

Charlotte County
Board of County Commissioners
Staff Report
July 2009

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments.
- Impact Fee Report updated and distributed.
- Tentative Budget Presentation to the Board and set tentative millage rates for FY09/10.
- Truth in Millage (TRIM) forms (DR-420) completed and returned to Property Appraiser and Tax Collector. The purpose of these forms is to inform the Property Appraiser and Tax Collector of the tentative millage rates that the Board of County Commissioners have passed so that the TRIM notices can be sent out to residents of Charlotte County. The TRIM notices in addition to having the tentative millage rates on them also have the time and date for the first public hearing per Florida Statutes.
- Preparation for MSBU Public Hearing, prepared documentation for distribution and power point presentation.
- Held MSBU Public Hearing, 7/22 to approve the addition of properties that have not been assessed previously, and new MSBU, and approve rates above the previously approved maximum rate.
- School Crossing Guard survey and analysis.
- Analysis and data gathering for the successful passage of the Court Facility Fee ordinance.

Fiscal Services Division

- Public Works:
 - Grant monies received: \$311,685 from FDOT for Aqui Esta Rd widening construction, \$280,860 from FDOT for design and Right of Way purchases for Piper Road, and \$57,081 from FDEP for the Stump Pass Innovative Stabilization project.
 - Work agreements: Received \$123,620 from FDOT for the FY09 Highway Lighting and Maintenance agreement. This is for maintenance of street lights along State roads.
 - Project reimbursement monies received: \$7,021 from the City of Punta Gorda for the Aqui Esta roadway project, \$41,941 from the City of Punta Gorda for Carmalita St utility improvements, and \$4,842 from the Gasparilla Island Water Authority for Coral Creek Bridge utility work.
 - Finance staff continues to work with PW Engineering and Jason Stoltzfus to develop a project to request TIGER grant funding for.
- Building and Construction Services:
 - Issued 27 Single Family home permits for June which is an increase of 3 permits from July 2009.
 - Conducted year-to-date analysis of revenues collected due to fee increases for Growth Management and an analysis of impact fee rollback rates and revenue losses.
 - Provided info on 15 residents for payment of sanitation fees for EES Solid Waste division.
- Public Safety Department:
 - BCC approved award agreement of Emergency Management Preparedness Assistance (EMPA) Federal supplemental award of approx \$59,417. This can be applied to Emergency Management operational expenses between now and June of 2010.
- CCU:
 - The Peace River budget was presented to the Board and approved.
 - Calculated and made final payment to Developer for Sandhill MSTU fund.
 - Recalculated rates for Rotonda Meadows & Sands MSBU based on current construction est.
 - Updated 5-year financial information with Rate Consultant.
 - Attended pre-submittal meeting for Sanitation District Rate Analysis Study.

- Facilities and Parks and Recreation Cultural Resources:
 - Reassigned group responsibilities to streamline work flow due to consolidation efforts skill sets.
 - Initiated feasibility activities to consolidate FPL bills countywide to create one central repository for statistical information.
- IT:
 - Processed, paid and reconciled approximately 150 landline phone bills, Sprint Nextel cell phones, County internet connections, pagers, and wireless cards.
 - Worked with the Budget office in assisting with ARRA grants and listened to webinars on reporting requirements for ARRA. Documented guidelines for financial controls for ARRA grants.
 - Met with financial staff from P.W. to discuss financial group absorbing paying all County phone bills temporarily so Jerry Livingston can focus on ARRA grants on more than a part time basis.
- Human Services:
 - Transit completed wrapping a bus for Advanced Imaging of Pt Charlotte, and contracted for 2 more with Fawcett Hospital: One large at \$500.00/month and one standard at \$250.00 per month. Department investigating a new 1 to 2 year wrap product that may increase sales along clients needing shorter term product with less expensive graphics.
 - Participated in a State wide conference call on the upcoming FL Homebuyers Opportunity Program (FHOP) housing program through SHIP. This is a new program related to the Federal Tax Credit for first time homebuyers. It will provide down payment assistance related to the federal tax credit taken by the homebuyer.
 - Received the ARRA contract for CSBG with numerous worksheets to complete. Work has begun on developing the ARRA budget and programs for this grant. The ARRA award amount for Charlotte County is \$117,543. This is in addition to the regular annual CSBG grant award.
 - Human Services received notice of a two year Federal competitive grant award from the US Department of Justice for Drug Court Enhancement in the amount of \$199,990. The Charlotte County Adult Drug Court is a court-supervised comprehensive treatment for non violent defendants. The program, which has been in operation since 2000, is a collaborative effort of Court Administration, the State's Attorney's Office, Public Defenders Office, and Charlotte Behavioral Health Care. The majority of the grant funds will be used to hire a Court Coordinator and treatment staff at Charlotte Behavioral Health Care. The program's goals are to increase the number of people served, decrease the number of days between arrest and admission to treatment, and to conduct an evaluation of the program. The Charlotte County Criminal Justice & Behavioral Health Advisory Council supported the Federal grant application as part of its Strategic Plan.
 - The 5307 Federal Transportation Administration Grant (Dial A Ride Grant) for FY 2009 is now executed and now we can spend the money.

I.T.

- Internal County Phone Book – The internal phone book has been compiled, quality checked and automated for the BCC and Property Appraiser Department and Employee phone numbers. This will be automatically updated on a weekly basis. Other non-Board entities department and employee phone numbers are still being compiled. We will be linking to their internal phone books or pull their listings into our central database and put into the phone listing report.
- Essential Facilities GIS Data Update – At the request of the State of Florida, the Essential Facilities GIS Data was downloaded from the State and corrected to be used with the HAZUS-MH multi-hazard loss estimation software provided by FEMA. The data has been sent back to the State which allows us to estimate damage for FEMA reimbursement in the event of a disaster.
- Successfully Upgraded and Deployed TLC Client Using Software Deployment Tools – This week we completed the upgrade of the Library's cataloging software, TLC, from 3.3 to 4.2. As part of the upgrade, all 45-50 clients had to be individually upgraded. Normally, this would have been a labor intensive task as staff would have to manually install the software. This was actually 2 pieces of software that had to be installed, an Oracle front end as well as the TLC client itself. Using the latest technology in Microsoft System Client Configuration Manager (SCCM), formerly SMS, we

were able to create a "package" with both software and deploy over the network using SCCM. While we have done software updates using SCCM as well as an IE update, this was the first time we deployed a non-Microsoft product creating the MSI package. A handful of clients were done remotely using another tool of SCCM (Remote Control) to get some PC's up and running Monday, the remaining 40 PC's were upgraded overnight. This saved much IT staff time as well as getting the customers up and running with minimal downtime.

- SmartCharlotte 2050 Comprehensive Plan Website Installation - Updates to Comprehensive Plan have been installed and are in production. The changes increase user friendliness and provide a more robust set of features within the application. Changes also included improvements to look, while still conforming to Charlotte County Communications & Marketing standards. We have been partnering with Growth Management in bringing the website online for public use.
- Set up Laptops in Room 119 for Board of Zoning Appeals and Planning & Zoning - Dais was inaccessible to board member with injury preventing them from using stairs. Borrowed laptops from BCS that will be used for Accela. Will purchase 10 mobile laptops and cart from IT budget for mobile meeting use.
- Tax Collector WCA on Board Fiber Infrastructure – connected Tax Collector's West County Annex facility to County's fiber infrastructure; resulting in elimination of month cost of T-1 circuit and much better network response.
- Verified no data circuits are in use by Constitutional Officers – Confirmed only necessary data circuits were be utilized the Constitutional Officers
- Deployed Voice over IP Phone System to Tringali Recreation Center
- Deployed Dell Server Equipment for evaluation – Dell Computers provided County with 2 high performance Blade Servers at no cost -equipment is significantly less expensive that previous utilized.
- Relocated Burnt Store Operations – Relocated staff equipment from construction trailers to new operations building.

Purchasing

- Pre-bid meetings held:
 - 09-276 Appliances & Scrap Metal Recycling - Mini Transfer Stations
 - 09-299 Sand, Rock and Rock Screening - Annual
 - 09-269 Sandhill DRI / Wetland Restoration
 - 09-095 Utility Emergency Repairs - Annual
 - 09-237 Rotonda Villas/Springs - Water & Sewer Project
 - 09-244 Mechanical Integrity Tests for Deep Well
 - 09-284 Landscape Burnt Store Village Entrance
 - 09-279 Annual Contract for Roof Repairs
 - 09-301 Removal of Abandoned Vessels
- Pre-commencement meetings held:
 - 09-225 Dredging of Harbour Heights Waterway
 - 09-253 Surface Preparation - Clarifier Tank
 - 09-289 Construct Restrooms at Spring Lake Park
 - 09-297 Lift Station at Spring Lake Park
- Bid openings held:
 - 09-294 Supply & Install Four Post Vehicle Lift
 - 09-300 Reinforced Concrete Culvert Pipe - Annual
 - 09-299 Sand, Rock and Rock Screening - Annual
 - 09-276 Appliance & Scrap Metal Recycling - Mini Transfer Stations
 - 09-281 Tractor & Boom Mower
 - 09-285 Removal & Transportation of Domestic Wastewater
 - 09-294 Supply & Install Four Post Vehicle Lift
 - 09-244 Mechanical Integrity Testing for Deep Well
 - 09-279 Sandhill DRI / Wetland Restoration

- 09-284 Landscape Burnt Store Village Entrance
- Pre-submittal meetings held:
 - 09-292 Tourism Marketing and Public Relations Implementation
 - 09-307 Sanitation District Rate Analysis
- Proposal due and received:
 - 09-251 South Gulf Cove Parks Design
 - 09-259 Construction / Geotechnical Services
 - 09-264 On-line Performance Management System
 - 09-293 Placida Road Construction Manager at Risk
 - 09-292 Tourism Marketing and Public Relations Implementation
- Shortlist meetings held for Request for Proposals:
 - 09-264 On-line Performance Management System
 - 09-251 South Gulf Cove Parks Design
 - 09-259 Construction / Geotechnical Services
- Negotiation meetings held:
 - 09-259 Placida Road Design
 - 09-180 Edgewater Drive Design - Phase II
- Quotes due and received:
 - 09-289 Construct Restrooms at Spring Lake Park
 - 09-304 USGA Greens Grade Sand
 - 09-288 Preventative Elevator Maintenance - Annual
 - 09-290 South Gulf Cove Park Landscape Buffer & Irrigation
 - 09-316 Ice Vending Machine Services
 - 09-297 Lift Station - Spring Lake Park
 - 09-262 Pool Drain Retrofit - Port Charlotte Beach

Real Estate Services

Burnt Store Road, Winchester South and Midway Expansion: Court date 8/3rd for majority of parcels for 1st phase of Burnt Store Road. Order of Take hearings follows for any unsettled parcels needed for Winchester South and Midway Phase 1 -appears we will obtain all Winchester South acquisitions on voluntary basis.

