase of the project on August 29, 2014. 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.
- Giffels - Webster Engineers submitted the scope of services to Charlotte County Utilities to design the reclaimed line. It is anticipated that this will be presented to the Board of County Commissioners for their approval at their September 23, 2014 meeting. Once the change order is approved, the new time frame for the design of CCU facilities is approximately 9 months from the issuance of the notice to proceed.
- 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 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.
- Giffels - Webster Engineers submitted the scope of services to Charlotte County Utilities to design the reclaimed line. It is anticipated that this will be presented to the Board of County Commissioners for their approval on September 23, 2014. Once the change order is approved, the new time frame for the design of CCU facilities is approximately 9 months from the issuance of the notice to proceed.
- 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
- Banks Engineering is working on the 90% design plans which are expected for review in mid-October 2014.
- 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
- The survey work for the project area is complete. County staff met with Charlotte Engineering & Surveying to discuss design options. 30% design plans have been received and are being reviewed by staff.
- 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
  - The survey of the project area is complete. 30% plans are expected in early October 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
  - This project is advertised for bid. A pre-bid conference will be held on October 13, 2014 and bids are due by 2:00 p.m. on November 5, 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 MSBU Committee met on September 11, 2014, and requested that the sidewalks be designed at a width of 10 feet. Johnson Engineering has been advised and will revise the plans accordingly. 90% plans are expected in November 2014.
  - 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 2016, Projected Start of Construction: Summer 2016
- 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 consultant met with the Pirate Harbor Waterway Committee on Sept. 25, 2014 and discussed possible mitigation and public interest strategies. The committee agreed on the direction the Coastal Engineering Consultants should pursue. Additional field work is being scheduled and, when complete, the committee will approve final cost estimates and public interest strategies for the permit application.
- 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: Fall 2014, Projected Start of Construction: Fall 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 submitted draft t-groin plans to DEP 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
  - Technical specifications and plans are in the Purchasing Department and undergoing review. Request for quotes for Phase 2 construction will be sent out by October 1, 2014.
  - DeSoto Canal Bank Restoration and Stabilization Phase 2 - Subsequent to clearing the canal banks it was discovered that the slopes had degraded resulting in erosion. Design and reconstruction of the slopes is necessary to prevent future degradation. Phase 2 includes the continuation of bank restoration to Harbor View Road. Design Contract: Tetra Tech, Design/Permitting: 06/08/2012 – 04/01/2014, Procurement Process: through October 14, 2014, Projected Start of Construction: Fall 2014
  - The Construction Contract is advertised for bid. The pre-bid conference was held 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 Board of County Commissioners (BCC) 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 and September 9, 2014 however the motion did not pass and the contract has not been awarded. More information will be provided as direction is received from the Board of County Commissioners.
- 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 – Seminole Gulf Railroad is close to having a quotation for work to be accomplished at Acline Road. The Lighting District is awaiting documentation.
  - 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. Installation is complete; working on lighting design.
  - 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 US 41 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 annual preventative maintenance on the traffic signals at Rampart Blvd/Luther Rd.
  - Repaired several incident management cameras at various locations around the County.
  - Repaired pedestrian signal displays that were knocked off the mast arm poles at SR 776/San Casa and SR 776/Oriole Blvd. as a result of a vehicle striking them.
  - Replaced the electrical service disconnect for the traffic signal at Placida Rd/San Casa.
  - Performed routine street light maintenance countywide. A total of 221 lights were repaired.
  - Replaced the traffic signal controller cabinet at Cochran Blvd. and Education Way to be compatible with the County's traffic management system.
  - Replaced the NBLT signals disconnect at US 41/Olean Blvd. During routine maintenance, crews discovered that the disconnect was badly cracked and the signal display was in jeopardy of falling.
  - At Harborview Rd/Rio De Janeiro, rewired one signal disconnect and placed the recently installed signal controller cabinet into service.
  - Replaced a section of roadway lighting conductors just to the north of the Elkcam Waterway which were burnt causing the circuit to trip.
  - Installed a replacement radar detection unit at Kings Highway/Harborview Rd. The unit being replaced would detect vehicles and intermittently drop the call preventing the driver from receiving a green indication.
  - Replaced one street light pole on Kings Highway south of Suncoast Blvd. that was destroyed as a result of a vehicle accident.
  - Working on resolving issues with FDOT regarding the Traffic Signal Maintenance and Compensation Agreement.
