

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Grants Fiscal Support:
- Human Services Grants:
 - Final yearly grant reports have been completed for the following: Community Care for the Elderly, Home Care for the Elderly and the Alzheimer's Disease Initiative Program.
- Transit Grants:
 - Transit parking lot repair and improvement has been put out to bid. The \$186,279 project will be funded by an FDOT Service Development grant and Section 5307 grant. It has been revised to include County standard LED lighting.
 - NTD (National Transit Data Base) entries for new census configuration have been made identifying the new Northport – Port Charlotte Urbanized Area. This favorable result allows Charlotte County to continue receiving operating assistance in addition to capital assistance for the next 10 years.
- Drug Court Grants:
 - On July 24, the Criminal Justice Reinvestment Grant semi-annual progress report and quarterly financial report were completed and uploaded into the State system.
 - Assisted in preparing a grant to secure full funding for the Court Coordinator position which will become unfunded next year.
- Road Grants
 - Invoiced: A total of \$ 1,016,407.25 as follows
 - \$433,712.14 to FDOT for construction of Piper and Jones Loop intersection
 - \$ 60,885.04 to FDOT for maintenance of traffic signals on state roads
 - \$153,240.93 to FDOT for highway lighting maintenance of state roads
 - \$368,569.14 to SWFWMD for construction of the Dorchester 4.22 water control structure.
 - Received: \$9,272.46 from FDOT for US 41 right of way maintenance
- Public Safety Grants
 - Invoiced \$39,103.99 to the State of Florida for Emergency Preparation Assistance
 - Received a total of \$ 117,570.50 as follows
 - \$65,550.00 from the State of Florida for HazMat equipment
 - \$ 1,018.60 from the State of Florida for HazMat equipment
 - \$50,570.58 from the State of Florida for Emergency Preparation Assistance
 - \$ 431.32 from the State of Florida for Homeland Security certifications
- Library Grants
 - Completed and submitted final grant report to the Division of Cultural Affairs for the General Program Support Grant for the Historical Center to help offset regular operating budget expenses.
- Operating and Accounting Support
 - Met with Libraries staff and researched and found additional funding for furniture and other equipment for the Englewood Library Expansion project.
 - Submitted the quarterly Impact Fee Reports to Finance.
 - Finalized the Peace River Budget for the BCC and Peace River Board for approval.
 - Attended a retreat for the Peace River Board to work on a Strategic plan and policy.
 - Submitted the quarterly Building Surcharge Fee Report to the State of Florida.

- Met with Clerk's office and CCU staff regarding On-line Payments.
- Quarterly amendments and transfers went to the board and have been posted into EDEN.
- Tentative Budget Workshop – millages were passed with no roll-back rates.
- Truth in Millage package completed and has been sent to Florida Department of Revenue, Property Appraiser, Tax Collector and FAC. TRIM notices should be mailed out no later than August 24.
- **Utility Rate Cases:**
 - Sandalhaven Rate Case:
 - County staff and expert witnesses completed pre-file direct testimony for the upcoming rate case and we are awaiting the rebuttal testimony from the Utility which is due August 10th, 2012.
 - Sandalhaven has noticed the customers of the upcoming quality service and technical hearings on August 22nd thru August 24th by mail, and the County has placed the hearing notice in a newspaper.
 - Staff is reviewing the Utility's customer complaint log in preparation for the quality of service hearings.
- Little Gasparilla Water Utility (LGWU) Rate Case:
 - On July 2, Little Gasparilla Water Utility remitted the 2012 Regulated Assessment Fee (RAF) payment of \$10,548.
- Analytical Support:
 - Prepared cost analysis to determine if it's more cost effective to hire a part time maintenance position to perform janitorial functions at Mid County Library versus the costs of paying into the current cleaning contract.
 - Prepared financial analysis on the Calusa Green Landfill proposal.s
 - Finalized South Gulf Cove assessment rates.

I.T.

- SharePoint update - During the month of July, a Community Scorecard page was added to the Transparency section of our new website. This page reflects the county's effort to measure its progress toward the goals set by the county commission. This page pulls data from a variety of sources including citizen and employee surveys.
- IT Staff attends FLGISA conference – Several members of the Information Technology Division attended the summer conference of the Florida Local Government Information Systems Association in July. The conference brought together over 100 members of IT departments across Florida local government to attend sessions on mobility technology in government and share information with each other.
- July Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	106,659	77,371	11	6,672	190,713
%	55.9	40.6	0.0	3.5	100.0

- July Outage Statistics:
 - 12 - Incidents

- Total Down Time – 20 days 22 hours
- Average time per Incident – 1 day 18 hours
- System availability was 67.452%
- **July Call Statistics:**
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =251
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 227
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 584
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 571
 - Change Controls Last Month – (internal configuration changes to server and network) = 3
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 686

Purchasing

- **Pre-bid meetings held:**
 - 12-375 Grounds Maintenance – Park Facilities
 - 12-334 In-Home Elder Care – Annual
 - 12-373 Reinforced Concrete Culvert Pipe – Elliptical – Annual
 - 12-370 Transit Parking Lot Expansion
 - 12-331 ADA Accessibility Improvements
 - 12-352 Transportation of Wastewater – Dewatered & Liquid Residuals – Annual – Backup Service
 - 12-358 Sidewalk Construction – Beacon Drive
 - 12-376 Oil Change & Lube – Annual
 - 12-377 Vehicle Service & Safety Inspections – Annual
 - 12-357 Bayshore Live Oak Park Restroom
- **Quotes due and received:**
 - 12-379 Relocation of Irrigation System – Ann Dever Park
- **Bid openings held:**
 - 12-327 Sidewalk Construction – Capricorn Blvd.
 - 12-373 Reinforced Concrete Culvert Pipe – Elliptical – Annual
 - 12-375 Ball Field Clay – Annual
 - 12-375 Grounds Maintenance – Park Facilities
 - 12-334 In-Home Elder Care – Annual
 - 12-358 Sidewalk Construction – Beacon Drive
- **Work Orders due and received:**
 - 12-378 Design/Renovation/Repairs/Improvements for Construction Bidding – Facilities
 - 12-398 Engineering Services – Sheehan Bridge Rehabilitation
- **Pre-Submittal meetings held:**
 - 12-381 Design/Build – Linwood Rd
- **Request for Proposals due:**
 - 12-351 Design – Harbor Blvd.
 - 12-382 HRA/Flex Spending Third Party Administrator
- **Shortlist meetings held:**
 - 12-302 Emergency Medical Transport Billing Service
 - 12-339 Construction/Geotechnical Services
 - 12-351 Design – Harbor Blvd

Real Estate Services

- **Edgewater Phase II** – At a recent Order of Take hearing at the Justice Center, the Judge approved the County's request to obtain the necessary parcels for Edgewater Phase II through the eminent domain process. We have now acquired 99% of the parcels needed for this project. Two remaining parcels needed for the proposed roundabout redesign near Lea

Marie Island subdivision will be acquired on a voluntary basis as directed by the BCC. The willing seller has executed the "Agreement for Purchase and Sale" and we will be closing on the property in the next few days.

- Placida Widening – Pre-suit "good faith" offers to acquire the necessary right of way, easements and pond sites on a voluntary basis have been sent. We are starting to process several voluntary sale contracts.
- 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 – To date, we have a 77% voluntary acquisition rate of the parcels needed for this project. A new mailing to the remaining property owners will be processed this fall.
- 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 continue to work with Administration, the Economic Development Office and the County Attorney's Office on the "Music Man" proposal.
- 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. FDOT has indicated there will be a one year delay in moving forward with the widening of US 41 thereby delaying the acquisition of the pond sites.
- Surplus County Lands – We have received several bids and the BCC has approved a select number of those bids. We have started the process of closing on those bids.
- Parkside District – We are working with the Parkside Manager to acquire an easement related to the development of a multi-use path located near the American Legion building.
- Fleet Maintenance – We have closed on the warehouse type building located at 18000 Paulson Drive. The County's Fleet operations will be relocating from leased space to the Paulson Drive building 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 CCU staff 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. There will also be a considerable amount of work needed by RES staff to obtain the necessary Temporary Right of Entry (TRE) approvals from existing homeowners affected by this road widening projects. These TRE's will be needed to match existing driveways and grade slopes to match the new grade of the expanded roadway.
- Burnt Store Road Phase III – We are receiving construction plans and right of way sketches necessary for this major road widening project. We are vetting the plans and sketches and will be bringing a resolution forward to the BCC on July 24th to begin the voluntary purchases for properties that are currently available on the open market.
- Piper Road North – The BCC is considering funding the acquisition of the necessary right of way needed for this project due to favorable current land costs. We are working with a landowner to proceed with a land exchange with the County. If this proposed exchange is approved by the BCC and the property owner, the County will obtain eleven (11) parcels needed for this project at no cost.