Piper Road: Acquired all right-of-way necessary for southern portion of project Mediations and final settlement conferences underway -obtaining bids for project -provided PW with estimate of costs for northern portion of roadway (Henry St. to U.S.17). Total cost est. \$6.6 million.

Environmental Lands Acquisition Program: Program remains in abeyance.

Flamingo/Edgewater: Acquired 73% of lots -sent updated offers to remaining owners. Of 90 +/- parcels, many have sought eminent domain attorneys and waiting an Order of Take action by County; looking at feasibility of doing new mailing to remaining owners in the fall of '09.

Regional Water Authority: BCC approved proposed grant of easement.

Replacement of Leased Space for Fleet: Fleet to remain at their current location for 18 months. BCC action will result in a \$66,000 savings to County.

Public Works, Administration and Utilities: Continue to work with these departments and divisions in easements, title searches, reviewing a number of land related issues.

Releases and Occupations of Easements: Applications have exceeded 300 to date.

Stump Pass Project: Required 366 new easements continue.

Weir Replacement Projects: Continue work on these projects.

Neighborhood Stabilization Program: Working in support of Neighborhood Stabilization Program.

Habitat for Humanity: 6 County "buildable lots" will be exchanged for 6 scrub jay lots for affordable homes.

Restoration Roads Ministry Property: Assisting Housing Mgr. with property conveyed to County.

Building Construction Services

- Summary:

- July saw an increase in single family permitting with 27 permits issued compared with 24 issued in June. Seven single family permits were taken out of the permit Extension Program in preparation for CO.
- Updates and Accomplishments:
 - Software Update – Implementation of the new software, Accela, has been delayed for two weeks and is now on track for a September 14 “go live” date. User Acceptance Testing is progressing well and will continue to implementation. End user training is scheduled for three weeks beginning on 8/24/09.
 - Code Enforcement – Staff worked with CCSO and the State Attorney’s office regarding an unlicensed fence contractor that had taken deposits from homeowners without doing any work. It was also discovered that he was not licensed to do the fence installation. The violator was subsequently arrested for grand theft.
 - The Building Official met with members of the Charlotte County Historical Society and the community regarding the El Jobean Hotel. The discussions centered on how to preserve the hotel and make it safe pending funding to rehabilitate.
 - Building Official interviewed by NBC News for segment about Hurricane Charley – 5 Years Later.
 - Seen a dramatic increase in Code Compliance Action Orders which can be attributed to expired permits caused by bank foreclosures and “tall grass” complaints due to the recent heavy rains.
 - With the partnering sponsorships of CDBIA and Four Points Sheraton, the Nov. 1st & 2nd Green Building Expo is moving along. Mosaic, one of the world’s leading producers of concentrated phosphate and potash crop nutrients, has contributed as a silver sponsor and the City of Punta Gorda is sponsoring the Goodie Bags that will be given out. Many of the County’s departments have joined the Event Team to bring their efforts for sustainability to booths at the Expo. Efforts are still being made to have one of the major radio networks to do a live show from the event. On the Conference side, the keynote speaker will be Vanessa Stewart, co-founder of Soltage. Soltage is a full service renewable energy company that develops and operates solar energy stations on client sites across the USA.

Item	Total FY08	Jun-08	Jun-09	FY08 YTD	FY09 YTD
Single Family Permits Issued	318	25	27	267	206
Multi Family Permits Issued	3	2	0	95	1
Commercial Permits Issued	226	11	9	212	136
All Other Permits Issued	18946	1551	1205	16486	10084
Customers Served	20309	2019	2285	22193	18947
Plans Reviews	11282	974	845	9433	6938
Inspections	94125	6834	6836	81945	48720
Permitting Revenue	\$3,464,498	\$337,963	\$181,226	\$2,716,262	\$1,674,023
Permitting Expenditure	\$4,674,749	\$372,028	\$441,900	\$4,927,184	\$3,151,130
Licensing Revenue	\$336,400	\$7,432	\$5,432	\$250,488	\$49,965
Licensing Expenditure	\$1,309,512	\$52,943	\$64,610	\$789,310	\$514,984
Online Utility Permits	641	54	26	592	310
Utility Inspections	825	47	26	807	277
PTO’s & ROE’s	124	12	3	129	15
Vacations	22	2	0	32	2
ROW Applications Reviewed	1949	137	162	1677	1261
Action Orders Initiated	5781	747	555	4884	3202

Code Cases Initiated	3586	494	380	2890	2007
CEB Cases Heard	427	75	68	490	349
Citations Issued and \$ Amount	\$30,750	\$1,000	\$2,500	\$27,500	\$28,595
New Contractor Licenses Issued	665	63	50	543	383
Contractor Licenses Revoked	36	1	1	22	8

Economic Development

- Inquires/Appointments/Successes:
 - BCC unanimously approved the Economic Development Office's request to apply for a Clean Renewable Energy Bond (CREB) allocation to finance the County's Solar Rooftop Program. The Charlotte County Solar Rooftop Program is a voluntary program which will allow interested homeowners and small businesses to participate in a distributed power generation program whereby solar energy is harnessed right within the property using the latest solar system available in the market, thus putting the generation at the location of the electrical demand.
 - Economic Development Office partnered with Punta Gorda Chamber of Commerce, City of PG, Enterprise Charlotte Eco Council and Charlotte County Airport Authority to commemorate the 5th Anniversary of the Revitalization after Hurricane Charley. One of the planned activities is the Consular Corps visit planned for Aug 12 and 13th. Representatives from the Bahamas, Germany and Iceland have confirmed participation; others are still being under consideration.
 - Don Root spoke to Commercial Realtors at their 7/17th meeting. About 30 realtors present. Don shared information on status of current EDO proj's and EDO's plans for moving forward. Commercial Realtors invited Don to speak about economic development updates several times.
 - Ruth Buchanan concluded a successful trade mission to North America Intersolar Conference on 7/14-16, San Francisco. She was able to follow up with German business prospects that she met in Munich in May, and establish new prospects among many major solar players in trade show. Owen-Ames-Kimball, an investor in Enterprise Charlotte Economic Council and a major Florida construction company, participated in the trade mission and was able to identify joint venture partners for its future green projects, helping it transition into a major green player in its industry.
 - BCC gave approval to EDO to become a member of SW FI Eco Development Partnership, Inc., an organization formed to advance and support the marketing activities that will lead to the recruitment, formation, expansion and retention of quality jobs and competitive businesses that create a diversified, year-round, and sustainable economy for Southwest Florida. This partnership currently includes Sarasota, Charlotte, Lee, Collier, Glades and Hendry counties. This regional partnership will afford the EDO with more exposure for its marketing dollar.
 - BCC approved CH CRA Gateway Harbor Walk concept plan and directed staff to move forward to complete design, engineering, permitting for Phase I. Phase I includes replacement of seawall, parking lot, sidewalks and bathroom facilities -proj is within FI Department of Transportation Right of Way and is located on the east-side of US41 at the foot of the north-bound US 41 bridge.
 - Debrah Forester will be using 50% of her time working with EDO lending her experience and knowledge to assist with wetland mitigation, Brownfield extension, incentive programs, and business retention to name a few of her assignments.
 - EDO applied for employee assistance through the Summer Youth Employment Program sponsored by the Career and Service Centers of Southwest Florida. Two students have been assigned to our office from July 6 – August 15. This program is funded through the Career and Service Center and is at no cost to the County. One student will be assisting with Charlotte Harbor projects. The other student will be assisting with general office duties.
- Our efforts to recruit and maintain existing businesses continue with:
 - 36 pending prospects.
 - Appointments with 18 local businesses.
 - 16 new projects reviewed; custom presentations developed for 8 businesses.
 - 1 Incentive Application.

- 1 Impact Analysis.
- Provided 7 external companies & 7 Cty departments with various demographic & market data packets.
- Meetings:
 - Federal/National
 - American Recovery & Reinvestment Meeting
 - San Francisco Intersolar Trade Mission
 - State Level
 - Representative Paige Kreegel
 - Senator Nancy Detert
 - Regional Level
 - Southwest Florida Workforce Development Board
 - Southwest Florida Innovation Network
 - Lambda Rail Regional Meeting
 - Business Retention and Expansion JOBS Training Workshop
 - Green Jobs Subcommittee meeting coordinated by SFWB
 - Local Level
 - Directors' Meetings
 - BCC/EDO Workshop
 - Open for Business
 - Enterprise Charlotte Economic Council
 - Charlotte County Industrial Development Authority
 - Charlotte Harbor CRA Advisory Board
 - Murdock Village CRA Advisory Board
 - Charlotte County Chamber Board of Directors & Government Affairs
 - Green Expo and Energy Options Conference planning meeting
 - Charlotte Harbor Event Center Management Contact
 - Team Punta Gorda
 - Punta Gorda Chamber of Commerce
 - Curmudgeon Town Hall Meeting
 - County Staff Tiger Grant Meetings
 - Charlotte County Airport
- Presentations/Newspapers/Magazines:
 - Charlotte County Commercial Realtors – EDO activity update.
 - Englewood Sun/Neil Hughes – Murdock Village update.
 - WGCU Radio/Farrah Dosani – business growth.
- Office Activities:
 - Data collection included monthly permitting, housing, unemployment data as well as web trends and airport and tourism stats.
 - Prepared Agenda, Minutes and coordinated meetings for the Enterprise Charlotte Economic Council, Charlotte County Industrial Development Authority, Murdock Village CRA Advisory Board and Charlotte Harbor CRA Advisory Committee.
 - Planning Energy Options Conference including sponsorship and marketing.
 - Secured a representative from Pew Trust to present at the Economic Development Energy Options Conference to be held on November 2, 2009.
 - Continued to develop SW Florida Intermodal and Logistics Center project for consideration for AARA TIGER grant funding. Continued to coordinate with participating parties. The project includes several key components including railroad and land development. This project when funded would have a significant positive economic impact to the County and the region.
 - Met with appropriate staff and bond representatives to obtain input and direction for the energy bond application. Prepared and submitted Clean Renewable Energy Bond Application (CREB).
 - Continued to work leads obtained at the Munich Intersolar Conference.
 - Prepared press release for CREB application after BCC approval.

