

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Grants Fiscal Support:
 - Human Services Grants:
 - Fiscal staff met with Transit staff to cover numerous issues such as Transit Capital purchases, Fleet fuel charge corrections, Vehicle Maintenance Plan, DBE Vendors, and other items.
- Road Grants:
 - Invoiced a total of \$210,947.10 as follows:
 - \$190,838.57 to FDOT for Piper Rd/Jones Loop intersection construction
 - \$10,836.06 to FDOT for SR776/Flamingo Rd traffic signal construction
 - \$ 9,272.47 to FDOT for US 41 ROW maintenance
- Public Safety Grants:
 - Received \$1,500 from the State of FL for the 211 Summer Food Program grant
 - Invoiced \$17,243 to the State of FL for home construction at 4499 Ganyard St under the Severe Repetitive Loss grant program (The grant is paying to rebuild this home so that it does not continually flood. The County is the pass through agent for the homeowner)
- Drug Court Grants:
 - Submitted Criminal Justice Reinvestment Financial progress report required by DCF to determine funding allocations for the final year of the grant.
- Operating And Accounting Support:
 - Fiscal staff prepared and completed FY14 and FY15 budget preparation spreadsheets and performance based budget (PBB) packages for departments.
 - Fiscal staff met with their departments and discussed the budget process and the details of the budget documents. Provided training on how to enter budgets onto forms and addressed content needed for PBB worksheets.
 - Fiscal staff participated in SWOT analysis for both Fiscal Services & Community Services.
 - Cheney Brothers – Total amount reimbursed to Cheney Brothers for Utilities - Total reimbursed so far - \$267,443.59
 - FY11/12 - \$74,722.40
 - FY12/13 - \$192,721.19
 - October 2012 – \$10,655
 - November 2012 - \$8,825.10
 - December 2012 - \$173,241.09
 - Continuing work on the Records Retention
During the past year the County completed the disposal of 926 cubic feet of paper records. Nearly fourteen tons were either recycled or destroyed bringing the two-year total to 3,755 cubic feet.
 - Completed Debt Coverage for CCU.
 - Prepared Historical Summary by expenditures and staffing detail for Emergency Management Planning grant and submitted summary to the State.
 - Completed Florida Tax Watch Group's Juvenile Justice Inventory of Programs Report.
 - Fiscal staff attended a Truancy Court Session at the Justice Center. Truancy Court addresses the root causes of truant behavior and links families to needed social services or other community-based supports.

- Sandalhaven Rate Case
 - None
- Utility Regulation General
 - Held several discussions with Bocilla Utilities on the potential interconnections with a bulk recipient provider and the capital financing process through a rate case.

I.T.

- December Accomplishments:
 - IT Attends Regional Broadband Advisory Meeting - Ray Desjardins, IT Senior Division Manager, attended the December 14th meeting of the Local Broadband Advisory Committee being led by the Southwest Florida Regional Planning Council.
 - The Florida Broadband Planning Project is a two-year project that will develop a structured, comprehensive process for a regional broadband plan, particularly for areas that have been traditionally underserved. The plan will develop and implement regional planning process, toolkits and training that can be integrated into the current work of the RPCs to assist regions to develop broadband plans. The project will inventory and document local broadband assets and broadband demand through an inclusive process that draws residents and institutional actors to develop a comprehensive regional plan.

- December Email Statistics:

	Good	Spam	Virus	Policy	Total
Count	102,939	59,394	20	7,053	169,406
%	60.8	35.1	0.0	4.2	100.0

- December Outage Statistics:
 - 2 - Incidents
 - Total Down Time – 49 minutes
 - Average time per Incident – 24 minutes
 - System availability was 99.890%

- December Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =188
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 182
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 359
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 373
- Change Controls Last Month – (internal configuration changes to server and network) = 2
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 433

Purchasing

- Pre-bid meetings held:
 - 13- 050 Bayshore Road Sidewalk Construction
 - 13-122 Burnt Store Colony Wastewater Treatment Plant Removal / Demolition
 - 13-130 Sunshine Tower Site Phase 3
 - 13-142 HVAC Filters – Annual
- Bid openings held:
 - 13-071 Stormwater Control Structures BMP 6 & 29

- 12-427 Lift Station #8 Relocation & Lift Station #313 Rehabilitation
- 13-108 Simplex Electrical Panels
- 12-473 East Port Wastewater Reclamation Facility Stage 1 Improvements
- 13-102 Infrastructure Services – Annual
- 13-088 West Port Reclaimed Water Pumping Station – Phase 2
- 13-016 HVAC Contractor – Annual
- 13-017 Generator Maintenance – Annual
- 13-050 Bayshore Road Sidewalk Construction
- Quotes due and received:
 - 13-089 Radios & Accessories – Annual
 - 13-092 Stadium Backstop Netting
 - 13-082 Smoke Evacuation / Control System
 - 13-106 Exotic Vegetation Removal & Disposal
 - 13-134 Printing of Letterhead, Envelopes and Business Cards
 - 13-140 Printing of 2013 Visitors Guide
 - 13-117 Concrete Slabs
 - 13-034 Inspection of Fire Sprinkler Backflow Devices – Annual
- Pre-submittal meetings held:
 - 13-101 CEI Services US 41 Micro Tunnel / Weir Project
- Shortlist meetings held:
 - 13-058 CEI Services East Port Wastewater Reclamation Facility
- Proposals due and received:
 - 13-101 CEI Services US 41 Micro Tunnel / Weir Project
- Work Orders due and received:
 - 13-137 Engineering Services – Alligator Creek
 - 13-141 Regulatory Compliance Services – Water
 - 13-145 Regulatory Compliance Services – Wastewater
- Negotiation meetings held:
 - 12-405 Capital Asset Planning & Management Study
 - 12-383 Gasparilla Road Construction Manager at Risk
 - 12-472 Suncoast Waterway Dredging