- Stillwater House – We have obtained an appraisal of the property to assist staff in determining the fair market value of the property. This information will assist staff in formulating a recommendation on the future disposition of this property.
- Bio-Feed Stock Facility at Eastport – RES staff has obtained BCC approval to grant an easement to Florida Power and Light to ensure that the necessary power service is in place for this facility. An easement for a necessary gas line to service this facility will be brought forward to the BCC shortly.
- Aqui Esta Drive – Based on a request from engineering staff, RES is working to obtain approval for the conveyance of County owned parcels that were obtained for the construction of Aqui Esta Drive to the City of Punta Gorda. When these parcels are transferred to the City, the County will no longer be responsible for the annual maintenance costs associated with these properties.
- Conveyance of County-owned properties reserved for Affordable Housing – We recently conveyed six (6) vacant lots designated for affordable housing to Charlotte County’s Habitat for Humanity for the construction of new residences. We are in the process of obtaining BCC approval to convey three (3) additional lots to Habitat.
- Conveyance of Neighborhood Stabilization Program (NSP) Properties – We continue to respond to requests from the County’s Housing Division to convey NSP properties to BCC approved not for profit agencies for final disposition. In addition, we are assisting the Housing Division in its effort to dispose of improved properties acquired from the defunct Housing Corporation of Charlotte County.

Community Development

- Building Division:
 - The department typically sees a drop in permitting numbers during July and this year is no exception. Eighteen new Single Family Homes were issued along with 1,371 smaller permits, however, both these numbers are up on July 2011. Other indicators including customers served and the number of inspections are consistent with this time of year.
 - Permitting revenue was \$177,462 and expenditure \$128,333 which shows a surplus of \$49,129. This has gone towards reducing the YTD deficit of \$98,852.

Item	Total FY2011	Jul-11	Jul-12	FY11 YTD	FY12 YTD
Single Family Permits Issued	275	14	18	231	229
Multi Family Permits Issued	5	1	0	5	3
Commercial Permits Issued	35	1	1	34	16
All Other Permits Issued	14373	1115	1371	12236	11945
Customers Served	24354	1802	2074	20145	22761
Inspections	39350	3445	2933	36706	30959
Permitting Revenue	\$2,137,643	\$162,567	\$177,462	\$1,810,398	\$1,703,986
Permitting Expenditure	\$2,150,332	\$160,624	\$128,333	\$1,856,647	\$1,802,838
Licensing Revenue	\$788,760	\$25,684	\$56,099	\$549,926	\$797,741
Licensing Expenditure	\$1,562,727	\$133,199	\$104,141	\$1,354,261	\$1,369,057
Action Orders Initiated	1774	272	251	1256	913
Code Cases Initiated	3366	448	288	2888	2868
CEB Cases Heard	503	29	67	419	605

Citations Issued \$ Amount	\$31,100	\$2,000	\$24,500	\$30,600	\$58,500
New Contractor Licenses Issued	60	1	2	59	9
Contractor Licenses Revoked	7	0	5	2	25

- Licensing and Code Enforcement:

- The contractor licensing division has again been very active with the culmination of a three month investigation into a real estate investor suspected of using unlicensed contractors. The results included a total of 33 citations to both the investor and the unlicensed entities caught on the job sites. A press release was sent out describing the investigation and issuing a warning to property owners and real estate investors on the dangers of hiring unlicensed contractors.
- Licensing Manager, Erin Mullen-Travis was asked to participate in a working group held at the South East Builders Conference on unlicensed activity and how to stop it. Erin was asked because of her personal knowledge and the reputation her division and Charlotte County has for trying to minimize unlicensed activity.
- High Grass complaints are coming in but we have yet to see the volume that we have seen in prior years. Indications are that this may be a result of the Vacant Property Registration program that requires the banks to not only register, but also maintain properties that they are responsible for.

- Planning Division:

- Parkside Revitalization Initiative:

- On July 25, 2012, the County's Weed and Seed Steering Committee hosted a Parkside Weed and Seed Planning Workshop. This is the first of two meetings intended to have local residents and businesses identify priority crime, property maintenance and human service needs in the district and their solutions. The first meeting involved 165 citizen participants, tasked with issues identification. The second meeting will be held August 2, 2012, in which citizens will be asked to identify their ideas to improve the district in these areas. The outcome of these meetings will result in recommendations to the County Commission for action.
- Staff will begin drafting the Goals, Objectives, and Policies for the Parkside Revitalization Plan (PReP). Public comment will be solicited after the draft is complete

- Babcock Ranch:

- County Staff and Kitson and Partners staff are continuing to review the new zoning and zoning district overlay submitted by the Kitson staff members.

- Murdock Village:

- Staff is working on a revised vision for the area.

- Charlotte Harbor CRA:

- The committee met on July 9, 2012. The committee discussed revisions to the architectural guidelines. They will continue to discuss these at the next meeting on Sept. 10. The August meeting has been cancelled.

- Manasota Sandpiper Key Community Advisory Committee:

- There was no meeting held on July 6th.
- The committee did meet on July 18th to consider one ARC project:
- 1220 Gulf Blvd - 6' tall wooden fence with 2 gates.
 - The committee recommended approval.

- Grove City Community Plan:

- 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 cancelled the July 2012 meeting.

- School Concurrency:
 - The committee will meet again in the fall to begin work on compiling this year's information for next year's joint meeting.
- 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 July 2012:
 - Bicycle and Pedestrian Master Plan: During the month of July, draft plan priorities were presented at the public meeting held on July 18th at Tringali Park to address the Rotonda West residents. With this final workshop, all the public meetings associated with the development of County's Bicycle Pedestrian Master Plan were completed and over the next couple of months, the final plan will be put together to take it to the board for approval.
 - Site Plans, Zoning Exceptions and Traffic Study Reviews: The following site plans and traffic/transportation meetings/studies were attended/reviewed during the month of July for all potential issues from the transportation perspective:
 - DRC-PF-12-05 Defreitas Convenience
 - Monthly Meetings and Special Meetings/ Conferences: The following meetings and conferences were attended during the month of July:
 - Northwest Port Charlotte MSBU Meeting
 - Highway Safety Manual Training in Deland Florida
 - Attended multiple School Zone Task Force Meetings to finalize the signage and other pertinent information to implement before the next school year.
 - Parade Circle Multi-use path discussions
 - Linwood Road Design-Build RFP pre-bid conference
 - Harbor Blvd Design RFP shortlist meeting
 - Made multiple site visits to various signage issues related to school zones and 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 Parkside CRA- Harbor Blvd Retrofit RFP Related meetings.
- Site Plan Approval:
 - The County received 0 petitions.
- Board of Zoning Appeals:
 - The Board of Zoning Appeals heard the following petition on Wednesday, July 11, 2012:
 - Petition #VAR-12-008: A request by Tim Bronson, agent for Judy Justice, for two variances; one to reduce the required 10.83' side yard setback by 2.73' to allow an 8.1' side yard setback for an existing detached garage; and another to reduce the required 10' side yard setback by 2.75' to allow a 7.5' side yard setback for the existing principal residence, in a Manasota Single-family-3.5 zoning district, located at 4005 North Beach Road, Englewood.
 - APPROVED by a vote of 5-0.
 - Petition #SE-12-009: A request by William Barnett, agent for CenturyLink, for a special exception to allow an essential service, in a Residential Single-family-3.5 zoning district, located at 21431 Dawson Avenue, Port Charlotte
 - APPROVED by a vote of 5-0.
 - Petition #SE-12-010: A request by Mary Sprague, agent for First Christian Church of Punta Gorda, for a special exception to allow a house of worship, with a fellowship hall, in an Agriculture Estate zoning district, located at 4124 Taylor Road, Punta Gorda
 - APPROVED by a vote of 5-0.
- Planning and Zoning Board

The Planning and Zoning Board heard the following petition on Monday, July 9, 2012

1. PP-07-02-04: PG Holdings, LLC is requesting a two-year extension to the Preliminary Plat approval for Burnt Store 80 Acres. The applicant was granted Preliminary Plat approval by the Board of County Commissioners on May 15, 2007, with four (4) conditions. A one-year extension was granted by the Planning and Zoning Board on July 13, 2009, and a two-year extension was granted on August 9, 2010. The subdivision, consisting of one hundred eight (108) single-family lots (a Planned Development) on 80.15 acres, more or less, is in Sections 29 and 32, Township 42, Range 23, located east of Burnt Store Road (off Harbor Side Boulevard), southeast of Harborside Woods Subdivision, and south of Punta Gorda Isles Section 16 subdivision in Commission District II.

