

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Grants Fiscal Support:
 - Housing Grants
 - On May 17, 2012, Charlotte County received \$443,108.05 of Neighborhood Stabilization Program 1 (NSP1) funds. These funds are reimbursement for various rehabilitation and construction activities associated with our thirty-three NSP1 properties. 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 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 forty-three clients with affordable rental housing.
 - On May 11, 2012, Charlotte County received \$12,950.57 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 \$1,753,000.00 of NSP3 funds yet to be drawn down. The rehabilitation/construction phase of this program should begin in July 2012. Once these eight units are complete, ownership will be conveyed to our program partners and then utilized in their affordable housing programs.
 - On May 10, 2012, Doreen Stoquert, Bob Hebert, and Commissioner Deutsch attended the Charlotte County Habitat for Humanity (CCHFH) home dedication at 22299 Catherine Ave. in Port Charlotte. New homeowners, Joseph and Pam Leister were joined by CCHFH staff and representatives from many other local charitable organizations as they celebrated this very special day. The Leisters commented that they had always dreamed of owning their own home, and that day had finally arrived. This home was one of fifteen lease/option homes that were constructed using State Housing Initiatives Partnership (SHIP) funds. On 12/5/2011, ownership of the home was conveyed from Charlotte County to CCHFH for use in their affordable housing program. Joseph and Pam Leister had been qualified for the Habitat Program and at that point preceded with the purchase the home.
 - Doreen Stoquert, Bob Hebert and Mike Mansfield of Charlotte County Habitat for Humanity (CCHFH) attended a HUD Problem Solving Clinic in Fort Lauderdale, FL on May 22-24, 2012. This clinic was paid for with Neighborhood Stabilization Program (NSP) funds. The two-day clinic consisted of a day of NSP sessions intended to improve NSP performance and another day of individualized one-on-one appointments with various NSP experts/HUD staff and grantees.
- Human Services Grants:
 - Met with the Agency for Health Care Administration (AHCA) on the Medicaid legislative issues that came about as a result of HB 5301. The legislation is requiring Counties to pay Medicaid back billings to the State. The Counties feel strongly that HB 5301 is holding the counties responsible for the state's flawed billing system. The meeting between AHCA and the County was to discuss the billing issues and see what can be done to possibly resolve some of the problems that have been discovered.
 - The Grants Section had two new employees start in May. A Fiscal Consultant II that will be working with the Transit Division Financials and a Financial Consultant III that will be a lead accountant/analyst for the Grants Section. The addition of these two new staff members will allow us to expand our grants abilities in the County.
 - Performed audits at two Senior Services vendors contracted to the County.
 - Completed contract and compliance monitoring visits to three Senior Services vendors.

- The Grants Section also received a clean fiscal monitoring report from the Department of Economic Opportunity on three grants that were recently monitored by way of an on-site visit by that Department. The grants were two of the Community Services Block Grants (both the ARRA and the Regular grant) and the Low Income Home Energy Assistance Grant.
 - Transit Grants
 - Successfully underwent an ARRA audit by Federal Department of Transportation (FDOT).
 - Request and received permission from the Federal Transit Administration (FTA) to develop a budget revision on unused ARRA funds. This request will be on BCC agenda on June 26th.
 - Developed and produced a Service Development Grant from FDOT for \$62,094 to partially fund a parking lot improvement at Transit. The Balance will be paid by FTA Section 5307 grants. This grant request will be on BCC agenda on June 26th.
 - Drug Court Grants
 - Completed the close out for the 2009 Adult Drug Court Grant and all documentation has been finalized.
 - Reinvestment Grant – received the 2nd year allocation of this grant totaling \$188,346.77. We have held several meeting with our partners to discuss a shift in strategy to deal with the emerging need for short-term housing.
 - Road Grants
 - Received a total of \$12,126.82 from FDOT for Piper Rd construction
 - Invoiced a total of \$7,377.60 to FDOT for Piper Rd construction
 - Emergency Management Grants
 - Invoiced a total of \$5,197.98 to the State of FL for training
- Operating and Accounting Support
 - Impact Fee Report updated and distributed.
 - Processing Stats:
 - Purchase Requests 0
 - Purchase Orders 64
 - Receivers 115
 - Visa Statements 383
 - Closed Work Orders 183
 - Check Requests 22
 - Continuing work on the Records Retention
 - FRS Rates have been updated in the budget for FY12/13
 - Completed the close out for the 2009 Adult Drug Court Grant and all documentation has been finalized.
- Utility Rate Cases
 - Sandalhaven Rate Case
 - May 21 – Prehearing conference was held with the Hearing Officer and parties to the rate case to deliberate on issues and stipulations.
 - May 21 – Customer Meeting held at Tringali Recreation Center to inform the public of the rate case process, gather comments on quality of service comments, and to introduce the public to their representative the Office of Public Counsel.
 - May 25 – Site visit to Sandalhaven to determine compliance and follow up on customer comments from the customer meeting.
 - Little Gasparilla Water Utility (LGWU) Rate Case
 - May 23 – Site Visit at Little Gasparilla to determine compliance and follow up on customer comments from the customer meeting.
 - May 23 – Staff Assisted Rate Case hearing was held before the Hearing Officer. Testimony was provided by staff and all parties resulting in a recommendation from the Hearing Officer approving

the rate increase. The Board will vote on the recommendation at their June 12, 2012 Board Agenda Meeting.

- o Utility Regulation general

- o 2012 Price index documents have been e-mailed to the utilities and uploaded to the utility regulation website.
- o Received annual financial report and regulatory assessment fee from all 4 private utilities by the May 30th deadline.

- Analytical Support:

- o Projected FY13 Comm. Svcs. Actuals vs. Proposed Budget to determine if adjustments are needed.
- o Prepared Medicaid spreadsheet/data analysis for Gordon/Kelly Studenwalt's meeting with State.
- o Assisted in preparing GPS Grant Agenda item for Historical Center (budget/Novus/discussed with legal).
- o Reviewed Impact Fee budget/transfers/ordinance compliance procedures at Auditor's request.
- o Provided updated Murdock Village expense and debt report to Gordon / Admin
- o Cattedock CIP historical analysis prepared and sent to David Milligan / Admin.
- o Reconciliations on CLASS and Banner software
- o Provide information for CCU for annual report
- o Complete all outstanding Energy Cap items
- o Begin analysis of reclaim water costs
- o Review and comment on Peace River Budget items
- o Prepare information for MSBU informational meetings

I.T.

- **FLGISA presentation**– The IT Division presented at the quarterly meeting of the Southwest District of the Florida Local Government Information Systems Association (FLGISA) held at the Charlotte Harbor Event & Conference Center May 10th. Sam Tocco, lead SharePoint developer, presented on the status and vision of Charlotte County's Sharepoint project, including the new Charlotte County web site.
- **Regional Planning Council Broadband Meeting**– Ray Desjardins, IT Senior Division Manager and member of the Southwest Regional Planning Council's Broadband Florida Regional Task Force, attended the May 21st meeting of the committee in Fort Myers at the Regional Planning Office. The goal of the committee is to facilitate "... communication between and within each of the project participant groups and produces the products necessary to develop the broadband planning framework."

- Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	110,777	58,461	12	5,573	174,823
%	63.4	33.4	0.0	3.2	100.0

- Outage Statistics:

- o 10 - Incidents
- o Total Down Time - 1.65 days
- o Average time per Incident – 3.93 hrs
- o System availability was 99.95%

- Call Statistics:

- o Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =223

- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 239
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 436
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 443
- Change Controls Last Month – (internal configuration changes to server and network) = 6
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 669

Purchasing

- Pre-bid meetings held:
 - 12-293 Sale of County Owned Properties
 - 12-309 Supply and Install Mulch – Various Locations
 - 12-312 Transportation of Yard Waste – Municipal Solid Waste - Backup
 - 12-316 Seawall Repairs
 - 12-320 Membrane Roof System – Punta Gorda Library
- Bid openings held:
 - 12-256 Sidewalk Construction – Florida Street
 - 12-297 West County Paving Program – FY 2012
 - 12-175 Annual Line Extension / Replacement Contract
 - 12-293 Sale of County Owned Properties
 - 12-269 Stormwater Control Structures – GPC
 - 12-152 Valve Maintenance Trailers
 - 12-309 Supply and Install Mulch – Various Locations
- Quotes due and received:
 - 12-310 Fertilizer – Annual
 - 12-306 20 Ton Trailer
 - 12-225 Security Card Readers
 - 12-325 Submersible Pumps Lift Station #79
- Pre-submittal meetings held:
 - 12-314 Energy Performance Contracting
- Negotiation meetings held:
 - 12-161 Design / Build Access Road – Cheney Brothers Site
 - 12-151 Tom Adams Bridge
- Work Assignments due and received:
 - 12-321 Work Order #39 – Harold Ave Park Concession Rehabilitation
 - 12-322 Work Order #40 – Design, Geothermal Heating System – South County Park Pool
 - 12-335 Work Order #41 - Hydro geologist

Real Estate Services

- Burnt Store Road – Phase 1 – The jury trial that will address settlement/compensation issues with River Haven Mobile Home Park started on May 14th and is expected to last approximately 2 weeks. Several staff members will be testifying at trial.
- Edgewater Phase II – Pre-suit offers have been sent and we are processing voluntary acquisitions required for this project. To date, over 65% of the property owners who have been contacted have responded favorably to our offers.
- Placida Widening – Pre-suit offers to acquire the necessary right of way are on hold pending further direction from Administration.
- Environmental Lands Acquisition Program – We continue to work with staff from Natural Resources to seek appropriate sites for potential acquisitions using existing grant funds.

