

Charlotte County
Board of County Commissioners
Staff Report
January 2015

Budget & Administrative Services
Budget Department/Fiscal Services Division

- Grants Support:
- Human Services Grants:
 - Staff met with the Representative from Five Points Software to work out issues with the Client Invoice Copayment System in the Case Management Revolve Software System. Fiscal Staff have been trying to reconcile the invoices in this system but there were some glitches. The vendor was able to correct some glitches in the system and the invoices have been mailed out to the clients.
 - Staff member taught a class at this session of the Crisis Intervention Training (CIT) that Charlotte Behavioral Health Care put on for the Charlotte County Law Enforcement Officers in January. This is a week-long certification course that Law Enforcement goes through to learn how to deal with Crisis Situations brought on by citizens affected by mental health or substance abuse issues. Several Fiscal staff members also attended the Officer's CIT Graduation Luncheon.
 - Prepared for and held the Quarterly Business Meeting with our Department. Also worked with our Department throughout the month to assist them with their two-year County Budget preparation.
 - Reports were submitted to the Area Agency on Aging for reimbursement for the monthly Human Services Senior Reports. Community Care for the Elderly (CCE), Alzheimer's Disease Initiative (ADI), Older American's Act (OAA) IIIB and Title III E, and Home Care for the Elderly (HCE) totaling \$72,123.16.
 - Quarterly expenditure and performance reports were submitted to the Office of the Department of Justice for the Federal Edward Byrne Memorial Justice Assistance Grants (JAG) on behalf of the Charlotte County Sheriff's Office, Punta Gorda Police Department (PGPD), Court Administration, and Human Services Department. The PGPD had expenditures totaling \$3,013 this quarter on award number 201-DJ-BX-0307. Award number 2013-DJ-BX-0290 had no expenditures for this reporting period.
 - Quarterly expenditure and performance reports were submitted to the Florida Department of Law Enforcement for the State Edward Byrne Memorial Justice Assistance Grants (JAG). The Award 2015-JAGC-CHAR-4-R3-110, Human Services Department, and the 2015-JAGC-CHAR-5-R3-178, Court Administration, had no expenditures for this reporting period.
 - The Emergency Solutions Grant monthly reports were prepared and submitted to the Department of Children and Family Services. The reimbursement request totaled \$9,925.25.
 - The annual County Government Health and Human Services Survey for Fiscal Year 2014 was completed and submitted to the Human Services Department. The objective of the survey is to compile the total general fund dollars expended by Florida Counties in support of the human services and health systems in our communities. This information will be used by the Florida Association of Counties, Boards of County Commissioners, County Managers, County Staff and others to educate the legislators of the State Mandates placed on counties. It also illustrates how counties provide local community services and serve as a benchmark to see how the services they provide compare to other counties.
 - Low Income Home Energy Assistance and Community Services Block Grant funds were received in the amounts of \$28,479 and \$10,696 respectively from the November 2014 reports submitted.
 - Received notice that the LIHEAP award for FY15-16 is \$344,376.
 - Staff participated in a webinar focusing on the new reporting requirements for LIHEAP. The new reporting requirements apply to both fiscal and program reports.

- Staff member participated in two webinars this month outlining the closeout process for NSP grants. The closeout process is almost complete for the NSP1 grant, and the closeout process is underway for NSP3.
- Staff member attended the quarterly Affordable Housing Advisory Committee (AHAC) meeting held on 1/21/2015. Topics discussed at the meeting this month were the status of Charlotte County's SHIP funding, the status of Charlotte County's rental properties and presentation of reports from Charlotte County Habitat for Humanity and the Punta Gorda Housing Authority.
- Staff member participated in a conference call with the U.S. Dept. of Housing and Urban Development (HUD) on 1/16/2015. This conference call served as a readiness check for the NSP3 closeout process. HUD staff determined from this call that Charlotte County is ready to proceed with the NSP3 closeout process.
- Transit Grants:
 - On 1/26/15, the Board of County Commissioners approved three Federal Transit Administration Grant applications; Section 5310 New Freedom (\$57,500.), Section 5311 Rural (\$85,855.) and Section 5339 Bus and Bus Facilities (\$ 475,592.).
 - The annual National Transit Database (NTD) report was completed. Annual NTD reports summarize transit service and safety data collected during the year. These reports are submitted to the Federal Transit Administration who report to Congress for review and use in assisting any level of government in making public investment decisions.
 - The quarterly fiscal reports were prepared for the Transportation Local Coordinating Board (LCB) providing information on Transportation Disadvantaged transit activities. Staff attended the LCB meeting and was available to answer questions regarding the reports.
 - The quarterly reporting (Federal Financial and Milestones) for the Section 5307 Transit grants was completed.
- Public Safety Grants:
 - Received a total of \$610.03 in grant reimbursement claims:
 - \$610.03 from State of FL for HazMat grant
 - Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPG (operating) grant agreement 15-FG-4D-09-18-01-075 for the period of October 1, 2014 through December 31, 2014. The reimbursement request for the quarter totaled \$17,442.99.
 - Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPA (labor) grant agreement 15-BG-83-09-18-01-008 for the period of October 1, 2014 through December 31, 2014. The reimbursement request for the quarter totaled \$26,027.56.
 - Prepared and submitted Detail of Claims Form and Reimbursement Request Form to DEM for the HSGP HazMat grant agreement 14DS-L5-09-18-01-466 for the period of October 1, 2014 through December 31, 2014. The reimbursement request for the quarter totaled \$4,566.19.
 - Prepared and submitted Financial History and Quarterly Status Report Forms to DEM for the HSGP Emergency Management Training grant agreement 14DS-L5-09-18-01-324 for the period of October 1, 2014 through December 31, 2014. There were no funds expended during the quarter for this grant.
 - January 13, 2015, BCC approved the grant agreement for a State Homeland Security Grant with Florida Division of Emergency Management in the amount of \$16,000. Funding will be used to conduct training programs with local agencies.
 - January 27, 2015, BCC approved the grant award for the E911 State Grant with Florida E911 Board in the amount of \$277,655. Funding will be used to upgrade the 911 telephone system.
- Road Grants:
 - Invoiced a total of \$660,916.63 as follows:
 - \$602,331.94 to FDOT for Winchester South road construction
 - \$ 9,072.47 to WCIND for marine marker maintenance
 - \$ 49,512.52 to the City of Punta Gorda for traffic signal maintenance
 - Received a total of \$174,037.52 as follows:
 - \$163,475.55 from FDOT for Burnt Store Rd Phase 3 construction
 - \$ 9,072.47 from WCIND for marine marker maintenance
 - \$ 1,489.50 from FDOT for Gasparilla Rd construction.

- WCIND Grants:
 - Requested \$75,000 reimbursement from WCIND and Boaters Improvement Fund Marine Advisory Committee grant activity in the first quarter of FY2015.
 - The FY2016 Marine Advisory Committee grant applications were posted to the Web and the applications have started coming in. There is approximately \$750,000 in Marine Advisory Committee grants available for distribution to the approved applicants. February 5, 2015 is the deadline for turning in the applications to Fiscal Services. These applications are scheduled to be presented to the Marine Advisory Committee Board on March 12, 2015.
- Library Grants:
 - None
- Historical Center Grants:
 - None
- Criminal Justice Reinvestment Grant:
 - None
- Justice and Mental Health Collaboration Grant:
 - Completed the financial and the performance measure reports due for quarter 1 for this grant. Met with administrative staff and was informed that the mental health expansion is ahead of schedule on goals and timelines
- MISC Grants:
 - None
- Operating, Capital and Accounting Support:
- Accounting/Billing:
 - Invoiced a total of \$117,205.09 for Public Safety:
 - \$101,430.00 for FY15 radio subscriber tower service (external customers)
 - \$1,912.50 for EMS standby charges
 - \$13,104.00 for lease of Station 7
 - \$758.59 for Emergency Vehicle Repairs
 - Prepared journal entry for FY15 radio subscriber tower service (internal customers) in the amount of \$327,240.00
 - Received a total of \$13,104.00 for Public Safety:
 - \$13,104.00 for lease of Station 7
 - EMS Refunds - processed 48 refunds for overpayments received by ADPI totaling \$12,276.06 for December.
 - Prepared tax distribution spreadsheet for special assessment fees to Little Gasparilla Island Fire Unit for December in the amount of \$105,682.99.
 - Began planning the transition in the Realignment of the Fiscal Services Division for operations and CIP.
 - Reviewed financial information from KPMG for Utilities Operational Audit.
 - Reviewed loan documents from FDEP for execution by the Board in February for the construction of East West Spring Lake Sewer Expansion project.
 - Worked with departments on operating and CIP budgets for the next two year budget cycle.
- Budget Support:
 - Worked with departments in preparing information for budget worksheets
 - Prepared several project adjustments for road projects moving ROW costs to the ROW task. Closed the incorrect task in the Project Module.
 - Prepared CIP/budget adjustments for two new projects: one to add the US 41/SR 776 Gateway, and another to start design of a landscape buffer along Burnt Store Road using reserves in the Burnt Store Village MSBU.
 - Assisted department managers with completing CIP sheets and entering budget information for FY16 and FY17 for Fire, EMS, Emergency Management, Animal Control, and Radio Communications.
 - Departments have submitted their budget prep worksheets for their FY15/16 and 16/17 budgets.
 - First Quarter Budget Adjustments went to the board and were approved on January 27, 2015.

