

**Charlotte County**  
**Board of County Commissioners**  
**Staff Report**  
**January 2009**

**Budget & Administrative Services**

• **Budget Department:**

- Distributed monthly Fiscal Reports to departments
- Refined the Performance Budgeting Forms
- Monthly Impact Fee Report updated and sent to Administration and Commissioners
- Meetings with County departments to give them guidance on completing the Performance Budgeting forms
- Analyzing and reviewing Performance Budgeting forms from departments in preparation for the Department Budget meetings with Administration.
- Completed FY08/09 Budget Function Book, distributed and posted on web
- Held EDEN Budget Preparation sessions – 28 people attended these classes
- Worked with Clerk of Courts to prepare the analysis and write ups for the Management, Decision and Analysis document for the CAFR
- Closed four large FEMA project worksheets (Hurricane Charley):
  - Debris removal in October & November 2004 for \$ 266,353, gained additional reimbursement of \$126,510.
  - Port Charlotte Beach Restoration was completed and closed out for \$147,583 with no loss or Gain.
  - Public Works Temporary trailer (Finance section) for \$60,143 gained an additional reimbursement of \$4,845.
  - Public Works Temporary trailer (Engineering office) for \$71,695 gained an additional reimbursement of \$11,079.
- Tropical Storm Fay: Completed FEMA project worksheets for Knight Island, Stump Pass, Port Charlotte Beach and the Transit department. Total project worksheet value approximately \$2.6 million.
- Worked with departments to assemble project information for the Economic Stimulus package
- Applications sent out for Marine Advisory Committee and Boater Improvement Fee grant requests. The Budget Division has started to receive the requests for funding back from various organizations. This will be presented to the Marine Advisory Committee at the March meeting and the Committee members will make their recommendations at the April meeting.
- Grants: Research, update, file quarterly reports, and closeout grants for various departments.
- Private Utility Regulation – Developed Regulatory Assessment Fee forms to be posted on web and distribution to Private Utilities.
- Coordinating with all private utilities in Charlotte County to prepare and update Annual Private Utility Report.
- Coordinating with the utility task force team to revise the Charlotte County codes.
- Worked with the Information Technology Division to develop consistent and quality departmental organization charts to be used with the Performance Budget Packages.
- Created and distributed 08/09 MSBU Calendar.
- Budget Director attended Multi-County Budget Meeting – This was a one day conference where attendees discussed budget reduction strategies for FY08/09 and FY09/10 budget years.

**I.T.:**

- No report for month of January.

## **Purchasing:**

- Pre-bid meetings held:
  - 09-060 Annual Contract for Line Extensions for CCU
  - 09-159 Grounds Maintenance - Annual
  - 09-029 Bunker Gear and Protective Accessories
  - 09-156 Fiber Optic - Annual
- Bids due and received:
  - 09-049 Clay for Ballfields - Annual
  - 09-106 Burnt Store Well Field Expansion
  - 09-060 Annual Contract for Line Extensions for CCU
- Pre-Construction meetings held:
  - 09-099 Concrete Sidewalk & Driveway Construction - Annual
  - 08-222 Aqui Esta Drive Improvements
- Quotes due and received:
  - 09-083 Fire Sprinkler Inspections
  - 09-129 Mechanical Street Sweeping
  - 09-121 Hathaway Park Pavilion
  - 09-150 Bagged Clay for Sports Park - Annual
  - 09-132 Mulch Supply - Annual
  - 09-134 Red Alabama 60/40 Clay - Annual
  - 09-131 Athletic Marking Dust - Annual
  - 09-157 Security Services
  - 09-130 Mowing of Lots in Code Violation - Annual
- Work Orders due and received:
  - 09-138 Work Order #50 South Gulf Cove Entry Design - Signs
  - 09-151 Work Order #51 Maracaibo Park Stormwater Remediation Services
- Proposals due and received:
  - 09-088 Water Control Structures - Design
  - 09-126 Building Space Lease - Fleet Management
- Negotiation meetings held:
  - 08-345 Charlotte Harbor Urban Design

## **Real Estate Services:**

- Flamingo/Edgewater: Continue to acquire parcels needed for roadway project, acquired 72% of lots -93 parcels remain; continue to contact affected owners regularly.
- Piper Road, Burnt Store Road, Winchester South and Midway Expansion: Moving forward voluntary and eminent domain -preparing several individual resolutions of necessity to BCC February -action in response to recent court decision requiring one individual resolution for each parcel to be acquired instead of a resolution covering all parcels to be purchased. County Attorney briefing the BCC.
- Environmental Lands Acquisition Program: No change.
- Employee Clinic: BCC approved lease terms -finalizing the process by ensuring that the owner completes all required improvements prior to occupancy.
- Habitat for Humanity: Habitat for Humanity exchange of scrub jay lots for County buildable owned lots approved by BCC 01/27/09.
- Regional Water Authority: Grant of easements approved by BCC 01/27/09.
- Kings Highway Pipeline Easement: BCC approved Resolution of Necessity acquiring small parcel needed for water pipeline adjacent to Kings Highway -working with legal staff to complete acquisition.
- Replacement of Leased Space for Fleet: Pre-bid meeting attracted several private sector parties. Interested parties have until January 28<sup>th</sup> to submit proposals.

## **Building Construction Services**

- Summary:
  - January's activity levels are higher than those in December but have not rebounded to January '08 levels.
  - January saw the implementation of the new lot mowing procedure which sees violators with excessive high grass or weeds on their property cited for high grass and abated without the need to go to the Code Enforcement Board. Any appeals are heard by a hearing officer and to date, 60 properties have been abated with no appeals. The cost of the abatement is collected from the violator either through direct payment or a lien on the property.
- Updates and Accomplishments:
  - Green Building -Staff facilitated a second public workshop to discuss the merits of the proposed green building ordinance. The workshop was well attended by the construction industry and direction was given to develop a stakeholder group to discuss the impacts of a green building ordinance in relation to other existing county ordinances such as the landscaping requirements and storm water requirements. This is being held in February and staff will present an update to the Commission in the BCC meeting on March 10 2009 as directed.
  - In addition, staff attended a meeting held by the CDBIA's Green Building Council. This looked at different types of site design that used smaller lots, smaller homes and provided for greater communal green space.
  - Implementation of the new software – Configuration and verification of all modules of the new software has been completed and we are now moving on to the ancillary features such as Citizen Access and wireless. All of the address information has been loaded and conversion of the license professional (contractor) information is anticipated shortly.
  - Unlicensed contracting is still a contentious issue and in an attempt to educate citizens as to the ramifications of hiring contractors without the correct licensure, staff has recommenced their Home Owners Association talks. Staff spoke to the association and residents of Maria Manor about how to hire a licensed contractor and what to expect from the permitting process.
  - The Quality Mine in South Gulf Cove continues to be a priority for the department. A focus group is being facilitated by staff early in February to allow the residents around the mine a forum to discuss their concerns with the owners and operators.

- Statistics:

<u>Item</u>	Total FY08	Jan-08	Jan-09	FY08 YTD	FY09 YTD	
Single Family Permits Issued	318	32	27	107	74	
Multi Family Permits Issued	3	0	0	0	0	
Commercial Permits Issued	226	31	10	96	70	
All Other Permits Issued	18946	1524	935	6280	4153	
Customers Served	20309	1807	1339	7119	5529	
Plans Reviews	11282	856	634	3766	2756	
Inspections	94125	8136	4598	36609	22168	
Permitting Revenue	\$3,464,498	\$203,275	\$196,775	\$1,015,610	\$762,241	
Permitting Expenditure	\$4,674,749	\$404,754	\$559,119	\$1,942,779	\$1,488,564	
Licensing Revenue	\$336,400	\$27,479	\$5,117	\$145,683	\$20,934	
Licensing Expenditure	\$1,309,512	\$78,648	\$71,644	\$299,202	\$232,206	
Online Utility Permits	641	54	36	282	140	
Utility Inspections	825	138	41	446	137	
PTO's & ROE's	124	6	2	38	8	
Vacations	22	3	1	5	2	
ROW Applications Reviewed	1949	170	134	649	500	
Action Orders Initiated	5781	501	310	1888	1230	
Code Cases Initiated	3586	295	108	1076	697	
CEB Cases Heard	427	0	30	121	117	
Citations Issued and \$ Amount		\$30,750	\$5,250	\$750	\$12,750	\$8,000
New Contractor Licenses Issued		665	45	31	221	153