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 58% of the affected property owners have indicated a willingness to sell their property on a voluntary basis. We are now in the process of closing on these properties.
- 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 was sent in November to the remaining property owners and we are negotiating the acquisition of additional parcels
- 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 shortly.
- Surplus County Lands Disposal Program – We have closed on the acceptable bids for 2 parcels and to date the program has brought in over \$2,700,000 to the County (including the Cheney Brothers property). We are now working on a new surplus land disposal package for the spring of 2013.
- Real Estate Inventory Book and Building Inventory Book – We have updated both books and this information is now available for reference.
- 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 purchase 1.48 acres of church property for a pond site required for this project and were are working to close 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 have sent good faith pre-suit offers and we are working with property owners willing to sell their property on a voluntary basis.
- 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. This is a major project that will impact several property owners in Deep Creek.
- Gasparilla Road – The proposed roadway expansion is under design. Our Division has started to assist engineering staff in researching property issues relative to this project.
- 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:

Item	Total FY2012	Dec-11	Dec-12	FY12 YTD	FY13 YTD
Single Family Permits Issued	269	25	11	62	44
Multi Family Permits Issued	1	0	0	0	1
Commercial Permits Issued	21	0	2	5	2
All Other Permits Issued	14142	889	1036	1849	2597
Customers Served	27005	1913	1810	3828	4656

Inspections	36957	3050	2866	5720	4998
Permitting Revenue	\$2,027,805	\$149,548		\$291,885	\$341,583
Permitting Expenditure	\$2,058,655	\$449,971		\$405,186	\$332,014
Code Enforcement Revenue	\$956,429	\$90,781		\$140,278	\$116,504
Code Enforcement Expenditure	\$1,576,565	\$366,475		\$184,991	\$217,683
New Complaints Received	1253	42	23	257	268
Code Cases Initiated	3357	232	209	445	468
CEB Cases Heard	734	49	96	77	151
Citations Issued \$ Amount	\$75,500	\$1,500	\$9,500	\$3,000	\$13,500
New Contractor Licenses Issued	16	0	6	2	2
Contractor Licenses Revoked	31	0	0	3	4

Financials are unable to be accessed due to issues with Eden.

- Growth Management Division

- Parkside Revitalization Initiative

- On December 6, 2012, staff hosted an evening public meeting to solicit citizens' input on the draft Parkside Revitalization Plan (PReP) at the Port Charlotte Cultural Center. More than 40 people attended the meeting. Two topics of concern to the group at a prior meeting, non-conforming uses and the basic concept of Tax Increment Financing, were addressed by the staff prior to discussion of the PReP objectives and policies.

- Staff guided the citizens through a slide by slide presentation of each objective and policy within the PReP. The attendees offered many comments. During the meeting it became apparent that more specificity is needed in order for the citizens to understand the direction and of the policies. Staff has decided to create the Parkside Land Development Regulations (LDRs) prior to putting for the adoption of the PReP so that both documents can be reviewed concurrently and the citizens can understand how the policies will be implemented. The final version of the PReP and the proposed LDRs will be presented to the Parkside citizens in early to mid-2013.

- 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 Dec. 3, 2012. Inga Williams gave a presentation about the revitalization planning process as well as a status update on the proposed comp plan and LDR revisions for the CRA. The chairman, Jim Herston, will draft a letter to the BCC requesting a workshop addressing these and other issues.

- Manasota Sandpiper Key Community Advisory Committee

- The committee met on December 5th and December 19th. Three projects were presented to ARC.

- 5192 The Ponte – new single family home.

- Comments: re-scheduled for the Jan. 3, 2013 meeting

- 1977 Beach Road – new pool fence.

- Comments: approval granted

- 2700 N. Beach Road – convert lanai into laundry room.

- Comments: approval granted

- Little Gasparilla Island Community Plan
- No staff was present at the December 14 meeting.
- School Concurrency
- The draft ILA has been sent to all of the agency attorneys for review. The joint workshop has been tentatively scheduled for April 29, 2013.
- Comprehensive Plan Evaluation and Appraisal Report (EAR)
- Staff continues to work on EAR-based plan amendments.
- Transportation Planning
- The following transportation planning and traffic engineering related issues were reviewed to assist the Planning and Engineering staff during the month of December 2012:
- Bicycle and Pedestrian Master Plan: During the month of December, no major activities occurred related to this item.
- Site Plans, Zoning Exceptions and Traffic Study Reviews: During the month of December, the following applications for site plan review were commented on:
- DRC-PD-80-4DDDD – Culver's of Port Charlotte
- Monthly Meetings and Field Visits: The following meetings and sites visits were attended/made during the month of December:
 - Multiple site visits to the various parts of the County to address the various Call Tracker Items and other citizens requests
 - Made multiple site visits to various signal timing and signage issues related to speed and other safety issues to address various citizens' requests.
 - Attended the contract and scope negotiations meeting for Design of Harbor Boulevard at Purchasing department
 - FDOT- County-City Coordination meeting
 - Attended Parkside CRA's public Meeting on December 6th to give an update of the various proposed infrastructure improvements in the CRA
 - Started working on the Golf Cart Ordinance for Mobile Gardens community on SR 776 with legal department
 - Started working on Speed Limits ordinance for various roadways that were either recently changed due to construction and/or citizens requests.
 - Reviewed the TRA policies and identified the items that need to be updated per Comprehensive Plan.

- Site Plan Approval

The County received 2 items in Dec. 2012; one Project Conference and one Preliminary Detail Plan (PD).

- Board of Zoning Appeals

The Board of Zoning Appeals heard the following petitions on December 12, 2012.

1. Petition #VAR-12-009:

A request by James and Beverly Krusick for a variance of 26' to increase the distance a dock may project into a waterway from 12' to 38', to allow a boat dock in the Residential Single-family-3.5 zoning district, located at 2263 Jacobs Street, Port Charlotte, was DENIED by a vote of 3-0.

2. Petition #VAR-12-010:

A request by Roger Miller, agent for Arthur and Catherine Talsma, for two variances; one to reduce the required 7.5' west side yard setback by 1.2' to allow a 6.3' side yard setback; and another to reduce the required 20' rear yard setback by 9.0' to allow an 11.0' rear yard setback for the existing single-family residence, in a Residential Single-family-3.5 zoning district, located at 3811 Barnegat Drive, Punta Gorda, was APPROVED by a vote of 3-0.

3. Petition #SE-12-017:

A request by Robert Berntsson, agent for Placida Road Church of God, for a special exception to allow uses associated with a house of worship, consisting of Sunday School, day care, and other church related uses, in the Agriculture Estate (AE) zoning district, located at 9148 Short Street, Englewood, was APPROVED by a vote of 3-0.

