Budget & Administrative Services
Fiscal Services

- **Special Projects**
  - Completed the collection of expenses and backup documentation for 5 FEMA projects to meet FEMA deadlines.
  - Started working on the Pay for Performance increases for fiscal year 2019.

- **Contracts/Agreements**
  - Board approval received to accept Florida Division of Emergency Management grant for Hazards Analysis in the amount of $2,801.
  - Board approval received on application for SWFWMD FY 2020 Cooperative Funding Initiative for construction/replacement of storm water control structure in the amount of $450,000.
  - Board approval received on FY19 Not For Profit contracts for United Way ($650,000), Arts & Humanities Council ($25,000), Charlotte Behavioral Health ($1,334,681), Charlotte Harbor Environmental Center ($35,000) and Military Heritage Museum $15,000).
  - Administrative approval received to accept Florida Department of Environmental Protection grant agreement for Red Tide cleanup in the amount of $333,705.
  - Administrative Approval received to accept Visit Florida grant for post-Red Tide marketing in the amount of $77,500.
  - Administrative Approval received to apply for Florida Sports Foundation grant for Snowbird Baseball event in the amount of $10,000.
  - Administrative Approval received to apply for Florida Sports Foundation grant for Lacrosse event in the amount of $5,000.
  - Administrative Approval received to apply for Beach Management Funding Assistance Program for Hurricane Irma post storm beach fill in the amount of $2,410,000.
  - Administrative Approval received to apply for Florida Job Growth-Infrastructure Grant for an extension of Challenger Blvd. in the amount of $1,070,000.
  - Administrative Approval received for modification #4 to the Low-Income Home Energy Assistance Program in the amount of $175,498.

- **Reporting**
  - Prepared and submitted financial reporting for the following:
    - Sugar Bert Boxing – FY18 Reimbursement & Post Event Activity Report Final
    - Charlotte Harbor Gateway Grant (FDOT), reimbursement request for July 1-31.
    - Burnt Store Road Design Grant (FDOT), reimbursement request for July 23-August 5.
    - Older Americans Act Grant (OAA), reimbursement request for August 1-31
    - Community Care for the Elderly Grant (CCE), reimbursement request for August 1-31
    - Alzheimer’s Disease Initiative Program (ADI), reimbursement request for August 1-31
    - Home Care for the Elderly Program (HCE), reimbursement request for August 1-31
    - Community Services Block Grant (CSBG), reimbursement request for August 1-31
    - Low Income Housing Energy Assistance (LIHEAP), reimbursement request for Aug 1-31
    - Arthropod/Mosquito Control Grant, State and Local Activity Reports reimbursement request for August 1-30.
    - FY 2018-19 Annual Certified Budget for Mosquito Control to FL Department of Agriculture and Consumer Services for local and state funding.
    - Quarterly Report for Transportation Disadvantaged to the Local Coordinating Board (LCB), April 2018-June 2018.
Budget Monitoring

- Prepared budget adjustment for the following:
  - El Jobean Vacuum Station
  - Utility Improvements US 41 – Enterprise to Midway
  - Farabees Road St/Dr Maint MSBU
  - Harbour Hts St/Dr Maint MSBU
  - Peace River Shores St/Dr Maint MSBU
  - Rotonda Heights St/Dr Maint MSBU
  - Alligator Creek WW MSBU
  - Greater Port Charlotte St/Dr MSBU
  - Arthropod/Mosquito Control Grant, Arthropod Control Amendment-Local
- Prepared the budget resolution and budget summary reports for the Final Public Hearing.
- Recorded final entries into the Department of Revenue’s e-Trim on-line system to certify the final millage rates to the property appraiser.
- Committed the Final Budgets in Eden to the general ledger for the new fiscal year 2019.
- Updated and reviewed projections for departmental budgets for fiscal year 2018.
- Creation of new org and project number for the Emergency Home Energy Assistance for the Elderly Program (EHEAP) grant.

Departmental Support

- Sent Transit Productivity by Funding Source information for inclusion in the Actual Expenditure Report (AER) that is prepared and submitted by Metropolitan Planning Organization (MPO).
- Provided overview training of the Grants SharePoint Site to Public Works project staff.
- Completed grant risk assessments for the Florida Recreation Development Assistance Program for the GC Herring Park and the Veterans Memorial Park.

Trainings and Meetings

- Attended FDOT/City/County quarterly coordination meeting.
- Attended the Tourist Development Council Meeting.
- Attended SRF Working Group Meeting.
- Attended PRMG Utility Financial Forecast Meeting.
- Met with Finance to review year-end adjustments for the Utility Capital Funds.
- Conducted conference call with FL Dept. of Emergency Management regarding payment for Stump Pass dredging from Tropical Storm Debby.
- Attended Ambassador Program Meetings and Events.
- Met with financial consultant for the Utility to review rate case study.
- Attended the Peace River Manasota Regional Water Supply Authority Staff Meeting.
- Attended quarterly business meetings with departments for quarter 3 of FY2018.
- Attended bi-weekly meeting with Public Works and contractors concerning Charlotte Harbor Gateway progress.
- Attended quarterly FDOT Coordination meeting with City of Punta Gorda, Charlotte County, and MPO concerning grant funding and project progress.
- Attended Webinar training presented by the US Dept. of Treasury on Grant Solutions training.
- Attended Webinar training presented by the USDA on ezFedGrants training.
- Attended the Area Agency on Aging (AAA) meeting. 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.
- Attended webinar presented by Gulf Coast Partnership on Fund Manager Training using the new web-based CIS reporting system in Neighborhood Services.
- Attended conference call presented by Department of Economic Development on the Low Income Energy Assistance Program (LIHEAP) and the Community Services Block Grant (CSBG).
- Attended training presented by Area Agency on Aging of SW FL, Inc. on the EHEAP grant.

