

Charlotte County
Board of County Commissioners
Staff Report
August 2008

Budget Office

- Preparation for September Public Hearings
- Collecting data for damages from Tropical Storm Fay (for reimbursement from FEMA)
- Grandfather Certificates issued to Bocilla Utilities, Inc, Utilities, Inc. of Sandalhaven, NHC Utilities, Inc, and Little Gasparilla Water Utility, Inc., to provide water service to Charlotte County.

Building Construction Services

- Permitting:
 - 22 Single-Family Homes issued in August 08 – down 73% on August 07
 - 1 Multi-Family permits issued in August 08 – down 50% on August 07
 - 6 Commercial permits issued in August 08 – down 85% on August 07
 - 1177 miscellaneous permits issued in August 08 – down 53% on August 07
 - 1684 Customers served in the Murdock office – down 52% on August 07
- Plans Review:
 - 812 plans reviews completed in August 08 – down 29% on August 07
- Inspections:
 - 5636 inspections completed in August 08 – down 59% on August 07
- Licensing:
 - 66 new contractor licenses issued in August 08 – down 8% on August 07
- Land Development Activities:
 - August 2008
 - 50 Online Utility Permits issued in August 08 – down 32% on August 07
 - 38 Utility Inspections completed in August 08 – down 52% on August 07
 - 6 PTO's and ROE's completed in August 08 – up 57% on August 07
 - 2 Vacation completed in August 08 – down 50% on August 07
 - 156 ROW Applications Reviewed in August 08 – up 6% on August 07
- Financials:
 - August 2008
 - Permitting revenue \$194,147/expenditures \$386,784 showing a deficit for August of \$192,637.
 - Licensing revenue was \$7,880 and expenditures were \$73,046.
- Updates:
 - The Accela implementation kickoff meeting held- included basic demonstration of Land Management Software system & breakout sessions to review our current process configurations.
 - Collection of the Local Business Tax has been transferred to the Charlotte County Tax Collector.
 - BCS assumed responsibility for providing first-in response during emergency situations- dry run immediately following Tropical Storm Fay- some minor modifications to our plans are necessary, the majority of damage assessment team members thought the dry run to be a valuable exercise.

Communications & Marketing

- Completed successful Sales Tax Extension campaigns
- Assisted in activation for Tropical Storm Fay. It provided the opportunity to fully test Charlotte Alert mass notification system during an emergency. Over 500 people signed up to receive emergency bulletins from the EOC
- Charlotte Alert is now fully operational. In addition to emergency bulletins, it was utilized in August to send two newsletters, meeting notices and road closure messages

- Opening Events for August – Chester Roberts Park; Harbor Heights Fire Station; Englewood Fire District Fire Station
- Held media day at the Charlotte Harbor Event & Conference Center. Provided behind the scenes look at the new facility
- Worked with the Budget Department to establish appropriate fee schedule for CCTV-20. This item will be addressed at the September 23 BCC meeting
- Trained two employees as back up for Novus Agenda process
- Assisted EES with their Garbage Cart campaign
- Working with Veteran Services to plan Veterans Stand Down event
- The department issued 21 press releases- press release webpages over 21,000 hits.

Economic Development

- Enterprise Charlotte Airport Park:
 - Continued to market properties within the Airport
 - Continued review of ECAP for improvements based on lessons learned
 - SWFMD stopped issuing permits due to the brownfield designation. Working with SWFWD and DEP to resolve.
- Inquires/Appointments/Successes:
 - Continued to work with 54 pending prospects
 - Appointments with 10 local businesses
 - Custom Proposals developed and sent to 7 business
 - Site Consultant Visit - 1
 - 1 Incentive Application
 - Provided 10 external companies and 12 County departments with various demographic and market data packets
 - Recruited 407 jobs this fiscal year, which is above the target of 400.
- Group Presentations/Media Interviews:
 - Curmudgeons
 - Bob Fliss, Charlotte Sun
- Meetings:
 - Regional Level
 - Southwest Florida Regional Technology Partnership Retreat
 - Florida Economic Development Council Regional Directors.
- Local Level:
 - Charlotte County Industrial Development Authority
 - Charlotte County Chamber Government Affairs Committee
 - Open For Business Workshop
 - Charlotte Alert.
- Office Activities:
 - Data collection and website updates
 - Enterprise Charlotte Foundation, Enterprise Charlotte Economic Council/Industrial Development Authority administration
 - Continued working on new marketing materials
 - Updated Business Continuity Guide
 - Spotlighted EDO Intern in CC News
 - Participated in Risk Management meeting regarding Employee Health
 - Working with Communication & Marketing to create EDO Marketing Video
 - Continued work on changing Comp Plan for 500 acre parcel at US 41/Tucker's Grade to heavy industrial land use.
- Research and Policy Initiatives:
 - Working with Charlotte County Chamber to formulate Business Retention Plan
 - Status Update on Competitive County Comparison Rationale from Fairfield Index who is doing a Competitive Analysis

- Solar energy business recruitment
- Working with Growth Management on Fast Track Permitting
- Interviewed RFQ prospects for regional branding/marketing
- Ongoing Inland Port Study, Intermodal Logistics Ctr/potential regional cooperation with Palm Beach County
- Working with WTC of Palm Beach, to do a feasibility study to determine if Charlotte County would be conducive for creating a trade and finance center and a center for water technologies.
- Murdock Village:
 - Developed revised draft concept plan for Murdock Village
 - Developed cost estimates to move forward on a Phase 1- Employment Center concept for Murdock Village and prepared for CIP workshop
 - Meet with School Board representatives to review/discuss Vested Rights Application and received confirmation on their participation
 - Facilitated development of a survey for vested rights application
 - Meet with interested parties regarding Murdock Village redevelopment
 - Prepared the Murdock Village Advisory Committee Agenda packet for the August 8th meeting.
 - Facilitated meeting of Murdock Village CRAC- received consensus on Phase I Employment Center draft concept plan
 - Held internal staff discussions on alternative design scenario and EQ Matrix for Murdock Village
 - Updated website info on status of Murdock Village/coordinated internal staff meeting on MV
 - Prepare Strategy for Gateway Properties.
- Charlotte Harbor:
 - Facilitated/attended Chester Roberts Park Dedication
 - Facilitated/Coordinated agenda packet for CRAAC
 - Completed RFP for Charlotte Harbor Urban Services proposal/received approval from CRAAC/ coordinated with Purchasing to solicit proposals
 - Scheduled a Neighborhood Solutions Meeting for September 15 with several organizations.
- Professional Development:
 - Provided technical support to 08/09 American Planning Association FI Chapter Annual Conference Committee Host Sections as VP of Conferences for APA FI
 - Attended ULI Southwest FI District Council Executive Meeting
 - Coordinating ULI Sustainability Subcommittee program.