  - In the process of upgrading firmware in Bosch PTZ cameras.
  - Resolved issues of Cameleon Video wall switching. This was resolved in-house with TMC operations.

- Updated RTC school clock software and resolved issues of time syncs for field devices.
- ATC Standard and Controller – Webinar
- ITS Architecture for FDOT – Webinar
- Meeting with Charlotte County PIO, Elaine Jones. Items discussed below.
- Adding Charlotte County ATMS twitter account to list of county social media accounts and registering it with Archive Social. More information is forthcoming.
- Promoting the Twitter account (and may add Charlotte Alert) to the public via news release/media contact,
- A twitter feed and a link to the Twitter account on a web page.
- A column in the SUN
- A possible future mobile app.
- Locates Performed:
  - 245 Requests for underground utility locates were received which generated 84 tickets for locates.
- Trouble Calls:
  - 24 trouble calls received responded to and problems of various natures resolved.
- Maintenance & Operations:
  - September 10-16, 2014: There were 38 new work requests for service during this time period. Most of the calls were for drainage work and a few pothole requests.
  - A drainage crew performed 2970 square feet of line and grade on Railroad Ave. and Weeksonia Ave. in El JoBean. They also performed 1750 square feet of line and grade on Orion Ave. at Toledo Blade Blvd. and regarded 500 square feet of swale to get ready for sod on Great Falls Terr., between Lakeview Blvd. and Broad Ranch, in the Greater Port Charlotte MSBU.
  - An outfall crew installed 32 feet of 12 x 18 reinforced concrete pipe on Burkhart Dr. in the Greater Port Charlotte MSBU, ahead of 2015 paving program, and poured the road crossing. They installed 36 feet of 12 x 18 plus 12 tons of asphalt at a swaled intersection at Alaric St. and Burkhart dr. They stocked three other jobs with pipe in that area as well as set a catch basin lid at Hanson St. and Burkhart Dt. and dressed up the area.
  - An outfall crew installed 80 linear feet of 12" x 18" concrete drive & lot pipe replacement on Kenwood Terrace in Greater Port Charlotte and started the first of two drive pipe replacements on Aysen Dr. in Deep Creek with 20 linear feet of 12" x 18" concrete pipe.
  - A drainage crew installed 32' of 19" x 30" reinforced concrete pipe on Cuiaba @ Guapore in Deep Creek and installed 2 catch basin bottoms.
  - The quick response crew performed .3 mile of shoulder repair on Arapahoe Cir. near Collingswood in the Greater Port Charlotte MSBU & completed 2 repairs to the mosquito control access points on Path Ave. at N. Twin Lakes, near Bissett Park, in the Tropical Gulf Acres MSBU.
  - An Outfall crew repaired a road crossing on Mark St. at Charlotte St. and performed 400 square feet of standard cuts on Hazelwood Dr. at Grove Wood Cir. in the Punta Gorda Non-Urban MSBU.
  - An outfall crew finished up a 40' pipe install and armored it on Blue Herron Dr. in Lemon Bay. They moved back to the Midway 8 Paving area ahead of 2015 paving program to install a double barrel 19" x 30" reinforced concrete pipe at Foote Ave and Orlando Blvd. and armored it.
  - A drainage crew performed 1500 square feet of line & grade on Ingraham Blvd. and 4500 linear feet of line grade on Ketchner St. in South Gulf Cove.
  - September 24-30, 2014:
  - There were 70 new work requests for service during this time period. Most of the calls were for drainage work.
  - 152' of small concrete pipe (under 30") was installed to replace metal rod crossing pipes within Midway area 9 in Greater Port Charlotte ahead of the 2015 paving program.
  - 88' of small concrete pipe (under 30") & 2 catch basin bottoms were installed to replace metal road crossing pipes within Midway area 7 in Greater Port Charlotte ahead of 2015 paving.
  - 24' of small concrete pipe (under 30") was replaced in a side lot outfall in South Gulf Cove.
  - 72' of 24"x38" concrete pipe was installed to replace a road crossing pipe under Elkcam Blvd between US 41 & the North Access Road.
  - 2,000 SF of line & grade was corrected in South Gulf Cove.

- 7,100 SF of line & grade was corrected in Greater Port Charlotte.
- 13,800 SF of swale was re-graded for sod due to heavy rain fall in Greater Port Charlotte.
