

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

Budget & Administrative Services

Fiscal Services

• Grants Support

- February 18, 2016. Three staff members attended the FGFOA professional development webinar on Budgeting.
- February 22 and 23, 2016. Two staff members attended the Federal Grants Management Training in Clearwater, FL. The training goals were: To provide Grant applicants and recipients with the knowledge, tools, and techniques required to apply for and manage Federal award(s) in accordance with OMB Uniform Guidance 2 C.F.R. §200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Only RESTORE Act recipient Counties were eligible to attend.
- Staff attended the FY16 First Quarterly Business Meetings for Human Services and Budget & Administrative Services.
- Staff met with Five Points/Revolve software representative to discuss invoicing and copay issues. The representative has agreed to modifications requested by staff to reformat the current invoice to make billing more efficient.
- Staff reviewed draft revisions made by Legal to the Purchasing Manual and assembled an outline cross referencing procurement standards in 2 C.F.R. §200 relating to the Super Circular. Staff from Fiscal, Legal and Purchasing met to discuss federal funding compliance issues.
- Public Safety Grants
- February 22, 2016, BCC approved the agreement with the State of Florida in the amount of \$20,585.00 for the FY15/16 Emergency Medical Services grant. Funding will be used for pre-hospital training equipment and supplies.
- Received \$27,539.64 in grant reimbursement claim from State of Florida for the Emergency Management Preparedness and Assistance (EMPA) Grant on agreement 16-BG-83-09-18-01-008 for the period of Oct 1 – Dec 31, 2015.
- Human Services Grants
- Requested a total of \$155,268.25 in grant reimbursement claims:
 - \$16,259.74 to Area Agency on Aging for the Older Americans Act Grant (OAA)
 - \$62,166.04 to Area Agency on Aging for the Community Care for the Elderly Grant (CCE)
 - \$28,599.49 to Area Agency on Aging for the Alzheimer's Disease Initiative Program (ADI)
 - \$1,983.77 to Area Agency on Aging for the Home Care for the Elderly Program (HCE)
 - \$4,643.77 to Department of Economic Opportunity for the Community Services Block Grant Program (CSBG)
 - \$27,602.70 to Department of Economic Opportunity for the Low Income Home Energy Assistance Program (LIHEAP)
 - \$1,911.42 from Florida Department of Juvenile Justice for Civil Citation Community Services
 - \$12,101.32 to Florida Department of Children and Family Services for the Emergency Services Grant (ESG)
- 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
- Service Cost Reports for the time period of January 1 through January 31, 2015 were prepared and submitted to the Area Agency on Aging for the Older Americans Act, Community Care for the Elderly, Alzheimer's disease Initiative, and Home Care for the Elderly grant programs.

- MAC Grants
- February 11, 2016. Delivered financial report to the Marine Advisory Committee (MAC) and provided briefing on Boater Improvement Fund 2017 grant applications. Demonstrated procedure for website viewing of online applications.
- Processed reimbursement claim for the Boater Improvement Fund – Charlotte Harborwalk Phase 1 on agreement s391663 for the period Jan 1 – 31, 2016. The reimbursement request for the period totaled \$68,658.00.
- Processed reimbursement claim for the Boater Improvement Fund – Charlotte Harborwalk Phase 1 on agreement s391561 for the period Jan 1 – 31, 2016. The reimbursement request for the period totaled \$4,664.59.
- Processed reimbursement claim for the Boater Improvement Fund – Stump Pass Realignment on agreement s391625 for the period Jan 1 – 31, 2016. The reimbursement request for the period totaled \$50,000.00.
- Processed reimbursement claim for the Boater Improvement Fund – Charlotte Harbor Pump-Out Boat Operation on agreement s391519 for the period Oct 1-Dec 31, 2015. The reimbursement request for the period totaled \$1,147.92.
- Processed reimbursement claim for the Boater Improvement Fund – Sundown Harbor Patrol Flights on agreement s391602 for the period Jan 1 – 31, 2016. The reimbursement request for the period totaled \$971.00.
- Developed trend analysis on recurring grant awards to identify recipient stewardship. Combined trend analysis and project summaries for MAC feasibility review in preparation for 3/10/2016 grant award vote.
- Processed reimbursement claim for the Boater Improvement Fund – Charlotte Harbor Environmental Center 4th Grade Education Program on agreement s391615 for the period Oct 1-Dec 31, 2015. The reimbursement request for the period totaled \$28,241.02.
- Processed reimbursement claim for the Boater Improvement Fund – Charlotte Harbor Environmental Center Kayak Summer Camp Program on agreement s391621 for the period Oct 1-Dec 31, 2015. The reimbursement request for the period totaled \$9,240.
- Transit Grants
- February 3, 2016 staff met with the Metropolitan Planning Organization (MPO) and Sarasota County Area Transit (SCAT) and VHB Consultants to review the SCAT Comprehensive Operations Analysis (COA), existing conditions report and preliminary recommendations.
- Received \$ 29,874 in grant reimbursement claims from Commission for the Transportation Disadvantaged for FY 16 Transportation Disadvantaged Trip and Equipment Grant.
- February 16, 17 and 19, 2016 staff attended the three Federal Transit Administration (FTA) webinars on TRAMS.
- MPO Grants
- Received a total of \$4,229.21 in grant reimbursement claims from the Commission Transportation Disadvantaged for Transportation Disadvantaged Planning Grant.
- Electronic Funds Transfer documentation and process completed. First EFT received.
- 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 1/1/2016 through 1/31/2016.
- Assisted the Department with expenditure reports to make appropriate budget adjustments.
- Road Grants
- Received a total of \$26,000 as follows:
 - \$ 26,000 from the City of Punta Gorda for school flasher upgrades
- Invoiced a total of \$474,065.49 as follows:
 - \$ 49,367.85 to FDOT for Burnt Store Rd Phase 2 design
 - \$ 161,617.34 to FDOT for Burnt Store Rd Phase 3 construction
 - \$ 263,080.30 to FDOT for HarborWalk Phase 1A
- Justice & Mental Health Collaboration Grant
- Utility Grants

- Met with the Utility staff to close out a \$215,000 stormwater grant for Northshore Low Pressure Sewer in March.
- Misc. Grants
- Charlotte Harbor CRA:
- Gateway Harborwalk Phase 1A construction:
- Phase 1A LAP Grant billings: \$263,080.30
- Phase 1A MAC Grant billings: \$73,322.59
 - Phase 1A LAP Revenue received: \$-0-
 - Phase 1A MAC Revenue received: \$-0-
 - Phase 1B LAP Agreement Approved at 2/23/16 BCC meeting
- Received FY16 State Aid to Libraries grant of \$123,701 from Division of Libraries and Information Services
- Operating Support
 - Discussed donation program with Emergency Management staff for the Citizen Emergency Response Team (CERT) program. Established project in EDEN and added general ledger accounts to track donation revenue and expenses.
 - Met with E911 staff to discuss Enhanced 911 fund and restricted carry forward funding.
 - Researched legislative bill relating to Firefighters and Paramedics on cancer presumptions.
 - Reviewed Waste Management Rate Case information.
 - Held one final training for Community Services staff on budget-to-actual as part of Fiscal's training to departments on learning to read budgets and monitor expenses.
 - Staff attended eight quarterly business meetings with departments.
 - Updated Projections & Department Financial Reports with January actuals.
 - Staff participated in the Utilities twenty year financial plan two times with PRMG
 - Completed Human Services Survey on the amount of General Fund funding spent on Human Services activities.
 - Participated in meeting to outline new procedure for line extension for Utilities.
 - Developed Rate Table to distribute to Engineering staff who quote rates to public.
 - Completed AWWA Survey for Utilities.
 - Completed data for Utilities Annual Engineering Report
 - Developed and opened new fund to track revenue and expenses for new Utility connection fee for line extensions.
 - Updated Utility rates in Banner Rules and the new Banner database. Developed new rates for line extensions and entered into Banner test database and Banner Rules and the new Banner database.
 - Worked on completing loan application for Florida DEP State Revolving Loan.
 - Met with the Utility to discuss legalities of the Line Cost Recovery Program.
 - Completed analysis of Central/Indirect charges for Building Construction Services
 - Provided staff support for the monthly Charlotte-Desoto Building Industry Oversight Committee
 - Completed yearly reporting to the State for Extension Services.
 - Attended FGFOA webinar discussing budgeting, variance analysis, and short and long range forecasting
- Accounts Payable/Receivable Support
 - Murdock Village CRA:
 - Public Works charges: \$-0-
 - Real Estate Services charges: \$-0-
 - Interest & fees expensed: \$5,078.11
 - Principle Payment: \$-0-
 - Parkside CRA:
 - Elkcarn Blvd Multi Use Path project billings: \$-0-
 - Harbor Blvd Amenities project billings: \$3,661.25
 - Multi-use Trails & Greenway project billings: \$2,532.50

