

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

Budget & Administrative Services

Budget Department/Fiscal Services Division

• GRANTS FISCAL SUPPORT

○ Human Services and Transit Grants

- In Housing, staff participated in a Webinar on March 5, 2013 – Updating your Local Housing Assistance Plan (LHAP). Participated in a Webinar on March 21, 2013 – Neighborhood Stabilization Plan (NSP) Deadlines Q & A.
- Received \$134,100.64 from the State of Florida as reimbursement of NSP3 funds expended.
- Continue working on NSP1 closeout with the Florida Department of Economic Opportunity.
- Transit ordered 2 new buses and 3 vans and is in the process of closing out the last of the ARRA funding.
- The Rural operating Grant 5311 and Capital 5310 was filed as well for FY 14. The Transit Development Plan was updated.

• Road Grants

- Received a total of \$213,685.51
- \$ 63,685.51 from FDOT for construction of the SR776/Flamingo traffic signal
- \$150,000.00 from WCIND for Stump Pass dredging and maintenance
 - Invoiced a total of \$180,317.08
- \$21,044.61 to FDOT for SR776/Flamingo traffic signal construction
- \$ 9,272.47 to FDOT for US 41 right of way maintenance
- \$150,000 to WCIND for Stump Pass dredging and maintenance

• Public Safety Grants

- Received a total of \$56,134.18
- \$17,158.55 from the State of FL for HAZMAT training
- \$23,000.04 from the State of FL for emergency preparedness salaries
- \$11,191.47 from the State of FL for emergency preparedness operating salaries
- \$ 104.12 from the State of FL for Homeland Security certification
- \$ 2,520.00 from the Charlotte County Property Appraiser for radio charges
- \$ 2,160.00 from the Charlotte County Airport Authority for radio charges
 - Invoiced a total of \$105,342.38
- \$ 6,252.38 to State of FL for repetitive loss mitigation grant
- \$99,090.00 to various County departments for radio communications charges

• Community Services Grants

- Community Services received a grant payment of \$65,143 for State Aid to Libraries
 - Drug Court Grants
 - None
 - Criminal Justice Reinvestment Grant
 - None
 - Marine Advisory / WCIND Grants
- The Marine Advisory Committee held its annual review of prospective Marine related agencies requesting funding for water related projects and recommended approval of 22 of the 24 requests. Projects as diverse as helping in buying a new boat to teaching 4th graders about our marine eco system, ranging from coast guard flotillas teaching basic boating classes to restoration of the Bay Sea Scallop project. It deferred the last 2 submissions until the April 2013 meeting.

- OPERATING AND ACCOUNTING SUPPORT

- Energy Cap SOP completed.
- Prepared financial slides for CCU Powerpoint for BCC workshop.
- Attended selection meeting for RFP – Web Services for CCU
- Finalized Waste Management Dumpster order form and SOP. This process streamlined the ordering and removal of dumpsters at County facilities.
- Analyzed and presented information to CCU regarding Peace River Budget issues.
- Attended meetings to discuss East and West Spring Lake MSBU amendments to Resolution.
- Completed draft of the amendment to the MSBU resolution.
- Teleconference with Rate Consultant regarding common rate analysis supplied by Peace River
- Cheney Brothers – Total amount reimbursed to Cheney Brothers for Utilities - Total reimbursed so far - \$476,473.47. Remaining balance - \$3,526.53.
 - FY11/12 - \$74,722.40
 - FY12/13 - \$401,751.07
 - October 2012 – \$10,655
 - November 2012 - \$8,825.10
 - December 2012 - \$173,241.09
 - February 2013 - \$97,641.52
 - March 2013 - \$111,388.36
- Contract: Issued Purchased Order for Countywide backflow inspections.
- CIP Quarterly meeting with Administration and posted spreadsheet to the Web.
- Fiscal staff prepared and attended budget meetings with the departments during the month of March.

I.T.

- March Accomplishments:

- Community Scorecard Updated - The Community Scorecard section of the county's public website has been updated:
- The graphs are now dynamic in that they are read from an Excel spreadsheet. This allows updates to be made without I.T. assistance and allows the information to be available to the public faster.
- The data now reflects information from 2012.
- Charlotte County attends Edison STEM Career Fair - Charlotte County GIS along with LIS, Engineering, Survey and Natural Resources attended Edison College's Science, Technology, Engineering and Mathematics (STEM) Career Fair March 26th. They were some of the 52 entities that greeted students from all over Charlotte County to demonstrate potential careers. The event was well attended and each of the groups had a great time enlightening the students about potential careers in government!
- Charlotte's Web Redesign Phase 1-3 Completion - The Information Services Group completed the first three phases of the Charlotte's Web intranet site redesign. These phases included the Menu Creation, Banner Layout, Wellness Section, Notification Area as well as a "My Service" Section.
- New IT Staff Added - Over the past 2 months, Information Technology has filled 2 positions. Rene Fleitas has come on board as Network Administrator and Kevin Scioritino is our new Security Administrator. Both these position will help IT meet the growing Technology needs of the county.

- March Email Statistics:

	• Good	• Spam	• Virus	• Policy	• Total
• Count	• 123,369	• 70,241	• 134	• 7,271	• 201,015
• %	• 61.4	• 34.9	• 0.1	• 3.6	• 100.0

- March Outage Statistics:
 - 3 - Incidents
 - Total Down Time – 2 hrs 55 minutes
 - Average time per Incident – 58 minutes
 - System availability was 99.608%
- March Call Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =123
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 139
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 366
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 325
 - Change Controls Last Month – (internal configuration changes to server and network) = 3
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 632

Purchasing

- Quotes due and received:
 - 13-227 Tringali Park Landscape
 - 13-160 San Marino Gravity Sewer Extension
 - 13-206 Melbourne Street Bridge Landscaping
 - 13-241 Purchase of Static Mixers
 - 13-247 Electronic Waste Recycling / Disposal – Annual
- Pre-bid meetings held:
 - 13-215 Sale of County Owned Properties
 - 13-223 Burnt Store Entryway Lighting & Landscaping
 - 13-253 Transit Bus Maintenance – Annual
- Shortlist meetings held:
 - 13-112 Web Services
- Pre-submittal meetings held:
 - 13-211 Justice System Strategic Space Plan
- Bids opened and received:
 - 13-032 Roof Repairs – Annual
 - 13-193 Dredging Northwest Port Charlotte Waterways
 - 13-164 Installation of Geothermal Pool Heating
 - 13-215 Sale of County Owned Properties
 - 13-213 Aquatic Herbicides and Additives – Annual
 - 13-218 Renovations Fire Station #6
 - 13-182 South County Regional Park Concession Building
- Work orders due and received:
 - 13-240 Landscape Architecture

Real Estate Services

- Mosquito Control Helicopter Site – We are working with the property owner to renew our lease for a 1.5 acre site located along Burnt Store Road used by the County’s Mosquito Control Helicopter operations.
- Search for a potential County Animal Shelter facility – We are working with the Fire/EMS Chief to find a suitable improved property for use by the County for an animal shelter facility.

- Edgewater Phase II – All parcels required for this road project have been obtained and construction of the road can begin. Mediations to settle final compensation issues have started and 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 were sent out. We continue to process “voluntary sale” contracts.
- Environmental Lands Acquisition Program – We are working with staff from Natural Resources and have identified a potential site to be acquired using available grant funds. Staff recently conducted an on-site visit of the subject property.
- Flamingo/Edgewater – We have acquired 80% of the parcels needed for this project, all on a voluntary basis. We will be sending out a new round of offers to purchase in June of this year.
- 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 - FDOT request for 3 Pond Sites – FDOT plans to move forward with the acquisition of the pond sites needed for the US 41 widening and has submitted purchase offers. We have sent a letter to FDOT requesting that they acquire easement interests for the pond sites instead of full fee acquisitions. This would provide an element of County control of the ponds sites.
- Surplus County Lands Disposal Program – We have a new surplus land disposal package in place. The sealed bid opening for 49 surplus parcels is scheduled to take place on March 15th.
- US 41 Weir and Drainage Structures – We have obtained the necessary easements at no cost to the County. Engineering staff can now move forward with these projects.
- Former Housing Corporation Homes – We obtained approval from the BCC to convey two former residential homes to Habitat for Humanity. This non-profit agency will qualify future occupants for rental and eventual conveyance to qualified affordable housing recipients. In 2010, the County acquired 15 affordable housing properties from the Housing Corporation after it ceased operations. To date, 6 of the 15 homes have been conveyed to BCC approved non-profit agencies.
- 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 II – We are working with legal and engineering staff to determine if future right of way can be obtained from the current owners of Tern Bay.
- Burnt Store Road Phase III – We have sent good faith pre-suit offers and we are closing on voluntary sales. The eminent domain suit has been filed to obtain all of the necessary right of way parcels and we have an Order of Take hearing scheduled for April 30th.
- Piper Road North – We are working with a landowner who is interested in a land exchange with the County.
- De Soto Canal in PGI Section 23 – We have obtained a series of Canal Maintenance Easements and Temporary Rights of Entry from adjacent property owners (at no cost to the County). This will allow entry for the bank stabilization work on the De Soto Drainage Canal located in the Deep Creek area.
- Gasparilla Road – The proposed roadway expansion is under design and we have 60% plans available. We are seeking BCC approval to commence voluntary land purchases.
- Cheney Brothers Roadway – Work on the new roadway is on-going and most of the road has been paved. We will secure County ownership of the road subsequent to completion.
- 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.).

