

Charlotte County
Board of County Commissioners
Staff Report
November 2014

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Grants Support:
- Human Services Grants:
 - Staff attended a Restore Act Direct Component Grants Training in East Pointe, FL in the Panhandle. The training was conducted by staff of the Office of Gulf Coast Restoration, U.S. Department of the Treasury. The purpose of this training was to learn the key principles of the RESTORE Act Grant funding including preparation of a multiyear implementation plan, application process and requirements, Treasury application review process, performance measures and performance reports, funding draws and other compliance requirements. The training was attended by a number of Gulf Coast counties as well as Charlotte County.
 - Attended the Area Agency on Aging (AAA) Provider Meeting in Fort Myers. The big discussion at this meeting is the AAA wanting to give the Lead Agencies (Charlotte County) back the administrative duties of the Older American Act (OAA) grant. There is not much funding that goes along with these duties that will take additional staff time. Included in this administrative work would be additional Fiscal Staff time to key invoices from OAA vendors and reconcile the CIRTS data entry and Eden financial reporting system.
 - 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 \$78,606.
 - Grant staff attended a webinar titled: Grant Solutions Grantee Training Session II in preparation for the RESTORE Grant application process.
 - Reports were submitted to the Florida Department of Children and Family Services for the Emergency Solutions Grant. The reimbursement requests submitted totaled \$22,272.
 - Low Income Home Energy Assistance and Community Services Block Grant funds were received in the amounts of \$34,572.00 and \$5,762.37 respectively from the August 2014 reports submitted.
 - Staff attended a workshop in Tampa sponsored by the Florida Housing Coalition on 11/13/14 entitled Designing and Implementing SHIP strategies that work. This workshop focused on the various SHIP strategy options available to jurisdictions when writing their Local Housing Assistance Plan (LHAP). This workshop allowed for various participating jurisdictions to share their stories about which strategies worked in their area and which ones did not. The LHAP is a plan that the County must have in place in order to be able to be eligible for SHIP funding.
 - At the 11/25/14 Regular meeting of the BoCC, the Board Chairman was authorized to execute the Grant Closeout Agreement for the Neighborhood Stabilization Program (NSP 1) grant from the Florida Department of Economic Opportunity. Once signed by a HUD official, the NSP 1 grant will be closed.
- Transit Grants:
 - On November 20, 2014 Charlotte County staff attended Florida Department of Transportation's Grant Application Workshop for Sections 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, 5311 Formula Grant for Rural Areas and 5339 Bus and Bus Facilities. This workshop provided information for application and compliance in performance of these Federal Transit Administration (FTA) grants.
- Public Safety Grants:
 - Prepared a revised scope of work to reallocate funding activities for HSGP HazMat grant agreement 14DS-L5-09-18-01-466 and submitted to DEM.

- Prepared and submitted revised Detail of Claims Form and Reimbursement Request Form to DEM for the HSGP HazMat grant agreement 14DS-L5-09-18-01-466 for the period of April 1, 2014 through June 30, 2014. The revised reimbursement request totaled \$610.03.
- November 25, 2014, BCC approved the Application for an Emergency Medical Services County Grant with Florida Department of Health in the amount of \$38,938. Funding will be used to improve and expand the pre-hospital EMS system.
- November 25, 2014, BCC approved the E911 State Grant application to upgrade the 911 telephone system at the Sheriff's Office Dispatch Center in the amount of \$277,654.87.
- Invoiced a total of \$3,322.33 for Public Safety:
 - \$1,747.33 for radio repairs
 - \$1,575.00 for EMS standby charges
- Received a total of \$234.55 for Public Safety:
 - \$234.55 for radio repairs
- Road Grants:
 - Invoiced a total of \$234,956.65 as follows:
 - \$234,956.65 to FDOT for Burnt Store PH3 road construction
 - Received a total of \$331,892.19 as follows:
 - \$331,892.19 from FDOT for Burnt Store Rd Phase 3 construction
- WCIND Grants:
 - Closed out older WCIND and Boater's projects from 2012, 2013, and 2014. The projected beginning balance was calculated and presented to the Marine Advisory Council (MAC). This gave the MAC a better idea of how much money will be available from WCIND, CNIF, and Boater Improvement Fund for projects for the FY15/16 cycle.
- Library Grants:
 - Prepared audit response information for State Aid to Libraries Grant and sent to Inspector General as requested.
- Historical Center Grants:
 - None
- Criminal Justice Reinvestment Grant:
 - None
- Justice and Mental Health Collaboration Grant:
 - None
- MISC Grants:
 - Supplied information to FDEP to help secure a grant contract for Stump Pass permit monitoring in the amount of \$304,000.
- Operating, Capital and Accounting Support:
- Accounting/Billing:
 - EMS Refunds - processed 32 refunds for overpayments received by ADPI totaling \$6,195.57 for October.
 - Prepared tax distribution spreadsheet for special assessment fees to Little Gasparilla Island Fire Unit for FY14 interest and Tax Collector's excess fees in the amount of \$2,714.18.
- Budget Support:
 - Worked with Fiscal staff to update the MSBU, Road Improvements and Gas Tax CIP, including FY14 actual and FY15 estimates, in an effort to have the CIP ready for distribution to Department for review by December 1.
 - Worked with Fiscal staff to update the MSBU Financial information for committees through 9/30/14.
 - Prepared a comprehensive multi-year budget for Punta Gorda Non-Urban MSBU from estimated work accomplishments provided by Maintenance & Operations, Sign Shop and Engineering staff, including loan amortization for paving. Projected the rate increase that would be necessary to complete the work plan. This plan will be used by Public Works staff to prepare for a workshop presentation to the Board of County Commissioners to be held on December 16, 2014. Met with Public Works staff on the work plan and presented and explained the data.
 - Held 2 trainings for fiscal staff on preparation of budget worksheets that will be used to compile FY16-17 budget information

- Finalized Community Services FY15-20 CIP and prepared draft of FY16-21 CIP for department budget preparation
- Received TRIM Certification letter from Department of Revenue. Charlotte County's millages and ad valorem has been certified for FY14/15.
- Salaries, benefits, uncontrollable costs, and contract costs have been rolled into the budget for FY15/16 and FY16/17. The next phase of the two year budget process is ready to start.
- The CIP 5-year ordinance has been put together. It will go to the BCC on December 9, 2014 for a Public Hearing and approval.
- End of year budget adjustments went to the BCC on November 12, 2014 for a Public Hearing and approval. All adjustments have been entered into EDEN.
- Department Specific Support:
 - Participated in monthly conference call with EMS billing vendor to discuss ACHA audit, status of electronic billing export, and CMS specialty plan MMA Agreement.
 - Assisted EMS in completion of grant application and board agenda for EMS County Grant combining 2 years of funding (2013-2014 and 2014-2015) into a new grant application for approval.
 - Prepared spreadsheet showing ad valorem dollars that Little Gasparilla Island properties pay toward EMS services.
 - Prepared tables calculating the annual value of EMS services for Little Gasparilla Island using call volume and billable incidents methodologies.
 - Updated the labor distribution journal entry used by Real Estate Services to ensure the most current projects/accounts are being used.
 - Finalize the MPO FY14 grant reconciliation for Grant Audit. Prepare project adjustments as needed. Review the MPO invoice for accuracy and complete the required Clerk's Office Grant report. This is for FY14 PL, TD and 5303 grants, as well as the FY15 PL and TD which runs from July 1, 2014 through June 30, 2015.
 - Attended a meeting with Public Works staff and Burnt Store Village MSBU committee. The committee has a paving loan outstanding but would like to redirect savings to landscaping projects rather than pay down the loan. The group is moving forward with landscaping cul-de-sacs in the area (about \$25,000) but has discussed a plan to cost share with the POA for landscaping about a mile of road right of way along Burnt Store Road, estimated cost \$250,000. Fiscal Services arranged for one year pre-payment of the paving loan in 2015.
 - Attended a meeting with Public Works staff and South Gulf Cove S/D MSBU regarding an MSBU assessment increase for paving, in 2016.
 - Met with Public Works staff to review the time sheet data entry process. Several crucial steps were being overlooked due to the process changing hands multiple times since Fiscal Services provided the initial training.
 - Met with Public Works staff regarding cemetery issues, including a plan to map and document interment locations. Discussion included acquisition of equipment to provide the ability to do ground penetrating radar to locate burial sites, necessary permitting requirements to opening a new section of the cemetery, adding staff to provide grounds maintenance that were cut previously, and associated costs. The staff will be preparing estimates of work to be identified in the next budget cycle.
 - Attended monthly meetings with C.S. Director and Community Services monthly managers' meetings
 - Continued the implementation in the Realignment of the Fiscal Services Division.
 - Provided additional data information requests to KPMG for Utilities Operational Audit and participated in interviews of staff.
 - Completed assembling the CIP ordinance for presentation in November to the Board.
 - Attended the Joint Board Meeting with the Peace River Water Authority Board and the Charlotte County Board.
 - Completed the application for the State Revolving Fund Loan for the construction of East West Spring Lake MSBU for Board presentation in December.
 - Continued the testing phase of Banner Implementation in conjunction with the Utility.
 - Staff met with FDEP representative regarding application processes for State Revolving Funds.

- Prepared CIP sheets for distribution in December to Departments.
- Financial Reporting:
 - Updated SharePoint reports with November financial information (Projected Revenue & Expense, Fund Rollup, Department Rollup)
- Analytical Support:
 - Completed and sent Parking Meter historical analysis in preparation for Director's discussion with BCC
 - Prepared 4 year expenditure summary for Franz Ross park to assist with field replacement inquiry
 - Completed Disclosure Council's request for information regarding the Peace River Water Authority bond refunding.
 - Prepared Analysis for finalizing the Event Center calculation of Fees.

I.T.

