

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

**Budget & Administrative Services**

- Fiscal Services Division Monthly Report: - November 2012:
  - Grants Fiscal Support
  - Human Services Grants
    - Senior Choices, the Granting Agency for the County Senior Services Grants performed the Annual Fiscal and Administrative Monitoring of the Grants. The monitoring looks at compliance, documentation, subcontract monitoring and best practices of all of the Senior Grant Programs.
    - Prepared and submitted the fiscal portion of close-out report of the Community Services Block Grant to the Department of Economic Opportunity and Human Services. This close-out report was for the grant year ending October 31, 2012.
    - Submitted the annual Performance Reports for the Federal DOJ JAG grants.
    - On November 6, 2012, Charlotte County received \$60,009.99 of Neighborhood Stabilization Program 1 (NSP1) funds. These funds are reimbursement for various rehabilitation and construction activities associated with our thirty-three NSP1 properties.
      - To date, Charlotte County has conveyed ownership of seventeen of these properties to Charlotte County Habitat for Humanity. Charlotte County Habitat for Humanity has placed qualified homeowners in all of these homes.
      - Eight of the NSP1 properties have been conveyed to The New Paradigm Foundation of Englewood. These units are all low income rental properties, and are currently providing forty-three clients with affordable rental housing.
    - Completed the new vendor services setup on our CIRTS system for our monthly report preparation (Nov 2012). This is significant because they are now providing services and supplying invoices for the first time to the County.
    - Transit received a Block Grant Contract from FDOT for \$302,307. to help support Dial-a-Ride operations during FY 13/14.
    - Section 5310 \$101,142 and 5311 \$59,500. Grants for FY 13/14 in support on Sunshine Ride capital and operating expenses have been prepared and are ready for Board Approval.
    - Staff attended FTA training with Webinars on Title VI on and on Route Match software during the month of November.
    - We filed the Annual Report on Recreational Vessels to Florida Fish and Wildlife Conservation Commission and were found in Compliance with s328.72 (12), of the Florida Statutes
  - Road Grants:
    - Received and invoiced for the following PW related grants and interlocals:
      - Received a total of \$286,933.14 broken down as:
        - \$264,173.87 from FDOT for construction on the Piper Rd Jones Loop intersection
        - \$ 13,486.80 from FDOT for Flamingo/SR776 intersection improvements
        - \$ 9,272.47 from FDOT for US41 median maintenance
      - Invoiced \$158,503.15 to FDOT for construction on the Piper Rd Jones Loop intersection.
  - Public Safety Grants:
    - Invoiced \$158,503.15 to FDOT for construction on the Piper Rd Jones Loop intersection.
  - Operating & Accounting Support:
    - IFAS Fiscal Statement for Extension Services completed.
    - Statistical Report for State Aid to Libraries Grant completed.
    - Completed Final Grant Expenditure spreadsheet for Community Services and sent to Finance.
    - Attended pre-construction meeting for Rampart Phase II.

- Attended meeting to discuss finalization of Rampart Phase I, specifically the water line that was constructed and whether Benderson would get impact fee credits.
- Attended preliminary budget meeting for Community Development and discussed consolidation of departmental budgets and revision of core services.
- End of Year Amendments and Transfers and Carry over Amendments and Transfers went to board for approval. All have been posted to the appropriate year.
- CRA TIF Funds have been paid – City of Punta Gorda and Charlotte Harbor.
- Cheney Brothers – Total amount reimbursed to Cheney Brothers for Utilities - Total reimbursed so far - \$94,202.50
  - FY11/12 - \$74,722.40
  - FY12/13 year to date - \$19,480.10
- Continuing work on the Records Retention
- Analyzed Sanitation rates and worked with Clerk’s office to correct past years’ transfer amounts.
- Sent letters to inactive waste haulers with pre-payments remaining on accounts to return funds if no longer needed.
- Worked with Peace River Authority to gather information regarding their invoice for Phase 1A pipeline project.
- Continue fine tuning spreadsheet for use by CCU engineering to see available budget and cash balances for CIP projects.
- Worked with Solid Waste on scope for tipping rate study.
- Attended meeting for Banner (CCU billing software) software features and upgrade opportunities.

- Sandalhaven Rate Case

- None

- Utility Regulation General

- None

**I.T.**

- November Accomplishments:

- GIS Day Collaboration - Charlotte County helped celebrate national GIS Day by proclamation and by participating in an inter-governmental collaboration sponsored by the City of North Port at their Morgan Community Center. The theme was governments working together showing how GIS data maintained by different agencies is pulled together and utilized by other government agencies. i.e. Utilities hydrant data being used by Fire-EMS and Emergency Management. Participants included Charlotte County, Sarasota County, Manatee County, Southwest Florida Management District, FEMA, SCOPE (Sarasota County Openly Plans for Excellence), the City of North Port.

- November Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	109,592	76,121	9	7,586	193,308
%	56.7	39.4	0.0	3.9	100.0

- November Outage Statistics:

- 3 - Incidents
- Total Down Time – 22 hours
- Average time per Incident – 7.5 hours
- System availability was 96.921%

- November Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =208
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 205
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 348
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 352
- Change Controls Last Month – (internal configuration changes to server and network) = 4
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 529

## **Purchasing**

- Quotes due and received:
  - 13-021 Electronic Waste Recycling / Disposal – Annual
  - 13-056 Residential Sharps Recovery Program – Annual
  - 13-086 Wet Well Lining Lift Station #79
  - 13-057 Appliance & Scrap Metal Landfill – Annual
  - 13-062 Fare Boxes
  - 13-019 Chiller – Hydronic Water Treatment – Annual
  - 13-039 Fire Sprinkler Inspections – Annual
  - 13-020 NFPA Testing & Inspection Services – Annual
  - 13-086 Wet Well Lining Lift Station #79
  - 13-049 Batter's Eye Screen
  - 13-033 Lot Mowing for Code Compliance – Annual
- Pre-bid meetings held:
  - 12-406 Lift Station Grounds Maintenance – Annual
  - 13-070 Sunshine Lake/ Sunrise Waterway Algae Removal
  - 13-055 Natural Gas Pool Manager – Annual
  - 12-427 Lift Station #8 Relocation & Lift Station #313 Rehabilitation
  - 13-040 Shell / Rock Material – Annual
  - 13-084 Volume Reduction Services – Vegetative & Wood Waste – Annual
  - 13-088 West Port Reclaimed Water Pumping Station
  - 13-053 Service and Maintenance of Chillers – Annual
  - 13-071 Stormwater Control Structures BMP 6 & 29
  - 13-091 DeSoto Canal Bank Restoration
  - 13-102 Infrastructure Services – Annual
  - 13-017 Generator Maintenance – Annual
  - 13-050 Bayshore Road Sidewalk Construction
- Pre-submittal meetings held:
  - 13-058 CEI Services Eastport Water Reclamation Facility
- Bid openings held:
  - 12-433 Medical Supplies – Annual
  - 12-417 Repair Parts – Fleet – Annual
  - 13-046 Ready Mix Concrete – Annual
  - 12-472 Suncoast Waterway Dredging
  - 13-055 Natural Gas Pool Manager – Annual
  - 13-036 Jail Sanitation Grinder System
  - 13-053 Service and Maintenance of Chillers – Annual
  - 12-406 Lift Station Grounds Maintenance – Annual

13-016 HVAC Contractor – Annual  
13-070 Sunshine Lake / Sunrise Waterway Algae Removal  
12-397 Sign Repair/Replacement – Storm Damage – Annual  
13-084 Volume Reduction Services - Vegetative & Wood Waste – Annual  
13-040 Shell / Rock Material – Annual

- Work Orders due and received:

13-107 Engineering-Dredge Buena Vista Grassy Pointe  
13-103 Wellfield Monthly Monitor/Balance  
13-104 Tipping Fee & Sanitation Disposal Assess Rates  
13-105 Deep Well Injection Permit Renewal  
13-110 Engineering-Dredge Manchester/Ackerman  
13-111 Manasota Key Community Plan  
13-113 San Domingo Project Management

- Proposal due and received:

13-058 CEI Services Eastport Water Reclamation Facility

### **Real Estate Services**

- Edgewater Phase II – All parcels required for this road project have been obtained. Mediations to settle final compensation issues will commence in December and continue for several months.
- Placida Widening – A second round of 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. To date, approximately 50% of the required properties have been acquired on a voluntary basis.
- 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 is being prepared for delivery next week.
- 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 plans to move forward with the acquisition of the pond sites needed for the US 41 widening. We have met with the FDOT appraiser and we will be looking at initial offers in the coming months.
- Surplus County Lands – On our latest offering, we have received acceptable bids for 2 parcels through the competitive bid process. If accepted by the BCC, we will collect over \$11,000. Our total proceeds to date for the land disposal program is over \$2,700,000 (including the Cheney Brothers property).
- Real Estate Inventory Book and Building Inventory Book – We are updating the information in both books and they will be available for distribution shortly.
- 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.
- Lift Station Upgrade in Deep Creek – We are working with CCU staff to look at options for the purchase of a vacant lot to be used for a new lift station in Section 20.
- Midway Project Pond Sites – The BCC approved the contract to allow the County to purchase 1.48 acres of church property for a pond site required for this project. We will be conducting our due diligence and closing on the property within 30 days.

