

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

**Budget & Administrative Services**

- Grants Fiscal Support
- Human Services Grants
  - Submitted the Community Care for the Elderly, Home Care for the Elderly and Alzheimer's disease Initiative Grants. Closed out reports to Sr. Choices. These Senior Services Grants closed out effective June 30, 2012 with new grant contracts that started again effective July 1, 2012. Fiscal reimbursement reports for July for the new grant contracts were submitted in August also.
  - Prepared and submitted a budget for the Community Services Block Grant. The grant application goes to the Department of Economic Opportunity in Tallahassee.
  - Prepared the budget for the Low Income Home Energy Assistance grant package that goes to the Department of Economic Opportunity in Tallahassee.
  - Fiscal met with the County's Internal Auditor to get his approval on the draft document of the new Grants Management Policy and Procedures Manual. The document was also sent to all Department Directors and all staff that have worked with grants to get their input into the Manual before it goes to the BCC for approval or becomes part of the Administrative Code.
- Transit Grants:
  - The bid for the construction of the new Transit parking lot was awarded. The Novus Agenda Item to approve the contractor will be going to the Board of County Commissioners on September 11 and if approved, hopefully the construction can begin soon afterward.
  - Submitted the documentation for all of the State Transit Grant payments to Charlotte County changed from paper check reimbursement methods to the electronic fund transfer payment method.
- Drug Court Grants:
  - Attended the quarterly Criminal Justice Behavioral Healthcare Advisory Council meeting to discuss the reason for the Court Administration position reduction and the transfer of funds to the Housing providers.
- Road Grants:
  - Received \$153,204.93 from FDOT for Highway Lighting Maintenance contract.
    - Invoiced a total of \$135,096.69 for the following
      - \$27,991.67 to FDOT for Piper Road construction
      - \$82,950.44 to FDOT for Piper Rd Jones Loop intersection construction
      - \$ 5,760.38 to FDOT for 776/Flamingo signalization
      - \$ 3,454.01 to WCIND for marine debris clean up
      - \$14,940.19 to the City of Punta Gorda for Burnt Store Rd utility work
- Public Safety Grants:
  - Received a total of \$6,179.97 for
    - \$6,119.43 from the State of FL for hazardous material trench rescue grant
    - \$ 60.54 from the State of FL for Homeland Security grant
  - Invoiced \$302.84 to the State of FL for Homeland Security grant.
- Library Grants:
  - Compiled information for State Aid to Libraries grant application and prepared Novus agenda item.
- Operating & Accounting Support:
  - Gathering information for FEMA reimbursements.
  - Prepared report for the Quarterly CIP update and CIP for FY12/13

- Prepared agenda package for the First Public Hearing for FY13.
- Provided asset and billing information for Board Workshop presentation on Reclaimed Water to CCU and rate consultant.
- Worked with CCU to process requests and forms needed for equipment replacement to Fleet Department.
- Met with CCU and Rate consultant to discuss options on Bulk water rates.
- Met with CCU on Vacant Lot letter to be sent to CCU customers. Created financial matrix for CCU web site regarding the assessment.
- Attend Peace River Owners' Professional Staff meeting. Discussed upcoming agenda items.
- Met with Administration to brief them on the upcoming Peace River Administration meeting.
- **Utility Rate Cases:**
- **Sandalhaven Rate Case:**
- On August 22, the County held two Quality of Service Hearings; the first at 1:00 pm and the second at 6:00 pm. A majority of customers complained of the unfairness of the potential 219% rate increase and some others spoke on the need for better customer services.
- On August 23, the Sandalhaven Rate Case was heard before the Hearing Officer. County Staff and the Utility presented testimony before the Hearing Officer and were cross examined by the opposing side and also the Office of Public Counsel. All parties have until October 1, to file their final arguments (i.e. legal briefs) with the Hearing Officer.
- **Little Gasparilla Water Utility (LGWU) Rate Case:**
- none
- **Analytical Support:**
- Researched and sent historical Impact Fee information to Finance as requested.
- Prepared and sent FY13 budget adjustments for Recreation Manager and 2 PT Library Techs at Englewood.
- Prepared 5-year repayment schedules for departments with new vehicle purchases in FY12.
- Prepared a Fleet labor rate with and without central/indirect services accounts in order to compare to what we are currently charging.
- Finalized analysis of mining expenses and added language regarding the CPI to preliminary fee schedule that was posted online for public review.

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

- New Staff - The IT division is happy to welcome Vani Guram as our new Business Intelligence DBA Analyst. Vani has extensive experience in the field of data warehousing and business intelligence and will be very valuable to the county as we grapple with ever increasing amount of data from various sources.
- SharePoint update – We continue to progress on our SharePoint deployment of our new Charlottecountyfl.gov web site. The Commissioner's site has been done and we are working on Administration's site. We have met with Human Services to discuss their site conversion. We have also begun preliminary design of our intranet site (Charlottes Web) to present to the SharePoint Steering Committee.
- Sunshine Review Rating rose to "B" - As a result of improvements made to our public web site through our use of SharePoint, we have improved our score from the Sunshine Review organization, an independent watchdog on government transparency, from a "C" to a "B". We look forward to striving for an "A+"!
- Tropical Storm Isaac Activation – Information Technology responded to Tropical Storm Isaac in response to the activation of the EOC. IT staff provided on-site support during the activation and had prepared all its systems for any possible outages that might have resulted. All IT staff was on standby during the weekend, while several staff was at the EOC.
- Accela Conference - Several staff from both the IT division and the Building Construction Services division attended a recent conference on Accela automation, software in use by BCS for building permitting, licensing and code enforcement. Much valuable information was acquired to maximize the county's use of the software. In addition, Bryon Catlin, Information Services Manager, and Claire Jubb, Customer Services Manager, did a presentation at the

conference on the subject of controlling insurance premiums through the use of flood plain management.

- Accela upgrade - We now have the scope of work ironed out for the Accela Automation upgrade to v7.2. This will unlock several features that are desperately needed in BCS. Accela Mobile Office, the new cash drawer system, vendor-developed iPad apps and more are all available on the new version. With the SOW finalized, the project can finally move forward.
- August Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	118,251	98,913	19	7,013	224,196
%	52.7	44.1	0.0	3.1	100.0

- August Outage Statistics:
  - 6 - Incidents
  - Total Down Time – 6 hours 33 min.
  - Average time per Incident – 1 hour 5 min.
  - System availability was 99.790%
- August Call Statistics:
  - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =238
  - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 274
  - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 485
  - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 499
  - 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) = 651

## **Purchasing**

- Quotes due and received:
  - 12-395 Fire Extinguisher Service – Annual
  - 12-388 Aqua Ammonia – Annual
  - 12-376 Oil Change & Lubrication Service – Annual
  - 12-377 Vehicle Service & Safety Inspection – Annual
  - 12-387 Office Moving – Annual
  - 12-391 Preventative Elevator Maintenance – Annual
  - 12-364 Sodium Hypochlorite Feed System
  - 12-372 Construction of Artificial Reef
  - 12-445 USGA Greens Grade Sand – Annual
  - 12-361 Replacement Bleachers – Harold Ave.
  - 12-284 Energy Saver Pool Blanket
- Pre-bid meetings held:
  - 12-399 Supply Asphalt Concrete – Annual
  - 12-404 Safety Mowing – North / West County
  - 12-407 Regional Reclaimed Water Expansion – Phase 2
  - 12-402 Manasota Key Landscape Maintenance – Annual
  - 12-411 Sidewalk Construction – Sandhill Blvd.
  - 12-414 Removal of Abandoned Vessels – Annual
- Bid openings held:
  - 12-331 ADA Accessibility Improvements – Various Locations
  - 12-390 Lease – County Owned Parcel – 2 Acres Landfill

- 12-394 Activated Carbon – Annual
- 12-412 Sand, Rock & Rock Screening – Annual
- 12-399 Supply Asphalt Concrete – Annual
- 12-370 Transit Parking Lot Expansion
- 12-357 Bayshore Live Oak Park Restroom
- 12-404 Safety Mowing – North / West County
- 12-402 Manasota Key Landscape Maintenance – Annual
- Work Orders due and received:
  - 12-408 Bathymetric Survey
- Pre-submittal meetings held:
  - 12-409 State Lobbyist
  - 12-383 Gasparilla Road – Construction Manager at Risk
- Request for Proposals due and received:
  - 12-381 Design Build – Linwood
  - 12-382 Health Risk Assessment – Flex Spending Third Party Administration
  - 12-409 State Lobbyist
- Shortlist meetings held:
  - 12-382 Health Risk Assessment – Flex Spending Third Party Administration
  - 12-409 State Lobbyist

### **Real Estate Services**

- Edgewater Phase II – All parcels required for this road project have been obtained. Mediations to settle final compensation issues will commence shortly and continue for several months.
- Placida Widening – Pre-suit “good faith” offers to acquire the necessary right of way, easements and pond sites have been sent and we are processing several voluntary sale contracts.
- Environmental Lands Acquisition Program – We are working with staff from Natural Resources to seek appropriate sites for potential acquisitions using existing grant funds.
- Flamingo/Edgewater – We have 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 – 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 – As directed by the BCC, we are preparing to move forward with a list of parcels to be offered in September through the competitive bid process.
- 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.
- Support of Economic Development Activities – We continue to work with the EDO in support of a number of projects.
- Sewer Expansion Project – Harborview Road – We are working with CCU staff on a proposed gravity sewer expansion project from US 41 to Kings Highway along the north side of Harborview Road.
- Midway Project Pond Sites – We are working with our engineering staff to look at options for additional pond sites required for this project.
- Midway Project – Temporary Rights of Entry – As engineering staff proceeds with this project, we will obtain the necessary Temporary Right of Entry (TRE) approvals from

affected homeowners to allow for proper grading and the matching of existing driveways with the new road surface.

