

**Charlotte County
Board of County Commissioners
Staff Report
October 2015**

**Budget & Administrative Services
Budget Department/Fiscal Services Division
Fiscal Services Division Monthly Report: - October 2015**

GRANTS SUPPORT

- Prepared and enacted document that exercises the County's option to defer compliance with the new procurement standards in the Super Circular was signed by the County Administrator. This document serves as the County's intention to continue compliance with the procurement standards in previous Office of Management and Budget (OMB) guidance as provided by 2 C.F.R. § 200.110 for the allowable two fiscal years as an amendment to the internal procurement policies.
- Compiled and submitted grant revenue accruals to Clerk Finance for grant expenses occurring in FY 2014/2015.

Public Safety Grants

- Prepared and submitted Federal Financial Report to the Bureau of Justice Assistance (BJA) for the BJA FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG) Program on agreement 2014-DJ-BX-0307 for the period of July 1, through September 30, 2015. The reimbursement request for the period totaled \$2,398.85.
- Prepared and submitted Grant Management Systems Performance Report for FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program on agreement 2013-DJ-BX-0290 for the period of July 1, through September 30, 2015.
- Prepared and submitted Federal Financial Report to the Bureau of Justice Assistance (BJA) for the BJA FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program on agreement 2013-DJ-BX-0290 for the period of July 1, through September 30, 2015. The reimbursement request for the period totaled \$876.51.
- Prepared and submitted Grant Management Systems Performance Report for FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program on agreement 2013-DJ-BX-0290 for the period of July 1, through September 30, 2015.
- Prepared and submitted Justice Assistance Grant – County-Wide Performance and Project Expenditure Reports to the Florida Department of Law Enforcement (FDLE) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program on agreement 2015-JAGC-CHAR-5-R3-178, project title, Pretrial and Probation Court Technology and Drug Testing, for the period of July 1, through September 30, 2015. The reimbursement request for the period totaled \$35.
- Prepared and submitted Justice Assistance Grant – County-Wide Performance and Project Expenditure Reports to the Florida Department of Law Enforcement (FDLE) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program on agreement 2015-JAGC-CHAR-4-R3-110, project title, Family Resource Guide, for the period of July 1, through September 30, 2015. The reimbursement request for the period totaled \$5,539.00.

- October 13, 2015, BCC approved two agreements with the Florida Department of Law Enforcement (FDLE) for the Edward Byrne Memorial Justice Assistance Grants (JAG). Contract, 2016-JAGC-2675 in the amount of \$15,829.00 will be used by the Charlotte County Sheriff's Office (CCSO) as part of their Criminal Intelligence Initiative. Contract, 2016-JAGC-2677 in the amount of \$35,212.00 will be used by the CCSO for their Criminal Identification Initiative.
- Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPG (operating) grant agreement 16-FG-5A-09-18-01-075 for the period of July 1, 2015 through September 30, 2015. The reimbursement request for the quarter totaled \$14,268.82.
- Prepared and submitted Quarterly Financial/Status Report and Detail of Claims Form to DEM for the EMPA (labor) grant agreement 16-BG-83-09-18-01-008 for the period of July 1, 2015 through September 30, 2015. The reimbursement request for the quarter totaled \$26,004.83.
- Prepared and submitted Financial History and Quarterly Status Report Forms to DEM for the HSGP Emergency Management Local Planning grant agreement 15DS-P4-09-18-01-329 for the period of July 1, 2015 through September 30, 2015. There were no funds expended during the quarter for this grant.

Human Services Grants

- Received a total of \$115,877.17 in grant reimbursement claims:
 - \$ 11,346.29 from Area Agency on Aging for Older Americans Act Grant
 - \$ 41,101.42 from Area Agency on Aging for Community Care for the Elderly Grant
 - \$ 24,914.88 from Area Agency on Aging for Alzheimer's Disease Initiative Program
 - \$ 1,001.86 from Area Agency on Aging for Home Care for the Elderly Program
 - \$ 8,799.80 from Department of Economic Opportunity for the Community Services Block Grant Program
 - \$ 22,766.28 from Department of Economic Opportunity for Low Income Energy Assistance Program
 - \$ 5,946.64 from Florida Department of Juvenile Justice for Civil Citation Community Services
- Staff attended the Area Agency on Aging (AAA) meeting in North Fort Myers. AAA of Southwest Florida is designated as the Planning and Service Area 8 by the State of Florida Department of Elder Affairs, the agency administers federal and state funded programs.

RESTORE Grant

- Completed Enrollment in Automated Standard Application for Payments (ASAP) for RESTORE request for payments
- Compiled and submitted memorandum to the Board of County Commissioners on BP Settlement update
- Attended Gulf Consortium Executive Committee Conference Call

MAC Grants

- Prepared and submitted reimbursement request on West Coast Inland Navigation District (WCIND) grants for project agreement numbers C183, C182, C174, and C160 for expenditures from 8/1/2015 – 9/30/2015. The reimbursement request for the period totaled \$39,077.79.
- Received a total of \$60,095.26 in grant reimbursement claims from WCIND:

- \$6,380: Project C170 – Abandoned Vessel Removal
 - \$2,996.88: Project C172 – Maintenance for Aids to Navigation
 - \$9,696.95: Project C174 – New Marine Markers
 - \$4,805.68: Project C182 – Maintenance for Aids to Navigation
 - \$35,446.78: Project C183 – CC Sheriff's Flats Boat & Accessories
 - \$768.97: Project 185 - Flotilla 9-8 Safe Boating Seminar Materials
- Attended the Marine Advisory Committee meeting and provided a monthly report on remaining 2015 grant activity and upcoming 2016 grants.
 - Processed check requests
 - Charlotte County Sheriff's Office - \$12,142.02
 - YMCA - \$568
 - Civil Air Patrol - \$1,267
 - City of Punta Gorda - \$2,194.03
 - Staffed 15 FY2016 WCIND Project Agreements for Administrator's signature, and submitted package to WCIND for execution.
 - BCC approved the grant recommendations from the Marine Advisory Committee on October 13, 2015, signing resolution 2015-111, allowing the application for \$68,658 through WCIND, and awarding \$15,461 in Boater Improvement Funds for 2015/2016. Funding will be used for HarborWalk Phase I CRA, US Coast Guard Auxiliary Radio Equipment, and YMCA Learn to Sail Program.
 - Established 2017 MAC Grant application and announcement on MAC website.

Transit Grants

- Florida Department of Transportation approve the Bid package for the Fleet Bus Washer and Improvement Design.
- Pre-submittal meeting held for the Fleet Bus Washer and improvement design.
- Notification was received for Triennial Audit. Projects were assigned.
- October 26-29 staff attended the Florida Public Transit Association/Commission for Transportation Disadvantaged Conference in Daytona Beach, Florida.
- Received a total of \$29,874 in grant reimbursement claim from Transportation Disadvantaged Commission.

MPO Grants

- Staff attended the October 5th MPO quarterly meeting.
- Memorandum of Agreement for Community Transportation Coordinator (CTC) Designation and the Resolution stating Charlotte County's desire to continue as CTC for the next 5 years (July 1, 2016-June 30, 2021) was submitted to County's Attorney's office.

Mosquito Grant

- October 27th, Arthropod Control Budget Amendment for FY 15/16 went to the Board along with the associated Budget adjustment in the amount of \$1,489.

Road Grants

- Received a total of \$ 248,424.94 as follows:
 - \$ 218,125.85 from FDOT for Burnt Store Rd Phase 3 construction
 - \$ 667.18 from the Boater Improvement Fund for new Marine Markers Maintenance
 - \$ 2,260.56 from the City of NorthPort for third quarter traffic signal electricity
 - \$ 27,371.35 from the Englewood Water District for Winchester South Construction
- Invoiced a total of \$ 188,099.26 as follows:
 - \$ 160,060.73 to FDOT for Burnt Store Phase 3 road construction
 - \$ 27,371.35 to the Englewood Water District for Winchester South construction
 - \$ 667.18 to the Boater Improvement Fund for marine marker maintenance

Justice & Mental Health Collaboration Grant

- Participated in live stream training *Building Successful Justice and Mental Health Partnerships* with other JMHCP grant recipients nationwide.
- Submitted draw down of \$15,500 for Charlotte Behavioral Health Care, \$4,000 for Fiscal Service, and \$1,250 for Pam Baker Grant Evaluator.
- Completed semiannual progress report and quarterly financial report
- Attended Public Safety Council Meeting and Criminal Justice Behavioral Health Advisory Council Meeting
- Completed Year End Reconciliations for the JMHCP Grant and submitted to Finance

Misc Grants

- Economic Development received the Cheney LGDAM grant reimbursement in the amount of \$50,000
- Charlotte Harbor Gateway Harborwalk Phase 1A construction Items of note for September:
 - Phase 1A CEI Services, paid \$46,743.75
 - FDOT-LAP Grant revenue received through 10/1/2015 is \$271,076.90.
 - Requesting Reimbursement for July billing totaling \$191,220.30 (net of retainage) from FDOT.

OPERATING SUPPORT

- Provided a sports park feasibility report to Convention Sports and Leisure International Organization.
- Reviewed proposals for ambulance billing vendors.
- Participated with team for Banner implementation
- Worked with PRMG for rate updates

ACCOUNTS PAYABLE/RECEIVABLE SUPPORT

- Revised the process for all Purchase Orders, Purchase Requisitions and payment recording to be electronically saved and fully paperless.
- Continued the cross training within the AP/AR Core Service and completed the new file structure for our group.
- Completed the FY 14/15 year end processes including closing Purchase Orders, final invoice payments for FY 2015 and accrual lists to Finance, interdepartmental billings, assist with Public Works inventory counts and cash audits.
- Invoiced a total of \$3,9760.71 for Public Safety:
\$3,960.71 for EVM repairs
- Received a total of \$5,353.03 for Public Safety:
\$1,392.32 for radio repairs
\$3,960.71 for EVM repairs
- EMS Collection payments – processed 18 payments totaling \$1,756.10 for October.
- EMS Refunds – processed 143 refunds totaling \$27,382.22 for September.

CAPITAL SUPPORT

- Completed Capital Financing Plans for Clean water construction and planning.
- Finalize the CIP book for adoption, creating the sections, schedules, providing continuity in appearance. Prepare the Economic Impact Statement, draft Ordinance as need to set the date for BCC adoption
- Continued working on 20 Year CIP Projections, focusing on the expansionary projects
- Analyzed and prepared adjustments to the monthly projections report for Public Works.

Monthly Report, October 2015

- Continuation of training with Fiscal Services Operations section on creation of Public Works EAMS Labor Rates update for 10/1/15.

ANALYTICAL SUPPORT

- Completed Novus Agenda item for Sheriff's Crime Prevention Fund.
- Completed Vehicle Replacement Reconciliation and final year end posting entries.
- Attended Enterprise Charlotte Economic Council Meeting.
- Updated Revenue Tracking spreadsheet .
- Compiled information for the End of Year Budget Adjustments. This will go to the board for approval on November 10, 2015 and entered into EDEN no later than November 13, 2015.
- Final review of all TRIM calculations and electronically signed off. All other TRIM paperwork has been signed and sent to Department of Revenue.
- Completed Sports Park utility billing analysis and invoiced Ripken for payment

I.T.

October Accomplishments:

- Office 365 – The Office 365 deployment upgrade from the County's on premise Exchange 2010 email system to the Office 365 hosted environment was completed with the last department migration 10/16/2015. This deployment provides a variety on new functionalities from the hosted services.
- Public Website Migration – Information Technology completed the Utilities Department Public Website on 10/27/2015 and met with PIO for the handoff. PIO will begin training and content migration. This completes the IT role in the process. We are currently working on the Public Safety web site.
- New IT Staff - Information Technology filled its vacant position within the Client Services group with the hiring of Stephen Haynes as a Computer Support Specialist. Stephen is a graduate of Hodges University. We are excited to have Stephen join our team.
- Utilities Department Knowledge Base - Information Technology completed the production of a SharePoint based knowledge base to be used by the Utilities Department staff to provide accurate and consistent information to the public. This was a result of one of the Utilities operational audit recommendations. It is currently in use by staff.
- Cyber Security Awareness Month - As part of National Cyber Security Awareness Month, Information Technology has been providing presentations to raise awareness of the importance of cyber security in the work place. Training classes for staff will be made available in the future.
- Partnership Agreements - Information Technology is in the process of establishing partnership agreements with all county departments in order to clearly define roles, responsibilities and expectations for both the IT division and the departments. We have been sitting down with most departments to discuss the specific requirements each department may have. These agreements will be reviewed on an annual basis.

October Outage Statistics:

5 Incidents

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Total Down Time – 6 hrs. 32 mins.
Average time per Incident – 1 hrs. 18 mins.
System availability was 99.122%

October Call Statistics:

Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 288 +/- +67

Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 264 +/- +57

Incidents Opened Last Month – (hardware or software that is not functioning properly) = 699 +/- -30

Incidents Closed Last Month – (hardware or software that is not functioning properly) = 760 +/- - 18

Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 923 +/- +169 (calls previously being under reported by software)

Purchasing

- Quotes due and received:

15-435 Thermoplastic Striping – US 41 / Burnt Store Road

16-026 HRA / Flex Account – Third Party Administrator

- Pre-bid meetings held:

15-418 Vehicles – Annual Contract

15-424 Port Charlotte Beach Fishing Pier Lighting

16-009 Bay Heights Boat Ramp

15-429 County Facility Floor Replacement – Community Services

15-441 Utility Improvements – Parkside C.R.A.

16-028 Generator Maintenance – Annual

16-031 Sports Park Water Quality Mitigation

16-003 Sunshine Lake / Sunrise Waterway Chara Removal

- Bid openings held:

15-418 Vehicles – Annual Contract

15-429 County Facility Floor Replacement – Community Services

16-031 Sports Park Water Quality Mitigation

- Pre-submittal meetings held:

15-471 Engineers of Record – Utilities

15-423 Fleet Phase II Design

- Proposals due and received:

15-400 Design – West County Annex

15-436 Emergency Medical Transport Billing Services

15-471 Engineer of Record – Utilities

15-423 Fleet Phase II Design

- Work Orders due and received:

16-036 Design Storm water Control Structure Replacement

16-050 Greenhouse Gas Reporting

16-049 Title V Compliance

16-051 Landfill Life Estimate

16-062 Biennial Water Quality Report

- Shortlist meetings held:
 - 15-370 Public Relation Services – Tourism
 - 15-394 Design Renovations of Recreation Centers – Harold, South County & Tringali
 - 15-400 Design – West County Annex
 - 15-436 Emergency Medical Transport Billing Services
 - 15-403 Design Recreation Centers – Ann Dever Memorial Park and North Charlotte Regional Park
 - 15-421 Professional Services Library
- Negotiation meetings held:
 - 15-364 Tourism Creative Services
 - 15-406 Jail Infirmary Construction Manager at Risk

Real Estate Services

Proposed Land Exchange with the School Board – We continue to work with staff from Economic Development and the County Attorney's Office on the terms for a possible land exchange with the School Board. Economic Development has advised us that this related to a potential development in Murdock Village.