Environmental & Extension Services

- Pest Management:
 - Mosquito Control Activity saw a slight 1.2% reduction in acres treated to control adult flying mosquitoes- total acres treated 432,683 this was 5,570 less acres than in August '07- program is critical to reduce potential spread of diseases/provides for outdoor activities.
- Natural Resources:
 - County's Buck Creek grant application to FI Communities Trust reimbursement approved- \$3.4 million awarded- property part of Conservation Charlotte.
 - Acquisition of Ryals Ranch finalized- 1,603 acres represents the largest contiguous environmental property owned by CC. Ryals and staff work on finalizing access improvements over the next days to ensure the property has direct, unrestricted, public access from US17.
 - Tippecanoe II: CC Scrub-jay mitigation site located along Flamingo Blvd- completed scrub habitat restoration project by mechanical clearing 18 acre segment of 150 acres. Restoration project fulfills permit requirements for '08- management practices removes ground cover vegetation so scrub-jays can forage food and removes perching trees used by predatory birds. County continues mechanical/prescribed burns, to maintain site in compliance with U.S. FWS permit conditions.
- Solid Waste:
 - West Charlotte Mini-Transfer & Recycling Facility officially opened.

- Campaign sign recycling begun- candidates can recycle old campaign signs- program offered at no charge- to Mid County Mini-Transfer & Recycling Facility and West Charlotte Mini-Transfer & Recycling Facility.
- Keep Charlotte Beautiful on-going.
- Charlotte County's Sanitation Assessment rates identified lowest \$148.04.
- Charlotte County's Solid Waste Resource Division begun informational outreach on once-a-week garbage collection- approximately 67,000 residential dwelling units-, residents will receive two post cards provide summary of changes other provides neighborhood collection day change/automated carts will have informational package; Waste Management to distribute carts. County's web site includes map of collection day information/frequently asked questions/brief video of automated collection truck- Solid Waste Resources Division established a special Hot Line phone number 883-3533, specifically to assist residents with questions on change in services.
- Reef material –Landfill assisted Sea Grant/Extension artificial reef project providing 250 tons of concrete material.
- Composting Pilot Program at the Zemel Road Landfill continues to receive dewatered-domestic waste water sludge from CCU- pilot program recently completed first loads of mature/final product. The regulatory agencies require testing of the finished material- material passed. Landfill receives approximately five deliveries each week, weighing in at 50 tons each. Sludge mixed with shredded yard waste-takes approximately 30 days to reach maturity which is necessary to be classified as a compost product.
- Extension Services:
 - Website Hits 26,603.
 - Summer Intern began her six-week University of Florida funded internship with the CC Extension Service- she will also work with Growth Management Department on sustainability issues and 4-H Youth Department on Youth-Oriented Planning Project.
- Sea Grant:
 - Capt. Jeff Steele Reef established in Gulf of Mexico consisted of approx- 500 tons of clean concrete- Project funded by grant from FI Fish & Wildlife/Community Donations.
 - Sea Grant Agent traveled to Indonesia part a U.S. Delegation from Univ of FI- team participated in NOAA 4th Annual Capacity Building Workshop presented a variety of Extension topics/attended meetings/met with ten senior administrators and staff from the Indonesian Ministry of Marine Affairs and Fisheries and Indonesia Sea Partnership Program.
 - Sea Grant Program Assistant participated in National Marinas Day event at Fishermen's Village Yacht Basin- provided Clean Boating information for participants.
 - Agent recognized by FI Association of Natural Resource Extension Professionals & Assoc of Natural Resource Extension Professionals for Communicator Award for her Website - 3rd Place, and Program Award for Individual Program Leadership.
- 4-H Youth Development:
 - Over 100 members, parents and grandparents participated in 4-H Achievement Night. Awards for Project Record Book work/Communication Competitions/Club Work.
 - Twenty-seven 4-H youth participated in 4-day 4-H Camp Canine- included safety around dogs/dog health/careers with dogs/obedience training/dog sports; craft time for campers during doggy rest made homemade dog treats/leads/toys/bedding items.
 - Agent and Graphics Specialist recognized by FI Assoc of Extension 4-H Agents with Communicator Award for Best Individual Periodical Publication.
 - Fourteen adult volunteers participated in 4-H Update Leader training- completed an evaluation of the past club year/participated in training for new state enrollment data process.
- Horticulture:
 - Homeowner Fertilizer Workshop at Tringali Park Community Center- twelve residents increased their understanding of new Fertilizer Ordinance.
 - Extension held 4th Green Industries Best Management Practices Training for new Fertilizer Ordinance- twenty attended- training schedule continues.

- Master Gardener volunteers assisted with research controlling sugarcane grub new turf pest present in Charlotte County. Facilities, Construction and Maintenance

Facilities

- Jail Expansion-Design 75% for early phase 1 start, selection Bovis for CM on BCC 11/28 agenda, Construction of phase one is complete. Phase 2 construction is underway
- Eastport WWTP Control Bldg-A/E contract released-planning/programming underway Budget 2M
- Event Center-GMP 1 is in purchasing for 6/12 BCC mtg., construction start date week of June 1st
- Fire Station #11-currently used for VM-design underway for 5300 sq ft station-1 story. Scrub Jay issues resolved for building within existing footprint and landscape with scrub habitat material. Design underway Budget 2.1 million. Completed. Recovery project
- Englewood Fire Station #5-(Rockford Ave) under design-working budget to GMP. Scrub jay issues-negotiating with USFW for onsite mitigation. (resolved) Complete-Truck has arrived. Budget 2.1M
- Human Services-Under design-7000 Sq/ft house HS & Veterans Services- Proj Delayed Budget 1.917 million.
- State Dept of Health Facility at Loveland-under design-shared campus with HS bldg. County is advising on process and construction. Scheduled construction –is in DRC- Budget 10 million
- Public Works San Casa- Project start in Oct-Final VE items Complete Budget 600K
- Public Works Fleet and Administration Campus-(Bachman) RSH underway with planning and programming. and design Project Delayed Budget 9.7 million
- Sports Stadium-negotiations complete for Hunt/MT HOK for contract-kickoff mtg Jan 9. Project underway for A/E final schematics due early June-line item cost estimate also due concurrently. Construction phase one underway- project on schedule Early Jan 09 completion Budget 27.2M
- Englewood Annex-renovation and Sheriffs substation-Project Delayed
- West County Library-initial project status-A/E services awarded to Spillis Candela-contract accepted by County. Project Delayed Budget 12.2 million
- Fire EMS Training Tower-in design at FEMA site-Budget 1.2 million
- Fire Station #9 Expansion-expand bay and living areas-in design complete
- FEMA Murdock mitigation-windows-Engineering firm on contract for frame analysis –Contract with FEMA for approval-1.7 million
- Rotunda Wastewater Plant Expansion– BCC approved GMP- construction start 7/9 2 phases-mostly CCU
- North Charlotte regional Park-bids received on 9/17-under construction 4.45 million
- South Gulf Cove Park- complete-1.087 million
- Port Charlotte Pool House and site improvements-work underway- complete 1.4 million
- Sunrise Park-out for bid-under construction-2.6 million
- Energy efficiency upgrade-ongoing
- Law Library at the Justice Center-under construction
- South County Annex renovation-under construction- completed
- HR-Risk-renovation-under construction- completed on 8/07
- Animal Control move to EOC-final design Under construction- completed
- Project move in Bldg D-under construction- complete
- West Charlotte mini-transfer station-under construction- complete
- CC Fire Station #5-renovation of station-in design
- Family Services-planning for grant approved renovations- On target for 8/15 substantial completion. Received CO on 9/9 Budget 19.75 mill

