

**Charlotte County  
Board of County Commissioners  
Staff Report  
February 2012**

**Budget & Administrative Services**

**Budget Department/Fiscal Services Division**

- Grants Fiscal Support:
  - Fiscal collected the following for transportation related grants and inter locals:
    - Total collected \$112,456.79
    - \$2,011.38 from FDOT for Piper Rd construction
    - \$ 188.13 from the City of North Port for electricity at Toledo Blade signal
    - \$110,257.28 from the City of Punta Gorda for Burnt Store Rd utility work
    - Invoiced FDOT \$14,149.36 for Piper Rd Construction
  - Grants received for Emergency Management total \$32,067.89
    - \$29,546.82 from the State of FL for emergency preparedness
    - \$ 2,521.07 from the State of FL Homeland Security Operating Grant
  - An audit conducted on 3/1/12 with the FDEM on an Emergency Management grant passed with high grants.
  - Finalized Community Services IMLS grant closeout documents and correspondence with agency.
- Human Services Related:
  - On February 22, 2012, Charlotte County received \$1,079,710.93 of Neighborhood Stabilization Program 1 (NSP1) funds. These funds are reimbursement for various rehabilitation and construction activities associated with our thirty-three NSP1 properties. Charlotte County has approximately \$520,000.00 of NSP1 funds yet to be drawn down. To date, Charlotte County has conveyed ownership of seventeen of these properties to Charlotte County Habitat for Humanity. Charlotte County Habitat for Humanity has placed qualified homeowners in all but one of these homes. Eight of the NSP1 properties have been conveyed to The New Paradigm Foundation of Englewood. These units are all low income rental properties, and are currently providing thirty-six clients with affordable rental housing.
  - On February 10, 2012, Charlotte County received \$107,333.26 of Neighborhood Stabilization Program 3 (NSP3) funds. These funds are reimbursement for various acquisition activities associated with our eight NSP3 properties. Charlotte County has approximately \$1,766,000.00 of NSP3 funds yet to be drawn down. The rehabilitation/construction phase of this program is not yet underway. Once these eight units are complete, ownership will be conveyed to our program partners and then utilized in their affordable housing programs.
  - Drew down \$77,293 against Section 5310 2010 Dial-a-Ride for Transit building repairs including seven re-designed dispatch work areas, as well as carpeting and painting through-out the building. A new ceiling and energy efficient lighting was also installed.
  - Drew down \$232,814 against Section 5310 2011 for Transit Dial-a-Ride operating expenses. This covered the balance of available operating revenues for the fiscal year ending 9/30/2011.
  - Met with Lee Trans, the public transit system serving Lee County, and the Florida Department of Transportation (FDOT) regarding future connectivity and funding.
  - Met with Federal Transit Administration (FTA) representative Ted Schmidt regarding America Recovery and Reinvestment Act (ARRA) grant balance.
- Operating And Accounting Support:
  - Fiscal Services worked with the Radio Communication Department create a new process for Radio Communications to track work orders. Additionally Fiscal Services will be taking over the

invoicing of radio repairs to internal and external departments. This is a new service that we are providing for the Public Safety Department.

- Compiled five-year historical Impact Fee project information to Administration.
- Attended Fixed Base Meter Project kick off meeting and reviewed financial needs for install area.

#### **I.T.**

- Municipal Broadband – Ray Desjardins, Senior Division Manager for IT, spoke at the February monthly meeting of the Suncoast Technology Forum hosted in Charlotte County for this month. It was held at Fisherman's Village and was attended by more than 60 people. Ray Desjardins presented along with John Honker of Magellan Advisors. Ray spoke of the county's initiative into the possibility of a community broadband plan where the county would provide an "open access" model of their network where internet service providers would be invited to provide services to local businesses using the county's fiber infrastructure at reasonable prices, thereby enhancing competition and service.
- Ray also appeared as a guest on WENG AM radio to discuss broadband and its impact on our community and spoke at a recent meeting of the Curmudgeon Club.
- IT Management staff attend FLGISA conference – Members of the Information Technology staff attended the 2012 Florida Local Government Systems Association (FLGISA) winter conference in Altamonte Springs in February. FLGISA is an organization for CIO's, IT Managers, and technology decision makers from the state's local government agencies. Over 100 IT staff from around the state met to discuss various IT issues and trends using the theme *Enabling Transparency: Government of the People*.
- SharePoint Public Web Site. The SharePoint team completed the development work for Phase 1 of the external website project. The work was reviewed by the Technical Review Committee and it was agreed to publish the site as a preview site in order to get public feedback. The site is scheduled for beta release on March 1st and after 1 month of testing and feedback, an April full release is scheduled.
  - February Call Statistics:
  - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =197
  - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 177
  - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 415
  - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 409
  - Change Controls Last Month – (internal configuration changes to server and network) = 4
  - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 532

#### **Purchasing**

- Pre-Bid Meetings Held:
  - 12-179, Annual Contract for Contractor/Builder
  - 12-171 Paving Program FY 2012
  - 12-208 San Domingo Park Development
  - 12-213 Library Expansion
- Negotiations Held:
  - 12-053 Design CR 771
  - 12-030 Rotonda Drainage Study
  - 12-161 Design/Build Access Rd-Cheney Bros Site
- Work Orders Due and Received:
  - 12-216 Culvert Design
  - 12-235 Rotonda West Entry Features

- Quotes Due and Received:  
 12-186 Rubber Sports Flooring  
 12-201, Glass Spheres - Annual Contract  
 12-217 Compact Hydraulic Excavator  
 12-224 Inflatable Outdoor Screen-Projector-Sound System  
 12-237 Purchase of Roll-Off Containers
- Bid Openings Held:  
 12-039 Grounds Maintenance  
 12-127 Bunker Gear & Accessories  
 12-149 Retention Pond Mowing-Annual  
 12-162 Testing/Balancing-HVAC Systems  
 12-150 Radio Towers-Alarm & Monitoring System  
 12-179 Annual Contract for Contractor/Builder  
 12-171 Paving Program-FY 2012  
 12-177 Plumbing Contractor-Annual  
 12-208 San Domingo Park Development
- Request for Proposal Due and Received:  
 12-161 Design/Build-Road Improve-Chaney Site
- Shortlist Meetings Held:  
 12-161 Design/Build, Road Improve-Chaney Site
- Pre-Submittal Meetings Held:  
 12-177 Plumbing Contractor-Annual Contract

