

**Charlotte County
Board of County Commissioners
Staff Report
January 2016**

Budget & Administrative Services

Fiscal Services

• GRANTS SUPPORT

- Reviewed Grants Sharepoint site for changes in metadata needed for conversion to new site.
- Public Safety Grants
- Revised the Emergency Management Performance Grant (EMPG), removing \$166.00 in unallowable expenses, on grant agreement 16-FG-5A-09-18-01-075 for the period of July 1, 2015 through September 30, 2015. The revised reimbursement request for the quarter totaled \$14,102.82.
- Completed the Emergency Management Preparedness and Assistance (EMPA) Grant Program annual report.
- Discussed Citizen Emergency Response Team (CERT) Grant agreement with department staff and itemized requirements needed to place the agreement on board agenda for approval.
- Human Services Grants
- Requested a total of \$117,531.86 in grant reimbursement claims:
 - \$ 14,888.12 to Area Agency on Aging for the Older Americans Act Grant (OAA)
 - \$ 31,878.75 to Area Agency on Aging for the Community Care for the Elderly Grant (CCE)
 - \$ 12,498.22 to Area Agency on Aging for the Alzheimer's Disease Initiative Program (ADI)
 - \$ 1,040.92 to Area Agency on Aging for the Home Care for the Elderly Program (HCE)
 - \$ 4,617.24 to Department of Economic Opportunity for the Community Services Block Grant Program (CSBG)
 - \$ 32,908.23 to Department of Economic Opportunity for the Low Income Home Energy Assistance Program (LIHEAP)
 - \$ 2,025.38 from Florida Department of Juvenile Justice for Civil Citation Community Services
 - \$ 17,675.00 to Florida Department of Juvenile Justice for the Invest in Children Grant
- Received from Florida Housing Finance Corporation \$123,816.00. This is the second FY 15/16 allocation from the State Housing Initiative Partnership (SHIP) grant.
- 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
- Submitted Novus agenda item for MYIP approval for January 12th meeting.
- Met with Deputy County Administrator and Legislative Manager regarding next steps for RESTORE.
- MAC Grants
- Made personal contact with each MAC Grant program manager to notify them of the 2017 MAC Grant Application deadline. Provided them with an application form, guidance, and previous application for reference.
- Worked with Public Information Office on marketing strategy for advertising the 2017 MAC application window.
- Completed Budget Adjustments for MAC 2015 carry-over projects and emergency projects approved post-budget submittal.
- Received a total of \$7,403.03 in grant reimbursement claims:
 - \$1,409.00 from Civil Air Patrol for Charlotte Harbor Sundown Flights
 - \$767.23 from US Coast Guard Aux for Marine Radio Equipment
 - \$444.80 from Learn to Sail, Inc. for Sailing Lessons
 - \$4,782.00 from Donna Ball School of Fishing
- Received 5 Grant Applications totaling \$171,659.22 for the 2017 MAC Grant consideration
- \$8,659.22 from Peace River K9 Search & Rescue Association, Inc for a new Boat Motor.

- \$50,000 from CC Community Services to build an Artificial Reef
- \$50,000 from CC Community Services to remove abandoned vessels from county waterways.
- \$58,000 from CC PNR to fund a Program Assistant
- \$5,000 CC PNR to fund miscellaneous expenditures associated with the Abandoned Vessel and Artificial Reef Programs
- Gave MAC financial and projects status update to the MAC committee for December meeting.
- Drafted legal request and BCC Agenda Item for Punta Gorda Police Department to use balance of awarded MAC funds on additional piece of equipment.
- Transit Grants
- Prepared and submitted Invoices to Florida Department of Transportation for the State Block Grant, Section 5310 Enhanced Mobility for Seniors Individuals with Disabilities Program, and Section 5311 Rural Grant for the period of October 1, 2014 to September 30, 2015. The reimbursement requests for the period totaled \$528,954.
- Staff met with the auditor regarding Transportation Disadvantaged Grant testing and backup documents.
- Submitted initial Triennial Audit documentation to auditors at Advanced Systems Technology and Management, Inc.
- MPO Grants
- Assisted MPO staff with information for the Local Coordinating Board (LCB) training in January.
- Mosquito Grant
- Prepared and submitted Arthropod Control Monthly Report to Florida Department of Agriculture and Consumer Services for Mosquito Control Contractual Service Agreement #022278 for the period of 11/1/2015 through 11/30/2015.
- Road Grants
- Received a total of \$299,213.50 as follows:
- \$ 299,213.50 from FDOT for Burnt Store Rd Phase 3 construction
- Invoiced a total of \$235,299.32 as follows:
- \$ 38,132.50 to FDOT for Burnt Store Rd Phase 2 design
- \$ 189,666.38 to FDOT for Burnt Store Rd Phase 3 construction
- \$ 7,500.44 to FDOT for US 41 right of way maintenance
- Justice & Mental Health Collaboration Grant
- Traveled with staff from Charlotte Behavioral Health Care and our court system to attend the National Criminal Justice and Mental Health Collaboration conference. Key note speaker Attorney General Loretta Lynch encouraged grantees to push forward with our initiatives to divert the mentally ill from incarceration into rehabilitation.
- Submitted draw down of \$7,750 for Charlotte Behavioral Health Care. And \$1,000 for the county's reimbursement for our travel expenditures.
- Utilities Grants
- Submitted disbursement request to FDEP for \$793,209.34 from SRF Loan agreement.
- Provided FDEP with additional information for Drinking Water Request for Inclusion (RFI) on Fixed Meter and Parkside CRA projects.
- Spot checked EWSL contractor and subcontractor payrolls to ensure compliance with Davis Bacon requirements.
- Began working on quarterly reports for the 5 funding agreements covering East and West Spring Lakes and Northshore projects.
- Misc Grants
- Charlotte Harbor Gateway Harborwalk Phase 1A construction Items of note for December 2015:
- Phase 1A CEI Services charges: \$ 20,490.00
- Phase 1A Construction charges: \$176,242.04
- Phase 1A LAP Grant billings: \$ 158,617.84
- Phase 1A LAP Revenue received for December \$249,756.30
- Parkside CRA Notes for December 2015:
- Harbor Blvd Improvements Design is approximately 75% complete.

- Multi-use Trails & Greenway – Phase 1 West Tarpon to Ambrose CDBG Grant implementation services have been contracted with Guardian Community Resource; services are approximately 10% complete.
- Harbor Blvd Amenities project billings: \$13,390.25
- Multi-use Trails & Greenway project billings: \$2,500.00
- Completed and submitted State Aid application ‘statistical report’ information by December 1 due date
- OPERATING SUPPORT
 - Attended Peace River Water Board Meeting.
 - Updated Utility Wage Study for internal purposes.
 - Completed Fuel Surcharge analysis for Solid Waste/Landfill so that credit can be passed on to Commercial customers.
 - Gathered data for Utility Rate Study for Rate Consultant’s analysis.
 - Participated in evaluating and ranking two requests for proposals for rate studies.
 - Conducted training for Utilities staff on time tracking and cost allocation
 - Participated with the Utility for the proposed “Line Cost Recovery”.
 - Participated in training for the Lighting District cash flow model.
 - Began analysis for the Utility and Solid Waste partnership in Utility Waste processing.
 - Completed analysis on the history of the Sanitation Fund and its individual districts.
 - Prepared Community Services - Library & Historical carryovers
 - Reviewed and closed several Community Services ‘s’ projects
 - Prepared a breakdown of Community Services Central / Indirect charges based on Maximus data
 - Participated in conference call with Extension Services & University of Florida to discuss revenue enhancement program
 - Updated SharePoint page ‘Financial Information for Departments’ linking to new FY16 financial and projections reports
 - Updated projections and department financial reports with November actuals
 - Prepared New Request Impact Forms for additional staffing requested by Fire/EMS. Conducted meetings with Fire/EMS chief and deputy chiefs to determine the how requested positions would impact scheduling and overtime.
- ACCOUNTS PAYABLE/RECEIVABLE SUPPORT
 - Interviewed several applicants to fill three open Accounting Specialist positions.
 - Invoiced a total of \$2,400.00 for Public Safety:
 - \$2,400.00 for EMS standby
 - EMS Collection payments – processed 20 payments totaling \$1,733.73 for December.
 - Trained Fiscal Services staff on the journal entry process implemented for all core groups (for the central & indirect allocation and correcting JEs).
 - Participated in a discussion with Clerk’s Finance on use of P-cards for Travel expenses.
 - Provided additional training within Fiscal Services on the Transportation Trust cash flow and the Greater Charlotte Street Lighting MSTU cash flow.
 - Finalized the Real Estate Services Journal Entry for Pay Periods 2-3.
 - Review applications, rated and participated in interviews for Accounting Specialist vacancies.
 - Reviewed VISA Reconciliations for Economic Development and Tourism prior to submittal.
- CAPITAL SUPPORT
 - Created a draft version of new Capital Improvements Policy
 - Attended the FDOT/City/County Coordination meeting
 - Prepared a project report for Facilities projects for the Director
 - Prepared financial information for 9 Administrative Approvals and 1 Novus item, for various projects
 - Prepared Budget Adjustment for Cape Haze Pioneer Trail
 - Review applications, rated and participated in an interview for a Financial Analyst vacancy
 - Review applications, rated and participated in interviews for Accounting Specialist vacancies
 - Prepared project related budget adjustments for carryover in Capital Projects, Road Improvements, Transportation Trust, Impact Fee, Connection Fees, Parkside Redevelopment,

Fire Rescue, Greater Port Charlotte MSBU, and Tropical Gulf Acres MSBU Fund as part of the first quarter adjustments

- Trained backup person on the process for submitting grant reimbursement requests to FDOT for road projects
- Generated /submitted carryover amendment for Charlotte Harbor Gateway Phase 1A MAC (WCIND \$68,658 and Boater-Local \$200,000) funding

- ANALYTICAL SUPPORT

- Received and reviewed the FY15 Final Reconciliation Report from DJJ. The county will receive a refund of \$182,872.99 for detention cost share.
- Submitted Sheriff's Check Request of \$80,000 from Crime Prevention Fund
- Assisted staff in completing the County Scorecard for the transparency share point site.
- Reviewing all department crystal reports for accuracy and will work with a consultant to correct the crystal reports that are no longer working correctly.
- Submitted to Finance the FY2016 Annual Vehicle Replacement department inter-fund charges, totaling \$1,198,344, to reimbursement the Vehicle Replacement Fund for vehicles purchased in FY12, FY13, FY14, and FY15
- Updated Revenue Tracking spreadsheet.
- Prepared Central and Indirect annual journal entry.
- Prepared Table 1 Summary for the first quarter adjustments agenda item.
- Prepared the newspaper ad for the adjustments listed on the Table 1 Summary that require a public hearing.
- Reviewed, routed and approved numerous Novus agenda items for the January 12th Board meeting.
- Posted Budget Adjustments into EDEN and verified that the General Ledger is in balance.
- Met with IT and began analyzing their expenses
- Met with HR to discuss position control.

- I.T.

- Banner CIS Upgrade (Hansen Technologies) - 68 % complete - estimated completion date – 10/30/2016 (main project completed by May 30th 2016)
- Public Website: Public Works - 45 % complete - estimated completion date – 3/23/2016
- Public Website: Budget & Administrative Services – 30 % complete - estimated completion date – 3/17/2016
- ActiveNet (Class Replacement) - 95 % complete - estimated completion date – 3/11/2016 (experiencing delays)
- PCI Compliance review - 60 % complete - estimated completion date – 3/31/2016
- BMC Footprints Service Core - 25 % complete - estimated completion date – 3/31/2016
- Utilities Department Data Management - 5 % complete - estimated completion date – 7/30/2017
- MSBU Application Upgrade - 5 % complete - estimated completion date – 3/1/2017
- County Knowledge Base - 90 % complete - estimated completion date – 3/4/2016
- Zoom Customer Service Recording Software - 98 % complete - estimated completion date – 2/29/2016
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- COMPLETED – Public Safety external website development completed. Turned over to department and PIO for content migration.
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- IT position added – A Programmer/Analyst position was added funded by Community Development. This position is dedicated to supporting Building Construction Services technology needs related to the Accela Land Information Software. Kevin Lapham comes to us from NBC Universal where he worked as Marketing Data Quality Manager. Kevin has extensive experience working with business units defining and assessing technology needs, working with data integration, product upgrades/enhancements and various other projects.

