

Charlotte County
Board of County Commissioners
Staff Report
October 2008

Budget Office

- Capital Improvements Projects (CIP) five year Ordinance was passed.
- Adopted CIP book was published, distributed and put on WEB
- Adopted Line Item Book was published, distributed and put on WEB
- Completed Truth In Millage (TRIM) Certification Package and have received the Certificate of Compliance back from the Department of Revenue.

Building Construction Services

- Permitting:
 - 27 Single-Family Homes issued in October 08 – down 38% on October 07
 - 0 Multi-Family permit issued in October 08 – no change from October 07
 - 21 Commercial permits issued in October 08 – down 74% on October 07
 - 1203 miscellaneous permits issued in October 08 – down 9% on October 07
 - 1617 Customers served in the Murdock office – down 54% on October 07
- Plans Review:
 - 805 plans reviews completed in October 08 – down 14% on October 07
- Inspections:
 - 6675 inspections completed in October 08 – down 38% on October 07
- Licensing:
 - 61 new contractor licenses issued in October 08 – down 22% on October 07
- Land Development Activities:
 - October 2008
 - 34 Online Utility Permits issued in October 08 – down 21% on October 07
 - 159 Utility Inspections completed in October 08 – up 29% on October 07
 - 3 PTO's and ROE's completed in October 08 – up 71% on October 07
 - 0 Vacation completed in October 08 – no change from October 07
 - 140 ROW Applications Reviewed in October 08 – down 21% on October 07
- Financials:
 - Permitting revenue was \$215,592 and expenditures \$192,645 showing a surplus for October of \$22,947.
 - Licensing revenue was \$8,674 and expenditures were \$51,799.
- Updates:
 - Jim Evetts appointed to State Construction Industry Licensing Board that regulates contractor licensing throughout the state of Florida.
 - Accela Update –mid-way through configuration documents. Implementation on track for 6/09.
 - BCS participated in Community Rating System cycle review with ISO/CRS Specialists on 10/21/08. CRS determines discount in flood insurance premiums given to CC property owners.

Communications & Marketing

- Produced Orientation Manuals for the new commissioners. Collected data and documents to provide a brief overview of the organization and provided general guidance for their first 30 days in office.
- Met with Learning Division, shared ideas on development of Employee Academy -provided this service, in the past, as a part of the Citizens Academy program.
- Began preliminary production for the 2008 Annual Report.
- Supported EES with public relations issues related to the garbage cart program.

- Revised, updated Charlotte County Owner's Manual as on-line publication -Manual is a guidebook for navigating government, provides information on services and contact numbers.
- Organized grand opening of Prairie Creek Preserve.
- Assisted in the Veterans Stand Down for homeless Vets.
- Assisted Growth Management with the Smart Charlotte Vision Plan public interaction.
- Worked with Public Works on the Sales Tax presentation to the BCC.
- Press Releases section on website continues to be very popular with 18,779 hits for the month.
- In addition to the production of regularly scheduled meetings (four), CCTV-20 produced and broadcast live two League of Women Voters Candidate's Forums.

Economic Development

- Inquires/Appointments/Successes:
 - Continued to work with 33 pending prospects.
 - Appointments with 17 local businesses.
 - Custom Proposals developed and sent to 2 businesses.
 - 1 Site Consultant visits.
 - 1 Incentive Application.
 - 1 Impact Analysis.
 - Provided 19 external companies and 9 County departments with various demographic and market data packets.
- Group Presentations/Media Interviews:
 - Charlotte Sun: Bob Fliss re: IDA, Eco Council and job recruitment; and Greg Martin re: U.S. 17.
 - Southwest Florida Regional Technology Partnership.
 - Human Resources Staff Meeting
- Meetings:
 - Federal Level
 - Congressman Mahoney
 - FDOT
 - State Level
 - Florida Economic Development Council
 - Enterprise Florida
 - Representative Kreegel
 - Regional Level
 - Southwest Florida Regional Technology Partnership
 - Southwest Florida Workforce Development Board
 - Southwest Florida Regional Angel Fund
 - FGCU Solar Facility Groundbreaking
 - Local Level
 - Charlotte County Industrial Development Authority
 - Enterprise Charlotte Economic Council Kickoff Luncheon
 - Charlotte County Chamber Board of Directors
 - Charlotte County ULI Strategic Organization
 - City of Punta Gorda
 - Charlotte County Airport Authority
 - Commercial realtors
 - Blue Bell Ribbon Cutting
 - Sun Loft Grand Opening
- Office Activities:
 - Data collection and website updates.
 - Agendas/Minutes-coordinated mtgs for Enterprise Charlotte Eco Council/Industrial Dev. Council.
 - Intern recruitment.
- Research and Policy Initiatives:
 - Worked with Charlotte County Chamber to formulate Business Retention Plan.

- Researched opportunities for solar energy business recruitment.
- Worked with Growth Management on Fast Track Permitting.
- Continued work on Inland Port Study, Intermodal Logistics Center and potential regional cooperation with Palm Beach County.
- Worked with potential partner on a feasibility study to determine if Charlotte County would be conducive for creating a trade and finance center and a center for water technologies.
- Worked with Congressman Mahoney's Office and the USDA on financial opportunities available through the USDA in the ECAP area.
- Murdock Village:
 - Met with perspective party interested in Murdock Village and provided additional information as requested.
 - Updated draft Redevelopment Agreement template to share with perspective interested parties.
 - Coordinated with Real Estate Services to update Sale Offer package for Murdock Village.
 - Coordinated with departments to verify information included in Sale Offer pkg on Murdock Village.
 - Coordinated presentation of Vested Rights Application to CC School Bd approved October.
 - Prepared Murdock Village Advisory Committee Agenda packet for the October 10, 2008 meeting.
 - Facilitated the Murdock Village Advisory Committee meeting on October 10.
 - Coordinated internal staff discussions Murdock Village.
 - Coordinated the review and drafting of a Draft Redevelopment Agreement to be shared with perspective developers.
 - Submitted the Traffic Impact Study Scope of Services to Purchasing for solicitation of proposals.
- Charlotte Harbor:
 - Prepared the agenda packet and facilitated the October 29 CRA Advisory Committee meeting.
 - Reviewed 10 proposals submitted under RFP for Charlotte Harbor Urban Services to Purchasing.
 - Participated in the Professional Services Committee for ranking of the submitted proposals.
 - Coordinated information for the January 24 Hands Across the Harbor Special Event with various departments, agencies, and the City of Punta Gorda.
 - Resolved the Reimbursement issue for a sign grant in Charlotte Harbor.
- Economic Development:
 - Coordinated review of an application seeking reimbursement under the ECAP Infrastructure Incentive program with other departments.
 - Prepared Agreements for the BCC to consider at the November 13 BCC meeting regarding reimbursement of utilities within the ECAP and the tracking of Impact Fees.
 - Coordinated an Impact Fee Process meeting for the departments of Growth Management, Building Services and Budget.
 - Coordinated development of interlocal agreement between BCC and City of Punta Gorda seeking reimbursement on Infrastructure Incentive program based on connection fees received.
 - Met with business owner to discuss the Solar Business Industry for Charlotte County.
 - Coordinated with EDO on a Solar Exhibit and Symposium in Charlotte County for April 2009.
 - Attended the EDO Kick-off luncheon.
- Professional Development:
 - Attended the Florida Redevelopment Association Annual Conference.
 - Attended the ULI Presentation on the Privatization of Alligator Alley.
 - Attended the Energy Symposium at FGCU.
 - Provided opening remarks at the ULI Southwest Florida Density Program.
 - Co-Chair of Sustainability Committee the ULI Southwest Florida District Council.
 - Charlotte County Co-Chair for ULI Southwest Florida District Council.