Monthly Report, September 2018
- Attended the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) Meeting, including acceptance of the Annual Operating Report.
- Attended National Transit Database Webinar on the 2018 Report Year changes.
- Attended Employee Development and Coaching Training on effective methods to enhance employee skills and motivation.

  o **Audit Activities**
    - Corresponded with auditors to provide required documentation as part of the single audits for grant programs for Burnt Store Road Phase 2 TRIP grant, Metropolitan Planning Organization, Harbor Walk and Signal Timing.
    - Prepared for and performed year-end inventory for all Public Works locations and Fleet with internal auditor’s present for both departments.
    - Met with U.S. Treasury Restore Program Representative concerning grant audit processes for reimbursement and sub-recipients.
    - Prepared documentation required for the monitoring visit from the Department of Economic Development. The monitoring involves the LIHEAP and CSBG grants for two fiscal years.

  I.T.
  - No information to include.

  Purchasing
  - No information to include.

  **Real Estate Services**
  - **El Jobean Area Sewer Project** – Met with Utilities on July 12th. There is still concern about cooperation from the property owners where the 15 easements are needed. There is much opposition to the sewer project in general. They are going to take another look at the best route(s) and make a decision. We have let them know that we need sketches and descriptions before we can order the appraisals. There are currently no funds available for easement acquisition and they say it may be November before they can proceed. We have not received any sketches to date.
  - **Bachmann Tract** – This County-owned property consists of 31.86 acres zoned PD. The Economic Development Office and the County Attorney’s Office are working on this. The current plan is to rezone this property to High-density Residential for development of Low Income and Workforce Housing. We have received the survey and forwarded it to EDO and CAO. We have received, reviewed and approved the appraisal at a value of $1,300,000. This property is being reviewed by BCC for disposition. This property was approved as surplus at the 10.09.18 BCC Meeting.
  - **Release and Occupation of Easement Program** - This program remains active. We have received and processed 406 applications in the fiscal year – a new record.
  - **Engineering, Administration, Economic Development and Utilities** - We continue to assist these departments and divisions in obtaining easements, title searches and appraisals.
  - **Easement Request – Utilities Department** – The purchase contract with Circle K was approved by the BCC. The closing process will be lengthy because the mortgage company needs to provide a partial release prior to closing. Our closing attorney continues to reach out to the lender.
  - **Burnt Store Road Phase II** – Public Works is still working with the Florida Wildlife Conservation Commission on compensation for State property needed for the project. The permitting should be complete very soon. Acquisitions of 16 additional parcels/easements will be required for drainage. We have received the sketches and descriptions of these additional parcels and are moving forward with appraisals. Resolutions of Necessity for these acquisitions are on the October 23rd BCC Agenda.
  - **Mosquito and Aquatic Weed Control** – We continue acquiring access easements from private property owners to allow staff to access canals and waterways.
  - **Habitat Conservation Plan** – We continue to acquire parcels needed for the HCP based on direction.
from Natural Resources. We have acquired over 46 acres of Scrub Jay Habitat to date. The contract to purchase 702 acres in fee simple and a 640-acre Conservation Easement has expired. The offer of the appraised value, which is the highest offer we can make, has been rejected. We have not received a counter-offer or an appraisal from the agent to justify a higher offer.

- **Olean Boulevard** – We have reviewed the 60% plans. We will be seeking several Temporary Construction Easements, Temporary Rights of Entry and a Permanent Easement. The Permanent Easement and associated Temporary Construction Easement have been acquired. We are waiting for sketches and descriptions.

- **Gertrude Ave./Aaron St. Sidewalk Project** – We have received a request from Public Works to secure 16 Temporary Right of Entry Agreements for this project. 7 have been acquired.

- **Sheehan Blvd Sidewalk Project** – Public Works has asked RES to acquire 32 Temporary Rights of Entry for this sidewalk project running from Nobel Terrace to Peachland Blvd. To date we have acquired 12.

- **Edgewater/Flamingo** - We have acquired 89% (324 of 365) of the parcels needed for this project, all on a voluntary basis. We continue to acquire parcels on a voluntary basis. We have received the appraisal updates. We mailed letters to all additional owners and are awaiting responses.

- **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.

- **Lt. Carl Bailey Cemetery** – The purchase of the lot adjacent to the cemetery for $12,500 was approved at the September 11th BCC Meeting as Item F-19. We have closed on this property.

