

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

**Budget & Administrative Services**

**Budget Department/Fiscal Services Division**

- Grants Fiscal Support:
  - Human Services Grants
    - Staff attended an all-day Department of Transportation Workshop in Bartow, FL on the Transportation Grants and procedures.
    - Staff attended a Quarterly Partnership Meeting at Senior Choices, our Senior Grant Provider. This meeting focused on the rate setting methods that the Lead Agencies in our section of the State have been using to set the payment rates with our Senior Services vendors. The meeting was attended by both the Lead Agencies and area vendors. New contracts Community Care for the Elderly contracts went into effect as of July 1, 2012 and a new rate structure took place with the new contract.
    - Staff attended the Quarterly LCB meeting to present and submit the Annual Operating Report for the Florida Commission for the Transit Disadvantaged TD which was signed and filed.
    - Grants staff worked on the County fiscal year-end close out process. This included not only the regular close-out duties but the close-out of several grants such as Community Services Block Grant and taking over several new grants as well such as the JAG Byrne Grants, Marine Advisory Grants, and WCIND Grants.
- Road Grants
  - Received a total of \$116,539.34 as follows:
    - \$27,828.52 from FDOT for Piper Rd construction
    - \$82,950.44 from FDOT for Jones Loop/Piper intersection construction
    - \$ 5,760.38 from FDOT for 776/Flamingo signalization
  - Invoiced \$1,757.69 to FDOT for 776/Flamingo signalization
- Public Safety Grants:
  - Received a total of \$74,170.00 as follows:
    - \$ 7,750.00 from the State of Florida for Homeland Security Facilities grant
    - \$ 2,160.00 from the Airport Authority for radio tower usage
    - \$ 2,520.00 from the Property Appraiser for radio tower usage
    - \$61,740.00 from the School board for radio tower usage
  - Invoiced a total of \$73,545.03 as follows
    - \$ 7,125.03 to the State of Florida for the Hazardous Materials grant
    - \$ 2,160.00 to the Airport Authority for radio tower usage
    - \$ 2,520.00 to the Property Appraiser for radio tower usage
    - \$61,740.00 to the School Board for radio tower usage.
- Drug Court Grants:
  - Met with Charlotte Behavioral Health Care to discuss future funding for the Adult Drug Court Screener position.
- Operating and Accounting Support
  - Audited all Community Services cash banks, registers, copy machines, print releases, change funds & petty cash for year end.
  - Researched and responded to Finance questions about current and prior State Aid to Libraries Grant funding.

- Attended meeting regarding 1991 facility rebuild with Peace River Authority, members and consultants.
- CCU grant meeting to discuss RESTORE grant application.
- Completed CCU inventory physical audit.
- Utility Rate Cases:
  - Sandalhaven Rate Case
    - Working with Assistant County Attorney to complete the County's preliminary recommended order due on October 1.
  - Utility Regulation General
    - Conducted annual site visit with Bocilla Utilities and NHC Utilities.
    - Attended meeting with Little Gasparilla Water Utility and CCU to discuss the possibility of an emergency interconnect for Little Gasparilla Water Utility

**I.T.**

- Administration Web Site Undergoing Improvement - County Administration public site is in the process of being migrated from the old .com site to our new .gov site. The goal is to improve the layout making it easier for the public to locate information such as reports and weekly columns at the same time positioning the site where it can be maintained by non-I.T. personnel.
- CRA Web Sites Undergoing Improvement – IT has started the process of meeting with the content admins for the (3) CRA sites we have on our public site:
  - Parkside
  - Charlotte Harbor
  - Murdock Village
  - The goal is to enhance the sites making them easier to understand by the public and to make them easier to maintain by the content admins.
- Old Libraries Calendar Eliminated from Public Web Site – The library had their own events calendar they maintained in addition to the new calendar on the .gov site. The old calendar has been eliminated the need the need to maintain 2 calendars. All links now redirect to the .gov calendar.
- Comcast Franchise agreement negotiations- IT along with the county attorney's office has been in discussions with Comcast over the expiration of the fiber use agreement which was part of the expiring local franchise agreement. Comcast has presented their proposal for converting all dark fiber currently being used by the County to a "managed services" agreement which would have significant annual costs to the County.
- EAMS Now Allows CCU to Track Certifications/Training - CCU employees have certification/training that has been kept current. They had been tracking expiration dates with a spreadsheet. With a slight modification, CCU now has the ability to track this information through EAMS (Enterprise Asset Management Software). A report was also created that will be set up on a schedule for notification of the necessity for additional training to keep their certifications current in a more efficient manner.

- September Email Statistics:

	<b>Good</b>	<b>Spam</b>	<b>Virus</b>	<b>Policy</b>	<b>Total</b>
Count	110,842	81,343	6	7,050	199,241
%	55.6	40.8	0.0	3.5	100.0

- September Outage Statistics:
  - 3 - Incidents
  - Total Down Time – 1 day 1 hours 1 min.

- Average time per Incident – 8 hours 20 min.
- System availability was 96.525%
- **September Call Statistics:**
- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =232
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 215
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 344
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 331
- Change Controls Last Month – (internal configuration changes to server and network) = 1
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 651

### **Purchasing**

- Quotes due and received:
  - 12-391 Preventative Elevator Maintenance
  - 12-450 Calcium Hypochlorite – Annual
  - 12-451 Insecticides for Parks
  - 12-387 Office Moving – Annual
- Pre-bid meetings held:
  - 12-414 Removal of Abandoned Vessels – Annual
  - 12-441 Road Grading – Annual
  - 12-403 Asphalt Repairs – Annual
  - 12-355 Sealing & Striping of Parking Lots – Various Locations
  - 12-455 Specialty Mowing – Annual
- Bid openings held:
  - 12-411 Sidewalk Construction – Sandhill Blvd.
  - 12-441 Road Grading – Annual
  - 12-414 Removal of Abandoned Vessels – Annual
  - 12-407 Regional Reclaimed Water Expansion
  - 12-455 Specialty Mowing – Annual
  - 12-355 Sealing and Striping of Parking Areas – Various Locations
  - 12-403 Asphalt Repairs – Annual
- Pre-submittal meetings held:
  - 12-383 Gasparilla Road Construction Manager at Risk
  - 12-405 Capital Asset / Management Study – Facilities
- Proposals due and received:
  - 12-383 Gasparilla Road Construction Manager at Risk
  - 12-405 Capital Asset / Management Study – Facilities
- Shortlist meetings held:
  - 12-409 State Lobbyist – Florida
- Negotiation meetings held:
  - 12-351 Design – Harbor Blvd.
- Work Orders due and received:
  - 12-329 Electric Runs to Rotonda West Bridges
  - 13-013 Culvert Design – Little Farm Road
  - 13-002 Engineering / Environmental Technical Services

### **Real Estate Services**

- Former IMPAC University Buildings – We are working in concert with other Departments and Divisions to determine the current condition of the former IMPAC University buildings. This information will assist the BCC and Economic Development Staff make a determination on the planned future use of the buildings.

- Bayshore Live Oak Park – Based on a request from the CRA Manager and the Community Services acting Director, we are looking at several land purchase opportunities that would provide parking areas for visitors wishing to access Bayshore Live Oak Park.
- 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. We continue to process 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. We will also provide support to Natural Resources staff as the County moves forward with the Scrub-Jay Habitat Conservation Plan (HCP).
- 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 for numerous capital projects.
- Murdock Village – We continue to work with Administration, the Economic Development Office and the County Attorney’s Office on development opportunities as they present themselves.
- Murdock Village - FDOT request for 3 Pond Sites – FDOT has submitted plans related to the acquisition of the pond sites needed for the US 41 widening. We are working with Community Development staff, the CRA Manager and FDOT as we vet this request.
- 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 CRA Manager to acquire an easement related to the development of a multi-use path located near the American Legion building.
- 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 –The BCC approved the 123 Resolutions of Necessity needed for this project. We are now in the appraisal phase of the land acquisition process.
- 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 – The BCC approved the conveyance of County owned parcels that were obtained for the construction of Aqui Esta Drive to the City of Punta Gorda. 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.
- Gasparilla Road – The proposed roadway expansion is under design. Our Division will assist on pond site and right of way acquisitions once construction plans are in place.

- Cheney Brothers Roadway – We are reviewing the proposed grant of easement to the BCC for the new roadway. We will work with engineering staff to bring the easement document to the BCC for acceptance.
- Sales Tax Sidewalk Projects – We are working with engineering staff to obtain temporary rights of entry and maintained right of way surveys for several sales tax sidewalk projects (Rio de Janeiro, Sunnybrook, Riverside Drive, etc.).