### **Real Estate Services**

- Burnt Store Road – Phase 1 – We are preparing for upcoming depositions for a jury trial to address settlement issues with River Haven Mobile Home Park.
- Edgewater Phase II – The BCC has approved 72 resolutions of necessity needed for this road project. Appraisal reports for the right of way acquisitions have been received and we will be sending pre-suit offers during the month of February.
- Placida Widening – The BCC has approved the right of way acquisition portion of the road project. Appraisal reports for the right of way acquisitions will be received by the end of the month and pre-suit offers will be sent during the month of March.
- Environmental Lands Acquisition Program – We are working with staff from Natural Resources to seek appropriate sites for potential acquisitions using existing grant funds.
- Flamingo/Edgewater – We have sent out another mailing of offers and have received several contracts back from affected property owners. We are in the process of closing on these contracts and we will exceed a 75% voluntary acquisition rate for this project.
- Public Works, Administration, Community Services and Utilities – We continue to assist these departments and divisions in obtaining easements, title searches and researching land related issues.
- Murdock Village – Proposed SLD Exchange – We are awaiting further information from the Economic Development Office and the County Attorney’s Office on this matter.
- Murdock Village - FDOT request for 3 Pond Sites – We are working with Growth Management staff to handle the request from FDOT on obtaining 3 pond sites within Murdock Village required for the upcoming US 41 widening.
- Surplus County Lands – On an annual basis, we are planning two surplus property disposals actions taking place in early May and early September of each year.
- CCU Lift Station Upgrades – The BCC approved a lot exchange to obtain a residential lot in West County needed for the CCU lift station upgrade program. We will close on the transaction shortly.
- Winchester South Road Project – Based on a request from our Engineering staff, we are working on acquiring an additional parcel needed for this road project. We have negotiated a

tentative contract for this acquisition. The parcel will be used for the installation of traffic lights at the corner of SR 776 and Winchester Boulevard.

- Parkside District – We have concluded our work with staff from Growth Management to obtain a public pedestrian access easement from the Peace River Hospital. We continue to work with the CRA Manager to address acquisition opportunities in the Parkside CRA.
- Surplus Land Behind County Jail – The BCC has obtained and approved a sealed bid of \$2,500,000 from Cheney Brothers for the purchase of the 35 acres behind the jail. The required 10% deposit has been made and closing occurred on February 14th.
- Employee Health Clinic Lease – The lease termination notice for the current leased clinic space has been sent to the landlord and will be effective on March 31<sup>st</sup>, 2012. The clinic will be relocating to County owned space on Loveland Boulevard.
- Fleet Maintenance Lease – A number of options are being considered for this operation including the possibility of having the current operations remain in leased space for an additional 6 month term starting on May 1<sup>st</sup>.
- Support of Economic Development Activities – We are working with the EDO in support of a number of projects including the proposed access road over Airport lands to access the proposed Cheney Brothers distribution center.
- Sewer Expansion Project – Harborview Road – We are working with CCU staff on a proposed gravity sewer expansion from US 41 to Kings Highway along the north side of Harborview Road. Utility easements will have to be acquired for this project.
- Midway Project (Harbor to Kings Highway) – We have been approached by Engineering staff to secure an additional pond site required for this project. Also, we will be working on securing several Temporary Rights of Entry from affected property owners.
- Burnt Store Road Phase III – We are working with Engineering staff to determine right of way cost estimates for this project.

## Community Development

- The Building Division:
  - The department issued 16 new single family home permits in February. This is slightly down on the same period last year but is in line with the usual drop at this time of year. Year to date, the number issued is on track with last year.
  - The department saw a big increase in the number of customers served. Two thousand five hundred and fifty-five customers visited the department in February, which was a 20% increase on the same month last year and slightly up from January 2012.
  - Expenditure for the month was \$121,619 and revenue \$165,912 which is a surplus of \$31,851. This is still slightly down on last year but the gap has decreased from being 10% down to only 5% down, which is a significant improvement.
  - Preparations continue for the implementation of the 2010 Florida Building Code on March 15, 2012 and staff is presenting information to the BCC on March 13, 2012 pertaining to the location of wind speed lines in the County. The recommendation from staff is not to deviate from the lines presented by the State of Florida and included in the Florida Building Code. In addition, staff is attending various training sessions on the new code and is developing new forms to ensure all aspects of the code are adhered to.
  - To assist with the change to the 2010 Florida Building Code, the department has created a place on its web page to collate much of the pertinent information. This includes advisories and information from various state agencies on the code changes and a link to the online versions of the code. This site is available at <http://www.charlottecountyfl.com/BCS/FloridaBuildingCode.asp>.

Item	Total FY11	Feb-11	Feb-12	FY11YTD	FY12YTD
Single Family Permits Issued	275	19	16	104	107
Multi Family Permits Issued	5	0	1	4	1
Commercial Permits Issued	35	1	3	24	8

All Other Permits Issued	14373	1107	1054	5755	5037
Customers Served	24354	2144	2555	9685	10734
Inspections	37925	4115	3092	20188	14917
Permitting Revenue	\$2,137,643	\$165,912	\$163,562	\$806,500	\$775,993
Permitting Expenditure	\$2,150,332	\$131,597	\$121,619	\$1,120,023	\$1,102,880
Licensing Revenue	\$788,760	\$30,745	\$77,050	\$329,871	\$380,591
Licensing Expenditure	\$1,562,727	\$112,251	\$116,636	\$775,296	\$767,013
Action Orders Initiated	2034	47	26	646	380
Code Cases Initiated	3466	318	335	1717	1303
CEB Cases Heard	503	40	68	202	232
Citations Issued \$ Amount	\$31,100	\$2,500	\$1,500	\$21,600	\$9,500
New Contractor Licenses Issued	17	1	0	7	2
Contractor Licenses Revoked	7	0	1	1	5