- Flamingo/Edgewater – A few months ago, we sent out offers and we are in the process of closing on several contracts. We are also working on a few exchange agreements to obtain some of the needed parcels at no-cost to the County. To date, we have a 76% voluntary acquisition rate of the parcels needed for this project.
- Engineering, 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 Development by Main Stage Development – We are working with Administration, the Economic Development Office and the County Attorney’s Office on this matter. Current activities are related to the “Music Man” proposed development plan.
- Murdock Village - FDOT request for 3 Pond Sites – We are working with Growth Management staff regarding this request from FDOT and we will ensure that the County is properly compensated for FDOT’s planned pond site acquisitions.
- Surplus County Lands – We have received several bids and will be making a recommendation on those bids that are considered by RES staff to be acceptable. The Purchasing Division will then bring the recommendations forward to the BCC for consideration and approval.
- CCU Lift Station Upgrades – We continue to assist CCU staff in acquiring property required for lift station upgrades throughout the County.
- Winchester South Road Project – We have now completed the acquisition of the right of way needed for this road project.
- Parkside District – Once plans and sketches are completed for the initial phase of this project (mainly roadway enhancement features), we will work with our Engineering staff to acquire any required rights of way and/or easement parcels.
- Fleet Maintenance – The BCC has approved having the current operations remain in leased space for an additional 6 month term starting on May 1st. We are working the necessary due diligence items to allow the County to close on 18000 Paulson Drive in the next few weeks. Once owned by County, this centralized facility will be used by Fleet Maintenance Operations to service County vehicles. Relocation from leased space to the Paulson Drive building should occur this fall.
- Support of Economic Development Activities – We continue to work with the EDO in support of a number of projects including the construction of an access road over Airport lands to access the proposed Cheney Brothers distribution center. Our activities will center on seeking BCC acceptance of any easements necessary for this new road.
- Sewer Expansion Project – Harborview Road – We continue to work with CCU staff on a proposed gravity sewer expansion project from US 41 to Kings Highway along the north side of Harborview Road. Our Division will assist in obtaining the utility easements needed for this project.
- Midway Project (Harbor to Kings Highway) – We are working with our Engineering staff to look at options for additional pond sites required for this project.
- Burnt Store Road Phase III – We have provided estimated right of way costs for this project. Title reports required for this project were recently delivered to our Engineering staff. Sketches and descriptions showing the necessary parcels to be acquired should be available in July.
- Piper Road North –The BCC is considering the acquisition of additional right of way due to current land costs. We have sketches of descriptions for those parcels necessary for the project and have provided cost estimates on acquiring the necessary right of way.

Community Development

- The Building Division

- The department issued 22 Single Family home permits in May 2012. This is down on both the same time period last year and last month. However, we are seeing a steady level of applications that have not yet been picked up.
- The number of miscellaneous permits is up however from both this time period last year and last month. This reflects the continuing trend for more remodel type permits rather than new construction.
- Permitting revenue was up in 2012 on the same period last year and expenditure was down. This led to a surplus for the month of \$71,485 which helps reduce the deficit for the year to \$149,500.
- Staff is still waiting for additional information from the Florida Building Commission regarding some of the bigger changes brought about in the 2010 Florida Building Code. As yet, there has been no additional direction but information is anticipated shortly.
- The department hosted three informational seminars on different aspects of the 2010 Florida Building Code. These included information on the new wind loads, flood aspects and the energy code. The seminars were all recorded and are available as video on demand via the County's website and are being re-plays on CCTV periodically.

Item	Total FY2011	May-11	May-12	FY11 YTD	FY12 YTD
Single Family Permits Issued	275	35	22	195	183
Multi Family Permits Issued	5	0	0	4	3
Commercial Permits Issued	35	1	3	31	13
All Other Permits Issued	14373	1273	1370	9799	9182
Customers Served	24354	2062	2471	16391	18636
Inspections	37925	3067	3501	30111	25023
Permitting Revenue	\$2,137,643	\$187,489	\$198,341	\$1,467,822	\$1,351,755
Permitting Expenditure	\$2,150,332	\$137,214	\$126,856	\$1,534,497	\$1,501,315
Licensing Revenue	\$788,760	\$61,124	\$91,507	\$501,438	\$660,450
Licensing Expenditure	\$1,562,727	\$107,579	\$112,792	\$1,094,006	\$1,106,717
Action Orders Initiated	1774	73	65	882	507
Code Cases Initiated	3366	255	351	2198	2364
CEB Cases Heard	503	40	65	355	473
Citations Issued \$ Amount	\$31,100	\$2,000	\$13,000	\$26,600	\$31,000
New Contractor Licenses Issued	60	0	3	56	6
Contractor Licenses Revoked	7	0	3	2	16

- Licensing and Code Enforcement:
 - Code Enforcement and Licensing continue to be very busy with over 350 new complaints being generated this month. This is the start of "high grass" season and the department typically sees an upturn in complaints at this time of year. However, this type of complaint does not follow the regular Code Enforcement process and takes less time to be abated by the County.
 - Contractor Licensing is very active with \$13,000 worth of citations issued to unlicensed contractors this month alone. In addition, 3 local contractors had their permitting privileges revoked for a variety of reasons.
 - In addition, three new Code Enforcement Officers have obtained their certification through the Florida Association of Code Enforcement.

- The Planning Division:
 - Parkside Revitalization Initiative
 - Parkside’s Weed and Seed Steering Committee is planning to host public meetings to engage citizens in identifying their concerns and their ideas for improving public safety, aesthetics and other factors to ensure that Parkside fulfill its aspiration of becoming one of Charlotte County’s great locations to “place to live, work, play and shop.”
 - The public planning workshops will occur Thursday, July 19, at 5:30 pm to 7:30 pm and Thursday, August 2, at 5:30 pm to 7:30 pm. The July meeting will occur in Conference Room A and the August meeting in Conference Room B at the Cultural Center of Port Charlotte, 2280 Aaron St, Port Charlotte, FL 33952-5202.
 - Planning staff is also readying for workshops in August and September of this year to gather public input regarding the Revitalization Plan. The Revitalization Plan will have goals, objectives and policies which will be used to guide the writing of implementing regulations. Smart Charlotte 2050 requires a Revitalization Plan to be adopted before the County can give density to developers in a Revitalizing Neighborhood.
 - Babcock Ranch
 - On April 24, 2012, the Board of County Commissioners formally recognized the Babcock Property Holdings, LLC.’s notice extending 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.
 - The applicant is working on the draft revisions to the Babcock Ranch Overlay Zoning District. On June, 1, 2012, the applicant (Babcock Ranch Community) will have an introductory meeting with County staff to discuss the proposed Babcock Ranch Zoning District revisions.
 - Per the applicant’s request, County staff reviewed Development Agreement 2006-013 and has determined that the applicant’s request to rescind this development agreement is appropriate, because all requirements set forth in this development agreement have been addressed in subsequent documents such as MDO, IDO Comprehensive Plan, other agreements, etc. DEO has no objection to this request
 - Murdock Village
 - Staff is working on a revised vision for the area.
 - Charlotte Harbor CRA
 - The committee met on May 7, 2012. There was a reference in the minutes of the April 2, 2012 meeting that the Community Development Department was recommending rezoning the overflow parking lot for the KFC. Staff requested that this sentence be changed to reflect that the Community Development Department may recommend that change in the future, but that there was no plan in the immediate future to rezone the property. The committee agreed to the change. Zoning Official Shaun Cullinan presented a comparison of the CRA sign code with the new county wide sign code. The committee decided not to alter the CRA sign code.
 - Manasota Sandpiper Key Community Advisory Committee
 - The committee meeting on May 2nd was cancelled due to no applications to consider.
 - The committee met on May 16th; three documents were sent for information and did not require any action on the part of the Committee.
 - Items concerning 1052 Shoreview, 24 Pearl Street and 2690 N. Beach road were discussed.
 - The code compliance office of Charlotte County is working on the trash containers issue. Some of the complaints seemed to lack a substantive basis. Others are being pursued.
 - The county will provide the Committee with feedback on the action taken with items that have been pursued on the June agenda.
 - Grove City Community Plan
 - Mike Metcalf requested reappointment to the committee and that has been scheduled for the May 22 BCC meeting. Chair Audrey Shinske requested to cancel the monthly meetings from April through August. The next meeting will be September 24, 2012.
 - Little Gasparilla Island Community Plan

- The committee met on May 11, 2012 at the Administration Center in B106. Approximately 25 people were in attendance. Commissioner Skidmore was invited to attend but was not able to attend. Four committee members were in attendance. There is one vacancy on the board. Bob Hill informed those in attendance about the status of the dock situation with DEP. He stated that DEP is asking for \$1,000 fee from each private dock owner if the dock has been built after 1986 without a permit. Multifamily docks are being asked to pay a submerged land lease at \$0.32 per sq. ft. for the dock, plus moorings. This price is because of the location in the aquatic preserve. The DEPs lack of enforcement of the docks over the last 26 years was discussed. Bob stated that the dock committee, which consists of several islanders including himself and Barry Hurt, were planning to bring the situation to a state board. They are also sending a letter of dissent to the Governor. They want to 1) remove the \$1,000 fee, 2) retain the right to expand the docks in the future and 3) get the docks at the ends of platted streets approved. This involves five streets: King, Marsh, Bay, Seagrape and Privateer. There are three options for getting the docks at the end of these five streets approved: 1) ask the county to give an easement to the property owners to use the road, 2) ask the county to provide a quit claim deed for the property which would involve a prescription easement since the islanders have been using the property for 40 years and 3) follow the Gulf St. model in vacating the end of the street to the property owners and asking the property owners to give the portions to the dock association. This would create sufficient upland interest to satisfy DEPs requirements.
- The committee will try to set up another meeting with a commissioner within the next few weeks. The next regular meeting of the committee will be June 8, 2012.
- School Concurrency
 - The 2012 ILA was ratified by all parties.
- 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 May 2012:

 1. Bicycle and Pedestrian Master Plan: During the month of May, draft plan priorities were discussed with the Rotonda MSBU and Northwest Port Charlotte MSBU and other citizen groups across the County waiting for the final meeting with various MSBUs in June/ July 2012 to present County's priorities before finalizing the plan.
 2. Site Plans, Zoning Exceptions and Traffic Study Reviews: The following site plans and traffic/ transportation meetings/studies were attended/reviewed during the month of May for all potential issues from the transportation perspective:
 - Preliminary and Final Site Plan Review for Cattle Dock Boat Ramp and Park,
 - Major Modification Request Review for Eben-Ezer Haitian Baptist Fellowship Hall Addition
 - Planned Development Concept Plan for Calusa Green LLC's proposed Land Fill Project in the East County.
 3. Monthly Meetings and Special Meetings/ Conferences: The following meetings and conferences were attended during the month of May:
 - Presented Bicycle Plan priorities at Rotonda Association Beautification Meeting on May 3rd, 2012.
 - Presented Bicycle Plan priorities at Rotonda Association Directors Meeting on May 9th, 2012.
 - Attended Northwest Port Charlotte MSBU Meeting to hear the safety concerns from the Community in the area.
 - Attended multiple School Zone Task Force Meetings to finalize the signage and other pertinent information to implement before the next school year.
 - Made multiple site visits to various intersections and roadways to address various citizens' requests and Call tracker items across the County.

