

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

Budget & Administrative Services

Budget Division

- Distributed monthly Fiscal Reports to departments
- Impact Fee Report updated and distributed
- Preparation and analysis for Budget Workshops with Board of County Commissioners.
- Budget Workshops with BCC. Departments reviewed by BCC in March:
- Public Safety - Fire/EMS, Animal Control, Radio Control, Emergency Management
 - Environmental Services
 - Capital Improvements Projects – Ad Valorem Funded
 - Central and Indirect Services, Self Insurance, Sales Tax Extension 2002, and Non Profit Organizations
- Hurricane Charley
 - Closed two major debris projects and gained \$3.5 million in funding.
 - Gathered information -preparing closeout packages for debris project worksheets for Stumps and Landfill Labor/Equipment -last two debris projects.
- Hurricane Wilma
 - Closed Hurricane Wilma Project Worksheet 1951 for sign repairs for a total amount of \$524,646. This completes the final large project closeout for Hurricane Wilma.
- CIP Carryover adjustments for FY07/08 to FY08/09 finalized and entered into EDEN.
 - Mid-year WCIND/Boater's Improvement Fund applications reviewed by Marine Adv Committee. Their recommendations will be reviewed by BCC in April.
- Analysis for various requests from the Commissioners and Charlotte County Citizens.
 - Reviewed applications from non-human services non-profit organizations, total of 4 applications received -compiled and brought to board during the budget process.
 - Met with Sheriff's Office, Punta Gorda Police Department, the Neighborhood Accountability Board and Human Services to reach agreement on how to use funds available from Recovery Act JAG grant (\$275,631). Grant application is now being prepared for submission.
 - Worked closely with Growth Management to develop a tracking system for impact fee credit assignments -1st impact fee credit assignment package to be reviewed and analyzed using the new tracking system was received – Marker Eleven, Inc.
- Generated Position Budgeting Reports-distributed to departments for updating.
- Monthly update of revenue projections.
- Private Utilities:
 - Worked with Sun River Attorney and Public Service Commission (PSC) representative to ensure that Charlotte County would receive regulatory assessment fees
 - Submitted 2008 Price Index documentation to Sandalhaven private utility.
 - Granted extension to Sandalhaven for the Annual Report Filing deadline of April 30th.
 - Follow up of customer disputes
 - Processed budget transfers to Sheriff's Office for following: Criminal Justice Fund, Crime Prevention Fund, Law Enforcement Trust Fund, and Drug Abuse Trust Fund.
 - Prepared internal loan package for purchase of E911 equipment for Sheriff's Office - loan between Charlotte County Public Safety Fund and Enhanced 911 Fund -paid back to the Charlotte County Public Safety Fund with funding from the E911 fees collected.

- Continue to review properties for MSBUs for additions, deletions, revisions to maps, and data base.
- Prepared information and analysis for MSBU presentation to update BCC.

Fiscal Services Division

- **Public Works:**

- Public Works Finance received grant reimbursements from FDOT for Piper Road in amount of \$10,293 and \$71,354 from Gasparilla Island Bridge Authority for their portion of utility improvements on the Coral Creek Bridge.
- Invoiced FDOT \$197,090 for grant reimbursement for US 17 Landscape Design.

- **Facilities Construction and Maintenance:**

- Submitted all Hurricane invoicing for Health Department to the Budget Office.
- Met with the Audit department regarding inquiries relating to the Jail expansion.

- **Building and Construction Services:**

- Issued 22 Single Family permits for the month of March, a slight increase from February.
- Analysis of revenues collected year-to-date for Growth Management based on their fee increases.
- Provided Impact Fee rollback analysis detailing losses of revenue year-to-date.

- **Public Safety Department:**

- Fire/EMS decreased overtime expenses as a result of manning adjustments. Department has realized an average of approximate \$87,000 per pay period savings in overtime.
- CIP Workshop, Friday, 03/20th, BCC accepted staff's proposal to delay the purchase of replacement ambulance units for FY08/09, amount of \$408,000 and for FY09/10, amount of \$441,000. Amounts provide savings to Capital Projects Fund. Current fleet in good condition due to department's ongoing preventative maintenance program for apparatus.

- **Emergency Management:**

- Department received 1st quarter reimbursement request, amount of \$28,891 from Emergency Management Preparedness Assistance Grant. Grant covers salary and operating costs related to scope of work defined by Florida Division of Emergency Mgt.

- **Human Services:**

- Transit has been advised that they have been allocated an additional \$1,896,507 in Capital funds under the USC 5307 program that has been passed through for immediate utilization under the ARRA (Stimulus Program). No local match is required. Transit has plans to purchase five "green buses" with these funds. We will be taking this to the BCC in the near future for their approval. As with most of the stimulus funding, timing is of the essence.
- Charlotte Behavioral Health Care, in partnership with County Human Services and Veteran's Services, was recently awarded a \$200,000 two year grant from Gulf Coast Community Foundation of Venice. The Foundation awarded the BRAVE grant to address the mental health and other social service needs of local military personnel and their families who have been affected by deployment in the Afghanistan and Iraq wars.
- Identified and filed a Section 5311 Stimulus Package/ARRA grant that will allow Transit to acquire \$102,098 in Capital Fleet Maintenance and repair equipment and tools, as well as \$45,000 in operating funds for a County position designated as a Rural Transit Planner in addition to other existing established County job requirements. This is likely to be a one-time allocation. No local match is required.

I.T. No report.

Purchasing

- Pre-Bid meetings held:
 - 09-135 Tree Trimming and Removal - Annual
 - 09-032 Lift Station Grounds Maintenance
 - 09-200 Pool Chemicals - Annual
 - 09-227 Wheeled Excavator

- Pre-Submittal meetings held:
 - 09-177 Placida Road Design
 - 09-192 Sidewalk Design - Sales Tax
 - 09-180 Edgewater Drive Phase II
 - 09-115 Emergency Debris Removal - Annual
 - 09-182 Vending Machine Services - Annual
 - 09-199 Mobile Concession Services - Annual
 - Shortlisting meetings held:
 - 09-177 Placida Road Design
 - 09-143 Multi-functional Copier Leases
 - Proposals due and received:
 - 09-177 Placida Road Design
 - 09-143 Multi-functional Copier Leases
 - Negotiation meetings held:
 - 09-088 Water Control Structures - Design
 - Quotes due and received:
 - 09-191 Supply & Install Gypsum Panels - Harold Ave Gym
 - 09-154 Public Notices - Printing and Mailing
 - 09-185 Beach Tilling - 2009
 - 09-153 Landscape Renovation - Bayshore Live Oak Park
 - 09-206 Radar Altimeter & Indicator
 - 09-171 Oyster Creek Flow Enhancement
 - Bids due and received:
 - 09-135 Tree Trimming and Removal - Annual
 - 09-120 Stormwater Control Structure - Apollo Waterway @ Chancellor Blvd.
 - 09-137 Fertilizer - Annual
 - 09-162 Curb & Landscape Rotonda
- Work Orders due and received:
File 09-201, work order #11 CEI Services Eastport Headworks
- Pre-Construction meetings held:
 - 09-167 Mechanical Street Sweeping
 - Pre-award meeting held:
 - 09-135 Tree Trimming and Removal - Annual

Real Estate Services:

- Flamingo/Edgewater: -Sending updated offers to remaining owners next 30 days.
- Burnt Store Road, Winchester South and Midway Expansion: -moving forward, voluntary and eminent domain to acquire property for these projects -several hundred acquisitions required -should be in court within the next 90 to 120 days for an Order of Take hearing.
- Piper Road: -Order of Take Hearing at Justice Center, June 10th, if granted by the Judge, will obtain necessary lands for 1st phase of project (Henry Street to Jones Loop) -remaining item obtaining grant of right of way easement from Airport Authority.
- Environmental Lands Acquisition Program: -program remains in abeyance.
- Employee Clinic: -facility should be ready in early April.
- Habitat for Humanity: -land exchange completed.
- Regional Water Authority: -no change
- Kings Highway Pipeline Easement: We are working with legal staff to complete this acquisition.
- Replacement of Leased Space for Fleet: -no change
- Legal Research: -no change; research -site inspections for a special project.

- Public Works, Parks & Recreation and Utilities: -obtaining easements, title searches, reviewing a number of land issues for review for departments.
- Releases and Occupations of Easements: -exceeded 120 to date.
- Stump Pass Project: -total of 273 new easements required for project -involves beach re-nourishment using sand removed from Stump Pass -easements needed to allow Public Works to place sand along private property.

