

**Charlotte County
Board of County Commissioners
Staff Report
January 2013**

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Grants Fiscal Support:
 - Human Services and Transit Grants
 - On 1/16/2013, Charlotte County received \$64,147.00 of State Housing Initiative Partnership (SHIP) Grant funding for the 12/13 state fiscal year.
 - Participated in two (2) Neighborhood Stabilization Program (NSP) webinars sponsored by HUD. Both webinars pertained to the closeout of NSP1.
 - Submitted Performance and Financial reports for the State and Federal JAG grants for the quarter of Oct-Dec 2012. Submitted the Community Care for the Elderly, Home Care for the Elderly and Alzheimer's Disease Initiative Grant, Older Americans Act. CCE, ADI, OAA, IIIIE, and HCE monthly reports for the month of December.
 - Charlotte County Government Transit received a partial apportionment letter from the Governor on the FY13 5307 FTA's Urban Transit Grant totaling \$998,722.
 - Completed and submitted annual National Transit Database (NTD) report which is the Federal Transit Administration's (FTA's) primary national database for statistics on the transit industry on schedule. Along with quarterly ARRA and 5307 FTA's Urban Transit Grant reporting.
 - Successfully completed the Transit Parking lot Construction Project (\$162K). The Grants Policy was accepted by the Board of County Commissions and will become part of the Administrative Code. This is a first, that a Grants policy/procedure has had a Boards approval.
 - Road Grants:
 - PW related receipts totaled \$360,177.78 for
 - \$349,341.72 from FDOT for construction of the Piper Rd/Jones Loop intersection
 - \$10,836.06 from FDOT for construction of the traffic signal at SR776 and Flamingo
 - PW grant billings totaled \$59,211.64 for
 - \$48,504.90 to FDOT for construction of the SR776/Flamingo traffic signal
 - \$3,994.47 to WCIND for waterway debris clean up
 - \$6,712.27 to WCIND for marine marker maintenance
 - Public Safety Grants
 - Public Safety billed a total of \$39,337.07 for
 - \$5,145.56 to the State of FL for Hazardous Materials Equipment Grant
 - \$34,191.51 to the State of FL for Emergency Preparedness grant
 - Drug Court Grants
 - Semi-annual financial & performance report, the drug court handbook, and the first year sustainability report were all submitted and uploaded into the GMS system by January 30th deadline.
 - Criminal Justice Reinvestment Grant
 - Completed the allocation packet for the final year of advance funding. We anticipate closing out this grant in January 2014.
- Operating and Accounting Support:
 - Staff attended State Mosquito Budget training in Ocala.
 - Staff attended 2 FGFOA Webinar training on Budgeting and Costing Goods & Services
 - Prepared quarterly reconciliations for ROW, Landscape and Utility Inspections deposits.

- Prepared and submitted quarterly surcharge fee reports to the State.
- Prepared quarterly budget adjustments for Board approval.
- Updated contract for the United Way for Board approval.
- Began update of CCU assets in Eden (working with Clerk's office). This will allow more accurate reporting that will be used in rate setting.
- Read and scored RFP submittals for CCU Web Service. This will give different payment options to customers.
- Prepared and submitted rate history, debt and acquisition information to be included in presentation to BCC in April regarding CCU.
- Met with vendor for fixed base meter to discuss financing options. No benefit at this time. Will revisit issue in FY15.
- Worked with Clerk's office to submit agenda item for refinancing of 2003A Utility Revenue Bond
- Attended meeting with Bocilla Utilities and Knight Island Utilities to discuss connection options
- Sandalhaven Rate Case:
 - None
- Utility Regulation- General:
 - Assisted Budget Director in the preparation of information to support the transfer of utility regulation back to the PSC for the Board's January 15th workshop.
 - In preparation for the transfer of jurisdiction, staff has filed Regulatory Assessment Fees, updated on-line annual reports, and have had contacts with the PSC to make for a seamless transition.

I.T. – No report.

Purchasing

- Pre-bid meetings held:
 - 13-096 Contractor / Builder – Annual Contract
 - 13-131 Sidewalk Construction – Deep Creek Blvd.
 - 13-100 Resurface & Repair Tringali Tennis Courts
 - 13-126 Annual Line Extension / Replacement Contract
 - 13-152 Concession Building – Harold Ave.
 - 13-097 Grounds Maintenance – Annual
 - 13-178 Pirate Harbor Dredging
- Bids due and received:
 - 13-091 DeSoto Canal Bank Restoration and Stabilization
 - 13-096 Contractor / Builder – Annual
 - 13-122 Burnt Store Colony WWTP
 - 13-142 HVAC Filters – Annual
 - 13-131 Sidewalk Construction – Deep Creek Blvd.
 - 13-099 Alligator Creek & South Gulf Cove Lock Mangrove Trimming
 - 13-126 Annual Line Extension / Replacement Contract
 - 13-130 Sunshine Tower Site Phase 3
 - 13-097 Grounds Maintenance – Annual
 - 13-152 Concession Building – Harold Ave.
 - 13-100 Resurface & Repair Tringali Tennis Courts
- Work orders due and received:
 - 13-150 Project Management Grass Carp Fish Barrier
 - 13-163 20-year Landfill Operational Permit Renewal
 - 13-181 Justice Center Service Area Re-design
- Shortlist meetings held:
 - 13-101 CEI Services US 41 Micro Tunnel / Weir
- Pre-submittal meetings held:
 - 13-112 Web Services
 - 13-159 Placida Road Roadway/Pedestrian Improvements

- Proposals due and received:
13-112 Web Services
- Negotiation Meetings held:
12-383 Construction Manager at Risk – Gasparilla Road
12-473 Eastport WRF Stage 1 Improvements
- Quotes due and received:
13-127 Vibratory Rammers, Diaphragm Trash Pumps & Vibratory Plate Compactors
13-144 Canopy – Sports Park Clubhouse
13-153 Marine Resources Exercise
13-037 Melbourne Street Bridge Landscaping
13-166 Exotic Vegetation Removal and Treatment – Administration Complex
13-173 Economic Development Marketing Services

Real Estate Services

- Edgewater Phase II – All parcels required for this road project have been obtained. Mediations to settle final compensation issues will 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.
- 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 the project. A new mailing was sent in November to the remaining property owners and we are negotiating the acquisition of additional parcels through land exchanges.
- 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 are working on a new surplus land disposal package for the spring of 2013.
- Neighborhood Stabilization Program – We have been working with the Housing Manager to use grant funds to secure foreclosed improved properties in Port Charlotte. Two properties were recently purchased and we will be closing on a third this month.
- Conveyance of Affordable Housing Properties – We obtained BCC approval to convey 2 SHIP program properties to Habitat for Humanity. These properties will be used to meet affordable housing needs in our community.
- 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 purchase of the 1.48 acres of church property for a pond site has closed. The parcel is now owned by the County.
- 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. We are closing on voluntary sales pending the filing of the eminent domain suit that will allow us to obtain all required parcels.
- 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.
- De Soto Canal in PGI Section 23 – Working with County MSBU, we have obtained 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:
 - Building
 - January 2013 showed increases in all areas of permitting and inspections over the same period last year. In particular, miscellaneous permits were 35% higher than January 2012. Encouragingly, commercial permits were also up on the same period last year which, although not a trend, does indicate some movement in the commercial sector.
 - Of significant interest, permitting revenue was up by nearly 50% on January 2012 and revenue so far for this fiscal year is 10% up on last year.