- **15504 Orangeade Drive** – We have received a request from the County Attorney’s Office, through Human Services, to close on the purchase of this property as a Life Estate for Ms. Roswitha Thompson. We have closed on this property.

- **Disposal of Surplus County Owned Lots** – We have submitted a list of 150 parcels to Purchasing for sale in the fall. Pre-bid we held on 10.17.18. Bid openings will be on 10.31.18.

- **10250 Melanie Avenue** – We have received a request from the Boys and Girls Club for a donation of this property or a 99-year lease for a site to build a new facility on this 10.31 ac +/- County-owned parcel. This parcel is in the Scrub Jay overlay. Administration has been notified. On 10.01.18 we met with Community Services and the Boys & Girls Club Board. On 10.08.18 the Boys and Girls Club Board met in 1 on 1’s with the commissioners.

- **Records Management** – We continue to work with Records Management staff to ensure that we follow State and County guidelines for the maintenance and/or removal of files.

- **Peace River Preserve** – In accordance with Board authorization, we are acquiring parcels on a voluntary basis to consolidate the County’s ownership within the Preserve’s boundaries. 46 parcels have been acquired and there are approximately 824 parcels to be acquired for the preserve. Sent out mass mailing to all 824 parcel owners. Currently, 50 parcels are in different stages of acquisition.

- **Babcock Ranch Sheriff’s Office Land Lease** – We have been asked by Facilities to assist with drafting a sample Land Lease for the Babcock Ranch Sheriff’s Office. Babcock Ranch is providing the location and a trailer for the Sheriff to use as a temporary office. It was approved by the CAO and sent to the attorney representing Babcock Ranch. We received the lease and reviewed changes made by the Babcock Ranch attorney with CAO. We made a few edits and will send to the Babcock Ranch attorney for review.

- **Lot Donation – 1268 Sulstone Drive** – This donation was approved at the September 11th BCC Meeting as Item F-16. We have closed on this property.

- **Lot Donation – Villa Milano Tract K – Lift station** – We received a request for a lot donation in the Villa Milano Subdivision. This parcel has a Charlotte County Lift station on it and Utilities has asked that we process the donation. This is on the October 23rd BCC Agenda.

- **Easement at Loveland and Peachland – Lift Station #28** – Utilities has asked RES to acquire 3 easements at the Peachland Promenades Shopping Center. Due to reconfiguration of the intersection at Loveland Blvd. and Peachland Blvd. the access to Lift Station #28 must change. We have received the sketches and descriptions from our survey crew and met with the owner (Benderson). They have agreed to provide the easements at no cost. We have sent additional info.
• Allapatchee Shores Park – Easement – Natural Resources has asked RES to research the adjoining property for an existing easement and to acquire if none exists for work on a concrete drainage flowway. We have ordered a title search. There are no existing easements on the adjoining property. Parks and Natural Resources want to move forward with an easement acquisition. We are waiting for a sketch & description.

• Easy Street & Augusta Avenue Utility Easement – Utilities has asked us to acquire a utility easement to run a waterline to the hospital. We are in contact with the owner, St. Charles Borromeo Catholic Church, and they are willing to grant the easement at no cost.

• Fire Station #10 – Palm Island – we have met with the project manager (Gary Burdahl) and he has several scenarios. We have sent letters to the owners of possible sites inquiring as to willingness to sell. Several positive responses have been received and forwarded to Gary Burdahl.

• FPL Easement at new CCSO Firing Range – We have received a request from Facilities to process an easement for FPL to provide electrical service to the new firing range. This is on the October 23rd BCC Agenda.

• FPL Easement at Ann Dever Park – New Rec Center – We have received a request from Facilities to process an easement for FPL to provide electrical service to the new Rec Center. This is on the October 23rd BCC Agenda.

• Land Exchange – South Punta Gorda Park – Back in April we met with Tina Powell (Parks) and Geri Waksler (attorney for PGBK Properties, LC) about exchanging a narrow strip of park property for access to Tamiami Trail and First Avenue. This originally started in 2007 with the previous owner of the PGBK property but was never finalized. We have received the surveys and an Agreement and Resolution have been drafted. This has been advertised as required by Florida Statutes and is on the November 13th BCC Agenda.

• Murdock Village Redevelopment – We continue to assist the Economic Development Office with any requested information. We are also attending the CRA meetings.

• Murdock Village Property Inspections - We are continuing our monthly inspections and report any issues/items that need correcting to the appropriate County staff.

• Customer Satisfaction - Customer surveys indicate that our Division maintains a high rating.

### Community Development

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Babcock Ranch
- N/A.

Tern Bay DRI
- N/A.

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
- N/A.

Revision of the Land Development Regulations
- Staff is proposing new sections of the County’s Land Development Regulations to establish a review process for DRIs within the County. These proposed regulations were recommended approved by the Planning and Zoning Board on September 10th, 2018.

School Concurrency
- No new updates at this time.