- Burnt Store Road Phase III – We continue to receive construction plans and right of way sketches necessary for this major road widening project. As approved by the BCC, we are acquiring a number of properties listed “for sale” that are required for this project.
- Piper Road North –The BCC has not allocated funding for this project. We continue to work with a landowner who is interested in 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.
- Bio-Feed Stock Facility at Eastport – An easement for a necessary gas line (TECO gas) 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.
- Desoto Canal in PGI Section 23 – We are working with County MSBU staff to obtain a series of Canal Maintenance Easements to allow bank stabilization work on the Desoto Drainage Canal located in the Deep Creek area.
- Rehabilitation of Lift Station 313 – CCU has requested that we process a “special purpose easement” to allow some buffer landscaping to be placed on private property adjacent to lift station number 313. We have prepared the necessary document for transmittal to the owner.

## Community Development

- Building Division:

Item	Total FY2011	Aug-11	Aug-12	FY11 YTD	FY12 YTD
Single Family Permits Issued	275	24	24	255	229
Multi Family Permits Issued	5	0	0	5	3
Commercial Permits Issued	35	0	2	34	16
All Other Permits Issued	14373	1236	1357	13472	11945
Customers Served	24354	1944	2169	22089	22761
Inspections	39350	1384	3168	38090	30959
Permitting Revenue	\$2,137,643	\$161,701		\$1,972,099	\$1,703,986
Permitting Expenditure	\$2,150,332	\$120,727		\$1,977,374	\$1,802,838
Licensing Revenue	\$788,760	\$68,910		\$618,836	\$797,741
Licensing Expenditure	\$1,562,727	\$107,802		\$1,462,063	\$1,369,057
Action Orders Initiated	1774	272	190	1528	913
Code Cases Initiated	3366	231	262	3119	2868
CEB Cases Heard	503	43	69	462	605
Citations Issued \$ Amount	\$31,100	\$0	\$12,000	\$30,600	\$58,500
New Contractor Licenses Issued	60	1	0	60	9
Contractor Licenses Revoked	7	0	3	2	25

- Planning Division:
- Parkside Revitalization Initiative:
  - On August 11, 2010, the County held a discussion with district Business and Commercial Land Owner's. Commissioner Duffy represented the Commission. About 20 district business and commercial land owners participated, including the executive directors of both hospitals, the owner of the Ford dealership and a representative of the Promenades mall. Support for the project was overwhelming. Business owners unanimously thought the area was in decline and that reinvestment in some form was critical. They also were in full support of application of Aging in Place, mixed-use and Smart Growth concepts. They wanted the area promoted as a healthy place and thought branding would be essential. Most (all but one) thought the CRA/TIF proposal was a key component to funding improvements. One participant was not certain how the area should fund improvements, but stated something needed to be done. All were open to the possibility of limited voluntary contribution by businesses through a 501c3, but though they unanimously felt that this avenue of funding would generate a very modest contribution and would result in very slow plan development and implementation. When asked what amenities they wanted to see in the district, there was strong support for use of golf carts as a mode of transportation. They also wanted to see, shade trees and landscaping, multi-use trails, lighting for safety, benches, more parking, support of pedestrian oriented business such as cafes, delis, and coffee shops. One person suggested adding more high density residential dwellings to the core business area.
  - 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 cancelled the August meeting. They will meet next on Sept. 10.
- Manasota Sandpiper Key Community Advisory Committee:
  - The committee did meet on August 1<sup>st</sup> and August 15<sup>th</sup> to consider seven ARC projects:
  - 5150 The Pointe – install 2 removable boat lift canopies.
    - Comments: FYI only – no action required by Board
  - 2720 N. Beach Road – Fencing w/screen for trash containers.
    - Comments: approval granted
  - 120 Stanford Drive – replace screen on rear lanai with windows.
    - Comments: approval granted
  - 5024 N. Beach Road – rebuild stairs from the house to the beach.
    - Comments: FYI only – no action required by Board
  - 1975 Beach Road – 7' x 18' storage shed.
    - Comments: approval granted
  - 985 Gulf Blvd – interior remodel including door.
    - Comments: FYI only – no action required by Board
  - 5043 N. Beach Road – a/c replacement.
    - Comments: FYI only – no action required by Board
- Little Gasparilla Island Community Plan:
  - The committee cancelled the August 2012 meeting.
- School Concurrency:
  - The committee has begun meeting to 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 August 2012:
  - Bicycle and Pedestrian Master Plan: The development of County's Bicycle Pedestrian Master Plan is on hold until November. At that time, staff plans to brief the new BCC members about the Plan. After that, 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 August for all potential issues from the transportation perspective:
    - DRC-F-12-04 Unicorn Apartments
  - Monthly Meetings and Special Meetings/ Conferences: The following meetings and conferences were attended during the month of August:
    - Murdock Village Vision Plan: One-on-one with Commissioners
    - Attended Bicycle Pedestrian Safety Round Table discussions at FDOT District One offices in Bartow.
    - Cook Brown Mine Hearing
    - Parkside CRA – Weed and Seed Public Meeting
    - School zones review with School transportation officials
    - Year Three – Sales tax Sidewalk projects progress meeting
    - Manor Road Street Vacation Field Visit
    - Meeting with Lighting District staff on Signal timings and updates
    - Lee County Bicycle Pedestrian Advisory Committee meeting
    - Community Traffic Safety Team meeting
    - Boundary Boulevard Safe Routes to School funded Sidewalk progress meeting
    - Made multiple site visits to various signage issues related to school zones and to address to address various citizens' requests and Call tracker items across the County.
- Site Plan Approval:
  - 2 items for SPR. One final, approved, and one Preliminary/Final, approved.
- Board of Zoning Appeals:
  - The Board of Zoning Appeals heard the following petition on Wednesday, August 8, 2012:
    - Petition #SE-12-011: A request by David Paglugh, agent for First Alliance Church of Port Charlotte, for a modification of an existing special exception to allow expansion of the land area, worship center, and related uses for an existing house of worship, in a Residential Single-family-3.5 zoning district, located at 20444 Midway Boulevard, Port Charlotte, was APPROVED by a vote of 3-0.
- Planning and Zoning Board:
  - The Planning and Zoning Board did not convene in August.
  - Board of County Commissioners Land Use:
  - The Board of County Commissioners did not convene a land use meeting in August.
- The Engineering Division:
- Construction Projects:
  - Active Construction Projects:
  - Beacon Drive Sidewalks – The Board of County Commissioners (BCC) approved the award of this contract to 3-RS Equipment, Inc. DBA Richards Company of Naples, FL. Construction is scheduled to begin in September 2012.
  - Capricorn Boulevard Sidewalk – Construction began on August 13, 2012 and is expected to be completed in approximately 150 days.
  - PSA issued 8/22/2012, expires 1/9/2013 - Sidewalk construction has begun on Capricorn Boulevard extending from Rampart Boulevard to Sandhill Boulevard and is expected to be completed by January 9, 2013. As sidewalk construction progresses, traffic patterns may shift to ensure the safety of work crews and of the traveling public. Construction signs and traffic control flaggers will be present (as needed) to direct motorists and pedestrians through this work zone. All motorists and pedestrians need to be attentive and use caution throughout this work zone.