Decision: Approval

2. SV-12-04-0: Heritage of Sarasota, Inc. has applied to vacate the portion of River Beach Drive (platted Riverside Drive) that runs east of Sturkie Avenue and west of Warren Avenue, as recorded in Plat Book 2, Page 30, also to vacate the conditions of the Developer's Agreement (AGR 2006-074) that was required for the approval of a previous street vacation (Res. 2006-223), a total of 0.34 acres, more or less, located in Section 28, Township 40 South, Range 21 East, in Commission District IV.

Decision: Approval

3. FP-12-05-01: Richard Lake has applied for a one-lot Minor Subdivision called 2405 Bayside, being a re-plat of Lots 24 and 25 of Gulfridge Subdivision, as recorded in Plat Book 2, Page 61, of the Official Records of Charlotte County, Florida. The site is 0.90 acres, more or less, and is located east of North Beach Road, west of Lemon Bay, north of Estada Street, and south of Desoto Avenue, in Commission District III.

Decision: Approval

- Board of County Commissioners Land Use

- No petitions in July
- The Engineering Division
- Construction Projects

- Active Construction Projects

- Piper Road Realignment at Jones Loop Intersection – The contractor continues to make progress despite the recent heavy rains. They have installed approximately 35% of the storm drain. They have also installed over 1,100 linear feet of forced sewer main and made the connection at the south end. Construction is expected to be completed in late December 2012.
- PSA issued 7/25/12 - In conjunction with the Piper Road Realignment at Jones Loop Intersection, south bound traffic will be transitioning to the West side of the roadway on Piper Road South beginning Thursday, July 26, 2012. Traffic patterns may shift within this construction zone through September 2012. Motorists and pedestrians are encouraged to exercise extreme caution throughout this work zone.
- Rampart Boulevard Improvement Project – Phase 1 (construction in progress): The new Mast Arms have been installed at the intersection of Rampart Blvd and Kings Hwy. The contractor will remove the old system and continue to build the remaining section of Rampart between Loveland Blvd. and Kings Hwy. Phase 2 (construction is anticipated to begin in September 2012): The 90% plans have been reviewed by Charlotte County staff and comments have been returned to Benderson Development.
- PSA issued July 9, 2012 – Expires August 2, 2012: Traffic delays are anticipated on Rampart Boulevard and Kings Highway starting Wednesday, July 11, 2012 through Wednesday, August 1, 2012. The signal contractor will start installing the new signal system at this intersection. During this time there will be lane closures and minor traffic delays. Motorists and pedestrians should expect delays and are encouraged to exercise caution throughout the work area.
- Rotonda West Parade Circle Pathway – Weather permitting, construction should be completed in October 2012.

- Sales Tax Year One (Florida Street) Sidewalks – The Notice to Proceed is scheduled for August 15, 2012 with General Contracting Services. A fiber optic line is being relocated before sidewalk construction can begin.
- Sales Tax Year Two (Capricorn) Sidewalks – The Board of County Commissioners awarded the construction contract to Bonness, Inc. at the July 24, 2012 Board Meeting. The Notice to Proceed is scheduled for August 13, 2012.
- In Design or Negotiation:
 - Bridge Rehabilitation & Maintenance Program – Letters of Intent were received to inspect and design improvements for several Bridges. A recommendation will be brought before the Board of County Commissioners for final decision. It is anticipated that design will begin in late August 2012.
 - Burnt Store Road Widening Project Phase Three – The Board of County Commissioners chose the following design options: Future widening (acquiring property for a future six lane divided roadway but currently designing a four lane divided roadway), Two, six feet wide sidewalks on each side of the roadway and standard lighting. The design consultant delivered 60% plans and a SWFWMD permit package for review and approval by County staff on July 31, 2012. Design is expected to be completed in February 2013.
 - Charlotte Harbor Gateway Harbor Walk Phase One – The County received a response from the Florida Department of Transportation (FDOT) denying the advancement of funds; they cited that the Transportation Bill had not yet been approved. A request for the advancement of funds will be resubmitted to FDOT after the Transportation Bill is approved in July 2012.
 - Cheney Brothers Access Roadway Improvements – The design firm submitted 30% plans on July 16, 2012 and a meeting was held July 18, 2012 to provide 30% plans review comments. Roadway construction is anticipated to begin in early fall 2012.
 - CR 771 (Gasparilla Road) Widening – A Public Information Meeting was held on May 31, 2012; local citizens provided their ideas and suggestions to County Engineering Staff. Johnson Engineering presented these ideas and suggestions to the Board of County Commissioners (BCC) at the July 10th meeting. The BCC did not vote to approve any of the options presented but discussions will continue at the BCC workshop on August 21, 2012. The design for this project has been placed on hold until a decision is reached.
 - Edgewater Drive Widening Phase Two – Design is at 95%. The Board of County Commissioners is considering a Change Order to revise the West Tarpon Intersection. Construction is estimated to begin in March 2013.
 - Elkcam Boulevard Multi Use Path – Johnson Engineering has begun the survey work, utility coordination and the 30% design for this project. The 30% plans are anticipated to be approved in early September 2012.
 - GPC Bridge Rehab – Sheehan Blvd. over Yale Waterway – The County sent out a request for Letters of Interest to engineering firms on the County's Library of prequalified firms. Letters of Interest were due July 20, 2012 and are undergoing review.
 - Harbor Boulevard Improvements (US 41 to Olean Boulevard) – Professional Services Committee Members evaluated the submitted proposals and held discussions with those firms on July 26, 2012. The Board of County Commissioners will consider the ranking of those firms at the August 28, 2012 Board meeting and is expected to authorize the start of negotiations with the top ranked firm.
 - Harborview Road Bridge Over DeSoto Canal – 90% plans are expected for staff review on August 22, 2012. Design is estimated to be completed in late October 2012 with construction beginning in early January 2013.
 - Linwood Road Extension – This project will pave 1013 linear feet of Linwood Road using Economic Development Transportation Funds, and provide for 400 linear feet of a right turn deceleration lane on Gasparilla Road to accommodate the Colonial Construction Concrete Precast, LLC.
 - Midway Boulevard Widening Phase Two – Giffels-Webster Engineering is working on a presentation for the Board of County Commissioners on the design of Midway Boulevard

Phase II, from Sharpe Street to Kings Highway. This presentation is scheduled for the September 11, 2012 Board meeting. Construction is anticipated to begin in late December 2012.

- 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.
- Sales Tax Year Two (Beacon Drive) Sidewalks – Professional Services Committee Members evaluated the submitted proposals and held discussions with those firms. The Board of County Commissioners will consider the ranking of those firms at the August 28, 2012 Board meeting and is expected to authorize the start of negotiations with the top ranked firm. Construction is estimated to begin in late September 2012.
- Sales Tax Year Two (Cape Haze) Sidewalks – It is our intent to have the plans and specification to Purchasing the first week of August. Construction is anticipated to begin in the fall of 2012.
- Sales Tax Year Two (Gulf Stream) Sidewalks – We are working with Charlotte County Utilities to include water facility improvements in conjunction with this sidewalk project. We are finalizing pedestrian bridge permitting items. Construction is anticipated to begin in the fall of 2012.
- Sales Tax Year Two (Sheehan) Sidewalks – We are working with Charlotte County Utilities to include water facility improvements in conjunction with this sidewalk project. Pedestrian facilities will be added to the Bridge on Sheehan Boulevard and construction is anticipated to begin in the fall of 2012.
- Sales Tax Year Three (Aaron) Sidewalks – We received 60% plans for this project on July 9, 2012 and returned comments to the design engineer on July 18, 2012.
- Sales Tax Year Three (Bayshore) Sidewalks – We should be at 100% plans and specifications by early August. We will then prepare the packet to be forwarded to Purchasing with an estimated construction start date in the early fall of 2012.
- Sales Tax Year Three (CR 74) Sidewalks – We are coordinating with a telephone utility company to relocate their poles to avoid drainage realignment for this project. Utility coordination will lower the cost of this project.
- Sales Tax Year Three (Deep Creek) Sidewalks – We anticipate the receipt of 100% plans and specifications in early September. The packet will then be forwarded to Purchasing. We anticipate construction to start in the late fall of 2012.
- Sales Tax Year Three (Ellicot) Sidewalks – To reduce the impacts to existing drainage and utilities, the design firm has been advised to reduce the width of the sidewalk from eight feet to five feet. We anticipate 100% design plans by the end of the summer. Construction is estimated to begin in December 2012.
- Sales Tax Year Three (Harbor Blvd) Sidewalks – We expect to receive 90% plans from the design engineer by the end of July. Construction is estimated to begin in December 2012.
- Sales Tax Year Three (Oceanspray) Sidewalks – The design engineer is working towards 60% design plans and we anticipate them by the end of August. Construction is estimated to begin in the late fall of 2012.
- Sales Tax Year Three (Rio De Janeiro) Sidewalks – We are expecting design to be completed by October 1, 2012 with construction estimated to begin in late fall 2012.
- Sales Tax Year Three (Riverside Drive) Sidewalks – The design firm is collecting survey data to establish Maintained Right of Way. Design is estimated to be completed by late fall 2012.
- Sales Tax Year Three (Sandhill Blvd) Sidewalks – We are anticipating the 100% plans and specifications by August 10, 2012. We will then forward the packet to Purchasing and estimate that construction will begin in November 2012.
- Sales Tax Year Three (Sunnybrook) Sidewalks – We expect to receive the 90% plans by in early August. Construction is estimated to begin in late fall 2012.
- Sales Tax Year Three MSBU (Rotonda E) Sidewalks – The design engineer is working towards 30% plans.