Building Construction Services

- Summary:
 - March's figures show that although we are down on March 2008, we have started to level off. In addition, the number of customers visiting the department has increased for the first time in several months. Indications are that the downturn in new construction has started to level off and the department has spoken with one developer who is engaged in reactivating some permits that we on hold as part of the extension inspection program, and has indicated that they will be starting to build new homes soon.
- Updates and Accomplishments – 03/09:
 - Green Building: Proposed Green Building Ord moving forward -agenda item set for 04/ 14th to set the public hearing for 04/28th. Proposed change suggested, include a significant incentive for commercial structures but adjusting the Floor Area Ratio -this is under investigation by County Attorney's Office to ensure wording does not conflict the provisions of the Comp Plan.
 - In addition, department is working on coordinating Green Building Expo for November –aim - allow vendors to showcase green products/solutions to citizens and business community, help our citizens learn about money saving initiatives and try to match up vendors with potential investors. Economic Development Dept is working with BCS from the Business Development side with a view of attractive “Green Industry” to the area.
 - Julia Galofre, Plans Examiner, passed LEED certification which makes her the first LEED Accredited Professional on staff. Julia is also certified through the Florida Green Building Coalition and is fast becoming the expert in green building techniques.
 - Department held 2 pubic forums this month. One was part of the information “Ask the Building Department” series and discussed the issues surrounding the purchase of a foreclosed or abandoned home. This was titled “Deal or No Deal” and included speakers from the Building Department, Code Enforcement, the Housing Corporation and the local realtors association. This meeting was taped and is being played back on CCTV20 on a regular basis.
 - Second forum to allow an informal pubic discussion of proposed changes to County's licensing regulations. There have been many changes at a local and state level over the past few years and BCS is trying to perform housekeeping to update our codes to reflect those changes.
 - Staff gave a presentation to the South Gulf Point Home Owners Association on the dangers of hiring unlicensed contractors and general information about the permitting process. This was well attended by over 40 homeowners and feedback from the residents was very good.
 - Software Update -implementation team on site working on configuration of Citizen Access portion of new Land Management Software –this portion will significantly enhance functionality available to our citizens. Among the changes, ability to apply for complex permits, upload required documents and have them reviewed online without ever printing a paper copy of the document. This can all be done from their own home or office.
- 2009 Statistics:

Item	Total FY08	Mar-08	Mar-09	FY08 YTD	FY09 YTD
Single Family Permits Issued	318	25	21	160	114
Multi Family Permits Issued	3	0	1	93	1
Commercial Permits Issued	226	25	17	147	99
All Other Permits Issued	18946	1853	1190	9693	6362

Customers Served	20309	2393	2567	12040	11340
Plans Reviews	11282	965	863	5549	4326
Inspections	94125	7637	5231	52434	31913
Permitting Revenue	\$3,464,498	\$360,259	\$169,657	\$1,613,447	\$1,129,521
Permitting Expenditure	\$4,674,749	\$555,903	\$225,566	\$2,977,985	\$2,024,084
Licensing Revenue	\$336,400	\$23,263	\$4,225	\$212,439	\$27,047
Licensing Expenditure	\$1,309,512	\$72,493	\$60,504	\$468,908	\$351,953
Online Utility Permits	641	48	49	376	219
Utility Inspections	825	54	40	632	194
PTO's & ROE's	124	20	0	68	9
Vacations	22	3	0	24	2
ROW Applications Reviewed	1949	181	141	1000	787
Action Orders Initiated	5781	504	384	2823	1900
Code Cases Initiated	3586	272	222	1551	1122
CEB Cases Heard	427	52	39	215	208
Citations Issued and \$ Amount	\$30,750	\$2,000	\$3,750	\$18,000	\$17,345
New Contractor Licenses Issued	665	50	52	318	255
Contractor Licenses Revoked	36	3	0	14	3

Economic Development

o Inquires/Appointments/Successes:

- o Representatives from Enterprise Florida visited Eco Dev and given a tour of the County. Enterprise FI is public-private partnership serving as Florida's primary organization devoted to statewide economic development. Enterprise FI is 1st source of lead generation used by EDO. Visit afforded EDO opportunity to showcase attributes of County and opportunities available to expanding and relocating companies. Tour included CC Airport Authority and businesses located in ECAP area and Sunloft Center, Punta Gorda.
- o Don Root guest of Curmudgeon's on Clear Channel 1580AM, Becky Bovell, and Brian Presley -program hosted by Ken Lovejoy and Curmudgeon Dale Watson. Listeners given opportunity to call in and ask questions. Topics covered: current activities in Economic Office & Tourism, community growth, marketing, today's economy, future outlook, and regionalism. Participation in broadcast gave both dept's opportunity to teach & inform community.
- o Murdock Village Community Redevelopment Agency Advisory Committee moved monthly meeting to 2nd Monday of every month at 5:30 p.m. Committee believes the change in time from Friday, 7:30 a.m. schedule will allow more public participation. Next meeting Monday, 04/13, Room 106B, schedule/agendas found at www.charlottecountyfl.com/murdockvillage.
- o Debrah Forester participated in Urban Land Institute (ULI) webinar on Sustainability. As chair of the SW FI ULI District Council Committee on Sustainability, Ms. Forester shared with other district council's throughout country on progress that Southwest FI District Council has made over the past year. Sustainability Committee considering hosting a program on Sustainability in Charlotte County this May.
- o FI Redevelopment Association formed a Southwest FI Region Alliance. 1st organizational meeting held in Ft. Myers. Alliance will meet quarterly at different community redevelopment area in the region. December meeting scheduled for Charlotte County.
- o Our efforts to recruit and maintain existing businesses continue with:
- o 34 pending prospects.

- Appointments with 14 local businesses.
- 2 Impact Analyses.
- Provided 7 external companies and 9 County dept's with various demographic/market data packets.
- Meetings:
 - International Level
 - European Business Council
 - State Level
 - Lt. Governor Kottkamp
 - Representatives Kreegel & Roberson
 - Enterprise Florida visited Charlotte County
 - Regional Level
 - Southwest Florida Regional Technology Partnership
 - Regional Branding Partnership
 - Economic Summit
 - FGCU re: Woods and Poole Regional Demographics
 - Local Level
 - Directors' Meetings
 - Charlotte County Industrial Development Authority
 - Enterprise Charlotte Economic Council
 - Charlotte County Chamber Board of Directors & Government Affairs
 - Green Building Ordinance Meeting
 - Clean Energy Planning Session
 - Charlotte County Airport Authority
 - Training Lunch & Learn – Leadership What it is and Why it Matters
 - Captain Ralph Allen – tourism and economic development
- Presentations/Newspapers/Magazines:
 - Guest on Curmudgeon Radio Show
 - Sun Reporter Ed Scott regarding regionalism
- Office Activities:
 - Data collection included monthly permitting, housing, unemployment data as well as FPL rate sheet, educational data, traffic count and business tax receipts.
 - Working with Purchasing regarding bidding process for website upgrade, which was a recommendation in the Competitive Analysis prepared for the EDO.
 - Prepared Agenda, Minutes, coordinated meetings for Enterprise Charlotte Eco Council, Industrial Development Authority, CHCRA Adv Committee and MVCRA Advisory Committee.
- 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 CC Chamber to formulate Business Retention Plan. Introductory letter forwarded to Chamber for mailing.
 - Working to obtain EB-5 Regional Ctr Designation through partnership with WTC Palm Beach.
 - Mitigation of wetlands in the ECAP area.
 - Continue working on Make What to You Take Project. Although the legislation did not pass, a team will be formed to put together a proposal to present to leads.
 - Solar rooftop research.
- Murdock Village:
 - 2008 Annual Report completed and filed with the BCC -public notice published.

- Murdock Village Redevelopment proj presented at Urban Land Institute, Southwest FI District Council March prog. Murdock Village was 1 of 4 redevelopment areas that were presented.
- Received preliminary approval of the Murdock Village vested rights application.
- Charlotte Harbor:
 - Approved '09 work plan incentives to encourage redevelopment in the area.
 - Charlotte Harbor Gateway Pedestrian Promenade concept plan presented to CH CRA Committee meeting 4/23, at Charlotte Harbor Events Center.
 - Special meeting CH-CRA Adv. Committee 4/16, Pineapple Room, 4385 Guard St. -specialty consignment shop received a façade grant located in Neighborhood Business Dist. -meeting to conduct an on-site survey of properties in Charlotte Harbor Neighborhood District target areas from Bayshore to Edgewater west of US41 -evaluate current land uses/existing zoning code.
 - Plans underway to bring programs to CRA: install and use a rain barrel, water conservation tips, inviting a master gardener to area -intent of program to bring more community residents to Charlotte Harbor and educate them on improvements completed and planned for area.
 - Bridge Banners removed.
- Community Outreach/Professional Development:
 - Building Dept and EDO to develop Sustainability Conference for county-target date 02/10.
 - Attended 1st FI Redevelopment Assoc Regional Redevelopment Meeting sponsored by Downtown Ft Myers CRA -quarterly meeting at different CRAs -Charlotte/Punta Gorda CRA will sponsor event December.

Environmental & Extension Services

- Solid Waste:
 - State Recycling Report for '07 verified by FI Dept of Environmental Protection –County's recycling rate, 33%, recycled 77,508 tons in 2007.
 - Landfill Life Report '09 annual engineering report for Zemel Road Landfill's disposal capacity, within the existing disposal area, will last until 2027, an increase of 3 yrs from prior report - result of decline in quantities, population, and associated future projections.
 - Keep Charlotte Beautiful kicked off "Great American Cleanup" in March, at Mid County Transfer & Recycling Facility -volunteers conduct right-a-way cleanups thru to May.
 - Arrest in March for felony dumping of tires in wooded area off Larson Ave., Port Charlotte.
 - Solid Waste Resource to educate residents -display at "Keen on Green" event Cultural Ctr.
 - Health & Safety site visits for those desiring 35 gallon cart weekly; all 35 gallon cart exchange requests received by the Division prior to implementing "Health & Safety" procedures completed-division informing residents on the "Proper Placement" and use of refuse carts.
- Sea Grant:
 - Agent worked on up-coming Crab trap cleanup with Sea Grant Advisory Members and on the statewide train-the-trainer workshop with Lee County Sea Grant Agent.
 - Program Assistant worked on data management and reporting obligations for Kids Cup and the FWC artificial reef grant.
- 4-H Youth Development:
 - 4-H Agent and CC 4-H Foundation, Inc., conducted another 4-H "Tropical Celebration" over 90 attend annual fund-raiser for 4-H Youth Development programs.
- Horticulture:
 - Extension held Green Industries Best Management Practices Training on Fertilizer Ordinance at East Port Env Campus; 11 participants learned: turf, irrigation, landscape, pesticide BMP's - exam scores 75% or higher participants got Certificate of Completion in applying fertilizer.
 - Bus tour thru agricultural production areas of county guided by Multi-County UF/IFAS Agricultural Agents well-versed in large scale agricultural ventures -45 participants learned local agricultural industry, history, agriculture affects our economy and production efforts of local farmers in many diverse operations -attendees checked out County's agricultural backyard with on-site visits and dialogue with farmers.