- January Outage Statistics:

Monthly Report, January 2016

- 5 Incidents
- Total Down Time – 6 hrs. 52 mins.
- Average time per Incident – 1 hr. 22 mins.
- System availability was 99.077%
- January Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 244 +/- +30
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 288 +/- +73
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 611 +/- +104
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 606 +/- +71
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 821 +/- +137

Purchasing

- Pre-Submittal meetings held:
 - 16-159 Construction Manager at Risk – South County Library & Archive
 - Proposals due and received:
 - 16-099 Mail Fulfillment – Annual
 - 16-159 Construction Manager at Risk – South County Library & Archive
- Shortlisting meetings held:
 - 16-099 Mail Fulfillment – Annual
- Negotiations meetings held:
 - 15-374 Justice Center Expansion – Design
 - 16-052 Water, Sewer, Reclaimed Water & Miscellaneous Rate Study
- Pre-bid meetings held:
 - 16-122 Pool Chemicals – Annual
 - 16-141 Mini Crawler Crane
 - 16-107 Repair Parts for Fleet – Annual
 - 16-106 Service and Maintenance of Chillers – Annual
- Bid openings held:
 - 16-127 Aluminum Boat with Motor and Trailer
 - 16-114 Infrastructure Services – Annual
 - 16-122 Pool Chemicals – Annual
 - 16-141 Mini Crawler Crane
 - 16-080 Secure Parking – Administration Complex
- Quotes due and received:
 - 16-158 Branding – Market Research – Tourism – Annual
 - 16-155 Triploid Grass Carp
 - 16-171 Water Line Extension
- Work Order due and received:
 - 16-173 Community Roadway Landscape Program
 - 16-198 Semi-Annual Ground Water Monitoring Report
 - 16-174 HVAC Engineering and Design – Various locations

Real Estate Services

- Proposed Land Exchange with the School Board – We are assisting Economic Development staff with this matter. An updated proposal from the School Board may be forthcoming shortly.
- Piper Road North – The pre-suit offers have been sent to the affected property owners. Approximately 77% of the owners have agreed to a voluntary acquisition and we are in the process of closing on these acquisitions. The Order of Take hearing is scheduled for March 30th.
- Surplus Property Disposal – Several bids were received on November 18th. The recommended bids were approved by the BCC. The County will realize \$84,150 from this bid offering. Total surplus land sales to date have exceeded \$3.4 million.
- 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 79 applications received to date this 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.
- Stump Pass Dredging – We continue to assist Public Works staff as needed.
- 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 continue to assist Public Works Engineering staff with vetting information related to right of way costs and proposed roadway alignments. This information is being provided to the public for feedback.
- Library Site – City of Punta Gorda – The BCC agreed to accept the deed of conveyance at their January 12th meeting. Facilities will be moving forward with the construction of a library and archive facility at the Shreve street location.
- Mosquito Control Lease – We are assisting Public Works staff by looking into the possibility of expanding the land leased for the Mosquito Control program. The helicopter site used for this program is located near Burnt Store Road and we are discussing a possible expansion with the land owner.
- Olean Boulevard – The preliminary contact with the public and affected owners regarding the design of the roadway has started. We anticipate the need to acquire portions of several improved commercial parcels adjacent to the existing roadway.
- Winchester Boulevard (Surplus Parcel) - We are preparing a disposal plan for this parcel to ensure a 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. We are working with our eminent domain attorney on this matter and another mailing was sent last week.
- Environmental Lands Acquisition Program – We are awaiting further instructions from Natural Resources to continue with the HCP land acquisition program.
- Flamingo/Edgewater – We have acquired over 84% of the parcels needed for this project, all on a voluntary basis. This right of way acquisition program continues.
- 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 continue to assist our Utilities Department as this project moves forward.

- Harbor Heights Sidewalk Project – We are assisting Public Works Engineering staff on obtaining the necessary Temporary Rights of Entry from affected property owners. This is related to the construction of new sidewalks and the need to enter private property to reconstruct affected driveways.
- Sewer Project – Pirate Harbor – We are assisting our Utilities Department in obtaining utility easements for the expansion of forced sewer mains in the Pirate Harbor area.
- Hickory Bluff Park – We are assisting Administration by gathering information relative to the Hickory Bluff Park. The Peace River Wildlife Center is looking into the possibility of using County owned land at that location for a permanent facility.
- Parkside CRA – Gertrude Avenue Parcel – We are assisting staff from Economic Development, Administration and the County Attorney’s Office on the possible acquisition of a parcel of land located at 21131 Gertrude Avenue. This parcel is in the Parkside CRA.

Community Development

Item	Total FY15	Jan-15	Jan-16	FY15YTD	FY16 YTD
Single Family Permits Issued	824	47	79	231	323
Multi Family Permits Issued	9	0	0	1	5
Commercial Permits Issued	91	1	3	29	11
All Other Permits Issued	19254	1413	1575	5707	6361
Customers Served	24755	1998	1974	7541	8020
Inspections	60299	4909	5642	19225	22358
Permitting Revenue	\$3,566,544	\$249,863	\$298,326	\$1,179,022	\$1,215,248
Permitting Expenditure	\$2,441,620	\$202,546	\$203,302	\$729,213	\$1,336,210
Code Enforcement Revenue	\$1,090,865	\$82,793	\$49,868	\$345,627	\$250,290
Code Enforcement Expenditure	\$1,500,572	\$125,358	\$165,059	\$444,366	\$819,698
New Complaints Received	1218	32	32	217	246
Code Cases Initiated	3397	341	306	1029	1084
CEB Cases Heard	335	32	0	114	63
Citations Issued \$ Amount	\$93,000	\$4,000	\$4,000	\$22,000	\$30,000
New Contractor Licenses Issued	16	3	1	9	4
Contractor Licenses Revoked	8	1	1	3	4

- On Tuesday January 26, the Board of County Commissioners approved the adoption of eight Ordinances which comprise the first round of Comprehensive Plan updates after the rescission last year. Though there was some disagreement amongst some citizens, these changes will help to clarify and improve the plan, as well as provide for some much needed flexibility.
- Three new interactive map applications were added to the Community Development webpage. This includes New Development, Utilities Map Book, and a Parks Finder.
- <https://www.charlottecountyfl.gov/services/landinformation/Pages/Interactive-Map-Gallery.aspx>
- Babcock Ranch
- No new updates at this time.
- 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
- In order to better address the revisions to the County’s Comprehensive Plan, staff is proposing to divide the changes into two parts. County staff conducted roundtable meetings on September

16th, September 30th and October 20th to gather public inputs regarding the proposed revisions. On January 26, 2016, the revisions (Part 1) were adopted by the Board of County Commissioners (Board). The Planning and Zoning Board recommended approval of transmittal of the revisions (Part2) to the Department of Economic Opportunity for review and comment on January 11, 2016.

- Revision of the Land Development Regulations
- Staff has been working on the revisions to the County's Land Development Regulations (LDRs) specifically related to the wetlands. On February, 24, 2016, the Community Development Department will host a roundtable meeting to solicit the public comments related to the proposed revisions to the wetlands- related policies set forth in the County's Comprehensive Plan and the LDRs related to wetlands.
- School Concurrency
- No new updates at this time.
- Planning and Zoning Board
- The following petitions were heard by the Planning and Zoning Board on January 11, 2016:
- PA-15-10-10-LS:
 - Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) and other State Review Agencies for review and comment; this request is to amend the Potable Water and Sanitary Sewer (WSW) subelement of the Infrastructure Element to clarify County policy with regard to utility extensions through the Rural Service Area, the requirement to connect to existing or extended utility lines, and the expansion of the service areas of utility companies regulated by the Florida Public Service Commission, and to correct certain terminology; specifically, to amend WSW Policy 2.1.4: Utility Extensions through the Urban Service Area, WSW Policy 3.1.1: Concurrency Utility Line Extensions, WSW Policy 3.1.2: Connection of Developed Property, WSW Policy 3.2.4: Certified Areas and the Urban Service Area, WSW Policy 3.3.1: New Platted Lots and On-site Septic Systems, WSW Policy 3.3.2: Community Utility Systems, WSW Policy 4.2.9: Recycled Water Systems, and WSW Policy 4.2.10: Appropriate Water Quality for Use; and to amend the title of WSW Policy 3.2.4 from Certified Areas and the Urban Service Area to Certified Utility Companies and the Urban Service Area, and the title of WSW Policy 4.2.9 from Recycled Water Systems to Reclaimed Water Systems; Petition No. PA-15-10-10-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
 - Community Development Department Recommendation: Approval
- PA-15-10-11:
 - An Ordinance pursuant to Section 163.3187(1)(C), Florida Statutes, amending Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Commercial (COM) to Medium Density Residential (MDR); for property located at 3426, 3430, 3432, 3434, and 3436 Taylor Road, in the Punta Gorda area, containing 6.27± acres; Commission District II; Petition No. PA-15-10-11; applicant: Newfoundland Five, Inc.; providing an effective date.
 - Community Development Department Recommendation: Approval
- Z-15-10-12:
 - An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Estates 1 (RE-1) to Residential Multi-family 10 (RMF-10) for 6.27± acres and from RE-1 to Commercial General (CG) for 0.93± acres, for property located at 3426, 3430, 3432, 3434, and 3436 Taylor Road, in the Punta Gorda area, containing 7.20± acres; Commission District II; Petition No. Z-15-10-12; applicant: Newfoundland Five, Inc.; providing an effective date.
 - Community Development Department Recommendation: Approval
- PA-15-10-13-LS:
 - Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) and other State Review Agencies for review and comment; the two-part request is to amend several elements of the County's Comprehensive Plan. Part 2.1 is specifically to amend Future Land Use (FLU) Policy 1.2.3 (The old number is FLU Policy 1.2.2): Service Area Delineation and FLU Policy 1.2.6 (The old

- number is FLU Policy 1.2.5): Expansion of the Urban Service Area; Petition No. PA-15-10-13-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
 - o Community Development Department Recommendation: Approval
- o PA-15-10-14-LS:
 - o Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) and other State Review Agencies for review and comment; the two-part request is to amend several elements of the County's Comprehensive Plan. Part 2.2 is specifically to amend Future Land Use (FLU) Policy 1.2.7 (The old number is FLU Policy 1.2.6): Transfer of Density Units (TDU) Program Intent, FLU Policy 1.2.8 (The old number is FLU Policy 1.2.7: TDU Applicability): TDU Program, FLU Policy 1.2.9 (The old number is FLU Policy 1.2.8): TDU Sending Zones, FLU Policy 1.2.10: TDU Receiving Zones, FLU Policy 1.2.11: Prohibited Receiving Zones, FLU Policy 1.2.14: TDU Waivers, and FLU Policy 1.2.15: Revitalizing Neighborhood Incentive Density; and delete old FLU Policy 1.2.9: Restrictions on Sending Zones; Petition No. PA-15-10-14-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
 - o Community Development Department Recommendation: Approval
- o PA-15-10-15-LS:
 - o Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Economic Opportunity (DEO) and other State Review Agencies for review and comment; the two-part request is to amend several elements of the County's Comprehensive Plan. Part 2.3 is specifically to amend Future Land Use (FLU) Appendix 1: land Use Guide by revising "Shelter Requirement" under the "Special Provisions" subsection of the Compact Growth Mixed Use (CGMU) Future Land Use Map (FLUM) category; Petition No. PA-15-10-15-LS; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
 - o Community Development Department Recommendation: Approval
- o Board of County Commissioners Land Use
- o The following petitions were heard by the Board of County Commissioners (Board) on January 26, 2016:
- o PA-15-07-08-LS:
- o Pursuant to Section 163.3184(3), Florida Statutes, adopt a Large Scale Plan Amendment; 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.
- o Planning & Zoning Board
- o On January 13, 2016, the Board of Zoning Appeals took the following actions regarding the appeal, variance or special exception applications listed below.