- 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 grading and matching existing driveways with the new road surface.
- Burnt Store Road Phase III – We are now in the good faith offer stage and we will be sending out pre-suit offers in this month.
- 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.
- De Soto Canal in PGI Section 23 – We are working with County MSBU staff to obtain a series of Canal Maintenance Easements and Temporary Rights of Entry to allow bank stabilization work on the De Soto 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 will be 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:
  - November 2012 had more single family permits issued than October but was down on the same period last year; however the number of miscellaneous type permits continues to be up on the same period last year. This backs the trend of more remodels and smaller projects than new construction that we have been seeing for many months. The number of customers served was also higher than the same period last year and inspections were up by 17% on the same period last year – much of which can be attributed to an increase in older permits being renewed.
  - Permitting revenue is up on the same period last year and this again can be attributed, in part, to an increase in older permits being renewed. Revenue for the fiscal year to date is 17% up on the same period last fiscal year. Expenditures in November were higher than revenue showing a deficit for the month but this is due to the Self Insurance allocation hitting in November.

Item	Total FY2012	Nov-11	Nov-12	FY12 YTD	FY13 YTD
Single Family Permits Issued	269	25	20	37	33
Multi Family Permits Issued	1	0	1	0	1
Commercial Permits Issued	21	2	1	5	2
All Other Permits Issued	14142	973	1214	1849	2597
Customers Served	27005	1908	2072	3828	4656
Inspections	36957	2952	3451	5720	4998
Permitting Revenue	\$2,027,805	\$146,197	\$ 161,836	\$291,885	\$341,583
Permitting Expenditure	\$2,058,655	\$268,419	\$260,793	\$405,186	\$332,014
Code Enforcement Revenue	\$956,429	\$76,374	\$49,289	\$140,278	\$116,504
Code Enforcement Expenditure	\$1,576,565	\$128,107	\$151,546	\$184,991	\$217,683
New Complaints Received	1253	66	79	257	268
Code Cases Initiated	3357	205	194	445	468
CEB Cases Heard	734	33	78	77	151

<b>Citations Issued \$ Amount</b>	\$75,500	\$2,500	\$2,500	\$3,000	\$13,500
<b>New Contractor Licenses Issued</b>	16	0	1	2	2
<b>Contractor Licenses Revoked</b>	31	2	2	3	4

- Licensing and Code Enforcement:
  - Code enforcement and contractor licensing continue to remain steady. With the end of “High Grass” season, we are seeing a decrease in these types of cases but as the area population increases, we are seeing a corresponding increase in the number of complaints called in.
  - The division brought some changes forward to the Board of County Commissioners on the local contractor licensing regulations to make changes to reflect advances in the construction industry. In addition, the division added language to encourage local students to take certification classes in construction related trades through the local technical center. Students who receive certification from this, or any other similar Florida technical training center, will be able to use that course as part of their experience when applying for local contractors licenses.
  - In addition, during the same revisions, the division amended the County’s Vacant Property Registration program to increase the fees paid by banks and lenders on homes they have in the foreclosure process depending on the length of time they allow the property to remain vacant. The aim of this is to make it financially unattractive to let the property sit, and encourage the banks to actively market and sell these properties – a win-win for all involved.
- The Growth Management Division:
- Parkside Revitalization Initiative
  - Staff attended the TEAM Port Charlotte public meeting held on November 15. Staff presented an overview of the process to create the Parkside Revitalization Plan (PReP) and some of the objectives and policies written into the plan. Staff asked the citizens to review the plan and return comments to staff by email, phone, or attendance at a staff-initiated workshop scheduled for December 6.
- Babcock Ranch
  - Kitson and Partners are still working on revising the draft LDRs.
- Murdock Village
  - Staff is awaiting word on what direction to take on this project.
- Charlotte Harbor CRA
  - The committee met on Nov. 20, 2012. The committee inquired about the status of the comp plan and LDR revisions for the CRA. They were informed that the comp plan changes were projected for the first of next year and there was no firm time table for the LDRs. They asked the chairman, Jim Herston, to draft a letter to the BCC asking that their specific comp plan and LDR revisions be moved forward separate from the rest of the project.
- Manasota Sandpiper Key Community Advisory Committee
  - The committee met on November 7th and November 21st. Seven projects were presented to ARC.
    - 2800 N. Beach Rd. – repair beach walkovers
      - Comments: approval granted
    - 2765 N. Beach Road – new detached garage.
      - Comments: approval granted
    - 1815 Gulf Blvd. – new dumpster enclosure.
      - Comments: approval granted
    - 2782 N. Beach Rd. – construct a stairway to the beach.
      - Comments: approval granted.
    - 7536 Whitcomb St. – construct a dock and two boat lifts.
      - Comments: approval granted
    - 1460 Gulf Blvd. – replace a walkway to the beach.
      - Comments: approval granted
    - 1170 Gulf Blvd. – new single family house.

- Comments: No action taken. Additional information was requested.
- Little Gasparilla Island Community Plan
  - The committee did not meet in November. The next scheduled meeting is Dec. 14.
- School Concurrency
  - The committee has been meeting to work on revising the ILA and compiling this year's permitting information for next year's joint meeting. The draft ILA will be heading to the respective attorneys for review.
- Comprehensive Plan Evaluation and Appraisal Report (EAR)
  - Staff continues to work on EAR-based plan amendments.
  - Transportation Planning
  - No report for November.
- Site Plan Approval
  - We received 4 petitions in November.
  - One Final Detail Plan
  - One Preliminary Site Plan
  - One Project conference
  - One Major Modification to a PD
- Board of Zoning Appeals
  - The Board of Zoning Appeals heard the following petitions on November 14, 2012.
  - Petition #SE-12-015: A request by James Ehrenfeld for a special exception to allow a Guest House in the Residential Single-family-3.5 zoning district, located at 2376 Staver Street, Port Charlotte, was APPROVED by a vote of 4-0.
  - Petition #SE-12-016: A request by Connie Volpe for a special exception to allow a Home Occupation, consisting of clinical massage therapy, in the Residential Single-family-5 zoning district, located at 1141 Rotonda Circle, Rotonda Wet, was APPROVED by a vote of 4-0.
- Planning and Zoning Board
  - The Planning and Zoning Board heard the following petitions on Monday, November 5, 2012:
    1. PA-12-09-12                      Legislative                      Commission District II
      - a. Pursuant to Section 163.3184(3), Florida Statutes, adopt a Small Scale Plan Amendment to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Commercial (COM) and Low Density Residential (LDR) to Commercial (COM); for property located north and east of Santa Maria Drive, south of Morningside Drive and west of Tamiami Trail (U.S. 41), in the Punta Gorda area, containing 1.01± acres; Commission District II; Petition No. PA-12-09-12; applicants: Thomas Frey and Marie C. Frey; providing an effective date.
        - i. Community Development Department: *Approval*
    2. Z-12-09-13                      Quasi-Judicial                      Commission District II
      - a. An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Commercial Intensive (CI), Residential Multi-family 5(RMF-5) and Residential Single-family 3.5 (RSF-3.5) to Commercial Intensive (CI); for property located north and east of Santa Maria Drive, south of Morningside Drive and west of Tamiami Trail (U.S. 41), in the Punta Gorda area, containing 1.01± acres; Commission District II; Petition No. Z-12-09-13; applicants: Thomas Frey and Marie C. Frey; providing an effective date.
        - i. Community Development Department: *Approval*
- Board of County Commissioners Land Use

The Board of County Commissioners heard the following petitions on Tuesday, November 13, 2012:

  3. PP-12-08-02    Commission District IV
    - a. Centex Homes has applied for Preliminary Plat for Myakka Pointe 2-A (1st Replat), being a replat of Myakka Pointe at Riverwood Unit 2, as recorded in Plat Book 19, Pages 17A-17E, of the official records of Charlotte County, Florida. The replat is a change from 24 multi-family units to 12 single-family lots on 12.68 acres, more or less, located north of

River Beach Road, east of the Myakka River, south of Columbia Avenue, and west of Gulf Pointe Drive, in Section 29, Township 40 South, Range 21 East, in Commission District IV.

*i. BCC: Approved*

4. SV-12-07-04 Commission District III

- a. John Pizzi and Arthur & Ethel Hatfield are requesting to vacate the portion of Manor Road that runs between East 3rd Street and Snook Bayou. The segment is 0.13 acres, more or less, and is located south of East 3rd Street, north of Snook Bayou, west of Rocky Creek, and east of Hickory Drive, in Rock Creek Park 2nd Addition, as recorded in Plat Book 4, Page 29, of the Official Records of Charlotte County, Florida, in Section 5, Township 41, Range 20, in Commission District III.

*BCC: Approved with conditions*

5. Z-12-09-11 Commission District III

- a. An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Planned Development (PD) to Commercial General (CG); for property located north of S McCall Road (SR 776), south of E 1st Street, east of Pine Street and west of Hickory Drive, in the Englewood area, containing 1± acres; Commission District III; Petition No. Z-12-09-11; applicant: Peninsula Property Holdings IV LLC; providing an effective date.