## Economic Development

- Inquires/Appointments/Successes:
  - The BCC approved the submission of an Economic Development Transportation Fund Application for reimbursable grant dollars to Enterprise Florida. If accepted, the grant would be used as a reimbursement toward the construction costs upon completion of specific roads at the proposed truck to rail intermodal facility to be located at Highway 17 and I-75.
  - Don Root attended the Enterprise Florida Stakeholders Council Meeting in Tallahassee. Enterprise Florida Inc. announced the chief pillar of their legislative agenda is to preserve and fund the State's current incentive programs. This is very good news for the EDO and confirms that the State of Florida is eager and willing to welcome new business.
  - During his time in Tallahassee, Don Root also attended a meeting of the Florida Economic Development Council. FEDC is planning an Economic Development CEO Symposium on February 8 and 9, 2009. It will include discussions in Best Practices, about 50-75 CEOs are expected to participate.
  - The Enterprise Charlotte Economic Council elected their new Board of Directors at the Annual Meeting on January 8, 2009. The new board members represent business sectors such as engineering, land development, construction, banking, healthcare, and communication to name a few. This diversified group will share their industry expertise with the Economic Development Office adding another resource to assist in meeting our department goals.
  - Kay Tracy has been appointed to the Board of Directors of the European Business Council (EBC) and attended her first board meeting on January 5. The EBC's mission is to form a diverse group of international professionals dedicated to facilitate business between Southwest Florida and Europe. Their vision is to be a premier organization encouraging and supporting international business investments between Southwest Florida and Europe and to establish a mutual understanding and cultural exchange between Southwest Florida and Europe through visits, special events and trade missions. The EBC has establish an International Small Business Assistance Center in Cape Coral to service Florida's Southwest Region and is staffed with volunteers focused on bringing international investments into Southwest Florida. This partnership will offer new opportunities to meet prospective businesses and get our name into new arenas.
- Recruit and maintain existing businesses continue with:
  - 41 pending prospects.
  - Appointments with 23 local businesses.
  - Custom Proposals developed and sent to 7 businesses.
  - 1 Impact Analyses.
  - Provided 6 external companies and 5 County departments with various demographic and market data packets.
- Meetings:
  - International Level
    - European Business Council
  - State Level
    - Representative Kreegel
    - Florida Economic Development Council
    - Enterprise Florida
  - Regional Level
    - Southwest Florida Regional Technology Partnership
    - Southwest Florida Workforce Development
    - Clean Air Symposium/Energy Day
    - Regional Branding
    - Southwest Florida Regional Planning Council – EDA Grants
  - Local Level:
    - Administration's Employee Forum

- Directors' Meetings
- Commissioner Duffy's State of the County Meeting
- Budget Core Services Meetings
- Charlotte County Industrial Development Authority
- Enterprise Charlotte Economic Council
- Charlotte County Chamber Board of Directors & Government Affairs
- Budget Fiscal Staff Meeting
- Charlotte County Airport Authority
- City of Punta Gorda
- Presentations:
  - Charlotte County Competitive Analysis to the BCC
- Office Activities:
  - Data collection included monthly permitting, housing, unemployment data as well as wage requirements for Enterprise Florida.
  - Reviewing website to determine best way to achieve upgrades as recommended in the Competitive Analysis.
  - Prepared Agenda, Minutes and coordinated meetings for the Enterprise Charlotte Economic Council, the Industrial Development Authority, Charlotte Harbor CRA Advisory Committee and Murdock Village CRA Advisory Committee.
  - Working with Charlotte Sun and Commissioner Duffy on an Economic Development Summit.
- Research and Policy Initiatives:
  - Creating EDO policies.
  - Working with Growth Management on Fast Track Permitting and Population Projection.
  - Continued work on Inland Port Study, Intermodal Logistics Center and potential regional cooperation with Palm Beach County.
  - Working 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.
  - Working with Charlotte County Chamber to formulate Business Retention Plan.
  - Mitigation of wetlands in the ECAP area.
  - Angel investor list.
- Murdock Village:
  - Coordinated and developed an agenda packet for the Feb. 10, 2009 joint meeting between the Board of County Commissioners and the Murdock Village Advisory Committee. The packet contains an update on the project status plus items for discussion and further discussion.
  - Prepare the documentation on the Murdock Village Community Redevelopment Project Phase I Infrastructure project that was added to the Federal Stimulus Legislation/Funding Request. The request is for \$29,870,000 and includes funds to design and build water, wastewater and reuse water lines to the site plus the construction of four-lane Toledo Blade from a two-lane facility to a four-lane boulevard.
  - Meet and provide detail information on the redevelopment project to two interested parties.
- Charlotte Harbor:
  - The successful inaugural joint Charlotte Harbor/Punta Gorda CRA event, Hands Across the Harbor, on January 24, 2009 boasted a registration of 210 participants. In addition to the run, walk and bike ride, the Florida Department of Transportation was available on site to provide free bicycle helmets to children and adults attending the event and live entertainment and door prizes. Due to the enthusiasm that was developed from the event, plans are underway to set the date for the 2010 event. The media covered the event which highlighted the area, especially the Bayshore Live Oak Park facility.
  - Charlotte Harbor CRA invited the public to attend the Celebration of Completed Projects on January 23, 2009. Charlotte Harbor CRA Advisory Committee Members, county staff, local residents and business community celebrated the completion of the new water and sewer infrastructure as well as the Gateway Welcome Sign. In addition, the two new kiosks were

installed at Bayshore Live Oak Park, funded by tax increment funds. These kiosks will be used to provide community information to the area residents.

- The Charlotte Harbor Community Redevelopment Agency Advisory Committee held a special meeting on January 6 to develop a work plan for 2009. The Committee will present their recommendations to the Board of County Commissioners, sitting as the Charlotte Harbor Community Redevelopment Agency in February. The proposed work plan continues to support the previous priorities of providing incentives to both residential and commercial properties owners to improve their properties and to continue with the Gateway Project to landscape and improve pedestrian connections along the waterfront.
- Contract negotiations with Kimley-Horn and Associates, Inc. were completed. The approximately \$280,000 contract will provide design, engineering and permitting service to further improve the Gateway into Charlotte Harbor. The scope includes 30% for the pedestrian promenade under the US41 bridges resulting in a continuous pedestrian friendly link from Bayshore Live Oak Park to Chester Roberts Park. It will also provide better pedestrian access from the north-bound US41 Bridge to Melbourne Street.
- Guest Column was written and published in The Charlotte County Sun Newspaper highlighting the completion of activities in Charlotte Harbor.
- Community Outreach/Professional Development:
  - Coordinated the first Charlotte County Urban Land Institute (ULI) Round Table discussion which was held with approximately 20 people attending. The attendees were interested in continuing the discussion. ULI brings a wide-range of networking opportunities and resources to local areas.
  - Attended the Southwest Florida ULI District Council Winter Institute. Speakers included Alex Sink, State of Florida Chief Financial Officer.

## **Environmental & Extension Services**

- Natural Resources:
  - Environmental land management: Natural Resources had a 40 acre prescribed burn at the Tippecanoe II Scrub-jay Mitigation Area in January. The prescribed burn was conducted to improve Florida scrub-jay foraging and nesting opportunities. The prescribed burn also reduces the threat of devastating wild fires, by the reduction of vegetative fuels that accumulate on the property. The prescribed burn meets the permit compliance requirements for the County's Capital Habitat Conservation Plan. Tippecanoe II is located along Flamingo Blvd.
  - Environmental & Extension Services staff have done a tremendous amount of work updating and improving Natural Resources' Conservation Charlotte web site information, including some terrific photographs of the properties and it's wildlife; Thornton Key, Buck Creek, Deep Creek, Shell Creek and Prairie Creek preserves. The site has a video that provides an overview of all the properties. Site specific videos (are under construction) for each property. The web page now includes descriptive information about each property, site maps and activities. The properties have been assigned addresses to enable citizens to use GPS devices for directions as well as the use Web based search engines (Google/Yahoo) for maps and directions to the different properties. The Environmental and Extension Service Graphics Division staff developed, photographed and video taped the entire content of the Web Site.
  - Conservation Charlotte: In January, 27 bird watchers from the Audubon Society enjoyed a guided tour of the Shell Creek Preserve. Staff from the Natural Resources Division led the group on a walking tour of the Preserve. Twenty-nine species of birds were observed including the Crested Caracara, Redstarts, White-eyed vireo, and various warblers. Tour members ranged from residents in Charlotte and Sarasota county and as far away as Toronto Canada. A great time was had by all and participants and they asked for another tour.
- Solid Waste:
  - Automated Refuse Carts, now that the carts have been distributed the Solid Waste Resource is implementing a "How to properly place your Garbage Cart" educational program. Newspaper ads and flyers in the recycling bins have been distributed in January. The program information explains how to "Fill", "Park" and "Space" the garbage cart. Fill the garbage cart with bagged