- 5,060 lbs of debris was removed from road right-of-ways in Greater Port Charlotte.
- 53,500 SF of primary ditch swale was maintained in the South County Stormwater unit.
- 6,400 CY of brush was cut back in the right-of-way in Gulf Cove.
- 8,980 CY of brush was cut back in the right-of-way in Peace River Shores.
- Other Projects:
  - 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
  - The design team is surveying the area. 30% design plans have been received and are being reviewed by staff.
  - 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)
  - Weiler Engineering met with the MSBU Committee on September 10, 2014 and reviewed the preliminary 30% design plans. The MSBU Committee agreed that 5 feet wide sidewalks were a better option with the limited right of way. 30% design plans are expected by mid-October 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/ 126,720 (Aerial) 201,585 (Ground)
  - Larvicide Treatment/ 480 (Aerial) 826 (Ground)
  - Landing rate counts = 1302
  - Trap counts = 9,361
  - Citizen requests = 146
  - Tire collection/source reduction = No tires collected In September 2014
  - Aquatic Weed Control
  - Number of sites treated = 82
  - Wetland mitigation sites maintained = 2 site treated
  - Number of sites inspected = 68
- Solid Waste:
  - Recycle-Bowl
  - Keep Charlotte Beautiful (KCB) is presenting information about the Recycle-Bowl Competition to all public school faculty and principals during the month of September and October 2014. Asst. Superintendent, Jerry Olivo, or his designee, is attending the meetings and introducing the KCB representative and encouraging his staff to register for the competition. This is a way to increase recycling in the schools and make the students and teachers more aware of the materials that are recyclable.
  - The Competition is being held from October 20<sup>th</sup> through November 14<sup>th</sup> this year. The cash award for the best in the state of Florida is \$1,000. Port Charlotte Middle School won the award last year. Keep Charlotte Beautiful and a Charlotte County Solid Waste sponsor will present local cash awards to the schools and recognize them at a school board meeting.
  - International Coastal Cleanup
  - Keep Charlotte Beautiful conducted the annual International Coastal Cleanup, sponsored by the Ocean Conservancy, on September 20, 2014. More than 600 volunteers braved the wet weather to clean up beaches, waterways, canals and islands from Palm Island to Punta Gorda. The total number of pounds collected is not yet available as a few groups rescheduled clean-up activities for October 2014.
  - Yard Trimming Education Campaign
  - In our continuing effort to provide superb services, while keeping costs in check, the Solid Waste Division is tackling the problem of large volumes of trimmings that exceed contractual limits of 20 cubic yards per year as well as the incorrect placement of yard trimmings. The incorrect placement usually involves trimmings not being bundled, being of excessive weight and length, or not being placed in containers. Trimmings need to be bundled, or placed in containers or paper lawn bags, but not in plastic bags. Additionally, many residents clear areas in adjacent vacant properties (that do not pay a sanitation assessment) and put the trimmings in the county rights-of-ways which interfere with stormwater flow and right-of-way mowing.
  - The problem is being addressed through the Yard Trimming Education Campaign in partnership with Waste Management (WM). Residents that are not placing items per the Franchise Agreement are being given an informational door knocker type card. The card is large and contains detailed information about how to properly place the yard trimmings for collection as well as contact information for additional services that are beyond the scope of the Franchise Agreement. An explanation as to what is being done incorrectly is included on the door knocker. Repeat offenders will receive a formal letter from the County requesting compliance.
  - The goal is to educate and streamline the yard trimming collection process to remain in compliance with the Franchise Agreement. The costs in labor hours for the collection of trimmings from unassessed properties has a negative effect on overhead costs, may affect the next rate review and negatively affects the esthetics of our community.
- Traffic Signing & Marking:
  - Herbicide = 5,403 objects
  - Marine Signs Replaced = 78
  - Raised Pavement Markers Installed = 518

- Signs Inspected = 10,440
- Signs Manufactured = 140
- Sign Maintenance = 1,322
- Speed Studies = 11
- Striping = 0 miles
- Traffic Counts = 43 stations
- Trouble Calls (after hours) = 6
- Installed 39 pilings for the Myakka Channel from North West Port Charlotte waterways
- Recovered 2 buoys from Stump Pass that washed ashore on Palm Island
- Recovered 2 docks that were pushed away from someone's property; towed and delivered them to the landfill.