- Planning and Zoning Board

The Planning and Zoning Board heard the following petitions on Monday, December 10, 2012:

1. Enterprise Zone Development Plan:

Review and recommendation that the Charlotte County Enterprise Zone Strategic Development Plan is in conformity with the comprehensive plan for the development of Charlotte County as a whole pursuant to Florida Enterprise Zone Act.

P&Z recommendation was approval.

2. PA-12-10-14-LS:

Pursuant to Section 163.3184, Florida Statutes, transmit to the Department of Economic Opportunity a Large Scale Plan Amendment to the Charlotte County FLUM Series Map #6: Prime Aquifer Recharge Area. The proposal is to remove property from the Prime Aquifer Recharge Area; Commission District I; Petition No. PA-12-10-14-LS; Applicant: Calusa Growers LC; providing an effective date.

P&Z recommendation was denial.

- Board of County Commissioners Land Use

The Board of County Commissioners heard the following petitions on Tuesday, December 11, 2012:

1. PA-12-09-12

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.

BCC decision was approval.

2. Z-12-09-13

An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Commercial Intensive (CI), Residential Multifamily 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.

BCC decision was approval.

- 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. The majority of concrete work has been completed between Peachland Boulevard and Quasar Boulevard.
- *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.*
- Cape Haze Drive Sidewalks – The contractor's Notice to Proceed is dated January 13, 2013. A Public Service Announcement will be issued in advance of construction.
- Charlotte Harbor Watershed Management - Stormwater Structures BMP 6 & 29 – The construction contract, awarded to Go Underground Utilities, LLC, provides for two stormwater control structure installations, one at the intersection of Church Street and Bayshore Road, and another on Harper Avenue between Eaglet Road and Homewood Street. Construction is estimated to begin mid-January 2013.

- Cheney Brothers Access Roadway Improvements – Construction began on October 3, 2012. The contractor has completed clearing and grubbing and removed all of the existing utilities. They have shaped the swales on both sides of the road and embankment work has begun. Contractor (not funded through our grant) has completed gravity sewer installation.
- *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 completed forming and pouring the gravity and is installing storm drain. The contractor has poured several hundred feet of sidewalk and several driveways.
- *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 93% complete and DOR 4.75 is 93% complete. HAV 4.33 is 43% 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 – The road is open and the project is essentially complete. We are in the process of compiling a punch list to provide the contractor to close out this project.
- Rampart Boulevard Improvement Project –
 - Phase 1: (Kings Hwy to Loveland Blvd) this phase of the project is now complete but will remain closed until Phase II improvements have begun.
 - Phase 2: (Kings Hwy to Kings Gate Entrance) the contractor is currently working at/near the intersection of Kings Hwy. Storm pipe is being installed with the roadway to follow. Work at the intersection is scheduled to be completed by the end of February 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.*

- Sandhill Boulevard Sidewalks – The contractor completed pouring and forming the gravity wall. The majority of the sidewalk has been poured and adjacent areas restored. It appears that this project will be completed well ahead of schedule.
- *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.*
- Sunshine Lake Algae Removal – A public meeting is scheduled January 9, 2013 from 6:00 – 8:00 P.M. at the Cultural Center in Port Charlotte. The Florida Department of Environmental Protection and the construction contractor, Prolime Services, will be in attendance to provide information to the public regarding this project.
- 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.
- *PSAs (3) released 12/20/12, expires 2/28/13 - Road work continues at the intersections of SR 776/Flamingo Blvd., SR 776/Winchester Blvd. and at the FUTURE intersection of SR 775/Winchester Blvd. (just south of St. Francis of Assisi Church) through February 28, 2013 in preparation for new traffic signals at each location. The contractor will have workers and machinery present and they may need to shift traffic patterns. There will be signs and flagman present 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 revised report of repairs was received in December 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. 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 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 Board of County Commissioners (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 – Negotiations for scope and fee are underway. Design is estimated to be completed in early March 2013 with construction beginning in the late spring 2013.
- 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) – During Phase 1, the design engineer will produce Road Feasibility and Traffic Studies 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 – 100% design plans were received on December 14, 2012 and are under review. Construction is anticipated to begin in the summer of 2013.
- Midway Boulevard Widening Phase Two – The final stormwater retention system site needed for this project has been secured. The 60% plans are due in January 2013. Design is scheduled for completion in August 2013 with construction projected to begin in late 2013.

- Parkside - Elkcarn Boulevard Multi Use Path – Potential utility conflicts were resolved. Design is underway with construction estimated to begin in the summer of 2013.
- 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 (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 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.
- Sales Tax Year Three (Bayshore) Sidewalks – There were some advertising issues with the Pre-Bid Conference held November 29th, therefore a second was held December 4, 2012. Bids were opened on December 19, 2012. A recommendation to award the contract to the lowest responsive bidder is scheduled to go before the Board of County Commissioners for approval on January 22, 2013.
- Sales Tax Year Three (CR 74) Sidewalks – Additional design work is being carried out to satisfy some permit conditions. The construction start date has been delayed to ensure we have inspection services available to cover the job.
- Sales Tax Year Three (Deep Creek) Sidewalks – This project package is currently advertised through the Purchasing Department. The Pre-Bid Meeting is scheduled January 4, 2013. The construction start is tentatively scheduled for February 2013.
- Sales Tax Year Three (Ellicott) Sidewalks – To reduce the impacts to existing drainage and utilities, the design firm has been advised to reduce the width of the sidewalk from 8 feet to 5 feet. We received 90% plans on December 4, 2012 and design 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 availability. We are reviewing the availability of inspection services and may release the project to Purchasing sooner than anticipated.
- Sales Tax Year Three (Oceanspray) Sidewalks – 90% design plan comments were returned to the design engineer. The construction start date of May 2013 is pending Engineering Inspector scheduling.
- Sales Tax Year Three (Rio DeJaneiro) Sidewalks – We are currently applying for an FPL easement that will make construction easier. 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 – Design is complete however, the construction start date has been delayed until 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 60% design plan comments were returned to the design engineer on December 18, 2012. Construction is anticipated to begin in early spring 2013.
- Sales Tax Year Three MSBU (Rotonda N) Sidewalks – The design engineer delivered 100% plans and specifications on December 6, 2012. Construction is estimated to begin in January 2013.
- Sales Tax Year Three MSBU (Rotonda W) Sidewalks – We are anticipating 90% comments by the end of December 2012. Construction is estimated to begin in January 2013.
- Tom Adam's Bridge – The design team 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 Board of County Commissioners on November 27, 2012. The preconstruction meeting was held December 12, 2012. Construction is scheduled to begin in February 2013.
 - 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:
 - Desoto Ditch Bank Stabilization – A Pre Bid meeting was held November 28, 2012 and bids were due December 21, 2012. Temporary Rights of Entry are being obtained from the property owners abutting the ditch. Construction is anticipated to begin in February 2013.
 - Little Farm Road Culverts – Weiler Engineering and is conducting the survey and research for this project. The 30% design plans are scheduled to be completed by mid-January 2013.
 - US 41 Storm Structures – The 90% design plans are due late December 2012 with construction projected to begin in April 2013.
- Miscellaneous Projects:
 - Manasota Key Community Plan Design – Letters of Interest were received for design on November 28, 2012 and reviewed by staff. A recommendation was made to the Purchasing Department in mid-December. Design is estimated to be completed in the late summer 2013.
 - 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 was held 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 were received mid-December 2012. Construction is anticipated to begin in March 2013.
 - 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 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).
- 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 area 9. As of December 21, 2012 the total asphalt placed for this contract is 77,784 tons. The contractor will start the resurfacing process on Peachland and Midway Boulevards in January 2013.
 - 2012 West County Paving Program – The paving operation has been completed in Rotonda Sands and Rotonda Lakes with approx. 59,755 tons of asphalt placed. The Contractor will continue to work on the restoration in both of these areas. Paving will begin in Gulf Cove in January 2013.