- Lot Donation – We are working with a land owner on a potential land donation to the County. The parcel in question is located next to the former County Jail and our Facilities staff has indicated a future County use (parking area) if we are successful in acquiring the property.
- Customer Satisfaction Surveys – We continue to process applications for release and/or occupation of easements. Our returned surveys indicate an “excellent” customer satisfaction rating.

Community Development

Building

o Item	o Total FY2012	o Mar-12	o Mar-13	o FY12 YTD
o Single Family Permits Issued	o 269	o 25	o 29	o 132
o Multi Family Permits Issued	o 1	o 0	o 0	o 1
o Commercial Permits Issued	o 21	o 1	o 2	o 9
o All Other Permits Issued	o 14142	o 1277	o 1528	o 6314
o Customers Served	o 27005	o 2936	o 2323	o 13670
o Inspections	o 36957	o 3320	o 3807	o 18237
o Permitting Revenue	o \$2,027,805	o \$206,107	o \$201,117	o \$983,529
o Permitting Expenditure	o \$2,058,655	o \$132,613	o \$138,682	o \$1,244,343
o Code Enforcement Revenue	o \$956,429	o \$47,399	o \$74,630	o \$428,289
o Code Enforcement Expenditure	o \$1,576,565	o \$118,160	o \$105,378	o \$885,590
o New Complaints Received	o 1253	o 32	o 50	o 412
o Code Cases Initiated	o 3357	o 362	o 254	o 1665
o CEB Cases Heard	o 734	o 95	o 50	o 327
o Citations Issued \$ Amount	o \$75,500	o \$3,500	o \$11,500	o \$13,000
o New Contractor Licenses Issued	o 16	o 0	o 1	o 2
o Contractor Licenses Revoked	o 31	o 5	o 0	o 10

- Licensing and Code Enforcement
 - o THE GROWTH MANAGEMENT DIVISION
- Parkside CRA
 - o Staff is continuing to work on the Parkside Land Development Regulations (LDRs).
- Charlotte Harbor CRA
 - o The committee met on Mar. 4, 2013. The March 7 community meeting was discussed. Michael Haymans will lead the presentation on comp plan and zoning updates. The BCC has scheduled a workshop with the committee for April 16 at 2 pm. The 2012 Annual report is completed. They are working on a Certified Site program for properties for sale within Charlotte Harbor.
- Manasota Sandpiper Key Architectural Review Committee
 - o The committee met on March 20th. Three projects were presented to ARC.
 - o 222 Mockingbird Lane. – New boat lift
 - o Comments: approval granted
 - o 5151 The Pointe – New boat lift
 - o Comments: approval granted
 - o 2625 N. Beach Road – window and roof replacement
 - o Comments: approval granted

- Little Gasparilla Island Community Plan
 - The committee met on March 8, 2013. At the Feb. 12 BCC meeting, Bob Hill was reappointed and Ed Vetter and Tom Braakman were appointed. There is still one vacancy. Barry Hurt reported on the status of the dock negotiations with DEP. Most multifamily docks will be grandfathered in with DEP. Single family docks will need to be brought into compliance or pay a fine of \$1,000. Negotiations continue on the terms of dock expansion. The LGI zoning overlay will go to the P&Z meeting of April 8 and BCC meetings in May and June. The meeting with DEP and the islanders scheduled for March 30 will be cancelled. The next scheduled meeting is April 12, 2013.
- South Gulf Cove Community Plan
 - The committee did not meet in March. The committee plans to sunset in May.
- Grove City Community Plan
 - The committee met on March 25, 2013. Audrey Shinske, Tim Krebs and Mike Metcalf were in attendance. They reviewed the site plan for the Dollar General on Placida Road. The April meeting is cancelled and the next meeting will tentatively be May 20, if there is a need for that meeting.
- Babcock Ranch
 - Kitson and Partners are still working on revising the draft LDRs. A Notice of Proposed Change was submitted to the County. Staff is processing the application.
- Murdock Village
 - Staff is waiting for direction on this project.
- School Concurrency
 - The joint workshop has been scheduled for April 29, 2013 and the adoption of the Interlocal Agreement has been scheduled for May 14.
- Comprehensive Plan Evaluation and Appraisal Report (EAR)
 - Staff continues to work on EAR-based plan amendments.
- Transportation Planning
- Site Plan Approval
 - The County received 5 SPR items in March:
 - 2 were for Preliminary
 - 1 was for a Major Modification
 - 1 was for a Final Site plan
 - 1 was for a Final Detail Plan in a PD
- Board of Zoning Appeals
 - The following petition was heard on March 13, 2013.
 - Petition #SE-13-002: A request by Jason Rone for a special exception to allow a mobile home, to be used as a residence, in the Agriculture General (AG) zoning district, located at 50680 Belmont Road, Punta Gorda, was APPROVED by a vote of 4-0.
- Planning and Zoning Board
 - The Planning and Zoning Board heard the following petitions on Monday, March 11, 2013.
 - Z-13-01-01: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Estates (RE-1) to Manasota Single Family (MSF-1); for property located east of N. Beach Road, south and west of Lemon Bay, in Lemon Bay Estates No. 2, in the Englewood area, containing 25.29± acres; Commission District III; Petition No. Z-13-01-01; applicant: Charlotte County Board of County Commissioners; providing an effective date.
 - Board decision: forwarded to the Board of County Commissioners with a recommendation of *Approval*
 - SV-13-01-01: Roger E. Tetrault has applied to vacate portions of Second Avenue (aka Bagley Avenue), Third Avenue (aka Carrington), Fourth Avenue (aka Dale Avenue), Second Street (aka Beechwood Street), and also a remnant of Front Street, a total of 2.22 acres, more

or less, in the North Cleveland Subdivision, as recorded in Plat Book 1, Page 22, located in Section 26, Township 40 South, Range 23 East, in Commission District I.

