

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

**Budget & Administrative Services**

**Fiscal Services**

• Grants Support

- Staff met with legal to review the draft Grants Administration Manual, which incorporates compliance requirements from the Uniform Guidance (2 CFR Part 200) and observations from the U.S. Treasury's Restore Act Compliance Review (TRAC) initial report.
- Public Safety Grants
- Received \$43,010.00 in grant reimbursement from State of Florida for Emergency Management Performance Grant for the period of Apr1 – Jun 30, 2016.
- 9/27/2016, BCC approved the agreement with the Department of Homeland Security/FEMA in the amount of \$87,632 for the FY16/17 State Homeland Security Grant Program. Funding will be used for planning and training for emergency management response activities.
- 9/27/2016, BCC approved the agreement with Volunteer Florida in the amount of \$7,600 for the FY16/17 Citizen Corps/CERT Program. Funding will be used for training activities and equipment.
- 9/13/2016, BCC accepted the Edward Byrne Memorial Justice Assistance Grant (JAG) contract with the Florida Department of Law Enforcement. The amount of funding is \$73,772 and is shared between the Charlotte County Sheriff's Office who is receiving \$54,370 for the purchase of, License Plate Recognition Hardware and Software, the Punta Gorda Police Department who is receiving \$13,822 for Use of Force Firearms Training Initiative, and the Charlotte County Humans Services Department who is receiving \$5,580 for the publication of the Family Resource Guide.
- 9/27/2016, BCC accepted the Edward Byrne Memorial Justice Assistance Grant (JAG) Program contract with the Department of Justice, Bureau of Justice Assistance. The amount of funding is \$26,859 and is shared between the Charlotte County Sheriff's Office who is receiving \$19,775 for Computer Forensics and Surveillance, the Punta Gorda Police Department who is receiving \$5,741 for Use of Force Firearms Training Initiative, and Charlotte County Budget and Administrative Services Fiscal Division who is receiving \$1,343 to administrate the grant funds.
- Human Services Grants
- Requested a total of \$121,922.98 in grant reimbursement claims:
  - \$25,403.45 to Area Agency on Aging for the Older Americans Act Grant (OAA)
  - \$44,455.56 to Area Agency on Aging for the Community Care for the Elderly Grant (CCE)
  - \$19,293.77 to Area Agency on Aging for the Alzheimer's Disease Initiative Program (ADI)
  - \$6,140.48 to Area Agency on Aging for the Home Care for the Elderly Program (HCE)
  - \$3,574.20 to Department of Economic Opportunity for the Community Services Block Grant Program (CSBG)
  - \$22,361.40 to Department of Economic Opportunity for the Low Income Home Energy Assistance Program (LIHEAP)
  - \$694.12 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.
- RESTORE Grant

- The County has contracted with KPMG to perform risk assessment services. A County Risk Assessment was requested by the U.S. Treasury resulting from receiving RESTORE Act funding. Staff participates in weekly conference calls with KPMG to discuss the progress of the County Risk Assessment project.
- KPMG met on-site with staff as part of the County Risk Assessment to discuss internal controls and risk management processes related to grants.
- MAC Grants
- 9/22/2016, BCC approved the Interlocal Agreement with WCIND for an \$806,200 repair the Boca Grande Trestle at Boca Grande. The project will be funded by WCIND regional funds (\$566,672), Charlotte County PNR (\$101,761), and CNIF funds (\$137,767).
- Processed \$518,407.18 Boater Revolving Fund Subrecipient reimbursement requests for the following projects:
  - Sundown Harbor Patrol Flights - \$2,139.00.
  - Charlotte County Sheriff's Office - \$4,172.64.
  - Public Works Survey Boat - \$100,498.88.
  - Charlotte Harbor Environmental Center - \$1,015.66.
  - Charlotte Harborwalk CRA - \$331,760.00.
  - Harborwalk Launch Parking - \$78,821.00.
  - Abandoned Vessel Removal - \$1,958.00
  - Peace River Power and Sail Squadron GPS Course - \$319.98
- 9/22/2016, WCIND Chairman signed 14 project agreements with Charlotte County totaling \$547,377 for the FY17 boater improvement projects.
- Charlotte Harbor CRA:  
Gateway Harborwalk Phase 1A construction:
- All Phase 1A MAC Grants are complete
- Tourism Grants
- Received \$3,750.00 reimbursement from Florida Sports Foundation for Sugar Bert Boxing event.
- 9/13/16, BCC approved resolution authorizing County Administrator to approve and execute grant applications for Florida Sports Foundation and VISIT Florida grants.
- Library Grants
- Completed Expenditure Report to support the application for the State of Florida State Aid to Libraries Grant and certify Charlotte County local funds used from 10/1/14 to 9/30/15.
- 9/27/2016, BCC approved the agreement with the State of Florida in the amount of \$123,000 for the FY16/17 State Aid to Libraries Grant. Funding will be used to supplement the purchase of written and automated reading material.
- Transit Grants
- Staff attended the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) Meeting on September 8, 2016. The Board approved the FY 2016/2017 – FY 2020/2021 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP) and accepted the Annual Operating Report.
- Annual Performance Measures have been sent for publication.
- Processed Commission for the Transportation Disadvantaged monthly allocation of \$30,720.
- Mosquito Grant

- Prepared and submitted Arthropod Control Monthly Report to FL Department of Agriculture and Consumer Services for the period of August 1-31, 2016.
- Prepared and submitted Arthropod Control Budget Amendment #3 to FL Department of Agriculture and Consumer Services to amend local funding.
- Prepared and submitted FY 2016-17 Annual Certified Budget for Mosquito Control to FL Department of Agriculture and Consumer Services for local and state funding.
- 9/13/16, BCC approved resolution authorizing County Administrator to execute grant applications, agreements, and other documents relating to Arthropod Control.
- Utility Grant
- Staff participated with the Clerk's Finance Department in a teleconference with the Florida Department of Environmental Protection regarding the Clean Water Construction Loan agreement for the East West Spring Lake MSBU.
- Road Grants
- Received a total of \$49,125.50 as follows:
  - \$49,125.50 from FDOT for Signal Timing Analysis
- Invoiced a total of \$288,951.22 as follows:
  - \$177,909.60 to FDOT for Burnt Store Rd Phase 2 design
  - \$ 10,453.22 to FDOT for Burnt Store Rd Phase 2 design for utility element
  - \$100,000.00 to FDOT for SR 776/US 41 Gateway Landscaping
  - \$ 588.40 to FDOT for SR776 and CR771 intersection construction
- Charlotte Harbor CRA FDOT LAP Grant:
  - Gateway Harborwalk Phase 1A construction:
  - Phase 1A billings: -0-
  - Phase 1A Revenue received: \$ -0-
  - *Grant limit has been reached except for retainage release*
- Misc Grants:
- \$15,000 FDEP Florida Communities Trust Educational at Cedar Point
- Operating Support:
- Prepared analysis of the Utility State Revolving Fund loan status.
- Met with Fiscal Services staff in an effort to improve the Performance Based Budgeting Package for the FY18 and FY19 budget process.
- Participated in Florida Government Finance Officer Association's (FGFOA) conference call to develop a new Committee which will plan seminars.
- Updated the Utilities time tracking for the new Fiscal Year.
- Participated with Information Technology, the Utility Department, and the Clerk's Finance Department on advancement of the new Customer Service Software.
- Met with Utility management on the plan to change over to the new Customer Service software on planned for November 1<sup>st</sup>.
- Provided second round of training to Fiscal Staff on the Projections Report.
- Completed physical inventory counts at the Punta Gorda Yard, Traffic Signs and Markings, Lighting District, San Casa Yard and Fleet.

- Prepared and submitted the August Invoice for reimbursement of the Zika mitigation contract award from the Florida Department of Health.
- Attended meeting with Emergency Medical Services staff and Intermedix regarding a possible amendment to the current contract which would allow an additional revenue source to be captured through changes to the Affordable Care Act.
- Staff attended FGFOA Webinar 'Overtime rule'
- Compiled parks maintenance and utility costs for parks located within MSBU's for a Community Services presentation to the Board of County Commissioners.
- Accounts Payable/Receivable Support
- Created a standard purchase requisition form for departments to use when submitting requests to Fiscal Services, with individual customization if needed. Rolled these new forms out to the departments to begin using.
- Met with the Management team from Human Services and mutually agreed upon transitioning the responsibility of processing all purchase requisitions, check requests, check deposits and cash receipts from Human Services to Fiscal Services. This includes all grant related items, as well as those for the four departments in Human Services.
- Completed annual cash audits and reported findings to Finance for cash drawers in Community Services, the Utility, the Landfill, and Community Development.
- Invoiced a total of \$450.00 for Public Safety:
  - \$450.00 for EMS standby charges
- Received a total of \$1,364.16 for Public Safety:
  - \$1,364.16 for UPS Maintenance
- EMS Collection payments – processed 31 payments totaling \$2,065.80 for September.
- EMS Refunds - processed 85 refunds for overpayments received by ADPI totaling \$6,480.84 for August.
- Murdock Village CRA:
- Public Works charges: \$-0-
- Real Estate Services charges: \$-0-
- Land Acquisition costs: \$13,732.22
- Interest & fees expensed: \$6,671.26
- Principle Payment: \$-0-
- Parkside CRA:
- Elkcam Blvd Multi Use Path project billings: \$-0-
- Harbor Blvd Amenities design project billings: \$-0-
- Multi-use Trails & Greenway design project billings: \$20,848.17
- Capital Support
- Prepared financial information to help with the decision process related to the Stump Pass beach renourishment bid.
- Supplied financial information related to North Manasota Key beach nourishment to Peter Ravella Consulting.
- Provided a monthly project budget status update to Public Works, Facilities and Community Services
- Finalized the FY17 Capital Improvement Program
- Met with Utility to discuss 20 yr. Capital Plan and R&R schedule for FY18.
- Attended Charlotte Ranchettes MSBU Committee meeting to offer fiscal support on grading and paving.
- Analytical Support