- Sales Tax Year Three MSBU (Rotonda N) Sidewalks – We previously had 60% plans with an eight foot wide sidewalk. The design engineer is working towards modifying the 60% plans to include a bike lane (striping only) and a 5 foot wide sidewalk adjacent to the newly designed bike path. Construction is estimated to begin in the fall 2012.
- Sales Tax Year Three MSBU (Rotonda W) Sidewalks – We received 30% plans on July 10, 2012 and are currently reviewing them and compiling our comments. Construction is anticipated to begin in December 2012.
- Tom Adam's Bridge Rehabilitation Phase Two – The Design Contract was awarded to Charlotte Engineering & Surveying. Preliminary design meeting was held in July and design is estimated to be completed in July 2013.
- Winchester Corridor Phase Three – 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. FDOT TRIP funding is being transferred, in part, from another project and as a result we must wait for the Governor's signature before we advertise.
- Winchester and Flamingo Signalization – AIM Engineering is preparing bid tabulations for Guaranteed Maximum Price. This is a construction manager at risk contract.
- Drainage Projects:
 - *GPC Drainage Control Structure Replacement – 100% construction plans are complete for Dorchester 4.75, Morningstar 5.08 (both on Bachman Blvd.), and Haverhill 4.33 (on Quesada Ave.). SUN 3.65 (on Forrest Nelson) is at 90% design. FOR 5.11 and NIA 5.72 (both on Peachland) are also at 90% design. 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; this contract was awarded to ZEP Construction at the BCC meeting on June 12, 2012. 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.*
 - *PSA Released 6/26/12 – Expires 2/19/13 In conjunction with the Greater Port Charlotte Water Control Structures Replacement project, Bachmann Boulevard - at Dorchester Street and between Yorkshire Street and Kensington Street - will be closed to traffic starting July 9, 2012 and will remain closed until February 19, 2013. A detour is in place to guide motorists around both work zones. This closure is necessary so that Zep Construction, Inc., can construct 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.*
 - *Charlotte Harbor Watershed Management Plan – Weiler Engineering is working on designing and permitting two culverts within the CRA. A Southwest Florida Water Management District (SWFWMD) Permit application has been submitted. Design is expected to be completed by the end of September with construction beginning in December 2012.*
 - *Desoto Ditch Bank Stabilization – Recommendations have been received from Tetra Tech for how to best stabilize the banks. Tetra Tech is now designing and preparing bid specifications which should be completed in July 2012.*
 - *US 41 Storm Structures – Giffels-Webster Engineering submitted all necessary paperwork to Southwest Florida Water Management District (SWFWMD) to initiate project permits. Comments from SWFWMD have been received and are being reviewed. A report will be submitted back to SWFWMD by mid-August 2012.*
- Dredging Projects:
 - *Northwest Port Charlotte Access Channels – The Florida Department of Environmental Protection (FDEP) 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 – All permits have been received. The BCC approved the pathway forward for construction including an investigation of a potential fifth rock area within the waterway system. Additional geotechnical surveys began the end of May 2012.*

- *South Bridge Waterway Dredge – The BCC approved the construction services scope of work. Coastal Engineering is surveying and providing bid services for the construction phase of the project. A bid package, including construction plans, should be ready in August 2012.*
- *Stump Pass Maintenance Dredging – Coastal Engineering commenced the Plan Formulation Phase for the next 10-Year Management Plan (including presentations to the Beaches and Shores Committee, FDEP and Florida Park Services) and is seeking input on structural alternatives to complement the beach and inlet management plans for the future. Work this summer includes extensive field investigations and numerical modeling.*
- *Suncoast Waterway Maintenance Dredge – Charlotte County received a permit to dredge material from the Suncoast Waterway on May 14, 2012. Coastal Engineering is in the process of surveying and providing bid services for the construction phase of this project. A bid package, including construction plans, should be ready in August 2012.*
- *Three Lakes Project / Lake 1 Excavation – Lake 1 is 93% complete, however the project is currently on hold.*
- Paving Projects:
 - *2012 North/South Paving Program – 1. Burnt Store Village MSBU - All roadways will be paved. The Contractor completed the preparatory work including base repairs, clipping and herbiciding. Paving of the roadways began on July 9th and should be completed by mid-August. 2. Tropical Gulf Acres MSBU - paved roadways east of US-41 will be paved. The Contractor will be setting up a detour so the grade crossing on Lamontier Drive and Tribune Road can be reconstructed. 3. Greater Port Charlotte MSBU - The Contractor has begun the preparatory work including base repair.*
 - *PSA released July 17, 2012 - Tribune Road and Lamontier Drive will be closed from Monday July 23rd through mid-September 2012 to reconstruct the railroad grade crossings. Residents will have to access these roadways east of the closure from Tuckers Grade, while access to the roadways west of the closure will only be accessible from US-41. Once the railroad grade crossings are reconstructed the roadway will be paved and reopened to traffic. The current construction schedule, barring weather delays, will have the roadway reopened in mid-September. Road construction signs will be present to detour motorists around the work zones. All motorists and pedestrians need to be attentive and use caution on these roadways around the work zones.*
 - *2012 West County Paving Program – The Board of County Commissioners awarded this Contract to Ajax Paving at the Board Meeting held on July 24, 2012. The Notice to Proceed was scheduled for July 30, 2012.*
- Traffic Signing & Marking:
 - Work completed in July includes the following:
 - After Hour Calls = 15
 - Classification Counts = 4
 - Herbicide = 2800 objects
 - Intersection Studies = 3
 - Legends Installed = 16 (graffiti removal)
 - Marine Signs and Debris = 69 (called out several times to remove debris from the railroad trestle in Placida)
 - Road Striping: 0 Ft. = 0 Miles (No striping performed due to lack of staffing)
 - Signs Inspected = 5643
 - Signs Installed = 7
 - Signs Manufactured = 362
 - Signs Repaired = 1745
 - Speed Studies = 26
 - Traffic Counts = 48
- Lighting Projects:
- Charlotte County CIP Projects:

- Burnt Store Road Project – Final punch list items have been corrected. Inspections are complete. Final quantities are being verified for payment. Still 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 – Mast arm assemblies have arrived and are being put together for installation. Ongoing inspection of work is being conducted as this project progresses.
- Edgewater Phase Two – Reviews conducted of plans for traffic signal and roadway lighting and a meeting was held with the Consultant, Project Engineer and Project Manager to address comments. A micro tunneling meeting was held to resolve potential conflicts discovered at the roadway lighting meeting.
- FDOT Projects:
 - Ongoing projects at Cochran and US 41 and Harbor and US 41 - inspection and progress meetings continue. Mast arm assemblies have arrived at site and are partially installed. Underground conflicts have been resolved. The procedure for installation of the drill shafts is approved for construction.
- Departmental Projects:
 - Bunting and cabling installed at Old Courthouse for July 4th holiday and removed thereafter.
 - School flashers were programmed for the City of Punta Gorda year round schools.
 - New electrical built completed for Cochran and Veterans.
 - Replaced street light conductors on US 41 and re-energized load center.
 - Sensors troubleshot and repaired at South Gulf Cove boat locks.
 - US 41 and Monaco - reviewed detection to ensure it is working with video detectors.
 - 57 street lights repaired or replaced as part of Countywide street light maintenance program.
 - New fiber optic cable installed as part of Florida Street sidewalk project for communications to traffic signals and incident management cameras.
 - Identify FDOT fiber optic cable at US 17, Harborview and Jones Loop interchanges for connection of communication to Traffic Management Center.
- Locates Performed:

134 Requests for underground utility locates were received, generating 61 tickets for locates.
- Trouble Calls:

9 trouble calls received, responded to and problems of various natures resolved
- Miscellaneous:

Adopt-A-Pond – The Charlotte Harbor Environmental Center appointed a Volunteer Coordinator to assist with this project. To date, there are five volunteers helping to maintain three ponds: an Englewood pond, a Kings Highway pond and a Cape Haze pond. Charlotte County hopes to expand this project to additional areas of Charlotte County however the project scope will depend on the number of volunteers recruited.