- Sustainability:
  - Julia Galofre did a presentation for the Southwest Florida Building Owners and Managers Association (BOMA) regarding the Green Building Program and Sustainability efforts in Charlotte County. It was part of the educational efforts from BOMA and the Green Building Program to promote best practices in construction and maintenance of commercial buildings. The BOMA's February 16<sup>th</sup> meeting was held in the Stoneybrook County Club in Estero and was attended by Real Estate and Maintenance Professionals of the Counties of Collier, Lee and Charlotte.
- Licensing and Code Enforcement:
  - The vacant property registration program continues to be a success with over 300 new properties registered since January 1 2012. This brings the total to actively registered properties to 2,174.
- The Planning Division:
  - Parkside Revitalization Initiative
    - The Board of County Commissioners approved a transfer of \$9 million to the Parkside project. This is an advance on anticipated Tax Increment revenues. The Board also approved investment in Harbor Boulevard from US 41 to Olean Boulevard and Elkcam Boulevard from US 41 to Midway Boulevard. Harbor is to be transformed from a rural street configuration to a walkable urban street, with 10 foot sidewalks on each side, wayfinding signs, decorative street lighting, and street furniture. Elkcam Boulevard is to receive investment in a 10 foot path and trees to coincide with Charlotte County Utilities' infrastructure improvement project along that corridor. The Commission also approved restrictions on the use of alcohol in all CRA parks.
    - Parkside Weed and Seed Steering Committee elected Public Defender Toby Oonk as Committee Chair and Assistant State Attorney Don Mason as Vice Chair.
  - Babcock Ranch
    - The applicant is working on the draft revisions to the Babcock Ranch Overlay Zoning District.
    - On December 13, 2011, the Board of County Commissioners approved the Babcock Ranch Community DRI NOPC (Petition Number NOPC-11-07-19) by adoption of Resolution No. 2011-485. On February 16, 2012, the SWFRPC accepted the Resolution No. 2011-485 as rendered. The appeal period expired with no challenges filed so the effective date is February 20, 2012. The applicant will be recording the Notice of Amendment and Modification in the Charlotte County Public Records.
    - On January 30, 2012, the Department received a notification from Babcock Property Holdings, LLC., to extend the phase, buildout and expiration dates in both the Babcock Ranch Master DRI and the Babcock Ranch Community Increment 1 DRI by eighteen weeks and six months per the Governor's Executive Orders.
  - Murdock Village

- Staff is drafting a final staff report for the Planned Development rezoning. The rezoning is scheduled to be heard by the Planning and Zoning Board in March and the Board of County Commissioners in April and May.
- Charlotte Harbor CRA
- The committee met on Feb. 6, 2012. The committee decided to hold a special meeting on Feb. 28 to do a final review of the proposed changes to the comp plan map and zoning map and the proposed zoning text changes. The committee will review the architectural standards at the March meeting. Debrah informed the committee that when the RFP for the Sibley Bay property is released, it will be determined if the potential developer would like to have the property rezoned and a decision will be made at that time if the rezoning petition will move forward. The committee held a special meeting on Feb. 28 to address the final review of the proposed zoning map and zoning code. The committee approved the proposed zoning map. They also approved the proposed zoning code with some changes.
- Manasota Sandpiper Key Community Advisory Committee
  - The committee met on Feb. 1<sup>st</sup> to consider two ARC projects;
    - Aluminum Fence, 1115 Shore View Rd.
    - Room Addition, 18 Pearl Street
  - All projects were recommended for approval.
  - The committee met on Feb. 15<sup>th</sup> to consider three ARC projects;
    - Wood Fence, 2450 N. Beach Rd.
    - 8 X 10 DCA Shed, 135 Sand Dollar Ln.
    - Addition, 1280 Shoreview
  - Both Fence and Shed were recommended for approval.
  - The addition, 1280 Shoreview-Shediac, was recommended for denial based upon the six (6) items of correction from Chris Schmidt's plans review.
  - Mr. Derek Rooney presented the SMH Group LLC settlement to the committee and the audience.
- South Gulf Cove Community Advisory Committee
- The advisory committee met on Feb. 16, 2012. They discussed holding a meeting with South Gulf Cove community leaders to seek direction for the advisory committee. This will be held on March 20, 2012.
- Grove City Community Plan
- The committee met on Feb. 27, 2012. The committee would like to pursue finalization of voluntary architectural guidelines. They will invite Shaun Cullinan and Dan Quick to the next meeting on March 26, 2012 to discuss this.
- Little Gasparilla Island Community Plan
- The committee did not have a quorum to meet on Feb. 10, 2012 due to terms expiring. Two members were reappointed at the Feb. 14, 2012 BCC meeting. The next meeting will be March 9, 2012.
- School Concurrency
- The annual Joint City, County, School Board Workshop is tentatively scheduled for 4/30/12, at 2 pm, in Room #119. From now until then, the City & County portions of the SWG are required to produce reports on 2011 calendar year land use changes, residential permitting numbers, Final Site Plan/DRC approvals, etc. This includes an extensive map series coordinated through LIS. The School portion of the SWG will provide updates on the 5-Year District Facilities Work Plan, school construction, and boundary changes. All of this will be delivered to the elected officials via PowerPoint at the joint workshop.
- Comprehensive Plan Evaluation and Appraisal Report (EAR)
- Staff continues to work on EAR-based plan amendments.
- Transportation Planning
- The following transportation planning and traffic engineering related issues were reviewed to assist the Planning and Engineering staff during the month of January 2012:
- Site Plan Approval

- 4 petitions were received and reviewed
- One final – approved
- One preliminary – approved
- One preliminary & final – approved
- One PD concept plan – deny
- Board of Zoning Appeals
- Petition #SE-12-001: A request by James and Tracy Botelho for a Special Exception to allow an outdoor dog run for a dog boarding facility in a Commercial Intensive (CI) zoning district, located at 17450 Brighton Avenue, Port Charlotte, was APPROVED by a vote of 4-0. Bill Truex was absent from the meeting.
- Planning and Zoning Board
- No meeting in February.
- Board of County Commissioners Land Use
- No meeting in February.
- The Engineering Division:
- Construction Projects:
- Bermont Road Safety Improvements - Better Roads is currently installing 4'-wide paved shoulders 13.1 miles east of US 17 and heading east on the south side of the roadway. Approximately 22 miles have been completed. This project is at 75% completion
- Burnt Store Road Widening Project Phase 1 - Temporary traffic light at intersection of US 41 and Acline Road was removed 2/17/12. PSA issued 2/8/12. Acline Road was closed on 2/20/12 from US 41 to Burnt Store Road - reopening at the end of the same day. PSA issued 2/16/12.
- Burnt Store Road Widening Project Phase 3 - Public Meeting was held 2/7/12. Submission to the Board of County Commissioners for approval is scheduled 3/13/12.
- Charlotte Harbor Gateway Harbor Walk - Request to advance funds was submitted to the Board of County Commissioners on 2/21/12. Construction schedule is contingent on permits and land lease.
- Cheney Brothers Site Roadway Improvements - Negotiation meeting scheduled for 3/2/12.
- CR 771 (Gasparilla Road) Widening – The Board of County Commissioners approved Johnson Engineering to enter into an agreement with Charlotte County at the 1/10/12 meeting. Staff is currently negotiating Scope and Services with Johnson Engineering.
- Edgewater Drive Widening Phase II - Design is at 95%.
- Elkcarn Waterway Bridge Replacements - South bound bridge - fourth cap has been poured and crew are starting on the deck.
- Melbourne Bridge Replacement - The deck has been poured and starting rail 2/17/2012. Dedication scheduled 5/1/12.
- Midway Boulevard Phase II - A Change Order modifying GWE original contract has been sent to Purchasing waiting BOCC approval. Once approved by the BOCC, the original 30% plans will be updated and design should be completed within 15 months thereafter. Construction should start soon after.
- Piper Road South Widening Project – Station 112+00 to North Jones Loop - Construction start date scheduled 5/1/12. We have prepared a change order to allow FDOT to fund the remainder of the project and are working with the contractor and FDOT to ensure the details are addressed.
- Rampart Boulevard Improvement Project – A PSA was issued 2/7/12 (traffic down to one lane). Phase 1 - AROX Construction is currently importing fill material and will begin installing the roadway sub-base between Kings Highway and Loveland Boulevard. Construction is 55% complete. Phase 2 - 90% plans review.
- Sales Tax Year One Sidewalks – Collingswood Boulevard - Collingswood Boulevard is complete. The only remaining task to be completed is to have IT relocate their fiber optic line. There was an onsite meeting this week with IT and their contractor. We also sent them the maintained right of way survey.
- Sales Tax Year Two Sidewalks - Beacon Drive: Construction start date estimated 5/15/12. Capricorn Blvd: Construction start date estimated 4/25/12. Gulfstream Blvd: Construction start