Growth Management

- Department Services:
 - US 17 Corridor Study- Staff continues to meet with identified stakeholders in preparation for a September kickoff- Department and consultants contacted following: Commission office; RPC; County staff/MPO, DPW, CC School Bd; City of PG; Eco-voice and Peace River Audubon

Society; FDOT staff; Manager of PG Marina/Charlotte Young Professionals; Edison College; DeSoto County Planning Dept; Business owners within the Corridor area; Paige Kreegel; Peace River Club HOA, Ridge Harbor Clubhouse - 30337 Cedar Road PG; Peace River Shores Board Members

- Comprehensive Plan: Staff completed first internal task of re-drafting the Comp plan- reviewed every element of the existing Comp Plan- each element reformatted/restructured toward overall goal of making the Comp Plan easier document to read/understand. Existing Goals/Objectives/Policies edited and combined where intent is the same- result is significant reduction in repetitive language and clarity of purpose in each element- review of each element staff further streamlined GOPS of entire Comp Plan eliminating some elements entirely and dispersing respective GOPS throughout the applicable portion of the comp plan- this effort has formed foundation of the Comp Plan re-write where staff can now insert new GOPS as the vision plan for the county is completed.
- School Concurrency: No Activity
- Community Plans:
 - Manasota Key- MASKAC Committee and ARC no activity.
 - Grove City: Staff submitted/received comments/revisions to 2nd draft of the Grove City Community Plan. Comments currently being incorporated into document and revised draft will be provided to the Grove City Planning Committee for review.
 - Little Gasparilla Island: Advisory Committee meeting discussed amendment to Resolution to allow Board to appoint at-large member in case of a vacancy by an appointed owners' association member; LGI Zoning district– preliminary discussion; LGI Fire and Rescue– potential Independent Fire District.
 - South Gulf Cove: No activity.
- Development Review Committee:
 - DRC Staff received a total of 3 applications for the month of August:
- Zoning:
 - For the month of August 593 (up from 457 in June) permits were reviewed by zoning staff averaging approximately 148 permits per week. Average review time is 1.55 days.

Human Resources

- Applications processed: 987.
- Turnover rate: 0.0084%.
- Completed fourth phase of Reduction in Force (RIF). Processed over 100 interviews for part-time work in PRCR and hired 43 new employees, plus reduced a significant number of employees from full-time to part-time.
- Survey Section RIF will occur early October.
- Continue negotiations with IUPAT, with all but cost-tied articles to be agreed on.
- ELR team member participated in the Florida Society for Human Resource Management annual conference. Registration was free to this member. (Please read [*] ROI below.)
- Researched and provided report to Administration concerning 4-day workweeks
- Finalizing early retirement program for BCC employees.
- Learning & Organization Development & Risk Mgt combined offices in 5 story building– proximity to fellow team members successful- ability to cross-function/collaborate better on department projects.
- With RIF, HR hands in all divisions were on deck- not only laid-off and bumped employees, but assisted PRCR with their reorganization processes.
- Learning and Development:
 - Drafted list of 64 competencies for use with employees affected by RIF.
 - Provide assistance with resume/cover letter creation/list of job search websites/interview tips.
 - L&OD staff assisting with Employee & Labor Relations employee recall project – cross-training allows for exposure to generalist responsibilities while expanding staff skill sets.

- Team member represented department at HR FI Conference. Participation in best-practice learning events offers exposure to subject matter experts from across the U.S. and the ability to network with public/private org. This year's HR FI Conf addressed many topics- employee engagement/succession planning/coaching and providing feedback. Each topics relevant to C C, as we deal with the effects of property tax reform/aging workforce quickly approaching retirement; 55% County employees are over 45 and 29% are over 55.
- Needs-assessment conversations revealed a skill gap in public speaking; L&OD matched this need with an upcoming class. This allows for "just in time" learning that directly coincides with identified gaps to maximize effectiveness and application.
- Opportunities for coaching continue to present themselves- offers employees a safe place to express concerns and talk out possible solutions/responses to situations.
- Interviewing employees in a single department regarding team conflict resolution – diagnosing underlying causes and recommending course of action.
- Facilitated interview process for Assistant Fire Chief/Deputy Chief position using customized interview guides that address specific behavioral competencies needed for success. Interviewing for competencies is a critical step in the hiring process as it permits organizations to focus on desired behaviors while reinforcing the County vision and values.
- Surveyed Growth Management Planners through a self-report needs analysis in an effort to assess specific development needs – results will be mapped to appropriate learning options.
- Health Insurance
 - Loss ratio for month 101%. Based on rolling 12 months, we are at 94% loss ratio. Received bids for health insurance- currently doing analysis to determine which plan recommended. Looks like CIGNA has the best proposal for all the different alternatives we are considering. The Insurance Committee also heard 7 clinic presentations regarding the RFI we have out for onsite medical- placed on agenda; approval of ranking of clinic finalists and authorization to negotiate with the top ranked firm. This is an RFI and we do not have to award if we decide as a County not cost efficient method- making final recommendation by end of month; health insurance and clinic on the first October board meeting for approval.
- Property and Casualty:
 - Have RFP out for property-casualty insurance. Evaluation committee will score proposals/make recommendation to award property-casualty coverage to winning bidder for BCC approval.
- Workers Compensation: 28 workers compensation claims, 4 indemnity, 15 information only claims, 9 medical only.
- General Liability: Three claims. Paid out \$7,398.
- Auto Claims: Seven. (Credit this month of \$1,465).
- Property claims: None.
- ADA: Forming an internal ADA committee, with representatives from various departments, to meet monthly- Coordinate County's and departmental ADA efforts.
- Loss Control & Safety
 - Attended safety committee meetings for Parks & Rec, Utilities, Public Works, Environmental Serv.
 - Attended several Pre-Bid/Pre-Commencement meetings to discuss safety requirements of the County for contractors.
 - Dealt with ADA issues regarding West County Transfer Station, Sunrise Park.
 - County-Wide Safety Committee Mtg- County Safety Procedures Manual distributed for review.
 - Made site visits to several Public Works and Utilities jobsites.
 - Met with Landfill workers to discuss concerns for exposure to contaminate from compost.
 - Performed safety inspection of the West County Transfer Station.
 - Attended Florida Workers Compensation Institute Conference.
 - Performed ADA walk through and inspection of the Event Center.

Human Services

- Held preliminary discussions with national advisors of Healthy IDEAS (Identifying Depression and Education Activities for Senior) program implementation of depression screening in community.

Human Services Senior Services Division chosen as only site in country to receive a grant from the Retirement Research Foundation to implement the highly regarded evidence-based practice.