- Department Specific Support:
 - Finalized the labor distribution journal entries for Real Estate Services for PPs 3-4, 5-6, 7-8.
 - Prepared for and attended a meeting with Administration and Public Works regarding next steps to prepare for a Workshop with the BCC on MSBUs with no committees, to be held the afternoon of February 17, 2015
 - In preparation for the 2/17/15 BCC workshop, and as discussed with Administration:
 - edited multiple MSBU paving CIP to adjust to the new proposal from Public Works
 - adjusted EAMS work plans
 - prepared amortization schedules for 10, 15 and 20 year pay-back scenarios
 - determined the amount of rate increase and adjusted Excel worksheets accordingly
 - prepared a PowerPoint presentation from the information accumulated for 15 MSBUs with no committees.
 - sent the presentation to Public Works for review and comment.
 - Attended a meeting with Public Works regarding the revised engineer's estimate of probable cost for Midway Blvd widening, and adjusted the proposed FY16 CIP.
 - Analyzed proposed contracts for paving and rejuvenation to ensure adequate budgets are in place.
 - Attended meeting and site visit from EMS billing vendor to discuss status of ACHA audit – claim offset status, call center customer service, insurance payments, self-audit for level of service billing, and 2015 EMS business review.
 - Assisted EMS in completion of grant acceptance and board agenda for EMS County Grant combining 2 years of funding (2013-2014 and 2014-2015) and prepared the accompanying budget adjustment.
 - Assisted Radio Communications with annual radio subscriber counts (2,385 total) and updated billing information for the participating departments.
 - Assisted EMS and Human Services with identifying program parameters for the establishment of an Ambulance Fee Waiver Policy. Responsibilities were assigned for creating forms, patient letter, MOU between Human Services and EMS, establishing database for tracking applications/approvals/denials, application process, prescreening checklist, list of required documents, appeal and grievance policy, and verbiage for program information on final invoices and collection notices.
- Financial Reporting:
 - Updated SharePoint reports with December financial information (Projected Revenue & Expense, Fund Rollup, Department Rollup)
- Analytical Support:
 - For WCIND, year to date expense by Public Works staff showed pending overages in several WCIND projects. Analyzed pending expenses and adjusted projects by reassigning work orders, requesting change orders on open purchase orders that had not yet been paid to realign costs in order to not exceed the WCIND allocation.
 - Performed an analysis of the telephone account for multiple divisions in Public Works that acquired GPS units mid-year in FY14. The initial proposed budget amount for FY16 and FY17 would have been inadequate without analyzing full year's costs of the GPS units.
 - Analyzed and prepared adjustments to the monthly projections report for Public Works. It was noted that several budgets for salaries in the current year appear inadequate and adjustments may need to be made.
 - Prepared and reviewed revenue budgets to support the Enterprise Funds.
 - Evaluated the need for a rate adjustment in the Sanitation District.
 - Reviewed the Peace River Budget adjustment for 2015 for debt savings and the '91 Rebuild Project.
 - Attended the Restore Act Deepwater Horizon Litigation Webinar. The upcoming phase 3 of the trial will determine the Clean Water Act civil penalties to be paid by BP and that can range between \$4 billion and \$18 billion.
 - Provided land use and rate schedule changes to the Impact Fee Consultant for the finalized Master Fee schedule needed for the upcoming Board workshop. Attended the Board's January workshop and produced a 3 Year Phase in Rate Schedule to agree with the Board's decision.

Attended Board Agenda Meeting and the Board decided to reverse the prior decision to phase in rates over a 3 year period.

- Reviewed the draft report of the CCU audit submitted by KPMG.
- Reviewed Legislative Impacts on the Assessment of Non-residential Farm Building and provided administration with the possible impacts.

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- No information to report.

Purchasing

- Pre-bid meetings held:
 - 14-254 Charlotte Harbor Gateway Harborwalk Improvements
 - 15-100 Playground Mulch – Annual
 - 15-099 Pool Chemicals – Annual
 - 15-143 Ridgley Circle Potable Water & Sewer
 - 15-059 Tree Trimming and Removal – Annual
- Bid openings held:
 - 15-092 Grass Parking Lot Improvements
 - 15-100 Playground Mulch – Annual
 - 15-099 Pool Chemicals – Annual
 - 14-254 Charlotte Harbor Gateway Harborwalk Improvements
 - 15-059 Tree Trimming and Removal – Annual
 - 15-143 Ridgley Circle Potable Water
 - 15-075 Port Charlotte Monument Improvements
- Quotes due and received:
 - 15-116 Water Main Extension – Hoffer Street
 - 15-057 Athletic Marking Dust – Annual
 - 15-104 Fire Sprinkler Inspections – Annual
 - 15-151 Piling Removal & Light Tower Installation – Stump Pass
 - 15-167 Helicopter Painting
 - 15-166 North Charlotte Regional Park Stormwater Modification
 - 15-157 Tile Flooring – Tringali
 - 15-058 Glass Spheres – Annual
 - 15-159 Airboat, Motor, Spray System, Tank & Trailer
 - 15-172 Curbside Book Returns and Carts
 - 15-177 Cart Mounted Ground Penetrating Radar
- Pre-submittal meetings held:
 - 15-118 Burnt Store Brackish Groundwater Wellfield Study
- Work orders due and received:
 - 15-148 Regulatory Compliance – Water
 - 15-153 Regulatory Compliance – Wastewater
 - 15-156 Chamberlain Lift Station
 - 15-160 Gertrude Reclaimed Pump Station
 - 15-163 Gulf Cove Myakka Crossing
 - 15-162 SR 776 Myakka Crossing

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. A water retention site may also be required.

- Surplus Property Disposal – We are working on a list of properties to be considered for disposal in the spring. This list will be brought to the BCC in a few weeks.
- Customer Satisfaction – Our survey of internal customers has shown that our Division has a high customer service rating. Several staff members continue to participate in the customer service sessions with Mr. Marlow.
- Release and Occupation of Easement Program – With approximately 60 new applications to date, 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 – With the approval of the Florida Scrub Jay Habitat Conservation Plan by the U.S. Fish and Wildlife Service, we will work with Natural Resource and Legal staff to plan the habitat land acquisition process.
- 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. 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. 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) – The BCC approved the acquisition of easements on a voluntary basis. Staff participated in a meeting with the Parkside CRA to discuss the project details and to work in a cooperative manner. We will be contacting the affected property owners shortly.
- Vacant land next to Justice Center – We have received a second appraisal and that information has been provided to Administration.
- FDOT Rest Area – Jones Loop Road and I-75 – We are working to assist in the acquisition of the property from the State of Florida.
- Murdock Village – We are continuing our monthly inspections to monitor our holdings at that location. The BCC approved using 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.
- Review of CIP Projects – We have concluded our review of CIP projects and have sent recommended changes to Fiscal staff.

Community Development

- The Building Division:
 - Single Family home permits were down at 47 compared to 68 in December. However, this is up from 30 in January 2013. Permitting revenue is also higher than both last month and the same period last year. Permitting timescales continued to be a challenge in January with a combination of high volumes and staff vacations delaying some permit reviews. Both code enforcement and contractor licensing continue to be very busy and are working hard to address the level of complaints coming in.
 - Charlotte County and the City of Punta Gorda staff participated in a technical update meeting hosted by FEMA regarding the ongoing coastal flood zone remapping study for Southwest Florida. This study began in 2013 and will take approximately four to five years to complete and is utilizing advanced technology, mapping and data modeling data to accurately map the impact of coastal flooding during a tropical storm or hurricane. This is the first time such a meeting has been held by FEMA during this project and is a direct result of Charlotte County and the City of Punta Gorda's unique approach to be proactive in advocating for our citizens. The County and the City have jointly hired a team of experts to assist them with the highly technical and specialized data produced by FEMA as part of this project, add to this data where they can and highlight potential issues as they arise rather than waiting for the official release of the maps. More information about this project can be found on the County's website at <http://www.charlottecountyfl.gov/dept/commdev/Documents/CharlotteCoRiskMAP.pdf>
 - Charlotte County Licensing Investigators have worked collaboratively with homeowners to obtain restitution totaling over \$10,000 for two homeowners in Charlotte County. In both cases, the licensed contractors had taken deposits from the homeowners and in the first case, the contractor completed the work without obtaining the permit and then was unable to obtain the permit and in the second case, had failed to commence work within 30 days of receiving a deposit of more than 10% of the value of the work to be done. Although unlicensed contracting continues to be the main challenge faced by Charlotte County, we do have some licensed contractors who fail to follow their obligations. To file a complaint against a contractor or report unlicensed activity, please visit our web site at www.charlottecountyfl.gov or contact 941.743.1201

Item	Total FY2014	Jan-14	Jan-15	FY14YTD	FY15 YTD
Single Family Permits Issued	551	30	47	138	231
Multi Family Permits Issued	0	0	0	0	1
Commercial Permits Issued	40	4	1	18	29
All Other Permits Issued	17181	1299	1413	5016	5707
Customers Served	24045	2112	1998	7809	7541
Inspections	55832	4632	4909	17968	19225
Permitting Revenue	\$2,814,423.00	\$225,271.00	\$249,863.00	\$817,715.00	\$1,179,022.00
Permitting Expenditure	\$2,236,389.00	\$144,189.00	\$202,546.00	\$900,114.00	\$729,213.00
Code Enforcement Revenue	\$1,018,597.00	\$67,899.00	\$82,793.00	\$333,529.00	\$345,627.00
Code Enforcement Expenditure	\$1,652,671.00	\$106,296.00	\$125,358.00	\$659,531.00	\$444,366.00
New Complaints Received	1235	43	32	251	217
Code Cases Initiated	3079	253	341	937	818
CEB Cases Heard	574	0	32	152	114
Citations Issued \$ Amount	\$151,000.00	\$15,000.00	\$4,000.00	\$50,000.00	\$22,000.00
New Contractor Licenses Issued	16	3	3	7	9
Contractor Licenses Revoked	7	2	1	5	3

- The Planning and Zoning Division:
 - 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. A roundtable meeting to develop appropriate land development regulations to implement the revitalization plan

was held on January 26, 2015 and the results are being used to refine the proposed LDRs. Another roundtable will be held on February 23, 2015 to discuss and further develop the LDRs. Both the Revitalization Plan and the LDRs will be taken forward for adoption at the same time, later in 2015.

