

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

**Budget & Administrative Services**

**Budget Department**

- Distributed monthly Fiscal Reports to departments
- Impact Fee Report updated and distributed.
- Property Appraiser sent out Truth in Millage Notices (TRIM). Budget/MSBU Division answered citizens' questions about their notices. An information booklet was also prepared and sent out to all Commissioners and Administration.
- Began preparation of materials for First Budget P H9/10/09. At this hearing, the Commissioners will be adopting the tentative millage rates and the tentative FY09/10 Budget.
- School Crossing Guard – Final meeting with Sheriff and his deputies to go over the provisions of the crossing guard contract before it goes to purchasing.
- 2009 price index for Bocilla Utilities Inc has been approved and appropriate authorities have been notified. Tariffs have been revised to reflect the new rates.
- Application for 2009 price index has been received from Little Gasparilla Utility, Inc. Application has been reviewed and awaiting response from applicant.

**Fiscal Services Division**

- Building and Construction Services:
  - Issued 33 Single Family home permits for June, an increase of 6 permits from July 2009.
  - Updated the impact fees that go into effect 9/8/09 for City of PG to collect for County.
  - BCS provided information on 18 residents concerning payment of sanitation fees for EES Solid Waste division.
- Public Safety Department:
  - Emergency Management –department received notice from FI Div of Emergency Mgt we should soon receive reimbursement for our State-wide Mutual Aid claim submitted for Tropical Storm Fay last year when we sent an Emergency Mgt Planner to assist State Emergency Logistics Center -amount \$208.97.
  - Radio Communications –May 2009, Radio Communications Dept has been performing in-house repairs to radio units and equipment. We have tracked the cost of these repairs vs. the cost of out-sourcing the repair service and have realized a savings of \$3,100 to the user departments, while also generating a revenue stream for the Radio Communications Fund.
- Facilities and Parks and Recreation Cultural Resources:
  - Followed-up on July invoicing to Rays (contractual obligation) \$326,733. Payment has been approved by Rays and submitted to their Finance Department 8-17-09.
  - Implemented Class Software at Tringali, Mid County and Port Charlotte Libraries.
  - Completed analysis of Parks Beach and Boat ramp revenue collections in response to Commissioner's request.
  - Completed Pt Charlotte Golf Course Market Analysis (Phase I) in response to Administration
  - Identified cost savings for security services for Parks & Recreation; were using sheriffs' staff at Skate Park \$26.00/hr vs using Watch dog services \$13.00/ hour. Communicated to Skate Park's Rec Mgr.
  - Revised Meter Revenue Collection worksheet to provide efficiencies in reconciling meter collections.
  - Continue efforts to consolidate FPL bills, county wide.
- Public Works:
  - Received Grant and Interlocal Agreement payments from:

- \$708,397.66 from FDOT for Piper Rd right of way purchases
- \$52,530 from FDOT for the annual traffic signal maintenance agreement
- \$89,216.96 from the City of NorthPort for their portion of construction on the Jupiter Waterway drainage control structure.
- \$392,285.93 from the City of Punta Gorda for Aqui Esta utility construction.
- \$93,107.19 from the City of Punta Gorda for Aqui Esta roadway design.
- \$29,760.98 from the Gasparilla Island Water Authority for utility construction on the Coral Creek Bridge Widening project.
- Created the following invoices:
  - \$116,714.29 to the City of NorthPort for their portion of construction on the Jupiter Waterway drainage control structure.
  - \$98,831.95 to the City of Punta Gorda for Aqui Esta Rd design
  - \$6,435.45 to the Gasparilla Island Water Authority for Coral Creek Bridge Utilities
  - \$66,165.97 to the City of NorthPort for their portion of construction on Cheshire Waterway drainage control structure.
  - \$1,267.9 to the City of NorthPort for their portion of design of drainage on Chancellor Blvd.
  - \$89,463.02 to the City of Punta Gorda for Aqui Esta Rd utility construction.
  - FDOT \$316,780.85 for ROW on the Piper Rd project
  - FDEP \$27,252 for Stump Pass shorebird mitigation
  - FDEP \$98,559 for Knight Island monitoring (Stump Pass)
  - City of NorthPort \$68,847.42 for their share of Apollo Waterway drainage
  - Charlotte County School Board \$221,660 for drainage work associated with the Carmalita road improvements. This is a pass through amount that the School Board will receive from SWFWMD
  - Trained PW Administrative staff to take over HR functions from PW Finance.
- IT:
  - Processed, paid and reconciled approximately 150 landline phone bills, Sprint Nextel cell phones, County internet connections, pagers, and wireless cards. Trained fiscal staff in Public Works to transfer payment and reconciling of all phone bills, cell phones, etc.
  - Listened to webinars on "Finding Recovery Act Opportunities" for ARRA grants and attended a meeting led by eCivis regarding grant tracking and reporting.
- Human Services:
  - CSBG ARRA grant for \$117,543 to BCC for approval on 8/11/09 -BCC accepted grant.
  - 2 year grant for \$199,990 for expanded Adult Drug Court in partnership with Charlotte Behavioral Healthcare awarded to Charlotte County approved by BCC 8/11/09.
  - Worked on organization and setup of new Grants Division in Budget and Admin Services Dept. Met new staff that will be in Grants Div and worked on duties expected of staff.
  - Prepared and submitted a Cost Allocation Plan for Charlotte County for the ARRA Community Services Block Grant. This Cost Allocation Plan was submitted to and accepted by the Department of Community Affairs. The Cost Allocation Plan included Methods for Allocation, Oversight and Review, Funding Sources and Types of Costs to Be Allocated in the Grants.

#### **I.T.**

- Moved Purchasing Website: Purchasing site has been experiencing a number of problems with uploading large files over the past few months. Moving the site to the new server environment has solved the problem and has improved overall performance.
- Code 1 Plus Installed for Utilities Mailing: Code 1 software update allows for postal discounts to continue. This also solved an issue with incompatibility between database versions.
- Unique Recycle Transfer Station Software Utilization: Pt Charlotte man reported theft of his weed eater by a man in a black truck that dumped trash just after he did a Recycle Center in Port Charlotte on Friday 8/21. Using the new software implemented by the county for tracking residents using the facility, the IT Dept was able to provide a list of potential suspects arriving at the Transfer Station just before and just after the man.

- Tele-Works IVR for CCU Live: Tele-Works Interactive Voice Response system is finally in production after months of testing and fine-tuning to allow customers to pay their bills over the phone or over the web without interaction with a Customer Support Rep. Customer always has option of speaking to a live person, but by the time they are able to speak to someone, their information has already been brought up on the CSR's computer for their use. This will ultimately save staff time in helping out customers with billing inquiries. System was brought on-line with expectations of only a hand-full of customers using the system in first several days. Surprisingly, several dozen customers used the system to pay their bills in the first 2 hours of it going live.
- Public Works Project Data Published to GIS Website: PW proj layer published to [www.ccgis.com](http://www.ccgis.com) website. Using this layer general public can now view location of various PW projects as well as obtain links to project description and status pages on the Public Works website.
- New IT Sr Div Mgr. Erick Wentlandt began working as of Monday, 9/24<sup>th</sup>. Erick formerly worked for CC School Board and more recently, Tax Technologies as their IT Director. We are excited to have him aboard and look forward to working with him on future endeavors to improve efficiencies through the use of technology.
- New 09 Aerial Photography Available on GIS Website: 2009 orthophotography flown by SWFWMD have been uploaded into the GIS and have been made available to staff as well as the general public through the GIS website. To view the new photography go to: [www.ccgis.com](http://www.ccgis.com).
- Bidding Website Move: Purchasing Dept Bidding website moved from a legacy web server to new production web cluster environment. This will solve a reoccurring issue with users not being able to download large documents that are a part of the bidding packages. Overall web performance will be greatly enhanced as well.
- Rotonda Expansion Assets: Wastewater plant expansion added to EAMS. This will allow work orders to be written against the assets and cost roll-up reports to be generated.