Environmental & Extension Services

- EES Managers and Supervisors attended a special training session developed to enhance the department's decision making skills. This training session was coordinated through Human Resources' Training & Development Section. Additional employees from other departments participated in this program on Effective Decision Making held at the Environmental Campus. This

class provided participants information and tools to help them see unseen data and distinguish fact from opinion so their major decisions are better informed, more effective and less likely to have unintended consequences. List the limiting factors for each step of the decision making process, Describe the unconscious process of decision making that is often different than the traditional step-by-step approach and how this changes with increasing experience, Identify their personal decision making styles in different situations, Discuss how to effectively combine an evidence-based approach with personal experience in arriving at decisions, Discuss how to avoid the most common decision making pitfalls and consequences, Create a self-development plan for identifying personal decision making weaknesses and compensating for them.

- Solid Waste Resource Division, along with EES Director and the Extension Director attended a Green Building Summit on October 29th held at the Charlotte County Technical Center Auditorium.
- Solid Waste Management Division
 - Year end - Solid Waste activity:
 - Landfill's disposal tonnage was down in FY 07/08; commercial tonnages was down 26% and residential was down 4%. These lower tonnages can be attributed to the community's economic slow down, less consumption and construction activity has resulted in less disposal. The landfill processed a total of 162,899 tons of waste materials in FY 07/08, the overall tonnage was 16% less than prior year. Residential curb-side recycling tonnage volume was down only 3%. Recycling curbside tonnage was 13,538 tons. The Mini-Transfer & Recycling Facilities had 34,000 customer visits in FY 07/08.
 - The solid waste division's managers and director attended a two day Landfill Gas training class provided by the Solid Waste Association of North America. This training will assist in landfill methane gas to electricity project, helping to ensure satisfactory development, and broadens staff capabilities and value to the County.
 - The Charlotte Community Foundation presented Keep Charlotte Beautiful \$5,000 to support the Keep Charlotte Beautiful 2010 Student Calendar Art Contest. The Student Calendar Art Contest is just one component of our educational program. The contest helps students in Charlotte County visualize environmental issues and transfer the idea into a work of art. Judges select winning student art work not only for the quality of the art but also on its environmental theme.
 - Composting, in our continuing efforts to develop and maintain professional staff, two landfill employees attended a Solid Waste Association of North America composting training class. This certification training helps broaden staff capabilities, helps ensure the landfill's composting operations follow best management practices, and adds value to the County. The Division has submitted a request to FDEP to establish composting operations as part of the landfill's permitted activities.
 - Illegal Dumping enforcement program recently had two successful events, Solid Waste task force code compliance officer and Sheriff's deputy caught two individuals; a business and resident were charged with illegal dumping debris.
- Natural Resources Division:
 - A ribbon cutting ceremony was held for the Prairie Creek Preserve on Oct. 29 at 10 a.m. Prairie Creek Preserve is located off of Highway 17 in Charlotte County. The Preserve, formally known as the Ryals Ranch, is comprised of 1,603 acres of predominantly native habitat which straddles Prairie Creek in east Charlotte County.
 - Natural Resources is continuing to work on the Scrub-jay HCP biological assessment and will be doing additional surveys in the West Charlotte area. Scrub-jay population surveys for Deep Creek and Harbor Heights areas have been performed by FWC over the last several years and additional surveys may not be needed in this area. Developing accurate population data is an important element of the biological assessment and additional areas may need to be surveyed to ensure good data is used in the analysis. Once all data is completed the work will begin to develop the land reserve design which identifies compensation acreage to offset identified scrub-jay impacts. FWC awarded a grant to fund the biological assessment process and the program's Technical Committee will be working over the next several months on this portion of the HCP.

Natural Resources submitted a request for a federal grant through FWC to help fund the economic analysis portion of the HCP application process.

- Abandoned Vessel Program: Charlotte County has identified 13 abandoned vessels [boats] which have received notices of abandonment, and provides proper notice these vessel shall be removed from the waters within 2 weeks. Vessels are being located from Lemon Bay to Charlotte Harbor. The Division encourages residents to report known abandoned boats or those that appear to be abandoned, to the Natural Resources Division.
- Florida Community Trust [FCT] awarded a reimbursement grant to Charlotte County in the amount of \$3.4 million this represents 40% of the purchase price of the Buck Creek property, which is part of the Conservation Charlotte inventory.
- Mosquito Control:
 - SWFWMD has informed the Division that the storm water mitigation site located at the Environmental Campus on Harbor View Road has successfully achieved its permit criteria and the County no longer is required to provide annual reports.
 - The active Mosquito Season is coming to an end and the Division's seasonal employees last day of employment is November 18th.
 - Mosquito Control is developing changes to operations in an effort to reduce expenses while maintaining acceptable levels of service; 1) ground adulticide areas are being re-configured to reduce acreage treated per area which is intended to reduce overtime expenses, 2) eliminate identified ground adulticide locations that have been found to have marginal efficacy control with truck applications this will reduce pesticide and labor costs, 3) re-configure aerial application zones which will reduce pesticide and contract service costs.
- Extension Services:
 - Extension Director also participated in a Green conference call on October 27th regarding development of a document which indicates the array of "Green" programming that District IV possesses.
- Sea Grant:
 - Sea Grant assisted Brian Knight, Inn Marina manager (Clean Marina pledge) with site visit on October 10th.
 - On October 13th, Sea Grant began a field scallop monitoring program in Lemon Bay and Gasprilla Sound by deploying spat traps (joint project with FWC-FWRI).
 - The final project report was submitted on October 15th to FWC for reimbursement as part of the \$50,000 artificial reef construction grant. Reef construction was completed in early September.
 - The first day of the Florida Master Naturalist Program began on October 29th. This is a six week coastal module class being taught at Cedar Point Environmental Park.
 - On October 30th, fieldwork began on a one-year assessment of Charlotte Harbor mangrove restoration sites.
 - Sea Grant attended a Charlotte Harbor NEP Management Committee meeting in Venice on October 31st.
- 4-H Youth Development:
 - On October 1st, 8th, 15th and 22nd, 4-H conducted a Canine Good Citizenship program at the South County Regional Park in Punta Gorda. A total of thirty-two (32) youth participated during the four session event.
 - A Poultry Workshop for 24 youth was conducted at the Extension office on October 11th.
 - A Marine Workshop was conducted on October 4th and the 15th with a total of 24 youth in attendance.
 - The Annual 4-H Proclamation was presented at the Murdock Administration Center at the Board of County Commissioner Meeting on October 14th. National 4-H Week started October 11th with Promotional Booths at both Winn Dixie and Wal-Mart in Punta Gorda. There were 15 contacts at Winn Dixie and 11 at Wal-Mart related to potential 4-H members.
 - The Hog and Lamb Weigh-in, an event held well prior to the County Fair in 2009, had 26 contacts on October 18th.
- Horticulture:

- The Charlotte County Environmental & Extension Services hosted a Backyard Compost Workshop on Friday, October 3 from 9:30 AM to 12:00 PM at the Charlotte County Eastport Environmental Campus. Guest speaker Dr. Monica Ozores-Hampton, Research Associate from the Southwest Florida Research and Education Center, presented the essentials needed to fifteen (15) participants and increased their understanding of how to create, maintain, and use backyard compost. Suellen McElroy, Program Coordinator, also demonstrated the art and science of vermin-composting which uses live worms to turn organic vegetable waste into useable compost. Composting bins were also available for sale.
- Extension conducted an Africanized Honeybee Training for the Port Charlotte Garden Club on October 9th at the Holy Trinity Lutheran Church. Approximately 45 participants increased their understanding of AHB and how to keep themselves safe in the event of an encounter. This dangerous insect is in Charlotte County and is more aggressive than the European Honeybee.
- Horticulture Staff accompanied a large contingent of Charlotte County Master Gardeners to the Annual Florida State Master Gardener Conference, this year held in Ft. Lauderdale from October 20 to the 22nd. Participants attended numerous workshops and seminars featuring top horticultural speakers on important topics related to Home Horticulture. This in-service training opportunity helps keep our Master Gardener volunteers on the cutting-edge of current horticultural information which in turn assists our county residents.
- Charlotte County Master Gardeners were recognized with an Award of Excellence for the best County Newsletter in the state at the 28th Annual Master Gardener Conference held in Coral Springs last week from October 20th to the 22nd. In addition, several "Years of Service" awards were given out to our volunteers including a Master Gardener who has worked with us for 25 years! Our valued Master Gardener Program trains volunteers to assist consumers with research-based, unbiased information in all areas of home horticulture.
- A one-day gardening symposium was held on Saturday, October 18, 2008 from 9:00 AM to 3:00 PM. This program was sponsored by the Charlotte County Extension Master Gardener Volunteers. Five sessions of workshops were offered. Approximately eighty (80) participants increased their understanding of bougainvilleas, stag-horn ferns, vegetables, palms, hibiscus, succulents, ground covers, bromeliads and fertilizers.
- Horticultural provided a program on "Natural Enemies" to approximately 30 members of the Peace River Butterfly Society on October 15th. Identifying and conserving natural enemies of various pest organisms is an important part of an overall Integrated Pest Management program. For instance, did you know that earwigs and big-eyed bugs are great predators of chinch bugs? From parasitic wasps that feed on aphids to predators like the ladybeetles or green lacewings, natural enemies are important tools in suppressing pests in yards and gardens.
- On Tuesday, October 28th, Charlotte County Extension held another Green Industries Best Management Practices Training in regards to the new Fertilizer Ordinance at the East Port Environmental Campus. Twelve (12) participants will increase 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. A total of approximately 159 people have been certified to date.
- The FYN Program prepared a manned horticultural display at the Home Depot Green Expo on October 25th with the help of several Master Gardener volunteers.
- The FYN Program recognized two (2) yards as Florida Friendly FYN yards this month.

Facilities, Construction and Maintenance

- Project Status Updates:
- 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 is released-planning and programming underway Budget 2 million

- Event Center-GMP 1 is in purchasing for 6/12 BCC mtg., construction start date week of June 1st- Construction is complete-[punch list underway. Received CO on 9/9 Budget 19.75 mill
- 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 2.1 million.
- Human Services-Under design-7000 Sq/ft to house HS and Veterans Services. Project 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 is under construction-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 for late Jan 09 completion Budget 28 million
- 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 has been approved 1.7 million
- Rotunda Wastewater Plant Expansion –approved GMP by BCC, construction start July 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 upgrades-ongoing
- Law Library at the Justice Center-99% complete
- 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-under construction
- Family Services-planning for grant approved renovations
- Sheriffs Office 911 upgrade/renovation-in planning

Growth Management

- Department Services:
 - US 17 Corridor Study: Staff is currently formulating the first set of Goals, Objectives, and Policies for the corridor. The draft is scheduled for completion in mid-December.
 - Comprehensive Plan: Staff is currently finalizing the draft vision of the comp plan. A joint commission meeting between the BCC and the Planning and Zoning Board is scheduled for December 16 at 2pm to present this vision and solicit input.
 - Concurrency: Charlotte County completed its Capital Improvements Element update, which included changes to the Future Land Use, Transportation and Infrastructure elements of the

Comprehensive Plan. A number of issues were addressed to achieve financial feasibility in the 5 year planning window. The most difficult issue was that I-75 was failing LOS along a segment from Tucker's Grade south to the Lee County Line. A financially feasible plan was made worse over the 5 year planning window, when the State's traffic growth projections were evaluated for the roadway. County staff worked with FDOT to change level of service characteristics to reflect the realities of the roadway on the failing segment. The segment was bordered to the north and south by "C" level of service segments. Nothing in the higher "B" level segment would alter the true characteristics of the roadways all functioning at a "C." FDOT changed the segment termini to eliminate the unrealistic higher standard. FDOT also reevaluated its 5 year trends, based upon economic downturn and declines in population and development. The result is a financially feasible plan, meeting requirements of SB 360 and HB 7203.

- Community Plans:

- Manasota Key: County legal and Growth management staff attended the Oct. 1 MASKAC committee meeting. Approximately 30 members of the public were in attendance. During the next regularly scheduled MASKAC meeting the committee focused on approximately 6 areas of conflict in the revised draft that they would further explore and discuss. During the month of November the MASKAC will discuss their issues internally. Staff will meet with the MASKAC in December to discuss the group's conclusions.
- The ARC committee met on Oct. 28 and discussed 2 projects; one at 955 Gulf Blvd and a carport enclosure at 1255 Gulf Blvd. I have met with Mary Ann, Buddy and Nicole to discuss the issues with 955 Gulf Blvd. We will meet with Elaine Miller, the architect on the project on Nov. 5 to work through the issues.
- Grove City: The final draft of the Grove City Community Plan is completed. The final plan will be brought forward to the BCC for final approval in early 2009.
- Little Gasparilla Island: On the October 10, 2008, Nicole Dozier, Commissioner Tricia Duffy, District 5, Charlotte County Zoning Official, Percy Angelo, District 3 Candidate, Ken Doherty, District 1 Candidate, and Robert Skidmore, District 3 Candidate, attended the LGI Advisory Committee monthly meeting. The following items were discussed during the meeting; LGI Zoning District: to remain a low-density residential community, with only a minimal, strictly necessary public/commercial use to meet basic community needs; Update from LGI Fire and Rescue; Report on meeting with Health Department and Building Construction Services.
- South Gulf Cove: On October 8, 2008, Percy Angelo, District 3 Candidate, and Robert Skidmore, District 3 Candidate, attended the SGC Advisory Committee monthly meeting. The following items were discussed during the meeting; Park Maintenance & Development; Master Park Plan; Public Safety/Health, Pedestrian/Bikeways, FireWise Community, Cove Connector; Budget Issues; Entranceways & the Entranceway Sign Project; Land Acquisition; Seawalls Issues & Rain Garden.

Human Resources

- Employee & Labor Relations:

- Applications processed: 221
- New Hires: 23
- Performance evaluations processed: 340
- Turnover: 3 resignations (.0025%)
- Early Separation Incentive Program approved by BCC October 12.
- Three labor/management meetings held for 250 bargaining unit employees to discuss proposed changes to Contract.
- Union vote on October 15 yielded overwhelming contract ratification; contract approved by BCC on October 28.
- Staff participated in long-distance audio conference training concerning the new amendments to the Americans with Disabilities Act. The Amendment Act, effective January 1, 2009, clarifies and broadens the definition of disability and expands the population eligible for protections under the

Americans with Disabilities Act of 1990, which will have significant impact on our efforts in recruitment, hiring and job accommodations.

