

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

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments.
- Continued to Analyze and review Performance Budgeting forms from departments in preparation for the Department Budget meetings with Administration.
- Meetings with Administration and County departments in preparation for the BCC Workshops in March, April, and May. Departments such as Fire/EMS, Animal Control, Radio Control, Emergency Management, Human Resources, Human Services, Utilities, Environmental Services, Growth Management, Building Construction Services, Economic Development, Tourist Development, and Public Information Office have been reviewed.
- Hurricane Charley:
 - Closed project worksheet #1736 for resurfacing Farabee Road, a total of \$183,559, the County gained \$4,351 extra.
 - Completed a resolution with the Charlotte County Airport confirming the distribution of insurance proceeds, deductible, and loss on insurance settlement permitting us to move forward with the closeout process on the remaining project work sheets. The resolution will bring the County a total of \$1.5 m in additional reimbursements after all the projects are closed.
- Tropical Storm Fay:
 - Submitted six small project worksheets totaling \$27,654. The project worksheets encompassed costs incurred by the Fire Department, EOC, Public Works, IT and Parks, Recreation, and Cultural Resources.
- Hurricane Wilma:
 - Closed three project worksheets for Hurricane Wilma encompassing costs for Justice Center repairs, mosquito spraying, and debris removal. The County gained an additional \$6,251 with the closeout of these project worksheets.
- Prepared and analyzed budgets to carryover unspent money from FY07/08 to FY08/09. This information will be compiled into Budget Amendments and Transfers and will be on a goldenrod for the March 24th BCC Meeting.
- Private Utility Regulation, address customer complaints concerning liable, poor service from private utilities.
- Marine Advisory Council applications were reviewed, categorized, summarized and given to the Marine Advisory Committee along with their financial balances for their monthly meeting.
- Analysis for various requests from the Commissioners and Charlotte County Citizens.
- Met with Maximus to discuss the Central and Indirect Study for FY08/09. Gathered requested data for the study and forwarded to Maximus for completion.
- Reviewed Public Notices for MSBU Public Hearings, reviewed contract; Purchasing put contract out to bid.
- Continue to review properties for MSBUs for additions, deletions, revisions to maps and data base.

I.T. – No report.

Purchasing

- Quotes due and received:
 - 09-130 Mowing of Lots in Code Violation
 - 09-125 Grit Removal - equalization Tank - Burnt Store WRF

- 09-175 Tarp Deployment System with Tarps
- 09-183 Supply & Plant Trees at various Park Locations
- 09-174 Hydrostatic Vibratory Roller
- 09-144 Habitat Restoration Mechanical Ecosystem Treatment
- Work Order due and received:
 - 09-192 Work Order #52, Buck Creek Preserve SWFWMD & FDEP Permitting
- Shortlist meetings held:
 - 09-088 Stormwater Control Structures
- Bid Openings held:
 - 09-165 Fiber Optic Annual Contract
 - 09-167 Mechanical Street Sweeping - Annual Contract
 - 09-148 Traveler for Event Center
 - 09-159 Grounds Maintenance - Annual Contract
 - 09-029 Bunker Gear - Annual Contract
 - 09-147 Stormwater Control Structure @ Jupiter / Chancellor Blvd.
 - 09-184 Chemicals for Ball fields - Annual Contract
- Pre-bid meetings held:
 - 09-147 Stormwater Control Structure @ Jupiter / Chancellor Blvd.
 - 09-120 Stormwater Control Structure @ Apollo Waterway / Chancellor Blvd.
 - 09-136 Chemicals for Ball fields - Annual Contract
 - 09-162 Curb & Landscape Rotonda Medians
- Pre-Commencement meetings held:
 - 09-106 Burnt Store Well Field Expansion
 - 09-060 Annual Line Extension Contract
- Pre-Submittal meetings held:
 - 09-143 Copier Leases - Annual Contract
- Site Visits completed for Request for Proposal 09-126 Lease Space - Fleet

Real Estate Services

- Flamingo/Edgewater: Sending new offers within the next 60 days to the remaining owners.
- Piper Road, Burnt Store Road, Winchester South and Midway Expansion: Over 100 acquisitions required to allow for these projects to move forward. Preparations underway for acquisitions through eminent domain -in court within the next 90 to 120 days.
- Environmental Lands Acquisition Program – No change.
- Employee Clinic: No change.
- Habitat for Humanity –BCC approved exchange at 02/10th meeting -proceeding to closing.
- Regional Water Authority –Continue to work with CCU and Water Authority to secure County owned land for water storage tank near Highway 17 -processed easement requests from Water Authority affecting County owned lands in the vicinity of our Deep Creek Fire Station.
- Kings Highway Pipeline Easement – Working with legal staff to complete this acquisition.
- Replacement of Leased Space for Fleet – Working with Fleet and Purchasing to review the proposals received from the private sector.
- Legal Research – We are working with the County Attorney's Office and conducting research and site inspections for a special project.
- Public Works, Parks & Recreation and Utilities: Working with departments obtaining easements, title searches, reviewing number of land related issues brought forward to depart.

- Releases, Occupations of Easements: Continue processing applications exceeded 100 to date.

Building Construction Services

- Summary:
 - February's activity levels across the department are lower than the same period last year with the exception of new contractor licenses issued which is showing a slight increase. Permitting is not showing any signs of increasing with the only positive sign being that we are currently ahead of most surrounding jurisdictions when it comes to single family permits issued.
- Updates and Accomplishments:
 - Green Building –2 meetings of Stakeholders group in Feb. to discuss implementation of Green Building Ord. and its impact on other County departments. Meetings well attended by depart representatives -members of the public; key item to come out of 1st meeting how much we, as a County, are doing in the effort to become more “green”, and our commitment to sustainability in comparison to Sustainable Sarasota and SustainabLEE prog. and potential of regional approach to sustainability driven by the three counties. During the second meeting, there was much progress made on interaction of Green Building Ord. with other County regulations. Feedback was given on most effective types of incentives and other potential marketing tools.
 - Staff from BCS and County Attorney's office attended 1st meeting of the SustainabLEE prog., Lee County's prog. to encourage sustainability throughout their area. Our purpose in attending this meeting was to gain greater understanding of what other jurisdictions are doing in the “green” arena and ascertain the options open for.
 - Charlotte County. Our attendance was welcomed as participants from Sarasota, Lee, Collier and Charlotte counties opened the door for a regional approach to sustainability.
 - Attended training session on proposed Neighborhood Stabilization Program (NPS) organized by Human Services. During the training session, aspects identified that could be performed by BCS staff at significantly reduced cost to the prog. Follow up meeting held to discuss these issues and BCS is now working to identify potential properties and cost out functions and tasks that can be performed in-house such as assessment inspections and Green Building certification.
 - Vince LaPorta, taught 2 classes at Charlotte Technical Ctr. at request of CDBIA for Future Builders of America -classes discussed building department requirements in relation to various career paths open for future builders.
 - Public Forum for Quality Materials held 02/13/09 -initiated by staff to “clear the air” and promote healthy discussion between owners of Quality Mine and surrounding property owners. Forum attended and consensus from both sides was it was worth attending. Suggested modifications to site to reduce impact on surrounding property owners have been or are in the process of being made and the complaints has subsided considerably.
 - New software system update –implementation of new software system on track with a proposed implementation date of 6/09. Much of the configuration analysis has been completed along with some of the configuration. Come conversion has also been completed.