- Office 365 – We have completed the migration of all mailboxes to Microsoft Exchange 2010 from our outdated 2003 environment as a prerequisite to begin migrating departments to Office 365. This included the Tax Collector and Property Appraiser staff. We will next begin to pilot the Purchasing Division to Office 365.
- Novus Agenda - Working toward completion of a major upgrade to Novus Agenda, the county's paperless agenda solution. This will provide easier preparation, use and mobility functions. Final stages expected to be completed in December.
- SharePoint Update – Working on converting SharePoint to the latest version, SharePoint 2013. Overcoming some issues with the conversion of the public website. This was anticipated and we are working on making the required changes.
- Community Services has reviewed their public website pages and we are finalizing changes based on the feedback. The conversion to SharePoint 2013 will have an impact on the timeline for Community Services.
- GIS Website – The new GIS website is almost ready for internal testing with only changes to the cartography and page aesthetics remaining. We anticipated these changes to be complete before the end of the calendar year. This will replace outdated technology and make our website compatible with the newer web browsers.
- Process Automation - We are on the process of automating the PO change control process and have recently completed the requirements gathering phase and expect this process to be completed in January.
- November Outage Statistics:
 - 5 - Incidents
 - Total Down Time – 1 day 15hrs. 28 mins.
 - Average time per Incident – 7 hrs. 53 mins.
 - System availability was 94.519%
- November Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 192
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 175
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 506
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 488
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 513

Purchasing

- Pre-bid meetings held:
 - 15-023 Sale of County Owned Properties
 - 15-034 Auto Body Repairs
 - 15-045 Electronic Waste Recycling / Disposal – Annual

- 15-033 Oyster Creek Flow Enhancement
- 15-061 Storm Debris Clearing – Water Flow
- 15-070 Charlotte Sports Park Stadium Sound System
- 15-076 Alarm Monitoring / Repair – Annual
- Bids openings held:
 - 14-451 Testing and Balancing HVAC
 - 14-392 Sidewalk – Utility Construction – Rotonda Boulevard West
 - 15-023 Sale of County Owned Properties
 - 14-456 Newgate Waterway Maintenance Dredging
 - 15-018 Fabricated Road Signs – Annual
 - 14-458 Port Charlotte Beach Fishing Pier
 - 15-034 Auto Body Repairs – Annual
 - 15-045 Electronic Waste Recycling / Disposal – Annual
- Work orders due and received:
 - 15-069 Permitting Review Services
 - 15-080 Edgewater Bridge – Retaining Wall
 - 15-097 Design Sidewalks – Cape Haze
 - 15-107 Title V Compliance – Landfill
- Quotes due and received:
 - 15-026 Public Notices – Printing and Mailing
 - 15-066 Greenhouse Gas – Landfill
 - 15-067 Semi Annual Reports – Water / Leachate – Landfill
 - 14-079 Submersible Pump
 - 15-072 Triploid Grass Carp Fish
 - 15-049 Inspections and Testing of Storage Tanks – Annual
 - 15-086 Batter’s Eye Screen – Stadium

Real Estate Services

- Piper Road North – We have contacted our Engineering staff to review drawings and sketches necessary to obtain the necessary right of way for this sales tax project. We will be bringing several resolutions of necessity to the BCC in the coming months.
- Olean Boulevard – We will work with Public Works as the planning and design for the roadway expansion gets underway. We anticipate the need to acquire portions of several improved commercial parcels adjacent to the existing roadway. This will be a complex project.
- Surplus Property Disposal – We have received several bids in response to our offering of surplus properties for this fall’s bid process. This list is being vetted by Real Estate Services staff prior to Purchasing bringing the bid amounts to the BCC for consideration.
- Customer Satisfaction Surveys – Our surveys continue to show an “excellent” customer rating from our customers.
- Release and Occupation of Easement Program – This program continues to be active with over 30 applications having been submitted in the first few weeks of this current fiscal year.
- Edgewater Phase II – Mediations to reach final settlement continue.
- Placida Widening – With approximately 50% of the required parcels and easements acquired, work continues to acquire additional right of way 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 the U.S. Fish and Wildlife Service. It is our understanding that the plan will be approved in the coming months.
- Flamingo/Edgewater – We have acquired approximately 82% of the parcels needed for this project, all on a voluntary basis. Additional parcels were acquired subsequent to offer letters that were sent last August. Another round of offers will be processed in the spring of 2015.

- Midway Project – Temporary Rights of Entry – The Order of Take hearing was successful and we have obtained approximately 40 property interests (Temporary Construction Easements, Permanent Easements and Fee Acquisitions) needed for this project. Mediation and settlement conferences are on-going.
- Charlotte County Utilities – Lift Station 301 – Harbour Heights – We are working with CCU to acquire property needed for the relocation of lift station number 301 in Harbour Heights. A potential site has been located and we are negotiating a purchase agreement.
- Burnt Store Road Phase III – All parcels have been obtained. Mediation and settlement conferences continue.
- 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 continue.
- 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.
- 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 have vetted sketches and descriptions of the affected parcels and a number of revisions are required. We will be bringing a resolution to acquire on a voluntary basis to the BCC shortly.
- Hancock Avenue – The BCC approved acceptance at their October 28th meeting.
- 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.
- Stump Pass Dredging – We are actively assisting our engineering staff in obtaining approximately 300 easements to allow for the placement of sand on beaches located in front of private residences. This is related to the future Stump Pass improvements.
- 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.
- 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.
- Sheriff's District Office in Parkside – We are working with Facilities to determine if there is available land and/or buildings suitable for a new Sheriff's District Office in the Parkside CRA.
- FDOT Rest Area – I-75 at Jones Loop Road – We have started the process of obtaining details on the availability of the FDOT rest area located on Jones Loop Road. This rest area will soon be closed and several Commissioners have expressed an interest in determining if the property would be suitable for County use.

Community Development

- The Building Division:
 - The division issued 56 new single family homes this month – consistent with the levels of the preceding months. This trend is mirrored in the number of all other permits issued and consistent with feedback obtained from the construction industry.
 - The division added three new employees to help address the increase in workload, a Customer Service Specialist, a Plans Examiner and a Deputy Building Official have all started in the last month to two months and we are already seeing a decrease in wait times for both visitors to the department and permit reviews.
 - Revenue continues to be higher than the same period last year with \$241,642 brought in during November. This is 22% higher than November 2013 and expenditures are lower than November last year despite the additional staffing.
 - Code Enforcement revenue is higher due to the escalating fee for the County's Vacant Property Registration program – as properties remain vacant, the responsible party is charged an escalating fee each year in an attempt to encourage them to return the property to the market.

Item	Total FY2014	Nov-13	Nov-14	FY14YTD	FY15 YTD
Single Family Permits Issued	551	36	56	80	116
Multi Family Permits Issued	0	0	0	0	1
Commercial Permits Issued	40	6	5	9	12
All Other Permits Issued	17181	1233	1387	2537	2881
Customers Served	24946	2112	1698	4602	3689
Inspections	55832	4238	4236	8988	9498
Permitting Revenue	\$ 2,814,423	\$ 198,566	\$ 241,642	\$ 415,843	\$ 664,376
Permitting Expenditure	\$ 2,236,389	\$ 224,185	\$ 205,334	\$ 319,790	\$ 350,835
Code Enforcement Revenue	\$ 1,018,597	\$ 45,389	\$ 61,038	\$ 160,065	\$ 176,219
Code Enforcement Expenditure	\$ 1,652,671	\$ 151,496	\$ 101,465	\$ 225,617	\$ 211,727
New Complaints Received	1235	53	18	181	165
Code Cases Initiated	3079	211	172	474	464
CEB Cases Heard	574	65	39	83	62
Citations Issued \$ Amount	\$ 151,000	\$ 9,500	\$ 8,000	\$ 27,000	\$ 10,000
New Contractor Licenses Issued	16	1	0	4	4
Contractor Licenses Revoked	7	1	1	2	1

- The Planning and Zoning Division:
 - Public forums to discuss the draft Revitalization Plan and appropriate land development regulations to implement were held August 27, September 10, and September 30, 2014. 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. Roundtable meetings to develop appropriate land development regulations to implement the revitalization plan have been scheduled for January 26 and February 23, 2015.
 - Charlotte Harbor CRA:
 - The plan amendments, both text and FLUM, have been finalized and a public forum to discuss them was held at the Charlotte Harbor Events Center on Wednesday, November 5. The transmittal hearing process will begin at the January 12 meeting of the Planning and Zoning Board and the February 24 BCC land use meeting. Amendments to the land development regulations will follow soon after adoption of the plan amendments, 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 Committee met on October 1st and October 15th. The following projects were presented to the ARC:
 - 185 Sabal Lane – Fence
 - Comments: Recommended approval
 - 4040 N. Beach Road – Pavers
 - Comments: Recommended denial
 - 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 went before the Board of County Commissioners on November 25 for the second public hearing. The Board voted to adopt the revisions, which were then transmitted to the DEO for review and will take effect in December.
 - Murdock Village:
 - No new updates at this time.
 - School Concurrency:
 - No new updates at this time.

- Revision of the Comprehensive Plan:
- The revisions to the Comprehensive Plan were approved by the Board of County Commissioners on September 23, 2014, and were subsequently transmitted to the DEO for final review. On October 24, 2014, the DEO issued a letter stating that they had completed their review and have identified no provision that necessitates challenge of the Ordinance adopting the amendment. The amendment to the Comprehensive Plan has been challenged by the Friends of Cape Haze, Deb Highsmith, and the Sierra Club.
- Revision of the Land Development Regulations:
- The Board voted to adopt Phase I of the Land Development Regulations at the November 25th BCC Land Use Meeting. The revisions were transmitted to the DEO for review and will take effect in December. Staff has begun working on Phase II, and plans to bring a portion of Phase II to the Planning and Zoning Board in January and to the Board of County Commissioners in February and March, staying on schedule.
- Site Plan Approval:
- The County received 4 petitions in November:
 - 2 project conferences
 - 1 Preliminary
 - 1 Preliminary in Murdock DRI (DSRB)
- Board of Zoning Appeals:
- The Board of Zoning Appeals heard the following petition on November 12, and made the following decision:
- Petition No. SE-14-015:
- A request by Edward Johnson, agent for Sterling House of Englewood, for a special exception to allow an Adult Congregate Living Facility (ACLF) in the Residential Multifamily-15 (RMF-15) zoning district, located at 550 Rotonda Boulevard West, in Rotonda West, was approved by a vote of 4-0.
- Planning and Zoning Board:
- The Planning and Zoning Board heard the following petitions on November 10, 2014.
- Conditional Uses and Structures:
- An Ordinance pursuant to Section 163.3187(1)(C), Florida Statutes, adopt a small scale plan amendment to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Parks and Recreation (PKR) to Commercial (COM); for property located at 2531 and 2551 Taylor Road, in the Punta Gorda area; containing 8.7± acres; Commission District II; Petition No. PA-14-09-13; applicant: ONMI Sports, LLC; providing an effective date.
 - Board Recommendation: Approval
- NOPC-14-07-11
- [Part of NOPC-14-07-11] Conduct the first public hearing to consider entering into a Development Agreement formulated to comply with the Florida Local Government Development Agreement Act (ss. 163.3220 of F.S.) for the Sandhill Development of Regional Impact (DRI). The land subject to the Development Agreement consists of 84± acres located in the northeast quadrant of the intersection of Interstate 75 and Kings Highway, in the Port Charlotte area. The project proposes 43,000 square feet of commercial development, 458 assisted living and memory care beds, 365,000 square feet of industrial development and 26 multi-family dwelling units. The Development Agreement sets forth the commitments by the Developer and the County as to transportation improvements necessary to ensure concurrency on all impacted regional roads and intersections as a result of the development of the Project.
 - Board Recommendation: Approval
- PA-14-09-14-LS
- Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) for review and comments; the request is to amend FLU Appendix I: Land Use Guide by revising the Mineral Resource Extraction (MRE) Future Land Use Map (FLUM) category and amending the requirements #2 and #3 under the "Special Provisions" subsection of the MRE FLUM category; Petition No. PA-14-09-14-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date. Board Recommendation: Approval