*i. BCC: Approved*

6. PA-12-09-09 Commission District III

- a. Pursuant to Section 163.3184(3), Florida Statutes, adopt a Small Scale Plan Amendment to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Commercial (COM) to Office and Institutional (OI); for property located north of S McCall Road (SR 776), south of E 1st Street, east of Pine Street and west of Hickory Drive, in the Englewood area, containing 0.85± acres; Commission District III; Petition No. PA-12-09-09; applicant: Charlotte County Board of County Commissioners; providing an effective date.

*i. BCC: Approved*

7. Z-12-09-10 Commission District III

- a. An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Planned Development (PD) to Commercial General (CG) for 0.9± acres and Office, Medical, and Institutional (OMI) for 0.85± acres; for property located north of S McCall Road (SR 776), south of E 1st Street, east of Pine Street and west of Hickory Drive, in the Englewood area, containing 1.75± acres; Commission District III; Petition No. Z-12-09-10; applicant: Charlotte County Board of County Commissioners; providing an effective date.

*i. BCC: Approved*

8. TDU Variance, Realmark Tuckers Grade LLC

- a. Deny a TDU variance to Section 3-5-429(h)(1)(i)B of the Transfer of Density Units ordinance, Charlotte County Code of Laws and Ordinances; applicant Realmark Tuckers Grade LLC.

*i. BCC: Approved*

9. 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.

*i. BCC: Approved*

10. 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.

*i. BCC: Approved*

11. 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.

*i. BCC: Approved*

12. 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.

*i. BCC: Approved*

- The Engineering Division:

- Construction Projects:

- Active Construction Projects

- Beacon Drive Sidewalks – The contractor has begun pouring the curbing, driveways, and sidewalks. Storm drain work is also underway.
  - *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 – The contractor was issued a Certificate of Substantial Completion on November 30, 2012. The sidewalk is open and accessible. The only items that remain are minor punch-list items.
  - *PSA released 11/30/12, expires 12/7/12 - The construction of the Capricorn Boulevard Sidewalk from Rampart Boulevard to Sandhill Boulevard has been completed. The project was funded through the 2008 Sales Tax Referendum. It is part of a network of sidewalks being constructed throughout the Deep Creek area as well as throughout Charlotte County to provide pedestrian walking and biking facilities. The construction contract was completed ahead of schedule and under budget. Your patience while the project was being constructed is appreciated.*
- Cheney Brothers Access Roadway Improvements – Construction began on October 3, 2012. The contractor has completed the clearing and grubbing and has removed the existing utilities. They have shaped the swales on both sides of the road and embankment work has begun.
  - *PSA released 11/29/12, expires 1/15/12: Construction of the Cheney Brothers Access Roadway began on 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 January 15, 2013. Motorists and pedestrians are encouraged to exercise caution while traveling in this area.*
- Florida Street Sidewalk – The contractor continues forming and pouring the gravity wall and has completed almost 600 feet of gravity wall. Storm drain installation is in progress. This project will accelerate once the more complex underground work 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.*
- GPC Drainage Control Structure Replacement – Group 1 Construction: MOR 5.08 is 90% complete and DOR 4.75 is 90% complete. HAV 4.33 is 19.50% complete. Project is on schedule.
    - *PSA released 10/9/12 – Expires 2/19/13 In conjunction with the Greater Port Charlotte Water Control Structures Replacement project, Quesada Avenue – at the Haverhill Waterway between Harbor Boulevard and Waterside Street - will be closed to traffic starting October 23, 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 Haverhill Waterway as part of an overall plan to upgrade stormwater infrastructure. Motorists are encouraged to utilize alternate routes and exercise caution throughout the construction area.*
  - Group 2 Design: 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. Group 2 Construction is scheduled to begin in the spring of 2013.
  - 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. All curbing, utility and drainage work has been completed. The conduit for roadway lighting was placed after FPL facilities were relocated. The contractor is finishing the road base installation and is in the final paving process.
    - *PSA issued 12/5/12, expires 12/14/12 - The final paving process has begun within the southern 1200 feet of Piper Road South. Traffic patterns will be shifted within the next week to reflect the permanent traffic alignment. Motorists and pedestrians are reminded to exercise 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) Notice to Proceed was issued for construction starting November 14, 2012 and is anticipated to be completed by end of July, 2013.
    - *PSA released 11/8/2012, expires 7/31/2013 - Phase II of the Rampart Boulevard Roadway Improvement Project is scheduled to begin on Wednesday, November 14, 2012. Traffic delays are anticipated in the vicinity of Rampart Boulevard and Kings Highway through the end of July 2013. During this time there will be lane closures and minor traffic delays. Motorists and pedestrians are encouraged to exercise caution throughout the work area.*
  - Rotonda West Parade Circle Pathway – The Contractor is finishing up this project. A punch list was provided to the contractor on November 21, 2012. The project should be completed by December 14, 2012.
  - Sandhill Boulevard Sidewalks – The contractor has begun shifting traffic lanes in order to accommodate construction (pouring and forming the gravity wall). A large section of sidewalk has been poured close to Rio de Janeiro Avenue.
    - *PSA released 10/24/12, expires 3/18/13 - Sidewalk construction has begun on Sandhill Boulevard extending from East of Kings Highway to Rio de Janeiro Avenue and will continue through March 2013. As work progresses, traffic patterns may shift to ensure the safety of work crews and of the traveling public. Construction signs and flagmen will be present (as needed) to direct motorists and pedestrians through this work zone. Please exercise caution when traveling through this area.*

- Winchester and Flamingo Signalization – Traffic signal work is in progress at Flamingo/SR 776 and Winchester/SR 776. We are working through some coordination issues at State Road 776 and Winchester North as a turn lane is being added to the roadway design.
  - *PSA released 11/8/12, expires 12/13/12 - Road work will continue at the intersection of State Road 776 and Flamingo Boulevard through December 13, 2012 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 – A report of repairs was received in November and is under review.
  - Burnt Store Road Widening Project Phase Three – 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. On November 6, 2012 the design consultant provided 90% plans for review and comments. A meeting was held with FPL and Century Link on November 14, 2012 to discuss coordination and impacts to their facilities. Construction is scheduled to begin in May 2013.
  - 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 Board of County Commissioners (BCC) approved the 10' sidewalk design on the east side of Gasparilla Road and the standard lighting design. 60% design plans are due in February 2013. Construction is anticipated to begin in late 2013.
  - Edgewater Drive Widening Phase Two – Design is at 85%. The BCC approved a change order to revise the West Tarpon Intersection design. The revised design will require a permit modification. Design is projected to be completed in early 2013 with construction estimated to begin in July 2013.
  - Gardens of Gulf Cove Sidewalks – Letters of Interest have been ranked and a recommendation has been submitted to the Purchasing Department. As soon as Purchasing approves the recommendation, negotiations for scope and fee will begin.
  - GPC Bridge Rehab – Sheehan Blvd. over Yale Waterway – Design is underway with construction estimated to begin in October 2013.
  - Harbor Boulevard Improvements (US 41 to Olean Boulevard) – The Phase 1 Design Contract with Johnson Engineering has been approved and is scheduled to be signed by the BCC Chairman. During Phase 1, the design engineer will produce a Road Feasibility and Traffic Study by late summer of 2013. Once this study is complete and the findings have been produced, we will seek approval to move forward with Phase 2 design.
  - Harborview Road Bridge Over DeSoto Canal – Design and permitting is underway. Construction is anticipated to begin in the summer of 2013.
  - Midway Boulevard Widening Phase Two – An offer to purchase a tract of land for the final stormwater retention system pond has been made. Design is scheduled for completion in August 2013 with construction projected to begin in late 2013.
  - Parkside - Elkcam Boulevard Multi Use Path – Johnson Engineering met with CCU staff to review the 60% design plans on November 16, 2012; potential conflicts utility conflicts were resolved.
  - Piper Road Widening North – The Real Estate Services team continues to look into the possibility of land swaps to acquire property for this project.
  - Placida Road Safety Improvements – Design plans are in progress to provide for safety improvements from Rotonda Boulevard West to Cape Haze Drive. In addition, a sidewalk will be constructed along Cape Haze Drive to the Boca Grande Causeway. Design should be completed in June 2013 with construction estimated to begin in the fall of 2013.
  - Sales Tax Year Two (Cape Haze) Sidewalks – Construction is scheduled to begin January 13, 2013.
  - 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 and are finalizing