- Statistics:

<u>Item</u>	<u>Total FY08</u>	<u>Feb-08</u>	<u>Feb-09</u>	<u>FY08 YTD</u>	<u>FY09 YTD</u>
Single Family Permits Issued	318	28	19	135	93
Multi Family Permits Issued	3	0	0	93	0
Commercial Permits Issued	226	26	12	122	82
All Other Permits Issued	18946	1560	1019	7840	5172
Customers Served	20309	2528	1622	9647	7151
Plans Reviews	11282	818	707	4584	3463
Inspections	94125	8188	4514	44797	26682

Permitting Revenue	\$3,464,498	\$237,578	\$197,623	\$1,253,188	\$959,864
Permitting Expenditure	\$4,674,749	\$479,303	\$309,954	\$2,422,082	\$1,798,518
Licensing Revenue	\$336,400	\$43,493	\$1,888	\$189,176	\$22,822
Licensing Expenditure	\$1,309,512	\$97,213	\$59,243	\$396,415	\$291,449
Online Utility Permits	641	46	30	328	170
Utility Inspections	825	132	17	578	154
PTO's & ROE's	124	6	1	48	9
Vacations	22	6	0	21	2
ROW Applications Reviewed	1949	170	146	819	646
Action Orders Initiated	5781	431	286	2319	1516
Code Cases Initiated	3586	277	203	1279	900
CEB Cases Heard	427	42	52	163	169
Citations Issued and \$ Amount	\$30,750	\$3,250	\$5,595	\$16,000	\$13,595
New Contractor Licenses Issued	665	47	50	268	203
Contractor Licenses Revoked	36	4	3	11	3

Economic Development

- Inquires/Appointments/Successes
 - Chaslotte County now qualifies for 2nd Economic Devel. Admin. (EDA) Supplemental Appropriation, a \$57.5 M grant funding available to the region. Economic Development Office is actively pursuing grants in response to Commerce Secretary's call for "affected communities [to] fortify their economic development planning efforts immediately and provide the business development assistance and infrastructure improvements needed to build stronger, more disaster resilient economies."
 - Kay Tracy participated in panel discussion – What is SW FI Communities Doing to Attract & Retain European Businesses – at European American Network Luncheon. Network's primary mission is to assist organizations looking to expand economic reach through contacts, partnerships and alliances with European businesses -event afforded EDO the opportunity to promote our area both regionally and globally.
- Our efforts to recruit and maintain existing businesses continue with:
 - 41 pending prospects.
 - Appointments with 10 local businesses.
 - 2 Impact Analyses.
 - Provided 11 external companies and 6 County departments with various demographic and market data packets.
- Meetings:
 - International Level:
 - European Business Council
 - State Level:
 - Representatives Kreegel & Roberson
 - Senator Bennett
 - Florida Economic Development Council
 - Enterprise Florida
 - CEO Economic Symposium
 - Department of Environmental Protection
 - Regional Level
 - Southwest Florida Regional Technology Partnership

- Local Level:
 - Directors' Meetings
 - Commissioner Duffy's State of the County Meeting
 - Commissioners' Goal Setting Meeting
 - BCC/Charlotte County Airport Authority Joint Meeting
 - Budget Core Services Meetings
 - Administration Core Services Meeting
 - Charlotte County Industrial Development Authority
 - Enterprise Charlotte Economic Council
 - Charlotte County Chamber Board of Directors & Government Affairs
 - Budget Fiscal Staff Meeting
 - Green Building Ordinance Meeting
 - Charlotte County Airport Authority
 - Edison State College
- Presentations/Newspapers/Magazines:
 - Spoke to the members of the Charlotte County Commercial Builders Association.
 - Interviewed by Gulfshore Business Magazine – current economic development projects.
 - Interviewed by Florida Trend – businesses that are doing well in current economy.
 - Spoke to the members of Women Realtor's Business Resource Ground.
- Office Activities:
 - Data collection: monthly permitting, housing, unemployment, wage requirements for Enterprise FI.
 - Working with vendor on scope of work proposal to update website as recommended in the Competitive Analysis.
 - Prepared Agenda, Minutes, coordinated meetings for Enterprise Charlotte Eco. Council, Industrial Development Authority, CH CRA Adv. Committee and Murdock Village CRA Advisory Committee.
 - Working with Charlotte Sun 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.
 - Continue working on Make What to You Take Project. House Bill 0433 and Senate Bill 0894 have been written and are being reviewed.
 - Solar rooftop research.
 - Researching and creating Angel Investor List.
- Murdock Village:
 - Joint meeting- BCC and Murdock Village Adv. Committee held 2/10. Project overview and status report provided. BCC endorsed the continued involvement of CRA Adv. Committee providing BCC recommendations on further actions concerning the Murdock Village redevelopment project.
- Charlotte Harbor:
 - Charlotte Harbor Infrastructure Grant Program has 12 property owners with assistance to cover costs associated with connecting to completed wastewater system in Charlotte Harbor. Tax increment funds were leveraged with Community Development Block Grant (CDBG) funds to provide assistance to income-qualified residents in CHCRA to encourage property owners to make utility connections prior to mandatory hook-up dates. CHCRA continues to look for additional ways to assist property owners in providing incentives to utilize the new system.
 - Charlotte Harbor Gateway Pedestrian Promenade project officially underway -first kick-off meeting with Kimley-Horn and Associates held in February -survey and geo-technical work is underway. A community meeting to discuss the design options will be scheduled in April.

- CH CRA Adv. Board review and refined their proposed work plan presented to BCC, ex-officio governing board of the CHCRA, 2/26. BCC approved the work plan which includes allocating tax increment funds to provide both residential and business incentives to encourage redevelopment in the area- work plan also provides continued support of programming opportunities with the Bayshore Live Oak Park & continued collaboration with Sheriff's Deputy to enhance community.
- CRA Adv. Comm. to host a number of forums to solicit public input on current land use regulations within CH Neighborhood District target area. Property owners will be contacted via direct mail to participate in variety of strategies: public meetings, on-line and written surveying tools to provide input on future redevelopment activities. Community kick-off scheduled.
- Community Outreach/Professional Development:
 - Facilitated panel discussion on Positioning for Economic Rebound at FI Chapter of American Planning Association's 7th Annual Public Policy Workshop, Tallahassee, FL. -all day workshop offers participants 7.5 AICP CM credits. Amer. Institute of Certified Planners (AICP) Certification Maintenance (CM) provides certified planner opportunity for continued education, demonstrates an ongoing commitment to excellence to elected officials, community leaders, and employers.
 - Co-Chair of SW FI Urban Land Institute (ULI) District Council Sustainability Committee - committee to issue survey to all 200+ members in SW FI requesting input related to Sustainability.

Environmental & Extension Services

- Natural Resources:
 - Coastal Islands Sanctuaries, FL Dept of Env. Protection, FL Fish & Wildlife Conservation Commission, Audubon of FI and US Fish & Wildlife Service co-held a Environmental Law Enforcement Workshop - Wildlife & Resource Protection for Birds, on Friday, Feb. 20th, East Port Environmental Campus, Workshop provided useful information about nationally significant water bird populations, review and highlights of regional natural resource sites, share knowledge of federal, state and local laws pertaining to wildlife & public lands, provided tools for law enforcement personnel to educate the public and enforce appropriate laws related to water birds in SW FI and increased coordination to improve wildlife protection and enforcement of County's natural resources. Workshop required activity relating to Stump Pass Dredge permit.
 - Prescribed burn at Conservation Charlotte's Deep Creek Preserve -performed on 02/19th, was successful and without incident. Management actions provide a low cost and effective tool in preserving the natural habitat of these properties. 40 acre ecological burn was needed to reduce over all density of oak species as well as promoting acorn production. 40 acre portion of the property is occupied by the FI scrub-jay. Prescribed burning establishes viable habitat for additional scrub-jays located in urban areas surrounding the County's Deep Creek property.
- Sea Grant:
 - (EES) received notification on 2/18th from Gulf Coast Community Foundation, located in Venice, that its Board of Directors approved a grant request submitted by EES for \$27,982 will co-fund the Sea Grant Program Assistant position for FY 2008/09. Foundation determined research and educational activities such as artificial reef placement, Master Naturalist program, Kids Cup fishing tournament, and other marine-related programs provided by Sea Grant are valuable to SW Florida. Foundation's funding comes when local governments' resources are being stretched thin and is truly appreciated.
 - Sea Grant gave a one year update of Mangrove Restoration Project to Gulf Cove and Punta Gorda Fishing Clubs -total of 121 club members present and many questions were answered.
 - FI Sportsmen's Boater and Angler Expo held in Ft. Myers -Sea Grant Prog. Assistant manned booth with FWC, demonstrating venting/de-hooking techniques/state-federal fishing regulations.
- 4-H Program:
 - Over 100 youth, parents -volunteers for 1st field day of new 4-H Outdoor Adventure Club -young people focusing on three project areas: local environment and stewardship role; area's diverse wildlife; sport and skill of archery -on-going club/field trips, project meetings, community service and competitions planned for the year.