- Attended multiple meetings pertaining to the Parkside CRA's Weed and Seed and Cultural Center Renovations related discussions.
- Attended ITEs Raised Median Islands and Pedestrian Safety presentation at Regional Planning Council in Fort Myers on May 30th, 2012.
- Internal department meeting to discuss the master roadway improvements plan for the Murdock Village from transportation perspective.
- Parkside CRA- Transportation infrastructure plan discussions.
- Site Plan Approval

The County received 2 petitions. One was a Major Modification – which was approved and one was a preliminary and final – which was approved (cattle dock boat ramp).

- Board of Zoning Appeals

The Board of Zoning Appeals heard the following petition on Wednesday, May 9, 2012:

1. Petition #VAR-12-002: (laid over to the June 13th meeting date)
Robert Berntsson, agent for Larry and Francis Ray, is requesting a variance to reduce the required 10' side yard setback by 7.5' to allow a 2.5' side yard setback, for a proposed deck, in a Manasota Multifamily-12 (MMF-12) zoning district. The property address is 1200 Shore View Drive, Englewood.
2. Petition #VAR-12-003: (laid over to the June 13th meeting date)
Thomas Shaw, agent for Joseph and Janet Froelich Trust Life Estate, is requesting a variance to reduce the required 7.5' side yard setback by 7.5' to allow a zero-foot side yard setback, to allow a boat lift and canopy, in a Residential Single-family-3.5 (RSF-3.5) zoning district. The property address is 1912 Mississippi Avenue, Englewood.

- Planning and Zoning Board

No meeting in May.

- Board of County Commissioners Land Use

On May 8, the following petitions were heard:

1. SV-12-02-01: Susan Whitney applied to vacate the portion of Gallagher Boulevard that ends at the Myakka River, east of the intersection with Duprell Terrace, a total of 0.10 acres, more or less, as recorded in Plat Book 5, Pages 68-A through 68-E, located in Section 32, Township 40 South, Range 21 East, in Commission District IV.
Board Decision: *Denial*
2. SV-12-02-02: Thomas Frey applied to vacate the portion of Siesta Drive that meets Morningside Drive between Lot 1, Block 204, and Lots 1-3, Block 202, of Tropical Gulf Acres Unit Ten, as recorded in Plat Book 4, Pages 76-A through 76-N, a total of 0.18 acres, more or less, located in Section 11, Township 42 South, Range 23 East, in Commission District II.
Board Decision: *Approval*
3. Z-11-11-22-TDU: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Agriculture Estates (AE) to Planned Development (PD), for property located north of the Lee County Line, south of Zemel Road, east of Tamiami Trail (US 41) and west of I-75, in the South County area; containing 332± acres; Commission District II; Petition No. Z-11-11-22-TDU; Applicant: Harper Property Holdings, LLC / McNew Property Holdings, LLC; providing an effective date.
Board Decision: *Approval*
4. Z-11-12-24: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Agriculture Estates (AE) and Residential Multi-family 5 (RMF-5) to Environmentally Sensitive (ES), for property located northwest of San Casa Drive, south of S McCall Road (S.R. 776) and east of Oyster Creek Drive, in the Englewood area; containing 106.97± acres; Commission District III; Petition No. Z-11-12-24; Applicant: Charlotte County Board of County Commissioners; providing an effective date.
Board Decision: *Approval*
5. Z-11-12-25: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Single-family 3.5 (RSF-3.5) to Environmentally Sensitive (ES), for property located northeast of Palm Island, south of Stump Pass Beach State Park and

west of Lemon Bay, on a bridgeless barrier island in the West County area; containing 35.04± acres; Commission District III; Petition No. Z-11-12-25; Applicant: Charlotte County Board of County Commissioners; providing an effective date.

Board Decision: *Approval*

6. Z-11-12-26: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Single-family 3.5 (RSF-3.5) to Environmentally Sensitive (ES), for property located north of Carbon Avenue, south of Joppa Avenue, east of Flamingo Waterway and west of Flamingo Boulevard, in the Port Charlotte area; containing 28.63± acres; Commission District IV; Petition No. Z-11-12-26; Applicant: Charlotte County Board of County Commissioners; providing an effective date.

Board Decision: *Approval*

7. Z-11-12-27: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Commercial General (CG), Office, Medical and Institutional (OMI) and Commercial Tourist (CT) to Environmentally Sensitive (ES), for property located southeast of Oakland Hills Road, northwest of the State-owned environmentally sensitive lands and east of Annapolis Lane, in the Rotonda area; containing 16.68± acres; Commission District III; Petition No. Z-11-12-27; Applicant: Charlotte County Board of County Commissioners; providing an effective date.

Board Decision: *Approval*

8. Z-11-12-28: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Multi-family Tourist (RMF-T) and Residential Multi-family 10 (RMF-10) to Environmentally Sensitive (ES), for property located north and east of the Gulf of Mexico and of Little Gasparilla Island, and southwest of Placida Road (C.R. 775), in the Placida area; containing a total of 239.04± acres; Commission District III; Petition No. Z-11-12-28; Applicant: Charlotte County Board of County Commissioners; providing an effective date.

Board Decision: *Approval*

- The Engineering Division:

- Construction Projects

- In Design or Negotiation

- Burnt Store Road Widening Project Phase 3 - The Board of County Commissioners (BCC) chose the following design options: Future widening to the inside (option 2), two 6' sidewalks on each side of the roadway and standard lighting. Currently the design consultant has completed the 30% plans and are working on 60% plans; we expect 60% plans to be completed the end of June 2012.
- Charlotte Harbor Gateway Harbor Walk - On March 27, 2012 the Board of County Commissioners approved to advance funds for this project; the CHCRA is awaiting approval from the Florida Department of Transportation (FDOT). The County received a letter from FDOT denying the advancement of funds; they cited that the Transportation Bill had not yet been approved. We will resubmit a request for advancement of funds after the Bill is approved in July 2012.
- Charlotte Harbor Watershed Management Plan – Weiler Engineering is working on designing and permitting two culverts within the CRA. 60% plans are expected by the end of June.
- Cheney Brothers Site Roadway Improvements - The grant that funded the project had language that needed to be modified. Since the last update, the grant language has been changed. Negotiations resumed on May 11, 2012 and Charlotte County was provided a draft scope of services. We are optimistic that an agreement will be reached within the next couple of weeks.
- CR 771 (Gasparilla Road) Widening – Notice to Proceed was issued May 8, 2012 and the Kick-Off meeting was held May 8, 2012. A Public Information meeting was held on May 31, 2012 at the Tringali Center. *PSA issued May 16, 2012: A Public Input Meeting regarding the design of the County Road 771 (Gasparilla Road) Widening Project will be held at the Tringali Recreation Center from 6:00 to 8:00 p.m. on Thursday, May 31, 2012. Charlotte County and Johnson Engineering staff members will present design options for public input considerations. The public is encouraged to attend and staff members are looking forward to your participation. The address*

for the meeting is as follows: *Tringali Recreation Center, Community Center, Unit #1, 3460 North Access Road, Englewood, FL 34224, (941) 681-3742*