date estimated 5/15/12. Cape Haze Drive: Construction start date estimated 4/25/12. Sheehan Blvd: Construction start date estimated 5/20/12.

- Sales Tax Year Three Sidewalks - Construction start date is estimated between October and December 2012.
- Winchester and Flamingo Signalization – We held a shortlist meeting a few weeks ago and our recommendation was scheduled to go before the BCC on 2/14/12. Construction start date is scheduled 4/5/12.
- Winchester Corridor Phase 3 Design – We communicated with the design engineer to reaffirm what assignments need to be completed to get the project to a state of construction ready. We held conversations with the design firm this week to modify the existing ERP for SWFWMD and sent them a check to effect the changes. We also were informed that RAI's have been triggered by the Army Corp and we are working to address them. We are still expecting this project to begin in August of 2012.
- Winchester Corridor Phase 3, Roadway Construction - The design and permitting of the roadway is scheduled to be complete in August 2011. This portion of construction will not be completed until after July 2012, in order to receive funding from FDOT.
- Drainage Projects:
  - National Pollution Discharge Elimination System - The annual report is due 7/23/12. Re-application for the next cycle is also due 7/23/12.
  - Desoto Ditch Vegetation Clearing – This project is 90% complete.
  - Elmira/Pompano Waterway Structure - 30% Plans received 1/13/12, reviewed and comments sent back to Engineer of Record 2/1/12. The 60% Plans are due in April.
  - GPC Water Control Structures – Staff has issued comments on the 90% plans for MOR 5.08, DOR 4.75, and HAV 4.33. The 60% plans for SUN 3.65 were received 1/4/12. Overall, the design contract is 40% complete.
  - Jennings Boulevard Weir Repair - Construction is 99% complete. The punch list and substantial completion were issued 1/5/12. Waiting for the sod to be established before retainage is released.
  - Oyster Creek Clearing - The pre-construction meeting was held 1/10/12 and the Notice to Proceed was issued 1/24/12.
  - Rotonda West Drainage Study – The item went before the Board on January 10, at which time they approved the start of negotiations with the top-ranked firm, Banks Engineering. Second negotiation meeting held 02/16/12.
  - Sunshine Lake Water Quality Study – A public meeting was held 2/16/12 at the Team Port Charlotte meeting at the Cultural Center.
  - US 41 Storm Structures – 30% plans were received 1/13/12. SWFWMD approval was received 1/27/12. Plans have been reviewed and comments were sent back to the Engineer of Record on 2/1/12. The 60% plans are due April.
- Dredging Projects:
  - Pirate Harbor Rock Removal – The scope of work is being finalized.
  - Stump Pass Ten-Year Management Plan – The shortlisting was held on 12/14/11, and Coastal Engineering was ranked first. An item is going before the Board on 1/10/12 to approve the ranking of firms for professional engineering services for a ten-year beach and inlet management plan to include, but not be limited to, an alternative analysis, design, permitting, construction support, and monitoring.
  - Northwest Port Charlotte Access Channels - Request for additional information submitted to DEP - waiting on response.
- Paving Projects:
  - 2011 Countywide Paving Program - Tropical Gulf Acres is finished.
  - 2012 North County Paving Program - The project is out for bid. The pre-bid was scheduled 2/8/12, and the bid opening was scheduled 2/28/12.
  - 2012 West County Paving Program - This project is in design.

## **Community Services**

- Administration:
  - Answered 723 phone calls, 20 web mails, 4 citizen action forms, 3 accident/incident reports, and 4 damaged/missing item reports
  - Posted 11 press releases
  - Distributed 9,355 marketing pieces; Web hits 90,621
  - Meeting with Charlotte BMX on proposal for BMX USA event
  - Prepared for and conducted Ambassador Program training]
  - WCCF “Golden Hippo” Radio Show: Mid County Regional Library programs and services (Feb 9), Charlotte County Historical Center (Feb 16), and Fit for Life Senior Games/Harbor Heights 5K (SWFL Focus show, Feb 12)
  - Prepared and setup monument for Lt. Col Sam Harris dedication at Englewood Beach
  - Meeting with Port Charlotte Little League and Commissioner Duffy regarding Harold Avenue Park concession stands
  - Met with concessionaire for water sport rentals at Port Charlotte Beach
  - Distributed “Welcome Home Troops” banners at Recreation Centers and Libraries
  - Continued to work with Lemon Bay Rotary on Bay Heights Park cleanup
  - Finalized needs for Snowbird Classic
  - Held “All Staff” meeting
  - Prepared for and attended Youth Sports Council Meeting and Parks and Recreation Advisory Board Meeting
  - Worked with Fiscal Services to provide financial report for aquatic facilities
- Charlotte Sports Park:
  - This is the 4<sup>th</sup> year that the Charlotte Sports Park will host the Spring Training Season for the Tampa Bay Rays. The scheduled events in February were as follows:
    - February 20<sup>th</sup> - pitchers and catchers report
    - February 21<sup>st</sup> - first practice
    - February 25<sup>th</sup> - full squad reports
    - February 26<sup>th</sup> - first full squad practice