- Prepared Resolutions and Legal Services Request for the Final Budget Public Hearing and compiled agenda documents to be posted on the public website.
- Completed Newspaper advertisements for the Final Budget Hearing and submitted them to the Sun Herald by the published due date.
- Completed the Final DOR taxable valuation and millage reports in e-TRIM and updated the information with the millage approved by the board at the September 26 Final Public Hearing.
- Reviewed the TRIM packet with Administration and the County Administrator certified the Proposed Millage back to the Property Appraiser by the October 1<sup>st</sup> due date.
- Balanced all funds and rolled the adopted budget into the general ledger for fiscal year 2017.
- Began developing the budget process calendar for the next two year budget cycle.
- Submitted Novus agenda documents and Check requests of \$160,000 from the Law Enforcement Trust Fund and \$70,000 from the Criminal Justice Education Fund Care to be disbursed to the Sheriff.
- Submitted Novus agenda documents for renewal of all Not for Profit Contracts and the Health Department contract for FY17.
- Met with the Health Department and provided analysis identifying the funding changes between programs.
- Continued cross training on the vehicle replacement program.
- Submitted quarterly journal entries of \$72,615 to Finance to reimburse the Vehicle Replacement Fund.
- Created a master file document checklist for not for profit contracts to be used for contract monitoring and compliance.
- Uploaded all FY16 not for profit contracts and related contract items to the SharePoint.
- Coordinated with the County's Purchasing Manager, and the Legal Law Library to make an irregular purchase of law books before the fiscal year-end.
- Reconciled the Juvenile Justice cost sharing items by utilizing the FL Department of Juvenile Justice System database.

#### I.T.

- No information to include.

#### Purchasing

- Pre-bid Meetings held:
  - 16-450 Decorative Segment Signs – Rotonda
  - 16-383 Lift Stations Grounds Maintenance - Annual Contract
  - 16-449 Membrane Roofing System - Administration Bldg B
  - 16-433 Placida Sidewalks and Utility Construction
  - 16-480 Construction of Hammerhead Turnarounds
  - 16-338 East Port Water Reclamation Facility - Stage 5 Improvements
- Bid openings held:
  - 16-398 Swimming Pool Resurfacing & Renovations
  - 16-450 Decorative Segment Signs - Rotonda
  - 16-449 Membrane Roofing System - Administration Bldg B
  - 16-383 Lift Station Grounds Maintenance - Annual Contract

Monthly Report, September 2016

- Quotes due and received:
  - 16-488 Sewer Line S – Extension Inverness Street
  - 16-462 Sidewalk Construction - Franz Ross Park
  - 16-499 Printing Activities/Programs
  - 16-493 Event T-Shirts Annual
  - 16-487 Lot Mowing for Code Compliance
  - 16-494 South County Pool Deck Repair
  - 16-508 Clearing & Grubbing SC Library
- Proposals received:
  - 16-374 P25 Radio System-Supply & Install
- Shortlisting meetings held:
  - 16-412 Shortlisting Meeting - Economic Development Marketing Services
- Negotiation meetings held:
  - 16-387 CEI East Port WRF Stage 5
- Work Orders due and received:
  - 16-503 County Operations & Maintenance Complex Master Plan

### **Real Estate Services**

- 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 is on-going.
- Release and Occupation of Easement Program – This program continues to be very active. We received 257 applications as of September 30<sup>th</sup>. Our current measures indicate an average 10 day turnaround time for Occupations and a 15 day turnaround time for Releases.
- Enhancements of Services to the Public – We have worked with our Public Information Office and I.T. to update our web page. Applicants can now download applications and fill them out electronically for submittal to our office. Also, we have installed a credit card machine in our office to allow for the payment of application fees by credit card. Many applicants have used this new convenience.
- Parkside-Harbor Boulevard Improvements – We are working with the Project Manager to assist in obtaining Utility Easements that will allow the overhead power lines to be placed underground.
- 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. We will be inspecting a potential building later this month.
- 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 acquisition and construction are available this fiscal year. We have acquired approximately 3 acres that will be needed for a future pond site.
- Agreement with Burnt Store Village HOA – Working with staff from Public Works and the County Attorney’s Office, we have concluded an Occupation of Right of Way agreement with the Burnt Store Village HOA. This agreement will result in a savings to the County since the HOA has agreed to maintain a significant portion of County right of way at their cost.

- 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. The acquisition process has started and we have 6 access lots under contract.
- Habitat Conservation Plan – We are continuing to acquire parcels needed for the HCP based on direction from Natural Resources.
- 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. This road project will be completed next spring.
- Placida Widening – Work continues to acquire additional right of way. To date, we have obtained 65% of the right of way needed for this future road expansion project.
- 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 and we will proceed with another round of offers in the next few weeks.
- Burnt Store Road Phase III – This road project has been completed.
- Gasparilla Road – This road project will be completed in the next few months.
- 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
- the project moves forward. We are currently working with WAWA and a church to obtain easements for the installation of water and sewer lines. This project is in the vicinity of U.S. 41 and Midway Boulevard.
- Elkcam Waterway Bridge Repair – We have sent offers to the affected property owners and we have received favorable responses from 3 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 fall offering of surplus parcels to be acquired through the competitive bid process has been submitted to Purchasing for processing.
- Commercial Property for Harborwalk Project – We have closed on this waterfront property needed for the Harborwalk Phase 2 Project.
- Lease Space for Community Services – This matter is being held in abeyance pending further direction from Administration.
- Stump Pass Dredging - We continue to assist Public Works staff as needed.
- Murdock Village Redevelopment – We are assisting with the potential development plan in the Murdock Village CRA.
- Murdock Village Property Inspections – We are continuing our monthly inspections and address any issues/items that need correcting. Recent issues relating to illegal bee hives and homeless camps are being addressed by appropriate County staff.
- Sidewalk Projects – We are assisting Public Works staff with the Harbor Heights and Cape Haze sidewalk projects. We have obtained several Temporary Rights of Entry from property owners to facilitate the construction of the sidewalk.
- Customer Satisfaction - Our customer surveys continue to show that our Division maintains a high customer service rating.

## Community Development

Item	Total FY15	Sep-16	Sep-16	FY15YTD	FY16 YTD
Single Family Permits Issued	904	88	80	904	1024
Babcock Permits Issued	0	0	5	0	10

<b>Multi Family Permits Issued</b>	9	5	1	9	8
<b>Commercial Permits Issued</b>	95	2	8	91	118
<b>All Other Permits Issued</b>	20950	1713	1718	19254	20683
<b>Customers Served</b>	26881	2353	1958	24755	26223
<b>Inspections</b>	66079	5280	5889	60299	71373
<b>Permitting Revenue</b>	\$3,851,692	\$317,026	\$379,521	\$3,566,544	\$4,122,569
<b>Permitting Expenditure</b>	\$2,601,367	\$260,360	\$332,611	\$2,441,620	\$3,109,590
<b>Code Enforcement Revenue</b>	\$1,156,740	\$162,388	\$55,630	\$1,090,865	\$761,940
<b>Code Enforcement Expenditure</b>	\$1,622,026	\$172,089	\$197,472	\$1,500,572	\$2,084,781
<b>New Complaints Received</b>	1339	215	80	1218	1027
<b>Code Cases Initiated</b>	3679	294	447	3397	3920
<b>CEB Cases Heard</b>	355	24	31	335	276
<b>Citations Issued \$ Amount</b>	\$111,000	\$11,000	\$18,000	\$93,000	\$163,000
<b>New Contractor Licenses Issued</b>	16	1	0	16	26
<b>Contractor Licenses Revoked</b>	8	1	1	8	8

- Babcock Ranch
- The Notice of Proposed Changes to the Babcock Ranch Community DRI Master Development and its Increment 1 Development Order are under review by the County and State review agencies.
- 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
- There was no P&Z Board Meeting in September.
- Board of County Commissioners Land Use
- The following petitions were heard by the Board of County Commissioners on September 27, 2016:
- SV-16-04-03:
- Gary Calderaro is requesting to vacate an unnamed platted right-of-way abutting his property in Cape Haze, a total of 0.16 acres, more or less, part of Cape Haze Subdivision, as recorded in Plat Book 2, Page 93, of the Public Records of Charlotte County, Florida. The

targeted segment is located south and west of Spaniards Drive, north of Spyglass Alley, and east of Green Dolphin Drive, in Section 03, Township 42, Range 20, in Commission District III.