Piper Road North – The pre-suit offers have been sent to the affected property owners. Approximately 41% of the owners have agreed to a voluntary acquisition and we are in the process of closing on these acquisitions. We will move forward with an Order of Take hearing in court in early 2016.

Surplus Property Disposal – We have forwarded the next group of surplus parcels to Purchasing and have requested that staff proceed with the bid process this fall.

Customer Satisfaction – Our customer surveys continue to show that our Division maintains a high customer service rating.

Release and Occupation of Easement Program – This program remains active with a total of 257 applications received last fiscal year.

Harbor Boulevard Improvements (Parkside) – The BCC approved the acquisition of easements on a voluntary basis. We have obtained 90% of the required easements and continue to follow up directly with affected land owners.

Murdock Village Inspections – We are continuing our monthly inspections and address any issues/items that need correcting. We were asked by Finance (Clerk of the Court) to obtain the annual Murdock Village appraisal estimate. This was completed and the appraisal report has been sent to Finance.

Stump Pass Dredging – We continue to seek easements from affected land owners. **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 – We assisted Public Works Engineering staff with right of way cost estimates for 3 possible alignments. This information was provided to attendees at a public workshop. The purpose of the workshop was to secure feedback from the public on the preferred roadway alignment.

Proposed Sheriff's District Office – Eastport Location – We have obtained a Phase 1 Environmental Report on the proposed site and the findings have been reported to our Facilities Department. A Phase 2 review will be underway shortly.

Library Site – City of Punta Gorda – We have obtained a Phase 2 Environmental Report and the findings indicate that there is no contamination. The report has been sent to Facilities.

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.

Sheriff's Lease – Promenades Mall – We have completed negotiations with the landlord to renew the lease for a 3 year term with 2 one year options to renew. The lease will be signed by all parties shortly.

Winchester Boulevard - We are bringing the surplus declaration of a remnant commercial Winchester South parcel to the BCC for approval at their October 27th meeting. If declared surplus, we will develop a disposal plan to ensure maximum return to the County.

Edgewater Phase II – Mediations to reach final settlement continue.

Placida Widening – Work continues to acquire additional right of way on a voluntary basis.

Environmental Lands Acquisition Program – Natural Resources instructed us to begin the acquisition process for two lots located in the Harbor Heights area. These lots are currently under contract.

Flamingo/Edgewater – We have acquired over 80% of the parcels needed for this project, all on a voluntary basis. This right of way acquisition program continues and another mailing will go out this fall.

Midway Project – Temporary Rights of Entry – We have obtained the necessary rights of entry for this project. The road widening project will commence shortly.

Burnt Store Road Phase III – Mediation and settlement conferences continue.

Gasparilla Road – 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 potential and/or ongoing lawsuits.

Snapper Creek Project – We are assisting Public Works Engineering staff on obtaining the necessary rights of entry documents to allow for the clean-out of Snapper Creek.

East/West Spring Lake Sewer Project – We have prepared the necessary license agreements to allow the contractor to temporarily use County owned parcels for staging areas.

Community Development

- Community Development Department hosted a roundtable meeting to solicit comments regarding the proposed revisions to wetland related policies. Topics included the goal, objectives and policies on how to avoid, minimize and mitigate wetland impacts within the county. We received many valuable comments and suggestions and staff is looking forward to working with the public to complete this revision.
- As part of the County’s commitment to advocate for our citizens in the ongoing FEMA Risk MAP (Mapping, assessment and planning) project, staff is piloting a program with FEMA to review data and model results throughout the process. This week, staff and the County’s consultants participated in an interim meeting with FEMA where model verification and climatology was discussed. Staff then has the ability to formally submit questions about the data and results to FEMA. This is part of a long term project which will not be finalized until at least 2018.
- Cheney Brothers, one of Southwest Florida’s Leading Food Distributors, begins operations in Punta Gorda this week.
- Code Compliance met with the New York section neighborhood watch group at Southport Square on Monday, October 5th. The turnout was very good, approximately 25-30 residents were in attendance. The code enforcement brochure was handed out and well received. Topics covered included the tall grass ordinance and what constitutes as a violation. They were also advised of the process of a code case and how long it takes to go from a complaint to adjudication of case. Other questions included junk-like conditions and the new ordinance for parking of trailers. Overall this community outreach was a success.

Item	Total FY15	Oct-14	Oct-15	FY14YTD	FY15 YTD
Single Family Permits Issued	824	60	80	60	80
Multi Family Permits Issued	9	1	0	1	0
Commercial Permits Issued	91	7	4	7	4

All Other Permits Issued	19254	1494	1696	1494	1696
Customers Served	24755	1837	2126	1837	2126
Inspections	60299	5262	5780	5262	5780
Permitting Revenue	\$3,566,544	\$422,734	\$285,148	\$422,734	\$285,148
Permitting Expenditure	\$2,441,620	\$145,501	\$159,747	\$145,501	\$159,747
Code Enforcement Revenue	\$1,090,865	\$115,181	\$65,875	\$115,181	\$65,875
Code Enforcement Expenditure	\$1,500,572	\$110,262	\$121,454	\$110,262	\$121,454
New Complaints Received	1218	147	121	147	121
Code Cases Initiated	3397	292	282	292	282
CEB Cases Heard	335	23	20	23	20
Citations Issued \$ Amount	\$93,000	\$2,000	\$18,000	\$2,000	\$18,000
New Contractor Licenses Issued	16	4	0	4	0
Contractor Licenses Revoked	8	0	0	0	0

PLANNING AND ZONING

Babcock Ranch

The revised Land Development Regulations for Babcock Ranch was adopted by the Board of County Commissioners (Board) at the November 25th BCC Land Use Meeting. The Babcock Overlay Zoning District Pattern Book Phase 1A was approved by the Community Development Department on June 8, 2015. A Preliminary Plat request for a subdivision to be named, Babcock Phase 1A, consisting of 198 mixed use lots was approved by the Board on July 28, 2015.

Little Gasparilla Island Community Plan

No new updates at this time.

Grove City Community Plan

No new updates at this time.

Revision of the Comprehensive Plan

On July 14, 2015, the Board of County Commissioners (Board) approved ordinance number 2015-037 to rescind the adopted ordinances which were approved by the Board on September 23, 2015. Staff has been working on revisions to the Comprehensive Plan. In order to better address these revisions, staff is proposing to divide the changes into two parts. County staff conducted roundtable meetings on September 16th and September 30th to gather public inputs regarding the proposed revisions. On October 12, 2015, the Planning and Zoning Board recommended approval of Part I of the revisions. These revisions will be presented to the Board for the transmittal hearing on November 24, 2015.

The Board approved an Ordinance Revisions to the Mineral Resource Extraction (MRE) Future Land Use Map category was adopted by the BCC on April 28, 2015, has been challenged by the City of Punta Gorda.

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 of the revisions was adopted by the Board of County Commissioners (BCC) on November 25, 2014. Phase II.1 of the revisions was adopted by the BCC on February 24, 2015. Phase II.2 of the revisions was adopted by the BCC of April 28, 2015. Revisions to the Manasota and Sandpiper Key Zoning District Overlay were also adopted by the BCC on April 28, 2015. Phase II.3 of the revisions focus on revisions to the boating structures, houseboats, off-street parking and parking and loading facilities which are all located in Article III, Special Regulations of Chapter 3-9, Zoning. These revisions were presented to the BCC for adoption on May 26th. Revisions to Section 3-9-79.1, Parking of boats, RVs, trucks and trailers were presented to the Board on July 28, 2015 and the Board approved these revisions. Revisions to Section 3-9-10: Amendment were presented to the Board on October 27, 2015 and the Board approved these revisions.

Staff will present the following revisions to the Planning and Zoning Board in November 2015 for their consideration.

School Concurrency

No new updates at this time.

Planning and Zoning Board

The following petitions will be heard by the Planning and Zoning Board on October 12, 2015:

1. PP-06-04-03:

Banks Engineering, on behalf of their client, Standard Pacific of Florida GP, Inc., has applied for a two-year extension of the Preliminary Plat approval for Kensington Lakes, a subdivision consisting of 255 lots in a Planned Development in Sections 25 and 26, Township 40S, Range 23E. The site, consisting of 90.46 acres, more or less, is located west of Lanier Road, east of Fairfield Avenue, south of Riverside Drive, south of Riverside Drive, and north of Duncan Road in Commission District I.

Community Development Department Recommendation: Approval

2. PP-07-08-14:

Banks Engineering, on behalf of their client, Ainger Creek Properties, LLC, is requesting a three-year extension for the Preliminary Plat approval for Ainger Creek Development subdivision. The Board of County Commissioners originally granted Preliminary Plat approval on November 20, 2007. The Planning and Zoning board allowed a two-year extension in 2009. Another extension was provided by the State Legislature in 2011, under the terms of Section 73, Chapter 2011-139, Laws of Florida. The subdivision, consisting of 122 residential lots (for cluster housing) on 31.12 acres, more or less, is located north and west of the Catfish Waterway, east of Lampp Drive, and south of the Sarasota County line, in Section 5, Township 41 South, Range 20 East, in Commission District III.

Community Development Department Recommendation: Approval

3. FP-15-08-03:

Port Charlotte Hotel, LLC, and Port Charlotte Commercial Properties, LLC have requested Final Plat approval for a minor subdivision to be named, Triangle Acres Center Lot 1 Replat, a replat of a portion of Triangle Acres Center as recorded in Plat Book 19, Pages 13A-13C, of the Public Records of Charlotte County, Florida. The site is 3.35 acres, more or less, and is located south and west of I-75, north of Village Drive, and east of Kings Highway, in Section 7, Township 40, Range 23, in Commission District I.

Community Development Department Recommendation: Approval

4. PA-15-07-08-LS:

Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) for review and comment; the two-part request is to amend several elements of the County's Comprehensive Plan. Part I is specifically to amend: 1) Future Land Use (FLU) Element by amending FLU Goal 1, FLU Goal 2, FLU Goal 3, FLU Goal 4, and FLU Goal 5, and some objectives and policies under FLU Goal 1, FLU Goal 2, FLU Goal 3, FLU Goal 4, FLU Goal 5, and FLU Goal 6; amending the Babcock related policies; amending FLU Policy 6.2.11: Natural Resource Connections item 3a., FLU Policy 6.3.1: Interconnection, FLU Policy 6.3.11: Established Flowways, and FLU Policy 6.3.12: Greenways Plan; 2) FLU Appendix I: Land Use Guide by amending the plan amendment standards of review; adding sub-neighborhood commercial to the Low Density Residential (LDR), Medium Density Residential (MDR) and High Density Residential (HDR) land use categories with specific development standards; replacing "recreational vehicle" with "recreational vehicle park" within the LDR, MDR and HDR land use categories; redefining general range of uses, removing Special Provision item 3., and deleting sub-category within the Commercial land use category; amending Special Provisions within the Office and Institutional (OI) land use category; and amending U.S. 41 Mixed Use (41MU) and Babcock Mixed Use (BMU) land use categories; 3) FLU Appendix III, Definitions by deleting the definition of "Smart Growth" and amending the definitions of "Strip Commercial" and "Urban Sprawl"; 4) Natural Resources (ENV) Element by amending some policies under ENV Goal 1 and ENV Goal 2; 5) Coastal Planning (CST) Policy 3.2.5: Development Requiring Special Needs Assistance; and rename the County's Comprehensive Plan to Charlotte 2050; Petition No. PA-15-07-08-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date. Part II will follow in the near future.

Community Development Department Recommendation: Approval

Board of County Commissioners Land Use

The following petitions were heard by the Board of County Commissioners (Board) on October 27, 2015:

1. PP-15-07-02:

Edgewater Opportunity Fund II, LP has requested Preliminary Plat approval for a subdivision to be named, Island Lake Estates, consisting of 400 single-family lots. The site is 169.68 acres, more or less, and is located south of San Casa Drive, north of Cypress Road, east of Placida Road, and west of Winchester Boulevard, in Section 16, Township 41 S, Range 20 E, in Commission District III.

Community Development Department Recommendation: Approval

2. PA-15-05-06-LS:

Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) for review and comments; the amendment request is to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Commercial (COM) (36.94± acres) and Agriculture (AG) (2.67± acres) to Low Density Residential (LDR) (39.61± acres) with an annotation to the 2030 Future Land Use Map stating that 1) the base density of the site is two units; and 2) the use of the site for a recreational vehicle park will be limited to 198 units and will not require a transfer of density, and from Agriculture (AG) (0.65± acres) to Preservation (PR) (0.65± acres); for property located at 26925 and 27005 Jones Loop Road, in the Punta Gorda area, containing 40.26± acres; Commission District II; Petition No. PA-15-05-06-LS; Applicant: TAG Creekside, LLC; providing an effective date.

Community Development Department Recommendation: Approval

3. Sec. 3-9-10. Amendment:

An Ordinance amending Charlotte County Code Chapter 3-9, Zoning, by revising Section 3-9-10, Amendments; providing for requirements and procedure that Land Development Regulations and the Office Zoning Atlas may be amended or repealed; providing for standards for approval;

providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.

Community Development Department Recommendation: Approval

Parkside CRA

Public forums to discuss the draft Parkside Revitalization and roundtable meetings to develop appropriate land development regulations to implement the revitalization plan were held to refine proposed LDRs for Parkside. The visual preference survey to further determine the public's preferences of various architectural features was completed on August 28. The results of that survey, along with conclusions drawn from it, were presented to the Team Parkside Executive Committee and at a Team Parkside Community meeting. The data collected from this survey is being used to prepare the proposed LDRs. Both the Revitalization Plan and the LDRs will be taken forward for adoption at the same time.

Charlotte Harbor CRA

The Charlotte Harbor Community Revitalization Plan was adopted on June 23, 2015. A first draft of the LDRs has been prepared and was presented to the CRA Advisory Committee. Discussions on the LDRs have begun, and adoption of the LDRs will begin in early 2016.

Murdock Village

There is no action on Murdock Village.

MANASOTA KEY COMMUNITY PLAN

The committee met on October 7th and October 21st. The following projects were presented to ARC.