- Removed graffiti from a Rotonda West decorative monument as well as covered and removed graffiti from 26 other locations in Rotonda West.

## Tourism

- Film and Digital Media:
  - Buying Beachfront:
    - Worked with Dr. Beach (Dr. Stephen Leatherman), to market a short (two minute) sizzle reel and a one-page supporting marketing piece. Participated in a conference call with a Los Angeles agent to discuss marketing materials and what's needed to get the pilot on the air.
  - Scouting:
    - Photographed Charlotte Harbor from a boat.
  - Projects:
    - A production team from Miami, Gainesville and Los Angeles came to Punta Gorda the week of September 8 to shoot a 30-second and 60-second Public Service Announcement on behalf of the University of Florida. It focused on a Port Charlotte family affected by Hurricane Charley and subsequently aided by University of Florida assistance. I did the advance scouting for three main locations, coordinated police and city assistance and recruited Charlotte Players to provide a diverse group of 15 extras for a key scene. Ten crew members were in town for four nights, staying at the Wyvern. The PSA will air during broadcasts of Florida football games, and will appear on the University's website. Locations included Jacks on Marion.



- Inquiries:
- The Discovery Channel broadcast made an inquiry on September 4 looking for a variety of terrains for a new series called “Lone Target.” I responded with pictures from Babcock Ranch. We thought that weren’t being considered because we had no response – until last week, when Discovery called to say they’ve been in conversations with the general manager at Babcock. They also asked if there are airboats available close by. I gave them info on Nav-a-Gator and Arcadia. So we may very much be in the running. Production tentatively scheduled to start in December.
- Extras:
- CBS 12 in West Palm Beach aired the “Best of Road Trippin Show” the weekend of September 6 and featured segments from Englewood and Punta Gorda. This was in addition to original airings in early August . . . I attended a presentation in Ft. Myers on September 15 featuring former UCLA film school professor Ted Baehr. The presentation was on behalf of the Christian Television Network 10, with studios located in southwestern Charlotte County, to launch their SWFL Film & Television Academy in March 2015. Jeanne Corcoran from the Sarasota Film Office was also in attendance. Networked with several filmmakers from Ft. Myers and Sarasota, and met Paul Lodato, General Manager of CTN-10 . . . A photo shoot for Cisco Systems needed a command and control room. Submitted Charlotte County Emergency Operations Center; no response yet.
- Sports:
  - Sean Doherty has been working with Amanda Carr, President of Charlotte BMX and a local organizing committee for several years on securing the BMX Sunshine State Nationals, scheduled for Feb. 13 – 15, 2015, at the Charlotte BMX Track at Carmalita Park in Punta Gorda, Fla. The event is anticipated to attract 800 – 1,000 riders plus more than 2,500 family members from across the country. Preliminary estimates show the event projects to generate over 2,000 hotel room nights and over \$1 million in direct expenditures for Charlotte County.
  - Sean is working on several bids for 2015 events. He has partnered with a local attraction and the Charlotte Harbor Event and Conference center bids for three events that, if awarded, would be held in 2015.
  - Sean attended the Hospitality Innovations Trade Show which is a function of Helms Briscoe. The company represents a variety of independent and corporate meeting planners. Sean was able to meet with more than two dozen Helms Briscoe representatives and their clients to discuss Charlotte County as a host site for their meetings/conferences.
- Public Relations
  - As a result of a contact made during an October, 2011 media FAM hosted by the Bureau, and visits thereafter, an article by writer Bonnie Gross, about Punta Gorda 10 years after Hurricane Charley, was published in the Miami Herald.
  - <http://www.miamiherald.com/living/travel/quick-trips/article2145439.html>
  - Jeffrey Orenstein, Ph.D., owner of “Living on the Suncoast” magazine was hosted by the VCB and Fishermen’s Village and plans to write a feature about our destination in an upcoming issue.
  - Jennifer attended the Florida Outdoor Writers Association in Citrus County, September 10-13. She reinforced relationships with outdoor communicator and introduced them or updated them on our County’s recreation and tourism offerings. The conference included an exhibitor showcase.
  - Scott Fais, host of “Florida on a Tankful” visited Charlotte County September 15-17. Florida on a Tankful is aired both in Tampa and Orlando and is also available through Brighthouse. It is aired in 11 million households from New York to Hawaii. Fais’s September trip was curtailed due to weather but he plans to visit again in December. However, he was able to complete segments on Peace River Wildlife Center, Muscle Car City Museum, Parks that Teach and Team Punta Gorda’s Bicycle Loan program. His December focus will be the holiday lights canal cruises and follow-up on Parks that Teach.