- Community Development Department Recommendation: Approval
- FP-16-05-03:
- RaceTrac Petroleum, Inc. has requested Preliminary and Final Plat approval for a two-lot minor subdivision to be named, RaceTrac at Winchester. The site is 4.96 acres, more or less, and is located south of McCall Road, west of Winchester Boulevard, north of Creekview Lane, and east of Oriole Boulevard, in Section 04, Township 41, Range 20, in Commission District III.
- 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
- 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
- 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
- PA-16-02-01-LS:
- A Text Amendment to Charlotte County's Comprehensive Plan to amend Future Transportation Map Series Map #7: Bicycle and Pedestrian Ways (South and East County) to add the Babcock Trail Alignment; Petition No. PA-16-02-01-LS; Applicant: Charlotte County Board of County Commissioners
- Community Development Department Recommendation: Approval with conditions
- PA-16-06-10-LS:
- A Text Amendment to Charlotte County's Comprehensive Plan to revise Future Land Use (FLU) Appendix VI: Developments of Regional Impact by amending the Sandhill Development of Regional Impact (DRI) development rights and adding Equivalency Matrix to be consistent with the Sandhill DRI Development Order Resolution Number 2014-174; Petition No. PA-16-06-10-LS; Applicant: Charlotte Commons Venture, LLC.
- Community Development Department Recommendation: Approval
- PA-16-06-11-LS:
- A Text Amendment to Charlotte County's Comprehensive Plan to rename "Revitalizing Neighborhoods Incentive Density" in the County's Comprehensive Plan to "Incentive Density"; revise Future Land Use (FLU) Policy 1.2.16: Incentive Density (new name); add new FLU

Policy 1.2.17: Incentive Density Usage; Petition No. PA-16-06-11-LS; Applicants: Charlotte Commons Venture, LLC & Charlotte County Board of County Commissioners

- Community Development Department Recommendation: Approval
- Parkside CRA
- Public forums to discuss the draft Parkside Revitalization and roundtable meetings to develop appropriate land development regulations to implement the revitalization plan were held to refine proposed LDRs for Parkside. The visual preference survey to further determine the public's preferences of various architectural features was completed on August 28, 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
- The Murdock Village Community Redevelopment Agency received a proposal to purchase approximately 450 acres within the Murdock Village CRA, for the construction of 2,400 residential units and 200,000 square feet of commercial space. Amendments to the comprehensive plan policies regarding Murdock Village have been prepared to allow greater flexibility of development within the established vision for the CRA. These amendments are scheduled to be presented to the P&Z Board in October, and to the BCC for transmittal to the Department of Economic Opportunity in October.
- The following petitions were decided by the Board of Zoning Appeals on September 14, 2016.
- Approved variance VAR-16-004 to reduce the 7.5-foot side setback by five feet to allow a 2.5-foot side setback to allow an existing single-family residence to remain "as is" in the Residential Single-family-3.5 zoning district, at 3389 Conway Boulevard, Port Charlotte.
- Approved variance VAR-16-005 to reduce the 7.5-foot side setback by 1.03 feet to allow a 6.47-foot side setback to allow an existing single-family residence to remain "as is" in the Residential Single-family-3.5 zoning district, at 18222 Burkholder Circle, Port Charlotte.
- Approved special exception SE-16-008, after reconsideration and rehearing, to allow a wastewater lift station in the Residential Single-family-3.5 zoning district, at 19149 Edgewater Drive, Port Charlotte for Charlotte County Utilities.
- Approved special exception SE-16-009 to allow a Major Home Occupation, consisting of a home bakery, in the Residential Single-family-3.5 zoning district, at 23333 Wilber Avenue, Port Charlotte for Leanne Montero.
- Approved special exception SE-16-010 to allow educational facilities in the Residential Multifamily-10 and Residential Single-family-3.5 zoning districts, at 1033 Buena Vista Circle, Port Charlotte for the Murdock Village Community Redevelopment Agency.
- The following petitions were decided by the Zoning Official during the month of September 2016.
- Administrative Variances:
- Two Administrative Variances were approved by the Zoning Official in September, which brought the total number of Administrative Variances approved in 2016 to seven.
- Minor Home Occupations:

- Two Minor Home Occupations were approved by the Zoning Official in September, which brought the total number of Minor Home Occupations approved in 2016 to sixteen.
- Site Plan Review
- Community Development received five petitions for September.
- Preliminary - 1
- Final - 1
- Project Conferences - 3

## **Community Services**

### • Administration

- Responded to 125 phone calls, 11 web mails, 5 citizen action requests, 1 Accident/1 Incident reports, 1 Survey on Survey Monkey
- Parking passes sold 13 (mail and phone)
- Supported 3 Advisory Boards, Safety Committee
- ExoFit Fitness Station grant application for McGuire Park
- Meeting with Community Assistance Fund Committee of the Punta Gorda, Port Charlotte, North Port Board of Realtors Community for National Association of Realtors grant for South County Regional Park disc golf course
- Promotional and Marketing Activities
  - ½ page ad in the Parrot Magazine promoting activities
  - Facebook Page Current reach – 1,442 Page Likes
  - iHeart Media commercials – Fan Bricks, Movie Nights, Trip to the Trop, Tippecanoe Trail Run
  - Sun Herald Coupon insert for Tippecanoe Trail & Mud Run
  - 6 Press Releases
- Community Services Department Employee Appreciation Event at Englewood Beach as part of the International Coastal Cleanup
  - 15 Adults, 7 Children participated
  - Approximately 70 pounds of trash including 1,564 cigarette butts, 206 food wrappers, 142 plastic bottle caps, a doll and a knife.
- 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
    - Shiver Shack Hawaiian Snow Cones

### • 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 13,550 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,010 with 1,425 touches combined. Recreation facilities were rented 70 times achieving a rental attendance total of 2,908 people. Staff spent over 158 hours on in-service training and over 500 hours on facility maintenance.

- Charlotte Sports Park
- The Charlotte Stone Crabs last game was cancelled due to inclement weather. The Stone Crabs season ended with 46,085 in attendance and 12 games cancelled due to inclement weather.
- The Instructional League began their games in September and played on the following dates with a total attendance of 350.

○ Date	○ Team	○ Attendance
○ 9/20/2016	○ Minnesota Twins	○ 120
○ 9/23/2016	○ Orioles	○ 120
○ 9/29/2016	○ Boston	○ 110

- The Charlotte Sports Park also had 3 additional events in September, “Operation Stone Crabs”, Trip to the Trop, and Bocca Lupo Howl at the Moon 5K. Operation Stone Crabs was an emergency preparedness training exercise with over 150 people participating from various emergency agencies throughout the state of Florida. The Trip to the Trop was a sold out bus trip to watch Tampa Bay Rays vs NY Yankees play on September 20<sup>th</sup> at Tropicana Field. September 30<sup>th</sup> was the Bocca Lupo Howl at the Moon 5K race for all ages with 550 participants in the race.
- Athletics
- The total number of local athletic facility users (not including gymnasium use) for the month of September 2016 was approximately 3,335 and facilities were booked 2,910 hours. These numbers do not reflect casual use of the parks, the Snowbird Classic or use of the Charlotte Sports Park.
- Suncoast Travel Ball held a Baseball Tournament at Harold Avenue Park and North Charlotte Regional Park Baseball Fields on September 17<sup>th</sup> and 18<sup>th</sup>.

- Extension Services

- Administration:
- Meetings/Reporting/Training/Governance:
- Managers Meeting - Charlotte Sports Park – 1 pm – September 12<sup>th</sup>
- 4-H Seasonal Interviews – September 6<sup>th</sup> – 1:30 pm
- Seasonal Employee Training - Port Charlotte Beach Recreation Center – September 6<sup>th</sup> – 8:30 am
- All-Staff Meeting - Port Charlotte Beach Complex – 8 am – September 16<sup>th</sup>
- Managers Meeting - Charlotte Sports Park – September 12<sup>th</sup> – 1 pm
- BOCC – 9 am – September 13<sup>th</sup> – MOU Agreement
- Soil and Water Special Meeting – September 21<sup>st</sup> – 4 to 8 pm – East Port Campus
- Extension Professional Associations of Florida (EPAF) Annual Conference – September 26<sup>th</sup> to 30<sup>th</sup> – Daytona Beach – Presented abstract/paper – “Parks That Teach”
- CED Monthly Meeting –September 19<sup>th</sup> – 1 pm
- Website Hits: Website: 2,578 page views
- Facebook® Page - Charlotte County Extension data: Facebook: 1,751
- Likes: Our Blog had 1,479 views. (Mitchell, Schumaker)
- Sea Grant:
- Publications:

- Staugler, E.A. 2016. "Unraveling the mysteries of spotted seatrout" Waterline Magazine, Charlotte Sun Herald, September 8, 2016, pg. 13.
- Staugler, E.A. 2016."Frequently asked questions about Vibrio in Florida" Water LIFE Magazine, September 2016, pg. 19
- PowerPoint:
- Staugler, B., H. Abeels, J. Hazell, L. Krinsky, B. Fluech, C. Adams, R. Botta, and J. Stevely. 2016. Awareness, Knowledge and Perceptions of Barotrauma and Barotrauma Mitigation: A Survey of Florida Saltwater Angers, presented at Florida Outdoor Writers Association annual conference, Palm Coast, FL.
- Website:
- Marine Scene Plus! (Blog) <http://flseagrants.ifas.ufl.edu/newsletter/>
- 9/19 - All about spotted seatrout
- 9/2 - Frequently Asked Questions about Vibrio in Florida
- 9/26 - Sea stars, sea cucumbers, sea urchins and more...
- Blog received 3,785 site visits and 4,499 page views between August 26 and Sept. 25.
- Site & Office Visits (visits of substance):
- Bill, Reader of my small tooth sawfish article
- Robert, Fishin Franks, information for a Factsheet
- Michael Heller, Don Ball School of Fishing
- FWC-FWRI, meet new AA and networking
- University &/or County Governness:
- Search and Screen committee for Sea Grant Agent in Miami-Dade Co.
  