Item	Total FY2012	Jan-12	Jan-13	FY12 YTD	FY13 YTD
Single Family Permits Issued	341	25	28	91	72
Multi Family Permits Issued	2	0	0	0	1
Commercial Permits Issued	31	2	6	5	10
All Other Permits Issued	19141	973	1366	3983	4999
Customers Served	35680	1908	2209	8179	8675
Inspections	48290	2952	3469	11825	11333
Permitting Revenue	\$2,711,893	\$146,197	\$198,043	\$611,431	\$684,088
Permitting Expenditure	\$2,925,469	\$268,419	\$133,396	\$981,261	\$866,814
Code Enforcement Revenue	\$1,199,246	\$76,374	\$73,318	\$303,541	\$242,817
Code Enforcement Expenditure	\$2,234,870	\$128,107	\$105,169	\$650,377	\$658,305
New Complaints Received	1632	66	69	354	379
Code Cases Initiated	4247	205	213	968	890
CEB Cases Heard	1055	33	74	164	321
Citations Issued \$	\$110,000	\$2,500	\$11,500	\$8,000	\$34,500

Amount					
New Contractor Licenses Issued	26	0	2	2	10
Contractor Licenses Revoked	36	2	1	4	5

- Licensing and Code Enforcement

Code Enforcement cases received continues to be steady with 213 new cases in January. However, the contractor licensing staff continues to pursue unlicensed activity in Charlotte County and issued citations totaling \$11,500 this month alone. This year to date, they have issued over four times as much in citations – an indication as to how prevalent unlicensed activity is in the County.

- The Growth Management Division:

- Parkside Revitalization Initiative:

- Staff is continuing to work on the Parkside Land Development Regulations (LDRs). IT has been in contact with staff about the new Sharepoint version of the Parkside website. The revised website should be available on-line by the end of February.

- 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 Jan. 7, 2013. The letter to the BCC requesting a workshop addressing the comp and zoning plan updates along with the revitalization planning process has been sent and no response received as of yet. There are now two vacancies on the board with the death of Grace Amodeo in December 2012. Two candidates have expressed interest in Eddie Hale's vacant seat and one of these candidates will be appointed at the 1/8/13 BCC meeting. After this member is appointed, the committee will move forward with holding a community meeting to discuss comp plan and zoning updates and upcoming projects.

- Manasota Sandpiper Key Community Advisory Committee

- The committee met on January 2nd and January 16th. Two projects were presented to ARC.

- 1215 Holiday Drive – replace existing dock.

- Comments: approval granted

- 2710 N. Beach Road – replace existing screen room.

- Comments: approval granted

- Little Gasparilla Island Community Plan

- The committee met on January 11, 2013. There have been no talks with DEP concerning the dock situation since last fall. Chairman Hill reported that the LGI zoning overlay was moving forward after his meeting with Dan Quick. The next scheduled meeting is Feb. 8, 2013.

- School Concurrency

- All three agency attorneys accepted the document. The joint workshop has been 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 January 2013:

- Bicycle and Pedestrian Master Plan: During this month, no major activities occurred related to this item.

- Site Plans, Zoning Exceptions and Traffic Study Reviews: During the month of January, the following applications for site plan review were commented on:

- DRC-P-12-08PP – Placida Commons

- Golf Cart Ordinance for Mobile Gardens on State Road 776: After a series of field visits and meetings with the residents of the Mobile Gardens community, locate don State Road 776 in the Englewood area, in association with the County Legal Department, a draft ordinance is

added to the commission agenda scheduled for February 12, 2013 for the needed action enabling the residents to use their golf carts within their community.

- Meetings and Field Visits: The following meetings and sites visits were attended/made during the month of January:
 - Pre-submittal meeting related to the RFP for Placida Road Multi-use path design and construction in the West County,
 - Multiple site visits to the various parts of the County to address the various Call Tracker Items related to speed limits and signage issues and speed limit ordinance,
 - Attended the Annual Parkside CRA meeting to give an update on the projects in the CRA area, especially on Elkcam Boulevard multi-use path and Harbor Boulevard,
 - Started working on the TRA policies and identified the items that need to be updated per Comprehensive Plan.
- Site Plan Approval
 - The County received 3 items for Jan 2013. Two Preliminary Site Plans (one for Placida Commons – one for Center for Site) and 1 Project Conf. for Charlotte Family Sports Park.
- Board of Zoning Appeals
 - There were no petitions for January 9, 2013 Board of Zoning Appeals.

- Planning and Zoning Board:

The Planning and Zoning Board heard the following petition on Monday, January 14, 2013:

- SV-12-11-05 Legislative Commission District I

Charles Stephan is requesting to vacate a portion of Lister Street as recorded in Plat Book 6, Page 8-B, of the official records of Charlotte County, Florida. The portion to be vacated is 0.06 acres, more or less, and is located east of Lister Waterway, west of Bayshore Road, south of Edgewater Drive, and north of Charlotte Harbor, in Section 26, Township 40, Range 22, in Commission District I.

Board Recommendation was Approval.

Board of County Commissioners Land Use

The Board of County Commissioners heard the following petition on Tuesday, January 8, 2013:

- PA-12-10-14-LS Legislative Commission District I

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.

Board Decision was Denial.

- The Engineering Division

- Construction Projects
- Active Construction Projects

- Beacon Drive Sidewalks – The contractor has poured all curbs, driveways and sidewalk between Quasar and Peachland Boulevards. The sidewalk and curb work continues towards Midway Boulevard. Storm drain work is nearing completion. *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 – Construction began January 13, 2013. Traffic signs are in place and equipment has been mobilized. *PSA issued 1/3/13, expires 3/31/13 - The Cape Haze Drive sidewalk construction, from Arlington Drive to Placida Road, is scheduled to begin on January 13, 2013 and will continue through March 2013. To carry out this construction, the contractor may need to shift traffic patterns and will utilize signs and flagmen when needed. Citizens are urged to exercise caution when traveling through this area.*