- Charlotte Harbor CRA:
- The Charlotte Harbor Community Revitalization Plan has been prepared and the transmittal hearing process began at the January 12, 2015 meeting of the Planning and Zoning Board. It will continue at the February 24, 2015 BCC land use meeting. Amendments to the land development regulations will follow soon after adoption of the plan amendments.
- Manasota Sandpiper Key Architectural Review Committee:
- The Committee met on December 3rd and December 17th. The following projects were presented to the ARC:
 - 2609 N. Beach Road – The Waves – new 5-unit condo building
 - Comments: Recommended approval
 - 1840 Gulf Blvd. – house addition
 - Comments: Recommended approval
 - 1820 Gulf Blvd. – house addition
 - Comments: Recommended approval
 - 5086 N. Beach Road – pool
 - Comments: Recommended approval
 - 2779 N. Beach Road – variance for a dock and lift
 - Comments: Recommended denial
- Little Gasparilla Island Community Plan:
- No new updates at this time.
- Grove City Community Plan:
- No new updates at this time.
- 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 were presented to the Planning and Zoning Board on January 12, 2015, and will be presented to the BCC for adoption on February 24th:

- 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 2 petitions in January:
 - 1 Final
 - 1 Project Conference
- Board of Zoning Appeals:
- The Board of Zoning Appeals heard the following petition on January 14th, and made the following decisions:
- Petition No. SE-14-010:
 - A request by Michael Haymans, agent for S&S Money Auto Repair, for a special exception to allow expansion of a lawfully existing conforming use, consisting of an outdoor storage yard for customer vehicles and rental trucks and trailers, to property which is abutting the existing use, in the Charlotte Harbor Coastal Residential-3.5 (CR-3.5) zoning district, located at 23371 Harborview Road, in Charlotte Harbor, was continued to a future BZA meeting date
- Petition No. SE-14-021:
 - A request by Margarita Voss, agent for Voss Enterprises LLC, for a special exception to allow a micro-distillery in the Commercial Intensive (CI) zoning district, located at 25522 Marion Avenue, Punta Gorda, 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 January 12th, 2014.
- Petition No. SV-14-11-02:
 - Safe Cove, Inc. is requesting to vacate a remnant of Apperson Circle (platted Apperson Road), in Port Charlotte Subdivision Section 85, as recorded in Plat Book 6, Page 60N, of the Official Records of Charlotte County, Florida. The site is 0.086 acres, more or less, and is located east of Winborough Drive, north of Robin Road, south of Appleton Boulevard, and west of the Santa Cruz Waterway, Section 29, Township 41S, Range 21E, in Commission District III.
Board Recommendation: Approval
- Petition No. PA-14-11-17-LS:
 - Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity for review and comments; the request is to amend the Future Land Use (FLU) Element, FLU Appendix I: Land Use Guide, FLU Appendix II: Future Land Use Map Series, and FLU Appendix IV: Revitalization Plans to create the Charlotte Harbor Community Revitalization Plan; Petition No. PA-14-11-17-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
Board Recommendation: Approval
- Petition No 14-04-04-LS.
 - Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the State for review and comments; the request is to amend the Future Land Use Map designations of various properties in the Charlotte Harbor Community Redevelopment Area; containing 83.92± acres; Petition No. PA-14-04-04-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
Board Recommendation: Approval

- Petition No. 14-09-14:
 - Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) for review and comments; the request is 1) to amend FLU Appendix I: Land Use Guide by revising the Mineral Resource Extraction (MRE) Future Land Use Map (FLUM) category, amending the “Requirements of the Plan Amendment” and the “Special Provisions” subsections of the MRE FLUM category; replace the term “Group III excavation(s)” with “Commercial Excavation(s)” in the County’s Comprehensive Plan; 2) to amend FLUM Series Map #24: MRE Prohibited Locations to correct scrivener’s errors; Petition No. PA-14-09-14-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
Board Recommendation: Approval
- Unified Land Development Code Revisions, Phase II:
- 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.
- Revisions to the Manasota and Sandpiper Key Zoning District Overlay
 - Board Recommendation: Approval
- Board of County Commissioners Land Use:
- The Board of County Commissioners heard the following petitions January 27th, 2014.
- Petition Number PV-14-10-01
 - Approve a resolution granting a Plat Vacation to Kendall and Tracie Baird.
 - Board Decision: Approval
- Petition Number PA-14-09-14 Revisions to FLU Appendix I: MRE & FLUM Series Map #24
 - Transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) for review and comments; the request is to 1) amend FLU Appendix I: Land Use Guide by revising the Mineral Resource Extraction (MRE) Future Land Use Map (FLUM) category, amending the “Requirements of the Plan Amendment” and the “Special Provisions” subsections of the MRE FLUM category; 2) replace the term “Group III excavation(s)” with “Commercial Excavation(s)” in the County’s Comprehensive Plan; and 3) amend FLUM Series Map #24: MRE Prohibited Locations to correct scrivener’s errors. Applicant: Charlotte County Board of County Commissioners; providing an effective date.
 - Board Decision: Approval

Community Services

- Administration:
 - Administrative staff answered and fielded 173 telephone calls, responded to 20 webmail inquiries, processed 4 citizens action forms, 1 accident and 4 incident reports, 3 damaged and missing items reports, distributed 6 press releases
 - Supported 2 Advisory Boards, Safety Committee
 - Promotional and Marketing Activities:
 - Total Marketing Pieces 6,147 (flyers, program guides, postcards, bookmarks, posters) distributed
 - Completely exhausted all 15,000 copies of The Guide (Activities, Programs, Facilities)
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page Current reach - 587 Page Likes, 5,662 impressions

- Meetings:
 - Employee Appreciation Committee
 - Youth Sports Council
- Parks and Recreation Master Plan:
 - Steering Committee meeting at Tringali Library 1/20/15. Next meeting scheduled 2/17/15 at South County Regional Park classroom at 3:00 PM.
 - Weiler Engineering to discuss the process at the February joint meeting of the Parks and Rec Advisory Board, MAC, Beaches and Shores
- Playgrounds – Playgrounds ordered, Purchase Orders issued for Bissett, Higgs, Kiwanis and Englewood East Parks
- Seasonal Concessions:
 - Englewood Beach:
 - Hot Dog Cart – Yank’s Franks
 - Yoga – Loving Light Healing Center
 - Beach Chairs/Umbrellas/Scooter Rental – Englewood Florida Scooters
 - Yes Man – coconut water and fruit drinks
 - Port Charlotte Beach – Shaved Ice Vendor
- Libraries & Historical Monthly Report:
 - 64,904 visitors for the month of January (increase of 15,636 over December)
 - 8,193 people used computers an increase of 1,690 over December
 - 1,540 adults and teens attended 95 library programs in January, financed by the Friends of the Library
 - 478 children attended 29 programs also financed by the Friends of the Library.
 - 164 volunteers worked 1,672 hours at libraries
 - 820 patrons requested PC assistance an increase of 169 over December
 - Circulation for January was 77,988 an increase of 11,599 over December
 - Historical's move is scheduled as follows:
 - Jeff & Bryan to install rolling carts at Grace St. Feb. 5
 - JM Todd to move copier Feb. 6
 - IT to move phones & computers Feb. 10
 - Atlantic relocation to move remainder of items to Grace St. Annex Feb. 11
 - Jeff & I will go through Historical center for last walk through by Feb. Feb. 18
 - All keys for the Historical Center building will be turned over to Tommy by Feb. 20
- Charlotte Sports Park:
 - The Charlotte Sports Park staff conducted the final round of Event Specialist interviews on 1/19/15.
 - A total of 60 Seasonal Event Specialists and three (3) Seasonal Event Specialist Coordinators have been hired to work the 2015 Spring Training Season.
 - Port Charlotte Beach Pool:
 - 637 paid admissions
 - 241 Pass holder visits
 - 349 Water Aerobics participants
 - Staff spent an estimated 30 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms
 - Oyster Creek Regional Park Pool:
 - 442 paid admissions
 - 609 pass holder visits
 - 395 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
 - Staff spent an estimated 50 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.

- Staff spent an estimated 42 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- South County Regional Park Pool:
- The pool reopened on January 17, 2015 after being closed on November 16, 2014 for necessary renovations and repairs.
- 101 paid admissions
- 240 pass holder visits
- 28 water exercise participants
- The Charlotte County Blue Fins held 8 swim practices resulting in approximately 640 “splashes”
- Charlotte County Fire/EMS held 1 training with 4 participants.
- Staff spent an estimated 35 hours performing In-service Lifeguard training skills such as First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 70 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Charlotte County Community Services has partnered with the Charlotte County School Board and was staffing Port Charlotte High School swimming pool weekends from 12pm to 4pm while the pool is being repaired and renovated. Port Charlotte High School Pool was utilized the first two weekends of the month.
- Recreation:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 8,200 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,828 with 4,100 touches combined. Recreation facilities were rented 39 times achieving a rental attendance total of 2,848 people.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 1,311 hours in the month of January. An estimated 1,035 local athletic participants visited County facilities. Activities included Youth Baseball, Youth Swimming, Youth Soccer, Youth Softball, Youth Inline Hockey, Youth Horsemanship, Adult Soccer, Adult Tennis, Adult Disc Golf and Adult Semi-pro Football.
 - Charlotte BMX hosted a State Invitational Jan. 2-4 at Carmalita Park (Approximately 570 riders – 2,000 plus visits)
 - Southwest Florida Disc Golf Tournament Jan. 24-25 at North Charlotte Regional Park (Approximately 50 participants)
 - Florida Veteran’s Semi-Pro Football Game Jan. 24 at Franz Ross Park (Approximately 150 visits)
- Extension Services:
 - Administration:
 - Meetings/Reporting:
 - State Agricultural Response Team (SART) Training – January 12th -14th – Orlando, FL
 - South Central Monthly CED Polycom Meeting – January 26th – 1 pm
 - Managers Meeting – January 20th – 10 am
 - Managers Meeting – 3 to 5 pm – January 6^h
 - All-Staff Meeting – 8 am – January 23rd - Mid-County Regional Library
 - Division Presentation Budget Prep Forms for discussion – Extension - Charlotte Sports Park – 2 pm – January 21st.
 - Agriculture and Natural Resources Advisory Committee (ANRAC) – 9 am - Murdock - Building Construction Services Conference Room – January 8th
 - All-Staff Meeting – January 23rd - Mid-County Regional Library – 8 am
 - Extension Staff Meeting – January 27th – 3 pm
 - County Bank Reports Submitted – January 30th
 - Website Hits: Website 3,506 page views Innovation
 - Facebook® Page - Charlotte County Extension data: Facebook: 1,079 likes, 898 visits Innovation (Mitchell, Schumaker)

