

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

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments
- Impact Fee Report updated and distributed.
- Final adjustments to the budget in preparation for adoption.
- Prepared and distributed agendas and information packages to Commissioners for the First Budget Public Hearing on September 10 and the Final Budget Public Hearing on September 24.
- Worked with Attorney's Office to prepare the final resolutions to adopt the millage and the budget.
- Worked with Attorney's Office to prepare the Ordinance for adopting the CIP Five year Plan.
- Performed site visits with 4 certificated private utilities.
- Tested and finalized non-ad valorem final tax roll application and reports. Final roll delivered to the Tax Collector. Total County non-ad valorem certified 2009 Tax roll is \$66,099,970.85.
- All certified millage and budget resolutions adopted and signed at the 9/24 Final Budget Public Hearing. Resolutions delivered to Property Appraiser and Tax Collector on September 25, 2009.
- Truth in Millage (TRIM) package is being prepared and will be delivered to Dept of Revenue, TRIM Compliance Section no later than October 24, 2009.

Fiscal Services Division

- Public Safety Department:
 - Radio Communications:
 - Providing in-house radio repair services since 5/09, savings in repair costs of approx \$8,100 to various user department and agencies. In addition turn-around time is much quicker than sending units out for repairs and this has brought in additional revenue to Radio Communications Fund. Department received positive feed-back from users.
- Fire/EMS:
 - Fire/EMS received award from State Dept of Financial Services of grant funds of \$120,824 under State Homeland Security Grant Prog provides 100% funding, no County match required, for HazMat & Urban Search and Rescue Training, Equipment Sustainment, and Equipment Purchase. Agreement document brought to BCC for approval 10/20th meeting.
- Facilities and Parks and Recreation Cultural Resources:
 - Completed CLASS training; assisted PG Library staff as they went LIVE on CLASS 09/15/09.
 - Continue transition Facilities & PRCR responsibilities, resources, and skill development.
 - Completed Consolidation Analysis of Landscaping and custodial for PW, Parks and Facilities.
 - Q1 billing for Rays complete. Received Q3 billing from Rays \$330,000
 - Reviewed monthly Financial Reports with Managers
 - Developed a schema for filing vendor information electronically
 - Worked on closing out PO and receiving in year end invoices
 - Working on identifying Year end Parks issues
 - Working on analyzing funding vs spending on all capital projects
 - Working out details for consolidation of FPL bills.
- Building and Construction Services:
 - Updated State required breakout Commercial & Residential Impact Fees collected for month
 - Impact fee rollback analysis detailing losses has been updated through July.
 - Analysis of revenues collected due to fee increases for Growth Mgt completed thru August.
 - BCS provided information on 20 residents on payment sanitation fees, EES Solid Waste Div.

- BCS Reserve estimate has been updated for FY09 and the projection for FY10.
- Public Works:
 - Received the following grant and interlocal monies: Total = \$851,082.95
 - \$27,251.69 from FDEP for Stump Pass shorebird mitigation.
 - \$107,188.19 for Knights Island Monitoring grant.
 - \$87,055.95 from the City of Punta Gorda for Aqui Esta utility work.
 - \$77,774.46 from the City of Punta Gorda for Aqui Esta road construction.
 - \$119,013.68 from NorthPort for Apollo Waterway drainage control structure construction
 - \$316,780.85 from FDOT for the purchase of right of way for the Piper Rd project
 - \$48,584.26 from the City of NorthPort for their share of drainage control structure improvements at Chancellor Blvd and the Jupiter Waterway.
 - \$66,165.97 from the City of NorthPort for their share of drainage control structure improvements at Chancellor Blvd and the Cheshire Waterway.
 - \$1,267.90 from the City of NorthPort for their share of design work for drainage control structure improvements along Chancellor Blvd
- Invoices sent during month for reimbursements due:
 - FDOT \$358,944.21, Aqui Esta road construction
 - City of Punta Gorda \$67,705.95, Aqui Esta utility improvements
 - City of Punta Gorda \$22,068.05, Aqui Esta construction
 - NorthPort \$50,166.26, their share of Apollo Waterway drainage control structure construction
 - North Port \$45,624.5, their share of Jupiter Waterway drainage control structure construction

I.T.

- Novus Agenda Upgrade: Software used to create BCC meeting agendas received a long awaited upgrade to fixes many bugs that have plagued the software and the County staff that use it. Upgrade will help keep the public better informed of public meetings in the future.
- Survey Benchmarks Added to GIS Website: Requested by Cty Surveyor, GIS staff converted survey benchmark data published to CCGIS website. This data adds a resource for County staff & the professional surveyor community to help assist in locating known benchmark locations.
- IRis 211 system upgrade: IRis upgrade complete which allows for more enhanced reporting and provides the ability for a web interface that will be implemented in the future.
- Class Upgrade: Complete –event scheduling software that allows Parks, Recreation & Cultural resources the ability to schedule classes and events. The upgrade provides an important accounting fix and for credit card information to be masked to the last 4 digits.
- Completed upgrade of County's virtual server environment to permit more efficient utilization of infrastructure resources and improved server stability.
- Completed deployment of new Citrix environment -new Citrix environment provides our customers with improved performance for remotely accessed applications.
- Novus Land Use Meeting Template in Production: Charlotte County's new Land Use meeting has been officially added to the county's meeting agenda software. Land Use meetings will now appear on the internal and public portal where regular Commission Meetings appear. This can be accessed through www.charlottecountyfl.com
- GIS County Property Inventory Maps Complete: GIS completed the yearly map book that illustrates the locations of Charlotte County BCC owned property. The book is distributed annually by the Real Estates Division.

Purchasing

- Presentations held:
 - 09-293 Placida Road Construction Manager at Risk
- Shortlistings held:
 - 09-326 Skate Park Management Services
 - 09-348 Medical Director - Fire / EMS
- Quotes due and received:

- 09-342 South Gulf Cove Lock Dock Repairs
- 09-315 Piling Replacement - Annual
- 09-365 Outboard Boat Motor
- 09-346 CCU Customer Bills, Notices & Envelopes - Annual
- 10-017 Residential Sharps Recovery - Annual
- Request for Proposals due and received:
 - 09-326 Skate Park Management
 - 09-348 Medical Director - Fire / EMS
 - 09-327 Recreation Equipment Rental
- Bids due and received:
 - 09-266 Ford OEM Repair Parts - Annual
 - 09-340 US 41 Revitalization Landscape Maintenance
 - 09-324 Transport / Wastewater Dewatered / Liquid Residuals - Annual
 - 09-305 Renovation Eastport Headworks Structure
 - 09-337 Taxi Cab Services - Annual
 - 09-317 Demolition - Commercial, Residential Structures & Mobile Homes - Annual
 - 09-325 Fabricated Road Signs - Annual
 - 09-310 Courier Services - Annual
 - 09-311 Tree & Brush Power Shearing - Annual
- Request for Letters of Interest due and received:
 - 09-375, Work Order #12 CEI Services Rotonda
 - 10-010, Work Order #60 Design / Permit Parking Area at Transit
 - 09-376, Work Order #13 Annual Report - CCU
 - 10-024, Work Order #61, Design / Permit - Water Control Structure - Pompano Waterway
 - 10-001 Work Order #14, Eastport Headworks CEI Services
- Pre-Submittal meetings held:
 - 09-348 Medical Director - Fire/EMS
 - 09-327 Recreation Equipment Rental
- Pre-Bid meetings held:
 - 09-285 Removal / Transportation of Domestic Wastewater - Annual
 - 10-016 Stormwater Control Structures - Midway Blvd.
 - 09-310 Courier Services - Annual
 - 09-311 Tree & Brush Power Shearing - Annual
 - 09-362 Water / Wastewater Chemicals - Annual
 - 09-345 South Gulf Cove Entry Features
- Pre-Construction meetings held:
 - 09-290 South Gulf Cove Park Landscape Buffer & Irrigation
 - 09-340 US 41 Revitalization Landscape Maintenance
- **Real Estate Services**
 - Burnt Store Road, Winchester South and Midway Expansion: Acquired parcels for 1st phase except parcels needed from River Haven Mobile Home Pk. Order of Take for River Haven in December. Acquisitions for Winchester South concluded; last remaining home purchased and will be demolished shortly. Order of Take for Midway Phase 1 in December.
 - Piper Road: Mediations and final settlement conferences on-going for several months.
 - Environmental Lands Acquisition Program: In abeyance.
 - Flamingo/Edgewater: Working on 90 +/- remaining parcels to be acquired continues.
 - Inter-modal and Logistic Center: Working with staff from Eco Development on establishing acquisition process for 20 acre site required for center. Any such acquisition would be subject to BCC approval and obtaining a Tiger grant for project.
 - Public Works, Administration, Parks & Recreation and Utilities: Work with departments and divisions obtaining easements, title searches and reviewing a number of land related issues.
 - Releases and Occupations of Easements: Applications will exceed 350 this year.

- Stump Pass Renourishment Project: Over 100 signed easements obtained to date.
- Weir Replacement Projects & Easements for Canal Dredge-Spoil Sites: Work continues.
- Neighborhood Stabilization Program: Resolution authorizing purchase of available properties (subject to funding) approved 8/25th meeting. Awaiting funding source.
- Rotonda Villas & Springs Maintained Right of Way map: Item approved by BCC 8/25th meeting; recorded map in Official Records.