- Working on finding possible incubator site.
- 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 to obtain EB-5 Regional Center Designation through partnership with WTC Palm Beach.
 - Researching grants/bonds that may be used within EDO or for prospective and local businesses.
 - Mitigation of wetlands in the ECAP area.
 - Continued 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.
 - Developing a Business Retention and Expansion program for implementation in Charlotte County.
- Charlotte Harbor CRA:
 - BCC approved concept plan for US41 Gateway Harbor Walk Proj and directed staff to proceed to final design, engineering and permitting for Phase I of the project. Phase 1 includes: replacement of seawall, sidewalk connection for the north-bound bridge to Melbourne; pedestrian promenade; bathroom and gateway plaza. Construction plans are scheduled to be completed in 12/09.
 - Coordinating with FDOT and Kimley-Horn to seek exclusion to NEPA/Environmental Review for the Harbor Walk project to allow federal funding for implementation.
 - 2 grant opportunities for funding construction of Harbor Walk Proj pursued. 1 opportunity through AARA – TIGER grant which will also include replacement of Melbourne St Bridge -opportunity through FI Depart of Transportation Enhancement prog. Any grant funding awarded to this proj will allow proj to be completed sooner and will allow tax increment funds allocated to other redevelopment proj's -project would provide intermodal options: biking; water taxi stop, transit stop opportunities between PG and Charlotte Harbor and implement the regional pathways plan.
 - Developed a telephone business survey tool. Staff identified approx 360 businesses in C H CRA. Staff is reaching out to each business to ask them to participate in a telephone survey. Information from the survey will be used to developed business incentives for business retention and expansion opportunities. Approximately 50% of the businesses have been contacted.
 - Charlotte Harbor CRA Advisory Committee has appointed a subcommittee to begin drafting revisions to the Neighborhood Business Residential land use and zoning category further implement the "live/work" concept in the Neighborhood Business Residential zoning category.
 - 5 properties submitted grant applications for commercial rehabilitation assistance -staff coordinated effort with County's Housing Program, the contractors, and the property owners.
 - CH CRAA Committee recommending Housing Rehabilitation Grant be available to households connected to centralize sewer system -intent would be funds available for façade, landscape improvements to improve neighborhood "curb appeal" -program will be reviewed again in August.
 - Met with John Jackson, PRCR Director to discuss part-time events position at Bayshore Live Oak Park and to review Charlotte Harbor CRA goals and vision.
 - Coordinated kick-off meeting for 2nd annual Hands Across the Harbor Event for 1/30/0 with City.
- Murdock Village:
 - Staff continues to provide information on possible impacts to redevelopment of MV to County departments, private sector interest and MV Advisory Committee as needed or requested.

Environmental & Extension Services

- Natural Resources:
 - Staff posted Environmental Sensitive properties with boundary signs; effort to provide greater security and protection of our conservation lands. Division has good working relationship with Florida Wildlife Commission and the County Sheriff's Agricultural Deputy; posting of boundary signs is a further step in coordination between the County and these agencies.

- Begun mechanical restoration on Rotonda scrub-jay mitigation area; will assist with meeting our land management compliance as part of the Capital CIP Habitat Conservation Plan "HCP".
- In an effort to consolidate resources, efficiencies and avoid duplication of services Division has assumed environmental land management responsibilities for County's Environmental Parks; Tippecanoe, Amberjack, Cedar Point, Oyster Creek and Charlotte Flatwoods.
- Pest Management:
 - Mosquito Control sprayed 1st aerial Adulticide mission 7/1st, using County helicopter -aerial Adulticide missions in-house -department identified savings of taxpayer money vs. using an outside contractor.
 - Analysis of costs incurred by using County helicopter for night time aerial Adulticiding operations. So far this mosquito season, Mosquito Control has flown 7 missions; department realized savings using County helicopter vs. private contractor's plane -of \$43,479. Also able to reduce pesticide Adulticide costs using alternative product recently State approved of \$11,450.
 - Mosquito Control flew 7 helicopter aerial Adulticide missions in the month; 81 ground missions to control mosquito populations throughout the County.
- Extension:
 - Sea Grant & Peace River Watermen's Association conducted 2 crab trap cleanup events in County waters during the State's region 4 closure to blue crab trap gear, 7/10-19/09, Broward to Pasco Counties -18 volunteers and 7 vessels recovered 116 traps during 2 clean-ups.
 - CC FI Yards & Neighborhood's program assistant Allison Turner & SWFWMD, held a Rain Barrel Workshop on 7/11th for local residents in Deep Creek area. Rain Barrel Workshop is part of FI Friendly Yards that teaches common sense methods to conserve water and grow a sustainable landscape. Deep Creek area was specifically targeted by SWFWMD for this important training.
 - FL Sea Grant Fisheries Work Action Group [County's Sea Grant Agent is a member] received "Jim App Team Award" for statewide effort to conduct Reef Gear Fishing Workshops, development of the new joint FSG/FWC Catch and Release brochure and the development of the www.catchandrelease.org website on 9/3/09 during '09 Extension Professionals Association of Florida Conference in Orlando.
 - Classes for planners, engineers, landscape architects and architects; '09 Planning Forum training classes emphasize planning and design of communities to reduce environmental impacts. University of Florida (UF) Urban and Regional Planning Department's Center for Building Better Communities (CBBC), UF/IFAS Prog for Resource Efficient Communities (PREC) and UF/ IFAS County Extension prog's are teaming to present these classes.
 - Sheriff's Office considering establishing a hydroponics unit & aquaculture pond for production and consumption by the jail. Project is seeking out technical assistance from UF/IFAS Extension. Sheriff's Ofc also looking at opportunity of providing Horticultural Education Classes for inmates.
 - Extension held Green Industries Best Mgt Practices (BMP) Training on Fertilizer Ordinance, 7/16th to understand Turf, Irrigation, Landscape and Pesticide BMP's. 75% or higher scores on end-of-class exam and received Certificate of Completion.
 - 7/2nd, 250 tons of clean concrete deployed at the Jeff Steele Artificial Reef.
 - 120 County youth completed 4-H Hurricane Preparedness class -youth learned what is needed in a family disaster kit and how to care for their pets. Each youth prepared a take-home disaster kit.
- Solid Waste:
 - Keep Charlotte Beautiful conducted the annual Great American Cleanup, sponsored by Keep American Beautiful, March through May. 2,795 volunteers participated 8,848 hours cleaning up their communities. More than 126,743 pounds of litter, debris and horticultural waste was removed.
 - Mini-Transfer & Recycling facilities activity numbers are impressive and beneficial to our environment, in the last 9 months residential disposal of household chemicals and hazardous materials has seen a 100% increase in participation. Residents voluntarily dropping off pesticides, paints, household cleaning agents and similar materials keep these chemicals out of the landfill which helps to protect our ground water resources. Last year the facilities' had 7,156 customers drop off these chemicals and so far this year we have had 14,444 customers.

Overall participation at both facilities has seen an 88% increase in activity over the same period of time from last year.

- MSBU Public Hearing approved the Sanitation Assessment for agricultural properties with residential dwelling units. The Sanitation District's Agricultural Assessment is an annual assessment for solid waste collection, disposal and solid waste programs. The assessment includes the distribution of automated garbage carts to each dwelling unit.
- "Keep it in the Cart" informational program began July 6, 2009. The program has been successful. Waste Management tagged a total of 1,805 carts the first week, the second week 969 stickers, followed by the last week 401. According to these numbers the Division believes the program has been successful in reducing the number of occurrences of excess garbage out
- The Transfer & Recycling Facility's implemented a new scanner system. The system produces real time activity information and can immediately show the customer exactly how many cubic yards they have brought in. The operators can immediately advise customers they are approaching the 26 cubic yard limit.
- Landfill hours on Saturdays are changing, effective August 1, 2009. The new hours for Saturday will be from 7:00 a.m. until 1:00 p.m. Customers that hand-unload will need to enter the Landfill a half hour before closing time. Hours for Monday through Friday will stay the same 7:00 a.m. to 5:00 p.m.

Facilities, Construction and Maintenance

- Jail Expansion-Design 75% for early phase 1 start, -Phase 2 construction is underway. Sales tax savings to date-\$259,000
- Eastport WWTP Control Bldg-A/E contract released-planning programming underway Budget 2M
- Event Center-project is complete-warranty work underway-99% complete
- Fire Station #11- Design underway Budget 2.1 million. Completed. Recovery project
- Englewood Fire Station #5-(Rockford Ave) under design- Budget 2.1 million
- Human Services- Project Delayed Budget 1.917 million
- State Dept of Health Facility at Loveland-no change
- Public Works San Casa- Budget 600k -county has received TCO for project
- Public Works Fleet and Administration Campus- Project Delayed Budget 9.7 million
- Sports Stadium- Budget 28 million Project is complete--First season complete
- Englewood Annex-renovation and Sheriffs substation-Project Delayed
- West County Library-Project Delayed Budget 12.2 million
- Fire EMS Training Tower-in design at FEMA site-Project Canceled -Budget 1.2 million
- FEMA Murdock mitigation- Installation phase
- Rotunda Wastewater Plant Expansion –approved
- 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-LED lighting being installed at select sites
- 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-no change
- Sheriffs Office 911 upgrade/renovation-in planning-project delayed
- County Health Clinic -complete
- County space study underway with Budget, HR, Growth Management, Risk and PIO-- Initial planning underway for PW Admin move to M&O bldg and to areas of CCU Campus
- New Landscape plan for 16 County Fire Stations -under review-complete
- Spring Lakes Restroom-design revisions underway-project is out for bid Bids are in