Planning and Zoning Board
- The following petitions were heard by the Planning and Zoning Board on September 10th, 2018:

  - PP-18-07-06:
    - Banroc Corporation has requested Preliminary Plat approval for a subdivision to be named, Babcock Ranch Community Phase 1A Townhomes, consisting of 25 single-family lots. The site is 3.92 acres, more or less, and is located south of Bermont Road, north of the border with Lee County, east of Babcock Ranch Road, and west of the border with Glades County, in Section 31, Township 42S, Range 26E, in Commission District I.
    - Community Development Department Recommendation:  Approval

  - PA-18-07-33:
    - An Ordinance pursuant to Section 163.3187(1)(C), Florida Statutes, adopt a Small-Scale Plan Amendment to change Charlotte County Future Land Use Map Series Map #1: 2030 Future Land Use, from Low Density Residential (LDR) to Commercial (COM); for property located at 1351 Duncan Road, in the Punta Gorda area, containing 297,983 square feet (6.84± acres); Commission District I; Petition No. PA-18-07-33; applicant: Help-N-Store All Storage, LLC; providing an effective date.
    - Community Development Department Recommendation:  Approval

  - Z-18-07-34:
    - An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Manufactured Home Conventional (MHC) to Commercial General (CG); for property located at 1351 Duncan Road, in the Punta Gorda area, containing 297,983 square feet (6.84± acres); Commission District I; Petition No. Z-18-07-34; applicant: Help-N-Store All Storage, LLC; providing an effective date.
    - Community Development Department Recommendation:  Approval

  - Z-18-07-32:
    - An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Planned Development to Residential Estate 5 (RE-5) (18.96± acres) and Residential Estate 1 (RE-1) (1± acres); for property located at 6530, 6600, 6640, and 6650 San Casa Drive, in the Englewood area; containing 19.96± acres; Commission District III; Petition No. Z-18-07-32; Applicants: Lake Hurst Holdings, LLC, San Casa Investments, LLC and Casa Sand, LLC; providing an effective date.
    - Community Development Department Recommendation:  Approval

  - Z-18-04-22:
    - An Ordinance amending Charlotte County Code Chapter 3-9, Zoning, by amending Section 3-9-47 Charlotte Harbor Community Development Code; deleting existing Section 3-9-47(d), Development review procedure, revising existing Section 3-9-47(f)(7)b. to delete reference to

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review of development applications by the Charlotte Harbor Community Redevelopment Area Advisory Committee, deleting existing Section 3-9-47(f)(14), and adjusting the numbering of the Section to reflect these revisions; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.

- Community Development Department Recommendation: Approval

  • Z-18-07-38A:
    - An Ordinance of the Board of County Commissioners of Charlotte County, Florida, revising the Table of Contents of the County’s Land Development Regulations by amending Chapter 3-9, Zoning, Article I, In General, to add new Section 3-9-10.1, Development of Regional Impact (DRI) Development Order (DO) Amendment Process and Procedure, new Section 3-9-10.2, Development of Regional Impact (DRI) Development Order (DO) Monitoring Report, and new Section 3-9-10.3, Development of Regional Impact (DRI) Residential Development Rights Assignment; providing for conflict with other ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
    - Community Development Department Recommendation: Approval

  • Z-18-07-38B:
    - An Ordinance of the Board of Commissioners of Charlotte County, Florida, amending Chapter 3-9, Zoning, by creating a new Section 3-9-10.1, Development of Regional Impact (DRI) Amendment Process and Procedure; providing for Intent; providing for initiation of proposals for amendments; providing for written petition; providing for notification; providing for standards for approval; providing for Board of County Commissioners action on P&Z Board recommendations; providing for notice of decision; providing for withdrawal of application; providing for postponement of scheduled public hearings by applicant(s); providing for conflict with other Ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
    - An Ordinance of the Board of Commissioners of Charlotte County, Florida, amending Chapter 3-9, Zoning, by creating a new Section 3-9-10.3, Development of Regional Impact (DRI) Residential Development Rights Assignment; providing for requirements of residential development right assignment; providing for conflict with other Ordinances; providing for severability; and providing for an effective date. Applicant: Charlotte County Board of County Commissioners.
    - Community Development Department Recommendation: Approval

  • Board of County Commissioners Land Use
    - The following petitions were heard by the Board of County Commissioners on September 12th, 2018:

  • PA-18-03-08-LS:
    - An Ordinance adopting Petition PA-18-03-08-LS, a large-scale plan amendment to 1) change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Low Density Residential (LDR) (59.23± acres) to Commercial (COM) and from Preservation (PR) (0.61± acres) to Commercial (COM) with an annotation to the 2030 Future Land Use Map to limit the overall intensity of the site (59.83± acres) to 480,000 square feet of commercial uses and 400 hotel rooms, from Low Density Residential (LDR) (13.07± acres) to Preservation (PR); 2) remove an annotation to the 2030 Future Land Use Map which limits the overall density of 415.93 acres of the site to 999 units; 3) change Charlotte County FLUM Series Map #2: 2050 Framework, from Conservation to Economic Center for 13.48± acres, from Economic Center to Conservation for 13.07± acres; for property located at the northwest portion of the interchange of I-75 and Tuckers Grade, in the Punta Gorda area, the property subject to the Future Land Use Map (FLUM)
designations’ amendment and the Framework designations’ amendment containing 85.78± acres; Commission District II; Applicant: Tuckers Point 1 Limited Partnership.