- During Hurricane Fay, Senior Services high risk clients were contacted to reaffirm the clients' emergency plans were in place and if necessary authorization was issued to contracted vendors to assist clients in obtaining supplies.
- Redesigned and internalized call down system for special needs/transportation dependant evacuations. Format for calls and routing redesigned using best practices benchmarks.
- Annual SHIP & Hurricane Housing Recovery Reports completed/presented to BCC for approval- to State 2 weeks ahead of deadline.
- Compiled 211 annual client surveys.
- Provided 211 training to volunteers from other departments who will staff 211 in emergency events.
- Participated in the County Insurance Committee, listened to the presentations and interviewed entities that submitted proposals to the County for an Employee Health Clinic.
- Met with Finance to structure proper accounting methods of housing funds within Eden System and mortgages that County will be responsible for over the next 30 years- set up procedures to be followed as funds are passed through & requested by outside contractors/vendors for audit purposes.
- Hired D. Abbott, Coordinator-Neighborhood Accountability Board Program- she's experienced working with risk youth and their families.
- Transitioned out all activities of Neighborhood Redevelopment Program as the program terminates.
- Met with Dr. Dollinger, grant writer for CCPS to begin planning for several state/federal grants that Family Services Ctr. will partner with for services to at-risk youth. Many grants focus on delivering both social and academic interventions to youth at risk of academic failure or delinquency.
- Met with County Attorney's Office to discuss establishing non-profit for the Family Services Center.
- Met with Supplemental Education Services Ctr. to discuss services provided at Family Services Ctr. (FSC) for school year 08-09. This year FSC will have two providers on site offering free after school tutoring to students at Peace River and Neil Armstrong Elementary Schools.
- Met with CCU and Housing Corp of CC discussed "Hardship" Program. Some assistance available to homeowners for sewer connections if they meet eligibility guidelines for State Housing Initiative Partnership Prog- any applicant should be referred to Housing Corporation to determine eligibility.

I.T.

- Human Recourse Department: Completed the department's relocation. Training successfully completed pilot project for thin client proof of concept. Project involved configuring new training lab using Wyse thin clients obtained from Sheriff's Office.
- Building Construction Services and Growth Management: Land Management Project, Accela software successfully installed. Kickoff week August 5th thru 8th, the software was demo to 100 staff members and the task of identifying Building Construction Services and Growth Management business process is in progress. The go-live date is scheduled for June 2009.
- Budget Department: GIS employed the utility data repository to assist the Budget Department in their 2008 legal certification of franchise boundaries for private County utility companies of which all passed this past week.
- Fire/EMS: Tele-Staff Server was successfully migrated off legacy server and upgraded, which fixed numerous bugs in the software. County Fiber installed at Fire Station 3
- County Disaster Avoidance Procedure Successfully Tested: Department took the opportunity to implement "Foreseeable event, Single Site Failure" component of IT Disaster Avoidance/Recover plans. The first simulated a single datacenter failure. This scenario would be executed during situations where County received forewarning of a pending single data center site failure or outage. Threats addressed by this scenario include but are not limited to; Extreme weather, scheduled utility maintenance (power), Data Center maintenance (facilities work, electrical and/or cooling) or any situation where we would need to run County operations from a single data center. Plan executed without issue as designed. Information gathered included full load performance data of a single data center and the number of person-hours required to execute failover and fail-back.

- GIS: SWFWMD and the Department of Revenue flew all of Charlotte County in January 2008 and provided a copy of the dataset to the County at no cost--processed and added to the GIS Website for public consumption. Received numerous calls thanking us for putting the imagery online--imagery saved over \$100,000 in local taxes.
- MPO: Moved from Taylor Rd., Punta Gorda to Eastport Campus to space vacated by Animal Control. (10 PC's, printers, network printer, plotter).

Parks, Recreation and Cultural Resources

- Department Administration
Public Meetings:
 - Attended Florida Recreation & Parks Association Conference
 - Attended Fire Station #11 Opening
 - Attended Leadership Academy
 - Attended Media Sneak Peek at the Event Center
 - Meetings with BCC- Ripken/Rays Agreement & Event Center Food/Beverage Contract
 - Attended Parks & Recreation Advisory Board Meeting
 - Conducted Blueways Trails trip for field marker locations
 - Conducted presentation at the Sunrise Rotary (Englewood)
- Public Outreach:
 - Facilitated 2 Opening Programs – Chester Roberts Park & Event Center Media “Sneak Peek”
 - 11 Press Releases written and published
 - Produced/distributed 510 program flyers/5 brochures, 1 CCTV Bulletins, and 1 webpage update
 - Adm office staff fielded 1,945 telephone calls- 22 web mail inquiries for month
 - 27 Citizen Concerns processed
 - 180,118 hits to the Department website
- HR/Volunteer Coordination:
 - Facilitated Drug Screens of 47 applicants for new part-time positions
 - Processed FDLE background Checks of applicants for new part-time positions.
- Financial Services: No activity
- Historical:
 - New exhibit *Little Salt Spring: Dive Into the Past* at Sarasota History Ctr./Unv Miami- 80 visitors
 - Environmental Services in Jacksonville began field work Phase 2 of county-wide Survey of Historical Resources. Archaeologists/architectural historians documenting historical resources in inland areas- testing predictive model for archaeological sites
 - CC Historical Ctr. summer camp served 91 participants- 62 visitors' toured historical exhibits.
 - 20 volunteers donated 292 hours for a total 5,228 hours.
- Libraries:
Use Statistics:
 - 75,000 items checked out
 - Average number of items circulated per day 3,570
 - 53,937 visitors to libraries during month
 - 10,700 computer uses, an average of 509 per day
 - 2,789 visited Mid County to cast ballots during early voting- 8/26 primary/sales tax referendum
 - Over 115,700 hits to the library web site
- Other:
 - R Bennett, Supervisor, PG Lib, graduated from Sunshine St Lib Leadership Institute/Tallahassee
 - Volunteers donated 1,217 hours to libraries
 - A Layne, Supervisor, Circulation at Mid Cty Reg Library, assumed same at Pt Char Library.
- Parks:
Land Management Section:
 - At Cedar Point Environmental Park, 1400 feet of new trail has been cleared in preparation for the installation of an ADA accessible trail.
 - At Oyster Creek Regional Park's environmental area, 2100 feet of fence has been installed.

- At Charlotte Flatwoods Environmental Park, 6700 feet of fence line cleared.
- Directional sign posts installed at 29 trail intersections/Amberjack Env Park- 20 trail intersections at Tippecanoe Env Park.
- **Recreation:**
 - Pop Warner began at 3 locations: Franz Ross Park/Oyster Creek Regional Park/Carmalita Park.
 - Early voting began at Tringali and Carmalita Recreation Centers at 8/11 and continued to 8/23.
 - Held Primary Election at Pt C Beach, Harold Ave, Tringali & Carmalita Recreation Centers 8/26.
 - Staff part of County team researching Food & Beverage candidate for C Hbr. Event & Conf Ctr., visited like facility saw candidate serve lunch over 1,000 people- followed up with food tasting.
 - Held 4th Annual Run the Like the Wind 5K at North Charlotte Regional Park- 91 participants.
- **Support Services:**
 - Event Center marquee sign variance request passed 1st P.H. at P G Bd of Zoning Appeals
 - Final Draft of South Gulf Cove Park System Master Plan presented at stakeholders workshop
 - Charlotte County's first Blueway trail marker system field located in Coral Creek/Catfish Creek
 - Substantial Completion inspection was conducted for North Charlotte Regional Park Phase II.