- Florida Street Sidewalk – This project is currently under construction. Advance warning signs are installed.
- PSA issued 8/22/2012, expires 1/12/2013 - Sidewalk construction has begun on Florida Street extending from Carmalita Street to Marion Avenue and is expected to be completed by January 12, 2013. As sidewalk construction progresses, traffic patterns may shift to ensure the safety of work crews and of the traveling public. Construction signs and traffic control flaggers will be present (as needed) to direct motorists and pedestrians through this work zone. All motorists and pedestrians need to be attentive and use caution throughout this work zone.
- Piper Road Realignment at Jones Loop Intersection – The contractor continues to make progress despite the recent heavy rains. They have installed approximately 80% of the storm drain. They also poured a substantial portion of the curbing and began base rock installation. They will be paving the north bound lanes (east side of the roadway) within the next 30 days.
- PSA issued 7/25/12, expires 9/30/12 - 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: (Kings Hwy to Loveland Blvd) the contractor is currently placing concrete curbing and sidewalk between Loveland Blvd. and Kings Hwy. Paving is scheduled the first week of September 2012. Phase 2: (Kings Hwy to Kings Gate Entrance) the 100% plans have been reviewed by Charlotte County staff and comments have been returned to Benderson Development. Construction is anticipated to begin in late September 2012.
- PSA issued August 7, 2012 – Expires August 31, 2012: In conjunction with the Rampart Boulevard Improvement Project, extended traffic delays are anticipated on Rampart Boulevard and Kings Highway through the end of August 2012. Mast arms for the new signal system have been installed and road work continues on the extension of Rampart Boulevard to Loveland Boulevard. During this time travelers may experience periodic lane closures and minor traffic delays. Motorists and pedestrians should exercise caution throughout the work area.
- Rotonda West Parade Circle Pathway – The Contractor is on-site and this project is moving forward. Construction should be completed in October 2012.
- Winchester and Flamingo Signalization – Work is progressing and should be completed in October 2012.
- In Design or Negotiation:
  - Bridge Rehabilitation & Maintenance Program – This is a two-year comprehensive project to perform cyclical maintenance of Bridges including Northwest Port Charlotte Bridge rehabilitation and other Bridge structures. Any Bridge replacements will be budgeted and reported separately. This project was awarded to AIM Engineering and a report of repairs is due to the County by November 13, 2012.
  - Burnt Store Road Widening Project Phase Three – The design consultant delivered 60% plans and a Southwest Florida Water Management District (SWFWMD) permit package for review on July 31, 2012. The right-of-way acquisition has begun; Charlotte County Real Estate Services staff will bring resolutions of necessity to the BCC on September 11, 2012 for review/approval.
  - Charlotte Harbor Gateway Harbor Walk Phase One – A request for the advancement of funds will be resubmitted to the Florida Department of Transportation (FDOT) after the Transportation Bill is approved.
  - Cheney Brothers Access Roadway Improvements – The design firm submitted Guaranteed Maximum Price and 90% plans in August. The 90% plans are currently under review.
  - CR 771 (Gasparilla Road) Widening – Design was on hold while the BCC reviewed design options. The BCC approved the 10' sidewalk design on August 21, 2012 for the east side of the roadway but has not made a decision regarding the roadway lighting. Design has resumed.
  - Edgewater Drive Widening Phase Two – Design is at 95%. The BCC 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 plans for this project. The 30% plans are expected to be submitted in early September 2012. A change order was added on August 15, 2012 to include landscape architectural design services to include street trees, irrigation and design specifications.
- GPC Bridge Rehab – Sheehan Blvd. over Yale Waterway – Authorization was received to begin negotiations with the top ranked firm, SW Engineering & Design. Scope was submitted to Charlotte County staff for review on August 21, 2012.
- Harbor Boulevard Improvements (US 41 to Olean Boulevard) – The BCC approved the start of negotiations with Johnson Engineering at the August 28, 2012 Board meeting.
- Harborview Road Bridge Over DeSoto Canal – The 90% plans are expected for review on September 11, 2012. Design is estimated to be completed in late October 2012 with construction beginning in early January 2013.
- Linwood Road Extension – This is a design build project including 400 linear feet of a right turn deceleration lane on Gasparilla Road to accommodate the Colonial Construction Concrete Precast, LLC. This project was advertised for bid, but placed on hold on August 22, 2012.
- Midway Boulevard Widening Phase Two – Giffels-Webster Engineering is scheduled to make a presentation to the BCC on September 25, 2012 highlighting the design concepts and progress of this project. The 60% plans are due for review in December 2012.
- Placida Road Safety Improvements – Design plans are in progress to provide for safety improvements from Rotonda Blvd. West to Cape Haze Dr. In addition, a sidewalk will be constructed along Cape Haze Dr. to the Boca Grande Causeway. Design should be completed by the end of December 2012 with construction estimated to begin in February 2013.
- Sales Tax Year Two (Cape Haze) Sidewalks – Plans and specifications were sent to the Purchasing Department in early 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 (CCU) to include water facility improvements in conjunction with this sidewalk project. We are finalizing pedestrian bridge permitting items. Construction is anticipated to begin in late 2012.
- Sales Tax Year Two (Sheehan) Sidewalks – We are working with CCU 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 late 2012.
- Sales Tax Year Three (Aaron) Sidewalks – We received 90% design plans for this project on August 17, 2012 and staff will be reviewing the plans and returning comments.
- Sales Tax Year Three (Bayshore) Sidewalks – We are at 100% design and are working through some possible utility conflicts. This project should be advertised for bid in the late fall 2012.
- Sales Tax Year Three (CR 74) Sidewalks – A telephone utility company is relocating their poles to avoid drainage realignment. Utility coordination will lower the cost of this project.
- Sales Tax Year Three (Deep Creek) Sidewalks – We anticipate the receipt of 100% design plans and specifications in early September. A SWFWMD environmental resource exemption was received August 22, 2012. We anticipate construction to start in the late fall of 2012.
- Sales Tax Year Three (Ellicot) Sidewalks – To reduce impacts to existing drainage and utilities, the design firm has been advised to reduce the sidewalk width from 8 feet to 5 feet. We anticipate design to be complete by the end of the summer and construction to begin in December 2012.
- Sales Tax Year Three (Harbor Blvd) Sidewalks – We expect design to be complete by the end of the summer and construction is estimated to begin in December 2012.
- Sales Tax Year Three (Oceanspray) Sidewalks – The design engineer is working towards 60% plans. Construction is estimated to begin in the late fall of 2012.
- Sales Tax Year Three (Rio DeJaneiro) Sidewalks – We received 90% design plans and a SWFWMD resource permit exemption in August. The 90% plans review is underway and construction is 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 – This project is currently advertised for bid and a pre-bid meeting was held on August 21, 2012. Bids are due September 5, 2012.
- Sales Tax Year Three (Sunnybrook) Sidewalks – We expect to receive the 90% design plans in early September. 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 – The design engineer is modifying the 60% plans to include a bike lane (striping only) and a 5 foot wide sidewalk adjacent to the newly designed bike path rather than the originally planned eight foot wide sidewalk. Construction is estimated to begin late in 2012.
- Sales Tax Year Three MSBU (Rotonda W) Sidewalks – Design is underway and construction is estimated to begin in December 2012.
- Tom Adam's Bridge – The design contract was awarded to Charlotte Engineering & Surveying. Preliminary design meeting was held 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 with Englewood Water District is being drafted to include work that needs to be completed. FDOT Transportation Regional Incentive Program (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 this project for bid.
- Drainage Projects:
  - GPC Drainage Control Structure Replacement – 100% construction plans are complete for the Dorchester 4.75 and Morningstar 5.08 structures (both on Bachman Blvd.), and Haverhill 4.33 (on Quesada Ave.). SUN 3.65 (on Forrest Nelson) is at 90% design. The FOR 5.11 and NIA 5.72 structures (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. The second group that will be constructed is SUN 3.65, NIA 5.72, and FOR 5.11 and is 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. The 90% plans have been reviewed by staff and changes are being made. A SWFWMD Permit application has been received. Construction is anticipated to begin 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 by the end of August 2012.
  - US 41 Storm Structures – Giffels-Webster Engineering submitted all necessary paperwork to SWFWMD to initiate project permits. Comments from SWFWMD have been received and are being reviewed. A report will be submitted back to SWFWMD by the end of August 2012. 60% plans are due by late December 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 authorized 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 September 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 – 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 September 2012.
- Paving Projects:
  - 2012 North/South Paving Program – Burnt Store Village MSBU - All roadways have been paved and the punch-list is being generated. Tropical Gulf Acres MSBU - The Rail Road is preparing to repair the tracks and once this has taken place the roadways will be paved. Greater Port Charlotte MSBU - The contractor has almost completed the paving in Elmira area one. They will move into Midway area six and begin paving the week of August 27, 2012, weather permitting.
  - *PSA released 8/29/12, Expires 9/7/12 - Traffic delays are anticipated on Loveland Boulevard between Midway Boulevard and Peachland Boulevard from Thursday, August 30, 2012 through Friday, September 7, 2012. Roadway resurfacing will cause temporary lane shifts, lane closures and/or possible detours. Road construction signs and traffic control flaggers will be present (as needed) to direct motorists and pedestrians throughout this work zone. At the end of each workday the roadway will re-open to all traffic. All motorists and pedestrians need to be attentive and use caution throughout this work zone.*
  - 2012 West County Paving Program – Asphalt removal has begun in Rotonda Sands and will be followed by paving. This process will move into Rotonda Lakes next.
- Traffic Signing & Marking:
  - *NOTE: Road Striping is not reported as crews were catching up on sign maintenance/inspection.*
  - After Hour Calls = 11
  - Herbicide = 2,919 objects
  - Legends Installed = 11 (graffiti removal)
  - Road Under Water Signs = 8 (barricades during TS Isaac)
  - Road Striping: 0 Ft. = 0 Miles
  - Signs Inspected = 6,015
  - New Signs Installed = 28 (Creekside has been brought up to County standards)
  - Signs Manufactured = 316
  - Signs Repaired = 1,223
  - Speed Studies = 21
  - Traffic Counts = 44
- Lighting Projects:
  - Charlotte County CIP Projects
  - Burnt Store Road Project – We are waiting for a 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 Arms have been assembled and are functional. Roadwork has begun and will be ongoing before signalization work can be completed and inspected.
  - Edgewater Phase Two – Plans have been reviewed for traffic signal and roadway lighting and a meeting was held with the consultant, Project Engineer and Project Manager to address those comments. County staff members are waiting for a response from the consultant.
- FDOT Projects:

- Ongoing projects at Cochran and US 41 and Harbor and US 41 - inspections and progress meetings continue. Mast arm assemblies have been installed and are functional. A crushed pull box, lid and crushed fiber optic cables were discovered at the intersection of US 41 and Harbor Blvd. resulting in Lighting District personnel working on this issue for more than two days.
- Departmental Projects:
  - Replaced defective Incident Management Camera at the intersection of US 17 and Marlympia.
  - Installed new Incident Management Cameras at the following intersections: Cochran Blvd. at Kohl's driveway, SR 776 at Toledo Blade Blvd. and Kings Highway at Elmira Blvd.
  - School flashers have been programmed for the 2012-2013 school year. Three school flashers required field repairs for operation.
  - New electrical built for Cochran and Veterans.
  - Replaced street light conductors on US 41 and re-energized load center.
  - Troubleshoot and repair sensors at South Gulf Cove boat locks. Responded to the boat locks on three separate trouble calls; wiring is deteriorating and will have to be replaced.
  - US 41 and Monaco - trouble shoot and ensure detection is working with video detectors.
  - 43 street lights repaired or replaced as part of Countywide street light maintenance program.
  - In conjunction with the Florida Street sidewalk project, new fiber optic cable was installed in Traffic Management Center (TMC) for communications to traffic signals and incident management cameras.
  - Old fiber removed as part of Florida Street sidewalk project.
  - Route markers installed for fiber optic underground network for both ATMS and CCIT.
  - Problem identified with FDOT fiber optic cable at US 17/interchange, Harborview/interchange and Jones Loop/interchange regarding connection to TMC. FDOT will have their Fiber Optic Contractor investigate.
  - Removed inoperable equipment (ATMS project by FDOT) at Jones Loop/US 17.
  - Removed two electrical services for school flashers #1 and #47; they were no longer needed.
  - Met with CM at Risk to discuss plans for Flamingo and Winchester.
  - Replaced broken astro bracket at Midway/Lakeview intersection.
  - Installed radar detection unit in anticipation of Harbor Boulevard sidewalk project.
  - Installed revised coordinated traffic signal timings as part of US 41 and SR 776 coordinated arterials with FDOT.
  - UPS Units installed at the following intersections: Kings Highway at Sandhill and Kings Highway at Harborview (electrical services also replaced).
- Locates Performed:
  - 156 requests for underground utility locates were received, generating 49 tickets for locates.
  - Trouble Calls
  - 15 trouble calls received, responded to and problems of various natures resolved.
- Miscellaneous:
  - Adopt-A-Pond – The Charlotte Harbor Environmental Center (CHEC) appointed a Volunteer Coordinator to assist with this project. Efforts are being made to educate the public about this valuable program. Adopt-A-Pond project information was added to the Charlotte County and CHEC Web sites in August 2012. Please visit <http://checflorida.org/Activities.html> for more information.
  - Manchester Lock Education – CHEC is assisting with this program. Elementary school class trips in the Alligator Bay Education program will resume in the 2012/2013 school year. This is an ongoing, annual project.
  - National Pollution Discharge Elimination System – The annual report to the FDEP was submitted July 5, 2012. Re-application for the next cycle was submitted July 20, 2012.
  - Rotonda West Bridge Lighting – LOIs for design are in the Purchasing Department undergoing a review process.
  - Rotonda West Drainage Study – The baseline computer model is approximately 85% complete. Six of the seven pie sections have been modeled.

- Rotonda West Entrance Way Signs – Johnson Engineering has completed the initial site inspection and is in the process of surveying the area.
- South Burnt Store Lighting & Landscaping – Design plans for the alignment of Burnt Store Road have been finalized. Florida Transportation Engineering has resumed the design of entry features.
- 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. (Please see the attached). Bid specifications are being developed to hire a firm to dredge the algae from the lake and canal. The recharge wells will be installed after the dredging is complete.

## **Community Services**

- Community Services Administration:

- Administrative staff answered and fielded 529 telephone calls, 12 web emails; processed 1 citizens concerns, 1 accident and 7 incident reports, 1 damaged and missing item reports; distributed 5 press releases
- Supported 3 Advisory Boards
- Promotional and Marketing Activities
  - Produced 2,892 Marketing and Graphics pieces
  - (2) in-studio appearances on the Golden Hippo radio show on WCCF
  - ½ page ad in the Parrot Magazine promoting July activities
  - Facebook Reach – 244 Weekly
- Several staff attended the Florida Recreation and Parks Association in Orlando. Staff received training on various subjects including programming, CAPRA Agency certification, inclusive recreation, and other topics.
- The Parks Foreman and Resource Coordinator attended the County's Ambassador Program training.
- The Board of County Commissioners approved the contract for playgrounds at Ann Dever Memorial Regional Park, Carmalita Park, and Bayshore Live Oak Park with permit submissions anticipated before the end of August.
- Initial planning meeting with the Venice Wildlife Center occurred with an interest in expanding the River Run Wildlife Festival to include the Peace River Wildlife Center. The event will be held in April 2013.
- Seaview Beach Chair Rentals began renting at Englewood Beach
- Jason Thompson appeared on the Golden Hippo Radio Show to discuss land management activities.
- Parking meters were installed at all locations. The manufacturer and the vendor are seeking solutions to the solar powered batteries not charging adequately. The solution will likely involve moving the solar panels to the roofs of the payment kiosks.
- Met with citizen to discuss the need for softball fields to be developed in West County to meet the growing demand for additional fields in Charlotte County for adult leagues.

- Recreation Centers:

- The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 9300 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1087 with 2980 touches combined. Recreation facilities were rented 23 times achieving a rental attendance total of 4051 people.

- Libraries & History Monthly Report:

- Author Tim Dorsey visited our Libraries to huge crowds and a great time was had by all.
- We have started our Incredibly Bad B Movie Series for the 2<sup>nd</sup> year and the crowd loved “Little Shop of Horrors”

- Summer Programs were completed and enjoyed by over 700 children.
- Historical Center ran 3 camps this summer with over 50 kids, best attendance ever.
- Libraries all over the County experienced a busy August with no down time as we have seen in past summers
- Circulation: 67,966
- Registered Borrowers: 101,447
- Programs: 20
  - Attendance at programs: 545
  - Visitors in August: 56,080
  - Patrons seeking computer help: 881
  - Computer Usage: 8,806
  - Punta Gorda Library will be getting a new roof soon
  - Englewood Library Renovation is right on schedule

- Charlotte Sports Park:

- With a total of fifteen (15) games in August, the Charlotte Stone Crabs attendance was 21,989 with two rainouts. The individual game attendance was as follows:

○ 01-Aug	○ 851	○
○ 02-Aug	○ 2007	○
○ 07-Aug	○ 997	○
○ 08-Aug	○ 823	○
○ 09-Aug	○ 1305	○ Rain Delay/Cancelled
○ 10-Aug	○ 0	○ Rain Delay/Cancelled
○ 11-Aug	○ 1928	○ Rain Delay/Fireworks
○ 12-Aug	○ 947	○ Doubleheader
○ 17-Aug	○ 2102	○
○ 18-Aug	○ 1985	○
○ 19-Aug	○ 1878	○
○ 27-Aug	○ 0	○ Cancelled/Hurricane Isaac
○ 28-Aug	○ 1477	○ Doubleheader
○ 29-Aug	○ 1422	○
○ 02-Sep	○ 4267	○ Fireworks

- The Tampa Bay Rays hosted ten (10) games of their Gulf Coast League Season (GCL) in August at the Charlotte Sports Park. The estimated total attendance was 247 spectators (individual game attendance is indicated below).
  - 8/2 – 41
  - 8/3 – 33
  - 8/6 – 32
  - 8/8 – 29
  - 8/11 – 36
  - 8/14 – 32
  - 8/16 – 18
  - 8/21 – 10
  - 8/22 – 7
  - 8/25 – 9

- The Charlotte Sports Park hosted the 3rd Annual Crab Crawl 5K Run/Walk on Saturday, August 25. The event began at 7:30 am and there were a total of 114 participants.