- County Fair -over 200 youth exhibited steers, beef heifers, hogs, goats, chickens, turkeys, ducks, rabbits, photography, woodworking, plants, food, and so much more. The great success of the fair was a direct result of over 100 volunteers' time, money and energy.
- Horticultural / FYN Program:
 - Extension Services held its 2009 Landscape Gardening Series "Fragrance in Your Garden" February 6th at Edison State College in Punta Gorda
 - Seventy-eight (78) participants attended 01/30th "Fragrance in Your Garden" -increasing their knowledge in identification and cultural requirements of fragrant plants suitable to grow in area - became more confident selecting fragrant plants best suited for their garden.
 - Exten. Service '09 Master Gardener Training –maintains/replenishes County's MG volunteers annually. Extension reviews applications and performs interviews provide opportunity for potential Trainee and Trainers to discuss prog. and volunteer expectations. Master Gardeners provide residents with University of FI IFAS prog. facts/information on landscaping at no charge.
 - Landscape Gardening Series - Edison State College -2 events generated community interest. 107 attended "Tropical Fruits" & 97 attended "Butterfly Gardening" -increasing their knowledge in identification/food plant requirements of area butterflies common to SW FI -general management of tropical fruits suitable in our area, participants are more confident making good decisions concerning which butterfly plants are best suited to my landscape.
 - Attended Board Meeting of the Emerald Point Homeowner Association Landscape Committee - presented information on invasive exotic plants -special emphasis on Brazilian Pepper.
 - Habitats for Humanity participants provided information concerning termite prevention, tree pruning and plant and lawn care.
 - Homeowner Fertilizer Workshop at Cedar Point Env. Park in Englewood -2 to 4 pm; 20 residents learned how to read fertilizer bag, properly apply fertilizer -other FI Friendly techniques promoted by FI Yards & Neighborhood (FYN) –prog. filmed by CCTV and featured in Sun Times.
- Aquatic Weed Control:
 - Aquatic Weed section hosted ten citizens from South Gulf Cove Learning Garden on Wed., 02/25th at Eastport Env. Campus -group attended an informative presentation about merits of Aquascaping, the term used to describe planting of aquatic and wetland plants or landscaping in and around water. Learning Garden in South Gulf Cove, located next to one on the area's canals. Committee intends to remove a monoculture of cattails along the shoreline and plant a variety of more desirable vegetation. Aesthetic & wildlife habitat value can be greatly enhanced by establishing and managing certain desirable plants.
- Solid Waste Program:
 - FI Dept. of Env. Protection approved composting operations/design of composting improvements to Site Processing Facility at Zemel Rd Landfill. With this approval Solid Waste can move forward with improvements of facility -when complete Composting Operation will be relocated to Site Processing Facility. Solid Waste submitted to FDEP addendum package; included Composting Procedures and design drawings of the improvements. This was accomplished with a partnership between Solid Waste and Charlotte County Utilities. By using EES and CCU staff working together on the design and addendum to the Landfill Operations permit to add the Composting Operation, County saved approx. \$20,000 in engineering cost. CCU and EES had a combined effort of about 80 hours of work into the project.
 - Distribution of over 72,000 refuse cart in all unincorporated Charlotte County completed. All single-family residents were provided a 95-gallon or 65-gallon refuse cart. The size of the cart was based on the volume of refuse collected from each garbage route. The refuse cart creates an aesthetically attractive and consistent presentation in our communities. Carts are difficult for animals to knock over, open or disturb and this is because they have attached lids, wind blown litter is minimized.
 - County purchased limited number of 35 gallon cart for "special needs" residents. Distribution on an as-needed bases; dept. receiving massive numbers of requests for smaller carts. To manage requests and verify the appropriate needs, in 1/09 County implemented a 35 gallon cart procedure to verify and document resident's requests. Sanitation assessments which funds prog.

does not include funding for general distribution of 35 gallon carts. Procedures for receiving a 35 gallon cart; a resident contacts the Solid Waste dept. schedules an appointment and visits with the resident; -carts are approved for residents with valid health and safety reasons. Difficulty storing the 65 or 95 cart is not considered health and safety. These procedures were adopted to ensure the proper expenditure of County's sanitation assessment funds and help control costs of prog. services.

- Charlotte County Zemel Road Landfill changed Saturday's business hours to 7:00 am until 3:00 pm. Business hours remain the same Monday thru Friday 7:00 am until 5:00pm.
- Commissioner Star toured CC Zemel Road Landfill -tour included overview of operations of the Landfill; Yard waste and Composting Site, Leachate Plant and Scale house.
- 11 adults and 16 children between the ages of 4-6 from Charlotte Academy School toured the Charlotte County Landfill. The class was promoting recycling and wanted to see what the Landfill.
- Mosquito Control:
- Presentation to Board regarding the outfitting of helicopter owned by M.C. to perform aerial adulticide applications for the control of adult, biting mosquitoes. Currently, County contracts this service out to a private company. Board was advised outfitting the helicopter with a spray system and associated electronic safety equipment would cost approx. \$71,000. Performing operation in-house, after initial capital expense, cost savings of approx. \$128,000 could be realized in the first year of operation. Subsequent years' savings could amount to approx. \$200,000 annually. Level of service is not anticipated to decrease from level of service currently provided by Mosq. Ctrol.
- Surveillance prog. includes use of sentinel chickens -department received 75 chicks this year instead of the usual 100. Staff chose Americanaunas (Easter Egg Fowl) due to positive experience from last year's brood, they all had very good disposition. When fully grown in approx. 10 - 12 weeks. Staff will distribute 3 chickens to be stationed at 9 different monitoring sites county-wide and are tested weekly to detect various mosquito-borne diseases such as Eastern Equine Encephalitis (EEE), St. Louis Encephalitis (SLE), and West Nile Virus (WNV).

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. CO on agenda for 3/10/09
- Eastport WWTP Control Bldg-A/E contract released-planning and programming underway Bud. 2Mill
- 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. Bud. 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 1/9. 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 Project is complete.
- 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 Project 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.
- Sheriff's Office 911 upgrade/renovation-in planning-project delayed.
- County Health Clinic-renovation work underway facilities portion is complete.

Growth Management

- Smart Charlotte 2050 Update:
 - Staff has completed the initial draft of the updates required for Smart Charlotte 2050 Comprehensive Plan update. Staff bringing individual comprehensive plan chapters before the Board in coming months for discussion -schedule as follows:
 - April 14th, Transportation, Capital Improvements, Intergovernmental Coordination Elements
 - April 21st, Infrastructure and Public Schools elements
 - May 12th, Parks Recreation and Cultural Resources Elements
 - May 19th, Natural Resources and Coastal Planning Elements
 - June 16th, Future Land Use and Housing Elements
- US 17 Corridor Planning Study:
 - Staff is working with consultants to create a draft plan, -including goals, objectives, and policies to implement the community vision. Low Impact Development policies and sustainable planning regulations also developed as part of process. As soon as draft plan is completed, several public meetings/workshops will be scheduled to solicit public comments to finish the study.
 - US 17 Corridor planning Study is part of the re-writing of the County's Comprehensive Plan - Smart Charlotte 2050. Study will be incorporated into Smart Charlotte 2050 and it will be transmitted to Dept. of Community Affair for Objections/Recommendations/Comments Report.
 - As of 2/27/09, 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 April of 2009.
- Babcock Ranch:
 - It is understood that work on a water treatment plant will not begin prior to the approval of the first increment. Only application materials and pre-application meetings for DRC will be allowed before the first increment is approved. Details of a process are under review. Currently the Utilities Commission is reviewing the applicant's proposal.
 - The decision was made to begin issuing status emails to other governmental agencies as applicable. Topics of such emails may include the following:
 - It has come to our attention that the applicant is considering a delay to the completion of the Update to the Master Traffic Study. Required by the MDO, and having the potential to change the

traffic modeling in a way that would disadvantage the applicant, FDOT is questioning whether the MDO would need to be modified. *FDOT is reviewing the issue and needs to be consulted before staff can formulate a policy.*