- Sea Grant:
 - Publications:
 - Staugler, E.A. 2015. "Big Old Fat Fecund Female Fish", EAS_010515_01, UF/IFAS Extension Charlotte County. Factsheet 2pp.
 - Staugler, E.A., B. Flagg, A. Stevens, and T. Ankersen. "A Community Guide to Developing a Managed Mooring Field", PowerPoint 43 slides.
 - Struve, J., C. Crandall, J. Dutka-Gianelli, J. Hazell, B. Staugler, K. Leber, and K. Lorenzen. 2015. "Place-Based Fisheries Forums Taking Off in Charlotte Harbor and Sarasota Bay" in Waterworks, UF-IFAS FAS, January 2015. Pg. 6.
 - Staugler, E.A. 2015. "Good Boating Doesn't Just Happen" in Waterline Magazine, January 29, 2015.
 - 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:
 - 1/8 - Fisheries sampling with FWC-FWRI in Charlotte Harbor
 - Outreach Programs:
 - 1/22 - Facilitated Fisher Forum at Laishley Marina
 - 1/9, 16, 23, 30 – Taught FMNP Coastal Systems course (continues thru 2/13)
 - Site & Office Visits:
 - 1/26 – Josh Olive, Waterline Magazine
 - Laishley Marina – Boaters Guides
 - University Governness:
 - Reviewed applications for Okaloosa/Walton Sea Grant agent position
 - Reviewed NOAA MARFIN grant application
 - Meetings:
 - 1/7, 14, 21, 28 – RESTORE Advisory Board meeting
 - 1/20 – Flats Masters Tournament
 - 1/22 – BCC Workshop
 - Conferences:
 - 1/15, 16 – Florida Artificial Reef Summit, session moderator on 1/15
 - Other:
 - Interviewed by FGCU student as part of Senior Seminar class assignment to survey a career professional
 - Considerable time spent preparing for FMNP classes and 2/4 Marine Fisheries Regulations and Management Workshop
- 4-H Youth Development:
 - Youth Development:
 - Seventeen Charlotte County youth completed a 4-H Foods Day Class focusing on healthy snacks they can make themselves.
 - Fifteen Charlotte County youth completed a 4-H Arts Day Class focusing on recycled art projects.
 - Seventy-three Charlotte County 4-H youth are participating in the 2015 Charlotte County Fair with still exhibits, market animal projects, and small animal projects.
 - Leadership Development:
 - The Charlotte County 4-H Association has begun the New Year with three goals: an alumni search, expansion to West County, and recruitment of new association members.
 - Forty-three (43) adult volunteers offered leadership to over 200 Charlotte County youth during January during project club meetings, field trips, day classes and the fair.
- 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™
 - Landscape Gardening Series – January 16th – “Palms” – 9:30 to 11:30 am – 74 in attendance
 - Landscape Gardening Series – January 23rd – “Fruits” – 9:30 to 11:30 am – 94 in attendance
 - Landscape Gardening Series – January 30th – “Trees” – 9:30 to 11:30 am
 - Limited Landscape Maintenance Training – January 22nd – 8 am to 4 pm – 19 people in attendance
- Special Outreach
 - Home and Garden Show – Event Center – January 17th and 18th – Theme – “Florida Flowering Bulbs – Corms, Tubers and Bulbs, Oh My!”- Event Center
 - MG Radio – January 27th 10 to 11 am – WCCF – 1580 – Tom, Lynn, Walt, Ralph
- Florida-Friendly Landscaping™
 - The Florida-Friendly Landscaping™ assistant provided solutions to homeowners on plant care and pest controls.
 - Total clientele contacts in the month of January... 507.
 - Total contacts equates to reaching 7 different learning events had 262 attendees, 95 telephone consultations, 85 office visits, 8 field visits and 57 email consultations).
 - Topics Presented: 160 homeowners attended one or more workshops on ‘how to’ choose the ‘right’ replacement trees for their yards or shared community spaces. Over 40 different small and medium-size trees were described during workshops held at three locations: the extension office, PGICA center and Tringali rec center.
 - Who Benefited? Several organizations benefited from interaction with the FFL assistant: Windmill Village at Punta Gorda, South Shores Condo Villas, Punta Gorda Isles Community Association, Englewood East POA, Mariner’s Cove-PGI, Charlotte County Master Gardeners, Team Punta Gorda Community Outreach, listeners for WCCF-1580 Clear Radio, Parkside Tree and Waterway committee and readers of the Charlotte Sun, Punta Gorda Herald and Pt Charlotte Herald.
 - Public Utility Landscaping: Six (6) public utility landscapes surrounding Charlotte County Utility Lift Stations were recognized by the state FFL office. The FYN program partnered with Charlotte County Utilities Department in 2014 by advising and guiding new landscape plant selections, pest control and general maintenance practices. In the process of recognition, water was conserved and improvements made to nearby yards and habitats. Each location had installed five to ten different Florida-Friendly Landscaping selections.
 - GMO Challenge: 69 Master Gardeners received training on using GMO products, organic products and have a better understanding of their risks verses benefits.
- Meetings:
 - Community Garden Meeting with Nancy Johnson, CEO, Team Punta Gorda, January 28th – 11:00 am
- 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 January 5th - “Use mothballs properly”
 - Newspaper Article for January 12th – “Canna I grow it?”
 - Newspaper Article for January 19th – “Carefully prune palms - proper palm pruning is worth the effort!”
 - Newspaper Article for January 26th “Don’t call me pigweed, I’m amaranth”

Facilities, Construction and Management

- ADA Various Improvements South County Annex and Punta Gorda Library's ramps are complete and permits were finalized. The ramps are back open to the public. The Historical Courthouse Ramp is in progress. The sidewalks are being formed on 2/2/15 and will be inspected and poured on 2/3/15. Continued work on this project will continue for the next few weeks to finish this project.
- Energy Performance Contract: The implementation of this project is 100% complete and has now moved into the measurement and verification (M&V) stage. The savings will be measured by Siemens on an ongoing basis.
- Capital Asset Management System: Cannon Design is in the process of finalizing all phases of this project. On-site training for the Facility Optimization software was held for Facilities staff on January 27th and 28th.
- Anger Fishing Pier & Parking Renovations: The substructure, decking, and railing are complete. Work has begun on the parking lot.
- Port Charlotte Beach Fishing Pier & Boardwalk Renovation: The contractor is working on submittals.
- Franz Ross Football Fields Renovation: Revised renovation strategy will begin following parking expansion bidding process
- Franz Ross Park Parking Expansion: The project documents are in purchasing to be prepared for construction bids.
- Cape Haze Pioneer Trail Connector: The consultant is coordinating the plans change request. Team is waiting proceed notification from administration.
- Carmalita Softball & Football Sports Lighting Retrofit: The "green" lighting retrofit of 2 softball fields and 1 football field is complete. Musco has performed the final light test.
- Fire Training Facility: The consultants are processing the storm water permit. A pre application meeting with Zoning Department was held. The design of the site and facility are proceeding.
- Bay Heights Boat Ramp: The Army Corps of Engineers permit has completed 2 of a 4-phase review process. The design team waiting on the remaining reviews before proceeding with document.
- Airport Annex Master Plan: Negotiations between the consultant and county staff is complete. Purchasing is processing the contract documents.
- Firing Range Safety Risk Analysis: The design concept and risk analysis is in review by county staff.
- Justice Center Service Area: The solar light to be installed near the newly constructed dumpster area will be on order and will be installed soon after the material are delivered and coordinated with electrician.
- 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: Draft preliminary plan received following concept workshop; staff review of plan underway.
- Harbor Heights Drainage, Parking and Sports Facilities Improvements: The surveying for construction has been completed.
- Harbour Heights Boat Ramp: The scope of work has been prepared.
- El Jobean Fishing Pier: The scope of work and fees for the design have been completed.

Human Resources

- Employee & Labor Relations:
 - Began negotiations with IAFF for successor Collective Bargaining Agreement
 - Participated in Phase II – Customer Service Project
 - Served as scribe for BCC Strategic Planning Session
 - Extended employment opportunities to 59 candidates (47 are seasonal employees).
 - Rolled out Welcome to Charlotte County Government Video for new hires
 - 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
- 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
 - Conducted PowerPoint training for BCC Executive Assistants
 - Facilitated Workplace Bullying Policy Overview for Utilities (three sessions held, 103 employees attended)
 - 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

- This month the Board of County Commissioners approved a lease with the Parents in Action, Inc. a non-profit agency that provides support services for families with children who are diagnosed with autism spectrum disorder or other developmental disabilities. Parents in Action will occupy rental space at the County’s Family Services Center located on Gibraltar Drive in the Parkside area of Port Charlotte.
- 211 met with the Early Learning Coalition to discuss the Help Me Grow Florida project as a way to provide information and referrals in promoting healthy development for children in Florida. This is a statewide initiative under development which will have 211 call centers working with the Florida Developmental Disabilities Council, Inc. and the Florida Department of Education’s Office of Early Learning.
- Emily Lewis, Family Services Manager, was notified that she was accepted into the Certified Community Action Professional (CCAP) Program. This is a nationally recognized professional leadership program sponsored by the Community Action Partnership. Upon completion of the Program Ms. Lewis must take the certification exam to receive her credentials. Charlotte County Board of County Commissioners is the designated Community Action Agency for Charlotte County and the Human Services Department administers the Community Services Block Grant and serves as the liaison to the Community Action Agency Advisory Board. Congratulations and best wishes to Ms. Lewis.
- This month Charlotte County Veteran Services staff responded to 172 calls and 30 claims in assisting Lee County veterans and their families. Beginning in February, the new Lee County Veterans Services Officer will be processing claims and responding to phone inquiries. Charlotte County staffs were happy to assist Lee County veterans during the vacancy and transition.
- Human Services staff continued to work with Fiscal staff and software vendor to resolve outstanding co-payment validity issues and new reporting requirements.
- 211 continues progress on national re-certification process. Surveys have been sent to partnership agencies and other county departments.

- 211 worked with Charlotte County Transit staff to prepare a frequently asked questions and answers list generated from 211 calls. Q & A list was shared with the CHIP subcommittee "Access to Care" and will be tailored for broader distribution.
- Senior Services staff participated with other community partners in developing agenda and presentations for upcoming Aging Symposium to be held at the Beach Complex on Feb. 13, 2015.
- Human Services completed their performance measures, goals and 2015-2017 budget requests.
- 211 staff is working with Homeless Coalition in preparing database and software transition to the Community Information System. Conversion expected within the next few months.
- Veteran Services worked with Transit Division to have vans used by the Veterans' Council wrapped with Purple Heart recognition. A wrapped van was on display during the Board of County Commissioner's meeting on January 25, 2015.
- Director participated as community stakeholder during focus group meeting for the Health Department's State accreditation process.

Public Safety

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

Public Works

- The Engineering Division
- Construction Projects:
- Active Construction Projects (may affect vehicular/boater/pedestrian traffic patterns)
 - 2014 County Paving Program - This program provides for the resurfacing of roads in Greater Port Charlotte and the Road & Bridge Districts. 2014 paving maps are available on the public Website. Construction Contract: Ajax Paving, Construction Schedule: 02/03/2014 – Early 2015
 - The FY14 Paving Program is complete. The Contractor is still working to finish the punchlist 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 elapsed is approximately 72.47% and the Contractor has completed 100% 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: 03/10/2014 – 09/10/2015
 - The excavation of 1 pond 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 February 2015. Once traffic shifts, the west side of the box culvert will be completed.
 - Installation of drainage pipes and utilities continues. Approximately 72% of the utility pipe and 71% 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 22% complete on the northbound and southbound sides.
 - The contractor completed 24% of the stabilizer/base on the northbound travel lanes and 9% on the southbound travel lanes. The first course of asphalt has been paved (about 2000 feet) on the northbound lanes - and another 1500 feet have been paved on the southbound 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; 100% of the poles are set and installation of the new electrical wire is approximately 80% complete.