- Aquatics Section:

- Port Charlotte Beach Pool:

- 210 paid admissions
- 31 pass holder visits
- 16 water exercise participants
- Pool closed for repair and renovation 8-6-12
- Staff spent an estimated 0 hours performing In-service training Lifeguard skills such as conditioning swimming, First Aid/CPR/AED and Administering Emergency Oxygen.

- Staff spent an estimated 0 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
  - 1,584 paid admissions
  - 471 pass holder visits
  - 401 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 five days per week resulting in approximately 800 “splashes” for the month.
  - Lemon Bay High School hosted a swim meet 8-30-12 with approximately 200 swimmers and their families attending.
  - Lemon Bay High School held their Senior Splash Day 8-16-12 with approximately 200 attending.
  - Summer Learn to Swim Session 4 & 5 took place with 3 different classes being held, with 12 students resulting in approximately 96 “splashes”.
  - The second Moonlight Movie was shown 8-11-12 and approximately 165 children and their families watched “A Sharks Tale” while swimming in the pool.
  - The last Moonlight Swim of the summer took place 8-25-12 with an estimated 170 attending.
  - Staff spent an estimated 40 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
  - Staff spent an estimated 60 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- South County Regional Park Pool:
  - 1,157 paid admissions
  - 553 pass holder visits
  - 119 water exercise participants
  - Charlotte County Blue Fins held 20 swim practices resulting in approximately 900 “splashes” for the month.
  - Charlotte High School Swim & Dive held 36 practices resulting in approximately 1,620 “splashes” for the month.
  - Charlotte High School hosted a swim meet 8-29-12 with approximately 200 swimmers and their families attending.
  - Charlotte High School held their Senior Splash Day August 22 with approximately 300 seniors attending.
  - Summer Learn to Swim sessions 4 & 5 took place with 9 classes being held with 35 students resulting in approximately 280 “splashes”.
  - Staff provided swimming instruction and coaching for approximately 30 Special Olympic athletes two times per week resulting in approximately 120 “splashes”.
  - The Special Olympics Area swim meet was held August 18 in Sarasota.
  - Staff spent an estimated 80 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
  - Staff spent an estimated 65 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Athletic Section:
  - Charlotte County athletic leagues and Special Events used County facilities approximately 2294 hours in the month of August. An estimated 3,817 athletic participants visited County facilities an estimated 17,914 times with 31,773 spectator/volunteer visits for a combined total of 49,687 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:
  - Removed powerboat from Shell Creek reservoir, AV-95

- Pre quote meeting for the Artificial Reef Deployment, RM 12-372 awarded to Kelly Brothers, Inc. of Ft. Myers Beach
- Participated in the FDEP's SWERP workshop 2 and 3 as a webinar participant.
- Meeting with Lee Co. Reef Coordinator on the Matlacha Bridge reefing possibility.
- Participated in collecting scallop samples for Sea Grant and FWC.
- Removed sailboat from Stump Pass, AV-94
- Investigated an abandoned vessel complaint, turned over to Illegal Dump
- Pre bid meeting for the Abandoned Vessel Program RM 12-414 has not been awarded yet.
- Phase II of road maintenance has been completed at Prairie Creek. We will be reassessing the need for additional repairs at the end of the rainy season.
- Burn Management Units 1 and 7 of Shell Creek have been prepped and are ready to burn as soon as the weather is favorable we will be conducting prescribed burns on that property.
- Exotics control continues and I have treated app. 3 acres of the 5 total required for the grant requirement at Biscayne Trust conservation easement.
- Permitting process for the kayak/canoe launch at Prairie Creek Preserve, construction will begin at the end of rainy season and by December we should have a serviceable launch site at the property.
- Staff repaired the roadway in Prairie Creek Preserve.
- The fence at Oyster Creek Park was extended to close a gap through which ATVs were accessing the property.
- FL Scrub-jays were seen foraging on the NW portion of Tippecanoe Environmental Park, where they are not typically found.
- Mechanical treatment of scrub habitat was initiated in TP II unit 1 and will continue as the unit dries out from Isaac.
- Trails were mowed and maintained at Prairie Creek.
- Two docks constructed for Radio Control Boat enthusiasts at South County Regional Park.
- Two patches of Cogan grass were mapped at Peace River Preserve.
- Surveys indicate that the new FL scrub-jay pair at Tippecanoe Environmental Park is 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.
- Trails were mowed at Amberjack, Oyster Creek, and Tippecanoe II the beginning of the month. All Environmental Parks have been mowed during the past month, as have Shirley Park and Lincoln Park.
- 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.
- 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.
- Treatments and removal of rosary pea were conducted at Amberjack Environmental Park.
- Staff is working on burn plan for Buck Creek Preserve.
- Construction of two docks and gravel walkways SCRCP for Sun coast model sailing club
- Hosted the Curve baseball tournament at NCRP
- Parking lot repairs have begun at Franz Ross
- Fields set up and lined for the start of Pop Warner football season
- lots of routine field maintenance

- A privately owned lot at Bayshore Live Oak Park utilized for overflow parking used for events there was mowed.
- Fire buffer lines were disked at Shell Creek Preserve for management unit 1 and unit 5.
- A baseline species survey was conducted at Englewood Beach for FCT requirements.
- At Boca Grande Fishing Pier the vegetation was cleared back that impeded access.
- At Hathaway Park the trails were cleared.
- Normal routine maintenance is being conducted at all the parks throughout the county.
- Extension Services:
- Administration:
  - EPAF
  - Extension Professional Associations of Florida (EPAF) Annual Conference – Orlando – August 27th – 30th – Ralph and Pam in attendance – Poster Presentations – “Dermestid Beetles and 4-H Forensic Entomology” and “Coconuts to Candy” youth programs
  - SWFWMD funding for FFL Conference Call
    - 2 pm – August 6<sup>th</sup> Extension Staff Meeting – August 31st – 10:30 am.
- Meetings:
  - Extension Staff appreciation lunch – August 8th – 11:30 am to 1:00 pm
  - Meeting with FGCU Representative
  - Concerning our MG Speaker’s Bureau and their Adult Education Program – August 13th – 10:30 am – preparations for speakers in fall 2012 and winter 2013.
  - Friends for Extension Meeting – August 3rd – 11:30 am
  - “Dermestid Beetles and 4-H Forensic Entomology” – August 22<sup>nd</sup> – 3:30 pm
  - Working with a youth on a Science Fair Project – 4-H Agent and Director assisted with Dermestid beetles, freeze-dried frogs and directions.
- Other Programming:
- Website Hits: Report: - 207,377 - Summary - charlotte.ifas.ufl.edu –
  - Date Range: 08/01/2012 - 08/31/2012 - Urchin 5 ©2005 Urchin Software Corporation.
- Facebook® Page - Charlotte County Extension data:
  - 314 monthly active users.
- Sea Grant:
- Publications:
  - Staugler, E.A. 2012. "Blue Crab – Biology, Fishery and Management". Water LIFE Magazine. August 2012, Page 9.
  - Staugler, E.A. 2012. “Summertime Fish Kills”. Charlotte County UF/IFAS Extension. Factsheet, 2pp.
  - Staugler, E.A. 2012. “2012 Bay Scallop Summary”. Charlotte County UF/ IFAS Extension. Factsheet, 5pp.
  - Staugler, E.A. 2012. “From Stem to Stern Conference Well Attended”. Ebb & Flow. Florida Sea Grant. Vol. 3/Issue 2, August 2012, Page 6.
  - Staugler, E.A. 2012. “Operation Drag and Snag – Part II”. Ebb & Flow. Florida Sea Grant. Vol. 3/Issue 2, August 2012, Page 8
  - Websites: Marine Scene Plus (Regional Blog) <http://flseagrants.ifas.ufl.edu/newsletter>
  - July 31, 2012. Become a Florida Master Naturalist.
  - July 31, 2012. University of Florida Online Masters of Fisheries and Aquatic Sciences.
- Field Work:
  - 8/13 – Sea Grant cage volunteer conducted monthly bay scallop monitoring.
  - 8/31 – Offshore field work – Descending gear
- Outreach Programs:
  - 8/4 – 2012 Great Bay Scallop Search (Lemon Bay & Gasparilla Sound).
  - 8/18 – Scallop Search in Lee County – Collected brood stock for Lemon Bay/Gasparilla Sound restoration while assisting Lee County agent with her outreach event.
  - 8/29 – Ambassador Program