- 1.) 1755 Gulf Boulevard – boat lift
Comments: recommended approval
- 2.) 1601 Beach Road – parking lot paving
Comments: recommended approval
- 3.) 1460 Gulf Boulevard – parking lot paving
Comments: recommended approval
- 4.) 1225 Shoreview Drive - fence
Comments: recommended approval
- 5.) 200 Friendship Lane – Minor Home Occupation
Comments: recommended approval
- 6.) 26 Cielo Court - deck
Comments: recommended approval
- 7.) 7506 Whitcomb Street - deck
Comments: recommended approval
- 8.) 210 Meredith Drive – boat lift cover
Comments: recommended approval
- 9.) 1445 Gulf Boulevard – boat lift
Comments: recommended approval
- 1975 Beach Road – Flounders – building addition
Comments: recommended approval

SITE PLAN APPROVAL

The County received 6 petitions in October:

2 were project conferences

1 was a Major Modification

1 was a final

2 were for preliminary and final

Community Services

Community Services

Administration

Monthly Report, October 2015

- Responded to 136 phone calls, 29 web mails, 1 citizen concerns, 2 accident and 1 incident reports
- Parking passes sold 16 (mail and phone)
- Supported 2 Advisory Boards, Safety Committee
- Promotional and Marketing Activities
 - ½ page ad in the Parrot Magazine promoting activities
 - Tippecanoe Trail & Mud Run
 - Parrot Magazine-Full Page Ad (in-kind sponsorship)
 - Facebook Ads (post reach over 6,000)
 - iHeart Media
 - Comcast TV Commercials
 - Facebook Page Current reach – 924 Page Likes
 - iHeart Media commercials – “The Guide” Fall/Winter edition
 - Distributed (6) press releases
 - 24,951 Marketing pieces distributed
- Seasonal Concessions
 - Englewood Beach
 - Hot Dog Cart – Yank’s Franks
 - Yoga – Loving Light Healing Center
 - Italian Ice – Plumberry Ice
 - Beach Chairs/Umbrellas/Scooter Rental – Englewood Florida Scooters
 - Yes Man – fresh fruit drinks
- Presentation to Sunrise Kiwanis Club
- Active Net project – Data input complete, testing continuing

Charlotte Sports Park

- The Perfect Games Baseball Tournament held between October 8th and October 11th had an approximate attendance of 2500 spectators.
- The Charlotte Sports Park was the host site for the Charlotte Stone Crabs and Walmart Haunted House on the weekends of 10/23 -10/24 and 10/30 – 10/31/2015 with an estimated attendance of 1700.

Recreation Division/Aquatics Section

Port Charlotte Beach Pool

- * 395 paid admissions
- * 147 Pass holder visits
- * 196 Water Aerobics participants
- * Staff spent an estimated 65 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- * Staff spent an estimated 150 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms
- * Port Charlotte Beach Pool was closed 10-20 through 10-23-15 for facility maintenance and staff training

Oyster Creek Regional Park Pool

- * 527 paid admissions
- * 704 pass holder visits
- * 504 water exercise participants
- * 10 Participants in the Lifeguard Training course, 5 of them scholarship recipients.
- * Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
- * Lemon Bay High School Swim & Dive practiced 5 times per week resulting in approximately 450 “splashes” for the month.
- * The pool was rented twice for SCUBA classes.

- * Staff spent an estimated 60 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- * Staff spent an estimated 72 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

South County Regional Park Pool

- * 399 paid admissions
- * 763 pass holder visits
- * 210 water exercise participants
- * Charlotte County intersession camp visited the pool 4 times resulting in approximately 180 “splashes”.
- * The Charlotte County Blue Fins held 27 swim practices resulting in approximately 1593 “splashes” for the month.
- * Charlotte High School Swim & Dive team held 36 practices resulting in approximately 1728 “splashes”.
- Charlotte High School hosted the High School District swim meet with 650 swimmers from 14 different schools and their families attended.
- * Charlotte High School hosted the District Dive meet where 50 divers and their families attended.
- The Charlotte County Sheriff’s Office held a Citizen’s Academy demonstration in the dive well 10-28-15.
- * Staff spent an estimated 72 hours performing In-service Lifeguard training skills such as First Aid/CPR/AED and Administering Emergency Oxygen.
- * Staff spent an estimated 74 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.

Recreation

The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 7,500 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 939 with 1,794 touches combined. Recreation facilities were rented 23 times achieving a rental attendance total of 1,736 people.

Athletics

- The total number of local athletic facility users (not including gymnasium use) for the month of September was approximately 3,704 and facilities were booked 3,564 hours. Activities included Adult Flag Football, Adult Soccer, Adult Softball, Special Needs Baseball, Youth Football, Youth Flag Football, Youth Soccer, Youth Baseball, Youth Softball, Youth Hockey, and Equestrian events.
- Prostyle Baseball Tournament at North Charlotte Regional Park, Harold Avenue and South County Regional Park on October 10th and 11th.
- St. Charles Borromeo School held two Basketball games at Harold Avenue Recreation Center on October 22nd and 27th.
- Harold Avenue Youth Basketball tryouts were held on October 21st and 24th.
- Harold Avenue Adult Volleyball 4 X 4 Tournament was held on October 24th.
- IBC- Nations Baseball Tournament at North Charlotte Regional Park and Harold Avenue on October 24th and 25th
- Florida Half Century Softball Tournament held at Carmalita Park on October 24th and 25th.

Extension Services

Administration:

Meetings/Reporting/Governance:

- **South Central Monthly CED Meeting** – Conference Call – October 26th – 1 pm
- **MOU w/ Extension Meeting – Charlotte Sports Park** – October 5th – 1 pm
- **Soil and Water Conservation Board Meeting** – October 12th – 9 am
- **4th Qtr. Business Mtg.** --- Community Services – Midtown Library – October 28th – 1 to 2:30 pm

- **Annual Gateway Meeting** – Balm – 9 am – October 29th
- **Managers Meeting** – October 12th – 1 pm – Charlotte Sports Park
- **FNP Coordinator begins work** – October 23rd – 8 am

Website Hits: Website: 2426 page views

Facebook® Page - Charlotte County Extension data: Facebook: 1,250 likes: Our Blog had 913 views. (Mitchell, Schumaker)

Sea Grant:

Outreach Programs:

- Florida Master Naturalist Program – Freshwater Module – October 2nd, 9th, 16th, 23rd and 30th (Staugler)

4-H Youth Development:

“Batty about Bats”

- Charlotte County 4-H Program Assistant, Lana Cardwell presented a “Batty about Bats” lesson to twenty 3rd grade students at East Elementary. The students learned the difference between myths and facts about bats. The students encountered a preserved bat up close and were also able to identify the specific features that a bat has.

Volunteer Conference of Southern States

- Charlotte County 4-H staff and volunteers attended the University of Georgia’s Volunteer Conference of Southern States. Classes were available to attend on various topics that can help create new youth enrichment programs and improve current programs that already exist within Charlotte County.

County Shooting Sports

- Charlotte County 4-H Program Assistant, Lana Cardwell attended the Glades County Shooting Sports training with specialization in Archery. The Charlotte County 4-H Outdoor Adventure club will focus on the Archery discipline among other important outdoor components such as wildlife and forestry.

4-H Agents Professional Association Conference

- Charlotte County 4-H Agent, Pam Phillippe attended and presented at the annual Extension 4-H Agents Professional Association Conference in Oregon. (Phillippe, Cardwell)

Horticulture:

Programming

- **Limited Commercial Landscape Management Training** – October 9th – 8 am to 5 pm – 5 in attendance
- **GI-BMP Training** – October 28th – 8 am to 3 pm – substitute Trainer – Don Rainey – 10 in attendance
- **“Venomous Creatures” Presentation - Port Charlotte Garden Club** - Holy Trinity Lutheran Church, 2565 Tamiami Trail, PC – October 8th – 11 am – 70 in attendance.
- **Turf Program - Dr. Laurie Trenholm** – 1 to 4pm – October 15th – 23 people in attendance – 3 CEU’s for the State Fertilizer License available.
- **Freshwater Invert. Florida Master Naturalist Program** – 8 am to 12 noon – October 30th – 21 in attendance

Special Outreach

- **MG Radio Show** – MG Radio – 1580- WCCF – 10 am – October 27th - Nancy Palmer, Lynn Buth, Tom Becker and Ralph Mitchell
- **Home and Garden Show** – October 10th and 11th – Event Center – Theme- Native Plants
- **34th Florida Master Gardener Conference October 19-21, 2015 | Kissimmee, FL** – Holly and Tom attending with 10 Charlotte County Master Gardeners

Florida-Friendly Landscaping™

Summary

The FFL program helps improve residential landscapes - Florida Yards and Neighborhoods (FYN) - educating homeowners on how to design, install and maintain low-impact landscapes. Total clientele contacts this month 337 homeowners & new resident: 98 attending 9 different teaching events, 75 telephone consultations, 66 visits to the office, 3 field visits and 92 email consultations.

Estimating Water Savings

In Southwest Florida, Haley and Dukes (2012) observed that a control group of homeowners irrigated 2.5 in. /month (18,849 gal/1,000 sq. ft. /year). Many homeowners are irrigating significantly more or less than what's recommended by UF/IFAS (31,767 gal per 1000 sq. ft. /year). Calibrating sprinklers systems to deliver 1/2" to 3/4" water instead of 1" will save a homeowner from 7,942 to 15,884 gal. per 1000 sq. ft. /yr. (UF/IFAS pub. AE575, *Estimating Water Savings Potential of Florida-Friendly Landscaping Activities*)

Extending 'Parks that Teach' to Charlotte Harbor

Thirteen Master Gardeners received on-site training to become 'Parks that Teach' guides at Bayshore Live Oak Park.

School Gardening Interest at East Elementary

The FFL Assistant provided guidance and technical assistance to the year-round, K-5 1^h grade a school-based gardening program, East Elementary Charlotte County School. The school desires to add for each grade level. With grant-funding in 2016, an outdoor, multi-disciplinary, teaching garden is being planned.

Meetings

- **MG Association - Appreciation Day** – October 7th – 10 am
- **Horticulture Team Meeting** – October 26th – 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 October 5th** – “Roof rat best management practices”
- **Newspaper Article for October 12th** – “The pitch apple”
- **Newspaper Article for October 19th** – “Puff”
- **Newspaper Article for October 26th** – “What is it?” (Mitchell, Bates, Becker)

Parks

- Installed new 4 swing set at Harbour Heights, 2 belt swings, one ADA swing and one tot swing. ADA compliant structure.
- Installed new Osprey Platform on a pole for the Osprey's to build their nest at Harbour Heights.
- Repaired seating at Hathaway Park amphitheater, trimmed back trees and bushes.
- Successful preparation for the F18 Regatta at Port Charlotte Beach.
- Foreman and 4 full time staff attended Global Harmonized System training for certification, required by June 1, 2016. GHS replaces MSDS sheets with global SDS standards. Training included janitorial product review & education of product offerings from our largest janitorial & building maintenance products vendor.

Natural Resources

- Staff continued the assessment of issues involved the restoration of flow to Lemon Lake via the Lemon Creek waterway. The issue of flow has been ongoing for the residents of the Fiddler's Green community. Restoration of flow to Lemon Lake could improve water quality and benefit the ecology of the water body. The majority of Lemon Lake is located within the Amberjack Environmental Park boundary.
- Staff met with FPL to discuss a long standing issue regarding powerlines and intermitted power to residences adjacent to Tippecanoe II Mitigation property. With an interest in serving the public need county staff scheduled the meeting in an effort to determine the source of frequent loss of power in the area and to explore the possible cause of the power issues with respect to land management activities. The opinion of the FPL representative was that the county's actions in no way affected the power supply to the homes in question.
- Staff also assisted Public Works with the construction and installation of an osprey nesting platform. This installation was required as the old nest is being removed and pursuant to Florida State statute a new nest platform must be provided.
- Staff is working to compile GIS data with regards to Scrub Jay call stations for surveys, as well as inputting and tracking historical survey data. This information will greatly assist the reporting of data collected pursuant to the Habitat Conservation Plan requirements for reporting but also assure continuity in the future as Natural Resources cooperatively gathers data with Jay Watch personnel.
- Staff attended a wet lands delineation training hosted by DEP. This training opportunity benefits the county in future projects where wet lands may be a concern. In addition to the wet land aspect the course focused on plant identification.
- Staff met with SCRIP staff to discuss landscaping issues regarding safety in relation to play grounds and site security.
- Staff continued the ongoing efforts of exotic flora control on conservation lands.
- Staff attended a training session on Scrub Habitat Management in Seminole State Forest. This was an opportunity to see the plans and operations of other professionals in the field of land management, specifically scrub habitat management and Scrub Jay population observations and management. Among the topics discussed were different land management actions and operations including selective timbering and use of heavy equipment in scrub habitat.
- Staff has been preparing reports for our Gopher Tortoise Recipient Site permitted through FWC. This process is a new report and combines multiple components including vegetation; borrow survey, and habitat management actions.
- Staff began work for the upcoming annual Tippecanoe Trail Run. This will be the 4th such event and in an effort to improve on the previous events staff has constructed multiple obstacles which will provide a challenge to the competitors in the event. The efforts to make this Environmental Park race ready will continue through mid-November with everyone being involved.
- Staff has been working on season ending reports for the Sea Turtle Monitoring program as well as Shore Bird Monitoring. This is an involved process and encompasses a large amount of data.

Facilities Construction & Maintenance Report October 2015

- **Anger Fishing Pier & Parking Renovations:** This Project is complete.
- **Cape Haze Pioneer Trail Connector:** The bid was submitted to purchasing and fiscal in early October. Purchasing completed draft request for bid documents with spec review early November.
- **CARE Facility Expansion:** The initial meeting was held on October 5th with the stakeholders. The consultants completed conceptual plans and site was surveyed.
- **Fire Training Facility:** The contractor started processing submittals and ordered the facility. Construction is projected to start mid to late November with building delivery in January.
- **Bay Heights Boat Ramp:** Purchasing processed the bid documents and the pre-bid meeting was held on October 16th. The Bid opening is scheduled for November 18th. Permit reviews are completed with minor comments. The consultant is compiling the responses for submission to the permitting department.
- **Airport Annex Master Plan:** The joint meeting with District 1 consultants was held on October 14th producing good programing synergy. The site conceptual master plan meeting will be scheduled for mid-November.
- **CCSO Firing Range:** The range design will commence upon finalization of Airport Road Master plan.
- **Justice Center Expansion:** The Board has approved the architect/engineering design team, and a negotiations meeting was held on November 2.
- **ADA Various Improvements:** Cost Proposals and preliminary designs have been reviewed. Next step is to finalize scope of work with final design package to go out to bid for construction. The engineer has been given the ok to write a proposal for these next steps.
- **Port Charlotte Beach Fishing Pier & Boardwalk Renovation:** The fishing pier and entire boardwalk are open to the public. The project is complete.
- **Franz Ross Football Fields Renovation :** The preliminary plans and specifications are being re-designed as requested by CC management.
- **Franz Ross Park Parking Expansion:** The paving has been completed. Lighting is being installed.
- **Harbor Heights Drainage, Parking and Sports Facilities Improvements:** The punch list is continuing to be worked on by the contractor.
- **Harbour Heights Boat Ramp:** The SWFWMD permit application has been submitted and approved. The ACOE application has been submitted.
- **El Jobean Fishing Pier:** Alternative repair methods are being considered.
- **Fire Station # 10:** Sprinkler contract has been awarded; plans in building permitting.
- **Murdock Service Area and VIP parking area:** Preliminary plans reviewed with staff. Final plans underway. **No Changes**
- **Bayshore Live Oak Park Shoreline Restoration:** Preliminary plans have been reviewed with permitting agencies. Final plans reflecting agency and staff comments were submitted to agencies. Corps RAI was received and a response submitted. Final Corps review underway. **No Changes**
- **Sales Tax Project – CCSO District 1 Offices:** The schematic design is completed and under review by stakeholders. Next team meeting will be held mid- November to discuss comments.
- **Sales Tax Project – Jail Infirmary:** The design programing is approximately 50% complete. The construction manager (CM) was approved by the BCC on October 13th. The negotiations started with proposal received and accepted. Purchasing is processing the contract for approval.
- **Sales Tax Project – Veterans Memorial Park:** The design team is nearing the 60% plans, with estimated completion early November.