- Community Development Department Recommendation: Approval
  
  **Z-18-03-09-TDU:**
  - An Ordinance adopting Petition Z-18-03-09-TDU, amending the Charlotte County Zoning Atlas from Planned Development (PD) (370.58± acres), Residential Estate 1(RE-1) (193.57± acres), and Residential Multi-family 5(RMF-5) (1.59± acres) to PD; increasing the density from 19 units to 1,689 units; for property located at the northwest portion of the interchange of I-75 and Tuckers Grade, in the Punta Gorda area; containing 565.74± acres; Commission District II; Tuckers Point 1 Limited Partnership.
  
  - Community Development Department Recommendation: Approval with conditions

  **PA-18-05-27-LS:**
  - An Ordinance adopting Petition # PA-18-05-27-LS, a large-scale plan amendment to Charlotte County FLUM Series Map #2: 2050 Framework, from Economic Corridor to Revitalizing Neighborhood; and 2) change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Public Lands and Facilities (PL) to High Density Residential (HDR); for property located northwest of Veterans Boulevard, south of Hillsborough Boulevard, and east of Morningstar Waterway, in the Port Charlotte area, containing 67.54± acres; Commission District V; Applicants: Charlotte County Board of County Commissioners and Charlotte County School Board.
  
  - Community Development Department Recommendation: Approval

  **Z-18-05-28-ID/TDU:**
  - An Ordinance adopting Petition Z-18-05-28-ID/TDU, amending the Charlotte County Zoning Atlas from Planned Development (PD) to PD, potentially increasing the density from 0 units to 1,013 units; for property located northwest of Veterans Boulevard, south of Hillsborough Boulevard, and east of Morningstar Waterway, in the Port Charlotte area, containing 67.54± acres; Commission District V; Applicants: Charlotte County Board of County Commissioners and Charlotte County School Board.
  
  - Community Development Department Recommendation: Approval with conditions

  **Resolution to Reserve Incentive Density:**
  - A Resolution of the Board of County Commissioners of Charlotte County, Florida, 1) reserving 1,013 Incentive Density units for property located northwest of Veterans Boulevard, south of Hillsborough Boulevard, and east of Morningstar Waterway, in the Port Charlotte area, and approximately 40 acres of the subject property are currently owned by Charlotte County Board of County Commissioners and approximately 27.54 acres are currently owned by Charlotte County School Board; and 2) approving criteria for when and how the Incentive Density units will be granted to the subject site.
  
  - Community Development Department Recommendation: Approval

  **Z-18-04-15:**
  - An Ordinance adopting Petition Z-18-04-15, a text amendment to the County’s Land Development Regulations referencing the development standards for accessory structures.
  
  - Community Development Department Recommendation: Approval

  **Parkside CRA**
  - The Parkside Revitalization Plan adopted in December 2017. A rezoning and Future Land Use Map amendment for the Family Services Center and adjacent former Peace Lutheran Church to raise the allowable density to 15 units per acre was also adopted in December 2017. No action has begun on disposing of the property for redevelopment.

  **Charlotte Harbor CRA**
  - The Charlotte Harbor Community Revitalization Plan was adopted on June 23, 2015. New Land Development Regulations and rezonings were adopted on November 22, 2016.

  **Murdock Village**
  - The rezoning of 434 acres in Murdock Village to Planned Development was adopted in December 2017. This allows a mixed-used development of up to 2,400 single-family and multi-family units,
200,000 square feet of commercial uses, and a 150-room hotel. Another portion of Murdock Village, approximately 150 acres, has submitted for a Planned Development rezoning. This development would include retail, hotels, entertainment, and a water park. This rezoning is in process.

- The following petitions were decided by the Board of Zoning Appeals on September 12, 2018.
  - VAR-18-007: A variance was granted to allow the relocation of trees required in a Type “C” landscape buffer elsewhere on subject property, located in a Commercial General zoning district. This variance is for a proposed new development located at 247 Tamiami Trail in Port Charlotte.
  - SE-18-008: A special exception was granted to allow a 135-foot high communications tower to be located in the Residential Multifamily-5 zoning district. This communications tower is to be located on school district property at 255 Cougar Way in Rotonda West.
  - SE-18-009: A special exception was granted to allow a building trades contractor’s outdoor storage yard to be located in the Commercial General zoning district. This was for a swimming pool contractor located at 1800 El Jobean Road in Port Charlotte.

- The following petitions were approved by the Zoning Official during the month of September, 2018.
  - Administrative Variances:
    - There was one Administrative Variances approved by the Zoning Official in September, which brought the total number of Administrative Variances approved in 2018 to 13.
  - Minor Home Occupations:
    - There were five Minor Home Occupations approved by the Zoning Official in September, which brought the total number of Minor Home Occupations approved in 2018 to 36.