- University Governess:
- Steering committee for Florida Sea Grant Don Sweat Award (committee developed nomination procedures & announcement)
- Meetings:
- 8/30 – Steering committee meeting to develop agenda for annual Florida Sea Grant Extension meeting (Oct. 2012)
- Conferences:
- 8/19-24 – Attended and presented at American Fisheries Society Annual Meeting in St. Paul, MN.
- Other:
  - Preparations and breakdown for Great Bay Scallop Search which took place on August 4<sup>th</sup>.
- 4-H Youth Development:
  - Leadership Program
  - Four (4) Charlotte County 4-H Teen Leaders were selected to participate in a 5-day leadership program on the University of Florida campus. Leadership and communication skills-building were the two main objectives, with UF specialists teaching classes on team-building, resource management and conflict resolution. The teens also spent a day with specialists and professors in departments they may be interested in for college classes.
- Horticulture:
  - Master Gardener Association Meeting
  - August 1st – 10 am – Education Topic – “Fertilizer Ordinance” – 50 in attendance.
  - Florida-Friendly Landscaping™ Presentation
  - Cultural Guild of Greater Cape Haze Peninsula Rotunda West Association Club House – August 20<sup>th</sup> – 7 pm – 28 people in attendance.
  - FPL Training Presentation
  - Africanized Honeybees Safety Training – August 21st – 8 am - 122 East Charlotte Avenue, Punta Gorda – 22 Lineman and support staff in attendance.
  - Green Industries – Best Management Practices Training
  - Monthly GI-BMP Training – August 22nd – 8 am to 3 pm – 3 in attendance.
  - MG Radio Gardening Show
  - Master Gardener Gardening Radio Program – WCCF – 1580 – 10:00 to 11:00 am – two Master Gardeners are on the air – August 29<sup>th</sup>.
- Other Programming:
  - Caladium Festival MG Educational Tour
  - August 24th – Highlands County – 20 + in attendance.
  - 2012 Citrus Expo
  - Lee Civic Center – August 16th – 8 am to 1:00pm – In-Service – Citrus Greening. Parkside Trees Meeting
  - August 7th – 1 to 2 pm – August 7th - Landscaping Committee – Administrative Building – August 8th – 9 to 10 am
  - Landscaping Committee Field Trip
  - August 23rd 1:30 to 4:00 pm – County-Wide.
  - Parkside Tree Canopy Meeting
  - Cultural Center - Community Room – 8 am – August 14th.
- Site Visit:
  - Turf Site Visit
  - 18635 Goodman Circle, PT. Charlotte – August 3rd – 2 pm – Take-All Root Rot
- Florida Yards and Neighborhoods Outreach:
  - 8/10/12 – Site visit, LA Ainger
  - 8/17/12 – Invasive Plant Species Management subcommittee meeting

- 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 – “The calamondin – edible and ornamental” – August 20th
- Newspaper Article – “Viburnum – good as a shrub, for hedges and as a small tree” – August 13th
- Newspaper Article - “Long name, tiny pest – the rugose spiraling white fly” – August 6<sup>th</sup>
- Newspaper Article – “Why don’t my tomatoes set fruit?” – August 27<sup>th</sup>

## **Facilities, Construction and Management**

- Projects:

- San Domingo Park Phase 1: The contractor has completed 95% of the park. Minor correction need completed before final acceptance.
- Bay Heights Boat Ramp: Options are being examined that expand park uses beyond strictly boat ramp.
- Englewood Library Expansion: Slab, walls, roof deck and structural steel in place; interior wall framing has begun.
- South County Regional Park Soccer Concession Stand: The FGBC final submission and building permit plans were submitted to the two agencies for review.
- Transit: Parking Expansion: Construction contract is scheduled to be awarded on September 11, 2012.
- Bayshore Live Oak Park Restrooms: Construction contract is scheduled to be awarded on September 11, 2012.
- Kiwanis Boardwalks: The boardwalk to the “Island” is complete. Most walkways in the pedestrian core are complete. Other bridges and boardwalks are in various states of completion. The parking lot can be reopened.
- Harold Ave. Concession Stands: The scope-of-work and price have been agreed to with the Architect.

- Operations:

- Energy Efficiency Program:

- Ann Dever Memorial Park: Solo Electric is working on the underground electrical. The Musco fixtures are scheduled for delivery August 27<sup>th</sup>.
- A kick off meeting was held with Siemens to begin negotiations for the Guaranteed Energy Performance Savings Contract.
- The design of the South County Regional pool geothermal heating system has begun.
- The new poles and fixtures have been ordered for the Airport Road/Transit parking and roadway lighting project. Installation will begin in September.
- The poles and fixtures for the solar boat ramp projects have been ordered. Installation will begin in late September/early October.
- Parking Lot Sealing and Striping: A contract for multiple County sites is being advertised; bids are due Sept. 25.

- Repair and Maintenance:

- Punta Gorda Library: A new HVAC unit has been installed. The new roof is scheduled for installation in September.
- Community Services’ New Parking Meters: New parking meters have been installed in most boat ramp and beach parks with heavy assistance from Facilities staff in preparing the foundations, painting parking space numbers on pavement and working the “bugs” out of the system.
- Harold Ave Rec. Center: 2 new HVAC systems have been installed.
- Harold Ave. Baseball and Softball Concession Stands: A new HVAC system has been installed in each building.
- Sheriff’s Admin: New HVAC system has been installed in IT room.

## Human Resources

- Employee & Labor Relations:
  - Employee related issues
  - Launch Halogen e-Appraisal 2012
  - 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
  - Hired Human Resource Specialist
  - Held HR Director Interviews
  - 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
  - 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

- Staff Activities:
  - Transit has a new Cisco telephone system that is more customer friendly. The new phone system is able to generate reports to track the number of phone calls coming in and going out from operations and dispatch. In July there were a total of 9,472 phone calls tracked for Dial-a-Ride and 5,013 phone calls tracked for Sunshine Ride.
  - US Congressman Thomas Rooney was in Charlotte County and celebrated the re-dedication and re-location of the Purple Heart Monument in the Veteran's Garden at Laishley Park. August 7<sup>th</sup> has been designated as Purple Heart Remembrance Day. Several officials and dignitaries were present with Congressman Rooney providing a dedication speech. The Congressman also visited the County's Veterans Services Office at the new Human Services building on Loveland Blvd and was provided a tour of the LEED certified facility which also houses the County's Employee Health Center.
  - Human Services staff reviewed 20 bid proposals from vendors requesting to provide in-home elder care services to frail seniors. Staff recommendations and bid proposals will be appraised by the Purchasing Department and placed on the BCC agenda in September for consideration and approval.
  - Veteran Services staff presented a class on Post-Traumatic Stress to the Crisis Intervention Team training held at Charlotte Behavioral Health Care. Approximately 16 people were in attendance.