- Rolled out the SOP's for Fiscal and the Cardholder for use of Procurement Cards for Travel and revised travel forms based on the new Administrative Travel Policy which was effective February 25, 2016.
- Provided documentation for Internal Audit for requested information from the Community Services "Metric" software for meter collections.
- Invoiced a total of \$960.98 for Public Safety:
 - \$960.98 for Emergency Vehicle Maintenance Repairs
- Received a total of \$677.22 for Public Safety:
 - \$249.33 for Radio Repairs
 - \$427.89 for Emergency Vehicle Maintenance Repairs
- EMS Collection payments – processed 33 payments totaling \$4,191.75 for February.
- EMS Refunds - processed 32 refunds for overpayments received by ADPI totaling \$8,275.43 for February.
- Received payments of \$188,354.97 from the Tampa Bay Rays per their lease agreement.
 - \$187,852.00 for the semi-annual Stadium debt contribution
 - \$502.97 for the quarterly fuel reimbursement
- Received a security deposit of \$10,000.00 from the CBI-Rays and refunded a security deposit of \$10,000.00 to the Ripken-Rays.
- Capital Support
 - Prepared 8 Novus items and 7 Administrative approval items for Capital Projects
 - Updated Road CIP, cashflow and Fund 3005 line item budget files for FY17 (preliminary)
 - Updated 2009 Sales Tax CIP, cashflow and Fund 3008 line item budget files for FY17 (preliminary)
 - Updated 2014 Sales Tax CIP, cashflow and Fund 3009 line item budget files for FY17 (preliminary)
 - Began analysis of and build Fund 3001 line item budget file for FY17 Capital Projects Fund (preliminary)
 - Began update of Facilities Infrastructure long range plan per Board Workshop
 - Prepare answers to External Auditor questions as related to Capital Projects expense in FY15
 - Met with Capital Projects Manager on processes/procedures for all CIP, and addressed specific issues with tracking the 2014 Sales Tax fund
 - Prepared project funding analysis of Burnt Store Road for Public Works Engineering
 - Updated Public Works Equipment CIP for FY16 purchase requests to prepare for FY17 carryovers
 - Assisted Clerk's Finance in adjusting FLAIR accounts for Transportation Road Grants to enable EFT payments
 - Prepared Real Estate Services JE PP9/10 to ensure Capital Projects are being charged properly
 - Adjusted billing schedule for FDOT Grant - Burnt Store Phase 2, Design, for non-grant related utility charges
 - Prepare budget adjustment, legal request, etc. to enable award of Landfill Bulldozer
 - Attended the CEI bi-weekly Phase 1A Gateway construction progress meeting: CDM Smith submitted preliminary plan revision to FDOT Project Manager for review of proposed change order #1 regarding rain delay days, time extension, and material change from pervious concrete to pavers. Preliminary amount \$30,978.45.
 - Answered public information request related to costs of Fire Station #7.
 - Answered Public Information Request to Naples News Press related to historical costs of dredging Stump Pass
- Analytical Support
 - Prepared Real Estate Chargeback JE.
 - Reviewed, routed and approved numerous Novus Agenda items.
 - Posted Budget Adjustments and Administrative Transfers into Eden and verified that the General Ledger was in balance.
 - Updated Revenue Tracking spreadsheet.
 - Reviewed and adjusted department projections.

- Managed PCard process for seven departments.
- Prepared HR Expense Status chart for Heather Bacus.
- Worked on the Moveable Files Project with Stacey and Doreen.
- Reviewed Administrative Approval Sheets.
- Prepared JEs to adjust PIO and Records Management budgets.
- Attended Real Estate Services Staff meeting.
- Prepared cost analysis for new proposed IT position.
- Prepared for and attended Quarterly Business Meetings.
- Updated Employee Appreciation List.
- Researched old organizational charts for Events Center.
- Reviewed and organized the Not for Profit Contracts. Prepared a new detailed spreadsheet. Contacted each group and reminded them about the first quarterly reports that were due on February 15. Began setting up introduction meetings with each of the grantees.

I.T.

- Banner CIS Upgrade (Hansen Technologies) - 68 % complete - estimated completion date – 10/30/2016 (main project pushed out 2 months – end of July)
- Computer Refresh Project – 29 % - estimated completion date – 5/30/2016
- Public Website: Public Works - 80 % complete - estimated completion date – 3/23/2016
- ActiveNet (Class Replacement) - 98 % complete - estimated completion date – 4/1/2016 – currently in soft go-live
- PCI Compliance review - 60 % complete - estimated completion date – 3/31/2016
- BMC Footprints Service Core - 33 % 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 - 96 % complete - estimated completion date – 3/16/2016 – currently in soft go-live
- Zoom Customer Service Recording Software - 98 % complete - estimated completion date – 2/29/2016
- Purchasing Vendor Management System – 3 % complete - estimated completion date – 8/31/2016
- Public Website: Facilities – 10 % - estimated completion date – 5/11/2016
- Public Website: Human Resources – 10 % - estimated completion date – 4/21/2016
- Public Website: County Attorney – 10 % - estimated completion date – 5/2/2016
- Address Data Model Tool Upgrade – 95% - estimated completion date – 5/11/2016
- ArcGIS Server Upgrade – 20 % - estimated completion date – 4/18/2016
- ArcSDE Upgrade/Migration – 20% - estimated completion date – 4/29/2016
- Sidwell Application Software Upgrade – 10 % - estimated completion date – 5/11/2016
- Accela EDR Phase II – 5 % - estimated completion date – 7/8/2016
- Fiscal Grants - Internal Website (SP) – 5% - estimated completion date – 5/11/2017
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- COMPLETED – Zoom – Customer Service Voice recording project completed 2/26/2016
 - Public Safety Web Site development completed and turned over to department/PIO for content migration on 2/4/2016
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- February Outage Statistics:
- 1 Incidents
- Total Down Time – 25 mins.
- Average time per Incident – 25 mins.
- System availability was 99.940%
- February Call Statistics:
- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 214 +/- -30

- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 182 +/- -106
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 501 +/- - 110
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 577 +/- - 29
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 715 +/- -106

Purchasing

- Quotes due and received:
 - 16-210 Pipeline/Manhole Inspection Cameras
 - 16-232 Pole Trailer
 - 16-206 Screen Box Rental
- Pre-bid meetings held:
 - 16-212 SR 776 / US41 Gateway Landscape
 - 16-180 County Paving Program 2016
 - 16-126 High Speed Garage Door Replacement – Justice Center
 - 16-172 Truck Mounted Water Tanks with Sprayer
 - 16-146 Dredging – Buena Vista Grassy Point
 - 16-220 South Gulf Cove Herbicide Program – 2016
 - 16-190 Harbour Heights Retention Ponds
- Bid openings held:
 - 16-106 Service and Maintenance of Chillers
 - 16-107 Repair Parks – Fleet – Annual
- Proposals received:
- Shortlist meetings held:
 - 16-159 Construction Manager at Risk – South County Library & Archive
- Work order due and received:
 - 16-177 Fire Damper Inspections
 - 16-195 Design I-75 Gateways Jones Loop & US 17
 - 16-192 Design South Gulf Cove Multi-Use Pathways
 - 16-193 Crest Plate Design and Permitting
- Negotiation meetings held:
 - 16-008 Design – Wastewater Expansion Phase 2
 - 15-394 Design Renovations Recreation Centers – Harold, South County & Tringali
 - 15-374 Justice Center Expansion

Real Estate Services

- Proposed Land Exchange with the School Board – We are assisting Economic Development and the County Attorney's Office with this matter by preparing a draft exchange agreement for review.
- Piper Road North – The Order of Take hearing is scheduled for March 30th.
- Surplus Property Disposal – We have closed on the disposal of the surplus parcels approved by the Board and the County has realized \$84,150 from this bid offering. The next surplus land sale will occur this spring.
- 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 100 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 14 or the 15 of the required easements on a voluntary basis.

All of the easements were donated to the County and our Division has saved the County over \$500,000 in right of way costs associated with this project.

- 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.
- Mosquito Control Lease – We continue to assist 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 – We are preparing preliminary right of way cost estimates for our Engineering staff based on 4 alternative roadway designs.
- Winchester Boulevard (Surplus Parcel) – We moving forward with a disposal plan for this parcel to ensure a maximum return to the County. For sale signs have been placed on the property and we will be seeking purchase bids through Purchasing in the coming weeks.
- Edgewater Phase II – Mediations to reach final settlement continue.
- Placida Widening – Work continues to acquire additional right of way on a voluntary basis.
- Environmental Lands Acquisition Program – We actively working with Natural Resources to target parcels for 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. To date, 11 of the 13 required Temporary Rights of Entry have been obtained.
- 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.
- Edgewater Bridge Repair – We will be seeking approval from the BCC to acquire four Bridge Maintenance Easements required for the implementation of this project. This is a health and safety repair project since the bridge walls are pulling away from the main structure.

Community Development

Item	Total FY15	Feb-15	Feb-16	FY15YTD	FY16 YTD
Single Family Permits Issued	904	56	89	298	414
Multi Family Permits Issued	9	0	1	1	6
Commercial Permits Issued	95	5	17	36	22
All Other Permits Issued	20950	1387	1664	7162	8032
Customers Served	26881	1698	2285	9688	10305
Inspections	66079	4236	5512	24052	27870
Permitting Revenue	\$3,851,692	\$241,642	\$362,872	\$1,418,338	\$1,578,120
Permitting Expenditure	\$2,601,367	\$205,334	\$103,466	\$923,210	\$1,439,676
Code Enforcement Revenue	\$1,156,740	\$61,038	\$82,522	\$444,837	\$332,812
Code Enforcement Expenditure	\$1,622,026	\$101,465	\$137,653	\$586,843	\$957,351
New Complaints Received	1339	18	70	254	316
Code Cases Initiated	3679	172	344	1300	1428
CEB Cases Heard	355	39	34	146	97
Citations Issued \$ Amount	\$111,000	\$8,000	\$9,000	\$29,000	\$39,000
New Contractor Licenses Issued	16	0	4	9	8
Contractor Licenses Revoked	8	1	0	4	4

- o Charlotte County is committed to protecting our citizens and business owners through proactive enforcement of local and state contractor licensing requirements. Community Development staff partnered with the state Division of Finance Services Workers Compensation and Fraud Investigation staff to conduct two sweeps in Charlotte County. The sweeps targeted the Deep Creek area of the County focusing on the area impacted by the recent tornado, along with the area west of the Myakka. 44 sites were inspected between the two target areas resulting in the issuance of local citations, a local stop work order, state stop work orders for violation of workers compensation regulations and one arrest by the DFS Fraud Division.
- o Claire Jubb, Charlotte County's Community Development Director, spoke to the Northwest Port Charlotte Community League about the duties and services offered by the Community Development Department. This is part of the departments outreach program.
- o Babcock Ranch
- o No new updates at this time.
- o Little Gasparilla Island Community Plan
- o No new updates at this time.
- o Grove City Community Plan
- o No new updates at this time.
- o Revision of the Comprehensive Plan
- o On January 26, 2016, the Board of County Commissioners adopted eight ordinances of revisions to the County's Comprehensive Plan (Prat 1, Petition Number is PA-07-08-LS). On February 24, 2016, the Friends of Cape Haze, Inc. filed challenges to these ordinances with the Division of Administrative Hearings(DOAH).
- o Revision of the Land Development Regulations
- o 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 hosted 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.
- o School Concurrency
- o No new updates at this time.