- pedestrian bridge permitting items. The construction start date has been re-scheduled from January to March 2013 due to Engineering Inspector scheduling.
- 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. The construction start date has been re-scheduled from February to April 2013 due to Engineering Inspector scheduling.
  - Sales Tax Year Three (Aaron) Sidewalks – The 90% plans have been reviewed and comments returned to the design engineer. The addition of trees or landscaping is being considered for this project. It has been determined that the most efficient way to obtain SWFWMD permitting for this project is to include it in the Parkside Project as it falls within its boundaries. This essentially pushes the construction date back on this project to coincide with the Parkside improvements as they roll out.
  - Sales Tax Year Three (Bayshore) Sidewalks – The Pre-Bid Conference was held November 29th with Bid Opening scheduled for December 12, 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. Design is on hold until the poles can be moved.
  - Sales Tax Year Three (Deep Creek) Sidewalks – This project package is currently in the Purchasing Department but is in a holding pattern. The construction start date has been re-scheduled from November 2012 to February 2013 due to Engineering Inspector scheduling. Purchasing will be advised to move forward as scheduling allows.
  - Sales Tax Year Three (Ellicot) Sidewalks – Design is should be completed by late December 2012. The construction start date has been re-scheduled from February to May 2013 due to Engineering Inspector scheduling.
  - Sales Tax Year Three (Harbor Blvd) Sidewalks – We received the 100% design plans from Johnson Engineering on November 6, 2012. The construction start date of August 2013 is pending Engineering Inspector scheduling. It is possible that other projects may be completed ahead of schedule allowing this project to begin sooner.
  - Sales Tax Year Three (Oceanspray) Sidewalks – Design should be complete by end of December 2012. The construction start date of May 2013 is pending Engineering Inspector scheduling.
  - Sales Tax Year Three (Rio DeJaneiro) Sidewalks – We received 100% design plans on October 16, 2012. The construction start date has been delayed until June 2013 due to Engineering Inspector scheduling. It is possible that other projects may be completed ahead of schedule allowing this project to begin sooner.
  - Sales Tax Year Three (Riverside Drive) Sidewalks – The design engineer has completed the maintained right of way survey and has submitted the packet to the Charlotte County Real Estate Services Department.
  - Sales Tax Year Three (Sunnybrook) Sidewalks – We received 100% design plans and specifications on October 26th. The construction start date has been re-scheduled to June 2013 due to Engineering Inspector scheduling. This could change if other projects are completed ahead of schedule.
  - Sales Tax Year Three MSBU (Rotonda E) Sidewalks – The design engineer submitted 30% plans on October 10, 2012 and we returned comments on November 2, 2012.
  - Sales Tax Year Three MSBU (Rotonda N) Sidewalks – The design engineer delivered 90% plans on October 17, 2012 and staff returned comments on November 2, 2012.
  - Sales Tax Year Three MSBU (Rotonda W) Sidewalks – Construction is estimated to begin in January 2013.
  - Tom Adam's Bridge – The Charlotte Engineering & Surveying design team has completed a Sight Study and Pile Jacket Corrosion Monitoring Report. Geotech for the proposed tender house has been completed. Design is projected to be completed in June 2013.
  - Winchester Corridor Phase Three – Turn lane design is being finalized. Meetings have been held with numerous utility agencies to ensure they are aware of the impending construction. An inter-

local agreement with the Englewood Water District has been completed. Bid specifications have been received and are under review.

- Coastal Projects:

- Alligator Creek 6' Dredging Project – A change order has been initiated to reduce cost and expedite work. The change order was reviewed by the Finance Department and is under review in the Purchasing Department.
- Alligator Creek Mangrove Trim 2012 – This Request for Quote is to seek a qualified contractor to obtain permits and conduct the mangrove trimming. This project has been combined with the South Gulf Cove Lock Mangrove trim project and is currently in the Purchasing Department.
- Buena Vista Waterway Maintenance Dredging – The Waterway MSBU requested a survey of the access channels. Based on data collected, the committee wishes to seek engineering services to permit/bid/construct this project. Construction is dependent upon the outcome of the engineering services contract. A request has been submitted to the Purchasing Department to sequester Letters of Interest from qualified engineering firms.
- Manchester Waterway Maintenance Dredging - Currently under negotiations with Johnson Engineering to develop scope and fees for Design/Permitting/Construction related services for this project.
- Northwest Port Charlotte Exterior Channel Dredging – Florida Department of Environmental Protection (FDEP) permit authorizations have been finalized for this project. Army Corps of Engineer permits is still pending, however the notice of intent to issue has been granted. A re-survey of the access channel was conducted in November. The BCC approved the construction services scope of work. Draft Bid Specifications are scheduled for review/approval by the Waterway Committee in December 2012.
- Pirate Harbor Rock Ledge Removal – 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. A permit reissue application has been submitted for a small area at the end of Yacht Club Boulevard.
- South Bridge Waterway Maintenance Dredging – The construction contract was approved by the BCC on November 27, 2012. A preconstruction meeting is scheduled December 12, 2012; Notice to Proceed will follow shortly thereafter.
- South Gulf Cove Mangrove Trim 2012 – This Request for Quote is to seek a qualified contractor to obtain permits and conduct the mangrove trimming. This project has been combined with the Alligator Creek Mangrove Trim project and is currently in the Purchasing Department.
- Stump Pass Monitoring & Maintenance Dredging – A post Tropical Storm Debby damage analysis is underway and the County has initiated the process of seeking reimbursement from FEMA. Numerous meeting have been held and acceptance of a permit extension request and funding agreement with FEMA is expected. 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.
- Suncoast Waterway Maintenance Dredging – Bids came in over budget. Staff members are requesting permission to negotiate down the total cost which will be brought before the BCC at the December 11, 2012 meeting. Upon approval, a meeting will be held between the Design Consultant and the Contractor to reduce overall cost.

- Drainage Projects:

- Charlotte Harbor Watershed Management Plan – The pre-bid meeting was held November 21, 2012 and bids were due December 5, 2012. Construction is anticipated to begin in January 2013.
- Desoto Ditch Bank Stabilization – A Pre Bid meeting was held November 28, 2012 and bids are due December 21, 2012. Staff members are meeting with SWFWMD next week to answer a request for additional information. Temporary Rights of Entry are being obtained from the property owners abutting the ditch.

- Little Farm Road Culverts – The design contract was awarded to Weiler Engineering and is underway.
- US 41 Storm Structures – 90% design plans are due late December 2012 with construction projected to begin in April 2013.
- Lighting Projects:
- Charlotte County CIP Projects:
  - Burnt Store Road Project – We are awaiting resolution from the Legal Department regarding the Seminole Gulf Railroad pre-emption conflict. Pedestrian features cannot be opened or activated at the Jones Loop crossing until resolved. Phase 3 lighting plans are undergoing a review process.
  - Rampart and Kings Highway – Mast Arms have been assembled and are functional. Road work Phase 2 plans are being revised; signal work will coincide with roadway work.
  - Edgewater Phase Two – Lighting design plans are still in progress.
  - SR 776 at Flamingo and Winchester and CR 775 at Winchester (CM at Risk) – Inspection work began at Flamingo & SR 776. Conduits have been installed at Placida and Winchester. We are waiting for final roadway plans before lighting work can begin at Winchester and SR 776.
  - Piper Road – Installed remaining light poles on new section of roadway.
  - Burnt Store Lakes – MSBU decorative lighting project was reviewed and comments provided.
- FDOT Projects:
  - The US 17 resurfacing and signal revision project is underway and currently being inspected.
  - A pre-construction meeting was held for the traffic signal revision at SR 776 and San Casa Boulevard.
  - SR 776 & Gulfstream Phase 4 submittal was reviewed and comments provided.
- Paving Projects:
  - 2012 North/South Paving Program – Paving has been completed in Burnt Store Village, Tropical Gulf Acres, Midway Areas 3, 4, 5, 6, Peachland Area 1, Elmira Area 1, and Hillsborough Ave. As of December 01, 2012 the total asphalt placed for this contract to date is 70,523 tons.
  - 2012 West County Paving Program – The paving operation has been completed in Rotonda Sands with approximately 26,650 tons of asphalt placed as of December 01, 2012. Asphalt removal has been completed in Rotonda Lakes and approximately 12,319 tons of asphalt has been placed. The paving in Rotonda Lakes should be complete by the end of the month.
  - Traffic Signing & Marking accomplishments from November 1 – 14, 2012 (two weeks)
  - Herbicide = 657 objects
  - Legends Installed = 219
  - Road Striping = 98,086 Ft. (18.58 miles)
  - Signs Inspected = 503
  - Signs Manufactured = 121
  - Signs Repaired = 310
  - Speed Studies = 11
  - Traffic Counts = 27 stations
  - Trouble Calls (after hours) = 3
  - Removed a large piece of El Jobean trestle that floated into a Gulf Cove waterway. Removed a large piece of Placida trestle that was blocking part of Coral Creek. Removed a tree blocking part of Elkcam Waterway.
- Departmental Projects:
  - Repaired several Incident Management Cameras for the County and the City of Punta Gorda.
  - Facilities requests: replaced lights at Oyster Creek Park and decorated the Christmas tree at Murdock Administration Building.
  - Replaced LED's in signal displays at Veterans/Atwater and at SR 74/SR 31.
  - Repaired fender light and arm light on Tom Adams Bridge.
  - Installed wireless time clocks in school flashers for the City of Punta Gorda.
  - Replaced 25 unreadable LCD displays on the front panels of NAZTEC controllers.