Manchester Lock Education – This is an educational based program as part of the Manchester Lock System removal. Charlotte Harbor Environmental Center is contracted to provide water quality education to elementary age school children throughout the County. School class trips in the Alligator Bay Education program were conducted in March; 142 people have participated in this program this year. This is an ongoing, annual project.

National Pollution Discharge Elimination System – The annual report to the Florida Department of Environmental Protection was submitted July 5, 2012. Re-application for the next cycle was submitted July 20, 2012.

Rotonda West Bridge Lighting – The MSBU Committee met recently to discuss changes to the scope of this project. Design is underway.

Rotonda West Drainage Study – Public meetings were held June 6 and 7, 2012. The purpose of these meetings was to gather eyewitness reports from the residents about their flooding concerns. The baseline computer model is approximately 75% complete. Five of the seven pie sections have been modeled.

Rotonda West Entrance Way Signage – Design is in progress and is expected to be completed in November 2012.

South Burnt Store Lighting & Landscaping – This design of the project has been put on hold until the final alignment of Burnt Store Road is decided.

South Gulf Cove Water Quality – Continuing quarterly monitoring at the request of the Waterway MSBU Committee.

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. A firm has been hired to design and permit the dredging of the lake and canal to remove the algae. A firm has also been hired to design and permit the recharge wells.

Community Services

• Community Services Administration

- Administrative staff answered and fielded 492 telephone calls, 5 web emails; processed 9 citizens concerns, 6 accident and 8 incident reports, 1 damaged and missing item reports; distributed 5 press releases
- Supported 3 Advisory Boards
- Promotional and Marketing Activities
 - Produced 6,480 Marketing and Graphics pieces
 - (2) in-studio appearances on the Golden Hippo radio show on WCCF
 - ¼ page ad in Let's Go July 4th at Bayshore Live Oak Park
 - ½ page ad in the Parrot Magazine promoting July activities
 - Facebook Reach – 114 Weekly
- Awarded seasonal contract for beach chair and umbrella rentals at Englewood Beach to Englewood vendor. Vendor anticipates starting in August.
- Contracted new hot dog vendor for Englewood Beach with a firm commitment to operating no less than 5 days a week including weekends, weather permitting.
- Completed pay station installation. Beaches and boat ramps will be paid parking beginning August 1. Additional cell phone and smartphone application payment option will be available beginning September.
- Mike Koenig accepted the proclamation from the Board of County Commissioners for July is Parks and Recreation Month in Charlotte County. This theme was also the subject of discussion during the Golden Hippo radio show on July 5th.
- Held Fourth of July event at Bayshore Live Oak Park. Turnout was lower than expected due to heavy rain.
- Attended kickoff meeting with FEMA for Tropical Storm Debby. Initial project worksheet begun for Bayshore Live Oak Park which will likely include mitigation to prevent similar future damage.
- Attended a meeting with Steve Partington to begin planning for 2013 Snowbird College Baseball Tournament.
- Attended meeting with Public Works regarding the Midway widening project and impact to County parks.

• Recreation Centers:

- The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 8791 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1254 with 4575 touches combined. Recreation facilities were rented 11 times achieving a rental attendance total of 1710 people.

• Libraries & History Monthly Report:

- From June 5 until July 20, 2012 we served 740 meals as part of our Read & Feed Program at Port Charlotte Library, 490 children and 313 Adults came to summer reading Programs at Port Charlotte Library. This is a new program and it is clear that it was a huge success!

- School is now in session and Summer Reading is over but the Libraries had a huge summer and lots of big numbers. Full numbers coming next week, but 4,235 people came to a program at our Libraries this summer!
- Early Voting has gone on over the last week at Mid-County Regional Library.
- Walls are now going up at the Englewood Library and Archive-the project is moving along on schedule.
- Charlotte Sports Park:
- With a total of fifteen (15) games in July, the Charlotte Stone Crabs attendance was 22,550 with two rainouts. The individual game attendance was as follows:

○ 01-Jul	○ 1053	○ Doubleheader
○ 04-Jul	○ 4381	○ Fireworks
○ 06-Jul	○ 1268	○
○ 11-Jul	○ 957	○
○ 12-Jul	○ 1657	○
○ 13-Jul	○ 0	○ Rainout
○ 14-Jul	○ 1836	○ Doubleheader
○ 19-Jul	○ 1526	○
○ 20-Jul	○ 1756	○
○ 21-Jul	○ 2876	○ Rain Delay/Fireworks
○ 22-Jul	○ 0	○ Rainout
○ 24-Jul	○ 1423	○
○ 25-Jul	○ 1027	○
○ 30-Jul	○ 1378	○
○ 31-Jul	○ 1412	○

- The Tampa Bay Rays hosted thirteen (13) games of their Gulf Coast League Season (GCL) in July at the Charlotte Sports Park. The estimated total attendance was 421 spectators (individual game attendance is 7/2 – 32; 7/5 – 23; 7/6 – 30; 7/12 – 27; 7/13 – 35; 7/14 – 31; 7/17 – 36; 7/19 – 38; 7/20 – 41; 7/23 – 31; 7/25 – 33; 7/28 – 26; 7/31 – 38.
- Aquatics Section:
 - Port Charlotte Beach Pool:
 - 1066 paid admissions
 - 186 pass holder visits
 - 150 water exercise participants
 - 10 private swim lessons
 - 2 different summer camps visited the pool per week resulting in approximately 192 “splashes” for the month.
 - Staff spent an estimated 21 hours performing In-service training Lifeguard skills such as conditioning swimming, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 26 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
 - 2,690 paid admissions
 - 495 pass holder visits
 - 439 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 760 “splashes” for the month.
 - Lemon Bay High School Swim & Dive Team practiced three days per week resulting in approximately 240 “splashes” for the month.
 - 10 different summer camps utilize the pool every week resulting in approximately 350 “splashes” per week, 1,400 per month.

- Summer Learn to Swim Session 3 took place with 6 different classes being held, with 22 students resulting in approximately 176 “splashes”.
- Staff spent an estimated 65 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
- Staff spent an estimated 80 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- South County Regional Park Pool:
 - 2280 paid admissions
 - 552 pass holder visits
 - 108 water exercise participants
 - Charlotte County Blue Fins held 27 swim practices resulting in approximately 920 “splashes” for the month.
 - 6 different summer camps visit the pool resulting in approximately 515 “splashes” per week, 2060 “splashes” for the month.
 - Staff provides swim lessons for approximately 40 Charlotte County summer camp kids two days per week.
 - Summer Learn to Swim session 3 took place with 7 classes being held with 31 students resulting in approximately 248 “splashes”.
 - Staff provided swimming instruction and coaching for approximately 30 Special Olympic athletes two times per week resulting in approximately 240 “splashes”.
- Athletic Section:
 - Charlotte County athletic leagues and Special Events used County facilities approximately 852 hours in the month of July. An estimated 1,415 athletic participants visited County facilities an estimated 8,519 times with 13,589 spectator/volunteer visits for a combined total of 22,108 visits associated with athletic activities. Activities included Adult Softball, Adult Tennis, Youth Football, Youth Soccer, Youth Cheerleading, Youth Baseball, Youth Swimming, Horsemanship, and Remote Control Sailing.
- Parks & Natural Resources:
 - Surveys indicate that the new FL scrub-jay pair at Tippecanoe Environmental Park are still maintaining a territory on site, as are each of the previously established scrub-jay families at Tippecanoe and Tippecanoe II.
 - The rookery of little blue herons (protected species) has fledged several young at Tippecanoe. They are occasionally observed feeding at the large pond by the Charlotte Sports Park field.
 - A group of 5 snags were removed from the north border of Oyster Creek Park which could potentially have fallen one way across the property line and hit a mobile home or another way across the trail.
 - All Environmental Parks have been mowed during the past month, as have Shirley Park and Lincoln Park.
 - Planted an oak to replace a donated one that died at El Jobean Park.
 - Vegetation was cleared back from the trail at Placida Boat Ramp
 - About 600 ft. of broken side walk was removed at Bayshore Live Oak Park that had been damaged in TS Debbie.
 - Three Oaks were stood back up at the Charlotte Sports Park after Debbie.
 - A palm was stood and replanted at the Charlotte Sports Park.
 - Dirt piles and berms covered in Cogan grass, an exotic invasive species, were removed from Tippecanoe Environmental Park.
- Extension Services
- Meetings:
 - Fertilizer Summit/Workshop Meeting – 11 am – Mid-County Library – July 17th
 - CED PolyCom – July 23rd – 1 to 3 pm
 - Quarterly Business Meeting – Mid-County Library – 3 to 5 pm – July 23rd
- Other Programming:
 - Website Hits: Report: - 103,672 - Summary - charlotte.ifas.ufl.edu –