- Planning and Zoning Board
- The following petitions were heard by the Planning and Zoning Board on February 8, 2016:
- SV-15-12-03:
 - Lighthouse Baptist Church of North Port Florida, Inc., is requesting to vacate a portion of Palmer Avenue, a total of 0.30 acres, more or less, part of Port Charlotte Subdivision Section 24, as recorded in Plat Book 5, Page 16-A, of the Public Records of Charlotte County, Florida. The segment is located south of Chancellor Boulevard, north of Marlin Avenue, east of Juper Street, and west of Heather Street, in Section 4, Township 40, Range 21, in Commission District IV.
 - Community Development Department Recommendation: Approval
- Revisions to Section 3-9-85. Signs:
 - An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Charlotte County Code Chapter 3-9, Zoning, by amending Section 3-9-85. Signs; providing for revised Signs on public property under subsection 1.1.3. General provisions; providing for revised subsection 1.1.10. Signs exempt from permits; providing for conflict with other ordinances; providing for severability; and providing an effective date. Applicant: Charlotte County Board of County Commissioners.
 - Community Development Department Recommendation: Approval
- Board of County Commissioners Land Use
- The following petitions were heard by the Board of County Commissioners (Board) on February 23, 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
- Revisions to Section 3-9-85. Signs:
 - An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Charlotte County Code Chapter 3-9, Zoning, by amending Section 3-9-85. Signs; providing for revised Signs on public property under subsection 1.1.3. General provisions; providing for revised subsection 1.1.10. Signs exempt from permits; providing for conflict with other ordinances; providing for severability; and providing an effective date. Applicant: Charlotte County Board of County Commissioners.
 - Community Development Department Recommendation: Approval
- Planning and Zoning Board
- No meeting held in February.
- Board of County Commissioners Land Use
- The following petitions were heard by the Board of County Commissioners (Board) on January 26, 2016:
- PA-15-07-08-LS:
- 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.
- 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 draft of the LDRs has been completed and will be reviewed in March by the CRA Advisory Committee. Adoption of the LDRs will begin in the Spring of 2016.
- Murdock Village
- There is no action on Murdock Village.
- Manasota Key Community Plan
- The Manasota Key Advisory Committee met on February 3rd and February 17th. The following projects were presented to the committee.

- 205 Mockingbird Lane – house addition
 - Comments: recommend approval
- 5010 N. Beach Rd. – The Villas - dumpster
 - Comments: recommend approval
- 1170 Gulf Blvd – El Galleon - dumpster
 - Comments: recommend approval
- 7530 Whitcomb St - shed
 - Comments: recommend approval
- 45 Friendship Lane - carport
 - Comments: recommend approval
- 2765 N. Beach Rd - seawall
 - Comments: recommend approval
- Site Plan Approval
- Three petitions were received:
- 1 preliminary plan
- 1 DSRB (Murdock DRI) final plan
- 1 DSRB (Murdock DRI) variance

Community Services

- Administration
 - Responded to 161 phone calls, 33 web mails, 10 citizen action requests, 1 accident/incident reports, 1 damage report
 - Parking passes sold 20 (mail and phone)
 - Supported 2 Advisory Boards, Safety Committee
 - Promotional and Marketing Activities
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Page Current reach – 1,063 Page Likes
 - iHeart Media commercials – Storybook Wedding Vow Renewal
 - Sun Herald Ads – Fan Bricks
 - 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 preparation for March 1
 - Charlotte Sports Park
 - The Tampa Bay Rays arrived at the Sports Park on February 19th, when the pitchers and catchers reported.
 - The Tampa Bay Rays kicked off their Spring Training practices on February 21st, when the pitchers and catchers had their first workout. 235 fans were in attendance.
 - Practice on February 22, 264 fans were in attendance.
 - Practice on February 23, 217 fans were in attendance.
 - Practice on February 25, 139 fans were in attendance.
 - The First Full Squad workout for the Rays was held on Friday, February 26th, 481 fans were in attendance.
 - Practice on February 27, 68 fans were in attendance.
 - The Rays held a Spring Training Season Ticket Holder BBQ on Sunday, February 28th. They offered free hotdogs, snacks and drinks. Players from the Rays were also available for a

question and answer session as well as some pictures. 551 fans were in attendance for this event.

- Practice on February 29, 301 fans were in attendance.
- Recreation Division/Aquatics Section
- Port Charlotte Beach Pool
- 784 paid admissions
- 242 Pass holder visits
- 464 Water Aerobics participants
- Staff spent an estimated 32 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
- Oyster Creek Regional Park Pool
- 910 paid admissions
- 750 pass holder visits
- 394 water exercise participants
- Charlotte County Blue Fins practiced 4 times per week resulting in approximately 150 “splashes” for the month
- Four students registered for Lifeguard Training course, three scholarships.
- Staff spent an estimated 45 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 50 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- South County Regional Park Pool
- 422 paid admissions
- 659 pass holder visits
- 67 water exercise participants
- The Charlotte County Blue Fins held 33 swim practices resulting in approximately 1254 “splashes” for the month.
- The Charlotte County Blue Fins hosted one intra –county swim meet with approximately 30 swimmers and their families attending.
- Spring Learn to Swim registration has begun with 12 registrations, 4 of which are scholarships.
- Winter break camp visited the pool twice resulting in approximately 45 “splashes”.
- Staff spent an estimated 68 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.
- The Department staff First Aid, CPR/AED class Feb. 1, 2016 had 9 participants complete the course successfully.
- Recreation
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 13,000 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 2,043 with 7,375 touches combined. Recreation facilities were rented 21 times achieving a rental attendance total of 2,048 people.
- Athletics
 - The total number of local athletic facility users (not including gymnasium use) for the month of February was approximately 3,660 and facilities were booked 3,253 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.
 - Harold Avenue YBB leagues finished up their regular season on February 6th.
 - CC School Board held its CHS 2016 JV Wars Softball Tournament at Harold Avenue on February 13th.

- Snowbird Classic College Baseball at North Charlotte Regional Park and South County Regional Park on began on February 13th and will run through March 23rd.
- Florida Flag Football League Flag Football held a Tournament at South County on February 20th and 21st.
- Florida Youth Soccer Association held its Region C Juniors Tourney at North Charlotte Regional Park on February 20th and 21st.
- Florida Youth Soccer Association held its Region C Seniors Tourney at South County and North Charlotte Regional Park on February 27th and 28th.
- Harold Avenue held its playoffs and championships for age divisions 9/10, 11/12, 13/14, and 15-17 on February 13th, 14th, and 20th.
- Extension Services
 - Administration:
 - Meetings/Reporting/Training/Governance:
 - Managers Meeting - MCRL Administration Conference Room - February 29th – 1 pm
 - Managers Meeting - Charlotte Sports Park – January 4th – 1 pm
 - County Strategic Plan - Top three most important issues related to transportation – Meeting – February 4th – 2 pm
 - Transportation Survey Due to Brenda Rogers/Dr. Vavrina – February 29th
 - UF/IFAS Customer Satisfaction Survey Training – February 24th – 10 am
 - CED Meeting – February 19th – 2:30 am
 - Quarterly Business Meeting - Q1 - Community Services – February 22nd – 8 am.
 - Fiscal Training - MCRL Administration Conference Room – February 8th – 1 pm
 - Charlotte County MOU/UF Benefits Meeting – February 1st – 10 am
 - Family Nutrition Program Interview for Program Assistant– 9:30 am – February 2nd
 - South Central Monthly CED Meeting – February 19th – 2:30 pm
 - Soil and Water Conservation District Board – February 8th – 9 am
 - Managers Meeting- Charlotte Sports Park – February 1st – 1 pm
 - Extension Staff Meeting – February 18th – 3:30 pm
 - Zika Virus Committee Meetings – February 18th and the 29th
 - Website Hits: Website: 2,769 page views
 - Facebook© Page - Charlotte County Extension data: Facebook: 1,440
 - Likes: Our Blog had 656 views. (Mitchell, Schumaker)
 - Sea Grant:
 - Publications:
 - Staugler, E.A. 2015. "Clam Leases". Waterlife Magazine. February 2016, pg. 13.
 - PowerPoint:
 - Staugler, E.A. 2015. "Charlotte Harbor Fisheries Forum and Survey", 33 slides.
 - Website:
 - Feb - "Charlotte Harbor Fisheries Forum" Facebook page – now has 809 likes, our peak views range from 762 on Fridays to 783 on Thursdays with peak viewing times between 8am and 9pm.
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - 2/3 - Clam Farming in Southwest Florida
 - Outreach Programs:
 - 2/5 & 2/12 – FMNP Coastal Systems class at Gasparilla Marina. 17 students completed course. Average knowledge gain as measured by pre/post-test was 23%.
 - 2/9 - Guest presenter for the monthly meeting of the Peace River Engineering Society. 10 professional engineers attended. The talk focused on major Sea Grant programs.
 - 2/11 - Attended CHNEP TAC meeting in Arcadia. Presented the Charlotte Harbor Fisheries Forum and Survey Results. Approximately 40 people were in attendance.
 - 2/16 - Conducted fishing seminar at Lashley Marine. 84 people were in attendance. 95% of end of seminar survey respondents indicated they learned a lot (43%) or a fair amount (52%). Five percent indicated they learned a little bit. 48% of seminar respondents indicated they fished weekly, 34% fished a few times a month, and the remainder fished a few times a year to never.

- 2/18 - Guest speaker for the annual education meeting conducted by Hans Wilson and Associates at Burnt Store Marina, approximately 35 were in attendance.
- 2/18 - Facilitated monthly Charlotte Harbor Fisheries Forum meeting at Lashley Marina. 44 stakeholders interested in Charlotte Harbor fisheries attended.
- 2/23 - Hosted and presented at the 2016 Mangrove Symposium. 65 individuals representing local governments, SWFWMD, homeowners associations, landscape professionals, Florida Master Naturalists & Master Gardeners, and interested residents attended. End of Symposium evaluations have not yet been compiled.
- Site & Office Visits:
- Fishin' Franks – site visit
- West Wall Fly Shop – site visit
- Suncoast Enviro. Consultants - site visit with Marc Ebling to field trip site for Mangrove Symposium
- University Governess:
- 2/24 - Spoke with recently completed graduate student about job opportunities in Southwest Florida and in particular the University of Florida and Florida Sea Grant.
- Meetings:
- 2/8 - Florida Sea Grant Fisheries Work Action Group monthly leadership team conference call
- 2/8 – Program planning meeting with Elissa Allen, Kingfisher Fleet and JoEllen Wilson, Tarpon and Bonefish Trust
- 2/10 – Meeting with FMNP assistant instructors to finalize plans for class starting in March
- 2/11 – Conference call with Florida Sea Grant Director to discussed Red Snapper project
- 2/19 - Meeting with Manatee County Sea Grant Agent to plan 2016 Marine Fisheries Regulations and Management Workshop (April 5th) (Staugler)
- 4-H Youth Development:
- Interview Judging
- Charlotte County Extension Staff participated as a judge in the interview judging of 4-H'ers at the Charlotte County Fair. Questions included information about their animal (breed, age, weight, etc.), as well as information about the exhibitors experience working with the animal and future endeavors.
- Volunteer Day for the Outdoor Adventure 4-H Club
- Charlotte County 4-H Program Assistant, Lana Cardwell hosted a volunteer day for the Outdoor Adventure 4-H Club at the Peace River Wildlife Center. Members participated in cleaning up the grounds of the center, enclosure sanitation, and feeding the endangered wildlife. Members also cleaned up trash around Ponce De' Leon Park and engaged in a tree identification scavenger hunt.
- Camp Cloverleaf 2016 Planning Meeting
- Charlotte County 4-H staff attended the second Camp Cloverleaf 2016 planning meeting of the year in Lake Placid, FL.
- AgVenture
- Charlotte County 4-H staff helped plan as well as participate in AgVenture at the Charlotte High School Agriculture Barn. Approximately four hundred 3rd Grade students from three different elementary schools were introduced to the Agricultural Industry. There were sixteen different stations that included: citrus, goats, vegetables, poultry, insects, horticulture, FWC K-9, forestry, aquaculture, hydroponics, strawberries, watermelon, bees, beef, and horses. Each track of students was allotted 15 minutes to learn and experience each station.
- 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 Gardening Series – “Pruning Trees and Shrubs” – Ralph Mitchell - 9:30 am – February 26th

