

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

**Budget & Administrative Services**

**Budget Department**

- Distributed monthly Fiscal Reports to departments
- Impact Fee Report updated and distributed.
- Truth in Millage package was sent to Department of Revenue in Tallahassee. We have received the certification back.
- Prepared CIP 5 year ordinance and adopted.
- FY09/10 Adopted CIP was prepared, printed, distributed, and posted to web.
- Prepared end of year budget amendments and transfers for approval.
- Working with Legal on five proposed new districts for 2010 – Pirate Harbor S&D, Little Gasparilla Island Fire Services MSBU; SGC Beautification Development & Maintenance, Wastewater Service Program - Area 1 and Water\_Service Program - Area 1.
- Adopted FY09/10 budgets were rolled into the new fiscal year for posting.
- The Budget Office is now in the process of developing the new FY10/11 Budget Process Calendar and the forms for continuing the Performance Budgeting Process into FY10/11.

**Fiscal Services Division**

- Public Safety Department:
  - At their October 27, 2009 meeting, the BCC approved the grant agreement with the State Department of Financial Services for grant funds in the amount of \$120,824 under the State Homeland Security Grant Program that provides 100% funding, no County match required, for HazMat & USAR (Urban Search and Rescue) Training, Equipment Sustainment, and Equipment Purchase.
  - Fire/EMS received notice of award from the State Department of Financial Services of grant funds in the amount of \$120,824 under the State Homeland Security Grant Program that provides 100% funding, no County match required, for HazMat & USAR (Urban Search and Rescue) Training, Equipment Sustainment, and Equipment Purchase. The Agreement document will be brought before the BCC for approval on the October 20th meeting.
  - As a result of staffing changes implemented since Jan. 1, 2009, the department has realized a combined savings on Overtime costs of \$1.81 million for FY08/09 in the EMS and Fire Rescue budgets.
  - At their October 27, 2009 meeting, the BCC approved the agreement between Charlotte County 2-1-1 and the Florida Alliance of Information & Referral Services for the 2-1-1 Florida BRAIVE project. Under the agreement, FLAIRS will provide \$6,500 to Charlotte County 2-1-1 and 2-1-1 will serve as a satellite unit to link active and former military personnel and veterans serving or who have served in Iraq and/or Afghanistan and their families to existing resources as well as newly emerging gap-filling services. The funds can be used for staffing costs or database version upgrades in the 2-1-1 operations
- Facilities and Parks and Recreation Cultural Resources, Building Construction Services & Growth Management
  - The September reconciliation for the Sanitation Fees, Landscape Bonds, ROW Bonds and the Impact Fees has been completed.
  - Updated State required breakout of Commercial and Residential Impact Fees collected for October.
  - Impact fee rollback analysis detailing losses has been update through August.

- Analysis of revenues collected due to fee increases for Growth Management has been completed through August.
- BCS provided information on 35 residents concerning payment sanitation fees for EES Solid Waste division.
- Updated Parks CIP information Budget.
- Proposed new methodology for tracking meter collections and business activity related to recreation programs.
- Closed out year end.
- Public Works:
  - Worked with PW Administration and Engineering Depts to submit applications for 3 projects to request funding for through FDOT's County Incentive Grant Program for FY2010-12.
  - Analyzed current MSBU loans and sent a worksheet to the Clerk's Finance Office outlining MSBU loans that can be paid down early to save financing costs for the MSBUs. This is possible due to favorable contract prices and low interest rates. Borrowing for 22 different projects will be paid off or paid down in December 2009. Total PW borrowing before the Dec payment is \$26,628,000 and after the Dec payment will be \$11,474,500. To accomplish this PW Finance analyzed fund balances, future assessments, previous loan payments, future loan obligations, and current and future maintenance needs to create and optimum borrowing plan for each MSBU that has borrowing.
  - Worked with the MPO regarding their grant expense tracking processes. Streamlined their current worksheets from multiple files to one file to limit duplication of keypunching. Trained MPO personnel on new file.
- Fiscal year end activities completed:
  - Received the following grant and interlocal monies: Total = \$853,608.01
  - \$14,406.61 from the City of Punta Gorda for Aqui Esta road construction.
  - \$45,624.50 from the City of NorthPort for their share of drainage control structure improvements at Chancellor Blvd and the Jupiter Waterway.
  - \$11,332.41 from the City of NorthPort for their share of drainage control structure improvements at Chancellor Blvd and the Cheshire Waterway.
  - \$368,471.12 from FDOT for road construction on Aqui Esta
  - \$182,375.04 from FDOT for construction mgt and inspection on Aqui Esta
  - \$221,660.00 from Charlotte County Public Schools for a pass through grant from SWFWMD for drainage improvements associated with the Carmalita Rd construction project.
  - \$9,738.33 from the City of Punta Gorda for traffic signal/lighting maintenance
- The following invoices were sent during the month for reimbursements due:
  - FDOT \$102,355.35 for Aqui Esta road construction
  - FDOT \$2,193.53 for Piper Rd construction
  - FDEP \$8,178.51 for Knight Island Monitoring
  - City of Punta Gorda \$42,291.28 for Aqui Esta utility improvements
  - City of Punta Gorda \$4,769.84 for Aqui Esta design work
  - City of Punta Gorda \$9,578.17 for Aqui Esta construction
  - City of NorthPort \$20,407.37 for their share of Jupiter Waterway drainage control structure construction
- Human Services:
  - Two fiscal staff members volunteered for the "Paint Your Heart Out Program" on Saturday, Oct. 24. This is a semi-annual program in the neighborhood revitalization area where volunteers paint the outside of an income-qualified resident's home. Usually two homes are painted in the fall and in the spring.
  - Veteran Services Office received a \$4,000 grant from the Federal Dept. of Labor to assist with expenses for the Veteran's Stand Down to be held at the Family Services Center on Oct. 31, 2009. This is an annual event that assists homeless Veterans with clothing, employment, healthcare and food. This will be Charlotte County's 5<sup>th</sup> annual Stand Down Event. Charlotte

County Veterans Service Office participates as well as numerous other community partners from Charlotte County.

- The State Housing Initiatives Partnership (SHIP) Annual Report for SFY 09 was approved by the State of Florida as submitted.
- Participated in a statewide ARRA conference call sponsored by the State Department of Community Affairs for training on ARRA reporting on the CSBG ARRA grant. The training was for both the program and financial aspects of the grant. The first reports for this grant are due to the State Department of Community Affairs on October 6.
- Met with County Attorney's Office to finalize the contract between the Charlotte Community Behavioral Health Center and Charlotte County acting in partnership with the recently awarded Drug Court Expansion Grant for \$199,990.
- CCU/EES:
  - Review Aquatic Pesticide inventory process and begin implementation of new software to increase efficiencies.
  - Provide information for CCU presentation to Peace River Authority, attend Authority Board Meeting.
  - Prepare and issue scope for CCU Financial Consultant for rate study and other financial matters.
  - Audit CCU cash management office, no issues.
  - Meeting with County Financial Advisor regarding obtaining funding for MSBU.
  - Meeting with Administration, CCU Director to give update of 5-year rate study and financial position of CCU.
  - Timesheets for EES and Fiscal Departments processed through Eden.
  - Attend Webcast regarding Stimulus programs related to water and sewer.

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

- *County Network monitoring tool, IPMonitor, put in place* – A proactive network management tool is now monitoring all core network devices. If a device fails, the IT department will be notified about the device failure within 5 minutes. This allows us to know about failures without relying on a user to call the service desk to report it.
- *Completed a VSAT vulnerability assessment for Wastewater/SCADA* – to provide to homeland security to with a review of the security of our water treatment plants and to provide recommendations on improvement options.
- *Charlotte County Purchasing Emergency Vendor Website Online* - Charlotte Counties Emergency Vendor Registration site is back online and accepting applications for vendors in time of emergency. The site helps make us better prepared should we have an emergency situation in the future.
- *Bank of America Process move Completed* - The process which Charlotte County Utilities interacts with the Bank of America was moved and reconfigured speeding up the CCU check processing and saving time.
- *Environmental Services Web Quiz software upgrade* – The software allows for customized web based training on everything from standard operating procedures to State regulated testing. It will serve as a great tool for keeping their employees up to date on all aspects of their jobs. *211 goes live on the web* –Charlotte County 211 customers now have another option other than calling the 211 service. Customers can find all the information they need on the internet.