- The applicant has suspended work on the PD&E projects, due to a delay in validating the model. The applicant intends to address FDOT comments related to additional sub-area validation analysis for the first increment as a part of the update to the Master Traffic Study. Once the model is complete, the PD&E projects can be restarted. *FDOT is reviewing the issue and needs to be consulted before staff can formulate a policy.*
- The applicant is requesting an access point off of SR 31. The applicant intends to proceed with work related to the development entrance at Cook Brown Road. The applicant is requesting FDOT process the request prior to a DO. FDOT is reviewing the request. As a condition of approval, FDOT needs the applicant to obtain local approval. County staff needs FDOT to define 'local approval'. *FDOT is reviewing the issue and needs to be consulted before staff can formulate a policy.*
- The visioning workshop for Increment I, as required by the MDO, is being scheduled. It will need to be advertised in the same manner as a BCC workshop. *Once the details are worked out agencies, need to be notified. The applicant will also announce the visioning workshop at the March 25, 2009 Steering Committee meeting.*
- Staff is continuing to work with the applicant to formulate a set of Comprehensive Plan and Land Development Regulation changes that are not substantive in nature.
- Staff and the applicant are working together to monitor and ensure the MPO makes the appropriate changes to their LRTP:
- The last LRTP was completed during the same time period of the initial creation of Policy 2.17.3, so it could not accommodate the project at that time.
- Charlotte MPO is working on the next LRTP that will address Policy 2.17.3.
- Babcock will be included in the new LRTP.
- The new LRTP will be for 2035 (currently for 2030), with an expected completion date of 2010.
- The first sufficiency review round for the first increment is still underway. Taking longer than normal, it will require the applicant to provide more information on transportation before the review can be completed.
- The Babcock Steering Committee last met November 5, 2008. Various land stewardship approaches and techniques were discussed. County staff discussed the Request for Proposal to conduct a Rural Planning Study, but the most contentious was issue of panther mitigation and current approaches under consideration. The next meeting is scheduled for March 25, 2009.
- There are now two reviews required. The first one is for the Babcock Ranch Development Agreement (DA); the other is for the Babcock Charlotte MDO. The annual DA review is due June 1, 2009. The first biennial review of the MDO is due September 1, 2010. Both require staff begin work well ahead of time to coordinate with the applicant and ensure proper public notice. Staff is working to further formalize the process.
- School Concurrency:
 - Much of the work of the group this month dealt with the preparations for the 6th annual joint City/County/School Board workshop tentatively scheduled for May 4, 2009. This workshop (that has broadened in scope to include school concurrency) allows the elected officials to discuss land use changes and permitting of developments that have the potential to impact public schools. It also gives the School District an opportunity to share important updates on post-hurricane rebuilding projects on the six affected schools, as well as any potential re-districting issues.
 - 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 each of the SWG meetings in February. He demonstrated the basic screen layout for mapping as well as some of the drawing tools and layers that will be useful in tracking residential development projects. He is coordinating with Maggie Bartley for GIS input.
 - The update of the concurrency LDRs was approved unanimously at the P&Z public hearing on February 9th, and is scheduled to go before BCC on March 17th. The original document (that

only dealt with school concurrency) was revised and is now included in an overall update of the concurrency section of the LDRs. Jim Fendrick will be making the presentation. The City is following a similar schedule for their LDR changes with Joan LeBeau taking the lead.

- Community Plans

- Manasota Key: The proposed revision to the Manasota overlay code was presented to the Planning and Zoning Board on February 9, 2009. Members of the MASKAC committee testified that they were unhappy with the revision. Several residents of the Keys testified that they were unhappy with the MASKAC and with the overlay that had been created in 2005. The P&Z board recommended that the overlay be sent back to the community to work on and bring back to P&Z when community consensus was reached. The committee's bylaws have been explored and the following bylaw issues will be discussed at the March 4 MASKAC meeting: 1) The bylaws were not approved by the BCC; 2) the committee members should represent a diversity of interests, i.e. multifamily, single family, business owners, MSBU, etc.; 3) committee members should be either full time residents of the islands or business owners; and 4) committee members are to serve staggered terms and no more than 4 members can expire at the same time. In addition, several community members have requested agenda time to address community concerns.
- At the March 18 MASKAC meeting, Englewood Fire Chief Bonakoske, Jay Linden with Englewood Water District, County Fire Marshall Howard Hartfelder and Tom Burns have agreed to meet with the MASKAC and the community to discuss resolving the fire hydrant issue. Discussion will center around the action plans outlined in the community plan, what progress has been made and what issues remain.
- The ARC met on Feb. 6 and considered one petition for a single family home. The ARC preliminarily approved the home and pool pending formal resubmittal to the county.
- Grove City: The Grove City Community Plan was approved by the BCC. Staff will continue to work with this community group to implement the policies of the Plan.
- South Gulf Cove: On February 25, 2009, Tara Musselman, Charlotte County Municipal Service Representative, attended the SGC Advisory Committee monthly meeting and discussed CR771/SGC Median Mulching.

- Development review Committee (Site Plan Approval):

- Staff received a total of 4 applications
- 4-approved with conditions

Human Resources

- Continued working with Sr. Financial Mgr & Budget/Admin Svcs. Dir., facilitate next phase of reorganization: evaluating Position Description Questionnaires for all fiscal positions, meeting staff members to review. Completed all meetings, to begin working on implementation plan in March.
- Met with Administration, Sheriff, and Budget staff to discuss consideration of a second, restructured, early buy-out offering. Survey of employees shows significant interest.
- Finalized meetings with IAFF, amendment to Collective Bargaining Agreement consisting of phased-in salary reductions, elimination of other optional pay increases. Scheduled for BCC March 10th.
- All HR staff participated in "Customer Enthusiasm" learning program.
- Designed 2nd quarterly "Learning" theme poster: "Focus on Partnerships" reinforcing, reminding employees together we can accomplish more for the organization and for our community.
- Continued to recognize and award employees for their commitment to stellar customer service. Photos and brief stories published in CC News.
- Implemented HR Customer Satisfaction online survey process. An important part of our job is "customer satisfaction." Survey created to track internal/external customer contentment and shore up any gaps in HR's provision of services.
- Team successfully facilitated Strategic Goal Setting Workshop with Commissioners. Excellent opportunity to partner with the Board.
- Began a new pilot program, "Lunch and Learn," during the lunch hour for managers and supervisors. John Maxwell leadership series DVDs will be used twice per month at Murdock and CCU. Continued

development of our leaders remains a priority as we maneuver through these difficult times. Leaders-as-teachers have a profound impact on others.

- Drafted and finalized second advertisement for the Chamber Newsletter marketing CCBCC Sexual Harassment training opportunities to outside businesses.
- Facilitated 4th (in a series of 12) development book club discussion with internal department as a means to develop individuals and the team.
- Created an all-employee survey regarding interest in and/or suggestions for improvement as it relates to Early Retirement Incentive Program. 101 respondents completed the survey.
- Work continues on employee health center. At least six doctors have been interviewed.
- In process of developing risk operations manual and best practices documents.
- Started research on COBRA extensions in the new federal government stimulus package. This new law provides for County to pay 65% of an employee's subsequent health coverage, following a job loss, for nine months. Credits return from the federal government at a later time.
- Heads Up: Workers' Comp premiums increasing 6.4% in April 2009.
- Heads Up: Industry periodicals indicate a hardening market which means we could be looking at property & casualty premium increases the upcoming fiscal year or two.
- We had 27 workers' comp. claims for Feb.; 15 were medical, 12 were information only. See metrics report in HR for General liability, auto and property.

Human Services

- Applied for approx. \$6.8 million Neighborhood Stabilization Prog. funds for CC; attended State training on application process -met county & community partners to begin developing County plan.
- Participated in the Drug Free Charlotte County's Town Hall meeting for parents of middle and high school students and there were over 150 people in attendance.
- Hosted/participated in 2 day training seminar on Healthy IDEAS (Identifying Depression, Empowering Activities for Seniors), program for older adults and family caregiver provides case managers with a non clinical assessment tool for prescreening depression in senior adults and provides resources for successful intervention & solutions including education -positive behavioral activation. Senior Services clients will be screened using new assessment tools beginning 3/1/09.
- Transportation Disadvantaged grant-funded Sunshine Rides Prog. added 2 routes to its schedule; 1 route provides rides to 85 students a week for Macedonia after school tutorial prog.; 2nd route provides another shopping route -Englewood to Murdock once a month starting with 10 clients.
- Area Agency on Aging, Southwest Florida's Elder Helpline and a representative from the Leadership Council in Collier County took a tour of 211 Operations Call Center, located at the Public Safety Facility. Leadership Council interested in starting a 211 Call Ctr in Collier Cty -especially impressed with Charlotte's policies, procedures and co-location -collaboration with County's EM operations.
- Spoke before Senate Committee on Children, Families and Elder Affairs on Criminal Justice Div. Planning process in Charlotte County that was grant funded. Future grant funding may be available.
- Preliminary report on Bus Transit System Safety & Security Review fm Ctr. for Urban Transportation Research, required for FI Dept of Transportation -report indicated 100% compliance in 12 areas.
- Taking steps in communication with Dept of Elder Affairs to develop process for electronic record keeping of client files -enhances file retention efficiency and space -information on retrievable disks and eliminating hard copy files and cabinet storage.
- Met with Area Agency on Aging discussed improvement ideas for referrals with Aging Resource Ctr in Ft. Myers and on client record narrative documentation.
- Met with Gulf Coast Community Foundation & Charlotte Behavioral Healthcare on potential award for BRAIVE grant -provides assistance returning Iraq/Afghanistan veterans and their families.
- Met with Family Literacy Ctr & Healthy Families -discussed creation of early childhood education prog. at Center. Met with big Brothers-Sisters discussed collaboration on upcoming Second Chance Act funding for community-based mentoring programs.