- Petition VAR-15-008: Ryan Dunlap requested two variances. The BZA voted 5-0 to approved variance (a) to reduce the 25-foot front yard setback by 2.1 feet to allow a 22.9-foot front setback for an existing swimming pool. However, the BZA voted 3-2 to deny variance (b) to reduce the 25-foot front setback by five feet to allow a 20-foot front setback for a proposed pool cage, in the Bridgeless Barrier Island (BBI) zoning district, located at 16 Palm Drive on Palm Island, in Englewood.
- Petition VAR-15-010: Jack and Jared Stahlman requested two variances. The BZA voted 5-0 to deny both variances that were requested by the applicant. Variance (a) was to reduce the 20-foot rear yard setback by ten feet to allow a ten-foot rear setback. The second variance (b) was to reduce the 7.5-foot side yard setback by 0.15 feet to allow a 7.35-foot side setback. This was to allow a garage to be converted into a single-family residence in the Residential Single-family-3.5 (RSF-3.5) zoning district, located at 3097 Newburgh Street, Port Charlotte.
- Petition SE-15-010: Phil Erdman, agent for Erdman LLC, requested a special exception to allow an outdoor storage yard, for box trucks and trailers, in the Commercial General (CG) zoning district, located at 13380 Marathon Boulevard, Port Charlotte. The Board of Zoning Appeals voted 5-0 to approve a special exception.
- 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 Manasota Key Advisory Committee met on January 6th. The following projects were presented to the committee.
- 1305 Holiday Drive – seawall
 - Comments: recommend approval
- 2835 N. Beach Rd. – enclose garage
 - Comments: recommend approval
- 1185 Holiday Drive. – seawall, dock and boat lift
 - Comments: recommend approval
- 85 Meredith Drive. – Letter of No Objection – new house
 - Comments: recommend approval
- SITE PLAN APPROVAL
- We received 3 petitions in January:
- Project conference
- Final site plans

Community Services

- Administration
 - Responded to 160 phone calls, 35 web mails, 2 citizen concerns, 3 accident/incident reports
 - Parking passes sold 13 (mail and phone)
 - Supported 2 Advisory Boards, Safety Committee
 - Promotional and Marketing Activities

Monthly Report, January 2016

- ½ page ad in the Parrot Magazine promoting activities
- Facebook Page Current reach – 1,021 Page Likes
- iHeart Media commercials – Storybook Wedding Vow Renewal
- Sun Herald Ads – Fan Bricks
- AM 1580 Hippo Radio Show – Hands Across the Harbor, Senior Games, South County Library, Storybook Wedding Vow Renewal, Charlotte Harbor Kids Fest
- 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
 - Bayshore Live Oak Park – The Hot Dog Cart
- Active Net project – Go Live delayed until March 1 to address technical issues and public engagement
- Charlotte Sports Park
- The Charlotte Sports Park staff conducted the final round of Event Specialist interviews on 1/12/16.
- A total of 66 Seasonal Event Specialists and three (3) Seasonal Event Specialist Coordinators have been hired to work the 2016 Spring Training Season.
- On Thursday, January 14, 2016, Charlotte Sports Park was the host site for a press conference introducing the new owner of the Charlotte Stone Crabs, CBI-Rays LLC. CBI, the Caribbean Baseball Initiative, is a group led by Lou Schwechheimer.
- Recreation Division/Aquatics Section
- Port Charlotte Beach Pool
- 146 paid admissions
- 116 Pass holder visits
- 225 Water Aerobics participants
- Staff spent an estimated 30 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 35 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms
- Oyster Creek Regional Park Pool
- 240 paid admissions
- 724 pass holder visits
- 303 water exercise participants
- Charlotte County Blue Fins practiced 5 times per week resulting in approximately 250 “splashes” for the month
- Four students registered for Lifeguard Training course, three scholarships.
- Staff spent an estimated 50 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 40 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- South County Regional Park Pool
- 205 paid admissions
- 564 pass holder visits
- 58 water exercise participants
- The Charlotte County Blue Fins held 32 swim practices resulting in approximately 480 “splashes” for the month.
- Deep Water fitness classes began and will continue in February
- Winter break camp visited the pool twice resulting in approximately 45 “splashes”.
- Staff spent an estimated 65 hours performing In-service Lifeguard training skills such as conditioning swimming, rescue skills, 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.
- Aquatic Coordinator began registration for Department staff First Aid, CPR/AED classes.
- Recreation
- The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,572 hours and served over 17,167 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues, Camp, Youth Programs and Arts & dance programs held at each facility. Recreation facilities were rented 8 times achieving a rental attendance total of 1,178 people.
- Athletics
- The total number of local athletic facility users (not including gymnasium use) for the month of November was approximately 2,669 and facilities were booked 3,477 hours. Activities included Adult Cricket, Adult Tackle Football, Adult Soccer, Adult Softball, Youth Tackle Football, Youth Flag Football, Youth Soccer, Youth Baseball, Youth Softball, Youth Hockey, Youth Lacrosse, Disc Golf and Equestrian events.
- SWFL Disc Golf Association held a Tournament at North Charlotte Regional Park's Disc Golf Course on January 23rd and 24th.
- IBC Nations Tournament Baseball at Harold Avenue on January 23rd and 24th was cancelled because of weather and poor field conditions.
- North Charlotte and South County Sr. Baseball Fields were shut down in the month of January in preparation for the Snowbird Classic.
- RTG (Respect the Game) Baseball League held its Youth tryouts at South County on January 16th.
- Extension Services
- Administration:
- Meetings/Reporting/Governance:
- Managers Meeting - Charlotte Sports Park – January 19th – 2:30 pm
- Managers Meeting - Charlotte Sports Park – January 4th – 1 pm
- SWFREC Dedication Ceremony – New Offices and Labs - Immokalee – 10 am – January 5th
- CED Meeting – Sarasota County – 9 am to 4 pm – January 27th
- Extension Staff Meeting – January 28th – 3 pm – Training Room B – Active Shooter Training/ Meet local FDACS Staff
- Dr. Charlie Vavrina's Retirement – January 29th – 11 am – Pinellas County Extension Office
- Website Hits: Website: 3,085 page views
- Facebook® Page - Charlotte County Extension data: Facebook: 1,361 Likes: Our Blog had 623 views. (Mitchell, Schumaker)
- Sea Grant:
- Publications:
- Staugler, E.A. 2015. "What Are Fish Really Eating". Waterline Magazine, Charlotte Sun Herald. December 24, 2015, pg. 8.
- Staugler, E.A. 2016. "Fish Spawning". Waterlife Magazine. January 2015, pg. 14.
- Staugler, E.A. 2016. "Where Did All the Sheepshead Come From?" Waterline Magazine, Charlotte Sun Herald. January 21, 2016, pg. 9.
- Website:
- "Charlotte Harbor Fisheries Forum" Facebook page – now has 792 likes, average daily reach has increased by 75 over last month
- Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
- 1/22 – Sheepshead - Where are they all coming from?
- 1/11 – 2016 Mangrove Symposium offered in Charlotte County.
- Field Work:
- 1/5 - Restoration planning with UF restoration aquaculture specialist
- 1/25 - Released bay scallop larvae in Gasparilla Sound
- Outreach Programs:

- 1/8, 15, 22, 29 – Taught FMNP Coastal Systems class at Gasparilla Marina. Course runs thru 2/12
- 1/11 - Attended Charlotte Soil and Water Board meeting and provided information about the Envirothon Academic Challenge
- 1/21 - Guest speaker for the Punta Gorda Boaters Alliance - topic: anchoring and managed moorings
- 1/21 - Facilitated monthly meeting of the Charlotte Harbor Fisheries Forum - topic: results of Charlotte Harbor survey
- Site & Office Visits:
- Fishin Franks – site visit
- Sea Tow Charlotte Harbor – office visit
- USCG Aux. Flotilla 99 - office visit
- Meetings:
- 1/12 - Meeting with Judy Ott, CHNEP to discuss Charlotte Harbor Fisheries Forum
- 1/12 - Florida Sea Grant Fisheries Work Action Group - leadership conference call
- 1/12 - SWFL Shellfish Association meeting
- 1/14 - Charlotte Harbor Fisheries Forum planning meeting
- Trainings:
- 1/28 - Active Shooter Training
- Other:
- 1/26 - Participated in Fisheries Webinar - topic: angler perceptions regarding barotrauma and barotrauma mitigation tools
- Considerable time spent preparing for and handling registrations for upcoming Mangrove Symposium (Staugler)
- 4-H Youth Development:
- Equine Health and Well-Being In-Service Training
- Charlotte County 4-H Program Assistant, Lana Cardwell attended an Equine Health and Well-Being In-Service Training for County Faculty at the University of Florida's Equine unit. The day consisted of identifying equine disease, plant toxicity, internal parasites, first aid and emergencies, equine welfare and much more.
- 4-H Day Camp
- Charlotte County 4-H Agent, Pam Phillippe hosted a cooking 101 day camp for ten 4-H youth at McGuire Park. They learned how to make healthy entrees, snacks, and desserts by using natural ingredients.
- Outdoor Adventure Club
- Charlotte County 4-H Program Assistant, Lana Cardwell hosted an Archery shooting day for the Outdoor Adventure club members at the Charlotte County Fairgrounds. Ten 4-H members attended the day which also included a visit from an FWC officer and a real alligator!
- Youth Development Institute (YDI)
- Charlotte County 4-H Agent, Pam Phillippe attended the annual Youth Development Institute (YDI) in Ocala, Florida.
- 4-H Teen Leadership 4-H Club
- Charlotte County 4-H Teen Leadership 4-H Club raised over 100 items to be donated to the Charlotte County Homeless Coalition over the holidays!
- 4-H Four Paw's and a Tail Dog Club
- Charlotte County 4-H Four Paw's and a Tail Dog Club hosted a fundraiser for the Animal Welfare League at the Punta Gorda Winn Dixie location. The club raised \$345.90 along with a cart full of food for the Animal Welfare League animals!
- Charlotte County Fair
- Charlotte County 4-H livestock and small animal exhibitors are at the fair with their animals from January 29th - February 7th. There are eight shows and two live auctions throughout the week. (Phillippe, Cardwell)
- Horticulture:
- Programming:

- Landscape Garden Series – Week 2 – January 29th – 9:30 am – “Orchid Diversity and Culture” – 81 in attendance
- Landscape Garden Series begins – Week 1 - Turf – 9:30 to 11:30 am – January 22nd - 64 in attendance
- GI-BMP Training – 8 am to 3 pm – January 20th – 5 in attendance
- Neighborhood Watch Safety Trainings
- Haverhill Woods Neighborhood Watch program – Presentation: “Venomous Creatures” – 6 pm - Port Charlotte United Methodist Church, 21075 Quesada Ave, Port Charlotte – January 21st.
- Morningstar Neighborhood Watch - St. James Episcopal Church, 1365 Viscaya Drive Port Charlotte – “Venomous Creatures” presentation – 6 pm- January 26th
- Special Outreach:
- Master Gardener Radio Show – January 26th – 10 am
- MG Association Meeting – Presentation - “Featured Creatures”- January 6th – 10 am
- Florida-Friendly Landscaping™ Program
- Summary: The FFL™ program helps homeowners improve their residential landscapes. The Florida Yards and Neighborhoods (FYN) assistant in January educate homeowners on how to design install and maintain water conserving trees, shrubs and groundcovers. Total clientele contacts this month 686 (homeowners, professionals & new resident). 453 attended 6 teaching events, 78 telephone consultations, 73 office visits, 6 field visits and 76 email consultations.
- January, 2016:
- 1-(New) Attracting Backyard Wildlife interview, Florida Weekly
- 2-(New) Presentation/homeowners, ‘Landscapes that Conserve Water’, a look at the Right Plants and Smart Irrigation
- 3- (New) Mangrove Symposium agenda planned for Feb. 23, 2016. Obtained professional certification credits (4.25 ISA CEUs & 4 FNGLA CEUs).
- 4. (New) ‘Keep Charlotte Beautiful’ and FFL demonstration landscapes renovations planned” 20 outdoor planters at Pt Charlotte High School and butterfly garden at the extension office.
- 5. Attended 2-day In-service Training, UF/IFAS Palm School, Naples Botanical Gardens, Naples, FL
- Charlotte Sun Newspaper Articles:
- Potential Readership:
- Charlotte Sun Herald – Average Circulation - 44,028
- Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day
 - Newspaper Article for January 25th – “Tapioca in the garden” Newspaper Article for January 18th – “Enter the dragon tree”
 - Newspaper Article for January 11th – “Fireworks in the landscape”
 - Newspaper Article for January 4th – “Pretty poison” (Mitchell, Bates, Becker)
- Parks
- Deployed two laptops, 4G hot spots & multi-function printer/scanner/fax to Chadwick & Kiwanis maintenance yards for greater communication efficiencies with staff
- Fabricated & installed new Englewood Beach park entry sign
- Opened up pathway at PCB to the sandy point near the boat ramps
- Supported new floor installation at Bissett by removing a partition and trim rings
- Installed new park rules signs and picnic benches at McGuire Park.
- Natural Resources
- Among our many regular actions Staff treated approximately 20 acres of various exotic/invasive flora species on multiple properties. Left unchecked these species can quickly dominate our local plant communities as these visitors do not have the natural controls to keep their growth in check that our native species do. Each year hundreds of millions of dollars are spent combating exotic/invasive flora in the state of Florida. Natural Resources staff works diligently to protect our native plant communities while saving the citizens of Charlotte County by treating the exotic/invasive species in-house.
- Natural Resources Staff met with Charlotte County Sheriff Office personnel to better coordinate the safety and security of our environmental parks and preserves. The safety of our users and the

citizens of Charlotte County is our highest priority and as such we seek to establish effective working relationships with local law enforcement. These relationships help to establish efficient and effective modes of communication to law enforcement and in turn provide a safe and relaxing place for the citizens of Charlotte County to experience our beautiful native ecosystems and habitats.

- Some of our Natural Resources Staff have attended training to obtain their certification for prescribed burning. This is an important step in becoming a land manager and an effective steward of our native ecosystems. Staff continues to improve their understanding of our local flora and fauna and the natural cycle that keeps our communities safe and healthy.
- Natural Resources Staff have also maintained the day to day repairs and clean up associated with the everyday operations of our properties. Repairs have been made to multiple fence lines at several different locations. These repairs help to ensure public safety while visiting our properties. In addition to these repairs Staff also affected repairs to multiple boardwalks on our various properties. We are all aware how damaging the subtropical sun can be and so we take precautions like sunscreens and/or hats and other protective clothing. We often forget how destructive the intense sunlight can be to construction materials. Our boardwalks and rails require regular and consistent maintenance to ensure the continued safety and health of our visitors. Often issues such as this go unnoticed until an incident occurs.

Facilities, Construction and Management

- Cape Haze Pioneer Trail Connector: The commissioners approved Zep Construction INC at the January 26th meeting. The preconstruction meeting is scheduled for early February.
- CARE Facility Expansion: The consultants finalized the design development plans and moved into the construction documents.
- Fire Training Facility: The contractor completed the building site preparation, structure installed and site finalized concrete poured. The facilities will be complete the final inspections and acceptance in February.
- Bay Heights Boat Ramp: Innovative Marine Structures mobilized and started the seawall replacement. The panels were manufactured and delivered on site.
- Airport Annex Master Plan: The consultant compiled the final masterplan revisions. A meeting will be scheduled in February for review and approval.
- CCSO Firing Range: Airport Road Master plan is nearing completion. The range design will commence upon finalization.
- Justice Center Expansion: The BCC approved ranking to negotiate with Sweet Sparkman Architects/DLR Group for the design services. Negotiations are complete and contracts are being finalized.
- ADA Various Improvements: Cost Proposals and preliminary designs have been reviewed. Construction documents for the Group III improvements are underway.
- Franz Ross Football Fields Renovation: The preliminary plans and specifications have been re-designed as requested by CC management and the project has been put on indefinite hold. NO change since the project is on hold.
- Franz Ross Park Parking Expansion: The punch list is complete other than seeding, and correcting some parking stops/lighting.
- Harbor Heights Drainage, Parking and Sports Facilities Improvements: The punch list has been completed other than correcting the fill on two of the drainage ponds. Request for quote issued to purchasing.
- Harbour Heights Boat Ramp: The SWFWMD permit application has been submitted and approved. The ACOE application has been submitted. NO change since the ACOE permit has not been approved.
- El Jobean Fishing Pier: New Alternative repair methods are being designed by the engineer of record.
- Fire Station # 10: Sprinkler contract has been awarded; plans in building permitting. Project started and in progress. Bocilla Utilities has installed water line tap.

- Murdock Service Area and VIP parking area: Preliminary plans reviewed with staff. Bids received. Scheduled for BCC award in February.
- 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 storm water permit was approved. The 30 percent design development phase plans were reviewed and cost estimate performed. Clarification and adjustments were provided to consultants.
- Sales Tax Project – Jail Infirmary: The conceptual plans were reviewed under revision. Final concept is expected approved in February.
- Sales Tax Project – Veterans Memorial Park: The project team reviewed the budget making necessary adjustment to site and structures. The 90 percent plans will be issued for review and costing in February.
- Sales Tax Project – South County Community Library: The City's Special Warranty Deed land use cooperative agreement has been approved and filed. Programming for the project is substantially complete and will be moving into schematic design. A public input workshop was held on 1/14/16 and a second one will be held on 3/17/16. CM at Risk shortlisting will be 2/10.
- 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. Administration is reviewing further direction.
- Sales Tax Project – Ann Dever Regional Park New Recreation Center: The BCC approved ranking to negotiate with Fleischman Garcia for the design services. Two negotiation meetings have been held and the initial proposal has been received. Project is to be designed simultaneously with NCRP recreation center.
- Sales Tax Project – NCRP New Recreation Center: The BCC approved ranking to negotiate with Fleischman Garcia for the design services. See Ann Dever shown above.
- Sales Tax Project – West County Annex Replacement: The BCC approved ranking to negotiate with Fawley Bryant for the design services. A negotiation kick-off meeting has been held.
- Sales Tax Project – McGuire Park: Design contract has been signed. The design kickoff meeting was held. 2 public input meetings were held. Concept plan to be reviewed in February.
- 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 with negotiations nearing completion.

Human Resources

- Employee & Labor Relations
 - Extended employment opportunities to 55 candidates of which 41 are seasonal
 - Attended Local SHRM Meeting
 - Recruitment related activities and hiring processes
 - Held Interviews for Economic Development Director Position
 - Continued discussions with Timekeeping Software Program
 - 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

Monthly Report, January 2016

- Prepare orientation booklets
- Provide Customer Service to employees
- Produce Service Awards and letters to employees
- Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development
 - Halogen assistance for employees and Management
 - Held “Effectively Managing Change and Transition” - 18 Employees attended.
 - Held “Management University” – 16 Employees attended
 - Generated monthly service awards
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- The 211 Supervisor and Human Services Director met with the Charlotte County Homeless Coalition’s Executive Director to discuss the status of the 211 call system conversion to the Community Information System (CIS/HMIS) software. The Board of County Commissioners had already approved this community provider enhancement and staffs from both organizations have been working on the implementation for some time. The Homeless Coalition was recently awarded a state Challenge Grant through the Florida Department of Children and Families which will help fund the final conversion process including training on the new system. It is anticipated that the new system will be fully operational by July 1, 2016.
- Senior Services Case Management staff attends and continues to participate in the Communities for a Lifetime Committee. This past meeting discussed upcoming events for 2016 to include Savvy Social Security Planning for Boomers; Grandparents Raising Grandchildren; Seniors and their medications; and Gardening to stay active and healthy. Senior Services staff also attended the first meeting of the Community Health Initiative Partnership (CHIP) newly created subcommittee which will focus on senior needs in Charlotte County.
- Family Services staff coordinated and participated in tenant safety training at the Family Services Center (FSC). Dee Hawkins from Charlotte County EMS provided lessons on using a fire extinguisher and how to safely evacuate the building in case of emergency. The training culminated in an actual fire drill with fire engines dispatched to the FSC. FSC staff, tenants and clients received an excellent rating for a safe and timely evacuation.
- Family Services Manager, Lori North, was interviewed by a baccalaureate nursing student who is writing a report on Primary Prevention and Access to Care in Charlotte County for her field experience. Topics discussed included the need for wraparound case management services, strong community partnerships and a unified Health and Human Services Master Plan. The student was also referred to other staff and partners for additional information.
- The Senior Services Division staff received a total of 136 gifts to distribute to local seniors in Charlotte County this holiday season. 80 gifts were received from the NBC-2 Giving Tree, 32 from the “Ladies in Mission”, and 24 from OCEAN (Our Charlotte Elder Affairs Network). All gifts have been delivered before Christmas to brighten the holidays of many seniors without the support of family or friends in the area.
- Family Services received donated food and toys from the County’s Public Works Engineering Division. Donations were distributed to needy families.
- David Rockow, Assistant Veteran Services Officer, dressed up as Santa Claus and participated in the American Legion Riders Christmas present delivery. He delivered Christmas cheer to 7 families who would otherwise go without presents for the holidays. David also led the Punta Gorda Christmas Parade with the Paratrooper Color Guard.
- Terry Keene, Assistant Veteran Services Officer in the Englewood area, was contacted by the caretaker of a senior female Veteran. The Veteran had fallen several times and needed a specific type of walker for stability. After contact with several helping organizations a walker was located and delivered to the 101 year old Navy Veteran of WWII.

- David Rockow was on the radio HIPPO show where he discussed the Veterans' Choice Program and services provided by the Charlotte County Veteran Services Office.
- Housing and Community Initiatives Manager, Bob Hebert, met with the Bernice Russel Development to discuss possible SHIP funding for conversion from commercial to residential at the Andrews Building.
- Bob Hebert also met with local community housing & homeless agency partners to discuss potential future funding from the Florida Housing Finance Corporation and possible housing models.
- Family Services staff completed the process map and updated the intake/assessment forms for the Emergency Solutions Grant for Homeless Prevention and Rapid Housing Recovery. The client participant agreement was amended to include a section on tenant housekeeping and home maintenance responsibilities. The aim of this amendment is to encourage tenants participating in the County's housing programs to better care for rental housing so landlords will be more willing to partner in rental assistance programs.
- Thaddeus Boston, the Civil Citation Program Coordinator, volunteered to provide computer tutoring assistance to one of the AARP Foundation workers who provides reception and administrative services at the Family Services Center. AARP's Senior Community Service Employment Program (SCSEP) helps low-income, unemployed individuals aged 55 + find work.
- Applications for the position of Veteran Services Officer were accepted through December 11, 2015. Applicants' credentials have been reviewed with candidate interviews scheduled for the week of January 4 – 8, 2016.

Public Safety

- No information to include.