garbage (no yard trimmings), do not overflow, no extra bags of garbage and do not move cart with lid open. Park the garbage cart with the wheels of the cart toward your home and place the garbage cart on one side of the driveway and the recycling bins and yard trimmings on the other side of the driveway. Space the garbage cart with at least 5 feet clearance on all sides. Waste Management, Inc. of Florida's route drivers will be implementing a "How to properly place you're GARBAGE CART" campaign... The drivers will place "CART WHEELS FACE THE HOUSE", "PLACE CART HERE" and "PLEASE DO NOT PLACE ANY ITEMS WITHIN 5 FEET OF CART" stickers on all garbage carts that have not been properly placed at the curb. These actions will help speed up collection, avoid service issues and thereby increase sanitation district customers' satisfaction levels.

- Omni Landfill: Charlotte County Circuit Court ruled in favor of the County in a legal challenge filed by Omni Waste of Charlotte, LLC. Omni appealed the Board's decision to Circuit Court. The Court found that the County's interpretation of need analysis element found in the solid waste facility siting ordinance is reasonable, and supported by Florida law.
- Illegal Dumping Task Force Detective Tony Cimino made an arrested. The citizen was arrested for illegally dumping landscape debris. The estimated quantity of debris was 7,680 cubic feet. This can be prosecuted as a third degree felony.
- West County Mini Transfer & Recycling Facility was inspected by the State Health Department regarding the facility's management of the used hypodermic needles [sharps]. The facility was found to be in compliance and received a satisfactory inspection result for its handling, storage and disposal practices associated with this biomedical waste.
- Charlotte County Utilities staff toured the Zemel Road Landfill as part of CCU in-house training program. This tour included an overview of the operations of the Leachate Plant and Landfill.
- Extension:
  - Extension Master Gardener volunteers developed and manned booth at Home & Garden Show in Event Ctr 2 Master Gardeners presented lecture prog on Vegetables & Why Landscapes Fail.
  - Extension's Florida Yards & Neighborhood [FYN] Specialist Allison Turner gave 2 presentations on Water Conservation and Rain Barrels to Pt Charlotte Garden Club January -40 attended.
  - Program on "Current Palm Diseases and Cures" at John Deere Landscape store in Murdock -31 attended Commercial Horticulture Program on palm nutrient deficiencies, pruning, and latest palm diseases in the area including Texas Phoenix Palm Decline.
  - Allison Turner, Florida Yards & Neighborhood Specialist has received training through Southwest Florida Water Management District's Water Star program. This training will help Extension support Charlotte County's water conservation efforts, with the focus on irrigation and landscape conservation components. FYN supports both builders and homeowners in their efforts to conserve and protect our natural resources.
  - Business Fertilizer Training: Charlotte County Extension is scheduling a Green Industries Best Management Practices (BMP) Training in regards to the new Fertilizer Ordinance at the East Port Environmental Campus for February 17<sup>th</sup>. Participants will increase their understanding of the local County Ordinance, as well as Turf, Irrigation, Landscape and Pesticide Best Management Practices. 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.
- Pest Management:
  - Aerial applicator training workshop held at Lee County's Mosquito Control facility -workshop provides continuing education credits for CC employee certifications/applicator licenses - workshop provided information on latest technology/scientific research in mosquito control techniques. U.S. Air Force played a significant role in education program, many of their pilots and crews participated in presentations and training exercises. Air Force has an entire fleet of planes dedicated to aerial spray operations and they carry out missions world-wide.
  - Pest Management's Aquatic Weed Section begun educational prog with South Gulf Cove volunteers improving local aquatic garden. Support from Aquatic staff will help them identify beneficial native plant species which can be planted where a monoculture of cattails currently

grows. Transformation of site will enhance the garden through diversity of plant species and provide a variety of colored flowers throughout the year.

## **Facilities, Construction and Maintenance**

- 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-project is complete
- 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 underway
- 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 Project is at substantial 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
- FEMA Murdock mitigation-windows-Engineering firm on contract for frame analysis –Contract has been approved 1.7 million-engineering assessment underway
- 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 -complete 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- complete 2.6 million
- .Energy efficiency upgrades-ongoing
- .South County Annex renovation-under construction-completed
- 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-project delayed
- County Health Clinic-renovation work underway

## **Growth Management**

- Proposed Revitalization Overlay District:
  - In July of 2008 staff was given an opportunity begin planning a draft proposal for that area of the County bound by Midway Blvd. to the north and west, Conway Blvd. to the east, and US 41 to the south (please see attached map for more details). The department is looking to measure challenges and identify opportunities for neighborhoods to enable and encourage individuals to

comfortably age in place. Age in place is used in the sense of creating livable communities serving not only our current residents, but also those that will choose to make Charlotte County their home in their. The intent is to establish a framework for this area, addressing existing challenges and implementing mechanisms for positive change that will eventually be applicable countywide.

- Objective is to develop a comprehensive strategy that looks at issues of access to health and supportive services, the quality of the environment, community walk-ability, safety, access to transportation, housing options, and the availability of critical services including grocery stores and pharmacies. From the information gathered about existing conditions, a corresponding analysis will be developed and specific goals and policies for implementation will be drafted.
- We wish to ensure consideration, throughout the effort, of the unique characteristics and needs of our elder and youth populations, paying close attention to ways in which to address the challenges that may be faced by our citizens with special needs. We are requesting that County staff and external stakeholders provide feedback regarding how we may better address existing community challenges and strengthen our Comprehensive Plan and Land Development Regulations to achieve the stated objective.
- Scenic Highway-"The Lemon Bay/Myakka Trail":
  - The Board of County Commissioners voted to adopted the Scenic Highway map and language into the Charlotte County Comprehensive plan at their January 20, 2009 landuse hearing. The language and map are included in the attachments herein. This concludes the final procedural action with regard to the designation. Sarasota County will take a similar action within the upcoming year.
  - The CME chair has prepared an annual report for review at the next committee meeting. A copy of the draft report is included herein. Goals for 2009 include continued outreach and success in gaining community partnership and support, particularly from area businesses and professional organizations, the inclusion of new resources onto the Scenic Highway map, and the completion of applicable corridor enhancement grant requests. With regard to the inclusion of new resources, the CME will work with staff and community members to acknowledge and include the Grove City Colorado Walking Park and the County's two new parks, Bay Heights and Gulf Stream. There has also been a request to consider the inclusion of the South Gulf Cove Learning Garden on the map and within the Corridor Management Plan's language.
  - The fiscal resources of the CME (to assist in the implementation of action items as documented in the plan) continue to expand through the sale of Scenic Highway t-shirts and through donations. Commissioner Staub from Sarasota County provided \$500.00 from her left over campaign funds to the committee with a corresponding letter pledging her support and appreciation for the committee's dedication to enhancing the community in a non-regulatory manner.
- US 17 Corridor Planning Study:
  - This Corridor Planning Study project is a land use study of the approximately eight-mile US 17 Corridor leading from the DeSoto County/Charlotte County boundary to the City of Punta Gorda boundary. The study will examine existing development trends and the potential for development and redevelopment. The study will also propose strategies to minimize or avoid any associated negative effects of such development/redevelopment. This project requires an experienced and qualified Consultant or Consultant Team to develop a US 17 Corridor Planning Study.
  - The Corridor Planning Study will include: an assessment of existing land use, natural, historic, and transportation conditions along the Corridor; a "build-out" analysis to determine the quantity and types of development that may occur in the Corridor; and the creation of an alternative vision, goals, and implementation plans.
  - As of January 2009, staff has had at least 30 meetings with property owners and business owners within the study area. The Growth Management Department staff and the consultants have been working on the "US 17 Area Visioning Summary". The final version of the vision will be completed soon. Staff and the consultants are working on the specific goals, objectives, and policies (GOPs) for this area based on the vision. The consultants are also working with the staff on the environmental assessment for the study area. A traffic impact statement will be done to

address potential impacts and mitigation opportunities based on the vision. We are expecting that a draft plan, including the vision book and draft GOPs, will be ready for public comments in February of 2009.

