

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

**Budget & Administrative Services**

**Fiscal Services**

- Grants Support
  - Submitted preliminary year end grant expenditure spreadsheets to Finance, which are used for Single Audit grant testing.
  - Reviewed interfund transfers between the Transit Fund and the Vehicle Maintenance Fund in order to assess transactions and budget adjustments needed for grant funding provided as part of the Fleet Maintenance Phase II Improvements CIP.
- Public Safety Grants
  - Prepared and submitted 4<sup>th</sup> quarter expenditure, activity, and close-out reports for the State of Florida for the Homeland Security CERT Program subgrant on agreement for the period of July 1 – August 31, 2016. The reimbursement request for the period totaled \$8,638.00.
  - Received a total of \$21,146.65 in grant reimbursement from State of Florida for Emergency Management Preparedness and Assistance Grant – EMPA Base Grant agreement for the period 4/1/2016 - 6/30/2016.
  - Amended Emergency Management BCC Agenda Item and developed Budget Adjustment to accept \$87,632 grant from State Homeland Security Grant Program. Funds will be used to enhance the Emergency Management’s planning and equipment.
  - Amended Emergency Management BCC Agenda Item and developed Budget Adjustment to accept \$7,600.00 grant from Volunteer Florida. Funds will be used to enhance the Emergency Management’s training and equipment.
- Human Services Grants
  - Requested a total of \$172,067.19 in grant reimbursement claims:
  - \$28,388.25 to Area Agency on Aging for the Older Americans Act Grant (OAA)
  - \$39,570.83 to Area Agency on Aging for the Community Care for the Elderly Grant (CCE)
  - \$13,022.79 to Area Agency on Aging for the Alzheimer’s Disease Initiative Program (ADI)
  - \$552.87 to Area Agency on Aging for the Home Care for the Elderly Program (HCE)
  - \$3,778.28 to Department of Economic Opportunity for the Community Services Block Grant Program (CSBG)
  - \$27,852.55 to Department of Economic Opportunity for the Low Income Home Energy Assistance Program (LIHEAP)
  - \$1,212.12 to Florida Department of Juvenile Justice for the Civil Citation Grant
  - Staff attended the Area Agency on Aging (AAA) meeting in North Fort Myers. AAA of Southwest Florida is designated as the Planning and Service Area 8 by the State of Florida Department of Elder Affairs, the agency administers federal and state funded programs.
  - Closeout reports were submitted to the Area Agency on Aging for the Human Services FY16 contracts including; Community Care for the Elderly (CCE), Alzheimer’s Disease Initiative (ADI), and Home Care for the Elderly (HCE). The new contracts began July 1, 2016.
- RESTORE Grant
  - Staff reviewed risk assessment criteria needed and participated in the conference call to discuss the services that will be provided by KPMG to perform a County Risk Assessment.
- MAC Grants
  - Processed Boater Revolving Fund Subrecipient reimbursement requests for the following projects:
  - Sundown Harbor Patrol Flights for the period July 1 - 31, 2016. The reimbursement for the period totaled \$1,331.00.
  - Peace River Sail & Power Squadron for the period March 1 - July 31, 2016. The reimbursement for the period totaled \$1,526.00.

- Peace River Sail & Power Squadron for the period March 1 - July 31, 2016. The reimbursement for the period totaled \$319.98.
- Charlotte County Sheriff's Office for the period June 1 – July 31, 2016. The reimbursement for the period totaled \$13,822.95.
- U.S. Coast Guard Auxiliary Flotilla 87 for the period May 1 – July 31, 2016. The reimbursement for the period totaled \$1,199.85.
- U.S. Coast Guard Auxiliary Flotilla 98 for the period October 1 – July 31, 2016. The reimbursement for the period totaled \$1,430.50.
- Staff attended the West Coast Inland Navigation District (WCIND) meeting hosted by Charlotte County.
- Transit Grants
  - Staff submitted response comments and corrective action requirements for the deficiency findings as part of the 2016 Triennial Review of Charlotte County Transit that was conducted in March.
  - Prepared and submitted the Annual Operating Report (AOR) to the Transportation Disadvantage Commission (TD). The report will also be presented at the Local Coordinating Board meeting on September 8, 2016.
  - Prepared and submitted Quarterly Report to the Local Coordinating Board (LCB) for the Transportation Disadvantaged for 3<sup>rd</sup> Quarter, April 2016 – June 2016.
  - Received a total of \$30,720.00 in grant reimbursement claims from Florida Department of Transportation for the Transportation Disadvantaged Trip and Equipment Grant.
  - Reimbursement funds for the FTA 5307 grant received in the amount of \$12,740.
  - Performance Measures were completed to be sent to FDOT and then published in the Charlotte Sun Newspaper.
  - Sent Transit Productivity by Funding Source information for inclusion in the Actual Expenditure Report (AER) that is prepared and submitted by the Metropolitan Planning Organization (MPO).
- Mosquito Grant
  - Prepared and submitted Arthropod Control Monthly Report to Florida Department of Agriculture and Consumer Services for Mosquito Control Contractual Service Agreement for the period of July 1-31, 2016.
  - Received the 3<sup>rd</sup> quarter payment in the amount of \$10,752.25 from Florida Department of Agriculture and Consumer Services for Mosquito Control Contractual Service Agreement.
- Supervisor of Elections Grants
  - Posted account interest to 5 grant funds for period October 1 – July 31, 2016.
  - Processed check requests for printing and mailing of Voter Registration Cards. The \$61,724.20 expense exhausted funds from 5 Help America Vote Act grants.
- Tourism Grants
  - Received a total of \$7,499.50 in grant reimbursement claims:
    - \$2,499.50 from VISIT Florida CHRN Marketing Grant for Bicycle Brochures.
    - \$5,000.00 from Florida Sports Foundation grant for the Snowbird Baseball Classic.
  - Processed \$4,747.59 invoice for payment to Sugar Bert Boxing from the Florida Sports Foundation grant (g751603) for boxing ring rental.
- Utility Grants
  - Aided Utilities staff for submission of a reimbursement request to the Florida Department of Environmental Protection in the amount of \$183,137.70 for the Northshore MSBU.
- MAC Grants
  - Charlotte Harbor CRA:
  - Gateway Harborwalk Phase 1A construction:
    - Phase 1A BIF Local Boater Improvement Fund Billings: \$283,186.85
    - Phase 1A BIF Local Boater Improvement Fund revenues transferred: \$283,186.85
    - Phase 1A WCIND Fund Billings: \$278,821.00
    - Phase 1A WCIND Fund Revenues transferred: \$ 278,821.00
    - New Marine Marker Installation Billing: \$595.14
    - Marine Debris Billing: \$1,835.34

- Marine Marker Maintenance Billing: \$2,140.55
- Road Grants
  - Received a total of \$95,722.53 as follows:
    - \$0 from FDOT for Burnt Store Rd Phase 3 construction
    - \$92,435.90 from FDOT for Burnt Store Rd Phase 2 design – Road Improvements
    - \$2,986.63 from FDOT for Burnt Store Rd Phase 2 design – Utilities Renewal and Replacement element
  - Invoiced a total of \$271,984.87 as follows:
    - \$92,435.90 to FDOT for Burnt Store Rd Phase 2 design – Road Improvements
    - \$2,986.63 to FDOT for Burnt Store Rd Phase 2 design – Utilities Renewal and Replacement element
    - \$0 to FDOT for Burnt Store Rd Phase 3 construction
    - \$176,562.34 to FDOT for SR776 & CR 771 (Gasparilla Road) construction
- Misc Grants
  - FDOT Distribution of Public Education Materials – Storm Drain Markers
    - Billings:
      - \$1,182.67 to Mid-Charlotte Stormwater Utility District
      - \$1,182.67 to South-Charlotte Stormwater Utility District
      - \$1,182.66 to West-Charlotte Stormwater Utility District
    - Revenue Received:
      - \$1,182.67 to Mid-Charlotte Stormwater Utility District
      - \$1,182.67 to South-Charlotte Stormwater Utility District
      - \$1,182.66 to West-Charlotte Stormwater Utility District
- Charlotte Harbor CRA FDOT Local Area Program (LAP) Grants:
  - Gateway Harborwalk Phase 1A construction:
    - Phase 1A billings: \$ -0-
    - Phase 1A Revenue received: \$ -0-
    - Remaining construction costs will be billed and the retainage released from FDOT when final construction is completed.
  - Gateway Harbor Walk Phase 1B construction:
    - \$1,410,580 FDOT LAP Grant awarded and accepted by both FDOT and Charlotte County; pending BCC award of CEI and Construction companies. FDOT requirements show construction contract to be let by 9/30/2016. Construction to be completed by 9/30/2017.
    - \$301,630 FY2017 Boater Improvement Fund (BIF-L) Grant application pending award
    - \$218,487 RESTORE Direct Component Grant related to Phase 1B construction pending U.S. Treasury award.
    - \$200,000 FDEP Recreational Trails Program (RTP) Grant has been selected for funding; pending BCC accepting the award.
    - \$1,200,000 FDOT Sun Trail Network Program Grant application pending
- Pending Capital Project Grants
  - \$40,000 FDEO FY2017 Community Planning Technical Assistance Grant for assistance with Murdock Village CRA Comprehensive Plan revisions selected for funding, pending acceptance/agreement.
  - \$500,000 Florida Dept. of State (FDOS) Public Library Construction Grant application pending BCC approval 9/13/16.
  - \$500,000 FDEP Florida Recreation Development Assistance Program (FRDAP) grant application for McGuire Park Renovations pending award.
  - \$100,000 FDOT Florida Highway Beautification Council Grant application for Landscape and Irrigation Enhancement on US 17 (SR35) @ Charlotte/DeSoto County Line pending submittal.
  - \$100,000 FDOT Florida Highway Beautification Council Grant application for Landscape and Irrigation Enhancement on US 41 Tamiami Trail (SR 41) @ Charlotte/Lee County Line pending submittal.

- Justice & Mental Health Collaboration Grant
  - Sat in grant conference call with the BJA technical advisory center to discuss progress with our grant and the benefits of using the Risks, Needs, and Responsivity models for better outcomes.
- Operating Support
  - Created project in EDEN to track expenses for funding received from the FL Department of Health to mitigate the spread of Zika in Charlotte County.
  - Staff met with legal to review status of the radio tower lease agreement with Crown Castle.
  - Staff attended Peace River strategic plan workshop.
  - Provided staff support for the 3<sup>rd</sup> quarterly business meetings with departments.
  - Completed American Water Works Association Survey.
  - Met with Utilities Engineering staff to discuss labor charges to Utilities CIP's in pursuit of the goals outlined by the KPMG Operating Audit document.
  - Participated with Information Technology, the Utility Department, and the Clerk's Finance Department on advancement of the new Customer Service Software.
  - Prepared State Revolving Fund loan application for the planning and design of the Chamberlain Lift Station, El Jobean, US 41 and Ackerman MSBUs.
  - Staff attended a Florida Government Finance Association webinar on strategic planning and performance.
  - Met with Public Works staff concerning submission of invoice to the State of Florida for Zika prevention.
- Accounts Payable/Receivable Support
  - Murdock Village CRA:
  - Public Works charges: \$-0-
  - Real Estate Services charges: \$1,404.50
  - Interest & fees expensed: \$7,245.97
  - Principle Payment: \$-0-
  - Parkside CRA:
  - Elkcam Blvd Multi Use Path project billings: \$-0-
  - Harbor Blvd Amenities design project billings: \$2,881.12
    - Multi-use Trails & Greenway design project billings: \$31,260.21
  - Invoiced a total of \$960.00 for Public Safety:
    - \$960.00 for radio repairs
  - EMS Collection payments – processed 46 payments totaling \$7,469.57 for August.
    - EMS Refunds - processed 43 refunds for overpayments received by ADPI totaling \$8,402.83 for July
- Capital Support
  - Kickoff discussions for the new County-wide R&R program for Community Services, to provide guidance and suggestions in preparation of this group's shift in FY18 to the R&R program format.
  - Participated in Emergency Relief Webinar provided by FHWA FL-Div.
  - Attended meeting with Utility and Administration for New Construction Utility Fees.
- Analytical Support
  - Reviewed agenda items in Novus and ensured financial information is correct and routed to Budget Director for approval.
  - Created timeline for the First Public Hearing process.
  - Compiled all documents needed for the First Public Hearing Agenda Package.
  - Balanced all funds and reconciled the budget entries to the FY16/FY17 Budget Change List for the September 12<sup>th</sup> Public Hearing. Created budget packet report and assisted staff with the review of the resolutions.
  - Completed FAC's request for Charlotte County's DOR millage and tax valuation forms.
  - Completed Vehicle Replacement Analysis for Light Vehicles and Heavy Vehicle Equipment
  - Provided 5 year financial report of Student Drivers Educations Fund and have held discussions with the School Board on the possibility of increasing the Doris Slosberg fees.

- Provided Sports Park Utility Cost Analysis for Administration
- Completed the quarterly vehicle replacement reconciliation and journal entry charges totaling \$177,362.
- Reviewed FY16/17 Health Department contract and identified the changes that resulted.

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- August Projects/Accomplishments:
- Banner CIS Upgrade (Hansen Technologies) – 91% complete – estimated main project completion date – 11/1/2016
- MSBU Application Upgrade - 34 % complete – estimated completion date – 3/1/2017
- ArcGIS Server Upgrade – 99 % complete – estimated completion date – 9/23/2016
- Utilities Department Data Management – 46 % complete – estimated completion date – /21/2017
- Kronos Payroll Timekeeping Software – 15% complete – estimated completion date – 1/27/16
- Purchasing Vendor Management System (SharePoint) – 50 % complete – estimated completion date – 5/2/2017
- IVR Selectron Replacement – 52 % complete – estimated completion date – 10/31/2016
- Accela 8.0 Upgrade – 65% complete – estimated completion date – 10/31/2016
- Intranet (Charlottesweb) – 5% complete – estimated completion date – 3/21/2016
- Office 2016 – 10% - estimated completion date – 11/18/2016

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- Completed Projects:
- BMC Footprints Service Core - BMC Footprints Service Core version 12, IT's ticket tracking application successfully launched 8/22/2016. This latest version will have an all-new customer portal, customer knowledge base, and service catalog.
- Network Core Upgrade – IT completed an extensive network core and distribution network upgrade over the Labor Day weekend. This project greatly enhances the network infrastructure, replacing end-of-life/end-of support hardware, redesigning the entire network addressing scheme. 1,400 man-hours of preparation went into this project, as well as 579 hours of work over the 3-day weekend. The project did encounter some interruption in service which was dealt with by staff on the days following. We have already realized increased network traffic speeds in system backups (50%-60%) which directly translates into improved recovery times in case of emergencies. The improvements meet the complex requirements of today and positions us for the needs of tomorrow. The scope and impact of this project cannot be overstated. The entire Information Technology division was involved in this project, although Network Services staff was deeply involved from start to finish.
- Library Public PC Hardware Upgrade –The objective of the Library Hardware Upgrade project was to provide an upgrade to the public reservation PC's hardware, providing updated software, uniform computers and monitors (new), standard operating system - Windows 10 (current OS). This enabled the libraries to increase performance and update standards, improve user (citizen) experience and increased hardware – software supportability. Completion of the following locations: Englewood: 8/8/2016 Port Charlotte: 8/16/2016 Punta Gorda: 8/22/2016 and MC 8/29/2016.
- Partnership Agreements – Information Technology has completed partnership agreements with all BCC departments, finalizing the last agreement with the Facilities Construction & Maintenance Department in August.
- Information Technology Department Strategic Plans – Information Technology has completed a technology strategic plan with the Facilities Construction & Maintenance Department in August. Previously, IT developed a similar plan with the Utilities Department and plans to continue to work with departments in developing strategic plans around technology.