## **Purchasing**

- Pre-bid meetings held:
  - 09-305 Renovation Eastport Headworks Structure
  - 09-336 Demolition of Multi Story Building (Englewood Building)
  - 09-321 Safety Mowing
  - 09-309 Englewood Library Renovation
  - 09-335 Volume Reduction Services - Vegetative & Wood Waste
  - 09-324 Transport / Wastewater Dewatered / Liquid Residuals
  - 09-337 Taxi Cab Services - Annual
  - 09-340 US 41 Revitalization Landscape Maintenance
  - 09-325 Fabricated Road Signs - Annual
  - 09-317 Demolition - Commercial / Residential Structures - Annual
  - 09-318 Stormwater Control Structures - Midway Blvd.
- Bid Openings held:
  - 09-301 Removal of Abandoned Vessels
  - 09-336 Demolition of Multi Story Building (Englewood Building)
  - 09-309 Englewood Library Renovation
  - 09-321 Safety Mowing - Annual
  - 09-237 Rotonda Villa / Springs - Water & Sewer Expansion
  - 09-335 Volume Reduction Services - Vegetative & Wood Wastes - Annual
- Pre-Construction meetings held:
  - 09-219 Eastport Operations Building
  - 09-234 Dredging - Hayward Canal
- Request for Proposals due:
  - 09-275 Property & Casualty Insurance
  - 09-264 Online Performance Software
  - 09-307 Municipal Solid Waste - Sanitation District Rate Analysis

- 09-326 Skate Park Management Services
- Work Assignments due and received:
  - 09-344 Energy Strategy
- Shortlist meetings for Request for Proposals held:
  - 09-293 Placida - Construction Manager at Risk
  - 09-292 Tourism Marketing and Implementation
  - 09-307 Municipal Solid Waste - Sanitation District Rate Analysis
  - 09-275 Property & Casualty Insurance
- Negotiation meetings held:
  - 09-192 Sidewalk Design - Sales Tax
- Presentations held:
  - 09-293 Placida - Construction Manager at Risk
- Quotes due and received:
  - 09-328 Uniforms - Fire / EMS - Annual
  - 09-298 Lockers - Jail Project
  - 09-319 Title Closing Services - Acquisition
  - 09-320 Title Closing Services - Non-Acquisition
  - 09-323 Mail Sorting System - Jail Project
  - 09-329 Fire Extinguisher Service - Annual
  - 09-333 Supply & Install Carpet - Punta Gorda Library
  - 09-295 Maracaibo Fields Renovation
  - 09-303 Office Moving Services - Annual
  - 09-330 Cleaning Supplies - Annual
  - 09-342 South Gulf Cove Lock Dock Repairs
- Demonstrations held:
  - 09-264 Online Performance Software

### **Real Estate Services**

- Burnt Store Road, Winchester South and Midway Expansion: Order of Take for River Haven Mobile Home Pk section shortly. Order of Take hearing for Midway Phase 1 scheduled shortly.
- Piper Road: Mediations and final settlement conferences underway -northern section of roadway (Henry St. to US 17) on hold.
- Environmental Lands Acquisition Program: In abeyance.
- Flamingo/Edgewater: Acquired 73% of 332 lots 90 +/- remaining parcels to be acquired.
- Regional Water Authority: Ready to assist Water Authority as needed.
- Public Works, Administration & Utilities Work continues with obtaining easements, title searches, and land related issues for review and assistance.
- Releases and Occupations of Easements: Processing high volume of applications (over 300).
- Stump Pass Renourishment Project: Required 366 new easements continue.
- Weir Replacement Projects – We continue to work on these projects.
- Neighborhood Stabilization Prog: Working with Bob Hebert supporting prog -resolution seeking authority to purchase available properties (subject to funding) to BCC 8/25.
- Restoration Roads Ministry Property: – Property conveyed to County.
- Rotonda Villas & Springs Maintained Right of Way Map: Approval of map resolves roadway issues assisting PW & CCU.

### **Building Construction Services**

- Summary:
  - Increase in single family permits this month with 33 issued. This number compares favorably with the 22 permits issued in August of 2008. Commercial permits saw a significant increase with 40 permits issued for \$11,215,500 - the highest number issued since August of 2007. The major contributor to this increase is the new Comfort Inn and Suites being built in Charlotte County.

- Updates and Accomplishments:

- Software Update: Closer to going live with Accela, the proj team focusing on testing system prior to implementation. End user training well underway with all affected personnel being trained on overall system and specific areas. Implementation on track for 9/11 and "go live" date of 9/14th. BCS and Growth Mgt closed to "walk-in" customers on 9/11 to allow for implementation.
- Green Futures Expo and Energy Options Conf continue to gain recognition as the place to be in November. FP&L and Kitson have signed on as sponsors for Energy Options Conf & Green Coast Homes, Inc. as a Goodie Bag sponsor for the expo -Tampa Bay Rays, Advance Solar & Spa and a number of other companies have signed up to be exhibitors at the expo -free to public.
- Volunteer Program - A former employee, Charlotte Lindsey, has taken advantage of the Volunteer Program and is assisting BCS with filing and other daily tasks.

Item	Total FY08	Aug-08	Aug-09	FY08 YTD	FY09 YTD
Single Family Permits Issued	318	22	33	256	215
Multi Family Permits Issued	3	1	0	96	1
Commercial Permits Issued	226	6	40	201	159
All Other Permits Issued	18946	1177	1061	16107	9874
Customers Served	20309	1684	2346	20427	16704
Plans Reviews	11282	812	769	9217	6779
Inspections	94125	5636	5645	80208	49353
Permitting Revenue	\$3,464,498	\$194,147	\$201,026	2669181	1706627
Permitting Expenditure	\$4,674,749	\$973,058	\$225,429	5005150	3142904
Licensing Revenue	\$336,400	\$7,880	\$50,650	245690	91346
Licensing Expenditure	\$1,309,512	\$71,902	\$54,730	736498	523077
Online Utility Permits	641	50	44	590	321
Utility Inspections	825	38	156	810	403
PTO's & ROE's	124	6	1	115	14
Vacations	22	2	1	33	3
ROW Applications Reviewed	1949	156	130	1672	1237
Action Orders Initiated	5781	514	380	4914	3178
Code Cases Initiated	3586	395	275	2948	2009
CEB Cases Heard	427	58	46	503	350
Citations Issued and \$ Amount	\$30,750	\$1,000	\$4,000	27500	30095
New Contractor Licenses Issued	665	67	65	556	408
Contractor Licenses Revoked	36	0	3	21	11

## Economic Development

- Inquires/Appointments/Successes:

- Moving forward on 2 grant applications under the American Recovery and Reinvestment Act (ARRA): 1) Transportation and Investment Generating Economic Recovery (TIGER) for the SW FI Intermodal & Logistics Cter; and 2) Charlotte Harbor Gateway Harbor Walk Project.
- CDBG Commercial Façade Grant contracts awarded to 5 Charlotte Harbor businesses.

- Industrial Development Authority will continue to issue industrial development bonds, administer incentives programs and work toward the development of real estate ready properties.
- Support from CC Airport Authority for CC Intermodal and Logistics Ctr “TIGER Grant” to improve and modernize the Seminole Gulf Rail system from Desoto County to the Lee County line.
- Dir. attended FI Eco Development Council (FEDC) Meeting in Jacksonville. Highlights: prioritizing legislative issues for upcoming session; and FEDC’s commitment to putting together a formal Eco Development 101 course to help elected officials and general public understand why economic development is an important component to a vital community.
- Green Expo & Energy Options Conf, sponsorship commitment received from: Regenes Power, Mosaic Company, Kitson, FPL, Owen Ames Kimball, Charlotte DeSoto Green Building Association, Green Coast Homes, 4 Points by Sheraton with the list growing each day -support is encouraging sign that county’s direction is staying true to its clean character and growing industries consistent with our nature is the way to go.
- Efforts to recruit and maintain existing businesses:
  - 35 pending prospects.
  - Appointments with 14 local businesses.
  - 10 new projects reviewed; custom presentations developed for 9 businesses.
  - 4 Impact Analyses.
  - Provided 14 external companies and 9 County departments with various demographic and market data packets.
- Meetings:
  - International
  - European Business Council Board Meeting
  - State Level
  - Florida Economic Development Council (FEDC) Board Meeting
  - Regional Level
  - Southwest Florida Economic Development Partnership
  - SWFRTP Membership Committee
  - FEDC Regional Meeting
  - Southwest Florida Innovation Network
  - Lee County MPO – TIGER Grant
  - Southwest Florida Regional Planning Council Meeting
  - Local Level
  - Directors’ Meetings
- Enterprise Charlotte Economic Council:
  - Charlotte County Industrial Development Authority
  - Charlotte Harbor CRA Advisory Board
  - Murdock Village Project Update
  - Charlotte County Chamber Board of Directors & Government Affairs
  - Green Expo and Energy Options Conference planning meetings
  - Waste Management Ribbon Cutting
  - RFP meeting for Tourism Marketing & Implementation Shortlist
  - Punta Gorda Chamber’s Consul Welcome Event
  - Go, Charlotte Go
  - County Staff Tiger Grant Meetings
  - Charlotte County Airport
- Presentations/Newspapers/Magazines:
  - Interview with SNN6 – Energy Options Conference, which will be held on November 2.
  - Curmudgeon Meeting – Don Root updated members on EDO activities.
  - Charlotte County Airport Authority – Support for TIGER grants.
- Office Activities:
  - Data collection included monthly webtrend data, Florida and national housing data, as well as 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.
- Continued with planning Energy Options Conference including sponsorship and marketing.
- Working on finding possible incubator site and reviewing incubator network study.
- Street lighting project research.
- Preparing (TIGER) grant application under (ARRA) for SW FI Intermodal and Logistics Center - coordinating with partners: Charlotte County/Punta Gorda MPO and Lee County MPO, Charlotte County IDA; Seminole Gulf RR, 1775 LLC; gathering support letters; and drafting the application. Project includes several key components including railroad improvements and land development. If funded, proj would have a significant positive economic impact to County and region.
- Coordinating the Business and Retention program for the EDO, funding from SW FI Workforce Development Bd (SFWDB), month's activities: coordinating development of collateral; establishing an on-line business survey, and developing a list of targeted businesses.
- Met with representatives of CC Small Business Ctr, SFWDB and Career & Services Ctr to gather info on program/funding opportunities useful for business development and expansion.
- 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 various DOE grants/loans potential within EDO or 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.
- Charlotte Harbor CRA:
  - The Board of County Commissioners approved staff to prepare and submit a TIGER grant application for the Charlotte Harbor CRA Harbor Walk Project including replacement of the structurally deficient Melbourne Street Bridge. Work on the application to date includes seeking and receiving public support from a range of entities, coordination with FDOT to obtain determination on Environmental permits, and drafting the application.
  - The CRA partnered with the Housing Department to facilitate the renovation of 5 properties in Charlotte Harbor that are zoned as Neighborhood Business Residential district (NBR), which allows a mix of residential and commercial uses in one structure. These renovations will help the NBR area in Charlotte Harbor to move forward on attracting artists and small entrepreneurs into the area. The renovations are completed and the properties owners are very happy with the results.
  - Kick-off coordination meeting with the Punta Gorda and Charlotte Harbor CRA held and organizational activities underway for 2<sup>nd</sup> annual Hands Across the Harbor Event -event is a joint celebration between CH CRA and Punta Gorda CRA scheduled 1/30/10. Event allows participants the choice to participate in 8K run, 5K walk or a 15 or 20 mile bike ride. This year event will begin in PG, Gilchrist Park -route will go across US 41 Bridge into Bayshore Live Oak Pk and then back over the bridge. More details on event to be developed over next few months.
  - CHCRA Advisory Committee established a subcommittee to review existing land use regulations in the Neighborhood Business Residential (NBR) district. The subcommittee has met twice and delivered a report to the Advisory Committee at their August meeting. The subcommittee will continue to meet and prepare additional recommendations in the coming months.
  - Coordinated the CH CRA work assignments for summer youth assigned to EDO/CH CRA program. The intern was funded through the employee assistance program sponsored by the Career and Service Centers of Southwest Florida and is at no cost to the County. Adam Obando