- All transit staff has completed training through the Department of Homeland Security on Workplace Violence and Situation Command for Threats of Terrorism. This web-based training opportunity has been extended to all Human Services staff and has been approved by Risk Management to count towards annual mandatory safety training.
- Veteran Services was successful in assisting a veteran and his family facing homelessness with obtaining safe and affordable housing through partnership with several community-based organizations and the Charlotte County Veterans Counsel.
- Staff participated in preparation of TS Isaac and staffed Emergency Management Operations. Department activities also included calling & transporting special needs registrants; manning telephone calls through 211 operations, and assisting senior services' clients with safe-home stay storm preparations.
- In partnership with the Department's Housing Division, the Family Services Division's First Self-Sufficiency family was placed in a renovated affordable single family unit in the Parkside CRA. The goal of this family is to eventually purchase this home.
- Received final monitoring report from the State for the Hurricane Housing Recovery Program. This grant-funded program has now been successfully closed out.
- Staff attended and participated in Weed & Seed public meetings. A presentation on Human Services was made to over 60 attendees.
- Submitted 2012-2013 Community Services Block Grant application & 2012-2013 Low Income Home Energy Assistance contract amendment to the Department of Economic Opportunities.
- New Senior Services Case Management daily log time sheets were revised and implemented. In keeping with data capture, staffs are maintaining written records of those items billable and required. This information is helpful in establishing realistic budget projections and monitoring caseloads.
- Neighborhood Stabilization Program (NSP1)- Construction completed. Staff working with the Punta Gorda Housing Authority on legal issues & property conveyance.
- NSP III (Parkside) - It has been determined that 8 acquired properties will be demoed due to the cost to bring to code. Once Historical Clearance has been received, demoes will proceed.
- State Housing Initiative Program (SHIP) & Hurricane Housing Recovery Program annual reports were approved by the Board of County Commissioners and submitted to the State. SHIP has funds available for Down Payment & Rehab assistance & new applicants will be received beginning September.
- Sr. Services Case Manager Supervisor attended Florida Council on Aging Conference. Topics: Reducing Risks/Substance Abuse and Suicide of the Elderly & Medicaid Reform were especially relevant.
- Received notification from the Florida Department of Juvenile Justice that the Civil Citation program for youth will be renewed for another year beginning October 1, 2012. Amount of award is \$35,000. Staff is near completion on a revised Neighborhood Accountability Board (NAB) brochure.
- As part of the RFP process, the Family Services Manager participated on professional services committee to recommend State Lobbyist selection to the Board of County Commissioners.
- Veteran Services staffs continue working with community partners on the upcoming Homeless Veterans Stand Down event in November.
- Veteran Services Officer presented information on Pension with Aid & Attendance to approximately 41 attendees at the Lexington Manor Assisted Living facility.
- Transit Operations Supervisor submitted System Safety Plan and the Transit Development Progress Report to the Florida Department of Transportation as required.
- Department Director met with Charlotte Behavioral Health Care Director to discuss current programs & funding for substance abuse & mental health.

## **Public Safety**

- Animal Control and Fire: Nothing to report.

- Emergency Management:

- The month began with our concluding the distribution of more than 600 DOT Emergency Response manuals to all agencies that have vehicles on the road and radio communication capability. This cycle, we included the County Divisions: Public Works, Utilities, Community Services (Building) and Parks. These guidebooks are placed in glove boxes and are used to identify placards on vehicles transporting hazardous substances and what the specific response should be for those coming upon an accident which may involve a release.
- Director conducted a “town-hall meeting” event for the residents of Burnt Store Village at their annual homeowner’s meeting at the Punta Gorda Isles Civic Association. More than 100 were in attendance and many questions were posed on a variety of subjects. The top subject was the County’s Evacuation Collar program and its value to these residents. They unanimously expressed their gratitude for the program which clearly identifies their risk to storm surge.
- We coordinated with Sarasota County Emergency Management to participate in a radio call-in program on WENG-AM that serves both counties. Sarasota EM Chief Ed McCrane joined me for the one-hour program hosted by the station owner. We took a number of questions from listeners interested in how we function in emergencies and what type of cooperation is ongoing. Those listeners had little idea that later in the month we would get to exercise that coordination in Tropical Storm Isaac’s approach to our region.
- The Director and Chief McCrane met with Englewood/Cape Haze Chamber of Commerce Executive Director Mary Smith, to work on the development of a business symposium for their membership. The Englewood Area has great need for a session on business contingency planning. The new Chamber Building has a large meeting room that will easily accommodate those who might wish to attend.
- The Director and Emergency Coordinator joined a number of other Emergency Managers from West-Central Florida at the Tampa Bay National Weather Service Office in Ruskin, to meet with recently appointed National Hurricane center Director Dr. Rick Knabb. The two-hour meeting was extremely beneficial, as there was an exchange of ideas and philosophies that was very refreshing. Dr. Knabb was the ideal choice for the NHC Director’s position and will usher in a new era of open dialogue and cooperation between this vital Federal Agency and local Emergency Managers. Dr. Knabb returns to the Hurricane Center following a two-year stint as the Tropical Meteorology Expert at the Weather Channel in Atlanta.
- The Coordinator traveled to Naples, where he assisted the Director and staff of Collier County Emergency Management with their orientation to Web EOC, the response software that many Counties have now embraced in order to streamline the management of events during any response.
- Mid-month brought the County’s Ambassador Program to the Public Safety Building once again and gave our various agencies an opportunity to enlighten those who had never visited, as to the functions, capabilities and responsibilities of each Department. This program has allowed us to brief numerous employees over the years that had little understanding of just what it is we do. Many have later come back and assumed duties during an actual response or have participated in one of the many exercises we have conducted.
- Our monthly conference call with Florida DEM Director Brian Koon gave us a chance to review the first half of this busy hurricane season, which we would soon learn was far from over. These calls give Directors a chance to pose questions which benefit all who are participating.
- As we were beginning the response to Isaac’s approach to Florida, the Director attended the L.E.P.C. Meeting at the Southwest Florida Regional Planning Council in Ft. Myers. This quarterly meeting allowed for some coordination and exchange of ideas between agencies preparing to deal with Isaac’s arrival.
- The Director also provided an in-service session for 60 WalMart associates at the King’s Highway store, briefing them on expected impacts from Isaac and what actions were anticipated by County Officials. That was followed by the Emergency Meeting of the Board to declare a State of Local Emergency in advance of Isaac.

- The response to Isaac was relatively uneventful and as is the case with all storm responses, many valuable questions were answered and lessons learned. Nearly 30 Special Needs registrants were transported to the New Day Christian Church in Port Charlotte, to the facility set up and run by the Charlotte County Health Department. The County EOC was activated to a Level 2 or above for three days and the “All Clear” was issued at 5:00 p.m. on Monday, August 27.
- The monthly activities wrapped up with our regular radio call-in show on WCCF-AM, the focus being entirely on Isaac and what he had forced Floridians to do in response to his close approach.

## **Public Works**

- Maintenance & Operations crews completed pouring a fabri-form on Pebble Beach in Rotonda and prepared another to be poured next week. 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.
- The BCC appointed a new member to the South Gulf Cove Beautification Advisory Committee and re-appointed members to the West Charlotte Stormwater Committee and to the South Burnt Store Street and Drainage Committee. Advisory committee meetings were held with South Burnt Store Street & Drainage (S&D), Harbor Heights S&D and, Rotonda West S&D.
- 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.
- West Nile virus (WNV) is a seasonal concern in North America and is spread by the bite of an infected mosquito. Current cases of WNV are at a 10 year high in the US. Charlotte County’s Pest Management Division is actively monitoring its sentinel chickens for antibodies to WNV. In the past week Bay, Duval, St. Johns, Sarasota, and Walton counties have had positive tests while all tests to date have been negative in Charlotte County.
- The County’s Pest Management Division is conducting nightly fogging missions and aerial spraying operations based on monitoring data. In addition, they are trying to limit future hatches with an intensive larviciding operation. It is important to remember that there are still going to be mosquitos out there so we need to follow these basic guidelines to limit mosquito bites and thus reduce exposure to mosquito borne illnesses.
  - Limit outside activities between dusk and dawn when mosquitoes are most active..
  - Wear light colored clothing with as much skin coverage as possible.
  - Use a repellent containing DEET. Apply to exposed skin and exterior of clothing.
  - Eliminate standing water around dwellings where mosquitos may breed.
  - To report problems with mosquitos call 941-764-4370 and press 4 when prompted.
- The Charlotte County Public Works Department recently took possession of two new (one replacement and one additional) Menzi Mucks. The Menzi Muck is a rugged and dependable all terrain excavator that is used by the Department to maintain the County’s extensive stormwater drainage system. The unique design of the Menzi Muck allows each leg or wheel to be raised or

lowered, extended or retracted, or moved in or spread out providing extreme maneuverability and remarkable flexibility, stability and safety in operation. This allows the Menzi Muck to climb and work up, down and across very steep slopes. It can even operate in up to seven feet of muck and water.

- Having three Menzi Muck's in the Department's fleet now allows for the annual cutting of backyard ditches and drainage rights-of-way in addition to the County's primary drainage ditches. Change out the cutting head with a bucket and the Menzi Muck can also remove sediment and fix erosion problems in the drainage ditches and canals.
- Cutting back ditch vegetation on an annual basis keeps our drainage systems functional and reduces long term maintenance costs. Having the right equipment and skilled operators is what makes this possible.