- Conducted subcommittee meeting of Health Advisory Bd discussed priorities/measures as an outcome of strategic planning meeting. 211 prepared listing of all agencies currently providing services/issues identified -Board to consider additional steps at its March meeting.
- Completed and distributed spring edition of FSC e-Newsletter to over 150 individuals.
- Submitted proposal -FI Housing Coalition -host a State training session at event center 2009-2010.
- Participated in proposal for limit fixed route regional connect ability & hybrid buses; part of economic stimulus plan.
- Met with Facilities Department to discuss timeline -priorities for renovations of Family Services Center from special legislative \$196,000 appropriation.
- Met with Amer. Legion Executive bd. to discuss several issues affecting veterans: free prostate screening for local vets on 21st; national means for health care enrollment increased 10%; VA agreed to pay \$20 million for possible ID Theft Exposure.
- Participated in-service training with Fire/EMS -discussed collaboration of Falls Prevention Prog. for seniors –prog. utilizes volunteers to assist by making minor repairs to homes to reduce falls.
- Held Family Services Center Open House -event was attended by over 50 residents.
- Attended Juvenile Justice Council Executive Bd. meeting. Current proposed legislation may have impacts on County governments -changes include how a juvenile will rate for commitment and limits on pre and post adjudication commitment.
- Added Sunshine Ride and Dial-a-Ride advertising to CCNews & CCTV-20. Added the Transit programs link to the Tax Collector Home Page website.
- Received notification from Area Agency on Aging of SW FI that Charlotte County Human Serv. was sole agency submitting bid for State grant funds for Sr. Services lead agency case management in-home support services -new 3 year contract begins 7/1/09, serves over 400 frail seniors each month.

Parks, Recreation and Cultural Resources

- Administration/Business Services:
 - Public Meetings:
 - Facilitated Parks & Recreation Advisory Board meeting
- Public Outreach:
 - 29 Press Releases written and published for the Department for the month of February
 - 3 webpage updates for the Month of February
 - Business Services staff fielded 1,552 telephone calls, 41 web mail inquiries for February
 - 21 Citizen Concerns were processed for the month of February
 - 201,022 hits to the Department website in the month of February
 - Greeted 405 visitors to the Charlotte Sports Park in the month of February
- HR/Volunteer Coordination:
 - Conducted new hire orientation for 5 new hires
 - Processed 1 requests for FMLA
 - Processed 2 Notice of Injury forms
 - Processed 2 Worker's Compensation forms
 - Updated department Organizational Chart for Budget Office
 - Completed uniform measuring & delivery
- Administrative Assistant I/Central Registrar:
 - Attended and recorded Department Safety Committee meeting
 - Registered competitors for Senior Games in CLASS
 - Assisted staff with 22 CLASS issues
 - Updated account lines Charlotte Sports Park
 - Completed POS keyboards and GL accounts for Libraries
 - Performed assigned administrative duties
- Cultural Resources:
- Use Statistics:
 - 81,687 items checked out at libraries, average of 4,084/day, a 5.4% increase over February 2008

- 62,400 library visits, an average of 3,120 per day and a 4% decrease over last February
- 11,200 computer uses, an average of 560 per day and a 3% decrease over last February
- Library web site recorded 121,000 hits, an increase of 14% over last year
- 802 attended at 28 library prog(s), adults/children/preschool programs, Englewood Beach story time, teen prog., book discussions, films, special prog, prog(s) youth recorded 468, 146 Lemon Bay Fest prog., 72 Saturday family movie -Mid-County, 37 attended African Amer. Experience.
- Play Ball! Exhibit open thru 6/20 at Historical Ctr; 220 visitors counted in Feb. 14 local baseball heroes featured, baseball history items on loan fm. Ted Williams Museum, Tropicana. Fld.
- Historical Ctr hosted Little Salt Spring talk, Dr. John Gifford of Univ. of Miami on 02/21, sponsored by Trail of Florida's Indian Heritage and the FI Humanities Council. 75 attended 2 seatings.
- Other:
 - Volunteers donated 1,613 hours to the Division during February
 - Historical Advisory Committee (HAC) approved revisions to Historic Preservation Ord. in Feb., with the goals of updating it and providing eligibility for Certified Local Government (CLG) funds.
 - Federally-funded CC (FL) History Collection project underway. 1,170 cemetery records scanned and first shipment of photographs (804) from County's historical collections selected, repackaged in archival sleeves and sent out for scanning.
 - 1,547 active household memberships in the Historical Center Society (CCHC Society), increased from 1,126 last February.
 - Submitted two grant proposals: State Museum Grant-in-aid; National Endowment for Arts Big Read grant - \$10,000 to present programs on Edgar Allan Poe 4/2010 in partnership with CC Public Schools, Cultural Center, Arts & Humanities Council, Peace River Center for Writers.
- Recreation/Athletics:
 - Open House -ribbon-cutting of Tampa Bay Rays Team Store conducted on Mon., 02/23. Spectators able to watch on-field workouts, batting practice, get autographs of their favorite players. An estimated 3000 visitors attended this free event.
 - Rays played 1st 2009 spring training game against Cincinnati Reds 02/25th. Attendance est. over 6,000; played 2nd spring training game 02/27th against Boston Red Sox; est. attend. over 7000.
 - The Fit for Life Senior Games registration ended on February 24. There are 670 people signed up for 894 games.
 - CH Event & Conference Ctr. held official ribbon cutting for Punta Gorda Historic Mural Society's "Movie Memories" mural -mural depicts New Theatre bought by L.V. Desguin in 1936. Desguin Family continues to sponsor mural that was originally destroyed by Hurricane Charley in 2004.
 - CH Event & Conference Ctr held Peace River Quilters Guild Quilt Show 02/27-28. Over 3,400 people attended event that features quilts designed and created by members of the local guild.
 - As of 02/28th, Event Center hosted 45 events, utilizing 55 usage days -total attend. 37,841.

Public Information

- Completed and distributed the 2008 Annual Report
- Organized and executed the ground breaking for the Aqui Esta Road Project
- Organized a ribbon cutting for the Charlotte Sports Park
- We filmed the Commissioner's Town Hall Meeting which took place on February 4. This video was downloaded from our video archives 118 times in February.
- Assisted Commission Chair in developing the PowerPoint presentation for the State of the County report
- Worked closely with Stadium staff on media issues pertaining to opening day and project completion
- Assisted Charlotte Sun with preparations for the Economic Summit
- Developed a communications plan for the Budget Department to encourage citizen interaction in the budget review process

Public Safety

Animal Control

- Department Events:

- Animal Control Officer John Butler attended a Law Enforcement workshop sponsored by the Audubon of Florida entitled “Wildlife & Resource Protection – Birds”.
- In an effort to conserve money, an agreement was reached with the Punta Gorda Police Department to allow them after-hours access to the animal shelter in the event that they impound an animal. They will no longer be contacting Animal Control Officer to retrieve the animal.
- Personnel Issues:
 - Animal Control Officer Reannon Juergensen was given an Honorable Mention Award from the Florida Animal Control Association for the “Animal Control Officer of the Year” award.

Fire Safety/ EMS

- In an effort to conserve on full costs, the Fire/EMS Department have decided to discontinue allowing Fire and Rescue Units to the grocery stores during working hours.
- The Fire/EMS Department has been working with all the surrounding fire departments to improve response to brush fires. With the County being in the Drought Index of 647, extreme fire conditions exists and quick Mutual Aid is critical. The early frost has killed off the vegetation which has increased the danger throughout the County and put the Department into an early fire season.