completed his six week assignment as research assistant on several projects to benefit the Charlotte Harbor CRA including: developing a PowerPoint on existing uses on Seneca Street to be used for future land use changes; developing a data base of business incentives available in other Florida CRAs; and conducting a business telephone survey to over 70 businesses in the Charlotte Harbor CRA.

- Parks Dept completed installation of lights on 2 fishing piers at Bayshore Live Oak Pk & solar light fixture at Chester Roberts Pk funded by the Charlotte Harbor CRA tax increment revenues.
- CHCRAAC approved Housing Rehabilitation Grant up to \$2,000 for homes in the CRA connected to new sewer system -Grant Prog Guidelines presented to BCC in September for final approval.
- Charlotte County/Punta Gorda – MPO approved CHCRA Harbor Walk project as the top Regional Priority for the future FDOT Transportation Enhancement Funds at their August 10 meeting. Staff provided information and support throughout the process to achieve this ranking.
- 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**

- Extension
  - University of FI, Institute of Food & Agricultural Science held district 4 meeting recently to market services to region including Charlotte County. Extension wants to be County's "gateway" to University. UF/IFAS Extension offers many cost effective alternative to hiring outside consultants that Charlotte County has used: Regional Waterway Mgt System, Abandoned Boat Ord. development, EES & Growth Mgt are currently working through UF/IFAS on a Marina Access Study. Some of areas of expertise available: Tourism Research & Development, Economic Impact Analysis, Resource Efficient Communities, Leadership Development, Bureau of Economic & Business Research, Training, Research & Education for Environmental Occupations [TREEO].
  - Staff/EM Div of Animal Industry from FDA discussed storm impact to animal farming community.
  - Extension held another Green Ind Best Mgt Practices Training Fertilizer Ordinance in August.
- Sea Grant:
  - Visited 2 designated Clean Marinas in CC to document & understand Clean Marina prog as County prepares Green Local Gov't application to the FGBC.
  - Sea Grant Agent & Prog Assistant attended Fishermen's Vlg Yacht Basin's Nat'l Marina Day Event to share info on Extension, FI Friendly Landscaping, Master Naturalist Prog & Clean Marina Prog. Approx 70 visited the tables and 25 boaters signed Clean Boater pledge cards.
  - Agent hosted SW FI Reg'l Sea Grant meeting August with agents from Collier, Lee, Manatee counties -meeting coordinated Extension prog's based on stakeholder survey.
- 4-H Youth Development:
  - Citizens gathered in August to examine issues facing youth in county -adults and teens set goals to: improve communication between adults and teens; create low-cost programs for families to do together; and to look at developing programs for workforce preparedness.
  - 4-H held '09 4-H Achievement Night to recognize the 27 youths who submitted record books. The evening was led by youth members of the County Youth Council.
- Natural Resources
  - Staff applied for 2 gopher tortoise relocation permits evaluating County properties to determine if existing properties might be suitable for tortoise relocation needs –no further change.
  - Staff finished drafting Mgt Plans for Biscayne Trust property, Shell Creek & Buck Creek Preserve. These adaptive plans will guide land management strategies for properties for next 5-10 years.
  - Shorebird season identified Black Skimmer nesting pair that recently hatched 3 chicks -first successful hatch of young in Stump Pass Erosion Control Proj. Birds are colonial nesters and combine group efforts to raise young. Nest is from a single pair, and late in nesting season. Incident reported to FWC -waiting the results. Solitary Black Skimmer nests are a rare in Florida.
  - Staff joined County's sea turtle monitors early in morning on gulf's beaches doing monitoring duties. Kelly Shoemaker and staff witnessed sea turtle hatchlings making their way to the water

and excavation of nests, they gained greater understanding of monitoring responsibilities and protection measures -few adult Loggerheads still coming ashore to lay eggs.

- Staff assisted sea turtles monitors installing "turtle shoot" to protect hatchlings. Experimental tubing proj took place to guide hatchlings to Gulf. 2 Loggerheads came ashore earlier in the year, laid nests, in alignment with an isolated lagoon. If hatchlings enter the lagoon it would result in their demise. Directional tubing will help the young to head for gulf. 7 sea turtle monitors installed 730 feet of drainage tubing, 120 wooden stakes needed to anchor tubing.
- Solid Waste
  - Office coordinated clean-up of several homeless gathering places -collected over 1,500 pounds of debris. Inmates from Jail in partnership with Keep Charlotte Beautiful, Waste Mgt, Env Crimes Deputy worked together to cleanup a section of the 900 block of Kings Highway.
  - Landfill gas collection and electricity project: Department submitted application to FDEP for construction permit, this has generated requests for additional information from FDEP which resulted in scheduling of a meeting with regulators and county to resolve issues and move this proj forward -meeting outcome anticipation of a permit by October -proj to collect methane gas. Proj will sell both carbon credits by flaring the gas and sell electricity, these revenues will help stabilize solid waste enterprise fund during this economic recession.
  - Landfill Operating permit was submitted to FDEP and this application has generated requests for additional information and the County is seeking to resolve the landfill's identified storm water issues by identifying operating procedures in the permit application associated with storm water run off. The department and engineer believe FDEP will be issuing a permit soon.
  - Keep Charlotte Beautiful completed annual report, identified 47 to 1 cost/benefit ratio -represents each government dollar used in support of KCB returns \$47 is back in services to the community.
- Pest Management:
  - Mosquito Control identified no disease transmissions detected in any of 9 sentinel chicken flocks stations at various locations throughout County. August - September traditionally time of year when encephalitis and West Nile Virus begin occurring as the fresh water mosquitoes; these diseases are associated with Culex nigripalpus population's increases.
  - Pest Management Division's Aquatic Weed Control crews assisted homeowners in South Gulf Cove this past week establishing a more desirable appearing aquatic landscape along shoreline of canal bordering Learning Garden vegetation demo site located in South Gulf Cove. Shoreline had monoculture of cattails. Aquatics personnel delivered a variety of aquatic plant species and assisted the citizens in planting them along the canal bank.
  - In August Mosquito Control featured in Harbor Style mag article on Cty's mosquito surveillance prog. In Florida Weekly newspaper an article on mosquito control progs and helicopter, Mr. Hunter did an interview with FGCU University radio station about Mosquito Control programs.

## **Facilities, Construction and Maintenance**

- Jail Expansion-Design 75%-no change
- Eastport WWTP Control Bldg-A/E -Construction start date9/14 Budget 2 million
- Event Center-No change
- Fire Station #11-currently used for VM-design underway for 5300 sq ft station-1 story. Scrub Jay issues resolved for building within existing footprint and landscape with scrub habitat material. Design underway Budget 2.1 million. Completed. Recovery project
- Englewood Fire Station #5-(Rockford Ave) under design. Scrub jay issues-negotiating with USFW for onsite mitigation. (resolved) Complete-Truck has arrived. Budget 2.1 million.
- Human Services-Under design-7000 Sq/ft to house HS and Veterans Services. Project Delayed Budget 1.917 million. Project to be reevaluated by BCC
- State Dept of Health Facility at Loveland-under design-shared campus with HS bldg. County is advising on process and construction. Scheduled construction is underway 2nd floor will be shelled space (8000sf)
- Public Works San Casa- Project is under construction-Final VE items Complete -asphalt area out for bid Budget 600k -county has received CO for project

- Public Works Fleet no change, Project Delayed Budget 9.7 million
- Sports Stadium- Project 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-windows-Engineering firm on contract for frame analysis –Contract has been approved 1.7 million-engineering assessment underway Project is underway 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 -Complete 1.4 million
- Sunrise Park -Complete 2.6 million
- Energy efficiency upgrades- FPL Audit underway
- South County Annex renovation -Completed
- West Charlotte mini-transfer station-Complete
- CC Fire Station #5-renovation of station-under construction
- Family Services-planning for grant -approved renovations-grant of 196k approved-project is out to bid for sprinkler system
- Sheriffs Office 911 upgrade/renovation-in planning-project delayed
- County Health Clinic-Complete
- County space study underway –no change
- New Landscape plan for 16 County Fire Stations- Project has begun
- Spring Lakes Restroom-Construction is underway
- Bayshore ADA restroom- A/E hired for project-will be LEED Compliant