- Board decision: forwarded to the Board of County Commissioners with a recommendation of *Approval*
- PP-13-01-01: Placida Commons, LLC is requesting Preliminary Plat approval for a 95-lot residential subdivision to be named, Placida Commons. The property 35.20 acres, more or less, and is located east of Placida Road, west of Cape Haze Drive, south of Dixon Lane, and north of Blue Heron Cove, in Sections 33 and 34, Township 41S, Range 20E, in Commission District III
 - Board decision: forwarded to the Board of County Commissioners with a recommendation of *Approval*
- Board of County Commissioners Land Use
 - The Board of County Commissioners heard the following petition on Tuesday, March 26, 2013:
 - SV-10-08-01: Victor A. Lucas has applied for a Street Vacation to vacate all that portion of Jackson Road (aka Jaycox Road) lying adjacent to and contiguous with Lots 930, 931, and 932, Plan No. 1 of a part of Ward 2 El Jobean, in Section 15, Township 40 South, Range 24 East, Section 28, Township 40S, Range 21E, according to the Plat thereof, as recorded in Plat Book 2, Page 39, of the Official Records of Charlotte County, Florida. The site is located southeast of Myakka Point Drive, northeast of Royal Pointe Drive, and southwest of Silver Lakes Circle, in Commission District IV.
 - Board decision: Postponed to July 23rd.
- THE ENGINEERING DIVISION
- Construction Projects
 - Active Construction Projects
 - Bayshore Road Sidewalks – Construction is well underway and about 60% complete. The contractor will be pouring the last of the sidewalk in the next two weeks followed by final grading and sodding. *PSA issued 2/27/13, Expires 6/30/2013 - Sidewalk Construction on Bayshore Road, from US 41 (South) to Edgewater Boulevard, is scheduled to begin on Monday, March 4, 2013. To carry out this construction, the contractor may need to shift traffic patterns. There will be signs and flagmen present when needed and citizens are urged to exercise caution when traveling in this area. Construction is expected to be completed in June 2013.*
 - Charlotte Harbor Watershed Management - Stormwater Structures BMP 6 & 29 – Stormwater control structures are being installed at the intersection of Church Street and Bayshore Road, and on Harper Avenue between Eaglet Road and Homewood Street. Construction is underway and is expected to be completed in early May 2013. *PSA released 2/21/13, expires 3/25/13 - Bayshore Road, from Main Street to Oakley Street, will be closed to traffic from March 4 - 15, 2013. Delivery of the structures needed for this stormwater project has been delayed therefore the temporary road closure has been delayed. The closure of Harper Avenue, from Homewood Street to Eaglet Road, has been extended through March 25, 2013. As trenching and stormwater pipe placement takes place, traffic control signs will be present to direct traffic through these construction zones. The traveling public is urged to exhibit caution in and around these construction areas.*
 - Cheney Brothers Access Roadway Improvements – Construction is complete and a punch list has been provided to the contractor. The design firm is preparing as-built and easement documentation for the Real Estate Department.
 - Deep Creek Boulevard Sidewalks – A large portion of the project is complete. The contractor began at the Rio de Janeiro intersection and is working towards Sandhill Boulevard. As work advances, the contractor is conducting final grading and sodding. *PSA released 2/15/2013, expires 6/30/2013 - The Deep Creek Boulevard sidewalk construction, from Sandhill Boulevard to Rio de Janeiro Avenue, will begin on*

Tuesday, February 19, 2013. To carry out this construction, the contractor may need to shift traffic patterns. There will be signs and flagman present when needed and citizens are urged to use caution when driving in this area. This construction project is expected to be completed in June 2013.

- Desoto Ditch Bank Stabilization – Construction of the northernmost 300' of ditch was completed prior to March 1, 2013 and is now on hold for the duration of the Florida Scrub Jay nesting season. Construction will resume in July and is expected to be complete in December 2013.
- GPC Drainage Control Structure Replacement – Group 1 Construction: MOR 5.08 and DOR 4.75 (both on Bachman) are open to traffic. HAV 4.33 (on Quesada) is 99% complete and is on schedule. Quesada is open to traffic and punch-list items are underway. Group 2 Design: SUN 3.65 (on Forrest Nelson) is at 100% design. FOR 5.11 and NIA 5.72 (both on Peachland) are at 90% design. Construction is scheduled to begin in the fall of 2013.
- Rampart Boulevard Improvement Project – Construction is complete at the intersection of Kings Highway; the new lanes are open to traffic. Construction continues east of the intersection to Kings Gate entrance. The contractor is working on the stormwater ponds and is constructing retaining walls alongside the new roadway. *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 – Mangrove trimming is complete and dredging is underway; this project should be finished in late June 2013.
- Sunshine Lake Algae Removal – An Educational Open House was held January 9, 2013 and was well attended by the public. The contractor (Prolime Services) informed the citizens of the procedures in place to remove the algae. The contractor began construction on January 14, 2013 and approximately 2.5 acres algae have been removed.
- Winchester and Flamingo Signalization – Traffic signal work continues on SR 776/Flamingo and SR 775 just south of St. Francis of Assisi Church. (SR 776/Winchester North has been removed from this project and added to the Winchester Corridor Phase 3 project due to right turn lane structures). The mast arms and signal head have been installed at SR 776/Flamingo and SR 775 just south of St. Francis of Assisi Church. *PSAs (2) released 2/28/13, expire 4/20/13 - Road work continues at the future intersection of SR 775 and Winchester Boulevard south of St. Francis of Assisi Church and at the intersection of SR 776/Flamingo through April 20, 2013 in preparation for new traffic signals. As work continues, traffic patterns may shift to accommodate machinery. There will be signs and flagmen present to direct traffic when needed and citizens are urged to use caution when driving through these areas.*
- In Design or Negotiation
 - Bridge Rehabilitation & Maintenance Program – Construction drawings were received February 12, 2013 and are under review. Upon completion of review, meetings will be held with the Consultant to provide comments. Construction is anticipated to begin in May 2013.
 - Burnt Store Road Widening Project Phase Three – Charlotte County Real Estate Services is in the process of acquiring property along Burnt Store Road between the Lee County Line and a point north of Zemel Road. The Order of Taking has been scheduled in court April 30, 2013 to acquire the property necessary to construct the new alignment for Burnt Store Road. Construction is estimated to begin in the fall of 2013. *PSA issued 3/13/13, expires 3/27/13 - On March 26, 2013, Charlotte County will hold a Public Information Meeting to present the Final Design of Burnt Store Road Phase 3 at the Burnt Store Presbyterian Church (address*

below) from 5:00 - 7:00 p.m. Charlotte County and Kimley-Horn and Associates will have staff present to discuss completed design plans. The public is encouraged to attend this meeting. Burnt Store Presbyterian Church, 11330 Burnt Store Road, Punta Gorda, 33955

- 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 – Johnson Engineering is preparing documents for submission to the permitting agencies. 90% plans are due for review in May 2013; construction is anticipated to begin in late 2013. Halfacre has been selected and approved as the Construction Manager @ Risk for this project.
- Edgewater Drive Widening Phase Two – Design is at 90%. The BCC approved a change order to revise the West Tarpon Intersection design. The revised design will require a permit modification; plans are being modified to include the revised West Tarpon round-about. Design is projected to be completed in late April 2013 with construction estimated to begin in October 2013.
- Gardens of Gulf Cove Sidewalks – FTE is working on the design of the project. 60% plans should be delivered by April 12, 2103. This project should be ready to go out to bid for construction in June 2013.
- GPC Bridge Rehab – Sheehan Blvd Over Yale Waterway – This project will rehabilitate the existing Bridge on Sheehan Blvd. over the Yale Waterway. The existing Bridge was built in 1968 therefore the Bridge deck and rails are substandard. Sales tax funds will supplement MSBU funds allowing for the inclusion of sidewalks on both sides of the Bridge. The rehabilitation will widen the structure to accommodate sidewalks, replace the bridge deck and install a barrier wall. Design is underway with construction estimated to begin in early 2014.
- Harborview Road Bridge Over DeSoto Canal – This project is to design and construct a replacement for the DeSoto Canal Bridge on Harborview Road approximately 0.35 miles east of Rio de Janeiro Avenue. Bid documents are being prepared at this time. Construction is anticipated to begin in the summer of 2013.
- Midway Boulevard Widening Phase Two – The 60% design plans have been reviewed and comments returned to GWE. GWE is preparing permit applications for submission to Southwest Florida Water Management District (SWFWMD). Design is scheduled to be completed in August 2013 with construction projected to begin in late 2013.
- Parkside - Elkcam Boulevard Multi Use Path – This project consists of design and construction of a 10' multi-use path with shade trees along the west side of Elkcam Blvd. and decorative trees on the east side, in association with the planned utility work by Charlotte County Utilities. County staff is currently reviewing the 90% construction plans and 90% landscape plans. Construction is anticipated to begin in the summer of 2013.
- Parkside - Harbor Boulevard Improvements (US 41 to Olean Boulevard) – 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. County Staff received a draft copy of the Road Feasibility and Traffic Study which is under review. As soon as our review is complete and the study is finalized, a Public Meeting will be held to discuss the findings from the study.
- Piper Road Widening North – Information gathered from a meeting with property owners was submitted to Administration for consideration. There are no further updates or information at this time.
- Placida Road Safety Improvements – This project provides 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 going before the Board on March 26, 2013 to award this design contract.
- Rotonda Boulevard Sidewalks (East, North & West) – The Rotonda Boulevard sidewalks, East, North and West, will be grouped together as one project when they go out for bid. 100% plans were received for the North Rotonda Boulevard sidewalk December 6, 2012. Design is nearing completion for the East and West Rotonda Boulevard sidewalks. Some last minute developments for Charlotte County Utilities work was added and staff is reviewing the impacts this added work may have on funding for the project. Construction is estimated to begin in July 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 June 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 August 2013 due to Engineering Inspector scheduling.
- Sales Tax Year Three (Aaron) Sidewalks – The 90% plans have been reviewed and comments returned to the design engineer. The addition of trees or landscaping is being considered for this project. It has been determined that the most efficient way to obtain SWFWMD permitting for this project is to include it in the Parkside Project as it falls within its boundaries. The construction date will coincide with the Parkside improvements as they roll out.
- Sales Tax Year Three (CR 74) Sidewalks – Additional design work is being carried out to satisfy permitting conditions; a hearing was held with SWFWMD to discuss the requirements. Some additional information will be required as they will not be providing an "Exempt" status to this project. Permitting, as well as inspector availability, may delay the projected construction start date for this project.
- 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. The design engineer is submitting additional information to SWFWMD in order to obtain a permit. The construction start date is pending permitting.
- Sales Tax Year Three (Harbor Blvd) Sidewalks – The construction start date of August 2013 has been advanced to May 2013. This project is currently advertised for bid through the Purchasing Department and the Pre-Bid Meeting is tentatively scheduled for Wednesday, April 17, 2013.
- Sales Tax Year Three (Oceanspray) Sidewalks – Staff is compiling final comments to send to the design engineer. The construction start date of June 2013 is pending Engineering Inspector scheduling.
- Sales Tax Year Three (Rio DeJaneiro) Sidewalks – We have compiled an FPL easement occupation application 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 completed the maintained right of way (ROW) survey and submitted the packet to the Charlotte County Real Estate Services Department. The construction start date is pending ROW and permitting issues.