Emergency Management Office

- Heavily involved in negotiations with Community Development, the County Attorney’s Office and developers of Peace River Landing, a proposed Adult Living Facility (ALF) to be sited on the banks of the Peace River less than a block from Charlotte Regional Medical Center in Punta Gorda. Bd of Zoning Appeals recommended denial of their application, however the developer agreed to major concessions and modifications to their plans. This office is now satisfied that the proper protective actions and activities will be forthcoming that will protect the 100 residents of the complex. We will work closely with the developer and facility administrators as the project moves forward.
- Director traveled to Palm Island and visited the firefighters at Station 10. Chief Julian also conducted a 90-minute tour of their coverage area, pointing out many of the challenges they foresee should a large fire occur or a full-scale evacuation be ordered. Discussions included warning and notification procedures and the Palm Island Ferry service and the coordination that must ensue with them in any emergency. An effort is ongoing to replace a small generator the fire company has to provide alternative power for their siren that notifies those on the island of an emergency. A small surplus unit in our inventory is being looked at as a possible solution.
- Staff conducted our annual meeting with the disaster team from Florida Power and Light. We discussed restoration priorities across the County and the City of Punta Gorda. Our major focus is looking at critical facilities (hospitals, communications centers, utilities, etc.) and what feeder they are served by. It involves some give and take as we prioritize what can and cannot be accommodated. FPL has only so many feeders they can place on high priority in a given community. We also discussed the ongoing system inspections the company is doing statewide to improve their sustainability to storm impacts. We also met the company representative who will be assigned to our EOC should a storm threaten or another activation require their presence.

Public Works

- Engineering:
 - Aquí Esta Drive Improvements: Construction started 2/2/09, completion date 2/2011. Contractor working on installing slit screen along the right-of-way, preparing to start work on the utility adjustment for City of Punta Gorda under City/County Joint Project Agreement. All abutting residents have received written notification to remove any private property improvements within the County's right-of-way. Bi-weekly progress meeting held to discuss the schedule, problems and concerns. City of Punta Gorda Utilities and Public Works staff attended 1st meeting. Ground Breaking Ceremony, 2/27, 10:00 a.m., at City of Punta Gorda's Fire Station.
- Dredging:
 - Gulf Cove Waterway Dredging: Contractor is in the process of dredging Northern Canals. Project is 10% complete.
 - Southbridge Waterway Dredging: This project is to facilitate safe navigation within the waterway system by removing silted material and placing it on upland sites. Final budgets have been

approved by the Board of County Commissioners. Coastal Engineering completing a scope of services for the design and permitting of the project. They will commence work on this project shortly.

- Suncoast Waterway Dredging: Project to facilitate safe navigation within the waterway system by removing silted material and placing it on upland sites. Final budgets approved by BCC. Coastal Engineering completing scope of services for design, permitting; commence work shortly.

Tourism

• Director:

- Participated in monthly strategic planning meeting with advertising agency representative
- Attended weekly director's meetings with County Administrator
- Attended Economic Development Council meeting
- Attended one-on-one meeting with County Administrator regarding tourism issues
- Planned April Tourism in Tallahassee agenda with FACVB executive director
- Held monthly marketing meeting for tourism industry partners and reviewed Bureau's mission, core services, accomplishments and economic impact; outlined other ongoing initiatives and advertising coop opportunities
- Wrote monthly *Charlotte Sun Herald* column
- Was interviewed by *Punta Gorda Herald* on my White House background
- Continued to redefine strategic planning meeting & conference marketing due to funding issues
- Previewed a soft launch of the new leisure tourism website – CharlotteHarborTravel.com
- Attended Commissioners' Town Hall Meeting in Murdock
- Met with Gary Quill & Pam Seay on cooperative marketing potential for bureau and airport.
- Met with General Manager of Fishermen's Village on possible Redfish Cup sponsorship
- Reviewed and approved all purchase requisitions, invoices and check and travel requests
- Held a TDC meeting and followed up on action items developed at the strategic planning retreat
- Met with Miles Media representative on future planning prospects for continuing website development and enhancement
- Bureau staff participated in Tampa Bay Rays Welcome parade and promoted new meetings campaign to be launched March 27
- Participated in budget workshop with Budget Director and County Administrator
- Attended Chamber of Commerce Gov. Affairs meeting -update on Visitor Bureau prog/initiatives.
- Edited and approved all media releases
- Held bi-weekly staff meeting on a variety of operational, marketing and planning issues
- Conference call on legislative issues with Exec. Dr. of FI Ass. of Convention & Visitor Bureaus
- Met 4 Commissioners, attended pre-agenda and BCC meeting regarding a website develop.
- Continued to revise performance based budget forms
- Met reps. from Miles Media, on website maintenance and options for future website enhancement
- Wrote Opening Day remarks for Commissioner Duffy
- Attended Rays Opening Day game ceremonies
- Conducted interviews with TV, print & radio about the Rays impact on Charlotte County
- Spoke to the Lemon Bay Rotary on bureau services, initiatives and economic impact
- Gave assistance on upcoming "Punta Gorda's Five Year Extreme Makeover Celebration"

• Communications & Marketing:

- Feb. print advertising targeting the leisure travel industry appeared in *Southern Living* magazine
- Feb. internet advertising included promotional spots on www.GuestQuest.com and feature article in VISIT FLORIDA's German e-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
- Provided review, edits and additional materials and direction for the performance/content enhancements and new features of the VCB's leisure travel website
- Completed preliminary performance-based budget forms, made necessary edits per administration/budget review and feedback

- Researched, compiled and provided Economic Development with tourism-related support materials and a photo library for key project
- Made edits and resubmitted the VCB's trade show display for production for the meetings market
- Compiled story run and preliminary copy for VCB's 2008 Annual Report
- Provided review and recommendation of virtual tour proposal for Parks & Rec. regarding the Event & Conference Center
- Developed collateral to include a Bring Your Meeting Home postcard and banners
- Rotated and updated feature spots on www.CharlotteHarborTravel.com home page, created new landing pages and updated various pages of web site
- Assembled 2008 year-end inquiry data and reports; developed framework for 2009 calendar year reports
- Public Relations:
 - Gathered, wrote and submitted content weekly for Administrator; bi-monthly for CCNews, monthly for FI Association of Convention & Visitor Bureaus; monthly for the Southwest Florida Parrot
 - Wrote and Distributed Three Press Releases:
 - “10 Ways to Fall in Love this February In Charlotte Harbor & The Gulf Islands, Florida”
 - “Tampa Bay Rays Parade Scheduled in Punta Gorda, February 19, 2009”
 - “Charlotte Harbor Visitor & Convention Bureau Wins International Award for E-Mail Program”
 - Wrote and Distributed Media Advisory:
 - “Snowbird Baseball Classic Swings into Action 03/1/09 Charlotte Harbor & the Gulf Islands”
 - Worked with PR agency regarding opening of Rick Treworgy's Muscle Car City -review of media release, conducting photo shoot, communicating with national media about the museum.
 - Researched and fulfilled (9) editorial leads including three directly related to spring training.
 - Finalized March itinerary for travel writer Sandra Friend.
 - Southeast Outdoor Press Association (SEOPA) Activity:
 - Coordinated fishing trip -3 SEOPA board members prior to their April board meeting in Charlotte Harbor & the Gulf Islands securing a captain (King Fisher Fleet) located accommodations.
 - Researched permits needed for SEOPA's breakout day during the Oct. 2009 conference, permit for Gilchrist Park will be completed and submitted in March.
 - Worked with VISIT FLORIDA to distribute pre- and post-conference trips proposals to Florida's industry.
 - Prepared and sent electronic media kit to SEOPA Executive Director for use in the Annual Conference Guide.
 - Researched motivational speakers in the area for the Isles Yacht Club.
 - Liaison for one winner of the Knoxville-Allegiant Air contest winner regarding their upcoming visit.
 - Researched possibility of attending the Tampa Bay Travel Show & Tastes of the World in May, dependent upon industry support.
 - Constant contact with booth display supplier should be finalized by the end of March.
- Additional meetings:
 - Feb. 4 STS Conference Call – Using Social Media
 - Feb. 4 Society for Ethical Ecotourism of Southwest FI, board meeting conference call
 - Feb. 18 Photo shoot at Muscle Car City
 - Feb. 23 Charlotte Sports Park open house
 - Feb. 25 Spring Training Opening Day – visited press room to drop off destination information and met WTVT Fox 13 Tampa Bay, interviewed Becky Bovell
 - Feb. 26 Conversation with Marshal Ellison, Direct Air discussing bringing in media to the destination from airline's feeder cities.
- Sales & Sports Marketing:
 - Conducted site visit of Laishley Park to determine modifications for the Redfish Cup festival layout due to recent infrastructure improvements to the park
 - Provided information to District 22 Power Squadron and requested a hold on the Event Center for their 2010 regional meeting