- *PSA released 1/27/15 - A portion of Doredo Drive, between Burnt Store Road and Quesa Drive, will be closed to traffic Monday, Feb. 2, 2015 through Saturday Feb. 7, 2015. Utility installation work will be conducted in conjunction with the Burnt Store Road (Phase III) Widening project. Detour signs will be in place to direct traffic around the construction site. The Public Works Department reminds motorists to remain alert at all times and to exercise caution when traveling through construction zones.*
- 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: 07/07/2014 – 09/04/2016.
- Woodruff and Sons continues with utility installations along the east side of the project north and south of the Butterford Waterway. Additional crews are on-site completing utility tie-ins crossing Gasparilla Rd. There will be traffic diversions, temporary lane closures and possible detours. This work should be complete by mid-February 2015.
- Crews are paving the temporary roadway along the west side of the project from the Butterford Waterway to Rotonda Blvd. East. Zep Construction will mobilize equipment the week of Feb. 9, 2015 to start construction of the new bridge at the Butterford Waterway. Bridge construction will begin the week of Feb. 16, 2015.
- *PSA issued 1/12/2015: The Gasparilla Road (CR 771) Widening Project is underway, from McCall Road (SR 776) to just south of Rotonda Boulevard East, to construct a four-lane divided roadway with intersection improvements at SR 776 and utility improvements between Rotonda Boulevard East and Cattle Dock Point Road. Travelers should allow extra time to move through this area as periodic lane closures, lane shifts and traffic diversions are expected to increase as the project progresses over the next few months. The Public Works Department reminds motorists to remain alert at all times and to exercise caution when traveling through construction zones.*
- DeSoto Canal Bank Restoration and Stabilization Phase 2 - Subsequent to clearing the canal banks it was discovered that the slopes had degraded resulting in erosion. Design and reconstruction of the slopes is necessary to prevent future degradation. Phase 2 includes the continuation of bank restoration to Harbor View Road and consists of installing an Anchor Reinforced Vegetation System (ARVS) along the west bank of the DeSoto Canal. Construction Contract: Marine Contracting Group, Construction Schedule: 11/10/2014 – 6/1/2015
- The Contractor is placing pipe and fill as needed towards the south end of the project site and is 50% complete and ahead of schedule. Erosion control matting installation is about 45% complete and the sodding is not far behind.
- 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 at <http://goep2.com/> that provides 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.

- 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.
- Dredging is underway and about 30% complete.
- 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: Jan. 15, 2015 – Spring 2015.
- Work began Jan. 15, 2015 and the project is complete. The final walk through will be held the week of Feb. 8, 2015.
- 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.
- Construction began at Rotonda Circle and is moving east. Approximately 750 linear feet of sidewalk has been poured. Construction will continue east to Parade Circle before the contractor moves back to complete the bridge between Rotonda Circle and Boundary Blvd.
- 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 complete. The contractor is removing equipment and restoring the site and should be done with this portion by Jan. 31, 2015.
- Once the contractor is finished, 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 included in the report.
- 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 placing riprap on the downstream side and preparing to place fabric form along the banks. Zep completed the concrete sheet installation on the new weir upstream of US 41 and will start the riprap in this location.
- Fordham Waterway: Zep Construction completed the east side headwall and is excavating the upstream side in preparation for the new riprap. Work has begun on the west side headwall excavation.
- 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
- Florida Department of Transportation approved the final plans for the SR 776 intersection, right turn lane and signalization improvements.
- 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 has been completed from CR 775 to SR 776.
- Sidewalk subgrade is being placed and concrete is being poured; 65% of the sidewalk is complete.
- Median curb has been poured and is 75% complete. They are preparing the median separators for pouring of concrete.
- 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.
- *PSA released 2/3/2015 - The eastbound outside lane of SR 776 (South McCall Road,) from Oriole Boulevard to Wilmington Boulevard, will be closed during business hours from Monday, Feb. 9 through Friday, Feb. 13, 2015. This lane closure is necessary due to construction activities in conjunction with the Winchester Boulevard South extension project. Upon completion, Winchester Boulevard will be a direct four lane connector from Placida Road to I-75 via River Road in Sarasota County. Construction is projected to be complete in late summer of 2015.*
- 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
 - Upon receipt and review of bids, a recommendation to award the paving contract to the lowest responsive, responsible bidder will be presented to the Board of County Commissioners on Feb. 10, 2015.
 - Burnt Store Road Phase II Widening – This project is to design and permit a new four-lane divided roadway to include sidewalks and bike facilities between the existing two (2) four-lane projects to the north and south. This section is from the southern end of Burnt Store Road (near Notre Dame Boulevard) to the northern four-lane section of Burnt Store Road, north of Zemel Road. Design Contract: TBD, Design/Permitting schedule: Procurement Process: (Construction) TBD, Projected start of Construction: TBD
 - This design project is currently advertised for bid. The pre-submittal conference was held Feb. 2, 2015 and proposals are due at 5:00 p.m. on Feb. 17, 2015.
 - 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.
- Bids were opened on January 23, 2015 and Quality Enterprises was the lowest bidder. The Purchasing Department is currently reviewing the bid documents; once approved Public Works will review and make recommendations. FDOT must also review the bid documents as part of the LAP project requirements.
- 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
- All contract documents are complete and will be submitted to the Purchasing Department the week of Feb. 9, 2015. Once all bid documents have been reviewed, this project will be advertised for bid.
- Parkside - Harbor Boulevard Improvements (U.S. 41 to Olean Boulevard) Phase 2 – Phase 2 design includes roadway improvements consisting of a four lane divided roadway with a 16' – 20' raised median that will provide for safer turning movements, 8' – 10' multi use paths on both sides, landscaping, decorative lighting, wayfinding and a gateway feature. Utility improvements are included in this project. Design Contract: Johnson Engineering, Design/Permitting Schedule: 11/12/2013 – Late 2014, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015

- The Engineering Division received the 90% landscape plans and is currently reviewing 90% utility and stormwater plans.
- 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 Summer 2015, Procurement Process: Summer 2015, Projected Start of Construction: Fall 2015
- Utility design should be complete in the late spring of 2015. Construction plans are on hold at 80% pending receipt of utility plans. Survey for utility work is currently underway and about 30% complete.
- 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 Summer 2015, Procurement Process: Summer 2015, Projected Start of Construction: Fall 2015.
- Utility design should be complete in the late spring of 2015. Construction plans are on hold at 80% pending receipt of utility plans. Survey for utility work is currently underway and about 50% complete.
- 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
- 100 % design plans were submitted to the MSBU Committee on January 29, 2015. The Committee voted to move forward with construction of the sidewalk on Rio Togas this year.
- 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 have been received and are being reviewed. Contract documents are assembled in correlation with the 90% plan review.
- 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 60% design plans which are being reviewed by staff.

- 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 – 10/01/2014, 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 – 12/31/2014, Procurement Process: Early 2015, Projected Start of Construction: May 2015
- County staff members are currently reviewing the 100% design plans and technical specifications; final plan approval is anticipated by Jan. 31, 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 Dredging – 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 Army Corps of Engineers (ACOE) combined the 5' MLW Maintenance Dredging project with the proposed -6' MLW project even though they are different in their scope.
- The ACOE issued their public notice and received one request for additional information from National Marine Fisheries specific to Essential Fish Habitat. Coastal Engineering Consultants responded to the ACOE, supplying them with the requested data.
- The FL Department of Environmental Protection (FDEP) permit was received for the -6ft MLW project which includes public interest in the form of purchasing and donating an YSI Water Quality Monitor to the *Friends of CHAP*.
- 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. A request for additional information was received from NMFS on Jan. 12, 2015 regarding the seagrass in the areas adjacent to the channel. Johnson Engineering is preparing a response to provide the requested data.
- 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. The amount of material to be removed will be determined as engineering and design progresses. The project includes the removal of the existing silt to the previous dredge depth of -4ft MLW within the lateral/access channels and 100 feet into the interior canals. Design Contract: TBD, Design/Permitting Schedule: May 2014 – Fall 2015, Procurement Process: Fall 2015, Projected Start of Construction: Late 2015
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- Coastal Engineering Consultants (CEC) proposed an alternate approach that will improve navigation and yield cost savings over time through reduction of maintenance dredging needs. The approach includes identifying/combining multiple canals into single channels extending to the river.
- The County reviewed the preliminary plan set and issued a revised task order to Coastal Engineering Consultants to proceed with the additional survey and design work. CEC completed the additional survey and alternate design alignments depicting the proposed connector channels. This work will be reviewed with the MSBU Committee to seek direction on the desired approach to re-align the canals or proceed with the routine maintenance dredging program.
- 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 the Florida Department of Environmental Protection (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. Design Contract: Coastal Engineering, Design/Permitting Schedule: 4/22/2014 – Early 2016, Procurement: Summer 2016, Projected Start of Construction: Summer 2016

- The Environmental Resource Permit (ERP) application is nearing completion. The site visit to gather data for the Unified Mitigation Assessment Method (UMAM) analysis and the search for possible mitigation sites was conducted by Coastal Engineering Consultants (CEC) and the FDEP on Oct. 29, 2015. The search for potential mitigation sites did not find enough suitable areas within the vicinity of the project area, thus a wider search area will be examined by CEC using aerial photography.
- FDEP completed the UMAM ranking on the seagrass impacts from the proposed dredging. CEC is currently investigating alternative sites for creating a seagrass mitigation project (e.g., fill blow-holes / prop-scars). Additional discussions with FDEP on the mitigation options will ensue once CEC identifies these alternative sites after which the UMAM analysis can be completed by the County and FDEP. The ERP application will then be completed and submitted to the agencies.
- 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 FL Department of Environmental Protection (FDEP) permit was issued, however the permit application is still under review by the Army Corps of Engineers (ACOE.) Due to the volume being dredged, the ACOE must seek approval from National Marine Fisheries (NMF.)
- Johnson Engineering is making every attempt to work with the ACOE and NMF to expedite the process; Johnson Engineering has been in contact with NMF regarding the Smalltooth Sawfish. This is a requirement for the ACOE permit as the area falls within the boundaries of the Smalltooth Sawfish Critical Habitat.
- The ACOE indicated that the permit application review is nearing completion. Upon 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
- After reviewing the proposed alternatives, the Florida Park Service prefers a rock terminal groin sited as far south as practicable. Coastal Engineering Consultants (CEC) completed a project modeling study to determine how far south it can be placed to minimize impacts. The results were provided to the State agencies responsible for review and comment.
- The result of this modeling showed that reducing the height of the structure by 1.5 feet did not affect the performance and decreased any negative impacts downstream of the structure. However, the State Park Service did not choose this as their desired configuration. They asked for a design that would increase the amount of sand placement upstream of the structure, but the modeling showed that this would be more costly and could have negative impacts on the down drift beaches and the pass itself.
- CEC submitted draft t-groin plans to FDEP in response to a Request for Additional Information (RAI.) The FDEP issued a second RAI to which the CEC and County staff are preparing a response including: minor drawing edits, minor changes to the biological monitoring program,

formal public noticing, erosion control line process for sand placement, and terminal groin installation on the Stump Pass Beach State Park.