- 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.
- 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. The County received 60% design plans on February 19, 2013. Once these plans are reviewed and approved 90% plans will begin. Renderings from the Public Meeting held January 16, 2013" is available on the Project Status Updates Web site.
- Winchester Corridor Phase Three – 100% design plans and specifications were received March 4, 2013 and are under review. Meetings are scheduled to discuss roadway inspection, lighting and utility plans. Specifications have been identified to add to the construction contract prior to release for bid. The construction bid package is expected to be delivered to the Purchasing Department by the end of April 2013.
- 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 (FDEP) to issue permits for the dredging within the Alligator Creek to a depth greater than -5 feet, which is the depth for the current permit. This project also includes maintenance dredging to existing permitted conditions. Coastal Engineering is in the process of gathering data for a permit application. Permitting is anticipated to be completed in January 2014.
 - Buena Vista Waterway Maintenance Dredging – Stantec Engineering of Port Charlotte submitted the permit application and is preparing the bid specs. The permit application is being reviewed by the FDEP and the Army Corps of Engineers. The Permit for Sunrise Waterway was issued. This project is expected to go to Purchasing in April with construction beginning in May 2013.
 - Manchester Waterway Maintenance Dredging - Johnson Engineering is gathering survey and historical data to prepare the permit application for maintenance dredging of the area. The permit application has been submitted to the FDEP and the Army Corps of Engineers. This project is in the
 - Northwest Port Charlotte Exterior Channel Dredging – The Army Corps of Engineers and FDEP 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 project is in the bid process; the bid opening was held March 13, 2013. The bid submittals are currently under review with a projected award date of April 9, 2013.
 - Pirate Harbor Rock Ledge Removal – All permits are in hand for the work required. Charlotte County Seawalls is nearing completion of the Yacht Club Boulevard portion of the dredge.
 - 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 outcome of the modeling and make a tentative recommendation at the April 4, 2013 Beaches and Shores Advisory Committee Meeting. A Stakeholder Meeting will follow in late April and a formal presentation will be made to the BCC in May 2013.
 - Suncoast Waterway Maintenance Dredging – This project is designed to facilitate safe navigation within the Suncoast Waterway system by removing 18,000 cubic yards of silted material. The construction contract was awarded to Marine Contracting Group February 26, 2013 with the Notice to Proceed scheduled July 1, 2013.
- Drainage Projects
 - Little Farm Road Culverts – The scope of this project is to design and permit culverts to replace the concrete swale portion near the end of Little Farm Road. Weiler Engineering is

- conducting the survey and research for this project and is working closely with South Florida Water Management District in order to design this project in a way that can be permitted.
- Newgate Waterway Spoil Removal – The Newgate Waterway has several large silt deposits and overgrown vegetation within the limits of the water line. This accumulated material is causing an adverse impact on the stormwater conveyance system and needs to be removed. Design is underway to determine how much sediment needs to be removed as well as defining access points and the means and methods of construction.
 - US 41 Storm Structures – 100% design plans are due in April, 2013; all permits have been received for this project. Construction is scheduled to begin in early summer 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. A meeting is scheduled with Seminole Gulf Railroad staff on April 2, 2013 to discuss a resolution. 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 – All phase 1 work has been installed and phase 2 conduits are being installed. Traffic signal work has been completed but still awaiting installation of incident management camera.
 - Edgewater Phase Two – Traffic signal and roadway lighting engineers have been replaced and we are awaiting new plans.
 - SR 776/Flamingo 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. Cabinets have been installed on the bases. Mast arms arrived and are assembled. SR 776/Winchester intersection has been removed from this project.
 - Burnt Store Lakes – MSBU decorative lighting project plans were reviewed and comments were provided; Technical Specifications have been incorporated in the plans. Pre-bid meeting attended March 25, 2013.
 - Lighting Projects – Departmental Projects+
 - Repaired several Incident Management Cameras for the County and the City of Punta Gorda
 - Replaced broken astro brackets at Kings Highway/I-75 Northbound
 - Repaired parking lot lights for Parks and Recreation at JC Herring Park
 - Preparations for next budget cycle (on-going)
 - Prepared cabinets for installation at SR 776/Flamingo and future Placida Rd/Winchester Ave
 - Repaired illuminated street names signs at US 41/Carousel, Olympia/Taylor, and at US 17/Marlympia
 - Located, and plotted running lines for the fiber optic cable on US 41 at the Fordham, Pompano and Elkcam waterways in preparation for the Micro-tunneling project. Second set of plans review/comments is underway
 - Plan and field reviews undertaken for the following projects: Placida/San Casa (Dollar General Store), Midway Phase 2, Gasparilla Road and Burnt Store Phase 3
 - Countywide roadway lighting maintenance - 135 roadway lights repaired
 - Worked with City of Northport to synchronize US 41/Cornelius for coordination with their traffic signal system
 - Working with fiber contractors to incorporate IT fiber and ATMS fiber into one pull box
 - Traffic signal preventative maintenance began on Aaron and Olean
 - Locates Performed
 - 235 requests for underground utility locates were received, generating 114 tickets for locates.
 - Trouble Calls
 - 13 trouble calls received, responded to and problems of various natures resolved.
 - Lighting Projects – FDOT Projects
 - The US 17 resurfacing and signal revision project - a final walk-through and inspection was conducted Feb. 28, 2013. Awaiting completion of punch-list items.