- Temporary Uses:
- An Ordinance amending Charlotte County Code Chapter 3-9, by revising Section 3-9-95.1, Temporary Uses, and renumbering as Section 3-9-87; providing for revised application process and fees; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
Board Recommendation: Approval
 - Board of County Commissioners Land Use
- The Board of County Commissioners heard the following petitions on November 25, 2014.
- Petition Number Z-14-08-12 – Baird
- Approve an Ordinance adopting Petition Z-14-08-12, amending the Charlotte County Zoning Atlas from Residential Single-Family 3.5 (RSF-3.5) to Residential Estates 1 (RE-1), for property located at 1374 Blanot Drive and 27347 San Carlos Drive, in the Harbour Heights area, containing 1.46± acres. The applicant is Kendall V. and Tracie A. Baird
 - Board Decision: Approval
- Revisions to the County's Land Development Regulations (LDRs Phase I)
- Approve Ordinances to amend Chapter 3-9, Charlotte County Code of Laws and Ordinances, by revising the table of contents; revising the conventional zoning districts; revising some sections of Article I. In General and Article III. Special Regulations of Chapter 3-9. Zoning; providing for conflicts with other ordinances; providing for severability; and providing for an effective date. The applicant is the Charlotte County Board of County Commissioners.
 - Board Decision: Approval
- Revisions to the Babcock Land Development Regulations
- Approve an Ordinance to amend Chapter 3-9, Charlotte County Code of Laws and Ordinances, 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. The applicant is the Charlotte County Board of County Commissioners.
 - Board Decision: Approval
- Petition Number Z-14-08-10 – Amend the County's Zoning Atlas
- Approve an Ordinance adopting Petition Z-14-08-10, amending the Charlotte County Zoning Atlas from:
 - Agriculture Estate (AE) to Agriculture (AG) for all properties located in the Rural Service Area, containing 40,613± acres;
 - Agriculture Estate (AE) to Residential Estate-1 (AE-1) for all properties located in the Urban Service Area, containing 14,124± acres;
 - Mobile Home Park (MHP) to Manufactured Home Park (MHP), containing 1,366± acres;
 - Mobile Home Conventional (MHC) to Manufactured Home Conventional (MHC), containing 1,573± acres;
 - Mobile Home Subdivision (MHS) to Manufactured Home Conventional (MHC), containing 671.7± acres;
 - Residential Single-family -1 (RSF-1) to Residential Estate -1 (RE-1), containing 53.25± acres;
 - Residential Single-family -2.5 (RSF-2.5) to Residential Single-family -3.5 (RSF-3.5), containing 36.43± acres;
 - Residential Multi-family 7.5 (RMF-7.5) to Residential Multi-family 10 (RMF-10), containing 2.49± acres;
 - Commercial Highway (CH)(16.4± acres) and Commercial Intensive (CI)(1,198± acres) to Commercial General (CG), containing a total of 1, 214.4± acres;
 - Industrial Light (IL) to Industrial General (IG), containing 827.65± acres;
 - Industrial General (IG) to Industrial Intensive (II), containing 655± acres;
 - Agriculture Estate (AE)(148.68± acres), Commercial General (CG)(0.42± acres), Commercial Intensive (CI)(1.3± acres), Commercial Tourist (CT)(0.65± acres), Industrial General (IG)(2.91± acres), Industrial Light(IL) (3.46± acres), Office, Medical and Institutional (OMI)(13.26± acres),

Marina Park (MP) (0.16± acres), Planned Development (PD)(80± acres), Residential Multi-family 10 (RMF-10)(6.17± acres), Residential Multi-family 12 (RMF-12)(2.5± acres), Residential Multi-family 15 (RMF-15)(3.1± acres), Residential Multi-family 5 (RMF-5)(21.98± acres), Residential Single-family 1 (RSF-1)(134± acres), Residential Single-family 3.5 (RSF-3.5)(547.8± acres), and Residential Single-family 5 (RSF-5)(230.6± acres), (230.6± acres), to Parks and Recreation (PKR), containing a total of 1,197± acres, for all properties currently designated as Parks and Recreation on the 2030 Future Land Use Map and owned by Charlotte County;

- Marina Park (MP) (76,797± acres) to Parks and Recreation (PKR); and
- Babcock Ranch District (BRD) to Babcock Overlay Zoning District (BOZD), containing 13,518± acres.
- The applicant is the Charlotte County Board of County Commissioners. The affected properties are located within the County.
 - Board Decision: Approval

Community Services

• Administration

- Administrative staff answered and fielded 102 telephone calls, responded to 15 webmail inquiries, processed 1 citizens action forms, 0 accident and 5 incident reports, 1 damaged and missing items reports, distributed 5 press releases
- Supported 2 Advisory Boards, Safety Committee
- Promotional and Marketing Activities
 - Total Marketing Pieces (flyers, program guides, postcards, bookmarks, posters) distributed. Includes distribution to schools.
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page Current reach - 567 Page Likes
 - Tippecanoe Trail & Mud Run
 - Comcast Commercials – run registration and volunteers
 - iHeart Media Radio Commercial starting in October
 - Program Guide
 - iHeart Media Campaign
 - distribution to schools
- Meetings
 - Parkside Festival Committee
 - Hands Across the Harbor Committee
 - Employee Appreciation Committee
- Parks and Recreation Master Plan contract finalized
- Playgrounds – working to incorporate shade and poured in place surfacing
- Seasonal Concessions
 - Englewood Beach
 - Hot Dog Cart – Yank’s Franks
 - Yoga – Loving Light Healing Center
 - Italian Ice – Plumberry Ice
 - Beach Chairs/Umbrellas/Scooter Rental – Englewood Florida Scooters
 - New Vendor starting soon – coconut water and fruit drinks
 - Port Charlotte Beach – Shaved Ice Vendor

• Libraries & Historical Monthly Report

- 49,821 visitors for the month of November
- 5,176 people used computers
- 856 adults and teens attended 66 library programs in November, financed by the Friends of the Library
- 553 children attended 28 programs also financed by the Friends of the Library.
- 114volunteers worked 1,139 hours at libraries
- 518 patrons requested PC assistance
- Circulation for November was 61,308

- Programs:
- Equipment from 3M is starting to arrive at the library branches.
- Historical is working on packing up the Historical Center. Will be moving out of the Justice Center on Dec. 16, 17 & 18
- Charlotte Sports Park
 - The Charlotte Sports Park hosted the Prostyle Baseball Tournament on 11/1 & 11/2. Games were played on four practice fields each day and estimated attendance was 1250.
 - The Charlotte Sports Park hosted the SW Florida Lung Cancer 5K & Mile of Memories Memorial Walk, on Saturday, 11/8. Estimated attendance for this event was at 300.
 - On Saturday, 11/22, the Charlotte Sports Park hosted the 15th annual Charlotte Harbor Nature Festival from 10 am through 3 pm. Admission and parking were free. Estimated attendance was 2500.
- Aquatics:
 - Port Charlotte Beach Pool:
 - 54 paid admissions
 - 54 Pass holder visits
 - 31 Water Aerobics participants
 - Staff spent an estimated 10 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 80 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms
 - Pool Closed November 10, 2014 for renovations and repairs
 - Oyster Creek Regional Park Pool:
 - 258 paid admissions
 - 434 pass holder visits
 - 457 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 460 “splashes” for the month.
 - The Dive Well was rented 1 time for SCUBA Training
 - The classroom was rented 1 time for a meeting
 - Staff spent an estimated 40 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 40 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
 - JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters: 396
 - Total BMX Bikers: 73
 - South County Regional Park Pool:
 - 423 paid admissions
 - 648 pass holder visits
 - 153 water exercise participants
 - South County Intersession camp visited the pool 5 times resulting in approximately 150 “splashes”.
 - Charlotte County Special Olympics sent six swimmers to the state games on October 5, 2014.
 - 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 including Districts with approximately 400 swimmers and their families attending.
 - Charlotte High School ROTC had a pool party resulting in approximately 40 “splashes”.
 - Charlotte County Blue Fins held 6 swim practices per week, resulting in approximately 1700 “splashes” for the month.
 - The Punta Gorda Fire Department Dive Team held 1 training session with 8 officers attending.
 - 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 Program Supervisor Marc Solomon earned the certified Parks and Recreation Professional designation through the National Recreation and Park Association.
- Recreation:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 10,600 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,246 with 4,402 touches combined. Recreation facilities were rented 36 times achieving a rental attendance total of 3,234 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 2,699 hours in the month of November. An estimated 2,375 local athletic participants visited County facilities. Activities included Adult Softball, Youth Baseball, Youth Swimming, Youth Soccer, Youth Softball, Youth Football, Inline Hockey, Adult Tennis and Adult Semi-Pro Football. Many of these programs complete their fall season by Thanksgiving weekend and will take a break until January or February.
 - Carmalita and South County Regional Park Soccer concession stand projects are projected to be complete around the first week in December. A walk through by staff was completed Nov. 21st.
 - North Charlotte Regional Park hosted a Nations Baseball Tournament Nov. 8-9 with 54 registered teams.
 - North Charlotte Regional and Harold Parks hosted a Global Sports Alliance Baseball Tournament Nov. 15-16 with 42 participating teams.
- Parks and Natural Resources:
 - The 3rd annual Tippecanoe Trail and Mud Run was held on Saturday, November 22nd at the Tippecanoe Environmental Park. The run was organized by Charlotte County Community Service's Natural Resources staff. Participants chose a 5K or 10K trail run with 12 obstacles with mud and muck throughout. A smaller one-mile course for younger participants and those wishing to have a fun walk provided six scaled down obstacles.
 - Approximately 385 people participated in the event, an increase of 100 participants from last year and double from our first year! The youngest runner in the 5/10K was eight years old and the oldest was 74. Runners, staff and volunteers all had a great time during the event that began at 8:30 am on a beautiful fall morning with pulled pork sandwiches, Caesar salad, and refreshments; including a free beer for participants provided by JJ Taylor Distribution.
 - Awards included medals for the top three finishers in each age group, and an engraved boar's skull with the race logo and year for the overall male and female winners. All participants received a Dry-Fit race shirt and goodie bag.
 - Sponsorship of the event came from 7-11, Charlotte County Solid Waste, Fit2Run, The Parrot, Avon, Kix 92.9 Country, Total Nutrition and Waste Management. The Trail Run is expected to be an annual event held in conjunction with the Charlotte Harbor Nature Festival which has been in existence for 14 years. Participants from the Trail Run were encouraged to visit the displays at the Nature Festival after the race was over.
- Extension Services:
 - Administration:
 - Meetings/Reporting:
 - Managers Meeting – November 10th – 1 to 3 pm
 - Extension SWOT on Water – 11:00 am to 12:30 pm – November 14th
 - CED PolyCom Meeting – November 24th – 1 pm
 - Friends For Extension Annual Meeting – November 20th – 11:30 am
 - Extension Staff Meeting – November 20th – 3 pm
 - 2014 State-Wide CED In-Service Training – Gainesville – November 5th & 6th
 - Overall Advisory Committee – November 17th – 11:30 am
 - Website Hits: Website: 1,879 page views
 - Facebook® Page - Charlotte County Extension data: Facebook: 1,062 likes, (Mitchell, Schumaker)