Building Construction Services

- Summary:
 - BCS saw a decline in Single Family permits this month with only 19 issued. Overall activity in the department has been less than previous months which is in line for this time of year. The department has been very busy with two key events – the upcoming implementation of the new software system, and the Green Futures Expo. Staff members from multiple departments across the County are involved in both events and the cross departmental interaction has been critical in making both projects a success.
- Updates and Accomplishments:
 - Software Update – The planned implementation date for the new Comprehensive Land Development Software is November 9, 2009. The implementation team felt it necessary to push back the go live to this date to ensure the best possible experience for all of our end users.
 - CRS Verification - BCS received official notification that the submittal of some technical reviews for special hazard areas made a significant difference in our score and put us well into a Class 5 rating. This news is especially noteworthy since a portion of the CRS score is impacted by the commercial growth in the jurisdiction. Due to a downturn in the economy, the growth indicator for this area has dropped from 1.25 to 1.19 since the last time we were assessed. This alone would have left the County short of the necessary points to maintain the Class 5.
 - Two staff members attended the Advanced Floodplain Management Concepts II at the FEMA headquarters in Maryland. Attendance at this training will provide additional points for the Community Rating Systems (CRS) review, helping us maintain our Class 5 rating. This training course is provided for and funded fully by FEMA (including travel). The only cost to the county is a \$96 meal charge per person. Training is provided by the FEMA staff involved in developing policy and procedures and attending are floodplain managers from around the country.
 - Having Certified Floodplain Managers (CFMs) on staff allows the department to occasionally offer proctoring of the CFM test. This is usually used to assist other county employees in achieving certification. However, notification of the test that was proctored on September 5 was sent to other members of the public and we had three people attend, one from as far away as Fort Lauderdale. One of our BCS Plans Examiner took this test and achieved certification as a Certified Floodplain Manager (CFM). This brings the number of CFMs in BCS up to five which will add to the number of points received during the next CRS review.
 - BCS hosted an "Ask the Building Department" open house on September 16. The program was a huge success with approximately 45 people in attendance. Contractors were also given the opportunity to register for access to the new Accela on-line permitting website. Everyone expressed their appreciation for this type of event and felt the topics were informative and very timely.
 - SWF Green Futures Expo and Energy Options Conference, on Nov. 1st and 2nd, pleased to have so many wonderful sponsors for this event. Waste Management has come through as the Platinum sponsor for the event and Gold sponsors include Regensis Power, Innovation Future Energy and Mosaic. Other sponsors include Green Coast Homes, LLC, the City of Punta Gorda Building Department, Elite Solar Services, Florida Power & Light, Kitson & Partners, and Owens Ames Kimball. Exhibitors that represent a variety of "green" initiatives will be on hand to promote their products and services. The Expo is free and open to the public from 10 am to 6 pm.

Item	Total FY08	Sep-08	Sep-09	FY08 YTD	FY09 YTD
Single Family Permits Issued	318	29	19	318	241

Multi Family Permits Issued	3	0	0	3	1
Commercial Permits Issued	226	8	11	226	170
All Other Permits Issued	18946	1283	1040	18946	9684
Customers Served	20309	1702	2627	29184	15488
Plans Reviews	11282	1029	738	11274	6809
Inspections	94125	6190	5003	87973	48393
Permitting Revenue	\$3,067,232	\$207,312	\$201,262	\$3,067,232	\$2,267,181
Permitting Expenditure	\$6,165,586	\$287,613	\$329,031	\$6,165,586	\$4,517,247
Licensing Revenue	\$259,781	\$4,835	\$102,094	\$259,781	\$102,094
Licensing Expenditure	\$915,501	\$55,845	\$45,873	\$915,501	\$757,802
Online Utility Permits	641	45	45	641	366
Utility Inspections	825	31	74	825	577
PTO's & ROE's	124	2	1	124	15
Vacations	22	0	0	22	3
ROW Applications Reviewed	1949	175	143	1949	1380
Action Orders Initiated	5781	492	432	5781	4204
Code Cases Initiated	3586	282	337	3586	2346
CEB Cases Heard	427	47	46	427	396
Citations Issued and \$ Amount	\$30,750	3750	\$2,000	\$30,750	\$32,095
New Contractor Licenses Issued	665	67	41	665	449
Contractor Licenses Revoked	36	2	5	36	16

Economic Development

- Inquires/Appointments/Successes:
 - EDO has been working with the Palm Beach Investment & Finance in an effort to expand their EB5 Program to include Charlotte County. The application has been submitted to the US Citizenship and Immigration Service. A determination should be received by the end of October.
 - BCC approved the CH CRA Residential Rehabilitation Grant Program Guidelines for CH Community Redevelopment Area. Purpose of grant is to encourage property owners of single-family and multi-family (six units or less) structures to enhance front appearance of properties. Residences must be connected to Charlotte County central sewer system to qualify. Funds may be used for painting, replacing windows-doors-awnings-fencing. The maximum grant is \$2,000. All grants will be reviewed and approved by the Charlotte Harbor CRA Advisory Committee.
 - Don Root attended the Annual Retreat of the Southwest Florida Workforce Development Board (SFWDB). Highlights of this meeting included: 1) the addition of a new training providers - Florida Health Academy (Message Therapy training) and Unity Gain Recording Institute (Audio Recording training) to Region 24's Eligible Training Provider List, which will allow customers to choose these schools for their education and would allow the Career and Service Centers of Southwest Florida staff to utilize Individuals Training Accounts (ITAs) for these individuals; 2) a Public Relations Committee was established, which will be tasked with determining how best to introduce the services and resources to the business community; 3) there are three available seats on the SFWDB for Charlotte County business representatives. The SFWDB is responsible for placing displaced workers into job locations, distributing incentive monies for the retention and placement of jobs, and job training. The Workforce Board is a significant part of the economic

engine. The One Stop Center, located next to K-Mart, is funded through Workforce Development. Anyone interested in becoming a SFWDB member may contact the EDO office. Meetings are held every other month on 2nd Wednesday at 3 p.m. in Fort Myers.

- Successfully submitted two TIGER Grant applications: 1) Southwest Florida Intermodal & Logistics Center in the amount of \$36.5 Million. The preparation of this application involved strong collaboration between various County departments as well as the Seminole Gulf Railway, DeSoto County, Charlotte County MPO, the Charlotte County IDA and Weiler Engineering. 2) Harbor Walk in the Charlotte Harbor CRA in the amount of \$5.9 Million, includes the creation of a regional intermodal trail facility along Charlotte Harbor that will provide a continuous pedestrian connection between Bayshore Park and Chester Roberts Park and the replacement of the Melbourne Street Bridge. Numerous Support Letters for both grants applications were received. Awards will be announced no later than February 17, 2010.
- Kay Tracy attended the Southwest Florida Innovation Network meeting, which was a vision planning session for the region. The Network was formed to facilitate activities to secure federal, state and private funding; and promote collaboration around the producer and consumer communities involved with fiber optic networks. Needs assessments will be worked on during the next meeting and members were asked to come prepared with input.
- Dept participating in “Southwest Florida Jobs Retain, Expand, Create” Program, collaborative effort among regional economic development-workforce development organizations to identify job opportunities that can be created locally through business outreach. Enterprise FI & SW FI Workforce Development Bd developed several programs to assist area businesses like workforce training grants, export assistance, assistance with federal and state procurement opportunities, and SBA financing. Efforts to recruit and maintain existing businesses continue with:
 - 31 pending prospects.
 - Appointments with 29 local businesses.
 - 8 new projects reviewed; custom presentations developed for 22 businesses.
 - 2 Impact Analyses.
 - Provided 13 external companies and 7 County departments with various demographic and market data packets.
 - Meet with five existing businesses under the Business Expansion and Retention Program to complete interviews on business needs. Meetings also provide an opportunity to share local and state incentives including training opportunities with the businesses. The on-line business survey is still available and being promoted by EDO. EDO provides additional follow-up to area businesses as requested based on outcome of onsite interviews.
- Meetings:
 - International:
 - European Business Council Board Meeting
 - State Level
 - American Planning Association/Florida Annual Conference
 - Regional Level:
 - Southwest Florida Economic Development Partnership
 - Southwest Florida Innovation Network
 - Urban Land Institute Board and Sustainability Committee meetings
 - Florida Redevelopment Agency regional meeting
 - Southwest Florida JOBS Teleconference
 - Southwest Florida Workforce Development Board Retreat
 - Local Level:
 - Directors’ Meetings
 - Enterprise Charlotte Economic Council
 - Charlotte County Industrial Development Authority
 - Charlotte Harbor CRA Advisory Board
 - Charlotte Harbor CRA NBR Subcommittee Meetings
 - Murdock Village CRA Advisory Board

- Murdock Village Project Update
- Charlotte County Chamber Board of Directors & Government Affairs
- Green Expo and Energy Options Conference planning meetings
- County Staff Tiger Grant Meetings
- Charlotte County Airport
- Charlotte County School Board Technical Center
- Budget Hearing
- Documenting Discipline Training
- Employee Goal Reviews
- Presentations/Newspapers/Magazines:
 - Interview with Harbor Style Magazine – EDO projects and Energy Options Conference.
 - Curmudgeon Radio Show – Don Root updated members on EDO activities.
 - City of Punta Gorda – Support for TIGER grants.
 - Joint Meeting BCC and City of Punta Gorda.
 - Coordinated and edited marketing DVD for the Energy Options Conference.
 - Charlotte County Chamber Coffee – Intermodal and Solar Program.
 - Charlotte Sun – Neil Hughes/TIGER grant; Glen Nickerson/Energy Conference.
 - NBC2 – Brandon Gunnoe – Update on Charlotte County.
- Office:
 - Office Activities:
 - Data collection included monthly webtrend data, Florida and national housing data, as well as permitting, 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.
 - Lead development with solar companies.
 - 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.
 - Application forwarded for EB-5 Regional Ctr Designation thru partnership with WTC Palm Beach.
 - Researching various DOE grants and loans that may be used within the EDO or for prospective and local businesses.
 - Mitigation of wetlands in the ECAP area.
 - Continued working on Make What to You Take Project. Although the legislation did not pass, a team will be formed to put together a proposal to present to leads.
 - Charlotte Harbor CRA:
 - Tour of the CRA was coordinated with Code Enforcement Manager and the Zoning Official to review existing signage and the enforcement of the code. An educational campaign on signage will be developed and provided to commercial business owners to encourage compliance.
 - Harbor Walk design planners are at 60% completion and the plans have been distributed to both internal and external agencies for comments.
 - Second annual Hands Across the Harbor Event, a joint celebration between the Charlotte Harbor and Punta Gorda CRAs is scheduled for January 30, 2010. Registration information is posted on www.zoomersrun.com. This year's event will also feature a business expo, providing local businesses the opportunity to display information about their businesses. The event allows participants the choice of an 8K run, 5 K walk or a 15 or 20 mile bike ride. This year the event will

begin in Punta Gorda at Gilchrist Park and the route goes across the US41 Bridge into Bayshore Park and then back over the bridge. Monthly coordination meetings are taking place with various organizations; more details on the event will be developed over the next few months.

