

Charlotte County
Board of County Commissioners
Staff Report
December 2014

Budget & Administrative Services
Budget Department/Fiscal Services Division

- Grants Support:
- Human Services Grants:
 - Received on December 12, 2014, \$185,874 from the State of Florida for SHIP 2014/2015. Anticipate one more disbursement of funds for the 2014/2015 State Fiscal Year in spring 2015.
 - Low Income Home Energy Assistance (LIHEAP) and Community Services Block Grant (CSBG) reimbursement reports were submitted in the amounts of \$28,478.63 and \$6,423.81 respectively for the month of November 2014.
 - 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 IIIIE, and Home Care for the Elderly (HCE) totaling \$59,815.83.
 - Staff attended a meeting with Department of Children and Families (DCF) to discuss the Emergency Solutions Grant. The meeting was a joint meeting with Human Services Staff, Fiscal Staff and DCF Staff. Several issues with report submission were worked out so the meeting was very successful
- Transit Grants:
 - Two of the Section 5307 grants were invoiced for the previous fiscal year's expenditures for a total of \$353,388 in reimbursements.
 - An amendment was made to the Transportation Improvement Program (TIP) to roll the FY14 Section 5310 Operating Assistance Project funding, giving a total of \$52,500 in the current fiscal year and adding the Section 5339 (\$475,592) as a new project funding the Maintenance Facility bus washer.
 - Fiscal staff attended the National Transit Database (NTD) training in Orlando on December 17-18. This training assists staff in preparation of the annual reporting that is compiled for the Federal Transit Administration (FTA).
- Public Safety Grants:
 - Received a total of \$50,365.40 in grant reimbursement claims:
 - \$ 3,979.19 from State of FL for CERT grant
 - \$ 2,092.40 from State of FL for HazMat grant
 - \$ 25,630.06 from State of FL for EMPA (labor) grant
 - \$ 18,663.75 from State of FL for EMPG (operating) grant
 - Prepared and submitted the Close-Out Report to DEM for CERT grant agreement 14-CI-K1-09-18-02-308 for the period of September 1, 2013 through September 30, 2014. The costs incurred totaled \$5,668.67 with the remaining balance of \$424.83 to be released of obligation.
 - Prepared and submitted the Historical Summary by Expenditure Report for the period of July 1, 2013 through June 30, 2014 and the FY 2014-15 Staffing Detail Report to DEM for the EMPA (labor) grant agreement 15-BG-83-09-18-01-008.
 - Invoiced a total of \$525.00 for Public Safety:
 - \$ 525.00 for EMS standby charges
 - Received a total of \$4,160.63 for Public Safety:
 - \$2,585.63 for radio repairs
 - \$1,575.00 for EMS standby charges
- Road Grants:
 - Invoiced a total of \$172,465.49 as follows:
 - \$163,475.55 to FDOT for Burnt Store PH3 road construction
 - \$ 1,489.50 to FDOT for Gasparilla Rd construction

- \$ 7,500.44 to FDOT for US 41 right of way maintenance
- Received a total of \$274,937.06 as follows:
 - \$ 234,956.65 from FDOT for Burnt Store Rd Phase 3 construction
 - \$ 39,980.41 from Englewood Water District for Winchester South construction
- Prepared the working invoice file and set up in SharePoint the Gasparilla Road/SR776 Intersection FDOT JPA in preparation of invoicing
- WCIND Grants:
 - Completed the FY2014 annual report of Boater Registration for Revenue and Expense for Fish and Wildlife Service.
- Library Grants:
 - Prepared additional follow up audit responses 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:
 - As part of the requirements of the Federal Funding Accountability and Transparency Act, we have registered and set up an account in the federal government's FSRS sub-award reporting system. New federal reporting will begin in January. Both the Grant Payment Request System (GPRS) and Performance Monitoring Tools system (PMT) were also set up.
 - The County has received its first reimbursement of grant funds totaling \$15,500 for October and November Mental Health Court Services
- MISC Grants:
 - Assisted Utilities staff with scope of work for a TMDL grant to support East West Spring Lake.
 - Met with Administration to discuss what was learned from the Restore Act training held in Apalachicola and to discuss the multi-year implementation process in advance of the December Board agenda meeting.
- Operating, Capital and Accounting Support:
- Accounting/Billing:
 - Processed contract renewals and PO's for Turf Maintenance, Cooling Water Treatment, and Chiller Maintenance.
 - Processed new Security Alarm Monitoring Contract and PO's for monthly monitoring and initial reprogramming.
 - EMS Refunds - processed 66 refunds for overpayments received by ADPI totaling \$16,085.77 for November.
 - Prepared tax distribution spreadsheet for special assessment fees to Little Gasparilla Island Fire Unit for November in the amount of \$26,049.03
- Budget Support:
 - Completed budget preparations worksheets for the completion of the Event Center budget.
 - Rolled out Budget preparation sheets and to CIP sheets to departments in December.
 - FY14/15 Line Item Book published and posted to the Budget Transparency web page.
 - The CIP 5-year ordinance was presented to the BCC on December 9, 2014 and was approved.
 - Publishing the FY14/15 CIP Book. It is planned to be posted to the web shortly after January 1, 2015.
 - All Budget Prep Worksheets and PBB Packages updated and on the web for the departments to put input their budget information.
 - Organizational Charts updated and posted to Fiscal SharePoint page.
 - Prepared a budget adjustment for the first quarter for a Public Works Front End Loader not received before the end of the prior fiscal year but not carried over
 - Attended South Gulf Cove MSBU committee meeting where there was final agreement on the amount of the proposed FY16 rate increase for paving of \$60
 - Prepared CIP/budget adjustments to award the purchase of a vac-con truck and a bulldozer for Public Works, because the cost was higher than budgeted due to changing emission standards

- Finalized CIP forms and sent to Public Works Department for Roads, Infrastructure and MSBU/TU CIP projects for department update
- Developed the Road & Bridge Infrastructure budget in EAMS and updated the Transportation Trust Cash Flow for prior year expense, current year estimates and FY16 & FY17 and future expense for Road & Bridge
- Prepared budget adjustments for Emergency Management SHSGP Grant, Animal Care Trust Fund, Digital Radio System CIP, and Fire/EMS lawn maintenance.
- Conducted budget training sessions with department staff including Fire, EMS, Emergency Management, Animal Control and Radio Communications.
- Conducted training sessions for Public Works and Community Services, on completing the FY15/16 and FY16/17 budget forms.
- Began finalizing the MSBU work plans in an effort to provide the budgets to the MSDR/MSBU committees in January/February for approval
- Finalized a draft of the FY16-21 CIP for Community Services CIP budget preparation (sections H & I)
- Department Specific Support:
 - Continued the testing phase of Banner Implementation in conjunction with the Utility.
 - Began gathering information for consultant for the Feasibility Study on an upcoming Utilities Revenue Bond.
 - Tax Increment Funding (TIF) paid to the following Community Redevelopment Agencies (CRA) from the General Fund Ad Valorem:
 - Charlotte Harbor CRA - \$62,188
 - Parkside CRA - \$84,660
 - Punta Gorda CRA - \$884,092
 - Participated in monthly conference call with EMS billing vendor to discuss status of electronic billing export, satisfaction and release of claims on probate accounts, and account adjustment circumstances.
 - Review and approve multiple journal entries for Public Works, including sod, aquatic weed, landfill fees, county-wide fuel allocation, and West County fuel.
 - Finalized the labor distribution journal entry for Real Estate Services for Pay Periods 1 and 2.
 - Continued discussions with Public Works staff with regard to the time sheet data entry process. Requested that the backlog of entry be brought current, and that future data entry stay within 3 to 4 business days of date worked.
 - Met with Public Works staff regarding entry of contract costs in EAMS. Due to changes in the invoicing process (paperless/via SharePoint) not all invoices were being recorded. It was decided by Public Works to discontinue this redundant step with the exception of those being entered by the PW Contract Specialist. PW staff recognizes the reports to MSBU committees will no longer be inclusive of this information and will only be communicated to the committees via the quarterly financial report provided by Fiscal Services.
 - Attended a meeting of the Greater Port Charlotte Street & Drainage MSBU at the request of the MSDR and committee. Prepared a detailed spreadsheet outlining the calculations for continuation of GPC Paving CIP at the request of the committee
 - Attended a meeting with Public Works staff regarding a presentation for a Board Workshop on South Punta Gorda Heights MSBU future work plan, reviewed the PowerPoint presentation and offered suggestions for improvement. Provided budget commentary at the Board Workshop
 - Attended a meeting with Administration, Public Works and Commissioner Doherty regarding expectations for budgets in MSBUs where there are no committees to advise in the budgeting process
- Financial Reporting:
 - Submitted to Finance the December quarterly inter-fund transfer journal entries totaling \$2,343,322 for multiple funds.
 - Submitted to Finance the FY2015 Annual Vehicle Replacement department inter-fund charges, totaling \$867,531, to reimbursement the Vehicle Replacement Fund for vehicles purchased in FY12, FY13, and FY14.

- Updated SharePoint reports with December financial information (Projected Revenue & Expense, Fund Rollup, Department Rollup)
- Analytical Support:
 - Attended Impact Fee Board workshop and presented to the Commissioners a packet containing impact fee reports and documents previously submitted at a workshop or board meeting. The Board of Commissioners has since requested a follow up Special Meeting in January to discount the impact fee rates.