- Sea Grant:
 - Websites:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - Facebook:
 - UF/IFAS Charlotte County Extension, posts and photos about programs.
 - Field Work:
 - 11/18 - Fisheries sampling for juvenile snook with FWC-FWRI in Alligator Creek
 - 11/24 - Monthly bay scallop recruitment monitoring; also conducted side scan in Chadwick Cove
 - Outreach Programs:
 - 11/6 - Guest of Beaches and Shores advisory committee to discuss Florida anchoring laws 11/7, 14 & 21 - FMNP Freshwater Wetlands class. 17 students completed the six week course and received certification on 11/21
 - 11/19 - Facilitated Fisher Forum at Lashley Marina
 - 11/20 - Guest speaker for Punta Gorda Boaters Alliance on waterway programs
 - Site and Office Visits:
 - 11/10 - Cortez, Planning for National Working Waterfronts Conference field trips (2015)
 - Meetings:
 - 11/4 - RESTORE meeting, Murdock
 - 11/4 - National Working Waterfronts Conference planning meeting (conf. call)
 - 11/5 - Florida Sea Grant annual meeting evaluation planning meeting (conf. call)
 - 11/11 & 12 - Marine Resource Education Program steering committee meeting, New Orleans, LA
 - 11/17 - Overall Advisory Committee meeting, Extension office
 - 11/19 - SWFL Shellfish Association meeting, Extension office
 - 11/20 - Friends for Extension meeting, Punta Gorda
 - 11/21 - King Fisher Fleet
 - 11/22 - Smugglers Enterprise
 - Other:
 - All month - considerable time invested in preparing annual 2014 Report of Accomplishment and 2015 Plan of Work for University. (Staugler)
- 4-H Youth Development:
 - 4-H Educational Programming:
 - Middle-school age girls are the targeted audience for the 4-H Bella Ragazze Project, and fourteen girls have completed 15 hours of personal development 4-H programming. Included in the programming are: building communication skills, how to present themselves, money management, community involvement, teamwork and workplace readiness.
 - Fifteen (15) Charlotte County youth completed six hours of educational programming during the 4-H Around the World Day Camp. This is the second international-exploration day camp, with a 75% return of participants. Included in the educational programming were foods, crafts, games and culture from Holland, Switzerland, Scotland and Ireland.
 - One hundred and eight (108) third-grade Sallie Jones Elementary students completed the 4-H 'How'd That Get On My Plate' program with fresh salsa. Students learned how salsa ingredients are grown, and make their own salsa in the classroom. Included in the program are kitchen and food safety, teamwork and organizational skill development.
 - Thirteen adult volunteers provided leadership for seven 4-H Project Club Meetings during November, with over 150 members participating. These project club meetings are the training grounds for developing leadership skills, teamwork, communication skills, and conflict resolution.
 - 4-H Leadership Development:
 - Thirteen 4-H members completed the 4-H New Club Officer Training. These members were elected by their peers and are developing leadership and communication skills, learning conflict management and teamwork while leading their clubs.
 - 4-H Promotion and Public Awareness:
 - Charlotte County 4-H participated in the 2014 Parkside Festival, offering youth from the Parkside area an opportunity to plant vegetables that they could take home. Twenty youth, representing ten schools, participated. (Phillippe, Cardwell)

- Horticulture:
 - Programming:
 - GI-BMP Training – November 12th – 8 am to 3 pm – 3 participants
 - "Good and bad insects that effect our gardens" - Lemon Bay Garden Club – November 3rd – 11:00 am - 70 in attendance
 - Freshwater Invertebrates – Florida Master Naturalist Program – 1 pm – November 7th – 18 participants
 - Maple Leaf Garden Club - The Role of the Extension – November 8th – 9:30 am – 40 in attendance
 - Training:
 - Soil Testing for Crop Nutrient Recommendations and Management - Gulf Coast Research and Education Center, Balm – 9am to 2:30 pm – November 13th
 - Special Outreach:
 - Charlotte Academy – Science Fair Judge – November 18th – 8:30 am
- Florida-Friendly Landscaping™
 - Total clientele contacted in the month of November: 452
 - 11 group learning events w/161 attendees
 - 70 telephone consultations
 - 58 office consultations
 - 12 field visits
 - 151 email consultations
- 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 November 24th - "Lilies of the water"
 - Newspaper Article for November 17th - "Also known as the Barbados flower- fence"
 - Newspaper Article for November 10th - "Yellow fellow – great fall bloomer"
 - Newspaper Article for November 3rd - "True Blue"

Facilities, Construction and Management

- ADA Various Improvements: Chadwick Park is complete waiting on final inspection. Harbour Heights Meal Site ramp, sidewalks and parking's cement work is finished just waiting on handrail to be installed on ramp and final inspections. South County Annex ramp is in progress and the curb ramps on the North Parking lot complete. PG Library ramp and sidewalks are complete waiting on handrail to be installed and finish work details to be provided.
- Energy Performance Contract: In the process of closing out this project and moving into the measurement and verification stage. This will give an indication of the savings being achieved as a result of the newly implemented building improvements.
- Capital Asset Management System: Cannon Design is in the process of finalizing a Preventative Maintenance plan for Charlotte County. Facilities staff is working together to provide input on various items to make the plan very useful for daily/weekly/monthly maintenance activities as well as budget forecasting for improvements.
- Anger Fishing Pier & Parking Renovations: The contractor has applied for the building permit.
- Port Charlotte Beach Fishing Pier & Boardwalk Renovation: The low bid for construction was received from Bayshore Construction.
- Franz Ross Football Fields Renovation: The apparent low bidder for the construction of this project is Wright Construction.
- Franz Ross Park Parking Expansion: The apparent low bidder for the construction of this project is Wright Construction, however as per CC management this project will be re-bid without the football field improvements.
- Cape Haze Pioneer Trail Connector: The permit documents are finishing building department plans review. The project will be placed on hold until administration provides precede notice.

- Carmalita Softball & Football Sports Lighting Retrofit: The lighting retrofit of 2 softball fields and 1 football field is underway. The retrofit will include a controls system upgrade.
- Carmalita Parking Lot Renovation: The parking lot paving and striping is complete. The curbing was installed around the islands with landscape project to be completed in November.
- Carmalita Park Concession Stand: FPL power was energized with remaining electrical items complete and ready for final inspection. The mechanical equipment and range hood are ready for startup and final inspections occurring in November. The restrooms are nearly complete with opening before the end of month.
- Fire Training Facility: The design team collected additional information from county staff. They are preparing a project layout master plan with optional configurations for county review and selection.
- Bay Heights Boat Ramp: The comments were received from the preliminary Site Plans Review. The consultants are compiling into the final package for submission. The Fish and Wildlife Commission buoy permit was received.
- South County Regional Park Soccer Concession Stand: The facility is being trimmed out by all trades with final inspections starting the first week of November.
- Airport Annex Master Plan: The submittals were received, evaluated, and ranked with the selection meeting the November 12th BCC meeting.
- Firing Range Safety Risk Analysis: The design charrette was held with the sheriff's office and county staff on October 8th. The charrette results were compiled into a concept allowing the Risk Analysis phase to start November 4th.
- Justice Center Service Area: Project Complete and finalized by the City. Three new Cabbage Palms that were planted with this project will be relocated to satisfy the Court's Administration and Judge's concern for security risk.
- Murdock Service Area and VIP parking area: The architects are working to move forward with construction plans.
- 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. The site analysis and data gathering task has begun.
- Harbor Heights Drainage, Parking and Sports Facilities Improvements: The low bid for the construction of this project was received from Compass Construction.
- Harbour Heights Boat Ramp: The scope of work is being prepared.
- El Jobean Fishing Pier: The scope of work is being prepared and includes the details from the RLI. This is intended to reduce design time and cost.