- Charlotte Harbor CRA Advisory Committee continues to evaluate changes to the Neighborhood Business Residential (NBR) district. The advisory committee will continue the discussion at the October 22 meeting.
- Job description for a part-time Special Events Coordinator was approved and plans are underway to hire a contract employee to plan, market and implement activities within Charlotte Harbor CRA through the Parks Recreation and Cultural Resources Department.
- Murdock Village:
 - Murdock Village Advisory Committee elected Dr. David Klein as the Chairman and Phil Palmer as the Vice-Chairman of the advisory committee.

Environmental & Extension Services

- Extension:
 - 9/12/09, 114 volunteers checked Lemon Bay and Gasprilla Sound for bay scallops organized by Sea Grant Ext. to document health and status of bay scallop populations in local waters. Once plentiful for commercial harvest, due to declines in water quality and sea grass beds, they disappeared from SW FI waters about 30 yrs ago. In the last few years, limited numbers have been observed between Tampa Bay and Pine Island Sound; conditions may be improving. Volunteers received survey equipment/instructions on methods prior to heading out. 33 teams, 30 boats, 3 groups of canoe/kayaks surveyed the sea grass beds within assigned areas using standardize methods. 94 scallops documented.
 - Blue Crab Trap Removal Program: Sea Grant agents in Charlotte and Lee participated on a conference call with FWC managers in Tallahassee to discuss ongoing efforts to implement trap removal and educational strategies during state's rotational closures. Sea Grant's continuing efforts will include development of educational materials to target recreational blue crab fishermen in advance of the closures, another Train the Trainer - to be held in the Panhandle (Santa Rosa County) in early December, and a presentation to the state's blue crab advisory board in Ocala in October. FWC managers indicated that due to Sea Grant's efforts in this area, very little conflict has occurred during the rotational closures that have occurred (3) so far this year. 2,783 abandoned crab traps have been removed from state waters this year.
 - Marine Task Force met in September to discussed Regional Waterway Mgt. System and Marine Access Study. Group plans to meet monthly or as needed.
 - 4-H Clubs Up and Running: 2009 Clubs continue to seek out youth interested in joining. 4-H accepts new members all year. More info at Extension's website. Some the clubs available: 4-H Cooking Club, Cows and Plows 4-H Club, Creative Croppers 4-H Club, Everything Homegrown 4-H Club, 4 Paws and a Tail 4-H Club, Fur and Feathers 4-H Club, Future Stars 4-H Club, Just Kidding Goat 4-H Club, Manes & Reins 4-H Club, 4-H Marine Ecology Club, 4-H Outdoor Adventure Club, 4-H Teen Leaders Club.
 - 4-H Animal Ethics Training to help youth to show animals in county, regional and state fairs -train in Animal Ethics Prog., receive certification card. Approx. 85 youth attended 4 hr training.
 - FI Yards and Neighborhoods [FYN] Prog. Assistant presented "Planting along Seawalls" for Charlotte Harbor Yacht Club with 45 in attendance.
 - FYN held a Rain Barrel workshop with 14 participants.
 - 12 participants learned about re-emerging bedbug and scope of problem in our area. Bedbug biology and control options discussed. Program was immediately followed by a workshop on rodent and mole mgt. Biology - cultural control methods important suppressing these pests.
 - Pt Charlotte Fall Home and Garden Show, Master Gardener had Booth - Plants, Pests and Specimens, answered gardening questions. Master Gardeners tried to identify various Plants, Pests, and Specimens. Answer sheets entered into a free drawing involving a rain barrel and gardening books; hundreds attended.
- Pest Management Division:

- Activity June to September: ground adulticide missions 397 zones sprayed by trucks, 27 aerial spray missions. Mosquito control activities continue.
- M.C. submitted paper at FI Mosquito Control Assoc. Conference, detailing County's aerial adulticide prog in-house, detailing how to equip helicopter for night-time spray applications previously performed by outside contractor and the cost to equip helicopter and savings resulting from this switch to in-house use. Using the county's helicopter has achieved the identified cost savings.
- Solid Waste Division:
 - Landfill methane gas project moving forward, FDEP permitting almost complete, engineering firm has begun construction design drawings.
 - Landfill five year operating permit renewal process almost complete. Department and CDM engineering firm preparing final documentations requested by FDEP.
 - Coastal Cleanup: More than 825 registered with Keep Charlotte Beautiful to clean waterways, shorelines and beaches for International Coastal Cleanup. Volunteers & staff helped. Used Beach Complex as site location & Waste Mgt provided containers. Groups cleaned from Punta Gorda to West County's Palm Island to protect valuable coastal resources. Preliminary results show more than 4,000 pounds of debris collected. Final totals in mid October.
 - Mini-Transfer & Recycling Facility end of year activity: Facilities had 78% increase in activity compared to last fiscal year. 60,483 customers used 2 facilities, of those 18,258 dropped off Household Hazardous Waste. Solid Waste web site had 250,173 hits.
 - Illegal Dumping Code Compliance Officer and Environmental Crimes Officer tagged and removed 27 abandoned boats in County's right of ways. Officer conducted 766 inspections and conducted 130 surveillances. Env. Crimes Officer conducted 267 inspections, conducted 217 surveillances.
 - Solid Waste Resource received the National Assoc. of County Information Officers Award of Excellence for special Projects Category–Citizen Education for Once-A-Week Garbage Campaign. Award granted for excellent marketing portion of Garbage Campaign last fall, 2008.
 - Landfill mulches vegetative waste yard trimmings, landscape debris hiring contractor to shred materials. Volume Reduction service contract recently went out for bid; low bid resulted in 10.5% reduction in price per ton, with estimated annual saving of \$16,094 for Division.
- Natural Resources Division:
 - Scrub-jay Habitat Conservation Plan; Div. preparing 3 public forums to disseminate information on County-wide HCP project status. These forums scheduled for 1st week in November; agenda includes info of birds' biology, federal, state regulations, status of HCP process.
 - Gopher Tortoise habitat; Div. finalizing evaluation to identify county property that would be suitable for the relocation of gopher tortoises impacting county projects.
 - Coastal Shorebird Nesting; Div. thanks residents/visitors to Palm, Don Pedro Island, special thanks extended to folks at Palm Island Resort, Don Pedro Sea Turtle Monitors, & homeowners. Volunteers invaluable spreading the word, keeping safe distance observing nesting birds, educating beachgoers on the importance of giving nesting families space to survive.

Facilities, Construction and Maintenance

- Jail Expansion-Design 75% for early phase 1 start, selection Bovis for CM on BCC 11/28 agenda, Construction of phase one complete. Phase 2 construction is underway. BCC project change approved on 3/10/09 Sales tax savings to date-\$259,000
- Eastport WWTP Control Bldg-A/E contract is released-planning and programming underway Construction is underway Budget 2 million
- Event Center-project is complete-warranty work underway-99% complete
- Fire Station #11-currently used for VM-design underway for 5300 sq ft station-1 story. Scrub Jay issues resolved for building within existing footprint and landscape with scrub habitat material. Design underway Budget 2.1 million. Completed. Recovery project
- Englewood Fire Station #5-(Rockford Ave) under design-working budget to GMP. Scrub jay issues-negotiating with USFW for onsite mitigation. (resolved) Complete-Truck arrived. Budget 2.1 million.

- Human Services-Under design-7000 Sq/ft to house HS & Veterans Services. Project Delayed Budget 1.917 million. Project approved by BCC to restart with Mathews Taylor as Design/Build contractor
- State Dept of Health Facility, Loveland-under design-shared campus with HS bldg. County advising on process & construction. Scheduled construction 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 and Administration Campus-(Bachman) RSH underway with planning and programming. and design Project Delayed Budget 9.7 million
- Sports Stadium-negotiations complete for Hunt/MT HOK for contract-kickoff mtg Jan 9. Project underway for A/E final schematics due early June-line item cost estimate also due concurrently. Construction phase one underway-project on schedule for late Jan 09 completion project is at substantial completion-Budget 28 million Project is complete--First season complete.
- Englewood Annex-renovation and Sheriffs substation-Project Delayed
- West County Library-initial project status-A/E services awarded to Spillis Candela-contract accepted by County. Project Delayed Budget 12.2 million
- Fire EMS Training Tower-in design at FEMA site-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 Completion in November
- Rotunda Wastewater Plant Exp–approved GMP BCC, construction start 7/9 -2 phases-mostly CCU
- North Charlotte regional Park-bids received on 9/17-under construction -complete 4.45 million
- South Gulf Cove Park- complete-1.087 million
- Port Charlotte Pool House and site improvements-work underway, Complete 1.4 million
- Sunrise Park-out for bid-under construction- complete 2.6 million
- Energy efficiency upgrades-ongoing-LED lighting being installed at select sites FPL Audit is complete-efficiency Coordinator position in interview phase
- .South County Annex renovation-under construction-completed
- West Charlotte mini-transfer station-under construction-complete
- CC Fire Station #5-renovation of station-under construction
- Family Services-planning for grant -approved renovations-grant of 196k approved-project is out to bid for sprinkler system
- Sheriffs Office 911 upgrade/renovation-in planning-project delayed
- County Health Clinic-renovation work underway facilities portion complete clinic
- County space study underway with Budget, HR, Growth Management, Risk and PIO-- Initial planning underway for PW Admin move to M&O bldg and to areas of CCU Campus HRE renovation/move underway Budget/Admin move in planning stage
- New Landscape plan for 16 County FireSations-under review-complete Project has begun
- Spring Lakes Restroom-design revisions underway-project is out for bid Construction is underway
- Bayshore ADA restroom-Acquiring A/E firm for design A/E hired for project-will be LEED Compliant

Growth Management

- Babcock Ranch:
 - General outstanding issues:
 - Project currently scheduled for 12/15/09 hearing date to BCC for 1st Public Hearing on First incremental Development Order
 - On the first Increment: The formal review of the IDO continues.
 - The hearing dates of the proposed IDO are currently:
 - SWFRPC – 11.19.09;
 - Charlotte P&Z – 12.14.09;
 - Charlotte BCC12.15.09.
- Transportation Planning:
 - Transportation Element of the Smart Charlotte 2050