- Met with Boston Culinary Group to discuss the type of events, meetings, etc. which bureau is focusing its sales efforts to bring business to Charlotte Harbor Event & Conference Center
- Met with the Parks, Recreation, & Cultural Resources Department to update their facility staff on the status of the bureau's meetings/conference and sports sales efforts
- Submitted advertorial copy and photos to appear in March issue of Source (FI Society of Association Executives' industry publication) -focus on hosting meetings in golf destinations
- Met with Charlotte County Airport staff to discuss our existing vacation packages and the potential of including air travel into these packages
- Edited/updated Redfish Cup sponsorship collateral
- Site tour of Visani Comedy Club and met with the owner to discuss the capabilities of hosting regional meetings. Acquired facility specs to add Visani to our meetings website.
- Participated in the Punta Gorda Chamber of Commerce parade for the Tampa Bay Rays utilizing the opportunity to promote our upcoming "Bring Your Meeting Home" campaign
- Conference call with FI Sports Foundation & 20 recognized sports commissions in state - discussed potential legislation that would negatively impact existing grant prog. Admin. by FSF
- Conducted first committee meeting for the 2009 Redfish Cup and presented a proposed venue layout
- Provided information to a representative of the American Association of University Women and will continue to work with her to attract their annual conference to the Event Center in 2010.

Utilities

- Utilities
- Operations Division:
 - Treatment Facilities:
 - Personnel: 1 operator trainee waiting to take exam -no US Water Contract Operators on staff. 1 admin employee on FMLA. 1 mechanic terminated. Posting for this position was approved and a selection made. 1 WW operator pending disciplinary termination. Employee in appeal process. 1 WW operator has given verbal notification of his resignation effective 03/15/09.
 - Reuse Ordinance: The Links, Palms and Long Marsh signed new contracts, but have not submitted the required exhibits to complete the contract. Service was restored in anticipation of receiving the exhibits.
 - East Port Operations Building: CCU and Facilities have completed their 100% review. Facilities approved all plans and documents. Purchasing is in receipt of the bid package to solicit bids.
 - Water Distribution:
 - Personnel: No vacancies exist in the section.
 - Distribution System: Completed 11 new water service line installations; repaired 28 line breaks; exercised 158 system water valves; maintained and flow tested 144 hydrants for system maint; changed out 6 galvanized service lines as system maint; responded to 94 water quality calls; serviced 9 vehicles at Fleet; replaced 1 broken fire hydrant; replaced 4 - 4" valves and 1 - 8" valve in the distribution system; completed the CCR reports for FDEP review and passed along to Community Relations for messages and printing; received EPA approval for the Burnt Store Stage 2 DBP sampling plan; Englewood Interconnect was reactivated at 1MGD at the beginning of the month and flow was increased to 1.5 MGD on 2/26.
 - Booster Stations: #2 (Golf Course) remains out of service. #3 (Gulf Cove) performed preventative maint. ADF was 2.314 MGD. #4 (Walenda) performed monthly preventative maint; #5 pump was returned to service after a rebuild; storage tank was placed back into service on the 5th after FDEP clearance; ADF was 2.704 MGD. #6 (Rotonda) performed monthly preventative maint; ADF was 1.990 MGD. #7 (Ingraham Injection Station) running normally; ADF was 318,096 GPD. #8 (Englewood Interconnect) ran at 1MGD until it was increased to 1.5 MGD on the 26th. L3 came out to repair the HMI programming on the 6th.
 - Sampling: Monthly compliance samples have been completed.
 - Boil Water Notices: 2 boil water notifications were processed.

- Wastewater Collection: Repaired 1 force main break; repaired/replaced 5 sewer laterals; repaired/replaced 13 leaking LPS service connections; completed 35 manhole inspections; repaired 1 - 10" reuse main break; repaired/cemented 4 manhole ring and covers; responded to 6 odor complaints; jetted and cleared 4 gravity sewer blockages; performed 2 confined space entries to perform repairs; repaired 2 road depressions and prepped for asphalt.
- Personnel: 2 employees attended the FWPCOA Water Dist Short School; 1 employee completed the Sacramento Water Dist Course; 1 employee completed the Sacramento WW Collection Course; 1 employee completed CCU University; 1 employee completed "Team Leader" for Skill Base Pay.
- Lift Stations: Performed 292 LS preventative maint work orders; performed 106 corrective maint work orders which included check valve cleaning, pump de-ragging and wet well cleaning; repaired 6" PVC discharge line at LS 78; installed 30' of new force main and installed by-pass valve and connection at LS 25; began repairs on 3 sub pumps; installed new lighting in dry pit at LS 3; performed MOT at LS 402 & pulled pump from wet well located in intersection; pressure washed valve vault concrete walls at LS 37; removed pump base and discharge line at LS 84; ordered valve components, discharge lines, pumps, and accessories for LS 855 for in-house rehab.
- Low Pressure Sewer: Responded to 206 LPS service calls; installed 18 new services; upgraded 12 existing systems; and installed 20 mandatory connections; replaced 5 sewer taps that failed.
- Finance Division:
 - Completed & continued work on Performance Budgeting form
 - Updated Charlotte Harbor MSBU assessment rate and pay off amount
 - Attended Charlotte Harbor CRA meeting
 - Reviewed Pipeline agreement between Peace River and County
 - Attended Peace River Board Meeting
 - Continued FY10 budget process
- Revenues: Reporting for month of January Percentage Benchmark for Revenues- 33.70%.
- Operations and Maintenance Fund:
 - Water: Budgeted \$33,489,553 -billed thru January \$11,066,400 equals 33.04% of the budgeted amount.
 - Sewer: Budgeted \$20,422,201 -billed thru January \$6,832,078 equals 33.45% of the budgeted amount.
 - AGRF/Meter Fees: Budgeted \$1,223,086 -billed thru January \$440,398 equals 36.01% of the budgeted amount.
 - Total O & M Fund budget is \$55,134,840. Total billed thru January \$18,338,876 equals 33.26% of the total budgeted amount.
 - Connection Fees (Capital Project Fund):
 - Water: Budgeted \$1,030,000 -collected \$163,651 equals 15.89% of the budgeted amount. The Annualized Collections equal \$490,953.
 - Sewer: Budgeted \$3,016,000. Collected \$421,530 equals 13.98% of budgeted amount. Annualized Collections equal \$1,264,590 -total budgeted amount is \$4,046,000 -Total collected thru January \$585,181 equals 14.46% of total budgeted amount.
- Business Services:
 - IVR: Is in the final testing stages. Actual Beta testing to occur in March.
 - Mass Notification: Telephone numbers to accounts tested perfectly. Downloaded all numbers to occur first part of March, with small Beta testing of Boil Water Notices to occur in the same month.
 - 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: 21 utility inspections performed – 20 passed and 1 failed.
 - EZ Pay: 10,726 bills were processed. Transaction break down is: 2,628 one-time pays, 4,098 recurring payments and 4,000 payments through Cust Serv Reps. There were 121 returned items; 30 for insufficient funds and 91 for invalid bank number.
 - AMR Replacement: 362 Orion AMR transponders installed. Of the 22,048 customers with AMR transponders 5,086 have ITRONs and 16,962 have Orion.