## **Growth Management**

- Babcock Ranch:
  - General outstanding issues:
    - Project currently on track for 12/15/09 hearing of BCC 1<sup>st</sup> Public Hearing on the First incremental Development Order. To comply with State law, it will be formalized sometime between 9/30 & /5.
    - Transportation issues: -applicant confirmed with FDOT addressing FDOT's comments related to sub-area validation may be completed as a part of the update to the Master Traffic Study. However, DCA has determined the update to Master Traffic Study needed to have occurred or a change to MDO needed to have occurred -applicant is working to initiate a NOPC for the MDO. A pre-application meeting is set for September 08, 2009.
    - Applicant delivered Transit Feasibility Study, in compliance with MDO Condition 5(B)(5). Staff is reviewing the study.
- School Concurrency
  - SWG met 8/24<sup>th</sup> 3 SWG meetings in August, 3rd, 10th, and 24<sup>th</sup> -main topic possibility of redesigning the student generator used to calculate student capacity developments. Presently, there are 4 categories of housing types in the generator that are geo-coded to student addresses. However, recent confusion over the "condo/co-op" use has prompted the SWG to consider using a generator that has only two categories; single-family and multi-family. This is not a quick change as it would require amending the ILA as well as the Public School Facilities Elements for Charlotte County and the City of Punta Gorda, a process that could take up to a year.
  - Other topics included consideration of changing the concurrency service areas for the elementary level to match actual attendance boundaries for that level. This is one of two simple ways to adjust impacts on schools to accommodate changes on the ground. The other simple method is re-districting school boundaries. SWG scheduled to meet, 9/14/09.
- Community Plans:

- Boca Grande: Lynne Seibert has assumed the role as acting chairperson due to the recent death of Lyman Randall, who was voted chairman at the April 2009 meeting. Lynne has informed staff the advisory board will likely not meet until early 2010.
- Little Gasparilla Island: Met on 8/14/09. Formation of a fire district discussed, staff working with committee to insure questions on survey are fair and not leading. A small sub-committee has formed that will construct questions and send those questions for county approval -Ray Sandrock agreed to exploration of forming an additional MSBU to create a fire district. Staff will ensure sufficient community input on the subject -next meeting 9/5/09 on island.
- Manasota Key: No meeting -staff in the initial stages of planning a charrette for Weston's Resort property on 11/4/09 -Charette will be first step in gaining community support for a specific redevelopment plan for Weston's property -community meetings 9/09 and 1/10, cancelled.
- South Gulf Cove: No meeting -next meeting 9/23/09.
- Site Plan Approval
  - Staff received a total of 4 applications.
  - All 4 applications were approved.

## **Human Resources**

- Reviewed and approved Employee Status Changes
- Reviewed, calculated and processed increase requests for approval
- Attended Insurance Meeting
- Attended various EDEN Software training classes
- Facilitated two pre-determination hearings
- Facilitated counseling session for Facilities Management
- Held pre-planning mtgs. for up coming HR move.
- Recruitment tasks (resume review, data entry, Google searches, interview guide prep, interviews, etc.) HR Dir. & Budget & Administrative Svc Dir. Update communicate changes to PMP form include:
  - Stellar rating has replaced Superior rating
  - Two additional competencies have been added: Accountability and Interpersonal Skill
  - Form has been reorganized for better flow
  - Addition of Development Plan to assist employees and supervisors with the creation of Performance Goals
  - Addition of Four Month Update form to assist supervisors and managers with monitoring their employees' progress toward completing their performance goals
  - Working on Fire Lieutenant and Battalion Chief promotional process to establish eligibility list.
- Partnered with Risk Management and coordinated Defensive Driving course scheduling, reservations, collected money, and arranged the advertising for 60+ employees.
- RFP presentations and final selection meeting
- Created development needs assessment for 2009-2010 curriculum
- Finalized research on Fire/EMS Department's ALS/BLS licensing prior to 1988; submitted findings to FRS and received confirmation that the information provided is sufficient to allow current employees to upgrade service for that time period.
- Continued to act as project lead, with the assistance of other ELR staff, to prepare training materials and roll out the first phase of Eden HR Module data entry directly by end-user department staff. Training for initial phase consisting of Utilities and Parks/Rec/CR departments for address changes has been completed; program will be revised based upon their input, then expanded to other departments and other functions. Currently experiencing some technical issues with the software.
- Met with Cty Atty, Finance Dir., Assistant Cty Administrator to review deferred compensation program administration. Pursuing plan review/recommendations for updates with Gehring Group.
- Completed Position Control/lay-off/reduction-in-force/Early Separation issues for FY 2010 budgets.
- Participated on selection committee (attended pre-submittal meeting) for On-line Performance Management System.
- Attended regional Interagency Compensation meeting; featured training topic was Lilly Ledbetter Act.

- Attended FPPA Conference and pre-conference workshop on compensation.
- Risk Management:
  - Property & Casualty renewal -reviewing Health insurance renewal -various options presented by CIGNA local, agent seeking local preference in market assignments, based on Purchasing and Cty Attorney's office opinion would be favoritism not local preference since we account for local preference in ranking criteria, had to meet with Commissioners to explain
- Last Period:
  - Tom Rapp lawsuit settled for \$125k well under retention level, any reserves that FMIT had set up on this claim will be removed
  - Met with Care Here in order to get geared up to start running workers comp claims, drug testing, physicals, other work related testing thru health center, tentative start in September.
  - Met with CCU mgt on uniforms-wearing of shorts. Looking at State of FL Claim statistics leg injuries far exceed heat related injuries or illness by thousands of claims -meeting with Roger on an email from concerned citizen that Parks employees may get overheated with long pants.
  - Notified by Gehring Group that FMIT will pay out dividends this year -ours is reportedly 300,000+.
- This Period:
  - Received 3 bids on property and casualty insurance, from Gehring Group, Public Risk Insurance Agency, and Arthur J. Gallagher.
  - Spent most of my time this month reviewing those proposals in order to assist the selection committee with questions regarding coverage etc.
  - Received the not to exceed number from CIGNA for our Health care renewal -in the 20% range but with some small changes to the co-pays CIGNA has that number down to 5%.
  - We had 30 workers compensation claims for the month of August.
- Issues:
  - Uniforms

## **Human Services**

- Participated in "Back to School" extravaganza at the Cultural Center. This event assists children and families with school supplies and information on services that are available in the community.
- The 211 Call Center has been notified that they have successfully completed the Consultation Assessment phase of the national Alliance of Information and Referral Systems (AIRS) accreditation process. The next and final phase requires an on-site review of 211's operations and verification of its adherence to AIRS Standards and Accreditation criteria.
- Transit staff presented a report to the BCC on the feasibility of operating a fixed route bus service along US 41 from Punta Gorda at the Harbor Event Center to Murdock with an extension to the North Port City line. Future fixed route service included a route from Murdock to Englewood. The BCC voted to authorize staff to proceed with planning the implementation and to bring back a final action recommendation to the Board for consideration.
- Department received notification from the Department of Community Affairs that County is eligible for additional \$46,407 in federal Low-Income Home Energy Assistance funds for heating and cooling bills for 2009-2010. This brings the total 15 month allocation to \$603,885.
- Added another "paperless" activity to its operations. Cell phone invoices are now electronically mailed to each employee user for certification and signature return on call usage.
- Housing staff worked with West County Officials and the Housing Corporation to establish the availability of foreclosure counseling at the West County Annex Offices. A press release has been published to notify the public of this service in the Englewood area.
- Staff from the Veteran Services Office participated in the WENG 9:00 A.M. call-in-show in Englewood. Information was provided on the Department of Veterans Affairs' VA healthcare services and up-coming Veterans Events. With the overwhelming questions from listeners, the 1 hour radio show became a 2 hour radio show to respond to all the questions.
- Case Management staff co-presented Charlotte County's Healthy Ideas – Elder Depression Screening Program at the Annual Florida Council on Aging Conference in St. Pete Beach, FL on

August 24, 2009. Charlotte County Human Services Departments' Senior Division began this program March 1, 2009 and to date is one (1) of four (4) counties embracing this evidence-based program that identifies depressive symptoms and implements strategies to alleviate depression in the elderly. Included in the audience were Florida House Speaker, Larry Cretul and Representative Tom Anderson who also showed their support of the program.