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- August Call Statistics:
- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 311 ↑96

- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 259 ↑31
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 572 ↑29
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 581 ↑58
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 801 ↓53

## **Purchasing**

- Pre-bid meetings held:
  - 16-420 Cleaning Services for Charlotte County Facilities – Annual
  - 16-378 Seal & Stripe Parking Lot
  - 16-410 Collection of Hazardous Waste – Annual
  - 16-370 St. Paul Linear Park Mangrove Trimming
  - 16-450 Decorative Segment Signs – Rotonda
  - 16-383 Lift Stations Grounds Maintenance – Annual
  - 16-398 Swimming Pool Resurfacing & Renovations – Ann Dever Park
- Bid openings held:
  - 16-225 Harbour Heights Sidewalk and 6" Force Main
  - 16-334 County Right of Way Landscaping
  - 16-392 Asphalt Texturing Rotonda Bridge
  - 16-409 Water and Wastewater Chemicals – Annual
  - 16-402 Fiberglass Interceptor Tanks – Annual
  - 16-384 Wheelchair Coach and Stretcher Services – Annual
  - 16-143 Charlotte County Erosion Control Project
  - 16-420 Cleaning Services for Charlotte County Facilities – Annual
  - 16-410 Collection of Hazardous Waste – Annual
  - 16-442 Rolled Tifway Sod – Annual
  - 16-370 St. Paul Linear Park Mangrove Trimming
- Quotes due and received:
  - 16-427 Towing Services – Annual
  - 16-403 Jail Laundry Washers
  - 16-393 East and West Spring Lake Vacuum Station Landscaping
  - 16-417 Shade Structures Port Charlotte Beach Park
  - 16-446 Water Main Extension Ingraham Boulevard
  - 16-462 Sidewalk Construction Franz Ross Park
  - 16-455 Cargo Trailer – Fire/EMS
  - 16-461 Shuffleboard Court Resurfacing – Higgs Park
  - 16-459 Sealing & Striping of Parking Areas – Cultural Center
  - 16-434 Wonderware / SCADA Support Services – Annual
- Pre-submittal meetings held:
  - 16-374 P25 Radio System – Purchase & Install
  - 16-412 Economic Development Marketing Services – Annual
- Proposals received:
  - 16-359 Construction Manager at Risk – West County Government Annex
  - 16-412 Economic Development Marketing Services – Annual
- Shortlisting meetings held:
  - 16-387 Construction Engineering Inspections East Port WRF Stage 5 Improvements
  - 16-359 Construction Manager at Risk – West County Government Annex
- Negotiation meetings held:
  - 16-363 Construction Manager at Risk – Recreation Center Renovations
  - 16-218 Sewer Master Plan Consultant

- 16-349 Construction Manager at Risk – Ann Dever Memorial and North Charlotte Recreation Centers
- Work Orders due and received:
  - 16-432 Design Repair of Island Bridges
  - 16-431 Sandhill Boulevard Improvements – Phase I

### **Real Estate Services**

- Habitat Conservation Plan – We are actively acquiring parcels needed for the HCP based on direction from Natural Resources.
- Piper Road North – We are working with the County Attorney's Office to obtain the remaining property interests needed for this project to move forward. A mediation to attempt settlement with the developer is scheduled for later this month.
- 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 235 applications received to date this fiscal year.
- Harbor Boulevard Improvements (Parkside) – We are working with the Project Manager to obtain Utility Easements that will allow the existing overhead power lines to be placed underground.
- Bay Heights Boat Ramp – The BCC approved a grant of easement to FPL to provide power to our new boat ramp at Bay Heights Park in West County.
- 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 will be obtaining sketches and descriptions in the next few months to determine the extent of right of way needed for this project. Capital funds for right of way and construction will be available next fiscal year.
- Mosquito and Aquatic Weed Control – The BCC approved a resolution that will allow for the acquisition of property and easements needed for staff to access canals and waterways to treat for aquatic weed and mosquito control.
- Olean Boulevard – Property acquisitions will move forward on a voluntary basis. As approved by the BCC, we have acquired one of the two pond sites needed for this project.
- Edgewater Phase II – Final settlements on a few parcels remain to be concluded.
- Placida Widening – Work continues to acquire additional right of way. To date, we have obtained 65% of the right of way needed for this project.
- South County Library Site – The BCC approved a grant of easement to the City of Punta Gorda for underground water and/or sewer lines.
- 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 – Final settlements on a few parcels remain to be concluded.
- Gasparilla Road – Final settlements on a few parcels remain to be concluded.
- 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.
- East/West Spring Lake Sewer Project – We continue to assist our Utilities Department as this project moves forward.
- Elkcam Waterway Bridge Repair – We have sent offers to the affected property owners and we have received favorable responses from 2 of the 4 owners.
- Midway Road Widening Project – The construction for this project will start shortly and we will address right of way related issues as they come up.

- Disposal of Surplus County owned Lots – The BCC recently approved the disposal of 22 surplus lots. We are processing the closings for this disposal action. We are preparing for a fall offering of surplus parcels to be acquired through the competitive bid process.
- Residential Property for Bayshore Live Oak Park – We have closed on the purchase of the property located 22975 Bayshore Road.
- Commercial Property for Harborwalk Project – We have started the closing process for this waterfront property needed for the Harborwalk Phase 2 Project.
- Sale of Gateway Parcels – Murdock Village CRA – As approved by the BCC, we have closed on the 2 lots located with the Murdock Village CRA.
- Lease Space for Community Services – We have been asked to secure private lease space for the consolidation of Community Services staff. We are working with that Department to identify their needs and have located a potential site that may be suitable.
- Murdock Village Redevelopment – We are assisting the Economic Development Office in evaluating a potential development plan for Murdock Village.
- Storage space for Clerk's records – We are working with Facilities to locate suitable lease space that can be used for the storage of the Clerk's records.

## Community Development

Item	Total FY15	Aug-15	Aug-16	FY15YTD	FY16 YTD
<b>Single Family Permits Issued</b>	904	88	93	824	944
<b>Babcock Permits Issued</b>	0	0	5	0	7
<b>Multi Family Permits Issued</b>	9	5	0	9	7
<b>Commercial Permits Issued</b>	95	2	26	91	110
<b>All Other Permits Issued</b>	20950	1713	1843	19254	18965
<b>Customers Served</b>	26881	2353	2410	24755	24265
<b>Inspections</b>	66079	5280	6611	60299	65484
<b>Permitting Revenue</b>	\$3,851,692	\$317,026	\$357,079	\$3,566,544	\$3,743,048
<b>Permitting Expenditure</b>	\$2,601,367	\$260,360	\$209,257	\$2,441,620	\$2,776,979
<b>Code Enforcement Revenue</b>	\$1,156,740	\$162,388	\$66,004	\$1,090,865	\$706,310
<b>Code Enforcement Expenditure</b>	\$1,622,026	\$172,089	\$174,061	\$1,500,572	\$1,887,309
<b>New Complaints Received</b>	1339	215	122	1218	947
<b>Code Cases Initiated</b>	3679	294	370	3397	3473
<b>CEB Cases Heard</b>	355	24	28	335	245
<b>Citations Issued \$ Amount</b>	111000	11000	15000	93000	145000
<b>New Contractor Licenses Issued</b>	16	1	4	16	26
<b>Contractor Licenses Revoked</b>	8	1	1	8	7

- Babcock Ranch
- On August 4<sup>th</sup>, the Babcock Ranch Community submitted its applications to the County for Notice of Proposed Changes to the Babcock Ranch Community DRI Master Development and its Increment 1 Development Order.
- Little Gasparilla Island Community Plan
- No new updates at this time.
- Grove City Community Plan

- No new updates at this time.
- Revision of the Comprehensive Plan
- No new updates at this time.
- Revision of the Land Development Regulations
- No new updates at this time.
- School Concurrency
- No new updates at this time.
- Planning and Zoning Board
- The following petitions were heard by the P&Z Board meeting on August 8, 2016:
- SV-16-05-04:
- Donel and Susan Law are requesting to vacate an undeveloped portion of Fleming Street, a total of 0.15 acres, more or less, part of Port Charlotte Subdivision Section 54, as recorded in Plat Book 5, Page 68C, of the Public Records of Charlotte County, Florida. The targeted segment is located south of the Myakka River, north of Yahner Lane, west of the Fleming Waterway, and east of Norlander Drive, in Section 33, Township 40, Range 21, in Commission District IV.
- Community Development Department Recommendation: Approval
- PP-16-06-04:
- Babcock Property Holdings, LLC has requested Preliminary Plat approval for a subdivision to be named, Babcock Ranch Community Phase 1B1, consisting of 298 mixed use lots. The site is 256.36 acres, more or less, and is located south of Bermont Road, north of the border with Lee County, east of State Road 31, and west of the border with Glades County, in Sections 29, 30, 31 and 32, Township 42 S, Range 26 E, in Commission District I.
- Community Development Department Recommendation: Approval
- Z-16-06-09:
- An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Estate 1 (RE-1) to Planned Development (PD); for property located at 12260 Burnt Store Road, in the Punta Gorda area, containing 27.5± acres; Commission District II; Petition No. Z-16-06-09; applicant: Bryan Paul, Inc.
- Community Development Department Recommendation: Approval with conditions
- Z-16-06-08-TDU:
- An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Estate 1 (RE-1) to Planned Development (PD); for property located at 12421 Burnt Store Road, in the Punta Gorda area, containing 80.53± acres; Commission District II; Petition No. Z-16-05-08-TDU; applicant: JPC Burnt Store Preserve, LLC.
- Community Development Department Recommendation: Approval with conditions
- PA-16-03-02:
- Pursuant to Section 163.3184(3), Florida Statutes, adopt a Small Scale Plan Amendment to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Agriculture (AG) to Commercial (COM); for property located at 7300 and 7500 Florida Street, in the Punta Gorda area, containing 8.72± acres; Commission District II; Petition No. PA-16-03-02; applicant: Patrick McGinnis.
- Community Development Department Recommendation: Approval with conditions
- Z-16-03-03:
- An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Estate 1 (RE-1) to Commercial general (CG); for property located at 7300 and 7500 Florida Street, in the Punta Gorda area, containing 8.72± acres; Commission District II; Petition No. Z-16-03-03; applicant: Patrick McGinnis.
- Community Development Department Recommendation: Approval with conditions
- PA-16-05-07-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 amendment is to amend the Future Land Use (FLU) Element of the County's Comprehensive Plan by deleting FLU Policy 6.2.2: Development Timing Standards; Petition No. PA-16-05-07-LS; Applicant: Charlotte County Board of County Commissioners.

- Community Development Department Recommendation: Approval
- Z-16-05-05:
- An Ordinance amending Charlotte County Code Chapter 3-9, Zoning, by amending Section 3-9-88 Waterfront property; providing for the resolution of inconsistencies with Section 3-9-50 and 3-9-47; providing for conflict with other ordinances; providing for severability. Applicant: Charlotte County Board of County Commissioners.
- Community Development Department Recommendation: Approval
- Z-16-05-04:
- An Ordinance amending Charlotte County Code Chapter 3-9, by deleting Section 3-9-47 through 3-9-47.15, inclusive, in their entirety and creating new Section 3-9-47, Charlotte Harbor Community Development Code and new Section 3-9-47.1, Charlotte Harbor Community Redevelopment Area tax increment financing; providing for intent; providing for permitted uses and structures; providing for accessory uses and structures; providing for prohibited uses and structures; providing for development standards; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
- Community Development Department Recommendation: Approval
- Z-16-05-06:
- Pursuant to Section 125.66, Florida Statutes, amend the Charlotte County Zoning Atlas, from 1) Commercial Tourist (CT) to Charlotte Harbor Riverwalk (CHRW) (15.78± acres); 2) Commercial General (CG) to CHRW (14.84± acres); 3) Residential Multi-family 15 (RMF-15) to Charlotte Harbor Mixed Use (CHMU) (12.13± acres); 4) CHMU to CHRW (10.75± acres); 5) Charlotte Harbor Coastal Residential (CHCR) to CHRW (2.75± acres); 6) RMF-15 to Charlotte Harbor Neighborhood Business Residential (CHNBR) (2.75± acres); 7) CG to CHNBR (1.78± acres); and 8) CHNBR to CHMU (1.14± acres). All properties are located in the Charlotte Harbor Community Redevelopment Area; containing a total of 61.92± acres; Petition No. PA-16-05-06; Applicant: Charlotte County Board of County Commissioners.
- Community Development Department Recommendation: Approval
- PA-14-03-03-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 agencies for review and comment; this request is to add Intergovernmental Coordination (ICE) Policy 1.1.9: Loop Municipal Services Area Joint Planning Agreement, to renumber three ICE Policies to accommodate for the new policy, and to amend Potable Water and Sanitary Sewer (WSW) Policy 4.3.1: Adoption of Water Supply Facilities Work Plan to accommodate for the new policy; Petition No. PA-14-03-03-LS; Applicant: Charlotte County Board of County Commissioners.
- Community Development Department Recommendation: Approval
- Board of County Commissioners Land Use
- There was no BCC Land Use Meeting in August.
- 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, 2015. 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 finalized and is beginning the adoption process. A public forum to discuss the LDR revision and rezonings was held on May 11. The LDRs and rezonings were heard before the Planning and Zoning Board on August 8, and the P&Z Board voted to recommend denial on all of them, based upon their opposition to 90-foot building heights. The LDRs and

rezonings are scheduled to be heard before the Board of County Commissioners in October and November.