The estimated attendance at the facility for the open practices was 2476 spectators.
- Recreation Division:
  - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 13,400 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 3841 with 7339 touches combined. Recreation facilities were rented 30 times achieving a rental attendance total of 3088 people.
- Aquatics Section:
  - The three Aquatic Facilities were open a combined 686 hours and served 6436 patrons. 3250 Patrons spent 304 hours participating in programs such as water exercise classes and swim practice.
  - Aquatic staff spent a combined 170 hours performing maintenance tasks and 155 hours performing In-Service training such as rescue skills, first aid/CPR and administering emergency oxygen.
  - Staff is currently working on the following programs and events:
    - Charlotte County/YMCA Triathlon 4-1-12
    - Spring Break Lifeguard Course 3-12-12
    - Tropical Sunset Cocktail Party 3-24-11
    - Learn to Swim Spring 3-13-12
    - April Pool’s Day 4-14-12 at South County & 4-21-12 at Oyster Creek
    - Swim For Scholarships 5-19-12
- Athletic Section:

- Charlotte County athletic leagues and Special Events used County facilities approximately 3,371 hours in the month of February. An estimated 4,299 athletic participants visited County facilities an estimated 23,182 times with 35,762 spectator/volunteer visits for a combined total of 58,944 visits associated with athletic activities. Activities included Adult Softball, Adult Football, Adult Cricket, Adult Tennis, Youth Football, Youth Soccer, Youth Cheerleading, Youth Baseball, Youth Swimming, Horsemanship, and Remote Control clubs. In addition, a USSSA youth baseball tournament was held at NCRP and Harold Avenue and the Snowbird Classic College Baseball tournament began during the final week of the month.
- Extension Services
  - Programming
    - Director assisted with Youth Poultry Skilathon at the State Fair February 18th
    - Website Hits: Report: 94,800 charlotte.ifas.ufl.edu
    - Facebook® Page - Charlotte County Extension data: 156 monthly active users
- Sea Grant:
  - Publications:
    - Staugler, E.A. 2012. "Assorted Updates from Sea Grant". Water LIFE Magazine.
  - Websites:
    - Anderson, C., K. O'Keefe and E. Staugler. 2012. "A Boating and Angling Guide to Charlotte Harbor"
      - [http://ocean.floridamarine.org/boating\\_guides/charlotte\\_harbor/index.html](http://ocean.floridamarine.org/boating_guides/charlotte_harbor/index.html)
- Field Work:
  - Volunteers conducted monthly bay scallop recruitment monitoring in Gasparilla Sound and Lemon Bay
    - Cage gardening volunteers conducted monthly monitoring of bay scallops hung in cages in Gasparilla Sound and Lemon Bay
    - Fisheries sampling with FWC-FWRI in Peace River
- 4-H Youth Development:
  - One hundred seven (107) 4-H members participated in the Charlotte County Fair exhibiting market and breeding stock cattle, swine, rabbits, chickens, and/or covies. Thirty-five still exhibits represented the healthy lifestyles, forestry, marine ecology, dog care, and horse and horticulture projects.
  - Twenty-seven (37) 4-H members competed in the Charlotte County 4-H Horse Show. All qualified to advance on to the District 4-H Horse Show in May.
  - Thirteen (13) youth have begun a horticulture project at East Elementary School. The third and fourth grade students started watermelon seeds in starter pots and have now planted 145 watermelon seedlings in the new garden. The garden preparation, fencing and watering system were made possible with donations from local businesses and private citizens.
- Programming:
  - Landscape Gardening Series – February 3rd – “Flowering Trees and Shrubs” by Stephen Brown, Lee County Extension Director/Horticulture Agent – 9:30 to 11:30 am - Event Center. One-hundred and nine (109) participants.
  - Landscape Gardening Series — “Poisonous Plants” February 10th – Donna Worthley, Master Gardener 9:30 to 11:30 am - Event Center – Thirty-six (36) participants increased their knowledge of various common landscape and natural area plants known to be toxic.
  - Landscape Gardening Series — “Turfgrass 101”- February 17th – Ralph Mitchell – 9:30 to 11:30 am 9:30 to 11:30 am - Event Center – sixty-three (63) participants increased their knowledge of turfgrass selection, establishment, fertilizing, irrigation, mowing, and pest management.
  - Mapleleaf Garden Club – February 11th – 9:00 am – Overview of Extension for 55 attendees.
  - Tropical Vegetables – Gene McAvoy, Multi-County Vegetable Agent – S. County Regional Park, 670 Cooper Street, Punta Gorda – 6 pm – February 13<sup>th</sup>. Twenty-four (24)

participants increased their knowledge of tropical vegetable selection, planting, culture and harvest.

- GI-BMP Training – 8 am to 3 pm – February 23<sup>rd</sup> Charlotte County Extension held another Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on February 23<sup>rd</sup>. Thirteen (13) participants increased their understanding of the local County Ordinance, as well as Turf, Irrigation, Landscape and Pesticide BMP's. After taking an end-of-class exam and receiving a 75% or higher score, each participant receives a Certificate of Completion showing that they are in compliance to commercially apply fertilizer in Charlotte County.
- Special Meeting/Outreach:
  - Guest host with Master Gardener Radio Program WCCF AM 1580 February 28<sup>th</sup>
  - Site Visit- 1500 Park Beach Circle, PG – Bougainvillea problem February 28<sup>th</sup>
  - Master Gardener Training Class 2012 Interviews – February 6<sup>th</sup> and 7<sup>th</sup>
  - Discovery Garden Meeting – February 15<sup>th</sup> – 10 am
- Florida Yards and Neighborhoods Outreach:
  - Feb. 9 – FYN yard recognition
  - Feb. 10 – Rain barrel presentation to homeschool group with CCU 12 attendees
  - Feb. 11 – FFL booth CHNEP Florida-Friendly workshop, Arcadia 120 attendees
  - Feb. 21 – Rain barrel presentation at PGICA plant clinic – 20 attendees
- Charlotte Sun Newspaper Articles:
  - “A native Florida cockroach – the Florida woods cockroach” – February 6<sup>th</sup>
  - “The humble bumble” – February 13<sup>th</sup>
  - “What’s flowering now?” – February 20<sup>th</sup>
  - “Tiny, but terrible - chilli thrips – February 27<sup>th</sup>