- Meetings:
- 9/6 - Sea Grant Communication, regarding changes to Marine Scene Plus! blog
- 9/13 - Monthly leadership conference call -- FSG Fisheries WAG
- 9/14 - Attended Florida Aquaculture Association meeting in Bartow
- 9/29 - Envirothon Academic Challenge board meeting
- Conferences:
- 9/14 thru 9/18 - Attended Florida Outdoor Writers Association annual conference in Palm Coast. Presented during craft improvement session and set up and manned display during corporate trade show.
- Awards:
- 9/17 - 2<sup>nd</sup> Place for Magazine article less than 1200 word, Florida Outdoor Writers Association
- Other:
- Considerable time spent reviewing applications for Miami-Dade Sea Grant agent position
- Began putting together this year's Envirothon test for the Aquatics station (December event),
- Prepped for my Oct. FMNP class
- Helped Team Punta Gorda secure volunteer FMNP alumni to lead kayak paddle event in November
- Working on a series of educational publications on fish bios (Staugler)
- 4-H Youth Development:
- 4-H Club Educational Programming:

Monthly Report, September 2016

- Fifty-seven (57) 4-H youth completed a 4-hour Poultry Seminar, learning about poultry care and production.
- Over one hundred (100) 4-H youth participated in project club meetings, field trips and exhibits as part of these clubs: 4-H Teen Leadership, Fur 'n Feathers 4-H Club, 4 Paws 4-H Dog Club, 4-H Cloverbuds, 4-H Swine Club, 4-H Goat & Lamb Club, 4-H Outdoor Adventure Club, 4-H Marine Ecology Club, Manes 'n Reins 4-H Club and the 4-H Beef & Breeding Club.
- Twenty-two (22) 4-H volunteers supported these 4-H club activities.
- 4-H School Enrichment:
- The 4-H Agent presented “Manners Matter” to 89, 5<sup>th</sup> grade students. This program was requested by the 5<sup>th</sup> grade teachers in response to student’s behavior in the cafeteria.
- Other 4-H Activities:
- The 4-H Agent presented an abstract at the 2016 Extension Professional Association of Florida Conference.
- The 4-H Agent presented overall UF/IFAS Extension information at the Bok Towers Opening in Polk County. (Phillippe)
- Horticulture:
- Programming:
- GI-BMP Training – September 20<sup>th</sup> – 8 am to 3 pm – 5 trained
- Urban Ag/Hobby Farms workshop – 8 am to 2:30 pm – September 17<sup>th</sup> – 45 in attendance
- Rotary - Isles Yacht Club located at 1780 W Marion Ave. Punta Gorda, FL .33950 - Nuisance Wildlife, Vertebrate Pest Control Talk – September 22<sup>nd</sup> – 11:30 am – 40 in attendance
- Special Outreach:
- Master Gardener Radio Show – September 27<sup>th</sup> – 10 am – WCCF-1580 – 10 am – Tom Becker, 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> - 10 am
- Site Visits:
- Turf Site Visit - 1212 Yachtsman Lane – September 23<sup>rd</sup> – 10:30 am
- Florida-Friendly Landscaping™ Program
- Summary:
- The Florida-Friendly Landscaping™ Education/Training Specialist provided solutions to homeowners on plant care and pest control. Total clientele contacts in the month of September.....386. This included: 6 teaching events (127 participants), 94 telephone consultations, 78 office visits, 8 field visits and 79 email consultations.
- Irrigation Training Update:
- 135 green industry professionals and 101 homeowners received irrigation training. Approximately 65% of the professionals and 89% of the homeowner’s surveyed will use what they learned to conserve water. (Americans tap roughly 3.7 trillion gallons more water per year than can be replenished. Over 40 percent of a home’s drinkable water ends up being used for yard maintenance rather than for drinking. The typical garden hose dispenses roughly 10 gallons of water per minute. Watering a flower bed for two minutes would fill 320 drinking glasses. 450, resident obtained a Charlotte County rain barrel, each saving \$45 per barrel off the cost of a store-bought one. Consumer savings equal \$20,250.
- Parks that Teach:

- As a result of the Parks That Teach program, 276 individuals participated on 26 walks. Each walk has as few as 3 and as many as thirty-two (32) participants. Master Gardener logged 432 volunteer hours valued at \$9,983. A new Facebook page was created for the public to share pictures and what they learned while being on the tour.
- Charlotte Sun Newspaper Articles:
- Potential Readership:
- Charlotte Sun Herald – Average Circulation - 30,100
- Newspaper Article for September 26<sup>th</sup> “The lady palm is a shady palm”
- Newspaper Article for September 19<sup>th</sup> - “Whoa, it’s a ponytail palm”
- Newspaper Article for September 12<sup>th</sup> —“The tame Mexican petunia”
- Newspaper Article for September 5<sup>th</sup>—“Why you don’t want a carrotwood in your yard” (Mitchell, Bates, Becker)
- Natural Resources
  - This week staff concentrated efforts on exotic treatment in the west county properties.
  - In addition to exotic flora treatment staff explored possible options for kayak/canoe launch improvement in cooperation with an Eagle Scout project.
  - This week staff spent time doing trail maintenance and clearing after the series of storms that passed through the area the previous week. When not clearing trails staff continued ongoing exotic flora treatments at Oyster Creek Environmental Park. Species treated include Brazilian pepper, rosary pea and Caesar weed.
  - Staff designated new equestrian trails at Prairie Creek Preserve. The new trail will connect the new access point with existing equestrian use trails.
  - This week staff focused on continuing career development by studying for the Natural Areas Applicator’s permit. This permit will facilitate the in-house treatment of exotic flora and so provide a cost saving measure to the County.
  - Staff also participated in an All Staff Meeting conducted by Tommy Scott, Director of Community Services. This meeting is an opportunity for Tommy to address issues effecting the staff as well as answer questions regarding future plans of the department.

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

- Bay Heights Boat Ramp: The mooring piers, tending docks, and floating kayak launch ramp boardwalks were installed. Right of way work at park entrance was completed providing a smooth access into the area. The parking area and roadways were asphalted. Site sidewalks are being installed to the pavilions and restroom.
- Airport Annex Master Plan: Staff will compile information presenting the plan to commissioners within the near future.
- CCSO District 3 Headquarters: The request for proposal (RFP) was authored, compiled, and submitted to purchasing. The package was assigned to an agent, starting the formal RFP process.
- CCSO Firing Range: Upon administrative approval, the consultants will proceed with design.
- Jail Mezzanine Safety Railing: The contractor completed the guaranteed maximum price with the commissioner’s approval on September 27<sup>th</sup>. The construction manager’s amendment is in the signing process. The contractor will start shop drawing process before mid-October.
- Strategic Master Space Plan: The request for proposal (RFP) was assigned a purchasing agent starting the process.
- Loveland Campus Master Plan: The request for letters of interest (RLI) was compiled and submitted to purchasing. Purchasing advertised with six firms submitting for the committee’s selection.

- Harbor Heights Drainage Remediation: Pumped out the standing water using the dewatering plan to determine if the bubbler was being fed with an alternate water source. It was determined that it was not being fed. Ground water elevation is still the best reasonable explanation for standing water. Considerable amount of dry time will be needed to justify more efforts.
- BCS Expansion: A workshop is being planned for the board to approve the project. A request for proposal (RFP) is being drafted.
- CARE Facility Expansion: Construction is continuing with an expected completion in mid-December.
- Justice Center Expansion: A revised scenario was presented on September 14<sup>th</sup>. This scenario will be compared against the first scenario in terms of cost, sequencing timelines through the phasing of work, impact to departments, meeting long term needs, security needs, objections and how they can be overcome, and national best practices. The comparison results will be brought back to the agencies for recommendation and consensus. A request for proposal (RFP) for a construction manager is being drafted.
- Cape Haze Pioneer Trail Connector: Site drainage, asphalt final lift, landscape, sidewalk, and solar lights are completed. Waiting for thermoplastic and striping to be completed upon curing of the asphalt.
- Fleet Vehicle Wash Facility: Review of plans completed, submitted changes to architect firm the last week in September.
- Port Charlotte Beach Floating Dock: Installation of the new seawall is complete. Contractor began installation of the new seawall cap.
- Spring Lake Boardwalk and Parking Renovations: Purchasing processed request for bid (RFB) and will schedule the pre-bid meeting.
- ADA Various Improvements: Purchasing is compiling and processing the construction documents.
- Harbour Heights Boat Ramp: The Army Corps of Engineers permit was received.
- El Jobean Fishing Pier: The purchasing bid package meet spec review and finalized before advertising.
- South County Regional Park: The purchasing agent is processing design services Request for Letter of Interest.
- Murdock Building B Roof Replacement: The bid is scheduled for BCC approval on October 11<sup>th</sup>.
- Murdock Service Area and VIP Parking Area: Work will begin after confirmation of fuel line integrity.
- Bayshore Live Oak Park Shoreline Restoration: The external permits were submitted. The Army Corps of Engineering request for additional information response was returned with no forecasted response time.
- Mid County Library Building Renovations: Fleischman-Garcia is working on the design proposal.
- Sales Tax Project – CCSO District 1 Offices: The ground breaking ceremony was held on September 20<sup>th</sup>. The detention pond was excavated with sod installed at rim to stabilize bank erosion. The footers and stem walls were completed with under slab work underway.
- Sales Tax Project – Jail Infirmary: The construction manager is nearing completion of the guaranteed maximum price (GMP) process. Request for additional information with plans addendums was issued providing clarifications and quantifications of the bid documents.
- Sales Tax Project – Veterans Memorial Park: Silt fence has been installed, clearing and grubbing starts first week of October. A groundbreaking ceremony is scheduled for October 4<sup>th</sup>.
- Sales Tax Project – South County Library and Archive: Baseline and upgrade drawings have been revised and the CM is working on pricing for both sets of images. Once complete, BCC direction will be required to move forward into the construction document phase. The Interlocal Agreement for site remediation has been approved by both the City and the BCC. Site clearing and grubbing has been awarded to Environmental Underground, Inc.
- Sales Tax Project – Family Services Center Renovations: Staff is collecting and refining pre-programming campus concept vision. The staff will present vision to the new commission early this winter for guidance and direction.
- Sales Tax Project – Ann Dever Regional Park New Recreation Center: Schematic floor plans were provided for stakeholder review.
- Sales Tax Project – NCRP New Recreation Center: Schematic floor plans were provided to all stakeholders for review.
- Sales Tax Project – West County Annex Replacement: The architectural renderings were reviewed by stakeholders with positive results. The programming phase continues with the Construction Manager at Risk selection of Florida Premier Contractors.

- Sales Tax Project – McGuire Park: The consultant is compiling permit plans and bid documents. The engineer submitted documents initializing the site plan review (SPR).
- Sales Tax Project – Recreation Centers Renovations: Kick off meeting with CM at Risk was held. Concept design phase is expected to begin late October.