- During the month majority of existing transportation element modified with multimodal transportation system objective and posted online for public comments. September, public comments as well as the County Commissioners comments will be addressed.
- Babcock Ranch DRI Review:
 - Numerous meeting attended by the transportation planning staff with FDOT, DCA, Leon County and the Developer; to finalize the issues related to the Sufficiency responses. At the end, there are some issues still needs to be resolved with the applicant. The State (DCA) has a number of issues with the status of transportation mitigation and appears to be laying the groundwork for an appeal should they not be addressed to State (DCA) satisfaction. With a series of meetings scheduled in the Month of September, these outstanding issues may be resolved.
- Transit Development Plan:
 - With the request from the County officials, transportation planning staff started working with the Transit agency staff on the development of County's first fixed route system. During this month, Staff collected some preliminary information that is needed to finalize the transit stops along with the shelter locations along the proposed fixed route. During the course of next several weeks, the route will be finalized along with the stops and shelter locations and will be submitted for review and approval by the Board.
- County-wide Historic Growth Rates:
 - Based on issues related to background growth rates that are being used in Babcock Ranch DRI, Transportation planning staff felt calculating historic growth rates on all roadways for pre and post-hurricane Charlie years will help to come-up with right information to use in the preparation of traffic studies in the County. Based on the historic traffic counts information available in the County, staffs produced growth rates for all roadways for pre and post Charlie conditions. This information will be provided to all consultants to use in their traffic analysis from now on. These rates will be updated regularly or when ever the new traffic data available on the roadways.
- Long Range Transportation Plan with MPO:
 - Transportation planning staff participated in the scoping meeting of the MPO's Long Range Transportation Plan and offered some suggestions to modify the existing scope to better suit the needs of the County. The final scoping meeting is scheduled on September 15, 2009.
- Traffic Impact Study Reviews:
 - Following traffic studies were reviewed to assist the Planning staff during the month of August:
 - Traffic study related to the planned development on Rotunda Boulevard
 - Traffic study related to the Excavation site (Charlotte County Mining)
- Placida Road CMS at Risk – Consultant Selection Process:
 - Transportation planning staff served on selection committee for RFP titled "Placida Road CMS at Risk" in all phases of the selection process. The final selection process ended on August 31st.
- School Concurrency:
 - Current members of the Staff Working Group (SWG) include Joan LeBeau (City); Donna Widmeyer, John Weant, Jerry Olivo, & Greg Griner (CCPS); and Steven Ellis (County).
 - SWG last met on September 28th. There were three SWG meetings in September on the 14th, 21st, and 28th. The School District has contracted with Kimley Horn consultant, David DeYoung, who assisted in the creation of the updated ILA, as well as the Public School Facilities Elements for both the County and the City. He will be helping the SWG with redesigning the student generator used to calculate student capacity for new developments. Presently, there are four 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 necessary changes to close an unforeseen loophole identified by developers. County Land Information Supervisor, Maggie Bartley, helped create the original geo-spatial layer and is working with the group on this revision. This change will be compatible with new concurrency management software being implemented by the County and offers a variety of tools not previously available, such as automatic updates to map series that occur annually.

- Other topics of discussion included potential revisions to utilization tables used by the School District. To date, two school concurrency applications have been received by the School District, but both were prematurely submitted, requiring only planning level review.
- SWG is scheduled to meet next on 10/12/09.
- 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: The advisory committee met on September 5 on the island to discuss formation of a fire district. Distributing a survey has been discussed, the chairman states he has a committee working on this. Distributing the questionnaire has been discussed and the committee has been informed that the county cannot pay for the mailing or distribution of a questionnaire. An electronic questionnaire has been offered but the chairman did not think this was feasible.
 - Manasota Key: The committee held one meeting in September. After Tom Dignam's resignation over the summer, the committee stands at four members, the minimum needed for a quorum. After the September meeting, Phil Eason resigned, leaving the committee without a quorum. The committee has been advised not to meet until a quorum can be re-established.
 - Planning a charrette at Weston's Resort property on November 4, 2009.
 - ARC held one meeting where two permits were reviewed.
 - South Gulf Cove advisory committee 9/23/09. Concern has grown over the meetings lasting 3 hours and being held in B207, taking conference room space. Also, the meetings tend to center almost entirely on MSBU items as Tara Musselman has been appointed as the committee's single point of contact by Kelly Shoemaker. After September's meeting, it was decided to ask Tara not to come to the meetings and to reserve the conference room for only 1.5 hours for their meetings. Tara has agreed to this and feels that the MSBU discussions can be handled by other communication means and issues can definitely be addressed in the quarterly MSBU meetings.
- Site Plan Approval:
 - Staff received a total of 1 application and it was approved.

Human Resources

- Employee & Labor Relations:
 - 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
 - Contracted with Daher Capital Group to conduct review deferred compensation program administration. Received plan review analysis on 9/30th; will review with Budget, Admin, Attorney and Clerk's Finance staff in October to determine appropriate plan of action.
 - Finalized FY 2010 budget /position control for all County departments.
 - Participated on selection committee (attended pre-submittal meeting) for On-line Performance Management System; finalized contract with Halogen. Completed data entry project for supervisory information into Eden, to prepare for export to new program.
 - Worked with Budget and Admin Svcs. Staff to develop tracking/reporting mechanism for new positions funded by ARRA programs.
- Benefits Related:
 - Held benefits orientation for 4 full time employees -3 BCC employees, 1 Tax Collector employee
 - Began cross-training initiatives e.g. invited my peers to sit in on benefit orientations, sat with individual employee regarding benefits processing, and reviewed STD and LTD process with another employee.
 - Filed 2 death claims with Cigna Life Insurance. Once active employee and one retiree

- Audited recent Early Retiree employee's files to ensure that all paperwork and forms were returned timely regarding Life Insurance.
- Maintain/Report retiree payments to Finance (monthly report.. time consuming)
- Learning & Organizational Development:
 - Recruitment activities related to HR Director Position including resume review, interview schedule, and related communications)
 - Fire Promotional Process (activities included pre-assessment meetings, contacting potential panel members, and scheduling candidates for various panels).
 - Facilitation of Documenting Discipline class.
 - HR staff meeting to discuss department efficiencies
 - Discussed PRCR Event Center/SMG process
 - Met with Department Directors to discuss learning needs.
 - Activities related to launching HeroCare prog: non-profit prog for employees.
 - Attended SMG meeting re: transition from County to SMG
 - Organization Development FY 2009-2010 planning
 - IAFF impact bargaining discussions

Human Services

- Staff Activities:
 - Participated in Englewood Pioneer Days on Labor Day. Provided information to residents; of specific interest on state & federally sponsored Kid Care Insurance Program; Affordable Housing services; Financial Assistance services and Transit services. Transit staff collected public input regarding a possible fixed route in the Englewood area.
 - In preparation of County's Fiscal & Budget Services consolidation and relocation, staff met with senior services program staff to discuss client & fiscal files location and audit retention to include electronic file access and retention was developed.
 - Veteran Services staff coordinate/participate in 2nd sponsored Honor Flight to Washington, D.C. to provide an all expense paid trip for WWII Veterans and guardians to Washington, D.C. to visit the memorial been dedicated to honor their service and sacrifices for country. SW FI Honor Flight is run entirely by volunteers with no administrative overhead, no paid employees or government support and is entirely funded by a caring and charitable Charlotte community. Through donations and volunteer time and support, 112 WWII Veterans and their guardians attended the Honor Flight on 9/12/09.
 - Sr. Services Case Mgt staff attended/participated in Retired and Sr. Volunteer Program Adv. Bd. Meeting was on volunteer opportunities, developing volunteer stations and local fundraising. HS Dept support of volunteers and programs, a job description was developed for use of a RSVP volunteer at W. County annex to assist with case management services.
 - Gloria Langell was delighted to receive her late husband's Purple Heart. Irvin Langell, served in Army, in Korean 7/11/50, wounded and taken as Prisoner of War for 37 ½ months, after release, he reenlisted into the Air Force and retired after 20 years. David Donohew of CC Veteran Services noticed Irvin had not been awarded his Purple Heart for combat. David immediately processed the paperwork and contacted Sen. Bill Nelson's Office. On 6/4/09, Irvin passed away before being presented with his award.
 - Processes financial assistance requests from County residents in paying their rents. Department working with 4 landlords who have reduced rents of their tenants to remain in their homes.
 - Veterans Services began preparation for 5th Annual "Stand Down" for homeless veterans at Family Services Ctr., on Saturday, 10/31/09, to increase community's awareness of plight of homeless Vet. while bringing a variety of social service providers together to meet and inform/assist regaining a more self-sufficient lifestyle.
 - BCC approved Taxi-Cab Services, to multiple vendors: Astor & Company, Inc., of Port Charlotte, primary Cab Company, Jackson Transportation, of P.G., secondary; term 10/1/09 up to and including 9/30/10 -annual contract for taxi-cab services for the Transportation Disadvantaged, Medicaid and other trips for County residents.

- Social Services hired part-time temporary 100 % grant funded person to assist with processing of applications for Low-Income Home Energy Assistance Program. County received over \$600,000 for 15 month prog primarily helps households with their electric bills.
- Sr. Services drafted bus pass used to identify seniors exempt from paying required transit fares.
- Housing staff attended annual housing and training conference on implementation of the Neighborhood Stabilization Program (NSP).
- Housing staff assisted Natural Res. staff in completion of Env Assessments for NSP target areas.
- Housing staff to work towards completion of Still Water Home (formerly Restoration Roads).
- Transit staff continues collecting data and preparing documents on the possible implementation of a pilot fixed bus route service.
- Annual Hurricane Housing Recovery and State Housing Initiative Partnership (SHIP) program grants were approved by the BCC and submitted to the State.
- Case Management staff met with staff from the Center for Abuse and Rape Emergencies (CARE) to address how jointly they can better serve the needs of the frail elderly.
- Staff worked with H.R. to recruit; hire and/or retain 5 employees for contracted positions which are funded through ARRA and stimulus grants. Positions will provide services for the community.