- Installed a back-plate on the traffic signal at Monaco/US 41 for the City of Punta Gorda.
- Replaced turnpike lighting fixtures on SR 776 from Pine Street to Beach Road; existing fixtures were beyond repair due to age and weatherization.
- Responded to roadway light outage on the west side of the Myakka River Bridge; concrete intrusion into the pull boxes caused a short, 6 pull boxes and 4 runs of conduit were replaced.
- Repaired illuminated street name signs at Midway/Lake and at Toledo Blade/Hillsborough.
- Worked with contractor to get new electrical service energized at Rampart while keeping the intersection operational.
- Continual roadway lighting maintenance - repaired 206 units.
- Locates Performed:
  - 224 requests for underground utility locates were received, generating 95 tickets for locates.
  - Trouble Calls
  - 9 trouble calls received, responded to and problems of various natures resolved.
  - Miscellaneous
  - Adopt-A-Pond – The Charlotte Harbor Environmental Center (CHEC) appointed a Volunteer Coordinator to assist with this project. Please visit <http://checflorida.org/Activities.html> for more information.
  - Manasota Key Community Plan Design – Letters of Interest were received for design on November 28, 1012 and are under review. Upon completion of this review, a recommendation will be made to the Purchasing Department.
  - Manchester Lock Education – CHEC is assisting with this program. Elementary school class trips in the Alligator Bay Education program will resume in the spring of 2013. This is an ongoing, annual project.
  - National Pollution Discharge Elimination System – A new Notice of Intent (NOI) for cycle three has been approved. The new NOI is effective January 1, 2013 and expires December 31, 2017.
  - Rotonda West Bridge Lighting – A purchase order has been submitted to Florida Transportation Engineering for this project. A kick off meeting is scheduled with the MSBU on December 20, 2012.
  - Rotonda West Drainage Study – The baseline computer model is complete and is being analyzed now. The discovery phase summary report is scheduled to be presented at the Rotonda Drainage MSBU meeting in January 2013.
  - Rotonda West Entrance Way Signs – The MSBU provided examples of what the community is requesting to the design engineer on November 27, 2012. Johnson Engineering has resumed design based on the information provided.
  - South Burnt Store Lighting & Landscaping – The design engineer submitted 100% plans in November. Bid specifications should be received by mid-December 2012.
  - South Gulf Cove Water Quality – Benchmark Labs provides water sampling and test results. Charlotte Harbor Environmental Center (CHEC) compiles the raw data and prepares an annual report. CHEC will be compiling the data for the year and submitting a report to the MSBU in February 2013.
  - Sunshine Lake Algae Removal – The bids were received for this project on November 28, 2012 and are under review. A recommendation is scheduled to go before the BCC for approval on December 11, 2012. A pre-construction meeting will be scheduled upon approval and construction will follow.
  - Sunshine Lake Recharge Wells – Contract documents are currently being prepared. This project will not start until after the dredging of the lake is complete.
  - Sunshine Lake Water Quality Study – The water quality study has been completed. Recommendations from the study are being implemented under two separate contracts (Algae Removal & Recharge Wells).

## **Community Services**

- Community Services Administration:
  - Administration

- Administrative staff answered and fielded 492 telephone calls, 11 web emails; processed 4 citizens concerns, 2 accident and 4 incident reports, 2 damaged and missing item reports; distributed 7 press releases
- Supported 3 Advisory Boards
- Promotional and Marketing Activities
  - Produced 25,383 Marketing and Graphics pieces including 21,410 Direct Mail event calendars for Bayshore Live Oak Park
  - (2) in-studio appearances on the Golden Hippo radio show on WCCF
    - Symphony of Trees
    - Holiday Events
  - ½ page ad in the Parrot Magazine promoting July activities
  - Facebook Reach – 1,219 clicks on posted content
- Assisted with VFW Post 5690 Veteran's Day program at North Charlotte Regional Park
- Community Outreach – presentation to Kiwanis Club of Port Charlotte regarding improvements at Kiwanis Park and future partnership with Club on events, park walkers, and improvements.
- Met with Jean Berlin, Tram and Cathy Pickett regarding the addition of grandstand type bleachers for viewing skaters and establishing competitions
- Met with Coastal Cruisers at Cape Haze Pioneer Trail to discuss donation of a bike rack in honor of past member Pete Cornell
- Conducted law enforcement training on new parking meter system
- Researched history of Bissett Park for possible family member (nephew)
- Assisted planning the Spectacular Family Adventure special event at South County Regional Park in January
- Assisted Tippecanoe Trail Run on-site registration and event as well as Charlotte Harbor Nature Festival Natural Resources information booth
- Recreation Centers:
  - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 12,700 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1791 with 5754 touches combined. Recreation facilities were rented 28 times achieving a rental attendance total of 4385 people.
- Libraries & Historical Monthly Report:
  - 4,941 people voted at Mid-County in Nov. over 12,000 voted overall.
  - Over 200 people enjoyed the "Kilted Man" music concert at Mid-County
  - Englewood Library is growing daily and we have located in a small area on the Tringali site to offer limited service until the opening in April
  - The winter visitors are back and using the libraries often for books and computer use.
  - The Symphony of Trees, a fund raiser for the Historical Society is going on over at the Cultural Center.
  - Punta Gorda Library has a new badly needed roof.
  - Holiday programs are planned and the Libraries are decorated, come on over for some Holiday cheer
- Numbers:
  - 55,162 items were checked out
  - 50,856 library visits
  - 6,718 computer uses by the Public
  - 780 people attended 48 programs
  - 112,317 registered borrowers
  - 676 patrons requested PC assistance

- Need:
  - More space for staff, we are very overcrowded with 2-3 staff to a desk and limited storage
  - Working on the many IT issues that are arising due to aging equipment
  - Need to resolve cleaning issues that arise on a weekly basis
- Charlotte Sports Park:
  - The 1<sup>st</sup> Annual Freedom Fest was held in the stadium at the Charlotte Sports Park on Saturday, 11/3, from 6-11 pm. The headlining band was Kutlass while the opening bands were Seventh Day Slumber, The Beautiful Refrain, and Blank Pages. There were a total of 1731 tickets sold and a total of 1064 in attendance.
  - The Charlotte Sports Park hosted the Free To Breathe Lung Cancer 5K and Memorial Walk on Saturday, 11/10. Attendance for this event was 971 participants and 175 spectators.
  - On Saturday, 11/17, the Charlotte Sports Park hosted the 13<sup>th</sup> Annual Charlotte Harbor Nature Festival from 10 am through 3 pm. Admission and parking were free. Estimated attendance was 3000.
  - The Charlotte Sports Park hosted the IBC Nations Baseball Tournament on Friday, 11/23 through Sunday, 11/25. A total of three practice fields were used with all games beginning at 9 am. Attendance was estimated at 385.
  - Recreation Division/Aquatics Section
- Port Charlotte Beach Pool:
  - 211 paid admissions
  - 136 Pass holder visits
  - 212 Water Aerobics participants
  - Staff spent an estimated 21 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
  - Staff spent an estimated 29 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
  - 202 paid admissions
  - 366 pass holder visits
  - 296 water exercise participants
  - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 500 “splashes” for the month.
  - The meeting room was rented 3 times this month
  - Staff spent an estimated 50 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:
  - \*110 paid admissions
  - 431 pass holder visits
  - 77 water exercise participants
  - Charlotte County Blue Fins held 22 swim practices resulting in approximately 880 “splashes” for the month.
  - \*Staff spent an estimated 60 hours performing In-service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
  - \*Staff spent an estimated 70 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Athletic Section:
  - Charlotte County athletic leagues and Athletic Special Events used County facilities approximately 2,711 hours in the month of November. An estimated 4,369 athletic participants visited County facilities an estimated 24,752 times with 44,139 spectator/volunteer

visits for a combined total of 68,891 visits associated with athletic activities. Activities included Adult Softball, Adult Tennis, Adult Flag Football, Youth Football, Youth Soccer, Youth Cheerleading, Youth Baseball, Youth Softball, Youth Swimming, Horsemanship and Remote Control Sailing.

- Parks & Natural Resources:

- In November Natural Resources hosted the Tippecanoe I Trail Run and the Tippecanoe Environmental Park. The event was a big success with over 120 contestants. The event featured a 5 and 10k trail run with obstacles and LOTS and LOTS of mud. We have received a lot of positive feedback from everyone involved. The inaugural event was widely considered a success thanks in large part to all the dedicated county staff involved in the planning of this event.
- Natural Resources also hosted an information booth at the Nature Festival. Along with answering questions regarding the parks and preserves managed by the county staff conducted informational hayride tours of the property. Staff distributed informational material as well as fun activity books and crafts for the kids.
- Natural Resources staff personnel treated/removed approximately 10 acres of Brazilian Pepper on Tippecanoe Environmental Park. Staff also conducted some exotic control work at Amberjack Environmental Park and Cedar Point Environmental Park with the help of dedicated volunteers. Natural Resources Staff is currently conducting prep work for the upcoming burn season.
- Natural Resources staff has been working on permitting work for an upcoming event planned in the harbor. More information will be coming concerning this event.