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- Office 365 – We will begin the migration of pilot groups from the Purchasing Division and members of the IT staff from the Tax Collector and Property Appraiser. We are developing a rollout list and timetable for the rest of the county.
- Novus Agenda – A major upgrade has been completed for Novus Agenda, the county's paperless agenda solution. The new version provides easier preparation, use and mobility functions. In addition, reporting capabilities have been added and improved method of updating an agenda.
- SharePoint Update – We are still in the process of upgrading our external web site to the latest version of SharePoint – 2013. It is currently upgraded in a test environment and running in our Microsoft cloud environment while we check all functionality and make some necessary changes to the underlying code to accommodate changes in the technology. We expect to convert the web site within a month.
- GIS Website – The new GIS website is complete. It is being released for review by select staff. It will then be released in a phased approach to the rest of the county, and then select external users will be shown the site looking for feedback. Once any changes are complete, based on the feedback, there will be a public release scheduled.
- Process Automation – Staff is currently working on the Change Order and Work Processes in Purchasing. In addition, since we are now in the third Purchasing process to be automated, we are developing a single dashboard that Purchasing will be able to use for the management of all the developed processes using SharePoint 2013.
- Mobile App – The PublicStuff 311 mobile platform has been purchased and is being configured during the month of January. It will allow the public and staff to report various issues to the county and provide routing and tracking of these issues while providing status notifications through the process. It also allows citizens to look up issues on a map or by issue type. It can also be used to provide news and alerts to citizens as well as serve as a portal to other services within the county, such as permitting, parks and recreation, agendas/minutes, etc... It will serve as a replacement of our current “Call Tracker” application. It is intended to be released as a soft release in January with a public release in February.
- Animal Control Invoice/Mailing Update – IT staff worked to update the technology used by Animal Control to create clinic invoices and mailers for tag renewals. The new process leverages the recently created data warehouse and allows for better access and stability.
- Billing Cycle/Route Balance Improvements – CCU and IT staff worked together to assess billing cycles and routes to improve the balance between them. The result is a flattened reading versus billing schedule, where no tracking for read-ahead is needed. This saves both time and complexity for CCU billing and allows for more flexibility in reading/estimations in case of disaster.
- December Outage Statistics:
 - 11 - Incidents
 - Total Down Time – 1 day 4hrs. 57 mins.
 - Average time per Incident – 2 hrs. 37 mins.
 - System availability was 946.109%
- December Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 189
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 204
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 450

- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 492
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 363

Purchasing

- Pre-bid meetings held:
 - 15-098 Shell / Rock Material Supply – Annual
 - 15-092 Grass Parking Lot Improvements
 - 15-024 2015 County Paving Program
 - 15-096 Concrete Curb, Sidewalk, Driveway & Pads – Repair and Replace – Annual
 - 15-075 Port Charlotte Monument Improvements
- Bids openings held:
 - 15-061 Storm Debris Clearing
 - 15-048 Ready Mix Concrete Supply & Delivery – Annual
 - 15-076 Alarm Monitoring and Repairs – Annual
 - 15-070 Sports Park Stadium Sound System
 - 14-353 East/West Spring Lake Wastewater Expansion
 - 15-096 Concrete Curb, Sidewalk, Driveway & Pads – Repair and Replace – Annual
 - 15-033 Oyster Creek Flow Enhancement
 - 15-098 Shell / Rock Material – Annual
 - 15-024 2015 County Paving Program
- Work orders due and received:
 - 15-084 ADA Site Improvements
 - 15-108 Potable / Reclaimed Water and Wastewater Design
 - 15-126 Spring Lake Parking & Stormwater
 - 15-124 Design – Chair Standard Event Center
- Quotes due and received:
 - 15-077 Uniform Jackets Fire/EMS – Annual
 - 15-111 Printing of 2015 Visitors Guide
 - 15-122 Floor Cleaning – Health Department
 - 15-087 Batting Tunnel Nets – Sports Park
- Negotiation meetings held:
 - 14-249 CEI Services Gateway Harbor Walk – Phase 1A
 - 14-410 Airport Road Annex – Master Plan

Real Estate Services

- Piper Road North – We have contacted our Engineering staff to review drawings and sketches. We will be bringing several resolutions of necessity to the BCC shortly.
- 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.
- Surplus Property Disposal – The BCC approved our recommendations at their December 9th meeting and we will be commencing the closing process shortly.
- Customer Satisfaction – Our surveys continue to show an “excellent” customer service rating. Several staff members are participating in customer service sessions with Mr. Marlow.
- Release and Occupation of Easement Program – With increased construction in the County, this program continues to be very active.
- 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. The plan should 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.
- Burnt Store Road Phase III – 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 in January.
- Vacant land next to Justice Center – The BCC has asked for an appraisal of the 2 plus acre site. The appraisal report will be available no later than December 19th.
- Lutheran Church on Gibraltar Avenue – Real Estate Services staff organized a tour of the property. Staff from Facilities and Human Services also participated in the tour. Facilities will be preparing a “findings” report that will be sent to the Administrator.
- FDOT Rest Area – Jones Loop Road and I-75 – Real Estate Services has linked up with FDOT’s Property Administrator in Bartow subsequent to the letter being sent by our Administrator expressing an interest in obtain the property for use by Charlotte County. We are also working with in-house staff to assist in the completion of a feasibility analysis by our Tourism Office. If the BCC directs staff to acquire the property, we will handle the paperwork.
- Murdock Village – We are continuing our monthly inspections to monitor our holdings at that location. We are also working with FDOT’s contractor for the US 41 widening project to use portions of Murdock Village for staging the project and to store fill on a temporary basis.
- Stump Pass Dredging – We are actively assisting our engineering staff in obtaining easements to allow for the placement of sand on beaches near private property.
- 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.
- Annual Real Property Inventory Report – We have completed the 2014 report and it will be distributed internally.
- Review of CIP Projects – We are reviewing CIP projects with land acquisition components. Recommended changes will be sent to Fiscal staff this week.

Community Development

- The Building Division:
 - Single Family home permits continued to rise in December to 68 permits. This is up on both last month and December 2013.

- Permitting revenue is also higher than both last month and the same period last year.
- As was last month, permitting timescales have been challenging over the month with a combination of high volumes, staff vacations and the holidays delaying some permit types.
- Both code enforcement and contractor licensing continue to be very busy and are working hard to address the level of complaints coming in. As construction expands, so does unlicensed contracting and other associated issues. The department received 295 new complaints (code enforcement, high grass and contractor licensing), each of which received a full investigation.
- The department had their 2013 Community Rating System (CRS) Cycle visit in December. The review went very well and we will be submitting additional information in February to complete the review process. The purpose of CRS is to allow communities to lower flood insurance costs by adopting a proactive approach to floodplain management. Charlotte County is ranked 8th in the nation as a Class 5 community, which earns our citizens a 25% discount on flood insurance premiums.

Item	Total FY2014	Dec-13	Dec-14	FY14YTD	FY15 YTD
Single Family Permits Issued	551	28	68	108	184
Multi Family Permits Issued	0	0	0	0	1
Commercial Permits Issued	40	5	16	14	28
All Other Permits Issued	17181	1180	1413	3717	4294
Customers Served	24946	1784	2008	6386	5697
Inspections	55832	4348	4818	13336	14316
Permitting Revenue	\$2,814,423.00	\$176,601.00	\$264,783.00	\$592,444.00	\$929,159.00
Permitting Expenditure	\$2,236,389.00	\$436,135.00	\$175,832.00	\$755,925.00	\$526,667.00
Code Enforcement Revenue	\$1,018,597.00	\$105,565.00	\$86,615.00	\$265,630.00	\$262,834.00
Code Enforcement Expenditure	\$1,652,671.00	\$327,618.00	\$107,281.00	\$553,235.00	\$319,008.00
New Complaints Received	1235	27	56	208	185
Code Cases Initiated	3079	210	226	684	477
CEB Cases Heard	574	69	20	152	82
Citations Issued \$ Amount	\$151,000.00	\$8,000.00	\$8,000.00	\$35,000.00	\$18,000.00
New Contractor Licenses Issued	16	0	2	4	6
Contractor Licenses Revoked	7	1	1	3	2

- The Planning and Zoning Division:
 - Public forums to discuss the draft Revitalization Plan and appropriate land development Parkside CRA
 - Public forums to discuss the draft Parkside 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 Charlotte Harbor Community Revitalization Plan has been prepared and 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 in the spring of 2015.
 - Manasota Sandpiper Key Architectural Review Committee:
 - The Committee met on December 3rd and December 17th. The following projects were presented to the ARC:
 - 210 Meredith Drive - seawall
 - Comments: Recommended approval

- 210 Meredith Drive – dock & lift
 - Comments: Recommended approval
- 233 Bayo Street – shed
 - Comments: Recommended approval
- 2690 N. Beach Road – The Wave – new 5-unit condo building
 - Comments: No recommendation – additional information needed
- 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 was adopted by the Board of County Commissioners at the November 25th BCC Land Use Meeting.
- Murdock Village:
- No new updates at this time.
- School Concurrency:
- No new updates at this time.
- Revision of the Comprehensive Plan:
- The amendment to the Comprehensive Plan, which was adopted by the Board of County Commissioners on September 23, 2014, has been challenged by the Friends of Cape Haze, Deb Highsmith, and the Sierra Club.
- Revision of the Land Development Regulations:
- In order to thoroughly review and revise/update the existing Land Development Regulations (LDRs), staff has divided the project into three phases:
 - Phase I focused on revisions to the conventional zoning districts and some sections of Article I. In General and Article III. Special Regulations of Chapter 3-9. Zoning.
 - Phase II will focus on all overlay codes and the remaining sections of Article I., In General, and Article III., Special Regulations of Chapter 3-9. Zoning.
 - Phase III will focus on regulations found primarily in Chapter 3-5. Planning and Development, which may include topics such as wetlands, landscaping and buffers, and site and commercial design standards.
- Phase I was adopted by the Board of County Commissioners on November 25, 2014. In order to thoroughly review and revise the County's LDRs, staff divided Phase II into small groups and will bring them approximately every three months to the Board for consideration. Staff has been working with the public by hosting weekly LDR roundtable meetings to solicit comments and to discuss the proposed changes.
- The following revisions will be presented to the Planning and Zoning Board on January 12, 2015:
 - Revise the Assisted Living Facility code to be consistent with the recently-adopted zoning districts and regulations such as Special Exception requirements.
 - Revise the Alcoholic Beverages code to be consistent with the recently-adopted regulations.
 - Revise the Bridgeless Barrier Island code to be consistent with the date set forth in the Bridgeless Barrier Island zoning district.
 - Revise the Essential Services code to be consistent with the recently-adopted zoning districts and regulations.
 - Revise the Fences and Walls code to be consistent with the recently-adopted zoning districts and regulations and add development standards to deal with subdivision perimeter walls and height requirements
 - Update the Sexually Oriented Businesses code to be consistent with Chapter I, Article V. Sexually Oriented Business.
- Site Plan Approval:
- The County received 3 petitions in December:
 - 1 Final
 - 1 Preliminary
 - 1 Major Modification