- FYN Program Assistant attended Lemon Bay Watershed Conservation public meeting and provided information concerning water conservation and fertilizer ordinance at a booth.
- FI Yards & Neighborhoods workshop -28 participants on Rain Barrel water conservation using rain barrels, from set-up, use in home landscape -prog. results residents utilizing over 600 Rain Barrels potential to replace 33,000 gallons of potable water for plant/landscape irrigation.
- **Natural Resources:**
 - Lay out of Buck Creek Trail system completed -staff prepared a scope of professional services to secure a SWFWMD permit for Buck Creek development; kayak site, outside classroom, roads and associated site improvements.
 - Approx., 30 members from FI Paddlers Assoc and Lemon Bay Kayak group paddled to Thornton Key –goal, solicit volunteer participation for Brazilian Peppertree removal project currently underway on Thornton Key. 12 volunteers signed naming themselves “The Friends of Thornton Key”. Plans underway to conduct a “Pepper Removal Day”.
 - Palm Island Resort invited Staff to conduct educational beach nesting bird walk for owners and guests -27 participants learned bird identification, impacts to nesting birds from humans, dogs, and other predators -5 participants signed up to join County Volunteer Beach Nesting Bird Steward Prog. to educate beach goers.
 - Volunteers of Native Plant Society–Mangrove Chapter assisted Staff establishing 4 vegetation photo points at Buck Creek Preserve -volunteers identified and documented vegetation within a 25 ft radius -points will be used to conduct surveys throughout the years.
 - Guided nature walk at Prairie Creek Preserve a success -group of 16 nature enthusiasts and birders. Dan Ryals spoke on history of Preserve, adventures his family had - wild hog removal program continues.
 - Clean-up operation conducted at Tippy II. Volunteers from Oyster Creek and Bobbi Rogers from CHEC -picked up refuse, cleared trail ways for future nature walks on property.
 - Staff from USDA held workshop at Boca Grande Community Ctr on Green Spiny-tailed iguanas: reproduction, food sources, and other findings collected during the past year of the Iguana Control Project underway, BG Charlotte portion. USDA entered into agreement with Lee County Officials for control practices on Lee portion. Research on-going on both portions of island managed by USDA Wildlife Services Division.
 - Staff applying for grant from FI Communities Trust, to supplement purchase of Thornton Key Preserve. Any monies received from FCT will also be applied to management and development of property. Currently, FCT has funded 2 other properties managed by Natural Resources, Tippy II and Buck Creek Preserve.
 - Staff assisted members of CC Beaches & Shores Adv Committee on field review of Stump Pass Beach State Park, Englewood Beach, & Knight/Don Pedro Island -tour began, at Stump Pass, proceeded to Englewood Beach, ended on Knight /Don Pedro Island. On Stump Pass members observed erosion on beach and changes –at Englewood Beach discussed options to reduce impacts to dune system at beach entrances -committee was provided with onsite overview of nourishment project and outlined areas where sand was deposited along Knight/Don Pedro Island in ‘06, and ‘09 dredge.
 - Fact Finding, dept visited Lee Cty primitive camp ground & Cecil Webb camp grounds. Fact finding is part of County’s efforts to explore possibility of primitive camping at selected Parks & Conservation Charlotte properties -dept is gathering information from other county operations and evaluating their level of services and policies.
- **Mosquito / Aquatics:**
 - Sentinel chickens maturing will be ready to distribute to monitoring stations in approx 30 days.
 - Staff outfitting helicopter for aerial nighttime spray operations -project target date in May.
 - Dept of Agriculture & Consumer Serv identified eliminating state funding for all mosquito control districts -approx \$35,000 of County’s MC budget –lobbying efforts continues.

Facilities, Construction and Maintenance

- Jail Expansion -BCC project change approved on 3/10/09

- Eastport WWTP Control Bldg- planning and programming underway Budget 2 million
- Event Center-project is complete
- Fire Station #11 -Completed. Recovery project
- Englewood Fire Station #5-no change.
- Human Services- Project Delayed Budget 1.917 million.
- State Dept of Health Facility at Loveland- scheduled construction is underway 2nd floor will be shelled space (8000sf)
- Public Works San Casa- 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
- Budget 28 million Project is complete--First season complete
- Englewood Annex-renovation and Sheriffs substation-Project Delayed
- Project Delayed Budget 12.2 million
- Fire EMS Training Tower-in design at FEMA site-Project Canceled -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 Exp –approv GMP -BCC, construction start 7/9-2 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-grant of 200k approved
- Sheriff's Office 911 upgrade/renovation-in planning-project delayed
- County Health Clinic-renovation work underway facilities portion complete clinic to open April 15th
- County space study underway
- New Landscape plan for 16 County Fire Stations -under review

Growth Management

- Smart Charlotte 2050 Update:
 - Kicked off interactive Smart Charlotte 2050 Comp Plan Review process, draft County Comp Plan on internet -citizens and interested parties can become active plan reviews -Plan is available to every home in Charlotte County, the world thru home web access or internet at Charlotte County library. After review comments posted publicly on line with Plan text -system is super-index -text has links to source documents, maps, other pieces of information to bring public reviewers up to date on key issues to make informed comments.
 - System will be advertised after a week long test period 1st of its kind program created for County by a team of programmers from University of Central Florida. Program has universal application for all governments in the US and after appropriate review and update; Charlotte County will make the software available for free to every government which wants it.
- US 17 Corridor Planning Study:
 - Staff working with consultants to create a summary of various US 17 community visions, which were based on comments, input and suggestions received from various stakeholders such as business owners, property owners, elected officials and other interested parties. Now the [DRAFT US 17 Area Vision Summary](http://www.charlottecountyfl.com/GrowthManagement/Planning/US17Corridor/index.asp) (<http://www.charlottecountyfl.com/GrowthManagement/Planning/US17Corridor/index.asp>) is ready for you to review.
- Future steps:

- Growth Management Department staff working with consultants to create a draft plan, which will include all goals, objectives, and policies to implement community vision. Low Impact Development policies and sustainable planning regulations also developed as part of the process. As soon as the draft plan is completed, several public meetings/workshops will be scheduled to solicit public comments in order to finish the study.
- The US 17 Corridor planning Study is part of the re-writing of the County's Comprehensive Plan - Smart Charlotte 2050. The Study will be incorporated into Smart Charlotte 2050 and it will be transmitted to the Department of Community Affairs for an Objections, Recommendations, and Comments Report.
- As of 3/30/09 at least 30 meetings with property and business owners within the study area - staff and consultants have been working on "US 17 Area Visioning Summary". Final version of vision will be completed soon. Staff and consultants working on specific goals, objectives, and policies (GOPs) for this area based on the vision -consultants also working with staff on environmental assessment for study area -traffic impact statement will be done to address potential impacts and mitigation opportunities based on the vision -expecting a draft plan, including vision book and draft GOPs, will be ready for public comments in 4/09.
- Babcock Ranch:
 - Work on a water treatment plant will not begin prior to approval of 1st increment. Only application materials and pre-application meetings for DRC allowed before the 1st increment is approved. Staff met with applicant -following are points of agreement of meeting 03/23/09:
 - Applicant and staff working on preliminary review process issue separately and at a later date.
 - 03/23/09 start of 1st review clock runs 75 days. CCU will provide applicant comments by 06/8/09. Once applicant responds (within 30 days), CCU has 2nd 30-day review period.
 - Once complete, Condition 7.C.(7) of MDO for portion of utilities reviewed will be satisfied.
 - CCU working with Mike Acosta getting him information on prior bonding projects. Mike will be contacting CCU to set up meeting to discuss bonding, to comply with Condition 7.C.(6).
- Transportation issues:
 - Meeting held with applicant where timing of update to Master Traffic Study was discussed - applicant questioning if it is appropriate to continue to proceed with the update, as required in the MDO, in light of the delay to the 1st Increment. According to applicant, updating the Master Traffic Study prior to the 1st Increment may result in having two different models under review and consideration simultaneously -applicant in discussions with RPC and FDOT on how to best approach their proposed delay to update.
 - Applicant suspended work on the PD&E projects, due to a delay in validating the FDOT District-wide model -applicant confirmed with FDOT that addressing FDOT's comments related to sub-area validation may be completed as a part of the update to Master Traffic Study and will not be required for 1st Increment transportation evaluation. Staff needs to confirm this with FDOT and discuss steps going forward with applicant. For instance, a policy decision on the potential need to change the MDO is required. Once the district-wide model is complete, the PD&E projects can be restarted.
 - Applicant had previously requested an access point off of SR 31 from the FDOT -applicant had proposed to proceed with work related to entrance at Cook Brown Road in advance of overall development and in advance of an approved DO. As a condition of approval of entrance permit, FDOT needs applicant to obtain local approval in the form of approved DO. As a result, applicant has determined it would ask FDOT to place entrance permit review and approval process on hold until after the required local approvals have been obtained.
 - Staff continues to work with applicant to formulate a set of Comp Plan and Land Development Regulation changes. Staff plans non-substantive changes. Separately applicant is identifying number of changes needed that staff would consider substantial in nature. Those substantive changes will have to be initiated by applicant.
 - Staff and applicant working together to monitor and ensure MPO makes appropriate changes to their LRTP:

- Last LRTP completed during same time period of 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.
- On the first Increment:
 - First Round Sufficiency Questions are complete. This took longer than normal as the applicant was required to submit additional transportation analysis. We anticipate formal responses from the applicant within 30 days, or about the first week of May.
 - Visioning workshop for Increment I, required by MDO, scheduled for 4/6/09 at Punta Gorda Civic Association, 2001 Shreve Street. Staff has the advertisement affidavit that it was noticed in the same manner as a BCC workshop -applicant also announced the visioning workshop at the 3/25/09 Steering Committee meeting. Staff emailed Lee County and the SWFRPC.
- Advisory Boards:
 - Babcock Steering Committee met 3/25/09. Kitson, Charlotte, Lee Counties provided summaries of activities. Southwest Fl Reg Planning Council provided presentation on initiative involving climate change, environment, job-creation called, "People Prosperity, Preservation Visioning Process". Narrator led a discussion of how work of Committee will be completed.
- School Concurrency:
 - Much of the work of the SWG 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.
 - After spending most of month updating pertinent data from '07 to '08, which included an entire map series, the SWG met on 03/30th to assemble hard copy in binders that will be used by elected officials at May workshop. Slide show presentation was updated for same purpose. After skipping a week for School District's upcoming spring break, SWG will meet again in April to rehearse the presentation.
 - John Weant in contact with Jim Fendrick regarding the County's concurrency management software. Randy Goss of consultant team for that project continues to host net-meetings on a near-weekly basis following regular SWG meetings.
 - Update of concurrency management LDRs approved unanimously at BCC PH, 3/17th thrust of changes to include school concurrency process the last of state mandates required to implement school concurrency in County. City made similar LDR changes in February. Memo sent to Buddy Braselton and Barbara Jefferies, informing them school concurrency now in effect and new Student Impact Analysis (SIA) forms that applicants will now submit for all new, non-exempt residential developments. This part of application is transmitted to School Dist, to make a determination regarding available public school capacity in impacted area.
 - State Legislature 2 bills dealing with school concurrency worth mentioning (see below).
 - HB 7049 (Hukill, R- New Smyrna Beach) contains several revisions relative to school concurrency and a public school facilities element. It would authorize the state to allow for a projected 5-year capital outlay FTE growth rate to exceed 10 percent when the projected 10-year capital outlay FTE student enrollment is less than 2,000 students and the capacity rate for all schools with the school district in the tenth year will not exceed the 100-percent limitation. It deletes the local government prohibition against comprehensive plan amendments when the requirements related to school concurrency are not adopted on time. Instead the local government may be subject to sanctions by the Administration Commission. HB 7049 has been referred to the Economic Development and Community Affairs Policy Council.

- SB 2148 (Bennett, R-Bradenton) adds language which allows schools to count relocatables when determining if level-of service standards are met, clarifies that school facilities need to serve residential development must be in place or under actual construction within 3 years of the issuance of final subdivision or site plan approval, and clarifies that developers are not responsible for the additional cost of reducing or eliminating backlogs or addressing school class size reductions. The bill also would allow the construction of a charter school as an appropriate mitigation option. This bill will be before the Senate Community Affairs Committee on March 24th.
- Community Plans:
 - Manasota Key Adv Committee of 03/4th with members of community who oppose the advisory committee and the overlay code. Several issues were discussed. Some members of community called for resignation of advisory committee and expressed the desire to see a more inclusive committee who would respond to the concerns of Manasota Key residents. One committee member resigned in February (Steve Stump) and another committee member resigned in March (John Randy Dahl). Staff research uncovered the fact that a third committee member's term (Betsy McCallum) had expired in 11/08 and she was sent a certified letter stating such. She was asked to produce a letter of reappointment and refused to do so. Letters verifying all other committee member's appointments have been verified through staff research. No letter verifying Betsy McCallum's appointment could be located. She has asked to be reappointed and research has been conducted to determine the status of her residency. Two sets of by-laws were discovered in February and the county legal dept has determined that the committee and staff are authorized to abide by the second, more detailed set of by-laws that were not brought before BCC but do outline committee membership and meeting requirements. One membership requirement committee members are full-time residents of the Key. Research over the last 4 yrs proved that Betsy McCallum is not a full-time resident.
 - 03/18th MASKAC meeting, Englewood Fire Chief Bonakoske, Jay Linden, Englewood Water District, County Fire Marshall Howard Hartfelder. Tom Burns met with MASKAC and community to discuss resolving fire hydrant issue. Discussion centered on action plans outlined in community plan and how difficult it is to provide more fire hydrants when existing water mains will not and cannot support new hydrants. Jay Linden indicated that new fire hydrants are installed when new 8 inch water mains are installed. The installation of new water mains expensive and funding problems right now. Phil Eason, new member of committee, volunteered to attend EWDs next public meeting to bring dialogue about the issue.
 - Those in attendance at the meeting were informed that within the next 4 months, a day long Charrette planned that will include architects, engineers, builders, other interested parties who will explain existing overlay to residents and gather ideas for improvements.
 - Our first priority is to establish a committee that abides by its own by-laws and then begin on revising the overlay code, incorporating all voices in the community.
- Site Plan Approval
 - Staff received a total of 2 applications -approved with conditions.

Human Resources

- Finalized iteration of performance budgeting, focusing on an overall 17% first-level reduction for presentation to BCC in April.
- Finalized research and analysis for the design of future HR business model.
- Continued working with Sr. Financial Mgr/Budget/Admin Svcs. Director to facilitate next phase of reorganization, consisting of evaluating Position Description Questionnaires for fiscal positions and meeting with staff members to review. Completed all meetings, will begin working on implementation plan in March.
- Survey of employees conducted to determine interest in another Early Buy-Out Program; of 245 eligible employees, 63 employees (24%) indicated positive interest. Discussions continued with Administration and Budget staff to discuss program specifics.

- Conducted initial review of County-wide positions to be eliminated with Budget and Administration staff; anticipate completion and BCC approval April 28th.
- Finalized new layoff policy for non-bargaining workers, including a decision matrix; presented to Administration.
- BCC ratified amendment to IAFF Collective Bargaining Agreement consisting of phased-in salary reductions and elimination of other optional pay increases. Began work with Finance, Fire/EMS and HR staff to schedule details of implementation beginning April 15th.
- Began annual Position Budget Detail review/reconciliation with all County departments; anticipate completion in April.
- Recruitment under way for PRCR & Utilities Directors.
- Created and distributed a follow-up Early Retirement interest survey. 63 employees interested - 245 total responses.
- Developed and distributed Mid-year goal review documents for all employees. Performance Management remains a vital component in moving the organization forward.
- Facilitated fifth (in a series of 12) development book club discussion with internal department as a means to develop individuals and the team.
- Designed behavioral interview guides for Assistant Administrator phone interviews.
- Met with selected EES employees regarding leadership development planning and resources.
- Partnered with ELR in Unemployment hearing process- 2 divisions proactively cross-training and partnering in preparation for upcoming retirement of key staff member and loss of organizational knowledge. HR desires to continue seamless service to the customer.
- L&OD staff attended EDEN training as a part of cross-training and broadening staff knowledge.
- Created efficiency in future reporting of Performance Appraisal statistics by eliminating currently used manual spreadsheet; creating query for reporting through the HR information system.
- Formed cross-functional focus group tasked with creating new Employee Academy launched New Employee Orientation prog (redesigned using 'need to know' material) with "Driver's Seat" theme.
- Continued to work closely with Care Here to finalize details on getting Health Center open.
- Met with Gehring Group -reviewed performance scorecards -issues related to property and casualty prog.
- Rolled out centralized safety training proposal to Director.
- 33 workers' compensation claims for month of March: 23 medical only -10 information only -see metrics report in HR database for General liability, auto and property
- February '09, health insurance loss ratio, 64%. Year to date, 46%, rolling twelve-month loss ratio, 82%. When compared to last February we are 29% lower, hopefully this is a good trend.
- COBRA Stimulus extension initiated.
- Heads up: Workers Comp premiums increasing 6.4% in April 2009.
 - Articles in industry periodicals indicate hardening market: looking at P & C premium increases.

Human Services

- Department and Staff Activities:
 - Pattie Kuechmann, Information and Referral Specialist for the County's 211 call center operations, received her certification from the national Alliance of Information and Referral Systems (AIRS). The AIRS Certification is a professional credentialing program for individuals working within the Information and Referral sector of human services.
 - Attended Senior Employment and Volunteer Symposium sponsored by Communities for Lifetime Bureau in Tallahassee. Symposium provided good information for agencies to know when utilizing volunteers and older workers.
 - Transit received Stimulus funds –see Budget Fiscal Report.
 - Identified, filed Section 5311 Stimulus Package/ARRA grant -see Budget Fiscal Report.
 - Charlotte Behavioral Health Care awarded \$200,000 -see Budget Fiscal Report.
 - US Dept of Justice, Office of Justice Prog's, Bureau of Justice Assistance announced Recover Act Edward Byrne Memorial Justice Assistance Grant Formula Prog for Local Gov't. Based

upon RFP, Charlotte County allocated \$275,631, Recovery Act funding. Staff met with Budget, Finance, Court Administration, Sheriffs Office, Punta Gorda Police Dept to prioritize projects requesting funding. Family Serv will receive \$25,471 to expand Neighborhood Accountability Bd prog. NAB program is restorative-justice based diversion prog for juvenile offenders.

- Attended joint meeting with Area Agency on Aging for Southwest FL that focused on general policy changes to Medicaid Waiver Prog., General Revenue Prog. Co-Payments and Care Plans Reviewed. Estimated due to legislative changes Charlotte County may see an additional \$50,000 in funding and increases in client enrollment in Medicaid Waiver program.
- Participated in Healthy Start Community Task Force to rewrite organization's 5-year Service Delivery Plan -Plan is required by Department of Health for funding services in the community.
- Presented the BCC with the application for the Neighborhood Stabilization Program at the second public hearing held on 3/24/09. The application was approved for submittal and has been submitted to the Florida Department of Community Affairs for consideration.
- Family Serv in partnership with Drug Free Charlotte County, United Way & Big Brothers Big Sisters hosted Generations Together Retreat, 3/26/09. This 1st community youth visioning process held in Charlotte County utilizing real-time data. Search Institute brought in to facilitate retreat and to introduce the 40 Developmental Assets model for youth development.
- Met with Charlotte County Public Schools Adult Literacy Program and Baker Center to discuss expansion of the Early Head Start, Head Start, and Voluntary Pre-K programs. Family Serv Ctr approached by school district to consider becoming a satellite site for Baker Center expansion programs. Depending on stimulus funds, the service may be available this fall.
- Secured volunteer prog manager for Paint Your Heart Out Program -volunteer mgr, David Mehtlan, will coordinate all functions to ensure Program continues -driven by the community.
- Dial-a-Ride bus wrapped with Charlotte Alert -more bus wraps in negotiation with local sponsors.
- First medium duty hybrid bus in the State of Florida on FDOT state contract received -training on this trial prototype has begun service on Sunshine and Dial-a-Ride service.
- Staff and CARE volunteers completed training on the new 211 IRis 4.0 web software scheduled to go live later this spring.
- Participated in the completion of the strategic planning for the Adult Mental Health and Substance Abuse Jail Diversion Program for Charlotte Behavioral Health Care.
- Collaborated with RSVP and United Way Volunteer Way in planning implementation of concise and clear programming tool for Volunteer Reception Center during disasters and emergencies.
- Participated as members of the United Way Impact Committee Review Panel in recommending the allocation of United Way funds.