## Community Development

### • The Building Division

- The month of September followed the same pattern of previous months with 17 new single family home permits issued. This makes a total for this fiscal year of 270 which is five less than FY2011. This trend continues with the miscellaneous type permits where 14,338 were issued in 2012 as opposed to 14,373 in FY2011 – a slight decrease. However, there has been a significant increase in the number of customers served in the department with an 11% increase over the last fiscal year. In total, the department saw 27,005 customers throughout the fiscal year.

Item	Total FY2011	Sep-11	Sep-12	FY11 YTD	FY12 YTD
Single Family Permits Issued	275	20	17	275	270
Multi Family Permits Issued	5	0	0	5	3
Commercial Permits Issued	35	1	3	35	21
All Other Permits Issued	14373	901	1036	14373	14338
Customers Served	24354	2265	2075	24354	27005
Inspections	39350	1260	2830	39350	36957
Permitting Revenue	\$2,137,643	\$165,544	\$157,105	\$2,137,643	\$2,027,805
Permitting Expenditure	\$2,150,332	\$172,958	\$133,663	\$2,150,332	\$2,058,655
Code Enforcement Revenue	\$788,760	\$169,924	\$77,632	\$788,760	\$956,429
Code Enforcement Expenditure	\$1,562,727	\$100,664	\$108,534	\$1,562,727	\$1,576,565
New Complaints Received	1774	246	150	1774	1253
Code Cases Initiated	3366	247	227	3366	3357
CEB Cases Heard	503	41	60	503	734
Citations Issued \$ Amount	\$31,100	\$500	\$5,000	\$31,100.00	\$75,500.00
New Contractor Licenses Issued	60	0	7	60	16
Contractor Licenses Revoked	7	5	3	7	31

### • Licensing and Code Enforcement:

- Code Enforcement continues to be active especially with a longer than usual rainy season adding to the complaints surrounding high grass. Contractor licensing is also actively working to reduce the number of unlicensed contractors in the area and has strong support from the local contractor association.
- In an effort to reduce the amount of snipe signs placed in the County right of way, the department has developed a program to automatically call violators informing them that we have removed the signs and that they are prohibited in Charlotte County. These calls are sent several times a day and are having the desired effect of reducing the amount of signs being placed in the County.

### • The Growth Management Division:

- Planning Division:
  - Parkside Revitalization Initiative
  - Staff has begun drafting the Goals, Objectives, and Policies for the Parkside Revitalization Plan (PRoP). Public comment will be solicited after the draft is complete. The Weed and Seed program had its last meeting September 26th.
  - Babcock Ranch
  - County Staff and Kitson and Partners staff met concerning the direction of the new zoning and zoning district overlay submitted by the Kitson staff members. Kitson and Partners will be revising the draft and resubmitting.
  - Murdock Village
  - Staff is working on a revised vision for the area.
  - Charlotte Harbor CRA
  - The committee met on Sept. 10, 2012. The discussion about the revisions to the architectural guidelines was postponed until October due to the absence of Jim Herston. Updating the Charlotte Harbor historical district ordinance to reflect a settlement date of 1872 was discussed. The proposed change is in the legal dept. for review. FDOT has denied a 2<sup>nd</sup> request to advance the Harbor Walk Project. The project is in the work plan for 2014-15. Deb presented Dan Burden's Walkability Report from the workshop last April. The next meeting will be Oct. 1, 2012.
  - Manasota Sandpiper Key Community Advisory Committee
  - The committee did not meet on September 5<sup>th</sup>. The committee did meet on September 19<sup>th</sup>. Four projects were presented to ARC.
  - 2792 N. Beach Road – remodel kitchens and bathrooms.
    - Comments: FYI only – no board action needed
  - 1280 Shoreview Drive – install a 250 gallon tank.
    - Comments: FYI only – no board action needed
  - 2045 N. Beach Road – install new cooler and associated compressor.
    - Comments: approval granted
  - 1020 Shore View Drive – extensive repair of the building exterior.
    - Comments: approval granted
  - Little Gasparilla Island Community Plan
  - The committee cancelled the September 2012 regular meeting but met with the County Commissioners in a workshop format on September 18 concerning the dock issue.
  - School Concurrency
  - The committee has begun meeting to work on revising the ILA and compiling this year's permitting 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 September 2012:
  - Bicycle and Pedestrian Master Plan: During the month of September, the development of County's Bicycle Pedestrian Master Plan was 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: During the month of September, no applications were received for site plan review.
  - Monthly Meetings and Field Visits: The following meetings and sites visits were attended/made during the month of September:
    - Planning and Zoning Board meeting for the approval of Calusa Green Solid Waste facility in the East County
    - Met with the applicant's Consultant for the proposed Botanical Gardens on Riverside Drive with regard to the parking requirements

- Multiple site visits to the North and West parts of the County to address the various Call Tracker Items and other MSBU and citizens requests
- Attended Northwest Port Charlotte S & D Advisory Committee and gave an update on the proposed improvements at the intersection of Biscayne and Cornelius and also at the intersection of Chamberlin and Cornelius Blvd
- Attended the contract negotiations meeting for Design Boulevard at Purchasing department
- Boundary Boulevard Safe Routes to School funded Sidewalk progress meetings
- Made multiple site visits to various signage issues related to speed and other safety issues to address various citizens' requests and Call tracker items across the County.
- Site Plan Approval:
  - One pre-application conference.
- Board of Zoning Appeals:
  - The Board of Zoning Appeals heard the following petition on Wednesday, September 12, 2012:
  - Petition #SE-12-012: A request by Allen Shrum, agent for Octagon Wildlife Sanctuary, for a special exception to bring the existing wildlife sanctuary into conformity with the Zoning Code and allow a mobile home, to be used as a residence, in the Agriculture General zoning district, located at 41600 and 41660 Horseshoe Road, Punta Gorda.
    - BZA APPROVED it by a vote of 5-0.
- Planning and Zoning Board
  - The Planning and Zoning Board heard the following petitions on Monday, September 10, 2012:
  - Z-12-06-07: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Agriculture (AG) to Planned Development (PD), for property located north of Bermont Road (C.R.74), south of the DeSoto County line, east of S.R. 31 and west of the Glades County line, in the East County area; containing 554± acres; Commission District I; Petition No. Z-12-06-07; Applicant: Calusa Green, LLC.
    - P&Z Recommendation: *Denial*
  - Z-12-06-04: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Planned Development (PD) to Environmentally Sensitive (ES), for property located north of Buck Creek, southwest of Placida Road and east of Lemon Bay, in the Grove City area; containing 69.9± acres; Commission District III; Petition No. Z-12-06-04; Applicant: Charlotte County Board of County Commissioners.
    - P&Z Recommendation: *Approval*
  - Z-12-06-05: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Agriculture Estates (AE) to Environmentally Sensitive (ES), for property located north of Washington Loop Road, south of the DeSoto County line, east of Duncan Road (U.S.17) and west of S.R 31, in the East County area; containing 1,638.44± acres; Commission District I; Petition No. Z-12-06-05; Applicant: Charlotte County Board of County Commissioners.
    - P&Z Recommendation: *Approval*
  - Z-12-06-06: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Agriculture Estates (AE) to Environmentally Sensitive (ES), for property located north of Bermont Road (C.R. 74), southeast of Washington Loop Road, east of Duncan Road (U.S.17) and west of S.R 31, in the East County area; containing 366.57 ± acres; Commission District I; Petition No. Z-12-06-05; Applicant: Charlotte County Board of County Commissioners.
    - P&Z Recommendation: *Approval*
  - Z-12-08-08: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Single-family 3.5 (RSF-3.5) to Environmentally Sensitive (ES), for property located northeast of Harbour Point Drive, south of Sandhill Boulevard, east of Sulstone Drive and west of the Peace River, in the Deep Creek area;

containing 101.83± acres; Commission District I; Petition No. Z-12-08-08; Applicant: Charlotte County Board of County Commissioners.