Human Resources

- Employee & Labor Relations:
 - Participated in Analytica Focus Group
 - Extended employment opportunities to 21 candidates.
 - Attended Local SHRM Meeting
 - Conducted Interviews for HR Specialist position
 - Assisted Public Safety Department with Quality Control interviews
 - 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
 - Held workshop “Managing the Challenge of Employee Problems and Problem Employees”
 - Generated monthly service awards
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Through the coordinated efforts of the Family Services Division, the first Youth Summit was held at the Port Charlotte Beach Complex on October 29, 2014. Over 100 teens were in attendance from all area high schools. The participating youth discussed Developmental Assets, identified community problems and developed actionable plans to address them. The top two community problems identified by the youth were: Improving Safety and Increasing Recreational Activities for Youth. During the day, the teens took to social media to share their experiences with the Youth Summit. This resulted in 206 original tweets, 30 @message tweets, 26 Retweets and a twitter reach of 32,331 and exposure to 393,369 timelines. The Youth Summit was funded through a grant by the Florida Department of Juvenile Justice. Our partners on this event included Drug Free Charlotte County, Charlotte County Public Schools and the Y’s Men who donated all of the food for the event.
- This month our Veteran Services staff proudly participated in the numerous activities honoring our men and women of the Armed Forces which included: raising awareness of the movement to bring a replica of the Vietnam Wall to Southwest Florida; marching in the Veterans’ Appreciation Celebration Parade in Punta Gorda; attending the Remembrance Service held at Randy Spence Park in El Jobean; posting the Colors with the Honor Guard and dedication of memorial bricks at the Purple Heart Monument Ceremony; participating in the Veterans Day Ceremony at Laishley Park; participating in a salute to all branches of the Armed Forces at the Charlotte County North Regional Park; joining in the salute to Veterans at the Douglas T. Jacobson State Veterans Home; and celebrating the 239th birthday of the United States Marine Corps.
- In mid -October, Veteran Services had a near homeless 86 year old veteran come into the office. He is living on a boat and the dock fees use almost all of his social security income. Veterans Services did a VA pension claim for the veteran and staffs were notified that it was approved in just two weeks!
- The Human Services Department held its last quarterly employee department meeting for 2014. Topics on the agenda included a refresher course on the County’s Workman’s Compensation and Accident reporting requirements presented by Risk Management; recognition of new staff hires and outstanding employee service during this last quarter; and updates on department and county policies and activities. A special 3 teams’ exercise included a departmental SWOT analysis. Results of this SWOT analysis will be used to develop the department’s final SWOT analysis for the upcoming budget cycle and will be used in updating the department’s strategic plan. Management staff also treated department employees to a “thank you” brunch for their outstanding service this past year & to herald in the Thanksgiving holiday.
- Human Services provided Charlotte County Utilities staff with the names of needy families for the Holidays as part of their personal giving to the community. One single mother looking for employment and enrolled in the Human Services Department’s self-sufficiency program was given a temporary position at CCU. Human Services was able to provide suitable work clothes through the SSP with grant funds.

- Family Services staff met with staff from Lee County Human Services to review Lee County's client service programs. Best practices and efficiencies from both departments were shared and staff had the opportunity to network.
- Julie Christy, Althea Connor, and Katie Scott graduated from the Employee Ambassador program.
- Althea Connor and Jessica Ralston were recognized by the Board of County Commissioners (BCC) for achieving their national certification in Financial Social Work.
- The BCC also recognized the 50 anniversary of the introduction of federal legislation to support the War on Poverty campaign.
- The Family Services Manager attended a webinar hosted by the national United Way on their ALICE project. United Ways in six states worked with Rutgers University to create the Asset Limited Income Constrained, Employed (ALICE) report this November. ALICE represents hardworking, tax paying men and women of all ages and races. This tool is useful in helping decision makers establish a baseline for living wages in their communities.
- The County received its first installment of State Housing Initiative Partnerships (SHIP) funds. Second installment is anticipated in late January.
- Veteran Services were successful in assisting a homeless Iraq War Veteran and his family find a job, food and a referral for housing; coordinate a match for a hospital bed need with a recent hospital bed donation; and provide gas vouchers through the Florence Ryan Fund.
- Terry Keene volunteered to judge a scholarship essay competition sponsored by the Punta Gorda Women's Club and Daughters of the American Revolution. High School students from throughout Charlotte County submitted entries.
- 211 has hired Teresa Brock as our newest Program Specialist to the 211 call center. Welcome Terry!
- This month 211 responded to a caller, from another county, who had been sexually assaulted and then waited until authorities arrived. Staff also assisted an elderly caller that was being scammed by what she thought was the IRS.
- 211 Calls have also increased for information on the Affordable Health Care Act application process with open enrollment from November 15, 2014 February 15, 2015.
- HS Director and 211 Supervisor met with Fire/EMS Chief, PIO and ECO Coordinator to review the new process for handling EOC calls during an event utilizing the CERTS teams. Training to be held on December 5th and full exercise on December 15th.

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
 - The contractor completed paving operations in the Road and Bridge District; restoration continues in the Greater Port Charlotte and Road and Bridge Districts. The milling operation has concluded and the paving operations began last week with an estimated completion date of December 12, 2014.
 - A Change Order is being processed to repair the road on Lorenzo Avenue caused by a resident pouring gasoline on the road.
 - To date, approximately 88,283 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 66.24% and the Contractor has completed approximately 83.48% 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 2 ponds and grading and sodding of swales continues.
- Work is progressing on the box culverts at the Clark Canal. Work is on hold for the box culvert at the Bear Branch Creek until a traffic change takes place in January 2015. Once traffic shifts, the west side of the box culvert will be completed.
- Installation of four 54" drainage pipes is complete near the Zemel Road/Burnt Store Road intersection; approximately 69% of the utility pipe and 67% of the drainage pipework has been installed.
- Over 40% of the sidewalk sub grade has been installed on the northbound side. Concrete installation for the sidewalk is 20% complete on the northbound and southbound sides.
- The contractor completed 20% of the stabilizer/base on the northbound travel lanes and 7% on the southbound travel lanes.
- Crews are installing street lighting and IT conduit on the east side of the project. FPL is relocating the poles on the east side of the project and has approximately 65% of the poles set and ready to receive new electrical wire.
- CR 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 new water lines south of the Butterford Waterway across CR 771, working at night time only. This operation should be completed by Friday, Dec. 11, 2014. A Detour is in place directing traffic around the work site.
- *PSA issued 12/1/2014: Gasparilla Road, from San Domingo Boulevard to Rotonda Boulevard East, will be closed to overnight traffic Sunday evening, Dec. 7, 2014, through Friday, Dec. 12, 2014 as new utility lines are installed beneath the roadway in conjunction with the Gasparilla Road (CR 771) widening project. Gasparilla Road will be open to traffic during the day however detour signs will be in place to direct travelers around the work area nightly between the hours of 8:00 p.m. and 6:00 a.m. The Public Works Department reminds motorists to remain alert at all times and to exercise caution when traveling through construction zones.*
- 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 and consists of installing an Anchor Reinforced Vegetation System (ARVS) along the west bank of the DeSoto Canal. Construction Contract: Marine Contracting Group, Construction Schedule: 11/10/2014 – 6/1/2015
- The Construction Contract was approved by the Board of County Commissioners on October 28, 2014. Marine Contracting Group, Inc. received notice to proceed and will begin construction on November 10, 2014. This project will take approximately 180 days to complete.
- 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. Construction Contract: Owen-Ames-Kimball, Construction schedule: 01/05/2015 – 2/5/2017.

- The Board of County Commissioners awarded the construction contract to Owen-Ames-Kimball on October 28, 2014. The Notice to Proceed for construction is scheduled January 5, 2015.
- The Board of County Commissioners approved the Construction, Engineering and Inspection (CEI) contract with Southwest Engineering & Design on November 12, 2014.
- The County plans to hold a Public Information Meeting to discuss the project and the associated road closures in early 2015. More information will be provided as it becomes available.
- 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
- Construction is underway. The filler slabs and both barrier walls have been poured. The rip rap is finished and the slopes have been formed. The project remains on schedule and is 78% complete.
- 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 – 10/13/2014
- Construction is complete; Forrest Nelson Boulevard is open to traffic. The Contractor is working on as-built drawings and finalizing paperwork.
- 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, Construction Schedule: 11/18/2013 – 5/12/2015

- Elkcam Waterway: Zep Construction is currently preparing the NE and NW sections of the existing waterway for final rip rap erosion control, final construction of the concrete headwalls and fabric form installation.
- Fordham Waterway: Zep Construction is currently removing the old existing weir as part of the clearing operation.
- 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, Construction Schedule: 11/25/2013 – Summer 2015
- 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 has placed all the fill dirt in the northbound and southbound lanes from Rifle Road to CR 775.
- Subgrade for sidewalks is being placed between Aloha Avenue and Fruitland Avenue and concrete is expected to be poured the first week of November 2014.
- 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: September 2014, Projected Start of Construction: December 2014.
 - Staff submitted the required documents to FDOT to proceed with the construction contract; notice was received from FDOT that all documents have been submitted and we anticipate Notice to Proceed from FDOT.
 - Staff will be utilizing Construction, Engineering and Inspection (CEI) services for this project to ensure compliance with federal rules and requirements. The Board of County Commissioners approved the CEI contract with CDM Smith on November 12, 2014. The Purchasing Department scheduled the first negotiation meeting for December 9, 2014 to discuss the scope and fees for the project.
 - 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
 - Meetings with the design firm continue; work is progressing on the 60% design plan review as well as document preparation for permit applications.

- County staff and the design team are working with the Florida Department of Transportation to discuss the plans and secure the land lease agreement.
- 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 – Late 2014, Procurement Process: Late 2014, Projected Start of Construction: Early 2015
- 100% design plans were received and are under review. CCU completed the watermain design to connect existing watermains on either side of the bridge. The proposed watermain will be supported on the Bridge.
- With the utility design 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: Early 2015, Projected Start of Construction: Spring 2015
- All Roadway Construction plans, Charlotte County School District plans, Signing/Marking, Lighting Signalization and Utility plans are complete.
- At this time Giffels-Webster Engineers is finalizing all staff comments and preparing the contract bid documents. The contract is scheduled to go out for bid the spring of 2015.
- 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
- Charlotte County staff members reviewed the 60% design plans and anticipate the receipt of 90% plans in late December 2014.
- 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
- 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.
- The Board of County Commissioners approved a change order to incorporate the addition of the reclaimed water line on September 23, 2014. The timeline for this project was extended by 9 months to accommodate these changes. The 90% design plans are in production now and are due to the County for review pending completion of the newly authorized utility plans.
- 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.