#### **Purchasing**

- Interviews held for Request for Proposals:
  - 09-348 Medical Director - Fire / EMS
- Pre-construction meetings held:
  - 09-284 Landscape Burnt Store Village Entrance
  - 09-237 Rotonda Villa / Springs Water & Sewer
  - 09-309 Englewood Library Renovation
  - 09-336 Demolition of Multi Story Building (Englewood)

- 09-310 Courier Services - Annual
- 09-305 Renovations Eastport Headworks Structure
- Shortlist meetings held for Request for Proposals:
  - 09-327 Recreation Equipment Rental - Park Locations
  - 09-379 Water & Wastewater Rate Study
- Request for Letters of Interest due and received:
  - 10-007, Work Order #59 Design / Permit Port Charlotte Beach Pool Rehabilitation
  - 10-054, Work Order #63 Northwest Port Charlotte Bridge Rehabilitation
- Negotiations were held:
  - 09-251 South Gulf Cove Parks Design
  - 09-326 Skate Park Management Services
  - 09-293 Construction Manager at Risk - Placida Road
- Pre-bid meetings held:
  - 10-038 Demolition Commercial / Residential Structures - Annual
  - 10-009 HVAC Contractor - Annual
  - 10-006 Effluent Pumps - Annual
  - 09-361 Manasota Key Drainage Improvements
  - 09-312 Vehicle Purchases - Annual
  - 10-029 US 17 Landscape Maintenance - Annual
- Bid openings held:
  - 10-016 Stormwater Control Structures - Midway Blvd.
  - 09-345 South Gulf Cove Entry Features
  - 09-362 Water / Wastewater Chemicals - Annual
- Quotes due and received:
  - 09-341 Wet Well Lining - Lift Station #855 & Discharge Manhole
  - 09-314 Portable Toilet Services - Annual
  - 10-027 Nitrile Medical Gloves - Annual
  - 09-356 LP Propane Fuel - Annual
  - 09-357 Glass Spheres - Annual
  - 10-042 Portable AC/DC Refrigerator/Freezer
- Pre-submittal meeting held:
  - 09-379 Water & Wastewater Rate Study

### **Real Estate Services**

- Burnt Store Road, Winchester South and Midway Expansion: Winchester South concluded on voluntary basis, last remaining home being demolished. Order of Take for Midway Phase 1, early January. 5 additional Temporary Rights of Entry for Midway recently negotiated by RES staff at no cost to County.
- Piper Road: Final settlement conferences/mediations on-going for several months.
- Environmental Lands Acquisition Program: In abeyance.
- Flamingo/Edgewater: Holdouts represented by attorneys -planning another "mass mailing" offers early 2010.
- Inter-modal and Logistic Center: Working with Eco Dev. -20 acre site needed, acquisition subject to BCC approval and Federal Tiger Grant.
- Public Works, Administration, Parks & Recreation and Utilities: Working with departments obtaining easements, title searches and land related issues.
- Releases and Occupations of Easements: Processed over 360 applications for release and/or occupation of easements.
- Stump Pass Renourishment Project: Another "mass mailing" sent this week to property owners that did not respond to earlier requests -easements sought at no cost to County.
- Weir Replacement Projects & Easements for Canal Dredge-Spoil Sites: Current focus on Lion Heart Waterway Weir replacement project where Temporary Construction Easements required near Quesada Avenue and Forrest Nelson Boulevard.

- Neighborhood Stabilization Program: Ready to proceed subject to funding made available by Department of Community Affairs.
- Rotonda Villas & Springs Maintained Right of Way map: Moving forward with planned water and sewer expansion.
- Annual Real Property Inventory Book: Completed copies to BCC, Admin Depart's & Div.

## Building Construction Services

- Summary:
  - BCS saw a slight increase in Single Family permits this month with 23 permits issued.
- Updates and Accomplishments:
  - Green Futures Expo – BCS & Eco Development held 1<sup>st</sup> annual Green Futures Expo and Energy Options conference on 11/1st and 2nd at the CH Event & Conf Ctr. Expo had 62 exhibitors from all over the world and it's estimated that over 2500 people attended 2 day event. Conference had over 200 participants/speakers, many from overseas -also a live video feed from a company in the UK. Aim of the event was to put Charlotte County firmly on the map as the place to be in SW FL for renewable energy. Based on responses received event was a huge success.
  - Software Update –11/9 go-live date for implementation of Accela, new Comp Land Development Software, is rapidly approaching. Departments have been diligently testing the software to keep any last minute problems to a minimum.
  - Code Enforcement staff met with several homeowners' groups in October to discuss topics ranging from noise ordinances, traffic enforcement, animal control issues, public works issues, code enforcement up to and including CEB cases, laws that govern us and the fines that are imposed. The meetings were well received.
  - Staff met with representative from KB Homes to discuss plans for building two new model homes in Charlotte Cty. This is the first plan for model home building in the area for quite some time.
  - 10/13th, Greg Yantorno, manager of Inspector Services from Sarasota Cty, taught classes on Ethics, Accessibility and Laws & Rules to approximately 20 Cty Plans Examiners and Inspectors. Cty employees need these classes in addition to several others to remain current on their FI licenses. Having the course held on-site resulted in a significant cost savings to depart.
  - Dept. hosted a student from Charlotte County as part of Mentoring Day, an event sponsored by CC Public Schools and Division of Vocation Rehabilitation. Our student was particularly interested in permitting and spent the morning with one of our Customer Service Representatives at the front permitting counter. The visit was deemed to be a success by all involved.

Item	Total FY09	Oct-08	Oct-09	FY09YTD	FY10YTD
Single Family Permits Issued	241	27	23	27	23
Multi Family Permits Issued	1	0	1	0	1
Commercial Permits Issued	170	20	11	20	11
All Other Permits Issued	9684	1175	1181	1175	1181
Customers Served	15488	1617	2341	1617	2341
Plans Reviews	6809	816	730	816	730
Inspections	48393	6684	5408	6684	5408
Permitting Revenue	\$2,267,181	\$215,724	\$177,190	\$215,724	\$177,190
Permitting Expenditure	\$4,517,247	\$117,963	\$156,836	\$117,963	\$156,836
Licensing Revenue	\$102,094	\$8,674	\$29,940	\$8,674	\$29,940

Licensing Expenditure	\$757,802	\$51,800	\$13,773	\$51,800	\$13,773
Online Utility Permits	366	36	36	36	36
Utility Inspections	577	41	25	41	25
PTO's & ROE's	15	2	1	2	1
ROW Applications Reviewed	1380	134	134	134	134
Action Orders Initiated	4204	310	350	310	350
Code Cases Initiated	2346	108	255	108	255
CEB Cases Heard	396	30	45	30	45
Citations Issued and \$ Amount	\$32,095	\$750	\$5,100	\$750	\$5,100
New Contractor Licenses Issued	449	31	49	31	49
Contractor Licenses Revoked	16	0	1	0	1

## Economic Development

- Inquires/Appointments/Successes:

- Don Root elected Treasurer of SW FI Reg Eco Devel Partnership, formed to market the region.
- D Forester/Simone Petche attended SW FI Workforce Development's JOBS Business Retention Training -included training & incentive opportunities they will share with local business owners.
- IDA held its annual meetings -elected new officers: Lane Diedrick, Chair; Todd Rebol; VC; Rob Humpel, Secy; Cathy Sanders, Asst. Secy/Treasurer. Other items discussed at this meeting included the recovery bond application process and new incentives.
- SW FI Blue Chip Community Business Award: Diane Caputo of Old Monty's Restaurant & Pizzeria in Punta Gorda is one of five small-business owners who have succeeded in the face of adversity and have been nominated to win the 15th Annual Southwest Florida Blue Chip Community Business Award. The award program is coordinated and sponsored by Oswald Trippe and Company and joined by several regional organizations including the Charlotte County Economic Development Office. The Southwest Florida Blue Chip Community Business Award recognizes successful small businesses and shares their stories so that other entrepreneurs may benefit from their experiences. Only one company will be honored with the award, but all will be recognized at a luncheon on November 5 at the Harborside Convention Center in Fort Myers.
- Dornier Seaplane -aircraft manufacturer announced this week to officially house its winter operations at the Charlotte Airport after being recruited by the CC Economic Development Office and several community leaders. Although Dornier will be manufacturing the \$6 million Seastar amphibious aircraft in Canada, they will house their sales office and display area in Punta Gorda, where they will perform seasonal flight tests, pilot training and sales demo work. "The Seastar will be the world's first composite seaplane," Dornier CEO Joe Walker said. Perfect for Charlotte Harbor! Our efforts to recruit and maintain existing businesses continue with:
  - 27 pending prospects.
  - Appointments with 17 local businesses.
  - 4 new projects reviewed; custom presentations developed for 9 businesses.
  - Provided 3 external companies and 2 County departments with various demographic and market data packets Met 8 existing businesses under the Business Expansion and Retention 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