Public Safety

Animal Control Director:

- Moved into Public Safety Building. All employees adjusted to new location.
- Meeting with Animal Welfare League discussed upcoming issues regarding Suncoast Humane Society opting out of contract.

EOC:

- Staff involved in training opportunities hosted at Emergency Operations Ctr: Incident Management Team Planning & Command. Coordinator/Emergency Planner successfully completed training.
- Director met with CERT Coordinator & Training Leader for utilization of \$5,000 CERT grant awarded.
- Director participated in symposium with Dept of Elder Affairs- particular concerns of senior population facing potential disasters.
- Director hosted new CFO from Fawcett Hospital toured Public Safety building.
- Director addressed 40 residents of retirement community in Grove City.
- U.S. Senator Mel Martinez sent rep Chad McCloud to tour Public Safety Bld & meet EOC staff.
- Dir. & Animal Control met with rep's of Dept. of Agriculture's Animal Indus. Div- issues large animals.
- Activated response to approaching Tropical Storm Fay- staff coordinating capturing costs in response to storm. County was declared by FEMA for Category A & B.- should recover 87 ½ % of costs (75% Federal- 12.5% State) incurred & staff time during the St of Emergency declared by BCC 8/18.
- Director hosted monthly radio show on WCCF days after Fay's passage. American Red Cross Chapter was guest and recent response to Fay the primary topic.
- Director participating in American Red Cross Chapter Bd Meeting & Local Emergency Planning Committee (LEPC) for hazardous materials meeting at the Regional Planning Council in Ft. Myers.

Fire/EMS: No activity.

Public Works

- **Finance:**
 - **Change Orders:** Change Orders are reported to the Board of County Commissioners only when there are changes that increase the amount of funding for a project. Cost reductions or project savings are not formally reported. The tabulation below shows the amount of savings by project. The previous year's total savings is also shown.

Charlotte County Public Works Department			
<u>Contracts Resulting in Savings – FY2007/2008</u>			
Project	Contract #	Savings	Vendor
Pavement Testing – West County	07-012	\$8,416.00	Universal Engineering
CEI West County Sidewalks	07-041	\$33,075.00	American Consulting Eng.

Pavement Testing – Mid County	07-012	\$5,480.00	Universal Engineering
Design Group 9 Sidewalks	04-370	\$1,710.00	Giffels Webster
Design Midway & Quasar Sidewalks	05-413	\$12,220.00	Giffels Webster
Sidewalk Connection Group 7	06-245	\$1,003.29	C-Squared
Elkcam 3.0 Drainage Structure	06-328	\$33,778.65	Thomas Marine Construction
Stormwater CEI Services	06-011	\$8,630.00	Giffels-Webster Eng. Inc.
WA #19 Stormwater Control	01-345B	\$2,288.00	Driggers Eng. Services
Quasar Sidewalk Testing	07-012	\$1,735.00	Ardaman & Associates
Rampart/Luther Testing	07-012	\$7,685.00	Dunkelberger Engineering
Rampart/Luther Signalization	06-388	\$75,074.69	Southwest Signal
Pavement Rejuvenation Seal	04-325	\$3,620.35	Placida
Pavement Rejuvenation Seal	04-325	\$390.40	Punta Gorda Non Urban
CEI Services-Fordham WW WA #1	07-206	\$28,984.96	Wilbur Smith Associates
Town Estates Power Shearing	07-028	\$5,987.20	Clear Zone Maintenance
Stormwater Master Plan Forham/Niagra	07-196	\$17,264.71	Giffels-Webster Eng. Inc.
Design Sidewalks - Peachland	04-109	\$2,163.20	Giffels-Webster Eng, Inc
Engineering Coral Creek Bridge	07-350	57,220.00	DMK Associates
Engineering Coral Creek Sidewalk	07-337	\$1,487.50	Giffels-Webster Eng. Inc
Rotonda Curbing	07-012	\$761.00	Ardaman & Associates
US 41 Urban Trail	07-012	\$5,479.50	Ardaman & Associates
South County Sidewalks	07-012	\$815.00	Ardaman & Associates
Grove City Walking Park	07-012	\$1,500.00	Ardaman & Associates
Toledo Blade/Lakeview Intersection	98-142	\$218.00	Charlotte Engineering
Toledo Blade/Lakeview Sidewalks	98-142		Charlotte Engineering
Total Savings		\$328,293.25	

Charlotte County Public Works Department
Contracts Resulting in Savings – FY2006/2007

Total Savings	\$2,468,006.66
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- Received \$85,609.81 from FDOT for Piper Road Improvements.
- Received \$148,941.31 from FDOT for Aqui Esta design.
- **Engineering:**
 - **Aqui Esta Drive Improvements:** 100% approved by FDOT-all acquisition of necessary parcels obtained. Bidding process underway. Pre-Bid meeting August 13, 2008--bid opening September 10, 2008
 - **Coral Creek Bridge Replacement:** All necessary right-of-way acquired--all permits obtained. County solicited bids for construction, low bidder Thomas Marine Construction from Fort Myers, contract will be \$8,310,159.91, which includes the replacement bridge and associated roadway improvements, relocation and improvement of Charlotte County Utilities and Gasparilla Island Water Association facilities. At the Preconstruction Meeting the Notice to Proceed date was set for September 29, 2008.

Purchasing

- **Pre-Submittal meetings held:**
08-396 Property & Casualty Insurance
- **Shortlist meetings held:**
08-158 Hurricane Protection Retrofit - Distributor/Installer
- **Presentations held:**
08-273 On-Site Medical Facility Clinic
08-248 Food & Beverage Concession - Event Center
- **Proposals due and received:**
08-341 Charlotte County Visitors Guide
- **Quotes due and received:**

- 08-350 Replacement of Fire Suppression System
- 08-343 Projection Screen - Event Center
- 08-356 Street Sign Posts
- 08-354 Repair Manhole Lining
- 08-353 LCD Display Boards - Event Center
- 08-372 Folding Tables - Event Center
- 08-371 Printing & Mailing of Postcards - Automated Garbage Service
- 08-377 Plywood Folding Tables and Chairs - Event Center
- 08-394 Fuel Pump Upgrades & Repairs - Fire/EMS
- 08-379 Gravity Sewer Repair - Preserve Windward
- 08-369 Tag Tilt Trailer
- 08-406 Miscellaneous TV Station Equipment
- Pre-Bid meetings held:
 - 08-322 Water Quality Analysis
 - 08-342 Annual Vehicle Contract
 - 08-352 Sod - Supply, Deliver and/or Install & Hydroseeding
 - 08-325 Water / Wastewater Chemicals
 - 08-358 Automotive & Heavy Lubricants & Grease - Annual
 - 08-321 Storm Debris Clearing - Canals
 - 08-333 Storm Debris Clearing - Ditches & Lakes
 - 08-327 Tree & Brush Power Shearing
 - 08-365 16" Force Main - CR 771 and Butterford Waterway Crossing
 - 08-360 Executive Search Services - Annual
 - 08-222 Aqui Esta Road Improvements
 - 08-367 Gulf Cove Waterway Maintenance Dredging
 - 08-382 Sale of County Owned Property
- Bid Openings:
 - 08-302 Environmental Campus Generator Installation
 - 08-342 Annual Vehicle Contract
 - 08-322 Water Quality Analysis
 - 08-328 Lift Station #801 Rehabilitation
 - 08-348 Annual Office Moving
 - 08-340 Westport Deep Well Injection Pump Upgrade
 - 08-321 Storm Debris Clearing - Canals
 - 08-333 Storm Debris Clearing - Ditches & Lakes
 - 08-352 Sod - Supply, Deliver and/or Install and Hydroseeding
 - 08-334 Fabricated Road Signs
 - 08-327 Tree & Brush Power Shearing - Annual
 - 08-360 Executive Search Services - Annual
 - 08-358 Automotive & Heavy Lubricants & Grease - Annual
 - 08-355 Charlotte Harbor Event & Conference Center - Kitchen Equipment
 - 08-261 Exercise & Fitness Equipment - Sports Park
- Request for Letters of Interest due:
 - 08-351 Work Order #46 Environmental Text Writing/Editing.