- 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.
- The Board of County Commissioners approved a change order to incorporate the addition of the reclaimed water line on September 23, 2014. The timeline for this project was extended by 9 months to accommodate these changes. The 90% design plans are in production now and are due to the County for review pending completion of the newly authorized utility plans.
- 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 – Late 2014, Procurement Process: Early 2015, Projected Start of Construction: Early 2015
- Banks Engineering submitted the 90% design plans which are currently under review.
- 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
- Johnson Engineering submitted the 30% design plans which are under review.
- 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 12/9/2014, Projected Start of Construction: Late 2014
- This project is advertised for bid. A pre-bid conference was 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 as well as utility improvements. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule (Sidewalk only): 03/02/2011 – 05/10/2013, Procurement Process: TBD, Projected Start of Construction: TBD

- CCU is waiting for an FDEP permit for their portion of the project and they are working on technical specifications and bid items. More information will be provided upon receipt of additional information from CCU.
- 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: Early 2015, Projected Start of Construction: Spring 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 have been received and are being reviewed by staff.
- South Gulf Cove Bridge Repairs – This project consists of Bridge repairs needed in South Gulf Cove based on the 2013 Florida Department of Transportation Bridge Inspection Report. The St. Paul Drive Bridge over the Zephyr Waterway has one (1) pile with delamination at each of the four corners with evidence of corrosion bleed-out on the northwest corner that needs to be repaired. The Ingraham Boulevard Bridge over the President's Waterway has two (2) piles that have experienced section loss within the wet/dry zone due to the corrosivity of the blackish water and are in need of repair. Design Contract: American Consulting Professionals, Design/Permitting Schedule: 05/01/2014 – 12/31/2014, Procurement Process: Early 2015, Projected Start of Construction: May 2015
- Staff reviewed 90% design plans and provided comments to the design engineer.
- 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: Late 2014, Projected Start of Construction: Early 2015
- 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 have been reviewed. Bid documents are being prepared to submit 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 – Spring 2015, Procurement Process: Spring 2015, Projected Start of Construction: Summer 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 Spring 2015, Procurement Process: Spring 2015, Projected Start of Construction: Summer 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 – Early 2015, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015
- The permit application was submitted to FDEP on July 23, 2014. FDEP issued their permit but had to send the application to the Army Corps of Engineers (ACOE.) Consultation with National Marine Fisheries Service (NMFS) is underway for the presence of 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
- Coastal Engineering has proposed an alternate path to improve the navigation project that will yield cost savings over time through reduction of maintenance dredging needs. The approach includes collecting additional data to identify/combine multiple canals into single channels extending to the river. The County is currently reviewing the alternative approach.
- 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 – Early 2015, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015
- 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. This project has been delayed due to permitting issues.
- 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
- 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.
 - Coastal Engineering Consultants completed the preliminary plan set and natural resource survey and presented them to the MSBU committee in late September 2014. The next step in the process is to conduct a UMAM assessment which includes a site visit and coordination with FDEP; the site visit was conducted the first week of November 2014 and the assessment is underway.
 - 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 – Early 2015, Procurement Process: Early 2015, Projected Start of Construction: Early 2015
 - 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 first week of November 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:
 - 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 – TBD, 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: through 12/9/2014, Projected Construction Schedule: January 2015 – March 2015 (during dry season)
 - The Gopher Tortoise permit and the reservations for the relocation ranch have been obtained. Bids for the construction contract were received and opened on November 12, 2014. A recommendation to award the construction contract will be presented to the Board of County Commissioners on December 9, 2014.
 - Oyster Creek Flow Enhancement - This project provides for the removal of exotic vegetation including, but not limited to, Brazilian Pepper, Primrose Willow, Cattails, dead vegetation and trash from approximately 19 acres of land within the flow ways of Oyster Creek, Gondolier Waterway and Early Waterway. This project is funded by the West Charlotte Stormwater District. Design: Public Works Engineering, Procurement Process: 10/13/2014 – Late 2014, Projected Construction Schedule: Early 2015.
 - This project is currently advertised for bid. The pre-bid conference was held November 13, 2014 and the bid opening is scheduled December 17, 2014. The bid opening was rescheduled from Dec. 3rd to Dec. 17th due to a question about the contract that had to be researched.
 - 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: Fall 2015
- The survey is complete and the SWFWMD permit application has been submitted. 90% plans were received October 14, 2014 and are currently under review by staff.
- 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: Early 2015, 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 design is complete and permits have been obtained. Due to funding and other ongoing projects, this structure is scheduled for construction in late 2015.
- Landscaping Projects:
 - Landscape plant replacements were installed at the Manasota Key streetscape project.
 - Flower/color bed rotation (replacement) was performed at the Manasota Key traffic circle.
 - Routine landscape maintenance was performed throughout South Gulf Cove: at Manasota Key, Grove City Park, US 17 medians in Cleveland, Charlotte Harbor Gateway and Melbourne Street Bridge approaches, and US 41 Revitalization Phase I.
 - Annual mulch top dressing began in South Gulf Cove and at Manasota Key.
- Lighting Projects - Charlotte County CIP Projects:
 - Burnt Store Road Phase I – (Pedestrian features/preemption conflict with Seminole Gulf Railroad) Seminole Gulf Railroad is preparing a quote for work to be done at Acline Rd. Awaiting documentation.
 - Burnt Store Road Phase III – Monitored Contractors as they installed roadway lighting and future communication conduits. Construction continues; inspections are on-going and staff is attending progress meetings.
 - Edgewater Phase II Construction – Staff attended a preconstruction meeting on Oct. 29, 2014; awaiting 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. Lighting plans are in progress; 60% plans were reviewed and comments were provided to the project manager.
 - Winchester Boulevard Project – The 90% lighting plans were received from the design firm and are under review. Pull boxes have been installed for both lighting and communication conduits. Stub outs to the light pole bases were installed at all lighting boxes.

- Lighting Projects – Departmental Projects:
 - Completed preventative annual traffic signal maintenance at the following locations:
 - US 41 at McKenzie St.
 - US 41 at the Grace St. emergency signal.
 - Veterans Blvd. at Atwater St.
 - Kings Hwy. at Rampart Blvd.
 - Bermont Rd. at SR 31
 - Stop sign beacons: Olympia Ave. at Shreve St. and Marion Ave. at Maude St.
 - Repaired several incident management cameras at various locations around the County.
 - Replaced the incident management cameras at US 41/SR 776, US 41/Cochran Blvd., and US 41/Gardner Dr.
 - In August 2014, school flashing beacon poles were removed and replacement signage was installed at four school locations. Locations: Southbound Spinnaker Blvd. for LA Ainger Middle School/Vineland Elementary and Eastbound Quesada Blvd. for Community Christian. Coordination was conducted with FPL to disconnect power, power consumption removed from billings, and all associated components removed from the field at these locations (flasher cabinets, service disconnects, poles, wiring, etc.)
 - With the school flashing beacon components removed from the four school locations, they were re-purposed by converting the electrical beacons to become powered by solar.
 - Reinstalled the solar school flashing beacon assembly on Forrest Nelson Blvd. The beacon was removed as a result of the waterway crossing replacement and roadwork.
 - Re-wired three field communication hub cabinets eliminating the air conditioner load from the battery backup system.
 - Installed Florida Department of Transportation supplied pedestrian push button assemblies within the City of Punta Gorda signalized intersections.
 - Replaced a pedestrian signal pole knocked down during a vehicle accident at US 41/Harbor Blvd.
 - Replaced the electrical service disconnect for the traffic signal at Veterans Blvd./Paulson Dr. After the new metered service was energized, crews transferred power over to the new device and removed all associated components after Florida Power and Light disconnected the old device.
 - Performed routine street light maintenance in the mid and south areas of the County. A total of 26 lights were repaired.
 - Installed a repaired an audible pedestrian push button at US 41/Airport Rd.
 - Working on resolving issues with re-write by FDOT of Maintenance and Compensation Agreement for Traffic Signals; awaiting first draft from L.K. Nandam, Traffic Operations Engineer District I, via Tallahassee Central Office.
- Traffic Management Center:
 - Testing phase is in progress of new Bosch software displaying incident management cameras.
 - Staff attended the FDOT District 1, ITS Architecture Workshop in Sarasota.
 - Traffic signal re-timing negotiations are in progress.
 - Staff attended the Crash Report Signal 4 Analytics – Webinar
 - Staff attended the Future Cost of Gridlock and Why We Need Smarter Transportation Solutions Today webinar
 - Staff attended a Railroad Preemption webinar
 - Staff met with the City of Punta Gorda to discuss a potential preemption system.
 - Began FDOT re-timing efforts on US 17.
- Locates Performed
 - 285 Requests for underground utility locates were received, generating 109 tickets for locates.
- Trouble Calls
 - 15 trouble calls received responded to and resolved.
- Maintenance & Operations:
 - October 29- November 4, 2014
 - There were 58 new work requests for service during this time period. The calls were for drainage work, brush cutting, right of way clearing, and repairs to broken sidewalks.
 - Drainage line & grade:

- 8,350 SF in Greater Port Charlotte
- 9,960 SF in Deep Creek
- 5,500 SF in Road & Bridge West
- 12,000 SF in Grove City
- Small pipe installs:
- 248 LF in Greater Port Charlotte
- 40 LF in Punta Gorda Non-Urban
- 144 LF in Manasota Key on Shoreview
- Additional information regarding the small pile installation on Manasota Key on Shoreview: We installed 144 L.F. of pipe, 2 full catch basins, 1 mini catch basin, dressed and cleaned the area. We experienced a delay on Thursday while working with the Englewood Water District trying to locate their water line. Our pipe crew came across a copper line; Englewood Water District said that it was not their water line however they were wrong. The excavator pulled the copper line which was attached to the water main. It took a while for Englewood Water District to shut down and complete the repair, but the M&O crew prevailed. They successfully installed a complete basin and 40 L.F. of pipe, while digging out for the contractor to pour a section of driveway, and they dressed up and backfilled the area.
- Menzie ditch cutting: 6,000 SF in Road & Bridge South on Taylor Road.
- Boom Mower:
- Cut 24,500 CY in South Punta Gorda Heights West
- Cut 8,989 CY in Punta Gorda Non-Urban
- Cut 5,500 CY in Boca Grande
- Asphalt Crew:
- Installed 1.01 ton of asphalt in Greater Port Charlotte pot holes.
- Installed 4.66 tons of asphalt in Punta Gorda Non-Urban pot holes.
- Culvert Cleaning:
- Cleaned 67 culverts in GPC
- Cleaned 3 culverts in NWPC
- November 5 - 11, 2014:
- There were 37 new calls for service during this week, mainly for brush & pot holes. Some requests for road shoulder repairs were received and a few new requests for drainage problems.
- Drainage line & grade:
- 10,200 SF in Greater Port Charlotte
- 7,900 SF in Lemon Bay
- 500 SF in Manasota Key
- 6,500 SF in Deep Creek
- Small pipe installs:
- 80 LF in Greater Port Charlotte
- 24 LF in Punta Gorda Non-Urban
- 144 LF in Manasota Key on Shoreview Drive
- An update on Shore View Drive: We have all the pipe in, all basins built, all crushed shell down, the trench drain will be installed on Tuesday, November 18, 2014 and sod at one house plus a couple of small locations are scheduled Wednesday, November 19, 2014.. Asphalt was done November 13, 2014 by Sunland, but we need to straighten up an edge where a planter was - hope to complete that next Wednesday, November 19, 2014 as well.
- Menzie ditch cutting:
- 16,000 SF in Road & Bridge South on Taylor Road.
- 18,420 SF in mid county stormwater ditches
- Boom Mower:
- Cut 24,888 CY in Cook & Brown
- Cut 10,063 CY in Punta Gorda Non-Urban
- Cut 20,400 CY in South Punta Gorda Heights West
- Asphalt Crew:
- Installed 1.51 tons of asphalt in Greater Port Charlotte for pot holes.
- Installed 1.53 tons of asphalt in Road & Bridge South on Taylor road repairing a driveway.