- Board of Zoning Appeals:
- The Board of Zoning Appeals heard the following petition on December 10th, and made the following decisions:
- Petition No. VAR-14-007:
 - A request by Blase Bisceglia, agent for Michael Bartnikowski, for a variance to eliminate the six wildlife openings required in a solid fence on property located in the Manasota Single-family-5 (MSF-5) zoning district, located at 170 Friendship Lane, in Englewood, was approved by a vote of 5-0 with the condition that three opening be provided.
- Petition No. SE-14-016:
 - A request by Michael Haymans, agent for Burnt Store Colony Resident Owners Association, for a special exception to allow expansion of a lawfully existing conforming use, consisting of a boat and RV storage yard, to property which is abutting the existing use, in the Agriculture Estate (AE) zoning district, located at 25300-25350 Zemel Road, in South County, was approved by a vote of 5-0.
- Petition No. SE-14-020:
 - A request by David Smith, agent for Bermont Shooting Club, for a special exception to allow a private recreation facility, for shooting clays and archery targets, in the Agriculture General (AG) zoning district, located at 40571 Bermont Road, in East County, was approved by a vote of 5-0 subject to conditions.
- Planning and Zoning Board:
 - The Planning and Zoning Board heard the following petitions on December 8th, 2014.
 - Petition No. SE-14-010:
 - Michael Haymans, agent for S&S Money Auto Repair, is requesting a special exception, according to section 3-9-7(b)(3) and 3-9-7(m) of the Zoning Code, to allow the expansion of a lawfully existing conforming use to property which is abutting the existing use. This special exception is intended to allow expansion of an auto repair and U-Haul rental business in the Charlotte Harbor Coastal Residential-3.5 (CR-3.5) zoning district. The property address is 23371 Harborview Road, Charlotte Harbor, and is described as Lots 6, 7, 8, 9 and 10 of Block "A", all being a part of Shelton's Addition to Hickory Bluff Subdivision, located in Section 25, Township 40 South, Range 22 East.
 - Board Recommendation: Denial
 - Petition No. PV-14-10-01:
 - Kendall and Tracie Baird are requesting a Plat Vacation for a portion of the plat of Harbour Heights Section Eleven Subdivision as recorded in Plat Book 6, Pages 13A-13D, of the Official Records of Charlotte County, Florida. The property is 1.38 acres, more or less, and is located east of Blanot Drive, north of Amsterdam Drive, west of Marical Terrace, and south of San Carlos Drive, in Section 10, Township 40, Range 23, in Commission District I.
 - Board Recommendation: Approval
 - Petition No.
 - HRES Heritage Lake, LLC has requested Preliminary Plat approval for a subdivision to be named, Family Dollar at Heritage Lake Park, a replat of a portion of Heritage Lake Park as recorded in Plat Book 19, Page 15, of the Official Records of Charlotte County, Florida. The site is 2.65 acres, more or less, and is located south of Rampart Boulevard, north of Ibis Trail, east of Luther Road, and west of Heritage Lake Boulevard, in Section 17, Township 40, Range 23, in Commission District I.
 - Board Recommendation: Approval
 - PP-08-07-02:
 - Tamiami Biscayne Properties, LLC is requesting a two-year extension to the Preliminary Plat approval for Tippecanoe Business Park. Smith & Wester, Inc. was granted Preliminary Plat approval by the Board of County Commissioners on October 21, 2008. The subdivision, consisting of ten (10) commercial lots is located on 17 acres, more or less, in Section 15, Township 40 South, Range 21 East, southwest of Biscayne Drive, northeast of El Jobean Road, and west of Eastwind Waterway in Commission District IV. They are also requesting to transfer the plat into the name of the new owners.
 - Board Recommendation: Approval

- Petition No. PP-09-02-02:
 - Primerica, on behalf of their client, Punta Gorda Acquisitions II, LLC, has applied for a two-year extension of their Preliminary Plat approval for a commercial subdivision called Punta Gorda Crossing, consisting of ten (10) commercial/industrial lots, on 99.26 acres, more or less, located within the ECAP, on Duncan Road between I-75 and Golf Course Boulevard, in Sections 3 & 4, Township 41 South, Range 23 East, in Commission District II. They have also requested a plat transfer, which will move the ownership of the plat from Punta Gorda of Charlotte County, LLC into the name of the new owners.
Board Recommendation: Approval
- Board of County Commissioners Land Use:
 - The Board of County Commissioners heard the following petitions December 9th, 2014.
 - Petition Number PA-14-09-13: Small Scale Plan Amendment from PKR to COM:
 - Approve an Ordinance adopting Petition PA-14-09-13, 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; Petition No. PA-14-09-13; applicant: ONMI Sports, LLC; Commission District II.
 - Board Decision: Approval
 - NOPC-14-07-11: Sandhill DRI Notice of Proposed Change:
 - Approval of a Resolution adopting Petition NOPC-14-07-11, amending the Development Order and Map H for the Sandhill Development of Regional Impact (DRI) to reduce open space by 5.84 acres; to eliminate the 84.09 acre golf course by replacing it with 1) 6.48 acres of commercial area with 43,000 square feet of commercial development; 2) 19.56 acres of assisted living area with 458 beds; 3) 47.64 acres of industrial park with 365,000 square feet of industrial development and 4) 16.25 acres of residential development with 26 multi-family units; and to correct scrivener's errors; for property located south of the DeSoto County Line, north of Rampart Boulevard, east of Loveland Boulevard and west of the Deep Creek area; Section 7, Township 40 South, and Range 23 East, in the Port Charlotte area, currently containing a total of 713.12± acres; Commission District I; Commission District I; Applicant: ATM II, LLC.
 - Board Decision: Approval
 - Sandhill Development Agreement:
 - Conduct a 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 Decision: Approval

Community Services

- Administration
 - Administrative staff answered and fielded 112 telephone calls, responded to 26 webmail inquiries, processed 4 citizens action forms, 2 accident and 2 incident reports, 0 damaged and missing items reports, distributed 10 press releases
 - Supported 1 Advisory Board, Safety Committee and Youth Sports Council
 - 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 - 576 Page Likes
- 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
 - 49,268 visitors for the month of December
 - 6,503 people used computers an increase of 1,327 over November
 - 1,345 adults and teens attended 72 library programs in December, financed by the Friends of the Library
 - 485 children attended 10 programs also financed by the Friends of the Library.
 - 175 volunteers worked 1,549 hours at libraries
 - 651 patrons requested PC assistance an increase of 133 over November
 - Circulation for November was 66,389 an increase of 5,081 over November
 - Equipment from 3M has been delivered. Retagging of the new RFID tags has begun.
 - Historical has moved completely out of the Justice Center. We will start working on the move out of the Center as soon as the workstations are delivered & installed at Grace St. Annex.
- Programs:
 - Journey down the Nile with Egyptian Dancer program was sold out with 135 attending at MCR Library.
 - Lorenzo Marion - Astral Projection program at PG Library had 35 in attendance
 - Historical’s Symphony of Trees drew in 747 people which was located at the Cultural Center
- Charlotte Sports Park
 - The Charlotte Sports Park hosted the Parks and Recreation Advisory Board Meeting in the stadium hospitality suites on Wednesday, December 3rd, at 1:00 PM.
 - The Charlotte Sports Park is in the process of hiring seasonal staff for the upcoming 2015 Tampa Bay Rays Spring Training Season. The seasonal staff will consist of Event Specialists, for Security Operations, Maintenance Workers, for custodial and facility maintenance, and Recreation Specialists, to assist with overall Spring Training operations. During the month of December, a total of 25 candidates were interviewed, of which 13 have been recommended for hire. Interviews will continue through January 15, 2015.
- Aquatics:
 - Port Charlotte Beach Pool:
 - 528 paid admissions
 - 124 Pass holder visits
 - 192 Water Aerobics participants
 - Staff spent an estimated 20 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms
 - Pool Closed November 10, 2014 for renovations and repairs.

- Oyster Creek Regional Park Pool:
- 390 paid admissions
- 595 pass holder visits
- 309 water exercise participants
- Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
- 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: 398
- Total BMX Bikers: 104
- South County Regional Park Pool:
- Staff spent an estimated 40 hours performing In-service training Lifeguard skills such as First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 150 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- The pool has been closed since November 10 for necessary renovations and repairs.
- Charlotte County Community Services has partnered with the Charlotte County School Board and is staffing Port Charlotte High School swimming pool weekends from 12pm to 4pm while the pool is being repaired and renovated.
- Recreation:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 6,800 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 803 with 4,591 touches combined. Recreation facilities were rented 20 times achieving a rental attendance total of 2,495 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 1,175 hours in the month of December. An estimated 725 local athletic participants visited County facilities. Activities included Youth Baseball, Youth Swimming, Youth Soccer, Youth Softball, Inline Hockey, Adult Soccer, Adult Tennis and Adult Semi-Pro Football.
 - North Charlotte Regional Park hosted a Nations Baseball Tournament Dec. 13-14 with 46 participating teams.
 - Charlotte Travel Softball hosted a clinic attended by players from around the state on Dec. 15 at Harold Avenue Park. Approximately 30 participants from as far as Jacksonville and Pensacola participated. Charlotte H.S. Softball Coach, Greg Higgins coordinated the clinic.
 - Staff is heavily involved in planning for the upcoming Snowbird Classic College Baseball Tournament. First visits will be the weekend of February 6-8.
- Extension Services:
 - Administration:
 - Meetings/Reporting:
 - Managers Meeting – December 22nd – 1 to 3 pm
 - Managers Meeting - Charlotte Sports Park – December 9th – 3 to 5 pm
 - SWOT Analysis - Water Resources – December 15th - Admin Conference Room – 1 to 3 pm
 - Extension Staff Meeting – December 18th – 3:00 to 4:30 pm
 - Budget Prep Meeting – Mid-County Regional Library – 2 pm – December 19th
 - UF/IFAS Report of Accomplishment/Plan of Work – Due December 12th – All Agents Completed
 - Extension Staff Meeting – November 20th – 3 pm
 - UF/IFAS Extension Self-Appraisals/4-H RSA Appraisals due December 19th – All Agents Completed
 - Seasonal Position Interviews – 10:30 am and 1:30 pm – December 10th
 - Seasonal Position Interview – 9:00 am – December 11th