- **Sales Tax Project – South County Community Library:** The Phase II Environmental Site Assessment has determined that there are no environmental issues with the site. A draft copy of the City's land use cooperative agreement is in the process has been reviewed through the County Attorney's office and returned to the City. A design kick-off meeting is scheduled for 11/16.
- **Sales Tax Project – Family Services Center Renovations:** Spatial and functional analysis of the Family Services Center and Cultural Center is underway. Final Report has been received and accepted. This report will be presented to the BCC for consideration of alternatives which will inform the Sales Tax Project scope of work.
- **Sales Tax Project – Ann Dever Regional Park New Recreation Center:** The BCC approve ranking to negotiate with Fleischman Garcia for the design services. A negotiation kick-off meeting was held. Project is being design simultaneously with NCRP recreation center.
- **Sales Tax Project – NCRP New Recreation Center:** The BCC approve ranking to negotiate with Fleischman Garcia for the design services. A negotiation kick-off meeting was held.
- **Sales Tax Project – West County Annex Replacement:** The BCC approve ranking to negotiate with Fawley Bryant for the design services. A negotiation kick-off meeting is scheduled.
- **Sales Tax Project – McGuire Park:** Design contract has been signed. The design kickoff meeting was held. Public input meetings are scheduled.
- **Sales Tax Project – Recreation Centers Renovations:** The BCC approve ranking to negotiate with ADG for the design services. A negotiation kick-off meeting was held.

Human Resources

Human Resources October 2015

Employee & Labor Relations

- Extended employment opportunities to 17 candidates
- Attended Local SHRM Meeting
- Held Meeting with the Employee Recognition Committee to discuss upcoming event
- Attended meeting with Utilities to discuss Apprenticeship program
- Created Pay for Performance video to explain Pay-for-Performance process to staff
- Recruitment related activities and hiring processes
- Served on Interview Panels
- Employee related issues and investigations
- 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

Monthly Report, October 2015

- Halogen assistance for employees and Management
- Kicked off Management University Program
- Held “Neuroscience of Health & Happiness
- Generated monthly service awards
- Miscellaneous coaching/development conversations
- Professional Development to include webinar, reviewing industry journals, etc.

Public Safety

Animal Control: Our department completed an ongoing project on October 3rd regarding the installation of two livestock shelters at our County pasture in South Punta Gorda. The former shelters had become dilapidated and unusable. The new structures will serve to shelter impounded livestock from the weather elements. The shelters were placed strategically apart in the event we have to divide the pasture.

Animal Control Dispatcher Ashley Seymour was placed on maternity leave starting Oct. 10th.

We conducted job interviews on October 20th & 22nd for our open Animal Control Officer position. 14 people were interviewed. A candidate has been selected and is expected to start in mid-November.

Administrative Services Coordinator Tracie Baird attended the *Continuity of Operations Plan* (COOP) training session that was held here at the Public Safety Complex on October 21st.

Administrative Services Coordinator Tracie Baird attended the *Neuroscience of Health & Happiness Class* that was held on October 23rd at the Charlotte County Administration Bldg.

Animal Control Officer Ronelle Moore left her position with our department on October 24th. She transferred over to the Charlotte Co. Code Compliance Dept.

Our department was in attendance at the *Southwest Florida Pet Rescue Festival* that was held on Oct. 24th at the Charlotte Co. Cultural Center in Port Charlotte. Animal Control Officer Brad Finkbeiner had a booth set up with his truck in display. This was a major event with dozens of vendors in the animal industry from all over southwest Florida in attendance.

-
- Fire and EMS: No information to report.

Public Works

Public Works

Active Construction Projects (may affect vehicular/boater/pedestrian traffic patterns)

2015 County Paving Program - This program provides for the resurfacing of roads in Greater Port Charlotte, Parkside, Deep Creek, and the Road & Bridge Districts. Maps depicting the specific areas to be paved are available on the 2015 Paving Program webpage located at <http://www.charlottecountyfl.gov/projects/Pages/default.aspx> Construction Contract: Ajax Paving, Construction Schedule: March 2015 – Mid-February 2016

Midway 7 Area: Paving continues. Ajax Paving has completed the paving projects in the Midway 9, Peachland 4 and Deep Creek Areas.

Monthly Report, October 2015

The Board of County Commissioners approved the addition of Veterans Boulevard to the 2015 Paving Program on Oct. 13, 2015.

To date, approximately 56,141 tons of S-III asphalt has been placed in the Greater Port Charlotte and Deep Creek areas. The time complete is 82.12 percent and the work completed is 50.10 percent.

Burnt Store Road (Phase 3) 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 Contract: Gibbs & Register, Construction Schedule: 3/10/2014 – 1/2/2016

The excavation of all ponds is complete. Grading and sodding of swales continues on the west side and work is progressing on the final box culvert.

Installation of drainage pipes is complete. The installation of utilities continues; approximately 99% of new utility pipes are installed and 97% of the old utility pipes have been removed.

Over 98% of the sidewalk sub grade has been installed on the northbound side. Concrete installation for the sidewalk is 99% complete on the northbound side and 45% complete on the southbound side.

The contractor completed the stabilizer/base on the northbound travel lanes and is now placing stabilized sub base on the southbound travel lanes. The first and second course of asphalt has been paved on the northbound lanes and 6,300 feet of asphalt has been paved on the southbound lanes. Paving of the structural course on the southbound lane will begin in late November.

Street lighting and IT conduit on the east side of the project is operational; the eastern side of the project is nearing completion. Lighting conduit is being installed on the west side and is approximately 75% complete.

Please note that traffic has shifted to the east side of the new roadway and the speed limit was reduced to 35 miles per hour. The entire project length is a NO PASSING zone; extreme caution should be used when traveling in this area.

Traffic Advisory: PUNTA GORDA, Fla. (Oct. 21, 2015) – Please be advised that Rio Togas Road, between Burnt Store Road and Nutmeg Road, will be closed to traffic Monday, Oct. 26 through Friday, Nov.6. Construction includes a roadway re-alignment at the intersection of Burnt Store Road and Rio Togas Road. Detour signs will be in place to direct traffic around the construction site. The Public Works Department reminds motorists to observe reduced speed limits in construction zones and exercise extreme caution when traveling in the vicinity of construction workers.

Charlotte Harbor Gateway Harbor Walk, Phase 1 – This project is to design and construct pedestrian and boater access to Charlotte Harbor. Phase 1 includes replacement of the seawall, construction of a restroom facility, small boat launch, parking area, and pedestrian promenade located at the foot of the north-bound US 41 Bridge. Once completed, new amenities will enhance the public's waterfront experience. The project area is closed to the public during construction however residents and tourists are encouraged to visit Bayshore Live Oak Park to continue fishing and enjoying recreational activities.

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. Construction Contract: Quality Enterprises, Construction Schedule: 5/18/2015 – February 2016.

Monthly Report, October 2015

The contractor completed the installation of sheet piles for the seawall and the cap for the new seawall has been poured; the forms still need to be removed. Concrete sidewalks are being poured the week of October 26. Foundations for the sun shades have been installed and irrigation and electrical conduit installation continues.

CR 771 (Gasparilla Road) Widening – The purpose of this project is to widen CR 771 (Gasparilla Road) to a four-lane divided roadway, from SR 776 to the vicinity of Rotonda Boulevard East. The project includes 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: 7/7/2014 – 9/4/2016.

- AJAX Paving is scheduled to pave the remaining portions of the northbound lanes for a traffic switch this week.
- Woodruff & Sons' Crew #1 is scheduled to finish the connections to Marathon Boulevard this week.
- Woodruff and Sons' Crews #2 and #3 are removing old utility lines and installing new storm drain piping heading toward SR 776.

Please note that planned construction activities are contingent upon weather conditions.

Port Charlotte, Fla. (Nov. 4, 2015) – Traffic is scheduled to be switched to the new travel lanes on CR 771 (Gasparilla Road), between Marathon Boulevard and Ingraham Boulevard, crossing the new bridge section. The speed limit in this area will be reduced to 25 MPH along the entire length of the traffic switch. Message boards and signage will be on-site indicating the lane shifts. The San Domingo Boulevard intersection will be re-opened during this time. On behalf of the construction crews, please use extreme caution when traveling through this area. This work is being conducted in conjunction with the CR 771 (Gasparilla Road) Widening project; more information about this project is available at www.CharlotteCountyFL.gov – click Project Status Updates in the Popular Links list on the left.

The Public Works Department, on behalf of Halfacre Construction Company, reminds motorists to remain alert and use extreme caution when traveling in the vicinity of construction workers.

Edgewater Drive Widening Phase 2 – 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: 1/5/2015 – 2/5/2017.

Excerpts from www.GoEP2.com

The intersection of [Midway Boulevard and Edgewater Drive](#) will remain closed through Monday, Nov. 16 at 7 p.m. Midway Boulevard traffic will be routed on a local detour. Edgewater Drive, to the west of Midway Boulevard, will also be [routed on a local detour](#).

Altoona Street remains closed from Edgewater Dr. to Webster Ave. [until further notice](#). West Spring Lake Bridge, East Spring Lake Bridge and Sunrise Waterway Bridges are closed to vehicle, pedestrian and bicycle traffic. Lauzon Street is closed from Sheeley Street to Lakeview Avenue for the duration of project.

The intersection of Edgewater Drive and Harbor Boulevard was transitioned from a traffic signal to a four-way stop. Motorists are asked to use caution and obey signage while traveling through the area. The final build-out will include new mast arms, traffic signals and pedestrian facilities.

Harbour Heights Median Improvements - This project consists of installing curbing, irrigation and landscaping within the existing medians on Sunnybrook Road and Broadpoint Drive. Construction Contract: Stage Door II, Inc. of Apopka, FL, Construction Schedule: 8/24/2015 – 11/22/2015

Median curbing, soil replacement and irrigation directional bores are complete. The installation of irrigation feed lines and electrical lines are complete. Landscaping is underway and the Contractor is on schedule to complete the project by November 22, 2015.

Midway Boulevard Widening Phase 2 – This project will complete the widening of Midway Boulevard from Sharpe Street (just east of Harbor Drive) to the intersection of Kings Highway (about 2.25 miles). Design includes four lanes of traffic with center turn lanes, new sidewalks on both sides, a closed drainage system, new traffic signals at Beacon Drive, new pedestrian crossings at the schools, new lighting, and a new water and sewer system along the corridor. Temporary sidewalks, meeting the ADA requirement, will be installed during construction to maintain all pedestrian access. Midway Boulevard may be closed to through traffic at times however mail delivery, emergency services and access to local residences will be maintained during construction. This project was selected for inclusion in the 2008 Sales Tax Referendum. Construction Contract: Forsberg Construction, Construction Schedule: 6/30/2015 – Summer 2018

Forsberg Construction is currently working at the Niagara Waterway installing 60" concrete pipe from the canal across Achilles Street to Pond "F" located between Bermuda Street and Hardey Street. Once the 60" pipe is installed, Achilles Street will re-open and Midway Boulevard will close to through traffic while construction crews move eastward installing the remainder of the utilities.

Traffic Advisory: PORT CHARLOTTE, Fla. (Oct. 1, 2015) Detour Planned for Week of Oct. 12; Storm pipe construction will begin at the Niagara Waterway and continue east along Midway Blvd. Achilles Street (south) will be closed at Midway to allow for large pipe installation. Traffic will be detoured around Burlingame Ave and Hardey St. Please refer to [Maps/Detour page](#).

Rotonda West Bridge Lighting – The Rotonda West Street and Drainage MSBU Advisory Board requested the installation of decorative lighting to the five bridges over the Rotonda River. Bridge Locations: Rotonda Boulevard East, Rotonda Boulevard West, Rotonda Boulevard North, Cape Haze Drive, Rebel Court. Wright Construction completed the installation of an electric power system to feed the decorative lighting planned under the first phase of this project. Construction Contract: Solo Electric, Construction Schedule: 10/12/2015 – March 2016

A pre-construction meeting was held with Solo Electric on October 1, 2015. The notice to proceed was issued for Monday, Oct. 12, 2015.

Sidewalks - South Gulf Cove – The South Gulf Cove MSBU Advisory Board 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. Construction Contract: Bonness, Inc., Construction Schedule: 11/9/2015 – Early 2016

A pre-construction meeting was held Oct. 20 at which time Notice to Proceed was established as Nov. 9, 2015. The contractor will begin survey work on Nov. 9. Construction will begin on Ingraham Boulevard near CR 771 and will continue into the development.

Traffic Advisory: Port Charlotte, Fla. (Nov. 4, 2015) – Construction is scheduled to begin along Ingraham Boulevard in South Gulf Cove on Monday, Nov. 9 which may cause intermittent, temporary lane closures affecting traffic patterns through March 2016. Work will begin near CR 771 to construct a multi-use recreational trail and to install landscaping along Ingraham Boulevard to Calumet Boulevard and then proceed down Calumet Boulevard to St. Paul Drive. Traffic signs, message boards, and flaggers will be on-site as needed to direct traffic. This work is being conducted in conjunction with the South Gulf Cove Sidewalks project; more information about this project is available at www.CharlotteCountyFL.gov – click Project Status Updates in the Popular Links list on the left. The Public Works Department reminds motorists to remain alert and use extreme caution when traveling in the vicinity of construction workers.

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. Construction Contract: Underwater Engineering Services, Construction Schedule: 7/27/2015 – 10/27/2015.

The contractor mobilized equipment to the site on Aug. 14 and formed and poured concrete pile jackets at both bridges on August 21. The contractor removed the pile jacket forms for inspection. The inspections are complete and approval was received which completes this project.

South Gulf Cove Turn Basin – The South Gulf Cove Waterway Advisory Board 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. Construction Contract: Marine Contracting Group, Construction Schedule: 9/28/2015 – Late 2015

Marine Contracting Group has been dredging the turn basin first to allow freedom of navigation. Once complete they will maintenance dredge the access channel; boat traffic will be routed through the new turn basin when access channel dredging occurs. Material is being trucked from the spoil site to the Charlotte County Landfill.