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
 - Paving projects are complete on Veterans Boulevard, Midway 7 and 9 areas, Peachland 4 and Deep Creek Areas.
 - Olean 2 Area: Paving is complete and the restoration is nearing completion.
 - Utility work is complete on Elkcam Boulevard and the road is now ready to be paved. Ajax Paving agreed to provide the services needed at the unit bid prices. A change order was approved on Nov. 10 adding Elkcam Boulevard and 20 calendar days to the paving contract however the additional work is on hold at this time.
 - To date, approximately 93,085 tons of asphalt has been placed in the Greater Port Charlotte, Deep Creek and Road and Bridge areas. The time completed is 95.07 percent and work completed is 85.15 percent.
 - 2016 County Paving Program – The purpose of this project is to resurface Charlotte County roadways in the following districts:
 - Greater Port Charlotte
 - Deep Creek
 - North West Port Charlotte
 - Punta Gorda Non-Urban
 - Peace River Shores
 - Rotonda Heights
 - Road & Bridge

- Project maps will be posted on the project website when they become available. Construction Contract: TBD, Construction Schedule: Spring 2016 – Late 2016
- The 2016 Paving Program is currently advertised for competitive bid with an estimated budget of \$18,791,824. Pre-bid Conference: 9:00 a.m., February 11, 2016, Bid Opening: 2:00 p.m., March 9, 2016
- 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 – 2/2/2016
- The excavation of all ponds is complete.
- Work is complete on the final box culvert and the installation of drainage pipes is complete.
- Street lighting and IT conduit is complete and operational.
- Grading and sodding of swales continues on the west side.
- Utility work is nearing completion.
- The sidewalk sub grade has been installed on the northbound side. Concrete installation for the sidewalk is complete on the northbound side and is 99% complete on the southbound side.
- Paving of the structural course on the remaining southbound lanes is complete. Paving of the final lift of asphalt will begin Feb.1 with the final roadway stripes being painted on a daily basis.
- Please note that traffic shifted to the east side of the new roadway and the speed limit is 35 miles per hour. The entire project length is a NO PASSING zone; extreme caution should be used when traveling in this area.
- *PUNTA GORDA, Fla. (Jan. 28, 2016) – PUNTA GORDA, Fla (Jan. 28, 2016) – Travelers on Burnt Store Road, from Zemel Road south to Vincent Street, will experience lane closures in both the northbound and southbound directions from Monday, Feb. 1 through Friday, Feb. 12 (weather permitting) as final asphalt paving is completed. Roadway striping will be conducted on a daily basis following placement of the final lift of asphalt. Flaggers and traffic control signs will assist traffic around the construction areas. On behalf of road construction crews, please drive safely.*
- 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.
- The contractor completed the installation of the seawall and cap; the forms still need to be removed.
- Concrete sidewalks are under construction and should be complete in January 2016. Decorative lighting has been placed but is not energized at this time.
- 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.
- Woodruff and Sons' crews are currently building multiple roadway sections north and south of the bridge. Concrete crews are installing sidewalks and curbing in multiple sections of the project.

- Construction crews are currently removing the western section of the existing bridge at the Butterford Waterway and are constructing the new bridge.
- *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.*
- 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
- Notice of Rescheduled Road Closure - Intersection of Lake View Boulevard and Edgewater Drive
- The intersection of Lake View Boulevard and Edgewater Drive is closed until further notice. To gain entry to Spring Lake Park and its boat ramp, follow the detour signs from the intersection of Lake View Boulevard and Webster Avenue NW. Trailer parking is free at the Spring Lake Park boat ramp for the duration of the project. Drivers: please use caution entering and exiting Boat Ramp.
- Lake View Boulevard is closed between Webster Drive NW and Edgewater Drive. Traffic will be routed on a local detour. Local traffic from Edgewater Drive will also be routed on a detour. Visit www.GoEP2.com for a detour map.
- Edgewater Drive remains closed to through traffic between Midway Boulevard and Harbor Boulevard.
Motorists are asked to use caution and obey signage while navigating detours as work crews complete utility installation and roadway reconstruction in the area.
- Thomas Marine Construction will replace and widen three bridges along the Edgewater Driver Corridor in Port Charlotte across the East Spring Lake, West Spring Lake and Sunrise Waterway. The contractor anticipates leaving one of the spans open at all times for marine traffic. Any channel restrictions or temporary closures will be coordinated with the Coast Guard and published in the [Local Notice to Mariners](#).
- 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
- Construction of the storm drainage systems is underway; crews are currently installing 60" concrete pipe and 54" concrete pipe. To date, 12 concrete drainage structures and over 1,500' of concrete pipe has been installed on this project.
- The current area of construction is from Achilles Street to Kings Highway; this area is CLOSED to traffic. More information is available at
- *Traffic Advisory: PORT CHARLOTTE, Fla. (Jan. 5, 2016) – Stop signs were installed on Avocado Avenue this morning at the intersection of Abalom Street to enhance safety along the*

Midway Boulevard detour route. The new stop signs will remain in place for the duration of this detour route in response to citizen's requests.

- 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 – Early 2016
- The installation of decorative lighting is underway and approximately 75% complete.
- 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
- The contractor began survey work on Nov. 9. Construction began on Ingraham Boulevard, near CR 771, and will continue into the development. Construction is approximately 30% complete.
- *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.*
- 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 – Early 2016
- This project is complete.
- 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; all box culverts are installed.
- The rock bed for the headwall, wing wall and weir has been installed.
- The footer for the head wall and wing walls on the north side has been formed.
- Construction is approximately 75% complete.
- 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.
- The head walls and wing walls have been poured on the north side and rough grading of the south part of the site has begun. Construction is approximately 75% complete.
- 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 – 1/15/2016
- Construction is nearing completion; well shafts have been drilled at both locations and the fence, pumps and stilling wells have been installed. The contractor is waiting for Florida Power & Light to

run electricity to the well pump sites. FP&L's electrical work is anticipated to be done by mid-February.

- **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 Engineering, Design/Permitting schedule: through 3/3/2017, Procurement Process: TBD, Projected start of Construction: Funding for construction has not been allocated at this time.
- The first Public Meeting to unveil design proposal options was held Oct. 7, 2015 and citizens provided input on the design options. These design options were presented to the Board of County Commissioners (BCC) on Nov. 24, 2015.
- The BCC recommended alignment Option #2, standard street lighting, and sidewalks on both sides of the roadway north to the Tern Bay property line, then the sidewalk will continue on the east side only for the remaining length of the project. The BCC's directives were provided to the Engineer of Record and Johnson Engineering is continuing the design process as recommended and on schedule.
- 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 Schedule: 10/15/2013 – 7/17/2015, Procurement Process: Spring 2016, Projected Start of Construction: Summer 2016
- The design firm re-submitted the final 100% plans review to FDOT; final comments are expected to be returned to the design firm in late December. 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 Early 2016, Procurement Process: Feb. - April 2016, Projected Start of Construction: May 2016
- CES/American Engineering completed the 100% design plans and has submitted them to the County for final review and approval.
- 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: Charlotte Engineering & Surveying (CES), Design/Permitting Schedule: 10/6/2015 – April 2016, 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
- County staff met with the consultant and provided bridge reports and plans for the selected bridges. The consultant is working on research and design.
- 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 – Early 2016, Procurement Process: March – May 2016, Projected Start of Construction: August 2016.
- Public Works Engineering Division staff members reviewed the 90% design plans and provided comments to Johnson Engineering. Once the street lighting issue is resolved by the Board of County Commissioners and all easements have been obtained, the 100% design plans will be completed.
- 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 – Early 2016, Procurement Process: TBD, Projected Start of Construction: TBD
- The Parkside Board met on Jan. 12 to review budgets and design options. The Parkside Board authorized an additional sidewalk on the north side of Aaron Street to Gertrude Avenue, as well as an additional sidewalk on the southwest side of Gertrude Avenue from Caring Way to Aaron Street. Johnson Engineering is working on the design plans.
- 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 Elcam Boulevard. Design Contract: Johnson Engineering, Design/Permitting Schedule: June – Early 2016, Procurement Process: TBD, Projected Start of Construction: TBD
- The Parkside Board met on Jan 12 to review budgets and design options and authorized staff to move forward with design of an additional sidewalk on the south side of West Tarpon Boulevard to Ambrose Lane. Johnson Engineering is working on design plans.
- Piper Road North Extension – Piper Road will be extended north from Henry Street to US 17 at the existing Regents Road intersection. The Airport Commerce Park has been identified as a priority for business development. At the present time, there is a limited roadway network in place serving the airport therefore additional roadway and utility improvements will be required to support new or expanded businesses within the corridor. Design Contract: Johnson Engineering, Design/Permitting Schedule: 2010-2011, Procurement Process: February – May 2016, Projected Start of Construction: Summer 2016
- All project documents, including bid specifications and design plans, are undergoing a final review prior to bid solicitation.
- Placida Road Safety Improvements (Rotonda Blvd West to Boca Grande Cswy) – Safety improvements include the construction of a 10' wide bicycle-pedestrian path between Rotonda Boulevard West and Boca Grande Causeway and roadway/intersection improvements including:
 - Northbound left turn at Panama Drive.
 - Southbound left turn at Bantry Bay.
 - Southbound deceleration lane at Cape Haze Drive.
 - Mill and resurface between Rotonda Boulevard West and Boca Grande Causeway.
 - Standard street lighting between Rotonda Boulevard West and Cape Haze Drive.
 - Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule: through Early 2016, Procurement Process: Early 2016, Projected Start of Construction: TBD

- Charlotte County Utilities added a reclaimed water line to this project which was approved by the Board of County Commissioners. 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 at 90% pending completion of utility plans. Utility plans are 90% complete, have been reviewed by County staff and comments provided back to the design firm. The design firm has responded to the 90% utility comments and design is expected to be complete in early 2016.
- 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 – Early 2016, Procurement Process: Spring 2015, Projected Start of Construction: Fall 2016
- 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 – Early 2016, Projected Start of Construction: Early 2016
- The Board of County Commissioners approved award of the bid to V&H Construction on Jan. 26. A pre-construction meeting is scheduled February 10, 2016. A notice to proceed date will be decided at that meeting.
- 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 – Early 2016, Procurement: TBD, Construction: Early TBD
- 60% plans have been received and are being reviewed by staff. CCU has presented a change order to the current design contract to add 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: to begin upon substantial completion of the South Gulf Cove Sidewalk project (Spring 2016).
- 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: Early 2016, Construction: TBD

- Sidewalk plans are complete and now the utility plans are complete; contract documents are complete and have been submitted to the Purchasing Department for review and bid advertisement. Temporary rights of entry are being acquired for 13 driveways that need work done outside of the right-of-way limits.
- 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 Fall 2015, Procurement: Early 2016, Construction: TBD
- The bid package is in the Purchasing Department for review.
- Sidewalks - Sheehan Boulevard – This sidewalk will be installed from an existing sidewalk on Peachland Boulevard to an existing sidewalk on Noble Terrace. This design will include a connection to a recently constructed sidewalk at Alton Road as well as utility improvements and a bridge replacement at the Yale Waterway. Design Contract: Giffels-Webster Engineers, Design/Permitting Schedule (Sidewalk only): 3/2/2011 – 5/10/2013, Procurement Process: TBD, 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 Sheehan Boulevard Bridge Repair at Yale Waterway project.
- SR 776 / US 41 Gateway Landscaping – The purpose of this project is to landscape and beautify the gateway area to the western portion of Charlotte County on SR 776 from US 41 to Murdock Circle. The addition of landscape materials, decorative trees including palms and oaks, shrubs, ground cover, sod and mulch will augment the appearance of the gateway to western Charlotte County. Irrigation, electrical services and maintenance of the landscaping and irrigation system is included in this project which is funded, in part, by a grant from the Florida Highway Beautification Council. Design Contract: DMJ & Associates, Design/Permitting Schedule: Completed Fall 2015, Procurement Process: 2/2/2016 – Spring 2016, Projected Start of Construction: Spring 2016
- This project is currently advertised for competitive bid with an estimated budget of \$238,000.
- Pre-bid Conference: February 10, 2016
Bid Opening: February 24, 2016
- 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: Complete 7/14/2015, Projected Start of Construction: 4/18/2016
- Quinn Construction is scheduled to begin work on April 18.
- 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 – Late 2015, Procurement Process: Early 2016, Projected Start of Construction: Early 2016

- 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 Permit was issued December 29, 2015.
- A change order to facilitate the bid process has been approved and the Consultant has resurveyed the project area and is in the process of updating the construction drawings and specifications.
- 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 – November 2015, Procurement Process: Late 2015 – Early 2016, Projected Start of Construction: Early 2016
- 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) was sought 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 ACOE permit was issued on November 6, 2015.
- The project is currently in the bid process.
- Gulf Cove Waterway Maintenance Dredging – Maintenance dredging provides continued safe navigation for citizens who utilize the waterways. This project provides for engineering, design and permitting to dredge the lateral/access channels. The amount of material to be removed will be determined as engineering and design progresses. The project includes the removal of the existing silt to the previous dredge depth of -4ft MLW within the lateral/access channels and 100 feet into the interior canals. Design Contract: TBD, Design/Permitting Schedule: May 2014 – Spring 2016, Procurement Process: Late Spring-Summer 2016, Projected Start of Construction: Summer 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.
- The Coast Guard is ready to issue the Marine Marker Permit pending authorization from the ACOE. A Request for Additional Information (RAI) has been initiated by the ACOE therefore information is being gathered to respond to the RAI.
- 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 – Early 2016, Procurement Process: Early 2016, Projected Construction: Spring 2016
- 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 has conducted another survey to verify quantities and revise the bid specifications and brush cutting will be added to the contract to facilitate navigation.
- After the Consultant completes the survey and drawing updates they will finalize the bid specifications. The project will then go through the purchasing process.
- 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 – Early 2016
- The erosion study shall include the following:
 - Beach Profile Surveys
 - b. Erosion Analysis
 - 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 in early 2016.