- Customer Service: Received 14,236 phone calls. Grade of service was 87.4%. There were 4 new service requests representing \$155,453.32 in connection fees.
- Meter Services: Installed 14 new meters; 43,232 meters were manually read; 28 were skipped and 48 were misread; 2,351 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections: Delinquencies: 732 accts were shut-off for non-payment. Reconnection revenue collected was \$25,268. penalty revenue was \$45,906. and premise visit revenue was \$10,040. Total delinquency revenue: \$81,214. FY-YTD 08 total: \$402,109. Revenue from returned checks was \$3,820. FY-YTD 09 total: \$11,949.
- Tampering: 62 meter-tampering occurrences for total revenue of \$5,720.; FY-YTD 09 total: \$42,220.
- Liens: 274 liens filed for a balance of \$67,608. 60 liens released for a total of \$45,518.
- Community Relations & Water Conservation:
 - Internal Communications: Led On-Tap editorial team & team meeting; wrote/edited articles, took photos, organized/edited CCU photo library, layout and distribution; wrote/edited/proofread correspondence and documents; researched and distributed relevant daily news articles and maintained clippings; coordinated CCU's participation in the United Way annual fund drive.
 - Media Relations: Worked with print and broadcast reporters to provide information and ensure accurate, positive reporting on various Utilities stories.
 - Customer Relations/Community Outreach: Researched and responded to various customer questions and concerns, including those referred by Admin and BCC; provided updates to CCU Web page, including new Phase III water restrictions, Customer Service forms, Engineering docs, Water Quality Control information; participated in East Port WRF tour for Charlotte High environmental science class; prepared press release regarding Water Conservation Month student art contest; presented Annual Report awards to BCC; worked with Region X of the FL Section-American Water Works Assoc on the Best Tasting Drinking Water Taste Test. Charlotte County has been asked to host the event for the second consecutive year; worked with Facilities and Public Information departments to prepare for event; selected and invited judges; prepared press release; worked with Engineering staff on customer communications regarding various projects; contacted septic company that was distributing misinformation to our Charlotte Harbor customers regarding their connection to central sewer. Shared the correct information on connection procedure and costs; began working on annual Water Quality Report which is an FDEP requirement; received and reviewed data from Ops division; worked with Public Information staff on cover design; created lobby display promoting the annual Water Conservation Month student art contest.
- Water Conservation: Toilet Rebate Program: All residential rebates for the current funding cycle exhausted. If cooperative funding is received from SWFWMD for FY-10, residential rebates will again be available on 10/1/08. Continued working with program administrator, Viewtech, to address eligibility questions; addressed customer questions regarding program via phone and e-mail. Received training from Viewtech on customer database system. Began tracking customer usage information per SWFWMD contract. Provided bimonthly program report to SWFWMD. Continued working with CCPS on replacement of 130 toilets in older schools; continued working with Bureau Veritas regarding proposal to provide inspections for the CCPS toilet replacements only. CCPS plans to present to School Board in March. SWFWMD declared Phase III Extreme Water Shortage for our area, included additional water restrictions and enforcement requirements. Worked with CCU staff, SWFWMD and County Attorney to clarify water restrictions violation procedure and prepare information sheet for CCU customers. Worked with Public Information staff to update Web info on water restrictions. Worked with SWFWMD staff to obtain additional Conserve Water signs to be placed at County-owned facilities. Provided monthly customer data to SWFWMD for water conservation pilot study. Continued planning for annual Student Art Contest and Water Conservation Month program activities; contacted all public and private schools to encourage participation; ordered prize ribbons for winning students. Represented CCU at meetings regarding the proposed Green Building Ordinance.

- Engineering Services:
 - Major Work Orders: 69 developer project inspections, 382 CIP inspections, 16 LPS start-up inspections, 10 LPS mandatory re-inspections; 8 developer agreements prepared; 249 active developer projects; 5 closed projects; 8 new sets of plans received; 3 revised sets of plans submitted for approval; 67 residential service availability letters prepared, 2 commercial service availability letters prepared; 35 water and sewer services field verified, 13 water/sewer services field verified; 780 locates processed from Sunshine State One; 31 residential service applications processed; 0 permits received, 0 permits approved by CCU for FDEP submittal; 3 record/as-built drawings reviewed; large area locates for Rot Meadows 89.8 hrs.; 40 hrs Water Distribution C short school.
 - WO#6: Regional Reclaimed Water Expansion: Transmission Main: Construction of the reclaimed water pond delivery system at the Sports Park was completed. Instrumentation calibration and system testing is on-going. Application to the FDEP to certify the transmission main for permanent operation was submitted on 02/27/09.
 - Booster and Storage Sites: Start-up procedures for pumps -control systems at both sites continue. Training of Ops staff on different controls continues. Installation of landscaping and pavement completed. Consultant to draft Operating Protocol.
 - WO#7: Burnt Store RO Water Treatment Plant Expansion: Production/Monitoring Wells: Contractor is mobilizing.
 - Plant Expansion: Construction progressing on schedule.
 - Generator Set: Exercise and place into service with RO plant construction.
- Operations Building: Construction is progressing on schedule.
 - WO#7&9: Rotonda Villas & Springs Water & Wastewater System: The scope for the central and west county water model update includes hydraulic analysis of the Rotonda Villas/Springs water distribution system design was finalized and sent to Purchasing for consideration by the BCC. Meetings were held with the consultant working on the LPS and LS designs. The water distribution system layout was finalized along with the location of hydrants and isolation valves and the drafting of the individual plan sheets continues.
 - WO#28: Rotonda WRF Expansion: The new plant continues to run reliably and to produce good effluent.
 - WO#29: Upgrade Tanks & Boosters: New pumps have been installed at Walenda, and connected to the ground storage tank. Tank to be returned to service by early March.
 - WO#32: Burnt Store Village Lift Stations: Letter mailed to property owners where a control panel will be installed in their ROW. Environmental issues were discovered in project area. That component of the project was removed from the bid plans. Staff continues to finalize bid documents.
 - WO#39: East Port Expansion: Process continues for re-rating.
 - Rehab of the Headwork Structure: Bid documents are being reviewed by Engineering for submission to Purchasing.
 - WO#44: Spatial Information Assessment (Geodatabase): The Geodatabase was delivered, including the revised CAD Loader source code. All final SOPs for Office and Field work were also delivered. All outstanding items for the contract were completed by the Consultant.
 - WO#45: CR 771 Force Main: Pressure testing of all force main pipe segments has been completed. The Butterford WW crossing directional bore has been successfully completed. The Butterford WW WM crossing is complete, and bacterial tests have been concluded.
 - WO#46: Water Transmission Main: Real Estate Services is working to acquire additional easement at Walmart end of project.
 - WO#53: Rotonda Sands & Meadows: Pipe installation in the Sands is 99% complete. Testing and certifying the lines is approximately 50% complete. Construction of the lift stations have been the focal point this month and are 70-80% complete. The target date of 02/15/09 is the day we will start the Permit for Use Application to the FDEP.
 - Rotonda Meadows: 50% of road installations have been directional drilled. No other work is to commence in the Meadows until the Sands is complete and considered ready to permit for use

with the exception of construction of the lift station. Lift station work is 75-80% complete. The earliest the Meadows area will be completed and considered ready to permit for use is 05/07/09.

- 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. For LS 801, additional info and mitigation check was sent to FWC on 02/23. A Change Order request is being reviewed by the Purchasing Dept. Remobilization is now scheduled for 04/01, if the tortoise relocation permit is received by mid-March 2009.
- WO#60: Babcock Ranch: As a result of 2/20 meeting with SFWMD, they have agreed that the well permits will be converted to be back-up for the Peace River Water Management District overall supplies, conditional upon county showing intention to initiate preliminary development of those water supplies and pipeline infrastructure by 2014.
- WO#62: LPS System Charlotte Harbor CRA: Project is complete. Final change order was issued for a reduction of \$37,085.00 reducing the total project cost.
- Peachland Blvd Sidewalks: Construction continues.
- Midway Force Main & Lift Station Rehabs: Additional design work is being pursued with the possibility of this project becoming a large diameter "backbone" gravity feeder for systems in Mid-County to the East Port Plant.
- Midway Widening (PW) Phase 1: 60% utility plan review was held.
- WO#70: Rotonda Reclaimed ASR Well Final Design: Consultant has made revisions to the Division 1 specs which are under staff review. Plans and associated technical specs are currently under revision to address FDEP permit conditions.
- WO#71: Deep Creek Force Mains & Lift Stations 303 – 309: Utility easement were not described and numbered properly.
- Sewer Rehab 2008/2009: Pipe Relining: Relining work was delayed for additional documents required by contractor for licensing purposes.
- Manhole Rehab: Research continues on manhole rehab methods.
- Coral Creek Bridge: Construction is progressing.
- SWFL Feasibility Study: Staff continues to monitor this study being conducted by SFWMD for restoring SWFL freshwater flows to pre-development conditions. A plan has been determined and will focus on 3 main areas, all within Lee County. Charlotte County borders one of the selected areas, FG 56. Value engineering is in progress on original actions proposed by the study in prep for a presentation to the Feds in mid to late 2009.