- 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:
 - Stormwater Control Structure Replacement - Fordham Waterway at Peachland FOR 5.11 - This project provides for the construction of a stormwater control structure under Peachland Boulevard at the Fordham Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing stormwater control structures were either inadequate to convey the quantity of water required to maintain level of service objectives or had deteriorated since the 1960's when they were originally built. This particular structure will be upsized from two 48" culverts with a 50' weir to one 8'x10' box culvert with a 5' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: 03/01/2011 – 04/01/2013, Procurement Process: Fall 2014, Projected Start of Construction: Spring 2015
 - The bid documents have been sent to the Purchasing Department for procurement.
 - Stormwater Control Structure Replacement - Fordham Waterway at Quasar FOR 4.60 - This project provides for the construction of a stormwater control structure under Quasar Boulevard at the Fordham Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing stormwater control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure will be properly sized from two 60" RCP with a 50' weir to one 8'x10' box culvert with a 6' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: 10/01/2013 – August 2014, Procurement Process: Summer 2015, Projected Start of Construction: Late 2015
 - 100% design plans have been received. This structure is not scheduled for construction until late 2015.
 - Stormwater Control Structure Replacement - Niagara Waterway at Peachland NIA 5.72 - This project provides for the construction of a stormwater control structure under Peachland Boulevard at the Niagara Waterway. As a result of the Stormwater Master Plan that was completed in 1998, it was determined that many of the existing stormwater control structures were either undersized or had deteriorated since the 1960's when they were originally built. This particular structure will be upsized from one 48" RCP and 22' weir to two 36" RCP's with a 6' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: 03/01/2011 – 04/01/2013, Procurement Process: Early 2015, Projected Start of Construction: Spring 2015
 - The bid documents have been sent to the Purchasing Department for procurement.
 - 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:
 - The new annual contract for landscape management began in South Gulf Cove, via the South Gulf Cove Beautification MSBU.
 - Landscape fertilization was completed in South Gulf Cove.
 - Mowing of fenced retention ponds throughout the County was completed.
 - Basic landscape maintenance was performed at: US 41 Revitalization phase I; Charlotte Harbor Gateway phase I; Manasota Key; Grove City Park and South Gulf Cove.

- Removal of feral vegetation along US 41 through Port Charlotte and Charlotte Harbor is complete.
- A demonstration (supplied at no cost by the irrigation services contractor) Weather-Matic brand irrigation system controller with air card was installed at the Charlotte Harbor Gateway phase I project.
- Irrigation system troubleshooting; repairs and renovation were completed at US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway phase I and Melbourne Street Bridge, via the County's first annual contract for irrigation services as necessary.
- Basic landscape maintenance was performed at US 41 Revitalization phase I; Charlotte Harbor Gateway phase I; Grove City Park; Manasota Key; US 17 medians in Cleveland and South Gulf Cove.
- 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. Met with County Attorney to work on draft quotation for Seminole Gulf Railroad.
 - Burnt Store Road Phase III – Monitoring 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. Construction is underway. Lighting element has not yet begun.
 - 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 reviewed; Bid documents are being prepared.
 - 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 – Pull boxes have been installed for both traffic lighting and communication conduits. Pull boxes, conduit, street light bases and poles are now being installed for street lights.
- Lighting Projects – Departmental Projects:
 - Completed preventative traffic signal maintenance at the following locations:
 - Kings Highway at Olean Blvd.
 - Kings Highway at Elmira Blvd.
 - Kings Highway at Westchester Blvd.
 - Kings Highway at Harborview Rd.
 - Veterans Blvd. at Cochran Blvd.
 - Veterans Blvd. at Murdock Circle
 - Marion Ave. at Bal Harbor Blvd.
 - US41 NB at Marion Ave.
 - Jones Loop Rd. at Indian Springs Cemetery Rd.
 - Replaced batteries at two school flashing beacon locations.
 - Converted one school flashing beacon from electric to solar for Kingsway Elementary on Quasar Blvd. at Abner St.
 - As a result of a vehicle accident, replaced a street light pole assembly at US 41/Paulson Dr./Enterprise Dr. in the NE corner
 - Continued working on routine street light maintenance countywide. A total of 78 lights were repaired.
 - Contractors working to relocate facilities as a result of the US 41 widening project cut the FDOT fiber optic cable on US 41 at Toledo Blade Blvd. (twice.) Lighting staff made the necessary conduit repairs, installed one pull box, and contracted forced spliced the cables back together.
 - Removed the Christmas lights from the tree at the Murdock Administration Complex.
 - Replaced the signal controller cabinet on Cochran Blvd. at Education Way.

- Repaired illuminated street name sign issues at 16 signalized intersections.
- Lighting staff assisted the contractor with resolving FDOT fiber optic communication cable issues in West and mid county.
- Monitored the installation of 5 inductive vehicle loop installations for the City of Punta Gorda. The loops were milled up during milling operations.
- Repaired three incident management cameras in the City of Punta Gorda.
- Working on resolving issues with re-write by FDOT of Maintenance and Compensation Agreement for Traffic Signals; awaiting first draft from L.K. Nandum, Traffic Operations Engineer District I, via Tallahassee Central Office
- Traffic Management Center:
- Participation in the Long Term Transportation Plan Charlotte County ATMS, TMC Next Generation Revision, FDOT Bartow.
- Coordination with FDOT consultants, Albeck & Gerken, for inventory of traffic signal intersections – working on US 17.
- Setup of new computer equipment for TMC.
- Coordinating efforts to minimize delay on US 41 at Midway Blvd. Working on new timing plans.
- Continue monitoring and fielding complaints as the need arises. Responding to information requests.
- Continuing efforts to promote the TMC's Twitter account for traffic incidents.
- Locates Performed:
- 342 requests for underground utility locates were received generating 86 tickets for locates.
- Trouble Calls:
- 11 trouble calls received responded to and resolved.
- Maintenance & Operations:
 - Jan. 7 – 13, 2015
 - 38 new work requests were received; most were for illegal dumping & brush cutting however a few requests came in to repair broken sidewalk sections and pot holes.
 - Drainage line & grade:
 - 11,100 SF in Harbour Heights
 - 12,600 SF in Greater Port Charlotte
 - 11,300 SF in Northwest Port Charlotte
 - 8,350 SF in Gulf Cove
 - Large pipe install:
 - 88 LF in Englewood East
 - Small pipe install:
 - 114 LF in Greater Port Charlotte
 - 32 LF in Road & Bridge South – Bermont Road
 - Menzie ditch cutting:
 - 145,000 SF in West County Storm Water ditches (Gulf Cove area)
 - 132,575 SF in Mid County Storm Water (on Kings Highway)
 - 38,000 SF in South County Storm Water
 - Boom Mower:
 - Cut 52,076 CY in Greater Port Charlotte
 - Cut 5,800 CY in Rotonda Heights
 - Cut 16,100 CY in Road & Bridge South
 - Cut 14,834 CY on Farabee Road
 - Shoulder Repair:
 - Maintained 1.4 miles of shoulder on Cornelius Boulevard & Chancellor Boulevard in Northwest Port Charlotte
 - Culvert Cleaning:
 - Cleaned 14 culverts in Greater Port Charlotte
 - Cleaned 26 culverts in Northwest Port Charlotte
 - Trash/Debris Removal from Right-of-Way:
 - 6,580 pounds removed from Greater Port Charlotte

- M&O Contracted Services:
- Miscellaneous sidewalk repairs called in by customers were completed in Greater Port Charlotte totaling 550 SF in four different locations for a total cost of repairs at \$4,932.00
- Approximately 434,213 LF of vegetation was cut back in the ROW in Port Charlotte by the Power shearing contractor and approximately 586,000 LF remains to be cut for the year in Greater Port Charlotte.
- The Contractor for Mulching in the ROW has mobilized and is starting work in North West Port Charlotte Zone 3; this operation will be ongoing for the next few weeks.
- The Specialty Mowing contractor has started the rounds for January and is currently mowing the medians in Greater Port Charlotte in several locations.
- Jan. 14 – 20, 2015:
- A total of 31 new requests were received related to brush, asphalt repair, drainage, illegal dumping, and a broken sidewalk.
- Drainage line & grade:
 - 6,500 SF in Greater Port Charlotte
 - 9,800 SF in Northwest Port Charlotte
 - 3,875 SF in Gulf Cove
- Large pipe install:
 - 72 LF in Englewood East
 - 128 LF in Burnt Store Village
- Small pipe install:
 - 328 LF in Greater Port Charlotte
- Menzie ditch cutting: 160,000 SF in West County Storm Water ditches (Gulf Cove area)
- 109,800 SF in Mid County Storm Water
- 109,000 SF in South County Storm Water
- Boom Mower:
 - Cut 70,114 CY in Greater Port Charlotte
 - Cut 9,600 CY in Charlotte Ranchettes
- Shoulder Repair:
 - 1.6 miles on Cornelius Blvd & Chancellor Blvd in NWPC
- Culvert Cleaning:
 - Cleaned 37 culverts in Greater Port Charlotte
- Trash/Debris Removal from Right-of-Way: 1,160 pounds removed from Northwest Port Charlotte
- M&O Contracted Services:
- Specialty mowing is underway in various locations: the medians on US 41, Veterans Blvd. and Kings Highway have been completed and crews are currently working in South County.
- Right-of-Way mulching has begun in the northwest part of the County. Vertical hedging is also underway; approximately 4 miles have been mulched back to 14 feet off of the roadway.
- Street sweeping is underway in West County and also in some specified locations in South County.
- Jan. 21 - 27, 2015:
- A total of 22 new requests were received related to brush, asphalt restoration, drainage, illegal dumping and debris.
- Drainage line & grade:
 - 6,800 SF in Northwest Port Charlotte
 - 1,250 in Gulf Cove
- Large pipe install:
 - 24 LF in Englewood East
- Small pipe install:
 - 232 LF in Greater Port Charlotte
 - 24 LF in Burnt Store Village
 - 24 LF in Gulf Cove
- Menzie ditch cutting:
 - 86,506 SF in Mid County Stormwater
 - 63,000 SF in South County Stormwater