- A 'double-session' of a Veterans Benefits Workshop was conducted at River Commons Retirement Center by Veterans Services staff. Each session had capacity for twenty-five (25) people and filled to capacity quickly. Overwhelming response from the attendees has initiated another 'double-session' to be conducted at the end of September. It is likely these sessions will continue to ensure all veterans access to the many needed benefits.
- Staff worked with County Dept's, contractors and interested community partners in coordinating completion of Still Water Home formerly proj, of Restoration Rd's homeless juveniles.
- Staff completed application for the Neighborhood Stabilization Program grant for BCC approval.
- Staff worked with Habitat for Humanity on the purchase of 21 single family housing units; 13 in Englewood and 9 in Punta Gorda using the Impact Fee Incentive grant funds.
- Staff worked on the final rehabs under the Community Development Block Grant Program in the Charlotte Harbor CRA, mostly façade completions, to begin the closeout of this grant.
- Staff participated on the Veterans Appreciation Week Committee regarding the Parade set for 11/7<sup>th</sup> from Marion Avenue in Punta Gorda to Charlotte High School. The Vietnam Wall escort is on November 9<sup>th</sup>. Worked also continued on the annual Homeless Veterans' Stand Down.
- Staff participated in pre-bid vendor meeting for the new taxi-cab contract for certain Transportation Disadvantage (Sunshine Rides) and Medicaid sponsored rides.
- Staff worked with IT on RFP for replacement software for old Q & A software and CM Tools software. Replacement software is expected to consolidate various HS client data bases.

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

- Department Administration
  - Met with representatives of the from the County Sherriff's Office
  - Held meeting with Department Administrative Staff
  - Conducted Supervisory Staff meeting
  - Met with staff regarding Skate Parks logistics
  - Met with staff regarding Internal Maintenance Log
  - Held meeting regarding Sports Park Drainage issue
  - Worked with Assistant County & State Attorney's regarding restitution issues
  - Reviewed and edited program brochure and invitation for Punta Gorda Bank Historical Marker program
  - Drafted and forwarded Bucuvalas Press Release
  - Researched and compiled documents in response to public records request from County Attorneys Office
  - Attended Parks & Recreation Advisory Board Meeting
  - Reviewed and edited information for Department Program Guide
  - Drafted letter for Assistant County Administrator's signature regarding Charlotte Flatwoods grant
- Public Meetings:
  - Parks & Recreation Advisory Board
  - Public Meeting regarding Charlotte Flatwoods Grant
  - Public Meeting regarding Stockade Grant
  - Attended Youth Sports Council Meeting
  - Attended Historical Advisory Committee Monthly and Special Meetings
- Public Outreach:
  - Met with Sandy Slater regarding South Gulf Cove Community Plan
  - 10 Press Releases written and published for the Department for the month of August
  - Administrative Support staff fielded 995 telephone calls and 23 web mail inquiries for the month of August

- 22 Citizen Concerns were processed for the month of August
- 137,487 hits to the Department website in the month of August
- Cultural Resources
- Use Statistics:
  - The Punta Gorda Library was closed during August for renovations.
  - 60,500 items checked out at libraries, average of 2,880/day, an 18% decrease over August 2008
  - 42,900 library visits, an average of 2,040 per day and a 17% decrease over last August
  - 9,400 computer uses, an average of 450 per day and a 7% decrease over last August
  - 38 attended Englewood beach story time; 28 end of summer ice cream party, Pt. Charlotte Lib.
  - 40 attended the monthly teen library program
  - 35 attended the Family Super Saturday movie at Mid-County
- Other:
  - Volunteers donated 2,088 hours to the Division during August; libraries used 309 hours under the Career and Service Center's summer youth employment program during the month.
  - Historical Ctr hosted 2 1-week summer camps August, *What Do You Mean, No TV?!* and *We Don't Dig Dinosaurs*.
  - Punta Gorda Library closed until 9/15 for renovations funded primarily by Friends of Library.
  - 30 teacher kits distributed to County middle and high schools for *The Big Read*, kit contains 15 copies of *The Tell Tale Heart and Other Writings* by Edgar Allan Poe, a teacher's guide, reader's guides, a CD recording of selected Poe stories/poems -materials funded by Big Read grant.
  - Point of Sale software implemented at all libraries except PG -software allows staff to generate money reports electronically, interfaces with County's accounting system, enables libraries to accept credit cards fees. Point of Sale implemented at the Punta Gorda Library when it reopens.
  - Englewood Library and Elsie Quirk (Sarasota) Library Supervisors represented the libraries at the Englewood YMCA Back to School Bash
- Recreation/Athletics/Aquatics:
  - Recreation:
    - CH Event & Conf Ctr hosted 22 events during August. Total attendance 3,259 people. The highlights of the month were the Five-Year Anniversary events in remembrance of Hurricane Charley. Governor Crist visited the Event Center on August 13 in commemoration of the progress the area has made since. The Punta Gorda Chamber of Commerce hosted diplomats from 3 foreign countries. Presentations were made by Commissioner Duffy, Mayor Friedman and other staff about Charlotte County.
    - Other events included SW Florida Wedding & Event Expo at which the Event Center & Boston Culinary Group exhibitors. The Florida Association of Counties hosted a two-day board retreat.
    - Staff of Event Ctr put on Summertime Sizzle Food & Cooking Show, total of 14 vendors present for over 1200 people attended event. Demonstrations available and cookie decorating for kids. Since January, CH Event & Conf Ctr hosted 144 events, utilized 158 usage days, 71,010 attendees.
    - A total of thirteen (13) Charlotte Stone Crabs games were scheduled at the Charlotte Sports Park in August, however, five (5) games were cancelled due to inclement weather. The total attendance at the eight (8) games that were played was 17,547. Thus far in the 2009 season, a total of 68 games have been scheduled and 57 games have actually been played. Total attendance for the 2009 season through August is 127,633 individuals.
    - Tampa Bay Rays Gulf Coast League played eleven (11) games at the Charlotte Sports Park in August. The total estimated attendance at these games was 176.
    - 4 CC Recreation Ctr's and 2 CC Skate Parks open a combined 1350 hrs, served over 5800 patrons (paid and non-paid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 683 with 2066 touches combined. Recreation facilities were rented 27 times achieving a rental attendance total of 650 people. Extended Summer Safari was offered at two locations with a total of 54 campers registered and 320 touches.
  - Aquatics:

- The three Aquatic Facilities were open a combined 700 hours and served 7226 patrons. 3294 Patrons spent 406 hours participating in programs such as water aerobics, swim practice and swimming lessons.
- The Regional Pools hosted 193 patrons from outside summer camp programs and 201 Charlotte County Parks and Recreation campers.
- The classroom at Oyster Creek Regional Park Pool was rented twice and served 100 patrons.
- Aquatic staff spent a combined 178 hours performing maintenance tasks and 185 hours performing In-Service training such as rescue skills, first aid and conditioning swimming.
- Support Services/Parks
  - Held successful public hearing on Parks and Recreation Element of proposed comp plan
  - Prepared conceptual master plan for Charlotte Flatwoods and held public workshop
  - Held public workshop on proposed renovation of historic Carmalita Stockade
  - Held first meeting with Public Works and Coral Creek bridge contractor to begin addressing future access to and infrastructure for Placida and Coral Creek Fishing piers and Placida Rotary Centennial Park
  - Held charrette with Rays for long range planning of Charlotte Sports Park capital improvements
  - Began administrative and operational management of ball field maintenance section

## **Public Information – No Report**

## **Public Safety**

- Animal Control:
  - We had a meeting with the State Agricultural Response Team (SART) to discuss various disaster response related issues regarding ESF -17 preparations. Topics included pet-friendly shelters, FEMA reimbursements, FSA agriculture disaster system, and resource requests. In attendance were SART representatives from the Department of Agriculture, Charlotte Co. Emergency Management personnel, Charlotte Co. Health Department personnel, and Animal Control.
  - The television program “Untamed & Uncut” aired a segment featuring our department.
  - Met with Animal Welfare League to continue contract negotiations to address animal overflow
- Emergency Management:
  - 5<sup>th</sup> anniversary of Hurricane Charley brought Gov Christ and other dignitaries to County. FSU sent film crew; they are producing documentaries for Division of Emergency Management.
  - Director addressed 75 seniors at Salvation Army Home League in Pt. Charlotte. Many of these indigent S.A. members are registered as special needs with County and will require assistance in a community emergency.
  - EM staff completed annual verification (via phone calls and site visits) of those registered with us for special needs notification and assistance. More than 500 residents remain on the list and must be tracked and verified each year.
  - EM staff has participated in numerous conference calls related to the H1N1 virus issue, along with the School Board, EMS, Health Department and the Florida Division of Emergency Management. These calls hosted at the Emergency Operations Center or the Charlotte County Health Department have generally lasted between 60 and 90 minutes and involve discussions ranging from distribution of masks to virus spread and the anticipated October arrival of the first vaccine which will be administered first to school-age children and health care professionals.
  - Completed rewrite of Hazard Mitigation Plan and the Local Mitigation Strategy (LMS). A series of meetings with all interested parties conducted in EOC to rank proposed projects priority and feasibility -list will be forwarded to the State for review and comment.
  - County’s Hazardous Materials Plan approved by State for year -32 facilities using or storing Extremely Hazardous Substances (EHS) reviewed and updated by our contract planner utilizing the EPA’s Cameo software. Planning update is paid for with fees paid by the facilities annually.
- Fire/EMS: At this time there isn’t anything to report.