Community Services

- Administration:
 - Administrative staff answered and fielded 439 telephone calls, 11 web emails; processed 3 citizens concerns, 2 accident and 5 incident reports, distributed 3 press releases
 - Supported 3 Advisory Boards
 - Promotional and Marketing Activities
 - Produced 925 Marketing and Graphics pieces
 - (2) in-studio appearances on the Golden Hippo radio show on WCCF
 - Holiday Events
 - Spectacular Family Adventure
 - Radio commercials: WENG – Breakfast with Santa; Clear Channel – Santa’s Candy Land and Holiday on the Harbor
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Reach – Average reach of 97 weekly daily viewers; 196 clicks on posted content
 - Classified Ad for vendors for the Spectacular Family Adventure
 - Began new contract at PC Beach for Hobie cat rentals with Tiki Water Sports / JM Marine
 - Attended meeting with Amanda Carr with Charlotte BMX regarding Regional competition January 11-13.
 - Permits received for playgrounds at Ann Dever Memorial Regional Park and Carmalita Park. Installation to begin on Ann Dever January 3; Carmalita will begin after the BMX event January 11-13.
 - Continued planning and advertising for the Spectacular Family Adventure at South County Regional Park January 12.
- Recreation Centers:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 9,200 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 2783 with 5456 touches combined. Recreation facilities were rented 28 times achieving a rental attendance total of 1449 people.
- Libraries & Historical Monthly Report:
 - Numbers:
 - 52,302 items were checked out
 - 45,136 library visits
 - 6,633 computer uses by the Public
 - 493 people attended 39 programs
 - 112,836 registered borrowers
 - 664 patrons requested PC assistance
 - 1,117 people attended an Outreach event with the Historical Center staff
 - 1,116 people came to our very small temp Library in Englewood
 - 67 people came to a book discussion in December
 - We averaged 697 visitors a day County-Wide in December
- Projects:
 - Many programs were offered including a very popular program on the Mayan Culture and the predicted end of the world.
 - For the first time we partnered with the popular “Candy Cane Lane” program and provided stories for over 400 kids-and the Santa!
 - Broadband site visits were made by the State Library of Florida and we are hoping to possibly acquire some Grant monies for Broadband expansion.
 - The mural was completed at Punta Gorda Library and the new roof project was completed.

- Our State Aid Grant was announced with an increase! \$86,858 in 13, 80,314 in 12, and 76,085 in 2011. The monies are part of our materials budget for all Libraries.
- The Englewood Library and Archive project is on track with opening in April.
- Need:
 - More space for staff!
 - Aging IT equipment
 - On-going cleaning issues with our contract cleaners
- Charlotte Sports Park:
 - The Charlotte Sports Park hosted the Charlotte Local Education Foundation 5K Run/Walk on Saturday, 12/8. There were a total of 223 runners/walkers registered for this event and an estimated 75 spectators.
 - The main stadium parking lot at the Charlotte Sports Park was rented to Clear Channel on Saturday, 12/8, to serve as overflow parking for KIX Country Birthday Bash. This event was held at the Fairgrounds with Travis Tritt as the main performer.
 - The Charlotte Sports Park hosted the Team MaxBat 5-Tool Showcase on December 27-30. Several practice fields per day were utilized as youths from across the country were given the opportunity to showcase their skills in front of various high-level coaches and scouts. There were a total of 82 youths participating in the showcase and an estimated 225 people in attendance.
- Recreation Division/Aquatics Section:
 - Port Charlotte Beach Pool:
 - 358 paid admissions
 - 143 Pass holder visits
 - 262 Water Aerobics participants
 - Staff spent an estimated 20 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 28 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
 - Oyster Creek Regional Park Pool:
 - 244 paid admissions
 - 419 pass holder visits
 - 258 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 400 “splashes” for the month.
 - The meeting room was rented 3 times this month
 - 9 Students successfully completed the Lifeguard Training Course held 12-31-12 through 1-4-13.
 - Staff spent an estimated 45 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - *Staff spent an estimated 60 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- South County Regional Park Pool:
 - *152 paid admissions
 - 433 pass holder visits
 - 109 water exercise participants
 - Charlotte County Blue Fins held 30 swim practices resulting in approximately 1200 “splashes” for the month.
 - Charlotte County Winter Break camp visited the pool 6 times resulting in approximately 90 “splashes”.
 - *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 75 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 1,549 hours in the month of December. An estimated 1,244 athletic participants visited County facilities an estimated 8,634 times with 17,268 spectator/volunteer visits for a combined total of 25,902 visits associated with athletic activities. Activities included Adult Softball, Adult Tennis, Adult Flag Football, Youth Flag Football, Youth Soccer, Youth Cheerleading, Youth Baseball, Youth Softball, Youth Swimming, Horsemanship and Remote Control Sailing.
- Extension Services:
 - Administration:
 - Agent Self-Evaluations Due – December 21st
 - District IV Community Development Meeting – 10 am – December 21st – Extension Conference Room
 - All- Agents – Working on Report of Accomplishment/Plan of Work (ROA/POW) – Due December 7th
 - Meetings:
 - SWOT Analysis - Quality of Life – 9 to 11 am – Murdock – December 17th
 - SWOT Analysis - Water Resources – 3 to 5 pm – Murdock - December 17th
 - Extension Staff Meeting Holiday Luncheon – December 18th – 11:30 am to 1:00 pm
 - Friends For Extension Meeting – December 13th – 11:30 am to 1:00 pm
 - Website Hits: Report: - 88,784 - Summary - charlotte.ifas.ufl.edu –
 - Date Range: 12/01/2012 - 12/31/2012 - Urchin 5 ©2005 Urchin Software Corporation.
 - Facebook® Page - Charlotte County Extension data:
 - 346 monthly active users
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2012. "Planning for Waterway Access". Water LIFE Magazine. December 2012, Page 8.
 - Staugler, E.A. 2012. "Marine Boating Access 2010-2050", Charlotte County UF/IFAS Extension. 1pp.
 - Websites:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - 12/5 – Become a Florida Master Naturalist
- Field Work:
 - 12/14 – Set up booms for bay scallop restoration with volunteers and NR staff
 - 12/16 – Bay scallop restoration with volunteers
 - 12/18 – Retrieved booms & monitoring devices from bay scallop restoration with volunteers and NR staff
 - 12/19 – Returned borrowed booms to Mote Aquaculture Park in Sarasota County
 - 12/20 – Monthly bay scallop recruitment sampling with volunteer
- Outreach Programs:
 - 12/1 –FMNP Freshwater Wetlands class.
 - 12/7 – SWFL Gulf Coast Regional Envirothon Academic Challenge
- Site Visits:
 - Fishin' Franks
 - Fishermen's Village Yacht Basin
 - Cape Haze Marina
 - Other:
 - Annual UF/IFAS and Florida Sea Grant reporting requirements
- 4-H Youth Development:
 - Youth Activities:

- Several 4-H Clubs met this month at the East Port Campus including “Outdoor Adventures”, “Cows N’ Plows” and “Fur N’ Feather”
- Horticulture:
 - Special Events
 - MG Plant and Garden Yard Sale – 8 am to 2 pm – East Port Campus – December 8th
 - Master Gardener Association Meetings
 - MG Christmas Lunch – Elk’s Club – 10 am – December 5th.
 - GI-BMP Training (Fertilizer Ordinance Training) – 8:00 am to 3:00 pm – December 19th
 - 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 30th. Four (4) 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:
 - Landscaping Committee Meeting – December 13th – 1:30 to 3:30 pm – Extension Conference Room
 - Landscape Committee Meeting – 2 pm – Public Works – December 5th
 - Master Gardener Radio Show – WCCF – 1580 – December 4th – 10 to 11 am
- Florida Yards and Neighborhoods Outreach:
 - The FYN Program Assistant partnered with Charlotte County Utilities to address landscaping plans at a lift station in Burnt Store. We brainstormed plants, met with residents to assess their needs, and came up with sample landscape plans.
- Site Visits:
 - Site Visit – Plant Problems - Palm Toyota with Landscaper – December 4th – 11:30 am
- Charlotte Sun Newspaper Articles:
 - Potential Readership:
 - Charlotte Sun Herald – Average Circulation - 44,028
 - Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day
 - Newspaper Article for December 3rd - ” Ambassador Poinsett and his famous plant”
 - Newspaper Article for December 10th - ”Holiday Anthuriums – long lasting color”
 - Newspaper Article for December 17th - “Recruiting volunteers for the 2013 master gardener training class”
 - Newspaper Article for December 24th - “Popular petunias provide practical winter color”
 - Newspaper Article for December 31st “New year’s gardening resolutions for 2013”

Facilities, Construction and Management

- Projects:
 - Bay Heights Boat Ramp: The design change order was received and processed for the January 8, 2013 commissioner’s meeting.

- Englewood Library Expansion: The wall finishes are nearly complete throughout the interior. The above ceiling is completed with inspections starting. Carpeting is being installed throughout the facility. The exterior screen wall framing was erected.
- South County Regional Park Soccer Concession Stand: The bid package was completed and sent to purchasing.
- Transit: Parking Expansion: The utilities have been installed; all fill is in place.
- Bayshore Live Oak Park Restrooms: Construction has begun.
- ADA Improvements: Construction documents for ADA improvements at various parks and governmental facilities are underway.
- Harold Ave. Concession Stands: Bid document development underway. The project is being advertised for bids.
- PCB Dock: We are negotiating with MSC for the design of the permanent floating dock.
- Harbour Heights: Plans showing three separate design options have been received from the engineer of record and distributed to CC staff for comments.
- Operations:
 - Energy Efficiency Program:
 - Siemens has completed detailed energy efficiency audits of several facilities.
 - The South County Regional pool geothermal heating system is out for bid.
 - Installation of the LED driveway lighting at Airport Road/Transit is nearing completion.
 - The Murdock Admin parking lot is being retrofitted with new energy efficient light fixtures.
 - Contract negotiations are in progress for the Asset Management study.
- Parking Lot Sealing and Striping: Site Plans were given to contractor for permitting purposes. Contractor was establishing documentation and beginning the permitting process. Franz Ross Park is first listed site to be accomplished. Coordination with Community Services and YMCA will be done as soon as we receive possible starting dates from contractor.
- Repair and Maintenance:
 - Charlotte Sports Park: Bullpen safety netting and decking remodel is underway.
 - Charlotte Sports Park: safety lighting and misc fencing remodels and additions is underway.
 - Land Information and Zoning Remodel: is complete.
 - Fleet ADA Remodel: is complete.
 - Port Charlotte Beach Hall: new flooring is in the preliminary stages.
 - Bayshore Park: sidewalk repairs, due to Tropical Storm Damage, are also in pre-construction stage.