- 110,000 SF in West County Stormwater
- Boom Mower:
- Cut 41,782 CY in Greater Port Charlotte
- Cut 2,666 CY in Northwest Port Charlotte
- Cut 2,540 CY in Road & Bridges North
- Cut 11,000 CY in South Punta Gorda Heights West
- Cut 21,850 CY in Rotonda Heights
- Shoulder Repair:
- Maintained 1 mile of shoulder on Washington Loop Road
- Culvert Cleaning:
- Cleaned 40 culverts in Greater Port Charlotte
- Armoring (Placing concrete over the pipe to protect the pipe and help open the road to traffic sooner):
- 11.5 CY in Greater Port Charlotte
- Jan. 28 – Feb. 3, 2015:
- A total of 45 new requests were received related to brush, drainage, and illegal dumping.
- Drainage line & grade:
- 2,000 SF in Greater Port Charlotte
- 8,100 SF in Northwest Port Charlotte
- 850 SF in Gulf Cove
- 11,400 SF in Burnt Store Village
- Large pipe install:
- 64 LF in Englewood East
- Small pipe install:
- 168 LF in Greater Port Charlotte
- Menzie ditch cutting: 60,000 SF in West County Stormwater (Gulf Cove Area)
- 120,260 SF in South County Stormwater
- Boom Mower:
- Cut 64,922 CY in Greater Port Charlotte
- Cut 23,300 CY in Rotonda Heights
- Cut 20,000 CY in Road & Bridge South
- Shoulder Repair:
- 1.5 miles Washington Loop Road in R&B South
- Culvert Cleaning:
- Cleaned 59 culverts in Greater Port Charlotte
- Trash / Debris Removal:
- Removed 2,000 lbs. from Greater Port Charlotte
- Mosquito & Aquatic Vegetation Control:
- Number of acres treated:
- Adulticide Treatment/ 0 (Aerial), 4,400 (Ground)
- Larvicide Treatment/ 0 (Aerial), .7 (Ground)
- Landing rate counts: 38
- Trap counts: 0
- Citizen requests: 15
- Tire collection/source reduction: 9.35 tons
- Aquatic Vegetation Control:
- Number of sites treated: 50
- Wetland mitigation sites maintained: 0 sites treated
- Number of sites inspected: 45
- 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 were received and are under review. Contract documents are being prepared in conjunction with the review process.
- Manasota Key Community Plan Design – The Manasota Key MSTU Committee requested the development of a Community Plan including, but not limited to, sidewalks, bike paths, crosswalks and lighting. The first phase of this project consisted of a conceptual master plan completed by Weiler Engineering in December 2013. Phase 2 is the design of construction ready plans consisting of the top priorities as identified by the MSTU Committee. Design Contract: Weiler Engineering, Design/Permitting Schedule: July 2014 – Early 2015, Construction: N/A
- Weiler Engineering met with the MSBU Committee on Sept. 10, 2014 and reviewed the preliminary 30% design plans for the sidewalk along Gulf Blvd. The MSBU Committee agreed that five feet wide sidewalks were a better option with the limited right-of-way.
- 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: 01/30/2015, Projected Start of Construction: TBD
- The bid documents for construction are being finalized.
- Sunshine Lake Water Level Control Structure - The purpose of this project is to design and construct a water control structure at the downstream end of the Sunrise Waterway to restore and enhance the water quality of Sunshine Lake. This project is being conducted in response to recommendations received from the Sunshine Lake Water Quality Study. Design: Public Works Engineering Division, Design/Permitting Schedule: 04/17/2013 – 10/01/2013, Procurement Process: Summer 2014, Projected Start of Construction: Late Summer 2014
- The 2012 Sunshine Lake Water Quality Study, conducted by Atkins, focused on the potential causes of the existing and persistent algal blooms occurring in the Sunshine Lake/Sunrise Waterway, and recommended solutions toward restoring and enhancing the water quality of these water bodies. The study recommendations include the following actions: removal of the algal biomass, enhancing circulation by aeration, providing additional water input by well augmentation, and modification of lake levels by the addition of a water control structure.
- This project is intended to meet the lake level modification recommendation of the study. The control structure will be constructed at the large culvert at the Tamiami Trail frontage road, located at the downstream end of Sunrise Waterway. The structure will raise the water level in the water bodies eighteen inches, lessening algal growth due to seasonal lowering of water levels. The additional water depth and volume provides additional attenuation and dilution of runoff and will increase storage for suspended solids. Additional proposed improvements include upsizing the pipe crossing at Gertrude from the existing 36" diameter to a 48" diameter storm drain, and increasing the number of pipe crossings at N. Tamiami Trail frontage road from one 72" to two 72" pipes.
- The Environmental Resource Permit (ERP) was issued 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
 - The Florida Department of Environmental Protection (FDEP) conducted a routine inspection of the County's Landfill this month. FDEP found Zemel Road Landfill to be in compliance with the Landfill's operating permit and Florida Administration Codes 62-701.

- Keep Charlotte Beautiful was recognized at the annual Keep America Beautiful Conference held recently in Washington, DC. Keep Charlotte Beautiful was awarded the President's Circle Award which distinguishes those affiliates who maintained their certification status in 2014.
- Keep Charlotte Beautiful was one of five of the 40 Florida affiliates who were recognized at the national awards ceremony. They were awarded an honorable mention for their work with the Cigarette Litter Prevention Program. Last year Keep Charlotte Beautiful partnered with the Charlotte County Parks Department to place ash receptacles at the Placida Boat Ramp to help control the cigarette litter at this location. They also partnered with Eldred's Marina and placed ash receptacles at their boat ramp. Keep Charlotte Beautiful plans to expand the program in 2015.
- The Solid Waste Division's Environmental Crimes Deputy is off to a great start in helping curb illegal dumping in Charlotte County. The Deputy made four felony arrests in January for illegal dumping, adding to the 32 arrests made during 2014. These arrests send out a strong message to those that dump illegally, especially businesses, as they are not only facing a felony charge but may also lose their vehicles and equipment used in commissioning the crime. The message is clear that, in Charlotte County, we are going to arrest you if you choose to dump illegally.
- Traffic Signing & Marking:
 - Herbicide: 2,286 items
 - Marine Signs Replaced: 18
 - New Signs Installed: 33
 - Raised Pavement Markers Installed: 3,502
 - Road Legends Installed: 393
 - Road Scraping: 0 feet
 - Signs Inspected: 4,757
 - Signs Manufactured: 132
 - Sign Maintenance: 875
 - Speed Studies: 2
 - Striping: 11,780 feet (2.25 miles)
 - Traffic Counts: 48 stations
 - Trouble Calls (after hours): 9
 - Video Turn Movement Counts: 3

Tourism

- Tourism season started early with December showing record revenues. Tourist Development Tax receipts were up 22.2% in December. We are projecting January's revenue (TDT reports for January will come to us in early March) will exceed that of 2014 as well. Some accommodations are reporting being more than 75% booked for next season as of early February. This normally would occur in late summer or early fall.
- The hospitality industry in Charlotte County is coming together in several ways, creating a stronger foundation for tourism development. The Charlotte County Hospitality Association, a private, non-profit association dedicated to education, networking, advocacy and support of tourism continues to grow and become stronger in its structure and programs. This is very important to the Visitors Bureau as it provides a vehicle for us to better communicate with, and hear from, the various segments of the tourism industry.
- Representatives of the Englewood tourism industry met January 21 at Gulf View Grill. The meeting was a precursor to the development of a Tourism Assembly for the Englewood Chamber. Virginia Haley, President of Visit Sarasota County; Lorah Steiner, Director of Tourism for Charlotte County; Denise Dull, President of the Charlotte County Hospitality Association; Jeff Maultsby, Director of Business and Economic Development for Sarasota County and Lindsey Norris of VISIT FLORIDA also attended the event. The conference was conceived and organized by Ed Hill, Executive Director of the Englewood Chamber.
- The half-day conference offered information on resources available from the Visit Sarasota and Charlotte County VCB's as well as VISIT FLORIDA. Mini-workshops were held on creating destination packages and developing new visitor activities for summer and shoulder season. Lucy

- Tobias, a former reporter for the New York Times and an expert on “Authentic Florida” experiences, and Jennifer Huber of the Charlotte Harbor VCB staff, provided insight into how to host a travel writer. Ken Stead, General Manager of Cape Haze Marina, gave a presentation on Waterfest, a four-day event which will be held November
- Ideas generated from the workshops included the creation of a Restaurant Week, development of a Junior Naturalist program and an arts-based package. The Charlotte County and Sarasota Visitor Bureaus will work with the soon to be created Englewood Tourism Assembly to take the ideas from concept to reality.
 - Sports and Meetings – Sean Doherty:
 - Sean Doherty conducted a site visit of Charlotte County sports and recreation facilities for the Vice President of the Florida Sports Foundation who owns and operates the Sunshine State Games and Florida Senior Games.
 - Sean also conducted a site visit of the Charlotte High School track and field facilities for the coordinator of the Sunshine State Games. This site visit was the direct result of the visit by the VP of Florida Sports Foundation.
 - Sean attended the Travel and Adventure Show in Chicago to promote awareness of direct Allegiant Air flights to Punta Gorda from 8 airports within 3 hours of Chicago. More than 1,000 Visitor Guides were distributed and over 600 contacts were obtained which will be added to our e-marketing database.
 - Sean attended the District 22 Power Squadron board meeting with Sandy Darna of the Event Center to present what our facilities have to offer for their fall, 2016 meeting.
 - Sean secured a Florida Flag Football tournament for South County Regional Park and obtained a verbal commitment from the organizer for two additional tournaments in the summer and fall of this year.
 - Sean attended the Florida Travel Showcase in The Villages along with two industry partners. Over 500 Visitor Guides were distributed.
 - Public Relations – Jennifer Huber:
 - Staff from the Charlotte Harbor Visitor & Convention Bureau attended 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 show took place in Fort Lauderdale last week (Jan. 14 – 16). During the appointment trade show staff met with 20 tour operators and a dozen journalists and returned with several leads for potential business for Charlotte County accommodation and attraction businesses. Many journalists, from Florida, Canada, Germany, the U.K. and Brazil, are interested in learning more about the destination in order to write about the area for their respective publications.
 - As a direct result of the Charlotte Harbor Visitor & Convention Bureau coordinating and hosting Christine Carpenter with *Southern Boating* in November, an article about the destination appeared in the January 2015 issue. The publication reaches the boating community and has a circulation of about 41,000.
 - Issued Media Advisory on Ultra-Cycling in Punta Gorda during the Hamster Wheel 200 Presented by the Peace River Riders Bicycle Club, Sunday, Jan. 11, 2015
 - Distributed a media release for the 1st Annual Punta Gorda Film Festival
 - Drafted a media release for the new fishing guide created in partnership with Visit Sarasota.
 - Fielded media inquiries regarding the Florida International Air Show’s announcement about their cancelation and directed them to Lorah Steiner.
 - Fulfilled two image requests, Fort Wayne Magazine and Undiscovered Florida.
 - Wrote content for the State of Florida Golf Guide about golfing in Charlotte Harbor & the Gulf Islands.
 - Submitted a sports-focused media release to VISIT FLORIDA to coincide with NBC’s Big Break event in NYC. This season’s Big Break takes place in The Palm Beaches.
 - Provided VISIT FLORIDA with a media release about weddings in Charlotte Harbor & the Gulf Islands.
 - Reached out to the industry in search of Valentine’s Day/romance packages in response to an editorial lead the PR agency of record was working on.