- Murdock Village
- There is no action on Murdock Village.
- Board of Zoning Appeals
- On August 10, 2016, the Board of Zoning Appeals took the following actions regarding the variance, special exception or appeal applications listed below.
- The BZA approved a variance (VAR-16-003), subject to conditions, to allow an increase to the maximum height of an opaque fence from three feet to six feet to allow a six-foot privacy fence in the required front yard, in the Residential Single-family-3.5 (RSF-3.5) zoning district, at 9920 Winnipeg Street, Port Charlotte for Bernd and Ingrid Duerschmidt.
- The BZA approved a special exception (SE-16-007), subject to conditions, to allow a 150-foot communications tower in the Residential Single-family-3.5 (RSF-3.5) zoning district, at 1341 Halsey Street, Port Charlotte for Vertex Development.
- The BZA approved a special exception (SE-16-008), subject to conditions, to allow a wastewater lift station in the Residential Single-family-3.5 (RSF-3.5) zoning district, at 19149 Edgewater Drive, Port Charlotte for Charlotte County Utilities.
- Site Plan Review
- Community Development received 2 petitions in August:
- Final (1)
- Preliminary and Final (1)

## Community Services

- Administration
  - Responded to 133 phone calls, 17 web mails, 7 citizen action requests, 7 Accident / 4 Incident reports, 1 Damaged/Missing Item Reports
  - Parking passes sold 20 (mail and phone)
  - Supported 3 Advisory Boards, Safety Committee, Youth Sports Council
  - Florida Recreation Development Assistance Program Unique Abilities (ADA) Grant Application submitted for McGuire Park.
  - New Website launched for Community Services
  - Promotional and Marketing Activities
    - ½ page ad in the Parrot Magazine promoting activities
    - Facebook Page Current reach – 1,384 Page Likes
    - Facebook Ads: Tippecanoe Trail Run, Trip to the Trop
    - iHeart Media commercials – Fan Bricks, Movie Nights, Trip to the Trop
    - Sun Herald Coupon insert for Tippecanoe Trail & Mud Run
    - 7 Press Releases
  - Seasonal Concessions
  - Englewood Beach
    - Hot Dog Cart – Yank’s Franks
    - Yoga – Loving Light Healing Center
    - Beach Chairs/Umbrellas/Scooter Rental – Englewood Florida Scooters
    - Yes Man – fresh fruit drinks
    - NEW VENDOR – Shiver Shack Hawaiian Snow Cones
- Charlotte Sports Park
  - The Charlotte Sports Park hosted 14 home games for the Charlotte Stone Crabs on the following dates with a total attendance of 8,210.

Wednesday	3-Aug	834	Sunny with Clouds
Thursday	4-Aug	562	Sun with clouds

Friday	5-Aug	515	Sunny with Clouds
Saturday	6-Aug	1852	Cloudy
Sunday	7-Aug	184	Cloudy
Tuesday	16-Aug	264	Rain delay start
Wednesday	17-Aug	685	Cancelled Inclement Weather
Thursday	18-Aug	704	Cloudy
Friday	19-Aug	0	Cancelled Inclement Weather
Saturday	20-Aug	2169	Fireworks & Double Header
Sunday	21-Aug	228	Sunny
Monday	29-Aug	213	Double Header/RAIN
Tuesday	30-Aug	0	Cancelled Inclement Weather
Wednesday	31-Aug	0	Cancelled Inclement Weather

- The Gulf Coast League ended their games in August and played on the following dates with a total attendance of 495.

8/2/2016	Minnesota Twins	100
8/8/2016	rained out	0
8/10/2016	Boston	100
8/12/2016	Orioles	120
8/25/2016	Boston	80
8/26/2016	Orioles	95

- Recreation

- The four Charlotte County Recreation Centers, two Charlotte County Skate Parks and three Charlotte County Pools were open a combined 2,175 hours and served over 10,600 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,000 with 1,690 touches combined. Recreation facilities were rented 37 times achieving a rental attendance total of 2,050 people. Staff spent over 100 hours on in-service training and over 300 hours on facility maintenance.

- Athletics

- The total number of local athletic facility users (not including gymnasium use) for the month of August 2016 was approximately 2,825 and facilities were booked 2,329 hours. These numbers do not reflect casual use of the parks, the Snowbird Classic or use of the Charlotte Sports Park.
- ISA Florida Half Century Softball Tournament was hosted at Carmalita Softball Fields on August 6<sup>th</sup> and 7<sup>th</sup>.
- Harold Avenue Youth Basketball Leagues completed their regular seasons on August 13<sup>th</sup> and 14<sup>th</sup> and ran playoffs on August 20<sup>th</sup>, 21<sup>st</sup>, and 27<sup>th</sup> at Harold Avenue Recreation Center. Over 380 kids were in the League this year, marking the highest total ever in the league.

- Extension Services

- Administration:

- Meetings/Reporting/Training/Governance:

- Managers Meeting - Charlotte Sports Park – August 1<sup>st</sup> – 9 am
- Managers Meeting - Charlotte Sports Park – 1 pm – August 15<sup>th</sup>
- Managers Meeting - Charlotte Sports Park – 1 pm – August 29<sup>th</sup>
- Soil and Water Board meeting – August 8<sup>th</sup> – 9 am
- UF HR Visit – August 25<sup>th</sup> – 9 am – Training Room B Murdock
- CED Monthly Meeting – August 22<sup>nd</sup> – 1 pm
- 2016 CED IST - Straughn Center – Gainesville – August 30<sup>th</sup> – 31<sup>st</sup>
- 3<sup>rd</sup> Community Services - 2016 Quarterly Business meeting– Sports Park – 9 am – August 2<sup>nd</sup>
- District All-Faculty Meeting – Hillsborough County Extension – August 3<sup>rd</sup> – 10 am to 3 pm
- Gulf Citrus Industry Dinner – August 16<sup>th</sup> – Ft. Myers – 5:30 pm
- 2016 Citrus Expo – North Ft. Myers – 8 am – August 18<sup>th</sup>
- Website Hits: Website: 2,370 page views

- Facebook© Page - Charlotte County Extension data: Facebook: 1,747
- Likes: Our Blog had 1,284views. (Mitchell, Schumaker)
- Sea Grant:
- Publications:
- Staugler, E.A. 2016. "What happened to that fish?" Waterline Magazine, Charlotte Sun Herald, August 11, 2016, pg. 14.
- Staugler, E.A. 2016."Great Bay and Sound Scallop Search" Water LIFE Magazine, August 2016, pg. 9
- Staugler, E.A. 2016 "Charlotte County Water Quality Survey" survey findings, August 2016, 43 pp.
- Website:
- August - "Charlotte Harbor Fisheries Forum" Facebook page – now has 880 likes.
- Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
- 8/15 – Got a fish health question?
- Between 7/31 and 8/30 this blog was visited 4,228 times and 5,132 pages were viewed. Daily sessions range from 105 to 203 per day.
- Top 10 articles viewed:
- Things that glow in the water at night (1482)
- Common sea stars found in southwest Florida (726)
- Stay legal between the lines with mangrove snapper (640)
- Florida's commercial shrimp species (409)
- Mole crabs and coquina clams (206)
- Mud or stone crab - make sure you have the right one (145)
- Free share button (a new feature added in August (125)
- Just because its small and shine (92)
- What's up with those baby horseshoe crabs swimming upside down? (79)
- Marine Scene Plus - Home Page (56)
- Field Work:
- 8/8 – Field with Div. of Aquaculture to collect water quality and shellfish meat samples to HAB testing
- Site & Office Visits:
- Donna Ball, Don Ball School of Fishing
- University &/or County Governess:
- Search and Screen committee for Sea Grant Agent in Miami-Dade Co.
- Participated in interview for Sea Grant Agent and Environmental Science (Contaminants in the Environment) Agent positions in Sarasota Co.
- Reviewed promotion and permanent status packets for District
- Meetings:
- 8/2 - Conference call with planning team to develop agenda for annual Florida Sea Grant Extension Program meeting in Key West
- 8/3 – District Faculty meeting in Hillsborough County
- 8/9 – Fisheries WAG leadership conference call
- 8/11 – Miami-Dade position steering committee conference call
- 8/14-8/18 – Florida Sea Grant Extension annual planning meeting in Key West
- 8/24 – Envirothon Academic Challenge board meeting
- 8/24 – RESTORE advisory board meeting
- 8/30 – Met with Sea Grant agent from Brevard Co. in Bartow to work on presentation for upcoming FOWA conference
- Trainings:
- Faculty search committee training PVO800
- Other:
- Considerable time spent analyzing Water Quality Survey results and planning upcoming water quality seminar series.
- Submitted abstract to present at 2017 World Recreational Fishing Conference

- Working on developing a Statewide “green” certification program for guides with Fisheries WAG (Staugler)
- 4-H Youth Development:
- Leadership Development:
- Five adult volunteers completed the 2-day State 4-H Shooting Sports training held in Lake Placid FL. These volunteers will be leading the 4-H Outdoor Adventure Club in all aspects of Hunter Safety, Wildlife and Forestry Environmental Education and Shooting Skills.
- 4-H Club Project Activities:
- 4-H Clubs completed the 2015-2016 project work in August meetings. Activities included a Beef Cook-off for the 4-H Beef & Breeding Club, an Agility Demonstration in a downtown park by the 4 Paws & a Tail Dog Club, and a field trip for the Manes ‘n Reins 4-H Club.
- 4-H School Enrichment:
- The 4-H agent presented the “Fresh from Florida Salsa” program to 150, 3<sup>rd</sup> grade students at Sallie Jones Elementary. This class focuses on eating more fresh vegetables, food and kitchen safety and teamwork. (Phillippe)
- Horticulture:
- Programming:
- Master Gardener SC District Regional Conference – Manatee County – August 31<sup>st</sup> – Charlotte County Attended
- Bromeliads and Mosquitoes – August 16<sup>th</sup> – 9:30 am to 12:30 pm – 45 people in attendance.
- Special Outreach:
- Master Gardener Radio Show – August 23<sup>rd</sup> – 10 am – Tom Becker, Ralph Mitchell and Lynn Buth
- Meetings:
- Horticulture Department Meeting – 9:30 am – August 22<sup>nd</sup>
- Master Gardener Association Officer Meeting – August 10<sup>th</sup> – 1:30 pm
- Florida-Friendly Landscaping™ Program
- Contacts:
- The Florida-Friendly Landscaping™ assistant provided solutions to homeowners on plant care and pest control. Total clientele contacts in the month of August...361. This included: 5 teaching events (148 participants), 88 telephone consultations, 51 office visits, 9 field visits and 65 email consultations.
- Survey Results:
- After the “Crazy about Caladiums” program concluded in July, a survey was sent to 105 participants two weeks after the classes ended. Survey comments: “The caladiums were planted by my grandchildren... and they came up nicely. It was a terrific learning experience as the caladiums grew so quickly.” “Being able to see multiple and different planting sites..... really enhanced my ability to think of where they would look good in the yard.” “I have learned something new each year.” “No matter when I call with a question I always get an answer and one-on-one time. Fantastic!” “They do a fantastic job of collecting material, explaining how to plant the bulbs and aftercare.”
- Increase landscaping specialist interaction:
- The FFL program assistant met with 30 different Charlotte County Community Associations. He met with HOACOA leadership including landscape committees, board of directors or the membership. Since 2014 he has met with 71 different HOAs and COAs, many in Punta Gorda, Port Charlotte, Placida, Boca Grande and others. Major areas of specialist assistance provided included :diagnosing disorders and diseases on ornamental palms; proper palm fertilization, planting, pruning and care, proper plant selection during lawn and landscape renovation, addressing waterfront concerns including mangrove protection preventing shoreline erosion; lawn and landscape maintenance standards that are environmentally-friendly; Landscape designs that address stormwater and erosion problems; designing more efficient community irrigation systems and addressing perimeter/buffer planting problems. Create storm water proactive strategies: (Strategies included more FFL™ instruction demonstration landscapes installed, GI-BMP training offered & rain barrels constructed and sold to save fresh water.) Over the last 12 months, the

assistant conducted 70, Florida-Friendly Landscaping™ (FFL) group learning activities (classroom, tours, FYN and GI-BMP training, etc.) reaching 2,154 resident. In addition, Master Gardeners had 2,240 contacts. These groundcover display beds were added to enhance the environmental campus and to use as teaching aids. 4,532 square feet of landscape areas were renovated into Florida-Friendly Landscaping™ Display areas were using caladiums, bromeliads, native plants and alternative turf groundcover. From 2014 to current, 450 rain barrels were made and sold. On average, each rain barrel saved the consumer, 2,600 gallons of fresh water per household annually. As a result, on average, a household saves \$12.32 annually off their water utility bill\*. Note: Consumers invested \$35-40 per barrel to purchase. It takes 3 years for consumers to see a return on their investment. \*Used Charlotte County Utility Rate Schedule effective 10/1/15.

- Charlotte Sun Newspaper Articles:
- Potential Readership:
- Charlotte Sun Herald – Average Circulation - 30,100
- Newspaper Article for August 1<sup>st</sup> –“Big bird”
- Newspaper Article for August 8<sup>th</sup> –“Is something old new again?”
- Newspaper Article for August 15<sup>th</sup> –“The butterfly pea - not a butterfly attractor, but it is truly blue!”
- Newspaper Article for August 22<sup>nd</sup> –“Mysterious ferns are native”
- Newspaper Article for August 29<sup>th</sup> –“This dwarf shrub fits anywhere” (Mitchell, Bates, Becker)
- Natural Resources
- Staff executed a mechanical reduction at Tippecanoe Environmental Park. This reduction is a component of ongoing scrub management/restoration efforts throughout the park. Much of the scrub habitat has grown dense and tall in the past years. Staff has focused much of the management effort on this property toward restoration of this increasingly rare habitat. Approximately 40% of unit 5 has been roller chopped. This practice, used in conjunction with fire, is designed to reduce tree height and density through curing and lowering fuel height thus facilitating a manageable burn implementation in units previously unburned for a number of years.
- Staff time is dedicated primarily to the Florida Communities Trust grant reporting compliance reports at this time of year. This week staff has spent time compiling data collected during surveys and organizing the reports due this fall.
- Staff directed the removal of some limbs at Oyster Creek Environmental Park which had grown to become a considerable risk to private property adjacent to the park.
- Staff investigated the vandalism of a gate at the Myakka River Property. The vandalism came to our attention via citizen report and upon inspection a damaged lock was replaced and debris from pyrotechnics removed.
- Staff completed the limb removal project at Oyster Creek Environmental Park. This work was done to protect private property adjacent to the park.
- All Gopher Tortoise burrows within the construction area on the new Charlotte County Sheriff’s Office site in Englewood were excavated by Natural Resources staff.
- Sea turtle nesting is starting to slow down although it has been a record year for nesting. The nest hatchlings are starting to emerge and make their way to the gulf for their long journey ahead!
- 3 abandoned vessels were tagged by Natural Resources staff, one of which was claimed by the owner who promptly removed and disposed of it.
- Staff assisted the Sheriff’s department with the development of a new facility. Specifically staff conducted several gopher tortoise burrow excavations. No gopher tortoises were recovered during the action.
- Staff have continued to work on the FCT grant reports. These reports are nearly complete.
- 3 abandoned boats were removed from an island near Thornton Key.
- Natural Resources staff has reported that Green Sea Turtles are starting to nest more frequently throughout Charlotte County. Loggerhead Sea Turtles are the species most commonly found on Charlotte County beaches.
- Staff initiated and completed 2 separate exotic treatments utilizing contractors. The properties treated were Oyster Creek Environmental Park and Buck Creek Preserve. The treatment on Buck Creek Preserve will be part of a permit compliance agreement with FDEP. In order to install the

kayak/canoe launch Charlotte County staff was required to mitigate impacts to mangroves. The agreed upon mitigation was the treatment of exotic flora along the north property line. A report will be prepared for FDEP and submitted. The rest of the week staff worked to complete the FCT annual reports.