## **Public Works**

- Completed fabric-form installation for Jupiter WWDrainage Control Structure on Chancellor Blvd. - project consists of removal of 3, 170 foot long dilapidated 72-inch diameter metal drainage pipes and replacing them with 3, 72-inch diameter concrete pipe with concrete water control level box.
- Completed Cheshire Waterway Drainage Control Structure. Project consisted of removing a dilapidated 60-inch diameter metal drainage pipe, 120 ft. long and replacing it with a 60-inch diameter concrete drainage pipe also 120 ft. long -project completed \$7,482.00 below original contract.
- Completed 100% plans and bid specifications for the South Gulf Cove Entry Features project. The scope of this project is to construct decorative subdivision entry feature signs @ Appleton Boulevard, Keystone Boulevard, Ingram Boulevard, and San Domingo Boulevard adjacent to CR 771.
- 100% completed for Cape Horn Entry Features project to entrance of Burnt Store Lakes subdivision.
- Installed white confirmation lights for the Sheriffs Department at the intersection of SR 776 and Gillot Boulevard. The confirmation lights assist the Sheriff's Department in identifying red-light violators.
- Replaced fiber optic pull box at request of IT Department on Port Charlotte Boulevard. This fiber box was deteriorating past the usable product life to protect the fiber optic infrastructure. The sidewalls were breaking down placing both the fiber optic cable and splice tray in jeopardy of damage.
- Continued preventive maintenance and the leveling of streetlights along Veterans Boulevard. All luminaries are checked for operation, fuses, conduit is examined for potential shorts, and poles were leveled that were not addressed after Hurricane Charley.
- Programmed all school flashing beacons in preparation for the start of school 8/10/09. School flashers are updated and programmed yearly once we receive new list from the Board of Education.
- Installed wireless time clocks into school flashers at various locations. Wireless time clocks are replacing the older manual time clocks. Wireless clocks minimize amount of field maintenance required. Clocks can now be programmed from one central location and keep the clocks synchronized.
- Performed annual preventive maintenance on traffic signal at US 41 and Port Charlotte Boulevard. All signal head approaches, hardware, and operations were checked for the entire intersection.
- Repaired solar school flasher -McKenzie St, west of Cooper St that was struck by PG Utility Vehicle.
- Assisted FPL by installing a new electrical service for the traffic signal at the intersection of State Road 776 and Oriole Boulevard. FPL removed a wooden pole and replaced it with a concrete pole as part of the hardening of the infrastructure for hurricane preparedness. Old electric service was mounted to the wood pole. The new electric service was relocated and mounted to a service pole.
- Replaced a decorative light bollard destroyed by a motor vehicle accident on Manasota Key.
- Completed the Manasota Key Drainage Improvement Project bid package. This project includes installation of drainage pipe and associated swale grading along Shoreview Drive, Gulf Boulevard, Little Court and Holiday Drive on Manasota Key.
- Replaced a failed 28" x 45" CMP road crossing pipe with a 29" x 45" RCP in the Charlotte Ranchettes MSBU. The pipe had deteriorated to the point of collapse and impeded safe travel.
- Completed the dual 72" RCP road crossing pipe replacement on Gewant Boulevard and C.R.74. The existing 72" CMP had deteriorated to the point that replacement was warranted. The project included fabric formed concrete for bank stabilization and ancillary roadside drainage work.
- Performing Line and Grade Work in the Harbour Heights MSBU to correct a drainage problem reported by a resident of Harbour Heights.
- Replacing a failed 24" CMP outfall pipe in the Deep Creek MSBU with a 19" x 30" RCP. The failed pipe is approximately 29 years old and had oxidized to the point of not being able to support the weight of the overburden which resulted in blockages that impeded flow into the greenbelt which was evidenced by the surcharging of the up-gradient drainage system.
- Replacing CMP road crossing pipes in advance of the Paving Program in the Greater Port Charlotte (GPC) MSBU and the South Gulf Cove (SGC) MSBU. The CMP road crossing pipes are at the end of their nominal life and are being replaced in a proactive manner. There are 252 pipes scheduled to be replaced in SGC and 183 pipes in GPC.
- MPO Dr made a presentation at Evaluation & Appraisal Report Workshop for Charlotte, Collier, Lee & Sarasota Counties to assist local governments in development of their local comprehensive plans.

- Project Technical Advisory Committee (PTAC) met to discuss road vulnerabilities, evacuation clearance models and other issues regarding the development of the MPO's pilot project to integrate hazard mitigation planning with long-range transportation planning.
- The Project Technical Advisory Committee (PTAC) met to discuss road vulnerabilities, evacuation clearance models and other issues regarding the development of the MPO's pilot project to integrate hazard mitigation planning with long-range transportation planning.
- MPO assisted in completing the draft of the Weather Adaptation Plan for the City of Punta Gorda.
- MPO completed the draft of the Transit Development Plan that provides guidance for the development of the County's transit system and enables the receipt of state and federal funds to support the County's transit system.
- Public information documents including a poster were produced by the MPO to support the development of a fixed route transit system.
- Minor update to Transportation Disadvantaged Service Plan (TDSP)/Charlotte County Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP), FY 2009/2010 – FY2011/2012 was drafted by the MPO, to maintain and improve transportation services for the disadvantaged.
- MPO worked with the Sarasota/Manatee MPO to negotiate the project priority ranking for the receipt of federal funding of Regional Enhancement Projects.

## Tourism

- Director:
  - Attended weekly directors' meetings with County Administrator
  - Continued review of incoming results of VCB's ECONomical Summer Escapes campaign designed to promote summer business
  - Appeared before Punta Gorda City Council to request funding for 2010 Redfish Cup festival
  - Monthly meeting with advertising agency account reps -ongoing projects and budget issues
  - Reviewed short listed firms who responded to the RFP for tourism advertising & public relations
  - Submitted input to Florida Weekly on a story on Hurricane Charley
  - Conference call with Miles Media rep's on production issues related to 2010 Visitor's Guide
  - Wrote monthly *Charlotte Sun Herald* column
  - Reviewed and approved all purchase requisitions, invoices and check and travel requests
  - Conducted site visit for Executive Director of FACVB at Sheraton 4 Points and the Event Center to work out logistics for Annual Meeting scheduled for Charlotte County in late September
  - Conducted site visit for Miles Media representative for FACVB annual meeting event planning
  - Met with Don Root and Commissioner Duffy regarding presentations to the foreign diplomats scheduled for a visit to Punta Gorda as part of the Hurricane Charley anniversary
  - Held conference call w/ staff and Executive Director of Super Series Baseball of America, Inc. on issues relating to a proposed upcoming tournament proposed
  - Monthly meeting w/ Parks & Recreation director and staff on collaborative issues
  - Attended Punta Gorda Chamber diplomatic reception at Laishley Crab House
  - Presentation on tourism offerings in County for visiting diplomats -luncheon in their honor
  - Held quarterly Tourist Development Council meeting and reviewed strategic plan and recent bureau activity; staff made presentations on PR coverage and Summer Escapes promotional campaign and Commissioner Skidmore asked that the presentations be made to the BCC
  - Meeting on stadium tax shortfall issues and impact on the tourism budget –w/Skidmore/Sandrock
  - Participated in video shoot for FACVB Annual Meeting
  - Marketing meeting for industry partners outlining recent bureau initiatives -PR & Summer Escapes presentations; previewed upcoming Cooperative Advertising prog Ad Fair for partners.
  - Provided update on Visitor Bureau prog's/initiatives to CC Chamber of Commerce Gov't Affairs.
  - Attended grand opening of Laishley Crab House restaurant
  - Met with Commissioners on results of RFP process for Adv & Public Relations -resulted in recommendation of SMITH, Inc. being retained
  - Edited and approved all media releases
  - Held staff meeting on a variety of operational, budget, marketing and planning issues

- Met commissioner Skidmore and reps of Wounded Warrior proj slated for Charlotte County
- Met with Marketing Manager for update on all pending advertising and promotional issues
- Attended Pre-agenda meeting
- Introduced staff presentation to BCC on tourism PR & marketing initiatives & achievements
- Attended Arts & Humanities Board Meeting
- Reviewed new advertising campaign with agency CEO and creative director
- Reviewed and submitted contract language for new SMG Event Center Management contract
- Met w/ Greg Caren, Sr VP of SMG, new management Co. for the Event Center
- Communications & Marketing:
  - During August, internet advertising targeting the leisure travel industry appeared on [www.TravellInformation.com](http://www.TravellInformation.com), [www.VacationPlanning.net](http://www.VacationPlanning.net) and [www.GordonsGuide.com](http://www.GordonsGuide.com).
  - Interacted with advertising agency on a daily basis addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
  - Worked with agency providing ongoing supervision/direction of summer campaign, ECONomical Summer Escapes; assembled Welcome bags and voucher packets, and delivered to hotels
  - Met with Miles Media team to provide approvals for content outline, preliminary layout and advertising sales strategy for the 2010 Visitor Guide
  - Provided direction to agency for new FY10 creative campaign
  - Met with new Jack Rabbit/Book Direct rep's -begin "Phase 2" of ongoing implementation process
  - Filmed location shots for video submission for the annual FACVB conference
  - Assisted Money Magazine providing Film Commission services to select locations, a fashion stylist and gain access to private property for location photo shoot to appear in the October issue
  - Worked with VCB Director and Budget representative to find and implement additional budget cuts in both current FY09, as well as FY10, in order to cover stadium bond shortfall
  - Developed quarterly presentation demonstrating ROI of summer campaign – presented to the County Tourism Development Committee, tourism industry partners and BOCC
  - Wrote and distributed 'Have You Heard', monthly e-news for local tourism partners
  - Developed story run for Charlotte Currents, VCB's quarterly newsletter
  - Rotated and updated feature spots on [www.CharlotteHarborTravel.com](http://www.CharlotteHarborTravel.com) home page, created new landing pages and updated various pages of the website
  - 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, Miles Media, Book Direct, Englewood Chamber TDC, proposed Hospitality Association, and FGCU Resort & Hospitality Internship meeting
- Public Relations:
  - Wrote and submitted content: weekly for Administrator; monthly for SW Florida Parrot
  - Wrote and Distributed Five Media Releases
  - "Schedule of Activities Announced for Punta Gorda's 5-Yr Xtreme Makeover 8/15/09 Lashley Pk. Former Gov. Jeb Bush in attendance
  - '09 Redfish Cup & Festival Infused Cty's Economy an Estimated \$320,000 in Direct Spending;"
  - "Charlotte Stone Crabs Release 2009 Mid-season In-stadium Research"
  - "Snook Foundation Hosting Fishing Tournament in Charlotte Harbor & Gulf Islands 10/23–25/09"
  - Researched and fulfilled 2 editorial leads for regional and national online publications
- Media Visits/creating itineraries/working with industry partners:
  - Associated Press reporter Mitch Stacy and photographer Chris O'Meara on assignment to cover recovery following Hurricane Charley: Aug. 12 – 13, 2009
  - Joe Teskie, travel writer for 52PerfectDays.com: Aug. 21 – 23, 2009
  - Southeastern Outdoor Press Association (SEOPA)
  - Liaison with SEOPA members and various Florida destinations and Charlotte County industry members for pre- and post- conference trip options plus customized trips;
  - Working on logistics securing permits, function space for events and ground transportation
- Additional Activity:

- Supplied media kits to the Florida Governor's Conference on Tourism held Aug. 23 – 25
- Edited tourism video for Florida Association of Convention & Visitor Bureaus Conference
- Developed itinerary for November's meeting planner post-Florida Encounter trip
- Attended quarterly meeting for Society of Ethical Ecotourism of Southwest Florida board and named to the Publicity Committee, 8/5
- Participated in Punta Gorda Chamber of Commerce International Delegation tour of PG, 8/13
- Continued working the Punta Gorda Xtreme Makeover Publicity Committee to build publicity for the Aug. 15 event including pitching regional and national publications
- Presented update on public relations initiatives to the Board of County Commissioners
- Met with 3 Ocala media outlets -distributed info to 2 others during editorial briefings 8/26
- Participated in FI Outdoor Writers Assoc Annual Conf in Ocala; awarded Best from Conference story when meeting was held in Charlotte Harbor & the Gulf Islands in 2008: Aug. 26 – 30
- Media placements of note:
  - *Atlanta Journal Constitution* ran article, "A Weekend in P G" and included budget, moderate and splurge places to stay, where to eat, and what to do. Article ran Sunday, 8/9/09;
  - *Texas Journey* (Sept./Oct. 2009) and *Alabama Journey* (July/Aug. 2009) publications for AAA members each ran an article about Rick Treworgy's Muscle Car City
- Activity from Smith PR:
  - Placements in 15 publications – electronic and print. Highlights:
    - Article on Grande Tours featured in Summer 09 issue of Paddlesports Business magazine
    - Kim Johnson's article on Charlotte Harbor (Greenville media research trip participant in April 2009) appeared in the July/August issue of *G, the Magazine of Greenville*. [http://www.gvillemag.com/feature/travel/far\\_away](http://www.gvillemag.com/feature/travel/far_away)
  - Pitched and responded to editorial requests to 13 media outlets on topics including Rick Treworgy's Muscle Car City, Hurricane Charley recovery
  - Planned Ocala desk side appointments
  - WSPA-TV in Greenville/Spartanburg, S.C., Allegiant Air for TV promotion giveaway
  - Wrote/distributed: "CH & Gulf Islands Invites Beachgoers to Protect Natural Resources"
  - Distributed releases issued by the VCB
- Sales & Sports Marketing:
  - Produced tourism-related You Tube video at FI Assoc. of Convention & Visitor Bureau's Ann. Meeting October, utilized as viral marketing tool to lure prospective visitors to CC
  - Worked with Tony Dungy's Basket of Hope non-profit organization and Parks & Rec to ensure community can accommodate celebrity softball tournament just prior to next year's spring training
  - Identified dates for 2 Triple Crown baseball tournaments July and Nov 2010; worked with Parks & Rec to secure the necessary fields and address logistical and infrastructure issues
  - Reviewed/edited Super Series Baseball's proposed letter of agreement to host their Winter Nationals baseball tournament in December 2009
  - Attended Professionals International-Southeast Chapter conference in Miami Beach, exhibited at trade show to network and raise awareness of our area as a potential meetings destination for small to mid-sized conferences, etc.
  - Conducted site visit of Four Points, Best Western, and Wyvern Hotel with rep of Assoc of National Estuary Prog., part of bid to host annual conference in 11/10 at CH Event & Conference Center
  - Participated in the monthly Charlotte Harbor Regatta committee meeting
  - Secured dates at C Sports Pk for Baseball's Elite Summer Teams/BaseballClearingHouse.net showcase in late 12/09 -discussions on hosting 2 other B.E.S.T. Baseball tournaments, 2010.

## Utilities

- Utilities:
  - Engineering Services:
    - Major Work Orders: 123 developer project inspections; 412 CIP inspections; 7 LPS installations; 10 start-up Inspections; 25 LPS mandatory re-inspections; 2 days disaster training w/4 employees; 3 developer agreements prepared; 232 active developer projects; 4 closed projects;

18 active line extension projects; 3 applications received; 3 agreements sent; 0 closed projects; 3 new set of plans received; 3 revised set of plans submitted for approval; 81 residential service availability letters prepared; 3 commercial service availability letters prepared; 12 water and sewer services field verified; 889 locates processed from Sunshine State One; 17 residential service applications processed; 0 permits received; 0 permits approved by CCU for FDEP submittal; 3 record/as built drawing reviewed; 33 large area intersection locates.

- Operations Division:

- Treatment Facilities:

- Reuse Ordinance: Final draft of reuse protocol under review by FDEP -no word yet to its status.

- Personnel: Vincent Li Causi, Utility Superintendent retired effective 8/28. In the interim, Steve Bozman, Chief Operator will be assuming the Superintendents responsibilities. John Thompson, East Port Lead Operator will assume interim responsibility for the West Port WRF. Construction of the new ops building at East Port is scheduled to commence on 9/14. The project is slated for completion in Feb 2010.

- Water Distribution:

- Distribution System: Completed 5 new water service line installs; repaired 81 line breaks; exercised 143 system water valves; maintained and flow tested 82 hydrants for system maint; changed out 8 galvanized service lines as system maint; responded to 25 water quality calls; serviced 10 vehicles at Fleet; performed 17 area hydrant flow tests for the JE water modeling; assisted contractors to shut down 2 areas for waterway culvert replacement at Peachland and Forrest Nelson; replaced 7 sampling stations; tested 3 compound meters for accuracy; repaired 2 compound meters; replaced 1 compound meter; installed 850' of 12" water main on Sandhill Blvd for a line ext and are waiting on FDEP clearance to activate; moved 38 meters in Maple Leaf from the trailer to the rights of way.

- Training: All employees attended 3 tailgate safety meetings; 4 attended FWPCOA short school; 15 attended FEMA emergency management 2 day course; 1 obtained his Level 1 FDEP Distribution license; 1 obtained his Level 2 license.

- Personnel: No changes.

- Booster Stations: #2 (Golf Course) remains out of service. The contractor remains on site during the upgrade. #3 (Gulf Cove) performed preventative maint. Contractor continues with the upgrade process. ADF was 2.285 MGD. #4 (Walenda) performed monthly preventative maint. Contractor remains on site for upgrade. ADF was 3.565 MGD. #6 (Rotonda) performed monthly preventative maint. ADF was 1.196 MGD. #7 (Ingraham Injection Station) site is operating normally. ADF was 233,811 GPD. #8 (Englewood Interconnect) is currently shut down but remains ready to return to service when needed. Ran for 6 hours for our quarterly exercise of the station for a total of 222,967 gallons. Average flow across the Myakka River bridge is 5.514 MGD.

- Sampling: Monthly compliance samples have been completed.

- Boil Water Notices: 3 boil water notifications were processed.

- Wastewater Collection:

- Gravity Force Mains: Repaired 4 laterals; repaired 1 FM break; cleaned and televised 7,994' of gravity sewer main; inspected 41 manholes; replaced 1 manhole complete in-house; repaired 4 manholes in-house; repaired/lined 2 manholes by outside contractor; performed 2 blow-off installations and pressure tests.

- Lift Stations: Performed 282 LS prev maint work orders; performed 88 corrective maint work orders which included check valve cleaning, pump deragging and wet well cleaning; performed 6 permit required confined space entries; rebuilt 5 pumps in-house; replaced PVC discharge lines at LS 97 and 403 with HDPE piping; repaired stainless steel discharge lines at LS 23; replaced galvanized air lines in Burnt Store Village LS AL-5; took 2 force main pressure readings for future projects; completed installation of DataFlow Telemetry System Tac Pac at LS 855; completed construction of MCC for LS 84; set temporary generator at LS 406 while Lee Cty Co-Op replaced transformer.