## **Tourism**

- The Visitors Bureau worked with the Charlotte Harbor Hospitality Association (CHHA) to present a seminar on "How to drive more traffic to your website." The Hospitality Association will be presenting a seminar on "Pinterest," the newest social media site, in October. Electronic media is now the number one way people find and receive information to help them make their travel planning decisions. CHHA and the VCB will be partnering to bring more educational sessions on e-media to area tourism partners.
- We have been working on our 2013 Cooperative marketing program. This program provides cost savings to area tourism partners through the sharing of advertising space with the Charlotte Harbor Visitor and Convention Bureau.
- The Visitors Bureau partnered with area tourism related businesses for a 9-page section in Allegiant Airlines' in-flight magazine, "Sunseeker." The magazine will feature 3 pages of editorial on Charlotte Harbor and the Gulf islands. The front cover of the magazine will feature Charlotte County. The magazine will be on all east coast Allegiant routes and will be seen by more than 800,000 passengers.
- Lorah Steiner met with representatives from the Punta Gorda area to discuss the development of a Punta Gorda Tourism Development Committee. The committee has now been established and is in the capable hands of Archie Stringfield, General Manager of the Four Points Sheraton hotel and Sue Randall, owner and operator of the Village Fish Market.
- Sean Doherty coordinated the VCB's client event at Tropicana Field in Tampa. The use of the suite, which includes food for the attendees, is part of our agreement with the Tampa Bay Rays. The VCB welcomed meeting planners and other travel industry representatives. The event has already generated one site visit and interest in one of our resorts.
- August is normally the lowest occupancy month. Revenues were about even with August of 2011 which was still substantially ahead of the two previous years.

## **Utilities**

- Engineering Services:
  - 929 Locates Processed from Sunshine State One Call; 1 Developer Agreement Prepared; 79 Active Developer Projects; 63 Residential Service Availability Letters Prepared; 9 Commercial Service Availability Letters Prepared; 17 Residential Service Applications Processed; 348 CIP inspections; 72 Developer Inspections.
- Operations Division:
  - Treatment Facilities:
    - 199 preventative maintenance, 40 corrective and 6 emergency work orders were completed.
    - 317 cross connection inspections were completed, 11 leaking backflow preventers were repaired and tested and 3 reclaim site repairs were required.
    - Three Operations Divisions met with the I.T. Department Manager and have agreed to purchase upgrades to DFS SCADA systems software to enhance performance and security.

- Affordable Bio-Feedstock (ABF) started operations this month taking grease for the first time on 8/6/2012. Still working out ancillary issues, such as disposal of condensate and residual by-products.
- New truck; #33722 was received this month replacing #27263 as part of the routine replacement process for aged, high mileage vehicles.
- Materials have been delivered to the site for the installation of a natural gas line for alternative energy to fuel ABF's process. Installation is scheduled for October 2012.
- New card reader systems were installed on all Treatment Facilities gates to standardize mode of entry and improve security.
- East Port WRF, Chlorine Chemical Pump Skid contract was awarded.
- Treatment Facilities and Collection divisions worked together to complete repairs on a 16" subsurface supply line at the Eagle Street Reclaimed Water Booster.
- Water Distribution:
  - Completed the replacement of the waterway crossing at Edgewater Drive and the Pellam Waterway.
  - 5 employees attended short school for Water Distribution System Operator.
  - Lightning struck the Golf Course Water Booster station and damaged both the influent and effluent flow meters. The station is currently working on temporary strap on flow meters to operate.
- Wastewater Collection:
  - Gravity/Force Mains: 10,971 feet were televised/inspected/cleaned; investigated 13 backup complaints (4 were our responsibility and cleared); 4 CIPP point repairs were completed; performed preventative maintenance on 25 ARVs; 18 manholes were repaired (raised, re-cemented, or new ring/cover installed); inspected 34 manholes; completed 2 repairs each on force mains and low pressure sewer main; installed 6 new service taps for Engineering.
  - Lift Stations: 325 PM work orders were completed; 129 corrective work orders were completed; construction on Lift Station #79 in-house rehab is in progress – wet well infiltration sealed, bases and piping installed; 6" by-pass connection installed at Master L/S #37 Quesada; 4" by-pass connection installed at L/S #3.
  - Low Pressure Sewer: Responded to 276 service calls; completed 4 mandatory connections; completed 53 upgrades; replaced 6 check valves at street; changed out 4 tanks' 22 PM work orders were completed.
  - Personnel: 1 employee attended the CPR Trainer Certification course; 5 employees attended the FW&PCOA Short School – 2 employees for Utilities Maintenance Course, 3 employees for Wastewater Collection 'C'.
- Business Services:
  - When CCU's contract with Best Practices is started, CCU will need a link (integration) between Best Practices' data base and CCU's data base. IT Dept. has approached the person that created our data base regarding consulting services.
  - Over 2,350 (100%) of the meters in Burnt Store have been changed out to the new fixed base meter system. Testing continues with no major issues. We are auditing the files to ensure accuracy and developing an automated system to upload and download data files.
  - Customer Service: total number of customers to the lobby was 928.
  - Delinquencies: total delinquency revenue for the month: \$118,769.20 FY-YTD total: \$1,218,696.
  - North Port: we processed 4765 payments; total revenue for July was \$870.17
  - Share-point/Doc Mgt.: currently have 95,167 documents ready to be transferred to Share-point.

- Accounts Receivable: the accounts receivable over 90 days went from 48.96% in July to 50.47% in August. The accounts receivable within 30 days went from 43.74% in July to 42.5% in August.
- 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 are expected first week in September.
- Water Conservation & Public Outreach:
  - No changes.
- Human Resources:
  - Total positions: 201. Vacant positions: 6–Maintenance Worker, 3-Maintenance Mechanics, Line Technician and Meter Service Specialist.
  - Actively recruiting for 3-Maintenance Mechanics, 1-Line Technician and offer pending for 1-Meter Service Specialist.
  - Maintenance Worker currently frozen until position is evaluated.
- Phase 1A Punta Gorda Interconnect:
  - Met with the Authority to plan on final testing of the 24” water main connecting to the Punta Gorda system. Testing includes both a 7 day test and a 30 day uninterrupted test.
- Phase 2B North Port – Harbor Meter Interconnect:
  - Assisted the Authority in shutting down the Charlotte County connection at Harbor Blvd for two nights in order to flush the new 42” pipeline for final bacteriological testing. Testing completed and sent to DEP for approval.
- PR/MRWSA Water Resources:
  - Peace River withdrawals in July averaged 101 MGD and finished water deliveries to customers averaged 22.2 MGD. Approximately 69% of 6.52 BG raw water storage capacity was filled and 1.4 BG of treated water was stored in the ASRs. With rainfall for past 12 months only about 3” below normal, the water supply system and quality is in good shape. However, due to regulatory constraints with the use of ASR wellfield #2 (arsenic), the Authority filed a Petition for Water Quality Exemption with FDEP and requested that wellfield #1 and #2 be considered under the same operating permit. The Authority believes this will allow all harvested water on Authority grounds to meet all federal and state drinking water standards.
- E&W Spring Lake Area Pilot Study:
  - Staff and consultant, Banks Engineering et al, developed a draft amendment to the contract, which would accomplish a revenue-neutral realignment on contract activities and timelines in order that more public outreach could be accomplished. This amendment will be brought to BCC for consideration in September.
- Regional Reclaimed Water Expansion Phase 2:
  - *Transmission Main (Stage 1):* On August 1<sup>st</sup> the FDEP issued a verification of coverage letter regarding CCU’s application for a NPDES Generic Permit for Stormwater Discharge from a Large Construction Activity. Prospective bidder questions were answered in Addendum #1 which was released on August 28, 2012. Due to additional questions the bid receipt date was extended from September 5<sup>th</sup> to September 12, 2012 in Addendum #2. CCU continued to work on answers to bidder questions and on Special Provisions to address environmental and horizontal drilling concerns. The answers to the questions and the updated Special Provisions will be released in Addendum #3 the first week in September.
  - *Pumping Upgrade (Stage 2):* Approval of the minor permit modification by the FDEP for the West Port WRF is pending based. Contract plans and specifications were mailed to SWFWMD on August 24<sup>th</sup> with a request to place the project out to bid. On

August 29<sup>th</sup> SWFWMD issued their approval to bid the project. Once the writing of contract Special Provisions are completed the plans and specifications will be submitted to Purchasing for bid. That is anticipated to occur the second week in September.

- *Storage Pond (Stage 3)*: On August 2<sup>nd</sup> Building Construction Services issued the licensing determination for the project which is necessary for the project to go out to bid. On August 8th the FDEP issued a verification of coverage letter regarding CCU's application for a NPDES Generic Permit for Stormwater Discharge from a Large Construction Activity. CCU Engineering will promptly review the bid package from Purchasing once it is prepared.
- 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