- Construction began at SR 776/San Casa Boulevard. Field inspections were conducted and work has stopped until drainage issue is resolved.
- SR 776 & Gulfstream Phase 4 submittal was reviewed and comments provided.
- Miscellaneous Projects
 - Manasota Key Community Plan Design – Weiler Engineering is working on gathering community input for the plan. A community meeting was held March 26, 2013 at Lemon Bay High School. Final plans are expected by July 2013.
 - Manchester Lock Education - CHEC is assisting with this program. Elementary school class trips in the Alligator Bay Education program will be conducted in late April 2013. This is an ongoing, annual project designed to educate students and parents on water resource issues; learning what actions they can take to protect our community's natural water resources and the environment.
 - National Pollution Discharge Elimination System – The purpose of this project is to reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on unregulated sources of stormwater runoff into Charlotte Harbor. Minimum project requirements are public education and outreach, public participation/involvement, construction site runoff control, and pollution prevention. The permit includes coordination with the Charlotte County School Board, Airport Authority, Florida Department of Transportation, and City of Punta Gorda. 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 – FTE should submit 90% design plans for County review by April 1, 2013. Construction is projected to begin in July 2013.
 - Newgate Waterway Spoil Removal - The Newgate Waterway has several large silt deposits and overgrown vegetation within the limits of the water line. This accumulated material is causing an adverse impact on the stormwater conveyance system and needs to be removed. Design consists of determining how much sediment needs to be removed as well as defining access points and the means and methods of construction.
 - Rotonda West Drainage Study – The final drainage study report has been received by the County. The MSBU committee authorized the consultants to start on Task 2 of the scope of services which includes developing an improvement plan to existing conditions and a project budget analysis.
 - Rotonda West Entrance Way Signs – The second and final community meeting was held with Johnson Engineering and the Rotonda West Board of Directors on March 13, 2013. The conceptual plan has been completed and Johnson Engineering will now proceed with construction plans.
 - South Burnt Store Lighting & Landscaping – This project is to provide beautification and enhance entries to Burnt Store Lakes. It includes installation of landscaping and decorative lighting at the request of the property owners within the South Burnt Store MSBU. Funding is provided from assessments in the South Burnt Store Street and Drainage Unit. This project is currently advertised for bid. The pre-bid conference is scheduled March 25, 2013 with bid opening scheduled April 10, 2013. Construction is estimated to begin in early May 2013.
 - South Gulf Cove Water Quality – Benchmark Labs provides water sampling and test results while the Charlotte Harbor Environmental Center (CHEC) compiles the raw data and prepares an annual report. CHEC will be compiling the historical data and presenting their report to the MSBU during their next scheduled meeting in April 2013.
 - Sunshine Lake Recharge Wells – The contract documents are currently being finalized. This project will not start until after the dredging of the lake is complete.
- Paving Projects
 - 2012 North/South Paving Program – Paving is complete in Burnt Store Village, Tropical Gulf Acres, Midway Areas 3, 4, 5, 6, Peachland Area 1, Elmira area 1 and Hillsborough area 9. Peachland, Midway, and CR-74 Road and Bridge paving is also complete. The Contractor has moved back into the Greater Port Charlotte area and has resumed paving in this District. As of March 26, 2013 the total asphalt placed for this contract is 114,441 tons.

- 2012 West County Paving Program – The paving operation is complete 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 March 26, 2013 the contractor has placed approximately 26,710 tons of asphalt in this District.
 - Traffic Signing & Marking accomplishments from Feb 25 – March 11, 2013
 - Herbicide = 608 objects
 - Legends Installed = 219
 - New Signs Installed = 1
 - Road Striping = 4,360 Linear Feet
 - Signs Inspected = 1,691
 - Signs Manufactured = 264
 - Signs Repaired = 319
 - Speed Studies = 9
 - Traffic Counts = 21 stations
 - Trouble Calls (after hours) = 6
 - Video Detection (special traffic count) = 1
 - Three Sign Technicians attended IMSA Signs and Marking Certification Training Course

Community Services

- Administration
 - Administrative staff answered and fielded 618 telephone calls, 11 web emails; processed 9 citizens action forms, 9 accident and 3 incident reports, 2 damaged and missing item reports, distributed 11 press releases
 - Supported 3 Advisory Boards
 - Promotional and Marketing Activities
 - Produced 5,401 Marketing and Graphics pieces
 - (2) in-studio appearances on the Golden Hippo radio show on WCCF
 - Mid County Regional Library – Give ‘Em Hell Harry Performance
 - Tringali Recreation Center programs
 - ½ page ad in the Parrot Magazine promoting activities
 - 142,070 Facebook Impressions (28 Days the number of impressions seen of any content associated with your Page. Total Count)
 - Completed replacement of the playground at Carmalita Park.
 - Reviewed possible enhancements to the deck of the existing restroom pavilion at Bayshore Live Oak Park to increase usage and events
 - Attended public meeting for Bay Heights Boat Ramp development
 - Identified infrastructure work programs for inclusion in the 2014 Capital Improvement Program
 - Submitted a grant application to the Florida Office of Greenways and Trails (DEP) for Charlotte Flatwoods Environmental Park
 - Reviewed and Approved Cosponsor applications: Homeless Coalition Easter program at Franz Ross Park, DAV Picnic at Port Charlotte Beach Park, Lemon Bay High School Touch Down Club fundraiser, Zoomers Running Club Scholarship Fundraiser
- Libraries & Historical Monthly Report
 - Numbers:
 - Library Vists-58,070
 - 1,907 people attended 90 programs
 - Circulation of materials-129,114!
 - 114,566 registered borrowers
 - 7,913 patrons used our computers
 - 116 volunteers worked 1,329 hours
 - Total visitors to the CCHC as of March 2013-8,108
 - Total visitors to the CCHC as of March 2012-5,482

- An average 34% increase over last year!
- Projects:
- Work continues on the Englewood Library and Archive with opening day set for April 13th.
- Need:
- Staffing is a big issue with heavy turnover of part time staff due to lack of benefits
- Charlotte Sports Park
 - The attendance at the Spring Training games that occurred in March was as follows:
 - Saturday, March 2 – Baltimore Orioles (3730)
 - Sunday, March 3 – Minnesota Twins (3357)
 - Friday, March 8 – Philadelphia Phillies (4683)
 - Sunday, March 10 – Boston Red Sox (6079; televised)
 - Monday, March 11 – Minnesota Twins (4141)
 - Tuesday, March 12 – New York Yankees (5359)
 - Friday, March 15 – Philadelphia Phillies (5096; televised)
 - Saturday, March 16 – Boston Red Sox (5384)
 - Thursday, March 21 – Toronto Blue Jays (5157)
 - Friday, March 22 – Baltimore Orioles (3117)
 - Saturday, March 23 – Minnesota Twins (4250; televised)
 - Monday, March 25 – Pittsburgh Pirates (3993)
 - Wednesday, March 27 – Toronto Blue Jays (5319; televised)
 - The unofficial attendance for the 2013 Spring Training Season was 74,557.
- Recreation Centers
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 9,900 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 2182 with 4926 touches combined. Recreation facilities were rented 27 times achieving a rental attendance total of 3435 people.
 - Aquatics
- Port Charlotte Beach Pool
 - 825 paid admissions
 - 137 Pass holder visits
 - 227 Water Aerobics participants
 - 2 Private swim Lesson Series
 - 63 participants attended the Tropical Sunset Cocktail Party
 - Staff spent an estimated 23 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 26 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool
 - 819 paid admissions
 - 522 pass holder visits
 - 220 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 500 “splashes” for the month.
 - The meeting room was rented 8 times this month
 - Staff spent an estimated 80 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - *Staff spent an estimated 60 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
 - Three students registered for the Lifeguard Training course starting 4-2-13.
 - Two students registered for Spring Swim Lessons
- South County Regional Park Pool

- *533 paid admissions
- 627 pass holder visits
- 150 water exercise participants
- Charlotte County Blue Fins held 36 swim practices resulting in approximately 1260 “splashes” for the month.
- 3 Private swim lesson series
- 2 Students registered for the Lifeguard Training course starting 4-2-13.
- 23 Students have registered to date for Spring Swim Lessons. 9 Students attended swim lessons during Spring Learn to swim session1.
- *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 80 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 3,516 hours in the month of March. An estimated 3,025 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.
 - The Snowbird Classic College Baseball tournament was completed on March 17th. Forty-three Division I and III teams participated in the tournament from as far away as Colorado (Air Force Academy). The tournament was a deemed a great success with high complements given to athletic park staff for their efforts.
 - SCRP hosted an IBC/Nations youth baseball tournament with an estimated attendance of over 825.
 - Murdock Ripken youth baseball and Port Charlotte Little League have merged. The PCLL will continue and operate out of both NCRP and Harold, while Ripken baseball will operate out of SCRP.
- Extension Services
 - Administration
 - Evaluations:
 - UF/IFAS Agent Evaluations – March 4th – 8 am to noon
 - UF/IFAS Agent Evaluation – March 13th – 9:30 am
- Meetings:
 - Southwest Florida Resource Conservation and Development Council (RC&D) – Immokalee – 10 am to 1 pm – March 11th
 - 2013 - 2015 Budget Meeting (Community Services) – 9 to 11 am – Mid-County Library
 - Extension Staff Meeting – March 29th - 9:30 am
 - Website Page views: 3813 website page views – New Reporting System
 - Facebook® Page - Charlotte County Extension data:
 - 977 visits on Facebook, 375 likes.
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. "Florida Clams". Water LIFE Magazine. March 2013, Page 10.
 - Staugler, E.A. 2013. "Barotrauma in Deep Water Fish". Waterline Magazine. March 28, 2013.
 - Staugler, E.A. 2013. "Tour De Clam". Charlotte County UF/IFAS Extension, EAS-030413-002. 2 pp. http://charlotte.ifas.ufl.edu/seagrant/publications/EAS_030413_002_TourDeClam.pdf
 - Staugler, E.A. 2013. "Red Tide 101 – Update February 2013". Charlotte County UF/IFAS Extension, EAS-222713-003. 2pp. <http://charlotte.ifas.ufl.edu/seagrant/publications/EAS-01042012-Redtide.pdf>
- Websites:
 - Marine Scene Plus (Regional Blog) <http://flseagrant.ifas.ufl.edu/newsletter/>- no contributions this month