- Date Range: 07/01/2012 - 07/31/2012 - Urchin 5 ©2005 Urchin Software Corporation
 - Facebook® Page - Charlotte County Extension data:
 - 288 monthly active users.
 - Marketing:
 - Actively marketing Charlotte County Extension with a weekly contest on Facebook® and a Caladium tuber giveaway to increase customers at Plant Lifeline and Facebook®. Increase of 98 Facebook® users since June.
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2012. "Bay Scallops in SWFL: A Protected Species". Water LIFE Magazine. July 2012, Page 10.
 - Staugler, E.A. 2012. "Great Bay Scallop Search". Charlotte County UF/IFAS Extension. Flyer, 1pp.
- Websites: Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - July 2, 2012. Volunteer Boaters & Snorkelers Needed.
 - June 24, 2012. Operation Drag & Snag: Part II.
 - Field Work:
 - 7/13 – Side Scan field trail with volunteer.
 - 7/24 – Monthly bay scallop recruitment sampling.
 - 7/27 – Side Scan field trail with volunteer and City of Punta Gorda Police Dive Team
- Outreach Programs:
 - 7/7-11 – Organized derelict crab trap cleanup using volunteers in Peace River.
 - 7/13 – Volunteers conducted monthly bay scallop cage garden monitoring.
- Site Visits:
 - 7/12 – Fishin Franks
 - 7/24 – Scallop cage garden volunteer
 - University Governess:
 - Reviewed and voted on Packets for SouthCentral District agents going up for Promotion &/or Permanent Status
- Meetings:
 - 7/17-19 – Gulf of Mexico Regional Sea Grant Extension Meeting, Biloxi, MS
 - Trainings:
 - 7/18 – Half day training on Regulatory Takings at GOM Regional Sea Grant Extension Meeting.
- Other:
 - Preparations for Great Bay Scallop Search which will take place on August 4th.
 - Websites: Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - 4-H Youth Development:
 - 4-H Teen Leadership and Citizenship Exchange
 - Fifteen (15) Minnesota 4-H teen members were hosted by Charlotte County 4-H families for an interstate exchange week July 15-22. The exchange program allows teenagers to experience life in different parts of the country, and to see how 4-H families live, work and participate in civic activities. Charlotte County teens and chaperones will travel to southwest Minnesota in 2013 to complete the exchange.
- 4-H Environmental Day Camp
 - Twelve (12) Charlotte County youth participated in a 5-day Environmental Education day camp sponsored by the Charlotte County 4-H Association. The youth participated in forest ecology activities, hiked in local preserves, studied entomology, planted butterfly-attracting plants, visited the Charlotte County Solid Waste Collection center, and participated in reuse, reduce and recycle activities.
- Horticulture:
- Programming:

- Fertilizer Summit – 4 to 6 pm – Cultural Center – July 20th – 12 in attendance including a FDEP representative, County Commissioner, two County Commissioner Candidates, and Assistant County Administrator
- Other Programming:
 - MG Radio Program – WCCF – 1580 – July 24th – 10 - 11am – The Horticulture Agent has taken over as one of the main program resources.
- Site Visit:
 - Site Visit – Spiders – Rotunda West – 10:30 am – July 25th
- Florida Yards and Neighborhoods Outreach:
 - 7/11/12 – Florida Friendly Plant Palette for LID (w/ BCS) – 15 participants
 - 7/19/12 – FYN clinic at PG Library
 - 7/27/12 – Gold Yard Recognition
- 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
 - Newspaper Article – “Rain call of the Cuban treefrog” – July 2nd
 - Newspaper Article – “Wishing for the wishbone flower” - July 9th
 - Newspaper Article – “Try ornamental peppers in your flower beds and containers” - July 16th
 - Newspaper Article – “Wake up your landscape with sleeping hibiscus” - July 23rd
 - Newspaper Article – “The compact carpenter ant – a new model of carpenter ant” - July 30th

Facilities, Construction and Management

- Projects:
 - San Domingo Park Phase 1: The contractor reworked pond banks after Tropical Storm Debbie and placed sod on banks to stabilize for rainy season. Landscape Company planted the live oak and Cabbage palms. The asphalt walk path sub base was compacted in preparation for asphalt installation.
 - Bay Heights Boat Ramp: A concept site plan illustrative rendering is underway showing the park and reduced boat launch area.
 - South County Regional Park Soccer Concession Stand: The consultants completed the plans for final submission to FGBC and are compiling the building permit plans.
 - Transit: The pre bid meeting has been held.
 - Family Service Center: The punch list is complete.
 - Kiwanis Boardwalks: The boardwalk to the “Island” is almost complete. Piling installation is continuing.
 - Harold Ave. Concession Stands: scope of work and price have been agreed to with the Architect.
- Operations:
 - Energy Efficiency Program:
 - Phase II of the Sheriff’s Admin lighting retrofit is complete.
 - Ann Dever Memorial Park: Materials have been ordered from Musco and Solo Electric has begun the underground electrical work.
 - Siemens was ranked number 1 for the Energy Performance Contract. The shortlist will go before the board at the July 24th BCC meeting for approval to begin negotiations.
 - The design of the South County Regional pool geothermal heating system will begin before the end of July.
- Repair and Maintenance:
 - Punta Gorda Library: The new roof is scheduled for August 7th and a new HVAC unit will be installed on the roof July 30th.

- Community Services' New Parking Meters: Facilities has completed removing the old meters and stenciling 719 parking lot spaces. The new meters have a 2 year warranty but we were trained by the new meter manufacture this week to trouble shoot problems that may arise before we contact them.
- Harold Ave Rec. Center: 2 new HVAC systems are in the progress this week for replacement for the 2 conference rooms.
- Sheriff's Admin: IT server room is in progress for a new HVAC system this week.

Human Resources

- Employee & Labor Relations:
 - Employee related issues
 - Halogen Webinar
 - Facilitate New Hire Orientations
 - 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
 - Arbitration Hearing with IAFF
 - FMLA Processing
 - Recruitment related activities
 - Hired Human Resource Generalist
 - Served as Panel Members for interview process
 - Oversight of Volunteer in office
 - 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
 - Drug Awareness to all employees through BenTek
 - Tuition Reimbursement
 - Launch 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

- In 2010, a widow came into the Veteran Services office explaining that her late husband had died in 1983. He had flown planes through Nuclear Testing at Bikini Atoll. Conducting his own independent research, our Veteran Officer found the Radiation Exposure Compensation Act through the Department of Justice and assisted the widow in filing a claim. The initial claim was denied based on the listing of cause of death on the death certificate. Filing a Notice of Disagreement our officer produced additional research which provided alternative names for

the cause of death which matched the approval list. In time for the 4th of July, the surviving spouse was awarded a very hefty monetary award from the Department of Justice.