- Note: As per UF/IFAS Policy, all UF/IFAS Agents will be out of the office from December 26, 2014 – January 2, 2015. The Office will remain open and operated by County Staff.
- Website Hits: Website: 1,879 page views
- Facebook® Page - Charlotte County Extension data: Facebook: 2,151 likes, 535 visits
- 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:
 - 12/8 - Fisheries sampling with FWC-FWRI in Charlotte Harbor
 - Outreach Programs:
 - 12/5 - Envirothon Academic Competition. 18 high school teams from SWFL participated.
 - 11/19 - Facilitated Fisher Forum at Laishley Marina
 - 11/20 - Guest speaker for Punta Gorda Boaters Alliance on waterway programs
 - Site and Office Visits:
 - 12/10 - Site visit to Gasparilla Marina and Oyster Creek Park for upcoming FMNP course.
 - University Governers:
 - Prepared 2014 summary and 2015 goals for Florida Sea Grant Fisheries Work Action Group Developed, administered and summarized post Florida Sea Grant annual planning meeting evaluation
 - Meetings:
 - 12/16 - National Working Waterfronts and Waterways Symposium planning meeting
 - Other:
 - Considerable time invested in preparing annual 2014 Report of Accomplishment and 2015 Plan of Work due to University on 12/12, and Self and CED evaluations due to University on 12/19
- 4-H Youth Development:
 - 4-H Outreach
 - Twenty-two (22) Charlotte County youth completed four hours of 4-H Healthy Lifestyles activities presented by the 4-H Agent. Topics included: eating more fruits and vegetables, and being more active when they are at home.
 - 4-H Clubs
 - Over 100 Charlotte County youth participated in project club activities during December. These activities included: leadership meetings, field trips, day camps, showmanship and grooming clinics and community engagement. These project clubs are led by volunteer adult and teen leaders.
- Horticulture:
 - Programming:
 - GI-BMP Training - 8 am to 3 pm – December 16th – 3 participants
 - Elsie Quirk Library - Dearborn Street, Englewood—Talk on “Good and Bad Bugs” – Ralph Mitchell —10 am – December 9th – 35 in attendance
 - Special Outreach:
 - Master Gardener Radio – WCCF – 1580 – 10 to 11 am ...Tom Becker, and MG’s Walt and Lynn – December 9th
- Florida-Friendly Landscaping™
 - Summary for December:
 - The Florida-Friendly Landscaping™ assistant provided solutions to help homeowners solve tree, palm and shrub problems. Total clientele contacts in the month of December – 384 included: 8 group events w/163 attending, 84 telephone consultations, 66 office visits, 4 field visits and 67 email consultations). Many of the residents reached were either new resident or seasonal residents living in a HOA or deed-restricted community.
 - Summary for 2014:
 - 5,998 contacts were made with homeowners, committees or HOA members. Florida-Friendly Landscaping™ saves as much as 50% of an individual or communities’ yard’s potable water used outdoors. The FYN program aided homeowners and in particular, older communities with

landscapes needing renovated. Plants and practices presented conserve water, protect marine life, keep native trees, protect natural areas and save money.

- 28 HOA landscapes were evaluated for one or more of the nine principle practices: right plant, right place, water efficiently, fertilize appropriately, mulch, attract wildlife, manage yard pests, recycle, manage stormwater runoff and protect the waterfront.
- 43 Master Gardener volunteers received instruction and/or became FYN program yard advisors. 10 can evaluate yards using the FYN checklist, FYN handbook and FFL design guide.
- 170 landscape and park professionals received instruction on efficient irrigation and using mangrove to protect the waterfront
- 85% of the homeowners contacting the FFL assistant made or started to make Florida-Friendly landscaping changes in 2014. Areas of greatest adoption:
 - replacing trees, shrubs and groundcovers with drought tolerant plants
 - using FFL practices to lower yard maintenance
 - removing prohibited invasive exotic plants
 - using UF/IFAS fertilizer and pest control guidelines
 - converting portions of their lawn to landscape beds
 - manually operating automatic sprinklers
 - blowing lawn clippings and fertilizer back onto their lawn
 - installing at least one rain barrel or rain garden plant using pesticides only as a last resort
- 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 December 29th - “New year’s gardening resolutions for 2015”
 - Newspaper Article for December 22nd – “Bulbs to fragrant flowers in weeks”
 - Newspaper Article for December 15th - “The new Florida snow”
 - Newspaper Article for December 8th - “Join the 32nd annual master gardener training class in 2015”

Facilities, Construction and Management

- ADA Various Improvements: South County Annex ramp is complete waiting on handrails to be fabricated and installed 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. Tringali Tennis Court Sidewalk and improved drainage is complete waiting on final inspections. Historical Courthouse Ramp is in progress, demo started on 12/29/14.
- Energy Performance Contract: In the process of closing out this project and moving into the measurement and verification (M&V) stage. This will give an indication of the savings being achieved as a result of the newly implemented building improvements. A meeting with Siemens to discuss next steps for M&V is scheduled for January 15th.
- Capital Asset Management System: Cannon Design is in the process of finalizing all phases of this project. Training for staff that will use the Asset Management software as well as the Preventative Maintenance plan is scheduled for January 27th and 28th.
- Anger Fishing Pier & Parking Renovations: The contractor demolished the pier decking and has started construction of the new substructure.
- Port Charlotte Beach Fishing Pier & Boardwalk Renovation: The pre-construction meeting has been held and the NTP date is Feb. 11, 2014.
- Franz Ross Football Fields Renovation: This project has been put on hold by the Board.
- Franz Ross Park Parking Expansion: The project will be re-bid as directed by the Board.
- Cape Haze Pioneer Trail Connector: The building department plans review is complete with one comment. The consultant is coordinating the plans change request.
- Carmalita Softball & Football Sports Lighting Retrofit: The “green” lighting retrofit of 2 softball fields and 1 football field is complete. Musco will be performing a light test during the week of January 12th.

- Carmalita Park Concession Stand: The contractor has completed punch list items completing the project.
- Fire Training Facility: The design team provided the site configuration for county review. The consultants will continue the design of the site and facility.
- Bay Heights Boat Ramp: The final Site Plans Review was completed with the project receiving approval. The Army Corps of Engineers permit has completed 2 of a 4-phase review process. The consultant submitted for county storm water permit on December 3rd.
- South County Regional Park Soccer Concession Stand: The final landscape inspection is awaiting change to the plan. The facility is complete with all punch list items completed.
- Airport Annex Master Plan: Negotiations started with the consultant and their proposal was received on December 19th. The proposal is in review by county staff.
- Firing Range Safety Risk Analysis: The design concept and risk analysis was received on December 4th. The items are in review by county staff.
- Justice Center Service Area: Three new Cabbage Palms were relocated and planted as proposed and have been inspected.
- Murdock Service Area and VIP parking area: The architects are working to move forward with construction plans. Draft scope of services is being reviewed.
- Bayshore Live Oak Park Shoreline Restoration: The engineer met with staff from Facilities and Community Services to review design options and receive comments. A final draft preliminary plan is underway.
- Harbor Heights Drainage, Parking and Sports Facilities Improvements: The low bid for the construction of this project was received from Compass Construction. The start date has been put on hold by CC administration.
- Harbour Heights Boat Ramp: The scope of work is being prepared.
- El Jobean Fishing Pier: The scope of work for the design has been agreed to and we are negotiating fees.

Human Resources

- Employee & Labor Relations:
 - Discussions & Meetings related to Evergreen Salary Study
 - Extended employment opportunities to 40 candidates.
 - Attended Local SHRM Meeting
 - 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 “Getting Results through Effective Communication & Listening”
 - Generated monthly service awards

- Miscellaneous coaching/development conversations
- Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- The Family Services Manager and Neighborhood Accountability Board Coordinator met with all of the Captains and Lieutenants from the Charlotte County Sheriff's Office to educate them on the Civil Citation program and address any barriers/concerns they may have. As a result, the Department is working with the State Department of Juvenile Justice to address some concerns with victim agreement to civil citation including those of some of the larger retailers.
- The Human Services Director attended a one day seminar on the new federal Office of Management and Budget (OMB) Super Circular, aka Omni Circular, which goes into effect December 26, 2014. This Circular combines and clarifies several existing circulars that provide administrative and fiscal (including cost principals and audit) requirements primarily for government agencies, non-profit agencies and institutes of higher learning. Some changes for awarding federal funds include heightened accountability for meeting performance measures, adherence to required purchasing protocols, and greater assessment of agency and internal risk factors.
- Charlotte County Veteran Services assisted veterans from Lee County while their Veteran Services Officer is on medical leave. Charlotte County staff is triaging the Lee County veteran clients by taking phone calls and assisting with paperwork. Staff is also accepting appointments for the more difficult claims if veterans or surviving spouses are able to travel to Charlotte County offices. Other Lee County veterans are being referred to the DAV at the Cape Coral VA Clinic. From December 10th – December 30th Charlotte County Veteran Service answered 156 phone calls, assisted with 32 claims and responded to numerous emails and fax requests for Lee County veterans and their families. We are sad to report that Lee County Veteran Services Officer John Ebling passed away the end of December.
- As part of its required national accreditation process, the 211 Call Center has begun distributing surveys regarding 211 services to the non-profit agencies listed in its Health & Human Services data base. Surveys will also be distributed to County Elected Officials.
- 211 collaborated with Women on a Mission from the First Baptist Church in obtaining 19 Christmas gifts for seniors that were distributed during the holidays to needy senior clients from the Senior Services Division.
- Charlotte County Senior Services staff participated in the annual NBC-2 Perkins Giving Tree Program. Holiday gifts donated by our generous community were distributed to 87 local seniors, many of whom do not have family living in this area. Smiles of appreciation were heartfelt.
- A single father with an 11 yr. old son came into the office on Dec. 22nd for crisis energy assistance. He had just returned back to Charlotte County after attending his father's funeral in North Carolina to find that his electric had been shut off. During the interview, Program Specialist Theresa Lewis discovered that the mother of the 11 year old passed away recently from cancer and after having to travel to deal with the passing of the client's father, they had no money left for Christmas. Theresa also discovered that the boy's birthday was on Tuesday, December 23rd and that he would not be having much of a birthday either due to the financial hardship. To make matters worse, due to the electric being shut off, the father/son had lost all of their perishable items in the refrigerator and they do not receive a replenishment of their food stamps until Jan. 1st. Theresa shared the situation with her co-worker, Alyce Martin and they decided that they wanted to help this family. Using their own money, they bought birthday and Christmas presents for the boy and food for the family. The father was overcome with gratitude.
- David Rockow procured VA healthcare, PTSD counseling and possible assistance for a Vietnam Veteran who is recovering from a recent suicide attempt. David spent time with the veteran and his sister/caregiver and made sure they were aware of services available to them.
- Senior Services staff participated in the Communities for a Lifetime committee meeting. The focus was on the upcoming partnership with AARP/Car Fit planned for early 2015.
- 211 & PIO assigned staff participated in the EOC activation exercise which included CERTS & VRC volunteers.