- Extension website – updates made to Sea Grant pages
- Facebook:
 - UF/IFAS Charlotte County Extension – Posts include program announcements, photos from FMNP field trips and information about new publications.
- Field Work:
 - 3/28 – Monthly bay scallop recruitment monitoring
- Outreach Programs:
 - 3/14 – NOAA / Sea Grant Fisheries Regulations Workshop for offshore anglers
 - 3/20 – Guest speaker for Peace River Power Squadron
 - 3/1, 3/8, 3/15, 3/22 – Florida Master Naturalist Program class (runs every Friday through April 5th)
- Site Visits:
 - Fishermen’s Village Yacht Basin – Courtesy visit
 - King Fisher Fleet – Boater’s Guides
 - Charlotte County Jail – Fish disease diagnosis
- University Governness:
 - Throughout March – UF/IFAS Initiative 3 Leadership Team
- Meetings:
 - 3/5 – Meeting with UF TAL faculty, Lee and Collier Sea Grant agents to plan aquaculture workshop (5/2013)
 - 3/14 – Attended MAC meeting
 - 3/19 – Meeting with Mote education coordinators located in Punta Gorda to plan collaborative projects
 - 3/25 – Meeting with new Florida Sea Grant Associate Director for Extension
- 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, 4-H Councils.
- District-wide Specials Event:
 - Youth Ag Ventures Day –Bug Station - March 8th – Desoto County Extension – 7:30 am – 2:00 pm
 - Temp working to prepare for near future 4-H activities including District Events and Summer Camp
- Horticulture:
 - Special Events:
 - EPCOT Flower Show Booth – Charlotte County Master Gardener Coverage – March 9th – Orlando
 - EPCOT Flower Show Booth – Charlotte County Master Gardener Coverage – March 16th – Orlando
 - Florida Master Naturalist Program Training - Upland Habitat Inverts – 9:15 to 11:15 am – Horticulture Agent presenting.
 - GI-BMP Training (Fertilizer Ordinance Training) – 8:00 am to 3:00 pm – March 25th
 - Nine (9) 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
 - Limited Commercial Landscape Maintenance Class – March 20th – 9 am to 3 pm - Nine (9) participants increased their preparedness for the Limited Commercial Landscape Maintenance License Test.
 - Limited Commercial Landscape Maintenance Class – Weed Management Section – Collier County Extension, Naples – 10 am – March 23rd – Reciprocal Training.

- Charlotte County Agribusiness Tour – 8:30 am to 4:00 – March 26th
- 2013 Master Gardener Training Program
 - 2013 Master Gardener Trainee Orientation – March 5th - 9am to 12 noon.
 - 2013 Master Gardener Training – “Soils and Plant Nutrition” March 7th – 9:30 am to 12:30 pm
 - 2013 Master Gardener Training – “Peaches and Blueberries” – 9:30 am to 12:30 pm – March 12th – Dr. Bob Rouse
 - 2013 Master Gardener Training – “Citrus I & II” – March 14th – 9:30 am to 4:00 pm – Dr. Mongi Zekri
 - 2013 Master Gardener Training – “Woody Ornamentals” – 9:30 am to 12:30 pm – March 19th – Ralph Mitchell
 - 2013 Master Gardener Training – “Invasive Wildlife Plus” – March 21st – 9:30 am to 12:30 pm – Ralph Mitchell
 - 2013 Master Gardener Training – “Termites” – 9:30 am to 12:30 pm – March 26th – Dr. Fred Santana
 - 2013 Master Gardener Training – “Home Turf Management” – March 28th – 9:30 am to 12:30 pm – Ralph Mitchell
 - Pruning Woody Ornamentals – Lee County Extension Master Gardener Training – March 22nd - 2 to 5 pm- reciprocal training
 - Master Gardener Radio Program – 1580, WCCF – March 26th – 10 to 11 am – hosted by Master Gardeners.
 - Master Gardener Association Meeting – March 5th – 10 am – “Worm Composting”.
- Florida Yards and Neighborhoods Outreach:
 - March 5 – Planting event with High School High Tech program students – 15 people in attendance
 - March 11 – Rain barrel presentation for girl scout troop – 14 people in attendance
 - March 11 – FFL workshop – 49 people in attendance
 - March 21 – Homeowner irrigation follow up
 - March 27 – Water Conservation Workshop - 14 people present
- 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 March 4th – “Agritourism – see it for yourself!”
 - Newspaper Article for March 11th – “The bugs of spring”
 - Newspaper Article for March 18th – “Pink, red or white – the powderpuffs are blooming”
 - Newspaper Article for March 25th – “The bottlebrushes are also blooming!”

Facilities, Construction and Management

- Projects:
 - Englewood Library Expansion: The project has received final certificate of completion. Site landscaping will be completed by April 12. Library staff is moving in and setting up for operation. Units 1 and 4 have been painted and park employees have been dressing up the site in preparation for an April 13 opening.
 - South County Regional Park Soccer Concession Stand: This project is out for bid and bids due on March 27th.
 - Fire Station 6: Bids were received on March 20th. The apparent low bidder is One Source Construction of Fort Myers.
 - Bayshore Live Oak Park Restrooms: Framing is almost complete.
 - Harold Ave. Concession Stands: The contractor has applied for the building permit.
 - Port Charlotte Beach Fishing Pier and Boardwalk Rehab: The assessment report has been received and is being reviewed.
 - Anger Fishing Pier and Parking: A meeting has been scheduled with CC Public Works to coordinate road issues so the final design can be completed.
 - Harbor Heights Stormwater and Parking Improvements: Plans are being prepared for presentation at the public meeting scheduled for 4/9/13.
- Operations:
 - Energy Efficiency Program:
 - The Murdock Admin parking lot lighting retrofit is complete. Seven new poles with fixtures are being installed in the unlit areas this week.
 - The county is in negotiations with the Johnson Engineering for the Capital Asset Management study.
 - Siemens is in the final stages of the energy audit. Audit report is due to Charlotte County next month.
 - New LED lighting for the Port Charlotte Beach pool and bocce court is on order.
 - Parking Lot Sealing and Striping: Maracaibo/ Kid Space Park and Medical Examiner's Office are complete. Oyster Creek Skate and Hathaway Park ADA Restripe; Justice Center and Cape Haze Pioneer Trail Seal and Stripe are next on list to be completed.
- Repair and Maintenance:
 - Englewood Annex Sheriff's Dept: remodel is 100%
 - Tringali Park Bldgs: The exterior building painting project is 95 complete.
 - Lighting Dept: Exterior repairs will start next week.
 - Public Works: Office remodel scheduled to start in two weeks.
 - Bunk House Stabilization: Plans examined by Contractor, Estimate to follow.
 - West County Annex: Windows and door renovation to impact resistant glass project being discussed with contractor.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - Held voting and recognition of Employee of the Year
 - Union related discussions/preparation
 - Held pre-assessment meetings for Fire Promotional Process for Lieutenants and Battalion Chiefs
 - Attended HR Law & Solutions Seminar in Ft. Myers
 - Recruitment related activities and hiring processes
 - Executive Recruitment Process closed with the hiring of Tommy Scott – Community Services Director
 - Discussions for upcoming Ambassador Program
 - EDEN Database and Active Directory Integration Project
 - Discipline related conversations and activities