- P&Z Recommendation: *Approval*

- Board of County Commissioners Land Use

- The Board of County Commissioners heard the following petitions on Tuesday, September 11, 2012:
- Realmark Tuckers Grade, LLC, requested a variance to the TDU ordinance, specifically Section 3-5-429(h)(i)B.
- BCC Decision: *Denial*
- Richard Lake 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.
- BCC Decision: *Approval*
- 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 amend 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.
- BCC Decision: *Approval*

- 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. Notice to Proceed was issued October 8, 2012.
  - *PSA released 9/28/12 – Expires 2/28/13 Sidewalk construction will begin October 8, 2012 on Beacon Drive (between Midway Boulevard and Peachland Boulevard) and will continue for the next several months. Intermittent lane closures and traffic delays are expected in this area through February 2013 to accommodate construction of this sidewalk. Traffic signs and flagmen will be present when needed. Motorists and pedestrians are urged to exercise extreme caution when traveling through this area.*
- Capricorn Boulevard Sidewalk – Construction began on August 13, 2012 and is expected to be completed in approximately 150 days. The contractor has cleared and grubbed most of the project and poured some of the curbing, driveways and sidewalk close to Rampart. The wet weather has hampered productivity but they continue to work on drainage and forming/pouring driveways.
  - *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.*
- Cheney Brothers Access Roadway Improvements – Construction is scheduled to begin on October 3, 2012. Trucks and equipment will be moving through the areas of Piper Road and Airport Road through the end of November 2012.
  - *PSA Released 9/27/12, expires 11/30/12: Construction of the Cheney Brothers Access Roadway is scheduled to begin Wednesday, October 3, 2012. This project will provide access to the parcel of land acquired by Cheney Brothers for a commercial distribution center within the Charlotte County Airport Authority property. Trucks and equipment*

*will be moving through the areas of Piper Road and Airport Road through the end of November 2012. Motorists and pedestrians are encouraged to exercise caution while traveling in this area.*

- Florida Street Sidewalk – The contractor has mobilized equipment and begun forming and pouring the gravity wall. Approximately 40% of the clearing and grubbing has been completed.
  - *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 – Traffic has been shifted to the eastern side of the new alignment to allow work to continue on the western portion of the project. This includes demolition of the old road and completing the drainage. Once the drainage has been completed, work on the curbing and road bed will begin.
  - *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). This phase of the project is now complete but will remain closed until Phase II improvements have begun.
  - 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 November 2012.
- 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.
  - *PSA released 9/12/12, expires 10/15/12: Beginning Thursday, September 13, 2012, preliminary road work will begin at the intersection of State Road 776 and Flamingo Boulevard in preparation for a new traffic signal. The contractor will have workers and machinery present and they may need to shift traffic patterns. There will be signs and flagman to direct traffic when needed and citizens are urged to use caution when driving in this area.*
  - *In Design or Negotiation*
- Bridge Rehabilitation & Maintenance Program – 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 BCC approved the resolutions of necessity at the September 11, 2012 Board meeting. Charlotte County Real Estate Services has begun acquiring property along Burnt Store Road between the Lee County Line and a point north of Zemel Road.
- 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.
- CR 771 (Gasparilla Road) Widening – The BCC approved the 10' sidewalk design on the east side of Gasparilla Road and the standard lighting design. Charlotte County received 30% plans for review. 60% plans are due in February 2013. Construction is anticipated to begin in late 2013.

- Edgewater Drive Widening Phase Two – Design is at 95%. On August 28<sup>th</sup>, the BCC approved a change order to revise the West Tarpon Intersection design. The revised design will require a permit modification. Construction is estimated to begin in May 2013.
- Elkcam Boulevard Multi Use Path – Johnson Engineering is conducting survey work and utility coordination for this project. A change order was added to include landscape architectural design including street trees, irrigation and associated design specifications.
- GPC Bridge Rehab – Sheehan Blvd. over Yale Waterway – The design phase of this project was awarded to Southwest Engineering & Design on September 10, 2012. The 30% plans are anticipated in late November 2012. Construction is estimated to begin in October 2013.
- Harbor Boulevard Improvements (US 41 to Olean Boulevard) – The BCC approved the start of negotiations with Johnson Engineering on August 28, 2012. Negotiations are currently underway; our next meeting with Johnson Engineering is scheduled for October 17, 2012.
- Harborview Road Bridge Over DeSoto Canal – Design is estimated to be completed in late October 2012 with construction beginning in early January 2013.
- Midway Boulevard Widening Phase Two – The Board of County Commissioners directed staff to purchase the eastern section of the First Presbyterian Church property for the final stormwater retention system needed for the project. The 60% plans are due for review in December 2012. Construction is anticipated to begin in late 2013.
- Piper Road Widening North – Legal sketches and descriptions of the rights-of-way necessary for this project have been provided to the Real Estate Services team. The Real Estate Services team is looking into the possibility of land swaps to acquire that property.
- 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 specification were sent to the Purchasing Department in early August. This project should be advertised by mid-October. Construction is anticipated to begin in November 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 early 2013.
- 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 early 2013. We received 100% plans on September 5th and expect to have the bid specifications and plans packet ready to go to Purchasing by the end of October 2012.
- Sales Tax Year Three (Aaron) Sidewalks – Staff is reviewing the 90% plans and compiling comments. We looked into adding tree or landscaping elements to the project but felt that it would be too late to modify 90% plans to accommodate additional elements. We also received feedback from SWFWMD that our permit application had been reviewed and denied. The design engineer is working through these issues.
- Sales Tax Year Three (Bayshore) Sidewalks – We are at 100% design plans and are working through some possible utility conflicts. This project should be advertised for bid in November 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 having this project to the Purchasing Department by the end of October 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 8 feet to 5 feet. We anticipate receipt of the 90% design plans early October and 100% plans by the end of the year. Construction is estimated to begin in February 2013.

- Sales Tax Year Three (Harbor Blvd) Sidewalks – We returned 90% design plan comments to Johnson Engineering on September 21, 2012. Construction is estimated to begin in February 2013.
- Sales Tax Year Three (Oceanspray) Sidewalks – We received 90% plans on September 18, 2012 and have provided them to staff for review. Construction is estimated to begin in early 2013.
- Sales Tax Year Three (Rio De Janeiro) Sidewalks – We received 90% design plans on August 10, 2012 and returned comments on September 20th. Construction is estimated to begin in early 2013.
- Sales Tax Year Three (Riverside Drive) Sidewalks – The design engineer has completed the maintained right of way survey and is finalizing the packet to be sent to Real Estate Services.
- Sales Tax Year Three (Sandhill Blvd) Sidewalks – We received bids back and hope to receive BCC approval to begin work with the top ranked firm at the next Board meeting October 9, 2012.
- Sales Tax Year Three (Sunnybrook) Sidewalks – We received 90% design plans on September 18, 2012 and have distributed them to staff for review.
- Sales Tax Year Three MSBU (Rotonda E) Sidewalks – The design engineer is working towards 30% plans. A meeting was held with the design engineer in September requesting that priority be given to Rotonda MSBU funded projects.
- 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 feet wide sidewalk adjacent to the newly designed bike path - rather than the originally planned eight feet wide sidewalk.
- 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 Charlotte Engineering & Surveying design team has completed Sight Study and Pile Jacket Corrosion Monitoring Reports. Geotech for the proposed tender house should be complete by October 1, 2012.
- Winchester Corridor Phase Three – We received bid specifications for the project and are reviewing them. We are also working with the design engineer to finalize turn lane design and expect to have this completed by the end of 2012.
- Drainage Projects
  - GPC Drainage Control Structure Replacement – Construction has started at 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.
    - *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 designing and permitting two culverts within the CRA. 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.
  - Little Farm Road Culverts – Firms have responded with Letters of Interest and they have been ranked. We are waiting for authorization from County Administration to begin negotiations.