- Loggerhead nesting is slowing down and hatchlings are starting to emerge. Green Sea turtles are starting to nest on our beaches with more anticipated very soon.
- Staff responded to a reported wildfire at Oyster Creek Environmental Park. The fire consumed approximately .25 acres of palmetto understory and did minor damage to the kiosk. Lightning strikes and wildfires are a common occurrence in Florida this season. As temperatures climb and pressure differentials increase so do winds. This time of year those winds are moisture laden. This combination of air flow and humidity creates the storms we find common this time of year.
- Staff completed the FCT reports for the environmental parks, Oyster Creek, Cedar Point, Ann Dever Regional, Amberjack, Buck Creek, Tippecanoe I and II as well as Charlotte Flatwoods.
- On Monday, Aug 29th our contractor removed an abandoned vessel from Lemon Bay.

### **Facilities, Construction and Management**

- Bay Heights Boat Ramp: The piles are being installed for the piers and kayak launch dock. The site grades are continuing with drive access and parking areas graded. The restroom was delivered and placed on the base material with plumbing installed.
- Airport Annex Master Plan: The final master plan was reviewed with minor changes to occur by the consultants. Forecast the updated layouts to be received by mid-September.
- CCSO Firing Range: The consultants will proceed with range design, projected start in late October.
- Strategic Master Space Plan: The consultant request for proposal (RFP) was finalized and forwarded to fiscal and purchasing for processing. Harbor
- Heights Drainage Remediation: Report of hydrological testing revealed that ground water is the cause of standing water. In process of closing out the project.
- CARE Facility Expansion: Construction is underway. Expected completion is mid-December.
- Justice Center Expansion: The last meeting was held on August 15<sup>th</sup>, where several deployment options for relocation/renovation within the existing building footprint were reviewed with the agencies. A potential scenario for an option that wasn't shown was discussed and seemed to gain consensus from all parties. This scenario will be explored and reviewed in the next meeting on September 14<sup>th</sup>. Costs are being reviewed and an RFP for a construction manager is being drafted.
- Cape Haze Pioneer Trail Connector: Site drainage is complete, asphalt has been placed for the parking lot area and driveway, landscaping is being installed.
- Fleet Vehicle Wash Facility: 100 % plans expected September 15<sup>th</sup>, 2016.
- Port Charlotte Beach Floating Dock: Installation of new seawall is complete, removal of old cap begins.
- Spring Lake Boardwalk and Parking Renovations: Purchasing is processing request for bid (RFB) with spec review scheduled in early September.
- ADA Various Improvements: Purchasing is compiling and processing the construction documents.
- Harbour Heights Boat Ramp: The County is awaiting approval on the Army Corps of Engineers permit.
- El Jobean Fishing Pier: Final construction documents are in the purchasing process with spec review.
- South County Regional Park: The design services RFI submitted to purchasing and assigned to the agent for compiling and processing.
- Murdock Service Area and VIP Parking Area: Work is ramping back up after minor changes to facilitate delivery vehicle access and relocation of diesel fuel line serving the generator slowed progress; work on access gates will begin after confirmation of fuel line integrity.

- Bayshore Live Oak Park Shoreline Restoration: Staff and consultants are awaiting the external permits with no forecasted response time.
- Mid County Library Building Renovations: Architect firm Fleischman-Garcia is working on proposal.
- Sales Tax Project – CCSO District 1 Offices: The contractor started clearing and grubbing on August 8<sup>th</sup>. The site is being brought up to grade before laying out the building area.
- Sales Tax Project – Jail Infirmary: The consultants issued the bid plans on August 25<sup>th</sup>. The CM will begin the guaranteed maximum price (GMP) process. Project the draft GMP for review September 29<sup>th</sup>.
- Sales Tax Project – Veterans Memorial Park: Awaiting the BCC approval of the guaranteed maximum price (GMP) at the September 13<sup>th</sup> meeting.
- Sales Tax Project – South County Library and Archive: Design development is complete and the project is ready to move into the construction document phase, but is on hold pending direction from the BCC. The baseline project exceeds the original budget, and in addition, there was general public desire for all four exterior enhancements shown in the public workshop on August 2<sup>nd</sup>. Pricing and design drawings are being developed and reviewed with the team for BCC review in September. An Interlocal Agreement for site remediation has gone to the City for review and will require BCC approval.
- Sales Tax Project – Family Services Center Renovations: Additional research and program defining is underway by staff.
- Sales Tax Project – Ann Dever Regional Park New Recreation Center: Schematic floor plans have been provided to Community Services for review.
- Sales Tax Project – NCRP New Recreation Center: Schematic floor plans have been provided to Community Services for review.
- Sales Tax Project – West County Annex Replacement: The architect started the programming phase. The Construction Manager at Risk shortlist has been completed, ready for BCC approval.
- Sales Tax Project – McGuire Park: The 90% documents are complete. Permit process to begin early September.
- Sales Tax Project – Recreation Centers Renovations: Contract for Construction Manager (CM) in purchasing and legal.

## **Human Resources**

- Employee & Labor Relations
  - Extended employment opportunities to 22 candidates
  - Recruitment related activities and hiring processes
  - Continued discussions with Timekeeping Software Program
  - Served on Interview Panels
  - Employee related issues and investigations
  - Discipline related conversations and activities
  - Monitor the community service program with Courts System
  - FMLA Processing & Reporting
  - Tasks associated with Employee of the Month
  - Legal Discussions
  - Miscellaneous advisement/investigations/coaching/development conversations
  - Attended local SHRM meeting
  - Attended HR Florida conference
  - Completed Annual Performance Appraisal Process for Fiscal Year 2016
- Benefits Related
  - Facilitated Orientations
  - Process Tuition Reimbursement Requests
  - Prepare orientation booklets
  - Provide Customer Service to employees
  - Produce Service Awards and letters to employees

Monthly Report, August 2016

- Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development
  - Halogen assistance for employees and Management
  - Generated monthly service awards
  - Miscellaneous coaching/development conversations
  - Professional Development to include webinar, reviewing industry journals, etc.
  - Held workshop “Delegating for the Results You Want” 11 attendees
  - Attended Kick-off meeting for Kronos Time Keeping Solution

## **Human Services**

- Department of Juvenile Justice Secretary Christy Daly met with Human Services staff, key community leaders and stakeholders to discuss the coordinated efforts and success of Charlotte County’s Civil Citation Program.
- Reviewers from the National Alliance of Information and Referral Systems (AIRS) performed a site visit of the County’s 211 Call Center. The site review is the final step in the multi-year re-accreditation process which is required every 5 years. This is Charlotte 211’s second re-accreditation since its inception in July 2005. The site review also included meeting community leaders at a luncheon event. At the summation of the reviewers visit, they indicated they were most impressed with the community coordination of partners and support for 211 services. The final report is expected in September.
- All Veteran Services staff met with the Charlotte County Homeless Coalition for training on how to use the CIS system to track veterans who come to the office. By utilizing CIS, Veteran Services will be better able to track outcomes and refer veterans and their dependents to necessary services. Veteran Services will begin using CIS once the system has been built to accommodate the new users.
- The Department held its third quarterly employee meeting of 2016. Highlighted topics included: Fair Housing Act training; Wellness at Work; Safety and Security; Division updates; client success stories and staff kudos.
- 211 is working with Lutheran Services to promote Safe Place signs for Charlotte County youth. 211 is also working with the Community Health Improvement Partnership (CHIP)’s Access to Care subcommittee to promote the KID CARE health insurance program for children who are uninsured and underinsured and with the Mental Health subcommittee to alert first responders and the community on suicide prevention through the Purple Packet campaign.
- Family Services staff were invited to present information on the Getting Ahead in a *Just-Getting-By World* Program to parents at New Operation Cooper Street and also to Social Services staff at Charlotte County Public Schools. Family Services staff continue to provide outreach on the program in the community. Human Services wants to help financially struggling families in our community break the cycle of poverty and build their own resources to get ahead. Trained facilitators are registering participants for the program which has been shown to increase self-sufficiency and reduce future dependence on social services.
- Senior Services has developed and implemented a new form to log client complaints and service dissatisfaction to better demonstrate action and resolution for the Area Agency on Aging and the Department of Elder Affairs.
- Larry Brown, Veteran Services Officer, donated his time as a “celebrity waiter” to raise money for the Military Heritage Museum. Together with several supportive employees from Human Services, Larry helped raise over \$400.
- Housing and Community Initiatives Manager and an Attorney from the County Attorney’s Office were invited to attend the Board meeting of the Lee County Housing Finance Authority to renew a partnership relationship through an inter-local agreement which can provide additional housing options for work force/moderate income Charlotte County residents. A follow-up meeting was held with County leadership staff to discuss possibilities and to provide information to the County Commissioners for future consideration.

- The Together Charlotte steering committee; Human Services Department, United Way of Charlotte County, Health Department of Charlotte County, Charlotte Behavioral Health Care and the Charlotte Community Foundation hosted the first of three community conversations on health and human services to solicit input from citizens on what services are important to them, what issues are facing the community and what areas can be improved. The first conversation was held in Englewood on August 24<sup>th</sup>. Two additional community conversations are taking place on September 7<sup>th</sup> in Punta Gorda and September 8<sup>th</sup> in Port Charlotte. Bill Little, former Health and Human Services director in Sarasota County, is facilitating the community conversations and four scheduled stakeholders meetings. Together Charlotte is working with government and community leaders and health and human services providers to create a foundation of improved coordination of services and collaborate efforts to meet the priority needs of our community.
- Some Real Stories, Real People, Real Investment:
- An elderly client on a fixed income requested some rental assistance through the Season of Sharing Program. He has been ill and incurred medical bills and prescriptions not covered through his insurance which has been a drain on his regular expenses. This senior has volunteered in the community until recently but would like to continue when his medical issues and expenses are resolved.
- A senior, and father of three, came in to the Human Services Department seeking a little assistance with his electric bill. He had been a chef his whole life making a good living until he became disabled. Now he struggles a bit on his reduced income. He was stressed about the high cost of his medications and tuition for a special school for his adopted blind daughter. Grant funds from the federal Low-Income Home Energy Assistance Program assisted his family with their electric bill and Family Services staff were also able to assist him with information on Medicare and senior programs through the Area Agency on Aging, discounts on Comcast services for school children, and an application for Food Stamps. This disabled senior was able to leave the Human Services Department with renewed hope and independence.
- Veteran Services, Ivey Winkler, assisted a veteran who came to Human Services to ask for food assistance. The veteran had recently moved to Charlotte County and was staying in his Aunt's condo. Ivey brought him into the office and discussed his situation and determined that he had a need for other services so she signed him up for VA Healthcare, referred him to the VA Vet Center Counselor for PTSD counseling, and to CareerSource SWFL for job placement. A few days later Ivey received a message from CareerSource which indicated that the veteran had been enrolled in Employflorida and was hired on his first interview.
- A seasonally employed client whose husband had a serious accident at work and was drawing workman's compensation found that their reduced income left the household's budget extremely tight. Season of Sharing funds assisted in helping with their mortgage payment until the client went back to her job at the local school district after school started.

## **Public Safety**

- No information to include.

## **Public Works**

- Bridge Projects in Construction (may affect vehicular/boater/pedestrian traffic patterns)
  - Tom Adam's Bridge Rehabilitation – This 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 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. The 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. Construction Contract: Quinn Construction, Construction schedule: 3/29/2016 – 6/7/2017.

- Excerpts from [www.TomAdamsBridge.com](http://www.TomAdamsBridge.com):
- Bridge Tenderhouse
- Subcontractor completed the pile driving, the foundation, and the first wall sections were cast.
- Bridge Repairs/Upgrades
- Contractor is getting all shop drawings for electrical/mechanical/and architectural items for approval so they can be available when the tenderhouse building is completed.
- Items for the auto barrier, pedestrian barrier, and sidewalk topping are being reviewed.
- Maintenance of Traffic
- The contractor has utilized alternating single lane closures for materials deliveries and concrete placements. These will continue to occur throughout the project. E-mail blasts will be sent out 24 hours prior to future closures. Also the closures will be listed on this site
- The contract allows the contractor to close the bridge for 7 days at some point between June 15, 2016 and August 15, 2016. We will use the e-mail notification (sign up on the Home page) at least a week before the detour is to be utilized.