- 211 participated in the Statewide I & R and 211 Association Conference call. Topics included FLOW, the statewide phone call distribution process, and I & R grants such as Help me Grow, Summer Food Program and the Diabetes project. AIRS accreditation and 211 zip code data on website dashboard were also discussed.
- Public Works staff provided non-perishable food items to the Department's food pantry as a holiday donation.
- Family Services staff provided members of the Food Connection network with information for consideration in the use of common assessment/assessment referrals for frequent food pantry clients.
- Senior Services staff participated in the 7 county lead agencies regional meeting at the Area Agency on Aging for Southwest Florida. Topics included policies and processes in administering grant funded aging programs including: co-payments for services; service holds, reporting, EMS releases, background screening and Emergency Energy Assistance applications.
- Department staff, Fiscal staff and software representatives worked on numerous issues to resolve computer software glitches and deliverables.
- Staff participated in both the HS Department and the Community SWOT analyses for human services. Results will be used in goal setting and strategic planning.
- County staff worked with the City of Punta Gorda, the Punta Gorda Housing Authority and the Project Developer on the SHIP funding proposal for Verandas Phase II – a senior subsidized housing complex in Punta Gorda.

Public Safety

- Animal Control: No information to report.
- Emergency Management: No information to report.
- Fire and EMS:
 - Santa Pancake Breakfast was once again a success; over 350 people attended the event at station 12 on the 22nd and over 250 on the 23rd at station 4. This year all of Public Safety staff participated in the events, Fire & EMS, Animal Control and Emergency Management.
 - The event was set up using the incident command system. Fire inspectors designed and worked in Santa's room, Emergency Management was in charge of the kitchen and food transport to the grill and serving line sector which was under Fire & EMS's division and Animal Control was in charge of the beverage area. Station staff was in charge of set up and clean up and Support Services was in charge of supply transport.
 - Commissioner Truex joined in on the fun and help serve pancakes along with Chief Taylor and staff members from our hospital sponsors Englewood Community Hospital and Fawcett Community Hospital. Stuffed animals were donated by PetSmart in Port Charlotte.



- Also, on January 1st Charlotte County Fire & EMS are on the island at Station 10. Staff participated in the New Year's parade with residents.

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 – Early 2015
 - The FY14 Paving Program is complete. Ajax Paving is finishing up the punch list items in each District. To date, approximately 96,552 tons of asphalt has been placed in the Road and Bridge, Greater Port Charlotte, Punta Gorda Non-Urban, and Gulf Cove MSBU Districts. The amount of contract time that has elapsed is approximately 72.47% and the Contractor has completed approximately 98.0% 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 two 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 drainage pipes and utilities continues. Approximately 71% of the utility pipe and 69% 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 21% complete on the northbound and southbound sides.
 - The contractor completed 22% of the stabilizer/base on the northbound travel lanes and 9% 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 95% 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.
 - At this time, the project is on hold until after the Holiday Season. Construction will resume Jan. 5, 2015.
 - 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
 - Clearing and grubbing of vegetation for the full length of the project area is complete; delays due to scrub jay nesting season are not anticipated in the spring of 2015.
 - The Contractor is placing pipe and fill at the north end of the project site and is working south. Erosion control matting installation will begin Jan. 5, 2015.

- 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.
- This project includes Construction, Engineering and Inspection (CEI) services to ensure compliance with federal rules and requirements. The Board of County Commissioners approved the CEI contract with Southwest Engineering & Design on November 12, 2014. Construction Contract: Owen-Ames-Kimball, Construction schedule: 01/05/2015 – 2/5/2017.
- The Contractor is currently installing silt fence and project signs and will begin construction in the Midway area with the installation of utilities. There will be temporary lane closures and detours as this project moves forward; Public Service Announcements will be issued in advance of closures.
- Southwest Engineering & Design launched a Web site that will provide roadway information, boater information, and the status of the parks around the construction area. Citizens may also sign up to receive future construction updates via email notifications. A link to the Web site is available through the Edgewater Drive Widening, Phase 2, project Web page.
- The County is holding a Public Information Meeting on Jan. 27, 2015 from 5:30 p.m. to 7:30 p.m. at the Port Charlotte Beach Complex to present project details and associated road closures to the public.
- 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. Construction Contract: Gator Dredging, Construction Schedule: 12/22/2014 – 04/21/2015.
- The gopher tortoise permit and reservations for the relocation ranch were obtained. Gopher Tortoise excavation and relocation is complete and lots have been cleared. The barge is scheduled to be mobilized by Jan. 9, 2015.
- 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. Construction Contract: EarthBalance Corporation of North Port, FL, Construction Schedule: Early 2015 – Summer 2015.
- The construction contract was awarded and a pre-construction meeting will be scheduled. Notice to Proceed will be established at this meeting.
- Sidewalks - Rotonda Boulevard West – The Rotonda West MSBU Committee requested a sidewalk and bike path along the Boulevards. This project will design and construct approximately 1.4 miles of sidewalk and bike path along Rotonda Boulevard West from Parade Circle to Rotonda Circle. Construction Contract: General Contracting Services, Construction Schedule: 01/05/2015 – 07/31/2015.
- A pre-construction meeting was held with General Contracting Services on Dec. 30, 2014 at which time Notice to Proceed was established for Jan. 5, 2015. This project will begin with utility improvements; sidewalk construction will follow.
- 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 complete ahead of schedule and under budget. Preliminary as-builts were submitted and approved; awaiting receipt of final as-builts.

- 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 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 conducting final grading on the east side of the site and will begin construction of the new weir in January 2015.
- Fordham Waterway: Zep Construction is currently forming the headwalls on the east side of the site to complete the microtunneling portion of this project along US 41.
- 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 base material for the new northbound and southbound roadway lanes from CR 775 north to Fruitland Blvd.
- All of the fill dirt in the northbound and southbound lanes from Rifle Road to CR 775 is in place; the Contractor is now installing base material.
- Sidewalk subgrade is being placed and concrete is being poured; 20% of the sidewalk is complete.
- Storm drainage and utility installations are 99% complete.
- 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:
 - 2015 County Paving Program - This program provides for the resurfacing of roads in Greater Port Charlotte, Parkside, Deep Creek, and the Road & Bridge Districts. Construction Contract: TBD, Construction Schedule: Early 2015 – Late 2015
 - The 2015 Paving Program was recently advertised for competitive bid. The pre-bid conference was held Dec. 2, 2014 and bid opening was held Dec. 19, 2014. Upon completion of bid review, a recommendation to award the contract will be presented to the Board of County Commissioners.
 - Charlotte Harbor Gateway Harbor Walk, Phase One – This project is to design and construct pedestrian and boater access to Charlotte Harbor. The Charlotte Harbor Community Redevelopment Area (CHCRA) is interested in providing continuous pedestrian access from Bayshore Live Oak Park to Chester Roberts Park and to improve boater access to the harbor.
 - The County is utilizing Florida Department of Transportation (FDOT) Local Agency Program (LAP) Funds to construct this project. Notice to Proceed was issued by FDOT on Dec. 11, 2014.
 - This project includes Construction, Engineering and Inspection (CEI) services to ensure compliance with federal rules and requirements. The Board of County Commissioners approved the CEI contract with CDM Smith on November 12, 2014. Design Contract: Kimley-Horn & Associates, Design/Permitting Schedule: 06/17/2009 – 03/18/2011, Procurement Process: December 2014, Projected Start of Construction: March 2015.
 - The bid package for construction is in the Purchasing Department undergoing preparation for bid solicitation. A Pre-Bid meeting is scheduled Jan. 6, 2015 and bids are scheduled to be opened on Jan. 21, 2015.
 - 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 – July 2015, Procurement Process: Summer 2015, Projected Start of Construction: Fall 2015
 - Meetings with the design firm continue; the County should receive 60% design plans in January 2015. The design firm continues with 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

- Giffels-Webster Engineers finalized the design plans and County staff will start the final review in January 2015. The construction contract is projected 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 – 02/25/2015. Procurement Process: June 2015, Projected Start of Construction: Fall 2015
- Charlotte County staff members reviewed the 60% design plans and anticipate the receipt of 90% plans in January 2015.
- 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 – April 2015, Procurement: TBD, Construction: TBD