- Regional Level

- Southwest Florida Economic Development Partnership

- Urban Land Institute Board and Sustainability Committee meetings

- Southwest Florida JOBS Teleconference

- Southwest Florida Jobs regional meeting that provided training on state incentives available to local businesses

- Southwest Florida Urban Land Institute District Council

- Florida Economic Development SW Regional Meeting

- Local Level

- Directors' Meetings

- Enterprise Charlotte Economic Council

- Charlotte County Industrial Development Authority

- Charlotte Harbor CRA Advisory Board

- Charlotte County Chamber Board of Directors & Government Affairs

- Green Expo and Energy Options Conference planning meetings and panel coordination

- Charlotte County Airport

- Charlotte County School Board Technical Center

- Employee Goal Reviews

- Charlotte Regional & Fawcett Memorial Hospital

- Career & Service Center

- Presentations/Newspapers/Magazines:

- Don Root was a guest on Radio 1580 with Jeff Collins, the Hippo. Mr. Collins was interested in learning about what Eco Development Office is doing. Don talked about upcoming Energy Option Conference, renewable energy and regional branding.

- Charlie Shue, Radio 104.9 FM, invited Don Root and Pete Reppucci of Weiler Engineering, to speak about the proposed Intermodal facility and its benefits to the area, such as job creation and a cleaner environment.

- Charlotte Sun interview w/Josh Salman re Energy Options Conference.

- BCC approved the proclamation declaring the week of November 1-6 as Green Charlotte Week.

- Office Activities:

- Data collection included monthly webtrend data, Florida and national housing data, permitting, airport and tourism stats.

- Prepared Agenda, Minutes and coordinated meetings for Enterprise Charlotte Economic Council, Industrial Development Authority and Charlotte Harbor CRA Advisory Committee.

- Continued with fine tuning Energy Options Conf. Met with IT and videographer to coordinate technology to support conference; met with local artists to arrange for local bronze sculptures for speaker gifts. Met with Event Center office and kitchen staff, as well as 4 Seasons to finalize conference schedule and reception schedule.

- Working on finding possible incubator site and reviewing incubator network study.

- Street lighting project research.

- Lead development with solar companies.

- Assisted with the coordination of the 10/23 "The Cost of Going Green" Sustainability Program for the Southwest Florida Urban Land Institute District Council.

- Facilitated follow-up meeting with existing business which brought together SW FI Work Force Development Brd, Career & Service Ctr rep's to discuss recruitment/training options and funding.

- Coordinated bus and tour of FPL Solar Farm.

- Met with local artist to arrange local bronze sculptures for Energy Options speaker gifts.

- 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/loans that may be used in EDO or prospective/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:
  - Housing Rehabilitation Grant Prog established and publicized thru both online announcement and direct mail to qualified land owners. Assistance provided to 2 property owners on application process. 5 applications approved by CRA Adv Committee. Follow-up completed with other interested property owners.
  - Comments on the 60% design plans for the Harbor Walk were received and applications were submitted to permitting agencies.
  - Sponsorship recruitment for the second annual Hands Across the Harbor Event is underway. Sponsorship and registration information is posted on the [www.charlottecountyfl.com/charlotteharborcra](http://www.charlottecountyfl.com/charlotteharborcra) website. Verbal commitments from three companies have been received.
  - CH CRAA Committee approved proposed changes to Neighborhood Business Residential district at 10/22 meeting -directed subcommittee to complete their analysis/finalize recommendation.
  - CH CRAA Committee established Community Clean-Up Subcommittee to organize community clean-up event focusing on overgrown lots in target neighborhood -subcommittee meeting 11/09.
  - Coordinated the completion of demolition of an abandon house on Ganyard Street. Funding for demolition thru Community Development Block Grant.
  - CHCRAAC approved use of FI Redevelopment Assoc Peer-to-Peer resource for developing a plan to redevelop the Riverwalk Area.
  - Assisted 2 property owners with paperwork for mandatory connection to central sewer system thru financial assistance provided by tax increment funds under Infrastructure Grant program.

## **Environmental & Extension Services**

- Natural Resources:
  - County received \$5,000 in funding from FI Foundation for Responsible Angling, Inc., to offset costs with Nat'l Resources Div's Marine Prog Assistant position (Sea Grant Assistant).
  - Natural Resources and Edison State College Faculty working on encouragement of volunteerism associated with County's environmental lands. Edison State College biology courses now have a curriculum that will facilitate this opportunity. Students will need to conduct field hours on County environmental lands to successfully complete the courses. Students will volunteer for the County and conduct biological research and monitoring of various natural resources.
  - Staff reached out to the newly formed Edison State College Environmental Club. These students are excited about the ecological opportunities we have to offer, and those include aquatic habitat monitoring. Their volunteer hours will be a significant benefit, assisting Natural Resources with these labor intensive activities.
  - Stump Pass Erosion Control Project - Shorebird Nesting: Preliminary results indicate successful nesting. Snowy plover and Wilson's plover appear to be maintaining successful fledge numbers. Least tern demonstrated a drop in successful young from 31 last year to 5 this year. Presence of coyotes is credited to the low hatching success rate for Least terns this year.
  - Noteworthy shore bird item: County had first documented Black Skimmer nesting producing young on Palm Island. Recorded data does not show successful Black skimmer nesting throughout pre or post dredging documents. Two Black skimmers were hatched and raised. Palm Island homeowners, resort staff, monitors, and other volunteers are to be credited with this

nesting success. They worked diligently with county staff informing beachgoers on ways to reduce human disturbance and promote successful nesting habitat.

- Pest Management:

- Helicopter Aerial Adulticide Program: season ending evaluation has found this program provided the Division with better controls in application of mosquito pesticides and avoided higher costs associated with using contractor services. County's cost per acre is 35¢ using the helicopter this year versus the contractor's cost of 82¢ per acre.
- Aquatic Weed Control section working with South Gulf Cove association in seeking control of a nuisance aquatic weed plant known as Chara found in their canal system. Aquatic staff has found an effective treatment herbicide and application method which is currently being used to help control this plant excessive growth.

- Solid Waste:

- Division participates in regional meetings. The group is called the Southwest Partners. At the October meeting FDEP joined the group in discussions regarding Florida's proposed 75% recycling rate. Many issues were identified and shared with FDEP. Five counties, four cities, and two businesses participated. The group provides updates on their programs, plans and issues.
- Keep Charlotte Beautiful sponsored the Second Annual Think Green Golf Tournament in October. Over 16 companies sponsored the event with 17 teams registered. Event is primary fund raiser for KCB and these funds are used to fund community programs and services.
- Staff gave presentations at 16 civic & community events during the month. These presentations provide information on program services, address questions concerns of their members.
- County received EPA's Waste Wise Certification, which recognizes our recycling and waste practices. County has been acknowledged for their environmental leadership and commitment to waste reduction.
- Environmental Crimes Officer, Sheriff's Office in cooperation with Waste Mgt, Keep Charlotte Beautiful and Pest Management has continued homeless camp cleanups in Pt. Charlotte.
- Landfill Gas: Project moved another step closer. FDEP notified County of their intent to issue us a Landfill Gas Construction Permit. Once proper posting has been made, the County and contractor can begin finalizing design and begin installation of gas collection wells.