- Bridge Projects in Design, Negotiation or Procurement

- 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: September - November 2016, Projected Start of Construction: December 2016
- CES/American Engineering has completed the plans and are ready for construction bidding. Real Estate Services Division is obtaining maintenance easements for all four sides of the Bridges to secure 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 – October 2016, Procurement Process: Early 2017, Projected Start of Construction: Spring 2017

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

- The Comprehensive Evaluation Report identified 5 of the 7 bridges needing repairs.
- The design consultant provided the 90% design plans for review and comment, these plans have been approved and the consultant has been given approval to move forward with the 100% plans and prepare the bid documents
- Rotonda Circle Bridge Repair over Pinehurst Creek - The Rotonda Circle Bridge over Pinehurst suffered damage from an automobile accident. After inspection of the bridge we determined this would require a design engineer to review and design the appropriate repair action.
- 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 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 deck area. Design Contract: Southwest Engineering and Design, Design/Permitting Schedule: 9/10/2012 – Spring 2016, Procurement Process: Summer 2016, 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.
- Roadway Projects in Construction (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
  - Paving Maps depicting the roadways to be paved within each district are available on the Project Status Updates website. Construction Contract: Ajax Paving, Construction Schedule: 05/09/2016 – Fall 2017
  - The paving and restoration in Deep Creek has been completed. A punch list will be generated to take care of any outstanding issues. The contractor has completed paving in the Peachland 7 area and is currently trying to resume paving in the Ridge Harbor area in the PGNU District, but due to heavy rainfall totals the paving has stopped. They are continuing to performing base repairs in the Peachland 6 area. The paving in Peachland 5 area will resume as soon as the Ridge Harbor area has been completed. To date there has been approx. 29,093 tons of asphalt placed in this contract. The amount of work completed to date is 17.9% and the amount of contract time that has elapsed is 26.0%
  - 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 – 10/1/2016.
  - *PORT CHARLOTTE, Fla. (July 19, 2016) - The intersection at Ingraham Boulevard West at CR 771 (Gasparilla Road) will be closed Monday July 25, 2016 for approximately 3 weeks. This road closure is necessary to reconstruct the intersection of Ingraham Boulevard West entering Rotonda. Traffic is detoured via Rotonda East Boulevard; variable message boards and traffic control devices are in place to assist travelers through the construction area.*
  - *On behalf of all roadway construction crews, please drive safely.*
  - *PORT CHARLOTTE, Fla. (July 19, 2016) - Traffic has been shifted to the new northbound lanes while the contractor builds the new South Bound lanes.*
  - *Reduced speed limits will remain as posted to ensure safety in the construction zone.*
  - The contractor is currently building the west side of the project. New drainage is currently being installed north of Marathon Blvd followed by the new roadway template.
  - Edgewater Drive Widening Phase 2 (EP2) – 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 – 4/24/2017
- *PORT CHARLOTTE, Fla. (July 29, 2016) – Due to a paving plant delay, the Sunrise Park closure originally scheduled for Monday, Aug. 1 will begin at 8 a.m. Wednesday, Aug. 3 through 4 p.m. Thursday, Aug. 4. During this time, crews will complete paving work in the entrance area off Edgewater Drive.*
- *Motorists are asked to use caution and obey signage while navigating detours.*
- *Edgewater Drive remains closed to through traffic between Midway Boulevard and Harbor Boulevard.*
- *PORT CHARLOTTE, Fla. (June 15, 2016) – The eastern portion of the Spring Lake Park boat ramp parking lot will remain closed through Friday, Sept. 2 as Edgewater Drive Phase 2 Improvements continue.*
- CES/American Engineering has completed the plans and are ready for construction bidding. Real Estate Services Division is obtaining maintenance easements for all four sides of the Bridges to secure during construction.
- Excerpts from [www.GoEP2.com](http://www.GoEP2.com)
- Midway to West Spring Lake Bridge
- Storm sewer semi-final inspection and correction of issues found during inspection is complete.
- Local Edgewater Drive traffic is accessible via Midway Blvd. and Lake View Blvd.
- Lauzon Ave. remains closed between Sheeley St. and Abhenry Circle. Drainage structure replacement is complete, pavement restoration is planned this month.
- Curb, driveways and sidewalk are complete from Midway Blvd. to the West Spring Lake Bridge. (except for temporary openings at Midway Blvd., Sheeley St. and restoration at Altoona.)
- Paving (except wearing surface) is complete from Midway Blvd. to the West Spring Lake Bridge.
- FPL power service for the new sewer lift station at Altoona St. is complete.
- West Spring Lake Bridge is complete except bridge deck surface finishing and median. The bridge is closed to all traffic.
- West Spring Lake Bridge to East Spring Lake Bridge:
- Storm sewer semi-final inspection and correction of issues found during inspection is complete.
- Paving (except wearing surface) is complete from the West Spring Lake Bridge to W. Tarpon roundabout.
- Roadway base is nearly complete on West Tarpon Blvd., West Tarpon Court.
- West Spring Lake Bridge is complete except bridge deck surface finishing and median. The bridge is closed to all traffic.
- Retaining wall construction on the east side of the East Spring Lake Bridge is in progress.
- East Spring Lake Bridge to Sunrise Bridge:
- Storm sewer semi-final inspection is complete. Correction of issues found during inspection is underway.
- Paving (except wearing surface) is complete on the new eastbound roadway from near the East Spring Lake Bridge including Port Charlotte Blvd. and the roundabout.
- The traffic pattern has been adjusted for access to Sunrise Park.
- Roadway subgrade and base are in progress on the westbound roadway.
- Sunrise Waterway Bridge construction continues.
- Sunrise Waterway Bridge to Harbor Boulevard:
- Gravity sewer is complete. Residential connections to the new sewer will begin following regulatory agency approvals. Residents will receive notices of the scheduled switch over.
- Comcast and CenturyLink utility relocation are nearly complete.
- New Re-use water main is in progress from Harbor Blvd. to Sunrise Waterway Bridge
- Storm sewer drainage outfall easement restoration to be completed.
- Midway Boulevard Widening Phase 2 – This project will complete the widening of Midway Boulevard from Sharpe Street 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 ADA requirements, will be installed during construction to maintain all pedestrian access points. 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. Construction Contract: Forsberg Construction, Construction Schedule: 6/30/2015 – Summer 2018
- Construction crews are currently installing the new 8" gravity sewer from Maracaibo to Amstead. Crews are currently installing new utilities along Page St in preparations for the new 60" Storm Drain to be installed from Midway to Pond C-2 at Breezeswept Ave. Crews are working on excavating fill material from Pond C-2 off Page St. and crews are completing site work preparation for new road between Achilles and Kings Hwy. Crews will continue to work on water main and sewer main items between Hayworth St. and Sharpe St. Crews also continue to maintain miscellaneous drainage and safety items throughout the project
  - Excerpts from [www.midwayupdate.com](http://www.midwayupdate.com)
  - Sharp Street to Birchcrest Boulevard: The contractor has been installing a new water main in this area.
  - Hariet Street to Neil Armstrong Elementary: The contractor has been installing a new water main in this area.
  - Noble Terrace to Broom Court: The contractor has been installing a new water main in this area.
  - Conway Blvd. to Page St.: The contractor has been installing a new water main in this area.
  - Hayworth Rd. to Alton Rd.: The contractor has been installing a new water main in this area.
  - Morley St. to Orlando Blvd. (PCMS): A new parent pick-up has been installed in this area.
  - Alton Rd. to Beacon Dr.: The construction crews have cleared Retention Area 'E' of large vegetation. There is no other significant work in this area.
  - Abscott Street to Bermuda Street: The contractor continues to install new utilities and the drainage system in this area.
  - Hardey Street to Amstead Street: The contractor continues to install new utilities and the drainage system in this area.
  - Willoughby Street to Maracaibo Street: The contractor continues to install new utilities and the drainage system in this area.
  - Shilo Street to Loveland Boulevard: The contractor continues to install new utilities and the drainage system in this area.
  - Kings Highway: Road is closed at Midway and Kings Highway as contractor installs 16" water main line. Please see current detour map.
  - Midway Boulevard remains closed to through traffic from Achilles Street to Kings Highway.
  - Roadway Projects in Design, Negotiation or Procurement
  - Burnt Store Road Phase 2 Widening – This project includes design, permitting, utility coordination and construction to widen the remaining portion of Burnt Store Road to a four lane roadway from a point near Notre Dame Boulevard to a point north of Zemel Road. Design includes utility improvements, sidewalks and bicycle facilities. Design/Permitting schedule: through 3/3/2017, Procurement Process: TBD, Projected start of Construction: TBD (Funding for construction has not been allocated.)
  - Johnson Engineering is continuing the design process as recommended and is on schedule.
  - 60% design plans are due next week for review and are on schedule.
  - A meeting with Southwest Florida Water Management District (SWFWMD) was held to present the County's plan for handling stormwater retention and run-off. The stormwater drainage plans are progressing on schedule.
  - Design schedule:
    - 30% plans due March 11, 2016
    - 60% plans due Aug. 12, 2016
    - 90% plans due Dec. 2, 2016
    - 100% plans due Feb. 3, 2017
  - Final bid contract documents are due March 3, 2017

- Olean Boulevard Widening - This project provides for widening Olean Boulevard, from US 41 to Harbor Boulevard, to 2 travel lanes in each direction with a continuous, center left turn lane, to be used in both directions. Design includes a 10' sidewalk on the south side of Olean Boulevard and decorative lighting as defined in the Parkside Master Plan.
- Staff will report back to the BCC in September with a cost estimates to extend the project limits from Harbor Boulevard to Easy Street, to replace the existing 6' sidewalk on the north side of the roadway between Harbor Boulevard and Aaron Street, and to replace the standard light source in the decorative lighting with more efficient LED lighting. Design Contract: Florida Transportation Engineering, Design/Permitting Schedule: Summer 2016 – TBD, Procurement Process: TBD, Projected Start of Construction: TBD
- Staff is still negotiating pricing with Florida Transportation Engineering to design and permit the roadway construction project. Design is anticipated to begin within the next couple of months.
- Once design is complete, all permits and necessary rights-of-ways acquired, the County will advertise for construction bids. Estimated land acquisition is \$3,941,000.
- 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 – May 2016, Procurement Process: June – October 2016, Projected Start of Construction: 11/15/2016.
- Plans and permits are complete. The County sent the 100% Plans to FPL Underground to finalize their plans, we are working together to get plans incorporated into our construction plans for bidding.
- 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: Summer 2016, Projected Start of Construction: Fall 2016
- All project documents, including bid specifications and design plans, are reviewed and ready.
- Engineering staff expect to have the project package ready to send to the Purchasing Department by August.
- Stormwater Projects in Construction (may affect vehicular/boater/pedestrian traffic patterns)
- 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, Construction Contract: Andrew Sitework, Construction Schedule: 6/20/2016 – 2/2017 (180 calendar day contract)
- Construction continues ahead of schedule. The box culverts have been placed. The footers have been poured. The crews are working on forming the headwalls and wingwalls. The temporary sidewalk is open and operational for an hour in the morning and an hour in the afternoon to allow children to walk to and from school.
- *PORT CHARLOTTE, Fla. (June 9, 2016) - Quasar Boulevard will be closed between Abner Street and Aken Street (at Niagara Waterway) and between Beacon Drive and Inverness Street (at Fordham Waterway), on Monday, June 20 and will remain closed through January 2017. These road closures are necessary during construction as work progresses to upgrade the stormwater control structures beneath Quasar Boulevard at these two canal crossings. Traffic will be detoured north to Peachland Boulevard. Advance warning signs and detour signs will be installed to direct traffic.*

- 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, Construction Contract: Andrew Sitework, Construction Schedule: 6/20/2016 – 2/2017 (180 calendar day contract)
- Construction work continues ahead of schedule. The walls have been poured. Now the crews are working on backfilling around the walls. The temporary sidewalk is open and operational for an hour in the morning and an hour in the afternoon to allow children to walk to and from school.
- *PORT CHARLOTTE, Fla. (June 9, 2016) - Quasar Boulevard will be closed between Abner Street and Aken Street (at Niagara Waterway) and between Beacon Drive and Inverness Street (at Fordham Waterway), on Monday, June 20 and will remain closed through January 2017. These road closures are necessary during construction as work progresses to upgrade the stormwater control structures beneath Quasar Boulevard at these two canal crossings. Traffic will be detoured north to Peachland Boulevard. Advance warning signs and detour signs will be installed to direct traffic.*
- Stormwater Control Structure Replacement – Lion Heart Waterway 4.03 (Peachland Blvd.) - 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 – 6/14/2016, Projected Construction Schedule: July 2016 – Feb 2017
- The construction contract was awarded at the Board of County Commissioners Meeting on June 14. The pre-construction meeting is scheduled for June 27. The Notice to Proceed date is set for July 11, 2016. The contractor has started preliminary mobilization on site. Currently they are still clearing the site. Next week the crews will start installing the bypass pipe and the sheet pile coffer dams.
- Stormwater Projects in Design, Negotiation or Procurement
- Stormwater Control Structure Replacement – Lion Heart Waterway 4.34 (Kenilworth Blvd.) - This project provides for the design, permitting and construction of a stormwater control structure under Kenilworth Blvd. at the Lion Heart Waterway. Construction will consist of replacing (2) 72" corrugated metal pipe culverts with (2) 8'x10' box culverts and a 64' weir. Design Contract: Johnson Engineering, Design/Permitting Schedule: Jan – Dec 2016, Procurement Process: Dec 2016 – Feb 2017, Projected Construction Schedule: April – Dec 2017
- Johnson Engineering has completed the survey, the existing base plan, and the geotechnical investigation. The engineering firm is coordinating with the utility on the aerial crossing.
- The 30% design plans are scheduled to be submitted for review by the end of August.
- Sidewalk Projects in Construction (may affect vehicular/boater/pedestrian traffic patterns)
- Burnt Store Lakes Sidewalks - The South Burnt Store MSBU Advisory Board requested the construction of approximately 1.5 miles of sidewalks 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
- Sidewalks on Rio Togas Road are complete and the contractor has begun sidewalk construction on Vincent Avenue.
- Gulfstream Boulevard Sidewalks - 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. Construction of the Gulfstream Boulevard Sidewalk is part of a larger contract and will begin upon completion of the South Gulf Cove Sidewalk Project. Construction Contract: Bonness, Inc. Construction schedule: 4/25/2016 – July 2016.
- Construction is completed and the Contractor has the punch list completed. A final walk through is scheduled for 8/31/16

- South Gulf Cove Sidewalks – 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 – April 2016
- Job and punch list is complete and a final walk through is scheduled for 9/01/2016. Warranty of the project is now in effect. Any deficiencies noticed or reported during the warranty will be corrected by the Contractor.
- Sidewalk Projects in Design, Negotiation or Procurement
  - 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 – Summer 2016, Procurement: TBD, Construction: Early TBD
  - At the May 4, 2016 MSBU Advisory Board meeting, a motion was made to reduce the width of the sidewalks from 8' to 6'. Johnson Engineering is revising the final sidewalk design plans to accommodate the reduced width. Notification and coordination with SWFWMD will occur.
  - Harbour Heights Sidewalks - 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: Summer 2016, Construction: TBD
  - PreBid for the project is set for July 13th. The bid opening is scheduled for August 3rd. The project award by the Commissioners' is set on the Agenda for September 13th. Please keep in mind the bid opening and award are tentative and could require to be rescheduled due to the bidding process.
  - 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 – Summer 2016, Procurement Process: TBD, Projected Start of Construction: TBD
  - 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 90% design plans and has submitted the application for SWFWMD permitting.
  - 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 – Summer 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 the 90% design plans and has submitted the SWFWMD permit application; SWFWMD permitting is expected to be complete in June.
  - 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 Spring 2016, Procurement Process: Summer 2016, Projected Start of Construction: Fall 2016
- Charlotte County Utilities added a reclaimed water line and force main sewer to this project. Conducting utility work in conjunction with construction of the multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.
- The project is currently in Purchasing being prepared to be put out to bid.
- Parade Circle Sidewalk Connections - The Rotonda West MSBU Advisory Board requested that sidewalks be installed along the feeder roads leading to Parade Circle. Construction will consist of six (6) sidewalks, six (6') feet wide, approximately 900 lineal feet each, starting at the Parade Circle and continuing to the next roadway intersection but not going through the intersection at the following locations:
  - Oakland Hills Road to Annapolis Lane
  - Pebble Beach Road to Mark Twain Lane
  - Pinehurst Road to Mariner Lane
  - Broadmoor Road to Broadmoor Lane
  - Long Meadow Road to Long Meadow Lane
  - White Marsh Road to White Marsh Lane
  - Design Contract: Johnson Engineering, Design/Permitting: 7/1/2014 – Nov. 2015, Procurement: through 6/14/2016, Construction: 6/20/2016 – 10/18/2016
  - Phase 2 sidewalk connections: Bids were opened May 18. A recommendation to award the construction contract was presented to the Board of County Commissioners on June 14. On June 15, we held the preconstruction meeting and gave Notice to Proceed for June 27, 2016. GCS is installing silt fence, clearing and grubbing and placing sub grade material. They intend on starting to pour sidewalk concrete around the week of July 8th.
  - Phase 3 bike path connections: Staff reviewed the 60% design plans and are awaiting the 90% plans.
  - Other Projects in Construction (may affect vehicular/boater/pedestrian traffic patterns)
  - 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.
  - 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.
  - Construction is complete and punch list items are currently being completed.
  - A rendering of the finished project is available on the [Project Status Updates](#) website.
- Other Projects in Design, Negotiation or Procurement
  - 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: Late 2016
  - Design is complete and approved by FDOT, the LAP agreement was approved by the Board of County Commissioners on Feb. 23, 2016 and has been executed by FDOT. We are currently pending Army Corps of Engineering permit approval.