- Site Plan Review
  - Eight (8) petitions were received for September 2018:
    - Preliminary (1)
    - Final (3)
    - Major Modification (1)
    - Project Conferences (3)

Community Services
- No information to include.

Facilities, Construction and Maintenance
- ADA Various Improvements: Darst Park boat ramp parking has been submitted for permits. Next steps are a preconstruction meeting, then closing park for construction. All construction should be finished within 3 weeks of start date. The start date will be determined at the preconstruction meeting.
- Ann and Chuck Dever Regional Park New Recreation Center (Sales Tax Project): The tilt walls are erected and the roof is being installed.
- Bayshore Live Oak Park Shoreline Restoration: Low bid recommendation was made to purchasing. Board approval scheduled for October.
- CCSO District 3 Headquarters: Construction mobilization is scheduled for early October.
- CCSO Firing Range: Structural concrete work related to the range is complete. Structural steel erection is nearing completion. Electrical, mechanical, and painting is also underway throughout the range.
- Community Development Expansion: Project continues on schedule. External finishes set to be complete early October. Internal build out is underway.
- Fire Station 10: Project is in programming stage. Project team recommends moving forward under current flood zones.
- Fleet Vehicle Wash Facility: Awaiting final required documentation.

Monthly Report, September 2018
Justice Center Mitigation: Testing has been completed and repairs of destructive testing access done to block work and interior sheetrock. Waiting for testing report results.

Justice Center Renovation: Contractor working on bids to provide a GMP for county staff review.

Loveland Campus Master Plan: Consultant finalizing selected layout.

McGuire Park (Sales Tax Project): Health department inspection comments being addressed. Opening date dependent on final punch list progress.

NCRP New Recreation Center (Sales Tax Project): The tilt walls are up and the roof is being installed. The FPL easement is being prepared for recording.

Punta Gorda Charlotte Library: Roofing and window installation is nearly complete. Interior framing is in progress.

Record Center Renovation: Installation of interior framing, ductwork, and electrical is in progress.

Recreation Centers Renovations (Sales Tax Project): South County continues on schedule and will have construction complete late October. Harold Avenue continues with the gymnasium building. Tringali demolition will finish in September and interior buildouts will start in October.

South County Regional Park: A2 Group, Inc. is the low bidder for the construction; Board approval scheduled for October 23.

Strategic Master Space Plan: Consultants finalizing plan.

Transit Facility: Purchasing to advertise for design.

West County Annex Replacement (Sales Tax Project): Parking lot final inspection is scheduled for October 2.

William R. Gaines Jr. Veteran’s Memorial Park: Concept design meeting scheduled late this month. Project will move into design development after approval of concept.

Human Resources

Employee & Labor Relations
- Extended employment opportunities to 22 candidates
- Recruitment related activities and hiring processes
- 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
- Participated in organizational emergency preparedness activities
- Continued IAFF negotiations
- Met with IUPAT re: autoproduction in Utilities

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 webinars, reviewing industry journals, etc.
- Held “Employee Development and Coaching” on September 18. Attended by 14 employees
Human Services
- No information to include.

Public Safety
- No information to include.

Public Works
- No information to include.

Tourism
- No information to include.