Parks, Recreation and Cultural Resources

- Department Administration:
 - Public Meetings:
 - Joint Meeting: Parks & Rec Adv Bd, Marine Adv Comm. and Beaches & Shores Adv Comm.
- Public Outreach:
 - 30 Press Releases written and published for the Department for the month of March
 - Administrative Support staff fielded 1,641 telephone calls and 40 web mail inquiries for March
 - 31 Citizen Concerns were processed for the month of March
 - 212,191 hits to the Department website in the month of March
- HR/Volunteer Coordination:
 - Conducted new hire orientation for 11 new hires
 - Processed 1 requests for FMLA
 - Processed 4 Notice of Injury forms
 - Processed 4 Worker's Compensation forms
 - Completed uniform measuring & delivery
- Administrative Assistant I/Central Registrar:

- Attended and recorded Department Safety Committee meeting
- Updated indexes for all Department forms
- Greeted 100 visitors to the Administrative office
- Assisted staff with 20 CLASS issues
- Updated account lines
- Performed assigned administrative duties
- Cultural Resources:
- Use Statistics:
 - 87,000 items checked out at libraries -average of 4,140/day -14% increase over March 2008.
 - 62,400 library visits, an average of 3,000 per day and a 9% increase over last March.
 - 11,800 computer uses, an average of 560 per day and a 12% increase over last March.
 - 944 attended 44 library prog's: adults, children & preschoolers, Englewood Beach story time/teen programs/book discussions/films/special prog's, included 3rd prog. African American Experience in Florida series attended by 44.
 - The *Play Ball! In Charlotte* exhibit continues through June 20 at the Historical Center.
 - 142 attendances at Historical Center exhibits and events including the 40th Anniversary Celebration of the Historical Center Society and the museum.
- Other:
 - Volunteers donated 2,050 hrs to Division during March, an average of 98 hours per day or the equivalent of 12 full time staff per day.
 - 2nd shipment of photographs-postcards sent for scanning as part of the federally-funded Charlotte County (FL) History Collection project. To date 5,210 records and images are digitized. Grant staff working to develop descriptions to enable images to be searched and retrieved on the Internet.
 - Volunteers at Englewood and Mid-County Libraries honored at luncheons hosted by Friends of Library. Port Charlotte & Punta Gorda honored in April.
 - Links to Netsmartz.org, well-respected Internet safety prog. added to library web site to encourage children, teens and parents to make safer online choices.
 - Additional public computers installed at Punta Gorda Library to reduce wait times for use.
 - Englewood Library and Elsie Quirk (Englewood Sarasota) Library, distributed library info & library cards at Cape Haze Chamber of Commerce Expo at Tringali Center on 03/20th & 21st.
- Recreation/Athletics:
- Recreation:
 - The first full month of spring training games were played this month at the Charlotte Sports Park. The schedule was as follows:
 - March 1 – Rays vs. Blue Jays
 - March 3 – Rays vs. Astros
 - March 4 – Rays vs. World Baseball Classic
 - March 7 – Rays vs. Red Sox
 - March 9 – Rays vs. Twins
 - March 10 – Rays vs. Blue Jays
 - March 12 – Rays vs. Phillies
 - March 15 – Rays vs. Pirates
 - March 18 – Rays vs. Reds
 - March 19 – Rays vs. Cardinals
 - March 22 – Rays vs. Yankees
 - March 25 – Rays vs. Pirates
 - March 28 – Rays vs. Reds
 - Total estimated attendance at the March spring training games was 83,900 spectators.
 - The Event Center hosted 26 Events in March for a total of 31 Usage Days and a total attendance of 9,783 people. The highlights of the month included:
 - Charlotte Symphony featuring the Barbara Streisand Songbook
 - "Regional economic Summit-Jobs" event 03/5th

- Antique Show 03/6th - 8th
 - Physicians Health Expo 03/18th
 - Vegas Legends Review 03/20th
 - Suncoast Statesmen 03/21st
 - Gulf Coast Grady Fest (Grady-White Boat Club Owners) 03/28th
 - Event Center staff hosted first in-house event, Big Band Dance: 147 guests.
 - As of 03/31st E Ctr. hosted 71 events: 86 usage days' attendance 47,624.
- Athletics:
 - 1,205 children participated from youth athletic organizations at 5 different parks, activities include baseball, softball, hockey, horse shows, and soccer, at Harold Ave. Park, Tringali Park, South County Regional Park, Carmalita Park, Carmalita Horse Arena, and North Charlotte Regional Park -used of facilities 10,460 combined.
 - '09 Charlotte County Fit for Life Sr Games began 03/6th through 03/15th. Athletes competed in multiple events at 7 County facilities and 5 off site locations, 693 total participants.
 - The 2009 Snowbird Classic Baseball Tournament began 03/1st and continues until 03/25th at our two senior fields; South County Regional Park had 16 teams/29 games/attendance totals 1,160, and North County Regional Park had 20 teams/43 games/attendance totals 1,720.

Public Information

- Charlotte County partnered with the Charlotte Sun Newspaper to put on the Economic Summit. Public Information provided staff support, design and video production services.
- Began work with departments on National Government Week events. The topic this year is "Greening Your Future" with a number of events scheduled for May 3 – 9.
- Completed marketing campaign for Charlotte Alert to build our subscription base in anticipation of hurricane season. New PSA's on CCTV and mobile bus advertising is expected to bring in a significant number of new users. We are also working with homeowners associations, the ministerial association, and community groups to distribute information to their membership.
- Began new project for County Attorney's office assisting them in preparing trial documents and video exhibits at a substantial cost savings over an outside consultant.
- Assisted CCU in the Water Quality Testing event
- One staff member received her advanced PIO certification at the Emergency Management Institute in Emmitsburg, MD. This was a week long training session that is provided to County governments at no cost. The Public Information Office has three PIOs who have received this advanced training.
- Sr. Manager attended a Chamber of Commerce Marketing Committee meeting to discuss sponsorship of CCTV programming. This meeting was at the request of the Chamber members, who were very interested in utilizing the services of CCTV-20. Discussions are on-going, but this appears to be a possible revenue source.
- Scheduled mobile Charettes for Smart Charlotte 2050 process; had to find multiple locations that met specific criteria. Staff member visited facilities -finalized schedule for Growth Management.
- Continued implementing communication plan for Budget Department. Completed budget web portal and placed additional budget information online. Created an online survey for site visitors to provide input on levels of service for a variety of County services. We created a Budget category within Charlotte Alert and sent out two budget messages this month.
- Spent a significant amount of time this month doing research on RFPs, consolidation, best practices in communication, etc. in preparation for budget review.

Public Safety

Animal Control:

- Met with Animal Welfare League Board of Directors for in regards to our current shelter contractual & animal-housing issues. A task force with representatives from both organizations was formed to address the spacing issues. Also announced intentions to reduce number of days that impounded cats are held from 5-days to 3-days.

- Lt. Brian Jones gave a 2-hour presentation at Edison State College for “Management Principles” class discussing Animal Control management issues & trends. Class taught by adjunct business professor Al Williams.

Emergency Management:

- Initiation of our hurricane awareness activities. First of what will be dozens of public addresses by Director conducted at Windmill Village Community in Punta Gorda. Other communities or organizations benefiting from such talks included: Riverwood, Lazy Lagoon MHP, Charlotte Park, Alligator Park, the Englewood United Methodist Men, the Salvation Army and Rotonda.
- Director participated in Saturday workshop -Early Learning Coalition at Cultural Center. Representatives of Day Care Centers & Pre-schools from 4-county regions in attendance received information on disaster preparedness/family emergency planning. More than 200 in attendance.
- Director attended follow-up session at MPO office on Environmental Campus conducted by FSU, the exercise takes a look at future transportation planning and assumes a countywide three foot rise in water levels along the Gulf, Charlotte Harbor and rivers. It dramatically changes the landscape of Charlotte County and realigns many neighborhoods and transportation corridors.
- Saturday, 28th, Director, along with Sarasota Director, served as hosts for Disaster Committee of the Peace River Presbytery in a day-long planning meeting. Representing some 30 churches, the group was given a tour of the EOC and then held a meeting to plan for the upcoming hurricane season.

Fire/EMS: Nothing at this time to report.