- Installed .46 ton of asphalt in Punta Gorda Non-Urban
- Installed .50 ton of asphalt in South Punta Gorda Heights West
- Culvert Cleaning:
- Cleaned 54 culverts in Greater Port Charlotte
- Cleaned 6 culverts in Road & Bridge North
- Cleaned 5 culverts in Lemon Bay
- November 12-18, 2014:
- A total of 34 new requests were received related to driveway pipe replacement, brush, right-of-way clearing, and broken sidewalks.
- Drainage line & grade:
- 14,200 SF in Greater Port Charlotte
- 6,600 SF in South Gulf Cove
- 7,500 SF in Deep Creek
- Small pipe install:
- 72 LF in Greater Port Charlotte
- 24 LF in Deep Creek
- 144 LF in Punta Gorda Non-Urban
- Small Pipe Repairs:
- 10 repairs in Greater Port Charlotte
- Menzie ditch cutting: 53,000 SF in South County Stormwater Ditches
- Boom Mower:
- Cut 19,762 CY in Cook & Brown on Little Farm Road
- Cut 7,638 CY in Punta Gorda Non-Urban
- Cut 5,500 CY in South Punta Gorda Heights West
- Cut 5,200 CY in Englewood East
- Cut 5,800 CY in Boca Grande
- Asphalt Crew:
- Installed .4 ton of asphalt in Greater Port Charlotte repairing pot holes.
- Installed 3.01 ton on Manasota Key for the Shoreview project
- Installed .2 ton in Deep Creek
- Installed .2 ton in Rotonda West
- Culvert Cleaning:
- Cleaned 21 culverts in Greater Port Charlotte
- November 19-25, 2014:
- A total of 42 new requests were received related to drainage problems, brush, right-of-way clearing (due to illegal dumping), and asphalt repairs.
- Drainage line & grade:
- 23,200 SF in Greater Port Charlotte
- 12,200 SF in South Gulf Cove
- 10,600 SF in Deep Creek
- 3,500 SF in Lemon Bay
- Major Outfall: 2,111 SY in South County stormwater ditch
- Small pipe install:
- 88 LF in Greater Port Charlotte
- 40 LF in Punta Gorda Non-Urban
- Small Pipe Repairs: 1 repair in Greater Port Charlotte
- Catch Basin Repairs: 1 repair in Greater Port Charlotte
- Menzie ditch cutting: 70,000 SF in West County stormwater ditches (Gulf Cove area)
- Boom Mower:
- Cut 19,405 CY on Neal Road
- Cut 18,250 CY in South Punta Gorda Heights West
- Cut 8,700 CY in Road & Bridge West
- Cut 7,700 CY in Boca Grande
- Cut 6,300 CY in Rotonda Heights
- Culvert Cleaning: Cleaned 38 culverts in Greater Port Charlotte

- Mosquito Control:
 - Number of acres treated:
 - Adulticide Treatment/ 0 (Aerial), 5,218 (Ground)
 - Larvicide Treatment/ 960 (Aerial), 16 (Ground)
 - Landing rate counts: 89
 - Trap counts:174
 - Citizen requests: 9
 - Tire collection/source reduction: 4.38 tons of tires collected
- Aquatic Vegetation Control:
 - Number of sites treated: 46
 - Wetland mitigation sites maintained: 6 sites treated
 - Number of sites inspected: 62
- 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
 - 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 have been received and are being reviewed by staff.
 - 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
 - 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.)
- Solid Waste Division:
 - The Solid Waste Division held a Shred-A-Thon to offer Charlotte County Residents the opportunity to shred old documents for the third consecutive year as part of National Recycle Week. With the constant threat of identity theft, the event provides an opportunity for residents to properly destroy documents that contain personal information that could potentially be used in identity theft. The shredding equipment features a monitor so that the resident can actually see their documents being shredded on the spot. Additionally, anyone shredding documents could receive a certification of proper destruction. This year, 2,650 pounds of materials were shredded and recycled at this event.
 - Keep Charlotte Beautiful held its annual Calendar Student Art Awards Ceremony on November 10, 2014. More than 800 students entered the calendar art contest showing artwork depicting the relationship between art and the environment. The calendars are distributed to the schools and are sold as a fundraiser for art or environmental projects. This year's cover winner of the 2015 calendar art contest is Carolina Egloff Vega, who is in tenth grade at Lemon Bay High School.
 - Keep Charlotte Beautiful participated in the annual Charlotte Harbor National Estuary Nature Festival on November 22, 2014. The event showcases area environmental groups and approximately 3,000 attendees viewed the exhibits. Representatives of Keep Charlotte Beautiful answered environmental questions at their exhibit providing guests a chance "win" a prize and learn more about the environment.
 - The Property Owners of Gulf Cove conducted a community cleanup on Nov. 8, 2014. More than 30 property owners volunteered their time to help clean up their neighborhood. They collected 1.59 tons of debris and vegetation.
- Traffic Signing & Marking:
 - Herbicide: 1,213 objects
 - Marine Signs Replaced: 0
 - New Signs Installed: 5
 - Road Legends Installed: 183
 - Road Scraping: 12,112 feet (2.29 miles)
 - Signs Inspected: 4,792
 - Signs Manufactured: 232
 - Sign Maintenance: 894
 - Speed Studies: 2
 - Striping: 68,891 feet (13 miles)
 - Traffic Counts: 50 stations
 - Trouble Calls (after hours) : 4
 - Raised Pavement Markers Installed: 1,061
 - Video Turn Movement Counts: 1

Tourism

- Chip Futch has been working on creating a real-time, drillable database for our budget that will allow us to better monitor "expenditures vs. budget plan."
- Chip is working on the specs, control system, and CRM for our Tourism Information Network. The network will consist of ten large screen monitors placed in high traffic locations throughout Charlotte County. Videos, still photography, weather information, emergency alerts, etc., can be pushed to one, multiple or all monitors from a single location in our office. The information that goes to each monitor can vary.
- The VCB is working with Collier County, Sarasota and Lee Counties on a Brand USA (the USA's official tourism promotional agency) program to promote culinary tourism on the SW Gulf Coast.

- Chip is working on the structure and partner portal for the new website. The partner portal will allow our tourism industry partners to post videos, photos, specials, events, social media links, etc. on a page dedicated specifically to their business. To support this, the VCB will be making a significant investment in Search Engine Marketing this spring to drive traffic to the new site.
- Year end growth: The VCB wrapped up a record year with some of the highest growth in the state; significantly higher than our neighboring counties who have much larger marketing budgets. We attribute this to a number of factors: During high season, the compression from Sarasota and Lee created demand that drove room nights to Charlotte County. Charlotte County has a value position on the SW Gulf Coast. The movement of marketing dollars from high season to low season generated more traffic May – September and numbers for that period showed a greater than anticipated improvement over the previous year with September TDT up 34%. June, July and August were up 19.2 percent over the previous year compared to 10.68% for Sarasota and 13.68%
- Jennifer Huber attended the VISIT FLORIDA New York Consumer Media Luncheon in New York. The event is designed to educate top media attendees about Florida’s tourism offerings. The event was attended by media outlets ranging from traditional print publications to online magazines and blogs. The writers and editors represented publications as Everyday with Rachel Ray, New York Times and Travel & Leisure Magazine. Through a networking reception and Q & A panel, I shared what’s new in Charlotte County in order to provide story ideas for future newspaper, magazine and online articles. There was considerable interest in the new Florida Tracks & Trails project.
- Christine Carpenter, of Southern Boating Magazine, visited Charlotte County for a January/February, 2015 feature. She spent time in Punta Gorda and Palm Island, Englewood and the Cape Haze Area. Representatives from the Isles Cruising Club provided a boat tour of Punta Gorda’s waterways. The publication was founded in 1972 and covers boating in the Southeast U.S., Gulf of Mexico, Bahamas and the Caribbean.
- Jennifer Huber attended the Social Media Tourism Symposium in Nashville, TN, November 19-21. It is the only conference of its kind that provides an opportunity for destinations and tourism businesses to share ideas and learn how to leverage social media within the tourism industry.
- Sean Doherty conducted a site visit of the Redneck Yacht Club for a representative of “Tough Mudder” as a result of a proposal the VCB submitted in October to host one of their Fall 2015 events.
- Sean attended the TEAMS (Travel, Events and Management of Sports) conference which featured multiple opportunities to promote Charlotte County’s sports facilities. Staff from Four Points by Sheraton in Punta Gorda also attended TEAMS.
- Sean assisted USA BMX and SSA with their communications and negotiations with local hotel properties
- Video:



- Shot holiday images of Punta Gorda and Fishermen’s Village. Did a comprehensive shoot of Bayshore Live Oak Park (above left). Shot Seminole Lakes Golf Course in Punta Gorda. Shot images at Pottery Express. Scouted and shot images of CTN-10 studios (above right) in in southwestern corner of county. The studios are remote, but have interesting possibilities. The

building sits surrounded by woods on an 80-acre plot. There is a small soundstage, maybe 3,000 square feet, with a green screen at one end. Nothing sufficient for large productions, but could certainly be usable for smaller ones. Paul Lodato is the general manager and he's very cooperative and film friendly.

- Shot footage and interviewed store owner Debbie Ugo of Punta Gorda's Back on the Rack consignment store. Scheduled additional interview with owner of Kay's Closet consignment store. Shot footage at lighting ceremony of Fishermen's Village, plus Christmas lights on harbor front around the Tiki Bar. Shot footage of Smoke and Roses sailing catamaran going from Port Charlotte side of harbor to Punta Gorda side. Tried to shoot from 12-foot dingy and bounced around like a popcorn kernel in an air popper. A bit unnerving for someone who can't swim, but I did it. Notice the shot of the sailboat below, taken in mid-bounce.