- Participated in telephone interviews for Public Works Director
- Learning and Development:
 - Finalized Performance Management forms/training documents for new Fire/EMS performance management process. Project is result of collaborative effort between HR and Labor Mgt team. New process tightly aligns performance with departmental/organizational goals, provides a formal plan for positive behavior modification and development planning.
 - Wrapped up introduction/training of employees on the internet based Employee Self-Service version of EDEN -employees to review paycheck information, emergency contacts, leave usage, etc.
 - Attended/audited "The People Side of Leading" at FGCU -workshop focused on specific qualities shared by great leaders -provided tips on how to develop those traits -course will be included in the 2009 Leadership curriculum.
 - Met with Communications & Marketing regarding the previous format of Citizens Academy. L&OD will tailor the program to fit an Employee version intended to improve the competency of Understanding Government. Employees well versed in government become front line ambassadors who can help to educate the community and increase understanding of County operations.
 - Concluded facilitation and participation in interviews for Deputy Fire Chief. Learning continues to build partnerships in the business while elevating the level of knowledge around HR practices.
 - Received direction from Administrator to schedule a best practice team building opportunity for Directors designed to help the team identify/address any issues that prevent them from becoming more cohesive -to establish clarity around where the organization is headed and how it will get there. An aligned team is a high performing team.
 - Held annual L&OD Division goal setting and planning meeting. Data from individual Director conversations and employee needs assessment were used as a basis for planning our approach to increasing organizational capability.
 - Opportunities for employee coaching continue to present themselves. This offers a safe place to express concerns and talk out possible solutions/responses to situations.
- Risk Management/Loss Control:
 - BCC approved Florida Municipal Insurance Trust property & casualty provider 08/09.
 - Recommendation on our health insurance, life, dental, vision, short term and long term disability. Board awarded Cigna (health, dental, optional disability) and Humana/Comp Benefits (vision) the contracts for those coverage's.
 - Presented recommendation to award Health Center contract to Care Here -approved by BCC.
 - Began preliminary investigation into lease space for Health Center with Real Estate Division.
 - Risk Management was assigned oversight by the County Administrator in administering the County's fuel storage tanks -continued to work with various departments regarding compliance.
 - 28 workers' compensation claims for the month -21 medical and 7 information only.
 - Health Ins loss/ratio 10/08 approx 79%, -hope will represent claims cost spiraling downward.
 - County's internal ADA Committee met for the second time and discussed various accessibility issues. This will provide a forum to educate and develop a consensus on how we address these issues in the future. Building Construction Services, Parks and Recreation, Risk, and Public Works have representatives on the committee.

Human Services

- Notified from Dept of Community Affairs CC will receive \$554,576 for 2009 Low-Income Home Energy Assistance Prog. '08 funding for the Program was \$159,019 and all funds exhausted.
- Provided outreach to local nursing homes/existing transit passengers that "New Freedoms" grant will be available to passengers with disabilities. Committee formed to develop a referral process for the Job Access and Reverse Commute program for eligible passengers.
- Planned/participated in Affordable Housing Fair-over 400 individuals attended event at the Punta

Gorda Housing Authority's new Gulf Breeze Apartments. New Affordable Housing Catalog guides distributed in the community.

- Received September report from the Nat'l Association of Counties since 3/08, CC uninsured residents saved total of \$37, 215 off their prescription drugs through the discount card program.
- Received second annual funding of \$3,000 for outreach for Healthy Kids insurance program.
- Received notification that Federal Substance Abuse & Mental Health Services Administration that CC's grant proposal for older adult depression screening passed the Initial Review Group.
- Participated in "Paint Your Heart Out", team meetings which resulted in selection of 2 homes to be painted and landscaped in revitalization neighborhood in November.
- Partnered with Homeless Coalition to complete federal application for Continuum of Care funding.
- Assisted Affordable Housing Adv. Committee preparing required report on affordable housing.
- Met with PriAmerica regarding pending project for senior low income housing.
- Attended on-site training and technical assistance conducted by the Florida Housing Coalition.
- Distributed copies of the Community Resource Guide for youth and families.
- Continued partnership with Edison College and Life Long Learning Institute and Community Foundation to teach a course on local non-profit funding, resources and grant writing.
- Attended seminars on tax credits for working families -information used to offer several public information sessions for citizens on ways to take advantage of tax credits -sessions held at Family Services Center and other sites as requested.
- Input to Dept of Children & Families -plans to implement private entity to manage substance abuse/mental health programs.
- Presented information on Human Services at Senior Town Hall meeting at South Port Square that was sponsored by the Area Agency on Agency for Southwest Florida.
- PowerPoint presentation on status and grant funding of Hurricane Housing Recovery Programs.
- Attended meetings/conference on Neighborhood Stabilization Act & distribution of federal funds.
- Completed on-line training tool for 211 staff and C.A.R.E. staff.
- Prepared for upcoming Veteran Appreciation activities.
- Assisted in reviewing and updating Crisis Intervention Training Manual.
- Visited CC Jail, began developing mapping system among members of the Discharge Planning Committee to identify services available in Charlotte County for prisoners upon their release.

I.T.

- EAMS: IT assets loaded into Production EAMS -Footprints Service Desk software can now point directly to EAMS Production data.
- Footprints: New Footprints Service Desk solution now in production to provide IT with more efficient incident management routing and escalation. Users able to log online to request help/track tickets.
- Construction Serv/Growth Mgt/Land Mgt: First round of GIS data compiled sent to Accela for importation into the Accela database -entailed a comprehensive set of queries from multiple systems in multiple jurisdictions including Property Appraiser ownership data.
- GIS: Free ESRI software, ArcReader, configured to work with GPS via a Bluetooth connection. GIS used PW Lighting Dept as pilot demonstrating, viability of using free technology using laptop and inexpensive GPS to locate Assets in the field.
- Fire: Fire Station 3 was connected to the County Wide Fiber Network.
- Public Works: JB Yard now has network connectivity via fiber.
- Public Works: SCARS Replacement program -new collision diagram tool put into production, currently being used by Public Works' Traffic Engineering division.
- Public: Existing County wireless devices able to provide public wireless internet access at: Murdock Adm Complex, A Floors 1,2,3,5, Build B Conf room, BCS, Event Ctr, Libraries, Public Safety Complex, Emergency Vehicle Maintenance, West County Annex, P W & P W JB Yard, CCU East Port and CCU OPS Building.
- Park Recreation & Cultural Resources: Class Upgrade complete -in production.

- Fire/EMS: TeleStaff/Firehouse Gateway corrected, up and running for TeleStaff/firehouse upgrades.
- Human Services: Siness Objects Enterprise (Crystal Reporting) warehouses for CMTools created.
- GIS: Staff met with ESRI commencing ArcGIS Server (GIS Website Replacement) implementation.
- Charlotte County Utilities: Modification of the Eastport septic receiving system completed.
- Helpdesk/ Incidents: 475 incidents; closed 455.

Parks, Recreation and Cultural Resources

- Business Services:
 - Public Meetings:
 - Facilitated Parks & Recreation Advisory Board Field Trip
 - Attended Johnson Engineering Open House regarding the completion of the 3 Regional Parks (Oyster Creek, North Charlotte and South County)
 - Participated in contract negotiations regarding Event Center Food/Beverage contract
 - Attended meeting with sub-committee of Youth Sports Council
 - Conducted Sports Council Meeting
 - Conducted meeting to discuss Cedar Point Agreement
 - Conducted Historical Advisory Board Meeting
- Public Outreach:
 - Facilitated Charlotte Harbor Cemetery Historical Marker Program
 - Distributed Blueway Trails, Program Guide and Park Facility Guide to all Charlotte County PRCR Facilities, Administration, Tourism and Visitor's Bureau and 3 area Chambers of Commerce
 - Citizen request for pictures/program brochures related to Historical Marker Program
 - Worked with Miles Media update parks & park amenities for Tourism Dept's new Visitor's Guide
 - Created Event Center Power Point Presentation for Team Punta Gorda presentation
 - 21 Press Releases written and published for the Department for the month of October
 - Produced and distributed 353 special event and program brochures, 110 invitations, 943 program flyers, 18 CCTV Bulletins and 19 webpage updates for the Month of October
 - Business Services staff fielded 2,050 telephone calls and 57 web mail inquiries for the month
 - 37 Citizen Concerns were processed for the month of October
 - 180,102 hits to the Department website in the month of October
- HR/Volunteer Coordination:
 - Processed payroll for 104 F/T, 78 P/T and 4 Seasonal employees
 - Processed 2 Requests for Leave under FMLA
 - Drafted Department Volunteer Program Guidelines Notebook
 - Facilitated new hire selection forms for forwarding to HR Department
 - Updated Organizational Chart
- Central Registrar:
 - Processed 4 refunds in CLASS
 - Assisted staff and resolved 30 CLASS issues
 - Processed 5 customer contracts in CLASS
 - Toured and photographed Charlotte County Park/Park Amenities
 - Entered 13 Youth League schedules in CLASS
- Financial Section:
 - Completed FY 2008 Financial Closeout
 - RFQ for Football Scoreboard (Franz Ross Park)
 - Setup project accounting for FY 2009 operating accounts
 - Initiated RFQ for remaining Event Center equipment
 - Initiated RFQ for Stadium equipment
 - Attended FEMA meeting for TS Fay / Hurricane Ike
 - Completed Cattedock Agreement
 - Completed the hiring of Part-time employees
 - Conducted Event Center Team Meetings
 - Conducted Stadium Team Meetings