- 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. The preconstruction meeting was held January 23, 2013 with construction scheduled to begin February 4, 2013.
- Cheney Brothers Access Roadway Improvements – The Utility Contractor is installing the gravity sewer and will start the installation of the water main when the sewer is complete. The contractor started the excavation of the conveyance ditch and is hauling out excess fill material. As a part of this project, surface water discharge lake improvements have been completed for the Airport. All applicable permits for this project have been secured. *PSA released 1/24/13, expires 3/1/13: The contractor continues to carry out construction of the Cheney Brothers Access Road. Trucks and equipment will be entering Piper Road, between the Punta Gorda Speedway and Airport Road East, as road base materials are brought in. Motorists and pedestrians are encouraged to exercise caution in this area.*
- GPC Drainage Control Structure Replacement –
 - Group 1 Construction: MOR 5.08 and DOR 4.75 are open to traffic; punchlist items are underway. HAV 4.33 is 59% complete and is on schedule; completion date is March 5, 2013 as 14 rain days were added to the contract. *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.
- 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) Phase 2: (Kings Hwy to Kings Gate Entrance) the contractor is currently working at/near the intersection of Kings Hwy. The new west-bound lanes are now open; traffic has been shifted for the construction of the east-bound lanes. The intersection is scheduled to be completed by the end of January 2013. *PSA released 1/16/13, expires 7/31/2013 - Phase II of the Rampart Boulevard Roadway Improvement Project began on November 14, 2012. This announcement is being re-issued to remind the public that 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.*
- South Bridge Waterway Maintenance Dredging – The Mangrove trimming and temporary spoil site preparations are underway.
- Sunshine Lake Algae Removal –Construction is underway to remove the algae. *PSA issued 12/31/12, expires 1/10/2013 - The public is invited to an educational program on algae in Sunshine Lake on Jan. 9, 2013 from 6:00 p.m. at the Cultural Center of Charlotte County, 2280 Aaron Street, Port Charlotte. The event will include staff from Prolime Services (contractor for the algae removal), the Department of Health at the state and county levels, Charlotte County Community Development, and the Florida Department of Environmental Protection. The Florida Department of Environmental Protection has coordinated with the Department of Health and the local government to conduct cost-effective sampling and ensure*

the public health is protected. In this case, the DEP performed sampling, with the results revealing no direct threat to public health from the type of algae present in Sunshine Lake. Officials will be on hand to discuss sampling results, public health concerns and answer questions. Prolime will present their construction procedures and schedule.

- 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. Drill shafts have been installed at the aforementioned locations. Mast Arms have been ordered. 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. Construction is anticipated to begin in May 2013.
 - 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 – This project is to design and construct pedestrian and boater access to Charlotte Harbor. The Charlotte Harbor Community Redevelopment Area (CHCRA) is interested in providing continuous pedestrian access from Bayshore Live Oak Park to Chester Roberts Park and to improve boater access to the harbor. 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 – Staff received the 30% design plans for review; 60% plans are due in February 2013. Construction is anticipated to begin in late 2013.
 - Edgewater Drive Widening Phase Two – Design is at 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.
 - 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 - Elkcam Boulevard Multi Use Path – 90% design plans were received on January 18, 2013. Construction is estimated to begin in the summer of 2013.
 - Parkside - Harbor Boulevard Improvements (US 41 to Olean Boulevard) – The Phase One design contract with Johnson Engineering has been approved. During Phase 1, the design engineer will produce a Road Feasibility and Traffic Study. Once this study is complete and the findings have been produced, we will seek approval to move forward with Phase 2 - the design of the roadway.

- Piper Road Widening North – The Real Estate Services team continues to look into the possibility of land swaps to acquire property for this project. At this time, there are no additional developments.
- Placida Road Safety Improvements – This projects provide for safety improvements including a 2.9 mile bicycle-pedestrian path from Rotonda Boulevard West to Cape Haze Drive, intersection improvements at Lemon Bay Golf Course, Bantry Bay, Cape Haze Drive and Panama Drive and resurfacing of Placida Road from Rotonda Boulevard West to the Boca Grande Causeway.
- We are working with the design engineer on a change order to the scope of services for the portion from Rotonda Blvd West to Cape Haze Drive. The portion from Cape Haze Dr. to the Boca Grande Causeway is in Purchasing. The pre-submittal meeting was held January 29, 2013 and proposals are due Feb 14, 2013. Shortlisting is scheduled Feb 28, 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 – A recommendation to award the contract to the lowest responsive bidder, Central Concrete Products, was presented to the BCC for approval on January 22, 2013.
- Sales Tax Year Three (CR 74) Sidewalks – Additional design work is being carried out to satisfy permit conditions. A hearing will be scheduled with SWFWMD to discuss permitting details.
- Sales Tax Year Three (Deep Creek) Sidewalks – A recommendation to award the contract to the lowest responsive bidder, General Contracting Services, will presented to the BCC for approval on February 12, 2013.
- Sales Tax Year Three (Ellicot) Sidewalks – To reduce the impacts to existing drainage and utilities, the design firm has been advised to reduce the width of the sidewalk from 8 feet to 5 feet. We are experiencing some trouble acquiring a SWFWMD permit for this project and have scheduled a meeting with the agency to resolve this issue.
- Sales Tax Year Three (Harbor Blvd) Sidewalks – The project package was sent to the Purchasing Department on January 28, 2013 for review.
- 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 re-scheduled to June 2013 due to Engineering Inspector scheduling. The start date may change if other projects are completed ahead of schedule.

- Sales Tax Year Three MSBU (Rotonda E) Sidewalks – The 60% design plans were received; comments are being prepared to return to the design engineer. Construction is estimated to begin in early March 2013. The Rotonda sidewalks, East, North and West will be grouped together as one project when they go out for bid. Construction is estimated to begin in early March 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 early March 2013.
- Sales Tax Year Three MSBU (Rotonda W) Sidewalks – The 90% design plans were received January 23, 2013. The Rotonda sidewalks, East, North and West will be grouped together as one project when they go out for bid. Construction is estimated to begin in early March 2013.
- Tom Adam's Bridge – A public meeting was held January 16, 2013; the public was able to review the proposed Tenderhouse and sidewalk design. Design consultants are preparing construction plans and permit applications which are projected to be completed in September 2013. Construction is anticipated to begin in October 2013. Renderings of the new Tenderhouse and sidewalk design are available on the Project Website. *PSA issued 1/23/2013, expired 1/26/2013 - The State of Florida will be doing their annual inspection of the Tom Adams Bridge (number 010029) on Thursday, Jan. 24, 2013 and Friday, Jan. 25, 2013. There will be periodic lane closures at night and flagmen will be present to direct traffic. There will be bridge openings during the day for inspection purposes. Motorists are urged to use caution and reduce speed in the work zone area.*
- 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 – The Alligator Creek Waterway Committee requested that the County design and apply for a permit to dredge the navigable waterways within the Alligator Creek MSBU to a depth of -6 feet. It is anticipated that a significant amount of time may be required to negotiate with the Florida Department of Environmental Protection to issue permits for the dredging within the Alligator Creek to more than a depth of -5 feet, which is the depth for the current permit. This project also includes services provided for a maintenance dredge to existing permitted conditions. A Request for Letters of Interest was generated and Coastal Engineering was selected to conduct this work. Permitting is anticipated to be completed in January 2014.
 - Alligator Creek Mangrove Trim 2012 – This project has been combined with the South Gulf Cove Lock Mangrove Trim project. Earth Balance will conduct work on both projects in February 2013.
 - Buena Vista Waterway Maintenance Dredging – Stantec will perform the permitting and construction management for the project. They are gathering all data (Historic and Survey) and are building the permit and bidding documents. Due to the fact that Coastal Engineering cannot add construction related services for the post Debby restoration, Stantec will assume the role and provide the services under a separate account.
 - Manchester Waterway Maintenance Dredging - Johnson Engineering is gathering survey and historical data to prepare the permit application for maintenance dredging of the area.
 - Northwest Port Charlotte Exterior Channel Dredging – The Army Corps of Engineers and Florida Department of Environmental Protection permit authorizations have been finalized for this project. The Board has approved the construction services scope of work. A re-survey of the access channel was conducted in November 2012. The bid package is in the Purchasing Department undergoing a review process prior to being advertised for bid.
 - Pirate Harbor Rock Ledge Removal – All permits are in hand for the work required. The project is currently advertised for bid; the pre-bid conference is scheduled January 31, 2013 with bid opening scheduled February 13, 2013.