- Growth Management staff and consultants met with members of TEAM Punta Gorda on January, 20, 2009 to discuss and explore the Study.
- School Concurrency:
  - The SWG last met on January 26th. The meeting was also attended by Jerry Olivo and Greg Griner (CCPS).
  - Much of the work of the SWG this month dealt with the paperwork processes that will be revised in the handling of residential development to conform with the new school concurrency regulations. Drafts of the Student Impact Analysis (SIA) and the School Capacity Availability Determination Letter (SCADL) were examined and refined. The mandatory amending of the County's (and City's) Land Development Regulations (LDR) to include school concurrency is the final step before implementation begins.
  - John Weant has been in contact with Jim Fendrick regarding the County's concurrency management software. Randy Goss of the consultant team for that project hosted net-meetings at the past two SWG meetings. He demonstrated the basic screen layout for mapping as well as some of the drawing tools that will be useful in tracking residential development projects. He is coordinating with Maggie Bartley for GIS input.
  - The update of the LDRs is scheduled to go before P&Z on February 9th, and to BCC on March 17th.
- Community Plans:
  - Manasota Key: A draft of the revisions to the proposed overlay code was posted on the Manasota web page in late December 2008 and was available for public comment through January 9, 2009. A public meeting was held at Tringali Community Center on January 7, 2009. Approximately 125 people attended and asked questions concerning the overlay. Written public comment was obtained and incorporated into the draft which will be presented at the Planning and Zoning Meeting on February 9, 2009.
  - Grove City: The Grove City website has been updated and makes available to all interested stakeholders the Grove City Community Plan Document I & II as well as the proposed language and criteria for the establishment of the Grove City Advisory Board. The Planning and Zoning Board recommended acceptance of the plan and that the BCC establish a Grove City Advisory Board, by a vote of 4-0, on January 12, 2009. The Board of County Commissioners will make their decision on February 17, 2009.
  - The Grove City Colorado Walking Park continues to move to completion. The gazebo, parking, and decorative light fixtures have all been established and updated photographs will soon be available on the Grove City website referenced below.
  - The Grove City Planning Committee does not have any scheduled meetings prior to the Board of County Commissioners hearing on the 17th of February.
  - Little Gasparilla Island: At the January 9, 2009 Advisory Committee meeting, the DRAFT LGI Zoning District Overlay Code was discussed. The DRAFT Code is posted on the Advisory Committee website for public comments. The LGI Zoning District Overlay Code is tentatively scheduled to be heard by the Planning and Zoning Board on March 9, 2009, and by the Board of County Commissioners on March 17, 2009 and April 21, 2009.
  - On January 27, 2009, Mr. Hill was re-appointed by the Board of County Commissioners (Board) to serve as the Member-at-Large on the Little Gasparilla Island Advisory Committee. The Board also approved Mr. Donald Oleson to serve as a representative of Gaspar's Hideaway Owners' Association on the Little Gasparilla Island Advisory Committee.
  - South Gulf Cove: On January 28, 2009, Joh Ellias, Project Manager from the Department of Public Works, attended the SGC Advisory Committee monthly meeting and discussed the Entrance Signage contract process, next steps, and all questions that the team and the public had.
- Development review Committee:

- Staff received a total of 7 applications.
- 5-approved with conditions
- 2-continued

## **Human Resources**

- Developed draft non-bargaining RIF decision matrix and guide--documents for modification to Non-bargaining reduction in force process. The new approach considers the need for increased productivity as we become a leaner and more flexible workforce that is multi-skilled and able to perform more than one job
- Held bi-monthly IUPAT labor/management meeting; these meetings are meant to help resolve represented employee issues before they escalate
- Completed HR performance budget
- Attended first of County Commissioners' town hall meetings in West County
- Completed first phases associated with County reorganizations, including meetings with fiscal staff and new department of Budget and Administrative Services
- Scheduled in-person PW Director interviews for first week of February
- Participated in Flexible Workweek Innovations Webinar
- Distributed first quarterly theme poster: "Customer Enthusiasm" County wide. Reinforcing and reminding employees of the importance of our responses to the community and to each other
- Recognized and awarded Debbie Arnold in HR, Jonathan Fox in IT, Roger Davis in Budget, and Rita Anderson in Utilities for their excellent display of Customer Service and Partnership. Photos and brief stories will be published in CC News.
- Completed Human Resources Learning Center brochure introducing innovative and fresh personal and professional development opportunities. Human Resources is committed to providing employees with continued development options that increase effectiveness in individual and organizational performance.
- Posted an ad in the Chamber Newsletter marketing CCBCC training opportunities to outside businesses. Received our first response from a local business reserving seats in upcoming classes
- Facilitated third (of a series of 12) development book club discussion with internal department as a means to develop individuals and the team. This is an example of a team working together to self-correct, with strong Director participation and support.
- Created competency based phone interview guide for Assistant Administrator interviews.
- Began design of materials for BCC goal-setting session
- Received 513,000 dollar check from the League of Cities, 75,000 more than anticipated.
- Employee Safety Handbooks received from printing and now ready for distribution
- In process of applying for grant from Florida League of Cities for safety equipment and training
- Met with Parks and Recreation to discuss insurance requirements for park facility rentals.
- We had 22 workers compensation claims for the month of December; 15 were medical only and 7 were information only. (See metrics report in HR for General Liability, Auto, and Property.)
- Health insurance loss ratio for November is 102%. Our 2008 year to date loss ratio is 87%
- Heads up: Workers' Compensation premiums are increasing by 6.4% in April 2009
- Continuing heads-up: Industry periodicals continue to support indications of a hardening property & casualty insurance market for this year's renewal. (News brief available in HR).

## **Human Services**

- Staff began accepting applications for '09 Low-Income Home Energy Assistance Program. Contract award \$557,478, approx. 1,827 households expected to be assisted with these federal grant funds.
- The Social Services Division implemented new quality control procedure -monthly Client File Peer Review will include random selection of client program service files critiqued by other team members.
- Gave presentation to approx. 20 veterans at Vietnam Group meeting -largest number of questions on secondary claims to Post Traumatic Stress Disorder (PTSD), specifically Coronary Heart Disease.

- Submitted YouthBuild grant application to the Department of Labor. The Family Services Center is requesting \$872,010 in funding to provide workforce training and alternative education to at risk youth ages 16-24 while engaging them in building affordable housing in the community.
- Week long monitoring by Dept. of Community Affairs (DCA) for Low-Income Home Energy Assist Prog & Community Serv Block Grant Prog -no major corrective actions identified in exit interview.
- Received notification from FI Housing Finance Corp that Charlotte County's Hurricane Housing Recovery Grant has been extended through 6/30/10. This will allow for the final completion of the last two, low-income affordable housing rental complexes; Marion Manor and Charlotte Crossings.
- Reactivated the partnership with Port Charlotte High School's media department to interview local veterans serving in WWII. This project is part of the Veteran's History Project with submission of recorded media material to the National Library of Congress for archive preservation.
- Conducted annual client survey at Family Services Center. Results will be compiled during February.
- Completed a vehicle wrap on a Transit bus to advertise the Florida KidCare Program. Another wrap agreement with the Health Department is being processed.
- Completed draft of CC Juvenile Justice Plan. Priorities for Juvenile Justice Council, increased prevention programs, funding for aftercare prog. -increased advocacy for juvenile justice needs.
- Met with school reps -prepare plans for joint application 21<sup>st</sup> Century Community Learning Cter grant funding.
- Met with Children's Task Force to plan Generations Together workshop, 03/26/09 -one-day workshop brings together five generations to develop action plan for an asset-rich community for youth.
- Transit website is now linked to the Chamber of Commerce and the Supervisor of Elections and brochures have been distributed to the Justice Center and Supervisor of Elections.
- Worked with FDOT to participate in demonstration for prototype hybrid (green) bus, expected March.
- Presented Local Housing Assistance Plan to the BCC for approval and submission to the Florida Housing Finance Corporation.
- Completed draft of 2 sections of Housing Procedure Manual. Remaining sections in development.
- Participated in Neighborhood Stabilization Program conferences, submitted County's Notice of Intent to apply for grant funds/finalized local Plan workshop conducted in February by FI Housing Coalition.
- Participated and document agreement with Babcock Ranch re: affordable housing commitment.
- Completed draft of the Housing Section of the Comprehensive Plan for Growth Management.
- Compiled yearly 211 statistical data for District 8<sup>th</sup> Behavioral Aging Committee, FLAIRS Network Committee and County's Communication and Marketing Office.
- Continued working with IT to convert 211 from IRis 3.0 software to the web- based IRis 4.0 software.
- Worked with community, City of Punta Gorda and the Vietnam Brotherhood in securing the moving Vietnam Wall for November 2009. Wall to be located at Laisley Park.
- Working on other resources to supplement reduction in grant funds for home delivered meals prog.
- Discussed new standards for VA Health Care Enrollment and Pension Renewals with at the American Legion General Membership meeting.
- Presented the Healthy IDEAS to the Southwest Florida Coalition for Optimal Mental Health and Aging. Senior Services will be implementing this practice as part of a grant from the Retirement Research Foundation. Healthy IDEAS provides in-home depression screening and brief interventions on high risk seniors. Training of staff will take place in February.
- Partnered with Charlotte Behavioral Health Care to submit a grant application for FI BRAIVE prog. Gulf Coast Community Foundation received over \$5 million to increase mental health services for veterans of Iraq and Afghanistan wars.
- Participated in discussions with Kays Ponger Funeral Home sponsorship of a New Veteran Memorial Marker and the refurbishing the Old Marker at the Charlotte Harbor Event and Conference Center.