- No Charge Adjustment Report:
 - CC Govt. \$22,406.26
 - Not For Profit 56.25
 - School Board 222.50
 - Youth Leagues 24,082.50
 - Total for October \$46,767.51
- Cultural Resources
- Use Statistics:
 - 77,200 items checked out from libraries during October, an increase of 9% from October 2007
 - 65,871 visitors including 11,524 early voters at Mid County Regional, an increase of 26% from October 2007. Excluding early voters visitors were up 4% over last year
 - Computer use showed an increase of 19% over October of last year
 - Items checked out, visitors/computer use were higher than last year at all four library locations
 - 810 children and adults attended 44 library programs
 - Library meeting rooms were used 33 times during October for non-library events and meetings
 - Charlotte County Historical Center served 84 visitors in October, compared with 156 last October.
- Other:
 - Volunteers donated 1,300 hours to libraries and 235 to the Historical Center during October.
 - Historical Center Society (the Center's fundraising arm) currently has 1,458 active households, increased from 1,105 last October.
 - Englewood Library America art from the National Endowment for the Humanities on display.
 - Three sponsors, Kenneth R. Barber, Ken Roberson of Roberson Funeral Home & Crematory and Jane Brenner, contributed a total of \$2,000 in support of a new Charlotte County Historical Marker at Indian Spring Cemetery.
 - *Symphony of Trees* show and auction Nov 28-Dec 7, daily 10a.m.-5:p.m. at the Historical Center.
- Recreation/Athletics:
 - End of the year Summer Safari summer camp totals at 11,306 "touches". Touches indicate number of times children actually came to camp facilities. Total of 1,230 campers registered, camp held at Harold Ave Rec Ctr, Tringali Rec Ctr, So Cty Reg Park Rec, Murdock Mid School.
 - So Cty Reg Park Rec Ctr offered Inter-session Camp for year round school, 29 campers attended.
 - 1200 people visited 2nd Annual Haunted Halls -partnership with Charlotte Players in October.
 - Recreation hosted Early Voting at Tringali Recreation Center and Carmalita Recreation Center.
- Support Services/Parks:
 - Event & Conference Ctr maintenance agreement for Taylor St. Landscaping approved by PG
 - Coordinated with Public Works Dept. on use of two park sites for dredge spoil off-loading
 - North Charlotte Regional Park Phase II construction complete and fully operational to public
 - Facilitated joint meeting between Punta Gorda Horsemen's Assoc. (PGHA), Building Codes and Services, and Parks, Recreation and Cultural Resources regarding construction documents and permitting of Horse Arena Score tower donated by PGHA
 - Prepared Event & Conf Ctr retention areas landscaping bid specs for release by Purchasing
- Land Management Section:
 - Fence line clearing/fence installation completed along the western section of Charlotte Flatwoods
 - Finalized CHEC Agreement for environmental education programming
 - Land Mgt and Recreation/Athletics Div providing after dark hay rides at the Haunted Halls event.
 - Prepped two management units for prescribed burning.
 - 1/3 acre of Brazilian pepper was treated at Amberjack.
 - Removed old trash from Oyster Creek Regional Park's environmental area.

Public Safety

Animal Control:

- Meeting held with representatives of Animal Welfare League/County Attorney/Fire Chief to further discuss the potential impacts of Suncoast Humane Society opting out of their sheltering contract with

the County (leaving the County with only one operating animal shelter). Ideas were discussed as to how we are going to address the overflow of impounded animals.

- Website updated in October reflecting all the recent changes within department -hours of operation/mission statement/information regarding dog parks/photos/dangerous dogs have all been updated.
- Mentoring 2 students from PC High School, helping them learn about department for school projects/interviews/supplying them with documentation/photographs/ride-a-longs/coaching on public speaking and writing skills. This also includes correspondence with their respective instructors.

Emergency Management:

- Director addressed gathering of residents at Burnt Store Colony MHP in S. Punta Gorda. Many residents seasonal early arrivals or new to the area since the most recent hurricane threats (Charley/Wilma) -many questions regarding qualities of clubhouse (completed in early 2004), risk to possible storm surge -discussed various evacuation scenarios and destinations they should consider/flood insurance/related flood zones. Residents provided with some guidance to file a Letter of Map Revision (LOMR) to FEMA for consideration -will continue to work with them over time.
- Day-long meeting attended by three staffers at the Southwest Florida Regional Planning Council to discuss current updating of the Southwest Florida Regional Evacuation Study, an effort not undertaken since the last version in 2001. Many demographics changed in conjunction with updated Storm Surge Model, both the behavioral and transportation elements required significant review and discussion. Morning session focused on results obtained from surveys conducted by Dr. Jay Baker of FSU and team. Hundreds of residents across the region quizzed as to hurricane awareness, understanding the threat -willingness to evacuate advised. Charlotte County's residents showed great understanding of threat and awareness of the hazard; many said they would be reluctant to move, even when ordered because of age demographic/significant number of transportation-dependent residents who will require assistance. Afternoon focused on transportation issues and road capacities as they relate to evacuation and clearance times in various storm scenarios.
- Current Issues in Emergency Management meeting at State Emergency Operations Ctr in Tallahassee. Nearly 100 Emergency Management pro's from numerous counties attended second session. Presentations gave a good overview of what was expected regarding State funding and do "More With Less" theme in years ahead -meeting and networking with Division of Emergency Management personnel and other county EM staffers are a very valuable annual exercise.

Fire/EMS:

- Fire/EMS met with Tampa General as to the possibility of Aeromed placing a fifth medical air unit at no cost to fly critical injured patients to trauma centers.
- Fire/EMS and County airport conducting a Mass Casualty Plane Disaster at airport to test the capabilities of the Fire/EMS system and local hospitals emergency plans.
- Cut backs on unit responses to automatic alarms and fire station rounds has saved approximately 2,000 miles in two months on front line apparatus and about 5,000 a month on battalion units. This has cut back also on fuel and wear and tear of County units.

Public Works

- Burnt Store Road Widening: 100% plans for the segment from Jones Loop Road to Notre Dame Boulevard submitted. All known right-of-way and easement sketches have been delivered to Real Estate Services. Finalizing specifications and bid documents while Real Estate Services works on securing identified acquisitions.
- Carmalita Street Widening: Notice to proceed issued. Weekly coordination meetings are being held with the contractor, School Board, City of Punta Gorda Public Works and Utilities, as well as other utility owners. The contractor is ahead of the scheduled completion date of March 31, 2009. Current schedule indicates a completion date around the first of the 2009. Traffic was switched to the new pavement along the south side of the road and work is progressing on the north side pavement.
- Toledo Blade Boulevard Widening: Joint project with City of North Port started -contractor installed a temporary traffic signal at the Hillsborough Boulevard intersection. Work is underway on the new

lanes. Traffic should be switched onto the new asphalt by the first of '09. This will allow the contractor to start reconstruction of the existing south bound lanes.