- US 41 Storm Structures – Giffels-Webster Engineering (GWE) submitted all necessary paperwork to Southwest Florida Water Management District (SWFWMD) to initiate project permits. Comments from SWFWMD have been received and reviewed. GWE resubmitted responses to SWFWMD's comments. 60% design plans are due late December 2012.
- Dredging Projects:
  - Northwest Port Charlotte Access Channels – FDEP permit authorizations have been finalized for the project. ACOE permits are pending, however the notice of intent to issue has been granted. The Board has approved the construction services scope of work. Once the MSBU rate revision has been authorized by the Board then Coastal Engineering shall survey and provide bid services for the construction phase the project.
  - Pirate Harbor Rock Removal – All permits have been received. The BCC approved the path forward for construction including an investigation of a potential fifth rock area within the waterway system. The geotechnical investigation was completed and design alternatives were submitted to the County in July. Staff will review the design options with the MSBU Committee at their next meeting. Permits are being sought for the additional work.
  - South Bridge Waterway Dredge – A Pre-Bid Conference is scheduled for October 11, 2012 with Bid Opening scheduled October 31, 2012.
  - Stump Pass Maintenance Dredging – Coastal Engineering continues with the Plan Formulation Phase for the next 10-Year Management Plan. Analyses of structural alternatives to complement the beach and inlet management plans for the future project are underway. Extensive field investigations are in process and numerical modeling is set to begin in October 2012. A post Tropical Storm Debby damage analysis is underway and the County has initiated the process of seeking reimbursement from FEMA.
  - Suncoast Waterway Maintenance Dredge – The bid package has been submitted to the Purchasing Department and should be released by the end of October 2012.
- 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. Fiber Optic replacement has still not been resolved. Preliminary walk thru was held and the initial punch list generated.
- Paving Projects:
  - 2012 North/South Paving Program – Paving has been completed in the Elmira area and the contractor has nearly completed all paving in Midway area six. These areas are in the GPC MSBU and as of October 01, 2012 approx. 21,733 tons of S-III asphalt have been placed in this MSBU. Total asphalt placed for this contract to date is 39,164 tons.
    - *PSA Released 9/18/12 – Expires 10/31/13 - Reconstruction of the railroad crossings on Tribune Road and Lamontier Drive has been completed. These crossings are now open, however the traveling public should continue to exercise caution in this area until paving has been completed. Paving is scheduled this fall.*

- 2012 West County Paving Program – The paving operation is ongoing in Rotonda Sands with approximately 12,017 tons of asphalt placed as of October 01, 2012. Asphalt removal has commenced in Rotonda Lakes.
- Traffic Signing & Marking:
  - *Herbicide = 3082 objects*
  - *Legends Installed = 41*
  - *Road Striping for City of Punta Gorda = 39,209 Ft.*
  - *Signs Inspected = 4,153*
  - *Signs Manufactured = 217*
  - *Signs Repaired = 974*
  - *Speed Studies = 15*
  - *Traffic Counts = 44*
  - *Other Special Counts = 9*
  - *Reflective Pavement Markers Installed = 170*
- Departmental Projects:
  - Installed video detection at Olympia and Nesbit for City of Punta Gorda.
  - Yearly preventative maintenance was performed on the traffic signals at the intersections of Cochran and Pelham and Cochran and Lakeview.
  - Replace roadway light pole on Veterans Boulevard that had been struck by motor vehicle.
  - Replace broken astro brackets at the intersections of Airport and Taylor, Cochran and Lakeview and on Placida Road by east access to Merchants Crossing.
  - Turned off traffic signal on Placida Road and Palm Plaza; it did not meet warrants and signal displays so it was rotated to provide for safe operation.
  - Replaced four video detection cameras at various locations that were struck by lightning.
  - Repaired underground roadway lighting fault on Veterans by Loveland.
  - Preparations were made for Tropical Storm Isaac.
- Locates Performed:
  - 200 requests for underground utility locates were received, generating 48 tickets for locates.
- Trouble Calls:
  - 13 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 – Staff anticipates the start of negotiations with the top ranked firm by the end of October pending acceptance of draft scope and fee.
  - Rotonda West Drainage Study – The baseline computer model is complete and is being analyzed at this time.
  - Rotonda West Entrance Way Signs – Design has been put on hold by the MSBU until a meeting with the residents is held on November 5, 2012.
  - South Burnt Store Lighting & Landscaping – Florida Transportation Engineering has resumed the design of entry lighting. The 90% plans are expected by the end of October 2012.
  - South Gulf Cove Water Quality – Quarterly monitoring is conducted at the request of the Waterway MSBU Committee. Benchmark Labs provides water sampling and test results. Charlotte Harbor Environmental Center compiles the raw data and prepares an annual report.

- Sunshine Lake Water Quality Study – Bid specifications are being developed to hire a firm to dredge the algae from the lake and canal. The bid specs are expected to be completed at the end of September. The recharge wells will be installed after the dredging is complete.

## **Community Services**

- Administration:
  - Administrative staff answered and fielded 455 telephone calls, 7 web emails; processed 4 citizens concerns, 5 accident and 1 incident reports, 2 damaged and missing item reports; distributed 5 press releases
  - Supported 3 Advisory Boards
  - Promotional and Marketing Activities
    - Produced 2,635 Marketing and Graphics pieces
    - (2) in-studio appearances on the Golden Hippo radio show on WCCF
    - ½ page ad in the Parrot Magazine promoting September activities
    - Facebook Reach – 125 Weekly with 16,561 impressions
  - Solicited RLI for Bathymetric Survey of Port Charlotte Beach for re-nourishment project associated with Hurricane Debby.
  - Successfully co-sponsored Englewood Pirate Fest with Walk the Plank Productions at Chadwick Park Englewood Beach. Approximately 1500 people attended the event to benefit Englewood Helping Hands.
  - Completed department inventory
  - Recreation Centers:
  - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 8300 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1579 with 2663 touches combined. Recreation facilities were rented 29 times achieving a rental attendance total of 2341 people.
- Libraries & Historical Monthly Report:
  - Story time season is here again and we are offering sessions at each Library except Englewood due to construction.
  - The exhibit, “Port Charlotte Then & Now” has been closed and our new exhibit will open soon
  - Construction proceeds at Englewood with the existing library closing soon and a small temp. library will open in a neighboring building
  - Fiscal year has closed and we are on to 2013, we have started to purchase materials for Englewood’s Opening Day collection
  - We have had a lot of staff turnover and are proceeding with interviews
  - State Aid Grant was submitted.
- Numbers:
  - 60,862 items were checked out
  - 44,658 library visits
  - 7,977 computer uses by the Public
  - 1,157 people attended 18 programs or were visited with Outreach at the schools
  - 111,081 registered borrowers
  - 808 patrons requested PC assistance
- Need:
  - Cleaning concerns addressed
  - Parking lot repaired
  - Staff replaced
- Charlotte Sports Park:

- The last game of the season for the Charlotte Stone Crabs was held on Sunday, 9/2, with 4267 in attendance. The unofficial attendance for the 2012 season was 97,640.
- The Tampa Bay Rays players reported on Monday, 9/10, for the Instructional League season at the Charlotte Sports Park. They played five (5) games at the facility in September with estimated total attendance at 110.
- Per the contractual agreement with Ripken Baseball LLC, an end-of-season walk-thru occurred on Friday, 9/14, to ensure all areas within the stadium had been cleaned and maintained following the completion of the Charlotte Stone Crabs season.
- The Charlotte Harbor Visitor & Convention Bureau hosted a meeting on Wednesday, 9/19, in the hospitality suites at the Charlotte Sports Park. There were approximately 40 people in attendance at this meeting.
- Aquatics Section:
  - Port Charlotte Beach Pool:
    - Pool closed for renovation and repair
- Oyster Creek Regional Park Pool:
  - \*598 paid admissions
  - 398 pass holder visits
  - 305 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 swim meets 9-6 & 9-27-12 with approximately 300 swimmers and their families attending.
  - Staff spent an estimated 45 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:
  - \*724 paid admissions
  - 427 pass holder visits
  - \*146 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 swim meets 9-5, 9-13 & 9-26-12 with approximately 400 swimmers and their families attending.
  - Charlotte High School held Swim & Dive Team held their annual “Tarpon Invitational” Swim meet 9-22-12 with 11 schools and over 400 swimmers participating. Estimated attendance at this all-day event was 600.
  - The Charlotte County Blue Fins hosted a swim meet 9-29-12 and approximately 300 swimmers and their families attended.
  - Staff provided swimming instruction and coaching for approximately 15 Special Olympic athletes one time per week in preparation for the State Games. This resulted in approximately 60 “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 65 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
  - \*Staff began an aggressive water treatment program to battle “black algae” which includes adding phosphate remover and adding enzymes to the pool water. Six days into the three week

treatment program has already yielded clearer water and a reduction of black algae of approximately 30%.