- The survey work for the project area is complete. County staff met with Charlotte Engineering & Surveying to discuss design options. 90% design plans are expected in late January 2015.
- 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 have been reviewed. The 60% design plans are expected to be received in mid-January 2015.
- 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 the utility portion of the project and is working on technical specifications and bid items.
- This sidewalk project has been incorporated into the "GPC Bridge Rehabilitation - Sheehan Boulevard over Yale Waterway" project and has been re-assigned from Roy Benjamin to James Layport.
- 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 – 01/12/2015, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015
- The MSBU Committee met on December 4, 2014, and requested that the pathway be constructed of concrete instead of asphalt. Johnson Engineering has been advised and will revise the plans accordingly. Final construction plans and specifications should be received by mid-January 2015.
- 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 – 01/31/2015, Procurement Process: February 2015, Projected Start of Construction: May 2015
- The 90% plans have been reviewed and approved. We are expecting the 100% plans and technical specifications in January 2015.
- 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 is 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.
 - 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: Early 2015, 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:
 - Turf and landscape irrigation systems inspection was completed at: Charlotte Harbor Gateway; Melbourne Street bridge approaches; US 41 Revitalization Phase I and US 17 medians, via the County's first ever annual contract for irrigation services as necessary.
 - Mowing was completed at the County's 14 fenced retention pond sites.
 - Basic landscape maintenance was performed at: Charlotte Harbor Gateway/Melbourne Street bridge approaches; US 41 Revitalization Phase I; Manasota Key; Grove City Park and South Gulf Cove.
 - Pruning of Palms, via the County's annual contract, began along US 41 and at other main corridor locations throughout the County.
- Lighting Projects - Charlotte County CIP Projects:
 - Burnt Store Road Phase I – (Pedestrian features/preemption conflict with Seminole Gulf Railroad) Seminole Gulf Railroad submitted a quote for work to be done at the Acline Road crossing; the quote is under review by Public Works staff.
 - Burnt Store Road Phase III – Monitored contract work as roadway lighting and future communication conduits are installed. Inspections are on-going and staff is attending progress meetings.
 - Edgewater Phase II Construction – Staff attended the preconstruction meeting on Oct. 29, 2014; awaiting construction to begin in early January 2015.

- Electric Runs to Rotonda West Bridges – Installation of conduits and directional bores is complete. Lighting plans are in progress; 60% plans were reviewed and comments were provided to the project manager.
- Midway Boulevard Widening Project – Final lighting plans were received and are under review; Contract documents are also under review.
- US 41 Microtunnel Project – Lighting and fiber optic communication conduits had to be relocated a second time at the Elkcam Waterway due to conflicts with the guardrail location along US 41 southbound.
- Winchester Boulevard Project – The 90% lighting plans were received from the design firm and are under review. Pull boxes have been installed for both traffic lighting and communication conduits. Pull boxes are now being installed for street lights.
- Lighting Projects – Departmental Projects:
 - Completed preventative annual traffic signal maintenance at the following locations:
 - US 41 at Taylor Rd.
 - Kings Hwy. at Village Dr.
 - Kings Hwy. at Midway Blvd.
 - Kings Hwy. at Suncoast Blvd.
 - Reinstalled the school flashing beacons on Rio De Janerio at Mauritania Rd. and Constantine Rd.
 - Converted one school flashing beacon from electric to solar for Kingsway Elementary on Quasar Blvd. at Alward St.
 - As a result of two separate vehicle accidents, replaced pedestrian signal poles in the northeast and southeast corners of US4 1 at Harbor Blvd.
 - Performed routine street light maintenance countywide; 77 lights were repaired.
 - Replaced a section of faulty roadway lighting conductors along Veterans Blvd. between Loveland Blvd. and Peachland Blvd.
 - Installed a replacement decorative pole skirt on the mast arm structure at US 41 northbound and Marion Ave. due to damages sustained from a vehicle accident.
 - Work continues to combine fiber optic pull boxes needed for both the Lighting District and the IT Department eliminating one - thus lessening maintenance and materials.
 - Locates Performed
 - 205 requests for underground utility locates were received generating 86 tickets for locates.
 - Trouble Calls
 - 14 trouble calls received responded to and resolved.
- Maintenance & Operations:
 - December 2 – 9, 2014:
 - There were 62 new work requests for service during this time period. The calls were for drainage work, illegal dumping, brush cutting, asphalt repairs needed.
 - Drainage line & grade:
 - 16,250 SF in Greater Port Charlotte
 - 4,800 SF in Gulf Cove
 - 7,500 SF in Deep Creek
 - Major Outfall:
 - 5,800 SY in South County Stormwater Ditches
 - Small pipe install:
 - 240 LF in Greater Port Charlotte
 - Small Pipe Repairs:
 - 1 repair in Greater Port Charlotte
 - Catch Basin Repairs: 3 repairs in Greater Port Charlotte
 - Menzie ditch cutting:
 - 100,000 SF in West County Stormwater Ditches (Gulf Cove area)
 - 45,000 SF in South County Stormwater Ditches
 - Boom Mower:
 - Cut 14,827 CY on Neal Road
 - Cut 15,300 CY in South Punta Gorda Heights West
 - Cut 51,857 CY in Greater Port Charlotte

- Cut 7,700 CY in Boca Grande
 - Cut 17,500 CY in Rotonda Heights
- Culvert Cleaning:
 - 9 culverts in Greater Port Charlotte
 - 12 culverts in Gulf Cove
- Shoulder Repair: 1.8 miles in Road & Bridge North
- December 10-16, 2014:
- A total of 42 new requests were received related to brush, illegal dumping, asphalt repairs, and some drainage.
- Drainage line & grade:
 - 12,300 SF in Deep Creek
 - 5,582 SF in Greater Port Charlotte
- Major outfall: 6,990 SY in South County Storm Water
- Small pipe installs:
 - 236 LF in Greater Port Charlotte
 - 24 LF in Deep Creek
- Small pipe repairs: 1 repair in Greater Port Charlotte
- Menzie ditch cutting: 150,000 SF in West County stormwater ditches (Gulf Cove area)
- Boom mowing:
 - Cut 61,109 CY in Greater Port Charlotte
 - Cut 23,000 CY in Rotonda Heights
 - Cut 55,086 CY on Farabee Road
 - Cut 19,500 CY in South Punta Gorda Heights West
- Culvert cleaning: Cleaned 3 culverts in Greater Port Charlotte
- Cleaned 13 culverts in Gulf Cove
- Shoulder repairs: 2 miles on Road & Bridge North (Peachland @ Loveland)
- M&O Contracted Services:
- Vertical hedging moved into the Greater Port Charlotte Area and will be trimming over the next several weeks.
- Specialty Mowing of the medians and various locations is ongoing; they are currently in Greater Port Charlotte and will be moving to South County this week.
- Mechanical Street sweeping is underway in West County.
- December 17-30, 2014:
- A total of 36 new requests were received related to illegal dumping, brush, drainage, asphalt repair, collapsed driveway, driveway damage, and a road crossing pipe failure located at Joseph Street.
- Drainage line & grade:
 - 9,300 SF in Harbour Heights
 - 5,800 SF in Greater Port Charlotte
 - 7,650 SF in Northwest Port Charlotte
 - 6,000 SF in Gulf Cove
- Major Outfall: 4,250 SY in South County Storm Water
- Small pipe install: 280 LF in Greater Port Charlotte
- Menzie ditch cutting: 1600,000 SF in West County stormwater ditches (Gulf Cove area)
- 8,750 SF in Mid County Storm Water (on Kings Highway)
- Boom Mower:
 - Cut 42,925CY in Greater Port Charlotte
 - Cut 21,000 CY in Rotonda Heights
- Shoulder Repair: Maintained .8 miles of shoulder on Road & Bridge North (Midway/Harbor Blvd)
- Mosquito Control:
 - Number of acres treated:
 - Adulticide Treatment/ 0 (Aerial), 12,987 (Ground)
 - Larvicide Treatment/ 0 (Aerial), 2,000 (Ground)
 - Landing rate counts: 303
 - Trap counts: 0

- Citizen requests: 12
- Tire collection/source reduction: 1.62 tons
- Aquatic Vegetation Control:
 - Number of sites treated: 82
 - Wetland mitigation sites maintained: 1 sites treated
 - Number of sites inspected: 33
- 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 – Early 2015, Procurement: TBD, Construction: TBD
 - The design team surveyed the area. The 90% design plans are expected to be received by December 31, 2014. This project has been re-assigned from Tara Musselman to Roy Benjamin.
 - 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
 - The 30% design plans for the northern "on street" parking were received on Dec. 12, 2014, and are under review.
 - The 60% design plans for the Gulf Blvd. sidewalk were received on Dec. 31, 2014. A Community Meeting will be held at the Tringali Community Center on Wed., Feb. 4, 2015 at 6:00 p.m., to present the 60% sidewalk plans.
 - 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: TBD, Projected Start of Construction: TBD
 - 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 Nov. 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:
 - During the month of December 2014, the Charlotte County Solid Waste Division received the official recycling rate from the State of Florida for calendar year 2013. The recycling rate for Charlotte County came in at 45% for 2013, demonstrating the steady increase in the amount of recycling items being diverted from the landfill. During November and December 2013, Charlotte County distributed new recycling carts that had little effect on achieving the 45% recycling rate in 2013; however we anticipate the carts that were distributed at 2013 year end will have a significant positive impact on our recycling goals and results for 2014.
 - We measured the number of households participating in the recycling program in May of 2014 with an outcome of 77%. The set out rate was again conducted in November 2014 and the County saw a 5% increase to an 82% participation rate. Charlotte County plans on identifying areas that may not be participating to reach out to them with educational materials to further increase the participation rate. We look forward to the release of the 2014 recycling rates later this year and are confident that we will meet, if not exceed, the State mandated 2014 50% recycling rate.
- Traffic Signing & Marking:
 - Herbicide: 1,804 objects
 - Marine Signs Replaced: 49
 - New Signs Installed: 18
 - Raised Pavement Markers Installed: 0
 - Road Scraping: 2,600 (.5 miles)
 - Signs Inspected: 6,697
 - Signs Manufactured: 112
 - Sign Maintenance: 1,102
 - Speed Studies: 0
 - Striping: 136,299 feet (25.8 miles)
 - Traffic Counts: 32 stations
 - Trouble Calls (after hours) : 4
 - Video Turn Movement Counts: 0

Tourism

- Marketing/Advertising (Technical):
 - Heavy setup of Simpleview CRM.
 - Complete remapping of amenities system for accounts. Miles system did not import into tabs/groups... thereby making amenities confusing. For better partner interaction, redesign of this layout was necessary. By creating what would seem “a ludicrous level” of detail for some listing information (e.g. Marinas), we can actually capture a relatively un-tapped segment of google indexing. For example, if you searched “approach depth cape haze marina” or “approach depth gasparilla marina,” you would get the same site “activecaptain.com” as #1 organic result... a site that has actually bothered to document that level of detail, YET, isn’t really a site for searching because it really feeds and promotes a mobile app. In other words, a mariner searching for information about local marinas isn’t currently being marketed to, at least not from a destination standpoint. Expand that example into other types of businesses and it becomes clear that more drillable information is going to get Googles attention and expand SEO.
 - MAJOR TIME: Continuing heavy development work on CRM side of new website. Categorization also in progress – studying dozens of other top DMO sites determining what the best methodology is, will begin remapping 700+ accounts in the next weeks, as well as reaching out to larger partners to get the information in place.
 - Simpleview actually ahead of target to launch end of February, suggested a launch window of Early February...Will delay until next available “launch” window to give time for VCB to setup partner education meetings and complete remapping accounts. Better to launch in March with MORE material that has been reviewed than a simple reiteration of existing website. Simpleview trying to schedule as “launch week” is handled by a fairly large increase in specialized staff that handle launch and generally won’t launch new sites at the same time to keep launch smooth.