- Extension Services:

- Extension Services 75<sup>th</sup> anniversary: Staff met with Bucky and John David McQueen to discuss plans to celebrate and recognize County's 75 Extension Services anniversary. Key to this Celebration in 2010 the recognition of Bucky and John David's father who was the County's first Extension Agent serving from 1935 to 1969.
- FI Master Naturalist Prog (FMNP) – Freshwater Wetlands module classes began in October. FMNP is an adult education prog of University of Florida IFAS Extension. Classes are offered in three subject areas throughout the state. Twenty one (21) students are registered for our current class (full class). This class will run Saturdays until November 21<sup>st</sup>. The class is co-instructed by the County Sea Grant Agent, Betty Staugler, and Roger DeBruler of the Natural Resources Department. There are also two volunteer assistant instructors.
- Master Gardener Education Working Group presented the Gardening Symposium in October. Annual all-day Saturday prog features a variety of gardening topics including speakers on Orchids, Bananas, Groundcovers, Herbs, Vegetables, and Tropical Landscaping. Eighty (80) people attended this very popular Saturday program.
- Florida Yards and Neighborhoods Horticulture Prog Assistant conducted a site visit with a local Home Owner Association and presented at Gardening Symposium on "Groundcovers" for two groups totaling 57 people.
- FYN Horticultural Prog Assistant presented a "Florida Friendly Landscaping" prog for Lifelong Learning at Edison College for 20 participants.
- 4-H: Two Charlotte County volunteer leaders completed the Southern Region Leaders' Forum in Georgia. These leaders will serve as county and district contacts for new 4-H SET (Science, Engineering & Technology) programming.

- 32 club members completed 4-H Club Officer Training presented by 4-H Agent. These youth leaders improved skills in public speaking, team work, parliamentary procedure, and time management.
- 27 4-H club members completed 4-H Record Book Training presented by the 4-H Agent. 12 parents also participated. These youth improved their skills in record keeping, written communication and decision-making.
- 24 volunteer 4-H leaders held 19 club meetings, field trips, and/or day camps working with 137 youth in the following life skills areas: leadership, animal science, food preparation, marine ecology, environmental ecology, and expressive arts. With an average of 7 hours per volunteer, valued at \$20.25 per hour, \$3,402 worth of volunteer commitment time was realized by the Charlotte County 4-H program.
- In partnership with Coastal Conservation Association, the fourth 4-H Fishing Day Camp was held at Pt Charlotte Beach Complex. 13 youth participated in activities on fishing ethics, casting, knot tying, and pier fishing. The youth were presented with fishing rods and tackle boxes donated by local businesses and citizens.

### **Facilities, Construction and Maintenance**

- Jail Expansion-Design 75% for early phase 1 start, selection Bovis for CM on BCC 11/28 agenda, Construction of phase one is complete. Phase 2 construction is underway. 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 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 has arrived. Budget 2.1M.
- Human Services-Under design-7000 Sq/ft to house HS and Veterans Services. Project Delayed Budget 1.917 million. Project approved by Bcc to restart with Mathews Taylor as Design/Build contractor Precon proposal received by MT
- State Dept of Health Facility at Loveland-under design-shared campus with HS bldg. County is advising on process and construction. Scheduled construction underway 2nd floor will be shelled space (8000sf)
- Public Works San Casa- Proj 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 Proj. underway Installation phase Scheduled completion 11/09
- Rotunda Wastewater Plant Expansion -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- 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 energy Efficiency Coordinator has been hired
- South County Annex renovation -completed
- West Charlotte mini-transfer station- complete
- CC Fire Station #5-renovation of station-under construction
- Family Services-planning for grant -approved renovations-grant of 196k approved-project is out to bid for sprinkler system
- Sheriffs Office 911 upgrade/renovation-in planning-project delayed
- County 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 Fire Stations -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:
  - Staff has received comments from DCA and the RPC concerning the proposed NOPC and first increment for the Babcock development. Staff will now work with FDOT and DCA to resolve the outstanding transportation issues that remain concerning traffic impact methodology for the increment:
  - Upcoming Hearings
    - SWFRPC – 11.19.09;
    - Charlotte P&Z – 12.14.09;
    - Charlotte BCC12.15.09.
- Transportation Planning:
  - During the month of October, a thorough review of the proposed fixed transit route was made to finalize the proposed route the final draft plan will be presented to the Board in November 2009 for approval.
  - County-wide Historic Growth Rates
  - Based on the historic traffic counts information available in the county, staff produced growth rates for all roadways for pre and posts Charlie conditions. This information has been provided to all consultants to use in their traffic analysis in the month of September 2009. These rates will be updated regularly or whenever new traffic data becomes available.
  - Long Range Transportation Plan with MPO
  - Staff attended a series of meetings with the MPO and LRTP consultant to finalize the scope for the 2035 LRTP to better suit the needs of Charlotte County. The final scoping meeting is scheduled some time in November, 2009.
- Traffic Study Reviews:
  - Traffic studies were reviewed to assist the Planning staff during the month of September:
  - Traffic study related to the Botanical Garden Development
  - Traffic Signal Study Review - Intersection of US 41 and Acline Road - for Public Works
- 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 10/12th, the only SWG meeting in October. 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 School District create original geo-spatial layer and is again working with the group on this revision. 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.
- Several plan amendments and a rezoning have been transmitted to the School District for planning level review, but no formal school concurrency applications have been received by the School District yet. Those requiring planning level review have been valuable "dry run" exercises for the School District in calculating available student capacity.
- The SWG is scheduled to meet next on 11/2/09.
- Community Plans: No Action
- Site Plan Approval
  - Staff received four applications.
  - Two applications were approved.
  - Two applications were denied.

## Human Resources

- Employee & Labor Relations:
  - Recruitment effort for HR Director Position: screening applications -serving on Interview panel.
  - Partnered with several departments to resolve various employment related issues.
  - Successfully contested unemployment appeals brought by two employees.
  - Processed 5 initial FMLA requests along with 10 other FMLA entries
  - Completed RIF conversations related to outsourcing of Charlotte Harbor Event Center
- Benefits Related:
  - Held benefits orientation for 6 full time employees, included employees from Constitutionals.
  - Continue cross-training initiatives e.g. invited peers to sit in on benefit orientations, sat with individual employee regarding benefits processing, and reviewed STD and LTD process with another employee.
  - Rolled out new insurance changes as part of Open Enrollment
  - Processed 3 death claims with Cigna Life Insurance.
  - Worked on audit regarding dependant coverage for FY 2009-2010.
  - Participated in "National Save for Retirement Week" by having the Deferred Compensation vendors onsite and attended the retirement seminar hosted by the Sheriff's Office.
- Learning & Organizational Development:
  - Fire Promotional Process completed and eligibility list set.
  - Continued facilitation of Documenting Discipline class.
  - Launched HeroCare program and received wonderful response
  - Continued Organization Development FY 2009-2010 planning
  - Marketed and scheduled County Administrator Roundtable discussions
  - Attended meeting regarding Halogen Performance Management system
- Attended Employment Law seminar

## Human Services

- Staff activities:
  - Awarded \$4,000 federal grant from the U.S. Department of Labor for Homeless Veterans Stand Down event which took place 10/31/09 at Family Services Ctr. Grant funds and local donations used to provide assistance to local veterans for basic needs: food, clothing, shelter; healthcare – tetanus/flu shots, hygiene services, wellness and dental exams; mental health and substance abuse assessments and treatment referrals; and employment, education and benefits opportunities. Community agencies and organizations participated in this event.
  - Area Agency on Aging for SW FL conducted semi-annual prog. monitoring the Department's Sr. Services grants and services for frail, homebound seniors. The on-site 3 day visit included review