- The draft Erosion Study Report and the stakeholder presentation were reviewed and approved by staff. Engineering Division staff met with Charlotte County Administration to review the draft Erosion Study report. A review by the Beaches and Shores Advisory Committee was held on Oct. 1. and an update was provided during the Beaches and Shores Advisory Committee meeting held Nov. 5.
- Staff met with Charlotte County Legal Services to review options for funding this project through a Municipal Services Taxing Unit. The BCC reviewed the proposed taxing district boundary on Nov. 24, 2015 and an Ordinance establishing the Unit was approved and signed Dec. 8, 2015.
- 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.
- A second meeting was held with FDEP on Nov. 23 to discuss the Seagrass Mitigation plan. At the second meeting, the FDEP requested that an updated boat survey be conducted to determine the required dredge depth; the boat survey will be conducted/updated in January 2016.
- 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 – Early 2016, Procurement Process: Spring 2016, Projected Start of Construction: Summer 2016
- The US Fish and Wildlife Service agency prepared 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 was necessary to review the project for migratory birds including Piping Plover and Red Knot as well as sea turtles.
- The FDEP issued the Final Order (Permit) for the project on Sept. 2, 2015. The review by National Marine Fisheries Service (NMFS) is complete and the ACOE will issue their permit.
- The review of construction drawings and bid specifications is complete. The State Parks (Division of Recreation and Parks) issued a concurrence letter for an updated easement that would allow construction on the upland portion of the park property. The County worked through the negotiations with the State Parks Division and is waiting on the revised easement.
- Updated construction schedule
- Mobilization in July 2016.
- Offshore borrow sand placement on Don Pedro and Knight Islands Aug-Oct 2016

- Dredge Stump Pass Oct-Nov 2016
- Manasota Key Work (structure and backfill) Nov 2016-Jan 2017
- Justification for revised construction schedule: As we do not yet have federal authorization or State Park Easement, we would be imposing an impossible timeline for potential contractors to achieve.
- 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: 1/20/2016 – April 2016, Projected Start of Construction: May 2016.
 - The complete construction bid package was forwarded for budget review and procurement on Jan. 20.
 - 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 received and reviewed by staff. A pre-application meeting was held with the Southwest Florida Water Management District. This project is not scheduled for construction until May 2016.
 - 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: Jan – April 2016, Projected Start of Construction: May 2016
 - The complete construction bid package has been forwarded for budget review and procurement.
- Lighting District
 - Countywide street light maintenance - 176 lights were repaired in December 2015 and 41 lights were repaired in January 2016. Total number of lights repaired was 217.
 - Assembled 2 roadway lighting load centers for the Gasparilla Road widening project.
 - Upgraded radar vehicle detection firmware on 40 units at various locations around the County.
 - Replaced a signal mounting bracket which mounts the signal display to the mast arm structure on US 41 at Cochran Blvd. and on SR 776 at Murdock Circle.
 - Repaired issues with incident management cameras located on Midway at Harbor and on Placida Road at San Casa Dr.
 - Responded to a complaint of a camera obstructing traffic on US 41 at Cochran Blvd. Crew discovered the camera mounting hardware was loose causing the vehicle detection camera to rotate towards the pavement. The camera was up-righted, re-aligned, and detection zones re-established.
 - Responded to a trouble call at the intersection of Kings Highway at Veterans Blvd. for a possible constant pedestrian button call. The bad button caused a pedestrian movement to be constantly serviced with no pedestrians present and restricted the right turn movement from Kings Highway onto Veterans Blvd.
 - Responded to a complaint of a non-functioning school flasher on Midway Blvd. at Hayworth Rd. A new battery was installed and the school flasher is functioning.
 - Last month a crew responded to the intersection of US 41 NB at Virginia Ave. for a water main break. Utility crews removed a section of pavement to make repairs. When the pavement was removed it cut into the vehicle detection loop wires. This month, crew installed a new wire chase conduit and coordinated with a local signal contractor to have the vehicle loop replaced. After

replacement, crews wired the new vehicle loop into signal controller cabinet and returned the intersection back to normal operation.

- Performed routine controller cabinet maintenance at numerous signalized intersections in North County.
- Installed new replacement batteries into UPS (un-interruptible power supply) on US 41 at Forrest Nelson Blvd., Carousel Plaza, Cochran Blvd., and SR 776 at Flamingo Blvd. Crew installed a replacement UPS inverter on US 41 at Veterans Blvd.
- As a result of a citizen complaint, installed “house shields” on three roadway lighting fixtures along Winchester Blvd. House shields block light intended for the roadway from being visible from the back side of the fixture.
- Replaced defective radar vehicle detector units on Kings Highway at Suncoast and on SR 776 at North Access to Merchants Crossing Plaza
- Over the weekend of January 16 – 17, crews were kept busy responding to multiple trouble calls resulting from severe weather conditions. A sample of the problems encountered were power lines down, tree limbs on FPL lines, twisted signal displays, loose wiring in signal displays, and tripped circuit breakers.
- Assisted the Facilities Department with taking down the Christmas tree decorations at the Murdock Administration Complex in Murdock.
- Corrected roadway lighting issues identified by Florida Department of Transportation inspectors.
- Completed traffic signal preventative maintenance at SR 776 and Murdock Circle.
- Responded to a street light pole knocked down on Veterans Blvd. near Peachland Blvd. Crews picked up the damaged assembly and made the area safe. A new pole is being ordered.
- Repaired illuminated street name signs on Toledo Blade at Hillsborough, SR 776 at Murdock Cir., Kings Highway at Veterans and US 17 at Disston Ave.
- Crew responded to a report of a smoldering pull box on Olympia Ave. at Cooper St. After investigating, it was determined the box contained roadway lighting conductors. City of Punta Gorda Public Works was contacted and the lights were turned off until repairs can be made.
- Responded to a complaint of inoperable roadway lights on Kings Highway between Rampart Blvd. and a point south of Midway Blvd. Crew found shorted conductors, damaged pull box, and two faulty circuit breakers.
- Compiled the final deficiency list towards the roadway lighting systems installed on the Burnt Store road widening project.
 - Attended weekly progress meetings and participated in underground signal conduit inspections for the US 41 widening project.
- Traffic Management Center
 - Adjustments to a few US 41 intersections due to peak season
 - Webinar - Traffic Controllers in a CV Environment
 - Traffic signal coordination timings for Cochran Blvd.
 - Continue monitoring of US 41 traffic signals due to Edgewater Rd. closure.
 - Responding to information requests.
 - Continue efforts promoting the TMC's Twitter account for traffic incidents. Over 160 followers and increasing.
 - Locates Performed
 - 284 Requests for underground utility locates were received, generating 70 tickets for locates.
 - Trouble Calls
 - 25 trouble calls received responded to and problems of various natures resolved.
- Maintenance & Operations
 - December 30 – January 5
 - A total of 56 new requests were received related to drainage, asphalt repair, brush, and illegal dumping.
 - Drainage line & grade: 15,450 SF in Greater Port Charlotte
 - Small pipe install:
 - 72 LF in Greater Port Charlotte
 - 24 LF in Gulf Cove

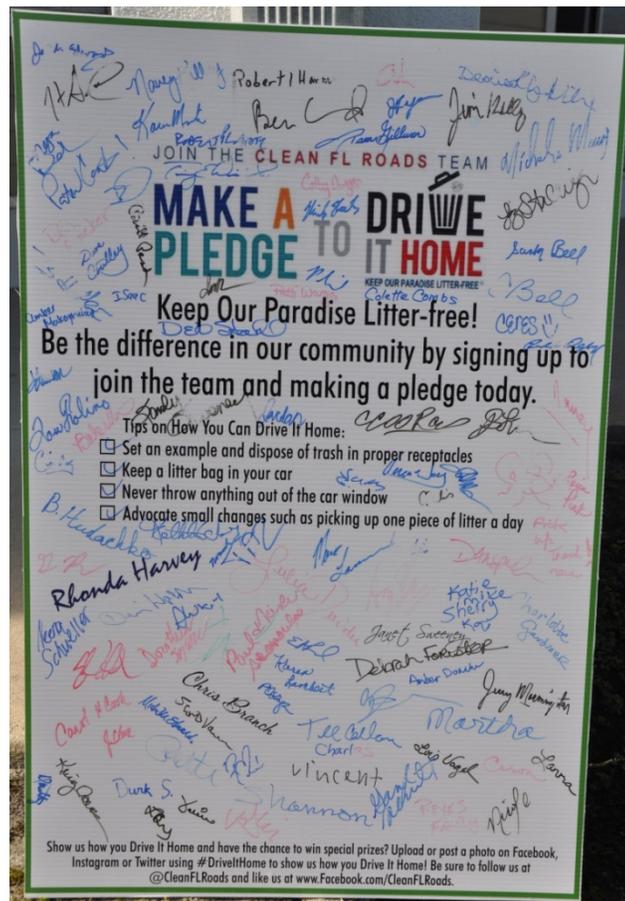
- Menzie ditch cutting:
- 89,700 SF South Charlotte Stormwater
- 120,000 SF in West Charlotte Stormwater
- Boom mower:
- Cut 61,581 CY in Greater Port Charlotte
- Cut 17,800 CY in Englewood East
- Culvert cleaning:
- Cleaned 6 culverts in Punta Gorda Non-Urban
- Landscaping Services
- Basic landscape 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.
- January 6 – January 12
- A total of 35 new requests were received related to drainage, asphalt repair, shoulder repair, brush, and illegal dumping.
- Drainage line & grade:
- 24,390 SF in Greater Port Charlotte
- 10,500 SF in South Gulf Cove
- Small pipe install:
- 134 LF in Northwest Port Charlotte County Government
- 20 LF in Greater Port Charlotte
- Menzie ditch cutting:
- 140,000 SF in West Charlotte Stormwater
- 19,000 SF in Greater Port Charlotte
- Boom mower:
- Cut 80,309 CY in Greater Port Charlotte
- Cut 12,496 CY in Road & Bridge North
- Cut 12,600 CY in Road & Bridge West
- Cut 1,700 CY in South Punta Gorda Heights East
- Cut 1,200 CY in Punta Gorda Non-Urban
- Debris removal:
- Removed 9,560 pounds of debris from locations throughout the County
- Asphalt repair:
- Utilized 2.2 tons of material to repairs 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
- Sweeping for the month of December 2015 has been completed.
- The power shearing contractor has finished the Charlotte Ranchettes and is currently working in Tropical Gulf Acres.
- Specialty mowing is ongoing in all locations for the 1st cycle in the month of January 2016.
- January 13 – January 19
- A total of 66 new requests were received related to drainage, asphalt repair, shoulder repair, brush, and illegal dumping.
- Drainage line & grade:
- 21,971 SF in Greater Port Charlotte
- 13,920 SF in Deep Creek
- Small pipe install:
- 68 LF in Greater Port Charlotte
- Menzie ditch cutting:
- 83,000 SF in Suncoast Boulevard
- 3,520 SF in Greater Port Charlotte