Real Estate Services

- Habitat for Humanity: Parcel exchange discussed- large tract of land owned by Habitat on Westchester Blvd exchanged for several smaller County owned lots. Further discussions in fall to determine the feasibility/benefits of this proposed transaction
- Murdock Village - Hope to conclude settlements within next 3 months. BCC approved easements provided to FP&L/Embarq/Comcast & the license access to parcel P-10 (telecommunications tower access) at 8/12 mtg.- should allow County to finalize plat vacation
- Tippecanoe II: Flamingo Waterway Corp on-going- will take many months to resolve.

- Flamingo/Edgewater: Ongoing attempt to negotiate acquisition of all 14 parcels.
- Piper Road: Ongoing- preparing Resolution of Necessity allowing County to acquire all parcels.
- Burnt Store Road: On going- approx 195 parcels and/or easements- preparing a Resolution of Necessity allowing County to acquire all parcels required for project thru eminent domain.
- Midway Expansion: Advised by D. Quick like to begin construction early 09- working with P W to ensure necessary easements/acquisitions in place to allow for construction to begin.
- Environmental Lands Acquisition Program: Continue due diligence- access) Ryals Ranch & potential acquisition of additional lands.
- Public Works: projects- Aqui Esta, 41 Beautification, Winchester South, Peachland sidewalk.
- Toledo Blade and Hillsborough Boulevard Improvements: Acquired 4 parcels- preparing Resolution of Necessity to acquire all parcels required for project eminent domain process.
- CCU: No change. Continue to work with CCU on several projects
- Potential Surplus Parcels: No change. Anticipated proceeds \$100,000 and \$200,000- continue to look at other disposal opportunities
- Customer Satisfaction Survey: overall "Excellent" rating
- Weir Replacement Sites: No change.

Tourism

- Director:
 - Visitor's Bureau's Official Visitor's Guide won VISIT FLORIDA Flagler Award presented at Annual Governor's Conference on Tourism. Flagler Awards-most competitive coveted award in Florida tourism industry
 - Conducted Quarterly Tourist Development Meeting
 - Rated bids from Purchasing Department for production of '09 Visitor's Guide
 - Participated in comprehensive agency marketing/media planning session for '09
 - Wrote monthly Sun Herald column
 - Participated in 7-county 'Florida's Golf Coast' conference call for planning the annual "Writer Cup" familiarization tour for golf and sports writers
 - Participated in strategic planning workshop retreat for bureau staff
 - Preparation TDC strategic planning retreat; multiple phone calls with facilitator
 - Attended Arts & Humanities Board Meeting- presented promotional opportunity for local artist
 - Gaylord Palms Resort annual County Christmas Wreath program
 - Conducted individual project update meetings with staff
 - Conducted bi-monthly staff meetings/reviewed ongoing future projects
 - Provided tourism statistics for potential beachwear retailer looking at Englewood area
 - Took site tour of new Sleep Inn Hotel property and met with the General Manager
 - Attended monthly meetings on Event Center planning- 'tasting' food prepared by prospective caterer- Boston Culinary at Tech Center; attended ranking meeting on caterer; provided info on catering bid. Helped to coordinate Media Sneak Peek for Event Center
 - Submitted consultant usage information
 - Continued to define strategic planning for meeting & conference trade show outreach
 - Participated in Muscular Dystrophy Fund Raising effort
 - Attended final Enterprise P.G. Board Meeting for organization by City Council
 - Monitored status of all staff projects
 - Attended Ripkin Baseball press conference.
- Communications & Marketing:
 - Meetings/conferences/events/industry *Sports Travel & FSAE Source* magazine
 - Advertising Agency met/addressed issues: project approvals/media flight plan/campaign/ads/collateral and program development
 - Direction and approval for CRM program e-promotions include *Nature & Wildlife* e-blast/summer eNewsletter

- Provided offsite venue list/photos/direction in redesign of the VB's leisure travel web site- creation of new meetings/conferences web site
- Conducted comprehensive audit of Bureau's leisure site, CharlotteHarborTravel.com/generated an action item list for redevelopment/enhancements
- Report/visuals for quarterly TDC meeting/contributed items for various reports: Inquiry Report, Administration report and column, and CCNews
- Printed '07 Annual Report
- Created/implemented 'Have You Heard?'-monthly (or bi-monthly) e-newsletter to industry partners
- Completed design/pre-flight of new presentation folders to use as the Bureau's Media Kit
- Designed cover of map for visitors in welcome centers/businesses
- Created artwork/collateral/invitations/e-promotion for upcoming Blanchard House special Cuban exhibit
- Assistance/direction development of "Wreaths Around Main Street", P.G. holiday program
- Rotated/updated feature spots www.CharlotteHarborTravel.com home page, created new landing pages and updated various pages
- Prepared/submitted *Charlotte Currents*, Visitor's Guide/Annual Report for County's web site
- Internet ads on TravelPromotion.com
- Participated in quarterly TDC meeting and staff retreat workshop.
- Public Relations:
 - Wrote/distributed press releases on: Lucky British Couple Win One-Week Stay in Charlotte Harbor & the Gulf Islands- Coordinated couple lodging/activities/welcome packet. "New La Quinta Inn & Suites- image provided to *Charlotte Sun*; 'Flagler' Awarded to Charlotte Harbor & the Gulf Islands Visitor's Bureau;" "Cuba/Punta Gorda/Charlotte Harbor Connection Exhibit to Open at Blanchard House Museum—release written.
 - Administrator's weekly newspaper column for County's CCNews.
 - Assisted author of *A Brief Guide to Florida Monuments and Memorials*, locating bookstores/organizations for sale of book/speaking engagements.
 - Continued liaison with PamelaAnn Campbell, editor with travel-travel-travel.com.
 - Submitted Microtel for inclusion in VISIT FLORIDA's "what's new section" of FI Specialist newsletter distributed over 1,000 travel agents who have Florida Specialist certification.
 - Site visit of La Quinta Inn & Suites-met Sam Kumar, General Manager-provided vacation guides to property for distribution.
 - C H-Visitor's Guides to Lee County Blueway Mobile for Calusa Blueway Paddling Festival.
 - Provided updated Holidays-Harbor info to Coastal Living Mag & photos.
 - Pitched: VISIT FLORIDA- unique 12 months of events/activities release; VISIT FLORIDA's U.K. office for cultural amenities- upcoming press release.
 - Added images to CleanPix Bureau's image library.
 - Researching geographical data for Web site—roadblock with some measurements- cannot verify accuracy.
 - Continued work on FI Outdoor Writers Association Annual Conference-opening night dinner, ordering gifts/coordinating pre and post FAM trips/Friday activities.
 - Continued work with PR agency- activities with industry partners.
 - Prepared/submitted itinerary for a pre-FAM trip for Midwest Travel Writers Association Annual Conference meeting in Orlando- trip tentative.
 - Staff participant in: Quarterly TDC meeting and Staff Retreat.
 - Attended Charlotte County Young Professionals luncheon.
- Sales & Sports Marketing:
 - Met General Managers and/or Directors of Sales of Microtel Inn & Suites/Sleep Inn & Suites/LaQuinta Inn & Suites-discuss lodging needs- upcoming events/strategies for attracting small regional meetings to properties/creation of vacation packages for county's website.
 - Met with Parks & Recreation staff-discuss progress of bureau's creation of a meetings-specific website (www.CharlotteHarborMeetings.com) for Event Center--plans for grand opening