- Athletic Section:

- Charlotte County athletic leagues and Special Events used County facilities approximately 3193 hours in the month of September. An estimated 3,802 athletic participants visited County facilities an estimated 23,734 times with 42,832 spectator/volunteer visits for a combined total of 66,566 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:

- The entryway at Punta Gorda Library was retrofitted to keep birds from nesting over the doorway and entry where they were creating a mess and a hazard.
- About 45 acres have been mechanical treatment of scrub habitat was initiated in Tippecanoe II unit 1 and will continue as the unit dries out from Isaac.
- The road way and shoreline were repaired at Tom Adams Fishing Pier this month.
- Trails were mowed at the environmental parks.
- The fence line at Oyster Creek Park was repaired.
- 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.
- 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 has begun 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.
- Exotic control work continues at Charlotte Flatwoods Environmental Park. To date approximately 80 acres of units 7 & 8 have been treated. Those units are being treated for Lead tree, Ear leaf acacia, Brazilian pepper, downy rose myrtle and Melaleuca.
- Staff is working on getting the osprey nest at Ann Dever Memorial Regional Park at Oyster Creek relocated.
- Staff has submitted plans for the kayak/canoe launch at Buck Creek Preserve.
- Staff conducted a fish survey that is part of our permit requirements of the Palm Island Ferry reef a 10 inch Lionfish was found and collected. The Lionfish which is an exotic invasive species to our waters. Staff informed the appropriate agencies FWC, NOAA, Reef.org, and the Sea Grant Agent for Charlotte County, as well as local dive shops. These agencies are tracking and doing studies on lionfish.
- Installing new bleachers at Harold Ave baseball fields 5 and 6
- Replaced 4 sets of old soccer goals at NCRP and SCRCP
- Installing a new irrigation pump system at OCRP eliminating the unreliable reclaimed water from EWD
- Pop Warner football and soccer season is in full swing
- Baseball and softball leagues are starting up with nightly practice
- Field turf maintenance - Fertilizer application, selective herbicide spraying for late summer weeds, aerating and verti-cutting
- Renovation of the clay Cricket pitch at OCRP for the start of Cricket season
- Natural Resources staff is working on CIP, HCP and FCT reporting.
- Abandon Vessel 96 was removed from Ainger Creek.
- 610 concrete culverts at 410 tons was barged out by our contractor to the Palm Island Ferry Reef site and place within the permitted area to create a new diving and fishing site at the Palm Island Ferry reef. This 15 inch round culverts should be great habitat for red grouper and gray snapper.
- Staff has mowed approximately 16 miles of trail.
- Staff installed Bollards to exclude boat trailers at Oyster Creek Canoe/kayak launch

- Delivered and spread mulch at the playgrounds at Deep Creek and Harbor Heights parks.
- Florida Scrub-jays were seen foraging on the NW portion of Tippecanoe Environmental Park, where they are not typically found.
- Extension Services:
  - Administration:
    - Webinar on "Relationship Marketing: Roles for Extension Advisory Leaders" – 12:30 – 1:30 pm – September 24<sup>th</sup>
    - Public Outreach on Spring Lake – Meeting with Utilities – 1:00 pm – Possible help with Public Deliberation opportunity
  - Meetings:
    - RC&D Meeting – September 17<sup>th</sup> – 10:00 am to 1:00 pm – Charlotte Co. Hosting
    - CED PolyCom – 1:30 to 3:00 pm – September 24<sup>th</sup>
    - Extension Staff Meeting – 3:00 pm – September 25<sup>th</sup>
    - Annual Gateway Meeting with County Partners – September 20<sup>th</sup> – 9 am to 12 noon – Sarasota County
- Other Programming:
  - Facebook© Page - Charlotte County Extension data:
    - 319 monthly active users.
  - Addition on Website of "Now Trending In Extension": Voter Education Resources – EDIS Publications (Mitchell, Schumaker)
- Sea Grant:
  - Publications:
    - Staugler, E.A. 2012. "2012 Bay Scallop Summary". Water LIFE Magazine. September 2012, Page 16.
    - Staugler, E.A. 2012. "An Abbreviated Look at Common Charlotte Harbor Fish Life Histories". Charlotte County UF/IFAS Extension. Factsheet, 2pp.
    - Staugler, E.A. 2012. "Operation Drag and Snag". Comings and Goings. UF/IFAS Extension. August/September 2012, Page 7.
  - Field Work:
    - 9/13 – Sea Grant cage volunteers conducted monthly bay scallop monitoring
    - 9/21 – Offshore field work – Descending gear
    - 9/26 – Monthly bay scallop recruitment monitoring
  - Outreach Programs:
    - 9/20 – Guest presenter for Punta Gorda Rotary
  - Site Visits:
    - Fishing Franks, PG Energy & Designs, FWC Charlotte Harbor Field Lab
- Meetings:
  - 9/6 – SWFL Gulf Coast Envirothon Academic Challenge board meeting
  - Conferences:
    - 9/12-16 – Attended Florida Outdoor Writers Association annual meeting in Titusville
  - Awards:
    - "Makers" (Trailblazing women)
  - Other:
    - Preparations for bay scallop restoration project
    - WGPU interview for PBS "Makers" documentary
    - Charlotte Sun interview regarding PBS "Makers" documentary
    - Interview by Lemon Bay High School senior for class project (exploring the marine biology field) (Staugler)
- 4-H Youth Development:
  - New Operation Cooper Street Afterschool
  - Twenty-two (22) New Operation Cooper Street Afterschool youth completed six hours of food and nutrition classes sponsored by the Charlotte County 4-H Association and taught by the 4-H agent

and 4-H teen leaders. Skills developed included portion control, food safety, kitchen safety, small equipment usage, and how to prepare nutritious afterschool snacks.

- 4-H Hurricane Preparedness
- Ninety-four (94) third grade Sallie Jones Elementary students and their families are better prepared for emergencies including hurricanes after they completed the 4-H Hurricane Preparedness course. The students participated in preparing a sample hurricane supply kit to take home. The students were to explain the sample kit to their family members and help to prepare a family supply kit. When surveyed two weeks later, 100% of the youth reported having helped their family prepares a family kit.
- Exploring 4-H Day
- Thirty-four (34) Charlotte County youth completed an Exploring 4-H Day sponsored by the Charlotte County 4-H Association and presented by adult and teen 4-H volunteer leaders. 4-H project activities the youth completed were in archery, gardening, cooking and sewing. (Phillippe)
- Horticulture:
  - Master Gardener Association Meetings
  - Master Gardener Education Committee – 9:00 am – September 5th
  - Master Gardener Association Meeting – 10:00 am – September 5th
  - Conference Call with State Master Gardener Coordinator – 10 am on September 11<sup>th</sup> – regarding proposed changes to MG Association
  - GI-BMP Training (Fertilizer Ordinance Training) – 8:00 am to 3:00 pm - September 26th
  - Charlotte County Extension held another Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on September 26<sup>th</sup>. Eight (8) participants increased their understanding of the local County Ordinance, as well as Turf, Irrigation, Landscape and Pesticide BMP's. After taking an end-of-class exam and receiving a 75% or higher score, each participant receives a Certificate of Completion showing that they are in compliance to properly apply fertilizer in Charlotte County.
  - MG Radio Gardening Show
  - MG Radio Program – 10:00 to 11:00 am – September 25<sup>th</sup> – Ralph Mitchell and Mike Stevens
- Other Programming:
  - Green Team
  - District IV Green Team – Lee County – 9 am to 3 pm – September 14<sup>th</sup>
  - Landscaping Committee
  - Landscape Committee Meeting – Public Works – 1:30 pm – September 6<sup>th</sup>
  - Landscape Committee Meeting – Public Works – 10 am – September 12<sup>th</sup>
  - Parkside Tree Canopy Meeting
  - Parkside Tree Canopy Restoration Meeting – Cultural Center – 8:30 am – September 25<sup>th</sup>
- Site Visit:
  - Site Visit - Starboard Point Condos - PG – September 18th – 10:30 am – Royal Palm Problem – 2 participants
- Florida Yards and Neighborhoods Outreach:
  - District IV - FFL Meeting – Manatee County – 11:30 am to 4:00 pm
  - Phone conference call regarding - FY2013 program changes to District-sponsored FFL programs with SWFWMD
- FFL Site Visits:
  - Oak forest condo, 1515 Forrest Nelson- Entrance # 1 – 10:30 am – September 19th – Landscape Review – 3 participants
  - IMPAC Site Visit Concerning Florida-Friendly Landscaping – September 27th – 10:30 am
- 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 – “What to do in the garden in September and October in Charlotte County “ – September 3<sup>rd</sup>
- Newspaper Article – “Heliconias in the garden” – September 10<sup>th</sup>
- Newspaper Article – “Good nematodes?” – September 17<sup>th</sup>
- Newspaper Article - “Walking Pumpkin Seeds!” – September 24<sup>th</sup> (Mitchell, Bates, Turner)