## **Parks, Recreation and Cultural Resources**

- Business Services:
- Public Meetings:  
Facilitated Parks & Recreation Advisory Board meeting

- Public Outreach:
  - Drafted thank you letters to Event Center Opening sponsors and donors
  - Drafted Charlotte Sun ad thanking sponsors and donors for participating in opening events
  - Worked with Harbor Style Magazine to follow-up with post Event Center opening ad in magazine
  - Communicated with Webmaster regarding Event Center Webpage
  - 29 Press Releases written and published for the Department for the month of January
  - 3 webpage updates for the Month of January
  - Business Services staff fielded 1,733 telephone calls and 37 web mail inquiries for the month of January
  - 23 Citizen Concerns were processed for the month of January
  - 206,151 hits to the Department website in the month of January
  - Greeted 405 visitors to the Charlotte Sports Park in the month of January
- HR/Volunteer Coordination:
  - Conducted new hire orientation for 3 new hires
  - Processed 3 requests for FMLA
  - Processed 2 Notice of Injury forms
  - Processed 2 Worker's Compensation forms
  - Updated department Organizational Chart for Budget Office
  - Conducted uniform measuring
- Central Registrar:
  - Assisted staff with 36 CLASS issues
  - Updated account lines Charlotte Sports Park
  - Trained library staff on Point of Sale Software
- Financial Section:
  - Compiled accounting group Monthly Report data.
  - Assisted in the compilation and compiled Man-Hour report for Parks activities per Administrations request.
  - Added Deferred and Unearned Revenue to the PRCRD monthly summary by Division report.
  - Completed/distributed monthly department revenue and expense report.
  - Completed/distributed summary by division report based on monthly EDEN revenue and expense reports.
  - Notified National Parks and Recreation Association of a change in grant liaison for "Take Me Fishing" grant.
  - Attended kick-off meeting for new FRDAP grant.
  - Assisted in covering the Central Registrar's desk
  - Assisted in covering CSP Recreation Desk in Bldg B.
  - Allocated department monthly fuel costs.
  - Requests 81 adjustments to Project/Task Phases
  - Requested 13 new G/L accounts.
  - Updated O/: Cost Accounting project numbers spreadsheet and notified users.
  - Completed 2 General Journal entries.
  - Processed 13 Interdepartmental monthly charges.
  - Purchase Requisitions entered – 31
  - Purchase Orders Printed and Disbursed – 18
  - Receivers entered – 58
  - Check Requests entered -118
  - Reports entered – 15
  - Meetings and/or Training Classes attended – 13
  - Special Requests and/or Projects completed – 6
  - CLASS Exports ran - 31
  - CLASS Exports printed - 62
  - Daily GL Reports printed - 62

- Finance Requests completed - 8
- Department Special Requests/Projects completed - 3
- Donations for the month – 8
- Total amount of donations for the month \$7,430
- Attended three Performance Based 2009/2010 Budget meetings.
- Maintained and distributed the Cost Accounting Project detail information sheet.
- Completed comparative budget report for Dec 3 BCC presentation.
- Notified Florida Department of Environmental Protection of a change in grant liaison.
- Completed financial portion of 7 grant reports.
- Completed summary grant report of 08/09 awards for Budget.
- Facilitated online filing of Historical Grant application.
- Responded to 16 external auditor questions regarding the 2008 Grant Single Audit.
- Cultural Resources:
  - Use Statistics
  - 86,160 items checked out at libraries, an average of 3,900 per day and a 5% increase over January 2008
  - 67,500 library visits, an average of 3,070 per day and a 7% decrease over last January
  - 12,450 computer uses, an average of 566 per day and a 16% increase over last January
  - 961 attendances at 17 library programs for adults and children including preschool programs, Englewood Beach story time, teen programs, book discussions and films. 90 attended a program by the *Peace River Ghost Tracker* at Mid-County on January 29. 16 attended the bedtime story time program at the Chara House shelter for women and children.
  - 178 visitors attended the *Reason for the Season Kwanzaa* exhibit at the Historical Center
  - 182 attended the opening reception for the *Play Ball! In Charlotte* exhibit on January 21. The exhibit features 14 local baseball heroes as well as items on loan from the Ted Williams Museum at Tropicana Field.
- Other:
  - Volunteers donated 1,715 hours to the Division during January
  - The federally-funded Charlotte County (FL) History Collection project is underway, with the first 6,200 unique scans of historical images to be completed in March for year one. Scans of the Charlotte County Genealogy Collection began in January. The Digitization Selection Committee and volunteers will assist staff to prepare and ship 2,515 images from the County's historical photograph collection for professional scanning this spring. They will be made available to the public online, later this year.
  - Port Charlotte Library Supervisor Kaye Beasley was honored for her 22 years of service to Charlotte County at a retirement reception on
    - January 2
- Support Services/Parks:
  - Installed picnic shelter at Oyster Creek Regional Park paw park
  - Completed ADA improvements including rear door to Port Charlotte Library, parking striping at Franz Ross Park and trail at Amberjack Environmental Park
  - Installed two osprey nest poles at Tippecanoe Environmental Park
  - Wrote specifications and initiated quote for medium-sized picnic shelter at Hathaway Park
  - Prepared and submitted first draft of new SmartCharlotte 2050 plan
  - Installed new custom-designed informational kiosk at Bayshore Live Oak Park
- Recreation/Athletics:
  - The Charlotte County Event and Conference Center successfully held 3 expos over 10 days. They consisted of the Home Show, an Antique Show and the Senior Expo. Together, the three events attracted over 10,000 participants!
  - The Charlotte County Event and Conference Center hosted its first formal banquet the CARE Ball on January 31<sup>st</sup>. The event was well received and over 400 attendees were served. The event organizers have booked the facility for next year's CARE Ball.

- At the Charlotte Sports Park, Charlotte Stone Crabs held a Select-A-Seat Program for their season ticket holders on January 14-23. The estimated attendance at this program was 750 people.
- Also at CSP, as part of an advertised bid through Charlotte County Purchasing, Shield Security was awarded the contract for security services during spring training.
- The Recreation Centers and Skate Parks served over 4,900 patrons at the various programs.
- The Aquatic Section served over 3,361 swimmers (even in the cold weather!)

### **Public Information:**

- Designed and published Charlotte Shines winter issue, providing a final wrap up of major capital projects.
- Completed design of the 2008 Annual Report.
- Researched and designed materials for Commissioner's Town Hall Meeting
- Met with Sun Herald Newspaper staff to assist in the event planning for their Economic Summit, scheduled for March 5
- Planned and executed the ribbon cutting at Bayshore Park for the CRA construction projects.
- Worked with Charlotte Stadium staff to plan ribbon cutting event at Ray's first game.
- Designed and edited flyer detailing Legislative Priorities
- In 2009 Communications & Marketing Department sent a total of 260 press releases. This number does not include the press releases sent by individual departments such as Tourism and Parks.