- 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 – Fall 2016, Construction: TBD
- The 60% design plans for the Gulf Blvd. sidewalk were received Dec. 31, 2014. A Community Meeting was held Feb. 4, 2015 to present the 60% sidewalk plans. At that time the Gulf Blvd. sidewalk project was put on hold until a survey was mailed to all property owners and input gathered.
- The MSTU Advisory Board has reviewed all input and requested the lighting design be adjusted to alternate lights along each side of Gulf Blvd. Staff is processing a change order for the design engineer to accomplish this. The project is still on hold until this change order is received and approved by the Board of County Commissioners.
- The 90% design plans for North Beach Road have been received and are under review.
- Coastal Projects in Construction (may affect vehicular/boater/pedestrian traffic patterns)
- 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. Construction Contract: Marine Contracting Group, Construction Schedule: 5/10/2016 – October 2016 (150 day contract)
- Marine Contracting Group mobilized their equipment, prepared the spoil site and has been dredging along George Road and Lister Waterway.
- Coastal Projects in Design, Negotiation or Procurement
  - 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. Construction services include environmental protection and dredging of Alligator Creek and adjacent channel dredging within the Gasparilla Sound, Charlotte Harbor Aquatic Preserve. Design Contract: Coastal Engineering, Design/Permitting Schedule: 1/6/2013 – Late 2015, Procurement Process: through June 24, 2016, Projected Start of Construction: Summer 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 Florida 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 with the requested data.
  - The National Marine Fisheries' 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 was approved; the Consultant resurveyed the project area and provided updated construction drawings and specifications.
  - A Request for Bids was recently advertised and bids were opened May 4. A recommendation to award the dredging contract to Waterfront Property Services, LLC dba Gator Dredging, will be presented to the Board of County Commissioners on June 14.
  - 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) was received from the ACOE and responded to.
- The US Army Corps of Engineers (ACOE) Public Notice was issued February 2016. Upon receipt of the ACOE permit the County will move forward with project implementation.
- 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. Project area includes: Balboa, DeSoto, Dover, Santa Clara, Santa Barbara, San Salvador, and San Marino canals and associated channels within the Peace River. Brush cutting, for line of sight/navigation, was added to the contract. Design Contract: Stantec, Design/Permitting Schedule: 12/17/2013 – March 2016, Procurement Process: March – May 2016, Projected Start of Construction: Summer 2016
- A recommendation to award Bid #16-296 to the lowest responsive, responsible, bidder, Marine Contracting Group was approved by the Board of County Commissioners on May 24. Completion time is 120 calendar days upon Notice to Proceed which will be established at the pre-construction meeting.
- 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 areas which was reviewed by FDEP and FWC. A second meeting was held with FDEP in November 2015 to discuss the Seagrass Mitigation plan; FDEP requested that an updated boat survey be conducted to determine the required dredge depth; the boat survey was completed in February 2016.
- A third meeting was held with FDEP, Aquatic Preserve and FWC staff to review the project design and multiple alternative proposals for seagrass mitigation strategies. State agencies have requested a channel realignment to possibly reduce potential impacts to seagrasses from the dredging.
- State agency staff, County and CEC staff reached a consensus on a mitigation strategy to propose restoration of seagrass areas in the vicinity of Cormorant Key. A public interest proposal is being developed, in cooperation with Florida Sea Grant and local boating stakeholders within the Aquatic Preserve, as part of the permit process. A revised permit application will be submitted by the end of June to encompass the above changes and strategies.
- 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 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 the revised easement is nearing completion.
- Due to delays in the permitting process, the revised construction schedule is as follows:
- 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
- Landscape Projects in Construction
  - Burnt Store Village Buffer – This project provides for landscaping and irrigation to create a buffer along the east side of Burnt Store Road between Zemel Road and Doreda Drive. Design Contract: Charlotte Engineering & Surveying. Construction contract: Jones Landscape, Construction schedule: 5/23 – 10/20 2016 (150 calendar days).
  - The installation of irrigation and planting of shrubs and trees are nearing completion. Final mulch application is anticipated in early September. This project is progressing ahead of schedule.
  - Gateway Landscaping: Toledo Blade Blvd. (US 41 to Hillsborough Blvd.) – This project provides for median landscaping with irrigation along Toledo Blade Boulevard between US 41 and Hillsborough Boulevard. Landscape materials may include trees (Palm, Japanese Blueberry, Crepe Myrtle), shrubs (Saw Palmetto, Ixora, Fountain Grass), and groundcover (Coontie, Purple Lantana, Asian Jasmine, Starburst Pentas). The Board of County Commissioners expressed their approval to proceed with planning, design and construction of landscaped community entrance features that will improve the appearance of certain gateways to Charlotte County and enhance the County's overall desirability as a place to visit, work and live. Design Contract: David

M. Jones, Jr. & Associates, Construction Contract: MRT Lawn and Garden Center, Construction Schedule: 7/7 – 9/5/2016 (60 calendar days)

- This landscape project is nearing completion; the preliminary walk through is anticipated next week.
- Midway Boulevard Median Landscaping – This project provides for median landscaping with irrigation along Midway Boulevard between Yancey Street and Harbor Boulevard. Landscape materials may include trees (Palm, Weeping Yaupon, Crepe Myrtle), shrubs (Silver Palmetto, Bluestem Palmetto, Fountain Grass), and groundcover (Purple Lantana). Design Contract: David M. Jones, Jr. & Associates, Construction Contract: Superior Landscaping and Lawn Service, Construction Schedule: 6/27 – 8/26/16 (60 calendar days)
- This project is substantially complete.
- Landscaping Projects in Design, Negotiation or Procurement
  - Gateway Landscaping: I-75 at King's Highway – This project provides for roadside landscaping along I-75 at the Kings Highway interchange, as programmed by FDOT's Bold Landscape initiative. The Board of County Commissioners expressed their approval to proceed with planning, design and construction of landscaped community entrance features that will improve the appearance of certain gateways to Charlotte County and enhance the County's overall desirability as a place to visit, work and live. Design Contract: David M. Jones & Associates, Design/Permitting Schedule: through Fall 2016
  - Design is nearing completion. Construction plans have been submitted to FDOT to request permitting of the Community Aesthetic Feature. The County's request to extend the FDOT Irrigation and Landscape Permit was granted through July 10, 2017. Construction is pending completion of the FDOT I-75 road widening project in the vicinity of Kings Highway.
  - Gateway Landscaping: Jones Loop at I-75 – This project provides for roadside and median landscaping along Jones Loop, from Mac Drive to Piper Road, at the I-75 interchange. The Board of County Commissioners expressed their approval to proceed with planning, design and construction of landscaped community entrance features that will improve the appearance of certain gateways to Charlotte County and enhance the County's overall desirability as a place to visit, work and live. This project is funded, in part, by a grant from the Florida Highway Beautification Council. Design Contract: Johnson Engineering, Design/Permitting Schedule: June – Dec 2016.
  - The 30% conceptual design plans and preliminary cost estimates were received, reviewed by County staff, and comments returned to the design engineer. 60% design plans are underway and cost estimates have been revised.
  - Gateway Landscaping: US 17 at I-75 – This project provides for roadside landscaping along US 17 at the I-75 interchange. The Board of County Commissioners expressed their approval to proceed with planning, design and construction of landscaped community entrance features that will improve the appearance of certain gateways to Charlotte County and enhance the County's overall desirability as a place to visit, work and live. This project is funded, in part, by a grant from the Florida Highway Beautification Council. Design Contract: Johnson Engineering, Design/Permitting schedule: June – Dec 2016.
  - The 30% conceptual design plans and preliminary cost estimates were received, reviewed by County staff, and comments returned to the design engineer. 60% design plans are underway and cost estimates have been revised.
  - Winchester Boulevard Median Landscaping and Buffer – This project provides for landscaping with drip irrigation along Winchester Boulevard South, from SR 776 to CR 775 (Placida Road). Design services will include preparation of construction drawings, bidding and inspection services for the installation of landscaping, irrigation and a proposed buffer. Landscape plants include canopy and ornamental trees, palms, shrubs and ground cover. Design Contract: CES/American, Design/Permitting Schedule: Early 2016 – 9/26/2016.
  - 90% design plans are in progress and should be received by the County in early September. The landscape consultant has been advised to reduce the overall landscape design to bring the cost of construction in line with the budget which will also reduce the cost of maintaining the landscaped areas after the project is complete.

- Lighting District Projects
  - Charlotte County CIP Projects
  - Midway Boulevard Widening Project
  - Reviewed and comment on 90% signal and lighting plans.
  - Working to resolve traffic signal plans issues.
  - Work in progress on 100% plans.
  - 100% lighting and signalization plans have been reviewed and comments sent back to Project Manager.
  - Final plans received review beginning in preparation for contract documents.
  - Contract preparation underway for bidding.
  - Bid package on street. Bid opening slated for 4/15/2015
  - Bid opening was 4/22/2015; apparent low bidder was Forsberg Construction Inc.
  - Pre-construction meeting was held on May 20, 2015.
  - Construction began on 6/29/2015.
  - Reviewed and commented contractor submitted MOT for the closure of Kings Highway at Midway.
  - Reviewed and commented upon roadway lighting and traffic signal material submittals.
  - 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 Reviewed and commented on 100% traffic signal and lighting portion of the project.
  - Awaiting adjustments and additional comments from design engineer.
  - Final plans to CM at Risk, working on GMP.
  - Final plans submitted contractor working on GMP
  - GMP price received placed on BCC agenda for May 27<sup>th</sup>.
  - Reviewed and commented upon roadway lighting and traffic signal material submittals. Project is underway. Conduit for lighting is being installed.
  - Roadway light poles are being installed as the project progresses.
  - All maintenance functions towards the traffic signal for SR776 at Gasparilla Road has been transferred to the project's sub-contractor.
  - Three mast arm foundations for the intersection of SR776 at Gasparilla Road have been installed.
  - All new mast arms, signal displays, video detection and signal controller cabinet have been installed.
  - Edgewater Phase II waiting bidding process and construction to begin.
  - Request for bid went to purchasing June 6, 2014 awaiting bid.
  - Bids received back.
  - Pre-construction meeting held on 10/29/2014.
  - Awaiting construction to begin after the first of the year.
  - Contract has been awarded, Preliminary construction began. Lighting element has not begun yet
  - Reviewed and commented upon roadway lighting and traffic signal material submittals.
  - Project underway, addressing signal timing complaints as a result of Edgewater Dr. road closure.
  - Maintenance of the traffic signal at Edgewater Dr. and Harbor Blvd was transferred over to the projects signal contractor. The intersection was changed to a 4 way stop with flashing red signal displays.
  - The contractor has de-energized the signal and Overhead signal displays have been removed.
  - All four mast arm foundations have been installed at the intersection of Edgewater Drive at Harbor Boulevard.
  - Installation of roadway lighting conduit and pole bases has begun.
  - Rotonda Bridge Lighting
  - Reviewed and commented on material submittals for future lighting systems.
  - Install complete.
  - Working on Lighting Design.
  - 60% Plans received reviewed and comments provided to Project Manager.
  - Contract document review and comments provided to the Project Manager.

- Project documents sent to Purchasing.
- Attended pre-award meeting held in Purchasing.
- Pre-construction meeting held in Purchasing on 10/1/2015.
- Reviewed and commented upon decorative lighting material submittals. Project is underway.
- Lighting load center materials have arrived and staff is assembling the various components.
- All light pole bases have been installed.
- Began conduit installation/connections.
- Began construction of load centers.
- All light poles have been installed. Waiting for Florida Power and Light to energize all of the systems.
- Charlotte County CIP Projects
- Midway Boulevard Widening Project
- Reviewed and comment on 90% signal and lighting plans.
- Working to resolve traffic signal plans issues.
- Work in progress on 100% plans.
- 100% lighting and signalization plans have been reviewed and comments sent back to Project Manager.
- Final plans received review beginning in preparation for contract documents.
- Contract preparation underway for bidding.
- Bid package on street. Bid opening slated for 4/15/2015
- Bid opening was 4/22/2015; apparent low bidder was Forsberg Construction Inc.
- Pre-construction meeting was held on May 20, 2015.
- Construction began on 6/29/2015.
- Reviewed and commented contractor submitted MOT for the closure of Kings Highway at Midway.
- Reviewed and commented upon roadway lighting and traffic signal material submittals.
- All maintenance functions towards the traffic signal for Midway Blvd. at Kings Highway has been transferred to the project's sub-contractor.
- Contractor has begun installation of road lighting and fiber optic communication conduits.
  - Gasparilla Road Widening Project
- Reviewed and commented on 100% traffic signal and lighting portion of the project.
  - Awaiting adjustments and additional comments from design engineer.
  - Final plans to CM at Risk, working on GMP.
- Final plans submitted contractor working on GMP
- GMP price received placed on BCC agenda for May 27<sup>th</sup>.
- Reviewed and commented upon roadway lighting and traffic signal material submittals. Project is underway. Conduit for lighting is being installed.
- Roadway light poles are being installed as the project progresses.
- All maintenance functions towards the traffic signal for SR776 at Gasparilla Road has been transferred to the project's sub-contractor.
- Three mast arm foundations for the intersection of SR776 at Gasparilla Road have been installed.
- All new mast arms, signal displays, video detection and signal controller cabinet have been installed.
- Edgewater Phase II waiting bidding process and construction to begin.
- Request for bid went to purchasing June 6, 2014 awaiting bid.
- Bids received back.
- Pre-construction meeting held on 10/29/2014.
- Awaiting construction to begin after the first of the year.
- Contract has been awarded, Preliminary construction began. Lighting element has not begun yet
- Reviewed and commented upon roadway lighting and traffic signal material submittals.
- Project underway, addressing signal timing complaints as a result of Edgewater Dr. road closure.
- Maintenance of the traffic signal at Edgewater Dr. and Harbor Blvd was transferred over to the projects signal contractor. The intersection was changed to a 4 way stop with flashing red signal displays.