- of client files and administrative oversight. No significant findings identified during exit interview. Department provided case management/supportive services to seniors in County for over 20 yrs.
- Held public elections at P G Housing Authority and Family Serv. Ctr seeking members to serve on CAAAB. Members elected by majority vote to represent low-income households in their neighborhoods. The 12 member Tripartite Board provides oversight of Community Services Block Grant Prog. and other activities serving low income households -1/3 of Board are elected -1/3 are community agencies/business organizations; 1/3 are rep's of low-income households.
  - Veteran Services Officers received recertification training required and sponsored by FDVA. Highlights of training: update on changes in VA; healthcare; vocational rehabilitation; Post Traumatic Stress Disorder; veteran preference in hiring and retention; female veterans update; VA social workers; recent precedent setting decisions; Wounded Warrior Project; Agent Orange Presumptive conditions; Fiduciary Program; VA Cemetery updates; and the new post 9/11 GI Bill.
  - New Budget Mgt Class offered thru H S Department at Family Serv. Ctr. On 11/2<sup>nd</sup> for 6 months on budgeting skills. Class participants are eligible for a match contribution for personal savings account. Class is funded thru federal funds from ARRA '09.
  - Housing Manager met with Engineer/Architect and Facilities staff to finalize plan changes to Still Water Home (formerly Restoration Roads); project funded thru HHRP. Plans should be completed and ready for bid spec development in the next 2 weeks. Talks continue with potential partners for the operations of facility once it has been completed.
  - Staff participated in Paint Your Heart Out! Make a Difference Day on Saturday, 10/24/09. 2 homes painted in Pt Charlotte revitalization area near the Family Services Center. 19 volunteers participated in event donating 4 hours each (76 hours total). Volunteers provided painting, landscaping for the two homes. Project was a partnership between HS, Environmental Services and Senior Friendship Centers/Charlotte RSVP.
  - Family Services staff made a presentation to County Public Schools Nurses and Social Workers on Florida KidCare and updates with Family Serv. Ctr. New Community Services Block Grant – ARRA programs presented to 35 attendees. Family Services have already received 8 referrals from the schools for the programs as a result of the presentation.
  - Staff submitted first quarterly report for the KidCare Program marketing and outreach grant. This quarter seven staff members were trained on KidCare and HIPPA, 660 applications were distributed at various community events, 2 technical assistance sessions were provided to community partners and 6 families were assisted with one-on-one application assistance.
  - Family Resource Guide updated with assistance from 211 Staff. Guide is utilized by multiple human services agencies, community-based organizations, school district and court system to help link families with available resources in the community.
  - HS staff prepared materials for presentation to BCC on pilot fixed route bus service along US 41 and 776 to Englewood. Presentation is scheduled for 11/10/09.
  - VS staff worked with community partners preparing for moving Vietnam Wall coming to Charlotte County at Laishley Park in November.
  - Interviewed and selected a Re-Entry Coordinator/Case Manager -position is contracted position through 9/30/10 and funded by federal stimulus dollars under ARRA. Re-Entry Coordinator will assist young offenders re-enter the community and move toward positive outcomes.
  - Selected a replacement driver for the Sunshine Ride Transportation Disadvantaged program.
  - Completed Policy for new ARRA Community Services Block Grant programs and presented to the Community Action Agency Advisory Board for approval. A Formal Risk Assessment was sent to the Department of Community Affairs for approval as required.
  - Met and compiled data for writer from HarborStyle Magazine for an upcoming holiday article on charitable giving and needs in our community.
  - Temporary intake worker from a contracted temp service was hired through federal Low-Income Home Energy Assistance Program grant funds to assist with the processing and expedition of home energy utility assistance applications for low-income households.
  - Sr. Serv. staff assessed caseloads & submitted 148 names to NBC-2/Perkins Giving Tree Prog. for Christmas Holiday's. Senior Services has been participating in this Program for many years.

- Case Management Supervisor presented Community Resources at the annual Caregiver Training offered by Lee Memorial Health System.
- Housing Div. prepared all final documents to close out the Community Development Block Grant.
- Sr. Serv. Staff prepared new Sunshine Ride bus passes for distribution to eliminate confusion for senior clients & bus drives for individuals receiving services thru grant funds and don't pay fares.
- Sr. Serv. staff presented inner workings/networking of Senior Services Div. for development of a Senior Leadership Council through the direction of the United Way of Charlotte County.
- 2 Transit Operations Coordinators attended FDOT's Para-Transit Management & Operations program training and one TOC attended the System Security Awareness training program.
- Prepared Director's Article on Veteran Services for the Charlotte Sun.
- Completed activities/documents for all job safety analysis; employee performance appraisals and updated revenue enhancements and efficiencies.

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

- Department Administration:
  - Researched Englewood Beach Dune Crossover issue
  - Addressed Punta Gorda Rotary Club
  - Assisted on County Interview Panel
  - the BCC regarding Botanical Gardens Novus Agenda item
  - Attending meeting to discuss Stadium Improvements
  - Attending meetings to discuss Port Charlotte Beach Security Issues
  - Attended Friends of the Library Council Meeting
  - Attending meeting to discuss internal maintenance log issues
  - Met with representative of Glatting Jackson
  - Met with Recreation staff regarding PARKapalooza
  - Researched Sarasota County, City of Atlanta and City of North Port's Adopt-a-Park and/or "Friends of the Parks" programs/organizations
- Public Meetings:
  - Parks & Recreation Advisory Board
  - Attended Historical Advisory Committee
- Public Outreach:
  - Met with Bret Clark, Chair of the Scenic Highway Advisory Committee and other concerned citizens regarding Bay Heights Park
  - Provided feedback to citizens concern regarding port-a-lets
  - 14 Press Releases written and published for the Department for the month of October
  - Administrative Support staff fielded 832 telephone calls and 24 web mail inquiries for the month of October
  - 29 Citizen Concerns were processed for the month of October
  - 140,340 hits to the Department website in the month of October
- Cultural Resources:
  - Use Statistics:
    - 71,414 items checked out at libraries, a 7% decrease over October 2009
    - 53,462 library visits, a 19% decrease over last October (October 2008 count included 11,524 early voters)
    - 11,529 computer uses, an 8% increase over last October
    - 800 attendances at library programs including 407 children at preschool programs, 29 teens, 66 at adult book discussions, 84 at genealogy programs and 21 at beginning computer classes
- Other:
  - Libraries and the Historical Center benefitted from 1,809 volunteer hours during October
  - 66 attended the opening reception for the new Historical Center exhibit on Oct. 6; the exhibit titled *A Pledge of Honor: Five Branches of the U.S. Military*, runs through Nov. 14
  - The county's Historical Advisory Committee and the Punta Gorda Historic Preservation Board met in joint session on Oct. 29 to discuss preservation issues

- The Library Manager received a donation from the Literacy Committee of the DAR toward The Big Read; The Big Read was also recognized at the Oct. 27 School board meeting.
- The Library Friends Council held its first meeting of the new year on Oct. 21; the agenda included a presentation on a possible joint fundraising project
- The Charlotte County History Collections online are now accessible from the County web site; scanning of year 2 documents and photographs will begin in January.
- Libraries implemented a new version of their online catalog; the Web 2.0 version has enhanced graphical and search features and allows users the convenience of a “quick login.”
- The Good Friends volunteer tutor program and RSVP collected over 2300 used books for the Friends of the Port Charlotte Library bookstore on Make a Difference Day Oct. 24.
- Recreation/Athletics/Aquatics:
  - Recreation:
    - PARKapalooza, 1<sup>st</sup> concert event organized at Charlotte Sports Park following the facility renovations, occurred on 10/10, from 12pm - 10pm. Approx 1200 people attended event featured live bands, Little River band, food and merchandise vendors, and a kid’s game zone. Admission was \$10 in advance or \$15 on the day, parking \$5 per vehicle.
    - 1<sup>st</sup> Annual Free to Breathe® 5K Run/Walk and 1 Mile Memorial Walk took place at Charlotte Sports Park 10/31, beginning at 8:15 am. The event was sponsored by the National Lung Cancer Partnership and provided an opportunity for lung cancer advocates, survivors and the community to come together to raise awareness and support to fight this disease. There were a total of 306 participants (231 runners, 75 walkers) along with 40 volunteers at this event. All proceeds from this event benefitted research, education and awareness programs.
    - 4 County Recreation Cts and 2 County Skate Parks open a combined 1350 hours and served over 6000 patrons (paid and nonpaid) with Fitness, Instructional, Youth Leagues and Arts & dance programs at each facility. Registration for classes and leagues totaled 1216 with 3629 touches combined. Recreation facilities were rented 42 times achieving a rental attendance total of 1592 people. Daily attendance for the two skate parks totaled 356.
  - Athletics:
    - Athletic venues saw extraordinary activity during the month with daily usage from football leagues at Franz Ross, Oyster Creek and Carmalita fields, Soccer, Softball and Little League at North Charlotte Regional Park, Soccer at South County Regional Park, Softball at Harold Avenue and In Line Hockey at Tringali. In addition, the Tennis Courts at Harold Avenue, Franz Ross, Port Charlotte Beach Park and Spring Lake saw a return of their Adult Tennis Leagues.
  - Aquatic:
    - 3 Facilities were open a combined 703.5 hours and served 5607 patrons. 3465 Patrons spent 191 hours participating in programs such as water aerobics, swim practice and swimming lessons.
    - S. Cty Reg Park Pool hosted CC High School Swimming Championships 10/21/09. 101 swimmers from 3 high schools competed, approx 250 spectator’s watched H.S. win.
    - Oyster Creek Reg. Park Pool started Amphibious Boot Camp physical fitness prog with 6 registered participants.
    - Aquatic staff spent a combined 192 hours performing maintenance tasks and 194 hours performing In-Service training such as rescue skills, first aid and conditioning swimming.