events/status of the food & beverage contract/logistics/timing of conducting a meeting planner site visit later this year or at the beginning of 2009.

- Toured Kings Gate meeting space-compiled information/specifications of meeting space in the county added to our meetings-specific website. Finalized arrangements with Kingsway Country Club for next month's golf travel writer FAM.
- Reviewed 2008 Visitor's Guide and provided specific input to update and improve the 2009 edition.
- Met with Ripken Baseball-discussed relationship as it relates to hosting baseball events in Charlotte Sports Park while they are running their seasonal program.
- Assisted Charlotte BMX in securing several lodging options at preferred rates for the Sunshine State BMX Championship Qualifier scheduled to take place in Punta Gorda in February 2009.
- Participated in quarterly TDC meeting/staff retreat workshop.

Utilities

- Operations Division
- Treatment Facilities:
 - Personnel: Operator trainees taking certification tests.
 - Reuse Ordinance: Links & Long Marsh-no response could jeopardize service.
 - Grease Treatment: Equipment repaired/services restored.
 - East Port Operations Building: Awaiting final DRC approval.
- Water Distribution:
 - Personnel: Booster section trainee passed exam for Water Treatment Operator "C" license. Section holds 14 Water Distribution licenses, 8 others applied.
 - Distribution System: Completed 14 new water service line installations; repaired 56 line breaks; exercised 22 water valves; flow tested 83 hydrants- system maint.; changed out 49 galvanized service lines as system maint.; responded 49 water quality calls; serviced 9 vehicles Fleet; installed 2 hydrants Linwood St. Replaced broken hydrant; installed 3 Hydro Guards; replaced 4" meter for PC High School; installed 6" meter set GIWA; assisted contractor in isolating 11 fire lines in Burnt Store for service; replaced a 12" isolation valve at #2 Booster for contractor. Peace River water plant-problem activated Englewood interconnect for West County/lowered the pressures from boosters to restrict flow; system not returned to normal. Received call from Peace River water plant alerting us of unauthorized release of high turbidity and high color water. FDEP said Tier 1 alert not required in this instance. Fort Myers office agreed. Met with FDEP in Ft Myers to discuss long form consent order due to low residual levels in South Gulf Cove. Discussed plan of action--implementation in next two weeks. Currently 5 line techs working area full time to resolve the issue.
 - Booster Stations: #2 Golf Course out of service. At #3 (Gulf Cove) performed preventative maint.. Short caused need to replace the pump leads on #1 pump - ADF was 2.625 MGD. At #4 (Walenda) performed preventative maintenance and pressures were lowered to reduce flow during the Peace River plant failure - ADF was 3.413 MGD. At #6 (Rotonda) performed preventative maint. Repairs made to the 5kw generator. Fill valve did not close all the way-rebuild kit ordered. Rebuilt in next two weeks - ADF 2.191 MGD. #7 (Ingraham Injection Station) Wiring installed PLC-4 metering pumps working on PLC to maintain residual levels more accurately - ADF 275,268 GPD. #8 (Englewood Interconnect) activated/running at 1MGD to make up for the loss of water from Peace River plant - ADF across Myakka River to West County 586,637 GPD.
 - Sampling: Monthly compliance samples completed.
 - Boil Water Notices: Four notifications processed.
- Wastewater Collection:
 - Gravity/Force Mains: Inspected 3 sewer back ups; 4 job site restorations; repaired 44 manholes (re-cemented ring and cover, installed risers; inspected 110 manholes; repaired 1 wastewater lateral/sinkhole; TV 2 laterals for blockages; repaired 1 force main leak at blow off.
 - Personnel: 5 employees attended FWPCOA Short School receive "C" certification in collection.

- Lift Stations: 358 lift station preventative maint. work orders; 128 corrective maint. work orders included check valve cleaning; pump de-ragging/wet well cleaning; 2 confined space entries repairs; LS 89 discharge lines under repair; LS 34 discharge 2 under repair; telemetry unit maint. switch installed on 50 units; 6" force main drop pipe installed in manhole at 238 White Marsh Lane; LS 420 Pirate Harbor on-line; pressure recorder readings taken from LS 24 and 325; three submersible pumps rebuilt.
- Low Pressure Sewer: Responded 235 low pressure sewer service calls; installed 9 new services; upgraded 23 existing systems; replaced 4 collapsed tanks; installed 2 mandatory connections in Pirate Harbor, and repaired 11 leaks.
- Finance Division:
 - Review and calculate Pirate Harbor MSBU assessment rate
 - Prepare for and attend BCC meeting for presentation of update to 2006 Rate Study
 - Begin FY08 reviews and discuss goals for staff in FY09
 - Meeting with Clerk's office to discuss funding opportunities
 - Send updated information to Budget Department
 - Test new timesheets with select staff
 - Meet to discuss moving payroll entry to Eden module
 - Begin preparation of 2009 Budget Module for CCU departments
 - Cross training due to staff changes
 - Began Financial Year End Closeout procedures
- Business Services:
 - IVR: No new activities.
 - Mass Notification: C&M staff completed mass notification testing. Staff develop prioritized list of announcements, estimated number to share with C&M. Business Services wide effort to standardize/verify cust. contact information underway. IT working on method for collecting data-maps based on valves, premise code (GIS), phone number, e-mail address (Banner) allow for mass notification to occur based on parameters established by CCU.
 - New Bill/Electronic Bill: No new activities.
 - Build Const Serv Liaison: 25 utility inspections- prior to CO; created checklist/process for inspections for standard criteria; checklist shared with builders- minimize last minute corrections.
 - EZ-Pay: 9489 bill payments processed. Break downs: 2,337 one-time pays, 3,456 recurring payments; 3,696 payments through Cust. Serv. Reps; 105 returned items in system; 42 insufficient funds; 63 invalid bank number.
 - AMR Replacement: 6 Orion AMR transponders were installed. Of the 21,008 customers with AMR transponders 5,823 have ITRONs and 15,187 have Orion. The ITRON transponders had a two-year warranty while the Orion transponders have a 20-year warranty. The 21,008 represent 38 percent of our customer base with AMR meters.
 - Cust Serv: 7,449 phone calls; 2 new service requests, \$8,334.61 connection fees.
 - Landlords Association: No new activity.
 - Meter Services: Installed 1 new -existing lines; 28,684 manually read, 67 skipped less than .1 % of all reads); 49 misread less than .1 %; 2,391 service orders closed, including check meter/verify read, box/lid maintenance, shut-off/turn-on.
 - Billing & Collections: Revenue- returned checks \$3,686; FY-08 YTD total: \$28,892. 1,148 accounts shut off--non-payment. Reconnection revenue (meter was turned off) collected \$28,892, penalty revenue \$35,673; premise visit revenue payment before shut-off occurred-\$520. Total delinquency revenue: \$90,603; FY-YTD 08 total: \$655,184. 34 meter-tampering occurrences total revenue \$7,380; FY-YTD 08 total-\$81,170. 205 liens filed, representing \$42,945; 16 liens were released.
- Community Relations & Water Conservation:
 - Internal Communications: On-Tap editorial team organized/edited CCU photo library--articles for CC News. Researched/distributed daily news articles-facilitated presentation of FL Water Prof Week proc by Comm. D'Aprile at East Port WRF.