Purchasing

- Pre-submittal meeting held:
09-020 Surveying Services - Annual
- Proposals due and received:
08-345 Urban Design - Charlotte Harbor Redevelopment
09-015 CEI Services - Aqui Esta Drive Improvements
09-020 Surveying Services - Annual
- Shortlist meetings held:
08-345 Urban Design - Charlotte Harbor Redevelopment
09-015 CEI Services - Aqui Esta Drive Improvements
- Work assignments due and received:
09-042 Work Order #7 Water Distribution Model
09-052 Work Order #8 Annual Report - CCU
- Negotiation meetings held:
08-248 Food / Beverage Services - Charlotte Harbor Event & Conference Center
- Pre-construction meetings held:
08-321 Storm Debris Clearing - Canals
08-333 Storm Debris Clearing - Ditches & Lakes
08-365 16" Force Main CR 771 & Butterford Waterway Crossing
09-027 Geo Tube Removal - Stump Pass
08-367 Gulf Cove Waterway Dredging
- Bid openings held:
08-380 Burnstore Wellfield Expansion
08-345 Northwest Port Charlotte Bridge Rehabilitation
09-027 Geo Tube Removal - Stump Pass
08-400 Northwest Port Charlotte Maintenance Dredging
08-383 Uniforms
- Pre-bid meetings held:
08-383 Uniforms
09-040 Server Equipment Cleaning - Computer Room
- Quotes due and received:
09-035 ADA Handrails
09-025 Pager Services - Annual
09-051 Baseball Field Equipment - Sports Park
09-055 Citric Acid - Annual
09-043 Raincover System - Sports Park

Real Estate Services

- Flamingo/Edgewater: At present acquired over 70% of the lots (233 lots out of 332). We continue to solicit affected owners to secure additional lots.
- Piper Road: Subject to BCC approval next week, moving ahead with eminent domain process for this section of Piper Road.
- Burnt Store Road: Subject to BCC approval next week, we will be moving forward with eminent domain process for this section of Burnt Store Road.
- Midway Expansion: Subject to BCC approval next week, we will move forward with eminent domain process for this section of Midway Boulevard.
- Winchester South: No Change.
- Environmental Lands Acquisition Program: Acquiring additional lands subject to available funding.
- Public Works: Projects -Aqui Esta, US 41 Beautification, Peachland sidewalk project.

- Toledo Blade and Hillsborough Boulevard Intersection Improvements: Acquired 6 of 7 required property- moving ahead with eminent domain process.
- CCU: No change, continue to work with CCU.
- Potential Surplus Parcels: Approved for disposal, working with closing agent to conclude transaction.
- Weir Replacement Sites: No change, continue to assist Public Works.
- Employee Clinic: Working with HR (Risk Management) to find approximately 1,800 square feet of lease space in the Murdock area for the new employee clinic.
- Habitat for Humanity: No change.
- Murdock Village: No change, hope to conclude settlements shortly.
- Tippecanoe II: On-going -many months to resolve.
- Regional Water Authority: Working in concert with Public Works/Utilities Department to assist in finding County owned land for a regional water connect.
- Customer Satisfaction Survey: Overall "Excellent" rating.

Tourism

- Director:
 - Attended weekly Directors' meetings with County Administrator
 - Adjusted marketing campaign with Smith Advertising & staff due to mandated budget cuts
 - Wrote monthly *Charlotte Sun Herald* column
 - Attended FACVB Annual Meeting and was elected Chairman of the Board of Directors.
 - Continued to define strategic planning for meeting & conference trade show outreach
 - Held several conference calls with web developer, Miles Media regarding details related to the development of the new meetings & conference website
 - Marketing meeting with agency reps on advertising/public relations initiatives/ongoing projects
 - Attended annual Writer Cup familiarization tour for 10 golf writers -marketing partnership in its 4th year, and includes Visitor & Convention Bureaus from Tampa to Naples. Writers represented publications from Canada, Scotland, U.K., China, Germany and California.
 - Met with Rod Linder of SmithWester, developer for Tippecanoe Business Park regarding hotel development issues and prospects for working with Tampa Bay Rays baseball
 - Held Tourist Development Council meeting and reviewed new budget reductions and began to implement newly developed strategic plan as a result of the recent TDC workshop retreat.
 - Attended Joe Mathis Gallery Exhibit for local artists
 - Participated in annual performance evaluation with Roger Baltz
 - Conducted a staff performance evaluation
 - Review, approve and sign all purchase requisitions, invoices and check and travel requests
 - Monitor tourist monthly development tax revenues
 - Edited Charlotte Currents, VB quarterly newsletter
 - Edit and approve all media releases
 - Met PG Chamber President, John Wright on Redfish Cup, Main St PG and Event & Conf Center
 - Held bi-weekly staff meeting on a variety of operational, marketing and planning issues
 - Working with advertising agency for Direct Air –promotional/marketing/airline destination
 - Developed Direct Air Dream Vacation package for Pres of Direct Air promoting New England Travel Show, Oct. 16-18 -included hotel/dining/shopping/attractions/comedy club vouchers. Winners will travel to the area to participate. Leads from drawing distributed to all participants.
 - Interviewed by Lewis Morrissey, freelance writer for *Harbor Style* magazine for article on the Bureau's sales & marketing efforts for the Event & Conference Center
 - Attended inaugural Enterprise Charlotte Economic Council luncheon meeting and presentation
 - Participated in (2) FACVB Board conference calls regarding offshore drilling issues
 - Attended Sunloft prevue and art exhibit reception by German artist
 - Met John Perez, Gen Mgr. Wyvern Hotel for site visit/discussion on grand opening/tourism issues
- Communications & Marketing:
 - Agency and VB Director to reduce/finalize the VB's 08/09 adv budget/media flight plan