## **Public Safety**

- Animal Control:
  - Met with IT to finalize ideas in creating a database through their SharePoint program. This will streamline our current paperwork processes reducing duplication of work, errors, and inefficiency.
  - 1<sup>st</sup> meeting with members of Animal Welfare League on negotiating terms for our contract renewal. Terms were presented that both sides initially agreed upon. This is now in the process of being submitted to Administration for review.
  - We conducted interviews in regards to an open Animal Control Officer position.
  - A.C.O., Reannon Juergensen nominated for Officer of the Year thru FI Animal Control Assoc.
- Emergency Management:

- Bulk of departmental activity, more than 50%, has been continued coordination with County Health Depart and the School Board in the planning and delivery of the vaccination program for the H1N1 Swine Flu. This effort has involved participation in weekly conference calls, planning meetings, accepting and storing the vaccine and strategy sessions designed to carry out the vaccination program at schools and public buildings throughout the remainder of the year.
- Tropics have shown a late season spurt of activity and at this writing we are dealing with what has become Hurricane Ida in the Caribbean. Most threats that have emerged were quelled by wind shear and dry air intrusion as the systems tried to cross the Atlantic Ocean. The focus over the last several weeks has shifted to the Gulf of Mexico and the Caribbean Sea.
- Director attended a pair of meetings in Orlando including State Director's Conf consisted of 6 workshops -conference was for Emergency Management Directors only and 60 of the 67 Directors were in attendance. Evening awards ceremony, instituted by the State Director, brought the announcement of numerous individual, corporate and program awards, and announcement of first Florida Emergency Management Hall of Fame inductees. Director was the only local official honored, and a former State Dir and a FEMA Administrator from Miami.
- Meeting to discuss the massive Babcock project by Kitson and partners was held in the Growth Management conference room. This was really just an update of previously discussed issues regarding Public Safety provisions during the early years of construction and occupancy.
- Director visited the recently reopened Gator Boys Camp in extreme NE Charlotte County (Farabee Road), to discuss emergency plans and procedures once they reach capacity of residents sometime next year. Camp recently staffed by a new Director and Program Coordinator, neither of which was familiar with Florida hazards and response to them. We will continue to work closely with them as they repopulate the 300-acre facility for at-risk boys from outside the area.
- Fire/EMS Department: At this time there is nothing to report.

### **Public Works**

- Manchester North Maintenance Dredge is 80% complete. The contractor dredged all of the Como Waterway, Christopher Waterway, Flamingo South and Knox Waterway and is proceeding with Flamingo North Waterway. As-built surveys are scheduled for the week of 10/12/09 to check and confirm progress. All remaining work associated with this project is scheduled for completion by mid-November, 2009.
- Hayward Channel Maintenance Dredge - Construction is scheduled to commence on October 15, 2009. Notice to mariners and the public have been initiated advising of boat ramp and channel closure due to construction. The dredge project is going to take place in conjunction with the ramp/parking improvement project scheduled to commence at the end of the maintenance dredge. The dredging portion of the contract is scheduled to be complete by December 22, 2009.
- Manasota Key Drainage Project Phases 1 and 2 went out to bid with a pre-bid date of October 22, 2009, and a bid opening of November 4, 2009. This project is to construct a series of ponds and culverts to eliminate flooding of roadways on Manasota Key.
- RS Construction has completed setting of the box culvert portion of the water control structure on the Sunset Waterway over Peachland Boulevard. The contractor was able to set the entire box culvert in one day. Construction of a weir and restoring the roadway will complete the project. Setting the box culvert was a major milestone of the project. This project is to replace twin 72" corrugated metal pipe (CMP) culverts with risers with a double 8'x10' box culvert and 38-foot weir. Work is anticipated for completion by December 2009.
- Greater Port Charlotte road crossing replacements and swale intersection conversions prior to paving continue. Converted Sagamore & Barrett Roads, Sagamore & Rockcraft Roads, and Rockaway & Jefferson Roads from swale to piped intersections. Replaced metal pipes at Wacker & Calumet Roads and at two locations at Singer & Keystone Roads as part of the South Gulf Cove Phase I Pipe Replacement.

- Aqui Esta Widening Project – The City of Punta Gorda and Charlotte County Fire Chiefs met to coordinate a plan to provide services while the Venice Canal Bridge is closed for replacement, from December 1, 2009, to June 2010. They reviewed the area's response history and developed a joint plan for the location of equipment and personnel during the bridge closure. The contractor for the Aqui Esta Drive Roadway Improvements project installed three drainage structures between Bal Harbor Boulevard and Purple Martin Drive, and one at Wisteria Place. The contractor also installed approximately 286 linear feet of concrete pipe between Bal Harbor Boulevard and Wisteria Place and 725 linear feet of underdrain on the north side of the project. Florida Power and Light continues to move their lines from the existing concrete poles to the new wood poles. When this process is completed, Comcast Cable will relocate their lines to the new wooden poles between Bal Harbor Boulevard and Magdalena Drive.
- Traffic signal inspections were performed at the intersection of Toledo Blade and Hillsborough Boulevards and roadway lighting inspections were performed along Toledo Blade as part of Toledo Blade Widening Project.
- The Lighting Division received 103 locate requests generating 43 actual locates being performed. Lighting Technicians responded to 29 trouble calls for repair or troubleshooting of traffic signals or school flashers and repaired 20 non-functional roadway lights on major roads throughout the County discovered during routine maintenance inspection.
- The Lighting Division continued work with FDOT to resolve outstanding issues on the Mega Sidewalk Project. They are still awaiting contractor's compliance.
- Lighting Division crews repaired three non-functioning roadway lights discovered along US 41 during routine maintenance inspection.
- A problem with traffic signal battery back-ups going into overload at various locations was diagnosed. Internally illuminated signs create excessive electrical draw on the uninterrupted power source (UPS). The signs were isolated from the UPS units thereby resolving the problem.
- Lighting crews installed yellow LED indications provided by FDOT at SR776/Toledo Blade and at the SR776 north entrance to Merchants Crossing. The indications were provided by FDOT to increase bulb life and decrease electrical energy consumption. This enables the uninterrupted power source (UPS) units on state roadways to run for longer periods during power interruptions.
- The Signing & Marking Section inspected 5,091 traffic signs, repaired 712 various traffic signs, fabricated 12 traffic signs, installed 3,462 raised pavement markers, striped 96,703 linear feet of roadway, applied herbicide to 2,022 road signs and road crossing pipes and inspected and performed maintenance on 139 marine markers and replaced one solar light. Installation of 190 roadway legends along with five signs for the Sheriff's Department was completed.
- The Metropolitan Planning Organization (MPO) approved the updated Transit Development Plan (TDP) at its Board Meeting held on October 12, 2009. The TDP provides for the necessary planning to facilitate the County's receipt of the required funds to operate the Charlotte County's Transit System. The draft will be presented to the BCC for consideration at their 11/10/09 meeting.
- The MPO staff has completed the scope of services to undertake the 2035 Long Range Transportation Plan (LRTP). The revisions have been approved by FDOT and are being submitted to the Federal Highway Administration (FHWA) for final approval. When approval is received the MPO's consultant will begin updating the LRTP. The document will identify the area's transportation needs and develop a prioritized plan to address them.
- MPO staff met with FDOT, consultants, City and County staff relative to the MPO's Hazard Mitigation Planning Project. This was the first attempt to determine the mitigation measures that should be employed to address the vulnerabilities of the area's transportation facilities to natural hazards. The purpose of the pilot project is to integrate hazard mitigation planning with long range transportation planning for the first time.
- The recently adopted Leadership Committee Recommendations of the 2010 Strategic Intermodal System (SIS) Plan Update was discussed at the Metropolitan Planning Organization Advisory Council of Florida that met in Orlando. The recommendations did not support the addition of the

Charlotte County Airport and Intermodal Facility to the SIS System. The update of the SIS Plan is to be completed in January 2010.