### **Public Safety**

- **Animal Contro:**  
Animal Control has nothing to report for January 2009
- **Fire:**
  - Fire/EMS has been working with all organizations on Little Gasparilla Island. The meetings have been on how we can improve Medical Response times. The Committee has come up with several ideas that are under discussion with Fire/EMS.
  - The Department has been talking with the Englewood Fire District about the use of their new training academy and several of the technical courses at their location.
  - Fire/EMS will be hosting 2 workshops in the Punta Gorda area as to FEMA Grants. We will be looking at several areas for additional funding of County projects.
- **EOC:**
  - Much of the month was spent working on the development of a local component for the recently acquired Web EOC program that will greatly enhance our capabilities in disaster response. Emergency Coordinator Jerry Mallet and our planners traveled to Web EOC users in Citrus County and at Walt Disney World to see what applications they have developed. They will next travel to Kennedy Space Center on a similar fact finding mission.
  - Work began in earnest on the 2009 All-Hazards Guide for Southwest Florida. The Director was again invited to author the article which reviewed the 2008 year in disaster, focusing primarily on this region and the State of Florida. The guide will be pared down to just 230,000 copies across the region because of budgetary constraints. We should have the guides ready for distribution by the first of April.
  - Director participated in a transportation planning exercise at the MPO offices which focused on the future needs of Charlotte County. The exercise looked at Charlotte County several generations from now and tried to determine what our transportation infrastructure needs would be.

### **Public Works**

- **Engineering:**
  - Peachland Boulevard Sidewalks (Forrest Nelson to Loveland): The original contractor was unable to secure a performance bond and the contract was awarded to the second lowest bidder Bennett Contracting Inc. The contract period is 240 calendar days from the date of the Notice to Proceed,

which is March 10, 2008.-Bennett Contracting has completed approximately 100% of the project and is currently completing punch list items. Due to cost savings found throughout the project the scope is being expanded to include a portion of sidewalk from Forest Nelson Boulevard to Cochran Boulevard. At the time of this update 875 linear feet of sidewalk and associated drainage and sod work has been completed on the extended portion.

- Dredging:
  - Gulf Cove Waterway Dredging: This project is to facilitate safe navigation within the waterway system by removing approximately 26,000 cubic yards of silted material and placing it on upland sites. Contract was awarded to Marine Contracting Group, Inc. of Punta Gorda, in the amount of \$714,682.50. The Contractor is in the process of dredging Northern Canals.
  - Harbour Heights Waterway Dredging: This project is to facilitate safe navigation within the waterway system by removing approximately 17,000 cubic yards of silted material and placing it on upland sites. All permits are on hand, awaiting finalization of spoil sites to go out to bid. Should proceed with bid by mid February.

## **Tourism**

- Attended "green" symposium initiated by Economic Development at the Event Center
- Attended Event Center Grand Opening festivities
- Met with Miles Media on new direct booking engine option which will provide for cost savings for area hoteliers and provide commission funds for the Visitor Bureau
- Participated in monthly strategic planning meeting with advertising agency representative
- Attended weekly director's meetings with County Administrator
- Was interviewed by Steve Reilly of the Charlotte Sun about my work in the White House and attendance of previous Presidential Inaugurations
- Attended retirement reception for Kathy Silverberg, former Herald Tribune publisher
- Met with Air Show principals to discuss promotional collaboration with Tampa Bay Rays
- Talked to Rays public relations manager and facilitated a parachute drop by the U.S. Army Golden Knights into Charlotte Stadium on March 15 prior to the game. Air Show tickets will be given away at the game
- Attended capital campaign meeting for the Visual Arts Center
- Held monthly marketing meeting for tourism industry partners and presented the new direct booking option for hotels through the Visitor Bureau website. The new booking engine will enable website visitors to book directly with the hotel, save hoteliers money and provide commission funds for the bureau
- Wrote monthly *Charlotte Sun Herald* column
- Met with Rod Linder, developer of the Tippecanoe Business Park regarding the new site plan and proposed hotel issues
- Continued to redefine strategic planning for meeting & conference marketing due to funding issues
- Finalized content for new leisure website development with Miles Media
- Attended Bayshore Live Oak Park CRA Dedication
- Reviewed and approved all purchase requisitions, invoices and check and travel requests
- Attended monthly Charlotte County Chamber of Commerce Government Affairs meeting and provided update on Visitor Bureau programs and initiatives
- Monitored monthly tourist development tax revenues which increased by 2%
- Edited and approved all media releases
- Approved final 2009 Visitor Guide content for printing
- Held bi-weekly staff meeting on a variety of operational, marketing and planning issues
- Attended Legislative delegation pre-session luncheon
- Participated in (2) conference calls on legislative issues with Executive Director of the Florida Association of Convention & Visitor Bureaus
- Attended Arts & Humanities fund raiser at the Cultural Center
- Worked with staff for six days completing performance based budget

- Met with representative from Miles Media, on website maintenance and options for future website enhancement
- Attended the Mayor Friedman's "State of the City" address
- Attended the Commissioner's Town Hall Meeting at Tringali Center
- Communications & Marketing:
  - During January, print advertising targeting the leisure travel industry appeared in VISIT FLORIDA's Red Plum Midwest Newspaper insert, the *Southwest Florida Travel Guide*, and VISIT FLORIDA's 2009 International program.
  - During January, print advertising targeting the meetings and conferences industry appeared in the 2009 VISIT FLORIDA Meeting Professional Program and *Reunions* magazine.
  - 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 development of the 2009 Visitor's Guide; finalized Guide for printing.
  - Approximately two weeks spent in January to attend Eden training, budget preparation meeting, fiscal staff meeting and completing preliminary Performance-based Budget forms
  - Provided a review, edits and additional materials and direction for the performance/content enhancements and new features of the VCB's leisure travel website
  - Wrote and distributed 'Have You Heard', monthly e-news for local tourism partners
  - Rotated and updated feature spots on [www.CharlotteHarborTravel.com](http://www.CharlotteHarborTravel.com) home page, created new landing pages and updated various pages of web site
  - Finalized the VCB's trade show display for the meetings market and sent for production
  - Attended a variety of meetings to include a VCB-tailored web-based booking engine presentation, Englewood-Cape Haze Tourism Development Council, Punta Gorda Main Street Promotions Committee, Internet lead generation/advertising program, VB Industry Partner meeting, and a VISIT FLORIDA Grants educational session.
  - January internet advertising included a meetings market e-mail promotion, as well as promotional spots on [www.TravelPromotion.com](http://www.TravelPromotion.com), [www.GuestQuest.com](http://www.GuestQuest.com) and *Reunions* website and e-zine.
- Public Relations:
  - Wrote/distributed 2 press releases, "Florida's Newest Coastal Meetings Facility Debuts In Charlotte Harbor & the Gulf Islands" & "Peace River National Arts Festival Set To Entice Art Lovers To Charlotte Harbor & the Gulf Islands."
  - Revised Charlotte Harbor & Gulf Islands Tale of Two Cities Renewal & Renaissance press release.
  - On VISIT FLORIDA's media Web site posted event center opening.
  - Completed follow up to November's Florida Encounter meeting planner show.
  - Researched and fulfilled (9) editorial leads.
  - Coordinated Jan. itineraries, hosted: Dick and Cherie Jones, freelance outdoor/travel writers; Lisa Snuggs, Execu Dir of Southeast Outdoor Press Assoc; Dave Raterman, publisher/editor of South FI Adventures; & Kay Fernandez, freelance travel writer who canceled day of arrival-family illness.
  - Secured lodging for Sandra Friend, freelance outdoor/travel writer in March and Jan Maizler, freelance outdoor writer in April.
  - Coordinated promotion with Knoxville Airport Authority to include Knoxville NBC affiliate. Destination is providing 4 vacation packages -worked with tourism industry to create packages. Allegiant Air supplying roundtrip airfare in exchange, Charlotte Harbor & the Gulf Islands along with partnering businesses receive TV and Web visibility to build destination awareness.
  - Fact-checked content and copy for three guidebooks, which included contacting businesses and locating new businesses by the interstate. Guides check: *Interstate I-75 Travel Guide*, *South Florida Explorer's Guide*, and *Woodall's*.
  - Made an impromptu pitch about the destination's renaissance to The Weather Channel's Jim Cantore while in D.C. on vacation the third week of January.