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. The new structure will replace two 48" culverts and a 50' weir with one 8'x10' box culvert with a 5' weir. Construction Contract: Quality Enterprises, Construction Schedule: 8/3/2015 – 3/11/2016.

Construction is underway; 6 pieces of box culvert have been installed starting at the south going north. The footer has been poured for the head wall and wing walls on the south side. The head wall and wing walls on the south side have been formed.

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. The new structure will replace a 48" reinforced concrete pipe and a 22' weir with two 36" reinforced concrete pipes with a 6' weir. Construction Contract: Quality Enterprises, Construction Schedule: 8/3/2015 – 3/11/2016.

Construction is underway; the head walls and wing walls have been poured on the south side. Side drainage pipes have been installed going to the roadside drainage structures.

Sunshine Lake Recharge Wells – This project consists of the installation of two recharge wells to maintain active water flow through the Sunshine Lake. A recharge well will be located at the north end of Sunshine Lake and a second adjacent to McGuire Park. Construction Contract: Lee Dean & Sons, Inc. of Fort Myers, FL, Construction Schedule: 9/14/2015 – 12/15/2015

Well shafts have been drilled at both locations. The contractor is currently coordinating with Florida Power & Light to run electricity to the well pump sites.

The installation of the well pumps is anticipated this week and the stilling wells and discharge pipes should be installed next week.

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, Construction Contract: Quality Enterprises, Construction Schedule: 9/21/2015 – Spring 2016.

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.

The Sunrise Waterway Water Level Control Structure Project is intended to meet the lake level modification recommendation of the study. The control structure will be constructed at the North Tamiami Trail access road, located at the downstream end of Sunrise Waterway. The structure will raise the water level in the upstream water bodies approximately 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.

Construction is currently underway and is advancing quickly. The existing road crossing culvert has been removed and the large concrete replacement pipes have been installed. Forms for the concrete weir structure are being erected and the concrete will be cast-in-place by the end of October.

The access road continues to be closed to through traffic however access to local businesses remains open during construction.

Traffic Advisory: PORT CHARLOTTE, Fla. (Sept. 2, 2015) – Please be advised that the North Tamiami Trail access road, between Elkcam Boulevard and Caring Way, will be closed to thru-traffic starting Monday, Sept. 21, 2015. This road closure is necessary to install a water control structure and pipe under the access road at the canal crossing. Advance warning signs will be on site to assist travelers through the detour. The new water level control structure, placed at the downstream end of the Sunrise Waterway, is designed to restore and enhance the water quality of Sunshine Lake by raising the water level in the upstream water bodies. Weather permitting, this project is expected to be complete within 180 days. The Public Works Department reminds motorists to drive safely and exercise extreme caution when traveling in the vicinity of construction workers.

Projects in Design or Negotiation

Burnt Store Road Phase 2 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: Johnson
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Engineering, Design/Permitting schedule: through 3/3/2017, Procurement Process: Spring 2017, Projected start of Construction: TBD

The first Public Meeting to unveil the design proposal options was held Oct. 7. Over 70 interested citizens were in attendance; some provided input to the proposed design concept options which will be presented to the Board of County Commissioners for review and recommendation this fall.

Design schedule:

- 30% plans are due March 11, 2016
- 60% plans are due Aug. 12, 2016
- 90% plans are due Dec. 2, 2016
- 100% plans are due Feb. 3, 2017
- Final bid contract documents are due March 3, 2017

Charlotte Harbor Gateway Harbor Walk, Phase 2 – 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 – 7/17/2015, Procurement Process: Late 2015, Projected Start of Construction: Early 2016

Meetings with the design firm continue; 100% design plans were submitted to FDOT the week of October 19 and are under review. The design team submitted the plans to the permitting agencies and is waiting for their responses.

Edgewater Drive Bridge Repair at Elkcam Waterway - This project includes engineering services to inspect and evaluate the current condition of each wall at the Edgewater Drive Bridge (014074) over the Elkcam Waterway near Cousley Drive and determine the most cost effective method of repair. Design Contract: CES/American Engineering, Design/Permitting Schedule: through Fall 2015, Procurement Process: Late 2015- Early 2016, Projected Start of Construction: Early 2016

CES/American Engineering is currently designing wall rehabilitation; design plans are at 90% completion.

NWPC Bridge Inspections and Design Improvements - This project includes an engineering evaluation of seven bridge structures within the Northwest Port Charlotte MSBU District and development of a detailed rehabilitation plan to extend the structure's useful life. A consultant will inspect the bridge piles and collect the necessary field data to design structural jackets and supply a report with estimated costs before designing the jackets. The improvements and repairs shall correct deficiencies identified by FDOT consultants to the extent that is practicable. Design Contract: CES/American, Design/Permitting Schedule: TBD, Procurement Process: TBD, Projected Start of Construction: TBD

<u>BRIDGE #</u>	<u>ON</u>	<u>AT</u>
014041	McPearson Dr.	Hastings Waterway
014045	Chamberlain Blvd.	Apollo Waterway
014047	Chamberlain Blvd.	Markham Waterway
014048	Jacobs St.	Jupiter Waterway
014050	Biscayne Blvd.	Apollo Waterway
014051	Eisenhower Dr.	Venus Waterway
014052	Eisenhower Dr.	Cheshire Waterway

CES/American Engineering was selected as the design firm; the scope and fees have been approved. The County and CES/American Engineering are scheduling a kick-off meeting to start the design process.

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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 – October 2015, Procurement Process: Late 2015-Early 2016, Projected Start of Construction: 2/5/2016.

Engineering Division staff reviewed the 90% design plans and provided comments to Johnson Engineering; 100% plans are expected in early November 2015 for review and approval.

Parkside - Gertrude Avenue/Aaron Street Multi-Use Path - This project will provide for a 10' multi-use path, landscaping, decorative lighting, a pocket park and signage along Gertrude Avenue, from Caring Way to Aaron Street, and along Aaron Street from Gertrude Avenue to Harbor Boulevard. Design Contract: Johnson Engineering, Design/Permitting Schedule: June 2015 – Fall 2015, Procurement Process: TBD, Projected Start of Construction: TBD

Parkside Community meeting was held July 30, 2015 to review the conceptual plan. Johnson Engineering is expected to have 30% plans submitted for staff review in October 2015.

Parkside - West Tarpon Boulevard/Ambrose Lane Multi-Use Path - This project includes a 10' multi-use path, landscaping and decorative lighting along West Tarpon Boulevard from US 41 to Ambrose Lane and on Ambrose Lane from West Tarpon Boulevard to Elkcam Boulevard. Design Contract: Johnson Engineering, Design/Permitting Schedule: June – Late 2015, Procurement Process: TBD, Projected Start of Construction: TBD

The Parkside Board met with staff on Oct. 27 and approved proceeding with a 8' sidewalk on Ambrose Lane as there are constraints with only having a 50' right of way. Johnson Engineering is working on design 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 Fall 2015, Procurement Process: Late 2015, Projected Start of Construction: TBD

Charlotte County Utilities is adding a reclaimed water line to this project, which was approved by the Board of County Commissioners on Sept. 23, 2014. Conducting utility work in conjunction with construction of the multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.

Construction plans are on hold at approximately 80% pending completion of utility plans. 60% utility plans have been reviewed by CCU and comments returned to the design engineer; 90% utility plans are in progress. Utility design is expected to be complete in the fall of 2015.

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 Fall 2015, Procurement Process: Late 2015, Projected Start of Construction: TBD

Charlotte County Utilities is adding a reclaimed water line to this project, which was approved by the Board of County Commissioners on Sept. 23, 2014. Conducting utility work in conjunction with

construction of the multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.

Utility design should be complete in the fall of 2015. Construction plans are on hold at approximately 80% pending completion of utility plans. 60% utility plans have been reviewed by CCU and comments returned to the design engineer; 90% utility plans are in progress.

Sheehan Boulevard Bridge Repair at 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: 9/10/2012 – Late 2014, Procurement Process: Fall 2015, Projected Start of Construction: Fall 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.

Sidewalks – Burnt Store Lakes - The South Burnt Store MSBU Advisory Board requested sidewalks within the Burnt Store Lakes subdivision. This project will design and construct approximately 1.5 miles of sidewalks: Vincent Avenue from Boca Vista Road to Burnt Store Road, Saragossa Lane from Cape Horn Boulevard to Burnt Store Road, and Rio Togas Road from Cape Horn Boulevard to Burnt Store Road. Design Contract: Banks Engineering, Design/Permitting Schedule: 1/6/2014 – Summer 2015, Procurement Process: Fall 2015, Projected Start of Construction: Late 2015

Specification package is currently being reviewed by the Purchasing Department and is expected to be out for bid by Nov. 13, 2015.

Sidewalks – Cape Haze Drive - Design and construction of approximately 3,400 linear feet of sidewalk along Cape Haze Drive, from Arlington Drive north to approximately 450' north of Links Lane, where Cape Haze Drive becomes a four lane road. Design Contract: Johnson Engineering, Design/Permitting: March 2015 – Fall 2015, Procurement: Late 2015, Construction: Early 2016

60% plans have been received and are being reviewed by staff. CCU is looking into the possibility of completing a water main replacement as part of this project.

Sidewalks – Gulfstream Boulevard - This project will consist of an 8' sidewalk installed from an existing sidewalk on Gulfstream Boulevard at Snow Drive continuing to Rosemont Drive. Design includes a connection to an existing sidewalk on Sunnybrook Boulevard. Design Contract: Giffels-Webster Engineers, Design/Permitting: 3/20/2011 – 6/25/2013, Procurement: through Sept. 8, 2015, Construction: TBD

The Board of County Commissioners awarded the construction contract to Bonness, Inc. on Oct. 13, 2015; a pre-construction meeting was held on Oct. 20, 2015. This sidewalk is being constructed as part of a larger contract and construction will not start until after the sidewalks in South Gulf Cove are substantially complete.

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 (Public Works Engineering): 6/27/14 – May 2015, Procurement: TBD, Construction: TBD

The 100% sidewalk design plans were reviewed and returned to the design engineer in May 2015. Utility plans have been received therefore an adjustment to the 90% sidewalk design plans is in progress; contract documents are also being updated to include the utility portion of the project. Funds for construction will be available in the 2015/2016 fiscal year.

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 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 Advisory Board 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: thru Summer 2015, Procurement: Fall 2015, Construction: TBD

Bid package is expected to be in the Purchasing Department for review by Oct. 23, 2015.

Sidewalks - Sheehan Boulevard – This sidewalk will be installed on Sheehan Boulevard, from Noble Terrace to Peachland Boulevard, and includes a connection to a recently constructed sidewalk on Alton Road as well as utility improvements. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule (Sidewalk only): 3/2/2011 – 5/10/2013, Procurement Process: Fall 2015, Projected Start of Construction: TBD

CCU received the 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.

Tom Adam's Bridge Rehabilitation – This project consists of replacing 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: 7/2/2012 – Summer 2014, Procurement Process: Completed 7/14/2015, Projected Start of Construction: Early 2016

Bids were opened June 24. A recommendation to award the construction contract to Quinn Construction, Inc. was presented to the Board of County Commissioners July 14 for approval. Contractor requested, Monthly Report, October 2015

and was granted, 200 days prior to Notice to Proceed therefore construction is scheduled to begin in early 2016. Completion time is 415 calendar days with liquidated damages of \$3,226 per calendar day.

Coastal Projects

Alligator Creek Dredging – The Alligator Creek Waterway MSBU Advisory Board 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: 1/6/2013 – Fall 2015, Procurement Process: Fall 2015, Projected Start of Construction: Winter 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 FL Department of Environmental Protection (FDEP) permit was received Aug. 29, 2014 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."

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; a letter of informal consultation was sent by the ACOE to the National Marine Fisheries for review in February 2015.

On April 9, 2015, staff requested that the Sea Edge ACOE permit be extended which is under review. The review, conducted by the NMFS, included a request for additional information which was answered by Coastal Engineering Consultants.

The National Marine Fisheries' review is complete and the concurrence letter was issued to the ACOE on November 3, 2015. The ACOE should issue the permit soon.

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: 2/1/2014 – Late Summer 2015, Procurement Process: Fall; 2015, Projected Start of Construction: Late 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 areas adjacent to the channel. Johnson Engineering provided the requested data.

The NMFS Letter of Compliance was issued to the ACOE on Oct. 29; the ACOE permit is being drafted.

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

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canals. Design Contract: TBD, Design/Permitting Schedule: May 2014 - Winter 2015, Procurement Process: Spring 2016, Projected Start of Construction: Spring 2016

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. The design was reviewed and approved by the MSBU Advisory Board; a second change order was submitted to facilitate the new design.

A pre-application meeting was conducted with the FDEP and ACOE to determine project feasibility. Both agencies view the project as favorable. FDEP commented that the FWC Department of Aquaculture will need to comment on the shellfish habitat designation and the ACOE stated that NMF will need to do the same in regards to the Smalltooth Sawfish habitat.

The permit application and drawings are complete and were submitted to State and Federal permitting agencies; correspondence between the County and ACOE confirmed that the review is underway. The Marine Marker Plan is also under review by the permitting agencies.

The Army Corps of Engineers has not asked for an informal review of this project from the National Marine Fisheries Services as of Sept. 30, 2015. The FDEP issued their permit with FWC Department of Aquaculture review of the shellfish habitat designation.

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. Limited vegetation trimming, for line of sight/navigation, was added to the contract. Design Contract: Stantec, Design/Permitting Schedule: 12/17/2013 – Fall 2015, Procurement Process: Fall 2015, Projected Construction: Late 2015

This project is tied to the Countywide Dredge Permit and the permit renewal is still pending from Army Corps of Engineers (ACOE) therefore this project has been delayed.

Staff has been in constant communication with the ACOE and has been advised that this project may fit under the programmatic biological opinion that is being completed by National Marines Fishery Service (NMFS) which may facilitate permitting.

According to the NMFS website, the draft Letter of Consent has been issued. The ACOE has informed the County that they will complete the permitting process in early November.

Due to the amount of time that has lapsed since the survey was conducted, Stantec will conduct another survey to verify quantities and revise the bid specifications; the survey is nearing completion.

Manasota Key North Beach Erosion Study – Public Works Engineering requested Letters of Interest (RLI) from the Library of Engineering Firms to complete a Regional Beach Erosion Study (BES) on the north end of Manasota Key, from R monument 1 to R monument 15, upon the request of citizens affected by critical beach erosion. Upon completion of the study, this information could be used to develop funding strategies and further the project into permitting. Design Contract: Coastal Engineering, Design/Permitting Schedule: Summer 2015 – Late 2015

The erosion study shall include the following:

- a. Beach Profile Surveys
- b. Erosion Analysis

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- c. Sand Volume Analysis
- d. Conceptual Restoration Plans
- e. Natural Resource Surveys
- f. Develop Funding Approaches and Strategies to Mitigate Total Cost
- g. Participate in Stakeholder Meetings
- h. Provide Potential Cost Estimates
- i. Provide Permit Feasibility Analysis

Coastal Engineering Consultants completed the surveys and refined the data. Additional survey work will be conducted as needed. A substantial "hard bottom" area was discovered and surveyed to determine the extent of the area and potential impact to the project.