- South Gulf Cove Mangrove Trim 2012 – This project has been combined with the Alligator Creek Mangrove Trim project. Earth Balance will commence work in February 2013.
- Stump Pass Monitoring & Maintenance Dredging – Extensive field investigations are in process and numerical modeling began in October 2012. A post Tropical Storm Debby damage analysis is underway and the County has initiated the process of seeking reimbursement from FEMA. Coastal Engineering will present the design alternatives at the Joint Advisory Committee Meeting in February 2013.
- Suncoast Waterway Maintenance Dredging – Bids came in over budget. Staff members negotiated the cost of the contract with the potential Construction firm (Marine Contracting Group). A Waterway Committee meeting is scheduled for January 30, 2013 to discuss the possibilities with them and seek guidance on how to proceed. Staff will proceed once a recommendation is agreed upon.
- Drainage Projects:
 - Desoto Ditch Bank Stabilization – Several addendums have been issued and the bid opening was extended until January 9, 2013. Tetra Tech is answering the Request for Additional Information from SWFWMD. Temporary Rights of Entry are being obtained from the property owners abutting the ditch. Construction time is extended through December 2013 to allow for scrub jay nesting season.
 - 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 – 90% plans have been received and are under review. Construction is projected to begin in April 2013.
 - Lighting Projects - Charlotte County CIP Projects
 - Burnt Store Road Project – Meetings have been held with the County Legal Department to address outstanding issues 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. Phase 1 road work has begun. Phase 2 plans are being revised; signal work will coincide with roadway work. Traffic has been shifted for Phase 2 roadwork.
 - Edgewater Phase Two – Lighting design plans are still in progress.
 - SR 776/Flamingo, SR 776/Winchester and future CR 775/Winchester (CM at Risk) – Inspection work began at Flamingo/SR 776. All conduits and pull boxes have been installed for the future intersection of Placida/Winchester and at Flamingo/SR 776. We are waiting for final roadway plans before lighting work can begin at Winchester/SR 776.
 - Burnt Store Lakes – MSBU decorative lighting project plans were reviewed and comments were provided; Technical Specifications have been incorporated in the plans.
 - Lighting Projects – Departmental Projects:
 - Repaired several Incident Management Cameras for the County and the City of Punta Gorda.
 - Installed two wireless time clocks on school flashers in the City of Punta Gorda.
 - Facilities requested the following: removed bunting and ribbon from Court House; began installing high efficiently parking lot lighting outside of the Murdock Administration Building.
 - Began preparation for next budget cycle.
 - Repaired underground electrical short on Kings Highway between Elmira and Olean.
 - Video detection camera installed on the SB left turn lane at US 41/Hancock.
 - Replaced 25 LCD displays on the front panels of NAZTEC controllers that were unreadable; work continues on replacement in all controllers throughout the County.
 - Four red confirmation lights were replaced at various locations.
 - Replaced fuse holder in one pole on SR 776 that was causing a circuit outage from Pine Street to Melody Lane.
 - Responded to roadway light outage, west side of Myakka Bridge - replaced 6 pull boxes and 4 runs of conduit. Additional work completed in the area of Coliseum and Gulfstream.

- Found, located, and plotted running lines for the fiber optic cable on US 41 at Fordham, Pompano and Elkcam waterways in preparation for the micro-tunneling project.
 - Responded to trouble call from South Gulf Cove boat lock, a boat struck a sensor, knocking it off and rendering it inoperative.
 - Replaced defective video detection camera; worked with FPL to replace service drop at US 41 NB/Virginia due to intermittent power failures.
 - Began cleaning all lenses on video detection cameras to ensure continued operation as part of scheduled maintenance.
 - Locates Performed
- 269 requests for underground utility locates were received, generating 82 tickets for locates.
- Trouble Calls
 - 11 trouble calls received, responded to and problems of various natures resolved.
 - Lighting Projects – FDOT Projects
 - The US 17 resurfacing and signal revision project is underway and currently being inspected.
 - Preconstruction meeting attended for traffic signal revision to Marion/Taylor.
 - Construction began at SR 776/San Casa Boulevard. Field inspections are underway.
 - SR 776 & Gulfstream Phase 4 submittal was reviewed and comments provided.
 - 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.
 - Manchester Lock Education - This is an educational based program that was required by the Department of Environmental Protection as part of the Manchester Lock System removal. Charlotte Harbor Environmental Center is contracted to provide water quality education to elementary age school children throughout Charlotte County. 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 to begin design. 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 was presented at the Rotonda West Street and Drainage MSBU meeting on January 15th. Once authorization is given by the MSBU committee, the consultants will start on the preliminary work.
 - Rotonda West Entrance Way Signs – The MSBU and the Homeowner's Association are meeting on February 13, 2013 to review designs presented by Johnson Engineering. A decision is expected in March.
 - South Burnt Store Lighting & Landscaping – Purchasing Department is reviewing bid specifications prior to bid solicitation. 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. Peachland and Midway Road and Bridge paving is also complete. As of January 29, 2013 the total asphalt placed for this contract is 96,962 tons. The contractor has started the milling and resurfacing process on CR 74 (Bermont Road).
- 2012 West County Paving Program – The paving operation has been completed in Rotonda Sands and Rotonda Lakes with approximately 59,755 tons of asphalt placed. The Contractor continues to work on restoration in both of these areas. Paving has begun in Gulf Cove and as of January 29, 2013 the contractor has placed approximately 9,209 tons of asphalt in this District.

Community Services

- Community Services Administration
 - Administration
 - Administrative staff answered and fielded 405 telephone calls, 14 web emails; processed 5 citizens concerns, 1 accident and distributed 9 press releases
 - Supported 3 Advisory Boards
 - Promotional and Marketing Activities
 - Produced 1,316 Marketing and Graphics pieces
 - (2) in-studio appearances on the Golden Hippo radio show on WCCF
 - Charlotte BMX
 - Historical Center Activities, Viva Florida 500
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Reach –199 page viewers; 272 clicks on posted content
- Libraries & Historical Monthly Report
 - Numbers:
 - 55,628 items were checked out (increase of 3,326 even with being closed)
 - 53,048 library visits (increase of 7,912)
 - 6,916 computer uses by the Public (increase of 283)
 - 869 people attended 65 programs
 - 113,283 registered borrowers (increase of 447)
 - 692 patrons requested PC assistance
 - 1,117 people attended an Outreach event with the Historical Center staff
 - 1,405 people came to our very small temp Library in Englewood
- Projects:
 - A large amount of work was done to the Mid-County Library as a result of some sewer gas leaks from older, buried pipes in the building. We were closed 12 days due to the large scope of work to be done.
 - Work continues on the Englewood Library and expansion and addition with Grand Opening set for Sat. April 13, 10am -2pm. The very small temporary library has a large circulation with over 6,730 items circulated in Jan.
 - The Historical Center sponsored 58 group meetings in January with almost 300 people attending. They were gifted with 204 volunteer hours that make a difference! The Clyde Butcher, “Visions of Florida” exhibit drew 1,741 visitors.
 - Visioning for our future continues with 2 sessions at Punta Gorda Library in Jan. These sessions were well attended with lots of great ideas and questions being shared.
- Need:
 - More space for staff
 - Aging IT equipment
- Charlotte Sports Park:

- County Administration organized a leadership training session for the management team in the hospitality suites at the Charlotte Sports Park on 1/31-2/2. Estimated attendance was 18 people.
- Ripken Baseball hosted open national anthem auditions for the 2013 Rays Spring Training season and Stone Crabs regular season on Thursday, 1/31, and Friday, 2/1, from 3 – 5 pm and on Saturday, 2/2, from 8:30 – 10:30 am at the Charlotte Sports Park (NOTE: they did not use the sound system).
- Recreation Centers
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 12,822 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 3928 with 9325 touches combined. Recreation facilities were rented 39 times achieving a rental attendance total of 2804 people.
 - Recreation Division/Aquatics Section
- Port Charlotte Beach Pool
 - 618 paid admissions
 - 201 Pass holder visits
 - 589 Water Aerobics participants
 - Staff spent an estimated 25 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 31 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool
 - 649 paid admissions
 - 604 pass holder visits
 - 615 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 2 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.
 - The Oyster Creek Pool will close February 4 through Feb. 25, 2013 for necessary repairs.
- South County Regional Park Pool:
 - *344 paid admissions
 - 674 pass holder visits
 - 179 water exercise participants
 - Charlotte County Blue Fins held 36 swim practices resulting in approximately 1260 “splashes” for the month.
 - The Charlotte County Blue Fins held a Swim Meet 1-5-13, and approximately 250 swimmers and their families attended.
 - *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 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 2,092 hours in the month of January. An estimated 2,470 athletic participants visited County facilities. Activities included Adult Softball, Adult Tennis, Adult Flag Football, Youth Flag Football, Youth Soccer, Inline Hockey, Youth Baseball, Youth Softball, Youth Swimming, Horsemanship and Remote Control Sailing.

- Parks and Athletic staff were given kudos for their efforts to maintain great fields at the Carmalita Softball Complex by the Charlotte Softball Association.
- Charlotte BMX hosted a regional event at the BMX track attracting an estimated 1,800 visitors.
- NCRP hosted an IBC/Nations youth baseball tournament with an estimated attendance of over 800.
- Extension Services:
 - Administration
 - Special Event:
 - Planning Officials Workshop – 9 am to 4 pm – January 23rd – Extension Office – 34 participants Stewardship
- Meetings:
 - 2nd Quarter Business Meeting – Midtown Library – January 7th – 3 to 5 pm.
 - CED PolyCom – January 4th – 1 to 3 pm
 - Gateway Committee Meeting – January 4th - 3 pm
 - Gateway Committee Meeting – January 9th – 11 am
 - ANRAC – January 10th – 9 am – Murdock
 - Dr. Nick Place, the new Dean for Extension, met with the So. Central District – Sarasota County – January 15th – 9 am to 3 pm
 - The kickoff for the Charlotte County BCC annual United Way Campaign – 9:00 am – Murdock – January 18th
 - HR Department Representatives Meeting – 9 am to 12 noon – January 24th
 - State Agriculture Response Team (SART) Training – Daytona Beach – January 28th – 30th
- Website Hits: Report: - 112,068 - Summary - charlotte.ifas.ufl.edu –
 - Date Range: 01/01/2013 - 01/31/2013 - Urchin 5 ©2005 Urchin Software Corporation.
- Facebook® Page - Charlotte County Extension data:
 - 353 monthly active users.
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. "Bay Scallop Larvae Released". Harbor Happenings. Winter 2013: Vol. 16(4), Page 10.
 - Staugler, E.A. 2013. "Perfect Place for Scallops". Water LIFE Magazine. January 2013, Pages 12 & 13.
 - Staugler, E.A. 2013. "The Charlotte Harbor Watershed". Charlotte County UF/IFAS Extension. 2pp.
 - PowerPoint:
 - Staugler, E.A. 2013. "Raising a Clam". Charlotte County UF/IFAS Extension. 25 slides.
 - Websites:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>
 - 1/28 – Sunray Venus Clams – Tasty and Nutritious
 - Florida Sea Grant website – Scallop Larvae Release in Charlotte County
 - Facebook:
 - UF/IFAS Charlotte County Extension – Posts include program announcements, Clam Tour photos and nutritional facts about Sunray Venus clams.
 - Outreach Programs:
 - 1/11 –Clam tour for journalists being hosted by the Visitors Bureau.
- Meetings:
 - 1/29 – Meeting at National Weather Service in Ruskin. The visit focused on in-depth presentations and collaboration between NOAA NWS & NOAA Sea Grant, including a tour of NWS operations.
 - Other: CED Evaluation & UF Workload Reporting Requirements Stewardship
- 4-H Youth Development:
 - Youth Activities

- Several 4-H Clubs met this month at the East Port Campus including Outdoor Adventures, Marine Ecology, Fur N' Feather, Exchange Club, 4-H Councils, and Rockin' Paper.
- County Fair preparations are underway.
- Horticulture:
 - Special Events
 - Home and Garden Show – January 19th and 20th – Event Center
 - Good Bug, Bad Bug Program – January 3rd – South Port Square – 12 participants – 10 am.
 - GI-BMP Training (Fertilizer Ordinance Training) – 8:00 am to 3:00 pm – January 22nd - Charlotte County Jail
 - Charlotte County Extension held a special Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on January 22nd. Fourteen participants - two (2) staff and (12) inmates - 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. This will provide the inmates with a professional certification that will increase their employment opportunities once released from custody.
- Other Programming
 - Landscape Gardening Series – Session 1 – Too Little, Too Much, Too Late – Why Landscapes Fail – Donna Worthley - Event Center – January 11th – 9:30 to 11:30 am.
 - Landscape Gardening Series – Session 2 – Winter Gardening in Southwest Florida – Allison Turner – 9:30 -11:30 am – Event Center – January 18th
 - Landscape Gardening Series – Session 3 – “Crimes and Misdemeanors in the Garden” – Master Gardener, Nancy Palmer - 9:30 -11:30 am – Event Center – January 25th
 - Landscape Gardening Series – Session 4 – “The Amazing Crape Myrtle” – Master Gardener, Mike Stevens - 9:30 -11:30 am – Event Center
 - Master Gardener Radio Show – WCCF – 1580 – January 22nd – 10 to 11 am – two Master Gardeners hosted this month’s program
 - Landscape Committee Meeting – January 16th – Public Works – 2 pm
- Florida Yards and Neighborhoods Outreach:
 - Jan 18 - LGS “Winter Gardening in SWFL” 93 ppl.
 - Jan 22 – Site Visit Colony Point PG
 - Jan 29 – Irrigation audit, PC
- Site Visits:
 - Landscaper Site Visit – King’s Highway – January 10th – 10:30 am
 - Site Visit - Oak Forest Condo - Forest Nelson – January 14th – 10:30 am
- Charlotte Sun Newspaper Articles:
 - Potential Readership:
 - Charlotte Sun Herald – Average Circulation - 44,028
 - Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day
 - Newspaper Article for January 7th - “Fruitworms in your tomatoes - caterpillars of ruination”
 - *Newspaper Article for January 14th - “The Humble African Violet” – January 14th
 - Newspaper Article for January 21st – “Big-headed ants – coming to a neighborhood near you”
 - Newspaper Article for January 28th – “Get to know your Beneficial’s – the lacewings”

Facilities, Construction and Management

- **Projects:**
 - Bay Heights Boat Ramp: The design change order was approved at the January 8th commissioner’s meeting. The design team received the change order and providing an updated design schedule.