## **Human Resources**

- Employee & Labor Relations
  - Extended employment opportunities to 13 candidates
  - Recruitment related activities and hiring processes
  - Served on Interview Panels
  - Employee related issues and investigations
  - Discipline related conversations and activities
  - Monitor the community service program with Courts System
  - FMLA Processing & Reporting
  - Tasks associated with Employee of the Month
  - Legal Discussions
  - Miscellaneous advisement/investigations/coaching/development conversations
  - Attended local SHRM meeting
  - Completed Annual Performance Appraisal Process for Fiscal Year 2016
  - Attended ribbon-cutting of new Fire/EMS Training Center
  - Participated in job fair sponsored by CCSHRM
  - Employee Appreciation event held
- Benefits Related
  - Facilitated Orientations
  - Process Tuition Reimbursement Requests
  - Prepare orientation booklets
  - Provide Customer Service to employees
  - Produce Service Awards and letters to employees
  - Self-service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development
  - Halogen assistance for employees and Management
  - Generated monthly service awards
  - Miscellaneous coaching/development conversations
  - Professional Development to include webinar, reviewing industry journals, etc.
  - Attended Kronos Time Keeping Solution trainings
  - Offered Dealing with Difficult People Workshop
  - Coordinated Brown-Bag Lunch-N-Learn with IT
  - Attended FLSA webinar regarding new overtime rule

Monthly Report, September 2016

## Human Services

- The Family Services and Housing Services Division Managers participated in the Charlotte System Design Clinic sponsored by the Homeless Coalition and the Gulf Coast Partnership. Discussions and activities focused on developing concrete governance strategies and action plans for becoming a high-functioning crisis response system.
- The Senior Services Division finished compiling the results of its annual client survey. 151 surveys were mailed to frail and homebound Charlotte County senior clients. A total of 55 responses were received back representing a 36 percent return. The survey requested feedback on three focus areas: customer service; value; and change. Average approval rating for case management services was 89% and 91% for providing community resources. Of the home and community services that seniors received they valued Homemaker as the most important service; Case Management second; with Personal Care and Transportation tying for third. Companionship ranked fourth and Specialized Medical and Consumable Supplies took fifth place. Responses regarding changes included no changes needed, requests for increased services, and improved service delivery to allow for additional time. 12 responders with additional questions will be contacted directly by their case managers.
- Clients also shared words of inspiration and confirmation that both senior services staff and community services support their sense of wellbeing/peace of mind, promote happiness in remaining in the community in their own home, promote a sense of safety and security, and assist them in remaining independent. The survey responses along with the many handwritten comments reaffirm that investing in our aging programs are making a real difference in the lives of many area elders in Charlotte County.
- Human Services was notified of approval of the Community Service Block Grant Modification. This approval will allow a meaningful collaboration between the Family Services and Senior Services Divisions in an effort to assist elders in Charlotte County to remain independent. Utilization of the grant funds from this modification is expected to begin October 1, 2016 and run through December 31, 2016. Over 100 elders have been identified as potentially eligible to receive benefits under this grant. Additional community resource information will be provided.
- Human Services/Veteran Services held their inaugural Veteran Services Officer Seminar on September 23, 2016. The conference was attended by 8 Veteran Service Officers from local veteran services organizations; staff from Congressman Rooney's office and the VA Vet Center. Some of the subjects covered included VA compensation, pension, appeals, eBenefits, healthcare access, burial benefits, records requests and presumptive disability. The goal of the seminar was to provide up-to-date Veteran Administration information and to enhance continued dialogue among the County Service Officers and Veteran Services Organizations. Additional informational seminars will be planned.
- A few Real Stories, Real People, Real Investment:
- Veteran Services staff assisted in expediting VA Healthcare enrollment for a terminally ill veteran who is in hospice care at his home. Through normal channels, VA Healthcare enrollment generally takes 3-6 weeks. This veteran's enrollment was processed in less than 24 hours. The veteran's additional VA home healthcare will supplement his current hospice care so that he will have more assistance during this difficult time.
- Family Services staff assisted a client who was referred by 211 and spoke little English. Staff was able to communicate in Spanish and assisted the client with financial assistance through grant funded programs.
- Family Services staff was also able to assist an elderly client in making an appointment for energy assistance through another agency's customer service office.
- A client's wife recently had a baby and he had missed some time from work causing the family to fall a little behind in their bills. Due to his work schedule, he was unable to come to a regular appointment for FPL assistance so a time was arranged that fit his work schedule.

Prior to the appointment, Family Services staff reviewed his file and informed him of everything he would need to bring to the appointment. The client was pleased with the efficiency and flexibility of staff and their willingness to help in the family's time of need.

- Veteran staff assisted a 101 year old surviving spouse of a wartime veteran in obtaining benefits that she had been waiting over a year to receive. Staff worked with the pension Maintenance Center VSO and was able to get verification of approval of benefits in about 6 hours.
- Family Services staff met with social workers and family advocates from the Baker Center's Head Start Program for the purpose of partnering and identifying linkages between our programs and services.
- Senior Services staff participated in the end of summer kick-off meeting for the Communities for a Lifetime committee. Plans have begun for an edible gardening session to be held at a low-income senior living complex. The Patio-Gardening project will be held in November. The project is intended to promote socialization among residents at the complex as well as offer some edible patio gardening ideas. AARP is supporting this project through purchase of soil, seeds, and small potted plants.
- Communities for a Lifetime and the Community Health Improvement Partnership (CHIP) subcommittee on Positive Aging will also be co-sponsoring a Caregiver's Conference in December with the focus on Social Isolation of the elderly. More to come...
- Human Services and Charlotte 211 is proud to announce the highest level of achievement in receiving the National Alliance of Information and Referrals (AIRS) accreditation. Charlotte 211 was awarded the AIRS Certification of Accreditation after a 2 year intensive recertification process. Congratulations to the 211 staff!!
- Charlotte 211 was recently contacted by Sarasota 211 to provide assistance to their Executive Director with suggestions and recommendations on proceeding with their AIRS accreditation.
- The Board of County Commissioners approved the annual State Housing Initiative Partnerships (SHIP) report which has now been submitted to Florida Housing Finance Authority for final approval. Staff will now begin working on State required changes to the Local Housing Assistance Plan (LHAP).
- 211 Supervisor continues to participate on the Chronic Homeless Committee as one of the national priorities for eliminating homelessness. Working with other CIS community partners and designated case managers, the committee members have enhanced communication with first responders dealing with the chronically homeless to seek solutions to reduce and end homelessness among this population. 211 has also assisted the CHIP Mental Health subcommittee with the Purple Packet informational guide which promotes awareness, training and education to prevent suicides.

## **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.

- The Tenderhouse foundation is complete and the Contractor has begun pouring the floors and walls to the Tenderhouse. The Contractor is utilizing an alternating one-way traffic pattern for delivery of materials, especially concrete, which will continue through the duration of the project. Any traffic delays should not be any longer than would occur during a typical bridge opening. A seven day bridge closure is anticipated sometime between June 15 and August 15, 2017. The contractor is required to give a two-week notice prior to the closure and a Traffic Advisory will be issued at that time.
- 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
  - Don Pedro / Knight Island Bridge Repairs - Charlotte County is seeking professional engineering services to design repairs on two Don Pedro Knight Island Bridges – Michael Kosinski and Anne Merry.
  - CES/American was the selected firm, the scope and fee negotiation was completed 9/13/2016
  - 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: TBD, Projected Start of Construction: TBD
  - 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
  - | BRIDGE # | ON                | AT                |
|----------|-------------------|-------------------|
| 014041   | McPearson Dr.     | Hastings Waterway |
| 014045   | Chamberlain Blvd. | Apollo Waterway   |
| 014047   | Chamberlain Blvd. | Markham Waterway  |

- 014048          Jacobs St.                  Jupiter Waterway
- 014050          Biscayne Blvd.          Apollo Waterway
- 014051          Eisenhower Dr.          Venus Waterway
- 014052          Eisenhower Dr.          Cheshire Waterway
- The Comprehensive Evaluation Report identified 5 of the 7 bridges needing repairs.
- The design consultant submitted the 100% Design Plans and Bid Documents for review and approval. As soon as the County approves this project can move forward to the Construction Bidding Phase.
- 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. Design Contract: CES/American Design/Permitting Schedule: September 2016, Projected Start of Construction: TBD
- CES/American was the selected firm, the scope and fee have been negotiated and approved. CES/American can now start the design phase.
- 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 and restoration in the Peachland 7 area and the Ridge Harbor area in the PGNU District. They are continuing to perform base repairs in the Peachland 6 area. The paving in Peachland 5 area has resumed and is almost complete. To date there has been approx. 44,408 tons of asphalt placed in this contract. The amount of work completed to date is 25.5% and the amount of contract time that has elapsed is 32.8%.