Parks, Recreation and Cultural Resources

- Department Administration
 - Addressed the BCC regarding Botanical Gardens Novus Agenda item
 - Met with Facilities & Construction Maintenance regarding Stadium drainage issue
 - Met with representative from the Department of Health
 - Conducted performance evaluations
 - Held meeting regarding South County Pool/Swim Team issues
 - Met with Attorney representing Botanical Garden property owner
 - Met with staff and Rays' Representative regarding security and field maintenance issues
 - Provided voice-over for Clear Channel commercial regarding PARKapalooza
 - Reviewed/edited prog brochure& invitation for Indian Spring Cemetery Historical Marker program
 - Drafted and forwarded Indian Spring Cemetery Historical Marker Press Release
 - Researched and compiled information in response to public records
 - Attended Parks & Recreation Advisory Board Meeting
 - Provided final review and editing of Department Program Guide
 - Letter to Peace River Audubon Society regarding maintenance at Audubon-Pennington Park
- Public Meetings:
 - Parks & Recreation Advisory Board
 - Attended Historical Advisory Committee
 - Met with Curmudgeon Club
- Public Outreach:
 - Met with Bret Clark, Chair of the Scenic Highway Advisory Group regarding Bay Heights Park
 - Met with owner of the White Elephant Restaurant regarding Englewood Beach
 - Met with representative of the Charlotte County School Board
 - 8 Press Releases written and published for the Department for the month of September
 - Administrative Support staff fielded 905 telephone calls and 58 web mail inquiries for the month
 - 22 Citizen Concerns were processed for the month of September
 - 140476 hits to the Department website in the month of September
- Cultural Resources:
 - Use Statistics
 - The Punta Gorda Library was closed September 1-15 for renovations.
 - 68,577 items checked out at libraries, a 3% decrease over September 2008
 - 47,564 library visits, a 3% increase over last September
 - 10,275 computer uses, a 3% increase over last September
 - 39 attended basic computer classes in the Mid-County lab
 - 30 attended Englewood Beach story times; 52 attended the Family Saturday movie

- 938,826 items checked out in fiscal year 2009, a 6% increase over last fiscal year.
- 653,677 library visits in fiscal year 2009, a 3% increase over last year
- 128,548 computer uses in fiscal year 2009, an 8% increase over last year
- 9,970 new library borrowers in fiscal year 2009, a 9% increase over last year
- Library volunteers logged 16,429 hours, an 8% increase over last year
- 173 exhibit visitors counted in month for *Just Above the Water: Florida Folk Art* exhibit at Historical Ctr. 605 visitors counted from 6/30th through last day on 9/26th -exhibit panels from Museum of FI History featured about 35 FI folk artists. In collaboration with Arts & Humanities Council of Charlotte County, works from 11 local folk artists also exhibited on loan.
- 2 talks at Historical Ctr attended by 79 visitors: Tina Bucuvalas, former state folklorist and co-author of book *Just Above the Water: Florida Folk Art*, was guest speaker on 9/12th, and 9/25th members of SW FL Paranormal Investigators spoke on *Haunted Florida*.
- Other:
 - PG Library reopened 9/15 -renovations completed. Renovations funded by Friends of PG Lib.
 - Library system began new operating hours 9/15th; Monday service restored at Mid-County and libraries now open at 10 a.m. Monday staffing achieved by closing Englewood and Pt. Charlotte Libraries during hours that saw fewest visitors.
- Recreation/Athletics/Aquatics:
 - Recreation:
 - Tringali Rec Ctr hosted 1st Farmers Market 9/11/09. 11 Vendors sold wares, approx. 100 people.
 - N Charlotte Regional Pk was site of annual Dog Disc Competition. Over 200 participants and spectators witnessed feats and energy of amazing dogs during the course of the competition.
 - 4 recreation centers and 2 skate parks opened a combined 1350 hours and served over 4300 patrons (paid and nonpaid). Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 410 with 1809 touches combined. Recreation facilities rented 24 times achieving a rental attendance total of 1505 people. Daily attendance for 2 skate parks totaled 383.
 - CH Event & Conf Ctr hosted 27 events. Total attendance 10,300. Highlights include FBI St Survival Training for local and statewide law enforcement officers. FI Championship Wrestling returned. FI Regional Planning Council 2 day conference, Walgreens 1-day corporate training session for regional employees. Fall Home & Garden Show end of month. Since January, C H Event & Conf Ctr hosted 171 events -utilized 189 usage days -attracted 81,360 attendees.
 - Total of 7 Charlotte Stone Crabs games scheduled at C Sports Park. Division Playoffs and FI State League Championship Series that Charlotte Stone Crabs lost to Tampa Yankees 3-2. Total attendance, 15,039. Total game attendance for inaugural season, 142,672.
 - Tampa Bay Rays Instructional League began 13 game season 9/21. 3 games played at C Sports Park in September -total attendance 47 spectators.
 - Aquatics:
 - Pt Charlotte Beach, S. Cty Regional Park & Oyster Creek Regional Pk Pools opened combined 656 hours - 6447 patrons. 3304 Patrons spent 237 hrs in water aerobics, swim practice/lessons.
 - Regional Pools hosted 6 High School dual swim meets and CHS Tarpon Invitational swim meet with a combined estimated attendance of 1850 swimmers and spectators.
 - Aquatic staff spent combined 177 hrs performing maintenance and 174 hrs In-Service training: rescue skills, first aid and conditioning swimming.

Public Safety

- Animal Control:
 - Meeting with members of Animal Welfare League and Suncoast Humane Society to clarify each department's role after 10/1st, in regards to Suncoast Humane Society opting of County contract (effective 10/1/09) and the expected animal housing problems.
 - Meeting with Attorney's office on amendment of County Ordinance to reflect changes approved by BOCC at budget workshop, 03/13/09. Proposed changes would reduce amount of days cats are held from 5-days to 3, for an approx savings of \$50,000; Public Hearing will be held.

- Emergency Management:
 - Tropics have few threats our focus shifts to Gulf and Caribbean.
 - Director participation in MPO long-range transportation planning effort looking at future needs and consequences of possible sea level rise on our infrastructure. 20-some people City, County and State agencies did detailed analysis of County's 3 geographic regions to determine what corridors may need to be moved, raised or abandoned, depending on what transpires climatologically.
 - National Weather Service bestowed Project Storm Ready designation on County until 5/2012. Recent success in hosting SkyWarn training and our continued public outreach and warning program, garnered us the points to once more receive this recognition.
 - Public education with speaking engagements across County includes, Wintergarden Presbyterian Church during Sunday service; American Red Cross, and units from Fire/EMS Station 2 participated in this effort to educate public on safety preparations.
 - Meeting with residents at Heritage Oak Park on Good Samaritan Laws of FI and what liability a facility may have partnering with E. Mgt. in Community Emergency Response Team program. Concerned residents assured of immunity, so long as participants are trained and are carrying out their duties to the limits of their training.
 - CERT training at Englewood United Methodist Church with 35 students and continued throughout month; 8-unit class concludes in early October and will culminate with practical exercise for participants at church. Involves search and rescue techniques, first aid, triage and basic fire suppression (extinguisher). Upon completion, graduates will receive a certificate and a CERT kit. Program supported by volunteer trainers/grant funding secured from U.S.D. Homeland Security.
 - Site visit to Emergency Operations Ctr. by Boy Scout Troop 338 - tour and brief primer on E. Mgt. and role it plays in maintaining the continuity of government operations.
- Fire/EMS:
 - County Radio Div. working with all departments for last month to develop templates of each department radio channels. Once completed, rebanding will start. Division received all replacement units to date that have been identified within program for replacement.
 - Charlotte County Animal Control is working with Animal Welfare League to try and come up with cost estimate overload of animals due to Sun Coast Humane Society stopping us from bringing in stray animals. They want additional costs to shelter animals that County brings to their location. Department is working on 3 options to present to Admin before County contract expires 10/10.
 - Dept. working with Little Gasparilla Fire Rescue to change all dock numbers to make emergency responses easier for marine units. All docks received new numbers starting with low numbers on north end of the Island. Islanders still working on source to fund their operation at this time.
 - Dept. working with dinner cruise ship starting 10/09 for up to 100 people on board within Harbor serving dinner during an evening cruise. Department has trained with them on medical emergencies and firefighting capabilities when out on the waters.

Public Works

- Completed the Apollo Waterway Drainage Control Structure project located on Chancellor Boulevard and reopened the road to traffic. This project involved removing three 150-foot dilapidated 72-inch diameter metal drainage pipes and replacing them with three 72-inch diameter concrete drainage pipes.
- Repaired the electrical switch gear enabling the Tom Adams Bridge to operate on emergency power during electrical outages.
- Completed installation of battery back-up systems at 5 traffic signals at:
 - US 41/Carousel Plaza and SR 776/Spinnaker Boulevard
 - R776/Sunnybrook;
 - SR 776/Merchants Crossing
 - SR 776/San Casa Drive
 - SR776/Gulfstream Boulevard.
- Installation of the Uninterrupted Power Systems (UPS) is to ensure operational traffic signal service during power outages. These installations are part of an ongoing project to install UPS at state

intersections using materials supplied by Florida Department of Transportation. There are 44 State intersections equipped with UPS in Charlotte County.