## **Facilities, Construction and Management**

### Projects:

- San Domingo Park Phase 1: The contractor is completing minor correction to walk path and finishing monument sign.
- Bay Heights Boat Ramp: The BCC approved the option with a single boat ramp and reduced parking area. A meeting will be held with the design firm on new scope.
- Englewood Library Expansion: Building was dried in and stucco applied. Window and door frames are installed awaiting glass. The interior walls are framed with insulation and drywall being installed. The tie in with the existing library is forecasted for late Oct.
- South County Regional Park Soccer Concession Stand: The building permit plans were reviewed and permit ready for issuing. The FGBC “green building” review package was submitted and awaiting response.
- Transit: Parking Expansion: Construction contract was awarded to DM Construction and the building permit has been applied for.
- Bayshore Live Oak Park Restrooms: Construction contract was tabled by the BOCC and is back on the agenda for the 10/23/12 BOCC meeting.
- Kiwanis Boardwalks: Walkways in the pedestrian core are complete. The pavilion boardwalk is nearing completion.
- Harold Ave. Concession Stands: The Architect has completed the prototype concept plan and is working on the final design.
- ADA Improvements: Group II ADA improvements at various parks and governmental facilities are through preliminary design; construction documents are underway. Group I projects will be bid with Group II projects.
- Operations:
  - Energy Efficiency Program:
    - Ann Dever Memorial Park: Musco sports lighting at the skate park will be installed the week of October 10th.
    - Siemens will begin the energy audit of selected facilities within two weeks.
    - The design of the South County Regional pool geothermal heating system is in process.
    - The new poles and fixtures for the Airport Road/Transit parking and roadway LED lighting project have arrived. Installation is in process.
    - The poles and fixtures for the solar boat ramp lighting projects have been ordered. Installation will begin in late October.
    - The fixtures are on order for the Murdock Admin parking lot lighting retrofit. Installation will begin in November.
  - Parking Lot Sealing and Striping: A contract for multiple County sites is being advertised; Bids came in and we will be recommending the lowest responsive bidder for this project. The bid total for the lowest responsive bidder came in at \$92,000.
- Repair and Maintenance:
  - Punta Gorda Library: The new roof is underway. ¾ of it is complete.
  - Jail: The pond in front of the Jail has a new air pump system to increase the oxygen in the water. This will help prevent the native fish kills that occasionally occur in the hot summer months. The pump was installed with 8 diffuser heads in different areas of the pond. Each

head sends out bubbles to help circulate and oxygenate the water. Most of the installation was performed by inmates at the jail saving taxpayer funding. This system was recommended to the facilities department by the University of Florida as the best way to prevent problems in the future.

- Repair and Maintenance: 2,806 work orders were successfully completed in FY12.
- Anger Creek Fishing Pier: Repair to Foundation and Rip-Rap Seawall at foot of Pier was completed in house. This kept the pier from being closed. Meanwhile, a professionally engineered design for renovation is underway.

## **Human Resources**

- Employee & Labor Relations:
  - Employee related issues
  - Union Related activities for IAFF and IUPAT
  - 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 Director
  - Held HR Director Interviews
  - 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
  - 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:
  - A new plaque honoring Paratroopers from Charlotte County was installed on the Paratrooper Monument in Fort Myers, Florida. The Monument is dedicated to all paratroopers and glidermen living and deceased who have served during peace or war in the armed forces of the United States. The Plaque includes Charlotte County's Assistant Veteran Services Officer, David Rockow.
  - Family Services has initiated a new process for monitoring client file errors and providing tools necessary for developing individual performance score cards. The process, once fully developed, will also assist in identifying common errors and will be used as a pro-active measure in preparing for State monitoring reviews.
  - At its September 11<sup>th</sup> meeting, the Board of County Commissioners approved the award of bid to a local firm to extend and improve Transit's current bus parking area on Airport Road in Punta

Gorda. The paved parking lot will hold all of Transit's bus fleet behind a secure, lighted and fenced enclosure.

- Staff attended community leadership meeting to review 10 Year Plan to Prevent and Eliminate Homelessness in Charlotte County and to begin developing Phase 2 of the implementation of the Plan that was adopted earlier this year by the Board of County Commissioners.
- Staff met with the United Way and The Charlotte Community Foundation to kick-off and discuss an action plan for a community-wide needs assessment. This needs assessment will assist the community in prioritizing service needs in Charlotte County.
- Staff attended a training workshop conducted by the Florida Department of Transportation providing guidance on the completion of competitive grant applications for capital funding of bus acquisitions & limited operation funds for the Transportation Disadvantaged Program. Grant applications will be submitted later this year.
- Staff completed final Medicaid Billing Backlog paperwork and payment for submission to the Agency on Health Care Administration as required by Florida Statute. This payment completes the County's obligation for denied claims from 2001 – March 2012.
- Staff participated in the United Way Community Impact review process. This is an ongoing review committee preparing for the annual community impact panel meetings scheduled during the spring of 2013.
- Staff prepared for and participated in the semi-annual program monitoring visit by Senior Choices of Southwest Florida. The County receives grant funding for senior programs through the Department of Elder Affairs. Final monitoring report is expected in October.
- Staff prepared for and participated in the County's Single Audit of Human Services grants. Report expected later this year.
- Senior Services staff developed a new central consumable supply ordering process for its senior clients. The new system will be more efficient in reducing & eliminating client stock-piles and provide for additional oversight of this service.
- Family Services staff worked with Team Port Charlotte and Keep Charlotte Beautiful in opening the Community Garden at the Family Services Center located in Parkside.
- Staff worked with IT in the design of the Department's new website...coming soon.
- Housing staff working with other County Departments on use of the Sibley Bay property and with potential partners for the Still Water Home.
- Staff has taken lead on steering group in the formation of Charlotte County Organizations Active in Disaster. This group was established as a result of Emergency Management activities and expectations.
- Veteran Services staff participated in several MIA/POW ceremonies this month.
- Staff met with 5 Points data software company (under contract) representatives to finalize data software conversion for new "Revolve" client programs system. System expected to be fully functional in October.
- Department staff met with Fiscal staff to discuss processes and upcoming projects including budget preparation for 2014/2015.
- Staff met with Sheri Powers the new representative from the Florida Commission for the Transportation Disadvantaged (TD). Ms. Powers attended the Local Coordinating Board meeting and visited the Transit Operations Center where she met with staff and reviewed Transit's TD eligibility application process.

## **Public Safety**

Animal Control: – Nothing to report.

Fire: – Nothing to report.

Emergency Management:

- The month included only a few public speaking engagements, one with the Peace River-Harbor Heights Rotary and the other with Sunrise Kiwanis of Port Charlotte. Much of the focus was on the current hurricane season and the recent threat by Tropical Storm (and later Hurricane) Isaac.

They were most interested in the process whereby we contact, pick-up and transport special needs registrants to a waiting facility (New Day Christian Church) and how the effort unfolds.