- 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.
- *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. (Sept. 20, 2016) – A temporary traffic pattern change will be in effect between Midway Boulevard and Lake View Boulevard for isolated work in the coming weeks, including the completion of curb construction beginning Monday, Sept. 26.*
- *At that time, Edgewater Drive will be converted to a normal divided roadway configuration open to local traffic only. Motorists are asked to use caution and observe all traffic striping and signage.*
- *Access for residents will be via Midway Boulevard and Lake View Boulevard using the new Lake View roundabout.*
- *Edgewater Drive remains closed to through traffic between Midway Boulevard and Harbor Boulevard.*
- Excerpts from [www.GoEP2.com](http://www.GoEP2.com)
- Midway to West Spring Lake Bridge
- Local Edgewater Drive traffic is accessible via Midway Blvd. and Lake View Blvd. The temporary crossover at Sheeley Street is closed. The traffic pattern is now in the final divided highway configuration – observe proper traffic flow for the divided roadway.
- Lauzon Ave. has been reopened between Sheeley St. and Abhenry Circle.
- Curb, driveways and sidewalk are complete from Midway Blvd. to the West Spring Lake Bridge.
- Paving (except wearing surface) will be completed from Midway Blvd. to the West Spring Lake Bridge in early October.
- 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:
- Paving (except wearing surface) will be completed from the West Spring Lake Bridge to East Spring Lake Bridge and West Tarpon Court in early October.
- 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 and west sides 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) will be completed on the new eastbound and westbound roadways from near the East Spring Lake Bridge including Port Charlotte Blvd. and the roundabout.
  - Sunrise Park is open.
  - Roadway base is in progress on the westbound roadway.
- 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 complete from Harbor Blvd. to Sunrise Waterway Bridge
  - Storm sewer drainage outfall easement restoration to be completed.
  - Storm sewer construction is in progress.
- Sunrise Waterway Bridge construction continues. Bridge clearance will be temporarily reduced approximately two feet during construction of the new bridge deck.
- 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
- *PORT CHARLOTTE, Fla. (Sept. 20, 2016) – Please be advised that traffic will detour starting the week of Oct. 17. A portion of Hayworth Road (in the vicinity of Breezeswept Ave.) will be closed. Traffic will be routed on a short detour using Page St. and Montrose Ave. Travelers are encouraged to choose an alternate route when possible. Mail delivery, emergency services, and access to local residences will be maintained during construction.*
- Construction crews are currently installing the new 8" gravity sewer from Maracaibo to Amstead. Crews are working on site work preparation for the new road, concrete curbing and sidewalk between Achilles and Kings Hwy. 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 installed a new water main in this area.
- Harriet Street to Neil Armstrong Elementary: The contractor has installed a new water main in this area.
- Noble Terrace to Broom Court: The contractor has installed a new water main in this area.
- Conway Blvd. to Page St.: The contractor has installed a new water main in this area.
- Hayworth Rd. to Alton Rd.: The contractor has installed 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.
- Retention Area C-1 - The construction crews have cleared Retention Area 'C-1' of large vegetation. There is no other significant work in this area.
- Retention Storm Water Pond C-2 - The construction crews have cleared stormwater pond "C-2" of large vegetation. The contractor is preparing to install the primary outfall pipe network that will discharge to the Yale Waterway.
- Page Street Outfall - New water main crossings have been installed along Page Street leading to Stormwater Pond "C-2".
- 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 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 design plans. FPL requires various easements to complete the underground conversion, we are working together to get the easements and 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. 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. The walls and the weir have been poured. The crews will continue to backfill as necessary. 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

- Construction has started. The clearing work has been completed and the temporary sheet pile coffer dams have been installed. The main bypass pipe has been installed across Peachland Boulevard. The crews are currently working on installing the secondary bypass pipe that will handle the incoming offsite drainage.
- 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 have been submitted to the County for review. Staff comments have been returned to the design engineer for the 30% plans.
- 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 project is covered by the 1 year warranty.
  - 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
  - Project Phase: COMPLETED
  - 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
  - We have received the final bid set plans from Johnson Engineering. We are now in the final preparation of the contract documents to submit to the Purchasing Department for bid advertisement.
  - 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
- On Sept. 13, the commissioners awarded the contract to the lowest responsive bidder, Andrew Sitework. On Sept. 14, we held preconstruction meeting at which time the Notice to Proceed was issued for Oct. 17, 2016 and makes the completion of the project late Spring 2017.
  - 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
  - We have received the final bid set plans from Johnson Engineering. We are now in the final preparation of the contract documents to submit to the Purchasing Department for bid advertisement.
  - 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.
  - Received 100% plans from Johnson Engineering. On Sept. 27, it will go before the board as a change order to add it to an existing CCU contract
  - 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 which was approved by the Board of County Commissioners. Conducting utility work in conjunction with construction of the multi-use path and safety improvements will minimize disruption to residents and businesses within the project limits.
  - The project was put out to bid on September 7, 2016. A Pre-Bid meeting was held on September 15, 2016. The bid opening is scheduled for Wednesday, October 19, 2016.
  - 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 - Installing concrete, sod, and putting in trench drains. Approximating 60% complete.
- 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: October 2016 - December 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)
  - The project has been completed
- 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.
  - The contract time is 180 days from the Notice to Proceed which was issued for Aug 1, 2016. The contractor has mobilized to the site and construction is underway.
  - 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 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.
- 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.
- Construction is underway at this time.
- 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
- 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 60% landscape and irrigation design plans are currently under review. Construction plans for the gateway sign are also under review.
- 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 60% landscape and irrigation design plans are currently under review. Construction plans for the gateway sign are also under review.
- 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 – Fall 2016.
- The 90% landscape design plans have been received and are under review. Design is being scaled down to bring the cost of construction in line with the budget and to reduce the cost of maintenance upon completion.
- The project package is expected to be forwarded to the Purchasing Department for bid advertisement in October.
- 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.
  - 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 24 lights were repaired this month.

- The Traffic Management Center identified a vehicle detection issue with the west bound left turn on Jones Loop Road at Knights/Mac Drive. Staff investigated and traced the issue to a faulty video detection camera. The camera was replaced.
- At a request from and with materials furnished by the Florida Department of Transportation, installed flashing yellow signal displays on SR776 at Spinnaker Boulevard.
- Responded to a complaint of a street lighting circuit not working in El Jobean. Staff isolated the problem to be shorted underground wiring between two light poles. Attempts to remove the wiring failed. New conduit and conductors were installed between the two affected poles restoring the lighting system.
- Responded to two (2) after hour's trouble calls to the intersection of US41 at Tuckers Grade for the signalized intersection being in flash. Both times it appears the signalized intersection had been struck by lightning. Multiple components were damaged such as the signal controller, Malfunction Management Unit, three (3) Bus Interface Units, four (4) video detection cameras, Uninterruptable Power Supply inverter, one (1) yellow LED signal display and one (1) two circuit flasher. Total damage is estimated at \$10,500.00
- Repaired non-functional illuminated street name signs on US 41 at Cochran, 776 at Flaming Boulevard, US17 at Marlympia, US17 at Regent Road, Olympia Avenue at Taylor Street, Cooper Street at Carmalita Street, and Cochran Boulevard at Peachland Boulevard.
- Upgraded two (2) incident management cameras for the City of Punta Gorda on Olympia Avenue at Taylor Street and US41 north bound at Virginia Avenue.
- Installed new replacement batteries into UPS (un-interruptible power supply) units on US17 at Regent Road.
- A crew responded to an after-hours trouble call for street light pole destroyed during a motor vehicle accident at 2670 Placida Road. A replaced the light pole which was knocked down.
- Replaced one inductive vehicle detection loop assembly on Cooper St. at Olympia Avenue for the City of Punta Gorda.
- Responded to a trouble call during normal business hours to the intersection of Winchester Boulevard at Fruitland Avenue. The reported damage was for badly damaged street light pole transformer base and the pole was in jeopardy of falling. The transformer base was replaced.
- Responded to an after-hours trouble call for street light pole destroyed during a motor vehicle accident at 1231 Kings Highway, across from Metro Self Storage. A crew replaced the light pole which was knocked down.
- Completed traffic signal preventative maintenance at the following locations:
  - Kings Highway at Veterans Boulevard
  - Rampart Boulevard at Luther 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
  - US41 & Murdock Cir. – Adjusted signal timing parameters to help with the NBL queueing issues. Worked with F.D.O.T.
  - SR776 & Murdock Cir – Field check and monitor with F.D.O.T. to possibly modify phasing.
  - Assist in deployment of Flashing Yellow Arrow at SR776 & Spinnaker.
  - Research and test new Video Decoders for Traffic Management Center.
  - Final Contract and Notice to Proceed received from F.D.O.T. for new Traffic Signal Software.
  - Continue monitoring and fielding complaints as the need arises. Responding to information requests.
  - Continue efforts promoting the TMC's Twitter account for traffic incidents. Followers increasing.
  - Locates Performed
  - 407 Requests for underground utility locates were received, generating 107 tickets for locates.

- Trouble Calls
- 19 trouble calls received responded to and problems of various natures resolved.
- Maintenance & Operations Division
  - September 14 – September 20, 2016
  - A total of 200 new requests were received related to drainage, brush, asphalt repairs, and illegal dumping.
  - Drainage line & grade:
    - 5,000 SF in Englewood East
    - 23,330 SF in Punta Gorda Non-Urban
  - Small pipe install:
    - 36 LF in Northwest Port Charlotte
    - 54 LF in Punta Gorda Non-Urban
  - Culvert cleaning:
    - Cleaned 46 culverts in Greater Port Charlotte
    - Cleaned 10 culverts in Deep Creek
    - Cleaned 10 culverts in Englewood East
    - Cleaned 4 culverts in Rotonda Lakes
    - Cleaned 12 culverts in Lemon Bay
  - Asphalt repair:
    - Utilized 4.46 tons of material to repair locations throughout the County
  - Boom mower:
    - Cut 12,803 CY in Greater Port Charlotte
    - Cut 69,793 CY in Englewood East
    - Cut 5,245 CY in Punta Gorda Non-Urban
    - Cut 13,825 CY in Northwest Port Charlotte
  - Debris removal:
    - Removed 11,775 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.
  - September 21 – September 27, 2016
  - A total of 206 new requests were received related to drainage, brush, asphalt repairs, guardrail repair, and illegal dumping.
  - Drainage line & grade:
    - 1,400 SF in Northwest Port Charlotte
    - 5,540 SF in Punta Gorda Non-Urban
    - 3,000 SF in Greater Port Charlotte
    - 13,200 SF in Englewood East
  - Small pipe install:
    - 84 LF in Greater Port Charlotte
    - 80 LF in Punta Gorda Non-Urban