- The Senior Services Division received notice from the grantor monitoring agency, Senior Choices of Southwest Florida that their client file documentation error rate had dropped to 1.21 %. Through their diligent efforts, hard work and the provision of quality case management services, the error rate is below the accepted compliance error rate set by the State.
- Despite heavy rains and traffic delays from Tropical Storm Debby, Dial-a-Ride and Sunshine Ride maintained transportation services.
- Family Services completed the quarterly Justice Assistance Grant reports. This quarter 26 youth were served in the Neighborhood Accountability Board Program (NAB) and 21 new NAB volunteers were recruited and trained. 9 youth successfully completed their case plans and completed the program.
- Human Services staff participated in the Purchasing Department's pre-bid conference for the Request for Bids soliciting vendors who wish to contract to provide in-home elder care services for frail seniors. Grant funding for these services comes from the Department of Elder Affairs through the Community Care for the Elderly and Alzheimer's disease Initiative programs. Bid opening was July 25, 2012. Bid awards to be determined by the BCC in September.
- It has been one year since the implementation of the "V" status for Veterans on the Florida Driver's License and to date 58,260 Veterans have participated in this program state-wide. Human Services Veterans Services Officer was an integral part of making this program possible for all Florida Veterans.
- The Family Services Division is working to create a Community Garden for the Parkside District. The garden will be located at the Family Services Center on Gibraltar and is a collaborative project between Charlotte County Human Services, Keep Charlotte Beautiful and Team Port Charlotte. Project completion is scheduled for the end of October and a list of interested patrons is already forming. Six 3.5ft x 10ft beds, 1 Handicap/ADA bed and 4 2ft x 10ft beds will be available through the design of this garden. The project will be administered and maintained by Team Port Charlotte through a management agreement with Human Services. Gardeners will work with Master Gardeners to educate themselves on proper gardening practices and troubleshoot any issues they may be having with their plants, soil, etc. There is an Eagle Scout candidate that is assisting with the construction of the project. A \$3,000 seed grant from Waste Management has been received and Team Port Charlotte and Keep Charlotte Beautiful are working on several other grants to fund the project.
- Staff completed an analysis of the preliminary certification of retroactive Medicaid claims submitted by the Florida Agency for Healthcare Administration. Of the \$392,729.18 in claims, staff has identified \$131,723.30 in claims that should not be billed to Charlotte County. A memo to AHCA was drafted and submitted to formally dispute the claims and request AHCA to reconsider these claims, prior to the August 1st certification date.
- At their July 24th meeting the Board of County Commissioners approved the sale of 13 properties that were purchased with State Housing Initiative Partnership (SHIP) funds. Sale of these homes will reduce the number of properties the county holds mortgages on.
- The Vietnam Veterans of America presented the Veteran Services Division with a re-dedication ceremony and plaque honoring all veterans. The plaques are proudly displayed in the lobby of the new Human Services Department on Loveland Blvd.
- Charlotte County Veteran Services in coordination with Ft. Myers Veterans Center will have a readjustment counseling therapist from the Ft. Myers Veterans Center every other Thursday available in the designated counseling room in the Veteran Services wing of the Human Services facility on Loveland Blvd. Counselor Jim Burns will be conducting marriage counseling for veterans and their spouses. Counseling is by appointment only. For more

information and appointments contact Mr. Burns at the Ft. Myers Veterans Center @ 239-479-4401.

- The Transit Division with IT support has implemented a new telephone system which has enhanced customer service.
- Stillwater home has been vacated by its previous tenant/operator. A new appraisal for the property has been completed and the Housing Manager is exploring usage possibilities.
- The Hurricane Housing Recovery Grant Program audit was completed by the State. Final response letter for closeout expected in August.
- Family Services staff participated in the 2012 Back to School Carnival providing information on Human Services programs to over 2,000 families in attendance.
- Human Services staff participated in the Weed & Seed public meeting. Over 175 people attend the first session in July. The feedback will be utilized to develop a master plan for the Parkside district to include Crime, Human Services & Property Management.
- Staff participated in the United Way Volunteer Recognition.

Public Safety

- The Director spent a considerable amount of time in July, providing in-service training for a number of nursing homes, home health agencies and adult living facilities. This vital training is important to conduct fairly frequently, due to the large amount of staff turnover at these facilities. One highlight was conducting two 90-minute sessions at Charlotte Harbor Health Care, during which 100 of the 120 employees were updated on preparedness issues and our know-your-zone program.
- Several meetings were held with management of the Port Charlotte Town Center Mall, to discuss security issues and response guidelines in the wake of the mass shooting in Aurora, CO. The Port Charlotte Town Center Mall sees several thousand people at the Mall on weekends and was looking for additional ideas as to how they could improve their response capabilities and security.
- We continued to participate in regular meetings of groups like the MPO Technical Advisory Committee, Charlotte Regional Medical Center Civic Advisory Board and the RSVP Advisory Board.
- The Director visited Charlotte Correctional Institute at the invitation of the newly-appointed Warden. It was their new initiative in holding Community Awareness Days across the state at DOC facilities. Elected officials, business leaders, public safety professionals, judges, school personnel and others were in attendance for the tour and talks by corrections officials.
- The Emergency Coordinator attended the mid-year work session of FEPA (Florida Emergency Preparedness Association) at Clearwater, to serve in his role as chairman of the Accreditation Committee.
- The Director conducted a public education session for the volunteers of Tidewell Hospice at their office in Port Charlotte. These folks are important because they serve, along with Hospice staff, as a link to those persons and their families dealing with terminal illnesses and end-of-life issues.
- Our Planners were kept busy with the Mitigation Planner attending two classes during the month and the Emergency Planner teaming up with Dee Hawkins to provide hurricane awareness information to those participating in the New Beginnings Program here at the Public Safety Building. These young parents are a vital segment of our population that we often have a difficult time connecting with.
- The EOC hosted the Applicant's Briefing for those entities filing claims for damages incurred during Tropical Storm Debby in late June. Numerous State and FEMA representatives were on hand to make sure that everyone was clear on the process and the timeline for filing. The County and City of Punta Gorda had approximately \$2.5 million in Public Damage (PA) to parks and facilities. The County did not qualify for Individual Assistance (IA) because those

properties reporting impacts did not reach the required threshold under Federal guidelines in either numbers or total dollar loss.

- Our monthly radio show on WCCF-AM, featured Animal Control Manager Brian Jones, who discussed pets and preparing for hurricanes and other emergencies. We also discussed current issues, like interaction with alligators and coyotes across the County.
- The Director finished the distribution of the DOT “Orange Book” for Hazardous Materials, by providing ample copies for Building & Construction Services, Charlotte County Utilities and our Public Works Department. Combined, these departments have several hundred vehicles on the road at any time, all with communications that could report a placarded vehicle carrying hazardous materials that has been involved in an accident. In total, we distributed 600 copies of the guide to first responders and other County staff.

Public Works

- Maintenance & Operations crews completed pouring a fabri-form on Pebble Beach in Rotonda and prepared another to be poured by the end of the month. Fabri-form is a pillow-like cloth material filled with concrete used to stabilize canal banks. Three road crossings were installed in Peace River Shores and three miles of roadway shoulders were repaired on CR 771.
- A coordinated effort to clean up the abandoned vagrant camps on Central Avenue between Pinion and Main Streets in the Bayshore area took place on Saturday, July 14, 2012. Solid Waste’s Code Enforcement Officer and Environmental Crimes Detective together with two Corrections Deputies, 19 prison inmate workers, a heavy equipment operator from Public Works Maintenance and Operations and a roll-off driver from the Solid Waste Division worked together to successfully clean up the area. Two additional areas were cleaned in the vicinity and a 40-yard dumpster was removed after being filled with debris from the abandoned camps.
- Three miles of shoulder repairs were completed on CR 771. Various road crossings and intersection conversions were made in the Northwest Port Charlotte area and over 9,000 square feet of line and grade was completed in the Greater Port Charlotte district. The O’Hara and Midway area was cleared of 10,000 cubic feet of vegetation by flail mowing crews.

Tourism

- Sean Doherty attended the Florida Society of Association Executives Annual Conference in Orlando and participated in a variety of networking functions while also attending several educational sessions relevant to selling to the meetings market.
- Sean is working a proposal for a June 2013 conference which would be held at the Charlotte Harbor Event Center.
- Once again, June collections of the Tourism Development Tax exceeded the previous year. Tourism continues to increase and lodging rates are starting to recover from recession lows.
- Where to Retire Magazine: Writers Kathy Straach & Alan Macher are collaborating on a Florida coastal retirement article for the publication. They requested assistance in locating a youngish-retired couple in Englewood who settled there because they fell in love with the area. They will stay in Englewood for two nights and will explore the Englewood-area in order to finish the story.
- Jennifer Huber met one-on-one with 27 members of the Atlantic- Caribbean Chapter of the Society of American Travel Writers (SATW) during their meeting in Sarasota. The Charlotte Harbor Visitor & Convention Bureau offered two media trips for conference attendees which resulted in complimentary participation in the media marketplace. The marketplace appointments allowed staff to educate travel writers about Charlotte County and reconnect with those journalists already familiar with the area.
- Jennifer provided editorial support to three media outlets; sharing information on: kayaking, dining, general destination information and retirement amenities. This included working extensively with a writer on assignment with Allegiant Air’s inflight publication, Sunskeer to craft two pieces, one on kayaking and the other on dining which included photos.
- The VCB contracted with a new PR Agency, “AboveWater” out of Naples, FL. Lorah Steiner and Jennifer Huber met with the agency for a general destination orientation. Two members of the

AboveWater staff will make a two-day visit to Charlotte Harbor to become better acquainted with the destination. The agency was selected in a competitive process and will begin work with the VCB on September 1.

- Lorah Steiner is working on the 2012/2013 Cooperative Marketing Fair to be held September 19 at the Charlotte Sports Park. Preparation for the fair includes a thorough review of advertising opportunities in traditional media and emedia and a determination of which opportunities would afford the greatest benefit to our partners. Those advertising opportunities are then made available to partners at a lower cost through VCB financial participation. The benefit to the destination is a more comprehensive campaign and more information made available to potential visitors.