- Bayshore ADA restroom-Acquiring A/E firm for design

Growth Management

- Babcock Ranch:
 - General outstanding issues:
 - It is understood that work on a water treatment plant will not begin prior to the approval of the first increment. Only application materials and pre-application meetings for DRC will be allowed before the first increment is approved. Staff met with the applicant. The following are the points of agreement of the meeting (March 23, 2009):
 - The applicant and staff will be working on the preliminary review process issue separately and at a later date.
 - March 23, 2009 is the start of the first review clock that will run 75 days. CCU will provide the applicant comments by June 8, 2009 (complete). Once the applicant responds (within 30 days, delivered 7.6.09), CCU will have a second 30-day review period.
 - Once complete, Condition 7.C.(7) of the MDO for the portion of utilities reviewed will be satisfied.
 - CCU will be working with Mike Acosta by getting him information on prior bonding projects. Mike will be contacting CCU to set up a meeting to discuss the bonding, to comply with Condition 7.C.(6).
 - On transportation issues:
 - Applicant has suspended work on the PD&E projects, due to a delay in validating the FDOT District-wide model. The applicant has confirmed with the FDOT that addressing FDOT's comments related to sub-area validation may be completed as a part of the update to the Master Traffic Study. However, that may be changing. Changes to State law and issues identified in the review of the first increment may modify when validation and the update will occur. 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. The applicant had proposed to proceed with work related to the entrance at Cook Brown Road in advance of the overall development and in advance of an approved DO. As a condition of approval of the entrance permit, FDOT needs the applicant to obtain local approval in the form of the approved DO. As a result, the applicant has determined it would ask FDOT to place the entrance permit review and approval process on hold until after the required local approvals have been obtained.
 - Lee County suing applicant and County over issue of traffic. Applicant & Charlotte Cty entered into a 3-way settlement agreement on 7/28/09. There is Lee Cty vote on agreement scheduled for 8/11/09 that may settle the issue.
 - Staff continues to work with applicant to formulate a set of Comp Plan & Land Development Regulation changes. Parties agreed upon amendments to Comp Plan so applicant will not be initiating any changes on its own. Parties not yet begun discussions on proposed LDR changes.
 - Staff & applicant working together to monitor/ensure MPO makes appropriate changes to LRTP:
 - Last LRTP was completed during the same time period of the initial creation of Policy 2.17.3, so it could not accommodate the project at that time.
 - Charlotte MPO working on 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.
 - Staff is in contact with the MPO to continue dialogue on the issue.
 - On the first Increment:
 - The sufficiency #2 response review was submitted to the SWFRPC on July 21, 2009 and forwarded to the applicant by the SWFRPC on July 28, 2009.
 - The applicant has made it clear it intends to use its legal option to end the sufficiency process.
 - The State (DCA) has a number of issues with the status of transportation mitigation and appears to be laying the groundwork for an appeal should they not be addressed to DCA's satisfaction.
 - School Concurrency:

- Due to reduced activity and summer vacation at CCPS, SWG members agreed to skip the month of July and to reconvene in August.
- The SWG is scheduled to meet next on 8/3/09.
- Charlotte Harbor CRA:
 - The last regular meeting was July 23, 2009. The last joint CRA-BCC was February 25, 2009.
 - The main issues discussed at the 7.23.09 meeting included:
 - Old Business: Sheriff's report, Residential Rehab, & NBR District
 - New Business: CDBG Façade & other Grants, sheds, Bayshore Coordinator
 - Correspondence: PG CRA minutes, staffing email, Bill Byle on Coastal Management Element
 - The two most discussed issues was the Sheriff's report, grant funding, and sheds.
 - Sheriff's report indicates illegal activity not out of control, perhaps relatively quite & countered by Board; 1 audience member recommended cameras be installed; issue is ongoing.
 - Discussion continued on Artist district -issue on NBR zoning text and map changes led to a decision to hold a special subcommittee meeting on the issue -meeting date has been set.
 - Another discussion on grants and CRA's residential rehabilitation prog. -biggest issues criteria (needs sewer hookup, only pervious drives, first-come-first served), timing of improvements vs. grant \$ cut-off, and historic styles.
 - Next reg meeting 8/27/09, 10:00am, room 119-special meeting 8/11/09, 2pm, in CH Historical Ctr.
- Community Plans:
 - Little Gasparilla Island: Advisory committee met 7/24/09, discussed formation of independent fire district. Dan Gallagher, Tara Musselman, Chief Didio and Hector Flores attended meeting and provided information -next scheduled meeting 8/14/09.
 - Manasota Key: At the BCC meeting of July 14, 2009, several community members expressed concern about the Manasota key bylaws and the overlay. The BCC requested that Growth Management and Legal review the bylaws and overlay and come back with recommendations. At the July 15, 2009 Manasota Advisory Committee meeting, the same community members made presentations on the code and recommended changes. The majority in attendance agreed that the overlay needed to be revised. There was not a quorum present at the meeting. On July 15, 2009 another committee member resigned. There are four members remaining on the advisory committee. Both meetings for August have been cancelled because of lack of quorum.
 - The ARC did not formally meet on July 17 as planned because of lack of quorum.
 - South Gulf Cove: The advisory committee met 7/15/09, discussed ongoing beautification and signage project with Tara Musselman of Public Works. Issues with committee bylaws were clarified and committee determined that additional bylaws not needed.
- Site Plan Approval:
 - Staff received a total of 4 applications
 - All 4 applications were approved.

Human Resources

- Settled employment practices Tom Rapp lawsuit for \$125K, well under our retention level, so any reserves that FMIT (carrier) had set up on this claim will be removed.
- Continued recruitment efforts for Budget & Adm Services Director, HR Director, and Sr. Division Manager-Information Technology. Candidate selected for IT, phone interviews 8/7th for HR Director.
- No selection yet for Utilities Director.
- Developed and ready to kick-off Documenting Discipline class for all managers and supervisors.
- Continued progress with Reduction in Force. On target to meet September 1 deadline.
- Continued cross-training of staff regarding discipline, grievance responses, recruitment, etc.
- Continue to host monthly Lunch-N-Learn sessions county wide.
- Attended Online Performance Management RFP meeting and short listed respondents. Presentations scheduled for August 11, 2009.
- Developing branding of "Open for Business" including theme in new employee orientation.
- Roll-out increased EDEN access to HR representatives

- Kiosk installed outside HR office to assist outside applicants with completing online application.
- Counseled Manager and Employee on sensitive employee relations issues for CCU, P&R, Libraries.
- **Risk Management:**
 - Successfully kicked off the Coast2Coast RX discount card. Press conference 7/29th.
 - Met with Care Here to get geared up to start running our occupational health—workers' comp claims, drug testing, physicals; other work related testing thru health center; hope to start Sept.
 - Met with CCU management regarding uniforms and specifically the wearing of shorts. State of Florida Claim statistics show that leg injuries far exceed heat-related injuries or illness by thousands of claims (data available in Risk Management). We are meeting with Mr. Baltz again because of a citizen e-mail that the Parks employees may get overheated by wearing long pants.
 - Notified by Gehring Group FMIT (League of Cities) will be paying out dividends again this year, on renewals, and ours is projected at 300,000+.
 - 25 workers compensation claims for month: 18 medical, 7 informational. See metrics report for General liability, auto and property.
 - June 09 health insurance loss ratio is 94%. Our year to date is 77%, our rolling twelve loss ratio is 81%. When compared to last June we are 1 % higher.
- **Safety:**
 - Conducted safety inspections of nine facilities in West and Mid-County
 - Performed safety site visits to several Public Works projects, Utilities projects and Parks and Recreation Facilities.
 - Registered Five new fuel tanks
 - Conducted ADA inspection of South Gulf Cove Park and the Justice Center
 - Wrote Pesticide Medical Monitoring Program for EES
 - Performed Indoor Air Quality (IAQ) inspection at the Englewood Library and Medical Examiners Office
 - Investigated Fuel leak behind Facilities Building
 - Updated Vehicle Policy to be included in Administrative Code
 - Facilitated getting monitoring wells closed at Transit and Sheriff's Annex
 - Spoke at PW Supervisors meeting about safety
 - Investigated Bermont Road for road flooding sign placement
 - Inspected Spring Lake Park for safety issues
 - Attended FDEP fuel tank inspection of the Walenda and Rotonda.

Human Services

- Received approval from Area Agency on Aging for SW FI to add an additional 63 home delivered meals per week utilizing some of ARRA funding. Equates to additional \$22,932 available in nutrition services. Staff identified eligible senior clients.
- Interviewed and processed 1st volunteer application in accordance with County's new volunteer policy and recruitment efforts; volunteer is expected to work in various capacities in divisions.
- Staff presented 2009-2010 annual Community Services Block Grant (CSBG) award \$72,021 to Community Action Agency Adv Bd who approved the scope of services. Priority services to be delivered to frail seniors and emergency vendor payments: rent, utilities for low income residents.
- Additionally, CAAAB approved scope of services for \$117, 543 CSBG American Recovery and Reinvestment Act (ARRA) grant. These services: job retention, job attainment, and providing employment support services such as training, education & family literacy, and child care.
- Staff and other community agencies in Jail Diversion/Discharge planning to have local agencies involved in presenting and informing inmates of services in community prior to discharge.
- Staff worked on ARRA grants & other state & federal grant contracts, closed out 2009-2009 state grant contracts, and prepared 2009-2010 contracts.
- Staff participated/received 40 boxes of food and dry goods to supplement a family of 4 for a week from the Feed the Children Program. The items will be distributed to needy families and seniors.

- Housing and other County staff, community partners, and representatives from non-profit agency, Restoration Roads, to present a workable solution to BCC on 7/28/09 for completion and operation of Still Water Home.
- Sr Services & Fiscal staff provided orientation and training for 13 vendors recently awarded bids for in-home elder care services. Training topics included service delivery and billing processes; reporting suspected cases of abuse and neglect of elderly; documenting case notes; review of vendor monitoring tool, and industry “best practices”.
- Worked with Housing Corp to see about setting up a Foreclosure counseling office in Englewood.
- Received a grant from Kidcare prog to provide additional marketing/outreach services for underinsured children; and a grant from Justice Assistance grant and Community Services Block grant to provide service for Juvenile Re-Entry prog.
- Worked with the Homeless Coalition regarding the RFP process for Chara and Bishop Houses.
- Met with Workforce Development Board, Lee County and Edison College regarding regional grants for green building training programs for contractors.
- Began meetings with community partners to sponsor annual Veterans Homeless Stand Down.
- Initiated the Health Advisory Board transition team which will provide recommendations for a new direction and membership for partner community agencies interested in health care issues of County residents.
- Developed plan to phase out Indigent Health Care reimbursement program to hospitals.
- Completed feasibility study for a fixed route bus service along US 41.
- Reviewed bid specs for contracted taxi cab service grant-funded through Transit’s Sunshine Rides (Transportation Disadvantage Program). Current contract expires 9/30/09.