- Desoto Ditch Bank Stabilization – Staff met with Tetra Tech on May 7, 2012 to review the scope of services.
- Edgewater Drive Widening Phase II - Design is at 95%.
- Midway Boulevard Phase II - The Notice to Proceed has been issued to Giffels-Webster Engineering (GWE) to finish the remaining design phase of Midway Blvd. GWE is currently updating the original 30% plans to reflect all new Federal, State and Local regulations.
- Parkside – Elkcam 10' Multi Use Path - The scope and fees have been approved by Engineering Division staff and are currently under review in the Purchasing Department. A purchase order should be issued within the next week.
- Piper Road South Widening Project – The Board of County Commissioners approved a Joint Participation Agreement (JPA) between Charlotte County and the Florida Department of Transportation (FDOT) and a corresponding change order on May 8, 2012. The JPA was fully executed on May 21, 2012. FDOT provided a tentative start date of May 29th. The contractor intends to begin mobilizing equipment on site over the next couple of weeks. *PSA issued May 11, 2012 - Preparations are underway to complete the final 1200 feet of work on Piper Road at Jones Loop Intersection. The Contractor will be mobilizing equipment beginning Monday, May 14, 2012 for approximately 2 weeks. As mobilization occurs, traffic patterns may shift to accommodate the delivery of equipment and supplies. Signage and flaggers will be in place to direct traffic. Motorists and pedestrians are encouraged to exercise caution throughout this work zone.*
- Piper Road Widening North – Design and permitting is complete, however this project is still on hold pending funding. Construction and right-of-way funding is shown in the "future" column in the current CIP budget. The Developer's Agreement with Primamerica is to build four lanes across the Old Punta Gorda Golf Course, however that developer is actively trying to sell the undeveloped property.
- Placida Road Safety Improvements - Plans are being made to provide for safety improvements from Rotonda Blvd West to Cape Haze Drive. In addition, a sidewalk will be constructed along Cape Haze Drive to the Boca Grande Causeway.
- Rotonda Entrance Signs – Draft scope of services was received on May 10, 2012. Upon completion of review, negotiations will begin for the Rotonda West Entry Way Signage.
- Rotonda Pathway – The Board of County Commissioners approved the award of the contract to General Contracting Services on May 8, 2012. A pre-construction meeting was held and construction should begin in late June 2012.
- Sales Tax Year One (Florida Street) Sidewalks – Bids were reviewed. The lowest responsive bid is expected to go before the Board of County Commissioners on June 12, 2012 for approval. Upon approval, a pre-construction meeting will be scheduled and a notice to proceed will be established.
- Sales Tax Year Two (Beacon Drive) Sidewalks - Construction is anticipated to begin in July 2012. We received 100% plans and specifications on May 11, 2012. We will be preparing a package to send to the Purchasing Department so this project can be advertised.
- Sales Tax Year Two (Cape Haze) Sidewalks - We are making design modifications to include utility elements that were originally part of the Placida Road project. We received a SWFWMD exemption and the project specifications from the design engineer. We are expecting 100% plans the end of May.
- Sales Tax Year Two (Capricorn) Sidewalks - We received 100% plans and specifications from the design engineer on April 30, 2012. The Purchasing Department received the package on May 9, 2012 and should have the project out for bid the end of May.
- Sales Tax Year Two (Gulf Stream) Sidewalks - We met with the design engineer to move forward with a revised pedestrian bridge concept. We are currently working with Charlotte County Utilities (CCU) to include improvements to water facilities on this project. CCU is currently at 90% in developing their improvement plans. We are expecting 100% design plans in the next few weeks.

- Sales Tax Year Two (Sheehan) Sidewalks - SWFWMD exemption and project specifications have been received from the design engineer. We are working with Charlotte County Utilities to include improvements to their facilities in the sidewalk plans. Construction is anticipated to begin in the late summer of 2012. This sidewalk project includes adding pedestrian facilities to the Bridge on Sheehan Boulevard.
- Sales Tax Year Three (Aaron) Sidewalks - We are expecting 60% plans in the next couple of weeks. This sidewalk is within the Parkside project limits and will serve as one of many elements to the overall improvements to the area.
- Sales Tax Year Three (Bayshore) Sidewalks - We received 90% plans from the design engineer on April 30, 2012 and have returned our comments to the design engineer.
- Sales Tax Year Three (CR 74) Sidewalks – We returned our 60% plans review comments to the design engineer on May 10, 2012.
- Sales Tax Year Three (Deep Creek) Sidewalks – We returned our 60% plans review comments to the design engineer on May 10, 2012.
- Sales Tax Year Three (Ellicot) Sidewalks – The design engineer is currently working to complete the 90% plans.
- Sales Tax Year Three (Harbor) Sidewalks – Funding was approved to install pedestrian signalization at the intersection of Peachland Boulevard and Harbor Boulevard in conjunction with this sidewalk project. 60% plans were received electronically on May 17, 2012 and provided to staff for review on May 18, 2012.
- Sales Tax Year Three (Oceanspray) Sidewalks – We received 30% plans on May 7, 2012 and distributed them to staff for review.
- Sales Tax Year Three (Rio De Janeiro) Sidewalks – We received 60% plans on May 8, 2012 and distributed them to staff for review.
- Sales Tax Year Three (Riverside) Sidewalks – The design firm is collecting survey data to establish Maintained Right of Way.
- Sales Tax Year Three (Sandhill) Sidewalks – We are expecting to receive 90% plans from the design engineer by the end of May 2012.
- Sales Tax Year Three (Sunnybrook) Sidewalks - We received 60% plans on April 25, 2012 and have returned comments to the design engineer.
- Sales Tax Year Three MSBU (Rotonda E) Sidewalks – This project is in the preliminary design phase and we should be receiving 30% plans soon. We are expecting a decision to be made regarding a proposed bike path that could affect sidewalk design. As soon as a final determination is made regarding the proposed bike path, design will move forward.
- Sales Tax Year Three MSBU (Rotonda N) Sidewalks – We completed the 60% plans review. We may be changing some elements of the design to accommodate a new community plan. This should not delay the project which has an estimated construction start date in late 2012.
- Sales Tax Year Three MSBU (Rotonda W) Sidewalks – This sidewalk is in the early phases of design and should be at 30% plans soon. We are expecting a decision to be made regarding a proposed bike path that could affect our sidewalk design. As soon as a determination is made regarding the proposed bike path, design will move forward.
- South Gulf Cove Pathways – Final change order to close out the contract is being processed.
- Stump Pass Ten-Year Management Plan – A contract between Charlotte County and Coastal Engineering was initiated on April 16, 2012. A meeting is scheduled with FDEP staff in Tallahassee to discuss options the end of May. The first phase of the project is to research what can be done to keep the pass open; this research is underway. Decisions on how to proceed will be made based on research findings before design and permitting can begin.
- Winchester and Flamingo Signalization – We received the signed, fully executed contract to begin working with AIM Engineering on May 31, 2012. We held a kick off meeting on 6-5-2012. AIM Engineering took the information we provided and are preparing bid tabs and documentation that will allow them to prepare a GMP (guaranteed maximum price). This is a construction manager at risk contract.

- Winchester Corridor Phase 3 Design – The Transportation Regional Incentive Program (TRIP) Agreement between FDOT and Charlotte County was forwarded to the County's Legal Department for review on May 10, 2012. Meetings have been held with numerous utility agencies to ensure they are aware of the impending construction. An inter-local agreement is being drafted to include work that needs to be completed within the Englewood Water District.
- Under Construction
- Bermont Road Safety Improvements - Halfacre Construction received Substantial Completion for this project. All contractual items have been completed. The contractor is working to complete the Punch List items. This project is at 100% completion.
- Burnt Store Road Widening Project Phase 1 - All travel lanes are open to traffic. The project is in the final stages of construction and is expected to be completed in June 2012.
- Elkcam Waterway Bridge Replacements - The bridge construction is complete. Paving began May 9, 2012 on the southbound bridge. *PSA released 5/11/2012: The Elkcam Waterway Bridge (014149) on the southbound US-41 Access Road between Glancy Lane and Martin Drive is OPEN to traffic. ALL bridge work is complete and only minor shoulder work needs to be completed. Please use caution when traveling through the construction zone.*
- Harborview Road Bridge over DeSoto Canal - County staff completed the 30% plans review on May 22, 2012.
- Melbourne Bridge Replacement - The Bridge is open to traffic and a Dedication Ceremony was held May 1, 2012.
- Rampart Boulevard Improvement Project – Phase 1: The contractor is currently updating their construction schedule to reflect the delay in receiving the new Mast Arms for the signal system at Kings Hwy and Rampart Blvd. Phase 2: The 90% plans review is still in progress by Benderson Development Company.
- Rotonda West Bridge Lighting – RLI's for design are in the Purchasing Department undergoing a review process.
- Traffic Signing and Marking – *NOTE: The number of signs inspected/repared is low; the only person we have for this activity is currently on light duty.* Work completed for the prior two week period includes the following:
 - Sign Repair – 19
 - Sign Manufacturing – 19
 - Striping – 17,142 Ft. = 3.2 Miles
 - New Signs Installed – 9 This includes the Sunshine Lake signage
 - Herbicide – 2300 objects
 - Installed Legends – 403
 - Sign Inspection – 44
 - After Hour Calls – 12
- Drainage Projects:
 - 2010 Greater Port Charlotte Water Control Structures Design - 100% Construction plans for DOR 4.75, MOR 5.08, and HAV 4.33 are complete. Pre-bid meeting was held on April 19, 2012. SUN 3.65 is at 90% design. FOR 5.11 and NIA 5.72 are at 60% design. Overall, the design/permitting contract is 50% complete. The structures will be bid in 2 groups. The first group that will be constructed is DOR 4.75, MOR 5.08, and HAV 4.33. Bids were due on May 9, 2012; contract will be awarded at BCC meeting on June 12. The second group that will be constructed is SUN 3.65, NIA 5.72, and FOR 5.11. These are scheduled to begin in the spring of 2013
 - Elmira/Pompano Waterway Structure - The 60% Plans are expected soon.
 - GPC Water Control Structures – Overall contract is 96% complete. DOR 4.22 is 98% complete and MOR 4.42 is 94% complete. *PSA issued 5/15/2012 – Expires June 9, 2012 - In conjunction with the Greater Port Charlotte Water Control Structures Replacement Project, Peachland Boulevard--between Hinton Street and Dorchester Street and between Yorkshire Street and Kensington Street--will continue to be closed to through traffic thru June 8, 2012. A detour is in place to guide motorists around both work zones. This closure remains in place as Zep Construction, Inc. constructs new box culverts within the Dorchester and Morningstar Waterways*

as part of an overall plan to upgrade stormwater infrastructure. Motorists are encouraged to utilize alternate routes and exercise caution throughout the construction area.