- The contractor has de-energized the signal and Overhead signal displays have been removed.
- All four mast arm foundations have been installed at the intersection of Edgewater Drive at Harbor Boulevard.
- Installation of roadway lighting conduit and pole bases has begun.
- Rotonda Bridge Lighting
- Reviewed and commented on material submittals for future lighting systems.
- Install complete.
- Working on Lighting Design.
- 60% Plans received reviewed and comments provided to Project Manager.
- Contract document review and comments provided to the Project Manager.
- Project documents sent to Purchasing.
- Attended pre-award meeting held in Purchasing.
- Pre-construction meeting held in Purchasing on 10/1/2015.
- Reviewed and commented upon decorative lighting material submittals. Project is underway.
- Lighting load center materials have arrived and staff is assembling the various components.
- All light pole bases have been installed.
- Began conduit installation/connections.
- Began construction of load centers.
- All light poles have been installed. Waiting for Florida Power and Light to energize all of the systems.
- Lighting District Projects
  - Routine street light maintenance in North and South County. A total of 26 lights were repaired this month.
  - At the intersection of Cochran Boulevard at Lakeview Boulevard, for both side street movements, replaced one of the three section displays with a five section displays.
  - Upgraded video detection processor software at multiple locations throughout the County and at two locations within the City of Punta Gorda.
  - Responded to a complaint for the school flashing beacons not operational during school periods on Forrest Nelson Boulevard. Staff replaced batteries in both flashing beacon locations.
  - Repaired communication issues with the school flashing beacon clock at Peachland Boulevard at Atwater Street (WB).
  - Responded to an afterhours trouble call to the intersection of US41 at Burnt Store Road. Upon arrival, crews discovered burnt wires on the pre-emption panel caused by a voltage surge (lightning strike) from the railroad circuits. The panel was re-wired, surge protection added on traffic signal cabinet side and the railroad was contacted to restore their circuits.
  - City of Punta F.S. #1 emergency signal on US41 at Grace Street is activated with wireless remotes. City fire staff complained the remotes were operating intermittently or with limited range. Lighting staff relocated the wireless antenna at the cabinet on the signal support pole for better range. City fire staff also requested to have the hard wired button located inside the Public Safety Building restored and additional buttons added. Buttons were added and all made functional.
  - At SR776 and Gasparilla Road, a contractor performing a directional bore struck the roadway lighting conduit crossing Gasparilla Road. A crew repaired the damaged conduit which was partially under the roadway.
  - On May 2, 2016, a crew responded to a trouble call for a decorative light pole destroyed in a motor vehicle accident at the Rotonda Boulevard North Bridge. A crew replaced the light pole which was knocked down.
  - Removed a section of concrete sidewalk on SR776 at the north Access to Merchants Crossing Shopping Plaza. The sidewalk had to be removed due to a broken pull box lid. The box was an older style which replacement lids are no longer manufactured. Public Works Maintenance and Operations re-installed the concrete sidewalk.
  - A crew responded to a trouble call during normal business hours for street light pole destroyed during a motor vehicle accident on Kings Highway, two poles south of Midway Boulevard. A crew replaced the light pole which was knocked down.

- Replaced three (3) – video detection cameras at the intersection of North Jones Loop and the I-75 NB off ramp. The camera displayed such poor video quality that it caused false calls to be placed. (I.E. – the signal turned green when no cars were present.)
- Completed traffic signal preventative maintenance at the following locations:
  - Kings Highway at Sandhill Boulevard
  - Harbor Boulevard at Olean Boulevard
  - Olean Boulevard at Aaron Street
  - Harborview Rd. at Rio DeJaneiro Ave.
  - Harbor Boulevard at Peachland Boulevard
  - Conway Boulevard at Olean Boulevard
  - Veterans Boulevard at Cochran Boulevard
  - Veterans Boulevard at Murdock Circle
  - Edgewater Drive at Bayshore Road
- Attended weekly progress meetings and participated in underground Signal conduit inspections for the US41 widening project.
- Attended weekly progress meetings for the US41 resurfacing and signal improvement projects.
- Traffic Management Center
  - TMC Monthly Updates – August 2016
  - Finalize the Charlotte County Traffic Signal Re-timing Project.
  - Programming, testing and prepare for deployment of FLASHING YELLOW ARROW (FYA) at SR776 & Spinnaker
  - Meet with Punta Gorda Fire Station to reactivate push buttons for preempt.
  - Programming and testing of FDOT fire station preempt phasing changes.
  - Continue monitoring and fielding complaints as the need arises. Responding to information requests.
  - Continue efforts promoting the TMC's Twitter account for traffic incidents. Over 315 followers and increasing.
  - Locates Performed
  - 459 Requests for underground utility locates were received, generating 203 tickets for locates.
  - Trouble Calls
  - 21 trouble calls received responded to and problems of various natures resolved.
  - Maintenance & Operations Division
  - August 3 – August 9, 2016
  - A total of 113 new requests were received related to drainage, brush, asphalt repairs, and illegal dumping.
    - Drainage line & grade:
      - 12,650 SF in Greater Port Charlotte
      - 1,200 SF in Northwest Port Charlotte
      - 9,000 SF in Grove City
      - 30,038 SF in Punta Gorda Non-Urban
    - Small pipe install:
      - 48 LF in Grove City
      - 48 LF in Englewood East
      - 40 LF in Greater Port Charlotte
      - 178 LF in Punta Gorda Non-Urban
    - Large pipe install:
      - 128 LF in Englewood East
    - Menzie ditch cutting:
      - 110,000 SF in Englewood East
    - Culvert cleaning:
      - Cleaned 40 culverts in Greater Port Charlotte
      - Cleaned 23 culverts in Deep Creek
      - Cleaned 2 culverts in Grove City
      - Cleaned 2 culverts in Englewood East

- Asphalt repair:
- Utilized 7.34 tons of material to repair locations throughout the County
- Boom mower:
- Cut 128,673 CY in Englewood East
- Cut 15,783 CY in Greater Port Charlotte
- Debris removal:
- Removed 18,520 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.
- August 17 – August 23, 2016
- A total of 103 new requests were received related to drainage, brush, asphalt repairs, guardrail repairs, and illegal dumping.
- Drainage line & grade:
- 9,150 SF in Greater Port Charlotte
- 5,800 SF in Englewood East
- 9,450 SF in Punta Gorda Non-Urban
- Small pipe install:
- 64 LF in Deep Creek
- 32 LF in Englewood East
- 132 LF in Punta Gorda Non-Urban
- Culvert cleaning:
- Cleaned 39 culverts in Greater Port Charlotte
- Cleaned 4 culverts in Deep Creek
- Cleaned 12 culverts in Englewood East
- Cleaned 13 culverts in Northwest Port Charlotte
- Asphalt repair:
- Utilized 6.82 tons of material to repair locations throughout the County
- Boom mower:
- Cut 9,673 CY in Greater Port Charlotte
- Cut 10,580 CY in Deep Creek
- Debris removal:
- Removed 20,050 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.
- August 24 – August 30, 2016
- A total of 74 new requests were received related to drainage, brush, asphalt repairs, and illegal dumping.
- Drainage line & grade:
- 6,750 SF in Greater Port Charlotte
- 5,250 SF in Gulf Cove
- 7,030 SF in Punta Gorda Non-Urban
- Small pipe install:
- 24 LF in Deep Creek
- 40 LF in Gulf Cove
- 244 LF in Punta Gorda Non-Urban
- Menzie digging:
- 20,400 SF in Mid Charlotte Stormwater
- Menzie cutting:
- 19,800 SF in Mid Charlotte Stormwater
- Culvert cleaning:

- Cleaned 46 culverts in Greater Port Charlotte
- Cleaned 1 culvert in Deep Creek
- Cleaned 14 culverts in Englewood East
- Cleaned 6 culverts in Northwest Port Charlotte
- Cleaned 1 culvert in Rotonda West
- Cleaned 7 culverts in Gulf Cove
- Cleaned 1 culvert in Road & Bridge North
- Asphalt repair:
- Utilized 8.84 tons of material to repair locations throughout the County
- Boom mower:
- Cut 4,410 CY in Greater Port Charlotte
- Cut 82,930 CY in Englewood East
- Cut 16,765 CY in Punta Gorda Non-Urban
- Cut 17,701 CY in Northwest Port Charlotte
- Cut 1,133 CY in Road & Bridge South
- Debris removal:
- Removed 8,580 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.
- Mosquito & Aquatic Weed Control Division
  - August 3 – August 9, 2016
  - Mosquito Control
  - Acres treated:36,722
  - Landing rate counts taken: 42
  - Traps set: 30
  - Service requests: 76
  - Aquatic Weed Control
  - Sites treated: 26
  - Sites inspected: 7
  - Mitigation sites maintained: 0
  - August 17 – August 23, 2016
  - Mosquito Control
  - Acres treated: 64,599
  - Landing rate counts taken: 42
  - Traps set: 35
  - Service requests: 44
  - Aquatic Weed Control
  - Sites treated: 16
  - Sites inspected: 15
  - Mitigation sites maintained: 0
  - August 24 – August 30, 2016
  - Mosquito Control
  - Acres treated: 56,235
  - Landing rate counts taken: 34
  - Traps set: 32
  - Service requests: 38
  - Aquatic Weed Control
  - Sites treated: 18
  - Sites inspected: 1
  - Mitigation sites maintained: 1

## Tourism

- Developed outline for new quarterly marketing meetings:
  - October, January, April, July
  - Basic agenda:
    - Research review
    - Educational component
    - Current initiatives
    - Co-op (out of cycle) if any
    - Partner roundtable / discussion / brainstorm.
- Visit Florida
  - Finalized ad for Visit Florida magazine the #1 fulfillment piece for Visit Florida
  - Initial committee orientation for Cultural Heritage, Rural and Nature.
- Set-up the VCB's Co-Op program for Sept 15 9:00 a.m. Launch.
  - Chip made our co-op program an on-line event two years ago. It made it much easier for partners to participate and far more accessible.
- Fall Break Campaign
  - Indiana has a fall break for schools
  - Running ads in the Indianapolis market which has non-stop flights to Punta Gorda
- Sports, Meetings and Leisure
  - Sean coordinated and participated in a sales mission whereby the Visitor & Convention Bureau, the Event Center, Palm Island Resort and the Wyvern Hotel hosted 20 meeting planners and media at a Tampa Bay Rays game at Tropicana Field. The purpose of the event was to create and maintain relationships with these influencers and raise awareness as to what's new in our destination as it relates to both the meetings and leisure travel markets.
  - Sean conducted a second site visit for our new meetings manager who is based in Tallahassee. This visit was geared towards educating her on what our destination has to offer in terms of attractions, off-site activities and auxiliary meeting space.
  - Our part-time convention/meetings sales person in Tallahassee called on 16 associations and developed two leads with potential for meetings or conferences in Charlotte County. She also attended four industry meetings on our behalf.
  - Carmalita Park in Punta Gorda served as host facility for a Florida Half Century Softball tournament Aug. 6-7. The tournament drew 20 teams from all over the state generating over 200 hotel room nights and in excess of \$100,000 in estimated direct expenditures.
  - Sean met with Snowbird Baseball to devise a more efficient and effective way to coordinate the housing logistics, including tracking of room nights and invoicing of lodging properties, for the 2017 event.
  - Sean collaborated with Event Center staff to review and negotiate a renewal of our marketing partnership with the CVENT Supplier Network. CVENT is the premier online network for sourcing meetings market RFP's and the sole source provider for RFP's from Helms Briscoe, the largest 3<sup>rd</sup> party meeting planning company in the world. Sean also edited/updated the information in our Destination Guide on the CVENT Network.
  - Film and Digital Media – Jerry Jones
- Production
  - *Live the Wild Life*, a series produced by Dead Downwind Productions for Canada's Hunting and Fishing Network, filmed a segment in the Gulf waters off Gasparilla Island about fishing for Goliath Grouper. The segment will air in an episode entitled "Florida Fishing and Northeast Turkeys". A crew from the Travel Channel hooked up with Smoke and Roses sailing charter to produce a segment.



from the Travel Channel hooked up with Smoke and Roses sailing charter to produce a segment.

- Location Photography & Videos
  - Scotty's Brewhouse opened in Fishermen's Village in August, and Jerry was there to get photos and footage of the restaurant, Fishermen's Village and Tiki Fest . . . Other

locations added to the photo database include Don Pedro Island, Lemon Bay and the Charlotte Harbor Yacht club.

- Jerry received an invitation from Axel Kallenborn of Babcock Ranch to scout the facility, and the tour is scheduled for September.



- Destination Video

- With the assistance of Elizabeth Parker, Jerry was able to complete shooting of dialog scenes with narrator Casey Nemec. Two scenes were involved: the first was Casey arriving via boat and delivering dialog to open the video; the second was Casey on the beach closing the video. Chip has already edited all dialog scenes into the video; with other existing video about 10-11 minutes of the video are completed. Jerry and Chip met to determine what remaining scenes may be found in existing footage and what needs to be shot. The goal is to have the video completed by September 30.



- At Jerry's request, Paige Bakhaus of Hooked on SUP shot high-definition video with a Go-Pro while leading a kayak tour through the Mangrove tunnels. She's forwarded to video to our offices.

- Extras

- Jerry and Sean, both officers on the board of the Charlotte Players, traveled with other board members August 30 to Bradenton for an all-day workshop provided by the Patterson Foundation's No Margin, No Mission™. The Charlotte Players was one of five non-profit organizations selected to receive 18 months of professional guidance in developing and implementing a business plan and marketing plan.
- At Lorah's request, Jerry spoke to the Business & Professional Women's Club of Charlotte County. About 20 members were in attendance. Jerry spoke about the benefits of having production on location in our county.

- New Charlotte Harbor Cycling Guide

- The Charlotte Harbor Visitor & Convention Bureau published the Charlotte Harbor Cycling Guide featuring bicycling routes as well as annual rides, local cycling clubs, bicycle shops, and information about TEAM Punta Gorda's free bicycle loaner program, the state's first free bicycle loan program. The guide was developed with input and assistance from members of the bicycling community and funded in part by VISIT FLORIDA's grant program. The guide is being distributed at the VISIT FLORIDA



Welcome Centers, in Charlotte County bicycle shops and at the Charlotte Harbor Visitor & Convention Bureau office.