- 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
 - Continued efforts in revamping New Hire Orientation
 - 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
 - Scheduled Learning Opportunities for remainder of the year
 - Coordinated First Aid/CPR/AED training for Transit
 - Monthly service awards
 - Novus Training facilitated by Administration
 - Continued efforts on New Hire Orientation project
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- Staff activities:
 - Senior Services staff participated in the Retired and Senior Volunteer Program's (RSVP) Volunteer recognition breakfast at Southport Square. This was the final recognition breakfast for the RSVP as they end their program in Charlotte County on March 31st. 369 RSVP volunteers were recognized. The volunteers provided 56,288 hours of service in the community valued at \$1,139,832.
 - Senior Services staff participated in the State Medicaid Long-Term Managed Care webinar provided by the Agency for Health Care Administration & the Department of Elder Affairs. Presentation provided information on frequently asked questions regarding changes to senior care. Staff also participated in Community Care for the Elderly Coalition conference call to listen to implementation issues from managed care organizations.
 - Staff finalized the in-home elder care services monitoring packages that are to be sent to each subcontracted vendor prior to the on-site monitoring review. On site visits for nine subcontracted vendors begin in April.
 - The Stillwater Veteran's Home celebrated its grant re-opening on March 12, 2013.
 - Also, on March 12th the United Way of Charlotte County, Charlotte County Human Services and the Charlotte Community Foundation hosted a Community Conversation with invited leaders and the public to discuss and prioritize the health and human needs in Charlotte County. Approximately 75 attendees including 4 County Commissioners participated in this event. Results of the meeting will be included in the comprehensive community needs assessment currently in progress. It is anticipated the final needs assessment report will be completed by the end of this summer.

- Dial a Ride was called upon by the Charlotte County Sherriff's Office to assist a disabled bus that was transporting a college baseball team. The team was picked up from Kings Highway and safely transported to a local hotel.
- Human Services /Transit Division met with the Charlotte County-Punta Gorda Metropolitan Planning Organization to discuss the scope of services for the major update to the Transit Development Plan which is due in 2014. The Transit Development Plan is a required 10 year strategic plan that will ensure compliance with the current TDP rule which was enacted by the FDOT in 2007. The consultant firm of Tindale – Oliver will prepare the Plan over the next year. The Plan will be used to provide data for decision making and direction. Public input and BCC approval are required in the adoption of the Plan.
- Veteran Services staff met with staff from the Property Appraisers Office and reviewed 20 claims for the new tax exemption for veterans over 65 years.
- Staff participated in the SWOT follow up session with the Budget Director and other community Human Services providers.
- Veteran Services staff participated on WCCF radio station call in to answer questions regarding veterans' benefits.
- Veteran Services staff completed visits to County parks to review site locations for the Wounded Warrior parking signs (Phase II) of Project. Installation of signs at County buildings (Phase I) scheduled to begin in April.
- David Rockow, Assistant Veteran Services Officer, participated at the Punta Gorda International Air show. David took part in the opening ceremonies w/the US Paratroopers as lead Honor Guard.
- Veteran Services staff presented information on veterans' benefits to the Punta Gorda Military Officers Association. There were near 50 people in attendance.
- Director toured the Charlotte Behavioral Health Care facility in Punta Gorda. Jay Glynn, CEO provided information on all the services offered through CBHC.
- Staff attended the grant management training offered through the Budget & Administrative Services/ Fiscal Division and the Preparedness Consortium at the Emergency Management Operations Center.
- The Community Action Agency Advisory Board held elections on 3/21/13 at the Punta Gorda Housing Authority to select a representative of low-income and disadvantaged population in Punta Gorda. Carrie Blackwell-Hussey with the United Way of Charlotte County was elected to fill this position.
- Training/cross training of department staff on the federally funded 2013-2014 Low Income Home Energy Assistance Program (LIHEAP) was conducted in preparation for the new grant year start of April 1st.
- Housing staff began eviction proceedings for non-rent paying tenants in State Housing Initiative Partnership (SHIP) properties. All other remedies have been considered.
- Housing staff continue to work on construction/rehab of 8 properties in the Parkside area. Funding for the projects comes from the federally funded Neighborhood Stabilization Program III grant. Final 3 properties in this grant are in the historical clearance process or in bid for rehab.

Public Safety - Nothing to report from Animal Control, Fire or Emergency Management.

Public Works

- Maintenance and Operations crews maintained the Kings Highway gateway area by mowing and mulching around the trees. One swale intersection and two pipes were installed in Northwest Port Charlotte. The outfall pipe was completed and the area dressed, a catch basin was built and the road crossing was replaced on Corrientes Circle in Deep Creek. Over 200 linear feet of pipe was installed, and a catch basin was built on Peachland Boulevard. The flail mower cleared 30,556 cubic yards on Cook Brown Road and 2,742 cubic yards on Country Club Lane, 78,000 square feet in the ditch in Peace River Shores, and 104,000 square feet in the Clark Ditch. The edge-of-pavement crew completed 2.4 miles on Shoreland/Collingswood area; and, drainage

crews did 10,600 square feet of line and grade on Razorbill Lane. The Menzie is working on the Englewood East primary ditches.

- The Board of County Commissioners appointed one regular member and reappointed five members to various MSBU/TU committees and approved replacement of two tractors with boom mowers that are used for right-of-way brush cutting. The tractors replace two 10-year old units.
- A public hearing was held to amend the ordinances for the South Gulf Cove Beautification MSBU and the South Gulf Cove Streets & Drainage MSBU to provide a more detailed description of the purpose of each unit and how their assessments can be spent.
- Rotonda West Community Association and the Rotonda West Street and Drainage MSBU held a joint meeting on March 13 and Manasota Key Community and MSTU Committees held a joint meeting at Lemon Bay High School to discuss a comprehensive community plan. Mid Charlotte Stormwater Unit, West Charlotte Stormwater Unit, Grove City Street and Drainage, Gulf Cove Waterway, Deep Creek Street and Drainage, Charlotte Ranchettes, Northwest Port Charlotte Street and Drainage, South Gulf Cove Beautification and Suncoast Waterway MSBU Advisory Committees met with their Public Works representatives during the month of March. All Advisory Committees have reviewed and approved their annual work programs and budgets through 2014/2015.

Tourism

• Sports and Meetings

- Sean Doherty worked with Charlotte BMX on a re-submission of our bid for a BMX USA national event. The bid is for 2014. Sean also attended the USA BMX National event in Oldsmar, FL providing him with an opportunity to meet face to face with the CEO of USA BMX.
- VCB staff assisted the local organizing committee for a Super Boat International 2014 race with the preparation of their presentation to the County Commission.
- Sean attended the Tallahassee Society of Association Executives Power Lunch which provided him an opportunity to meet and network with the meeting planners in attendance. TSAE members hold meetings, throughout Florida, for their membership. These might include annual conventions, bi-annual meetings, board meetings and tradeshow.
- Sean conducted a site visit of the Event and Conference Center for an association considering Charlotte County as a site for their summer Expo.

• Communications and Public Relations

- Jennifer Huber provided editorial support to five media outlets: Gulfshore Business; Huffington Post, Good Sam RV Travel Guide, Sarasota Herald Tribune and Sunseeker Magazine, the inflight magazine for Allegiant Air. This included information about things to do in Charlotte County during the summer, information about the Ponce de Leon Festival, impact of spring training and local bicycling options.
- Press releases were issued for:
 - Punta Gorda's "War on the Peace" (Dragon Boat Races)
 - Pedal and Play in Paradise
- Jennifer Huber appeared on Tallahassee's WCTV Midday Show on March 18 to promote the March 23 and 24 Ponce de Leon Festival. The segment was 3.5 minutes.
- The VCB held a Tweet-up during the March 10 Tampa Bay Rays vs. Boston Red Sox game. The Tweet-up included an off-ride guided bicycle tour with Acme Bicycle prior to the game. Ten social media users attended the game with five of them participating in the bike ride. All social media users are pre-qualified with the assessment including the number of people they have following them and whether they have a particular focus, e.g.: sports, food, etc.
- Using TweetReach, a program of Twitter that provides analysis of Tweets, we found that 602,000 impressions were made and 28,315 individual twitter accounts were reached. This

does not take into account posts made on other social networks including Instagram, Vine and Facebook.