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- 90,000 SF in West Charlotte Stormwater
- Menzie ditch digging: 1,400 SF in Grove City
- Culvert cleaning:
- 24 culverts in Greater Port Charlotte
- 4 culverts in Deep Creek
- Boom mower:
- Cut 69,626 CY in Greater Port Charlotte
- Cut 30,700 CY in Lemon Bay
- Cut 15,600 CY in Englewood East
- Asphalt repair:
- Utilized 5.98 tons of material to repairs 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.
- January 20 – January 26
- A total of 68 new requests were received related to drainage, asphalt repair, brush, and illegal dumping.
- Drainage line & grade:
- 24,200 SF in Greater Port Charlotte
- 20,150 SF in Deep Creek
- Small pipe install:
- 48 LF in Greater Port Charlotte
- Menzie ditch cutting:
- 110,000 SF in West Charlotte Stormwater
- 44,700 SF along the East Port Environmental Campus
- Culvert cleaning:
- Cleaned 13 culverts in Greater Port Charlotte
- Cleaned 31 culverts in Deep Creek
- Cleaned 1 culvert in Rotonda West
- Boom mower:
- Cut 57,481 CY in Greater Port Charlotte
- Cut 3,888 CY in South Punta Gorda Heights East
- Cut 5,716 CY in Road & Bridge South
- Cut 20,800 CY in Englewood East
- Asphalt repair:
- Utilized 4.43 tons of material to repairs locations throughout the County
- Debris removal:
- Removed 4,240 pounds of debris from 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.
- January 27 – February 2
- A total of 80 new requests were received related to drainage, asphalt repair, brush, and illegal dumping.
- Drainage line & grade:
- 19,600 SF in Greater Port Charlotte
- 6,500 SF in Northwest Port Charlotte
- 8,380 SF in Deep Creek
- Small pipe install:
- 56 LF in Greater Port Charlotte
- Menzie ditch cutting:
- 40,000 SF in Road & Bridge South

- 24,300 SF along the East Port Environmental Campus
- 120,000 SF in West Charlotte Stormwater
- Culvert cleaning:
 - Cleaned 49 culverts in Greater Port Charlotte
 - Cleaned 3 culverts in South Gulf Cove
 - Cleaned 4 culverts in Englewood East
 - Cleaned 30 culverts in Deep Creek
- Boom mower:
 - Cut 58,456 CY in Greater Port Charlotte
 - Cut 22,400 CY in Road & Bridge South
 - Cut 20,600 CY in Englewood East
- Asphalt repair:
 - Utilized 1.61 tons of material to repairs locations throughout the County
- Shoulder repair:
 - Repaired 0.3 mile of shoulder in Road & Bridge North
- 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.
- Mosquito & Aquatic Weed Control
 - Mosquito Control
 - Acres treated: 85
 - Landing rates taken: 1
 - Traps set/collected: 0
 - Citizen requests: 6
 - Aquatic Weed Control
 - Sites treated: 7
 - Mitigation sites maintained: 1
 - Inspections: 35
 - Scott Schermerhorn, Mosquito and Aquatic Weed Control Manager, and Johnny Hunter, Pest Management Coordinator, participated in an interview regarding Charlotte County's Mosquito Control Program with two researchers (Shannon Brunner and Allison Tatarsky) from the Global Health Group University of California San Francisco with support from the Parker Foundation. Their project *accelerating to sero: revolutionizing vector control for malaria elimination* is using traditional vector control tools such as indoor spraying and insecticide treated sleeping nets. They are also interested in comparing several of Florida Mosquito Control Districts' operations and overall strategies for potential use in third world countries for the reduction of malaria and other arbovirus linked diseases. The researchers also interviewed managers of Lee and Manatee County's programs.
- 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 – Early 2016, Construction: TBD
 - 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 90% design plans for North Beach Road have been received and are being reviewed by staff.
- Traffic Signing & Marking
 - Herbicide: 1,700 items sprayed

- New Signs Installed: 2
- Legends Installed: 357
- Signs Inspected: 8,359
- Sign Maintenance: 1,102
- Signs Manufactured: 194
- Traffic Counts: 51 stations (42 traffic, 1 special volume, 6 speed, 1 classification video, and 1 turn movement video)
- Trouble Calls (after hours): 14
- Solid Waste
 - Keep Charlotte Beautiful (KCB) had an informational booth set up at the 8th annual Hands Across the Harbor event on Jan. 30. The event was a huge success for Keep Charlotte Beautiful (KCB) as we were able to hand out many pocket and car ash trays while delivering a positive message about cigarette litter prevention. Many people took the ash trays to give to family and friends that are smokers to help prevent cigarette litter in our community. KCB was also able to collect 111 pledges to “Drive It Home” which is a campaign to set an example to dispose of litter properly and to encourage others to make small changes like picking up a piece of litter each day or to keep a litter bag in the car! KCB handed out car litter bags filled with valuable information and giveaways to everyone that signed the pledge board! The event was a great success!
 - The first Homeless Camp Clean-up for 2016 was conducted on January 11. The Charlotte County Sheriff’s Office and an inmate work squad participated in cleaning up the areas of the Murdock Walmart/ Applebee’s along the Pelham waterway, along Quesada Boulevard as well as the area surrounding the water tower on Caring Way and Gertrude Avenue. Both areas were identified as homeless camp areas with a lot of garbage; approximately 4,000 pounds of garbage was removed from these areas.



Tourism

- The Charlotte Harbor Visitor & Convention Bureau is pleased to announce the 2016 Charlotte Harbor & the Gulf Islands Visitor Guide is available to assist visitors plan a vacation in Charlotte County, Fla. Included is a lodging directory along with suggested activities ranging from sun worshipping on area beaches to fishing world-class waters and catching baseball fever to paddling through mangrove tunnels of the Blueway Trails.
- The comprehensive resource guide is supplemented with editorial content and eye-catching imagery. The guide is used by the Charlotte Harbor Visitor & Convention Bureau to promote the area's tourism offerings which creates a positive economic impact on Charlotte County. Eighty thousand guides were published and will mailed out to people who request it after seeing Bureau advertising and promotions.
- The Florida Multicultural District recently awarded their 2017 Assemblies of God Convention to Punta Gorda. This annual convention will take place June 20-23 at the Charlotte Harbor Event & Conference Center and is expected to draw up to 1,000 attendees.
- Last summer Drake, a fatherless teen from the Tampa Bay area, was selected by the Majesty Outdoors Foundation as a TideChanger to embark on a one-of-a-kind outdoor adventure to fish for monster fish in the waters of Charlotte Harbor. In addition to the memories of landing the catch of a lifetime, Drake received a college scholarship from the Majesty Outdoors Foundation. The heartwarming experience starring Drake will air in Season 7, Episode 4 of Majesty Outdoors Television which begins airing Jan. 19 at 9:30 a.m. on the Pursuit Channel.
- The Charlotte Harbor Visitor & Convention Bureau is pleased to announce Charlotte County Tourist Development Tax Revenues collected during Fiscal Year 2014-2015 were up 19 percent over the previous Fiscal Year, making it a record year for tourism. Fiscal Year collections (Oct. 1, 2014 – Sept. 30, 2015) totaled more than \$3.5 million compared to \$2.99 million over the same period last year.
- As a result of assisting a writer before Thanksgiving, an article about the destination was published in TrailBlazer. It's the official publication for members of the Thousand Trails and NACO luxury campground network. It is published 10 times per year. The editorial focus is a combination of member news and valuable consumer RV information, plus lifestyle articles on travel and recreation. The publication has more than 60,000 paid subscribers.
- <http://lynnseidon.com/article1116.html>
- Film Production
 - Majesty Outdoors aired an episode about mentoring a fatherless teen and teaching him to fish for Goliath Grouper, featuring local fishing charter captain Chris O'Neill. The episode was shot in July in the Gulf and around WannaBe Inn on Manasota Key. The show aired January 19 on the Pursuit Channel
 - Communicating frequently with Mike Slattery re Charlotte Harbor Chronicles, which began running, and is still running, on the Sportsman Channel. All six episodes will run Saturday mornings and at other times throughout the week.
- Location Photography & Videos
 - Shot some beach footage and pix of locations that could look like someplace other than here, like the western feel of the Whiskey Creek restaurant interior.



- Inquiries

- A television commercial production for baby bottles was looking for an exotic animal sanctuary where they could show animals being fed with the baby bottles. We contact Octagon, but nearly all of their residents are older animals, not babies, so it wasn't a good fit
- Received an inquiry about a sunny location for an automobile commercial, but the description "modern architecture (to invoke the city) like a pavilion" was beyond what we have in the county.



- Events

The VCB staff worked with Community Services and the staff of the Charlotte Stone Crabs to assist with the reception for the new ownership of the team. The VCB also worked with the Englewood Chamber of Commerce on the second annual Tourism Conference.



- Destination Video

- A script has been written for a destination video that, when complete, will be made available to area hotels. Below is an example of how the shots are schedule to correspond with specific sections of the script. Narrators will be auditioned this month. Any film/video project needs complete planning, because efficiency is paramount once field production begins. That's especially true on a project of this size, with such a small crew (Jerry Jones and Chip Futch). So while it doesn't sound like much – putting together a shooting schedule that minimizes travel and optimally utilizes other components – it takes time and planning. Below is the part of the schedule, for example, Jerry Jones is consolidating all the shots to be made on the islands, Lemon Bay and West Englewood: Color coding: green means we have that footage in our library; yellow, have it, but would like to have better. "POV" means "point of view."

- Beach/Intercoastal:
 - (16-3) Fishermen casting their nets.
 - (20.2) A fisherperson surf casts from the beach.
 - (32-2) From the beach – any beach – we see kids wading and getting washed by small breaking waves. People are playing with a Frisbee in the water. Others are sunbathing. There are colorful beach umbrellas and chairs. The water looks a gorgeous shade of azure.
 - (36, 91) People shelling on the beach. CUs of the shells they find, preferably matching those named in the narration. Follow with CUs of people sifting the sand and finding sharks teeth. We see teeth of different sizes, from small to an inch long.
 - (37) More kids wading and playing in the surf, maybe picking up shells in the surf. We see several people well off-shore but still obviously standing on the sea bed.
 - (38-3) Signs on beach road offering various watercraft for rent.
 - (43-1, 91) From the beach POV, a couple is para-sailing in the Gulf on a brilliant sunny day.
 - (43-3) sign of charter company on Beach Road.
 - (49) Wading birds in the water. Birds flying overhead. Again, ideally, showing species that match narration.
 - (29) EXT Cedar Park building and grounds, including shot of Lemon Bay. Bonus if we get eagle footage.
 - (32-1, 70-2) The pass between Gasparilla and Little Gasparilla, from the bridge on the Boca Grande Causeway. Drone footage would be great here . . . drone shot, if possible, of the Boca Grande bridge and Gasparilla Pass.
 - (34) Traveling shots on Lemon Bay, showing the mainland and the islands.
 - (35) POV shots both from the shore and on board the auto ferry. Palm Island resort has great drone footage of the ferries, if they'll let us use it.
 - (38-1)Traveling shot through boats at Cape Haze Marina.
 - (40) Captiva Cruise boat departing Boca, on the water, arriving at C
 - (43-2, 91) POV switches to the para-sailer via Go Pro.
 - (4) POV TRACKING from the water running parallel to the beach, perhaps on Palm Island.
 - (7) GoPro POV in the surf, above water then under.
- Harbor:
 - (13) POV from a boat, showing water and natural, undeveloped shoreline, much like it appeared when Spanish arrived.
 - (14, 23) Aerial of harbor. Drone shot just above water would be nice.
 - (16-1) Dolphins jumping behind a boat.
 - (65-1) Drone shot comes out of the mangroves and shows the park and the beach.
 - (66) Shot from harbor, perhaps a drone shot, of the city with the water in the foreground.
 - (23) Various shoreline shots, moving and static. If wildlife are in the shot, so much the better.
 - (41) Traveling shot of Christmas lighted canals, followed by a sunset over water.
 - (42) Tracking shot of a brightly trimmed sailboat cutting through the harbor. There are boats on the Charlotte Harbor beach preparing to sail; several different types of sailboats are on the water, including a sailing catamaran, plus multiple boats sailing in a regatta.
- Community Support
 - Staff met with the organizers of Funk Fest 7 which will be held in Punta Gorda, March 4-5 to assist with Marketing.
 - Lorah Steiner and Jennifer Huber met with the organizers of the Florida International Airshow to assist with advertising and social media. Lorah Steiner will continue to meet with the group, monthly, until the event date.
 - VCB staff attended and supported the Englewood Tourism Conference.
 - Lorah Steiner met with various representatives of the Cycling community to get input for the Charlotte County Cycling brochure.
- Marketing
 - Chip Futch is developing the format and graphic design for the information monitors that will be placed in the lobby of the Murdock building.