Parks, Recreation and Cultural Resources

- Administration:
 - Provided opening remarks regarding Event Ctr RFP PowerPoint presentation at BCC Meeting.
 - Held meeting with Public Information Officer
 - Met with staff regarding Park Elements of the Comprehensive Plan
 - Met with County Attorney to discuss Historical Preservation Ordinance
 - Met with Commissioner Skidmore
 - Met with Commission Chair Duffy to discuss Port Charlotte Beach
 - Toured County Libraries
 - Toured County Parks
 - Met with Assistant County Administrator regarding Maintenance Coordination
 - Met with Redevelopment Manager to discuss Charlotte Harbor/CRA & Bayshore Park
 - Met with Budget & Administrative Services Fiscal staff assigned to work on behalf of PRCR
 - Attended BCC Economic Development Workshop
 - Attended Participation Status update meeting with Extension and Environmental Staff
 - Held meeting with Department Administrative staff
 - Attended Aquatic staff meeting and In-service Training
 - Met with staff to discuss 800 Radio Reallocation
 - Scanned and filed grant paperwork:
 - Historical Grants-in-Aid Report
- Public Meetings:
 - Parks & Recreation Advisory Board
 - Attended Youth Sports Council Meeting
 - Attended Adult Sports Council Meeting
 - Attended Curmudgeon Club Town Hall Meeting
- Public Outreach:
 - Met with Sandy Slater regarding South Gulf Cove Community Plan
 - Provided interview to NBC2 News regarding drainage issue at Stadium field.
 - Met with Board of Directors of the Port Charlotte Golf Course

- Met with Dr. Blum to discuss beach concession vending
- Met with Mr. Kirkpatrick and Mr. Forest of the Charlotte Bandits
- Met with Paul Versnick of the YMCA
- Mr. With Rob Martell regarding Myakka/El Jobean Property
- 13 Press Releases written and published for the Department for the month of July
- Admin Support staff fielded 933 telephone calls and 27 web mail inquiries for the month of July
- 27 Citizen Concerns were processed for the month of July
- 152,834 hits to the Department website in the month of July
- HR/Volunteer Coordination:
 - Processed 1 Notice of Injury forms
 - Processed 1 Worker's Compensation forms
 - Processed 1 FMLA Request
- Cultural Resources:
- Use Statistics:
 - 79,900 items checked out, an average of 3,630/day and an 8% decrease over 7/09
 - 54,285 library visits, an average of 2,470 per day and a 9% increase over last July
 - 10,927 computer uses, an average of 500 per day (no change from last July)
 - 895 attendances at July summer reading programs for children at four libraries
 - 126 attended history programs including a sold-out narrated historical boat tour
 - 35 attended the monthly teen library program
 - 159 attended library outreach programs at summer recreation camps
 - 71 attended the Family Super Saturday movie at Mid-County
 - 76 attendances from Edu-Care Learning (summer day care) Program to the Port Charlotte Library
- Other:
 - Volunteers donated 2,136 hours to the Division during July
 - Lynda Citro, supervisor of the Englewood Library, graduated from the Sunshine State Library Leadership Institute. This year-long program, funded by a grant through the Florida State Library, offers a select group of librarians the opportunity to participate in a series of learning sessions that focus on developing library leaders.
 - Selection Committee for CC History Project met to begin identifying images to be scanned in year two of this federally funded project. Images already scanned can be viewed at <http://ccflhistory.contentdm.oclc.org>.
 - Historical Supervisor provided review for six permit applications
 - Libraries used Career & Service Ctr's of SW FI summer youth employment program during July. The program provided 181 hours of staffing to answer phones and check in and shelve materials.
 - Mid-County, book discussion for summer reading on WGCU with Valerie Alker on July 16
 - Punta Gorda Library closed 9/15th for renovations funded by Friends of the Library; renovations will increase materials capacity of shelving and allow more efficient operation of circulation area.
- Recreation/Athletics/Aquatics:
- Recreation:
 - Charlotte Harbor Event and Conference Center hosted 14 events during the month. Total attendance 4,870 people. Highlights of month the first annual "Florida in Full Bloom" plant & garden show planned and coordinated by Event Center staff. Event attracted dozens of exhibitors and over 1500 people on Saturday, July 18th. Additional events Charlotte Symphony "Symphonic Fireworks" and FI Championship Wrestling event, both of which have booked future dates due to their successful shows. Since opening its doors in January, Event and Conference Ctr has hosted 141 events that utilized 135 usage days and attracted 68,071 attendees.
 - Total of 17 Charlotte Stone Crabs games scheduled at Charlotte Sports Park in July. 1 game cancelled due to weather, therefore, a total of 16 played with attendance of 32,891 spectators. Thus far in the 2009 season, a total of 54 games have been scheduled and 46 games have actually been played. Total attendance for the 2009 season through July is 101,086 individuals.
 - Tampa Bay Rays Gulf Coast League played 14 games at Sports Park 7/09; est attendance 261.

- 4 CC Recreation Ctr's and 2 CC Skate Parks opened a combined 1350 hours and served over 8600 patrons (paid and non-paid) for fitness, Instructional, Youth Leagues and Arts & Dance prog's at each facility. Registration for classes/leagues 740 with 4070 touches combined. Recreation facilities rented 14 times achieving a rental attendance total of 365 people. Summer Safari offered at 2 locations with 302 campers registered and 2356 touches.
- Athletics:
 - There were 517 children that participated from youth athletic organizations at 5 different Charlotte County parks. The activities include baseball, softball, flag football, horse shows, and soccer. The parks include Harold Ave Park, Oyster Creek Regional Park, South County Regional Park, Carmalita Park, and North Charlotte Regional Park and they have received 3,676 touches combined.
- Aquatics:
 - 3 Aquatic Facilities open combined 716 hours and served 9118 patrons. 1696 Patrons spent 292 hours participating in programs such as water aerobics, swim practice and swimming lessons.
 - Regional Pools hosted 1685 patrons from outside summer camp prog's & 802 CCP&R campers.
 - Classroom at Oyster Creek Regional Park Pool rented twice and served 85 patrons.
 - Aquatic staff spent a combined 194 hrs performing maintenance & 192 hrs In-Service training such as rescue skills, first aid and conditioning swimming.
- Support Services/Parks:
 - Reviewed and ranked RFPs for South Gulf Cove Improvements
 - Completed and inspected vegetation reduction work in 4 park areas in South Gulf Cove
 - Conducted substantial completion inspection of South Gulf Cove Neighborhood Park construction
 - Coordinated installation of landscape renovation planting at Bayshore Live Oak Park
 - Acquired SWFWMD permit for El Jobean Boat Ramp.

Public Information

- Completed design of Coast2Coast Rx card inserts for CCU billings
- Organized Press Conference in Murdock for launch of Coast2Coast Rx card
- Assisted PRCR with media response regarding drainage problems at sports park
- Worked with Growth Management on establishing Census 2010 tasks and community involvement
- Worked with FEMA PIO regarding press coverage of reimbursements and outstanding work orders
- Worked with the media regarding Hurricane Charley 5-year anniversary
- Assisted Sheriff PIO with press release regarding our mosquito control helicopters & neighborhood issues
- Press Conference held on location in Englewood for Edgewater/Beirut Building
- Wrote/edited four newspaper columns
- Conference call with attorneys regarding Comcast, public access channels and on-going concerns regarding government channel and channel placement in Comcast schedule
- Met with PRCR and Historical Center regarding marketing plan for their upcoming Folk Art exhibit
- Met with representative of Senator Nelson's office; provided assistance regarding local media and contact information for local reporters. Also provided answers to a number of questions and inquiries Nelson's rep had received from citizens.
- Responded to a number of requests for archival photos
- Coordinated with rep from Drug Free Charlotte County regarding their promotion "I'm the Wall"
- Last of the department's employees were laid off. Cross-training almost complete with backup for web and CCTV in place.

Public Safety

- Animal Control: Official notification received from Animal Welfare League outlining their intentions to opt out of their contract with County in the event that certain stipulations were not met -requested provisions require a monetary increase that would accommodate housing of additional animals as well as supply additional shelter personnel.
- Fire/EMS Department: At this time there is nothing to report.

- Emergency Management:
 - Week 3 included a visit to Punta Gorda Wal-Mart for in-service training session for their disaster team. These have proven very popular and have been conducted at most area Wal-Mart stores. There is a growing trend of partnership and coordination between FEMA/DEM and Wal-Mart Corporation, even to extent Wal-Mart is being considered as possible sites for delivery of Swine Flu immunizations to the general public once the vaccine becomes available this fall or winter.
 - Mitigation Planner continued working earnestly on update of our Local Mitigation Strategy (LMS) Plan, with assistance of our FSU intern -targeting a meeting in August with all mitigation stakeholders which will prioritize what projects the group feels should have priority for funding. Continued hardening and elevation of area buildings and sewer lift stations, appear to be some of the projects gaining the most attention.
 - Director and Coordinator spent afternoon at Regional Planning Council, Ft. Myers, discussing preliminary results of storm surge modeling being done as part of latest evacuation study update. It is hoped that the SLOSH Model data will be approved shortly, which will allow evacuation study update to be published and disseminated.
 - Hosted a Skywarn training session in the EOC that received such overwhelming response we had to schedule 2nd & 3rd classes in August. 70 people attended 2-hour training conducted by Dan Noah of National Weather Service in Ruskin -class is part of our effort to become recertified as a Storm ready Community by the NWS.