  - Thomas Routzong and Steven Skelley with Sunny Harbor Publishing visited September 23-25. This was a return visit for the journalists. They publish six travel magazines and blogs with over 1.8 million readers. They also contribute to other publications with over 15 million readers. At an invitation of Fishermen’s Village, they lodged there for the duration of their stay. King Fisher Fleet provided complimentary cruise tickets.

- Sun Harbor Publications include:
  - [www.SunnyHarborPublishing.org](http://www.SunnyHarborPublishing.org)
  - [www.GayTravelersMagazine.com](http://www.GayTravelersMagazine.com)
  - [www.FloridaCruiseandTravelersMagazine.com](http://www.FloridaCruiseandTravelersMagazine.com)
  - [www.SeniorCruiseAndTravelers.com](http://www.SeniorCruiseAndTravelers.com)
  - [www.FamilyTravelersMagazine.com](http://www.FamilyTravelersMagazine.com)
- Jennifer attended the Tourism Fair of the Americas by the Brazilian Association of Travel Agents in Sao Palo Brazil and met with tour operators interested in sending business to Charlotte County. Charlotte County partnered with other VCB's on the SW Gulf Coast on a shopping, dining and attractions app which was introduced during the show and was very well received by operators in attendance. The version introduced was a working demo. The full version will be released for download on iPhones and Androids in January, 2015.
- The VCB's Public Relations Agency, AboveWater pitched story ideas to various publications and sent information to writers for various publications for stories they were writing: RedTricycle.com for a story on Family Friendly Towns of SW Florida; dog-friendly locations for an anonymous (at this point) travel publication; travel writer Diana Lambdin Meyer for an article on Independent restaurants that best reflect the best of a regional or ethnic culture, "with lines out the door."
- The agency sent out a mass distribution of a fall eco-tourism release to travel writers/editors at short lead print/broadcast and on-line publications.
- The agency is developing a series of "How to." articles on how they can use PR and media opportunities to their greatest advantage.
- Administration and Marketing
  - Lorah Steiner and Chip Futch finalized the 2015 Advertising Program which will underpin the marketing plan development. The marketing plan will be completed in early November 2014 for distribution to our partners and County Administration/BCC.
  - Lorah and Chip participated in several conference calls regarding the development of the VCB's new website which will launch in late January/early February 2015. The conference calls focused on the look and feel of the site, navigation and the partner portal.
  - Lorah facilitated a planning retreat for the Arts & Humanities Council. She is an ex-officio on the A&HC board and is working with them on the development of an organizational plan to include board development, the mission/priorities of the organization and membership development.
  - Lorah worked with the Downtown Merchants Association on a mini-marketing plan for the Oktoberfest. The VCB's 2015 budget includes funds to assist our off-season and shoulder season festivals with advertising and promotional support.
  - Lorah attended/updated the Punta Gorda Tourism Meeting.
  - Lorah attended/updated the One Community/One Message meeting.
  - Lorah worked with the Punta Gorda Chamber on a revision of the contract for the Visitor Center. The revision provides for continued support of the Center with the goal (of the Punta Gorda Chamber of Commerce) of financial independence through advertising sales. The Chamber has done an excellent job staffing and operating the Center. The VCB has provided financial support until such time as the Center can secure enough advertising support to operate the center without VCB assistance. The Visitor Center is located at Jones Loop Road and I-75.
  - Lorah worked with Jerry Jones on the sponsorship of a fishing show (Charlotte Harbor Chronicles) to be filmed in Charlotte Harbor (both west and south County) and shown on the World Fishing Network.
  - Lorah worked with Deanna Fritz on the planning of two FAM's (Familiarization Tours) for employees who answer our visitor information hotline at Phase V and for volunteers who staff the information stations at the Fort Myers airport. The FAM's will be held in late October and early November. Additional FAM's are planned for 2015.

## Utilities

- Engineering Services:
  - 1,127 Locates Processed from Sunshine State One Call; 3 Developer Agreements Prepared; 49 Residential Service Availability Letters Prepared; 7 Commercial Service Availability Letters Prepared; 34 Residential Service Applications Processed; 403 CIP inspections; 152 Developer Inspections.