- Our social media strategy for FY 16 has been developed with Navigant – the VCB's new social media agency.
- The exchange rate for Canadian and European currencies has affected visitation.
- Staff is developing advertising positioning to emphasize Charlotte County's value position on the Southwest Gulf Coast.
- Marketing/Advertising (Admin/Normal)
 - BrandUSA
 - Great Outdoors initiative – 2 page web presence on DiscoverAmerica.com (and VisitTheUSA.com (new branding, same site) digital and Outbrain (email/SEM targeting) engagements.
 - VisitFlorida Welcome Center Duratrans
 - Existing Duratrans were in drastic need of overhaul.
 - Tripadvisor
 - Worked with agency for new tripadvisor creative
 - RFQ review for branding research.
 - Interviews for (now hired) new position. Welcome Cynthia Mize!

Utilities

- Administration:
 - Human Resources: 236=Total positions: 202 filled positions; 20 vacant positions; 14 offers pending.
 - Public Outreach:
 - 6 press releases issued. Topics: Employee Meeting & Late Opening, AWWA Award, Road Closure: Big Bend Circle, Burnt Store Village Extension Work, Public Education Outreach Tours, Road Closure: Higgs Drive,
 - Coordinated Presentation/Outreach Meeting-Heritage Oak Park-Disaster Preparedness Presentation
 - Attended 7 public outreach presentations representing the Utilities Department
 - Charlotte County Board of Realtors Brokers-Rate Resolution Presentation
 - ECEC Presentation-Rate Resolution Presentation
 - BIOC Presentation-Rate Resolution Presentation
 - Port Charlotte Chamber of Commerce-Rate Resolution Presentation
 - Charlotte County Realtors Luncheon-Utility Map Access Book
 - Deep Creek Area 20-Force Main Extension
 - Deep Creek Area 23-Force Main Extension
 - Assisted with completion of rate resolution public hearing bill email notifications
 - Finalized Draft Door Hanger notifications for Mueller Meter Replacement Program
 - Attended Curmudgeon Meeting with Utilities Director
 - Content Management of www.SpringLakesProject.com: 496 visitors; 60% direct visits, 17.1% from www.CharlotteCountyFL.gov and 23% organic search
 - 213 Facebook Likers connected through social media
 - Managed 6 Public Stuff inquiries
 - Assisted with correspondence completion to the public on El Jobean Sewer Expansion
 - Assisted with coordination of community outreach Charlotte County Human Services-Adoption of 3 families for Christmas.
 - PR/MRWSA Water Resources: Water Demand in December averaged 27.98 MGD and water quality was good. There was 12.7 BG of water in storage at the end of December, representing 220 days of demand.
- Business Services:
 - Web Services –VueBill (hosted by BillTrust): Currently 16,959 (38%) of our customers now receive their bill electronically. 66% of our customers pay electronically.

- Fixed Base meter installation: Infrastructure for full implementation of fixed base meter system is 80% complete. A comprehensive project plan, including communication plan, has been developed and is being followed. Installation of meters is to begin in January.
- Customer Service: total number of customers to the lobby was 1979
- Delinquencies: total delinquency revenue for the month was \$45343.25 FY 16 total: \$134,211
- Banner Upgrade: Two customizations will be brought before the Board in January. Required Test Data, draft acceptance test cases, technical assistance for new forms, Input file formats, factory qualification test, custom software upgrade and execution of data migration scripts were completed in December.
- Accounts Receivable: - the 90 day December accounts receivable days was 19.54% compared to the same time period last year of 35.78%. The 30 day December accounts receivable was 76.27% compared to the same period last year of 58.46
- Telephone Activity: In order to facilitate faster phone service, we have added a payment only option to the customer options. There were 169 payment only calls and the average speed of answer was .39 minutes. For the remaining 7942 calls presented and average speed of answer was 4.26 minutes (slightly higher than the 2.56 minutes last month. We have one new customer service representative beginning January 13 and have one open position we hope to fill from that recruitment process.
- 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 overall results of Nov Survey were: 95.39% of all customers surveyed were either satisfied or extremely satisfied
- Engineering Services:
 - Monthly Statistics: 1,323 1 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 102 Residential Service Availability Letters Prepared; 3 Commercial Service Availability Letters Prepared; 63 Residential Service Applications Processed; 460 CIP inspections; 227 Developer inspections.
 - Grants and SRF Activity:
 - Drinking Water SRF
 - Loan Acquisition Process
 - East and West Spring Lakes
 - Handled requests for additional information required prior to January meeting to list project for priority funding. One more piece of documentation is required and it is anticipated that we will meet FDEP's timeframe for this information.
 - Parkside
 - Submitted additional planning document information and provided clarification. No priority listing meeting date has been set for this project.
 - Fixed Based Meter
 - Submitted additional planning document information and provided clarification. No priority listing meeting date has been set for this project.
 - Clean Water SRF
 - Loan Acquisition in Process
 - Reclaimed Water East Port Stage 5 Improvements (construction): Documentation submitted for planning approval. FDEP preparing state clearinghouse submittal.
 - Deep Creek Phase I (construction): Documentation submitted for planning approval. FDEP preparing state clearinghouse submittal.
 - Parkside CRA Utility Improvements (construction): Waiting for clearinghouse response on planning documents before FDEP will issue planning approval. Anticipated to be listed at February hearing for priority funding.
 - The Design package RFI with 5 projects (US 41, El Jobean, Ackerman Countryman, Chamberlain, Loveland Grand Master) was submitted to FDEP, however FDEP has requested additional information and clarification to meet planning document requirements which will be addressed in coming weeks.

- Loan Agreement Status:
- East and West Spring Lakes:
 - BCC approved loan amendment increase of \$6.79 M to the original East and West Spring Lakes loan amount of \$16,082,319. County executed amendment has been submitted to FDEP for final execution.
 - Disbursement Request 1: FDEP issued \$103,425.12 in loan disbursement.
 - Disbursement 2: Submitted SRF Loan Disbursement request of \$793,209.34 for Contract A.
 - Disbursement 3: Under preparation for submittal in January.
- Grants
- Legislative Appropriation – East and West Spring Lakes
- Received final executed agreement for additional \$750,000 Legislative Appropriation from Florida Department of Environmental Protection for the Charlotte Harbor Water Quality Initiative, East and West Spring Lakes Project. No new information available regarding application for \$3M state FY 16/17 legislative funding applications submitted to both the Florida State House and State Senate.
- Community Development Block Grant (CDBG) - Parkside Utility Improvements – Gertrude/Aaron
- Submitted documentation to FDEO to satisfy special condition regarding affirmative action and awaiting response from FDEO. Staff scheduled to attend CDBG required training on grant administration in Ocala 2nd week in January. Staff is scheduled to meet with other project partner county departments to coordinate the project schedule around the grant requirement timeframes in January.
- SWFWMD – Reclaimed Water Phase 3
- Submitted SWFWMD grant application for Reclaimed Water Phase 3 Project, \$4,715,000. Preliminary evaluations and rankings of proposals by District staff expected in February.
- SFWMD
- Submitted SFWMD grant application for Burnt Store Marina reclaimed water project. Project ranked high on initial staff ranking, however SFWMD has not finalized the ranking. Staff continues to inquire with SFWMD on quarterly basis to determine whether project will require final application.
- TMDL – East and West Spring Lakes Phases I and II
- Submitted amendment for Phase I grant in fall of 2015. Awaiting FDEP approval.
- Operations Division:
 - Treatment Facilities (TF):
 - 186 preventative maintenance, 26 corrective, and 3 emergency work orders completed.
 - Backflow/Reclaimed: 135 residential cross-connection inspections, 3 reclaim site maintenance/repairs and 4 hydrant repair completed.
 - Pre-Treatment: 82 monthly inspections and 41 re-inspections performed. Two spills occurred this month.
 - Burnt Store WTP: Staff replaced defective level transmitter in ground storage tank A. Staff completed replacing all piping, valves and tubing associated with the suction side of the corrosion inhibitor chemical feed pumping system.
 - East Port WRF: Staff completed replacing skimmer pump and relay counter on sand filter #2. Staff completed a confined space entry in order to replace pista grit #2. This is the first time the Headworks has had both ditches completely operational.
 - Rotonda WRF: Staff completed repairing the mounting arm bracket for the digester's floating aeration mixer.
 - Reclaimed: Staff completed SWFWMD compliance meter calibration for Maple Leaf's reclaim distribution station.

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
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
2015	Nov	0.314	0.001	3.852	1.561	0.907	0.935	0.605	0.280	5.678	2.777	0.387
2015	Dec	0.340	0.000	3.918	1.200	0.911	0.878	0.599	0.281	5.768	2.359	0.387

- o Water Distribution:
- o 55 new water service line installations were completed in December.
- o 100 man hours dedicated to Engineering Dept. projects.
- o Completed our annual sanitary survey for the water distribution system with FDEP.
- o Won the Water Distribution system of the year award for a system our size from FSAWWA.
- o Completed a trial shutdown of the Gulf Cove Booster along with the Myakka River crossing to see how our system will react. Results show both cannot be out of service at the same time without great impact to the west county customers.
- o Hosted a demo of a new GIS and asset management system created for utilities. Multiple Utility representatives from the area were present.
- o Made offer to candidate for Utilities Service Tech.
- o Wastewater Collection:
- o Sewer Lines: Entire Villas and Springs LPS collection basin main lines were flushed and pressurized; 2 gravity service laterals were located for Engineering (new construction); completed 48 manhole inspections; 3 manholes were repaired by raising or replacing the ring & cover; 1 air release valve was repaired that was hit by parties unknown and another was temporarily removed to assist contractor installing 48" gravity sewer on Midway Blvd.; 1 Permit required confined space entry was performed to stop infiltration in a manhole; installed 2 isolation valves on the LPS main line on David Blvd.; 2 sewer odor calls were investigated; investigated 13 backup calls – 9 were customer problems and 4 were CCU's responsibility that were excavated and repaired; 5 LPS line leaks were repaired; 2 gravity sewer services were installed; 26 LPS service taps were completed for new construction; 2,130 Ft gravity sewer main was cleaned and televised.
- o Lift Stations: Completed 93 corrective maintenance work orders and 78 preventative maintenance work orders; installed new RTU at L/S #816 and placed on-line; installed new motor control center at L/S #24 and L/S 888
- o Low Pressure Sewer: Replaced 1 failed fiberglass tank; replaced 4 bad check valves at street; 210 Low Pressure Sewer service calls responded to; 14 Preventive Maintenance work orders completed; 11 up-grades completed; completed 2 mandatory LPS system installs; completed flushing of force main on El Jobean Rd.