Human Resources

- Employee related issues
- Union related discussions/preparation for upcoming litigation
- Recruitment related activities and hiring processes
- Finalized "Draft" Cobbled agreement for IUPAT
- Held NeoGov roundtable discussions with department liaisons
- Continued discussions with IT regarding upcoming scanning project
- Executive recruitment efforts for Community Services Director
- Assisted with interview process regarding HR Specialist position
- Halogen e-Appraisal assistance
- Discipline related conversations and activities
- Preparation for the upcoming electronic scanning project
- Responded to EEOC charges
- Monitor the community service program with Courts System
- FMLA Processing
- FMLA monthly report
- Researched other local counties FMLA processes and procedures
- Tasks associated with Employee of the Month
- Legal Discussions
- Miscellaneous advisement/investigations/coaching/development conversations

- Benefits Related:
 - Facilitated Orientations
 - Continued discussions with Risk Management on 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
 - Launched Advertisement and began accepting applications for upcoming Charlotte County Government Academy
 - Provided Sexual Harassment training materials to PRMWA
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.
 - Discussions regarding upcoming Citizen Government Academy

Human Services

- 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. Under the lease agreement, CASL will be responsible for all utility expenses and property maintenance. During this time CASL will seek funding from the Veterans Administration for transition housing for homeless veterans.
- Human Services management staff conducted the Department's bi-annual Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. Results of the 2012 SWOT activity will be compared to the 2010 results; considered in developing future departmental goals and revising its strategic plan; used in preparing for the upcoming budget cycle; and in aligning County, Department and Community goals.
- Department of Elder Affairs' Secretary Corley released a Notice of Instruction to Area Agencies on aging statewide releasing processing protocol for the Aged/Disabled Adult Medicaid Waiver and the Assisted Living Waiver Programs. While the total number of names released statewide, our seven-county service area (Sarasota, Charlotte, De Soto, Lee, Hendry, Glades, and Collier) received authorization to process a total of 300 names. Of the 300, 41 for Charlotte. It is expected these clients will be processed for active participation and enrolled into one of the aforementioned programs or the waiting list status discontinued by March 31, 2013.
- The Board of County Commissioner's approved the transit annual 5310 Federal transit grant for the FY13/14 funds in the amount of \$83,642 for one 14 passenger lift bus to be used on the Sunshine Ride program.
- The Board of County Commissioner's approved the county resolution and section 5310 Federal transit grant for the FY 13/14 in the amount of \$17,500 for Sunshine Ride operations.
- The Board of County Commissioner's approved the county resolution and annual section 5311 Federal grant for the FY 13/14 in the amount of \$59,500 for the Sunshine Ride program to use to transport residents living in the rural areas of Charlotte County. These funds will provide 3,740 passenger trips.
- Department staff participated in a focus/stakeholder meeting held on December 18th sponsored by the Renaissance Consulting Firm. This firm is conducting the Transit Latent Demand Study on behalf of the joint Sarasota/ Manatee and Charlotte County MPO's. The study will be considering the feasibility of a limited fixed route bus service from mid-county/Parkside Area to Northport. A preliminary report and findings are expected in early March which will be presented to both counties' Board of County Commissioners.

- Senior Services staff attended the monthly joint meeting at Senior Choices of SW FL. While many topics were discussed and Care Plans for Medicaid Waiver clients were reviewed, Senior Choices announced that effective 1/1/2013, Medicaid Waiver Care Plans would no longer be reviewed by this group. The Department of Elder Affairs will be requesting random client files and asking each Lead Agency to send them electronically for review to Tallahassee. This is the beginning phase of moving clients to long-term managed care beginning in summer/fall 2013.
- The Human Services Department received notification that the Children's Services Council (CSC) grant application for the Healthy Communities, Healthy Youth Developmental Assets project was awarded by the Department of Juvenile Justice. This \$23,943 grant was accepted by the CSC on 12/10/12 and is scheduled to go before the Board of County Commissioners for approval on 1/8/13.
- On December 2, 2012 the Veterans Council which is one of Charlotte County Transit's nonprofit agencies that use transit assets for veterans transported 12 blinded veterans to Tampa. The veterans were transported to the Blinded Veterans Association (BVA) meeting which is an organization of blinded veterans helping blinded veterans. Through their service programs, regional groups, resources, and advocacy before the legislative and executive branches of government, they hope to make life better for blinded veterans.
- Transit received a new replacement bus for the Sunshine Ride program. The new bus will hold up to 18 ambulatory passengers or 16 ambulatory passengers and 2 wheelchair passengers. The new bus will be replacing a 2004 bus with over 200,000 miles of service on it.
- Veteran Services officers gave a presentation at a lunch and learn at Sterling House Assisted Living Facility in Punta Gorda. Topics included burial benefits, POA's, surrogate health care, wills, living wills and do not resuscitate orders; and officers gave a presentation at the Royal Palm Assisted Living Facility on non-service connected/ widow pension w/aid and attendance.
- Veteran Services referred 5 needy veteran families to the Vietnam Brotherhood for Christmas. The Vietnam Brotherhood, working with the local Chapter of the Military Order of the Purple Heart, provided a Christmas dinner, clothing and toys for 8 veteran families (to include 19 children). Staff also participated with other veterans and visited the Douglas Jacobson VA Nursing Home in Port Charlotte. They handed out Christmas cards prepared by autistic children for the veterans at the home and wished them a Merry Christmas and Happy New Year.

Public Safety

- No report for Animal Control or Fire/EMS:
- Emergency Management:
 - The month once again included just a few public speaking engagements, highlighted by a visit to the EOC by the Healthy Start Group, a consortium of local organizations that deal with issues related to infants and their overall well-being.
 - The Director attended a four-day, State DEM-sponsored class in Orlando that focused on Continuity of Government (COG) and COOP (Continuity of Operations). This outstanding seminar featured an array of speakers with first-hand knowledge of circumstances related to this critically important topic. In each County, it's the Emergency Management Office that drives any effort to ensure that local government remains operational and responsive to the needs of citizens, regardless of the circumstances.
 - The Salvation Army Kettle Kick-Off was held at local Army HQ and the area coordinators and team captains were sent forth to ring bells for 39 days and see how much money could be generated locally to support those in need over the next year. The preliminary figures have shown that the campaign has shattered all records, bringing in more than 30% above last year's figure.
 - We completed the interviews with applicants for the Mitigation Planner position and have made a decision and an offer to our preferred candidate. We hope very much to have the new planner on board within the next several weeks as we move towards the 2013 hurricane season.
 - The staff attended the all-day Region 6 Meeting at the Manatee County Emergency Operations center in Bradenton. This gives us the networking opportunity with the nine other emergency management staffs and allows for speakers to reach ten counties simultaneously and answer questions relative to his or her topic.