- National Pollution Discharge Elimination System - The purpose of this project is to reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on unregulated sources of stormwater runoff into Charlotte Harbor. Minimum project requirements are public education and outreach, public participation/involvement, construction site runoff control, and pollution prevention. The permit includes coordination with the Charlotte County School Board, Airport Authority, Florida Department of Transportation, and City of Punta Gorda. The annual report and re-application for the next cycle are due July 23, 2012. The annual report is in progress. Funding is split equally between the Mid, South, and West Charlotte Stormwater Utilities.
- Rotonda West Drainage Study – Public meetings have been scheduled for June 6 and 7, 2012. The purpose of these meetings is to gather eyewitness reports from the residents about their flooding concerns.
- South Burnt Store Lighting & Landscaping - Florida Transportation Engineering (FTE) has submitted 60% plans, which are being reviewed by staff.
- South Gulf Cove Water Quality – Continuing quarterly monitoring at the request of the Waterway MSBU Committee.
- Sunshine Lake Water Quality Study – Charlotte County received a permit to dredge material from the Suncoast Waterway on May 14, 2012. Coastal Engineering will begin preconstruction surveys at the end of May 2012.
- US 41 Storm Structures – Charlotte County Engineering received the 60% plans for review. Staff comments been transferred to GWE for corrective actions and implementation to the 90% plans.
- Tom Adam’s Bridge – The County advertised RFP12-151. Proposals were scored on April 6th. The Board of County Commissioners has authorized staff to negotiate the Design Contract with the top ranked firm Charlotte Engineering. A Scope & Fee meeting is scheduled for June 5th in the Purchasing Department.
- Three Lakes Project / Lake 1 Excavation - The excavation of Lake 1 (Collingswood Lake), which is part of the Three Lakes Drainage Basin, will satisfy the stormwater management needs for a 54-acre residential neighborhood. The lake is on Collingswood Boulevard at Quincy Avenue. Lake 1 is approximately seven acres and will be excavated at no cost to Charlotte County. Lake 1 is 93% complete, however the project is currently on hold
- Dredging Projects
- Northwest Port Charlotte Access Channels - The State of Florida Department of Environmental Protection published a Notice of Intent to Grant Variance on May 10, 2012 to allow dredging in the Myakka River and entrance channels to the Northwest Port Charlotte Subdivision. When the allowable time for receiving/processing grievances has passed a permit will be issued.
- Pirate Harbor Rock Removal – Additional geotechnical surveys are scheduled for the end of May 2012.
- South Bridge Waterway Dredge – The pre-construction survey is scheduled for the end of May, 2012.
- Paving Projects:
 - 2011 Countywide Paving Program - This contract is complete.
 - 2012 North County Paving Program - The Contractor completed base repairs and started the clipping process. Paving began June 02, 2012 in the Burnt Store MSBU.
 - 2012 West County Paving Program - The contract is out for bid. The bid opening was scheduled for 2:00 pm on May 23, 2012.
- Lighting Projects
- Charlotte County CIP Projects:
 - Burnt Store Road Project
 - As project is moving towards completion, inspection of traffic signal revisions and roadway lighting continue. Roadway striping underway to coincide with traffic signal revisions. Awaiting

response from Seminole Gulf Railroad for pre-emption conflict before pedestrian features can be opened at the Jones Loop crossing.

- Rampart and Kings Highway
- Monitor and resolve issues for installation of new traffic signal.
- Edgewater Phase II
- Review of plans for traffic signal and roadway lighting and meeting with consultant, Project Engineer and Project Manager to address comments.
- Micro tunneling meeting held to resolve potential conflicts with roadway lighting.
- FDOT Projects:
On-going projects - Cochran & US41 and Harbor & US4: inspection and progress meetings. Contractor hit fiber optic facilities CCIT and CCATMS resulting in on-going coordination of repair and replacement procedures with FDOT Project Administrator and FDOT Project Manager. Fiber repair and relocate completed as part of project.
- Departmental Projects:
Radar unit installations for vehicle detection completed at Aaron and Olean.
 - School flasher annual preventive maintenance program underway at all school crossing locations.
 - Completed annual MMU (Malfunction Management Unit) testing for all signalized intersections.
 - Traffic Management Center communication loss to the field and at the central server required all units to be powered down and repaired for operation. Trial temperature sensor installed in hub to monitor heat effect on equipment.
 - Harbor and US41 troubleshoot circuit fault on roadway lighting, and lights restored.
 - Worked with FDOT traffic operations to install coordinated timings at US41/Murdock area to improve traffic flow and reduce delays.
- Locates Performed:
203 requests for underground utility locates were received, generating 109 tickets for locates.
- Trouble Calls:
13 trouble calls received, responded to and problems of various natures resolved.
- Miscellaneous:
 - Manchester Lock Education – Elementary school class trips in the Alligator Bay Education program were done in March. Charlotte Harbor Environmental Center is handling this program. So far this year 142 people have participated. This is an ongoing, annual project.
 - Sunshine Lake Water Quality Study – The Department of Health issued a Water Advisory on May 24, 2012. Residents adjacent to the lake and the waterway are being urged not to irrigate their lawn using the lake or waterway water so the water levels will stay as high as possible. Please see the attached.

Community Services

- Community Services Administration
 - Administrative staff attended Chic-Fil-A Leadercast
 - Field meeting with Lite Touch Technology for live demo of new mobile website at Tippecanoe Environmental Park. Final pictures and interpretive information is being added to website. QR Codes being developed for linking interpretive information to park locations.
 - Conducted Part-time HR Specialist Interviews; new employee scheduled to start first week of June.
 - Conducted playground planning workshop with staff to include parents that use the existing parks and playgrounds with their children and Debra Forrester from Charlotte Harbor CRA. Draft proposal expected first week of June from Game Time under US Commuties.Org contract. Parks to be addressed: Carmalita Park, Bayshore Live Oak Park, and Ann Dever Memorial Regional Park.
 - Provided tent as co-sponsorship for 2nd Annual Wildlife River Run fundraiser for Venice Wildlife Center at Myakka River Park. Planning for next year to include Charlotte County leg from Peace River for local organization.

- Parking meter replacement began with removal of existing parking meters and numbering of spaces. New pay stations expected to be installed by the middle of July.
- Continued Class Software Accounts Receivable reconciliation with Fiscal Services. Duplicate accounts merged, incomplete transactions cancelled.
- In studio appearance on WCCF Golden Hippo: NEW Activities, Facilities, and Program Guide, May Events: Big Surf Fishing Tournament in Englewood, Swim for Scholarships, Moonlight Swim; Summer schedule set to include Summer Reading Program, Historical Camp, Parks and Recreation Month, Listed Species, Scrub jay HCP, Library Visioning and Planning.
- Libraries & History Monthly Report
 - 47,892 citizens visited our Libraries in the month of March
 - We have 108,548 registered borrowers (increase of 630 over last month)
 - 64,778 items were circulated in March
 - 129 attended 10 programs this month
 - 141 volunteers worked 1,297 hours in the Libraries
 - 8,762 patrons used the computers at the library
 - This month we had one retirement and 3 part-time positions open.
- We are prepared for the tear down of the building adjacent to the EC Library and the start of our renovation.
- Our Library Facebook page is steadily growing
- Heavy weeding going on all over the system
- Still working on E-Book solutions
- Two Library Visioning meetings were held at Punta Gorda Library, excellent turn out from Community
- Englewood Library co-sponsored a 50th Anniversary program with the Friends-42 people attended.
- Charlotte Sports Park:
 - With a total of thirteen (13) games in May, the Charlotte Stone Crabs attendance was 14,682 with two rainouts. The individual game attendance was as follows: 5/8 – 911; 5/9 – 757; 5/10 – 1143; 5/11 – cancelled due to field conditions (rain); 5/12 – 5210; 5/14 – 784; 5/21 – 728;
 - 5/22 – 1244; 5/23 – 878; 5/24 – Rained out; and 5/29 – 1007; 5/30 – 905; 5/31 – 1115.
 - On Sunday, 5/6, the stadium parking lot at the Charlotte Sports Park was used for overflow parking for Country Fest which is held at the Fairgrounds. Due to higher than anticipated crowds, the stadium parking lot along with the minor league parking area were filled to capacity.
 - The Charlotte Sports Park hosted several games of the National USSSA Tournament on Saturday and Sunday, 5/5 and 5/6. Estimated attendance was 800.
 - The Charlotte Sports Park hosted several games of the Perfect Game Baseball Tournament on Saturday and Sunday, 5/26 and 5/27, in the practice fields and the stadium. Estimated attendance at these games was 1700 spectators.
- Recreation Division:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 12,750 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1636 with 4,290 touches combined. Recreation facilities were rented 21 times achieving a rental attendance total of 3911 people.
- Aquatics Section
 - The three Aquatic Facilities were open a combined 788 hours and served 10,280 patrons. 4400 Patrons spent 300 hours participating in programs such as water exercise classes, swim lessons, Water Safety Instructor and swim practice. The first Moonlight Swims were held days were held May 26 at South County Regional Park and Oyster Creek Regional Parks respectively. Despite uncooperative weather, approximately 40 patrons attended South County and 125 attended Oyster Creek. Over 67 children participated in Learn to Swim Sessions 2 and 3 held at South

County and Oyster Creek. Six Water Safety Instructor candidates attended the course at Oyster Creek and became certified to teach water safety programs to their community. In addition several Charlotte County Schools held their end of the school year parties at the pools with a total attendance of over 500 students.