Public Works

- Engineering
 - Peachland Blvd Sidewalks (Forrest Nelson to Loveland): Original Contractor unable to secure performance bond -contract awarded 2nd lowest bidder Bennett Contracting Inc., contract period 240 calendar days from date of Notice to Proceed. Due to cost savings found throughout the project scope expanded to include a portion of sidewalk from Forest Nelson Blvd to Cochran Blvd -project is complete except for some punch list items.
 - Placida Road Widening: 11 Engineering firms submitted proposals in response to Request for Proposal. Professional Services Committee evaluated proposals and chose the top 3 candidates for the shortlist: 1) American Consulting Engineers of FL, LLC; 2) Johnson Engineering; and 3) Giffels-Webster Engineers, Inc. Shortlist presented to BCC at 04/28/09 meeting to obtain approval to commence negotiations with top ranked firm.
 - Winchester Blvd South: Notification letters to affected property owners. Finalization of specifications and bid documents ongoing while Real Estate Services works on securing identified acquisitions. Permit modification submitted to Water Mgt District and FDOT permits are being completed -final permits needed to start construction -designer also finalizing utility adjustment design for CCU. Per BCC project placed on hold.
- Paving:
 - FY09 County Annual Paving Prog: Better Road Inc. completed paving of Peachland Blvd, Riverside Dr & Olean Blvd from US 41 to Aaron Street. Better Roads received Change Order to add additional 9 miles of paving to Greater Pt Charlotte MSBU. Better Roads currently paving in Greater Pt Charlotte -contractor is 29.1% work complete verses 21.5 % contract time

Tourism

- Director:
 - Met with Sports Marketing Manager to review sporting event outreach strategy and to coordinate meetings and conference trade show attendance and lead database development
 - Participated in conference call on legislative issues with Executive Director of the Florida Association of Convention & Visitor Bureau
 - Attended weekly directors' meetings with County Administrator
 - Attended Economic Development Council meeting

- Participated in Economic Development Summit sponsored by the Charlotte Sun newspaper - the workshop was attended by local community leaders and designed to generate ideas to improve the economy and create jobs in Charlotte County
- Attended Tourism Day in Tallahassee - conducted lobbying effort and met with legislators on tourism issues and protection of the tourism tax
- As chairman, conducted FACVB Board of Directors meeting while in Tallahassee
- Met with representative of Play Florida Golf concerning his remarks to the monthly industry marketing meeting on the need and “how-to’s” for packaging area tourism products
- Held monthly marketing meeting for tourism industry partners and presented new spring/summer promotion initiatives including the Pelican Passport which would stimulate drive market visitation with discounted attraction vouchers for prospective visitors. Also introduced a “Hurricane Guarantee” program which would result in a consistent and positive customer service message that promotes traveling “risk-free” to our destination during the upcoming shoulder season
- Wrote monthly *Charlotte Sun Herald* column
- Issued numerous private sector requests for sponsorship for the Redfish Cup event and continued logistical planning efforts
- Attended City of Punta Gorda DRC meeting to obtain permit for Redfish Cup and City Council meeting for confirmation of city funding and final event approval
- Reviewed and approved all purchase requisitions, invoices and check and travel requests
- Continued working on budget development and cost efficiencies
- Held conference call with Direct Air representative to discuss joint promotions and future collaborative efforts among air service cities
- Attended monthly Charlotte County Chamber of Commerce Government Affairs meeting and provided update on Visitor Bureau programs and initiatives
- Edited and approved all media releases
- Held bi-weekly staff meeting on a variety of operational, budget, marketing and planning issues
- Attended BCC/City Council meeting
- Reviewed Public Relations strategy and tactics for upcoming airline fam tours and Southeastern Outdoor Writers Conference (SEOPA) logistical requirements
- Appeared with Don Root and Brian Presley on the WCCF News Radio morning show with Ken Lovejoy in a discussion about tourism and economic development in Charlotte County
- Met with Al Cheatham, Executive Director of CHEC on partnership issues at request of Commissioner Skidmore
- Held press conference to launch the Visitor & Convention Bureau's new ‘Bring Your Meeting Home’ campaign designed to challenge local community members to provide potential meeting leads to the bureau for follow up. Incentives include being named a Charlotte Harbor Ambassador and owning an exclusive ‘deed’ to an acre-foot of Charlotte Harbor
- Communications & Marketing:
 - Print advertising targeting the leisure travel industry appeared in *AAA Worth the Drive* and VISIT FLORIDA's *Southwest Florida Getaways* magazine
 - March internet advertising included promotional spots on www.GuestQuest.com, www.vacationplanning.net and www.TravelInformation.com.
 - 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 direction and final approval for the CRM program's March fishing e-promotion
 - Created and produced collateral and communications for the Bring Your Meeting Home campaign to include the press conference e-vite, deed, postcards, subweb and lead form
 - Wrote- distributed ‘Have You Heard’, e-news for local tourism partners & Monthly Tourism Industry Partner Meeting agenda and materials

- Rotated- updated feature spots on www.CharlotteHarborTravel.com home page, created new landing pages -updated various pages of web site. Promoted Rays Spring Training as a feature on the homepage for duration of season
- Responded to film lead for Paramount Pictures providing photo slideshow of location
- Fulfilled request from Pilgrim Films & Television for Discovery Channel -Punta Gorda area
- Public Relations:
 - 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.
 - Wrote and Distributed Three Press Releases:
 - "2009 Charlotte Harbor & the Gulf Islands Visitor's Guide Released"
 - "Charlotte Harbor & the Gulf Islands' Visitor & Convention Bureau Challenges Residents to 'Bring Your Meeting Home' and Receive Your Own Personal Piece of Charlotte Harbor, an Acre-Foot* of Water"
- Wrote and Distributed Media Advisory:
 - "Sunshine State BMX Series Championship Qualifier March 14 & 15, 2009 in Charlotte Harbor & the Gulf Islands"
 - "Press Conference: Charlotte County Launching New Meetings Incentive Campaign for Residents"
 - Posted to VISIT FLORIDA's Media Site:
 - "Rev Your Engines with Classic Cars, Atmosphere and Eats at Charlotte Harbor's New Muscle Car City Museum"
 - "'Bring Your Meeting Home' Rewards Residents with Acre-Foot of Charlotte Harbor for Generating Economic Impact"
 - Researched and fulfilled (5) editorial leads.
 - Southeast Outdoor Press Association (SEOPA)
 - Liaison with industry members regarding April board meeting and possible conference sponsorship.
 - Received at least 10 pre- and post-conference trip proposals from Florida's industry; the request was distributed by Visit Florida.
- Airline Related Publicity/Promotions:
 - Compiled list of local media to forward to Allentown -promote Direct Air service.
 - Draft itinerary with Smith PR -research trip with Allegiant Air for Greenville/Spartanburg media.
 - Liaison with Smith PR to secure a three-night stay at Four Points by Sheraton Punta Gorda Harborside for April promotion with Greenville/Spartanburg, S.C., television station. Allegiant Air is supplying airfare. Awaiting confirmation that promotion is a go.
 - Worked on 'Bring Your Meeting Home' program including web copy, postcard copy, media releases, researched an acre-foot of water and liaison with the Charlotte County Royal Order of Ponce de Leon Conquistadors.
 - Researched mobility scooter rentals and accessible activities for UK guest visiting in Aug.
 - Liaison with Don Pedro Island and Stump Pass Beach St Parks park ranger on sand quality; forwarded info to Smith PR to pitch beaches for Dr. Beach's top 10 beaches list.
 - Sarasota CVB and industry partners to put together trip to host up to 5 members of Canadian Chapter of Society of Amer Travel Writers for post conference research trip 6/5th 6th following meeting in Miami in June.
 - Coord. vacation prize package as part of the Visit Southwest Florida promotion. Fishermen's Village, King Fisher Fleet -Perfect Caper donated services for promotion mid-April.
 - Staying with current marketing trends, established a Twitter account for the Bureau. Twitter is a social networking, micro-blogging site, which currently has 6 million users and growing.
 - Responded to inquiries regarding possible participation in Tampa Bay Travel Show & Tastes of the World in May, however, industry partners have not financially committed, therefore, the VCB will not be attending due to lack of funds.

- Compiled green initiatives within the office in preparation for Charlotte County's "Greening Our Future" week in May. Offered booth space at Redfish Cup to County entities the weekend of May 2 & 3 to kick off the week.
- Finalized and received the new meetings booth display unit.
- Additional Meetings/Activities in March:
 - 3rd Attended the Charlotte County Public Information Group meeting.
 - 5th Attended Punta Gorda's Five-Year Xtreme Makeover Meeting
 - 8th – 11th Sandra Friend and Rob Smith Jr. travel journalists and bloggers in town.
 - 11th Conference call with Smith PR, re: Allegiant Air media trips and Dr. Beach rankings
 - 11th Participated in Charlotte County's Lunch & Learn for Staff
 - 13th Attend. FI International Air Sh. press conference; interviewed with WGCU and Herald-Trib
 - 17th Participated in the Charlotte Harbor VCB Tourism Marketing Meeting
 - 19th Exhibited at Gallery Walk, Punta Gorda to promote 'Bring Your Meeting Home' program
 - 23rd Punta Gorda's Five-Year Xtreme Makeover Meeting, on the publicity/promotion committee
 - 24th Interview with Greg Martin of the Charlotte Sun, re: county eco-tourism
 - 25th Tourism presentation to Enterprise FI delegation in cooperation with Eco Development
 - 27th Press conference 'Bring Your Meeting Home' prog, Charlotte Harbor Event & Conference Cte; attending media: Harbor Style Magazine, ABC 7 Sarasota, WINK Ft. Myers, Sun
- February activity from Smith PR:
 - Five editorial media placements.
 - Two calendar of event placements.
 - Pitched to 11 media outlets regarding spring training.
 - Fulfilled three editorial leads.
 - Discussed with five travel journalists concerning independent visits.
 - Worked with Allegiant Air to secure complimentary air fare for promotions and media familiarization trips.
 - Wrote and distributed one press release: "Rev Your Engines with Classic Cars, Atmosphere and Eats at Charlotte Harbor's New Muscle Car City Museum"
 - Distributed one press release to media within 2-hours driving distance: "Tampa Bay Rays Parade Scheduled in Punta Gorda, February 19, 2009"
- Sales & Sports Marketing:
 - Met with Parks, Recreation, & Cultural Resources Depart regarding status of sales efforts for the Event Center and logistics for the Bring Your Meeting Home campaign press conference
 - Participated in Regional Economic Summit, a workshop attended by local community leaders designed to generate ideas to improve the economy and create jobs in Charlotte County
 - Conducted two Redfish Cup Committee meetings to continue the planning and organizing of the 2009 Redfish Cup Tournament & Festival
 - Coordinated variety of Redfish Cup logistics -tent rentals, volunteer t-shirts, sponsor for VIP/sponsor tent food service, schedule of events, new festival activities for this year's festival
 - Solicited group lodging rates for Englewood YMCA Triathlon -July 18, 2009
 - Began sales efforts to attract: American Association of University Women, Florida Emergency Preparedness Association, District 22 Power Squadron Meeting, Military Officers Association of America, and the Florida Scenic Highway Commission Conference
 - Worked with Horizon Gymnastics to recruit the USA Gymnastics Region V Trampoline & Tumbling Championships to Charlotte Harbor Event & Conference Center which May 16-17, 2009 and discussed venue and hotel issues with the regional director
 - Compiled database of all meeting planners from previous trade shows, conferences, etc. to be utilized for the CRM's program April meeting planner e-promotion
 - Attended a meeting with area sailing community to discuss the feasibility of our area hosting a regional or national regatta
 - Met with Dick Myers of Play Florida Golf to discuss golf vacation packaging and help prepare him as our featured speaker at our monthly marketing meeting