- Director attended the Local Emergency Planning Committee meeting at the Regional Planning Council office in Ft. Myers. This group represents government, private industry, public safety, higher education and utilities, in overseeing how hazardous substances are utilized in everyday life. Issues relative to their use, abuse, unauthorized release and public education are topics of conversation.
- The Emergency Planner successfully completed CareFit (sponsored by AAA, AARP and others) training with the Fire Department, a program designed to teach seniors how to properly sit in a vehicle and minimize strain and increase personal safety. It is vitally important that they learn how they “fit” in their own vehicle.

Public Works

- Alan Holbach has been named Interim Director of Public Works upon the resignation of Robert Halfhill. The Board of County Commissioners will consider his permanent appointment to the position at their January 22, 2013 meeting.
- Maintenance crews poured a fabric-form job and prepped the area for the sod in Rotonda. They completed 3 pipe repairs in Greater Port Charlotte on Leland, Francis and East Tarpon Streets. Two catch basins were installed and 80 linear feet of pipe and approximately 7000 square feet graded for sod on Riviera Lane. Two swale road crossings were completed in Northwest Port Charlotte.
- The flail mower cleared 12,889 cubic yards of brush in the Scarecrow Farms area and the Menzie cleared 82,000 cubic feet in the US 41 north ditch. The second Menzie cleared 56,000 cubic feet in the Burnt Store Road/Pirate Harbor area. The third Menzie is cutting major ditches in Gulf Cove. Shoulder repair was completed on 2.4 miles of roadway in the Fleetwood Drive/Barard area and 14,305 square feet of swale work was done in the Golf Course/Challenger Road area.
- Public Works staff reviewed five submittals for project management services for the San Domingo Park, Phase II construction in South Gulf Cove. Southwest Engineering was chosen.
- All unwanted palm trees and piles of debris were removed from the parking pods along the access roads in the Greater Port Charlotte area. The Menzi Muck completed cutting all the major ditches in Gulf Cove. A second Menzi cleaned 109,500 square yards along US 41 in Greater Port Charlotte.
- With the help of a Smart Scouter surveillance camera installed on property owned by the Charlotte County School Board, the Charlotte County Solid Waste Code Enforcement Officer arrested a suspect under the Felony Litter Law for illegal dumping on private property. The Smart Scouter camera is programmed to photograph motion and send the images to the officer. The images showed a vehicle loaded with debris enter the property, then leave empty. The suspect admitted guilt when arrested and will clean up the illegal dumping.

Tourism

- Revenue from the Tourism Development Tax was up 2.8% over last November and is up 6% for the fiscal year to date. Note that last year saw record revenue and we have exceeded those numbers in the first quarter of FY 2013.
- The VCB will be hosting travel journalists on two occasions in January: Jan. 10 – 13 and Jan. 22 – 25. The media trip will emphasize Charlotte County’s culinary attributes. With assistance from our Public Relations agency, AboveWater, the itineraries include a visit to Punta Gorda’s organic farm Worden Farm, attending a cooking workshop, meeting with a Sea Grant agent to discuss seafood and learning about clam farming as well as plenty of fresh local dining.
- The Jan. 10 – 13 FAM will include Florida-based journalists who contribute to regional and national publications. The Jan. 22 – 25 FAM will include journalists from out-of-state who contribute to national publications.
- A Brazilian tour operator has added Charlotte County to their 2013 program and has asked us for information on beach front properties. This is following our participation in ABAV, the largest travel show in Brazil.
- If only 20% of travelers visiting Florida could be convinced to stay just one more day it could generate \$1.9 billion in added visitor spending and create 30,000 more Florida jobs! VISIT FLORIDA’s new campaign gives visitors “excuses” for staying one more day, e.g., “I got lost trying

to find the Fountain of Youth.” Destinations and partners are encouraged to offer deals and packages in support of the program.

- Sean Doherty is working on two conference bids. One would produce 125 room nights and another that would generate 425 room nights. Decisions are due in January and February. A USSSA Golf tournament organizer he worked with during the fall will be bringing a tournament to Charlotte County later this month.
- Chip Futch began work with the VCB as our new Marketing and Web Coordinator. Chip has extensive background in computers, design, marketing and broadcast media. Chip's first priority will be to get our 2013 Visitor Guide completed and to the printer. Following that he will begin work on the VCB website and our 2013/2014 marketing plan.
- Jerry Jones assisted with a shoot for a small feature film on Manasota Key. He has been working to develop the foundation necessary for a VCB film office. He has already taken more than 400 location shots which will then be uploaded to “Reel Scout,” industry software for location information management. He has met with area film office directors, the board of Film Florida and the director of Film Florida.

Utilities

- Engineering Services:
 - 943 Locates Processed from Sunshine State One Call; 5 Developer Agreements Prepared; 79 Active Developer Projects; 9 Residential Service Availability Letters Prepared; 11 Commercial Service Availability Letters Prepared; 9 Residential Service Applications Processed; 387 CIP inspections; 101 Developer Inspections.

- Operations Division:

Treatment Facilities:

- 229 preventative maintenance, 22 corrective and 2 emergency work orders were completed.
- 117 Residential cross-connection inspections, 24 annual backflow tests, 2 reclaim site maintenance work orders, and 1 hydrant meter repair were completed.
- December 1st the Utilities SCADA monitoring system stopped working, Instrument & Control Technicians worked throughout the weekend to resolve the problem. A radio card was replaced and the system was restored.
- Installed containment tubs around 3 fuel storage tanks at the Burnt Store WRF.
- Completed emergency repairs on the Rotonda WRF Grit Snail conveyor idler wheel.
- Completed replacement of defective control switches on Rotonda's WRF's Chlorine Feed Pumps.
- Contractor and staff completed emergency repairs on West Port WRF's #1 clarifier drive shaft.