- Aquatic staff spent a combined 180 hours performing maintenance tasks and 160 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:
 - Moonlight Swim 6-23-12
 - Learn to Swim Summer Sessions
 - Tropical Sunset Mocktail Party 6-16-12
 - Moonlight Swim Movies 7-14 & 8-11
- Athletic Section:
 - Charlotte County athletic leagues and Special Events used County facilities approximately 2,860 hours in the month of May. An estimated 3,415 athletic participants visited County facilities an estimated 19,056 times with 32,167 spectator/volunteer visits for a combined total of 51,223 visits associated with athletic activities. Activities included Adult Softball, Adult Football, Adult Tennis, Youth Football, Youth Soccer, Youth Cheerleading, Youth Baseball, Youth Swimming, Horsemanship, and Remote Control clubs. One youth baseball tournament was presented this month.
- Parks & Natural Resources:
 - At Tippecanoe 6.5 miles of trails have been mowed, 26 feral pigs have been removed.
 - Exotic plant species and locations mapping has been updated at Tippecanoe Environmental Park, Tippecanoe II (scrub-jay mitigation area). Cogan grass, an exotic invasive species was treated at these two properties using a combination of chemical and mechanical methods.
 - The bald eagles nesting at Tippecanoe have recently finished nesting and two immature eagles have been confirmed to be doing well as it learns to hunt in the park. Update both bald eagles young have successfully fledged.
 - Documented status of a small rookery of little blue herons (listed species) at Tippecanoe; there are six active nests and they have moved 75 yards south of the location documented for the previous two years.
 - Created a fire buffer and fenced the north line of Peace River Preserve formally the Deep Creek property.
 - At Amberjack Environmental Park 28 acres have been treated for Brazilian pepper and other exotic invasive plants. This project cleared exotics primarily from around Lemon Lake and Amberjack slough.
 - Exotics were removed from Oyster Creek Preserve and Rotonda Scrub-jay Mitigation property; volunteers also removed exotics at Cedar Point Environmental Park.
 - At Charlotte Flatwoods Environmental Park 20-30 acres of multiple exotics were treated. The targeted species was Brazilian pepper, Ear leaf acacia and melaleuca. Also contracted a consultant to treat almost 100 acres of Downy Rose Myrtle.
 - A guided walk was conducted at Prairie Creek Preserve for a small group interested in bird sightings. The target species was Swallow-tailed Kite and we observed 7 adults. We have strong indications the birds are nesting on the property. I will be including photos of the walk on the PCP file. The information will be submitted to the 2nd annual Breeding Bird program, where the information will be used to establish an atlas birds within the state.
 - Staff met with the FWC Scrub Jay coordinator Craig Faulhaber for our area to show him Prairie Creek Preserve. He was impressed with the condition of the scrub habitat at the preserve and indicated funds may be available in the future for management activities.
 - Staff bush-hogged Tringali Pond and trimmed trees.
 - Graded field at G.C. Herring and the road at Myakka River Park were graded.
 - At Charlotte Sport Park the road was graded and a bridge was put in; installed 8 Alligator Warning signs in visible areas around each pond.

- At Port Charlotte Beach Complex holes along the seawall were filled.
- Parking stops were pulled at Placida Boat Ramp due to vehicles with oversized trailers, Englewood Beach due to anticipation of new parking meter.
- Extension Services:
 - Meetings:
 - Overall Advisory Committee Meeting – 7:30 – 9:00 am – May 23rd
 - Special Meetings:
 - Charlotte County Soil and Water Conservation District Board Meeting – May 21st – 3 pm – Extension Office
 - Sustainability Team Meeting – Murdock – 1 pm – May 1st
- Other Programming:
 - Empathy Workshop - CED Training – Manatee County – 9 am to 4 pm – May 15th
 - May 9th – 11th – County Extension Program Review – Monroe County
 - Website Hits: Report: - 106,723 - Summary - charlotte.ifas.ufl.edu –
 - Date Range: 05/01/2012 - 05/30/2012 - Urchin 5 ©2005 Urchin Software Corporation.
 - Facebook© Page - Charlotte County Extension data: 172 monthly active users.
- Sea Grant:
 - Publications: Staugler, E.A. 2012. "Do Your Homework Before Investing in Florida Aquaculture". Water LIFE Magazine. May 2012, Page 9.
 - Staugler, B., J. Beaver and T. Ruppert. 2012. "Sea-level Rise in Charlotte County: Summary of Important Points". Charlotte County UF/IFAS Extension. Factsheet – 2pp.
- Field Work:
 - 5/21 – Conducted scallop recruitment monitoring in Lemon Bay & Gasparilla Sound with support from Parks & NR staff
- Outreach Programs:
 - 5/1 – Organized with other agents/specialists and FWC - West Florida Artificial Reef Workshop. 57 participants attended.
 - 5/4 – Organized regional Aquaculture Workshop with agents in Lee and Collier counties. 72 participants attended.
 - 5/22 – Organized presentations on Sea Level Rise for BCC. Thomas Ruppert, FSG and Jim Beaver, SWFRPC presented.
 - 5/21 – Great Goliath Grouper Count – Pre-dive training for participants
 - 5/25 – 1st Aid/CPR for FMNP Alumni (being taught by former student).
- Site Visits:
 - 5/9 – Fishin Franks (recompression project)
 - University Governness:
 - 5/2 – Attended Florida Sea Grant long range planning meeting in Gainesville
- Meetings:
 - 5/10 – Attended MAC
 - 5/11 – Attended meeting with volunteer and FDEP staff to discuss potential oyster restoration project.
 - 5/13-17 – Organized, attended and presented at From Stem to Stern II – Statewide Boating and Waterways Management conference, Clearwater Beach. Approximately 160 people attended.
 - 5/23 – Overall Extension Advisory meeting
- 4-H Youth Development:
 - One hundred twenty (120) third-grade youth completed a 4-H Agriculture in the Classroom program, 'Coconuts to Candy Bars'. This program helps youth to understand how many different people and processes are included in producing a manufactured food item.
 - Seven (7) Charlotte County 4-H members competed in the 4-H Regional Horse Show. All seven earned the right to compete on the state level. Three of the four division high point awards were awarded to Charlotte County members.
 - Forty (40) third-grade youth completed a '4-H Bug Encounter' program. This hands-on program focuses on beneficial insects as well as harmful insects.

- One hundred twenty (120) third-grade youth completed three hours of 4-H Agriculture Awareness programming which included: making fresh salsa and fresh butter, learning about vermicomposting, creating a garden-in-a-glove, learning about the goat, poultry and rabbit industries.
- Horticulture:
 - Programming:
 - Master Gardener Training
 - 2012 Master Gardener Training – “Vegetables I” - May 1st – Gene McAvoy, Multi-County Vegetable Agent– 9:30 am to 12:30 pm.
 - 2012 Master Gardener Training – “Vegetables II” - May 3rd – Gene McAvoy, Multi-County Vegetable Agent– 9:30 am to 12:30 pm.
 - 2012 Master Gardener Training – “Venomous Creatures” - May 8th –Ralph Mitchell - 9:30 am to 12:30 pm
 - 2012 Master Gardener Training – “Tropical Fruits” - May 10th – Dr. Jonathan Crane, UF/IFAS Tropical Research and Education Center– 9:30 am to 12:30 pm – PolyCom
 - 2012 Master Gardener Training – “Plant Pathology” - May 15th – Dr. Pam Roberts, Plant Pathologist, Southwest Florida Research and Education Center, Immokalee - 9:30 am to 12:30 pm
 - 2012 Master Gardener Training – “Africanized Honeybees and Lovebugs” - May 17th – Ralph Mitchell– 9:30 am to 12:30 pm.
 - 2012 Master Gardener Training – “Ants” - May 22nd – Dr. Fred Santana, Entomologist - 9:30 am to 12:30 pm.
 - 2012 Master Gardener Training – “Plant Propagation” - May 24th – Dr. Bob Rouse, Associate Professor, Citrus Horticulturist, Southwest Florida Research & Education Center. Immokalee – 9:30 am to 12:30 pm.
 - 2012 Master Gardener Training – “Bromeliads and Staghorn Ferns” - May 31st Mr. Gil MacAdams – 9:30 am to 12:30 pm.
- Other Programming:
 - Limited Commercial Landscape Maintenance Training – April 24th – 9 participants.
 - GI-BMP Training – 8 am to 3 pm – April 25th
 - 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 April 25th. Seven (7) 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.
 - Arbor Day Expo – April 27th and 28th – 8 am to 2 pm. – April 2st – 9 am to 12:30 pm – East Port Campus
- Special Meeting/Outreach:
 - Farm Safety Day – Immokalee – May 19th – 7:30 am to 2 pm – Field Safety Orientation Presentation – 20 class participants.
- Site Visit:
 - Queen Palm – Nutrient Deficiency - Peace River Wildlife Center – May 18th.
 - Florida Yards and Neighborhoods Outreach:
 - 5/3/12 – FYN new yard recognition
 - 5/7/12 – Condo site visit, Hammocks in Englewood
 - 5/12/12 – Rain Barrel Workshop – May 12th - 9:30 to 11:00 am – East Port Campus - 16 participants, 21 barrels
 - 5/18/12 – FYN re-certification of yard

- 5/21/12 – Media Outreach - SNN “Go Green” segment featuring FYN Program Assistant - runs all week
- 5/24/12 – FFL for Builders/Developers talk at Charlotte Green Building Council – 7 participants
- Charlotte Sun Newspaper Articles:
 - Potential Readership:
 - Charlotte Sun Herald – Average Circulation - 44,028
 - Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day

Facilities, Construction and Management

- Projects:
 - San Domingo Park Phase 1: The contractor has pulled the building permit. The contractor received material submittal approvals. The materials are order and awaiting delivery. The construction started on May 18.
 - Bay Heights Boat Ramp: A change order has been put on hold pending community input.
 - Cattle Dock Road Boat Ramp: The final Site Plans Review is under review. The Project was placed on hold until further notice.
 - South County Regional Park Soccer Concession Stand: The 100% plans were received May 11th. Staff reviewed providing minor comments. Firm will complete permit documents in June.
 - Bayshore Restroom: The documents are being prepared for bidding.
 - Transit: The environmental study required for the grant has been completed. The project documents have been sent to purchasing for bidding.
 - Family Service Center: The installation of the lighting is continuing.
 - Englewood Beach: (completed)
 - Kiwanis Boardwalks: (started)
- Operations:
 - Energy Efficiency Program:
 - EnergyCAP implementation nearing completion with training scheduled week of 6/11th.
 - Sheriff’s Admin lighting retrofit is in progress.
 - Ann Dever Memorial Park green sports lighting is on the June 12 BCC agenda.
 - The Performance Contract RFP has been posted by Purchasing; proposals due June 7.
 - Exterior lighting retrofit at Fire Station 2 will begin the week of May 21st.
- Repair and Maintenance:
 - Cookie House Restoration: Tuck pointing the mortar around the logs has begun. New sod and a walkway from the parking lot to the building is scheduled for the week of May 21st.
 - Fire St. 3: The metal roof was coated with an elastomeric coating last week which will keep the roof cooler, conserve energy and protect the roof from further decay. The lower part of the roof was re-shingled.
 - Punta Gorda Library: A bid is on the street for the replacement for a new roof, due June 13.
 - Community Services’ New Parking Meters: Facilities will start numbering 719 parking lot spaces and installing new signage the month of June to get ready for the kick off date the first week of July.