- Marketing – Chip Futch:
 - Chip and Sean Doherty worked together on the development of a Golf Guide for Charlotte County.
 - Work continues on the new VCB website set to launch April 7. We are now in the content review stage and developing our partner education strategy. The new website will be far more robust in regard to the ability our partners (accommodations, attractions, etc.) will have to upload videos, still photos and other information.
 - Chip worked with the Sarasota VCB on a Fishing Guide that encompasses much of the SW Gulf Coast. The guide was completed and distributed to partnering VCB's at the end of January.
- Film – Jerry Jones:
 - Location Photography & Videos



- Shot stills and video of the statewide BMX racing event in Punta Gorda. Database
- Stills and some video of Babcock-Webb Wildlife Management Area.
- Photographed Heron Creek Golf and Country Club for the upcoming Golf Guide.
- Working with Sean to provide photos for eight kiosks to mark the same number of bicycle routes in Punta Gorda.
- Photographed most of the locations, including views from the Marion Street bridges, Ponce de Leon Park and Gilchrist Park.
- Shots stills and some video of Hands Across the Harbor Event in Punta Gorda
- Shot stills and video of high surf on Palm Island.
- Also shot stills of Placida.



- Inquiries:
 - Zoo studios were trying to find the largest satellite dish in Florida. Sent pix of CTN but apparently not big enough.
 - Wendy Elizardo, with Dallas-based creative agency Harper House, was looking for beachfront homes with patio and pool areas for a catalog shoot. She followed up saying because of short prep time, they would do the shoot in Dallas, but the client wants to come to Florida in the future, and she appreciated our response and will be back in touch at the next opportunity.

- Motion Art needed a winding road with minimal to no roadside vegetation. Looked in south part of county but found either too many buildings or trees.
- **Brand USA:**
 - Working with Chip Futch and Candyce Beatty from Miles Partnership to create and execute an itinerary in April for promo videos to be shot in Spanish, German and Portuguese in Punta Gorda and Englewood. Trying to make schedule as efficient and cost-effective as possible.
- **Extras:**
 - Had Adobe Suite installed on my computer so that I can support Chip and edit video, stills, etc. Began learning the software. Plan to utilize it soon for Englewood Waterfest promos.



Utilities

- **Engineering Services:**
 - 1,456 Locates Processed from Sunshine State One Call; 3 Developer Agreements Prepared; 130 Residential Service Availability Letters Prepared; 6 Commercial Service Availability Letters Prepared; 33 Residential Service Applications Processed; 411 CIP inspections; 149 Developer Inspections.
- **Business Services:**
 - Web Services – VueBill (hosted by BillTrust). Currently 13,036 (32%) of our customers now receive their bill electronically. 53% of our customers pay electronically.
 - Fixed Base meter installation - First shipment of meters has been received and implementation of Phase IV to begin Feb. 2. To date, 8,643 (15% of total system) meters have been installed.
 - Customer Service: total number of customers to the lobby was 2,415.
 - Delinquencies: total delinquency revenue for the month was \$43,165. FY 15 total: \$169,838
 - Customers receiving Electronic Bill: 32% of all CCU bills.
 - Banner Upgrade: Migration has been put on hold until release of Version 4.4 which is to occur in January 2015. In the interim, staff continues testing the new system to ensure that the changes will work properly. IT staff working with Hansen to address support issues.
 - Accounts Receivable: the accounts receivable over 90 days went from 35.78% in December to 33.68% in January. The accounts receivable within 30 days went from 58.46% in December to 61.84% in January
 - Telephone Activity: There were 9,086 calls presented in January vs 10,897 calls presented in December. The abandoned rate was 8.7% in January vs 20% in December. The average number of handled calls over the last 4 months was 6,628. 7,135 calls were handled in January versus 5,589 calls handled in December. The average speed of answer was 3.38 minutes in January and 14.41 in December.
- **Operations Division:**
 - Treatment Facilities:
 - 145 preventative maintenance, 33 corrective, and 2 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: Replaced #1 RAS pump motor and an Aqua-Disc filter backwash pump motor.
 - East Port WRF: Continued to lend daily assistance to onsite contractor and sub-contractors to expedite upgrades.
 - Pre-Treatment: 98 monthly inspections, 33 re-inspections. 7 groundwater wells sampled.
 - Reclaimed/Backflow: 143 residential cross-connection inspections, 5 annual backflow tests on lift stations, and 4 reclaim site maintenance/repairs were completed.

- Rotonda WRF: Replaced mechanical seal on the #2 plant water pump, completed mechanical and electrical motor repairs on #4 anoxic mixer and welding repairs were completed on the #1 drum screen.
- West Port WRF: Took delivery of new chemical feed pump skid
- Plant SCADA: Delayed for I.T. Department to continue research interfacing systems.
- Staff attended Bullying Refresher Training and one staff member attended forklift training.
- Selections were made for the vacant Treatment Tech II position and for a Water Treatment Plant Operator.
- One staff member announced his retirement effective in February 2015.
- *Water Distribution:*
 - Completed 42 new service line installations for new homes.
 - Only 52 valves were exercised and 34 fire hydrants were serviced due to the departmental restructuring last month.
 - 40 man hours in support of engineering roadway projects for valve isolation, shut down for tie-in projects and isolation/ verification of water mains.
 - Facilities replaced the faulty A/C unit at the Golf Course Booster station.
 - Contractor completed the storage tank painting at the Gulf Cove Booster station.
 - Installed new flow meter, controller and power supply at the Ingraham injection station.
- *Wastewater Collection:*
 - Gravity/Force Mains: 13 manholes were repaired by raising and /or replacing the ring & cover; Engineering was assisted by locating 2 services for construction and raising to property; 3 reuse leaks were repaired; 29 isolation valves were cleaned and exercised; 1 FM break on Forrest Nelson Blvd was repaired; 3 sewer ARVs were cleaned and repaired;; 14 back-ups were investigated – 10 of which were determined to be customers' responsibility; 17 LPS taps for new construction were completed; 9,797 feet of gravity sewer was cleaned and televised; 3 days were spent hauling the debris pile from the East Port Environmental Campus to Zemel Rd. Landfill.
 - Lift Stations: Completed 96 Corrective maintenance work orders; completed 73 Preventative maintenance work orders; completed the building of 2 new control panels for L/S #301 and #144; began assembling new panel for L/S #24; Installed new RTU tower at L/S #70 for the transfer to FTU.
 - Low Pressure Sewer: Total LPS calls 293 of which 26 were PMs; 6 mandatory tank installs completed; 5 tanks installed on the North Shore expansion project; 10 I&I upgrades completed by special projects team; 8 standard upgrades completed; replaced 4 check valves at street; LPS line extension on Crestview Cir was completed,
 - 1 new employee started this month; 3 employees attended MOT recertification 2 day class
- Public Outreach:
 - Presented to Neighborhood Watch Group/Area 4 Parkside: Topic CCU & Hydration and You with approximately 25 people in attendance.
 - Attended and represented CCU's PR interest: Meeting at FDOT – US 41 Widening Project.
 - Organized Rotonda Wastewater Treatment Facility Tour with a representative from Senator Bill Nelson's office in attendance (5 total in attendance).
 - Attended and participated in Public Information/Education Meeting for the Edgewater Project with approximately 100 people.
 - Meeting with Charlotte County Public Schools: Topic- Hydration Program Education Review.
 - CCU Facebook Page has 114 likers to date.
 - Wellness Committee participation: assisted with presentation on BMI goal for 2016 to Operations Division.
- Human Resources:
 - Total positions: 200. Vacant positions: 3
 - Selections pending on 7: Collection Tech, Treatment Tech, 3 Utility Service Techs, Design Tech and Water Plant Operator
 - Recruiting 2 positions: Instrumentation and Control Techs – 1 Booster Stations and 1 Treatment Facilities
 - One position currently on hold for re-evaluation: Engineer I.
- PR/MRWSA Water Resources:

- Water Demand in January averaged 26.5 MGD and water quality was good. Seasonal water delivery from the regional system to the City of Punta Gorda through the Phase 1 pipeline was ongoing. There was 11.2 BG of water in storage at the end of December, representing 444 days of demands.
- The Authority and Member staffs met on Jan 7th and Administrators met on Jan 16th. Discussions included the Regional Water Supply Plan.
- Regional Reclaimed Water Expansion Phase 2:
 - *Pumping Station (Stage 2)*: On January 8, 2015 CCU's inspector discovered that for some reason the site lighting would not go on when the panel breaker was in the 'on' position. He informed the contractor of the situation and the contractor is to get his electrician out to the site at some time to investigate the issue. On January 16th the final change order which balances out the bid items was prepared and sent to Finance for processing. On January 20, 2015 the contractor took care of the one remaining punch list item but the site lighting issue still remains. Final payment and release of the retainage will be approved once the site lighting issue is resolved, Change Order #2 has been approved, and the Warranty and Affidavit have been submitted.
- East Port WRF Expansion:
 - Consultant working on modeling effort for reclaimed water storage and design; completion for design and bid scheduled for October when SWFWMD funds become available to begin construction.
- North Shore & Harper WW MSBU:
 - Electrical contractor will continue to complete installation of panels as more property owners respond to questionnaire for siting systems.
 - 13 LPS tanks completely installed by in-house staff. All services laterals have been installed.
 - Contractor to complete work in February for additional stormwater sewer crossing at Harper and Melbourne.
- 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.