- Hosted Brandon Advertising, advertising firm representing Direct Air, as guest speaker for VB's Partner Mkt Meeting -conducted familiarization tour for their representative. Continued on marketing/communication strategies in partnership with the Charlotte County Airport, Brandon Advertising and Direct Air in preparation for commencement of November air service
- Print advertising targeting the leisure travel market appeared in *People* and *Redbook* magazines. Print advertising targeting meetings/conferences industry appeared in *Sports Travel* magazine.
- Provided direction and approval for co-operative print advertising for publications such as *Group Travel Planet* and *Guest Quest* magazines
- Interacted with advertising agency on a daily basis addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
- Worked with Miles Media in planning and development of the 2009 Visitor's Guide
- Provided direction for redesign of the VB's leisure travel Web site; as well as completed final edits and launched the new meetings & conferences Web site, www.CharlotteHarborMeetings.com.
- Rotated and updated feature spots on www.CharlotteHarborTravel.com home page, created new landing pages and updated various pages of web site. Uploaded additional images to CleanPix to be added to online photo gallery
- Provided direction and final approval for the CRM program's October birding e-promotion.
- October internet advertising included promotion on www.TravelPromotion.com
- Designed and produced Fall 2008 issue of Charlotte Currents, the Bureau's print newsletter.
- Developed forms/materials for "Wreaths Around Main Street" Punta Gorda holiday program
- Created/assisted development of promotional items for distribution at upcoming trade shows/conf
- Designed 6-page spread on area locations/Charlotte Harbor Film Office *09 FI Film Prod. Guide*
- Responded to a film lead for a project titled "Transformers 2"
- Public Relations:
 - Responded to inquiries from journalist: Mitchell Smyth, freelance from Toronto - inquiry for December trip; Pamela Ann Campbell, editor travel-travel-travel.com, possible November/December visit and stay at Palm Island Resort; Sue Cocking, Outdoor Editor of the Miami Herald, October visit; Lauren Tjaden, VISIT FLORIDA Adventure Blogger – images for AAU Gymnastics event and BMX race; Beth Luberecki, freelance - writing pitch for the Miami Herald on Punta Gorda.
 - Worked with Ad/PR Agency to gather information for the "White Pelicans Take Central Stage in Charlotte Harbor & the Gulf Islands," and "Charlotte Harbor & The Gulf Islands: Top 10 Picks for an Eco-Savvy Florida Vacation." Releases have been distributed
 - Continued working on the itinerary for the Nov. 13 – 16 media familiarization trip
 - Submitted photos and content on winners of the March U.K. promotion to Harbor Style Magazine
 - Wrote and submitted weekly "Good News" content for the County Administrator along with bi-monthly content for CCNews, monthly for Charlotte Alert and Charlotte Currents
 - Submitted content to FI Assoc. of Convention & Visitors Bureaus (FACVB) monthly newsletter
 - Conducted radio interview with WGPU regarding the Tampa Bay Rays and Spring Training
 - Attended VISIT FLORIDA Committee Meetings (Oct. 8 – Nature-based Tourism and Oct. 9 – Florida-Spain Heritage Celebration) in St. Augustine
 - Wrote/distributed the following news releases: "Becky Bovell Elected Chairman of the Board of Directors, Florida Association of Convention & Visitors Bureau," "Florida's Golf Coast 4th Annual 'Writer Cup' Swings through Charlotte Harbor & the Gulf Islands," "Charlotte BMX Announces Fall Events and New 2009 Sunshine State BMX Series Championship Qualifier Dates"
 - Provided images to *Gulf Coast Business Journal* & *Florida Trend* Magazine
 - Coordinated visit of buyers of '07 FI Outdoor Writers Association (FOWA) silent auction package
 - Assisted with the Writer Cup golf media familiarization trip while in Charlotte County
 - Blog created and is up and running on news-press.com -Charlotte Harbor & Gulf Islands entering the world of social media, an important and cost effective means to market the destination
 - Met with Bill Harrop, Doris Limousine; re: Media Familiarization Trip
 - Attended the TDC Meeting
 - Conference Call with Deb Stone; re: Media Familiarization Trip

- Meeting with Community Foundation Director
- VISIT FLORIDA Conference Call regarding the upgraded media site.
- Traveled to Jennings, FL to participate in the VISIT FLORIDA I-75 Welcome Center Festival to encourage travelers to visit Charlotte Harbor & the Gulf Islands -2 representatives from Babcock Wilderness Adventures joined me, a marketing representative and a three-foot alligator.
- Sales & Sports Marketing:
 - Met with organizers of Snowbird Baseball Classic to discuss a recruitment strategy for attracting other youth and collegiate baseball events and joint effort to market the Snowbird Baseball Classic at the American Baseball Coaches Association Convention
 - Submitted grant request to the Florida Sports Foundation for the Snowbird Baseball Classic
 - Participated in 4th Annual Writer Cup, for Charlotte County's golf product to 10 domestic/international golf travel writers who visited 7 destinations along the Southwest Florida
 - Attended Travel/Events/Management in Sports (TEAMS) Conference in Pittsburgh, PA -included educational sessions, 1-1 appointments with approx 20 event owners/networking functions
 - Assisted with the content for the new meetings market website and tradeshow display units

Utilities

- Operations Division
- Treatment Facilities:
 - Personnel: All operator positions have been filled. A selection has been made to fill the vacant mechanics position.
 - Reuse Ordinance: The Links, Palms & Long Marsh have not signed their new contracts. Users will be given a final notice in November that no response could jeopardize service. Rotonda Golf Partners have asked CCU not to send any reclaimed water until we are contacted by Mr. Kelly.
 - Grease Treatment: Equipment repaired & services restored.
 - East Port Operations Building: Completed review & Architect is making changes.
 - Water Distribution:
 - Personnel: 2 vacant positions & in the process to fill those vacancies. 3 employees obtained Water Distribution license. 4 employees obtained Confined Space certification, and 3 obtained Mechanical B certification.
 - Distribution System: Completed 13 new water service line installations; repaired 43 line breaks; exercised 149 system water valves; maintained and flow tested 155 hydrants for system maintenance; changed out 63 galvanized service lines as system maintenance; responded to 38 water quality calls; serviced 10 vehicles at Fleet; replaced 3 broken fire hydrants; replaced 6 broken valves in the distribution system.
 - Booster Stations: #2 Golf Course remains out of service. #3 Gulf Cove performed preventative maintenance. All issues from last month's safety inspection have been addressed. The emergency generator has been serviced. ADF was 2.847 MGD. #4 Walenda performed monthly preventative maintenance; replaced 2 bad batteries on the emergency generator; replaced the bad flex coupling on #3 pump; repaired a leak on the CL2 feed; #3 VFD failed, the unit is no longer supported by Allen Bradley and replacement parts are hard to come by. A new VFD is on order. ADF was 3.122 MGD. #6 Rotonda performed monthly preventative maintenance. All deficiencies from the safety committee report have been addressed and Crom completed installation on the dome vent cover. Installed a fan in the bleach pump room that will vent the room continuously. Avg daily flow was 1.790 MGD. # 7 Ingraham Injection Station running normally. ADF was 244,798 GPD. #8 Englewood Interconnect was shut down on 9/2 and is ready when needed. ADF across Myakka River to West County was 408,203 GPD.
 - Sampling: Monthly compliance samples have been completed, and the final IDSE report was submitted for the PC system to USEPA.
 - Boil Water Notices: Seven notifications were processed.
 - Wastewater Collection:

- Gravity Force Main: Inspected 119 manholes; TV inspected 35,700' of gravity sewer lines; repaired 7 force main breaks; repaired 4 sewer laterals; repaired 3 sections of collapsed gravity sewer mains; performed 9 confined space entries to inspect and repair manholes.
- Personnel: 9 employees attended pump school; 4 employees took Atmospheric Monitor training; 5 employees were recertified in CPR; 7 employees completed yearly Rescue Training Simulation certification.
- Lift Stations: 332 LS preventative maintenance work orders; 81 corrective maintenance work orders which included check valve cleaning, pump de-ragging and wet well cleaning; repaired 3 submersible pumps in-house; completed as-built for force main for LS 838; 5 confined space entries; replaced discharge line and pump base at LS 838; updated current CCU LS MCC schematic; installed drain valves on 10 air lift air lines in Burnt Store.
- Low Pressure Sewer: Responded to 223 low pressure sewer service calls; 8 new services; upgraded 21 existing systems; replaced 4 collapsed tanks; installed 14 mandatory connections (9 were in Pirate Harbor); and repaired 8 leaks.
- Finance Division:
 - Provide information for Pirate Harbor chronological binder
 - Submit year-end information to Clerk's Finance
 - Set-up budget manuals for departments
 - Complete Uniform Method of Collection resolution for proposed MSBU areas
 - New payroll timesheets distributed to all departments
 - Completed first test of payroll entry on Eden successfully
 - Attended training on submitting invoices to FDOT for utility work
 - Attended Charlotte Harbor CRA meeting
 - Met with Public Works regarding 2009 Sales Tax Projects
 - Banner training given to financial staff
 - Purchase order review for roll over to FY2009
 - Set-up 2009 tracking spreadsheets for training and equipment
 - Business Services:
- IVR: In the testing stages.
 - Mass Notification: AT&T database has been downloaded to ensure that all addresses/numbers match our database. Testing is complete and found it to be correct. A script will automatically populate required fields with data needed for mass notification.
 - New Bill/Electronic Bill: The new bill design has been made. Will begin test printing, and testing of the OMR/Bar Code function which will enable us to take advantage of house-holding (grouping multiple bills for one recipient into one envelope). IVR/Mass notification cannot process electronic bills. Looking at a mail processing operation that cost less than we are paying under the current lease.
 - BCS Liaison: 17 utility inspections performed & passed (prior to CO inspection). Identified 3 premises that had paid connection fees that were billed as connected and not connected; 1 premise illegally using potable water to supply an occupied premise, and 1 premise that was occupied and hooked-up that did not pay their fees. All issues have been resolved & the connection fees on all that had not previously paid have paid.
 - EZ Pay: 10,916 were processed electronically; EZ-Pay transactions break down as follows: 2,530 one-time pays, 4,123 recurring payments & 4,263 payments through Customer Service Reps. There were 125 returned items in the system; 51 for insufficient funds & 71 for invalid bank number.
 - AMR Replacement: 3 Orion AMR transponders were installed. Of the 21,017 customers with AMR transponders - 5,479 have ITRONs & 15,538 have Orion. The 21,017 represent 38% of our customer base with AMR meters. The percent of AMR meters decrease is due to the removal of bad batteries in the ITRON transponders.
 - Cust Serv: The VoIP system was completed on 4/19. 9,503 phone calls; 20 new service requests; \$179,117.09 in connection fees.
 - PC Assoc: No activity.