- Replaced 70 non-functioning roadway lights on major roads throughout the County. These were identified during routine maintenance inspections.
- Public Works Maintenance & Operations Division is negotiating a proposal with the Florida Department of Transportation for Charlotte County to assume responsibility for mowing selected State right-of-ways. The goal of the County is to increase the number of mowing cycles from the present seven which would improve the appearance of the major thoroughfares. In this proposal, the State will provide the funding and Charlotte County would supervise the contract which would allow for increased flexibility in schedules.
- Primary dredging of all canals in the Gulf Cove Waterway system has been completed. The dredging contractor is in the process of touching up areas that did not pass initial inspection.
- Harbour Heights Maintenance Dredge contractor is in the process of dredging DeSoto Canal. An estimated 1,000 cubic yards of dredged material will be removed. This project is part of the County-wide dredging program.
- Dredging of Manchester North continues on schedule with anticipated completion in October 2009. An estimated 8,000 cubic yards of dredged material will be removed.
- September 2, 2009, Thomas Marine Contracting, Inc. poured 330 cubic yards of concrete to begin constructing the Coral Creek Bridge deck. This was the first of seven concrete pours. The pour started at 2:00 a.m. to minimize the possibility of rain impacting the process. Upon completion the decking will be 18-inches thick and will vary from 61 feet wide at the north end of the bridge to 73 feet wide at the south end. The bridge will have 10 foot wide sidewalks on both sides. The sidewalk and curb concrete for the first two spans of the bridge has been placed. The bridge deck concrete has achieved the specified strength and the contractor has begun striping the forms. Roadway embankment is being placed. Roadway lighting conduit has been installed and tested. Twenty-four linear feet of gravity wall has been installed.
- Completed repair/replacement of bulbs for parking lot lights at the Charlotte County Cultural Center as a part of regular scheduled maintenance. At the request of the Parks & Recreation Department, Lighting District technicians repaired the sports park lighting system at Franz Ross Park and inspected the existing circuit illuminating six lights at the hockey rink at the Tringali Center. Six lights with bad fuses were found and replaced.
- Replaced 3,128 square yards of asphalt on Kings Highway damaged from an oil spill that occurred on September 3, 2009. The road reopened within 17 hours. Traffic was re-routed around the spills. At 5:30 p.m., the contractor completed re-paving the roadway and the signing and marking crew striped the new pavement and removed the cones, barricades and equipment. Kings Highway reopened at 7:30 p.m.
- MPO staff participated in the Strategic Intermodal System Workshop in Ft. Myers to support the Airport's request to have the Enterprise Charlotte Airport Park including Piper Road and the proposed Intermodal System facility designated as an "Emerging SIS Facility".
- Sodded right-of-way on Toledo Blade Boulevard is underway and the final course of asphalt will begin as soon as the shoulder work in the City of North Port is complete.
- Contract documents for the Piper Road Project (Henry Street to North Jones Loop Road) and for Burnt Store Road Widening were forwarded to the Purchasing Department on August 26, 2009.
- Line and grade work is ongoing in the Englewood East MSBU on Xavier Street, Melzer Court and Lafitte Place to remove high spots and restore design grades to alleviate localized drainage problems.
- Corrugated metal pipe (CMP) road crossing pipes are being replaced with reinforced concrete pipes (RCP) 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. There are 252 pipes scheduled to be replaced in SGC and 183 pipes in GPC.
- MPO staff attended the 9/11/09 Metropolitan Planning Organization Advisory Committee Policy and Technical Advisory Committee Meeting in Orlando. Federal, state and local funding and legislative

issues pertaining to Charlotte County's transportation needs and those of the Southwest Florida region were discussed.

- Lighting District is working with FDOT on the Mega Sidewalk Project along US 41 to resolve outstanding issues such as broken and buried pull boxes, pull-boxes that need to be raised due to grade changes, improperly installed pull-boxes, and exposed fiber optic cable.
- Lighting District technicians inspected traffic signals and the fiber optic network for the City of Punta Gorda as part of the City's US 41 sidewalk project from Monaco to Aqui Esta Boulevard.
- Roof replacement on the Lighting Section's building has been completed. The original roof was damaged during Hurricane Charley. The new roof meets current hurricane standards and will protect the County's \$1 million investment in computers and associated electronics that comprise the Traffic Management System.
- MPO staff attended the Sarasota/Manatee/Charlotte Transportation Model Coordination Meeting on 9/17/09 to discuss the model and related details to be used in updating the Metropolitan Planning Organization's Year 2035 Long-Range Transportation Plan.
- Lighting Section replaced two damaged traffic system loops on Kings Highway at Suncoast that had been milled up during repairs from an oil spill that occurred the previous week.
- Median beautification project in the Harbour Heights MSBU has been completed. This project consisted of removing existing vegetation and installing new drought-resistant plants and mulch.
- Aqui Esta Drive Improvements Project approx 29% complete and on schedule. The contractor installed 342 linear feet of 12" x 18" elliptical reinforced concrete storm piping, 8 storm structures, 4 mitered end sections (pipe only), and an 8" directional drill under Aqui Esta at Wisteria Place. The water main on Wisteria Place has been tied in, and work is in progress installing a water meter and boxes and chlorinating and pressure testing water mains.
- Storm water drainage control structure was completed on Chancellor Boulevard at the Jupiter Waterway. The project included replacement of the aging control structure, a water main, asphalt, large 72" storm drains, a new guardrail, and associated drainage work. The project adjoined Charlotte County and the City of North Port, but also had coordination with Charlotte County Utilities and FPL. Although this 90-day project experienced weather delays, it came in under budget by approximately \$7,890.00, for a total project cost of \$416,594.25.
- Yellow LED traffic signal indicators at Gulfstream Boulevard, Sunnybrook Boulevard and Spinnaker Boulevard on SR 776 were installed as part of a project to upgrade all traffic signals to LED.
- County Engineering Division and Florida Department of Transportation (FDOT) officials reviewed comments on the North Jones Loop Road and US 17 intersections at Piper Road. FDOT will schedule a meeting with the Federal Highway Administration (FHWA) concerning the proposed exit realignment from the rest area on North Jones Loop Road to the Piper road intersection. FHWA's current proposal was rejected by Charlotte County due to a \$2.75 million increase over the option presented by the County. Plans are in the Purchasing Department awaiting final departmental approval before bidding. It is anticipated construction on this project will begin in January 2010.
- Changes in the City of Punta Gorda's utility plans for the Aqui Esta Road Widening Project to include upgrade of residential irrigation will necessitate a change order that is fully funded by the Punta Gorda Utility Department. The Change Order is undergoing approval by both the City and the contractor prior to submission to the County Commission for approval.
- Replacement of a deteriorated outfall pipe with a 19" x 30" reinforced concrete pipe on Luzon Court in Deep Creek was completed.
- Work commenced on the replacement of a deteriorated outfall pipe on Rio De Janeiro Avenue (14" x 23" x 160') and on Edgewater Boulevard (14" x 23" x 140').
- Five driveway pipes were replaced on Fairway Drive; line and grade was performed on Fairway Drive and Andover Avenue to ensure proper drainage.
- Maintenance and Operations Section began replacing pipes in advance of future paving in the Kenilworth/Hillsborough Boulevard area. An estimated 7,200 feet of pipe will be replaced this year.
- There were 20,214 "hits" on the Public Works home webpage during the month of September 2009, in addition to 3,352 "hits" for the Public Works Project Status updates.

Tourism

- Director:
 - Attended weekly directors' meetings with County Administrator
 - Held regularly scheduled monthly meeting with advertising agency account representative to discuss ongoing projects and budget issues
 - Bureau hosted annual co-op ad fair for industry partners -advertising opportunities are offered at reduced prices to area hotels and attractions. All ad options were sold out during the event.
 - Conference call w/Miles Media reps on production issues related to the 2010 Visitor's Guide & VCB's website mgr regarding new metrics and database issues
 - Reviewed and approved all purchase requisitions, invoices and check and travel requests
 - Attended regularly scheduled monthly meeting w/J. Jackson and staff on collaborative issues
 - Special budget meeting of TDC and reviewed VCB budget reductions made as a result of the stadium debt service shortfall
 - Met w/Michael Haymans, Farr Law firm & Don Root for a proposed hotel in Cape Haze.
 - Attended monthly Charlotte Chamber of Commerce Gov't Affairs meeting -provided update on Visitor Bureau programs and initiatives.
 - Edited and approved all media releases
 - Met w/reps of EMS, Parks & Rec on birding promotions at request of Comm Starr -VCB forwarded packet to Kelly Shoemaker outlining all bureau promotional efforts on birding
 - Held staff meeting on variety of operational, budget, marketing and planning issues
 - Met w/Growth Mgt & Env Services reps on development of Live Shelling Ord to protect shoreline and marine assets
 - Met w/VCB sports mkg mgr on ongoing tournament negotiations and Redfish Cup issues
 - Attended final County Budget Hearing
 - Staff meeting to review all logistical aspects of upcoming Southeastern Outdoor Writers Association Conference scheduled for Oct. 7-10. Over 150 writers will attend. VCB won this conference in a competitive bid process three years ago and has been planning for over a year.
 - Met w/representatives of the Wounded Warrior fund-raising project on promotional support
 - Met w/bureau marketing manager for update on all pending advertising and promotional issues
 - Attended Arts & Humanities Bd Meeting as tourism liaison -reported on tourism issues and partnership and promotional opportunities
 - Met w/reps of FI Int'l Air Show re: VCB website mgt and promotional support for this year's 30th Anniversary event
 - Reviewed/submitted final contract language for new SMG Event Center Management contract
 - Met w/ Greg Caren, SMG Senior VP of Marketing & Sales, Jim Finch and Sean Doherty about co-operative efforts between the VCB and the new management company for the Event Center
 - Developed reports for Administrator on volunteer usage and revenue generating initiatives
- Communications & Marketing:
 - Internet advertising targeting the leisure travel industry appeared on www.TravelInformation.com and 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
 - Provided oversight and direction for 2010 Cooperative Ad Fair to include final product development and event planning; in addition, promoted event to industry partners directly
 - Attended Ad Fair, then worked with variety of industry partners post-event responding to additional inquiries, place insertion orders and follow-up with each participant
 - Worked with agency providing final supervision and direction of summer campaign, ECONomical Summer Escapes; assembled Welcome bags and voucher packets, and delivered to hotels
 - Provided additional direction to agency for new FY10 creative advertising campaign
 - Met w/Miles Media Visitor's Guide team to provide additional approvals for the content outline, cover designs, schedule, layout and advertising sales for the 2010 Visitor Guide and web team to review website metrics and performance to determined future improvements/development