Public Works

- Awarded Harbor Heights Maint. Dredging contract to Marine Contracting Group Inc. of Punta Gorda.
- Recommended Hayward Canal WW Dredging contract be awarded to FI Marine Construction.
- Completed dredging the Apollo Waterway.
- Replaced fiber optic pull-box for City of P. Gorda at new City Parking Garage damaged by contractor.
- Repaired parking lot lights at two fire stations for Charlotte County Fire/EMS.
- Troubleshoot, repaired, and replaced wire and conduit between light poles on Kings Highway that were completely burned in an underground fault/short.
- Replaced 2 fiber optic pull-boxes at US 41 and Harborview, will be encapsulated in new sidewalk along the frontage of new CVS Pharmacy.
- Replaced a damaged pedestrian signal pole destroyed in a vehicle accident at Midway & Harbor.
- Completed modifications of Microsoft Proj Template for engineering staff's use to track capital proj's.
- Completed installation of 1st layer of asphalt on the Toledo Blade Boulevard Widening project.
- Completed the Landscape Grove City Walking Park project package. This is a 60-day, Native Tree Fund and MSBU-funded project with a budget of \$100,000.
- Completed and submitted to Purchasing Div project bid package for annual contract to maintain landscape assets in US 41 Revitalization phase I proj. -\$50,000 est annual budget will pay for upkeep of well/irrigation system, trees, plant beds, decorative pavers, benches and trash receptacles.
- Completed large pipe replacement at Gewant Boulevard and CR 74.
- Completed road grading in Tropical Gulf Acres.
- Completed large pipe replacement at Brookhaven Terrace, installed fabric form and sod.
- Completed beautification on Toledo Blade gateway from US 41 to SR 776. Area maintained in-house until October when contract will begin for specialty mowing.
- Installed 315 linear ft of lot pipe & 2 catch basins: Heron Lane in Lemon Bay; requested by citizens.
- Installed test video detection camera on mast arm traffic signal pole at Edgewater Drive and US 41.
- Completed installation of triple barrel 72" RCP storm drains (216 linear ft) for Apollo Water Way Drainage Control Structure on Chancellor Boulevard.
- Completed the forming and pouring of the north weir structures wall and installed all of the triple barrel 72" RCP storm drains for the Jupiter Waterway Drainage Control Structure on Chancellor Boulevard. Completed the fabric-form installation.
- Completed Cheshire WW Drainage Control Structure proj on time-under budget; roadway open.
- Completed 100% plans on bid specifications for the South Gulf Cove Entry Features.

- Completed 100% plans for Cape Horn Entry Features proj. landscape/lighting contracts combined.

Tourism

- Director:
 - Attended weekly directors' meetings with County Administrator
 - Reviewed incoming results of VCB's ECONomical Summer Escapes campaign designed to promote summer business
 - Held regularly scheduled monthly meeting with advertising agency account representative to discuss ongoing projects and budget issues
 - Made presentation to County Administrator on value and benefit of using social media for tourism promotion
 - Met with all Commissioners with regard to the Event Center management RFP
 - Conducted two annual staff performance evaluations
 - Conducted press interviews with the Charlotte Sun and Florida Weekly on the impact of Hurricane Charley on tourism in Charlotte County
 - Acted as liaison between Visual Arts Fundraising Committee and Charlotte County Young Professionals in search of an event committee commitment
 - Met with County Attorney on social media policy as it relates to the County's Administrative Code and public records law
 - Met with Miles Media representatives on 2010 Visitor's Guide production and issues related to Charlotte County's visibility on the Visit Florida website
 - Attended presentations for Event Center management RFP
 - Wrote monthly *Charlotte Sun Herald* column
 - Worked with Executive Director of FACVB on program development for Annual Meeting scheduled for Charlotte County in late September
 - 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 meetings on a variety of operational, budget, marketing and planning issues
 - Communications & Marketing
 - During July, print advertising targeting the leisure travel industry appeared in *Gulfshore Business* magazine, and print advertising targeting the meetings market appeared in FSAE's *Association Source* magazine.
 - July internet advertising included promotional spots on www.TravellInformation.com, www.VacationPlanning.net, www.gordonsguide.com and FSAE e-zine.
 - Interacted with advertising agency on a daily basis addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
 - Worked with agency providing supervision, direction and implementation of summer campaign: ECONomical Summer Escapes – worked with Agency in updates of promotional materials and key messaging; performed ongoing updates to corresponding program pages for CharlotteHarborTravel.com; assembled and packaged voucher packets to provide to
 - Presented the "Uses of Social Media in Tourism Promotion" to the County Administrator, the Communications & Marketing Director and her staff, and the County Attorney
 - Assembled a vacation giveaway working with local partners to appear in and be awarded by *Southern Living* magazine in October
 - Met with the Miles Media team to review, provide direction and approve the proposed development and implementation for the 2010 Visitor Guide
 - Attended the Southeast Tourism Society Marketing College, a week of academic courses and continuing education which lead to professional certification
 - Continued to work with select partners and Jack Rabbit/Book Direct representatives as part of the ongoing implementation process
 - Wrote and distributed 'Have You Heard', monthly e-news for local tourism partners

- Rotated and updated feature spots on www.CharlotteHarborTravel.com home page, created new landing pages and updated various pages of the website
- Provided direction and final approval for CRM program components for July and August – End of Summer, Labor Day, and Paddling ePromotions
- Compiled monthly Return On Investment (ROI) reports, and reviewed existing programs to assess performance and ascertain needed improvements/enhancements for the next fiscal year
- Attended a variety of meetings/events to include meetings with advertising agency representative, DME Corporate, Gasparilla Marina and the Days Inn of Port Charlotte
 - Documented and assembled report detailing product and results of VISIT FLORIDA/Miles Media cooperative marketing
- Public Relations:
 - Gathered, wrote submitted content: weekly for Administrator; monthly for the SW FL Parrot.
- Wrote and Distributed Five Media Releases:
 - “Direct Air Offers 50% off airfare when booked between 7/2–12/09” Tourism Grant Awarded to Charlotte Harbor Visitor & Convention Bureau”
 - “Exotic Snake, Animal Control to Star in Animal Planet’s Untamed & Uncut TV Show 8/16/09”
 - “Fifth Annual Punta Gorda Wine & Jazz Festival Makes Southeast Tourism Society Top 20 List”
 - “Activities Announced for Punta Gorda’s 5-Year Xtreme Makeover Celebration, August 15, 2009”
- Distributed the Following Media Releases Written:
 - “FHSAA Cross Country Championships Set for November 13, 2009 in Charlotte Harbor & the Gulf Islands”
 - “Inaugural Snowbird Baseball Classic Generated an Estimated \$2.5 Million for Charlotte County’s Economy”
 - Researched and fulfilled 7 editorial leads for local, regional and national print and online publications.
 - Media Visits -creating itineraries, work with partners providing services, met with media person.
 - Chelle Koster Walton, FL freelancer for various regional publications and well-known guidebook – after her visit, article appeared in 8/2 of Miami Herald travel section: 7/14–15/09
 - Chris Sherman, FL-based freelancer for Florida Trend magazine; Visit: July 20, 2009.
 - Southeastern Outdoor Press Association (SEOPA)
 - Liaison with SEOPA members and various FL destinations, Charlotte County industry members for pre- and post- conference trip options
 - Continued working on logistics securing function space for events and ground transportation
 - Site visit of Lashley Crab House for possible opening night event
- Charlotte County Airport:
 - Liaison with Knoxville Airport Authority, contact members of local media to participate in Labor Day Weekend media research trip to Knoxville. There is some interest and contact information has been forwarded to the Knoxville tourism office. Allegiant Air will be providing airfare.
- Additional Activity:
 - Wrote and submitted the entry form for the Fifth Annual Punta Wine & Jazz Festival to be considered a STS Top 20 Event for Winter 2010 – event was selected
 - Pitched local media on progress to date of the ECONomical Summer campaign
 - Continued working the Punta Gorda Xtreme Makeover Publicity Committee to build publicity for the Aug. 15 event including pitching regional and national publications
 - PTO – July 23 – 27
- Media placements of note:
 - Freedom Swim included in Classic and Quirky 4th of July Celebrations on MSNBC.com, result of June pitch through social media service called Help a Reporter Out (HARO) http://www.msnbc.msn.com/id/31670848/ns/travel-seasonal?pg=11#Travel_FourthofJuly_BaskasNice
 - ESPN2 aired the Redfish Cup on July 4 and July 11
 - June activity from Smith PR
 - Placements in 12 publications – electronic and print. Highlights:

- Kathy Hagood's article (Nov. 2008 FAM visit) appeared in Al Dia Today. See the link at <http://www.aldiatoday.com/coastaltravelen0609.php>
- Blog posting of Christopher Elliott's family trip to Charlotte Harbor appeared on Tripso.com (June 2009 visit). <http://www.tripso.com/today/what-we-did-this-weekend-racing-golf-carts-on-palm-island-and-wading-in-lemon-bay/>
- Article on Charlotte Harbor & the Gulf Islands appeared in the June/July/August issue of *Accent on Tampa Bay* (Nov. 08 FAM). See link at <http://www.accentontampabay.com/>
- Pitched to 5 media outlets & FOX Orlando interested in area's renaissance following Hurr. Charlie
- Worked with Christopher Elliott and industry partners for June 12 – 14, 2009, visit;
- Discussed with outdoor journalist for independent visit for possible summer visit; pending;
- Coordinated Orlando desk side appointments with 7 media outlets (after contacting 35)
- Continued to liaison with WSPA-TV in Greenville/Spartanburg, S.C., and Allegiant Air for the TV promotion giveaway. Trip is booked for the end of August.
- Media Releases:
 - Distributed June
 - "From Fast Cars & Fast Pitch to Go Fish: 6 Father's Day Gift Ideas in CH & the Gulf Islands, FL"
 - "ECONomical Summer Escapes Offered in Southwest Florida"
 - Four Points by Sheraton Concept Opens In Charlotte Harbor & The Gulf Islands
 - Distributed Punta Gorda Xtreme Makeover Release
 - Researched ideas for beach media release and worked with Charlotte County Natural Resources.
- Sales & Sports Marketing:
 - Worked on logistical details for serving as host destination for 1 of 3 FAM trips to be conducted for meeting planners participating in Visit Florida's Florida Encounter trade show, which included providing copy/images to be used to promote our destination to potential FAM attendees as well as a tentative itinerary of the familiarization tour
 - Met with Joe Pickett of Florida Gulf Coast Sports Commission in Bradenton to discuss opportunity to partner regionally on following 3 events: YBOA Basketball Tournaments, Jr Golf Tournaments, and Kayak Festival circuit provided FGSC with basketball and golf venue and contact information
 - Attended Florida Society of Association Executives Annual Conference in Ponte Vedra Beach to participate in a variety of educational and networking sessions with the primary goal of raising awareness of our area as Southwest Florida's newest meetings destination
 - Issued hotel lead for FI High School Athletic Assoc Cross Country Regionals to take place in 11/09, compiled all responses, and presented them to Charlotte High School who will forward the information to all participating school's cross country coaches and/or athletic departments
 - Attended CH Regatta committee meeting, presented full offering of preferred hotel rates which are being promoted on the regatta's website alongside the Notice of Race and entry form
 - Conducted a site visit of the Charlotte Harbor Event & Conference Center, the Four Points by Sheraton, and the Best Western Waterfront for Executive Director of Florida Golden Gloves as a preview for a potential boxing event to take place in March 2010
 - Participated in webinar conducted by Attendees to learn more about their event housing and online registration program
 - Provided detailed facility, hotel, and destination information to Executive Director of Super Series Baseball and began negotiations to host their 2009 Winter Nationals at the Charlotte Sports Park
 - Conducted a site visit of Charlotte Sports Park, North Charlotte Regional Park, South County Regional Park, and Carmalita Park for two representatives of Triple Crown Baseball as an initial step to evaluating the potential of hosting an annual youth baseball tournament which would attract participants from ages 8-18 along with coaches and family members
 - Met with Clif Kewley from the Charlotte Harbor Regatta sponsorship committee to brainstorm and strategize this year and future year's sponsorship recruitment efforts for the event
 - Worked with Best Western Waterfront and the Four Points by Sheraton in constructing their proposals in response to the Association of National Estuary Programs Annual Conference RFP
 - Began preliminary discussions with Baseball's Elite Summer Teams regarding the potential of hosting a showcase baseball event at Charlotte Sports Park in the Fall or Winter of 2009.