- Landscape Garden Series – “Underutilized Landscape Plants” – 9:30 am – February 19th
- Landscape Garden Series – “Backyard Citrus” – Dr. Mongi Zekri – 9:30 am – February 12th
- Landscape Gardening Series – “Creating a Tropical Shade Garden” – 9:30 am – February 5th
- GI-BMP Training – February 17th - 8 am to 3 pm – 6 in attendance
- Limited Commercial Landscape Maintenance Training – 8 am to 5 pm – February 9th – 5 in attendance.
- Special Outreach:
- Master Gardener Radio Show – February 23rd – 10 am
- MG Association – February 3rd – 10 am – State Master Gardener Coordinator to speak MG Association– 10 am
- AgVenture - Charlotte High Ag Barn – 8 am to 2 pm – 200, 3rd Graders – February 25th
- Master Gardener Mentor Breakfast – February 10th – 8:30 am
- 2016 MG Trainee Interviews – February 18th
- 2016 MG Trainee Interviews – February 26th
- Youth Entomology Program – Healthy Living in Florida – Top Ten Beneficial & Top Ten Hazardous – February 5th - McGuire Park – 12 Youth – 11:30 am
- First Pres. Church - Harriet Street – 8 am – Men’s Group – “Poisonous Plants” – 25 people in attendance.
- Hibiscus Club Talk - Royal Palm Retirement Home in Port Charlotte – 7:30 pm – February 9th – Venomous Creatures – 30 people in attendance.
- Florida-Friendly Landscaping™ Program
- Summary: The FFL™ program helps homeowners improve their residential landscapes. The Florida Yards and Neighborhoods (FYN) assistant in February educated homeowners on how to design install and maintain water conserving trees, shrubs and groundcovers. Total clientele contacts this month 564 (homeowners, professionals & new resident). 279 attended 7 teaching events, 85 telephone consultations, 91 office visits, 4 field visits and 105 email consultations.
- 1-(New) Harbor Style Magazine, Interview (Master Gardener Feature in April)
- 2-(New) Presentations/homeowners, ‘Under-used Florida-Friendly Landscape Plants,’ Garden Series and ‘Protecting the Waterfront,’ delivered by the assistant to those attending the Mangrove Symposium.
- 3. Prepared landscape plans for ‘Keep Charlotte Beautiful’ to show low maintenance and native plant selection enthusiast using the walkways through Port Charlotte High School.
- 4. (New) Distributed mosquito management and control information to alert homeowners of preventing mosquito breeding using a rain barrel.
- 2016 Mangrove Symposium
- The Marine Agent and the FFL Assistant planned and presented a one-day program attended by local and state government staff, environmental educators, volunteers, HOA board members, certified mangrove trimmers, consulting arborists, certified horticulturist and many Charlotte County resident. The event attracted 65 learners from Charlotte, Lee, Manatee and Sarasota Counties. Evaluations had many favorable comments like “It was valuable for planning and decision-making in my community and to educate others on the benefits of mangroves.” 97% of the attendees reported to have improved their understanding of mangrove trimming and pruning. Seven attendees received continuing education credits (Florida ISA and FNGLA). Over half planned to use the information they learned to teach or educate others.
- New segments added to the symposium included: a panel of experts, Best Management Practices in Florida and the Green Industry describing proper fertilization on yards near mangroves and a session on Protecting the Waterfront. Groups benefiting included: resident of Windmill Village HOA, Punta Gorda, Riverwood HOA resident in Pt Charlotte, park naturalist & volunteer Master Naturalist and Master Gardeners.
- Charlotte Sun Newspaper Articles:
- Potential Readership:
- Charlotte Sun Herald – Average Circulation - 30,100
- Newspaper Article for February 29th – “The well-dressed pittosporum”
- Newspaper Article for February 22nd – “Snapdragons should be a number one winter annual”

- Newspaper Article for February 15th – “Lawns can get stressed”
- Newspaper Article for February 8th – “Tart, but beautiful - the calamondin”
- Newspaper Article for February 1st – “Ouch, ouch, and ouch!”
 - (Mitchell, Bates, Becker)

Facilities, Construction and Management

- Cape Haze Pioneer Trail Connector: Tortoise removal complete. Mobilization of construction to begin early March.
- CARE Facility Expansion: Received 90% plans. In the last round of comments.
- Fire Training Facility: The facility had the substantial walk through with punch list produced. The contractor is working on completing the list and additional BCS requested item.
- Bay Heights Boat Ramp: Innovative Marine Structures completed 150 feet of seawall and cap on the south side of the ramp. The site degrading and clearing is complete.
- Airport Annex Master Plan: The progress meeting is scheduled for mid-March to review master plan.
- CSO Firing Range: The range design will commence upon finalization of site master plan.
- Justice Center Expansion: Contracts have been finalized with Sweet Sparkman Architects/DLR Group for design services. A kick-off workshop is scheduled for March 21 & 22.
- ADA Various Improvements: Final design and construction documents and permitting for the Group III improvements are underway. Schedule for construction bidding is tentative for early July.
- Franz Ross Park Parking Expansion: The punch list is complete other than correcting some parking stops/lighting.
- Harbor Heights Drainage, Parking and Sports Facilities Improvements: Pre-bid held. Bids due mid-March for retention area upgrades. Harbour Heights Boat Ramp: The SWFWMD permit application has been submitted and approved. The ACOE application has been submitted. NO changes since the ACOE permit has not been approved.
- El Jobean Fishing Pier: Re-decking with pressure treated wood for temporary repairs. Checking feasibility of combining with the pier trestle repairs at Boca Grande.
- Fire Station # 10: All fire line connections are complete. Finalizing the alarm connection to flow/tamper switches.
- Murdock Service Area and VIP Parking Area: Pre-award meeting held with low bidder. Pending Board approval on March 22.
- 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 50 percent construction document ready check plans are forecasted for delivery in early March. A plans review and progress meeting will be held by mid-March.
- Sales Tax Project – Jail Infirmary: The conceptual plans were reviewed and approved. The consultant will begin schematic design phase in March.
- Sales Tax Project – Veterans Memorial Park: The 90 percent plans were received and comments provided to the consultant. The SWFWMD permit application was submitted to the district. The consultant will be completing the 100% plans for pricing.
- Sales Tax Project – South County Community Library: Schematic design in process. Another public input workshop is scheduled for March 17. The BCC approved the ranking to negotiate with Willis Smith Construction for the CM at Risk.
- 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. BCC workshop to be held in March.

- Sales Tax Project – Ann Dever Regional Park New Recreation Center: Reviewing third draft of design proposal, setting up telephone consult to finalize negotiations. Project is to be designed simultaneously with NCRP recreation center.
- Sales Tax Project – NCRP New Recreation Center: Reviewing third draft of design proposal, setting up telephone consult to finalize negotiations. See Ann Dever shown above.
- Sales Tax Project – West County Annex Replacement: Under negotiations with Fawley Bryant for the design services.
- Sales Tax Project – McGuire Park: Design contract has been signed. The design kickoff meeting was held. Two public input meetings were held. Concept plan to be reviewed at public meeting in March.
- Sales Tax Project – Recreation Centers Renovations: Scope discussed with stakeholders to determine needs. Kick off meeting for design to be held mid-March.

Human Resources

- Employee & Labor Relations
 - Extended employment opportunities to 52 candidates of which 34 are seasonal
 - Attended Local SHRM Meeting
 - Recruitment related activities and hiring processes
 - Attended Evacuation Plan Meeting
 - Attended Florida Gulf Coast University Job Fair
 - Attended Labor Law Conference
 - Kick-off meeting was held for Ambassador Program
 - Attended Leadership Charlotte Workshop
 - Held 1st session of IUPAT Contract Negotiations
 - Served on Interview Panels
 - Employee related issues and investigations
 - Discipline related conversations and activities
 - Monitor the community service program with Courts System
 - FMLA Processing & Reporting
 - Tasks associated with Employee of the Month
 - Legal Discussions
 - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related
 - Facilitated Orientations
 - Process Tuition Reimbursement Requests
 - Prepare orientation booklets
 - Provide Customer Service to employees
 - Produce Service Awards and letters to employees
 - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development
 - Halogen assistance for employees and Management
 - Held voting for Employee of the Year 2015. Maggie Horton, Business Services Supervisor, was the recipient.
 - Held “Building Cohesive Teams” learning opportunity - 24 employees attended.
 - Generated monthly service awards
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- The Human Services Director and Family Services Manager attended the Florida Association of Counties Human Services Administrators (FACHSA) mid-year roundtable workshop. One statewide topic included discussion with representatives from the Florida Agency on Health Care Administration (AHAC) of policy and process issues regarding the State mandate for counties to Monthly Report, February 2016

fund out of county medical care through the Health Care Responsibility Act (HCRA). Other priority topics for discussion included: the required mandate of counties for the disposition of indigent remains; homeless programs and funding; and legislative updates impacting Health and Human Services programs.