- Attended and exhibited at Tallahassee Society of Association Executives power luncheon to create relationships with association meeting planners and raise the awareness of the new Event & Conference Center as well as our entire county as a unique meetings destination
- Followed up by email and/or mail with all meeting planners who attended the TSAE power luncheon to drive them to our meetings website, educate them on our new facilities/hotels, and inform them of our plans to host a meeting planner familiarization tour this summer
- Met with Dr. Mark Asperilla to discuss the status of the hotel/motel association as well as the potential of hosting the Florida Golden Gloves boxing championships
- Met with Charlotte County Young Professionals representatives to discuss logistical and promotional issues relating to the Redfish Cup Cardboard Boat Races
- Attended the bureau's Bring Your Meeting Home campaign press conference

Utilities

- Operations Division
- Treatment Facilities:
 - Personnel: 1 mechanic hired to replace a recent termination. 2 operator vacancies posted for hire. 4 applications received. Of those interviewed 1 selection made.
 - Reuse Ordinance: Easements for the Links, Palms and Long Marsh completed and will be submitted to the Clerk of Court for recording.
 - East Port Operations Building: Purchasing is reviewing the bid docs and CCU should receive the docs for final approval the 2nd week of April.
 - Water Distribution:
 - Personnel: No vacancies exist in the section.
 - Distribution System: Completed 9 new water service line installations; repaired 25 line breaks; exercised 223 system water valves; maintained and flow tested 173 hydrants for system maint.; changed out 16 galvanized service lines as system maint.; responded to 34 water quality calls; serviced 7 vehicles at Fleet; replaced 1 damaged fire hydrant; tested 4 large compound meters; replaced a 4" compound meter at South Port Square; installed a 12" valve on Midway; replaced a deteriorated 6" steel water main on the Conway Blvd bridge; submitted a sample for the FSAWWA taste test in Region 10 and won; represented Region 10 at the state taste test in Tallahassee and came in second place for the state.
 - Booster Stations: #2 (Golf Course) out of service. Contractor began laying ground pipe. #3 (Gulf Cove) performed preventative maint. All Power Generators serviced the emergency generator. ADF was 2.508 MGD. At #4 (Walenda) performed preventative maint. All Power Generators serviced the emergency generator. Construction continues at a slow pace for the upgrade. Average daily flow for the month was 3.140 MGD. #6 (Rotonda) performed preventative maint. Installed a circuit transformer to view operational readings on the RTU when the generator exercises. ADF was 2.479 MGD. #7 (Ingraham Injection Station) running normally; ADF was 317,195 GPD. #7 (Ingraham Injection Station) running normally. ADF was 317,195 GPD. At #8 (Englewood Interconnect) currently operating at an average rate of 1.485 MGD.
 - Sampling: Monthly compliance samples completed. Built and installed an enhanced sampling station in-house to be able to flush and sample easier. After testing period and adjustment we will start replacing the existing stations on a priority schedule.
 - Boil Water Notices: 1 boil water notifications were processed.
 - Wastewater Collection: Repaired/replaced 7 sewer laterals; completed 28 manhole inspections and installed rain guards at Burnt Store; repaired 7 manholes (risers, ring and covers); installed 5 cleanouts; repaired 4 blow-offs hit by vehicles, mowers; opened and cleaned all 57 blow offs on the reuse line to Riverwood; repaired 2 gravity sewer breaks hit by contractor; performed 1 televised lateral locate for Engineering; excavated 6 potholes to locate and verify size of force main on Keystone and outside LS 99 on Gasparilla Road.
 - Personnel: 5 employees attended FWPCOA State Short School – 1 Wastewater Collection "C", 3 Wastewater Collection "B", 1 Reclaimed Water Distribution "C"; 3 employees cross-

trained with Water Distribution on the proper operation and use of valve maint. equipment – SOPs signed; trained 1 employee for LPS service calls.

- Lift Stations: Performed 385 LS preventative maint. work orders; performed 85 corrective maint. work orders which included check valve cleaning, pump de-ragging and wet well cleaning; installed new pump base and PVC discharge line side #1 at LS 84; sent 2 pumps out for repair; rebuilt 3 pumps in-house; rewired 2 control panels; installed 6” drop pipe on incoming force main at LS 20; installed 2” conduits from wet well to MCC at LS 321; started basis of design report for LS 84.
- Low Pressure Sewer: Responded to 261 LPS service calls; installed 9 new services; upgraded 27 existing systems; and installed 13 mandatory connections; repaired 7 leaks.
- Finance Division:
 - Attended meeting with Authority and North Port regarding Hydraulic Capacity Agreement
 - Performance Budget Review with Administration
 - Review and Updated CIPs for FY10
 - Attended Peace River Board Meeting
 - Attended on-going Peace River Budget meetings
 - Provided information to Standard and Poor's regarding Utilities
 - Processed SRF loan for Rotonda Sands, Rotonda Meadows and Pirate Harbor
 - Sent Bond Disclosure Letters as required by Bond Covenants
 - Continued FY10 budget process
- Revenues:
 - Reporting for the month of February - Percentage Benchmark for Revenues – 41.37%
 - Operations and Maintenance Fund:
 - Water: Budgeted \$33,489,553. Billed thru February \$13,829,855. which equals 41.28% of the budgeted amount.
 - Sewer: Budgeted \$20,422,201. Billed thru February \$8,596,205. which equals 42.09% of the budgeted amount.
 - AGRF/Meter Fees: Budgeted \$1,223,086. Billed thru February \$534,454. which equals 43.70% of the budgeted amount.
 - Total O & M Fund budget is \$55,134,840. Total billed thru February is \$22,960,544. which equals 41.64% of the total budgeted amount.
 - Connection Fees (Capital Project Fund):
 - Water: Budgeted \$1,030,000. Collected \$248,314. which equals 24.11% of the budgeted amount. The Annualized Collections equal \$595,953.
 - Sewer: Budgeted \$3,016,000. Collected \$614,105. which equals 20.36% of the budgeted amount. The Annualized Collections equal \$1,473,852. The total budgeted amount is \$4,046,000. Total collected thru February is \$862,419. which equals 21.32% of the total budgeted amount.
- Business Services:
 - IVR: Ready to be implemented -4/7/09 developing an SOP, and addressing layout of County web site to utilize IVR and EZ pay systems -open item on this endeavor payment by checks.
 - Mass Notification: Completed report on residential customers with consumption over 15K in March, sending a mass notification per SWFWMD's Ph III Watering Restriction directives to all customers (with current telephone numbers) encouraging conservation. Mass notification is expected to be released on 4/1/09. Regarding Message Send – the system did not leave voice messages, but otherwise worked well.
 - New Bill/Electronic Bill: There are issues with the new bill design and they were caused by the changes made to the current bill. IT is working with Group I to correct these issues.
 - BCS Liaison: 28 utility inspections performed – 24 passed and 4 failed.
 - EZ Pay: 13,898 bills were processed. Transaction break down is: 3,272 one-time pays, 5,604 recurring payments and 5,022 payments through Cust Serv Reps. There were 125 returned items; 33 for insufficient funds and 92 for invalid bank number.

- AMR Replacement: 686 Orion AMR transponders installed. Of the 22,753 customers with AMR transponders 5,009 have ITRONs and 17,744 have Orion.
- Customer Service: Received 12,948 phone calls. Grade of service was 81.4%. There were 5 new service requests representing \$27,494. in connection fees and 1,168 walk-in customers.
- Meter Services: Installed 7 new meters; 42,650 meters were manually read; 34 were skipped and 42 were misread; 2,958 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 \$33,965, penalty revenue was \$58,707. and premise visit revenue was \$1,840. Total delinquency revenue: \$94,512. FY-YTD 08 total: \$496,621.
- Tampering: 95 meter-tampering occurrences for total revenue of \$7,600.; FY-YTD 09 total: \$49,800.
- Liens: 262 liens filed for a balance of \$67,196. 81 liens released for a total of \$51,379.67.
- Bad Debt: 39 accounts totaling \$6,309. were sent to bad debt; average balance due was \$162. There were 7 tenant accounts (accounts set-up to track misc fees incurred by tenants - i.e. returned items and tampering). Total was \$1,795; or an average of \$256/account.
- 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.
 - Media Relations: Worked with print and broadcast reporters to provide information and ensure accurate, positive reporting on various Utilities stories.
 - Customer Relations/Community Outreach: Utilities and Environmental & Extension Services staff participated in a Sarasota Cty public workshop on protecting the Lemon Bay Watershed; completed the second annual Water Conservation Month Student Art Contest; prepared and delivered BCC presentation honoring student winners; organized and staffed water conservation month outreach table in Murdock lobby during Water Conservation Month proclamation; prepared lobby displays in Murdock and East Port for Florida's Water Conservation Month; planned and coordinated CCU participation in Peace River Authority Water Conservation Summit; organized and coordinated FSAWWA Region X Best Tasting Drinking Water Taste Test, hosted by CC for the 2nd consecutive year; selected judges; wrote press releases; invited media reps; prepared water conservation outreach table; worked with Facilities and PIO staff to prepare event site in Murdock. CCU was selected as the Best Tasting Drinking Water in Region X earning the right to compete in the statewide contest in Tallahassee on April 1. CCU's drinking water placed 2nd in the state, surpassing hundreds of other water utilities; worked with Campus partners in planning two upcoming events: Earth Day student presentation and Greening our Government Week Community Open House; researched and responded to various customer questions and concerns, including those referred by Admin and BCC; provided updates and additions to CCU Web page including new forms, presentations and water conservation information; worked with Engineering staff on customer communications regarding various projects; continued working on annual Water Quality Report; worked with IT on customer address files; worked with PIO staff on cover design; worked with Purchasing on RFQ; completed draft of customer newsletter for distribution as a bill insert in May; includes regulatory information on water usage, information on Phase III water restrictions and information on a new automated pay-by-phone option for CCU customers; provided water conservation literature to various organizations/events, including Congregational Church, Rot West HOA; Aquatic Canal System Committee and Moose Lodge.
 - Water Conservation: Toilet Rebate Program: All residential rebates for the current funding cycle have been exhausted; addressed customer questions regarding program via phone and e-mail. Reviewed and approved program invoices. Continued working with CCPS on replacement of 130 toilets in older schools and proposal to provide inspections for the CCPS