Human Resources

- Employee & Labor Relations:
 - Impasse hearing with IAFF
 - Employee related issues
 - Halogen Webinar
 - Facilitate New Hire Orientation
 - Continue NeoGov training to HR Liaisons
 - 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
- Oversight of Volunteer in office
- Criminal Background Check Webinar
- Held Unemployment hearings (2)
- FMLA monthly report
- 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 Ambassador Program
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.
 - Prepared FRS & ICMA Flyer and sent to all employees

Human Services

- Staff activities:
 - Charlotte County Transit has added another bus wrap to the bus fleet. Transit currently has 9 wraps and 15 signs totaling \$2,850 in monthly advertising revenue.
 - In response to a customer's suggestion, Dial-a-Ride has added a leave a message line to its call down tree for clients calling in reservations. Customers may now leave a message for a call back during peak call volume time to minimize wait time for an operator.
 - The Human Services Department submitted its grant proposal for Lead Agency Designation to Senior Choices of Southwest Florida (an Area Agency on Aging) to continue providing case management services for frail elderly in need of in-home services. New grant funding cycle begins July 1, 2012.
 - The Charlotte County Military Heritage Museum has provided WW II artifacts to be show cased in the new Human Services/Veteran Services lobby for our customers to enjoy.
 - The Charlotte County Transit Operations Supervisor, Fred McKenna, attended the Florida Public Transportation Association (FPTA) strategic planning session. The FPTA represents collective member interest for improving mobility throughout the State of Florida. While at the strategic planning session the Transit Operations Supervisor met 20 different agency representatives to assist with developing overall strategic goals and priorities for FPTA as well as a detailed plan to achieve them.
 - Department & MPO staff also attended the Transit Oriented Development workshop sponsored by the Florida Department of Transportation. This workshop provided planning tools for neighborhood designs and connectivity to multiple transportation systems.
 - David Donohew and David Rockow attended the Florida Department of Veteran Affairs conference and required re-certification testing. Both Veteran Services Officers passed the administered test and have received their re-certification certificates. Congratulations, Davids.

- Veteran Services have compiled the results of their recent annual client satisfaction surveys. 199 veterans/families responded to the survey during the month of April at either the Port Charlotte (Loveland) or Englewood (San Casa) Office. The combined overall rating of excellent or above average satisfaction for services provided was 97% of the total respondents. The customer satisfaction goal of Veteran Services is to continually monitor and improve their services to veterans and their families.
- Charlotte County Human Services staff participated in the grand opening & ribbon cutting for the new Human Services & Employee Health Center facility on Loveland Blvd in Port Charlotte. The building is the county's first LEED (energy efficient) facility and is awaiting official certification. Human Services provided at the Loveland site include Veteran Services; Family Services including home energy assistance, self-sufficiency, & youth services; Senior Services; and Housing. Transit operations remain on Airport Rd in Punta Gorda.
- Our Family Services Division held a Spring Neighborhood Accountability Board (NAB) Volunteer Orientation & Training session which was attended by 16 new community volunteers. These volunteers will observe two hearings and then will be able to serve as board members to hear NAB Cases that are diverted from the juvenile justice system. The NAB program is a restorative justice based juvenile diversion program that serves approximately 75 youth per year.
- Terry Keene joined our Veteran Services staff as an Assistant Veteran Services Officer. A native of Charlotte County, Mr. Keene served 30 years in the Air Force and returned to Charlotte County when he retired in 2008. Terry will be assisting Charlotte County Veterans from our Englewood Office, located at the West County Annex on San Casa Blvd.
- Veteran Services staff participated in numerous events during the Memorial Day weekend honoring our veterans.
- Housing staff have been working with other County staff in settling the Stillwater Home lease termination & facility vacancy.
- Staff participated in steering committee recommendations for the County's 10 year Plan to Prevent and Eliminate Homelessness as compiled by the Homeless Coalition. The Plan was presented to the Board of County Commissioners at its May 22, 2012 regular meeting.
- Department staff and other County staff have participated in numerous discussions and meetings regarding the new Medicaid Billing mandate by the legislature and regulations/processes by the Agency on HealthCare Administration. Issues include liability/funding for unpaid retro claims & new processes for future claims.

Public Safety

- Animal Control: Nothing to report.
- Fire: Nothing to report.
- Emergency Management:
 - The Director started the month by traveling to Daytona Beach for a three-day conference that focused on the Public/Private partnerships throughout Florida. It was a very worthwhile expenditure of time and effort, allowing for networking with many of the State's larger corporations. It was an outstanding first effort for our State. More than 350 people from across the State were in attendance and contributed to this success. We will be following many of the suggestions that came out of this endeavor.
 - As always, the month of May is one of our busiest and this year was no exception. The first hurricane Expo took place in partnership with Sarasota County at the Englewood Community

Hospital Suncoast Auditorium. More than 150 area residents heard from a variety of speakers and visited vendors and organizations who participated in the 2-hour event.

- We hosted the recent graduates of our CERT (Community Emergency Response Team) training at the EOC for a tour of the Public Safety Building. We also did a briefing on how Emergency Management functions within the fabric of local government.
- The Director visited with the residents of Maple Leaf Estates in Port Charlotte. This is an annual stop on the community information tour that shares updated information and prospects for storm activity during the hurricane season ahead.
- The Coordinator traveled to Winter Haven at mid-month for continuing education relative to our Web EOC software, which archives events and activity during activations. He has become an expert in the utilization of this incredible tool for managing emergency situations.
- The EOC hosted a meeting of those folks working on updated training for our Volunteer Reception Center team. This vital group is tasked with handling the influx of volunteers who always descend upon a community impacted by disaster. By interviewing these well-meaning folks who come to help, it can be determined what skill set they possess and where best they can serve our needs.
- The Director spoke at length with a pair of researchers working with a Texas A & M University Professor who is working on a paper that focuses on disaster resilience. They were very complimentary of the program and asked many good questions.
- Director attended the ribbon-cutting for the new Salvation Army Family Store in Punta Gorda (the former Badcock Furniture). The new store has been a smashing success thus far and revenues are running far ahead of what was projected.
- Talks to the Volunteers of Tidewell Hospice, the Englewood Sunrise Rotary, and the staffs of Conficare Home Health, Harbour Terrace ALF, Lexington Manor ALF and Comprehensive Home health brought the hurricane awareness message to more than 300 folks.
- The Director addressed a large group of folks at Redeemer Lutheran Church in East Englewood. This was one of the County's original Refuge Sites in the late 90's and they are considering rejoining the program after dropping out nearly 10 years ago.
- Director attended the Florida Governor's Hurricane Conference in Ft. Lauderdale, where he received the 2012 Hurricane Public Education Award in recognition of the County's effort to install the 9,400 reflective vinyl collars on stop-sign and street sign posts to mark evacuation zones.
- A large group representing the Adorn Avenue Alliance of Port Charlotte toured the EOC and received a briefing on Emergency Management function. These folks are very active and have taken a very proactive approach to neighborhood preparedness. They are considering taking CERT training as a group to augment their knowledge and readiness should disaster strike.
- Media interviews with WGPU-FM Radio and WINK-TV were conducted to answer questions about our collar program and the 2012 hurricane season. This region's readiness was also a topic along with a recent study that showed Southwest Florida to be the most difficult place in the nation to evacuate in the face of an approaching hurricane.
- We closed out the month by attending the annual South Port Square Hurricane Awareness event at the community's Town Hall. More than 100 were on hand to hear the Director, watch a DVD and ask questions. Of special note, about 70% of these residents were not living at South Port in 2004 when Hurricane Charley devastated their campus.

Public Works

- The Pest Management Section gave a PowerPoint presentation about mosquitos to approximately 120 third-graders from Peace River Elementary School. Educational and hands-on materials were provided for the student program called "Camp Skeeter" which was created by third-grade teacher Denise McGehee, previously employed by Charlotte County Environmental Services.
- The week of May 20 to May 26, 2012 was proclaimed by the Charlotte County Board of County Commissioners as National Public Works Week. "Creating a Lasting

Impression”, a video highlighting the many and varied services performed by the Charlotte County Public Works Department was shown at the meeting. Approximately 70 Public Works employees were introduced as a group to the Board of County Commissioners following the video. An American Public Works Week Employee Appreciation luncheon was held for the 145 Public Works employees and guests at the Eastport Environmental Center the following day.