## **Facilities, Construction and Management**

### Community Services:

- San Domingo Park Phase 1: The bids were received and under budget. The South Gulf Cove Beautification Committee approved a reduced amount without additional committee approval. The committee meeting is scheduled for March 14<sup>th</sup>.
- Bay Heights Boat Ramp: The concept design was updated with the new site egress and historical tree preservation. A meeting with County Zoning will be held to discuss the new plan before submitting the formal SWFWMD permit.
- The Cookie House Restoration: New trusses and sill plates have been installed. Tongue and groove roof decking expected to be accomplished next along with the new roof.
- Cattle Dock Road Boat Ramp: County staff is working on the Future Land Use map change. The county staff is waiting on SWFWMD land use change approval letter.
- Englewood Library Expansion: The pre-bid meeting was held on February 22<sup>nd</sup>. The bids are due on March 21<sup>st</sup>.
- South County Regional Park Soccer Concession Stand: The design team received the SWFWMD exemption. The team held the green building initial meeting on February 1<sup>st</sup>. The civil engineers applied for the County Storm water permit. The fire hydrant flow test was requested for the design criteria.
- North Charlotte Regional Park Phase III: Project has been completed and the punch list has been made. The new baseball field is currently being used for a tournament
- PC Beach Pool Rehab and Structural Repairs: The contract has been awarded to Keesling Construction.
- Englewood Beach Boardwalk: The contract has been awarded to Bayshore Construction: The re decking/stringer replacement has begun.

- Bayshore Restroom: CCU has renewed the utilities permit. Plans have been received from the Architect.
- Kiwanis Park: Demo of the existing (closed) boardwalk has been completed.
- Historical Center: The Architect has been selected. It is BSSW.
- Employee Health Center: The contractor finished receiving the Certificate of Occupancy on February 13<sup>th</sup>. The Clinic staff will move the week of March 12<sup>th</sup>.
- Operations:
  - Energy Efficiency Program: Solar PV system at the Charlotte Sports Park is complete. The fire station solar hot water projects are installed and final punch list items are being addressed. Solar boat ramp lighting projects will be started this month.
- Repair and Maintenance:
  - Cookie House Restoration: The Cookie House is in the middle of having its period remanufactured diamond shaped metal roof shingles installed. The new look will give the 1930's building a feeling of authenticity. Many of the old termite infested and rotted wood has already been replaced with early 1930's heart pine wood that was collected from the New Jersey P. Lorillard Tobacco Company. Next month the building will have its doors and windows repaired as well as its "stove wood" unique style logs and mortar restored to its glory.

## Human Resources

- Employee & Labor Relations:
  - IUPAT negotiation meetings
  - IAFF contract negotiation meetings
  - Employee related issues
  - Attended Labor Law and Labor Arbitration Conference
  - Discussions regarding upcoming Reduction in Force (211)
  - Facilitate New Hire Orientation
  - Continue NEOGOV Application System training
  - Recruitment related activities and hiring processes
  - Halogen e-Appraisal assistance
  - Discipline related conversations and activities
  - Monitor the community service program with Courts System
  - FMLA Processing
  - FMLA monthly report
  - Interview participation
  - Tasks associated with Employee of the Month
  - Legal Discussions
  - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related:
  - Facilitated Orientations
  - Process Tuition Reimbursement Requests
  - Prepare orientation booklets
  - Provide Customer Service to employees
  - Produce Service Awards and letters to employees
  - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development:
  - Halogen assistance for employees and Management
  - Monthly service awards
  - Tuition Reimbursement
  - Prepare for upcoming Government Academy
  - Advertise/begin to accept applications from interested citizens
  - Ambassador Program
  - Coordinate Project Management Training
  - Miscellaneous coaching/development conversations

- Professional Development to include webinar, reviewing industry journals, etc.
- Prepared FRS & ICMA Flyer and sent to all employees

## **Human Services**

- Family Services staff met with representatives from the Charlotte County Sheriff's Office to discuss implementation of the new Civil Citation Program that the Board of County Commissioners approved. This program is grant funded by the Department of Juvenile Justice. Staff also participated in the Criminal Justice Behavioral Health Advisory Council's Juvenile Justice Planning Committee to discuss the actionable steps toward achieving the objectives set forth in the Juvenile Justice Strategic Plan. Many of the objectives surround successful implementation of the Civil Citation Program and the Juvenile Drug Court.
- Senior Services staff participated in the Aging in Place committee meeting at Fawcett Hospital. The door-to-door community survey for Parkside is scheduled for March 10, 2012. The survey teams anticipate face-to-face contact with thousands of households over the next several months. Data collected will be shared with 211 to capture unmet needs. Data will also assist in directing future projects for all of the Team Port Charlotte committees.
- The Family Services Division received its first authorization from the Department of Juvenile Justice for services under the new Civil Citation Program. Correspondence from the Department indicated that Charlotte County was the first in the State to implement the new referral/approval process.
- Department staff participated in 3 days of onsite monitoring review of both program and fiscal files for the federally-funded Community Services Block Grant and Low Income Home Energy Assistance Programs. Monitoring was conducted by State staff from the Department of Economic Opportunity (DEO) out of Tallahassee and included monitoring of the American Recovery and Reinvestment Act (ARRA) funds the County received in Fiscal Year ending 2010. Final monitoring report is expected from DEO the end of March.
- Transit staff and the Charlotte County Metropolitan Planning Organization staff met with members of the Florida Department of Transportation, the Lee County Metropolitan Organization and Lee County Transportation (LeeTran). There were several areas of discussion between the groups including future planning and coordination, both Counties' system descriptions, regional challenges and planning, grant funding and Emergency response coordination between the two counties.
- Department staff participated in the Senior Friendship Centers/Retired and Senior Volunteer Program recognition presentation. Service awards were distributed to 173 volunteers representing 56,725 volunteer hours to the community.
- Department staff attended the Florida Association of County Human Services Administrators Mid-Year Workshop. Main topic of discussion was the anticipated impact to counties of the legislative proposal to change the process for the mandated share of costs for Medicaid hospital billings. Of major concern to the counties is the accuracy of the data identifying county residents and validation of unpaid county hospital billings.
- Staff participated in the Emergency Management "Morning Surprise" exercise.
- Staff sat on a council with the State Vietnam Veterans of America "Agent Orange" Town Hall meeting. Meeting was attended by 125 people.
- Staff participated in meetings with the City of Punta Gorda officials, County officials and the Homeless Coalition & partners regarding the status of the Chara House. Resolution has not yet been determined.
- Staff met with Homeless Coalition representative to provide input on 10 year draft plan to prevent and end homelessness in Charlotte County.