- Meter Services: Installed 3 new meters; 51,834 meters were manually read; 79 were skipped; 80 were misread; 2,969 service orders closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections: Revenue from returned checks \$4,585. FY-09 YTD total: \$4,585; 699 accounts shut off for non-payment; reconnection revenue \$30,730.; penalty revenue \$42,340.18; premise visit revenue \$4,320; total delinquency revenue \$77,390.18; FY-YTD 08 total: \$77,390.18. 51 meter-tampering occurrences for total revenue of \$5,720; FY-YTD 09 total: \$5,720. 196 liens filed equaling \$72,764.78; 38 liens satisfied and released for a total of \$19,642.53.
- Community Relations & Water Conservation:
 - Internal Communications: On-Tap editorial team wrote articles, took photos, organized & edited photo library.
 - General Services: Maintained customer contact databases; provided phone coverage for Administration & coverage for security desk; gather documents and information for use in the 2008 CCU Annual Report.
 - Media Relations: Worked with reporters & provided information & positive reporting on various Utilities stories.
 - Inter-departmental Communications: Provided input to C&M for Tally Sheet; weekly press items; hosted common issues meeting with Public Works, Growth Management and BCS; prepared contributions for Commissioners' Orientation Manual; worked with Human Services, C&M and vendor to prepare a holiday bill insert for the Heartship program; worked with C&M and Campus partners to organize and advertise a food drive for Human Services; worked with Communication & Marketing and Campus partners to prepare presentations for disabled residents of a local group home who will be visiting the Campus in November; worked with Public Works staff to successfully address questions from the Burnt Store Lakes POA regarding several utility and drainage issues in their community.
 - Customer Relations/Community Outreach: Researched and responded to various customer questions and concerns; provided updates and additions to web page; researched and prepared information related to questions from the Charlotte Harbor CRA Board; Bernie Milosky appeared on the Curmudgeons' radio show on Clear Channel Radio along with a PR/MRWSA representative to discuss local water supply issues and water conservation projects; provided water conservation materials for distribution at several community events; provided water conservation tools for distribution to participants at two charity golf tournaments; prepared overview PowerPoint presentation for Sunrise Rotary Club (West County) and provided water conservation information for members.
 - Water Conservation: Toilet Rebate Program: Addressed questions from potential participants & continued contacting individual commercial/multi-family customers to determine interest in program. Worked with school system representatives to calculate potential water savings from their participation and justified the expense of toilet replacements. Received SWFWMD approval to amend focus of program to include residential customers; continued working on graphic insert for Indoor Water Conservation kit and installation instructions. Finalized details of customer usage tracking for these kits and the Toilet Rebate Program; provided monthly customer data to SWFWMD for water conservation pilot study.
- Engineering Services:
 - 72 developer project inspections, 410 CIP inspections, 9 LPS Installations, 17 LPS Start-up Inspections, 15 LPS Mandatory Re-Inspections, 3 C/O Inspections - 559 total; 8 Developer Agreements prepared; 239 active developer projects (Project Tracker); 5 closed projects (Task Tracker); 5 new sets of plans received; 2 revised sets of plans submitted for approval; 101 residential service availability letters prepared, 4 commercial service availability letters prepared – 105 total; 28 water and sewer services field verified
 - 826 locates processed from Sunshine State One; 32 residential service applications processed; 3 permits received, 0 permits approved by CCU for FDEP Submittal – 3 total

- 12 record/as built drawings reviewed; 50 Large Intersection Locates/Design Tickets – 302 manhours.
- Major Work Orders:
 - WO #5: Ops Generator: Cross driveway conduits were installed between the generator and the Automatic Transfer Switch (ATS), and various demolitions completed.
 - WO #6: Regional Reclaimed Water Expansion: Waiting for releases from the contractors on both projects before the retainage is released and the projects are closed out.
 - WO #7: Burnt Store RO WTP: Final walk-through inspection was completed on the Deep Injection Well. Bids received and awarded for Production & Monitoring Wells.
 - Contractor mobilized and construction is progressing on the Plant Expansion. Inspection of generator performed at manufacturer's site and needed modifications were made on the Generator Set.
 - WO #28: Rotonda WRF Expansion: Zenon MBR units produced the first reuse water and it met all state FDEP requirements.
 - WO #29: Upgrade Tanks & Boosters: Piping modifications begun at golf course and Walenda sites. Awaiting building permit for modifications at golf course.
 - WO #32: Burnt Store Village Lift Stations: Engineer preparing final plans for construction.
 - WO #39: East Port Expansion: Awaiting final bid document being prepared by Jones Edmunds.
 - WO #42: Six Lift Station Rehabs: Plans and technical specification suitable for bidding are being prepared for delivery between September/December 2008.
 - WO #44: Spatial Info Assessment: The CAD Loader software was modified and a final CAD Loader was delivered. Staff has started to review the data.
 - WO #45: CR 771 Force Main: Construction is underway on the force main, including HDD bores.
 - WO #46: Water Transmission Main: Final testing has been completed, awaiting FDEP approval to place in operation.
 - Rotonda Villas/Springs W & WW: Fieldwork to locate the existing wastewater lift stations and inspecting their condition has commenced. A Request for Letters of Interest to aid in design of the LPS and the wastewater LS was issued to the Engineering Library.
 - WO #53: Rotonda Sands/Meadows: Work progress is on schedule.
 - WO #59: LS Rehabs: LS 801 has been temporarily delayed due to gopher tortoise that constructed a burrow next to the LS structure. The intent is to relocate the tortoises.
 - WO #60: Babcock Ranch: SFWMD is not requiring the installation of a test/production well, not requiring a monitoring well, not requiring the need to develop a three dimensional groundwater flow model and reducing the number of monitoring well clusters from three to two.
 - WO #62: Charlotte Harbor CRA: CO #1 was approved in the amount of \$48,720.50. As of 10/10 the project construction cost is \$1,079,390.79. Several pipe connections remain to be completed east of US 41. The Pinnacle LS construction is 95% complete.
 - WO #70: Rotonda Reclaimed ASR Well: The well design is complete and staff is reviewing and will provide comments.
 - WO #71: Deep Creek Force Mains: Design is complete and on hold until funding is secured.
 - Sewer Rehab 07/08: All punch list items have been completed. The final invoice for the project is being reviewed.
 - Sewer Rehab 08/09: Cost estimates have been prepared. Various techniques applied in years past were evaluated to help select contractor for this years' relining program.
 - Coral Creek Bridge: Contractor has mobilized, and clearing and directional bores have started. Submittals and final plan modifications for utilities are proceeding.
 - Fordham WW: Bridges are opened for traffic and final construction is proceeding.