- The Board of County Commissioners approved the start of negotiations for design and rehabilitation of the Tom Adams Bridge. The bridge, located on Beach Road, a West County arterial roadway located west of SR-776, is one of only two access points to Manasota Key, a barrier island on the Gulf of Mexico. The Tom Adams Bridge is the primary evacuation route for the Manasota Key residents. The bridge is a two-lane bascule structure that was constructed in 1965, is approximately 1,000 feet in length and carries about 11,000 vehicles per day.
- Meetings were held with: Buena Vista Area Waterway, Mid-Charlotte Stormwater Utility, Harbour Heights Street & Drainage, Edgewater North Waterway, Harbor Heights Waterway, Gardens of Gulf Cove, Alligator Creek Waterway, Pirate Harbor Streets & Drainage, West Charlotte Stormwater, Gulf Cove Waterway, Burnt Store Village Street & Drainage, South Gulf Cove Beautification Unit MSBU Advisory Committees.
- The BCC appointed members to six MSBU/TU Advisory Committees: Gardens of Gulf Cove, Manasota Key, South Gulf Cove Non-Urban, West Charlotte Stormwater Utility, South Burnt Store and Northwest Port Charlotte Street & Drainage MSBUs.
- The Solid Waste Division participated in the Hurricane Expo at the Event center. The information booth was sponsored jointly with Waste Management, Inc. and distributed information about current services and answered questions from residents.

Tourism

- The VCB celebrated 2012 National Tourism week with the launch of a new mobile website, a Free Summer Night Bonus campaign and “Scan me for Fun! T-shirts. The shirts featured a QR code that, when scanned, brought up the VCB website.
- The Society of American Travel Writers Atlantic Chapter (SATW) held their annual conference in Sarasota May 20 – 23 and we hosted pre- and post-conference trips. 2 members of SATW visited Punta Gorda May 17 – 20 and 3 writers visited Cape Haze, Placida and Englewood May 23 – 25.
- Jennifer Huber also had an opportunity to meet with 27 travel writers at the SATW conference. The meetings provided time for us to educate travel writers about Charlotte County and reconnect with those journalists already familiar with the area.
- Our Twitter followers increase every month. In April, they increased from 2,647 followers to 2,693. Twitter is a way to share information, in 140 characters with people who are specifically interested in hearing about what is happening in Charlotte County.
- Jennifer Huber traveled to the Villages on May 11 along with three industry partners to showcase Charlotte County activities and attractions to more than 3000 people from the retirement community.
- Lorah Steiner worked with a UK film producer to identify possible locations in Charlotte County and assist with preproduction needs.
- Sean Doherty met with the Charlotte Harbor Event & Conference Center to discuss logistics and strategies for a joint sales mission targeting Greater Tampa Bay area meeting planners and tour operators to be held in a suite during a Rays game at Tropicana Field.
- Sean Doherty addressed the Youth Sports Council with a presentation that explained the VCB’s structure and how a local league or club can partner with the Bureau in an effort to recruit regional, statewide, or even national events within their individual sports.

Utilities

Engineering Services:

- 840 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 77 Active Developer Projects; 55 Residential Service Availability Letters Prepared; 4 Commercial Service Availability Letters Prepared; 23 Residential Service Applications Processed; 238 CIP inspections; 74 Developer Inspections.

Operations Division:

Treatment Facilities:

- 214 preventative maintenance, 43 corrective and 4 emergency work orders were completed.
- Completed installation of automatic grease dispensers on all rotating equipment at the Burnt Store WRF.
- Installed a new 3" reuse jockey pump at the Burnt Store WRF.
- Completed lubrication/rotating equipment audit for the Rotonda WRF
- 132 cross connection inspections were completed, 8 backflow preventers were tested and 2 site repairs were required.
- 53 leaking backflow preventers were flushed and cleaned in the Burnt Store Marina and Pirate Cove areas.
- Affordable Bio Feedstock, Inc. has received the awaited SWFWMD permit. This allows the grease processing station at the East Port WRF to again move forward.
- East Port WRF hosted a Lunch & Learn with Enecon Corporation to learn more about their advanced polymer technologies and how they may be of benefit to CCU.

Water Distribution:

- Completed the biannual contract for valves and hydrants in the Town Center Mall.
- Activated the three connection points to the new Peace River 24" water main to Punta Gorda.
- 3 Employees successfully completed their FDEP testing for Water Distribution Operator licenses.
- Filled the vacant Foreman position.
- Filled the vacant Water Operator position. (starts 6/6/12)
- Filled the vacant Line Tech position. (starts 6/6/12)
- Received the valve insertion equipment. Training is scheduled for 6/4/12 to 6/6/12.
- The new office trailer for Rotonda Booster was delivered and setup on site. Final permitting scheduled for early June.

Wastewater Collection:

- Gravity/Force Mains: smoke tested the gravity system around Sunshine Lake in the Lift Station #11 basin; TV crew cleaned and televised 16,000 feet of sewer main; removed and relocated an ARV on the 20" force main at Loveland and Peachland per Engineering to accommodate a turn lane; installed a new flushing point and flushed force main on Calumet Blvd. going under the Zephyr Waterway; the new Vac-Con truck was taken and picked up in Orlando for warranty repair work; set well points and excavated one of 2 repairs needed on the gravity sewer line running through the State Park off Cape Haze Drive – then set well points on the second repair.
- Lift Stations: 205 PM work orders were completed; 53 corrective work orders were completed; 2 lift stations had a 4" by-pass suction line installed for emergency pump outs.
- Low Pressure Sewer: Responded to 255 service calls; completed 5 mandatory connections; replaced 5 service taps; completed 18 upgrades; replaced 4 failing tanks.
- Personnel: 3 employees attended a Data Flow Systems symposium.

Business Services:

- Development of an RFP Scope of Service for a hosted e-bill and web payments site is being developed. We are looking to include a feature whereby the hosting company establishes a courtesy fee that includes the payment of credit card fees to the banks.

- Installation of the fixed base meters in Burnt Store is half way complete; we replaced 918 water meters. Testing of the data is ongoing. No significant issues.
- Global Services is close to providing a “pay-by-phone” application for CCU. We should be rolling this feature out within the next couple of months.
- Research into a Customer Satisfaction Survey is on-going and we are awaiting response from IT as to a County wide electronic survey solution.
- Customer Service: total number of customers to the lobby was 904.
- Delinquencies: total delinquency revenue for the month: \$115,569 FY-YTD total: \$879,254
- North Port: we processed 4,412 payments; total revenue for May was \$816.47
- Share-point/Doc Mgt.: currently have 88,532 documents ready to be transferred to Share-point.
- Accounts Receivable: the accounts receivable over 90 days went from 43.85% in April to 46.57% in May. The accounts receivable within 30 days went from 49.48% in April to 46.36 in May
- 56% of all CCU bills were paid electronically.

Water Conservation & Public Outreach:

- No updates.
- Misc., Safety & Security: no updates.

Human Resources:

- Total positions: 201. Vacant positions: 2 – Engineering III, Maintenance Worker.
- Actively recruiting for the Engineering III. Maintenance Worker currently frozen until position is evaluated.
- Employee supervisor audit complete in preparation for Halogen’s year end appraisals.
- Assisted in the interview process to hire HR Coordinator in Fire/EMS and HR Specialist in Community Services.

Phase 1A Punta Gorda Interconnect:

- Construction continued at the Regional Storage and Pumping Station site, on the Peace River and along the pipeline corridor north and south of the river. Three (3) water service connections in Deep Creek area were activated.

PR/MRWSA Water Resources:

- No Change.

E&W Spring Lake Area Pilot Study:

- On May 22nd, during a BCC meeting, the BCC gave direction to defer consideration of this area for a MSBU until next year in order to perform more public outreach.

Regional Reclaimed Water Expansion Phase 2:

- *Transmission Main (Stage 1):* A plan of the connection of the new 16 inch reclaimed water main to the existing reclaimed water pipelines at the West Port WRF in the vicinity of the reclaimed water pumping station and the deep well pumping station was completed. A plan sheet showing Best Management Practices for Soil Erosion and Sediment Control was added to the plan set. The complete plan set for installation of all the utilities is considered complete and is currently undergoing an internal QA/QC review.
- *Pumping Upgrade (Stage 2):* The consultant submitted 90% plans for the pumping facilities on May 4, 2012. The plans were reviewed by Operation staff and comments were forwarded to the consultant on May 25, 2012. A meeting to discuss the plans and specifications was set for June 7, 2012.
- *Storage Pond (Stage 3):* The FDEP issued the Environmental Resource Permit on May 30, 2012. We are awaiting the Army Corp of Engineers no permit required (NPR) letter of determination which should be received in early June. Work is currently being done on the contract Special Provisions and Bid Tab and the consultant is working on the Engineer’s Opinion of Probable Cost. A meeting has been set for June 5, 2012 to review the entire bid package and to finalize the bid quantities.

North Shore Drive & Harper Avenue Wastewater Expansion MSBU:

- On May 24th, the BCC held a workshop to review this new MSBU and directed staff to continue pursuing a MSBU.

Burnt Store RO Water Plant Expansion:

- No Change.

Burnt Store WRF Expansion:

- No Change.

East Port WRF Expansion:

- Final plans continue.

Gateway Harbor Walk Design:

- No Change

US 41 Widening Enterprise Dr – North Port:

- On May 22nd, during a BCC meeting, the BCC gave direction to defer consideration of this area for a MSBU until next year, in order to perform more public outreach. The Utility Work Schedule and RGB Plans are being prepared to meet FDOT's May 23, 2012 scheduled deadline.

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Year 2 Sidewalk Projects with C. D. Engineering:

- No Change.

Year 3 Sidewalk Projects with C. D. Engineering:

- No Change.

Greater Port Charlotte Storm water Control Structures:

- No Change.

Sewer Lining Project:

- As of June 1, 2012 21,487 feet of gravity sewer lined in Port Charlotte and the Gardens of Gulf Cove area (East Englewood).