## **Public Safety**

- Animal Control: no report for the month.
- Fire/EMS:

- On February 22, 2012, the Department of Homeland Security conducted an exercise at the Charlotte County Emergency Operations Center. Representatives from Charlotte County and Punta Gorda departments, as well as agencies outside County and City government, participated in the exercise. These departments and agencies would be called upon to staff the EOC during an emergency that had a significant impact on the County and required an immediate and effective response to serve our residents and visitors. The exercise tested the ability of the EOC to affectively gather and distribute important information, secure resources both locally and from outside the County, and support our first responders. Although important lessons are learned during every exercise and training event, participants and evaluators alike agreed that Charlotte County is well trained and equipped to address the many issues that arise during a disaster.
- Emergency Management:
  - We started the month by joining other Public Safety Division partners in hosting the County's Ambassador Program. This program allows us to share some of the innovative things we are doing with those who can in turn pass that information on to friends, family and co-workers. It is always a pleasure to have the opportunity to enlighten those who work for County Government or those in the Citizen's Academy, as to the mission of Emergency Management.
  - The month included the Office coordinating the opening of Cold Weather Shelters with several churches, The American Red Cross and the Homeless Coalition. On just one night, temperatures dipped to near freezing in parts of the County, necessitating the opening of three sites to handle those needing to escape the elements. On that night (2/11/12), the three facilities hosted 24 people. We continue to see people understand that cold weather threatening will likely result in the opening of at least two and often three facilities.
  - The Director completed visits to elementary schools across the County, to present the "Kids Get a Plan" program to the school's Second Grade classes. The 50-minute program was conducted at four more schools, bringing the total to more than 1,200 students being introduced to the program this year.
  - The Director traveled to Daytona Beach for the quarterly meeting of the DEM Director's Advisory Group. Several very important topics were discussed at the well-attended meeting of representatives from across the State who comprises this working committee that was formed several years ago and continued by new DEM Director Bryan Koon when he came onboard last year.
  - With severe weather season on our doorstep, we branched out to address many of our winter visitors who reside in mobile home or RV parks across the County. Several were scheduled for brief talks to remind them of Florida's tornado history and the fact that we in Southwest Florida are not immune to these violent outbursts of Nature's fury. Although deadly tornadoes are rare, it is worth reminding folks they can happen.
  - On February 23<sup>rd</sup> we held a "No-Notice" Exercise and activation of the Emergency Operations Center. Ironically, the exercise scenario was a series of tornados touching down in the Deep Creek area, less than three weeks after an EF-1 tornado damaged several structures in that very neighborhood. We began making calls to various departments at 8:00 a.m. and by about 9:15 we had 47 people already in the EOC to address the various issues the "tornados" had created. The exercise tested everyone's proficiency in our Web EOC software and allowed us to update the participants on some of the subtle changes we have made. We will also be testing Web EOC this year at the Florida International Airshow to enhance the Airshow Committee's communications capabilities.
  - Director attended a meeting of the local American Red Cross Advisory Council, of which he has been a member for nearly 20 years. Much of the group's focus is on fund raising that is being required of local programs during these times of significant fiscal restraints. The reorganization of the Red Cross chapters that took place last year continues to be analyzed. Charlotte County now has just a field office of the Southwest Florida Chapter that is based in Sarasota.
  - Also, in order to recognize the considerable contributions of hundreds of volunteers that provide thousands of hours of service in the community, RSVP held its annual Volunteer Recognition Breakfast at South Port Square. Likewise, on the same day, the Salvation Army held its annual

luncheon to honor those who helped exceed the previous year's total of money raised during the holiday kettle campaign.

- The Emergency Management staff completed the mandatory Sexual Harassment Training opportunity online.

## Public Works

- The annual contract for maintenance of County-owned retention ponds in West, North, and South Charlotte County was awarded to Walker Inc. bring the areas up to standard. The work is being monitored on a daily basis. The contract cost of this work is \$20,600.
- The mangrove pruning and vegetation removal project for St. Paul Linear Park and Medina Park in South Gulf Cove has been completed. Mangrove Pruning and exotic vegetation removal by a licensed Mangrove Pruning contractor was performed in February, along the interceptor lagoon at St. Paul Linear Park and Medina Park, within South Gulf Cove for the bid price of \$9,070.00. The SGC Beautification MSBU committee requests this to be performed annually by the county, in order to create "windows" so park visitors may enjoy the view of the water. Meanwhile, the Mangrove forest is preserved in these ecologically sensitive locations.
- An outreach project to survey approximately 1,200 property owners in the Northwest Port Charlotte Waterway Unit was distributed to determine their interest in a dredging project that would provide new access channels through dredging of the Myakka River and the entrances of the Apollo, Venus, and Cheshire Waterways. Results are being tabulated.
- The Partners for a Clean Charlotte, a committee of Keep Charlotte Beautiful, sponsored a cleanup on Feb. 25 in the Ridge Harbor community. Volunteers from the Homeowners Association organized the volunteers in the community to notify the homeowners of cleanup, and assisted those who needed help getting items to the cleanup site. Waste Management provided the containers for the cleanup. Solid Waste provided their Code Compliance Officer to monitor the debris collection. The volunteers collected all the appliances and metal and recycled it, therefore, diverting metal from the landfill. More than 45 volunteers collected 7.5 tons of debris and horticulture waste.
- The Zemel Road Landfill increased the landfill life by one year going from closure at 2030 to the year 2031. This is due to settling of the landfill, lower tonnages and compaction obtained from the large heavy equipment utilized at the landfill. The estimated life of the landfill will vary depending on factors such as population growth, actual disposal rates, types of material deposited, amount of daily and intermediate cover materials used, and in place density achieved over the life of the facility.
- The Maintenance & Operations Division is preparing Cured In Place Pipe Lining at seven different locations within the County. Construction will begin during the third week of March at the following locations:
  - 200Lf outfall pipe located at 2422 Quirt Ln in Deep Creek
  - 24" CMP outfall pipe located at 1422 Navigator Rd in Deep Creek
  - Double pipe run on Rio De Janeiro Blvd in Deep Creek
  - 15" CMP outfall pipe located at 13608 Clara lane in Garden of Gulf Cove
  - 150 LF outfall pipe at 167 Buckeye Ave in Greater Port Charlotte.
  - Out fall pipe located at 4300 Riverside Dr. Lot # 22 in Punta Gorda
  - 140LF outfall pipe located at 110 Severin Rd in Greater Port charlotte.
- In other news the Annual Contract for maintenance of County owned retention ponds Contract #12-149 in West North and South County has been awarded to **Walker Services Inc.** the work to bring the areas up to current standards. Work began on February and will continue for about three weeks.
- The Mangrove Pruning/Vegetation removal Quote# 12- 159 for the South Gulf Cove Parks was awarded to **Earth Balance Inc.** who recently completed work St Paul Linear Park and Medina Park in South Gulf Cove. The total cost was \$9,070.00