Utilities
- Administration:
  - Human Resources:
    - 237 - Total positions (223 filled, 7 vacant, 7 offers pending)
  - Public Outreach:
    - Connected 745 Facebook likers with positive content including employee kudos, outreach activities, service updates and news content.
    - Managed updates to the Utilities Department web pages, which received 27,095-page views in September.
    - Managed two public records requests, 13 PublicStuff inquiries and multiple resident calls/emails regarding current projects.
    - Distributed two traffic advisories and two news releases.
    - Presented at the South Gulf Cove monthly HOA meeting with Superintendents Steve Kipfinger and Bruce Schellinger.
  - Held office hours at the El Jobean boat ramp on Tuesday from 9 a.m. - 2 p.m. and Thursday from 3 p.m. - 6 p.m. for the El Jobean MSBU project.
  - Worked with the Sun Newspaper on various utility related articles.
  - State Revolving Fund Activity:
    - Drinking Water SRF - Loan Acquisitions in process:
      - Ingram Water Main – Loan application approved by DEP
      - Myakka Bridge Crossing Booster Station – Loan application to be submitted to DEP
      - Gulf Cove Myakka Crossing - RFI submitted to FDEP
      - Burnt Store Road Phase II - RFI submitted to FDEP
      - Waste Water SRF - Loan Acquisitions in Process
- Business Services:
  - Web Services: 25% of customers received bill electronically.
  - Accounts Receivable: September accounts over 90 days at 12.41% compared to last Sept. at 11.51%. The 30 day is 81.60 compared to 81.23 last Sept.
  - Telephone Activity: There were 6,476 calls presented and average speed of answer was 1 minute and 58 seconds.
- Engineering Services:
  - Service Statistics: Inspected 13 CIPs and 17 private development projects; 1,259 Locates processed from Sunshine State One Call, 4 panel deliveries, 18 LPS rough installs, 24 LPS finals, 80 water meter finals, 4 Utility Agreements, 0 Reclaimed Water Agreement, 51 easement requests, 180 completed availability reports, 116 service connection requests.
  - Line Extensions: Water Line Extension (WLE) | Sewer Line Extension (SLE)
  - Projects completed – (4):
    - 16-0056 - 11971 Carnival Ave WLE (9/5/18 - Start date 10/4/2016)
• 17-0127 - 273 Spring View Cir. SLE (9/6/2018 - Start date 9/19/17)
• 18-2038 - 11224 Reinhardt Ave. WLE (9/19/2018 - Start date 4/13/18)
• 18-2036 - 6270 McHale Ct. WLE (9/26/2018 - Start date 4/13/18)
• *FDEP certification received.
• Projects started in September – (0)
• Projects submitted to FDEP in September – (0)
• Projects Cancelled in September – (2)
• 17-0058 - 20259 Albury Dr. SLE 9/6/2018
• 17-0066 A - 20383 Albury Dr. SLE 9/6/2018
• EW Spring Lake Sewer Project & Construction Crew:
  • 18-2036 Allied Ct WLE completed
  • 18-2031 Melissa CT SLE completed
• 17-0107 Tralee SLE installed 722' of 4" Active L/E
• 17-0045 Myakka Ave LPS SLE complete needs 2 tie in’s
• 17-0096 Bali ave WLE completed. Needs bat and P/T
• 18-2038 Reinhardt WLE
• 17-0105 Ware Ave SLE Fused 1160' of 4 " HDPE in progress
• 18-2027 Ewing Cir LPS SLE installed 500 ‘ of 2” HDPE in progress
• Clean up Carnival WLE, Mchale WLE SLE & Allied WLE, SLE Completed.
• Milorad Plumbing connected 2 homes in Contract 9 & 19 homes in Contract 11
• Rohaley Plumbing connected 7 homes in Contract 7 & 45 homes in Contract 10
• Construction crew connected 5 homes
• Received 36 calls for pump out of failed septic
• Hauled the last of the dirt, 325 tons from the old Guymann yard to EWSL for septic contractors
• Currently borrowing from LPS Group.
  o Operations Division - Treatment Facilities (TF):
    • Facility Support Work Orders: 181 preventative maintenance, 8 corrective work orders and 3 emergency work orders were completed this month.
    • Backflow/Reclaimed: 194 residential backflow and cross-connection inspections, 200 daily reuse inspections and 2 commercial site inspections were performed. No cross-connections were observed.
    • Pre-Treatment: 57 monthly inspections and 26 re-inspections were completed. Two new installations were completed this month. The first a 2000 gallon, the other a 1250-gallon tank, both at the old K-Mart location. No notices of violation were issued this month. No spill notifications were received this month.
    • East Port WRF: Staff replaced a section of expanded metal decking on Belt Press #1, a plant water leak under Headworks and the pillow block bearing on Bar Screen #2. They also repaired a flange on the Dual Zone Monitoring Well utilizing Enecon rehabilitation products. Work continues Plant Lighting, replacing fixtures and painting poles.
    • Rotonda WRF: A new canopy structure was constructed over the chlorine storage area. It will protect the tanks against damaging UV ray degradation and preserve the potency of the product.
    • West Port WRF: Staff disassembled a ductile iron manifold on RAS Pump #3 to remove a blockage obstructing flow. It is back in normal operation.
    • Training/Certification: One staff member attended an AGWT conference on ASR, aquifer recharge, and reuse technologies.

Monthly Report, September 2018
## Septage and Grease Received

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Septage Gallons Received</th>
<th>Liquid Environmental (grease) Gallons Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Sept.</td>
<td>665,322</td>
<td>322,148</td>
</tr>
<tr>
<td>2017</td>
<td>Oct.</td>
<td>647,198</td>
<td>553,970</td>
</tr>
<tr>
<td>2017</td>
<td>Nov.</td>
<td>712,656</td>
<td>509,260</td>
</tr>
<tr>
<td>2017</td>
<td>Dec.</td>
<td>745,698</td>
<td>426,022</td>
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<tr>
<td>2018</td>
<td>Jan.</td>
<td>861,176</td>
<td>529,745</td>
</tr>
<tr>
<td>2018</td>
<td>Feb.</td>
<td>706,280</td>
<td>458,405</td>
</tr>
<tr>
<td>2018</td>
<td>Mar.</td>
<td>831,717</td>
<td>501,023</td>
</tr>
<tr>
<td>2018</td>
<td>April</td>
<td>697,286</td>
<td>463,669</td>
</tr>
<tr>
<td>2018</td>
<td>May</td>
<td>708,796</td>
<td>483,185</td>
</tr>
<tr>
<td>2018</td>
<td>June</td>
<td>759,044</td>
<td>493,758</td>
</tr>
<tr>
<td>2018</td>
<td>July</td>
<td>653,141</td>
<td>467,080</td>
</tr>
<tr>
<td>2018</td>
<td>Aug.</td>
<td>689,418</td>
<td>573,145</td>
</tr>
<tr>
<td>2018</td>
<td>Sept.</td>
<td>489,337</td>
<td>382,545</td>
</tr>
</tbody>
</table>