- Jennifer created two blog posts for CharlotteHarborTravel.wordpress.com covering bicycling options in Charlotte County and the arrival of the Pinta and Nina replicas.
- Jerry Jones also posted a blog, "Take Me Out to Baseball Heaven," about his first experience with Spring Training in Charlotte County.
- Marketing and Web
- The VCB held a series of planning retreats with staff and with our advertising and public relations agencies to:
- Review the VCB mission and areas of critical focus
 - Web site analysis and preparation for RFP
 - Social media analysis and integration
 - Specific approaches for Punta Gorda and Englewood and the beaches
 - Niche markets we can develop
 - What position/s can we "own."
 - Development of visual assets (photos/videos) for web, social media and use by local chambers, realtors, etc.
- Changes were made to the website to make the homepage more relevant and to provide visitors with easier access to information. Specifically:
- Issues with search engine functionality were fixed
- The map, which was static, is now interactive and users may search for dining, hotels, attractions, activities, etc.
- Those who request visitor guides may now opt to have local attractions, hotels, guides, etc., send them information.
- The photos on the main page which could previously not be changed can now be switched-out to promote upcoming events. The current photo, for example, promotes "War on the Peace," the Punta Gorda Dragon Boats festival.
- Chip Futch, our new marketing and communications manager has taken data from our fulfillment house, Phase V, and put it into a spreadsheet so we are able to see by month and by city, which markets are driving inquiries. A sample report is attached.
- Because of his broadcast and editing background, Chip was able to create two "video" spots for an on-line campaign, creating the illusion of motion from high definition still shots. Having the ability to do this in-house is a considerable cost savings for the VCB.

Utilities

- Engineering Services:
- 875 Locates Processed from Sunshine State One Call; 1 Developer Agreement Prepared; 25 Residential Service Availability Letters Prepared; 4 Commercial Service Availability Letters Prepared; 22 Residential Service Applications Processed; 412 CIP inspections; 81 Developer Inspections. 40 Training Hours (MOT, First Aid/CPR).
- Operations Division:
 - Treatment Facilities:*
 - 227 preventative maintenance, 26 corrective and 5 emergency work orders were completed.
 - 48 Residential cross-connection inspections, 23 annual backflow tests, 4 reclaim site maintenance and 2 hydrant meters work orders were completed.
 - Completed a confined space entry to clean the clear well at Burnt Store WTP.
 - Completed installation of electrical disconnects on all centrifugal blowers at Rotonda WRF.
 - Working with contractors to rectify ongoing mechanical problems with Clarifier # 1.

- Maintenance Foreman completed FW&POCA State Short School for Water Distribution Level 2 certification.
- Treatment Facilities Division is pleased to welcome Plant Operator Kathryn Dodge to our team.
- Staff met with Charlotte Technical Center representatives, BJ (Bonnie Holbach) and Jeffney DeBarr to discuss a continuing education program partnership which would include water and wastewater treatment as well as instrumentation & control.

Water Distribution:

- All of the large meters have been installed in the Deep Creek system for the meter change out program.
- Had a FDEP sanitary survey inspection of the water system on the 19th. The inspector found no discrepancies in our system and seemed impressed.
- Interviewed and selected two people to fill vacancies for Line Tech and Water Distribution System Operators. They will be starting on April 10th.
- Suspended one employee for 3 days for violation of county policy.
- Two employees were recertified in MOT.
- Two employees were recertified in CPR/ First Aid.
- One employee attended short school for Distribution Operator 1.
- Replaced leaking gasket on the Bleach tank at Gulf Cove booster; replacing the other tank gaskets and installing isolation valves before they start to leak.

Wastewater Collection:

- Gravity/Force Mains: 1 LPS sewer main break was repaired; repaired 2 service laterals; investigated 6 backup calls, 2 of which were CCU's responsibility; 2 manholes were repaired by raising, or replacing the ring and cover; 99 manhole inflow protectors were installed; performed 2 CIPP point repairs; smoked tested 147,257 feet of gravity sewer mains; 2 employees operated the Vac-Con for the whole month cleaning the mains in Deep Creek.
- Lift Stations: 73 PM work orders were completed; 117 corrective work orders were completed; partial rehab completed at L/S #814 – valve assembly moved above ground and control panel relocated; partial rehab started at L/S #856.
- Low Pressure Sewer: Responded to 261 service calls; completed 31 upgrades; replaced 16 check valves at street; changed out 6 tanks; installed 2 mandatory connections; flushed New York section and brought the psi down from 16-18 to 9-10 psi; flushed Gold Coast area and brought pressure down to 9-10 psi; new flush point installed on Allison for high pressure in the St. Paul area – ARV installed and gassing off every 20 seconds – may help with high head in the area; pressure loggers installed at Aqua Cir and Allison.
- 6 employees received First Aid, CPR and AED training; 11 employees completed fork lift training; 4 employees attended Gas Monitor training; 3 employees attended MOT training.

- Business Services:

- The Board of County Commissioners approved the ranking of the top three firms to respond to the Web Services RFP on March 26, 2013. Negotiations are set for April 17.
- One route in Deep Creek, totaling 357 meters, was completed in the first month.
- Customer Service: total number of customers to the lobby was 774
- Delinquencies: total delinquency revenue for the month: \$123,956 FY-YTD total: \$757,255
- North Port: we processed 2,646 payments; total revenue for March was \$532.76. Total FYTD revenue is \$5,670.54.
- Accounts Receivable: the accounts receivable over 90 days went from 48.20% in February to 48.51% in March. The accounts receivable within 30 days went from 45.62% in February to 45.04% in March
- There are 1,078,885 files prepared to go into SharePoint.
- 58% of all CCU bills were paid electronically.

- Water Conservation & Public Outreach:

- Provided educational tours of the Rotonda WRF and the Burnt Store Facilities as part of community outreach program.
- Conducted a work place safety inspection at Leachate Wastewater Treatment Plant as part of Safety in the Workplace.
- Southwest Florida Water Management District's Phase I water shortage restrictions are still in place.
- Human Resources:
 - Total positions: 201. Vacant positions: 6
 - 2 Meter Service Specialists, 2 Customer Account Specialists, 2 Line Tech/DSO
 - Actively recruiting for all vacant positions.
 - Offers pending for both MSS and both Line Techs.
 - Line Techs will be filled with Maintenance Mechanics which will then need to be approved for posting.
 - 2 additional Maintenance Mechanics to be approved, 1-termination, 1-resignation 4/2/13
 - Retirement 4/23 for Plant Operator – requisition being processed.
- PR/MRWSA Water Resources:
 - Water supply and quality are excellent. Water Demand in March totaled 26.13 MGD and there was 1.50 MGD river withdrawals in February, but none in March. There is 6.65 BG water in storage.
- E&W Spring Lake Area Pilot Study:
 - All public outreach was completed and meeting minutes were prepared and distributed to Stakeholder Committee
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1):* The monthly meeting was held with the contractor on March 12th to discuss the work progress. Work continued on SR 776 with installation of the 10" and 12" waste water force mains that are being installed as part of the reclaimed water project. Installation of the 16" Reclaimed Water Main began from the south side of Willow Bend Road. The first partial payment request was approved for the contractor. The next monthly construction meeting is scheduled for April 9, 2013.
 - *Pumping Upgrade (Stage 2):* The contractor continued with shop drawings submittals throughout the month which are being reviewed by Stantec and by CCU depending upon the nature of the submittal. Due to the siting of Scrub Jays in the area the County conducted a 5 day nesting survey. The results of the survey are being reviewed with the US Fish & Wildlife Service to determine the impact on the pumping station construction which is to start the second week of April.
 - *Storage Pond (Stage 3):* A monthly progress meeting was held with the contractor on March 5, 2013. Construction continued on the pond for most of the month. A meeting was held with the contractor on March 28th to discuss the amount of fill that is necessary to complete the pond and the type of fill that is going to be used on the pond bottom prior to installation of the pond liner. Notice was provided that manufacture of the liner is complete and testing results of the liner material were submitted for review and approval prior to the liner being delivered to the site. The next monthly construction meeting is scheduled for April 2, 2013.
- East Port WRF Expansion:
 - Negotiations with the contractor were completed and Board approval received to proceed with construction. Jones Edmunds continues working on the remaining portions of stage 3 along with 4 and 5 which completes the East Port WRF scheduled improvements.
 - A legislative grant, where funding is made available by the legislature, was submitted at the end of March to pay for a portion of the Stage 1 improvements
- North Shore & Harper WW MSBU:
 - Final agreement was approved March 15, 2013. Work continues under contract guidelines. Monitoring plan to be prepared for submittal to FDEP/EPA.
- US 41 Widening Enterprise Dr – North Port:
 - No change