- Extension Services

- Administration:
- County Extension Director In-Service Training - Gainesville - November 1st to the 2<sup>nd</sup>

- Meetings:

- Gateway CED Face-to-Face – Manatee County Extension Office – 10 am to 4 pm – November 6<sup>th</sup>
- ANRAC – November 8<sup>th</sup> – 9 to 11:00 am – Murdock
- Supervisors Meeting – Port Charlotte Beach Complex – 1 to 2:30 pm – November 8<sup>th</sup>
- CED PolyCom – November 26<sup>th</sup> – 1 to 3 pm
- Extension Staff Meeting – November 29<sup>th</sup> – 3:00 pm
- All- Agents – Working on UF/IFAS Report of Accomplishment/Plan of Work (ROA/POW) – Due December 7<sup>th</sup>
- Overall Advisory Committee – November 29<sup>th</sup> – 11:30 am to 1:00 pm

- Other Programming:

- Science Fair Judge – Charlotte Academy – 10:30 am to 12 Noon – November 9<sup>th</sup>.
- Website Hits: Report: - 67,263.00 - Summary - [charlotte.ifas.ufl.edu](http://charlotte.ifas.ufl.edu) –
- Date Range: 11/01/2012 - 11/30/2012 - Urchin 5 ©2005 Urchin Software Corporation
- Facebook® Page - Charlotte County Extension data: 334 monthly active users.

- Sea Grant:

- Publications:
- Staugler, E.A. 2012. "National Survey of Fishing, Hunting and Wildlife-Associated Recreation: a summary of 2011 preliminary estimates". Water LIFE Magazine. November 2012, Page 15.
- Staugler, E.A. 2012. "Extension at a Glance: Sea Grant – Science Serving the Coast", Charlotte County UF/IFAS Extension. 35 slides.
- Websites: Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
- 10/26 - Charlotte County Planning for Future Waterway Access
- Field Work:
- 11/13 – Offshore descending gear field trails
- 11/15 – Fisheries monitoring with FWC-Charlotte Harbor Field Lab
- 11/27 – Monthly bay scallop recruitment monitoring
- Outreach Programs:

- 11/3, 10, 17 – Taught FMNP Freshwater Wetlands class. Class runs on Saturdays through December 1st.
- 11/8 – Provided Sea Grant update to MAC
- 11/19 – Mock 4-H Marine Ecology Event
- Meetings:
  - 11/28 – SWFL Bay Scallop Working Group Meeting – Port Charlotte
  - 11/20 – Eco/heritage conference call
- Other:
  - 11/9 – Science Fair Judge – Punta Gorda Middle
- Youth Activities:
  - Twenty-seven (27) adult volunteer leaders offered educational programming for over 150 youth during November. Educational venues included field trips, community service activities, business meetings and competitions.
- 4-H Partnerships:
  - Partnerships developed between the Charlotte County 4-H program and other civic, non-profit and/or government departments have led to an expansion of the educational opportunities for 4-H youth. These partnerships include Charlotte Harbor Environmental Center, the Charlotte County Government Neighborhood Accountability Board, the Peace River Dog Fanciers and the Boy Scouts.
- Horticulture:
  - Special Events
  - Limited Commercial Landscape Maintenance Training – November 14th – 9 am to 3 pm - 9 in attendance
  - Charlotte Harbor Nature Festival – 10 am to 3 pm – Sports Park – November 17th – Master Gardeners manned a booth
  - Master Gardeners Speaker's Bureau In-Service Training – Presentation Best Management Practices – 1 to 3 pm – November 15<sup>th</sup> – 17 in attendance
  - Brazilian Pepper Project Meeting with Dr. Overholt at Charlotte High School – November 19th – 11:30 am
  - Master Gardener Association Meetings
  - MG Association Meeting – November 7th – 10 am to 12 noon
  - GI-BMP Training (Fertilizer Ordinance Training) – 8:00 am to 3:00 pm – November 20<sup>th</sup>
  - Charlotte County Extension held another Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on October 30<sup>th</sup>. Five (5) 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.
- Other Programming:
  - Open house at the Janet Jones Group Home – MG Horticultural Therapy – Deep Creek – November 7th – 1 to 2 pm.
  - FMN Inverts Freshwater Wetlands Class Instructor – 2 to 3 pm – Office – November 10<sup>th</sup> – 10 in attendance.
- Florida Yards and Neighborhoods Outreach:
  - “Good Bug/Bad Bug” program - Hi-Y'er Club enrichment lecture series - Franz Ross YMCA on Quesada Avenue – November 12th – 1- 3 pm – 12 in attendance.
- FFL Site Visits:
  - 390 Spring Lake Blvd NW; Port Charlotte, FL 33952 – Citrus Problems – November 16<sup>th</sup>

- 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 – “An exotic orchid invades charlotte county” – Nov. 5th
- Newspaper Article – “Spiders in and around your lanai” – November 12th
- Newspaper Article – “Two spices for local landscapes” – November 19th
- Newspaper Article – “Broccoli in the Landscape” - November 26th

## **Facilities, Construction and Management**

### Projects:

- San Domingo Park Phase 1: The contractor is completing grade and monument sign. Final inspections were completed.
- Bay Heights Boat Ramp: The design firm is creating the change order request based upon the new scope.
- Englewood Library Expansion: The wall between the expansion and existing facility was demolished. Finishes are being applied to the expansion while flooring and ceiling is being removed in the existing. The roof is being replaced on the existing library.
- South County Regional Park Soccer Concession Stand: The FGBC “green building” review package was completed with minor changes. The FGBC changes and minor request from building permit are being compiled for submission to BCS. The bid package will be completed.
- Transit: Parking Expansion: Construction has begun.
- Bayshore Live Oak Park Restrooms: Construction contract was awarded to E.O. Koch and we have had the pre- construction meeting with the contractor.
- Kiwanis Boardwalks: The boardwalks are complete except for punch list issues.
- Port Charlotte Beach Pool Complex: The pool has opened. The project is substantially complete.
- ADA Improvements: Group II ADA improvements at various parks and governmental facilities are in final design; construction documents are underway. Group I projects will be bid with Group II projects.
- Harold Ave. Concession Stands: Final construction documents have been approved by County staff; application has been submitted to SWFWMD; bid document development underway.
- Operations:
  - Energy Efficiency Program:
    - Ann Dever Memorial Park: Musco sports lighting installation is complete.
    - Siemens has begun preliminary energy efficiency audits of selected facilities.
    - The design of the South County Regional pool geothermal heating system is in process.
    - Installation of the LED driveway lighting at Airport Road/Transit has begun.
    - The poles and fixtures for the solar boat ramp lighting projects have been delivered; installation is being scheduled.
    - The fixtures are on order for the Murdock Admin parking lot lighting retrofit project. Installation will begin in December.
    - Parking Lot Sealing and Striping: Project for maintenance of parking lots at 19 park and governmental sites was approved by the BCC.
- Repair and Maintenance:
  - Punta Gorda Library: The new roof is complete. Scuppers and downspout repairs are underway.
  - Land Information and Zoning Remodel: Waiting on permits.
  - Fleet ADA Remodel: is underway.

## **Human Resources**

- Employee & Labor Relations:
  - Employee related issues
  - Facilitated Employee Attitude Survey
  - Union related discussions/preparation for upcoming litigation
  - Recruitment related activities and hiring processes
  - Executive recruitment efforts for Community Services Director
  - Assisted with interview process regarding Code Enforcement Manager position
  - Halogen e-Appraisal assistance
  - Discipline related conversations and activities
  - Preparation for the upcoming electronic scanning project
  - Monitor the community service program with Courts System
  - FMLA Processing
  - FMLA monthly report
  - Tasks associated with Employee of the Month
  - Legal Discussions
  - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related:
  - Facilitated Orientations
  - Partnered with Risk Management to discuss streamlining new hire orientation processes
  - 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.
  - Discussions regarding upcoming Citizen Government Academy

## **Human Services**

- Staff activities:
  - On November 3, 2012, Charlotte County Veteran Services in conjunction with the Charlotte County Veterans Council, the Charlotte County Homeless Coalition and various veteran organizations of Charlotte County held the 8<sup>th</sup> Annual Homeless Veterans “Stand Down 2012” at the Family Services Center. 35 homeless veterans attended. 50 volunteers and 20 staff were present. Meals, clothes, bicycles, toiletry & other essential personal items were distributed. Assistance with veteran claims and enrollment into the VA Health Care system was also provided to eligible veterans.
  - The Sunshine Ride (Transportation Disadvantaged) program has received one of two new 28’ passenger vehicles. This vehicle will replace an older vehicle that is more than 9 years old and has over 150,000 miles on it. The vehicle will be able to accommodate up to 18 ambulatory passengers and 2 wheelchair passengers.
  - The Board of County Commissioners approved a five year Joint Participation Agreement with the Florida Department of Transportation (FDOT) and the FY 2012/13 FDOT Block Grant in the amount of \$302,307 for current year Dial-a-Ride (Public Para-Transit) operating expenses.
  - Family Services opened its Punta Gorda Low-Income Home Energy Assistance Program (LIHEAP) outreach site at the Punta Gorda Housing Authority on 11/19/12. Application services will be provided on Mondays at this site while program funds remain available. 5 Clients were served on the first day of outreach at this site.
  - Staff met with current Sheriff Bill Cameron, Sheriff-elect Bill Prummell and PGPD Chief Butch Arenal along with their respective leadership teams regarding the implementation of a county-wide civil citation program. Consensus was gained as to which charges would be eligible for

civil citation and the expected implementation date is scheduled for January 1, 2013. CCSO has developed a training video that can be used by both law enforcement agencies in training road patrol staff and our youth services staff have offered to attend in-service training to help educate law enforcement officers about the Neighborhood Accountability Board and how this process will serve civil citation youth.