Utilities

- Engineering Services:
- Major Work Orders: 101 developer project inspections, 430 CIP inspections, 15 LPS installations, 9 Start-up Inspections, 8 LPS mandatory re-inspections; 1 developer agreements prepared; 233 active developer projects; 2 closed projects; 1 new set of plans received; 1 revised set of plans submitted for approval; 82 residential service availability letters prepared, 2 commercial service availability letters prepared; 9 water and sewer services field verified; 706 locates processed from Sunshine State One; 11 residential service applications processed; 2 permits received, 2 permits approved by CCU for FDEP submittal; 7 record/as built drawing reviewed; 23 large area intersection locates.
- Operations Division
- Treatment Facilities:

Reuse Ordinance: Final draft of reuse protocol for regional reuse system submitted to FDEP by Wilson Miller on 7-9-09.

Personnel: Treatment Facilities Division is fully staffed.
- Water Distribution:

Distribution System: Completed 10 new water service line installations; repaired 90 line breaks; exercised 190 system water valves; maint and flow tested 181 hydrants for system maint; changed out 8 galvanized service lines as system maint; responded to 52 water quality calls; serviced 17 vehicles at Fleet; replaced 3 broken system water valve; replaced 3 broken hydrant; replaced 2 sample stations; tested 5 compound meters for accuracy; installed a new test flushing unit; ordered materials to connect the main at Sandhill Blvd. This will give us the second point of connection to the Deep Creek service area.
- Training: All employees attended 3 tailgate safety meetings; held 2 CPR classes; completed 6 workplace safety assessments for Distribution system work at the direction of HR.
- Personnel: No changes.
- Booster Stations: #2 (Golf Course) remains out of service. The chemical storage area has been poured and the tie beam for the bldg has been prepared. Met with the contractor, engineers, Crom Corp and Tnemic. It was decided to remove as much interior coating as possible from the tank with a 40K pressure washer and leave the tank uncoated. We will re-evaluate the tank interior at the next 5-yr inspection. #3 (Gulf Cove) performed preventative maint for the month. The fence contractor completed the new fencing and All Power Generator completed repairs to the standby generator. ADF was 2.028 MGD. #4 (Walenda) performed monthly preventative maint; completed revisions replacing the underground diesel line moving it above ground at the request of Risk Mgmt. ADF was 3.167 MGD. #6 (Rotonda) performed monthly preventative maint. The coupling for the #4 pump had to be replaced again, alignment was rechecked. The contractor continues to move ahead with the installation of the emergency generator. ADF was 2.321 MGD. #7 (Ingraham Injection Station) site is operating normally. ADF was 212,486 GPD. #8 (Englewood Interconnect) is currently shut down but remains ready to return to service when needed.
 - Sampling: Monthly compliance samples have been completed.
 - Boil Water Notices: 4 boil water notifications were processed.
- Wastewater Collection:
 - Gravity Force Mains: Repaired 5 manhole covers; repaired 1 lateral connection; repaired 1 force main break; cleaned and televised 7,870' of gravity sewer main; lined 2 manholes; inspected 35 manholes; responded to and cleared 3 backups; located and raised 1 manhole; performed 3 gravity sewer point repairs; installed 4 cleanouts on laterals.
 - Lift Stations: Performed 312 LS preventative maint work orders; 72 corrective maint work orders which included check valve cleaning, pump deragging and wet well cleaning; replaced steel valve vault lid with fabricated alum lid at LS 819; set emergency generator at LS 406 during Lee Cty transformer replacement; worked on in-house rehab of LS 855, 84, and 79; set emergency generator at LS 25 for FPL work; performed one confined space entry; performed 2 MOT setups.

- Low Pressure Sewer: Performed 247 service calls in the field; completed 18 mandatory connections and 5 new sewer taps; installed 2 new ARVs; replaced 1 broken ARV; flushed 2 areas to reduce pressure.
- Personnel: 2 employees attended the FWPCOA Short School to obtain their FDEP Dist License; 9 employees attended Fork Lift training; 14 employees attended CPR training; 5 employees attended First Aid training; recertified 3 employees for Confined Space and Rescue; 1 employee passed the Level III distribution.
- Business Services:
 - IVR: The IVR project is currently still in soft live. We will be notifying customers of this option when paying by phone and will implement IVR live by 9/1.
 - Mass Notification: Residential customers with consumption over 15K were notified of water conservation efforts via phone. The exercise was successful; so we expanded mass notification to customers whose payments were returned from their financial institutions and for tampering. We have addressed the voice mail problems and it is currently working to our satisfaction. Commercial accounts have been updated. IT is now providing our delinquency report with phone numbers. We have decided to postpone the mass notification of delinquency until IVR is implemented and the bugs are ironed out.
 - New Bill: We are in discussions with IT to have internal staff trained on Group 1 so we can make necessary changes to our bill design and print without incurring large costs.
 - Electronic Bill: The Banner software and current business practices can be modified to accommodate an e-billing solution. To accomplish e-bill presentation, Group 1 retrieval/presentation software will be needed to generate PDFs from the bill archive. End users would then have the option to see Banner-driven summary page or open an image of their actual bill.
 - BCS Liaison: 29 utility inspections performed – 28 passed and 1 failed.
 - Batch Mailing: By way of the Employee Recommendation Group, we have been asked to look into batch mailing bills to County Depts. We have expanded this concept to all of our customers and we have the mailing equipment to allow this to happen. However, we will need to add a bar code to our current bill for the mail scanners to read, and we are in negotiations with the vendor to accomplish this.
 - EZ Pay: 13,476 bills were processed. Transaction break down is as follows: 3,203 one-time pays, 5,591 recurring payments and 4,682 payments through Customer Service Reps. There were 162 returned items; 91 for insufficient funds and 71 for invalid bank number.
 - AMR Replacement: 768 Orion AMR transponders were installed. Of the 24,885 customers with AMR transponders 4,684 have ITRONs and 20,090 have Orion. The 24,774 represents 44.4% of our customer base with AMR meters.
 - Meter Services: Installed 4 new meters (existing lines); 40,491 meters were manually read; 56 were skipped (less than .1% of all reads) and 45 were misread (less than .1%); 2,913 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections:
 - Delinquencies: 787 accounts shut-off for non-payment. Reconnection revenue (meter turned off) collected: \$34,350, penalty revenue: \$63,554 and premise visit revenue (payment was made before shut-off occurred) \$1,480. Total delinquency revenue: \$99,384. FY-YTD 09 total: \$890,496.
 - Returned Checks: Revenue: \$5,005. FY-YTD 09 total: \$29,569.
 - Tampering: 59 meter tampering total revenue: \$6,270.; FY-YTD 09 total: \$72,035.
 - Liens: 130 liens filed balances =\$26,365; 68 liens released for total of \$45,000.
 - Bad Debt: No activity.
 - Community Outreach: No activity.
 - Real Estate: No activity.
 - Enforcement: SWFWMD implemented modified Stage 3 watering restrictions. Utilities must track residential customers using over 15K a month, and notifying them of the water restrictions and

the need to conserve water. Using the Mass Notification telephone system, we notified 787 customers that their consumption was 15K or greater and directed them to the SWFWMD website for tips on conservation. There were 13 unauthorized use 1st offense violations for a total of \$3,500, in net penalty fees collected.