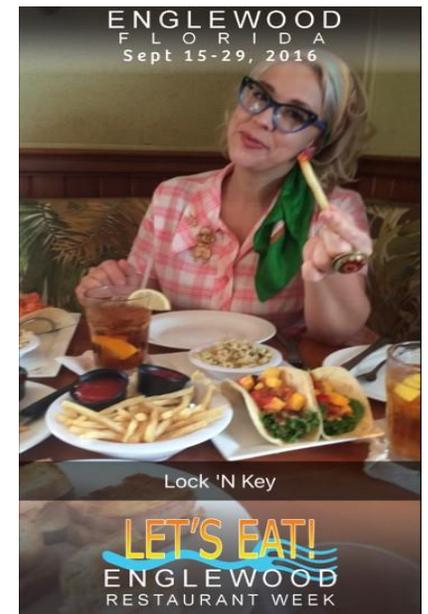
- Culvert cleaning:
- Cleaned 53 culverts in Greater Port Charlotte
- Cleaned 2 culverts in Deep Creek
- Cleaned 3 culverts in Englewood East
- Menzie cutting:
- 50,000 SF in Mid Charlotte Stormwater
- 15,000 SF in Englewood East
- 10,000 SF in West Charlotte Stormwater
- Menzie digging:
- 10,000 SF in Mid Charlotte Stormwater
- 26,000 SF in Greater Port Charlotte
- Asphalt repair:
- Utilized 10.65 tons of material to repair locations throughout the County
- Boom mower:
- Cut 27,434 CY in Greater Port Charlotte
- Cut 38,558 CY in Englewood East
- Cut 20,442 CY in Northwest Port Charlotte
- Cut 6,944 CY in Lemon Bay
- Cut 2,981 CY in Town Estates
- Cut 2,399 in Punta Gorda Non-Urban
- Debris removal:
- Removed 3,180 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.
- September 28 – October 4, 2016
- A total of new 95 requests were received related to drainage, brush, asphalt repairs, and illegal dumping.
- Drainage line & grade:
- 5,500 SF in Punta Gorda Non-Urban
- 10,200 SF in Greater Port Charlotte
- 6,900 SF in Englewood East
- Small pipe install:
- 32 LF in Greater Port Charlotte
- 20 LF in Punta Gorda Non-Urban
- Culvert cleaning:
- Cleaned 32 culverts in Greater Port Charlotte
- Cleaned 15 culverts in Punta Gorda Non-Urban
- Cleaned 5 culverts in Northwest Port Charlotte
- Cleaned 6 culverts in South Punta Gorda Heights East

- Menzie cutting:
  - 153,000 SF in Mid Charlotte Stormwater
  - 140,000 SF in West Charlotte Stormwater
- Asphalt repair:
  - Utilized tons of material to repair locations throughout the County
- Boom mower:
  - Cut 15,828 CY in Greater Port Charlotte
  - Cut 95,070 CY in Englewood East
  - Cut 34,600 CY in Northwest Port Charlotte
  - Cut 18,660 CY in South Gulf Cove
  - Cut CY in Town Estates
  - Cut 13,180 CY in Punta Gorda Non-Urban
- Landscaping Services
  - Basic landscape maintenance was performed at: Manasota Key; South Gulf Cove; Grove City Park; US 17 medians in Cleveland; US 41 Revitalization phase I; Charlotte Harbor Gateway; Melbourne Street Bridge and all county-owned fenced retention ponds.
- Mosquito & Aquatic Weed Control Division
  - September 14 – September 20, 2016
    - Mosquito Control
    - Acres treated: 46,253
    - Landing rate counts taken: 39
    - Traps set: 38
    - Service requests: 33
    - Aquatic Weed Control
    - Sites treated: 17
    - Sites inspected: 12
    - Mitigation sites maintained: 1; Melbourne Street Bridge and all county-owned fenced retention ponds.
  - September 21 – September 27, 2016
    - Mosquito Control
    - Acres treated: 50,219
    - Landing rate counts taken: 37
    - Traps set: 32
    - Service requests: 13
    - Aquatic Weed Control
    - Sites treated: 18
    - Sites inspected: 0
  - September 28 – October 4, 2016
    - Mosquito & Aquatic Weed Control
    - Mosquito Control
    - Acres treated: 57,760

- Landing rate counts taken: 27
- Traps set: 32
- Service requests: 6
- Aquatic Weed Control
- Sites treated: 15
- Sites inspected: 2
- Mitigation sites maintained: 0
- Traffic Signing & Marking
- New Signs Installed: 10 signs
- Legends Installed: 98
- Signs Inspected: 11,039
- Signs Manufactured: 212
- Sign Maintenance: 2,098 signs repaired
- Marine Maintenance: 3 derelict docks removed from the harbor
- Traffic Counts: 38 stations 3 special counts
- Trouble Calls (after hours): 13

## Tourism

- The VCB's destination video won top honors at the Florida Outdoor Writers Association's annual conference in Flagler County. The award category was "Excellence in Craft for Corporate/Tourism Promotion.
- Jennifer Huber worked with the Englewood Florida Chamber of Commerce and created an itinerary to showcase restaurants participating in the 2nd annual Let's Eat, Englewood Restaurant Week. Emily Ellyn, known as the Retro Rad Chef from Food Network, tasted these three restaurants allowing her the opportunity to share her experience the next day during the VIP/Media Let's Eat Englewood kickoff event. Three members of the local media/social media influencers participated in the tasting tour and shared their experience while using the hashtag #LetsEatEnglewood. The next day, Aqua Marketing & Communications made arrangements for Emily Ellyn to speak on the Fox 4 Morning Blend show about her tasting tour and what makes Englewood a foodie destination. Sept. 12, Ed Hill from the Englewood Chamber of Commerce and Laurie Farlow from Farlow's Restaurant will record the show to discuss Let's Eat, Englewood.
- A Snapchat filter was created for the event which had 321 views and 15 uses. The filter was put in place at six locations – Englewood Chamber of Commerce, Lock 'N Key, Farlow's on the Water, Villa Capri, Gulf View Grill and Rum Bay Restaurant beginning at 5 p.m. on Sept. 6 through 6 p.m. on Sept. 7.
- Florida on a Tankful filmed two segments in Punta Gorda. It's a regular TV segment which airs on Bay News 9 in Tampa and News 13 in Central Florida. Florida on a Tankful airs on both stations (which are 24-hour) and reaches more than 2 million households. The segments that were filmed and aired were about Punta Gorda's free bicycle loan program and Harborwalk Scoops and Bites being TripAdvisor's #1 ice cream shop and Peace River Seafood.



- Sean Doherty finalized the compilation for, and submitted the post event grant report to, the Florida Sports Foundation for the Sugar Bert Boxing National Qualifier which took place at the Charlotte Harbor Event & Conference Center June 10-12, 2016.
- Sean attended the Governor's Conference on Tourism in Orlando which provided an assortment of educational sessions and networking opportunities with Florida hospitality industry professionals and a variety of vendors.
- The VCB, in conjunction with Charlotte BMX, were awarded the rights to host a 2017 SSA BMX Florida Cup Series event.
- Sean assisted with the coordination and logistics of a FAM tour for four meeting planners from the Tallahassee and Greater Tampa areas. The tour educated these professionals on what our destination has to offer planners looking for locations to host their meetings, conferences and trade shows.
- Sean negotiated rates and complimentary officials/judges rooms for the Riverfront Classic Gymnastics Meet which will take place Nov. 11-13, 2016 at the Charlotte Harbor Event & Conference Center.
- Sean attended the Travel, Events & Management of Sports (TEAMS) Conference in Atlantic City Sept. 27-30. The conference provided educational and networking opportunities as well as scheduled one on one meetings with over 20 sports event organizers including Game Day USA, National Senior Games, Elite Tournaments, International Slow Pitch Softball, Junior Sports Association, Archery Tag and the Sunshine State Games Track & Field Championships.
- Film
  - Alan Macher, who wrote a piece on Port Charlotte for *Where to Retire* Magazine, advised the story will be in the next issue of the publication. Jerry Jones escorted Alan around the area and was profiled as a semi-retiree in the piece.
  - Jerry Jones, Chip Futch and Russ Weston met with Visual Arts Center Executive Director Janet Watermeier to assist with developing a videography program at the VAC. Chip and Russ offered expertise on potential equipment/software purchases, and Russ is in line to become the program's instructor. Classes may start as early as January.
  - Events and locations photographed for the database include the Sullivan Street Crafts Fair, Muscle Car City(below), Charlotte Harbor Environmental Center at Alligator Creek, Two Thrifty Girls, Gasparilla Sound, Bayshore Live Oak Park, Lemon Bay and Lashley Crab House.

## Utilities

- Administration:
  - Human Resources:
    - 237=Total positions 224 filled positions; 10 vacant positions; 3 offers pending
    - All vacant positions are being recruited
  - Public Outreach:
    - Oriented to new position via tours of water treatment facilities and pump stations, Directors' meeting, BCC Workshops, trainings, etc.
    - Completed winning water bottle re-order process and delivery of 576 cases to the warehouse.
    - Realigned format for 25<sup>th</sup> Anniversary Celebration as a BBQ for Utilities employees and key supporters on 11/4/2016.
    - Managed quarterly meeting presentation, employee of the month nomination, design of promotional items for upcoming Nature Festival and 25<sup>th</sup> Anniversary events.
    - Published Gary's quarterly column in the Charlotte Sun; "A transformative 25 years in water service."
    - Managed Utilities Department web pages (23,111 visits) and [SpringLakesProject.com](http://SpringLakesProject.com) (656 visits).