- Have outline of “How I think it needs to happen” process for VisitApps multi-DMO database integration, but awaiting vendor conference for finalization of process going forward. (This sounds simple, but building middleware to connect four independent data sources into one source and being able to keep one directional sync to the application database, while flagging changes for human follow-up-- is not as easy as it sounds. Once this is built, it would create an extremely powerful, multilingual listing application).
- Communication issue with receiving files from Simpleview caused slight delay in production. Issue has been on our end, I.T.s new security measure kicked the mail WITHOUT NOTIFICATION to Simpleview, we’re assuming because it contained it ZIP file. That being said, they (Simpleview) have still managed to gain ground on timeline, but it has caused delay on the VCBs part of being able to get partner data together.
- (I’m adding a personal, rather self-indulgent wish: Interns, and space for them to work, which I hope does not affect my evaluation negatively)
- Marketing/Advertising (Admin/Normal):
 - (Note some similarities from last month, but updated to reflect current status)
 - Built and presented tourism marketing/status update to Punta Gorda city council. The same base presentation will be used for the County Commission in January 2015, though material will be more over-arching and less Punta Gorda specific FUNWAY (uk): U.K. marketing multi-platform campaign continuing. Work with vendor to setup and approve artwork.
 - Discover America Inspiration Guide: 9 language magazine: Pre-press
 - Visit Florida Magazine: Pre-press
 - Food+Travel Quarterly: Flown / On newsstands
 - Food Traveler: Flown / On newsstands
 - TripAdvisor: UPDATED / Online Status: In flight. We are currently flying 2014 creative material, as it performed well, though we will want to look at new collateral closer to launch of the new website for creative match.
 - Other Electronic: UPDATED
 - Collinson (near definite): Pre-Roll video + inline content based
 - Pre-Roll video: If the viewer watches x% of the video, and no conversion takes place (conversion, in this case, would be sent to the VCB website) they are flagged for retargeting. The “x” in this formula would determine the cost- the higher the “x” – the more costly, BUT, that also indicates better qualification for that viewer. In retargeting, a strategy can be utilized with different messaging. Example methodology: Retarget impression 1, could be a Charlotte Harbor and the Gulf Islands banner ad with current weather conditions directly on top of the ad. Retarget impression 2 could be an offer from an area hotelier. Retarget impression 3 could be another Charlotte Harbor and the Gulf Islands banner ad with a stronger call to action (offers, etc.) - this would follow the viewer for a fixed amount of time. All of these retargeted impressions would be across the network Collinson covers, on many different sites.
 - Content: Essentially, content is placed in front of targeted eyes. This content is *native* on high-end sites, as opposed to a “you might also like” content link that we’re familiar with on many websites today. Click-through for this type of native content advertising is typically 5-10x higher than standard banner ads, and measurably higher than standard “you might also like” sponsored content.
 - Options:
 - Pulsepoint: Millennial style thinking in this company makes it a strong contender for content based advertising, however, a “less aggressive” targeted approach would need to be established.
 - Madden Media: Established, with solid knowledge of the industry, is getting aggressive in content advertising. Proven track record that, not surprisingly, comes with a high price tag. *Their current content campaigns are extremely visual and stunningly beautiful.*
 - Canada Calling: Status: In Flight – Radio show, with live reads several times per week and mini-10-15 features
 - Visitor Guide: Aqua still receiving material/changes from partners for Visitor Guide. This will inevitably delay rollout of 2015 guide.
 - Writers: New Content:

- Bonnie Gross: Florida Rambler (floridarambler.com) --reasonable costs, past performance as a tested FAM participant, and high connectivity to VisitFlorida and other news outlets make her an obvious choice.
- Others TBD
- Last month we looked at the extraordinary growth from summer 2013 to 2014, and the effect of re-allocating more funds towards summer marketing based strictly on TDT collections. Analyzing April-September 2013 vs. April-September 2014 visitation research, that result is emphasized:



- Graphics / Video:
- Planning (continuing) for Miles Media next run of video production for April 2015: 5 new videos, 3 non-English languages. Punta Gorda (3 videos) and Englewood (2 videos, to complement the already produced German Language from 2014)
- Marketing / Advertising (Social):
- Ran series of PG area Christmas photos. Performance was outstanding, with the high-performer being several photos of Fishermen's Village lit for the holidays, shot by Jerry Jones in-house. Results? Punta Gorda (locals) are incredible ambassadors for Punta Gorda. 29,728 reach, 3,084 likes (engagement), 517 shares, and 542 comments (heavy engagement). This indicates (not surprisingly) that the VCB needs to work on getting better Facebook engagement in Englewood to produce similar results, and generate more seasonal/event driven high caliber visuals for all of the area.
- Sports/Meetings/Leisure Tourism:
 - Met with Charlotte BMX and Community Services staff to go over all logistical aspects of the Sunshine State Association BMX State Qualifier.
 - Attended Florida Encounter, Visit Florida's meetings market trade show, which offered several networking sessions as well as the opportunity to meet one on one with over two dozen meeting planners representing the association, corporate, government, and incentive markets.
 - Compiled materials including photos, logos, and other content to be utilized in both the State of Florida Golf Guide as well as the Charlotte County Golf Guide.
 - Secured a vacation getaway at the Hyatt Regency Coconut Point Resort as the Grand Prize raffle giveaway for the 2015 Hands Across the Harbor event.
 - Solicited group lodging rates for the Charlotte Harbor Regatta and the Princess Classic Gymnastics Meet.
 - Met with both the new Director of Sales and General Manager of the Microtel Inn & Suites to tour the property's recent renovations and discuss various VCB programs and initiatives.
 - Coordinated an itinerary for the January 8 Florida Sports Foundation county-wide site visit.

- Film:

- Location Photography & Videos:

- Shot stills and video of Christmas light canal tour . . . Also shot twilight photos of Palm Island . . . I've been working to get photographs of area golf courses for the new golf guide the Bureau will be producing early in 2015. Have photos of most of the courses; still trying to connect with two remaining courses. Photos will have double duty for the gold guide and for our film photo database (Port Charlotte Golf Club pictured below)



- Inquiries:

- The Travel Channel was looking for independent hoteliers (owners/GMs) at interesting properties to be in a reality series. I forwarded that inquiry to about a half-dozen properties in the county, but am not aware of anyone who pursued it (Right, view of the beach on Manasota Key from the Wannabe Inn).
 - An independent producer needed beach bars and upscale resort for a feature. Sent pictures of several waterfront establishments and Palm Island Resort. Awaiting a response.
 - A “viral video” needed a “stereotypical Florida retirement



- community” with a pool and golf course. Of course, there are no stereotypical locations in this county, everything’s original. Nonetheless, sent a few pix of Rotonda Area, but did not receive any response.
 - Nestea Iced Tea commercial needed a tall waterfall; just couldn’t come up with one.
 - Battle Beat Productions was looking for a rugged landscape as a back-drop for an extreme race show. Forwarded pix of Babcock (pictured left, Babcock Ranch Tour Manager Cheryl Dierken and friend), but project went elsewhere.