- Public Relations and Communications

- Planning is Underway for a Social Media Familiarization Trip, Sept. 22 – 25
- Four traditional journalists and six online influencers will participate in a three-night familiarization trip of the destination with time spent between Punta Gorda and Englewood and will include a guided tasting tour with [Southwest Florida Food Tours](#); enjoying ice cream at TripAdvisor's top ice cream shop in the country, [Harborwalk Scoops and Bites](#); sunset cruise with [King Fisher Fleet](#); fishing for their lunch; and dining at some of the area's delicious restaurants including a couple participating in Let's Eat, Englewood Restaurant Week. The trip hashtags are #TastySWFL, #LoveFL and #LetsEatEnglewood.
- Jennifer Huber provided Aqua Marketing & Communications, the Bureau's public relations agency of record, with information about the Punta Gorda Wine & Jazz Festival and restaurant information for two press releases VISIT FLORIDA's international team are working on; provided Sunseeker, the inflight publication for Allegiant, with Nov. – Jan. events and images; tracked down restaurants and businesses on behalf of Sunseeker for two articles, one on fish tacos and the other on romance. This included visiting two restaurants to take photos. Updated holiday boat parade information for Florida by Water; provided images to Suncoasteam Realty and RHI Communication on behalf of Fawcett Memorial Hospital.
- Across County Lines
- Lorah Steiner hosted the CEO's of the Sarasota, Fort Myers and Naples Visitor Bureaus to discuss common issues and marketing. One outcome from the meeting: at least two if not more of the SW Florida Bureaus will be exhibiting together at the Chicago Travel Adventure show. The group also discussed Zika, Airb&b, Uber, sports development/marketing and new hotel development currently planned for each market.

## Utilities

- Administration:

- Human Resources:

- 237=Total positions 224 filled positions; 9 vacant positions; 4 offers pending
- Halogen Pay for Performance Year End Evaluations completed. 1 employee on full FMLA.

- Public Outreach:

- Finalized Water Bottle Art Contest Winner & sent notifications to all participants
- Coordinated water bottle re-order and delivery
- Started planning the 25<sup>th</sup> Anniversary Celebration to be held on 11/5/2016
- Assisted with Methodology research and power point slide presentation development
- Invited community partners to the 25<sup>th</sup> Anniversary Celebration
  - Content Management of [www.SpringLakesProject.com](http://www.SpringLakesProject.com): 742 visitors to the site
  - 320 Facebook Likers connected through social media
- Managed 17 Public Staff inquiries and resolutions and 4 Public Records Requests
- Issued 2 press releases: Temporary Road Closure 8 a.m. – 5 p.m. Ambrose Lane and Elkcam Boulevard and Burnt Store Area Boil Water Notice
- Hydration sponsor for the Economic Development community meetings
- Assisted with selection process for the hiring of the new PR Manager
- PR/MRWSA Water Resources: Water Demand in August averaged 22.47 MGD and water quality was good.

- Business Services:

- Web Services – VueBill (hosted by BillTrust): Currently 19,294 (33%) of our customers now receive their bill electronically. 67% of our customers pay electronically.
- Fixed Base meter installation: 27,406 (50%) of the Utilities meters have been converted to fixed base meters. Of the 43,899 meters that were part of the full deployment project. 14,864 (33.9%)

have been installed. Mueller has introduced new technology and is swapping out the meters in phases 1 through 5 with meters that include the new technology.

- Customer Service: Total number of customers to the lobby was 2,025.
- Delinquencies: Total delinquency revenue for the month was \$55,597 FY 16 total: \$511,930
- Banner Upgrade: We agreed to conduct one more migration before mock go live in a new test environment. We need to continue User Acceptance Training on previous data base to ensure delinquency processes are functioning correctly. The next migration is scheduled for Friday, Sept. 2. Our User Acceptance Training has encountered some issues. We are over 90% complete on testing with the remainder scripts relating to delinquency, finance, and scheduling. Upon Board approval, Go Live is scheduled for November 1.
- Accounts Receivable: The 90 day Aug. accounts receivable days was 18.75% compared to 24.82% last year at this time. The 30 day Aug. accounts receivable was 76.68% compared to 71.45 last year at this time.
- Telephone Activity: There were 252 payment only calls and the average speed of answer was 1.1 seconds. 38% of all telephone calls are payment calls (either IVR or CSR). For the remaining 9,501 calls presented and average speed of answer was 5.39 minutes.
- Customer Satisfaction: July data not yet available.
- Engineering Services:
  - Monthly Statistics: 1,693 Locates Processed from Sunshine State One Call; 3 Developer Agreements Prepared; 196 Service Availability Letters Prepared, 72 Residential Service Applications Processed; inspected 13 CIPs, 12 private development projects
  - Line Extensions:
    - Projects completed\* in August – (2):
      - 16-0029 - 1628 Eagle St. LPS. (8/25/16 - start date: 5/1/16)
      - 15-0053 – 19800 Veterans Blvd. Gravity Sewer (8/8/16)
        - \*FDEP certification received.
    - Projects started in August – (8):
      - 16-0051 Santa Fe St, WLE (8/4/16)
      - 16-0052 Pittenger Av. WLE (8/10/16)
      - 16-0053 Appleberg Cir. WLE (8/10/16)
      - 16-0054 Rock Creek Dr. SLE (8/11/16)
      - 16-0055 Walcott Rd. WLE (8/17/16)
      - 16-0056 Florence Ave. WLE (8/24/16)
      - 16-0057 Strader Ave. WLE (8/29/16)
      - 16-0060 Hemenway Ave. (8/30/16)
    - Projects submitted to FDEP in August –(6)
      - 16-0041 Inverness St. SLE (8/10/16)
      - 16-0045 497 MacArthur Dr. WLE (8/24/16)
      - 16-0046 McDill Dr. WLE (8/16/16)
      - 16-0047 Guilford St. WLE (8/26/16)
      - 16-0048 Xavier Ave WLE (8/29/16)
      - 16-0049 Claremont W&SLE (8/31/16)
    - EW Spring Lake Sewer Project & Construction Crew:
      - 58 homes connected to gravity sewer
      - 192 of 216 agreements obtained & signed
      - 55 EAMS WO's created for Mandatory Vacuum Sewer
      - 16 plastic septic tanks hauled to the Zemel Road Landfill
      - 130 tons of septic tank debris hauled to the Zemel Road Landfill
      - 300 tons of fill dirt hauled to onsite yard
    - Line Extensions:
      - Feise St. Water Line Extension, 90% complete
      - Ordered parts for 4 new line extensions
    - Personnel:
      - Conducted 9 interviews for the open Line Tech., Operator II, and Operator I positions

- Operator II and 2 Line Tech. positions selected
- 2 Operator I positions vacant
- Vacant Locator position filled
- 3 employees obtained CPR/First Aid certification
- 1 employee terminated
- 1 employee resigned
- Equipment & Vehicles:
- Both Skid Steers repaired under warranty again
- Both dump trucks repaired under warranty again
- State Revolving Fund Activity:
- Drinking Water SRF - Loan Acquisition in Process
- East and West Spring Lake loan application in the amount of \$2.655M submitted
- Fixed Base Meters and Parkside loan application in the amount of \$13.351M submitted
- Ingraham Water Main – Working on RFI and loan application. Public hearing to approve water facilities plan scheduled September.
- Myakka Bridge Crossing Booster Station – Working on RFI and loan application. Public hearing to approve water facilities plan scheduled September.
- Gulf Cove Myakka Crossing – Working on RFI and loan application. Public hearing to approve water facilities plan scheduled September.
- Burnt Store Road Phase II - Working on RFI and loan application. Public hearing to approve water facilities plan scheduled September.
- Clean Water SRF - Loan Application in Process
- Loan Agreement was received and going before the BCC on 9/13/2016. This agreement includes East Port WRF, Deep Creek Phase I and Parkside CRA.
- Sewer Master Plan: Loan agreement executed.
- Burnt Store Phase II: Working on RFI and loan application.
- Morningstar Waterway - Working on RFI and loan application
- Clean Water SRF - Loan Agreement Status
- East and West Spring Lakes: Monitoring continues to verify compliance with federal regulations.
- Parkside Clean Water (construction): Application submitted in April, waiting for Agreement.
- Grants
- Legislative Appropriation: East and West Spring Lakes awarded additional \$500,000
  - Amendment received. Submitted for Board approval.
- CDBG:
  - Plans and Specs being reviewed by Engineering Construction Team.
- SWFWMD: Reclaimed Water Phase 3
  - Application due October 2016; Submitted for Board approval.
- TMDL: East and West Spring Lakes Phases I and II
  - Utilities team met with FDEP project manager and made project site visits
- USDA: EI Jobean
  - USDA representative provided feedback on Preliminary Engineering Report and Environmental Report. Staff working on follow-up items
- RESTORE: East and West Spring Lakes
  - Utilities team submitted State Expenditure Plan -Project Nomination Form
- Disbursements
- No Disbursements Submitted
- Disbursement Request #4 received \$2,354,522.81
- Operations Division - Treatment Facilities (TF)
  - 150 preventative maintenance, 55 corrective, and 7 emergency work orders were completed.
  - Backflow/Reclaimed: 57 cross-connection inspections, 11 site inspections and 2 backflow test and maintenance were completed.
  - Pre-Treatment: Monthly inspections 91, 53 re-inspections were completed. No notices of violation were issued. 9 groundwater wells were sampled. 1 spill was reported for 4398 Lister Street this month and sampling was performed at building D in Murdock.

- Burnt Store WRF: Staff re-programmed the emergency plant generator control calendar to restore the correct bi-weekly exercise schedule. Staff also installed a Wonderware RAS Pump Power Failure Alarm.
- Burnt Store WTP: Staff replaced the cooling fan in the VFD for Well #11 due to high temperature alarms and cleaned and calibrated the Lab Conductivity Probe. A June 26 lightning strike disabled the main distribution Flow Meter, PLC analog input card, and the FTU radio card. Staff was able to replace all the damaged components and restored the plant to normal operations. Staff responded to a Jockey Pump alarm and discovered a dead snake in the VFD cooling fan causing it to overheat and trip.
- East Port WRF: Staff cleaned and calibrated the CL2/pH meter and was verified accuracy. It was discovered that Aeration Basin DO software was set for a 10 day average by the contractor who installed it. It was reset a 10 second average per the OEM instructions. A defective float relay and motor starter in Plant Lift Station #1 Pump #1 was replaced. Staff moved data from the Wonderware computer to the D; Drive to free up available space for the local historian. Staff worked with Elemech Engineering Service to reset the clock on the PLC in Rotomat #2. It was 12 hours off and adversely effecting billing.
- Leachate Plant: Staff replaced a defective starter over-load relay on Waste Pump #2 and an inoperable valve actuator on Pact Tank #3.
- Rotonda WRF: Staff transferred data from the Wonderware computer to the D- drive to free up space for the local historian. Our staff worked with Collection Department staff to complete emergency repairs to a 10" subsurface Reclaimed Water Distribution Line on the plant property.
- West Port WRF: Staff responded to an emergency that the Final CL2 Fox Croft was inoperable. A bad circuit board was replaced and system operations were restored. The clarifier sweeps were replaced on Clarifier #2 and staff also rebuilt a leaking ARV and installed auto grease dispensers on all the pump and motor bearings.
- Backflow & Reclaimed: The Eagle Street booster station air conditioner failed resulting in a VFD high temperature alarm. Facilities Maintenance repaired the unit.
- Personnel: Two staff members resigned this month and have moved from Charlotte County. The positions have been posted.
- Training: Six staff members attended the FWPCOA Short School in Fort Pierce for CEU requirements and classes to obtain certification for DEP Licensing. Six staff members attended First Aid/CPR/AED training.

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.	Reuse to	Inf.	Reuse to	Inf.	Reuse to	Inf.	Reuse to	Inf.	Reuse to	Water
		Flow	Customers	Flow	Customers	Flow	Customers	Flow	Customers	Flow	Customers	Customers
2016	Jan	0.455	0.001	4.896	0.428	1.326	0.540	0.603	0.256	7.280	2.016	0.430
2016	Feb	0.444	0.000	5.188	0.264	1.348	0.504	0.612	0.241	7.592	1.978	0.472
2016	March	0.386	0.002	4.549	0.537	1.143	0.938	0.614	0.223	6.692	1.700	0.533
2016	Apr	0.293	0.001	3.967	1.621	0.955	0.931	0.616	0.243	5.781	2.796	0.462
2016	May	0.222	.0001	3.727	1.685	0.766	0.761	0.616	0.254	5.331	2.701	0.375
2016	June	0.303	0.002	6.041	0.935	0.849	0.841	0.623	0.355	7.816	2.046	0.305
2016	July	316	0.001	4.742	0.731	0.843	0.747	0.627	0.324	6.528	2.285	0.311
2016	Aug	0.330	0.003	6.029	0.731	1.276	0.581	0.766	0.474	8.060	1.789	0.308
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

- Operations Division - Water Distribution
  - On 8/21 the Burnt Store water plant suffered a communication error in the PLC causing the high service pumps to shut down. This caused a pressure failure throughout the system prompting an area wide boil water notification. The notice was lifted on 8/23/16.
  - Dedicated 274 man hours to Engineering projects over the course of the month.
  - 37 new water service line installations.
  - 3 staff members attended short school for Distribution Operator licensing. All three passed.
  - The contractor completed the painting on the Golf Course storage tank.
  - Work continues on the lab and bathroom for the Gulf Cove Booster.
  - The new PLC panel was installed at Rotonda Booster. The initial testing looks good. We are bringing the system components on line one item at a time testing controls and reading as we go. All components should be online in mid Sept.
  - All of the punch list items from the Rotonda storage tank inspection have been repaired with in house staff.
- Operations Division - Wastewater Collection
  - Lift Stations Work Group:
  - 148 Corrective Work Orders
  - 57 Preventive Maintenance Work Orders
  - Opened sections of Skylark Vacuum station for customer hookups, repaired seal failure in #2 effluent pump and cross-trained 8 Wastewater Collection team members
  - Coordination and Shutdown of LS 37 Quesada Master to install generator transfer switch while station kept online by bypass pump
  - Prepared preliminary information and photographed site for Service Agreement for Lift Station Maintenance for Charlotte Sports Park
  - Installed coated volute for LS 9 Church that had been on bypass since May 2016.
  - Installed, tested and monitored Sci-text cellular units at a stand-alone site LS 322 and also at one site with Dataflow TCU for comparison LS 16
  - Excavated and prepared materials for tie-in LS 88 to new force main and cut and capped existing (Tie-in delayed by rain event)
  - Low Pressure Sewer Work Group:
  - Installed 5 Low Pressure Sewer systems Mandatories
  - Removed one Low Pressure Sewer tank from vacant lot
  - Replaced 4 Failed Low Pressure Sewer Tanks
  - Installed 2 Temporary holding tanks in East West Spring Lake sewer expansion area due to failed drain field and collapsing tank
  - Maintaining flow at 2 commercial businesses awaiting force mains
  - Maintaining flow for around 30 homes in the East West Spring Lake Sewer Expansion area due to failed systems
  - Responded to 262 Low Pressure Sewer calls
  - Completed 62 Preventative Maintenance work orders