- Maintenance & Operations crews installed 144 feet of 19”X30” reinforced concrete pipe (RCP) complete with asphalt overlay at four swaled road crossings in advance of the paving operation at two locations on Stevensville Street and two locations on Hineline Avenue.
- Mowed the right-of-way on the south side of Kings Highway at Veterans Boulevard and the retention pond area and south side ditch on Veterans Boulevard at Loveland Boulevard.
- The Landscape Crew completed sidewalk maintenance on Quasar Boulevard, Loveland Boulevard, Taylor Road and Cooper Street.
- The Bridge Crew completed expansion joint replacements on three bridges in Rotonda. To date, 19 of the 22 bridges requiring expansion joint replacements have been completed.
- Flail mowers cut back brush on Midway Boulevard, Rock Creek Drive, Waterford Avenue, Alloway Street, Alexandria Avenue, Avila Street, Sheffield Lane, and Wilmington Boulevard.
- Major ditches north of S.R. 776 in Englewood East were cleared.
- Public Works hosted a kickoff meeting to discuss the Year 1 Sales Tax Sidewalk Project. Johnson Engineering Representatives held the meeting with representatives from Public Works, Risk Management, CCU, Building/Construction Services, Land Development, Lighting, Growth Management and the School Board. Preliminary survey data was presented and discussed to help the stakeholders determine placement of the sidewalks along the selected routes.
- Coral Creek Bridge Replacement Project - The contractor placed 280 cubic yards of concrete for the third deck pour. The concrete finish work is on-going for the sidewalk and curbing. The project is 57% finished and all work is scheduled for completion by October 2010.
- Maintenance & Operations crews performed line and grade work: 2,265 square feet (SF) on Bancroft Avenue and 1,565 SF on Navajo Lane in Greater Port Charlotte; 18,518 SF on Jones Loop Road; 8250 SF on Flintstone Street in Tropical Gulf Acres and 3,400 SF on Storke Avenue in Gulf Cove. They completed 14,200 sf of line and grade work on Calloway, Riley and Lambright Streets.
- The Maintenance & Operations Division installed 180 linear feet (LF) of replacement pipe at Madison Street and Harbour Drive in Harbour Heights and 168 LF of pipe ahead of the paving in South Gulf Cove. Concrete drainage pipes were delivered, cut, and prepared for six intersections in the Waldo/Theresa area. Sixty-four (64) linear feet of pipe was placed in South Gulf Cove ahead of the paving program.
- Maintenance crews converted two swale intersections in Greater Port Charlotte in advance of paving and installed 188 linear feet of guardrail on Grove Street in the Charlotte Ranchettes.
- Five projects were submitted to Florida Department of Transportation’s (FDOT) County Incentive Grant Program: Flamingo Resurfacing and Intersection Improvements - \$800,000; Kings Highway Resurfacing - \$2.195 million; S.R. 776 Pedestrian Bridge - \$3.5 million. Also included in the package was the City of Punta Gorda’s submission: Shreve Street Connector - \$236,500; and Carmalita Extension - \$600,000.
- Maintenance crews performed swale maintenance: 12,940 square feet (SF) on Jones Loop Road; 3,950 SF in the Coral Ridge area in the Punta Gorda Non-Urban MSBU; 2,200 SF on Roseway Terrace 2,160 SF on Bancroft, 4,800 SF on River Beach Drive in the Greater Port Charlotte MSBU; and 5,650 SF on Flintstone Street in Tropical Golf Acres. In addition, 61 pipes were cleaned throughout the county and 208 linear feet of pipe were installed in Harbour Heights.
- The Maintenance & Operations Division laid 3.5 tons of asphalt, repairing pot holes on various streets throughout the county, and 7.5 tons of asphalt replacing two drives on South Fairway Drive in Punta Gorda Non-Urban (PGNU), three quarters of a ton of asphalt was laid for an open road cut repair on Gussie Street in PGNU.
- Maintenance crews replaced 63 linear feet (LF) of guardrail at the end of Midway Boulevard and 100 feet of guardrail on Suncoast Boulevard. Over 59,700 cubic yards of brush was cut throughout the county using the flail mower.

- A contract for three water control structures on Midway Boulevard was awarded to Peter A. Basile Sons, Inc. for \$1,904,448.58 This project will replace dilapidated structures while upsizing them to make drainage improvements.
- Responses to the second round of Florida Department of Environmental Protection's (FDEP) request for additional information on the Rotonda Weir project was submitted. This project is to replace two failing weir structures on each end of the Rotonda River. This project will also relocate the weirs from outside the boundaries of State lands to within the right-of-way of the Rotonda River. A permit to complete this work is expected soon.
- The Federal Highway Administration requested that the projected Piper Road intersection be moved west allowing alignment with a new exit from the I-75 North rest area property. FDOT has agreed in concept to pay for the redesign, re-permitting, and right-of-way cost of the realignment. A meeting will be held with the property owner to gauge willingness to swap property for the new alignment. The County will continue the bidding process for the Piper Road project with a separate Notice to Proceed for the new alignment section. If there is agreement and the new alignment can be construction-ready within 12 months, the County could accommodate the re-alignment request. The project cannot be delayed for re-design, re-permit, and purchase of additional right-of-way.
- Toledo Blade Widening - All street luminaries have been installed and all final dressing has been completed in preparation for placing the final layer of asphalt on the roadway. Soon after the new asphalt is placed and the traffic striping is applied, the roadway will be opened to the full four lanes of traffic. The completion date for the entire project from, US 41 to I-75, is December 17, 2009.
- Public Works Engineering Inspectors met with the Engineer of Record for the Charlotte Commons Shopping Center project, a multi-use shopping and office complex located at the Kings Highway, Veterans Boulevard and Peachland Boulevard crossroads, to discuss street lighting issues.

## **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
  - Chaired the FACVB Board of Directors meeting which was held at the Sheraton 4 Points
  - Attended FI Assoc of CVB's Annual Meeting which VCB hosted at Sheraton 4 Points and CH Event Ctr. Variety of tourism industry issues discussed including economic impact, tourism tax, internet room tax, offshore drilling. Received appreciation plaque for year of service as Chairman
  - Met with representative of FSU to discuss potential sport marketing partnerships
  - Held conference call with Miles Media rep's on production issues related to 2010 Visitor's Guide
  - Reviewed and approved all purchase requisitions, invoices and check and travel requests
  - Attended monthly Chamber of Commerce Gov't Affairs meeting -provided update on Visitor Bureau programs and initiatives.
  - Edited and approved all media releases, ePromotions and advertising
  - Met representative of hotel developer researching potential hotel location near the sports park
  - Participated in opening reception for S. East Press Association's Annual Conf hosted by VCB 10/7-10<sup>th</sup>. Welcomed 150 outdoor journalists, conservationists and corporate members; Charlotte County selected as host site for annual conference in '07 following a competitive and rigorous bid process. VCB worked over a year on logistics for conference including meals, exhibitor/seminar site selection, transportation, permitting, & equipment rentals. Field trips -more than 20 individual familiarization tours with area tourism partners coordinated by bureau staff.
  - Held staff meeting on a variety of operational, budget, marketing and planning issues
  - Met with photographer who has an outstanding portfolio of nature and wildlife shots to discuss potential purchase for marketing and promotional usage
  - Met with VCB sports marketing manager concerning prospective baseball tournament negotiations and Redfish Cup issues