- Speaking of Isaac, the State of Florida has been denied Federal assistance for damages and response to this storm when it was a direct threat and warnings had been issued. Twice the Governor has appealed and the request was completely redone to reflect even higher amounts of verified damage and expenses submitted by impacted counties.
- Emergency Planner Lynne Stickley reported that the annual review of the Charlotte County Healthcare Facilities Comprehensive Emergency Management Plans has been completed for this year. This includes 3 hospitals, 9 skilled nursing facilities, 18 assisted living facilities, 1 adult day care center, and 6 ambulatory surgical centers. Each year our office is responsible for review and approval of these plans to ensure that the facilities remain “at the ready” to handle any type of emergency that may come their way. This includes but is not limited to fire, flooding, hazardous material spills, evacuation, tropical storms, and hurricanes. Each facility must show their internal communication structure through standard operating procedures as well as having in place current agreements with vendors to provide such things as fuel, food, water, transportation and both in & out of county sheltering sites. This process starts in January every year and is quite a lengthy review process. We are reminded every time a review of a plan is done, what transpired during and after Hurricane Katrina in New Orleans. The entire nation saw that some of their healthcare facilities were not prepared and it cost residents their lives. It is our goal to see that this never happens in Charlotte County.
- We reviewed a number of applications for the vacant Mitigation Planner position and set interviews for early October. Not many stellar candidates at first glance, but we’ll talk with a few of them before deciding if we need to repost the opening.
- The Director renewed Salvation Army Advisory Board meetings after the summer hiatus. The Board was introduced to the new Corps officers who relocated here from the Riverview community in South Hillsborough County. Work has already begun in earnest to prepare for the upcoming Holiday Kettle Campaign that is the primary source of annual local funding.
- The entire staff (of three) attended the Region 6 DEM meeting at the Collier County Red Cross chapter house. Nine of the ten counties that comprise Region 6 were in attendance at the all-day meeting conducted by Regional Coordinator Patrick Fuller. There was considerable discussion relative to TS Isaac, as well as pending decisions for domestic security funding. We heard briefings from the FDLE, Florida National Guard and the National Weather Service.
- The Director met with the West Coast Red Cross Chapter Executive to discuss the lack of support provided during sheltering operations in TS Isaac. This issue had been festering for a long time and we pretty much knew they would not endorse our use of Kingsway Elementary School as an evacuation site they could staff. This all stems from ARC Directive 4496 that was issued after Hurricane Hugo in 1989 in South Carolina. Despite having been previously approved for limited sheltering, the school was removed by the ARC when the new surge model came out in 2010 and showed it to be located in a level “C” (Yellow) area. This debate will continue to rage between ARC and emergency managers in many locations. Both Collier and Lee Counties had similar experiences during Isaac.
- The Director, Coordinator and Deputy Fire Chief Fair, met to discuss a planned exercise next spring that will involve multiple agencies, including possibly as many as five fire department from the area. This exercise will be funded through a National Security grant and will be waterborne in nature, involving a large passenger vessel encountering major problems while traversing Charlotte Harbor and the Peace River. We have spoken at length with Captain Ralph Allen of Kingfisher Fleet at Fisherman’s Village and will have his support of the endeavor and the use of his largest passenger vessel. We will recruit multiple victims for this late spring (April/May) of 2013 training effort.
- Our monthly conference call with Florida DEM Director Brian Koon gave us a chance to discuss many of the issues relevant to the TS Isaac reimbursement request that remains in limbo as of this writing. As always, this 40-45 minute call gives Directors a chance to pose questions to the Director which benefits all who are participating.

- The monthly activities wrapped up with our regular radio call-in show on WCCF-AM (1580), the focus being on the recently-completed review of all health facility plans for the year. Lynne Stickley was my guest on the hour-long program, during which we also discussed the remainder of the hurricane season and what might be expected in the tropics.

## Public Works

- There have been a large number of work requests from citizens for drainage problems due to the amount of rain recently experienced. Drainage crews worked on Wilmington & Regina in Englewood East, Eagle Street in Greater Port Charlotte, and Tamworth and Omni in Harbor Heights. A failed drive pipe was replaced on Graham and one on Berkshire in Greater Port Charlotte. The three walking excavators were kept busy in all parts of Charlotte County. Crews cleaned 23,000 square yards (SY) on the Loveland/Charlotte Sun ditch; 66,300 SY on the Pelican/Airport ditch; and 42,000 SY on the Gulf Cove ditches. In Rotonda West another fibre-form job was completed on Bunker Road. There are five locations (10 sites) remaining out of 25 locations (50 sites) that still need fibre-form work. Public Works crews replaced 120 linear feet (LF) of guardrail on Burnt Store Road that was damaged in an accident and 40 LF on Midway Boulevard at Broadbranch Street also damaged in an accident. O'Donnell Road was mowed from US 41 to the O'Donnell park in Murdock Village.
- An annual contract to supply asphalt concrete products to the Maintenance & Operations Division of the Public Works Department was approved by the Board on an "as required" basis. Pricing was requested for Asphalt Base Course Type 3, Type S-1, Type S-111, Type II, Sand Mix, Friction Course Type 2 without rubber, and Friction Course Type 3. The award to multiple Contractors gives the County the flexibility to use the plant that, when transit time is factored in, will be the most cost effective for a specific project. The contract period will be from 10/1/12 through and including September 30, 2013. The County awarded Bid #12-399, Supply Asphalt Concrete - Annual Contract to Ajax Paving Industries of Florida, LLC of Nokomis, Florida; Better Roads Inc. of Punta Gorda, Florida; and Asphalt Developers Inc. of Punta Gorda, Florida.
- More than 700 volunteers went to the beach on September 15, 2012, not to swim, but to pick up trash as part of the International Coastal Cleanup sponsored by the Ocean Conservancy and locally, by Keep Charlotte Beautiful. The volunteers spent the morning picking up more than 15,000 cigarette butts, lawn chairs, coolers, bottles, cans, styrofoam, fishing line, fast food wrappers, clothes, furniture, parts of trucks, crab traps, and more. The most unusual item was a glass bottle with a note in it from a child who lives in Belgium. The note was set adrift on August 6, 2010. This is a perfect example of how things travel in the water, especially trash, which we all know may end up in our drinking water sources and make our beaches unpleasant to visit. More than 4,000 tons of trash was picked from the beaches, shorelines, waterways, islands and underwater. Last year 582 volunteers donated 1,271 hours to clean up during the Coastal Cleanup. They collected 7,947 pounds of litter and debris.
  - Ocean trash is one of the most widespread problems threatening our ocean and waterways. Trash in the water can impact human health: sharp items can cut beachgoers, and batteries, car parts and 55-gallon chemical drums may leak toxic compounds. Trash also threatens wildlife. Even the mightiest whale can drown when entangled in old rope or fishing nets, and many fish, birds and animals eat trash they mistake for food. The result? Choking, as well as slow starvation from a false sense of satiation. Ocean trash chokes coastal economies as well, deterring tourist visits and causing enormous cleanup bills.
- Drainage crews installed 96 feet of 19 x 30-inch pipe at two road crossings on Lamontier Drive at the railroad crossing in Tropical Gulf Acres. The Menzie Mucks cleared 75,000 square yards of growth in ditches in the Loveland Boulevard area and 22,350 square yards from the ditches on Airport Road. Outfall crews replaced two driveway pipes on Bermont Road.
- In an effort to standardize and update the County Ordinances governing Municipal Service Benefit Units (MSBU) and Municipal Service Taxing Units (MSTU), Public Works Department

is reviewing each of the County Ordinances, specifically addressing the Purpose, Territory, and Membership sections. The review committee will examine the ordinances of 44 Streets, Drainage and Lighting Districts; 3 Stormwater Utility Units, 3 Municipal Service Districts; 4 Sewer and Water Districts; and 21 Waterway Districts for consistency of language. Any amendments will be reviewed by the County Attorney's Office and then be scheduled for a public hearing before going to the Board of County Commissioners for consideration.

- Charlotte County Schools have been invited to participate in the Recycle-Bowl competition scheduled from October 15 to November 9, 2012. This program, sponsored nationally by Keep America Beautiful and Nestle Waters, and locally by Keep Charlotte Beautiful, Charlotte County Solid Waste Department and Waste Management hopes to increase recycling efforts in Charlotte County Schools. Through Recycle-Bowl, we hope to galvanize recycling in elementary, middle and high schools across Charlotte County and invigorate student participation through a national recycling competition. And friendly competition is a proven way to motivate young people toward adopting sustainable behaviors.
  - The Recycle-Bowl is a wonderful opportunity that creates friendly competition as well as teaching and learning opportunities for students and school staff. Additionally, the Recycle-Bowl offers the opportunity for schools to win \$1,000. The school that collects the most per capita in each state will be awarded the money. A national champion will then be selected from the statewide winners to receive an additional grand prize. Local prizes may be awarded, also. Several schools have agreed to sign on for the competition and we hope their efforts will extend to other schools.
- Keep Charlotte Beautiful will sponsor its 5<sup>th</sup> annual "Think Green" Golf Tournament on October 13, 2012 at the Port Charlotte Golf Course. The annual event provides funds for Keep Charlotte Beautiful programs such as beautification projects such as butterfly and community gardens, educational projects such as the student calendar art contest, the Cigarette Litter Prevention Program, the Great American and Coastal Cleanups and community cleanups. Register by Oct. 1 and receive a \$20 team discount on a team registration. Call 941-764-4390 or visit our website [www.keepcharlottebeautiful.org](http://www.keepcharlottebeautiful.org) to register.
- In Rotonda West Public Works completed another Fabre-form job on Bunker Road. There were originally 25 locations or 50 work sites (both sides of road). There are five locations remaining, plus an additional four sites where a smaller excavator is required to gain access under the power cables. There are a total of 14 work sites remaining and it takes about one week per site.
- In Northwest Port Charlotte Public Works converted one swale intersection and replaced one road crossing pipe. In Harbor Heights about 1000 linear feet (LF) of line & grade swale work was completed on Omni & on Safe Haven. Additional line & grade work is being done in Gulf Cove on Montego Lane. Two drive pipes are being replaced in Gulf Cove on Neville Terrace. The Menzie for North County maintained around 23,000 square yards (SY) of primary ditches off of Loveland Boulevard & off of Harborview near the Charlotte Sun building. The Menzie for South County maintained about 54,000 SY of primary ditches off of CR 74 near Maze Drive. On Washington Loop 12,880 LF of line & grade swale work was completed near Gray Fox Lane. The flail mower maintained 16,554 cubic yards of road side vegetation in the Salona area of Punta Gorda Non-Urban MSBU

## **Tourism**

- TDT receipts for the month of August were up more than 17%. August is normally the slowest month of the year.
- Jennifer Huber attended the Southeastern Outdoor Press Association and received 2<sup>nd</sup> Place Excellence in Craft award for Industry Relations. The award was for the VCB's "Big Birding" Familiarization Tour for outdoor writers.
- Jennifer also attended a packaging workshop in Ohio to help us better assist our partners in the development of packages and "value added" elements. We will be hosting a workshop for

area tourism related partners to help them create value added elements for their own businesses.