toilet replacements only. Continued tracking customer usage information per SWFWMD contract; worked with Business Services staff to comply with more stringent water conservation requirements related to SWFWMD's February declaration of Phase III Extreme Water Shortage conditions. Requirements include enhanced enforcement efforts and notifying high use residential customers (defined as 15,000 gallons or more per month). CCU is using the new mass notification system to send automated phone messages directly to these customers, achieving considerable savings over a traditional postal mailing; worked with Business Services and Operations staff to complete new SWFWMD monthly reporting requirements on our water conservation outreach and enforcement efforts; preparation for Water Conservation Month (April) included proclamation, BCC presentation of student art contest winners; weekly conservation themes with accompanying press releases, conservation tips and conservation tools for customers; lobby displays in Murdock and East Port; completed inventory of water conservation; provided monthly customer data to SWFWMD for water conservation pilot study.

- Engineering Services:

- Major Work Orders: 64 developer project inspections, 308 CIP inspections, 22 LPS start-up inspections, 11 LPS mandatory re-inspections; 5 developer agreements prepared; 253 active developer projects; 10 closed projects; 4 new sets of plans received; 4 revised sets of plans submitted for approval; 97 residential service availability letters prepared, 9 commercial service availability letters prepared; 16 water and sewer services field verified, 16 water/sewer services field verified; 920 locates processed from Sunshine State One; 16 residential service applications processed; 1 permits received, 4 permits approved by CCU for FDEP submittal; 3 record/as-built drawings reviewed; large area locates for Rot Meadows 78 hrs.; Rot Villas/Springs design locates 117 man hours; Burnt Store Wells locates 20 man hours; 2 large intersection locates and 3 fire line verification locates.
- WO#6: Regional Reclaimed Water Expansion: Transmission Main: On 3/3/09 FDEP cleared the reclaim water transmission main for use.
- Booster and Storage Sites: Final work on booster station instrumentation at both sites completed. Operation staff trained on various pieces of equipment. Engineering consultant submitted 1st draft of Operating Protocol which is currently under review by Operations.
- WO#7: Burnt Store RO Water Treatment Plant Expansion: Production/Monitoring Wells: Contractor is drilling both wells and preparing to drill monitoring well clusters on the Burnt Store site. The rights-of-way have been staked at two locations along Burnt Store Rd.
- Plant Expansion: Construction is progressing on schedule.
- Generator Set: Exercise and place into service with RO plant construction.
- Operations Building: Construction is progressing on schedule.
- WWRP Expansion: Review schedule for latest version of plans implemented starting 5/09.
- WO#7&9: Rotonda Villas & Springs Water & Wastewater System: Engineering for water and LPS installation is nearly complete. Contract info is being compiled, and bidding docs should be sent to Purchasing in April. This should result in a twelve to fifteen month construction project. The project also includes a 12" force main to CR 771. Upon consideration at the 3/24/09 BCC meeting it was decided to defer a decision on the scope and fee for the central and west county water model update (WO #7) which includes hydraulic analysis of the Rotonda Villas/Springs water distribution system design to a later date. CAD staff continued to work on the water and low pressure sewer plans. The consultant for the lift station design completed 95% plans which were distributed to CCU staff for review. Staff started preparation of property sketches and written descriptions for use in acquiring temporary construction easements. CCU PET staff met with FDEP staff to review previous permits by the developer for dredging and filling to gain a better understanding of limitations on development in this area. CCU PET staff is also working on compiling and preparing the easement documents for this project, including working with the Engineer of Record to develop landscape plans for the project's two lift stations.
- WO#28: Rotonda WRF Expansion: The plant continues to operate reliably and to produce excellent quality reuse water. No significant operational problems were reported for March.

The Operations Bldg construction continues, and we'll plan to apply for a conditional certificate of occupancy in April. Conversion of the sludge tank to an equalization tank is complete, including all earth work for the new reject pond. Installation has begun for the bubbler diffusers in the aeration basin, the new reject pond pump station, the liner for the new reject pond, and the Ph II instrumentation.

- WO#29: Upgrade Tanks & Boosters: Continue pipe installation and begin remodeling of station bldg. at Golf Course.
- WO#32: Burnt Store Village Lift Stations bid docs finalized to be sent to Purchasing in April.
- WO#39: Deep Injection Well-process continues for re-rating -request for Proposal for contractor to supply services to transfer water from on-site ponds to deep injection wells for test.
- Rehab of the Headwork Structure: Bid documents are being reviewed by Engineering for submission to Purchasing. Review and final docs to be completed in April. Letters of Interest have been received and recommendations are being compiled.
- East Port Ops Bldg: Purchasing is reviewing the bid docs and CCU should receive the documents for final approval the 2nd week in April.
- WO#44: Spatial Information Assessment (Geodatabase): Consultant completed work.
- WO#45: CR 771 Force Main: Due to a faulty existing valve on the north side of the Butterford WW crossing, an additional line stop is necessary. As soon as authorization is received the project can be completed.
- WO#46: Water Transmission Main: Real Estate Services is working to acquire additional easement at Walmart end of project.
- WO#53: Rotonda Sands & Meadows: Sands: Pipe installation is 100% complete and pressure tested; Certifying the lines is approximately 100% complete; Construction of the lift stations are 80-90% complete; Change orders are leveling out; Road restoration has been completed; Marker Balls are not programmed properly and it is estimated that 80% of all marker balls in the Sands and Meadows must be reprogrammed, and must be placed around the cul-de-sac pipes; Electrical work is progressing on both LSs, all major components are on site, including the pumps; LS are progressing which includes concrete slabs, electrical conduit and sub-surface piping are in place; Generator installation is somewhat complete; Odor control units have been installed; Electrical control panels have been delivered; Control panels must be raised to the 100 year flood elevation.
- Meadows: Pipe installation testing and certifying the lines has begun; 50% of road installations have been directional drilled; Construction of the LS is 80-90% complete; The Meadows will be completed and considered ready to permit for use 5-7-09, which is also the day the project contract completion is due. CCU PET staff drafted an amendment to the MSBU resolution to include connection fees and compiled and vetted petition signatures to support proposed amendment.
- WO#42 & 59: Lift Station Rehabs: LS 806, 812, 816, 819 - CCU received final plans from Stantec for remaining LS rehabilitation projects in Rotonda. LS 855 Existing facilities were found to be physically beyond the current permanent easement requiring an additional permanent easement. Real Estate Services is in the process of land acquisition to remedy this issue. The landowner has accepted an offer and Real Estates Services has scheduled approval on the BCC agenda for 4/28/09. Upon land acquisition, rehab efforts will continue. LS 08, 24, 84, 321 - Designs are in progress. LS 8 and 24 – Met with management and staff will proceed with acquiring land or easement to relocate LS. LS 84 CCU Engineering and Operations met to review design prepared by Stantec for use as an in-house rehabilitation project. CCU Operations to upgrade, LS in-house. LS 321 - Work on final design is 75% complete -LS has not been a priority. LS 801 – The gopher tortoise permit relocation permit is still pending with FWC. The Change Order was revised to reflect this additional delay. The remobilization date is now scheduled for 5/1/09.
- WO#60: Babcock Ranch: The Cty has been asked by K&P to temporarily defer all contract activity for the pursuit of a Water Use Permit until they get through some financial issues. Staff

has gathered data on the impacts of this decision and is waiting direction from Administration and the Board.

- Peachland Blvd Sidewalks: Project complete.
- Control Structures: Sunset & Lionheart WW - Pre-Bid Conf scheduled for 4/8/09.
- Jupiter WW @ Chancellor Blvd: Project awarded 3/24/09 to Armadillo Underground. Pre Con scheduled for 4/1/09.
- Apollo WW @ Chancellor Blvd: Dave Foot Environmental Const. low bid was deemed non-responsive and the next low bidder RS Construction of SW FL, Inc is scheduled to go to the Board for approval on 4/14/09.
- Rotonda Weirs: Reviewed 50% plans and provided comments.
- Midway Force Main & LS Rehabs: The design of this project is complete. 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: Partial final plans were received and are being reviewed by CCU. Giffel-Webster to submit final plans on the four box culvert crossings.
- WO#70: Rotonda Reclaimed ASR Well Final Design: A 2nd draft of the Request for Proposals for Const Admin services was prepared and is under review. SWFWMD informed CCU that the funding request for FY 2010 was being cut to \$225,000. which is a reduction of \$423,740. from what was requested or \$648,750.
- WO#71: Deep Creek Force Mains & Lift Stations 303 – 309: The design of both LS has been completed.
- Sewer Rehab & Manhole Rehab 08/20: Pipe Relining: We are reviewing the pipe reline schedule and cost analyses; and are continuing research on manhole rehab methods, technical data and contract language. Project start-up is expected in 09/09.
- Coral Creek Bridge: Construction is progressing.
- SWFL Feasibility Study: Staff continues to monitor the progress of this study. CCU Staff met with Growth Management to evaluate impacts of study on Charlotte County.