- Family Services Manager participated in the ITN process for the Children's Network, representing Charlotte County in the selection of the Community Based Care provider for children and families in the dependency system.
- Staff participated in the Community Care for the Elderly Program (CCE) Coalition conference call. Coalition and FL Council on Aging is seeking legislative consideration to increase funding to accommodate statewide waiting lists for in-home elder care for frail seniors.
- Staff participated in the on-site administrative & fiscal monitoring of the senior services programs by the Area Agency on Aging for Southwest FL (dba Sr. Choices). Preliminary verbal reports were favorable. Written report expected within 60 days.
- The Department received historical clearance from the County and State of Florida Division of Historic Resources. With this clearance, construction of new properties in Parkside from Neighborhood Stabilization Program III funding can commence.
- Staff participated in the Parkside Community Garden Ribbon Cutting at the Family Services Center. The event was well attended by elected and administrative county officials, community partners, and residents of Parkside. The garden is fully functional and is 100% leased.
- Family Services revised the Loveland facility lobby walk-in schedule to Monday, Wednesday & Fridays for households seeking benefit assistance through the federally funded Low-Income Home Energy Assistance Program.
- The Board of County Commissioners approved the one year lease between Charlotte County and Community Assisted & Supported Living, Inc. (CASL) for the Stillwater Home. CASL is an established agency that provides services to Charlotte County homeless veterans.
- In other affordable housing actions, the Board of County Commissioners: amended Resolution 2012-020 adopting an affordable Housing Loan Forgiveness Program by adding a Hardship Loan Forgiveness Program; authorized County Real Estate Services to convey two formerly owned Housing Corporation properties to Charlotte County Habitat for Humanity; and approved the reimbursement of SHIP grant funds spent to acquire and maintain the property located on Sibley Bay Street in Charlotte Harbor CRA.
- Department staff conducted interviews for the two Transit Operations Coordinator positions vacated this summer by long time retiring employees. New hires expected to begin December 5<sup>th</sup>.

## **Public Safety**

- No Report for Fire/EMS or Animal Control
- The month once again included just a few public speaking engagements as hurricane season came to a close; one with the Emergency Response Committee at Heritage Oak Park in Port Charlotte, a second for the South Gulf Cove Homeowner's Association and the third was for the Kick-Off Breakfast for the Salvation Army Christmas Kettle Campaign.
- Regarding Hurricane (and later post-tropical cyclone) Sandy, we (and much of the Florida Emergency management community) were monitoring the situation in both New York and New Jersey, for possible deployment of staff to those states as part of a Florida EMAC (Emergency Management Assistance Compact) Team to assist in the extraordinary recovery effort that will go on for a very long time. Six Florida teams have been deployed and returned, while others remain on stand-by if needed.
- Emergency Coordinator Jerry Mallet attended a Train-the-Trainer offering in Manatee County, which focused on developing a cadre of instructors for Community Emergency Response Team (CERT) classes. Our long-time CERT lead instructor and coordinator Bob Price, is in a battle with pancreatic cancer and it is not known when (or if) he will be able to resume his

volunteer efforts. In the meantime, two local ladies who have taken CERT training twice have stepped forward to offer their assistance in Bob's absence..

- The Director attended the monthly Salvation Army Advisory Board meeting at which time the Board made a decision to use accumulated legacy funds bequeathed locally, to pay off the mortgage on the recently acquired Family Store building in Punta Gorda. This will save a significant amount and greatly reduce the monthly expenditures for the very successful new store.
- The first of what would be two Emergency Management Monthly radio shows, focused on the immediate aftermath of Sandy in the Northeast. Many listener questions were forthcoming from people who had family in the affected area, or seasonal residents that had just returned for the winter. There was considerable discussion about the lack of storm surge awareness among residents who had not seen such a storm in their lifetimes.
- The Director attended the quarterly meeting of the Technical Advisory Committee of the MPO. Serving for nearly 20 years on this important committee that makes recommendations to elected officials regarding future transportation project priorities, has allowed him to stay in close touch with issues relative to evacuations enhancements or constraints.
- The second installment of our normally monthly radio call-in show on WCCF-AM (1580) focused on a wrap-up of the very busy 2012 hurricane season which tied for third busiest of all time with the 19 named storms. Only Isaac was a direct threat, but impacts were also felt locally from Tropical Storm Debbie.

## **Public Works**

- The dedication of the Parkside Community Garden was held on November 14, 2012. The creation of the community garden was a partnership of Keep Charlotte Beautiful, Waste Management, Inc., Team Port Charlotte, Charlotte County Human Services and Boy Scout Aaron La Plante. La Plante built the garden beds as his Boy Scout Eagle Project. Funding was provided through a grant from Waste Management to Keep Charlotte Beautiful. Keep Charlotte Beautiful recruited La Plante and Team Port Charlotte to build and manage the garden which is located at the Charlotte County Family Services Center. The plots are leased by individuals or groups for a year and include multi-generational participants.
- Representatives of the Pest Management Section of Public Works gave a presentation about mosquito and aquatic weed control to the Peace River Engineering Society on November 13. The information they provided was well received and initiated questions and discussion. On November 17, 2012, Beth had a table at Naturefest, a yearly event, at the Sports Park. A sentinel chicken was displayed and handouts with information about mosquito control were distributed. About 3,000 attended the event.
- A catch basin and approximately 136 linear feet of pipe were installed on Riviera. Upon completion, the area was cleaned and rights-of-way restored. Six swale intersections were completed in the Northwest Port Charlotte area which completes that portion of the project. A road crossing pipe was installed on Springlake Boulevard, and the lot pipe was completed. A fabric-form was poured and the area restored on Bunker Road. Catch basin improvements on Maracaibo, Fullerton and Algiers were completed and the homeowners were extremely complimentary to the crews.
- As part of the National Recycle Week celebration, the Solid Waste Division partnered with Waste Management to provide free shredding to the residents of Charlotte County on Saturday, November 17, 2012. The Shred-A-Thon was very well received and a steady flow of vehicles kept the shredders busy. Over 1.5 tons of personal documents were shredded. The shredding company allowed the residents to witness the shredding process via a video monitor that showed their documents being dropped into the shredding blades and turned into confetti. This process gave the residents a feeling of security that no one could use or have access to their personal information. Due to the success of the event, we hope to be able to offer this service again next year.

- A fabric-form job on Bunker Road and two road crossings were poured, one on Springlake Boulevard in Greater Port Charlotte and one on Halsey Street in Northwest Port Charlotte. An area on Riviera Lane was prepared for pipe installation. Drainage crews performed a line and grade job on San Bernardino Avenue and crews finished paving swale intersections in Northwest Port Charlotte.
- Over 80 residents of Don Pedro/Knight Island attended a Community Meeting on November 26, 2012 at the island firehouse. The meeting was organized by Public Works to provide information about their taxing district, its budget and its purpose; to maintain County-accepted streets and drainage on the island. Marty Simone, Fiscal Services explained their MSTU budget and answered questions. Bob Halfhill reviewed roadway and drainage conditions and explained what Public Works is planning. The Don Pedro/Knight Island Street and Drainage MSTU has no formal advisory committee to coordinate the maintenance needs of the residents with County staff. Needs vary greatly between the north and south ends of the island. Discussion at the Community Meeting resulted in formation of a steering committee to help Public Works staff determine the appropriate membership structure for an Advisory Committee that will represent all taxpayers on the island. When a fair and impartial structure is determined, County staff will begin work to amend the MSTU ordinance to create the formal Advisory Committee. The first steering committee meeting will be held on December 18, 2012 at the Palm Island Resort Club House. Eleven residents have so far expressed interest in serving on the steering committee.

## **Tourism**

- November was a month of meetings for the VCB.
- Jennifer Huber and Lorah Steiner met with the VCB's new creative agency, "AQUA" in Sarasota to review our co-op marketing programs.
- Jennifer Huber attended a Viva Florida 500 meeting hosted by the Florida Department of State to learn more about what the Dept. of State and Southwest Florida entities are doing to commemorate the year-long celebration.
- Both Huber and Steiner have participated in on-going Red Tide calls with MOTE Marine Laboratory, Florida Fish and Wildlife and SWFL county health departments. The Red Tide is beginning to dissipate but is still present along some parts of the SW Gulf Coast. Charlotte County beaches have been clear for the past two weeks.
- Jennifer Huber attended the monthly Florida Public Relations Association Chapter meeting.
- Public Relations Agency (Above Water) Pitches included:
- Atlanta Journal-Constitution - Punta Gorda bike program
- SmarterTravel.com; Home & Away; Peter Greenberg, Traveling Mamas and Healthcare Travlers – Wannabe Inn opening
- Gulfshore Life Magazine – Worden Organic Farms
- TNT Magazine – Hiking and Biking trails
- First Customer Service program:
  - The first Exceptional Customer Service program is scheduled for December 13 at the Event Center in Punta Gorda. There will be a total of six Customer Service programs throughout the year. Three will be held in the Englewood/Cape Haze area and three in the Port Charlotte/Punta Gorda area.
  - New Film Office Director
  - The VCB welcomes Jerry Jones, Charlotte County's first Film Office director. Jerry led the Missouri Film office for 11 years and the Kansas Film Office prior to his service as Missouri's Film Commissioner.
  - Jerry attended the quarterly meeting of Film Florida in Orlando and met with the state Film Office director. He will be scouting and cataloguing locations and getting to know the community during the first 90 days.
  - Sean Doherty Provided editorial content to a freelance writer for SportsEvents Magazine for their January issue which will include a site selection guide focused on Florida destinations.