- The Human Services Department and Veteran Services Division is pleased to announce the hiring of Charlotte County's new Veteran Services Officer, Larry Brown. Larry comes to the County from Brandon, Florida and is originally from Baltimore, MD. Master Sergeant Brown (Retired) served 20 years in the United States Air Force. After his military retirement, Larry served veterans working for the US Department of Veterans Affairs in various capacities including Veterans Benefit Counselor, Ratings Specialist, Veterans Services Representative, Decision Review Officer, Team Coach and Assistant Services Center Manager. Welcome Larry.
- 211 Supervisor, Faezeh Andrews, participated in an online conference call training via IT called "Zoom Scorecard." In this training call center supervisors are able to access step by step screen shots of data entry as each call is taken and recorded at the same time. This model is utilized to rate call takers and provide training as appropriate. This model meets national accreditation criteria for 211 call centers.
- Assistant Veteran Services Officer, Terry Keene was contacted by a veteran who sought to get a copy of his VA claims file because he was seeking to use an attorney to file an appeal on his behalf. Terry went through the file with the veteran and noticed mistakes that had been made in the initial filing. Terry explained the appeals process to the veteran, gave him information on how to file the proper paperwork, and made him an appointment to file an express appeal- negating the need for an expensive attorney.
- Veteran Services Administrative Assistant, Ivey Winkler was approached by the Vet Center Counselor about one of his clients who was suicidal and in desperate need of VA Mental Health assistance. Because the veteran was not enrolled in VA Healthcare, he could not be seen by a psychiatrist at a VA facility, nor was he eligible for any inpatient treatment. Ivey was able to get the veteran's information and by working with her contacts in VA Enrollment in Cape Coral, the veteran had VA Healthcare within 24 hours of her request. The normal turn-around time for VA enrollment requests is over 30 days.
- Senior Services staff attended the 3rd Annual Aging Symposium in Charlotte County. Speakers included Dr. Kevin O'Neill and Linda Howard with the Alzheimer's Association. Topic presented was on Brain Health.
- Dr. Faezeh Andrews, PhD., provided Diversity and Sensitivity training to Transit Dispatchers and Drivers. The group had discussion on communication with callers, disabled passengers, ADA compliance, and relaying problematic issues.
- As the Department's ombudsperson, Faezeh attended the HR/IT Knowledge base meeting for our County Departments which included internal rating review for future Q & A web posting.
- An article titled, "Civil Citation Program Gives Youth a Second Chance" ran in the Charlotte Sun-Herald. The news article described the purpose and function of the Program, and highlighted the benefits to both the youth and the community. The Article was highlighted by the Department of Juvenile Justice.
- After recognizing a need for positive role models for Civil Citation Program youth, Program Coordinator Thaddeus Boston formed a collaborative partnership with Big Brothers Big Sisters of the Suncoast. Two Program youth have interviews scheduled to help pair them with appropriate mentors.
- Civil Citation Coordinator and 211 Supervisor provided information and training to the Crisis Intervention Team class at Charlotte Behavior Healthcare.
- 211 staff updated the Food Pantries & Providers' list in English and Spanish and is posted on the Department's website along with 211 statistics.
- Human Services Department held its 1st quarter of the calendar year's employee meeting and training. Training topics included a presentation by Facilities' Tom Scott on "Active Shooter"

scenario; information on State Mandated programs; and discussion and distribution of the newly completed Department Handbook with numerous links, references and policies.

- Family Services Manager, Lori North and Program Specialist, Katie Scott gave a presentation to Women, Infants and Children (WIC) staff at the Health Department on programs and services provided through the Human Services Department.
- Katie Scott was promoted to Program Specialist II in the Family Services Division. Congratulations Katie.
- Housing and Community Initiatives Manager, Bob Hebert coordinated a joint working partnership between Habitat for Humanity, Housing Division and Creative Resources Works, Inc. to provide consumer education utilizing the Chase settlement grant funds.

Public Safety

- No information to include.

Public Works

- Active Construction Projects (may affect vehicular/boater/pedestrian traffic patterns)
- 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
 - Details about the roadways to be paved within each district are available here: [Project Maps](#). 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. Bid opening is scheduled 2:00 p.m. on March 9.
 - 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 – 2/15/2016
 - *PUNTA GORDA, Fla (March 1, 2016) – The Burnt Store Road (Phase 3) Widening Project is nearing completion. The design speed limit of 55 mph is now in effect. Public Works would like to thank the residents in the area for their consideration given to roadway crews and staff throughout the construction of this project.*
 - This project is complete and is in the final phase of close out. Punch lists are being completed and a final walk through will be conducted in March. A ribbon cutting ceremony is scheduled March 24 at 3 p.m. and will be held at the Charlotte County Utilities plant entrance.
 - 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 12/11/2014. 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 11/12/2014. Construction Contract: Quality Enterprises, Construction Schedule: 5/18/2015 – 4/26/2016.

- The sun shade structures are complete.
- The restroom facility has been fabricated and will be delivered to the site.
- Colored and ribboned concrete is being finalized in preparation for the installation of pavers.
- Decorative lighting has been placed but is not energized at this time.
- A rendering of the finished project is available on the Project Status Updates website.
- 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.
- The intersection of Ingraham Boulevard East at CR 771 (Gasparilla Road) remains closed through March 15 to reconstruct the intersection of Ingraham Boulevard East entering South Gulf Cove. Traffic is detoured via San Domingo Boulevard and Keystone Boulevard.
- 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.
- Bridge Construction crews are currently building the western section of the new Bridge over the Butterford Waterway.
- *PORT CHARLOTTE, Fla. (Feb. 29, 2016) - The intersection at Chaillett Road at CR 771 (Gasparilla Road) will be closed for approximately 3-4 months. This road closure is necessary to reconstruct the southbound lanes and the Butterford Waterway Bridge on CR 771. Traffic is detoured via Chardon Road; traffic control devices are in place to assist travelers through the construction 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
- *PORT CHARLOTTE, Fla. (Feb. 24, 2016) – The intersection of Port Charlotte Boulevard and Edgewater Drive has been reopened. Port Charlotte Boulevard is now accessible to through traffic between Chelsea Court and Edgewater Drive. Edgewater Drive remains closed to through traffic between Midway Boulevard and Harbor Boulevard.*
- Midway to West Spring Lake Bridge – The water main, re-use main, and force mains are complete. Storm sewer, gravity sewer, roadway base, curb, sidewalk, paving and lighting are in progress. Currently, progress is primarily focused from Sheeley Street to the West Spring Lake Bridge, including construction of the Lakeview roundabout. Bridge deck arches and sidewalks are underway on West Spring Lake Bridge.
- West Spring Lake Bridge to East Spring Lake Bridge - Work is underway on the storm sewer, re-use main and the West Tarpon roundabout. Bridge pilings are partially complete on East Spring Lake Bridge. Work to continue through March.
- East Spring Lake Bridge to Sunrise Bridge - Storm sewer and re-use main work is underway. Sunrise Bridge construction is scheduled to begin in early spring.
- Sunrise Bridge to Harbour Boulevard - The water main is complete. The force main and gravity sewer are both complete under the Harbor Boulevard intersection.
- 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; multiple crews are currently installing 48" concrete pipe from Amsted Street to Agra Street. Following the installation of the storm drainage system, crews will concentrate on the new 48" gravity sewer system between Kings Highway and Achilles Street. Midway Boulevard remains closed to through traffic from Achilles Street to Kings Highway. More information is available at <http://midwayupdate.com/>.
 - 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 – Burnt Store Lakes – The South Burnt Store MSBU Advisory Board requested sidewalks within the Burnt Store Lakes subdivision. Approximately 1.5 miles of sidewalks will be constructed at: 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. Construction Contract: V&H Construction, Construction Schedule: 2/29/2016 – Spring 2016
 - The Board of County Commissioners approved award of the bid to V&H Construction on Jan. 26. A pre-construction meeting was held on February 10 and a notice to proceed was issued for February 29. The Contractor will begin on Rio Togas Road.
 - 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.
 - 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 – 3/18/2016.
 - Black base and the structural courses have been paved.
 - The sidewalk has been poured on the south side.
 - The swales have been graded on the south side and along the sidewalk.
 - 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 – 3/17/2016.
 - Storm drain pipe and basins are complete.
 - Water main work on the south side is complete.
 - Sod has been placed on the north side.

- Sub-base material for the sidewalk has been installed.
- 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 complete and pumps are operational. Calibration of the stilling wells is nearing completion.
- 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: TBD (Funding for construction has not been allocated.)
- 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. This project is funded by the Charlotte County Redevelopment Fund and will be reimbursed up to \$1,410,580 through a Local Agency Program (LAP) Agreement with the Florida Department of Transportation (FDOT). Design Contract: Kimley-Horn & Associates, Design Schedule: 10/15/2013 – 7/17/2015, Procurement Process: Fall 2016, Projected Start of Construction: TBD
- Design is complete and approved by FDOT; the LAP Agreement was approved by the Board of County Commissioners on Feb. 23 and returned to FDOT for execution. 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 April 2016, Procurement Process: May - July 2016, Projected Start of Construction: August 2016
- CES/American Engineering completed the 100% design plans and has submitted them to the County for final review and approval. The Real Estate Services Division is obtaining maintenance easements on all four sides of the Bridge to secure access during construction.
- 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

- | BRIDGE # | ON | AT |
|----------|-------------------|-------------------|
| 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 |
- Bridge reports and design plans for the selected Bridges were provided to the Consultant. Research and design is underway.
 - 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: May – July 2016, Projected Start of Construction: 10/15/2016.
 - Johnson Engineering is making final updates to the construction plans. Charlotte County Utilities is reviewing the final utility plans for approval and signing of the required permits.
 - 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 – Spring 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 Elkcam Boulevard. Design Contract: Johnson Engineering, Design/Permitting Schedule: June 2015 – Spring 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: Spring 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. Engineering staff expect to have the project package ready to send to the Purchasing Department in March.
 - Placida Road Safety Improvements (Rotonda Boulevard West to Boca Grande Causeway) – 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: Spring 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 t
- 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 project package will be submitted to the Purchasing Department in preparation for bid solicitation.
- 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 – Spring 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

- 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 completed 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 - Spring 2016 , Construction: TBD
- The bid package is in the Purchasing Department for review.
- 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
- Bids were opened March 2. A recommendation to award the construction contract will be presented to the Board of County Commissioners on March 22.
- Tom Adam's Bridge Rehabilitation Phase 2 – This rehabilitation project will replace the existing Tenderhouse, electrical and mechanical equipment. The proposed Tenderhouse will provide a gateway to Manasota Key and 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 easier for pedestrians to cross the bridge. The rehabilitation project also includes the replacement of the existing traffic gates, traffic signals, the approach slabs, abutment wall cap, slope pavement, and 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 submitted shop drawings for the gear reducers, pedestrian railing, traffic barrier, aluminum window/door framing material and glazing material, which have been approved, so work can commence 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: Spring 2016, Projected Start of Construction: Spring 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 – Spring 2016, Projected Start of Construction: Spring 2016 (150 day contract)
- The project is currently advertised for competitive bid; the pre-bid conference was held Feb. 22 with bid opening March 9 in the Purchasing Division Conference Room.
- 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: Through Summer 2016, Procurement Process 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 – Spring 2016, Procurement Process: Spring 2016, Projected Construction: Summer 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 – Spring 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.
- A stakeholder meeting was held January 11 at the South Manasota Sandpiper Key Association. More information will be available upon receipt of the final report.
- 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 – Spring 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 was reviewed by FDEP and FWC. A second meeting was held with FDEP on Nov. 23 to discuss the Seagrass Mitigation plan; FDEP requested that an updated boat survey be conducted to determine the required dredge depth which will be complete in early 2016.
- An alternative approach to the seagrass mitigation plan was presented to the Pirate Harbor Waterway MSBU Advisory Board on Dec. 8.
- 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 County has received ACOE approval.