- Connected 342 Facebook likers with positive content including: NACo award recognition at BCC meeting, employee of the quarter, Sewer Master Plan kickoff and Gary's Sun column.
- Managed 17 Public Staff inquiries and resolutions, more than a dozen resident calls/emails, and three public records requests.
- Worked with water distribution group on emergency utility notices: water service interruptions on US 41 and Como St., and Cheshire St., and precautionary boil water notices and rescissions for Port Charlotte service area.
- Drafted and printed informative bill insert/letter supporting Banner customer service upgrade.
- PR/MRWSA Water Resources: Water Demand in September averaged 22.92 MGD and water quality was good.
- Business Services:
  - Web Services – VueBill (hosted by BillTrust): Currently 14,375 (25%) of our customers now receive their bill electronically. 67% of our customers pay electronically.
  - Fixed Base meter installation: 30,574 (52%) of the Utilities meters have been converted to fixed base meters. Of the 43,899 meters that were part of the full deployment project. 17,710 (40.3%) 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 1,815
  - Delinquencies: Total delinquency revenue for the month was \$50,270 FY 16 total: \$562,199
  - Banner Upgrade: The first mock go-live occurred Wednesday, September 28. Validation was successful and the end users tested the system on Thursday and Friday of the same week. Two of the biggest issues was user access and authorizations. We are 100% complete on User Testing and Training. Out of these functions arose some minor issues with the system that are still being worked on.
  - Accounts Receivable: The September accounts receivable over 90 days was 15.96% compared to 23.61% for same period last year. The accounts current (within 30 days) was 79.25% compared to 71.45% for the same period last year.
  - Telephone Activity: There were 301 payment-only calls and the average speed of answer was .55 seconds. 38% of all telephone calls are payment calls (either IVR or CSR). For the remaining 8,836 calls presented and average speed of answer was 4.58 minutes.
  - Customer Satisfaction: 97% of new customers, new construction, and new LPS customers were either satisfied or extremely satisfied with their service.
- Engineering Services:
  - Monthly Statistics: 1,405 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 98 Service Availability Letters Prepared, 110 Residential Service Applications Processed; inspected 11 CIPs, 11 private development projects
  - Line Extensions:
    - Projects completed\* in September by Construction Crew – (1):
      - 16-0036 - 6240 Feise St (WLE). (9/22/16 - start date: 6/2/16)
      - FDEP certification received.
    - Projects started in September – (4)
      - 16-0065 Birtle, WLE (9/20/16)
      - 16-0066 Cheshire St. WLE (9/20/16)
      - 16-0067 Shirley Ave. WLE (9/23/16)
      - 16-0068 Newgate Ave. WLE (9/29/16)
    - Projects submitted to FDEP in September – (3)
      - 16-0042 Panama Blvd. (9/27/16)
      - 16-0046 Deborah Ave. WLE (9/7/16)

- 16-0051 Santa Fe St. WLE (9/19/16)
- EW Spring Lake Sewer Project & Construction Crew:
- 2 homes connected to gravity sewer
- 202 of 216 agreements obtained & signed
- 5 EAMS WO's created for Mandatory Vacuum Sewer
- 80% complete on restoration for the 60 homes connected
- Line Extensions:
- 16-0036 - Feise St. Water Line Extension, complete & awaiting restoration
- 16-0037 - Flanders St. Water Line Extension, complete
- 16-0039 - Mary Jo Water Line Extension, complete
- 16-0046 - McDill Water Line Extension, 75% complete
- 16-0031 - Willmington Water Line Extension started – hauled off 80 tons of cap rock to Zemel Rd
- Ordered parts for 4 more new line extensions
- Created line extension material list for bid package
- Personnel:
- Conducted 4 interviews for the open Line Tech., Operator II, and Operator I positions
- Conducted interview for the open Construction Services Manager
- 1 new employee started – Service Technician-Construction Crew
- 1 employee obtained CDL
- Equipment & Vehicles:
- GPR was sent out for repair
- F550 service truck down for repair over 2 weeks
- Dump Truck down for repair over 2 weeks
- Pump truck out for service repair
- 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 award in the amount of \$10.300M executed
- Ingraham Water Main –RFI submitted to FDEP. Public hearing was held 9/27 to approve water facilities plan.
- Myakka Bridge Crossing Booster Station – RFI was submitted. Public hearing was held 9/27 to approve water facilities plan.
- Gulf Cove Myakka Crossing –RFI was submitted. Public hearing was held on 9/27 to approve water facilities plan.
- Burnt Store Road Phase II - RFI was submitted.. Public hearing was held on 9/27 to approve water facilities plan.
- Clean Water SRF - Loan Application in Process
- Loan Agreement for \$10,727,971 was executed. . This agreement includes East Port WRF, Deep Creek Phase I and Parkside CRA.
- Sewer Master Plan: Loan agreement executed. Meetings with Consultants-on-going.
- Burnt Store Phase II: RFI was submitted on 9/27/2016.
- Morningstar Waterway - RFI was submitted on 9/27/2016.
- Clean Water SRF - Loan Agreement Status
- East and West Spring Lakes: Monitoring continues to verify compliance with federal regulations.

- Grants

- Legislative Appropriation: East and West Spring Lakes awarded additional \$500,000
- Amendment received. Submitted to FDEP Final Execution.
- 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
- USDA: El Jobean
- USDA representative provided feedback on Preliminary Engineering Report and Environmental Report. Staff working on follow-up items
- RESTORE Direct Component: Received award notice from Treasury for \$117,466.35 for septic abandonment/removal in East and West Spring Lakes
- RESTORE State Component: Utilities team submitted State Expenditure Plan -Project Nomination Form
- Disbursements
- Disbursement Request #5 was submitted for \$3,309,305.0
- Operations Division - Treatment Facilities (TF):
- 168 preventative maintenance, 34 corrective, and 9 emergency work orders were completed.
- Backflow/Reclaimed: 95 cross-connection inspections, 11 site inspections and 27 backflow test and maintenance were completed.
- Pre-Treatment: 73 monthly inspections and 46 re-inspections were completed. One notice of violation was issued to Wally's BBQ. They are now in compliance. Three spills were reported this month (Capiano Circle, Deep Creek, Fordham waterway and Salta Drive, Deep Creek).
- Burnt Store WRF: Staff replaced a defective pressure tank and rehabilitated the #2 Aeration Blower and Motor. They also reinstalled and 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 defective control wiring on Caustic Pump B and replaced a defective PLC analog card and surge suppression for the Acid Storage Tank Level Transmitter. A defective pH probe was also replaced and calibrated. Utilities staff worked with a Rockwell engineer to update PLC firmware and analyze the entire Burnt Store WTP control system. Rockwell has submitted a service report with their findings.
- East Port WRF: Staff replaced and calibrated a defective effluent pH probe, a defective pump on the effluent composite sampler, the lower bearing on Rotomat #2 and replaced and reprogrammed a PLC for the ras/was pumps. A new decanter assembly was also installed in digester cell #3.
- Rotonda WRF: Staff replaced the low level float in MBR train #3 and rehabilitated aeration blower #2.
- West Port WRF: Staff replaced and programmed a reclaimed pond level transmitter and replaced a defective drive motor on drum screen #4. They also replaced a defective circuit breaker and rebuilt a Fox-Croft chlorine analyzer.
- Backflow & Reclaimed: Staff replaced a defective line insulator and calibrated the flow meter at the Windward condominium and home distribution station and upgraded the Deep Creek reclaimed distribution station to the utilities department county specifications.
- Personnel: We congratulate Gerard Steimle for his promotion to Reclaimed Coordinator and a new Treatment Technician II starts in November. The Water Plant Operator position is still accepting applications and the vacated backflow/reclaim specialist position was posted.

- Training: Three staff members attended the Dealing w/Difficult People class, one attended Backflow Tester Certification schooling, two attended AWWA's Region 10 New Technology Showcase, one staff member attended the American Ground Water Trust- Florida Aquifer Conference & Water Supply System Workshop, two attended the FW&PCOA short school and two attended a Power Point presentations class.

FLOW DATA												
Year	Month	Burnt Store WRF		East Port		Rotonda WRF		West Port WRF		Total CCU		Burnt Store WTP
		A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F	A.D.F.
		Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Inf. Flow	Reuse to Customers	Water Customers
2016	Jan	0.455	0.001	4.896	0.428	1.326	0.540	0.603	0.256	7.280	1.225	0.430
2016	Feb	0.443	0.000	5.188	0.264	1.348	0.504	0.612	0.241	7.591	1.009	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	0.268	7.816	2.046	0.305
2016	July	316	0.004	4.742	1.145	0.843	0.812	0.627	0.324	6.528	2.285	0.311
2016	Aug	0.330	0.001	6.029	0.731	1.276	0.747	0.642	0.335	8.277	1.814	0.308
2016	Sept	0.351	0.037	6.953	0.343	1.580	0.859	0.657	0.356	9.541	1.595	0.322
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:

- The department responded to 131 calls for water leaks, only 6 were main breaks.
- Hosted the FSAWWA Mac showcase with 61 attendees.
- Replaced 23 galvanized service lines.
- Gulf Cove PLC damaged by lightning, replaced card.
- Walenda office air conditioner had to be replaced due to power surge.
- Rotonda PLC now fully operational. Built using in house staff. The total cost to build the PLC including the in house labor showed a savings of \$26,410.00 based on the quote from Rocha in 2014.
- Two Distribution Operators resigned this month for jobs with better pay.
- Completed 19 new water service installations this month.
- Operations Division - Wastewater Collection:
- Lift Stations Work Group:
- 90 corrective work orders

- 40 preventative work orders
- Installed 4" force main discharge lines & bypasses and connected to new mains crossing US 41 @ West Tarpon Boulevard for LS 88 and severed and capped old 6" line
- Repaired check valves at LS 309, Bridgewater
- 3 new lift station start-ups for LS 22 (Lakeshore), LS 455 (Burnt Dollar Store), and LS 94 (Midway Church)
- Received and provided recommendations for annual LS landscape maintenance contract
- Low Pressure Sewer Work Group:
  - 1 mandatory install complete
  - 5 failed low pressure tanks replaced
  - 3 service line leaks repaired
  - 4 check valves replaced
  - 183 low pressure sewer calls responded to
  - Maintained 30 plus septic tanks in East/West Spring Lake sewer expansion area
  - Responded to 262 Low Pressure Sewer calls
  - Maintaining 3 commercial sewer systems awaiting sewer maintenance
- Sewer Line Work Group:
  - 16 manholes were repaired by raising and/or replacing the ring and cover
  - 5 manhole inspections completed
  - 58 preventative work orders were completed for Reuse ARVs
  - 4 Reuse ARVs were excavated and repaired
  - 7 Isolation valves were located and exercised
  - 4 laterals were excavated and repaired
  - 1 line extension/lateral was core-bored into an existing manhole for service replacement on a commercial building