A meeting was held at the Englewood Chamber of Commerce to present the findings; stakeholders discussed this project in detail and the study appears to be on track for completion this winter. The draft Erosion Study report and the stakeholder presentation were reviewed, approved by staff and posted on the project webpage.

Engineering Division staff will meet with Charlotte County Administration to review the draft Erosion Study report- followed by a review by the Beaches and Shores Advisory Committee on Oct. 1. An update will be provided to the Beaches and Shores Advisory Committee meeting on Nov. 5.

Board of County Commissioners Joint Meeting with Sarasota County was held Nov. 3. Additional Information will be provided as it becomes available.

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: Fall 2016

FDEP completed the Uniform Mitigation Assessment Method (UMAM) ranking on the seagrass impacts for the proposed dredging. Coastal Engineering Consultants (CEC) investigated sites for a seagrass mitigation project (e.g., fill blow-holes / prop-scars). The initial search for potential mitigation sites did not find enough suitable areas within the vicinity of the project area therefore a wider search area was examined using aerial photography.

CEC, working in partnership with FDEP and County Staff, completed the field survey of potential seagrass mitigation project areas which is under review by FDEP and FWC. Through continued correspondence with Federal and State Regulatory Agencies, an alternative approach to the seagrass mitigation plan is under review. This information will be presented to the Pirate Harbor Waterway MSBU Advisory Board on Dec. 8.

The permit application was submitted for this project on Nov. 2 to start the review process.

South Gulf Cove Parallel Lock – The South Gulf Cove Waterway MSBU Advisory Board is concerned about the congestion of the existing lock and boating restrictions imposed when the existing lock is in under maintenance/repair. The Advisory Board recommends an additional lock parallel to the existing one. This project provides for engineering, permitting and construction management services for the creation of a new parallel lock located next to the existing South Gulf Cove lock. The design of this project is funded by assessments in the South Gulf Cove Waterway MSBU District. Design Contract:

DMK Associates, Design/Permitting Schedule: TBD, Procurement Process: TBD, Projected Start of Construction: TBD

The Board of County Commissioners approved the commencement of negotiations with DMK Associates of Englewood on June 23, 2015. The first negotiation meeting was held on June 24 and a follow-up meeting was held July 20, 2015. The scope and fees are under review by County staff.

The South Gulf Cove Waterway MSBU Advisory Board met on Aug. 18 to discuss the potential consultant fees and construction costs; the Board would like to continue with the design of this project.

Staff conducted another contract negotiation meeting with DMK Associates on Sept. 2 to refine the cost and scope of services; DMK was asked to refine the estimate based on reductions in scope and cost estimates.

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: 4/16/2012 – Summer 2015, Procurement Process: Fall 2015, Projected Start of Construction: Late 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 have prepared 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.

The ACOE submitted permit documents to the State Historic Preservation Office for review of potential impacts to historical and cultural resources. It is noted that the consulting team included a marine archaeologist who assisted with the design elements to avoid such impacts.

The US Fish and Wildlife Service agency is working on a new Biological Opinion (BO) for this Project. It is noted that the Red Knot was recently listed on the threatened and endangered species list, thus a new BO is necessary to review the project for migratory birds including Piping Plover and Red Knot as well as sea turtles. This review is scheduled to be complete by the end of September.

The County is actively working to renew the original project easements, specific to beach front property owners, for temporary construction and related access needs. Further, the County is seeking additional temporary construction easements from beachfront property owners outside of the original project limits

from the State Park Beach to the County Park Beach on Manasota Key; approximately 80% of the easements have been obtained.

County Staff and CEC held a telephone application conference with the ACOE; the project may change slightly to allow additional fill to be placed behind the structure to provide for quicker impoundment of the groin. To date, the changes are viewed as favorable by the Army Corps of Engineers.

A marine marker survey has been completed and the results were shared with staff; the Signing and Marking crew relocated marine markers to better delineate the channel.

Senate Bill 2500-A passed which provides funding for beach management projects and could provide Charlotte County with \$2.5 million for the Stump Pass project. A presentation was held at the Englewood Chamber of Commerce which included this project and future programs; discussions followed.

The FDEP issued the Final Order (Permit) for the project on Sept. 2. Upon completion of the review by National Marine Fisheries Service (NMFS), the ACOE will issue their permit which is anticipated in early November; as of Oct. 26 the NMFS review is complete and the Concurrence Letter has been issued.

The review of construction drawings is complete and now the bid specifications are under review.

Drainage Projects

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. The new structure will replace two 60" reinforced concrete pipes and a 50' weir with one 8'x10' box culvert and a 6' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: 10/01/2013 – 10/01/2014, Procurement Process: Early 2016, Projected Start of Construction: Spring 2015

100% design plans have been received. This structure is not scheduled for construction until approximately April 2016.

Stormwater Control Structure Replacement – Lion Heart Waterway at Peachland LIO 4.03- This project provides for the design, permitting and construction of a stormwater control structure under Peachland Blvd. at the Lion Heart Waterway. The new structure will replace two 60" metal pipes with two 10'x10' box culverts. Design Contract: Johnson Engineering, Design/Permitting Schedule: through January 2016, Procurement Process: Feb – April 2016, Projected Start of Construction: May 2016

60% design plans have been submitted and reviewed by staff. A pre-application meeting has been held with the Southwest Florida Water Management District.

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. The new structure will replace two 48" metal pipes and a 44' weir with two 48" concrete pipes and a 20' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: 05/01/2013 – 9/1/2014, Procurement Process: Fall 2015, Projected Start of Construction: Late 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.

Lighting Projects - Charlotte County CIP Projects

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Burnt Store Road Phase 1 – (Pedestrian features/preemption conflict with Seminole Gulf Railroad) Pavement markings, equipment and timings are installed and the rail road pre-emption is fully functional at the intersection of Burnt Store Road and US 41.

Burnt Store Road Phase 3 – Pull box, conduit, and light pole foundations are currently being installed. Power to the load centers is hooked up and the street lights along the east side of the roadway are lit.

Edgewater Phase 2 Construction – All four mast arm foundations have been installed at the intersection of Edgewater Drive and Harbor Boulevard.

Electric Runs to Rotonda West Bridges – Reviewed material submittals and commented on decorative lighting material. Project is underway.

CR 771 (Gasparilla Rd) Widening Project – Conduit for lighting is being installed.

Midway Boulevard Widening Project – Reviewed and commented upon roadway lighting and traffic signal material submittals.

Winchester Boulevard – All punchlist items have been addressed. Signalization and lighting systems have been accepted.

Lighting District Projects

- Investigated a complaint of a roadway lighting outage along US 41 northbound between Gardner Dr. and Olean Blvd. The cause was traced to pinched wiring in a light pole near Easy St.
- Replaced one street light pole that was knocked down as a result of a vehicle accident on Edgewater Dr. at the JBC Sunshine Convenience Store's drive thru.
- Replaced one pedestrian signal pole damaged as a result of a vehicle accident on SR 776 at Bay Heights Rd.
- Replaced one pedestrian signal pole damaged as a result of a vehicle accident on Kings Highway at Harborview Rd.
- Replaced one video detection camera which was tripping its circuit breaker at SR 776 and Coliseum Blvd.
- Responded to a complaint that a traffic signal control cabinet was struck by a motor vehicle that left the roadway. The cabinet was a loss and it had to be completely replaced. Sherriff Deputies directed traffic for roughly four hours until the replacement cabinet could be delivered and installed.
- Responded to a complaint that the school flashing beacon on Wilmington Blvd. South was not turning on. Crews discovered Florida Power & Light had disconnected power to the wrong electrical service causing the outage.
- Began the annual process of testing/certifying all Malfunction Management Units (MMU) to ensure they operate within prescribed operating parameters. MMU's are an electronic device installed in every traffic signal cabinet. The purpose of a MMU is to monitor the signal outputs for conflicting displays. At this time all MMU's in the south and west county areas have been tested.
- Rick Doll, Richard Lisenbee, Richard VanAcker and Hung Do attended CPR/AED/First Aid training.
- Responded to a complaint that the traffic signal was not changing properly on Cochran Blvd. at Lakeview Blvd. Crews found that water had infiltrated into the video detection camera connection causing poor quality video to properly detect vehicles. The faulty connection was re-spliced.
- Performed routine street light maintenance in West County. A total of 15 lights have been repaired.
- Replaced pedestrian push buttons that no longer met Florida Department of Transportation (FDOT) standards, pedestrian signage, and count down displays on Jones Loop Rd. at Knights/Mac Dr., Indian Springs Cemetery Rd. and at Cochran Blvd. and Pellam Blvd. All of the material was provided by FDOT.
- Completed traffic signal preventative maintenance at the following locations:
 - US 41 at Hancock Ave.
 - US 41 at Gardner Dr.

- US 41 at Conway Blvd.
- US 41 at Easy St.
- US 41 at Harbor Blvd.
- Reviewed and commented on FDOT's proposed signalization improvement plans for the intersections of US 41 at Harborview/Edgewater Dr., Hancock Ave., Gardner Dr., Conway Blvd., Easy St., Harbor Blvd., Port Charlotte Blvd., Midway Blvd., Forrest Nelson Blvd. and Carousel Plaza.
- Attended weekly progress meetings and participated in underground signal conduit inspections for the US 41 widening project.
- Attended the final inspection walk thru on the SR 776 re-surfacing project.

Traffic Management Center (TMC)

- Programmed and tested US 41 & Burnt Store Rd railroad preempt traffic signal timing.
- Organizing equipment for posting and sales of items on GovDeals.
- Attended Traffic Incident Management team meeting in Ft. Myers.
- Webinar - Configuring NTCIP Controllers.
- Implemented the use of a scanner in the TMC to receive additional information regarding roadway incidents.
- Continued monitoring US 41 traffic signals due to Edgewater Rd. closure.
- Continued efforts promoting the TMC's Twitter account for traffic incidents. There are over 100 followers and the number is steadily increasing.

Locates Performed

- 276 Requests for underground utility locates were received, generating 108 tickets for locates.

Trouble Calls

- 46 trouble calls received, responded to, and problems of various natures resolved.

Maintenance & Operations

Sept. 30 – Oct. 6, 2015

A total of 79 new requests were received related to drainage, brush, debris removal, and asphalt repair.

- Drainage line & grade: 24,250 SF in Greater Port Charlotte
15,016 SF in Punta Gorda Non-Urban
6,700 SF in Northwest Port Charlotte
- Small pipe install: 15 LF in Greater Port Charlotte
28 LF in South Burnt Store
- Menzie ditch cutting: 160,000 SF in West Charlotte Stormwater
- Boom mower: Cut 55,537 CY in Greater Port Charlotte
Cut 15,290 CY in Northwest Port Charlotte
Cut 11,110 CY in Road & Bridge West
Cut 8,112 CY in Englewood East
- Culvert cleaning: Cleaned 7 culverts in Greater Port Charlotte
Cleaned 2 culverts in Road & Bridge South
Cleaned 6 culverts in Punta Gorda Non-Urban
- Sidewalk Maintenance: Maintained 15,800 LF of sidewalks in Greater Port Charlotte
- Asphalt repair: Utilized 7.95 tons of material to repair locations throughout the County

October 7 – October 13, 2015

A total of 50 new requests were received related to drainage, brush, debris removal, and asphalt repair.

- Drainage line & grade: 27,650 SF in Greater Port Charlotte

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- 9,232 SF in Punta Gorda Non-Urban
 - 9,500 SF in Northwest Port Charlotte
- Small pipe install:
 - 172 LF in Greater Port Charlotte
 - 20 LF in Punta Gorda Non-Urban
 - 36 LF in Northwest Port Charlotte
 - 24 LF in Lemon Bay
 - 72 LF in Harbour Heights
- Menzie ditch cutting:
 - 120,000 SF in West Charlotte Stormwater
 - 28,340 SF in Mid Charlotte Stormwater
- Boom mower:
 - Cut 47,729 CY in Greater Port Charlotte
 - Cut 16,140 CY in Northwest Port Charlotte
 - Cut 6,967 CY in Road & Bridge South
 - Cut 45,065 CY in Englewood East
 - Cut 16,266 CY in Punta Gorda Non-Urban
- Culvert cleaning:
 - Cleaned 36 culverts in Greater Port Charlotte
 - Cleaned 15 culverts in Punta Gorda Non-Urban
- Sidewalk maintenance: Maintained 3,400 LF of sidewalks in Englewood East
- Asphalt repair: Utilized 4.59 tons of material to repair locations throughout the County
- Shoulder repair: Maintained 0.2 miles of shoulder in Greater Port Charlotte
- Debris removal: Removed 1,880 pounds of debris throughout Greater Port Charlotte

Landscaping Services

Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.

October 14 – October 20, 2015

A total of 52 new requests were received related to drainage, brush, debris removal, and asphalt repair.

- Drainage line & grade:
 - 19,500 SF in Greater Port Charlotte
 - 1,196 SF in Gulf Cove
 - 300 SF in Lemon Bay
 - 12,360 SF in Burnt Store Village
- Small pipe install:
 - 125 LF in Greater Port Charlotte
 - 8 LF in Gulf Cove
- Menzie ditch cutting:
 - 80,000 SF in West Charlotte Stormwater
 - 26,400 SF in Mid Charlotte Stormwater
 - 31,680 SF in Road & Bridge South
 - 5,900 SF in Road & Bridge North
- Boom mower:
 - Cut 42,445 CY in Greater Port Charlotte
 - Cut 15,489 CY in Northwest Port Charlotte
 - Cut 24,930 CY in Road & Bridge West
 - Cut 10,660 CY in Englewood East
 - Cut 4,416 CY in Punta Gorda Non-Urban
 - Cut 5,833 CY in Road & Bridge South
- Culvert cleaning: Cleaned 32 culverts in Greater Port Charlotte
- Asphalt repair: Utilized 11.78 tons of material to repair locations countywide
- Road grading: Graded 30,000 SY on Don Pedro Knight Island
- Debris removal: Removed 8,040 pounds of debris throughout Greater Port Charlotte

Landscaping Services

Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street

Bridge and all county-owned fenced retention ponds. Planting of street trees was completed as part of the Elkcarn Boulevard Improvements project.