Water Distribution:

- Installed 12" valves on the AC pipe on Cattle Dock Point Rd. for the Reuse project.
- Activated the point of connection feed line at Rampart Blvd from the Water Authority.
- Installed a safety curtain at the Golf Course Booster chemical pumps.
- Met with the County Health Dept. about Public Notice issues.
- Teleconference with Water Authority, FDEP and area public utilities about the water plant notification policies.

Wastewater Collection:

- Gravity/Force Mains: 4 sewer force main breaks were repaired; investigated 7 backup calls, 4 of which were CCU's responsibility; repaired 5 service laterals broken/blocked on CCU's side; 5 new services were installed for new construction; 1 reuse main break was repaired on the State land in Rotonda; repaired 3 LPS force main breaks; conducted 2 confined space entries in manholes to complete repairs; utilizing a rental excavator completed 6 deep excavations to repair broken gravity sewer mains; inspected 32 manholes; 6,836 feet were televised/inspected/cleaned.
- Lift Stations: 183 PM work orders were completed; 136 corrective work orders were completed; L/S #79 in-house rehab completed.
- Low Pressure Sewer: Responded to 294 service calls; completed 22 upgrades; replaced 6 check valves at street; changed out 6 tanks; installed 5 mandatory connections; 18 PM work orders

- were completed on Aqua Cir.; working on pressure problem on Aqua Cir. to install flush ports; 3 outside chambers were installed.
- All new employees have acquired their learners permit for CDL and have started driver training.
- Business Services:
 - The RFP for e-bill and web solutions is complete and Purchasing has been advertised. A pre-submittal meeting is scheduled for January 9; with a shortlist meeting to be conducted on February 5 to conduct telephone discussions and shortlist firms.
 - All but 4 meters (per customer's request to opt out) 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 807
 - Delinquencies: total delinquency revenue for the month: \$129,432 FY-YTD total: \$400,687
 - North Port: we processed 3654 payments; total revenue for December was \$679.53. Total FYTD revenue is \$2330.3.
 - Accounts Receivable: the accounts receivable over 90 days went from 47.91% in November to 48.83 in December. The accounts receivable within 30 days went from 45.08 in November to 43.97 in December
 - There are 106,170 files prepared to go into SharePoint.
 - 56% of all CCU bills were paid electronically.
- Water Conservation & Public Outreach:
 - Prepared and mailed the CCU Newsletter On Tap 2012 Winter Edition to customers. This edition included the 2013 Educational Tour dates for the treatment facilities; an article on Water Scams; an update regarding Reclaim Water; and an update regarding the grease recycling program at East Port WRF.
 - Donated bottled water to two outside organizations as part of community outreach.
 - Provided a tour of the Burnt Store Plants to the new Human Resources Director.
 - Held CCU's monthly safety committee meeting to keep up to date with safety in the workplace.
- Human Resources:
 - Total positions: 201. Vacant positions: 7 – 1 Line Technician, 4 Maintenance Mechanics, and 2 Plant Operators.
 - Actively recruiting for all positions.
- Phase 1A Punta Gorda Interconnect:
 - No change.
- Phase 2B North Port – Harbor Meter Interconnect:
 - No change.
- PR/MRWSA Water Resources:
 - Utility Professional Staff and Doug Manson, attorney for PRMRWSA, met to work on new Standard Operating Procedure for new Water Supply Demands and Future Water Supply, to replace Exhibit C of the Master Water Supply Contract (MWSC). Staff and attorneys to meet again to work on corresponding revisions to MWSC. County Administrators met to discuss variety of common issues.
 - PRMRWSA will be seeking approval to authorize Work Order #3 for Brackish Groundwater Development/Study at RJ Griffin at the 1/10/13 Board meeting.
 - River flow during the month of December was below seasonal normal levels, but withdrawals averaged 17 MGD. Finished water deliveries to Customers averaged 25 MGD. Total water stored was over 8.67 BG.
- E&W Spring Lake Area Pilot Study:
 - 48 applications were received from residents of East/West Spring Lake, interested in participating in Stakeholder Committee, along with 9-10 representatives from local civic/environment organizations. Random selection of 15 residents will be made in January 2013. Committee meeting dates and topics for discussion are being considered.
- Regional Reclaimed Water Expansion Phase 2:

Transmission Main (Stage 1): A bi-monthly meeting was held with the contractor on December 11, 2012 to discuss the status of the shop drawing review and the contractors' progress on obtaining the County Right-Of-Way permit, tree removal permit and dewatering permit. The CCU Engineering Division completed the review of the first submittal of shop drawings on December 20, 2012. A small number of shop drawings were rejected and are to be re-submitted. The Contractor's surveyor has been in the field setting control points and staking out right-of-way limits. The Contractor erected two SWFWMD signs on December 18, 2012. CCU's environmental consultant applied to the Florida Fish and Wildlife Conservation Commission for a permit to relocate up to 10 gopher tortoises. The FWCC permit was received on December 26, 2012. The environmental consultant also made a determination that the one American Bald Eagles nest that was identified by the FWCC has been taken over by ospreys which has eliminated the need for eagle nest monitoring during construction in the vicinity of Kerrigan Circle and SR 776.

- *Pumping Upgrade (Stage 2):* Bids were received on December 12, 2012. CCU's consultant reviewed the qualifications of the low bidder, TLC Diversified Inc., and made a recommendation to award the contract on December 13, 2012. SWFWMD approval to award the contract was received December 14, 2012. The County Purchasing Department has scheduled the award for the first Board of County Commissioners meeting of the New Year on January 8, 2012.
- *Storage Pond (Stage 3):* A pre-commencement meeting was held on December 6, 2012 at which time the contractor submitted their insurance and bond information. The Purchase Order for the project was signed on December 10, 2012. At the pre-commencement meeting General Contracting informed the County that they will start construction in January 2013. A pre-construction meeting has been scheduled for 10 AM on January 7, 2013.
- East Port WRF Expansion:
 - Bid opening occurred December 7th for stages 1, 2 and a portion of 3. Board approval being sought to negotiate with the lowest bid contractor January 8th. Jones Edmunds continues working on the remaining portions of stage 3 along with 4 and 5 which completes the East Port WRF scheduled improvements.
- North Shore & Harper WW MSBU:
 - No Change.
- US 41 Widening Enterprise Dr – North Port:
 - No change.