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. Due to delays in the permitting process, the revised construction schedule is as follows:

- 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

- 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.
- A "Request for Bids" is currently advertised through the Purchasing Department. The Pre-Bid Conference is scheduled March 16 with Bid Opening scheduled March 30. Both will be held in the Purchasing Division Conference Room.
- 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: March 2015 – Early 2016, Procurement Process: March – April 2016, Projected Start of Construction: May 2016

- The 90% design plans are being reviewed by staff. Final updates to the project specifications are in progress. Bid documents are expected to be sent to the Purchasing Department by mid-March.
- 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
- A "Request for Bids" is currently advertised through the Purchasing Department. The Pre-Bid Conference is scheduled March 16 with Bid Opening scheduled March 30. Both will be held in the Purchasing Division Conference Room.
- Lighting District
 - Charlotte County CIP Projects
 - Midway Boulevard Widening Project - All maintenance functions towards the traffic signal for Midway Blvd. at Kings Highway has been transferred to the project's sub-contractor.
 - Gasparilla Road Widening Project - All maintenance functions towards the traffic signal for SR776 at Gasparilla Road has been transferred to the project's sub-contractor.
 - Edgewater Phase II - Installation of roadway lighting conduit and pole bases has begun.
 - Burnt Store Road Phase III - All poles on the West side of the road have been installed and are operational. Contractor to be addressing punch list items soon.
 - Rotonda Bridge Lighting - Began construction of load centers.
 - Lighting District Projects
 - In November 2015 a crew installed new electrical service onto the existing service pole for the FDOT decorative lights on the US 41 bridges over the Peace River. Once power had been established, a crew returned to complete the remaining conduit tie-ins and switched over to the new electrical load center without any interruption of service.
 - A section of roadway lights along Harborview Road developed an issue causing a circuit breaker to trip. A crew isolated the problem and installed new conductors between two light poles.
 - Replaced a video detection camera and camera processor to correct problems experienced during fog and rainy conditions on US 41 at Kings Highway.
 - Installed replacement LED traffic signal displays furnished by FDOT. The replacement displays were installed at US 41 at Carousel Plaza, US 17 at Marlympia Way, I-75 northbound and southbound ramps and at Bermont Road.
 - Installed replacement LED traffic signal displays for signalized intersections on Kings Hwy. at Veterans Blvd., Quesada Blvd. at Forrest Nelson Blvd., and Midway Blvd. at Harbor Blvd.
 - Upgraded video detection processor firmware on US 41 at Kings Highway, Carousel Plaza and Jones Loop at Knights/Mac Dr.
 - Responded to a trouble call after normal business hours for a pedestrian pole destroyed during a motor vehicle accident on Olympia Avenue at Nesbit Street. Crew made the area safe and will return to make repairs once materials are obtained.
 - Responded to a trouble call after normal business hours for street light pole destroyed during a motor vehicle accident on Placida Road at Dowling Street. A crew picked up the parts and pieces then replaced the pole.
 - Responded to a trouble call after normal business hours for street light pole destroyed during a motor vehicle accident on Kings Highway just north of Olean Blvd. A crew picked up the parts and pieces then replaced the pole.
 - Responded to a trouble call to the intersection of Rampart Boulevard at Luther Road. A tornado passed thru the area and cause moderate damage to the traffic signal equipment. The signal controller cabinet door was ripped open, the signal control electronics were pulled off the shelf, the cabinet was lifted from its base and the video detection monitor was completely missing.

Damage to the overhead equipment was mostly minor with twisted signal displays and video detection cameras, missing signal visors, damaged back plates, and one destroyed illuminated street name sign. Crews made the required repairs and waited for Florida Power and Light to restore power.

- Cleaned and washed aerial lift truck and presented it at Government Day held at CCU
- Corrected video detection issues on Jones Loop at Knights/Mac Drive which were caused by dirty camera lenses. Due to the discovery of dirty lenses at this intersection, the crew cleaned all of the remaining camera lenses along this corridor preventing possible future complaints.
- The Traffic Management Center (TMC) identified a vehicle detection issue with the northbound left turn on US 41 at Easy Street. A crew responded and discovered a cut vehicle detection wire in the asphalt. Temporary repairs were made restoring detection. A costly permanent repair was not made due to an upcoming FDOT project which will be completely rebuilding this entire intersection.
- The TMC identified a vandalized incident management camera dome. The camera's protective, plastic dome had been shot with what appeared to be a BB gun. A crew replaced the camera dome. All other functionality of the camera was not damaged.
- The TMC identified a vehicle detection issue with the southbound left turn on US 41 at Olean Blvd. Staff investigated and traced the issue to a faulty inductive vehicle loop detector.
- Responded to the intersection of US 41 at Olean Blvd. for an intermittent red arrow on the southbound left turn. The signal display was replaced.
- Investigated several complaints both in the field and via the TMC for reports of the southbound left turn on US 41 at Carousel Plaza not cycling properly. The cause of the issue was associated with lane closures on Cochran Blvd. at US 41 by Florida Power & Light.
- Assisted the Community Services Department by making repairs to the lights shining onto the basketball courts at G.C. Herring Park.
- Responded to a complaint of a school flashing beacon pole leaning badly on Toledo Blade at Midnight Street. It appeared the pole was struck by a motor vehicle. The pole was straightened up.
- Responded to the intersection of Toledo Blade Blvd. at Hillsborough Blvd. for a report of the intersection not cycling correctly. Crew identified the issue to a time of day drift in the detection processor.
- A crew returned to Veterans Blvd. closest to Peachland Blvd. after a motor vehicle accident destroyed a street light pole. The crew installed a transformer base over the wiring until replacement pole assembly arrives.
- Worked with the roadway lighting contractor from the Burnt Store Road widening project reviewing quantities for accuracy.
 - Attended weekly progress meetings and participated in underground signal conduit inspections for the US 41 widening project.
- Traffic Management Center
 - 2/21/16 - Responded to major incident involving I-75 SB closure due to tractor trailer crash. Detour route from I-75 to Toledo Blade, US41, Veterans Blvd, and Kings Highway.
 - Closure and detour was for approx. 24 hours. Adjustments to all affected traffic signals in detour route to help alleviate delays.
 - Reviewing new signal timings for Kings Highway from Sandhill Blvd to Village Dr.
 - Installed traffic signal coordination timings for Jones Loop Rd from I-75 to Indian Springs Cemetery Rd.
 - Continue to monitor Jones Loop Rd timings.
 - Replacing monitors in TMC for enhanced performance.
 - Migrating new software for Incident Management Cameras to server for use within TMC.
 - Continue monitoring of US 41 traffic signals due to Edgewater Rd closure.
 - Continue efforts promoting the TMC's Twitter account for traffic incidents. Over 200 followers and increasing
 - Locates Performed
 - 344 Requests for underground utility locates were received, generating 109 tickets for locates.

- Trouble Calls
- 20 trouble calls received responded to and problems of various natures resolved.
- Maintenance & Operations
 - February 3 – February 9
 - A total of new 89 requests were received related to drainage, asphalt repair, brush, and illegal dumping.
 - Drainage line & grade:
 - 18,800 SF in Greater Port Charlotte
 - 7,050 SF in Gulf Cove
 - 12,780 SF in Deep Creek
 - Small pipe install:
 - 192 LF in Greater Port Charlotte
 - Menzie ditch cutting:
 - 13,500 SF in Road & Bridge South
 - 130,000 SF in West Charlotte Stormwater
 - Culvert cleaning:
 - Cleaned 25 culverts in Greater Port Charlotte
 - Cleaned 5 culverts in Grove City
 - Cleaned 2 culverts in Englewood East
 - Cleaned 3 culverts in Tropical Gulf Acres
 - Cleaned 4 culverts in Rotonda West
 - Cleaned 2 culverts in Placida Area
 - Cleaned 5 culverts in Punta Gorda Non-Urban
 - Cleaned 1 culvert in South Gulf Cove
 - Boom mower:
 - Cut 34,098 CY in Greater Port Charlotte
 - Cut 3,800 CY in Road & Bridge South
 - Cut 30,150 CY in Englewood East
 - Cut 7,535 CY in Punta Gorda Non-Urban
 - Cut 5,386 CY in Murdock Village
 - Asphalt repair:
 - Utilized 6.5 tons of material to repairs locations throughout the County
 - Debris removal:
 - Removed 2,540 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.
 - Gregg O'Connor, Project Manager, earned a FDACS Public Right of Way Pesticide Applicator License.
 - Contracted Services
 - Specialty mowing cycle for the month of February has started; this month only receives one cycle.
 - The Power Shearing Contractor has pulled out due to standing water in the ROW in Gulf Cove and Englewood East. The areas are being monitored; once the ROW is drier the Contractor will return.
 - The Pipe Lining Contractor has started cleaning and TV inspection of pipes in Rotonda and Deep Creek in preparation for lining.
 - February 10 – February 16
 - A total of 79 new requests were received related to drainage, asphalt repair, brush, shoulder repair, and illegal dumping.
 - Drainage line & grade:
 - 38,650 SF in Greater Port Charlotte
 - 6,500 SF in Gulf Cove
 - 18,180 SF in Deep Creek