- Englewood Library Expansion: The exterior screen wall is installed. The landscaping was installed with site work progressing. The interior has minor items to finish with final inspections to be completed. The furnishings estimated delivery starts on February 18th.
- South County Regional Park Soccer Concession Stand: The bid package is awaiting formal package to be compiled and processed for bid.
- Transit: Parking Expansion: The pavement and drainage utilities have been completed. As built are being prepared.
- Bayshore Live Oak Park Restrooms: The pilings have been installed.
- Harold Ave. Concession Stands: Construction bids have been received. OAK was the low bidder.
- Family Service: Cost estimates for HVAC are being prepared.
- **Operations:**
 - Energy Efficiency Program:
 - Siemens has completed detailed energy efficiency audits of several facilities. They will present an update to the Sustainability Team on February 5th.
 - The South County Regional pool geothermal heating system remains out for bid.
 - The Murdock Admin parking lot is being retrofitted with new energy efficient light fixtures and is 90% complete.
 - The solar boat ramp lighting projects are completed at Ainger Creek, South Gulf Cove, El Jobean, Spring Lake, Harbor Heights and Hathaway.
 - Parking Lot Sealing and Striping: Permits have been received for most of the contracted sites and work will begin with Franz Ross Park which is scheduled for Monday February 4th and should be completed by February 7th.
 - Repair and Maintenance:
 - Charlotte Sports Park: Bullpen decking remodel is complete.
 - Charlotte Sports Park: safety lighting and misc. fencing remodels are complete.
 - Charlotte Sports Park: team store flooring repairs are complete.
 - Oyster Creek Pool: repairs to concrete surface, tile repairs and expansion caulk replacement are underway. Completion scheduled for Feb 15th.
 - Bayshore Park: sidewalk repairs, due to Tropical Storm Damage, are complete
 - Mid-County Library: odor control efforts have been successful and the library is back in normal operation

Human Resources

- Employee & Labor Relations:
 - Employee related issues
 - Met with IAFF regarding Cobbled Agreement
 - Union related discussions/preparation
 - Recruitment related activities and hiring processes
 - Executive recruitment for Community Services Director
 - Halogen e-Appraisal assistance
 - Held refresher training for all departmental HR liaisons
 - Discipline related conversations and activities
 - Rolled out electronic scanning project of employee files
 - 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
 - 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.
 - Monitored incoming applications from citizens regarding upcoming Citizen Government Academy scheduled for February

Human Services

- Staff Activities:
 - Human Services staff met with representatives from Community Assisted Supported Living (CASL) to discuss their time line for occupancy and operations for transitional living for veterans. CASL occupancy is expected in January/Feb. 2013. Various veterans groups, coordinated by the Department's Veterans Services division, worked on site to clean up the yard and do minor landscaping projects. Additionally, the veteran groups are working with CASL to seek room furnishings for residents.
 - All Low-Income Home Energy Program (LIHEAP) funds have now been expended for the program year. It is expected that applications for assistance will for the next Program cycle will be accepted beginning April 1, 2013.
 - Department staff participated in the community "kick-off" meeting to develop action steps for the implementation of the 10 year plan strategies. The 5 goal areas include: Homeless Prevention and Early Intervention; Housing; Health and Human Services; Economic Stability; and Outreach and Safety. The Homeless Coalition and Gulf Coast Partnership are coordinating this community initiative.
 - Staffs also are participating in the Community Health Improvement Plan (CHIP) strategic plan process sponsored by the Health Department. Three focus areas include: Access to Health Care; Mental Health & Chronic Disease.
 - Assistant Veteran Services Officer, David Rockow was sworn in as the 3rd Commander of the Port Charlotte Chapter of the Paratrooper which will be held for two years.
 - David Rockow also spoke to 68 in attendance at the American Legion Post 103 in Punta Gorda about Veteran Affairs (VA) Healthcare eligibility and Service Connected Claims. Post 103 Services Officer spoke about some specific VA Medical Programs. There were also representatives from the Sarasota National Cemetery and Neptune Society that spoke about Burial Benefits
 - Transit's new extension of the bus parking lot is near completion. There will be 35 bus parking lot spaces for all 35 Transit's buses. Security for the parking lot and bus fleet includes complete fencing and energy efficient lighting.
 - Department staff participated in community Human Services' Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis conducted by the Budget Department. Other community agencies including Charlotte Behavioral Health Care, United Way and the Health Department also participated. SWOT results will be presented to the BCC at its February Focus Areas/goals workshop.
 - Staff completed and submitted the Departments' proposed FY 2014/2015 budgets.
 - Staff attended the joint meeting of the Sarasota/Manatee & Charlotte County MPO's. Consultant from the Renaissance group provided an update on the Latent Demand Study currently being conducted which will look at the feasibility of a fixed route between Northport & Parkside. Additional findings are expected to be presented at a joint Sarasota/Charlotte Counties' BCC meeting in March.

- Department Director participated in Leadership Development training with other Department Directors and County Administration.

Public Safety

Animal Control and Fire no report.

- 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.
- The month (coming out of the holidays) once again included just a few public speaking engagements and was highlighted by a visit to the EOC by one of the newly-elected County Commissioners (Ken Doherty). In addition to his visit, we focused on promoting our upcoming CERT (Community Emergency Response Teams) training in Port Charlotte. The talks with public audiences included Tropical Palms MHP (on the Charlotte-Lee County line) and the Adorn Avenue Residents Association. Both groups are interested in CERT classes in the future.
- The Director participated as an instructor at the seven-day, State DEM-sponsored Emergency Management Basic Academy at Camp Blanding near Jacksonville. The Academy focused on giving those new to the field an introduction to the primary areas of preparedness, response, recovery and mitigation. A total of 56 folks from every area of Florida attended and they were guided through a series of lectures and exercises that gave them exposure to the broad world of EM. It was a great experience that allowed me to share "war stories" and 26 years of learning what this business is all about.
- The Salvation Army Kettle Campaign resulted in a record-shattering collection of more than \$200,000 and work began to plan a thank-you luncheon for the many volunteers who rang the bell between Thanksgiving and Christmas. More than 200 individuals rang the bell and allowed the Army to serve more than 1,100 children and 400 families.