## Tourism

- Sean Doherty solicited hotel rates for two USSSA Baseball tournaments and an NSA Softball tournament.
- Sean also participated in several USA BMX National Event bid meetings and gathered letters of support and demographic information for the bid.
- Sean attended an operational meeting in Sarasota regarding the “Rev 3 Triathlon” they will be hosting in October to determine the most appropriate bike route through Charlotte County and permits needed.
- Jennifer Huber wrote and distributed press releases for the Banjo Bash, Snowbird Baseball Classic and World’s Richest Tarpon Tournament.
- Jennifer planned and hosted a lunch for 25 members of the sports media who attended the Tampa Bay Rays pre-spring press conference on Monday, February 18. Lock N Key Restaurant, In Your Face Cupcakes and Place in the Sun Vacation Rentals provided food and beverages for the event.
- Jennifer also hosted a “Tweet-up” in conjunction with the press. Six Twitter Users attended. Tweets from the event **reached 48,421 people**.
- In December and January, the VCB secured editorial coverage with **an equivalent advertising value of \$90,756.43**. **Please see attached PR report for a complete overview of two very busy PR months!**
- Lindsey Barfield worked on the development of our 2012 Visitor guide, our e-guide and our new home page for [www.charlotteharbortravel.com](http://www.charlotteharbortravel.com) We have received very positive reviews for the new guide. The e-guide will enable us to give local realtors, attractions, hoteliers and others an opportunity to have the visitor guide available to their customers. Our new home page offers video and a Twitter stream.

## Utilities

- **Utilities**

- Engineering Services:

- 875 Locates Processed from Sunshine State One Call; 0 Developer Agreements Prepared; 72 Active Developer Projects; 131 Residential Service Availability Letters Prepared; 8 Commercial Service Availability Letters Prepared; 6 Residential Service Applications Processed; 189 CIP inspections; 66 Developer Inspections.

- Operations Division:

- Treatment Facilities:

- 63 cross connection inspections were completed, 59 backflow preventers were tested and 1 repair was required at the Walenda Booster station.
      - Staff completed a two day confined space entry for the grit chambers at the Rotonda WRF to address piping issues. All confined space certified staff have now satisfied their annual requirements.
      - The East Port WRF main entry gate was reconstructed with aluminum pickets to reduce the overall weight which contributed to premature failure of the old gate.
      - Replaced deteriorated 500 gallon hydro-pneumatic tank for Leachate Plant deep injection well.

- Water Distribution:

- Replaced the bridge crossing at Dewitt and Haverhill Waterway.
      - Completed the demo of the Oakland Hills well field of all fencing and structures.
      - Attended Focus on Change seminar with the FDEP about regulatory rules revisions.

- Wastewater Collection:

- Gravity/Force Mains: 431 manholes were inspected and 10 were repaired; flushed the LPS force main on Achilles Ave. to reduce flow pressure in the neighborhood; TV crew cleaned and televised 7,926 feet of gravity sewer main.
      - Lift Stations: flows from 20 lift stations were diverted to the Rotonda WRF to reduce the flow at the West Port WRF while work was being performed at the plant; complete above-ground assembly was installed at Lift Station #857.

- Low Pressure Sewer: completed 4 mandatory connections; completed 1 new service tap, completed 18 upgrades.
- Personnel: employees attended Fork Lift training; 4 employees completed First Aid and CPR training.

#### Business Services:

- The Mass Notification Standard Operating procedure has been completed and implemented.
- Met with Mueller Systems LLC for kickoff planning meeting for the fixed base meter system. A purchase order for the Burnt Store meters, transponders, repeaters, collectors, host system, training and project management has been generated. Additional meetings for data transfer, installation etc. are scheduled for early March.
- Customer Service: total number of customers to the lobby was 856.
- Delinquencies: total delinquency revenue for the month: \$101,558 FY-YTD total: \$536,664.
- North Port: processed 4,505 payments; total revenue for February was \$853.56.
- Share-point/Doc Mgt.: currently have 84,698 documents ready to be transferred to Share-point.
- Accounts Receivable: the accounts receivable over 90 days went from 42.85% in January to 44.41% in February. The accounts receivable within 30 days went from 49.8% in January to 48.05% in February.
- 53% of all CCU bills were paid electronically.

#### Water Conservation & Public Outreach:

- Tours were conducted at our facilities again in February. Home schooled groups toured the Burnt Store WTP and WRF and a public educational tour was conducted at East Port WRF.
- Presentation with the Sunrise Kiwanis was held on 2/2/12 with over 70 people in attendance.
- Misc., Safety & Security: changing gate entry system at East Port WRF to a card reader system to improve security at Facility. Quotes are being sent by Purchasing.

#### Human Resources:

- Total positions: 201. Vacant positions: 5 – Engineering Tech, Engineer II, Maintenance Mechanic, Plant Operator Water, Industrial Pretreatment Compliance Coordinator.
- Actively recruiting or will be recruiting for all positions excluding the Industrial Pretreatment Compliance Coordinator which is being evaluated for department need.
- 3 additional resignations for a later date – Chief Plant Operator Water, Mail Clerk, Customer Account Specialist.

#### Phase 1A Punta Gorda Interconnect:

- The Upland or North of the Peace River 24" water main is 99% installed. Pressure testing, Chlorination & Bac T sampling to begin soon. Proposed DEP certification around the middle of March 2012.

#### PR/MRWSA Water Resources:

- No change.

#### E&W Spring Lake Area Pilot Study:

- BOCC Workshop was held on February 14, 2012. Board commented.

#### Regional Reclaimed Water Expansion Phase 2:

- *Transmission Main (Stage 1):* Plan revisions were started to address new information that was obtained on existing utilities and to include additional discharge piping at the West Port WRF. Plans are expected to be completed in March.
- *Pumping Upgrade (Stage 2):* On February 8, 2012 the engineering consultant completed the final Basis of Design report for the reclaimed water pumping station. The final report and the preliminary planning report outlining the hydraulic model that was created were submitted on February 9, 2012. CCU is currently researching possible locations to install the pumping station.

- *Storage Pond (Stage 3)*: 60% plans and specifications were submitted on February 10, 2012. A review meeting was held on February 17<sup>th</sup> with CCU staff. The final plans were submitted on March 1<sup>st</sup>. The plans and specifications will be submitted to SWFWMD for approval to bid the project in early March.

Burnt Store RO Water Plant Expansion:

- No Change.

Burnt Store WRF Expansion:

- No Change.

East Port WRF Expansion:

- SWFWMD permit modification was submitted. Final plans continue.

Gateway Harbor Walk Design:

- No Change

US 41 Widening Enterprise Dr – North Port:

- No change.