- Met w/staff at CC Airport to develop mkt plan/recommendations for commercial air service in and out of PGD
- Met w/ reps of Cty Attorney's office and IT on social media policy development to be implemented Countywide
- Met w/ reps of Env Services discussed development/implementation of County Shelling Ordinance and the positive affect it will have for sustainable tourism and tourism promotion
- Met w/ reps of Wounded Warrior Proj wanting the VCB to assist in promotion of the local campaign and upcoming events
- Met w/ reps of FI Air Show to discuss/determine if VCB can provide graphic design support for 2010 event
- Wrote and distributed 'Have You Heard', monthly e-news bulletin for local tourism partners
- Developed and designed Charlotte Currents, VCB's quarterly newsletter
- Responded to 10 PR/Media image requests to include representatives of Meetings South Magazine, Southwest Florida Parent & Child Magazine, Florida Monthly Magazine, AOL.com, CNNMoney.com, Sunseeker Magazine - the Allegiant Airlines in-flight publication
- Rotated and updated feature spots on www.CharlotteHarborTravel.com home page
- Attended Film Florida Quarterly meeting and subsequent State film legislative launch
- Provided oversight developing a Film Office response for a Nickelodeon Summer Camp film lead
- Attended a variety of additional meetings/events to include Commission, Budget, Tourism Development Committee, and Director's and staff meetings
- **Public Relations:**
 - Gathered, wrote and submitted content: weekly for the County Administrator; monthly for the Southwest Florida Parrot.
 - Wrote and Distributed Three Media Releases:
 - "Capt. Ralph Allen Elected President of Florida Outdoor Writers Association;"
 - "MONEY Magazine Names Port Charlotte, Florida, Top Place to Retire;"
 - "C Harbor & the Gulf Islands Welcomes Southeastern Outdoor Press Association Annual Conf."
 - Drafted 2 Releases for October
 - "Kingdom Women Conference 2009 Scheduled for Oct. 16 – 18 at the Best Western, Punta Gorda, Florida"
 - "World Renowned King's Singers to Perform Charlotte Harbor & the Gulf Islands Nov. 11, 2009"
 - Researched and fulfilled 8 editorial leads for regional and national online publications.
 - Media Visit: Included creating itinerary, working with industry partners to provide services and met with media during visit:
 - Barbara Weibel, freelance travel writer & blogger, Uptake.com, HoleintheDonut.com: 9/23-24/09.
 - Southeastern Outdoor Press Association (SEOPA)
 - Distribute confirmation emails and packets of information when requested to more than 20 pre- and post-conference attendees;
 - Liaison with SEOPA members and various Florida destinations and Charlotte County industry members for pre- and post- conference trip options plus customized trips;
 - Continued working on logistics including securing permits, function space for events; field trips and ground transportation.
- **Additional Activity:**
 - 9/17 Attended Bailey Brothers Plaque Dedication at the Charlotte County Airport
 - 9/18 Tourist Development Council Meeting
 - 9/25 Meeting with Ron Mirabile, The Lure Doctor
 - 9/25 Meeting with Lisa Pedigro, Laishley Crab House, re: SEOPA
 - Liaison with WBIR Knoxville February winner and Knoxville Airport regarding flight redemption;
- **Sales & Sports Marketing:**
 - Discussed logistics for FI Main St Annual Conf at CH Event & Conf Ctr 2010 w/Main St P.G.
 - Met w/Comm of FI Gulf Coast Sports, Manatee Cty & PR&CR Dept to discuss timing/logistics of outdoor/kayak festivals -identified potential of leveraging some synergies between the two

- Assisted with Bureau's annual co-op ad fair by being on hand to help answer questions and identify the best advertising fit for our partners
- Recruited three golf courses to participate in the co-op golf e-promotion
- Reviewed and edited BaseballClearingHouse.net and Triple Crown Baseball's proposed letters of agreement to host their events in Charlotte County in December 2009 and July 2010, respectively
- Submitted housing lead for Super Series Baseball Winter Nat'l's tournament, compiled responses, & provided information to the event organizer to be posted to the Super Series Baseball website
- Met w/Executive Dir of Classic Tournaments to identify any potential partnership opportunities between the Bureau and the Flatsmasters Fishing tournament series
- Site visit of potential reception venues for representative of Assoc of National Estuary Programs who are considering hosting their annual conference in Punta Gorda in 11/2010
- Met w/SMG to discuss ways we can partner to sell the Charlotte Harbor Event & Conference Center to the meetings/conference market and identified several meetings market conferences/trade shows for the Bureau to attend in support of these efforts
- Participated on the professional services committee to evaluate kayak vendors' proposals to operate out of the county's park system.

Utilities

- Engineering Services:
 - Major Work Orders: 87 developer project inspections; 382 CIP inspections; 5 start-up Inspections; 9 LPS mandatory re-inspections; 2 days disaster training w/4 employees; 4 developer agreements prepared; 231 active developer projects; 0 closed projects; 3 active line extension projects; 2 applications received; 2 agreements sent; 0 closed projects; 2 new set of plans received; 0 revised set of plans submitted for approval; 82 residential service availability letters prepared; 6 commercial service availability letters prepared; 6 water and sewer services field verified; 634 locates processed from Sunshine State One; 33 residential service applications processed; 2 permits received; 1 permits approved by CCU for FDEP submittal; 0 record/as built drawing reviewed; 28 large area intersection locates.
- Operations Division:
- Treatment Facilities:
 - Reuse Ordinance: Reuse water main & storage & pump station cleared for use by FDEP on 9/18.
 - Personnel: The Rotonda WRF held an Open House for the public on 9/28. The BCC and CCU welcomed visitors and tours of the facility were conducted. Applications are under review for the WP Chief Operator position. Site work commenced on 9/14 for the new ops building at East Port.
 - Water Distribution: Distribution System: Completed 4 new water service line installations; repaired 92 line breaks; exercised 257 system water valves; maintained and flow tested 160 hydrants for system maint; changed out 6 galvanized service lines as system maint; responded to 24 water quality calls; serviced 3 vehicles at Fleet; tested 2 compound meters for accuracy; moved 14 meters in Maple Leaf from the home to the right of way; replaced 3 broken valves and installed 1 new valve in the NY section; installed 4 new sampling/ flushing stations; placed the new section of water main on Sandhill Blvd into service and recorded flows for all mains coming from the Kings Hwy connections to verify capacity.
 - Training: All employees attended 3 tailgate safety meetings; 4 employees passed the FWPCOA short school exam; 11 employees attended FEMA emergency management 2 day course.
 - Personnel: No changes.
 - Booster Stations: #2 (Golf Course) remains out of service -contractor remains on-site during upgrade; #3 (Gulf Cove) performed prev maint -contractor continues with upgrade; fill valve has been leaking; contacted Ross Valves for an on-site rebuild to correct the problems. ADF was 2.677MGD. #4 (Walenda) performed monthly prev maint and contractor remains on-site for upgrade; had some problems with the PLC operating the distribution pumps, the contractor and the instrumentation vendor tested the PLC. The fill valve malfunctioned causing the storage tank to get very low. Data Flow sent out an alarm when the tank got to 2 ft. Corrected error and system is functioning now. ADF was 3.433 MGD. #6 (Rotonda) performed monthly prev maint;

relocated generator from BS & installed & fuel tank has been cleaned and filled; the generator contractor has performed several tests and it should be functional in the next few wks; GIWA has been taking water since the 26th while making repairs to the plant. ADF was 2.245 MGD. #7 (Ingraham Injection Station) site is operating normally; the CL2 monitor had to be replaced. ADF was 246,834 GPD. #8 (Englewood Interconnect) is currently shut down but remains ready to return to service when needed. Average flow across the Myakka River Bridge is 1.092 MGD.

- Sampling: Monthly compliance samples have been completed.
- Boil Water Notices: 3 boil water notifications were processed.
- Wastewater Collection:
- Gravity Force Mains: Repaired 4 gravity laterals; repaired 2 force main breaks; cleaned and televised 7,583' of gravity sewer main; inspected 61 manholes; 4 manholes were grouted/sealed; 5 manhole ring and covers were replaced/cemented; 2 manholes in street raised and prepped for asphalt (road depressions); replaced 2 force main valves; repaired 2 blow-offs; responded to 8 gravity sewer backups; exercised 70 sewer valves.
- Lift Stations: Performed 334 LS preventative maint work orders; performed 81 corrective maint work orders which included check valve cleaning, pump de-ragging and wet well cleaning; cleaned lines and repaired air inductors in 2 manholes at BS Village; repaired and/or replaced galvanized piping at all 8 air LS; completed LS 855 in-house rehab; repaired 3 submersible pumps in-house; installed 6" HDPE drop pipe at LS 23; built pump base plate for LS 403; 4 confined space entries were made.
- Business Services:
 - IVR: The IVR project was implemented on 9/1. 1,766 payments were processed. This represents 32% reduction in the number of payments that would have gone to Customer Account Specialists. The additional positive feature of IVR is that our customers can now pay their bill over the phone 24/7. We are also seeing payment activity on the weekends.
 - Mass Notification: Final preparations being made to begin mass notification of customers who are in imminent danger of having services disrupted for non-payment. Once phone data is added to delinquency reports, phone message will go to both owner & tenant (if applicable) warning of shut-off date and providing them the option to pay their bill by phone. We hope to implement this feature in November. If successful, we believe this will have significant staff time savings.
 - Electronic Bill: Banner software and current business practices can be modified to accommodate an e-billing solution. To accomplish this, Group 1 retrieval/presentation software will be needed to generate PDFs from the bill archive. We have received a quote from Group 1 to provide this software and will be meeting on 10/5 to discuss.
 - BCS Liaison: There were 18 meter inspections performed. Of the 18 inspections, 16 passed and 2 failed; customer was notified. Upon investigation of permits, we found all permits for CCU wastewater connection were in order.
 - EZ Pay: 13,017 bills were processed. Transaction break down is as follows: 3,017 one-time pays, 6,183 recurring payments and 3,387 payments through Customer Service Reps. There were 147 returned items; 86 for insufficient funds and 61 for invalid bank number.
 - AMR Replacement: 75 Orion AMR transponders were installed. Of the 25,122 customers with AMR transponders 4,600 have ITRONs and 20,522 have Orion. The 25,122 represents 45.05% of our customer base with AMR meters.
 - Customer Service: Received 8,262 phone calls. Grade of service -84.7%. Total # of walk-ins to lobby -1,222. There were 6 new service requests representing \$156,613.33 in connection fees.
 - Meter Services: Installed 4 new meters (existing lines); 39,619 meters manually read; 88 were skipped (less than .1% of all reads) and 87 were misread (less than .1%); 3,113 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
 - Billing & Collections:
 - Delinquencies: 893 accounts were shut-off -non-payment. Reconnection revenue (meter turned off) collected, \$28,700; penalty revenue, \$63,156.37 and premise visit revenue (payment was made before shut-off occurred) \$1,120. Total delinquency \$92,976; FY-YTD 09 total: \$983,472.
 - Returned Checks: Revenue was \$4,012. FY-YTD 09 total: \$33,581.