- Business Services:
  - Web Services – VueBill (hosted by BillTrust). 28% of our customers now pay through Bill Trust.
  - Fixed Base meter installation - Phase III infrastructure was received. Over 8,352 (16% of total system) meters have been installed. Phase III will be completed by October 3, 2014
  - Customer Service: total number of customers to the lobby was 2,461.
  - Delinquencies: total delinquency revenue for the month was \$25,005. FY14 total: \$659,195.63.
  - Electronic Bill Payment: 42% of all CCU bills.
  - North Port: 3,893 bills were processed, resulting in \$795.60 in revenue. Total revenue collected YTD \$11,003.79.
  - Banner Upgrade: Vendor (Henson) is configuring our new system to reflect our operational processes. Staff continues to work on updating the current version of Banner to enable conversion to be as seamless as possible.
  - Accounts Receivable: the accounts receivable over 90 days went from 40.92% in August to 40.55% in September. The accounts receivable within 30 days went from 51.55% in August to 52.11% in September.
  - Telephone Activity: There were 13,909 calls presented in September vs 13,977 calls presented in August. The abandoned rate was 14% in August vs 29% in September, likely due to the fact the call back feature was not operating in September. It is scheduled to be reinstalled Oct. 3. There will be an enhancement to the call back feature that maintains the call request for the call back in the current queue rather than waiting until all calls in queue have been taken. The average speed of answer was 9:21 minutes in August and 15.34 in September.
- Operations Division:
  - Treatment Facilities:
    - 192 preventative maintenance, 36 corrective and 6 emergency work orders were completed.
    - 383 residential cross-connection inspections were completed, 2 annual backflow inspections were completed, and 3 reclaimed water site maintenance/repair work orders were completed.
    - Burnt Store WTP: The failure in the Plant PLC on August 31<sup>st</sup> was found to be likely the plant router between the two devices. The router was replaced and an additional SCADA alarm was added to our DFS SCADA network. We completed a permitted confined space in order to support the five year structural compliance inspection with Stantec Consulting Services Inc.
    - East Port WRF: Emergency repairs were performed to the plants subsurface fiber optic line that was damaged by the plant expansion contractor.
    - West Port WRF: Staff attended an on-site factory start up training for the West Port Reclaimed Water Booster Station.
    - Staff Training: Two staff members attended MOT Training, two staff members completed a required confined space entry and one staff member completed confined space rescue certification.
    - Personnel: We received a plant operator resignation this month and interviews have been set for the first week of October for the posted opening.
  - Water Distribution:
    - Started the water main replacement on the bridge over the Como waterway on Edgewater Drive.
    - Received the replacement pump for the #4 pump at the Walenda booster station. The pump bases and piping will need to be modified by the contractor to complete installation.
    - Replaced the bleach lines at the Rotonda Booster station. All of the lines are now in containment piping to avoid a spill from a split discharge line.
    - Installed a new shaft on the #1 high service pump at the Rotonda Booster station.
    - Sent the motor out for repair for the #2 high service pump at the Rotonda Booster station due to high temperatures at the bearings.

- On Sept. 27<sup>th</sup> the Burnt Store water plant was hit by lightning causing a loss of pressure down to 26 PSI. This event did not require a Boil notification; however our customers were impacted by low pressure and flow for 7.5 hours.
- The Distribution group completed 31 new service line installations this month. We are seeing an increase in new service line installations over the last several months.
- Wastewater Collection:
  - Gravity/Force Mains: 1 ARV was repaired after being hit by a vehicle; investigated 8 called-in backups which were determined to be customer responsibility; repaired 1 force main break; 71 manholes inspections were completed and 2 manholes were repaired; 4 blockages were cleared – 3 main lines and 1 service; 6 lateral services were excavated and repaired on CCU's side of the service; assisted Engineering on 3 occasions – inspecting new line installation and locating services; 23 manholes were inspected; installed 10 LPS service taps for new construction.
  - Lift Stations: 34 Corrective Maintenance work orders; 24 Valve Maintenance work orders; 35 Annual Maintenance work orders; 43 Quarterly Maintenance work orders; replaced the carbon in seven odor control units throughout the county; the Rehab Crew (now Special Projects Crew) completed a partial rehab of L/S #812 which included new pump bases and discharge lines, new concrete poured over the existing floor and the replacement of the valve manifold system. They also assisted in the carbon replacement and with the gravity sewer crew in the inspection of a manhole outside L/S #5. The bases were inspected and repaired at L/S # 87.