## FLOW DATA

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Burnt Store WRF</th>
<th>East Port</th>
<th>Rotonda WRF</th>
<th>West Port WRF</th>
<th>Total CCUD</th>
<th>BS. WTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Sept.</td>
<td>0.348 0.004 7.529 0.160 1.562 0.746 0.774 0.022 10.213 0.932 0.365</td>
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<tr>
<td>2017</td>
<td>Oct.</td>
<td>0.306 0.006 4.793 1.274 1.067 1.026 0.642 0.471 6.808 2.777 0.450</td>
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<tr>
<td>2017</td>
<td>Nov.</td>
<td>0.276 0.005 4.252 1.448 0.926 0.951 0.653 0.686 6.107 3.090 0.465</td>
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<tr>
<td>2017</td>
<td>Dec.</td>
<td>0.283 0.004 4.134 1.556 0.950 1.097 0.654 0.325 6.021 2.982 0.477</td>
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<tr>
<td>2018</td>
<td>Jan.</td>
<td>0.327 0.005 4.296 1.084 1.012 1.091 0.707 0.387 6.342 2.567 0.484</td>
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<tr>
<td>2018</td>
<td>Feb.</td>
<td>0.358 0.004 4.604 1.216 1.130 1.151 0.752 0.331 6.844 2.702 0.497</td>
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<tr>
<td>2018</td>
<td>Mar.</td>
<td>0.340 0.004 4.350 1.796 0.975 1.000 0.724 0.785 6.389 3.584 0.536</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>April</td>
<td>0.282 0.004 3.927 1.766 0.844 0.826 0.653 0.756 5.706 3.352 0.487</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>May</td>
<td>0.308 0.004 5.365 1.389 1.126 1.075 0.692 0.285 7.491 2.753 0.374</td>
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</tr>
<tr>
<td>2018</td>
<td>June</td>
<td>0.311 0.004 4.817 1.289 1.181 1.220 0.683 0.644 6.992 3.157 0.350</td>
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<tr>
<td>2018</td>
<td>July</td>
<td>0.302 0.002 5.218 1.026 1.103 1.074 0.707 0.465 7.330 2.567 0.340</td>
<td></td>
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</tr>
<tr>
<td>2018</td>
<td>Aug.</td>
<td>0.307 0.003 5.234 0.696 1.150 1.123 0.667 0.422 7.358 2.484 0.312</td>
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<td></td>
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</tr>
<tr>
<td>2018</td>
<td>Sept.</td>
<td>0.309 0.002 5.227 0.719 1.420 1.397 0.685 0.232 7.641 2.350 0.323</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- **Operations Division - Water Distribution:**
  - We repaired 4 large diameter water main breaks with an additional 68 leaks under 3”.
  - Completed 45 new water service installations.
  - Completed a 10” water main diversion for Public Works.
  - Replaced 2 broken 16” water main valves on Eisenhower Dr.
  - Installed the correct manway gasket at the Golf Course Booster storage tank.
  - Refueled all generators at the Booster stations for the remainder of hurricane season.

- **Operations Division - Wastewater Collection:**
  - Lift Stations Work Group:
    - 155 corrective work orders completed – Of the 65 service calls dispatched, 54 originated from SCADA and 11 from answering service/Base 10/Accela
    - 54 preventative maintenance work orders completed
    - Maintained Lift Stations during Forrest Nelson force main replacement project
    - Performed 6 permit required confined space entries for lift station repairs

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Monthly Report, September 2018
• Repaired 2 stationary generators damaged by lightning. Two others are awaiting parts to complete repairs.
• Repaired/replaced 3 Lift Station pumps
• Lift Station group is providing support for intermittent shut downs of Lift Station #31 for Harbor Boulevard project
• Low Pressure Sewer Work Group:
  • Installed 5 mandatory LPS (Low Pressure Sewer) systems
  • Replaced 3 failed LPS tanks
  • Completed Project #18-2029 by installing line extension at 4 Coral Creek Circle
  • Upgraded 5 low pressure systems
  • Responded to 137 service calls
  • Completed 9 preventative maintenance inspections
  • Maintained failing septic systems for line extensions, El Jobean and East West Spring Lake
  • Maintained flow for the Forrest Nelson force main replacement project
  • Installed multiple risers and sealed tanks in East West Spring Lake and the El Jobean area to limit inflow and infiltration
• Sewer Line Work Group:
  • Excavated and repaired 6 service laterals
  • Repaired 4 manholes by raising and/or replacing the ring and cover
  • Investigated 7 backups and found to be customer’s issue
  • Cleaned and televised 13,967 feet of sewer main
  • Door-knocked McGuire Park area prior to cleaning and televising gravity system
  • Located 3 service laterals for CCU Engineering
  • Conducted 70 semi-annual PMs for sewer ARVs
  • Completed 23 service taps on LPS force mains for new construction
  • Pumped out 31 septic tanks in Spring Lake for conversion to the vacuum system
  • Installed 21 vacuum actuating valves in Spring Lake
  • Investigated and repaired 5 vacuum service back ups
  • Located and repaired 2 vacuum leaks