- Dean negotiated lodging rates, commission, comps, etc. for the following events: 2013 Charlotte Harbor Regatta, BMX State Qualifier, and the Florida Association of Pupil Transportation Conference.
- Sean followed-up with meeting planners from the Small Market Meetings Conference providing them with additional information pertinent to their potential pieces of business and made preliminary plans to host a FAM tour for a group of Helms Briscoe representatives to take place in early 2013.
- The VCB contracted for aerial photos of “Happening on the Harbor” and obtained aerial photos and videos of the harbor, the Charlotte Sports Complex, Manasota Key and Boca Grande. We would like to share those photos and videos with the Commission when convenient.
- The VCB will be distributing welcome posters in Punta Gorda as well as in Port Charlotte and Englewood when venues dictate, for large events or conventions. The first posters will be distributed in January for the Sunshine State BMX Qualifier, January 11 – 13.

## Utilities

- Engineering Services:
  - 756 Locates Processed from Sunshine State One Call; 5 Developer Agreements Prepared; 79 Active Developer Projects; 17 Residential Service Availability Letters Prepared; 3 Commercial Service Availability Letters Prepared; 29 Residential Service Applications Processed; 366 CIP inspections; 77 Developer Inspections.
- Operations Division:
  - Treatment Facilities:*
    - 195 preventative maintenance, 35 corrective and 2 emergency work orders were completed.
    - 215 Residential reclaim inspections, 10 annual backflow tests and 2 reclaim site inspections were completed.
    - Obtained FDEP Permit to add the Riverwood Community Development District as a 0.330 million gallons per day, major reclaimed water customer.
    - CCU and Affordable Bio Feedstock (AFB) held a Grand Opening Ceremony and tour on November 14<sup>th</sup>. Commissioner Constance, Utility Director Terri Couture, Bill Freeman and John Tapp (AFB) welcomed visitors and shared information on the process while local media covered the event.
    - The Burnt Store RO Plant won the Florida Department of Environmental Protection’s 2012 Plant Operations Excellence Award. Congratulations to Ben Jacobson and his staff.
    - Replace a 5’ long x 12’ diameter section of finished water piping at the Burnt Store RO Plant. The piping had developed a hole just beneath a chemical injection location. Staff is working to determine the best means to prevent recurrence of the problem.
    - FDEP approved repairs and installation of a new submersible pump to the dual zone monitoring well at the West Port WRF.
    - Installed a jib hoist and decant pump on the digester to better maintain hydraulic process control at the Burnt Store WRF.
    - Replaced an aged and unreliable chlorine/pH analyzer with a new improved technology instrument.
    - Installed a new VFD drive on #1 belt press at East Port WRF.
    - Replaced a 6’ long x 12” diameter section of ductile iron pipe on #1 Deep Well at East Port WRF due to a developing leak.
    - Conducted a Lunch & Learn class with Rexel, Inc. and Mody Submersible Pump manufacturer on pump curves and design.
    - Bidders for the East Port WRF Phase I improvement contract toured the site for a second time on November 26<sup>th</sup>.
  - Water Distribution:
    - The department responded to 102 water line breaks in November.

- On Nov 14th we worked with the Regional Water Authority to isolate and flush the 36" pipeline using the 42" pipeline as a source water feed line.
- On Nov 29th we had a complete loss of flow and pressure from the water authority resulting in a boil water advisory for most of Mid County customers. The notification cleared on Dec 2nd. The cause stems from air in the pump system causing the pumps not to flow. Flows and pressure were down for an hour.
- Nov 30 we lost the ability to see half of our telemetry system. After a two day search for the cause, a faulty radio card was found to be the culprit. The card was replaced and the system is now running normally.
- Two employees attended FWPCOA short school for Distribution Operator 3 training from Nov 26-30.
- Booster station 2 fire hydrants were relocated to a better feed line to provide fire protection for the station.
- Caryn Huff was on site at the Walenda Booster to evaluate interior lighting.
- The distribution Mag meter failed at the Walenda Booster. A strap on mag meter has been installed until the transmitter can be repaired.
- Wastewater Collection:
  - Gravity/Force Mains: 1 gravity main repair completed; 1 force main repair completed; 33 manholes were inspected; 13 manholes were repaired by raising, grouting, or replacing the ring and covers; investigated 10 backup calls determined to be the customer problem; repaired 6 service laterals broken/blocked on CCU's side; 4 new services were installed for new construction; 1 broken force main blow off was repaired; 3 manholes were rehabilitated by outside contractor; 10,324 feet were televised/inspected/cleaned.
  - Lift Stations: 227 PM work orders were completed; 104 corrective work orders were completed; L/S #79 wet well lining was started; lift station ground's maintenance contract was awarded.
  - Low Pressure Sewer: Responded to 246 service calls; completed 9 upgrades; replaced 3 check valves at street; changed out 5 tanks; installed 9 mandatory connections; 5 PM work orders were completed, a plan for solving the pressure problem on Aqua Circle is in progress.
  - 5 employees attended the FS/AWWA exposition in Orlando; 5 new employees started employment.
- Business Services:
  - The RFP scope of work for e-bill and web solutions is complete and will be posted the last week of November for a response date of mid-January.
  - All but 4 meters in Burnt Store have been converted to the new fixed base meter system. All meters are reporting. We are currently working on internal standard operating procedures for operation and maintenance of the system. Phase II will begin around the first of January in the Deep Creek area.
  - Customer Service: total number of customers to the lobby was 846
  - Delinquencies: total delinquency revenue for the month: \$144,378 FYTD total: \$271,255
  - North Port: we processed 4334 payments; total revenue for November was \$796. Total FYTD revenue is \$1651.
  - Accounts Receivable: the accounts receivable over 90 days went from 51.14% in October to 47.91 in November. The accounts receivable within 30 days went from 41.61% in October to 45.08% in November
  - There are 102,869 files prepared to go into SharePoint.
  - 48% of all CCU bills were paid electronically.
- Water Conservation & Public Outreach:

- CCU participated with a booth promoting conservation at the 13<sup>th</sup> Annual Charlotte Harbor Nature Festival on Saturday, November 17<sup>th</sup>. 3,000 people attended the event.
- Security: East Port WRF – all cameras have been installed and are functioning as designed. Magnetic locks for operations building are all functioning properly. Gate card readers have been installed on front and rear gates.
- Human Resources:
  - Total positions: 201. Vacant positions: 6 – 1 Meter Service Specialist, 3 Maintenance Mechanics, and 2 Plant Operators.
  - Actively recruiting for Maintenance Mechanics and Plant Operators.
  - Maintenance Worker currently re-classed to Maintenance Mechanic.
  - Meter Service Specialist currently on hold until evaluated.
- Phase 1A Punta Gorda Interconnect:
  - No change.
- Phase 2B North Port – Harbor Meter Interconnect:
  - No change.
- PR/MRWSA Water Resources:
  - No change.
- E&W Spring Lake Area Pilot Study:
  - Letters of Interest with application forms were mailed out on 11/19/12 to the residents of East/ West Spring Lake as well as various Charlotte Harbor environmental/ civic groups, seeking volunteers to participate in a Stakeholder Committee who will ultimately provide a recommendation to the Banks Engineering group and the BCC regarding the pilot program.
- Regional Reclaimed Water Expansion Phase 2:
  - *Transmission Main (Stage 1):* A pre-construction meeting was held with the contractor on November 13, 2012. Shop drawings are currently under review by Engineering. The FDEP issued the ERP Permit for the entire project and the subaqueous crossings on November 16, 2012. Approval of the subaqueous crossings by the Army Corp of Engineers was received on November 30, 2012. The FDEP approved a minor permit modification to the West Port WRF permit on November 21, 2012. The FDOT issued permits for three areas of the project that are within the FDOT ROW along SR 776 on November 6<sup>th</sup> and November 20, 2012.
  - *Pumping Upgrade (Stage 2):* The project was advertised for bid on November 8, 2012. A pre-bid meeting was held on November 16, 2012. Staff is currently addressing questions made at the pre-bid meeting. Bids are scheduled to be received on December 12, 2012.
  - *Storage Pond (Stage 3):* The project was awarded to General Contracting Services at the BCC meeting held on the November 27, 2012. A pre-commencement meeting has been scheduled for December 6, 2012.
- East Port WRF Expansion:
  - Bid documents for Stage 1 were posted by Purchasing in October. Bid opening is scheduled for December 5th. Jones Edmunds working on 30% plans for Stages 2 through 5.
- North Shore & Harper WW MSBU:
  - No Change.
- US 41 Widening Enterprise Dr. – North Port:
  - No change.