- Tampering: 70 meter occurrences for total revenue of \$9,310.; FY-YTD 09 total: \$81,345.
- Liens: 175 filed addressing balances at time of filing \$36,302 -81 liens released for \$56,507.
- Bad Debt: No activity.
- Community Outreach: No activity.
- Real Estate: No activity.
- Enforcement: SWFWMD has extended modified Stage 3 watering restrictions until 10/31. Using the Mass Notification system, we notified 757 customers that their consumption was 15K or greater and directed them to the SWFWMD website for tips on conservation. There were 12 unauthorized use 1st offense violations for a total of \$2,250. in net penalty fees collected.
- Sharepoint/Doc Management: The SharePoint implementation is currently being planned in IT as they have made a shift in the method they will be using to roll it out to each department. We want to ensure the functionality being created will be supported in the upcoming version.
- Utility Regulation: Adjustments to our current ordinance being discussed. Conference call held 10/7 with Sarasota to review their policies; determine if they are appropriate for Charlotte County.
- ID Theft/Red Flag Policy: In process of writing CCU policy to adhere to Red flag rules.
- Water Conservation:
 - Water Conservation: Continued Showerhead Exchange Program 11/09 at Green Futures Expo; All residential toilets completed in Toilet Rebate Prog; school system completed installing low flush toilets in 4 schools; check presented to School Board; updated lobby displays in Murdock & East Pt Environ Campus regarding water conservation; SWFWMD modified Ph III watering restrictions and extended the term of order 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 Water Booster Stations in West County Job Safety Assessments are completed and turned into Risk Management. Will meet with Burnt Store WP to review current vulnerability assessment. Met with Burnt Store Chief, changes will be made due to new plant modifications. These changes will be included in the updated VSAT. Awaiting completion of WBS upgrade to install cameras at facilities.
 - Human Resources: Total positions: 208; Vacancies: 5; Recruiting: Director & Chief Operator; Frozen: 2 Maint Mechanics & 1 Engineering Inspector; SBP processed: 2
- Administration:
 - Sun River Uty: Multi-party Agreement for Sun River to construct 20" pipeline extension from Wal Mart Distribution Ctr, DeSoto Cty to Charlotte County, ending near Palm Shores Blvd pending.
 - PG Interconnect: The stand-alone separate agreement for the Kings Hwy pipeline sale and transfer is being revised by the County Attorney's office.
 - 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 9/30 the Authority reported 354 days of combined water storage remaining in the reservoir and Aquifer Storage and Recovery wells (ASR). At the beginning of the month 185.67 cfs of running water was available from the Peace River, but the flow slowed to approximately 138.84 cfs, or 89.735 MG by month end to divert to facility storage; the Authority was taking average withdrawals of 91 MG/day. Average customer demands were approximately 15.6 MGD. The Authority still remains exempt from the State Water Quality Standards for Total Dissolved Solids (TDS) and sulfate as a result of the impact on water quality from continued drought conditions for the Peace River watershed. However, water quality conditions are continuing to improve to the point they could meet the Standards.
 - WO#6: Booster and Storage Sites (Contract 2): The FDEP cleared the booster stations for operation. There is still an issue with signal strength in the SCADA system that remains to be resolved with DataFlow. The filters that should correct the problem were delivered to DataFlow Systems who is scheduling a site visit to install them which should happen in early October.
 - 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: FDEP provided partial clearance for one 125 hp high service pump and 90' of 16" raw water piping. Plant producing approx 380,000 gal/day potable water. Other construction items: Installation of aqua ammonia containment pad, canopy/associated chemical piping; installation of raw water piping pad/supports & membrane cleaning tank pipe supports; placed sodium hypochlorite, sodium hydroxide, sulfuric acid & antiscalant chemical system & deep injection well pump station into full automatic mode; performed structural inspection of degasifier clear well.
- Generator Set: Generator now backup power for all Burnt Store Plant functions except waste treatment plant.
- Operations Building: The building is now being occupied by staff.
- WWRFEExpansion: Plan review to take place 11/12/09; FP&L line determined/verified by AECOM.
- WO#7: The water utility Geodatabase has been updated and corrected and delivered to Jones Edmunds (JE). JE is in the process of building the model. The final TM #1 report is being prepared and should be submitted the 1st wk in October. JE has established the boundary conditions and is preparing a draft of TM # 2 which should be delivered by the 2nd wk in October. A draft of TM #3 which discusses demand allocation is also being prepared and should be submitted with TM #2. The Rotonda Villas and Springs design and demand allocation files were submitted to JE which will run a simulation of the design once the model is calibrated.
- WO#28: FDEP released last 3 systems to be put into service contingent upon getting a Drain Seal Cover for storm water basin close to RAS/WAS load out station. Cover ordered and to be at site sometime in early October. WRF plant continues to operate reliably and to produce effluent well below reject parameters set by FDEP. The goal is to complete the majority, if not all, of the open punch list items by the end of October. The grand opening for the facility was held on 9/28.
- WO#29: Walenda: Transfer to the new electrical and control systems has been completed. The chemical feed system has been installed. Site work is progressing. Golf Course: Trusses have been installed and the roofing system is complete. Other required modifications of the building have been completed. Site work is progressing. Work on the water reservoir will begin the week of 10/19. Gulf Cove: Chemical feed system is complete. Piping system has been completed. Fencing is complete with gates now under construction.
- WO#32: Method for replacing existing air-lift pump stations being reviewed prior to bidding. Alternative bids being considered for cost comparisons options-final plans and specs future date.
- 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 to be in October.
- Rehabilitation of the Headworks: A Request for Letters of Interest for engineering services was issued for CEI services. Letters are due in October. Bids were received on 9/2 and the project is scheduled to be awarded to TLC Diversified, Inc during the BCC meeting on 10/13.
- East Port Ops Bldg: Site work began 9/14 for new ops building -foundation footer poured.
- WO#44: CCU staff resolved all connectivity issues that were discovered as part of the work being done on the Central and West Cty Water Model. An updated water Geodatabase was delivered to JE for the modeling effort. CCU staff resumed work on the back log of waste water system as-built info. No work has been done on field gathering GPS data on assets in areas that were not field verified by the consultant. As time permits staff will work on the field data collection.
- WO#45: Proj's completed except minor restoration punch-list items. Record drawings need completion.
- WO#9: Rotonda Villas & Springs: CCU recommended construction contract awarded to General Contracting Services for \$6.975M. It is anticipated that the contract will be awarded at the 1st meeting in October. Property owners continue to submit their Temporary Right of Entry (TRE) docs. A permit for the subaqueous crossings was submitted to the FDEP. A Request For Letters of Interest for construction services for the 2 lift stations was issued by Purchasing on 9/1 and Stantec was selected as the consultant. A draft scope of work was submitted to CCU for review.
- WO#53: Rotonda Sands & Meadows: Sands: All piping installed/tested. Restoration of disturbed areas continuing with completion in next few wks. Control panel modifications for LS in process.

Meadows: All piping should be completed in next few wks. Restoration of disturbed areas ongoing -to be completed shortly thereafter. Control panel modifications for the 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 100% complete. As-builts being completed. Permit for operation to FDEP expected to be submitted in October.
- 84 – Ops completing the upgrading of LS in-house.
- 855 – Ops completing the upgrading of LS in-house.
- WO#60: Babcock Ranch: Groundwater modeling write-up completed and the response to RAI #6 has been submitted to SFWMD. 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 completed directional drilling of new water/sewer mains at both locations. Package lift station submittal at Lionheart WW approved and CCU is awaiting the installation.
- Jupiter WW @ Chancellor Blvd: Construction is complete and the contractor is completing punch list items. This was a joint project with the City of North Port and CC PW.
- Apollo WW @ Chancellor Blvd: Construction is complete and the contractor is completing punch list items. This was a joint project with the City of North Port and CC PW.
- Cheshire WW @ Chancellor Blvd: Construction is complete and the contractor is completing punch list items. This was a joint project with the City of North Port and CC PW.
- Lionheart WW @ Quesada, Sunset WW @Kenilworth, Dorchester WW @ Peachland, Morningstar WW @ Peachland: Meetings have been held with CCU, PW and Johnson Engineering to insure that the existing 20” force main at the Lionheart, Dorchester and Morningstar WWs is not taken out of service. The engineer is also designing the new box culverts with the ability to install new water/sewer mains over them. CCU is waiting for the 90% plans to perform the review.
- Rotonda Weirs: PW Stormwater is awaiting approval of their DEP Stormwater permit. CCU Engineering provided final review comments on the proposed design to PW Stormwater.
- Spring Lake Park LS: The contractor has begun installing the underground electric service from Lakeview Blvd to the lift station site. Underground water/sewer services also have been started. The package LS submittal has been revised and approved. The contractor is waiting delivery of the LS so they can begin installation. FPL has begun with clearing and construction to provide a new utility pole and service to the LS and new restroom facility.
- Cape Haze Bridge: American Consulting Engineers have completed the plans and have acquired the FDEP permits for all improvements; construction to begin by end of year. This project is being funded through the Fed Stimulus Pkg and will be administered through FDOT.
- Sidewalks: The Scope of Work and Contract with Johnson Engineering was approved and executed. CCU and PW staff will continue to meet with JE to provide construction plans. CCU facilities are affected in 3 of the 6 areas.
- Midway Force Main & LS Rehabs: The design of this project is complete. Additional review and comment taking place for bidding purpose.
- Midway Widening (PW) Phase 1: The Yale, Elkcam and Niagara WW Utility Plans were redesigned and submitted as an addendum to Purchasing to be bid on 10/7. CCU is waiting to review 100% final utility plans for the road portion from Elkcam Blvd to Birchcrest Blvd. The Fordham WW plans are being finalized to address utility issues.
- WO#70: Draft RFP for construction services received from Purchasing -currently under review.
- 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.

- 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.