- Inquiries:
- Fielded an inquiry for a commercial shoot needing a house with a pond or lake next to it where kids could swim. Wanted it to be Anywhere, USA, so didn't want palm trees. Anyway, sent out inquiries to Realtors, pond diggers, etc., as well as a thorough Google aerial search of the county, and came up with nothing. Several obstacles: finding a palm tree-free house or a gator-free pond, or a house without a pool next to a pond. Even contacted neighboring counties, and they couldn't find anything either.
- A student project was looking for a log cabin in a remote location for a feature. Submitted several photos, including small cabin on Red Neck Yacht Club property. Awaiting response.
- GMC Sea Ray photo shoot was looking for a middle to upper class location with water in the background. Wanted a sunset view. Sent pix of Palm Island (right) and Punta Gorda/Charlotte Harbor.



Utilities

- Engineering Services:
 - 1,023 Locates Processed from Sunshine State One Call; 3 Developer Agreements Prepared; 52 Residential Service Availability Letters Prepared; 8 Commercial Service Availability Letters Prepared; 50 Residential Service Applications Processed; 401 CIP inspections; 135 Developer Inspections.
- Business Services:
 - Web Services: VueBill (hosted by BillTrust). Currently 9,824 (26%) of our customers now receive their bill electronically representing a monthly savings of \$3,733. With year to date savings of \$9,545.98.

- Fixed Base meter installation: We have ordered the necessary meters and infrastructure to begin Phase IV of the fixed base system in January. To date, 8,643 (15% of total system) meters have been installed.
- Customer Service: Total number of customers to the lobby was 2,545.
- Delinquencies: Total delinquency revenue for the month was \$43,224. FY15 total: \$86,748
- Electronic Bill Payment: 50% of all CCU bills
- North Port: 3092 bills were process resulting in \$643.81 in revenue. Total revenue collected YTD \$1,457
- Banner Upgrade: Migration has been put on hold until release of Version 4.4 which is to occur in January 2015. In the interim, staff is testing the new system to ensure that the changes will work properly.
- Accounts Receivable: the accounts receivable over 90 days went down from 42.08% in October to 37.37% in November. The accounts receivable within 30 days went up from 51.31% in October to 55.76% in November.
- Telephone Activity: There were 9,898 calls presented in November vs 13,257 calls presented in October. November phone volume reflects normal call volume prior to implementation of BillTrust. However, the abandoned rate was 14% in November vs 10% in October. The average number of calls handled over the last 16 months was 9,570. Last month we only handled 5,453. It is unclear why there was a reduction in the number of calls for this month. The average speed of answer was 12.12 minutes in November and 9.40 minutes in October. Average call duration in Oct. was 9.45 minutes versus 10.16 minutes in November.
- Operations Division:
 - Treatment Facilities:
 - 230 preventative maintenance, 32 corrective, and 3 emergency work orders were completed.
 - 260 residential cross-connection inspections were completed; 3 annual backflow test and repairs were completed; 6 hydrant meter backflow test and repairs were completed; and 3 reclaimed water site maintenance/repair work orders were completed.
 - Burnt Store WRF: I.T. personnel, Treatment Facilities staff, an Instrument & Control Technician, along with the vendor Integration Services, Inc. restored the Wonderware operating system following a malware installation.
 - East Port WRF: Staff freed the gear drive reduction unit on the #1 Pista Grit, which had seized due to heavy corrosion. A failed high service pump pressure transmitter and relief valve failed which allowed the reclaimed water distribution system to over-pressurize. Staff investigated and found corroded conductors and a clogged pilot valve to be the source of the failures. Staff continues to spend much of each day including many overtime hours supporting the Phase I Expansion process along with multiple new equipment start-ups.
 - Pre-Treatment: 75 monthly inspections; 29 re-inspections; and 1 new installation inspection were performed.
 - Reclaimed System: A faulty pressure transmitter at the Riverwood site was replaced.
 - West Port WRF: Staff replaced the #1 clarifier drive chain and tensioner pulley.
 - Staff Training: One staff member completed Reclaimed Water Field Site Inspector training this month.
 - Water Distribution:
 - Disconnected the mag lock system at the Golf Course Booster station. The security system is failing and the mag lock system cannot be supported by the current vendor.
 - Completed all of the items from the punch list from the safety committee inspection for the West County Booster stations.
 - The hydrant maintenance staff repaired 26 fire hydrants this month.
 - Replaced the El Jobean 8" water meter.
 - The TTHM and HAA5 compliance sampling had to be repeated due to a failure at the lab that compromised the first set of samples.
 - The CL2 residual for the Burnt Store system was gradually lowered to 1.5PPM leaving the plant. The residual levels throughout the system have settled and the water system is responding well.
 - Received 7 new equipment trailer replacements and two truck replacements.

- Completed the water main replacement with in house staff for the water way crossing on Edgewater Dr. at the Como waterway.
- The transmission was replaced on one of the dump trucks and the truck is now back in service.
- Wastewater Collection:
 - Gravity/Force Mains: Smoke testing was completed, ending in Burnt Store Village, and repairs were started on the discrepancies found; 4 odor complaints were investigated and Cherry Bomb odor blocks were installed in 2 manholes; 6 backups were investigated and CCU excavated and repaired 3 blocked laterals as a result; the debris pile was removed (twice) to the Zemel Rd. landfill; excavated 3 LPS mains to expose service taps and replaced the check valve; the Force Main out of Port Charlotte Village flowing to LS 201 was temporarily repaired where a sinkhole developed outside the wet well. Quotes were requested for a permanent solution; rehab group completed 6 of the “top hat” conversions for the Inflow & Infiltration (I&I) Project in Charlotte Harbor; the North Shore Dr. taps are all complete for the MNTK tie-ins – 20 were completed in November; 12 LPS service taps were installed for new construction; 2908 ft. of gravity sewer was cleaned and televised for evaluation – 10 manholes were inspected in the process.
 - Lift Stations: Completed 15 Corrective maintenance work orders; completed 70 Preventative maintenance work orders.
 - Low Pressure Sewer: Total LPS calls 199; total PM's 38; failed tank replacements 1; 1 mandatory tank installs completed; 1 tank installed on the North Shore expansion project; 6 I&I up- grades completed in the Oakley #72 Lift Station test basin by special projects team; 5 standard upgrades completed.
- Public Outreach:
 - Launched Charlotte County Utilities (CCU) Face Book Page to the public on 11/4/2014. 56 Likers to date.
 - Media Spokesperson for Kings Way Elementary School wastewater back up.
 - Distributed follow up press release Topic: Helpful Tips (ie Kingsway Elementary School grease clog & inappropriate items sent down the sewer the system)
 - Interview with Englewood Sun/CCU spokesperson. Topic: Snow Birds and service fee and opportunities for help from CCU.
 - Attended Wellness Committee Meeting
 - Facilitator for CCU Hydration Committee planning meeting.
 - CCU newly designed water bottles arrived this month.
 - Assisted with CCU collection for the Charlotte County Homeless Coalition canned goods drive. Nearly 300 pounds and \$1445 value—collected (for every dollar, CCHC can purchase \$6.00 of food).
- Human Resources:
 - Total positions: 200. Vacant positions: 5
 - Recruiting 4 positions: 2 Maintenance Mechanics, Design Technician and Water Plant Operator.
 - One position currently on hold for re-evaluation: Engineer I
- PR/MRWSA Water Resources:
 - Water Demand in October was 23.87 MGD and water quality was good. Withdrawals from the Peace River totaled 36.96 MGD and there was 10.97 BG of water in storage at the end of October.
 - Joint meeting of Charlotte County BCC and PRMRWSA Board met on Nov 17th for Negotiation Session on 1991 PRF Rebuild. Administrators, Attorneys and staff discussed dispute and successfully resolved it. New Interlocal Agreement and Resolution Revising Cost Allocations for Rebuild approved at PRMRWSA Board Meeting held on Dec 3rd.
 - Board Meeting on Dec 3rd also resulted in approval for refunding of 2005A and B Bonds as well as identification of legislative priorities for 2015.
- Regional Reclaimed Water Expansion Phase 2:
 - *Pumping Station (Stage 2):* On November 6, 2014 Data Flow Systems uploaded a new SCADA screen to address items that were outstanding in the October 28th updated punch list. Only one item remained unresolved as far as the SCADA screen and that was the Totalizer Flow was not registering. On November 12th Engineered Fluid Inc. wired the meter totalizer to their PLC so that it could be picked up by the DFS PLC and displayed on the SCADA screen. On Nov. 13th DFS

revised the SCADA screen shot to show the totalizer flow. On Nov. 21st the final updates were made to the DFS RTU O&M Manual and a notice was sent to CCU Operations that they were available. On Nov. 5th the contractor submitted As-Built drawings of the pump station which were rejected for not conforming to the CCU CAD standards on Nov. 12th. On Nov. 14th the EFI extended warranty for the pump skid was distributed to CCU Operation personnel for their files. The original was given to the Director's Administrative Assistant for filing. On Nov. 17th a correction was issued to Stantec regarding the Pump Station Operation's manual and on Nov. 21st revised pages were submitted and the Operations Manual was updated and a notice sent to CCU Operations that they were available. On Nov. 21st the contractor was notified of three remaining items that had to be addressed before the punch list was considered complete. On November 26th the necessary closeout Warranty (for all items off the pump skid) and Affidavit forms were sent to the contractor to fill out. Once the remaining punch list items are satisfactorily resolved and the contractor Warranty and Affidavit are submitted, final payment will be made and the contract will be closed out.

- East Port WRF Expansion:
 - Met with consultant regarding 50% plans for reclaimed water portion of East Port WRF expansion; Consultant working on follow-up actions identified during the meeting.
- North Shore & Harper WW MSBU:
 - All residents have been contacted in person for siting the LPS system, staff increasing outreach efforts to finalize for all properties; electrical contractor completed installation of over 15 panels, will continue to complete as more property owners respond to questionnaire for siting systems.
 - Installation of all service lines and taps are completed with 3 LPS tanks completed.
- East & West Spring Lake Wastewater MSBU:
 - Bids due Dec. 10th.
 - Draft Scope of Work for second TMDL grant agreement to be sent to FDEP in December. Final agreement normally 6 to 12 weeks after submittal of draft.
 - Bi-monthly sampling cycle continues. Next cycle starts early January.
 - In negotiation with Tetrattech regarding Scope of Work for Quality Assurance Project Plan (as required by the TMDL grant) and water quality report update. Anticipated to be finalized in December.