- Gathered, wrote and submitted content: weekly for the County Administrator; bi-monthly for CCNews, monthly for the Florida Association of Convention & Visitor Bureaus; monthly for the Southwest Florida Parrot.
- Additional meetings:
  - 1/22 Tourism Marketing Meeting with the Industry
  - 1/27 Society for Ethical Ecotourism of Southwest Florida meeting in Bonita Springs
  - 1/28 Meeting with Becky Miller of the La Quinta Inn & Suites
- Sales & Sports Marketing:
  - Met with Parks, Recreation, & Cultural Resources to finalize logistics and schedule for the Grand Opening of the Charlotte Harbor Event & Conference Center
  - Met with Steve Partington, Snowbird Baseball Classic -discussed results of his participation at Amer Baseball Coaches Assoc Convention. Contacts made with NCAA Div II & III schools as potential participants for next year's event. Discussions with a group of Div II schools interested in creating tournament to draw teams to Sports Park weekend prior to Rays spring training.
  - Exhibited at Columbus Golf Show in Columbus, Ohio to promote our area as a golf vacation destination. Hundreds visited our booth -Visitor Guides and golf-related information distributed. Also, gathered contact information from over 100 attendees as part of a giveaway whereby the randomly selected participant won a complimentary foursome at Rotonda Golf & Country Club.
  - Toured the renovations of the Charlotte Sports Park to gather information/specs to assist with our sports sales efforts including the updating of our sports facilities section on our website.
  - Worked on financial details for recruiting a Premier Baseball Tournament for 2009 or 2010.
  - Responded to 60 meeting planner leads generated via advertisement the Bureau ran in Group Travel Planet. A sales kit of the Event Center, a Visitors Guide, and a letter outlining other meeting venues, hotels, and bureau services were included in these packets.
  - Participated on planning committee with Punta Gorda & Charlotte Harbor CRA's for Hands Across Harbor run/bike/walk event that was held at Bayshore Live Oak Park on Jan. 24, 2009.
  - Helped conduct site visit of Event Center & Best Western for Executive Director of Southeast Outdoor Press Assoc for annual meeting which will take place in Charlotte County this October.
  - Participated in Bureau's marketing meeting -attracted 40+ of our local hospitality industry
  - Took part in conference call with FI Sports Foundation and their sports event insurance provider to discuss affordable insurance coverage that can be offered to any sports event organizers (particularly independent ones) that may be hosting an event in our destination, such as the Snowbird Baseball Classic.

## Utilities

- Operations Division
  - Treatment Facilities:
    - Personnel: One operator trainee waiting to take exam. No US Water contract operators on staff. One Lab Technician position filled.
    - Reuse Ordinance: Links, Palms and Long Marsh signed new contracts, but no required exhibits to complete contract. Service restored anticipating exhibits. Deadline -2/6 or service terminated.
    - East Port Operations Building: CCU and Facilities have completed their 100% review. Waiting for Facilities to submit plans to Purchasing for bid.
- Water Distribution:
  - Personnel: No vacancies exist in the section at this time.
  - Distribution System: Completed 9 new water service line installations; repaired 58 line breaks; exercised 95 system water valves; maintained and flow tested 160 hydrants for system maintenance; changed out 55 galvanized service lines as system maintenance; responded to 111 water quality calls; serviced 10 vehicles at Fleet; replaced 1 broken fire hydrant; installed a new 3" meter at Cristian City and a 4" meter at Maria Manor that were defective. Replaced a 4" compound meter at South Port Square; installed an 8" valve at the Burnt Store water plant to isolate the plant from the distribution system; installed a 6" valve on Brinson to keep Fawcett Hospital in service during an extensive line repair for Public Works. Completed a 6" diversion and

relocated 2 large meters on Brinson; completed an 8" diversion on Courtside Landing; assisted contractor at Walenda for shutdown for fill valve installation and bypass tie in; started work on the Keystone Bridge water line replacement as part of the consent order. The new line is completed and pressure tested waiting on clearance for the bacti to place back in service

- o Booster Stations: #2 (Golf Course) remains out of service. #3 (Gulf Cove) performed preventative maintenance for the month. ADF was 2.816 MGD. #4 (Walenda) performed monthly preventative maintenance; connected a 2" line for the reuse potable water needs; station was shut down for two hours on 1/26 to tie in the new bypass line; #5 pump was removed from service due to a bad pump shaft; installed a new surge protector for #3 VFD; Crom completed the tank inspection when the contractor completed the new pipe work inside the tank. The tank was refilled and chlorinated and remains out of service until FDEP clearance. ADF was 3.772 MGD. #6 (Rotonda) performed monthly preventative maintenance; ADF was 2.172 MGD. #7 (Ingraham Injection Station) running normally; installed a new bleach level indicator; ADF was 400,553 GPD. #8 (Englewood Interconnect) the station was restarted on 1/30 at 250,000 GPD after receipt of a new permit to operate until 6/1/09. It will be increased to 1MGD on 2/1/09.
- o Sampling: Monthly compliance samples have been completed.
- o Boil Water Notices: 7 boil water notifications were processed.
- o Wastewater Collection: Repaired 4 force main breaks; repaired/replaced 4 laterals either pitched or full of roots; installed 1 manhole riser; located lateral for Engineering; cleaned and TVd 3,300' of gravity sewer; Pinnacle Project – installed 1 new manhole; moved 1 existing manhole; installed 180' of 8" gravity sewer line.
- o Personnel: 7 employees received recertification for CPR; 2 employees attended CCU University.
- o Lift Stations: Performed 300 LS preventative maintenance work orders; performed 76 corrective maintenance work orders which included check valve cleaning, pump de-ragging and wet well cleaning; performed 6 confined space entries; replaced 6" 90° PVC elbows for both discharge lines at LS 78; installed new 4" valve assembly, pump bases and discharge lines at LS 838; installed VFDs in odor control panels at LS 129 and 72; installed new MCC at LS 405.
- o Low Pressure Sewer: Responded to 248 LPS service calls; installed 7 new services; upgraded 20 existing systems; and installed 8 mandatory connections; replaced one tank; repaired 7 leaks.
- Finance Division:
  - o Completed Performance Budgeting form for budget meeting
  - o Attend Peace River Budget meeting
  - o Provide information for \$8,000,000 loan
  - o Attend Fiscal Staff meetings
  - o Begin collection of FY2010 budget information from departments
  - o Begin update of CIP plan for FY2010 budget
  - o Complete carryovers for CIPs
  - o Complete draft of FY2008 Bond Coverage
  - o Complete financial update of Engineering Annual Report for FY2008
  - o Complete billing of Charlotte Harbor costs to grant
  - o Received SRF loan agreement
  - o Revenues: Reporting for month of November Percentage Benchmark for Revenues are 25.21%.
  - o Operations and Maintenance Fund:
    - o Water: budgeted \$33,489,553 -billed thru Dec. \$7,981,939, equals 28.83% of budgeted amount.
    - o Sewer: Budgeted \$20,422,201. Billed thru Dec. \$5,057,224, equals 24.76% of budgeted amount.
    - o AGRF/Meter Fees: -budgeted \$1,223,086, billed thru Dec \$373,774-equals 30.56% of budgeted amount.
  - o Total O & M Fund budget, \$55,134,840 -total billed thru Dec. is \$13,039,163, equals 24.19% of total budgeted amount.
  - o Connection Fees (Capital Project Fund):
    - o Water: -budgeted \$1,030,000-collected \$134,888 equals 13.1% of budgeted amount -annualized collections equal \$539,552.