  - Low Pressure Sewer: Responded to 214 service calls -29 of the calls were for Preventative Maintenance; 6 standard upgrades were completed; replaced 3 failed tank; installed 3 mandatory connections; replaced 3 bad check valves at street.
  - 15 employees attended and completed 3 days training for Confined space Entry.
- Public Outreach:
  - 1 Press release was issued pertaining to meeting notice for Elkcarn Blvd/Gertrude Avenue enhancements project.
  - Paragraph release created from informational release development on Hydrant Flushing program.
  - Coordinated informational meeting for Parkside Project: Elkcarn Blvd/Gertrude Avenue enhancements project. 15 citizens and business leaders attended the informational meeting.
  - Attended and help set up the Groundbreaking ceremony on Sept. 2 for the joint Parkside Project.
  - News Print article in Charlotte Sun published in regards to August Press Release on "Move Over Law".
  - Initiated meeting with Charlotte County School District to help learn more about guest speaking opportunities, networking opportunities and to help with future CCU projects that will also impact the school district in regards to transportation.
  - Assisted with preparation of Water Quality Summary for County Administration.
- Human Resources:
  - Total positions: 200. Vacant positions: 4
  - Offers pending on 2 positions: Maintenance Mechanic and Customer Account Specialist
  - Recruiting 2 positions: Maintenance Mechanic and Wastewater Plant Operator
  - Monitoring on-going process for Year End evaluations
- PR/MRWSA Water Resources:
  - 23.01 MGD of water went to customers on an average day in September and there was approximately 10.66 BG of water in storage, representing more than 1 year of supply.
  - After several years of discussion and negotiation the Authority has finally completed the installation of a leak-detecting bulk meter on the Phase 1A pipeline at Discovery Drive. The CCU telemetry system was completed as of the 24th and the meter station is now in service. We can record and review flow either going to Punta Gorda or from Punta Gorda to CCU. We can also monitor the pressure in that location.
  - Administrators met on Sept 12th, Authority and Member Professional staff met on Sept 3rd. Charlotte County's staff and legal consultants, led by Ed de la Parte, met numerous times to discuss the 1991 PRF Rebuild project, culminating in a Dispute Resolution Meeting with the Authority on Sept 29<sup>th</sup> that ended in an impasse.

- Regional Reclaimed Water Expansion Phase 2:
  - *Transmission Main (Stage 1):* Construction of this portion of the Phase 2 project is complete.
  - *Pumping Station (Stage 2):* On September 3, 2014 the contractor submitted the O&M Manual prepared by Engineered Fluids, Inc. for the pump skid. Final startup to test all mechanical and electrical components of the pump station including operation under emergency power occurred on September 10, 2014. On September 23<sup>rd</sup> CCU Operations staff were trained on operation of the pump station. CCU issued a punch list on September 19<sup>th</sup> with an update issued on September 26<sup>th</sup>. On the same day CCU's consultant submitted the Operations manual and Record Drawings. Comments regarding the warranty proposed by the pump skid manufacturer were issued on September 29<sup>th</sup>. Once all punch list items are satisfactorily resolved and all required warranties and affidavits are submitted by the contractor final payment will be made and the contract will be closed out. On September 30<sup>th</sup> CCU submitted to the FDEP the notification that Record Drawings and O & M Manuals were available. That completes the necessary submittals to the FDEP for the entire Phase 2 project.
- East Port WRF Expansion:
  - Consultant submitted 50% plans for reclaimed water portion of East Port WRF expansion; plans are under review and comments back to consultant by October.
- North Shore & Harper WW MSBU:
  - Contractor completed the Low Pressure Sewer main and FDEP certification for operation submitted; storm water work in progress.
  - Bid for on-site work was rejected; decision made to use CCU resources for installation of onsite systems.
  - Over 50% of residents returned survey questionnaires for siting the LPS system; electrical contractor started installation of control panels.
  - Follow-up letter with FAQ's from workshop was mailed to residents.
- East & West Spring Lake Wastewater MSBU:
  - Staff re-analyzed total project cost estimates for MSBU based on updated engineering design, grant and loan information. Final engineering opinion of probable cost available soon.
  - TMDL Grant final agreement received and to be submitted for BCC approval in October.
  - Bi-monthly sampling cycle started this month.