- Sharepoint/Doc Management: Met with IT to discuss the transfer of our 10,000 + data files. Most of the files have been modified to allow for data transfer from “P” drive to Sharepoint. Awaiting back door programming to place files in readable Adobe format.
- Utility Regulation: No activity.
- ID Theft/Red Flag Policy: In process of writing CCU policy to adhere to Red Flag rules.
- Community Relations & Water Conservation:
 - Internal Communications: Researched relevant daily news articles, maintained clippings.
 - General Services: Participated in FPL meeting to gather information about energy efficiencies at the Utility level.
 - Inter-Departmental Communications: Provided input to PIO for Communications Tally Sheet.
 - Customer Relations/Community Outreach: Researched and responded to various customer questions and concerns; provided water conservation literature to various organizations/events.
 - Water Conservation: Continued Showerhead Exchange Program; participated in Rainbarrel WS event at Enviro Campus by providing water 101 presentation and discussed watering restrictions to attendees; Toilet Rebate Program, all residential toilets completed; Commercial Toilets - 25 left to be completed; prepared lobby displays in Murdock and East Port Enviro Campus regarding water conservation; SWFWMD modified Phase III watering restrictions and extended the term of order to 9/30/09 at their Governing Board meeting held on 7/28; Sept and Oct utility bills will include a notice about Nov Green Futures Expo and Energy Options Conf. CCU will have a booth at this event, to promote conservation.
 - Safety & Security: Safety Presentation to attendees at Short School in Bonita Springs; Completed review and updated standard operating procedures; CCU Workplace Safety Committee meeting was held on 7/16 and we inspected the West County Facility and produced inspection report. Completed Vulnerability Assessments for BS WRF and Leachate Treatment Plant; Met with IT to do their portion of Vulnerability Assessment; BS WTP is scheduled to be updated in August.
 - Human Resources: 6 skill-based pay changes processed; 1 Director and 1 Superintendent position to be filled.
- Administration:
 - Sun River Utilities: Multi-party Agreement for Sun River to construct 20” pipeline extension from Wal Mart Distribution Ctr in DeSoto Cy to Charlotte Cty, ending near Palm Shores Blvd pending.
 - PG Interconnect: No change.
 - North Port 36” Pipeline: First Amendment to Interlocal Agreement between Authority and North Port was approved on 7/29. This amendment addressed operating protocols for maintaining water quality by allowing the Authority to split flows between Charlotte County and the City of North Port in the Phase 2 pipelines with no payment by Charlotte for use of the hydraulic capacity.
 - Burnt Store Area Expansion: No change in status of proposal to initiate a Home Rule Assessment Area for Burnt Store development community.
 - PRMRWSA: As of 7/26 the Authority reported 93 days of combined water storage remaining in the reservoir and Aquifer Storage and Recovery wells (ASR). Approximately 85.2 cfs, or 55.07 MG of running water was available from the Peace River to divert to facility storage and the Authority was taking withdrawals of up to 52 - 100 MG from July 15th to the end of the month, as the 6th modification to the Emergency Order allowed them to withdraw up to 120 MGD from the river during that time. Average customer demands were approximately 15 MGD. The Authority remains exempt from the State Water Quality Standards for Total Dissolved Solids (TDS) and sulfate as a result of the impact on water quality from continued drought conditions for the Peace River watershed. However, water quality conditions have improved over the past month.

- WO#6: Booster and Storage Sites (Contract 2): The application for Permission to Place A Public Access Reuse System into operation was submitted to the FDEP for the Booster and Storage Stations on 7/16. The Contractor's electrical and instrumentation subcontractors were on-site on 7/27 to address remaining punch list items. There is still an issue with signal strength in the SCADA system that remains to be resolved with DataFlow.
- WO#7: Production and Monitoring Wells: Work is continuing on the two production wells and the three cluster monitoring wells. The project is on schedule.
- Plant Expansion: The RO plant is nearing completion with only a few items remaining to be approved for service by the DEP. Restoration items are to be completed with total completion in the next couple of months.
- Generator Set: The generator is now the backup power for all Burnt Store Plant functions except the waste treatment plant.
- Operations Building: The building is now being occupied by staff.
- WWRF Expansion: Review schedule for latest version of plans starting in August. FP&L line being installed to serve new production wells was staked in July. AECOM evaluating staked locations in relation to proposed plans for BS WRF expansion.
- WO#7: Jones Edmunds issued a draft of Tech Memo #1 on 7/15 which identifies areas within the Geodatabase that need to be verified for connectivity, pipe sizes, etc. before the GDB can be converted to a hydraulic model. CCU staff is sorting through the list of locations where verification or changes to the GDB have to be made. JE continued to analyze the data provided to establish boundary conditions which will be discussed in TM # 2 and to summarize demand allocation which will be discussed in TM #3. JE developed an outline of the Field Test Plan which will be used for fire hydrant flow tests, tank fill tests, and pump performance tests. The draft of the test plan will be submitted to CCU for review the first week of August. Bi-Weekly teleconference calls to discuss the status of the project were held on 7/15 and 7/29.
- WO#28: Phase I and II equipment, including the MBR Units, continue to perform reliably and the quality of the effluent is well below the reject parameters set by the state. The major work activities are: Final grading of the site is 98% complete; the installation of sidewalks are complete; installation of retaining walls are complete; mechanical installation of effluent pump station #2 is complete; the paving of the roads and parking lots are complete; loop checks and verification testing for I&C are 95% complete; rehabilitation of the old control room is 95% complete; installing sod and hydro seeding is 80% complete; all required painting has been completed; contractor continues to work on completing punch list items.
- WO#29: Walenda: Substantial progress has been made on the electrical and control systems. Transfer to the new systems is scheduled for August 4th and 5th. The chemical feed system is also progressing. Buildings are scheduled for installation within the next 2 weeks; Golf Course: Building tie-beam will be poured in the next few days. Other required modifications of the building have been completed. Considerable work effort has been completed; Gulf Cove: Fencing other than gates have been completed.
- WO#32: The method for replacing the existing air-lift pump stations are being reviewed prior to the bidding process. Alternative bids are being considered to obtain cost comparisons of options available. Final plans and specs should be completed in the next few weeks.
- WO#39: Deep Injection Well: Tech specs and related docs have been sent to Purchasing for bidding. Modifications are being made prior to posting for bid which is expected in August; Rehab of the Headwork Structure: The bid package was posted 7/13 and there is a pre-bid conf scheduled for 8/4. The bids are scheduled to be opened 8/26; East Port Ops Bldg: The project has been recommended to be awarded to Boran, Craig, Barber and Engel Construction Inc. This is scheduled to go before the BCC on 7/28.
- WO#44: CCU staff started work on the back log of waste water system as-built info in order to update the Geodatabase. No further work has been done on field gathering GPS data on assets in areas that were not field verified by the consultant. As time permits staff will work on the field data collection.

- WO#45: These projects are completed other than minor restoration punch-list items. Record drawings need to be completed.
- WO#9: Rotonda Villas & Springs: FDEP issued the WW permit for construction of the LPS and LS on 7/10. The project was put out to bid on 6/30 and pre-bid conf was held on 7/14. Many questions were submitted by bidders, the first round of which were answered in an addendum issued on 7/30. More letters were sent to property owners for approval of the TRE and for PE in the common areas. DMK Assoc released the Maint of Right-Of-Way Survey which is currently under review.
- WO#53: Rotonda Sands & Meadows: Sands: All piping has been installed and tested. Restoration of disturbed areas is continuing with completion in the next few wks. Control panel modifications for the LS is in process. Meadows: All piping should be completed in the next few wks. Restoration of the disturbed areas is ongoing and is to be completed shortly thereafter. Control panel mods for the LS is in process.
- WO#42 & 59: Lift Station Rehabs: 313 & 321 - Stantec cont to work on the final design. These LS have been moved up in status and the design is to be completed by 9/09.
- 806, 812, 816, 819 - CCU received final plans from Stantec for remaining LS rehab projects in Rotonda. This is under review. 8 - A quit claim deed has not been recorded and no time frame has been provided for this to occur. The property owner's residence is in foreclosure. A lot exchange won't occur until cooperation is received from the owner of record. CCU staff will cont to monitor the situation with RES. 24 – Surveyor prepared conceptual sketch and is under review by CCU staff and Stantec. 801 – LS is 100% complete. Last punch list items are being made. As-builts are being completed. Permit for operation to FDEP expected to be submitted early August. 84 – Ops in process of upgrading LS in-house. 855 – Ops in process of upgrading LS in-house.
- WO#60: Babcock Ranch: The groundwater modeling write-up has been completed and the response to RAI #6 is nearly complete. An amended draft of the RAI response was provided to CCU on 7/27. The final response submittal will be completed in August. A time extension is being included with this response to address the well construction time table and subsequent data submittal to SFWMD as per requirements.
- Control Structures: Sunset & Lionheart WW: RS Const began the process of directional drilling the new water main on Peachland Blvd under the Sunset WW. Contractor's Surveyor began staking out the project. Jupiter WW @ Chancellor Blvd: Armadillo Underground completed installing the new 12" water line and is in the process of testing for FDEP approval. This is a joint project with the City of North Port and CC PW.
- Apollo WW @ Chancellor Blvd: Dave Foote Const is the process of installing the new 12" water line. This is a joint project with the City of North Port and CC PW. Cheshire WW @ Chancellor Blvd: South West Utilities has completed the installation and testing of the new 12" water line and the project is now complete. This is a joint project with the City of North Port and CC PW. Lionheart WW @ Quesada, Sunset WW @ Kenilworth, Dorchester WW @ Peachland, Morningstar WW @ Peachland: CCU Engineering is currently reviewing the 60% plan submittal from Johnson Engineering for review and comment. Rotonda Weirs: CCU Engineering provided final review comments on the proposed design to PW Stormwater.
- Spring Lake Park LS: All Florida Const Group has been awarded the contract to install a package LS for the new rest room facility. The Contractor is in the process of submitting materials for approval.
- Cape Haze Bridge: American Consulting Engineers have completed the final plans and have submitted the FDEP permits for all CCU utility improvements. This project is being funded through the Federal Stimulus Package and will be administered through FDOT.
- Sidewalks: CCU staff met with PW staff and Johnson Engineering at Purchasing to negotiate Scope of Work to design sidewalks for 6 areas. CCU facilities are affected in 3 of the 6 areas.
- 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-Cty to East Port Plant.

- Midway Widening (PW) Phase 1: CCU Engineering is waiting to review final utility plans for the roadway portion from Elkcam Blvd to Harbor Blvd. Final plans for the Yale, Elkcam and Niagara WWs have been sent to Purchasing to go out to bid. The Fordham WW plans are being finalized to address utility issues.
- WO#70: Rotonda Reclaimed ASR Well Final Design: A draft of the Const Services RFP was developed and submitted for review. A meeting was held to discuss the RFP and based upon comments further revisions are necessary.
- WO#71: Deep Creek Force Mains & LS 303 – 309: Agreement reached for easements through Hampton Point. Awaiting final documents from owner. Gopher tortoise and scrub jay issues resolved.
- Sewer Rehab & Manhole Rehab 08/20: Pipe Relining: LS 9 - Church St and LS 11 - McGuire Park are 100% complete with no major issues. Post inspection video tapes have been reviewed. A few issues were found and will be discussed with contractor this week.
- Coral Creek Bridge: Construction proceeding and on schedule.
- SWFL Feasibility Study: CCU staff continues to monitor the progress of this study. The SWFFS project team is preparing final report to be submitted to Congress in 8/09.