- We made an offer to our preferred candidate for Mitigation Planner and he accepted the position. He is William Van Helden, a 34-year veteran of Public Safety in SW Florida. He just retired after 12 years as Chief of Cape Coral Fire-Rescue and will bring a wealth of experience to our team. He will oversee mitigation projects, development of Firewise communities, the CERT program and the Volunteer Reception Center.
- The Director attended the FEPA (Florida Emergency Preparedness Association) Conference as a speaker in a workshop focusing on social media and its ever-increasing prevalence in Emergency Management and Public Safety. It allows us to potentially reach thousands of folks simultaneously with alerts and updates via a platform that is emerging as a bigger player every day.
- Director attended the MPO Technical Advisory Committee meeting for presentations by Florida DOT and several consultants that highlighted upcoming transportation projects of high importance to Charlotte County.
- The Charlotte Regional Medical Center Community Advisory Board Meeting was attended by the Director, a group on which he has served for 28 years. It greatly helps to enhance our relationship with the hospital.
- With a potentially large CERT class upcoming the first week in February, we have recruited two key volunteers to assist with logistics and registration during the month-long (8 units) class at the Port Charlotte United Methodist Church. Nearly 40 residents have pre-registered for the FEMA-sponsored class taught by EM staff and volunteers.

Public Works

- R. Alan Holbach was named the new Public Works Director by the Board of County Commissioners at their January 22, 2013 meeting.
- Maintenance crews installed 160 linear feet of pipe and started work on a catch basin on Berkshire Avenue in the Greater Port Charlotte area. Pipe repair began on Deep Creek Boulevard and on Explorer Road in Deep Creek. The fabric-form job on Sportsman Road in Rotonda was completed. Two swale intersection conversions were completed in Northwest Port Charlotte. Installation of pipes and asphalt will continue until project completion near the end of the fiscal year. A catch basin repair was completed in Lemon Bay on Blue Heron and a line and grade was finished on Drysdale Avenue in Gulf Cove.
- Solid Waste staff made a presentation to the Pelican Bay Homeowners Association in Englewood regarding current and planned services for Charlotte County residents. The information was well received by approximately 60 residents who attended the meeting. They expressed satisfaction with the costs and level of services currently provided and were receptive to the new services to be implemented this year; i.e., collecting electronic waste beginning this spring and distributing recycling carts starting in late summer.
- Questions ranged from proper disposal of different types of batteries and florescent bulbs to proper recycling methods. The residents where shown a video of the Reuters Facility in Pembroke Pines that processes 800 tons of recyclables per day and separates the different products, bales them and prepares them for sale.
- Maintenance & Operations crews installed a drive pipe and finished approximately 2,500 square feet of line and grade on Bravo Road. Three basin bottoms and 80 linear feet of pipe and backfill were completed in the Greater Port Charlotte area. Crews assisted the Facilities and Parks & Recreation Departments at the linear park on Bayshore Road in Charlotte Harbor. One of the Menzies cleared 81,000 cubic feet of overgrowth from the Paulson Drive ditch. The South County drainage crew cleaned 8,030 square feet on Leach Drive, Maya Circle, Anthem Drive and Washington Loop. The shoulder repair crew worked on 2.7 miles of roadway on Chamberlain and McCabe. Two Menzies and four flail mowers are unavailable awaiting repairs.
- A fabric-form project was poured and dressed up for sod on Oakland Hills Road in Rotonda. Approximately 120 linear feet of pipe and backfill were installed on Berkshire in Greater Port Charlotte, and an outfall pipe and catch basin were completed and dressed for sod on Ocelot in

Deep Creek. The flail mower made its way through Harbour Heights and most of Deep Creek. A guardrail system was installed on Loveland Boulevard at the new Rampart Street extension. One of the Menzie Mucks cleared 159,000 cubic yards in the Paulson Drive ditches. A south county outfall crew installed a catch basin and 140 linear feet of pipe on Bayberry Street. Crews spread 140,000 square feet of hydro seed on Washington Loop Road and prepped Deltona for a pipe installation.

- Keep America Beautiful celebrated its 60th anniversary at its annual national conference in Washington DC. Keep Charlotte Beautiful, an affiliate of Keep America Beautiful for 11 years, was a President's Circle Award recipient for our outstanding program accomplishments in 2012 including a Distinguished Service Citation for its work with the Cigarette Litter Prevention Program. The organization received recognition from the USDA's People's Garden Initiative for its efforts that benefit communities, build collaborations and practice sustainable gardening

Tourism

- Marketing:
 - Chip Futch worked with Sean Doherty to create a *landing page for Spring Training*. There is a QR code on the back of Spring Training Tickets that takes the ticket holder to the landing page where there are deals/packages.
 - Chip has taken all of our visitor guide advertiser information as well as all guide photos and put them into an excel spreadsheet which will greatly improve our visitor guide development process this year and next.
 - Chip has set up an analytics page for our website which will give us month to month comparisons at a glance for a variety of measurements.
 - Chip has installed Picasa to organize; keyword tag and geo tag all of our existing media.
 - Chip is conducting a tech review of the VCB to determine needs re: web and social media, Sharepoint services, and shared database systems that would streamline work for the VCB team.
 - Chip is working on a method to develop a better marketing model by pulling data in from all sources available: analytics from web, insights from Facebook, raw demographic data, Phase V data, etc. to enable us to look at the data in one place and contrast and compare.
 - Chip and Lorah met with the VCB's ad agency to discuss goals, focus, co-op program and setting date for an agency/VCB retreat to precede the board retreat.
- P.R.:
 - Two media familiarization (FAM) trips were hosted in January with both having a culinary theme. With assistance from AboveWater, the itineraries were somewhat similar and included a visit to Punta Gorda's organic farm Worden Farm, attending a cooking workshop, meeting with a Florida Sea Grant agent to discuss seafood and learning about clam farming as well as plenty of dining.
 - The Jan. 10 – 13 FAM had 6 Florida-based journalists/online influencers who stayed at the Wanna B Inn while the Jan. 22 – 25 FAM had three out-of-state journalists who stayed with Islander Properties in a Don Pedro Island home. The Bureau paid for the out-of-state journalists' airfare and a fourth journalist was booked, however she canceled the day after ticketing and is planning a future trip. The Jan. 22 – 25 trip conflicted with Florida Huddle taking place in St. Augustine/Ponte Vedra which prevented several invited Florida journalists from attending.
 - Jennifer provided editorial concepts to Sunseeker magazine, the inflight publication for Allegiant Air, for the next issue and provided editorial support and story ideas to Undiscovered Florida, Dreamscape, an outdoor writer from Pennsylvania and a freelance writer working on a VIVA Florida 500 story.
- Sports:
 - Sean Doherty met with Charlotte BMX to evaluate and initiate the bid process for a 2014 USA BMX National event.

- Sean exhibited, along with several area hospitality partners at the Travel Expo at the Villages providing tourism-related information about our destination to the 5,000+ attendees. Distributed over 800 Visitor Guides.
- Conducted a site visit of North Charlotte Regional Park and the Charlotte Sports Park for the state representative of the United States Specialty Sports Association which will be producing a baseball tournament in Charlotte County in April.
- Participated in a Event Supplier Network webinar to learn more about how we can maximize and administer our presence on this site which is a pre-eminent sourcing site for meetings market RFP's.
- Provided onsite logistical/operational support for the Hands Across The Harbor race.
- Film:
 - Jerry Jones is working on the production of a video for the Englewood/Cape Haze area. The video is being funded in part by a grant from the Sarasota VCB. The Charlotte Harbor VCB is co-funding the video and both destinations will use it.
 - Scouted Warm Mineral Springs for a potential commercial shoot.
 - Working with principles on a possible Florida real estate pilot - the show would not be limited to Charlotte County.
 - Spoke at a Kiwanis meeting
 - Interviewed on Ken Lovejoy show
 - Enrolled the VCB in AFCI – the umbrella organization for film commissions and the site where location managers, producers, etc., go to get information on possible locations.