- Sewer: -budgeted \$3,016,000-collected \$344,638 equals 11.43% of budgeted amount - annualized collections equal \$1,378,552 -total budgeted amount \$4,046,000 -total collected thru Dec is \$479,526 equals 11.85% of the total budgeted amount.
- Business Services:
  - IVR: Final testing stages. Implementation is anticipated in February.
  - Mass Notification: IT testing download of phone numbers to accounts -implementation anticipated Feb.
  - New Bill/Electronic Bill: The new bill design has been tested by IT. Test files have been sent to Business Services to test the new mailing bar codes and banner processing.
  - BCS Liaison: 32 utility inspections performed – 29 passed and 3 failed.
  - EZ Pay: 11,510 bills were processed. Transaction break down is: 2,648 one-time pays, 4,376 recurring payments and 4,486 payments through Customer Service Reps. There were 117 returned items; 47 for insufficient funds and 70 for invalid bank number.
  - AMR Replacement: 124 Orion AMR transponders installed. Of the 21,736 customers with AMR transponders 5,112 have ITRONs and 16,662 have Orion.
  - Customer Service: The installation of the new VoIP system was completed on April 19. Business Service received 10,255 phone calls. Out of the total number of calls less than .13% of the calls were abandoned. Service grade level for all calls was 85.4%. There were 4 new service requests representing \$28,454.26. in connection fees.
  - Meter Services: Installed 2 new meters; 55,345 meters were manually read; 36 were skipped and 57 were misread; 2,941 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on. All ITRON meters were checked for zero use.
  - Billing & Collections: Delinquencies: 922 accounts were shut-off for non-payment. Reconnection revenue collected was \$32,152, penalty revenue was \$49,622. and premise visit revenue was \$1,133. Total delinquency revenue: \$82,907. FY-YTD 08 total: \$320,895.
  - Tampering: 80 meter-tampering occurrences for total revenue of \$7,600.; FY-YTD 09 total: \$36,500.
  - Liens: 32 liens filed. 48 liens released for a total of \$24,127.18.
- Community Relations & Water Conservation:
  - Internal Communications: Presented Community Relations & Water Conservation overview presentation for CCU University class.
  - Media Relations: Worked with print and broadcast reporters.
  - Customer Relations/Community Outreach: Researched and responded to various customer questions and concerns, including those referred by Administration and BCC; provided updates and additions to CCU Web page including Customer Service forms, water conservation and toilet rebate program information, and new Water Quality Control section containing information on backflow/cross connection prevention programs; presented reclaimed water and water conservation overview and project update to the First Presbyterian Church Men's Breakfast Club; assisted Communications & Marketing and Economic Development staff in organizing a celebration event for the completion of the water and wastewater expansion projects in the Charlotte Harbor CRA; provided information and photos for CCU wastewater expansion project; worked with Charlotte High environmental science teacher to arrange tour of East Port WRF for his class; researched and provided information on County mowing services for Burnt Store Village POA and follow-up to discussion at December meeting regarding plans for rehabilitation of their wastewater collection system; prepared press release regarding possible reduction in water pressure for some customers due to maintenance work at Walenda Booster Station; attended Town Hall meeting with Englewood East community; assisted local graduate student on several research projects; arranged an interview with an FDEP regulatory official and worked with County Attorney and Purchasing to fulfill his public records request for a Freedom of Information Act assignment; Region X of the Florida Section-American Water Works Association has asked Charlotte County to host the Best Tasting Drinking Water Taste Test for the second consecutive year. Began working with AWWA and County staff to prepare for this event.

- Water Conservation: Toilet Rebate Program continues -Viewtech to address eligibility questions; Viewtech hiring local inspector to conduct mandatory inspections; addressed customer questions regarding program via phone-e-mail; continued working with CCPS reps as they have received bids for the replacement of up to 150 toilets in older schools; continued working with Bureau Veritas, third-party inspector for CCPS, regarding proposal to provide inspections for the CCPS toilet replacements only; plan to present to School Board in February; reviewed toilet disposal procedure with EES staff and requested Waste Management brochures for rebate inspector to provide to program participants; worked with CCU staff, SWFWMD and County Attorney to clarify water restrictions violation procedure; attended one-day Water Conservation Workshop sponsored by SFWMD; created informational brochure on toilet rebate program and toilet flapper replacement which is required by SWFWMD to be presented to all rebate program participants; small quantities of this brochure will be printed in-house to avoid the printing expenses of using a professional service; provided monthly customer data to SWFWMD for water conservation pilot study; began planning for annual Student Art Contest and Water Conservation Month.
- Engineering Services:
  - Major Work Orders: 86 developer project inspections, 274 CIP inspections, 13 LPS start-up inspections, 18 LPS mandatory re-inspections; 15 developer agreements prepared; 240 active developer projects; 3 closed projects; 12 new sets of plans received; 3 revised sets of plans submitted for approval; 118 residential service availability letters prepared, 3 commercial service availability letters prepared; 35 water and sewer services field verified, 661 locates processed from Sunshine State One; 46 residential service applications processed; 0 permits received, 0 permits approved by CCU for FDEP submittal; 5 record/as-built drawings reviewed; 51 large area locates.
  - WO#6: Regional Reclaimed Water Expansion: Transmission Main: Construction of the reclaimed water pond delivery system at Sports Park continues. Discharge piping, meter assembly, control panel, RTU antennae, and fencing have been installed. Staff filled the 14.5 mile transmission main and reclaimed water was discharged to the Sport Park Pond through a temporary manual valve discharge system.
  - Booster and Storage Sites: Begun start-up procedures for pumps-control systems at both sites. Contractor started installation of landscaping.
  - WO#7: Burnt Store RO Water Treatment Plant Expansion: The Deep Injection Well portion of the project is complete. 7 bids were received for the Production and Monitoring Wells and a recommendation for award was sent to Purchasing.
  - Plant Expansion: Construction is progressing.
  - Generator Set: Exercise and place into service with RO plant construction.
  - Operations Building: Floor poured and structural steel erected.
  - WO#7&9: Rotonda Villas & Springs Water & Wastewater System: Meeting was held with consultant on the central and west county water model update which includes hydraulic analysis of the Rotonda Villas/Springs water distribution system design. The PO for the wastewater consultant was issued and a meeting was scheduled for 2/3.
  - WO#28: Rotonda WRF Expansion: The Zenon MBR Units continue to run well and to produce high quality reclaimed water. Construction activities are now focused on Phase 2.
  - WO#29: Upgrade Tanks & Boosters: Interior tank improvements are being installed and inspection is scheduled for later this month. The tank will be returned to service at month end with improvements installed.
  - WO#32: Burnt Store Village Lift Stations: Environmental survey was completed and some concerns were identified. Course of action is being evaluated.
  - WO#39: East Port Expansion: Process continues for re-rating.
  - Rehab of the Headwork Structure: Construction cost estimate is being obtained and final details are being addressed in technical specifications.
  - WO#44: Spatial Information Assessment (Geodatabase): The last two training sessions on field data collection and GPS data post processing were completed; uploading the back log of as-built drawings accumulated since the cut off date.

- WO#45: CR 771 Force Main: 16" force main, pressure testing, and rights-of-way restoration has been completed. Contractor to schedule Butterford Waterway shut down and tie-in.
- WO#46: Water Transmission Main: Real Estate Services is working to acquire additional easement at Walmart end of project.
- WO#53: Rotonda Sands & Meadows: Testing and certifying the lines is 50% complete; construction of the lift stations-70-80% complete.
- WO#42 & 59: Lift Station Rehabs: Review of plans continues; some rehab is being performed in-house; environmental assessment was conducted and no protected or listed species was found.
- WO#60: Babcock Ranch: Received latest REI from SFWMD on 1/14, which extends the next REI response date until January 2010. Meeting held with CCU and Attorney's office to review status of the project.
- WO#62: LPS System Charlotte Harbor CRA: Project is complete.
- Peachland Blvd Sidewalks: Construction continues.
- Midway Force Main & Lift Station Rehabs: The design of this project is complete.
- Midway Widening (PW) Phase 1: Workshop was held with Giffel Webster to reconsider the impact on the utility and update the plans; significant consideration must be made since this project affects a major artery across the county for utility placement.
- WO#70: Rotonda Reclaimed ASR Well Final Design: Permit for the Rotonda ASR Well was issued by the FDEP on 1/22. A public hearing was not required by the FDEP. The consultant is making revisions to the technical specs and special provision sections of the bid documents to reflect FDEP permit conditions.
- WO#71: Deep Creek Force Mains & Lift Stations 303 – 309: Utility easement issues are being researched.
- Sewer Rehab 2008/2009: Miller Pipeline was selected with the PVC Fold in Form Technology. Approximately 17,000' of sewer (8 and 12") will be relined in the Church and Mc Guire Park areas. Pre-con meeting was held on 1/26 and work will start in mid February.
- Coral Creek Bridge: Construction is progressing.