Contracted Services

- The October Cycles for Specialty Mowing has begun in West and North County; all South County locations were completed the week of October 5; the second cycle will begin the week of the October 19.
- Sweeping for the month of October has begun and will include a full sweep of all locations.
- The Grading contractor had mobilized to the Charlotte Ranchettes and has completed the scheduled work.
- Charlotte County Seawalls has been awarded the small dredging project located in the Presque Isle Lake off of Tennyson Boulevard in Port Charlotte. The Temporary Right-of-Entry has been obtained from the property owner giving the contractor access to the Lake. Survey of the affected property has been completed and is currently waiting for the temporary fill permit for the access property.
- The pipe lining contractor will be mobilizing the week of October 19 to begin work in Deep Creek at 14 locations in advance of the road paving project.

October 21 – October 27, 2015

A total of 68 new requests were received related to drainage, brush, debris removal, and asphalt repair.

- Drainage line & grade: 29,985 SF in Greater Port Charlotte
3,950 SF in Lemon Bay
14,518 SF in Burnt Store Village
- Small pipe install: 12 LF in Road & Bridge West
- Menzie ditch cutting: 150,000 SF in West Charlotte Stormwater
169,806 SF in Mid Charlotte Stormwater
61,680 SF in Road & Bridge South
68,500 SF in South Charlotte Stormwater
- Boom mower:
Cut 63,641 CY in Greater Port Charlotte
Cut 17,088 CY in Northwest Port Charlotte
Cut 42,500 CY in Road & Bridge West
Cut 5,322 CY in Punta Gorda Non-Urban
- Culvert cleaning:
Cleaned 10 culverts in Greater Port Charlotte
Cleaned 18 culverts in Gulf Cove
Cleaned 5 culverts in Englewood East
Cleaned 1 culvert in Northwest Port Charlotte
Cleaned 12 culverts in Tropical Gulf Acres
Cleaned 26 culverts in Punta Gorda Non-Urban
Cleaned 2 culverts in Harbour Heights
Cleaned 10 culverts in Road & Bridge South
- Asphalt repair: Utilized 5.36 tons of material to repair locations throughout the County

Landscaping Services

Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.

October 28 – November 3, 2015

A total of 51 new requests were received related to drainage, brush, debris removal, asphalt repair, shoulder repair, and sidewalk repair.

- Drainage line & grade: 13,890 SF in Greater Port Charlotte
4,810 SF in Burnt Store Village

- Small pipe install: 6,500 SF in Gulf Cove
- Menzie ditch cutting: 24 LF in Greater Port Charlotte
- Boom mower: 140,000 SF in West Charlotte Stormwater
91,500 SF in South Charlotte Stormwater
- Culvert cleaning: Cut 14,450 CY in Lemon Bay
Cut 23,700 CY in Road & Bridge West
Cut 8,944 CY in Road & Bridge South
Cut 264 CY in Punta Gorda Non-Urban
Cut 17,924 CY in Northwest Port Charlotte
- Asphalt repair: Cleaned 22 culverts in Greater Port Charlotte
Cleaned 3 culverts in Punta Gorda Non-Urban
Cleaned 6 culverts in South Punta Gorda Heights
- Utilized 4.85 tons of material to repair locations throughout the County

Landscaping Services

Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.

Contracted Services

- The November Cycles for Specialty Mowing began in West and North County; mulch is being applied on US 41 medians and access road parking pods; work is also being done on Veterans Boulevard residential berm and medians.
- Sweeping for the month of October has been completed and will be a full sweep of all locations.
- Charlotte County Seawalls started the bank restoration in Presque Isle Lake at the Tennyson Avenue location.
- The pipe lining contractor has mobilized and are currently working on the 14 locations in Deep Creek; 12 of which are in advance of the road paving project.
- The power shearing and ROW mulching contractor has mobilized to Northwest Port Charlotte and are currently working on ROW reclamation in Section 2.
- The October cycle of ROW Mowing for Pirate Harbor and Woodland Estates has been completed as of October 29, 2015.
- Row Mowing in West County for Gulf Cove has been completed and the contractor is currently working in Englewood East.

Mosquito & Aquatic Weed Control

Sept. 30 – Oct. 6, 2015

Mosquito Control

- Acres treated: 66,601
- Landing rate counts taken: 16
- Traps set: 35
- Service requests: 8

Aquatic Weed Control

- Sites treated: 6
- Sites inspected: 33
- Mitigation sites maintained: 1

October 7 – October 13, 2015

Mosquito Control

- Acres treated: 55,492
- Landing rate counts taken: 16
- Traps set: 35

- Service requests: 15
- Aquatic Weed Control**
- Sites treated: 30
 - Sites inspected: 9
 - Mitigation sites maintained: 2

October 14 – October 20, 2015

Mosquito Control

- Acres treated: 35,604
- Landing rate counts taken: 20
- Traps set: 34
- Service requests: 23

Aquatic Weed Control

- Sites treated: 50
- Sites inspected: 12
- Mitigation sites maintained: 0

October 21 – October 27, 2015

Mosquito Control

- Acres treated: 21,493
- Landing rate counts taken: 10
- Traps set: 15
- Service requests: 8

Aquatic Weed Control

- Sites treated: 23
- Sites inspected: 9
- Mitigation sites maintained: 0

October 28 – November 3, 2015

Mosquito Control

- Acres treated: 18,713
- Landing rate counts taken: 6
- Traps set: 15
- Service requests: 4

Aquatic Weed Control

- Sites treated: 15
- Sites inspected: 14
- Mitigation sites maintained: 1

Other Projects

Manasota Key Community Plan Design – The Manasota Key MSTU Advisory Board 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 Advisory Board. Design Contract: Weiler Engineering, Design/Permitting Schedule: July 2014 – Late 2015, Construction: N/A

The 60% design plans for the Gulf Blvd. sidewalk were received Dec. 31, 2014. A Community Meeting was held at the Tringali Community Center on Wed., Feb. 4, 2015 to present the 60% sidewalk plans. At

this time the Gulf Blvd. sidewalk project is on hold until a survey is mailed to all property owners and input is gathered. The 60% design plans for the North Beach Road commercial section have been received and are being reviewed by staff.

Solid Waste

Keep Charlotte Beautiful (KCB) was presented a check for \$10,000 from the *Waste Management Think Green Grant*. Only 38 Keep America Beautiful affiliates from across the country received this grant this year. The funds will be used for expanding the Keep Charlotte Beautiful Program through marketing, advertising, and improving the website. The funds will also provide educational materials and recycling containers to 11 schools that are participating in the annual Recycle Bowl to enhance their recycling efforts.

Keep Charlotte Beautiful participated in the Port Charlotte Methodist not-for-profit fall festival. The event was attended by approximately 3,000 residents, providing the opportunity to educate local residents about the many opportunities to volunteer for clean-up events held throughout the year like the Great American Cleanup and the Coastal Cleanup.

The Solid Waste Division's Illegal Dumping Officers arrested another contractor that was caught dumping yard debris; the contractor was charged with a felony. The increased surveillance continues to have a positive impact in curbing illegal dumping activity.

Traffic Signing & Marking

- Herbicide: 4,852 items sprayed
- New Signs Installed: 33
- Legends Installed: 351
- RPM's Installed: 809
- Signs Inspected: 10,249
- Signs Manufactured: 240
- Sign Maintenance: 1,586
- Striping: 83,255 feet (15.77 miles)
- Traffic Counts: 42 stations
- Trouble Calls (after hours): 2

Tourism



Director's Report
October 1 through October 31, 2015

Monthly Report, October 2015

Film and Digital Media

Location Photography & Videos

The light at sunset was perfect to highlight the abundant shells on the beaches of Palm/Knight Island (right). The north end of the island, bordering Stump Pass, adds some character to the beaches with nearby weathered trees (below) . . . Sue Paskert, the Realtor featured in the upcoming episode of HGTV's *Island Life*, provided a tour of Little Gasparilla Island. One thing I noticed immediately is, no paved roads, just sandy trails. Could be great for a period piece. Also, note the picture of Sue below. See the house behind her, jutting into the water? Great potential . . . Took the media boat to the regatta and, despite wind gusts of 40 knots that delayed the race, got some photos and video.



Inquiries

The Science Channel is prepping a new show called *Blood, Sweat and Tears*. Similar to *Dirty Jobs*, the host will work alongside the crew pouring concrete, welding, etc. Bridge construction is too far along on Boca Grande Causeway for that to be a candidate, but would welcome any ideas about a possible location . . . Tool of North America was looking for a small town to shoot a commercial. They wanted something with a "charming little Main Street." We submitted Punta Gorda and waiting to hear if we made the cut.

Production Par 3 Productions from Los Angeles shot two days, Oct. 21-22, in Port Charlotte at private locations for an unnamed reality series . . . Local Realtor Sue Paskert (right) stars in a season two episode of HGTV's popular *Island Life* series. Sue lives and works on Little Gasparilla Island, where in July the show's production crew spent 10 days shooting two episodes for the series. The premise



revolves around families looking to relocate full-time to island living. Sue is no stranger to the cameras, with previous exposure on another popular HGTV series, *Beachfront Bargain Hunt*. Watch her in action on *Island Life*, 9:30 pm, Sunday, Nov. 22, on HGTV.

Sports and Meetings



Charlotte Harbor Visitor & Convention Bureau staff in partnership with the Charlotte Harbor Event & Conference Center, Fishermen's Village, Four Points by Sheraton Punta Gorda Harborside and Palm Island Resort, hosted 30 meetings and travel planners and journalists in a suite during the Tampa Bay Rays vs. Miami Marlins game last week (Sept. 29) at Tropicana Field. This function provided valuable networking opportunities to educate Greater Tampa Bay Area buyers and media as to what Charlotte County has to offer. in terms of meeting space, lodging, group tour opportunities, and attractions. As part of Charlotte County's partnership with the Rays, use of the suite and the majority of the food and beverage were provided in-kind.



Charlotte Harbor Visitor & Convention Bureau staff **attended the Annual Southeastern Outdoor Press Association Conference** in Eufaula, Ala. earlier in the month (Oct. 13 - 17). The conference will return to Florida in 2016 and in order to generate excitement for conference attendees to visit the Sunshine State, the Charlotte Harbor Visitor & Convention Bureau partnered with the Beaches of Fort Myers & Sanibel and Central Florida, location of next year's conference, for a strong presence throughout the conference.

The F-18 Americas Championship Regatta was held October 17-18. 29 teams from all over the country as well as Canada participated in the event. From all accounts it was a great success. The event was secured through a partnership between the VCB and the Charlotte Harbor Regatta, Inc.

Florida Half Century Softball 50's tournament was held October 24 – 25. 33 Teams participated. The VCB assisted with hotel rate solicitation, comp room negotiation and facility procurement.

The VCB is currently in **negotiation for a May, 2016 tournament** that would, if awarded, be a two year agreement.

Sugar Bert Boxing Regional Qualifier will be held June 16 – 17, 2016 The event will bring an estimated 500 participants to the Charlotte Harbor Event Center along with coaches, families and fans.

The VCB and the Event Center have jointly submitted bids to host five conferences in 2015, 2016 and 2017. All conferences fall within our low or shoulder seasons – May through November.

Public Relations

Images were provided to Meetings Focus, Globelite Travel Marketing Inc., and FVW Medien Gmbh which is Germany's largest tour and travel industry publication. (Note: this is the result of journalist Holger Jacobs' Sept. 2015 visit, the publication will be doing a large feature on Southwest Florida.)

Provided content in response to requests from VISIT FLORIDA (what's new in nature-based activities and holiday events), Meetings Focus (dining) and Sunseeker magazine, the inflight publication of Allegiant.

Dale Sanders and Scott Davis, Luxe Beat Magazine, Oct. 19 – 24, 2015

Mr. Sanders and Mr. Davis are a photographer and writer team on assignment for Luxe Beat Magazine. Mr. Sanders had visit once before in 2013 as part of a post-conference trip with the SATW Atlantic Chapter Conference and won an award for a photo essay about Palm Island Resort. This itinerary focused on the upscale aspects of the County including golf, fishing and dining.



Red Tide Monitoring

We are researching best practices along the SW Gulf Coast regarding the monitoring of Red Tide. Current practices, reporting and alerts vary widely from county to county. We are also talking to MOTE Marine about establishing one or more Beach Conditions Reporting System (BCRS) sites in Charlotte County.

Southwest Florida Attractions Association

Lorah Steiner presented an overview of the VCB's current marketing efforts and revenue/occupancy trends to the SW Florida Attractions Association members in Fort Myers.

Marketing

Chip Futch, Lorah Steiner and Julie Pennock, along with Kim Devine from the TDC attended a retreat with the VCB's creative agency, AQUA. The retreat included discussions on branding, leisure marketing, research, integration of social media and PR and visual asset requirements.

Chip Futch created a number of landing pages for upcoming events: Waterfest, Hands Across the Harbor are examples. <http://www.charlotteharbortravel.com/englewood-beach-waterfest/>

Work on the 2016 Visitor Guide for Charlotte Harbor and the Gulf Islands is proceeding on schedule. This year's guide has a nature themed cover as well as nature-based interior style elements.

Current advertising:

- BOAT (Best of American Travel) – Targeting the Canadian market
- Visit Florida Magazine – The official state travel guide
- Discover America (Brand USA) – International markets – 9 languages
- Adventure Outdoors – Domestic/Outdoors
- Allegiant Sunseeker - Advertising and editorial coverage

Social Media

- Waterfest / Racefest – Large Push ran 11/4 – 11/8 – will evaluate results and reboost based on performance. > CHGI Website
- HoH (Round 1) ran through 10/29 – small/med push – good results > CHGI Website
- Small Ecofest push – 2 days – great results > EBWF site
- Cayo Costa “Cayo Costa Day” boosted push set for 2 day run - small > KF site
- Clyde Butcher > 2 day run > FB page

Utilities

Utilities Monthly Administration Report

Administration:

- Human Resources: 236 =Total positions, 20 Positions added FY15/16. Currently recruiting.
- Public Outreach:
 - 6 Press Releases issued- Topics were Wastewater Educational Fall Tours, Bridgewater Temporary Road Closure, Annapolis Temporary Road Closure, Spring Lakes Park Restroom Temporary Out of Service, Temporary Lane Closures, and Hayworth Road Utility Maintenance.
 - Hydration Youth Presentation: Sallie Jones Elementary School After School Program- 52 youth, and 4 adults in attendance
 - Assisted with completion of 3 White Papers for BCC Agenda Items
 - Assisted with completion of Power Point Presentation for a BCC Workshop
 - Content Management of www.SpringLakesProject.com: 458 visitors; 43% direct visits, 27% from www.CharlotteCountyFL.gov and 57% search engines (yahoo, etc.)
 - 200 Facebook Likers connected through social media
 - Assisted with correspondence completion to the public on US41 Corridor Project & Development
 - Responded to 11 Public Staff service requests
 - Assisted with coordination of Community Outreach for the Florida Breast Cancer & Research Foundation.
- PR/MRWSA Water Resources: Water Demand in October averaged 26.19 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 12.28 BG of water in storage at the end of October, representing 469 days of demands.