Utilities

- Engineering Services:
 - 1035 Locates Processed from Sunshine State One Call; 0 Developer Agreements Prepared; 78 Active Developer Projects; 70 Residential Service Availability Letters Prepared; 4 Commercial Service Availability Letters Prepared; 17 Residential Service Applications Processed; 316 CIP inspections; 88 Developer Inspections.

Operations Division:

Treatment Facilities:

- 173 preventative maintenance, 43 corrective and 3 emergency work orders were completed.
- 154 cross connection inspections were completed, 41 leaking backflow preventers were repaired and tested and 3 reclaim site repairs were required.
- Affordable Bio Feedstock, Inc. has requested that they be allowed to blend organic solids with their condensate/leachate to be treated at the East Port WRF. This was not a part of the original agreement. Therefore their proposal is being reviewed by CCU and Legal Services divisions before presenting to the BCC.
- Upgrades to the Port-A-Logic system were completed with a new PLC, printer and software to ensure service and interface with new windows programs.
- Installed automatic lubrication system on all rotating equipment at the Rotonda Store WRF.
- Replaced sump pump in the interconnect valve box for the flow meter located at County Road 771 and Brigg Circle
- Three well attended public educational tours were conducted at the East Port WRF this month. The treatment plant, operations center and laboratory were all visited as staff answered questions.
- Three new vehicles were received this month. We replaced truck # 26434, 24680, 25120 (these vehicles were aged with high mileage)

Water Distribution:

- 2436 water meters have been changed out in the Burnt Store pilot project to date. The installation should be completed within the next week.
- Hosted an AWWA chlorination and ammonia seminar.
- #3 high service pump motor at Walenda water booster had to be replaced due to lightning damage.
- The Distribution flow meter at Gulf Cove water booster was damaged by lightning. We are currently waiting on a replacement. The system is operating on a calibration meter.
- The influent flow meter at the Rotonda water booster was damaged by lightning. The meter head was repaired and the unit is back in service.
- The Englewood Interconnect was exercised this month and ran 219,695 gallons.

Wastewater Collection:

- Gravity/Force Mains: 9,100 feet was televised/inspected/cleaned; 7 gravity sewer laterals were excavated and repaired; 31 manholes were inspected; valving and pipe

were installed at lift stations #412 and #415 to reverse the flow between the 2 stations; investigated 6 backup complaints (4 were customer's problem and 2 were our responsibility and cleared); 23 inflow protectors and 2 cleanouts were replaced as a result of smoke testing in the Rotonda area; 1 CIPP point repair was completed; deep excavation requiring well-pits was complete to repair the gravity main on Edgewater that FPL installed a pole through (FPL is being billed); installed 1 new ARE, replaced 1 ARV, and did preventative maintenance on 31 ARVs; 25 manholes were repaired (raised, re-cemented, or new ring/cover installed).

- Lift Stations: 264 PM work orders were completed; 141 corrective work orders were completed; construction on Lift Station #79 in-house rehab started; emergency bypass connection installed on Lift Station #3. Superintendent performing lift station inspections for improvement priorities.
- Low Pressure Sewer: Responded to 271 service calls; completed 2 mandatory connections; completed 23 upgrades; replaced 21 check valves (9 of those were underground at street); changed out 5 tanks.
- Personnel: 2 employees completed M.O.T. training; 1 employee was trained for the LPS on-call rotation and performed this duty for one week; rotated one employee into the gravity sewer work group and on employee into the lift station work group.
- Business Services:
 - Meetings are set up with finance, IT, and County Attorney's office to finalize the Best Practices contract and scope of services for electronic payments and e-bill. The County Clerk's office supported the change in vendors for these services based on the fact that Bank of America did not offer an e-bill solution. They recommended we consider charging fees for the IVR solution as well. Best Practices did indicate that they could support the IVR solution and fees.
 - Over 2,100 (77%) of the meters in Burnt Store have been changed out to the new fixed base meter system. Testing continues with no major issues. We anticipate that the August reading of this area will be totally fixed base.
 - Trained Code Enforcement personnel in the use of the Mass Notification System for their road side sign enforcement.
 - Customer Service: total number of customers to the lobby was 863.
 - Delinquencies: total delinquency revenue for the month: \$112,145.80 FY-YTD total: \$1,099,965)
 - North Port: we processed 4799 payments; total revenue for July was \$876.01
 - Share-point/Doc Mgt.: currently have 93,396 documents ready to be transferred to Share-point.
 - Accounts Receivable: the accounts receivable over 90 days went from 45.38% in June to 48.96% in July. The accounts receivable within 30 days went from 47.57% in June to 43.74% in July
 - 56% of all CCU bills were paid electronically
 - Testing the implementation of Smartphone payments (customers will be able to pay their utility bill with their smart phones through Global Express.) A \$5.00 fee will be charged for a check payment, a \$2.50 fee will be charged for a credit/debit card payment. Minor adjustments to be made to web site and implementation of program is expected in August.
- Water Conservation & Public Outreach:
 - Phase I water shortage has been extended through December 31, 2012.
 - Held three educational tours at the East Port WRF with 70 people in attendance.
 - Misc., Safety & Security: Cameras have been installed at the Burnt Store WRF.
- Human Resources:
 - Total positions: 201. Vacant positions: 3 –, Maintenance Worker, Maintenance Mechanic, and Meter Service Specialist.
 - Actively recruiting for Maintenance Mechanic and Meter Service Specialist.

- Maintenance Worker currently frozen until position is evaluated.
- Phase 1A Punta Gorda Interconnect:
 - PR/MRWSA Board added 54 calendar days to Garney Contract, extending final completion date to 11/1/12.. Pump building at the Regional Storage and Pumping Station site is now equipped and on-site stormwater ponds and associated structures are installed with electric service energized; pipeline north of the river has been installed; pipeline in the Peace River and along the pipeline corridor south of the river is still being installed.
- Phase 2B North Port – Harbor Meter Interconnect:
 - PR/MRWSA 42” water main from the plant to the North Port meter and the 24” water main to the CCU Harbor meter has been installed. Contractor is pressure testing chlorinating and flushing.
- PR/MRWSA Water Resources:
 - Peace River withdrawals in June/July amounted to 56 MGD, providing 80% of storage capacity being filled. With 15” of rain in July, the water supply system and quality is in good shape.
- E&W Spring Lake Area Pilot Study:
 - Staff continued to meet with consultant, Banks Engineering et al on activities and timelines to accomplish more public outreach in order to bring consideration of this area to the BCC for a MSBU next year.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The Contract Drawings, Special Provisions and Bid Forms were forwarded to the County Purchasing Department for bid advertisement on July 18, 2012. The bid package was prepared and reviewed by CCU. After some revisions the project bid advertisement was posted on the County Purchasing web page and broad faxed to contractors on August 1, 2012. FDEP permits for the 18” water main extension; the West Port WRF force main upgrade and meter replacement; and the SR 776 force main from Kerrigan Circle to Biscayne Blvd were issued the last week of July.
 - *Pumping Upgrade (Stage 2):* Based upon comments from CCU Operations and Engineering plans were revised and on July 13, 2012 final 100% plans were submitted for final review. Permit applications for a di minimis exemption from storm water management and for a minor modification to the West Port WRF operating permit for the new pump station and the storage pond (Stage 3) were submitted to the FDEP on July 11, 2012. The FDEP issued their exemption on July 26, 2012. Exemption approval by the Army Corp of Engineer’s is pending. Approval of the minor permit modification by the FDEP is pending. It is anticipated that the necessary documents to bid the project will be forwarded to Purchasing by the third week in August.
 - *Storage Pond (Stage 3):* All comments on the Special Provisions and bid quantities were addressed. The Contract Drawings, Special Provisions, Bid Form, and Contract Specifications were forwarded to the County Purchasing Department on July 31, 2012. The project was assigned to a Contract Specialist and the bid package is currently being prepared. It is anticipated that the project will be advertised for bid by the third week in August.
- North Shore Drive & Harper Avenue Wastewater Expansion MSBU:
 - Public hearing was held July 18. The BCC approved moving forward with this MSBU by including this assessment on trim notices.
- Burnt Store RO Water Plant Expansion:
 - No Change.
- Burnt Store WRF Expansion:
 - No Change.
- East Port WRF Expansion:

- Final comments on the draft FDEP permit were submitted. Based upon waiting times for public comment, the final permit may not be issued for another 30 to 60 days. Bid documents for Stage 1 improvements were received from the consultant to be submitted to Purchasing in August once the front end documents are finalized.
- Sewer Lining Project:
 - No change.