- Jennifer also attended the Florida Outdoor Writers Association conference. The conference included an exhibitor showcase, craft improvement and story maker sessions. Charlotte County Tourist Development Council member Capt. Ralph Allen of King Fisher Fleet received several Excellences in Craft awards for his writing and photography.
- Sean Doherty participated as a guest in the taping of the Sport Light TV show on WRXY TV to promote running and cycling in Charlotte County and specifically events such as Hands Across the Harbor and Pedal N Play in Paradise.
- Sean also planned and implemented a two day site visit of our destination for The Travel Club, which is looking for vacation packages to sell to its clientele for overnight visits.
- Sean participated in a bi-county meeting with representatives of both Charlotte and Sarasota Counties to discuss the final plans and any logistical issues relating to the upcoming Rev3 Triathlon. Lorah Steiner also participated in REV3 planning with the Englewood Chamber TDC and is volunteering during the event.
- Lorah Steiner wrote a successful grant application for a video for the Englewood/Cape Haze area. This is a partnership with the Sarasota VCB as Englewood is in both Sarasota and Charlotte Counties.

## Utilities

- Engineering Services:
  - 929 Locates Processed from Sunshine State One Call; 0 Developer Agreements Prepared; 79 Active Developer Projects; 64 Residential Service Availability Letters Prepared; 8 Commercial Service Availability Letters Prepared; 15 Residential Service Applications Processed; 364 CIP inspections; 81 Developer Inspections.
- Operations Division:
  - *Treatment Facilities:*
    - 224 preventative maintenance, 40 corrective and 6 emergency work orders were completed.
    - Staff dismantled the Alar Grease Machine and prepared the equipment for disposal.
    - Installed solar powered battery chargers on two portable generators and on a 6" diesel pump.
    - 186 cross connection inspections were completed, 9 leaking backflow preventers were repaired and tested and 3 reclaim site repairs were required. 6 miscellaneous activities work orders were completed.
  - *Water Distribution:*
    - Completed a bridge crossing replacement for the 12" water main on Edgewater.
    - 1 employee passed his Level 2 Water Distribution System Operator FDEP testing and has submitted for his license.
    - Contacted vendor to start removal of the bat populations at the Gulf Cove booster station. The bats are a protected species and will have to be removed humanely from the building soffit and the storage tank banding.
- *Wastewater Collection:*
  - Gravity/Force Mains: 5,838 feet were televised/inspected/cleaned; investigated 3 backup complaints that were on the customer's side of the service lines; 2 CIPP point repairs were completed; performed preventative maintenance on 19 Air Release Valves; 13 manholes were repaired (raised, re-cemented, or new ring/cover installed); installed over 100 manhole inflow protectors in the Deep Creek area; completed 3 repairs each on force mains; repaired 3 low pressure sewer main leaks; excavated 1 gravity main for repair; installed 5 new service taps for Engineering; 7 service laterals were excavated and repaired.

- Lift Stations: 289 PM work orders were completed; 126 corrective work orders were completed.
- Low Pressure Sewer: Responded to 329 service calls; completed 28 upgrades; replaced 6 check valves at street; changed out 6 tanks; 5 PM work orders were completed. Inventory has been adjusted to meet the new standard for LPS systems; LPS extension for Charlotte Harbor area is in the works.
- Working with Engineering on specifications revisions.
- Personnel: 1 employee completed and passed his Sacramento Wastewater Collections 'C' course; 1 employee attended MOT Training; one employee attended the in-house Confined Space Rescuer Recertification.
- Business Services:
  - A Draft Scope of Services for e-bill and web solutions is complete and being collaboratively discussed with other County Departments to solicit input and interest.
  - All but 4 meters in Burnt Store have been converted to the new fixed base meter system. Test and review of customer service data and billing system underway. CCU continues to review and make the necessary corrections to each step of the process to ensure accuracy of data and explore methods to minimize manual processes. Phase II will not begin until all issues in Phase I have been resolved.
  - Customer Service: total number of customers to the lobby was 768.
  - Delinquencies: total delinquency revenue for the month: \$110,895 FY-YTD total: \$1,239,592.
  - North Port: we processed 3900 payments; total revenue for September was \$669.24
  - Share-point/Doc Mgt.: currently have 97,058 documents ready to be transferred to Share-point.
  - Accounts Receivable: the accounts receivable over 90 days went from 50.47% in August to 44.22% in September. The accounts receivable within 30 days went from 42.5% in August to 50.37% in September.
  - 51% of all CCU bills were paid electronically.
  - Smart Phone implementation has been put on hold and incorporated into the Scope of Service for e-bill and web solutions.
- Water Conservation & Public Outreach:
  - No changes.
- Human Resources:
  - Total positions: 201. Vacant positions: 6 – 1 Maintenance Worker, 3 Maintenance Mechanics, 1 Line Technician and 1 Chief Operator.
  - Actively recruiting for Maintenance Mechanics, Chief Operator and offer pending for Line Technician.
  - Maintenance Worker currently frozen until position is evaluated.
- Phase 1A Punta Gorda Interconnect:
  - Completed a 7 day test with the Water Authority and the City of Punta Gorda, moving water from the City to CCU and from CCU to the City at varying flow rates up to 6 MGD. The 30 day test cycle should begin in early October.
  - Selected a location for the 2<sup>nd</sup> meter needed for leakage monitoring purposes near the Deep Creek Elementary School on Benderson property. Authority to proceed with acquiring land & installing meter asap.
- Phase 2B North Port – Harbor Meter Interconnect:
  - On September 25<sup>th</sup> the Authority placed the new 42" regional transmission main and the new Segment B 24" interconnect with Charlotte County online, conveying water to both meter stations. Flushing efforts were coordinated with both customers during construction of the metering station.
- PR/MRWSA Water Resources:
  - In September, Peace River withdrawals averaged only 31.5 MGD because raw water storage was full. Finished water deliveries to customers averaged 22 MGD. Raw water

storage by the middle of the month totaled 6.48 BG while treated water storage in the ASR totaled about 2.0 BG. The Authority has been recharging the ASR since July and is currently averaging about 10 MGD.

- E&W Spring Lake Area Pilot Study:
  - Amendment reallocating contract activities and funding from engineering activities that are no longer deemed necessary to public outreach was approved by the BCC in September. Staff met to discuss options for facilitation of improved public outreach program in the near future.
- Regional Reclaimed Water Expansion Phase 2:
  - *Transmission Main (Stage 1):* Bids were received on September 12, 2012. On September 14, 2012 a recommendation was made to award the bid to SL Williams Consulting Corp. The award is scheduled for the October 9<sup>th</sup> BCC meeting.
  - *Pumping Upgrade (Stage 2):* Approval of the minor permit modification by the FDEP for the West Port WRF is pending. The bid documents were forwarded to Purchasing on September 14, 2012. The bid package will be prepared sometime in early October. On September 18<sup>th</sup> Building Construction Services issued the licensing determination for the project which is necessary for the project to go out to bid
  - *Storage Pond (Stage 3):* Approval of the minor permit modification by the FDEP for the West Port WRF is pending. On September 14, 2012 the project was advertised for bid. A pre-bid meeting was scheduled for October 1<sup>st</sup> which will be followed by a site visit for the benefit of the bidders to the West Port WRF. Bids are scheduled to be received on October 17, 2012.
- East Port WRF Expansion:
  - The FDEP permit was received. Bid documents for Stage 1 were submitted to Purchasing and will be posted in October.