- Small pipe install:
- 64 LF in Greater Port Charlotte
- 24 LF in Gulf Cove
- 32 LF in Punta Gorda Non-Urban
- Menzie ditch cutting: 23,100 SF in Road & Bridge South
- 160,000 SF in West Charlotte Stormwater
- Culvert cleaning:
- Cleaned 43 culverts in Greater Port Charlotte
- Cleaned 10 culverts in Grove City
- Cleaned 12 culverts in Englewood East
- Cleaned 1 culvert in Gulf Cove
- Cleaned 5 culverts in Northwest Port Charlotte
- Cleaned 1 culvert in Deep Creek
- Cleaned 1 culvert in Road & Bridge South
- Boom mower:
- Cut 62,400 CY in Greater Port Charlotte
- Cut 37,500 CY in Road & Bridge West
- Cut 13,268 CY in Punta Gorda Non-Urban
- Cut 22,195 CY in Murdock Village
- Asphalt repair:
- Utilized 5.43 tons of material to repairs locations throughout the County
- Debris removal:
- Removed 23,320 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.
- February 17 – February 23
- A total of 57 new requests were received related to drainage, asphalt repair, brush, and illegal dumping.
- Drainage line & grade:
- 22,000 SF in Greater Port Charlotte
- 5,510 SF in Deep Creek
- Small pipe install:
- 48 LF in Greater Port Charlotte
- 24 LF in Northwest Port Charlotte
- Large pipe install:
- 24 LF in Greater Port Charlotte
- Menzie ditch cutting:
- 21,000 SF in Punta Gorda Non-Urban
- 80,000 SF in South Gulf Cove
- 40,000 SF in Englewood East
- Culvert cleaning:
- Cleaned 16 culverts in Greater Port Charlotte
- Cleaned 6 culverts in South Punta Gorda Heights
- Cleaned 15 culverts in Gulf Cove
- Boom mower:
- Cut 27,519 CY in Greater Port Charlotte
- Cut 26,960 CY in Road & Bridge West
- Cut 4,737 CY in Punta Gorda Non-Urban
- Cut 4,000 CY in Charlotte Ranchettes
- Asphalt repair:
- Utilized 5.5 tons of material to repairs locations throughout the County
- Debris removal:

- Removed 2,860 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.
- Irrigation system upgrades; large shrub removal and ornamental plant replacements were performed at the US 41 Revitalization phase I project.
- February 24 – March 1
- A total of 81 new requests were received related to drainage, asphalt repair, brush, and illegal dumping.
- Drainage line & grade:
 - 26,350 SF in Greater Port Charlotte
 - 5,940 SF in Deep Creek
 - 4,600 SF in Gulf Cove
- Small pipe install:
 - 24 LF in Greater Port Charlotte
- Menzie ditch cutting:
 - 95,000 SF in South Charlotte Stormwater
 - 30,000 SF in Gulf Cove
 - 120,000 SF in West Charlotte Stormwater
- Culvert cleaning:
 - Cleaned 6 culverts in Greater Port Charlotte
 - Cleaned 23 culverts in Punta Gorda Non-Urban
 - Cleaned 1 culvert in South Punta Gorda Heights
 - Cleaned 6 culvert in Road & Bridge South
 - Cleaned 2 culverts in Gulf Cove
- Boom mower:
 - Cut 83,803 CY in Greater Port Charlotte
 - Cut 3,285 CY in Punta Gorda Non-Urban
 - Cut 8,080 CY in Charlotte Ranchettes
 - Cut 46,400 CY in Road & Bridge West
- Asphalt repair:
 - Utilized 8.67 tons of material to repairs locations throughout the County
- Debris removal:
 - Removed 2,240 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.
- Traffic Signing & Marking
 - Herbicide: 2,187 items sprayed
 - New Signs Installed: 2
 - Legends Installed: 581
 - Signs Inspected: 7,662
 - Sign Maintenance: 1,300
 - Signs Manufactured: 138 and 23 marine dayboards
 - Traffic Counts: 51 stations (42 traffic, 1 special volume, 6 speed, 1 classification video, and 1 turn movement video)
 - Trouble Calls (after hours): 5
 - Marine Markers Maintained: 69
- Solid Waste
 - The Solid Waste Division met with students from the University of Florida at the Charlotte County Landfill to assist them in a research project to find a useful purpose for the alum that is collected at many landfills.

- Keep Charlotte Beautiful (KCB) held their Annual Volunteer Appreciation Event on February 8 at the Port Charlotte Beach Complex where Commissioner Deutsch spoke to the audience. There was a short ceremony recognizing a few very dedicated volunteers and they were presented with a recycled glass sun catcher. Afterwards, everyone was treated to a light dinner and left with a pot of herb plants.
- Keep Charlotte Beautiful coordinated a cleanup by Partners for a Clean Charlotte and the Ridge Harbor Community Association to conduct an annual cleanup event. Participants completely filled a 30 yard roll-off and, by the end of the event, a second roll-off was filled halfway and a third roll-off was 2/3 filled. They also collected scrap metal for resale to support the community. Household hazardous waste and tires were also collected for proper disposal.
- Mosquito & Aquatic Weed Control
 - Mosquito Control
 - Acres treated 36,774
 - Landing rates taken 47
 - Traps set/collected 8
 - Citizen requests 160
 - Aquatic Weed Control
 - Sites treated 38
 - Mitigation sites maintained 2
 - Inspections 47
 - Beth Carey-Kovach, Biological Specialist, presented *How Computer Platforms Can Be Used to Enhance an Active Mosquito Management Program* at the 82nd Annual American Mosquito Control Association's annual meeting in Savannah, Ga. held Feb. 8-11. Over nine hundred mosquito experts from around the country and globe attended the conference.
 - While Zika was not the main reason for the conference, it was a subject of many side discussions. Mosquito control techniques were discussed and presentations ranged from viral transmission of diseases such as Zika, West Nile, Dengue Fever, and Chikungunya to detection of flavivirus by antibody testing and polymerase chain reaction analysis. Other presentations included the efficacy of certain insecticides on mosquito populations, how to increase disease surveillance, and how to effectively disseminate insecticide so it has the opportunity to be the most effective. General mosquito control topics were also presented.
 - Charlotte County was represented well by Mrs. Cary-Kovach and her presentation regarding the advancements in data management was well received. Both She and Scott Schermerhorn, Mosquito Control Manager, returned with new ideas to improve Charlotte County's mosquito control program. While some of the ideas will be implemented over time, one fundamental has not changed - educational outreach remains imperative in all areas of the world. The removal of standing water in containers, effective drainage, the use of repellent and screens are simple but highly effective measures everyone can use to reduce the mosquito nuisance problem.



- 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 – Spring 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.

Tourism

- Charlotte Harbor Visitor & Convention Bureau staff traveled to New York City last week (Feb. 10) to participate in a reception for members of the media. VISIT FLORIDA arranged the event which was attended by approximately 35 members of the media with outlets ranging from traditional print publications to online magazines and blogs. The writers and editors represented publications as Brides, Budget Travel and Travel & Leisure Magazine. Staff shared what's new in Charlotte County in order to provide story ideas for future newspaper, magazine and online articles. During the event, Visit Florida previewed its new Attraction Finder website which allows visitors to find attractions based on interest and location. Also during the event, Instagram and Twitter posts with images and the hashtag #LoveFL were steamed. Each participating Partner was asked to contribute at least 10 posts throughout the event. (See attached image.)



- For the sixth year, the Charlotte Harbor Visitor & Convention Bureau welcomed media covering the arrival of Spring Training by sponsoring the spring training opening press conference lunch (Feb. 18). The event was attended by about 50 members of the media and Rays staff and provided an opportunity to reconnect with members of the media and remind them of what there is to do in Charlotte County.



- Provided editorial support to VISIT FLORIDA requesting information for a media release regarding professional sports; Meetings Today for the upcoming Florida supplement; provided Sunseeker, the inflight publication for Allegiant Air, with events happening between May and July; assisted Mobile RVing with Punta Gorda attraction contacts; provided access to images to the publication Undiscovered Florida; received an inquiry from a travel blogger regarding a March 2016 visit.
- Media Releases
 - Media Advisory: Press Conference Announcing Sugar Bert Boxing Title Belt National Qualifier Tournament in Punta Gorda, Fla, June 2016 (Feb. 9 Press Conference)
 - Three-Day Amateur Boxing Tournament Comes to Punta Gorda, FL
- Travel Writer Visits and Events
 - Jan Maizler, Feb. 7 – 10, 2016
 - Jan is the Travel Blogger for BassPro1Source.com. He writes and is a photo contributor for Sport Fishing Magazine and BassPro Outdoor Site Library. His articles and photos for magazines and websites number in the hundreds. He made arrangements to fish for two days with Capt. Ralph Allen and stayed at Fishermen’s Village. It was unseasonably cold during his visit, however, he had productive days on the water.
 - VISIT FLORIDA New York Consumer Media Luncheon, Feb. 9, 2016
 - Attended VISIT FLORIDA’s New York Consumer Media Luncheon which was designed to educate top market media attendees about VISIT FLORIDA’s tourism offerings, destination news, hotel product and calendar of events. Although about 50 members of the media RSVP’d, about 35 attended representing outlets as Brides, Budget Travel and Travel & Leisure Magazine.
 - Paul Knowles, Feb. 20 – 27, 2016
 - Freelance travel journalist Paul Knowles is traveling with his wife and another couple and staying at Fishermen’s Village. He has been writing travel pieces for over 20 years and last visited and wrote about Charlotte Harbor & the Gulf Islands about ten years ago. He has written many articles published in a variety of major Canadian periodicals and websites over the past number of years, including The Toronto Sun, The Ottawa Citizen, the St. Catharines Standard, indulgedtraveler.com, and joyoftravel.ca. He has written extensively about Florida in many publications, articles ranging from a feature on Little Palm Island to the Kennedy Space Centre to Fort Lauderdale. He is on assignment for Forever Young (<http://www.foreveryoungbc.com>; over 1 million monthly readers, mostly 50-plus, across Canada) and its subsidiary, Southbound, as well as www.joyoftravel.ca. Because of Canada’s demand for stories on Florida, despite the weak Loonie, he anticipates other publishing opportunities will also arise. Arranged activities included golf at Riverwood Golf Club and a day trip with King Fisher Fleet.