- *Fat Guys in the Woods*, a show on the Weather Channel, needed a swamp that wasn't in a state park. Once again, submitted Babcock. Plan to shoot in February. We'll see.
- A travel series from a UK production house was interested in possible destinations to highlight, and particularly any financial incentives available. Sent some suggestions on destinations (beaches, harbor).
- A somewhat vague inquiry came through the state film office on behalf of a producer for "season two of their hit show." They want photos of small town coastal Florida. Sending Punta Gorda, Boca Grande.
- Public Relations and Communications:
 - Reviewed and edited two media releases prepared by the PR agency on the topic of 2015 sporting events and what's new.
 - *Article of note:*
 - As a direct result of the Charlotte Harbor Visitor & Convention Bureau coordinating and hosting Miami Herald Outdoor Writer Sue Cocking in October, an article on fishing the destination appeared in the Sunday, Dec. 7 print and digital versions of the paper in addition to some of the paper's sister sites. The Sunday edition of the paper has a circulation of 190,751 and the combined audience of the Miami Herald Media Company newspapers and websites is 1,526,859
 - <http://www.miamiherald.com/sports/outdoors/article4317074.html>
- Media Relations:
 - Scott Fais, Florida on a Tankful, Dec. 4 & 5 Florida on a Tankful, is a regular TV segment which airs on Bay News 9 in Tampa and News 13 in Orlando. Florida on a Tankful is aired on both stations as well as available On Demand through BrightHouse and aired in 11 million households from New York to Hawaii. During this visit Scott filmed segments on the Christmas Light Canal Cruise, Punta Gorda's bicycle paths and the City's artesian well. Christmas Light Canal Cruise in Punta Gorda. Following is a link to the Christmas Light Canal Cruise segment
 - (<http://mynews13.com/content/news/cfnews13/on-the-town/travel/florida-tankful.html>)
 - http://baynews9.com/content/news/baynews9/on-the-town/article.html/content/news/articles/cfn/2014/12/10/christmas_light_crui.html
 - Modern Day Moms, Dec. 5 – 7 (CANCELLED):
 - Jessica Sanderson, co-founder of the blog Modern Day Moms based in Sarasota, reached out to the Bureau about a visit. She was scheduled to visit the weekend of Sept. 27 – 29, 2013, however needed to postpone due to her daughter's illness.
 - VCB Media, Influencer & Meeting Planner Christmas Canal Cruise, Dec. 12:
 - A King Fisher Fleet vessel was reserved to charter a Christmas Canal Cruise to host media and influencers (bloggers, social media users) on Dec. 12. A total of 20 people attended the event which included members of the media attending the Holidays on the Harbor Media FAM.
 - Holidays on the Harbor Media FAM, Dec. 12 – 15:
 - To coincide with the VCB Christmas Canal Cruise on Dec. 12, a media familiarization (FAM) trip was planned for the weekend of Dec. 12 – 15. Activities focused on holiday-themed events in Punta Gorda including viewing Fishermen's Village Festival of Lights, the Christmas Light Canal Cruise, Charlotte Chorale Christmas Concert and Peace River Lighted Boat Parade. Six journalists participated. During the trip, Bob and Barb Epstein wrote and uploaded this post about the holiday feel in the destination. <http://aptravelnews.com/2014/12/punta-gorda-florida-a-very-merry-time-during-holiday-season-on-the-tropical-waters-too/>
- Media Planning:
 - Modern Housewife, Jan. 6 – 9
 - Jaymi Fillier, founder of the blog Modern Housewife based in Ontario, Canada, will visit the area with her family Jan. 5 – 9, 2015. Allegiant Air has worked with her in the past and they will provide her with airfare to visit Florida. In addition to Charlotte Harbor 7 the Gulf Islands, they will visit Central Florida.
- Social Media:
 - Maintained Twitter account by sharing local events and articles about the destination in addition to engaging Twitter followers. Beginning of December had 3,892 followers and Dec. 23 have 3,925. Twitter is a way to share items in 140 characters or less and people who follow the

account are specifically interested in what the Charlotte Harbor VCB account is posting (<http://twitter.com/chgiflorida>)

- International Marketing:
 - Florida Huddle, Jan. 14 - 16
 - Registered to attend Florida Huddle, the state's foremost travel trade event attended by domestic and international tour operators and journalists interested in doing business in Florida. The appointment show will be held in Fort Lauderdale.
- Industry Relations:
 - Attended:
 - VISIT FLORIDA Marketing Retreat, Dec. 1 – 3
 - VISIT FLORIDA Cultural, Heritage, Rural and Nature Committee Meeting, Dec. 3
 - Charlotte Harbor Environmental Center Membership Mixer, Dec. 11
 - Travel Rally Day, May 6, 2015:
 - As the Charlotte Harbor VCB's designated representative for the regional Travel Rally Day planning committee, will begin participating in Travel Rally day planning meetings in December. The actual date of the event is May 6 in Lee County. Collier County will host the event in 2016 and in 2017, Charlotte County will host it.
 - Travel Rally Day is a concerted effort to demonstrate travel's positive impact on local workers, businesses and economies and, on personal lives of travelers. Individual events are staged in cities nationwide during National Travel and Tourism Week. The goal of Rally Day is to unite the local travel community with its supporters and publicly represent the importance of travel to media and elected officials. Ref: U.S. Travel Association.
 - The first Travel Rally Day planning meeting has been postponed from December, to Jan. 8 to Jan. 23 in Fort Myers

Utilities

- Engineering Services:
 - 1,202 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 56 Residential Service Availability Letters Prepared; 4 Commercial Service Availability Letters Prepared; 33 Residential Service Applications Processed; 403 CIP inspections; 141 Developer Inspections.
- Business Services:
 - Web Services – VueBill (hosted by BillTrust). Currently 14,929 (23%) of our customers now receive their bill electronically representing a monthly savings of \$5,673 for a year to date savings of \$17,822 53% of our customers pay electronically.
 - 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 \$39,925. FY 15 total: \$126,673
 - Customers receiving Electronic Bill: 28% of all CCU bills.
 - North Port: 3,909 bills were processed resulting in \$798.64 in revenue. Total revenue collected YTD \$2,256.
 - Banner Upgrade: Migration has been put on hold until release of Version 4.4 which is to occur in January 2016. In the interim, staff continues testing the new system to ensure that the changes will work properly.
 - Accounts Receivable: the accounts receivable over 90 days went from 37.37% in November to 35.78% in December. The accounts receivable within 30 days went from 55.76% in November to 58.46% in December.
 - Telephone Activity: There were 10,897 calls presented in month of December vs 9,898 calls presented in November. The abandoned rate was 20% in December vs 19% in November. The average number of handled calls per month over the last 12 months was 13,227. Last month we only handled 5,589. The average speed of answer was 12.12 minutes in November and 14.41 in

December. Previous information on average call duration was on a system report that we have since found to be unreliable.

- Operations Division:
 - Treatment Facilities:
 - 187 preventative maintenance, 33 corrective, and 5 emergency work orders were completed.
 - Burnt Store RO: Completed installing stainless steel saddles and piping on all high service pumps' discharge air release valves.
 - Burnt Store WRF: Completed bearing replacement on #3 aeration blower and motor.
 - East Port WRF: Completed replacing high service and transfer pump level sensors from ultrasonic to transmitters due to persistent condensation errors.
 - Pre-Treatment: 71 monthly inspections, 26 re-inspections.
 - Reclaimed/Backflow: 207 residential cross-connection inspections, 12 annual backflow tests on lift stations, and 4 reclaim site maintenance/repairs were completed.
 - West Port WRF: Completed repair fabrications on #3 & #4 drum screen common effluent solids screw, saving \$9000 from manufacturer's quoted estimate.
 - Plant SCADA: Completed finalizing software upgrade modification licensure requirement costs with In-Source Wonderware operating systems.
 - Rotonda WRF: Completed bearing replacement on #2 aeration blower and motor.
 - 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: 98 isolation valves were located and exercised; 32 air release valves on force mains were serviced; 7 back-ups investigated and found to be customer problem; 7 backups investigated and found to be CCU responsibility requiring excavation and repair; 2 LPS blow offs were removed for Engineering as part of the Winchester extension; 15 manholes repaired by raising, sealing, or replacing the ring & cover; 1 mainline blockage was cleared; 8 more cleanouts were repaired to finish the repairs identified with the smoke test; 18 LPS service taps were installed for new construction; 9485 feet of 8" gravity sewer main was cleaned and televised for evaluation and 33 manholes were inspected through the process.
 - Lift Stations: Completed 96 Corrective maintenance work orders; completed 94 Preventative maintenance work orders; two lift station sites were evaluated for rehabilitation; new odor control polishing unit on-line at L/S #309.
 - Low Pressure Sewer: Total LPS calls 293; total PM's 43; replaced 1 failed tank; 3 mandatory tank installs completed; 5 I&I upgrades completed in the Oakley #72 Lift Station test basin by special projects team; 6 standard upgrades completed.
 - 3 employees completed their annual renewal of Confined Space Certification.
- Public Outreach:
 - CCU Facebook page has 100 likers to date.
 - Media Spokesperson for Bayfront Hospital wastewater manhole overflow. NBC 2 covered the event.

- Issued five press releases:
 - CCU Meeting Notice
 - Elkcam Blvd Road Closure
 - Hardship Program Funding
 - Facility Tours
 - Elkcam Blvd Road closure continued
- Attended & participated in the SWOT Analysis discussion meeting.
- Facilitator for CCU Hydration Committee planning meeting.
- Presented overview of CCU Hydration Program to CCU employees.
- Began planning of Water Reclamation Video with CCTV & Wastewater Division.
- Assisted with CCU charity collection by adopting three Charlotte county families recommended by Human Services. We provided over 150 presents and three catered holiday meals from Publix divided among the three families.
- Hundreds of bags of pet food, toys, and necessary supplies were also collected by CCU employees for the SunCoast Humane Society.
- Human Resources:
 - Total positions: 200. Vacant positions: 8
 - Selections made for 3: 2 Mechanics and 1 Water Plant Operator
 - Recruiting 4 positions: Dist. Service Tech, Treatment Tech, Design Technician and Engineering Locate Tech.
 - One position currently on hold for re-evaluation: Engineer I.
- PR/MRWSA Water Resources:
 - Water Demand in December was 26.08 MGD on average and water quality was good. There was 11.28 BG of water in storage at the end of December, representing 444 days of demands.
 - The PRMRWSA Board met on Dec 3rd. New Interlocal Agreement and Resolution Revising Cost Allocations for Rebuild and the Refunding of 2005 Bonds were approved. Legislative Priorities for 2015 were identified and approved.
- Regional Reclaimed Water Expansion Phase 2:
 - *Pumping Station (Stage 2):* On December 1, 2014 Engineered Fluids submitted a Ganged Alarm Fault summary which was approved by CCU's consultant, Stantec, on December 2nd. On December 4th TLC Diversified submitted revised As-Built plans which were marked up and returned to the contractor on December 9th. Subsequent submittals occurred on December 15th and 18th and the As-Builts were finally approved on December 19, 2014. The contractor's surveyor George F. Young submitted final signed and sealed as-built plans and the CADD file on CD on December 23, 2014. Only one item remains on the punch list which is expected to be completed the first week in January 2015. Once this item is 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:
 - Consultant working on follow-up actions identified during 50% plan review for reclaimed water portion of East Port WRF expansion; follow-up on modeling efforts required to be held in January.
- 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 24 panels, will continue to complete as more property owners respond to questionnaire for siting systems.
 - 11 LPS tanks completely installed by in-house staff.
 - Permit received for additional stormwater sewer crossing at Harper and Melbourne. Contractor to complete work in January.
- East & West Spring Lake Wastewater MSBU:
 - Bids received Dec.10th and staff evaluating bids and performing value engineering. Will seek board approval to negotiate with contractor in January or go back out for new bids.
 - Draft Scope of Work for second TMDL grant agreement to be sent to FDEP in January. 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 January.