- General Services: Maintained customer contact databases; provided phone coverage for Administration.
- Media Relations: Utilities stories; issued press release/photo on Florida Water Professionals Week.
- Interdepartmental Communications: Assisted C&M staff-PIO function at EOC; Facilitated internal planning for Government Day.
- Water Conservation: Toilet Rebate Program:-prepared news brief for Chamber newsletter on availability, individual commercial/multi-family customers to determine interest; worked with SWFWMD representatives on joint marketing efforts for Water CHAMP (hotel program), Water PRO (restaurant program) and TRP. Efforts to include joint press release, bill insert and Web page links and information; usage data to SWFWMD Water CHAMP coordinator on participating CC properties; Completed research on Indoor Water Conser. Kit prog. Contacted Conserve FI group volunteer assistance in various teams reviewing the Conserve FI Clearinghouse-GUIDE prog; monthly customer data to SWFWMD- water conserve. pilot study. Provided assistance related marketing/outreach efforts. Zero warnings and no violations.
- Customer Relations/Community Outreach: Researched and responded to various customer questions and concerns; provided updates and additions to CCU Web page.
- Engineering Services Division:
 - 33 developer project inspections, 357 CIP inspections, 13 LPS Installations, 13 LPS Start-up Inspections, 416 total
 - 4 Developer Agreements prepared
 - 247 active developer projects; 4 closed projects
 - 5 new sets of plans received; 8 revised sets of plans submitted for approval
 - 79 residential service availability letters prepared
 - 8 water and sewer services field verified
 - 822 locates processed from Sunshine State One (60 man hours)
 - 14 residential service applications processed
 - 20 Rotonda Sands service locates
 - 2 permits received
 - 9 record/as built drawings reviewed
 - 41 Large Intersection Locates/Design Tickets (88.9 man hours)
- Major Work Orders:
 - WO #6: Regional Reclaimed Water Expansion: Completion of punch list items expected.
 - WO #7: Burnt Store RO Water Treatment Plant Expansion: Specs sent to Purchasing for production/monitoring wells; RO Plant expansion – Submittal- shop drawing approvals on-going. Operations Building -contractor begun mobilization project on schedule.
 - WO #10: Biosolids Analysis: The permit modification to the East Port WRF permit was prepared by Hazen and Sawyer and has been approved by FDEP.
 - WO #28: Rotonda WRF Expansion: Construction is proceeding on schedule. CCU Engineering is working with Boyle to update the Reclaim Water Protocol as required by FDEP when a change to the reclaim process has been made. This would need to be in effect when the new plant goes on-line.
 - WO #29: Upgrade Tanks & Boosters: Site-piping work on-going at golf course. Submittal/shop drawing approvals on-going.
 - WO #30: Pirate Harbor Sewer: Financial project close-out.
 - WO #32: Burnt Store Lift Stations: Preparing construction notification letter to HOA.
 - WO #39: East Port WRF Expansion: Received Headworks, Bar Screen and Pista Grit bid documents being reviewed by eng. staff for any required revisions before submit to Purchasing.
 - WO #42 and #59: Lift Station Rehabs: Finalized Bid Plans being prepared.
 - WO #44: Spatial Information Assessment (Geodatabase): QA/QC review of gathered utility data started. Draft of Procedures for Updates and Queries submitted and commented on.
 - WO #45: SR-771 Forcemain: Pre-bid conference held. Bid opening scheduled.

- WO #46: Water Transmission Main: Kings Highway: Clearing/directional boring begun. Seyburn Terrace water main-complete. Kings Highway portion of project revised to provide a future connection for 24" PRWA pipeline at Wal Mart -eliminate all hydrants.
- Rotonda Villas & Springs: Water & Sewer System: County Surveying Dept authorized to establish GPS points and Bench Marks within the extent of the development; work should be completed September.
- WO #53: Rotonda Sands & Meadows: FP&L invoices paid- proceed with installation of new lines serving the lift station in the Sands and one in Meadows.
- WO #60: Babcock Ranch: The third RAI submitted to SFWMD. A response is expected from District.
- WO #62: LPS System (CH-CRA): 95% complete east of U.S. 41-pressure testing early September; pipe connections to be completed, LS 72 area and east of US 41. Work commenced on both LS 72 rehabilitation and new lift station at Pinnacle St. Coordinating with FP&L for power upgrades at both lift station sites.
- WO #65: Golf Course Reuse Storage: Due to Kings Island Golf Course going into foreclosure-request to cancel project sent to SFWMD.
- Midway Force Main/LS Rehabs: Design-complete; construction according to CCU's schedule for CIP. Funding determined before further progress.
- WO #70: Rotonda Reclaimed ASR Well Design: No official word from the FDEP on ASR Well design submittal; ASR Systems in verbal communication with FDEP reviewer.
- WO #71: Deep Creek Force Mains: Staff reviewed 90% plans provided comments to Engineer for LS 303 & 309 during a workshop. Final bid plans/specifications ready for bid advertisement.
- Sewer Rehab 2007- 2008: CCU evaluating video reports-waiting for final sets.
- Miscellaneous:
 - CCU University/Training: No new activity.
 - Safety & Security: Workplace Safety Comm. meeting reviewed accidents--inspection of Central County Water Booster Stations. Committee submitted report findings to management. Vulnerability Assessment team meeting for East Port WRF analysis phase of assessment progress delayed weather events--back on track with new schedule shortly. The MPO moved to Envir. Campus given copies of Campus Emergency Response plan for employees. Activated CCU Incident Command staff prior to Fay's anticipated arrival. IC staff put on full alert. Utilities Staff activated for Fay at EOC; Utilities staff assigned at EOC.
 - HR: Skill Based Pay processed-10; Employees no options-9, bumped to another dept-4, bumped within CCU-3; bumped-in from another department-2; Layoffs complete. Approved count: 216, Current vacancies-2, Line Tech, Maintenance Mechanic.
- Utility Franchise Regulation: No new activity.