- Canada Calling
- Prior Smith of the radio show “Canada Calling” was in Punta Gorda and Port Charlotte on Feb. 2. The Charlotte Harbor VCB advertises on the show. Jennifer Huber coordinated interviews with two members of Charlotte County’s tourism industry which will air through the season on the show which is broadcast on 20 stations throughout the state.
- Three-Day Amateur Boxing Tournament to be Held in Punta Gorda, FL
- Sugar Bert Boxing Promotions in partnership with the Charlotte Harbor Visitor & Convention Bureau and the Charlotte Harbor Boxing Club held a press conference Feb. 9 to announce the Sugar Bert Boxing Title Belt National Qualifier Tournament June 10 – 12 at the Charlotte Harbor Event & Conference Center in Punta Gorda. It’s anticipated the event will attract approximately 400 – 500 amateur boxers both male and female in all age groups and weight classifications with hopes of advancing to the National Championships in Kissimmee. The event is sanctioned by USA Boxing.
- Image: Bert Wells, President/CEO of Sugar Bert Boxing Promotions; amateur boxer Brandon Glanton; and Sean Doherty, Sports Marketing Manager for the Charlotte Harbor VCB.



- Staff met with the organizers of FunkFest and assisted with promotion. An 8ft FunkFest guitar was taken to the FanFest at the RAY’s stadium.
- Staff met with the owners of Diamond Charter Cruise to assist them with marketing and promotion of their new luxury yacht cruise service operating in partnership with King Fisher Fleet out of Fishermen’s Village.
- Staff developed guidelines for Event and Festival funding for TDC review and approval. Guidelines were approved this month.
- Lorah Steiner met with representatives from the Tax Collector’s office and the County’s legal department on Air b&b.
- Staff met with AQUA Marketing and Communications regarding the branding process. Meetings were arranged with area stakeholders to get their input regarding our destination.
- Lorah Steiner attended meetings with the One Community-One Message Committee.
- Sean Doherty is attending Leadership Charlotte.
- The VCB welcomed Cynthia Mize (Cindy) as the new part-time project manager for the VCB. Cindy will be working on major initiatives such as the annual Unity Lunch, Hall of Fame Awards, Brazil App and the 2016 Travel Rally.
- The VCB conducted interviews for the Sales Manager – Tallahassee market position.

Utilities

- Administration:
 - Human Resources: 236=Total positions: 207 filled positions; 19 vacant positions; 10 offers pending.
 - Public Outreach:
 - 6 Press Releases Issued
 - Topic-Rotonda Sanitary Sewer Maintenance
 - Topic-Rotonda Sanitary Sewer Maintenance (Manholes)
 - Parkside Smoke Testing
 - Spring Facilities Tours
 - Assisted with power point presentations in development: Phase 2 Sewer Expansion Update, East and West Spring Lakes Project Update, Financial Master Planning
 - Content Management of www.SpringLakesProject.com: 514 visitors to the site
 - Represented the Utilities Department and presented during an employee recognition presentation at the BCC Meeting
 - 242 Facebook Likers connected through social media
 - Managed 10 Public Staff inquiries and resolutions.
 - Assisted with OP-ED article for the Utilities Director
 - PR/MRWSA Water Resources: Water Demand in February averaged 26.88 MGD and water quality was good. There was 12.43 BG of water in storage at the end of February, representing 46 days of demand.
- Business Services:
 - Web Services – VueBill (hosted by BillTrust): Currently 16,671 (28%) of our customers now receive their bill electronically. 59% of our customers pay electronically.
 - Fixed Base meter installation: The fixed base meter project has been suspended until the first of April. Mueller has introduced new technology and is swapping out the meters we have purchased with meters that include the new technology.
 - Customer Service: Total number of customers to the lobby was 1,904
 - Delinquencies: Total delinquency revenue for the month was \$44,792 FY 16 total: \$193,445
 - Banner Upgrade Functionality development in progress and expected to be complete by end of March. Additional assistance needed to meet deadlines. Testing and Training schedule developed
 - Accounts Receivable: - The 90 day February accounts receivable days was 12.02% compared to the same time period last year of 33.05%. The 30 day February accounts receivable was 74.22% compared to the same period last year of 62.24
 - Telephone Activity: There were 199 payment only calls and the average speed of answer was 23 seconds. 33% of all telephone calls are payment calls. For the remaining 7110 calls, the average speed of answer was 2.20 minutes.
 - Customer Satisfaction: The key areas that we survey include: LPS installation, new meter installation, and move in customer. The overall results of Feb Surveys were: 95.78% of all customers surveyed were either satisfied or extremely satisfied.
- Engineering Services:
 - Monthly Statistics: 1,413 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 102 Residential Service Availability Letters Prepared; 11 Commercial Service Availability Letters Prepared; 65 Residential Service Applications Processed; 399 CIP inspections; 150 Developer inspections.
 - Grants and SRF Activity:
 - Drinking Water SRF
 - Loan Acquisition Process
 - East and West Spring Lakes: Loan application package under development. Anticipated presentation to BCC for approval in early April
 - Parkside: Loan application package under development. Anticipated presentation to BCC for approval in early April

- Fixed Based Meter: Loan application package under development. Anticipated before BCC for approval in early April
- Clean Water SRF
- Loan Acquisition in Process
- Reclaimed Water East Port Stage 5 Improvements (construction): Anticipated to be priority listed by FDEP during May hearing
- Deep Creek Phase I (construction): Anticipated to be priority listed by FDEP during May hearing
- Parkside CRA Utility Improvements (construction): Priority listed in February. Loan application under development and anticipated presentation to BCC in April.
- The Design package RFI with 5 projects (US 41, El Jobean, Ackerman Countryman, Chamberlain, Loveland Grand Master) was priority listed by FDEP in February.
- Loan Agreement Status
- East and West Spring Lakes
 - Charlotte County Utilities continues to monitor compliance with federal regulations.
- Planning SRF Loan Acquisition Process
- An RFI to cover the cost of the Sewer Master Plan was approved by the BCC and will be submitted to FDEP to be considered during the May hearing.
- Grants
- Legislative Appropriation – East and West Spring Lakes
- Community Development Block Grant (CDBG) - Parkside Utility Improvements – Gertrude/Aaron
- SWFWMD – Reclaimed Water Phase 3
- Staff attended SWFWMD meeting February 10th to hear evaluations and rankings of proposals by District staff.
- 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 revisions on Scope of Work and adjust task deadlines for Phase 1 to FDEP to reflect redesign from gravity to vacuum sewer.
- Operations Division:
 - Treatment Facilities (TF):
 - 155 preventative maintenance, 32 corrective, and 11 emergency work orders completed
 - Backflow/Reclaimed: 192 residential cross-connection inspections, 6 backflow inspections, and 5 reclaim site maintenance/repairs completed
 - Pre-Treatment: 76 monthly inspections, 33 re-inspections and no spills were reported this month
 - Burnt Store WRF: Staff replaced the soft starter for Aeration Blower #3.
 - Burnt Store WTP: Staff and contractor replaced the submersible pump and motor in Production Well #9. Staff replaced the 4 to 20 milliamp splitter for the Wonderware final CL2 Analyzer.
 - East Port WRF: Staff replaced the Turbo Disc Filter Air Compressor Pump. Staff also installed Automatic Grease Dispenser's on the new rotating equipment that was not included in the Stage 1 expansion. Staff pulled Anoxic Mixer #2. It was repaired and staff reinstalled it. Staff modified the 6" ductile iron manifold on the new Digester to facilitate safer, more efficient pumping of sludge from the bottom of cells two and three into one for processing. #1 feeds the belt presses.
 - Rotonda WRF: Staff replaced a bad analog module for the Aeration Blower actuator.
 - Personnel: Interviews conducted and selections made for vacant Water Plant Operator and Wastewater Operator Trainee positions
 - Training: 1 staff member attended Backflow Tester Recertification Training
 - Tours: A tour of the West Port WRF was conducted on 2/3/16 and the spring tour schedule for all facilities has been posted.

Flow Data												
Year	Month	Burnt Store WRF		East Port		Rotonda WRF		West Port WRF		Total CCU		Burnt Store WTP
		A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F.
		Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Inf. Flow
2016	Jan	0.455	0.001	4.896	0.428	1.326	1.331	0.603	0.256	7.280	2.016	0.430
2016	Feb	0.444	0.000	5.188	0.264	1.348	1.473	0.612	0.241	7.592	1.978	0.467
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	0.988	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	3.915	1.200	0.911	0.878	0.599	0.281	5.765	2.642	0.387

- Water Distribution:

- Addressed 124 leaks; 9 of those being breaks 3" or above
- Interviewed and made offer for the vacant Service Technician position
- Completed fire hydrant maintenance training from two different manufacturers
- Met with IT to start final testing before deployment for new Tough Pads.
- Began removal of the chemical tank scales. They are being replaced with ultrasonic level controllers
- Continued in house building and programming of the new PLC system for the Rotonda Booster
- Met with Mueller systems about the Hb mag meters. The division is finding that the accuracy is falling out of range after a few years in service. The vendor has setup a site visit early March with their engineers to help determine a solution of the experience issues.

- Wastewater Collection:

- Sewer Lines: Investigated 5 back-ups that were determined to be customers problems; 8 manholes were repaired by raising or replacing the ring & cover; 49 manholes were inspected; 2 service laterals were excavated and repaired; 2 gravity main blockages were cleared; located 4 service laterals for Engineering; 62 Sewer ARVs were serviced; 11 new construction LPS taps were completed; 11,015 feet of gravity main was cleaned and televised
- Lift Stations: 88 corrective maintenance work orders completed; 117 preventative maintenance work orders completed; received new mini crawler crane from fleet and scheduled training for staff; began building pump base plates and new discharge lines for Deep Creek station discharge line replacement project; repaired broken discharge line and loose pump bases at lift station # 882; conducted trial reroute of flows in Rotonda West force mains to send flow from Westport WRF to Rotonda WRF; replaced VFD at lift station 321 and new soft start controller at LS 37 and 61; began cleaning wet wells throughout the system.
- Low Pressure Sewer: Responded to 366 low pressure sewer service calls; completed 16 preventative maintenance calls; completed 2 mandatory systems; 9 upgrades completed; 5 check valves replaced at street; repaired 4 LPS service line leaks; flushed Kerrigan Cir. area; identified high pressure area in the New York section and installed flush point and flushed area – brought pressure down from 17 psi to 8 psi.

- Personnel: Two new employees started; 2 employees attended one week Airvac Vacuum System training in Rochester Indiana in preparation for activation of the Spring Lake Sewer Expansion project. 3 employees obtained their required CDL A license.