Utilities

- Engineering Services:
 - 937 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 9 Residential Service Availability Letters Prepared; 12 Commercial Service Availability Letters Prepared; 11 Residential Service Applications Processed; 402 CIP inspections; 72 Developer Inspections; 24 Training Hours (MOT, First Aid/CPR).
- Operations Division:

Treatment Facilities:

 - 126 preventative maintenance, 37 corrective and 4 emergency work orders were completed.
 - 42 Residential cross-connection inspections, 49 annual backflow tests, 5 reclaim site maintenance work orders, and 6 hydrant meter repairs were completed.
 - Staff working diligently to re-enter lost regulatory compliance data from IT server failure.
 - Completed design, purchase, and installation of SCADA equipment to remotely monitor flow and pressure leaving the Burnt Store RO facility.
 - Staff is working with engineering consultant to finalize the design for chemical injection mixers to be installed on the finished water line at the Burnt Store
 - Completed the installation of a new technology chlorine analyzer (CLT10) at the Burnt Store WRF.
 - Completed replacing inoperable process valves at multiple facilities.
- Water Distribution:
 - Completed two new 12" valve insertions on the Wastewater force main on each side of Kings Highway for Operations-WW Collection.
 - 1 employee got his Water Distribution Operator 3 license; 1 employee got his CDL license.
 - Met with vendor to start work on programming issues for the Walenda pump system.
 - Working on integration of VFD's at the Rotonda and Gulf Cove booster stations to better control flows and pressures.

- **Wastewater Collection:**
 - Gravity/Force Mains: 5 LPS sewer force main breaks were repaired; investigated 10 backup calls (7 were CCU's responsibility); 2 new services were installed for new construction; 3 confined space entries in manholes were performed to install drop pipes on force mains to reduce odor problems; inspected 74 manholes; 43 manholes were repaired by raising, or replacing the ring and cover; 19,666 feet were televised/inspected/cleaned; began the process of replacing the ARVs on the 20" force main out of Quesada lift station; spent a day with Engineering doing gopher tortoise mitigation for a construction project; assisted Facilities in eliminating the odor problem in the Mid-County Regional Library..
 - Lift Stations: 361 PM work orders were completed; 93 corrective work orders were completed; 3 lift stations had leaking PVC discharge lines – replaced with HPDE piping.
 - Low Pressure Sewer: Responded to 257 service calls; completed 7 upgrades; replaced 6 check valves at street; changed out 4 tanks; installed 7 mandatory connections, one of which was on US 41 which will be the test site for above ground check valve and ply pipe with slip fittings; 39 PM work orders were completed; installed flush point on Aqua Cir. and running a pressure recorder until 2/1/13 – average pressure has dropped to 10 psi; working with Engineering on the bridge crossing at St. Paul/Zephyr waterway to tie flow from Holiday Lakes lift station to Ingram lift station to reduce head pressure; also working on solution for high head conditions at the extreme end of O'Hara Drive; 1 new employee started this month; 4 employees attended the Confined Space Rescue simulation training; 2 new employees trained for the LPS on-call rotation; 5 new employees received First Aid, CPR and AED training; 2 new employees have passed/received their CDL licenses.
- **Business Services:**
 - Three entities responded to the Web Services RFP. These responses are being evaluated and the selection team should have a recommendation to the Board by February.
 - All but 4 meters in Burnt Store have been converted to the new fixed base meter system. Internal standard operating procedures have been drafted and are being reviewed. Phase II will begin the first week in March in the Deep Creek area.
 - Customer Service: total number of customers to the lobby was 835.
 - Delinquencies: total delinquency revenue for the month: \$121,522 FY-YTD total: \$520,904.
 - North Port: we processed 2162 payments; total revenue for January was \$2099.12. Total FYTD revenue is \$4,429.42.
 - Accounts Receivable: the accounts receivable over 90 days went from 48.83% in December to 48.82 in January. The accounts receivable within 30 days went from 43.97% in December to 41.43 in January.
 - There are 106,219 files prepared to go into sharepoint.
 - 59% of all CCU bills were paid electronically.
- **Water Conservation & Public Outreach:**
 - Provided two educational tours at the East Port WRF as part of community outreach program.
 - Conducted a work place safety inspection at East Port WRF as part of Safety in the Workplace.
- **Human Resources:**
 - Total positions: 201. Vacant positions: 7 – 2 Meter Service Specialists, 2 Maintenance Mechanics, 1 Line Technician, and 2 Plant Operators.
 - Actively recruiting for all positions.
 - Certified Instructor for CPR/FA/AED – taught first class on 1/29/13.
- **Phase 2B North Port – Harbor Meter Interconnect:**

- No change.
- PR/MRWSA Water Resources:
 - Utility Professional Staff met to discuss ongoing issues. County Administrators met to discuss 1991 PRF Rebuild, Budget Policies and upcoming Board agenda.
 - River flow was still below seasonal normal levels. Finished water deliveries to Customers averaged 25 MGD. Total water stored was over 8.67 BG.
- E&W Spring Lake Area Pilot Study:
 - The Stakeholder Committee held their first meeting, followed by a Public Outreach meeting the next day.
- Regional Reclaimed Water Expansion Phase 2:
 - Transmission Main (Stage 1): The monthly meeting was held with the contractor on January 8th to discuss the status of obtaining the County Right-Of-Way permit and tree removal permits. On January 9th the County issued the ROW permit and on January 10th and 11th the two tree removal permits were issued for areas north and south of the Myakka River. On January 11th CCU's consultant with the aid of CCU Operations Division removed a juvenile gopher tortoise from Cattle Dock Point Road which was relocated to an FWCC approved recipient site. On January 16th the contract re-submitted shop drawings which are under review. The Contractor's surveyor continued working in the field staking out directional bore locations and direct buried pipe locations. On January 28th the contractor started construction at Biscayne Drive. Work installing pipe by directional bore and open cut will continue on SR 776 through the month of February.
 - Pumping Upgrade (Stage 2): The BCC awarded the West Port Reclaimed Water Pumping Station to TLC Diversified on January 8th. On January 24th a pre-commencement meeting was held at the Purchasing Department and on January 25th the Purchase Requisition was issued. A pre-construction meeting has been scheduled with TLC Diversified for February 7, 2013.
 - Storage Pond (Stage 3): A pre-construction meeting was held on January 7, 2013. Shop drawings were submitted at various times during the month and were reviewed by CCU's consultant, Stantec. The SWFWMD project sign was installed at the entrance to the West Port WRF on January 21st. The Contractor commenced work in mid-January installing silt fence and floating turbidity barriers. Clearing and grubbing and earthwork began the week of January 21st and will continue through the month of February.
- East Port WRF Expansion:
 - Negotiations with bidder for Stage 1 Improvements on-going. Final determination to be made early next month. 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:
 - Final scope of work was submitted to FDEP. The final contract will be available for County review by mid-February.
- US 41 Widening Enterprise Drive – North Port:
 - No change.