Business Services:

- Web Services – VueBill (hosted by BillTrust). Currently 13501 (26%) of our customers now receive their bill electronically. 63% of our customers pay electronically.
- Fixes Base meter installation: Installation of Phase IV meters began the middle of January. As of 10/30/15, the entire infrastructure was installed and 2082 (57%) of the phase IV meters have been installed. An addendum to the contract was approved by the Board on July 28 to accelerate the installation process using an outside vendor for the ¾ inch meter installs. We are in the project development phase of the full deployment project
- Customer Service: total number of customers to the lobby was 1945
- Delinquencies: total delinquency revenue for the month was \$34,179 FY 16 total: \$34,179
- Banner Upgrade We are concentrating on the data migration and developing training on 4.4 . Functionality, Configuration, and Technical training is complete.
- Accounts Receivable: - this report was not available at time of writing
- Telephone Activity: In order to facilitate faster phone service, we have added a payment only option to the customer options. There were 463 payment only calls and the average speed of answer was 1:30 minutes. For the remaining 9439 calls presented and average speed of answer was 9:30

minutes We are in the process of adding/deleting an Administrative Assistant position to a Customer Service Representative position to address this issue...

- Customer Satisfaction: Over the last several months, we have had a third party contact (telephone calls) customers that we serviced in the previous month to obtain feedback on our performance. The key areas that we survey include: LPS installation, new meter installation, and move in customer . The results of Sept Survey were: 88.46% of Move In Services customers were satisfied or extremely satisfied; 84.62% of Meter Installation customers were satisfied or extremely satisfied, and 80% of LPS installation customers were satisfied or extremely satisfied.

Engineering Services:

- Sept Statistics: 1,441 Locates Processed from Sunshine State One Call; 4 Developer Agreements Prepared; 20 Residential Service Availability Letters Prepared; 19 Commercial Service Availability Letters Prepared; 51 Residential Service Applications Processed; 450 CIP inspections; 210 Developer inspections.
- North Shore & Harper WW MSBU: Preparing documentation to submit request for reimbursement from FDEP with respect to Section 319 grant.
- East & West Spring Lake Wastewater MSBU:
 - The groundwater and canal surface water monitoring program is on-going with additional canal sites to be added in accordance with the results of TetraTech's review of the monitoring program. The storm water sampling program was reduced due to lack of storm events during this time period.
 - Staff, with assistance from TetraTech, responded to the first set of comments from FDEP on the draft Quality Assurance Project Plans for both the TMDL I and II grants.
- Grants:
 - Drinking Water SRF Novus Item submitted for 11/10 meeting – Fixed Base Meter, Parkside, and East and West Spring Lakes
 - Submitted SWFWMD grant application for Burnt Store Reclaimed Water Phase 3 Project, \$4,715,000
 - Received award notification of \$750,000 from Florida Department of Economic Opportunity (FDEO) towards Parkside CRA Gertrude Aaron project with \$375,000 allocated toward utility improvements. CDBG agreement executed by County after 10/27 BCC meeting, sent to FDEO for full execution
 - Submitted all quarterly grant reports accurately and on time for the 1st quarter of state FY 16/17

East and West Spring Lakes

- SRF and Legislative Grant reimbursement #1 package in final preparation stages to submit to FDEP in early November: \$653,000.47 for the Charlotte Harbor Water Quality Initiative, East and West Spring Lakes Project
 - Reimbursement Request Funding Breakdown:
 - SRF: \$609,440.81
 - Legislative: \$43,559.66
 - Total: \$653,000.47
- Received award notification of an additional \$750,000 grant from Florida Department of Environmental Protection through Legislative Appropriations for the Charlotte Harbor Water Quality Initiative, East and West Spring Lakes Project
- Provided an update report on appropriations for state FY 14/15 and FY 15/16 and applied for state FY 16/17 legislative funding for \$3M for the East and West Spring Lakes project to the Florida State Senate.
- Preparing legislative appropriation request to the Florida State House (Amendment 1) due Dec. 11.
- Submitted quarterly report to Governor's Office of Policy and Budget

Operations Division:

Treatment Facilities (TF):

- 221 preventative maintenance, 18 corrective, and 6 emergency work orders completed
- Backflow/Reclaimed: 304 residential cross-connection inspections, 8 backflow inspections, and 7 reclaim site maintenance/repairs completed. Staff replaced an inoperable 24 volt power supply for the GST level transmitter at the Walenda reclaimed booster station.
- Pre-Treatment: 92 monthly inspections, 41 re-inspections and 9 groundwater wells sampled with 1 well resampled. 1 spill plus 1 spill site resampling and 1 new installation (Culvers) inspection.
- Burnt Store WRF: Replaced a 16" compliance flow meter at IW-2 due to lightning damage
- Burnt Store WTP: Replaced a level transmitter in well #9. Staff met with i2 Solutions to plan removal and replacement of the Controlnet coax cable due to intermittent communications problems and PLC failures. Work is to be completed the week ending November 6, 2015.
- East Port WRF: Staff completed piping both grit classifiers into one discharge shoot easing operations and saving costs by allowing for one hopper instead of two. Staff assisted contractor Bob Dean replacing a leaking mechanical seal on high service pump #1.
- Leachate Plant: Completed a confined space entry in plant lift station 1 to replace the #2 pump guide cable.
- Rotonda WRF: Staff removed MBR #2 permeate pump motor when gear oil began seeping into the motor windings. The motor was sent out and repaired. It was then reinstalled by staff.
- West Port WRF: Staff adjusted the overflow weirs and installed new skimmer arm rubbers on clarifier #4.
- Personnel: Interviewing has commenced for the new Laboratory Technician position.
- Training: Four staff members attended on-site training with Aerex on how to properly remove and replace fittings and O-rings between the RO trains. Four attended a Confined Space certification course arranged by the Wastewater Collection Division and four attended a Data Flow Systems technical training course in Melbourne, FL.

Flow Data												
Year	Month	Burnt Store WRF		East Port		Rotonda WRF		West Port WRF		Total CCU		Burnt Store WTP
		A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F Inf. Flow	A.D.F Reuse to Customers	A.D.F. Water Customers
2014	Nov	0.298	0.002	4.076	1.217	0.826	0.819	0.650	0.394	5.850	2.432	0.423
2014	Dec	0.302	0.005	3.953	1.427	0.805	0.888	0.652	0.366	5.712	2.686	0.447
2015	Jan	0.328	0.005	3.980	0.902	0.777	0.823	0.687	0.332	5.772	2.062	0.565
2015	Feb	0.370	0.010	4.218	0.934	0.865	0.851	0.729	0.181	6.182	1.976	0.530
2015	March	0.370	0.006	4.140	1.452	0.798	0.842	0.713	0.281	6.021	2.581	0.519
2015	Apr	0.303	0.003	3.742	1.753	0.690	0.731	0.629	0.573	5.364	3.060	0.493
2015	May	0.226	0.001	3.560	1.953	0.620	0.648	0.547	0.518	4.953	3.120	0.411
2015	June	0.266	0.001	3.773	1.376	0.809	0.851	0.532	0.334	5.380	2.562	0.329
2015	July	0.341	0.000	4.047	1.098	1.087	0.790	0.526	0.063	6.001	1.951	0.387
2015	Aug	0.354	0.000	5.446	0.586	1.090	0.706	0.538	0.049	7.428	1.341	0.330
2015	Sept	0.383	0.000	4.809	0.632	1.176	0.634	0.560	0.000	6.928	1.266	0.496
2015	Oct	0.321	0.003	4.037	0.998	0.992	0.854	0.537	0.155	5.887	2.000	0.429

Water Distribution:

- 87 man hours on Engineering projects
- Two new Service Techs

- One employee received Distribution Operator 1 license
- One employee received Water Plant Operator B license
- Trouble getting clearance on a Boil Water advisory in the Spring Lake project. Rerouted the source water from three different locations to be able to effectively clear the area for the lab sampling. Both FDEP and the Health Dept. were advised as things progressed.
- Southwest Florida Water Management District staff was on-site for two days to assist with a leak detection survey in the Burnt Store water system. Two small leaks were found. Staff has continued the survey looking for additional leaks.
- Installation of the Hach monochloramine analyser in the Gulf Cove Booster station. It has also been connected to PLC and HMI. We are trying to connect to the scada system.
- Work continues on the in house construction of the PLC system for the Rotonda Booster station. All parts have been received and assembly and programming is on schedule.
- Wired up a power source for the Mueller MiNet system collectors that will be placed at the Booster stations in West County.

Wastewater Collection:

- Sewer Lines: Investigated 15 gravity backups. 10 were determined to be the customer's problem; 5 were determined to be CCU's responsibility and were excavated and repaired; Engineering was assisted with the televising and locating of 2 gravity service connections for new construction; repaired 1 reuse main leak that was hit by a contractor; 2 force main breaks were repaired, 1 due to age and 1 broken by contractor; 4,221 feet of gravity sewer was cleaned and televised for evaluation; 13 LPS services/taps were installed for new construction; Performed the last three force main tie ins to the new mains for the Edgewater Widening project.
- Lift Stations: Completed 76 corrective maintenance work orders and 127 preventative maintenance work orders; the Rehab crew completed the wet well to manhole conversion at Lift Station 309; conducted eight lift station inspections in Deep Creek to gather parts lists and prioritize discharge line replacements.
- Low Pressure Sewer: Installed 3 Mandatory installs; replaced 2 failed fiberglass tanks; replaced one bad check valve at street; repaired 3 leaking discharges; 246 Low Pressure Sewer service calls responded to; 35 Preventive Maintenance (Brought up to current standards completed); 23 up- grades completed on Low Pressure Sewer systems
- Confined space training was completed with 13 Utility employees attending the 3 day class and receiving certification

Economic Development

Meetings

- ✓ State Level
 - Enterprise Florida
 - Florida Redevelopment Association Conference
- ✓ Regional Level
 - Urban Land Institute Southwest FL
 - Southwest Florida Real Estate Summit
- ✓ Local Level
 - Directors' Meetings, Staff Meetings
 - BCC Meetings & Workshop
 - Meetings with Commissioners, Administration and the Attorney's Office
 - Charlotte County Airport Authority
 - Charlotte County Chamber
 - Budget

- Purchasing
- Public Works/Engineering
- Real Estate Services
- Charlotte County Community Development
- Charlotte County Community Services
- City of Punta Gorda
- Punta Gorda Chamber of Commerce
- Charlotte County Schools
- Charlotte Harbor CRA Advisory Committee
- Charlotte County Industrial Development Authority
- Wellness @ Work Committee
- Insurance Committee

Presentations/Newspapers/Magazines

Blast E-mails: EDO Newsletter and Hands Across the Harbor; display table at International Trade Expo

Office Activities

- ✓ Website updates: Data collection included residential and commercial building permits, median home prices, vacancy rates, employment, lease information, regional economic indicator report, climate updates, and property maintenance. Updated calendar events, and social media sites. Updated the Charlotte Harbor CRA, Parkside CRA, Enterprise Zone and Hands Across the Harbor webpages.
- ✓ Reviewed newspaper and posted articles relevant to the EDO on its website.
- ✓ Research assistance for business recruitment efforts and general demographics.
- ✓ Reviewed/updated Charlotte County property listing profiles for EDO and Enterprise Florida site.
- ✓ Continued to work with marketing firm to fine-tune and distribute marketing materials.
- ✓ Set up ECAP Database.
- ✓ Reviewed LeadCaster Weekly reports.
- ✓ Reviewed and continued updating map showing available properties in the ECAP area.
- ✓ Reviewed website analytics.
- ✓ Attended Making Sense of Dollars and Sense in Mixed Use Developments seminar.

Research and Policy Initiatives

- ✓ Continued to work on EDO policies, strategic plan and marketing.
- ✓ Continued working with local commercial land developers regarding certified sites.

Charlotte Harbor CRA

- ✓ Harbor Walk Project Phase 1A – Construction commenced on May 18, 2015 and progress continues. Attended progress meetings and completed follow-up as necessary. Continued to work with Public Works to coordinate construction activities with contractor and CEI. Project Completion scheduled for March 2016.
- ✓ Harbor Walk Phase 1B – 100% Plans are being finalized and waiting final plans from Kimley-Horn. Meeting is scheduled for November 3. SWFWMD and ACOE and other federal agencies continue to review permit applications. Request for additional funding for Phase 1B added to legislative agenda for 2016 and BCC approved a letter to send FDOT on September 8. Coordinating with Public Works and Kimley-Horn to continue to move the project forward.
- ✓ Continued to co-chair the Hand Across the Harbor Steering Committee to organize the 8th Annual Hands Across the Harbor event scheduled for January 30, 2016. The event will include a ½

Marathon Run, Ride and Roll plus and 5K Run/Walk and 20 or 30 mile Bike Ride. Continued to revise materials. Website was launched and marketing materials distributed.

- ✓ Facilitated the October 5 Charlotte Harbor CRA Advisory Committee meeting.
- ✓ Continued to coordinate with DMJones Landscape Architects to complete a site rendering of a US41 vacant site to assist with marketing the area to potential developers. Finalized the Work Order to complete the tasks for the Riverwalk Area.
- ✓ Coordinated with Community Development to prepare the revisions to the Charlotte Harbor Land Development Code.

Murdock Village CRA

- ✓ Continued to provide information and facilitate discussions with interested parties regarding Murdock Village.
- ✓ Coordinated with Real Estate Services and the Attorney's Office to facilitate the discussions with the School Board.

Parkside CRA

- ✓ Harbor Boulevard Enhancement Project – coordinated with Public Works and Real Estate Services to finalize the design plans and obtain easements for Harbor Boulevard that will include undergrounding of utilities. Meet with representatives from FPL onsite to review plans.
- ✓ Continued to coordinate with Community Development staff to draft Land Development Regulations (LDR) to implement the draft Revitalization Plan. Working with DMJones Landscape Architects to develop a scope of work to assist in developing the LDRs for Parkside.
- ✓ Attended the October 7 Team Parkside Board Meeting and the October 15 Community Meeting and provided a County update on the projects.
- ✓ Coordinated with CCU to finalize the details for the CDBG Agreement. The BCC approved the agreement on October 27. The grant award is for \$750,000. Parkside CRA will receive \$375,000 to complete a 10 ft. multi-use path and landscaping along Gertrude and Aaron.
- ✓ Facilitated the Parkside CRA Board Meetings on October 13 and 27. The Board approved the conceptual design plans for West Tarpon/Ambrose on October 27. Johnson Engineering will move forward to complete the design and permitting for the project. The Parkside CRA enhancements will be coordinating with the CCU improvements scheduled to begin in early 2016.
- ✓ Prepared the October 13 and October 27 Parkside CRA Agenda.

Enterprise Zone (EZ)

- ✓ Continued to provide information on the EZ to potential clients and investors. Assisted a business owner in applying for incentives.