- Low Pressure Sewer: Performed 291 service calls in the field; completed 11 mandatory connections and 3 new sewer taps; replaced 6 service taps that failed; replaced 4 collapsed tanks; upgraded 12 systems to current standards.
- Personnel: 1 employee attended the FWPCOA Short School to obtain their WW Collection "B" certification; 3 employees attended fork lift training; 4 employees attended on-site VFD and control panel training at LS 801.
- Business Services:
  - IVR: Project scheduled for implementation, 9/1. Once we are comfortable with smooth operation of the system, we will be notifying customers of this option when paying by phone.
  - Mass Notification: We introduced another application for mass notification. We have notified all impacted (over 500) residents of test flushing and potential discoloration of water and impact to pressure. This notice was received well. 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 our customer's reception of IVR is demonstrated.
  - Electronic Bill: Banner software and current business practices can be modified to accommodate an e-billing solution. In order 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: There were 25 utility inspections performed and all passed. Upon investigation of permits, we found 2 that were inconsistent with Banner and Engineering was notified.
  - Batch Mailing: By way of the Employee Recommendation Group, we have been asked to look into batch mailing bills to County Departments. We like this idea so well, that we have expanded the concept to all our customers. 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. We are in negotiations with the vendor to accomplish this.
  - EZ Pay: 12,835 bills were processed. Transaction break down is as follows: 3,077 one-time pays, 5,269 recurring payments and 4,489 payments through Customer Service Reps. There were 120 returned items; 45 for insufficient funds and 75 for invalid bank number.
  - AMR Replacement: 247 Orion AMR transponders were installed. Of the 25,019 customers with AMR transponders 4,026 have ITRONs and 23,393 have Orion. The 25,019 represents 44.4% of our customer base with AMR meters.
  - Customer Service: Received 9,034 phone calls. Grade of service was 84.2%. Improvement for grade of service is due to having set 12-1 (slowest call volume hour) so that we could ensure maximum phone coverage during busier traffic times. There were 4 new service requests representing \$8,934.26 in connection fees and 969 walk-in customers.
  - Meter Services: Installed 5 new meters (existing lines); 39,410 meters manually read; 41 were skipped (less than .1% of all reads) and 30 were misread (less than .1%); 2,789 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections:
  - Delinquencies: non-payment 1,374 accounts shut-off. Reconnection revenue (meter turned off) collected \$27,500. Penalty revenue \$58,926 -premise visit revenue (payment was made before shut-off occurred) \$1,320. Total delinquency revenue: \$87,746. FY-YTD 09 total: \$978,242.
  - Returned Checks: Revenue was \$3,943. FY-YTD 09 total: \$33,512.
  - Tampering: 64 meter tampering occurrences for total revenue of \$11,970.; FY-YTD 09 total: \$84,005.
  - Liens: There were 194 liens filed addressing balances at the time of filing of \$46,326. There were 81 liens released for a total of \$56,507.49.
  - Bad Debt: No activity.

- Community Outreach: Met rep's of Waterside Condominium Assoc to address 2 fire lines not in service (buildings were never built) and provide credits back to buildings that have been built. This will assist Assoc in meeting their obligations in face of low ownership issues.
- Real Estate: No activity.
- Enforcement: SWFWMD has implemented modified Stage 3 watering restrictions. The most significant changes under the new restrictions are there are no more warnings; any violators go right to the first penalty. Utilities must also track residential customers using over 15K a month, and notify them of the water restrictions and the need to conserve water. Using the Mass Notification telephone system, we notified 465 customers that their consumption was 15K or greater and directed them to the SWFWMD website for tips on conservation. There were 16 unauthorized use first offense violations for a total of \$4,250, in net penalty fees collected.
- Sharepoint/Doc Management: Met with IT to discuss the transfer of our 14,731 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. According to IT staff, we are next on the list to work with them on moving the files from the "P" drive to Sharepoint.
- Utility Regulation: Roger Davis contacted committee to reconvene and review the ordinance.
- ID Theft/Red Flag Policy: An internal red flag procedure for CCU has been drafted. Copies will be distributed to staff for their input and recommendations.
- Water Conservation:
  - Internal Communications: Researched relevant daily news articles, maintained clippings.
  - General Services: Participated in FPL meeting to gather info about energy efficiencies at Utility level. We are awaiting facilities input with regard to feasibility of contracting out this service.
  - 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: Prepared booth exhibit for Showerhead Exchange Program to be held in November at the Green Futures Expo; Toilet Rebate Program: all residential toilets completed; Commercial Toilets 25 left to be completed. Meeting to be held with school board reps on 9/2 to verify all toilets installed and submit paper work for reimbursement; Updated lobby displays in Murdock and East Port Env Campus regarding water conservation and SWFWMD modified Ph III watering restrictions. The term of order was extended to 9/30; Sept and Oct utility bills will include a notice about November Green Futures Expo and Energy Options Conference. Customer news letter will include new modified water restrictions and advertise the Rotonda WRF Open House.
  - Safety & Security: CCU Workplace Safety Committee inspected the new reclaimed water storage booster stations. Will meet with Burnt Store WP to review current vulnerability assessment.
  - Human Resources: Total positions: 208; Vacancies: 4 - Director, 2 Maint Mechanics, 1 WW Superintendent just filled with a Chief Operator; Posting Pending: 1 Chief Operator position; SBP processed: 6; Began process for year-end evaluations
  - Administration:
    - Sun River Utilities: Multi-party Agreement for Sun River -construct a 20" pipeline extension from Wal Mart Distribution Ctr in DeSoto Cty to Charlotte Cty, ending near Palm Shores Blvd pending.
    - Revised PG Interconnect: stand-alone separate agreement for Kings Hwy pipeline sale/transfer.
    - 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 6/ the Authority reported 225 days of combined water storage remaining in the reservoir and Aquifer Storage and Recovery wells (ASR). Approximately 152.52 cfs, or 98.58 MG of running water was available from the Peace River to divert to facility storage and the Authority was taking average withdrawals of 66 MG. Average customer demands were approximately 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. WO#6: Booster and Storage Sites (Contract 2): There is still an issue with signal strength in the SCADA system that remains to be resolved with

DataFlow. They have ordered filters that should correct the problem, and are expected to deliver on or about 9/9 and install soon after. The FDEP has not responded to the request to clear the booster stations for operation.

- 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.
- WWRP Expansion: Plan review to take place in September. FP&L line was determined and verified by AECOM.
- WO#7: CCU staff continues to sort through the list of locations where verification or changes to the GDB have to be made as identified in TM #1. 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. Field testing of fire hydrants and booster pumps commenced on 8/24 and was completed on 8/26. The system is currently undergoing 2 wks of pressure monitoring which began on 8/25 and should be completed on 9/7.
- WO#28: Phase I and II equipment, including the MBR Units, continue to perform reliably and produce effluent that is well below the reject parameters set by FDEP. During August the focus was on completing punch list items and miscellaneous work items as follows: Final grading was completed; Effluent pump station #1 was completed except for testing; Loop checks were completed; The rehabilitation of the old control room was completed; Laying sod was completed with some hydro seeding still to be completed; Received certificates of completion for the main and west electrical buildings; Continued to work on completing punch list items.
- WO#29: Walenda: Transfer to the new electrical and control systems has been completed. The chemical feed system is also progressing with the buildings in-place. Site work is progressing. Golf Course: Trusses are scheduled for delivery around 9/10. Other required modifications of the building have been completed. Site work is progressing. Work on the water reservoir will begin the week of 9/13. Gulf Cove: Chemical feed system is under construction. Fencing is complete with gates now under construction
- 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 September.
- Rehabilitation of Headworks: -bid pkg posted 7/13 and pre-bid meeting held 8/4. Due to questions were raised during meeting an addendum was issued and the bid due date was revised to 9/2.
- East Port Ops Bldg: The project has been awarded to Boran, Craig, Barber and Engel Construction Inc. Pre-con meeting is scheduled for 9/3.
- WO#44: CCU staff worked on connectivity issues that were discovered as part of work being done on Central & West Cty Water Model -work on back log of waste water system as-built info was suspended. No work 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: -proj's completed not minor restoration punch-list items. Record drawings not completed.
- WO#9: Rotonda Villas & Springs: The Cty issued 3 addendums to the contract that was bid and received 12 bid pkgs on 8/16. The apparent low bidder is General Contracting Services with a bid of \$6.975M. Property owners continue to submit there Temporary Right of Entry (TRE) documents and permanent easements for waterway crossings were received from the POA. The Maintenance of Right-Of-Way Survey was approved by the BCC. A Request For Letters of Interest for construction services for the 2 lift stations was submitted to Purchasing.

- 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 LS 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 modifications for LS 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 – CCU staff continues to monitor the situation with RES. There has been no change. 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 and final invoice is expected in September. As-builts are being completed. Permit for operation to FDEP expected to be submitted in September.
- 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 FI Const Group 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: Const Services RFP finalized and submitted to Purchasing.
- WO#71: Deep Creek Force Mains & LS 303 – 309: Received easement from Hampton Point. Gopher tortoise and scrub jay issues investigated. Relocating gopher tortoise to be scheduled in near future. Bid docs being prepared and scheduled to be sent to Purchasing by October.
- Sewer Rehab & Manhole Rehab 08/20: Pipe Relining: Project is complete. Last punch list items are being corrected.

- 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 late 2009.