- Attended the planning meeting of the newly formed Charlotte Harbor Hospitality Association which will provide assistance and support for the industry and VCB efforts; Officers were elected and the name was adopted
- Met with bureau marketing manager for update on all pending advertising and promotional issues
- Attended Arts & Humanities Board Meeting as tourism liaison and reported on tourism issues and partnership and promotional opportunities
- Made marketing presentation for the Annual Tourism Expo hosted by the Englewood-Cape Haze Chamber of Commerce
- Attended Team Punta Gorda Advisory Council planning session
- Attended the debut reception of the new Harbor Lady dinner boat at Fishermen's Village
- Conducted a WGPU radio interview on the winter tourism outlook
- Held update session with Public Relations and Marketing managers
- Participated in annual performance appraisal with County Administrator
- Communications & Marketing:
  - During October, print advertising targeting the leisure travel industry appeared in VISIT FLORIDA's in-state and out-of-state *USA Today* newspaper inserts in more than 60 markets, and a special vacation giveaway promotion appeared in *Southern Living* magazine.
  - During October, internet advertising targeting the leisure travel industry appeared on [www.TravellInformation.com](http://www.TravellInformation.com), [www.TravelFreeGuides.com](http://www.TravelFreeGuides.com) and [www.GordonsGuide.com](http://www.GordonsGuide.com)
  - Interacted with advertising agency on a daily basis addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
  - Worked with agency to provide ROI indicators for the ECONomical Summer Escapes campaign; also assembled final Welcome bags and voucher packets, and delivered to hotels
  - Provided additional direction to agency for new FY10 creative campaign
  - Met with the 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
  - Continued to seek out new local tourism partners/products to be included in the Visitor Guide and on the Web site
  - Created/Established a variety of VCB social media accounts for the purposes of content syndication including Google, YouTube, Yahoo, Flickr
  - Provided regular posts and updates to VCB's Facebook page
  - Rotated and updated feature spots on [www.CharlotteHarborTravel.com](http://www.CharlotteHarborTravel.com) home page
  - Continued committee work in developing a recommended County-wide social media policy
  - Worked with representatives of the Florida Air Show to begin transitioning the graphic files in order for the VCB to provide graphic design support for the 2010 event
  - Acted as VCB liaison between agency representing Springfield (IL) Airport/Direct Air and local tourism partners to support Springfield flight and vacation promotions
  - Wrote and distributed 'Have You Heard', monthly e-news for local tourism partners
  - Provided promotional and presentation support for the Annual Tourism Expo hosted by the Englewood-Cape Haze Chamber of Commerce
  - Produced Bring Your Meeting Home deeds to be presented at BCC meeting
  - Preflight and sent Charlotte Currents, VCB's quarterly newsletter for printing and distribution
  - Responded to PR/Media image requests to include representatives of Sarasota Magazine, The News-Press, Amicus Publishing, and Journal & Topics Newspapers
  - Compiled monthly Return On Investment (ROI) reports, and reviewed existing programs to assess performance and ascertain needed improvements/enhancements for the next fiscal year
  - Attended a variety of meetings/events to include SEOPA Conference activities, Air Show Board Meeting, meeting with Dallas Sheppard Photography, Englewood Tourism Development Committee, meetings with agency, and staff meetings
- Public Relations:
  - Gathered, wrote and submitted content: weekly for the County Administrator; monthly for the Southwest Florida Parrot.
  - Distributed Two Media Releases Written in September:

- “Kingdom Women Conference 2009 Scheduled for Oct. 16 – 18 at the Best Western, Punta Gorda, Florida”
- “World Renowned The King’s Singers to Perform in Charlotte Harbor & the Gulf Islands Nov. 11, 2009”
- Wrote and Distributed One Media Advisory:
- “Southeastern Outdoor Press Association Holding Annual Conference in Charlotte Harbor & the Gulf Islands”
- Drafted Release for November Distribution:
- “Two Charlotte County Residents Each Awarded Acre-Foot of Charlotte Harbor for Bringing Meeting Home”
- Researched and fulfilled 7 editorial leads for regional and national print and online publications.
- Coordinated radio interview for Becky Bovell with WGCU and reached out to Canadian radio station CJCS for another potential interview on things to do in Charlotte Harbor & the Gulf Islands during the winter.
- Southeastern Outdoor Press Association (SEOPA)
- Group held conference Oct. 7 – 10 at the Best Western Waterfront and Charlotte Harbor Event & Conference Center;
- Estimated attendance 170 plus guests;
- Finalized event details prior and after including itinerary, pre-con meeting, invoicing, locating portable PA system, and logistics;
- Some immediate results:
  - San Marcos Record, San Marcos, Texas [http://www.sanmarcosrecord.com/sports/local\\_story\\_295120308.html](http://www.sanmarcosrecord.com/sports/local_story_295120308.html)
  - The Free Lance-Star, Fredericksburg, Va. <http://fredericksburg.com/News/FLS/2009/102009/10152009/500860/index.html?page=1>
  - The Women’s Outdoor Wire <http://www.womensoutdoorwire.com/blogs/outdoorscene/?p=157>
- Media Planning: Began itinerary planning for the following travel writers who requested visits:
- Terri Noel – Nov. TBD. Writes for Springfield Scene and the request has been made by the ad agency for the Abraham Lincoln Capital Airport due to the new nonstop flights offered by Direct Air from Springfield, Illinois, to the Charlotte County Airport.
- Bruce Vittner – Nov. 19 – 22. Writes for Ocean State Golf magazine (print and online) in New England. Airfare provided by Direct Air (Worcester, Mass.), spending 10 days in Florida.
- Rose Dekary – Jan. 8 – 10, 2010. Writes for Family Times Magazine, met during Ocala desk side visits in Aug.
- Additional Activity:
  - 10/14 Meeting with SMITH Advertising to review Public Relations plan for FY2009/2010;
  - 10/22 Presented on Social Media: Investing without Over Investing during the Englewood Cape Haze Chamber of Commerce Second Annual Tourism Development Conference;
  - 10/28 Participated on “Making Social Media Work in the Travel and Tourism Business” panel for the South Florida Chapter of Hospitality Sales & Marketing International (HSMIAI).
  - Liaison between WBIR Knoxville February winners and host hotel during visit.
  - September activity from Smith PR
  - Placements in 13 publications – electronic and print. Highlights:
    - Chris Sherman’s story on Charlotte Harbor & the Gulf Islands ran in the September issue of *Florida Trend*. Coverage was extremely positive; result of visit earlier this summer: [http://www.floridatrend.com/industry\\_article.asp?cName=Lifestyle&cID=C&aID=51593](http://www.floridatrend.com/industry_article.asp?cName=Lifestyle&cID=C&aID=51593)
    - Joe Teskie of 52Perfectdays.com wrote a glowing report of his trip to Charlotte Harbor, including the condo at Conch Out Vacations, which was posted over the weekend of Sept 26; result of visit in August <http://www.52perfectdays.com/articles/eco-discovery-port-charlotte>

- Pitched and responded to editorial requests to 8 media outlets on topics including what's new (i.e.: Laishley Crab House), pet travel, getaways in warm-weather destinations, Holidays on the Harbor, and affordable destinations.
- Drafted press releases for: 2009 edition of the "Holidays on the Harbor" and SMITH "Top Ten Things to do in Charlotte Harbor & the Gulf Islands" for October distribution;
- Distributed releases issued by the VCB;
- Held Sept. 8 conference call with VCB Staff on the following topics:
  - Holidays on the Harbor press release: requested hotel packages and new photography, if available.
  - Discussed "Top 10 Things to do in Charlotte Harbor;"
  - Upcoming VISIT FLORIDA opportunities: SMITH will handle submission of outdoors and Eco-Travel related destinations in Florida.
  - Discussed visits by *Family Times* and *Ocala Magazine*: J. Huber to provide both with possible things to do; once they have identified top picks, SMITH and J. Huber to divide partner outreach.
- Held creative session for 2010 press release topics on September 29 and a second session on 2010 FAMS.
- Sales & Sports Marketing:
  - Attended the Florida Association of Convention and Visitor Bureau's annual meeting held at the Charlotte Harbor Event & Conference Center where a variety of industry topics were discussed as well as the overall status of tourism throughout the State of Florida
  - Submitted a grant request to the Florida Sports Foundation requesting funds to help offset operational and marketing costs of the Snowbird Baseball Classic which is in its second year of operation and striving to expand its base of participation
  - Submitted a housing lead for the Triple Crown Baseball Independence Day Shootout tournament, compiled the responses, and provided this information to the event organizer to be posted to the Triple Crown Baseball website as well as emailed to all teams upon registration
  - Submitted meetings-related descriptive copy to the Florida Society of Association Executives which will be published in their November/December issue of Source, a publication FSAE distributes to their membership of meeting planners, suppliers, and vendors
  - Participated in the Southeast Outdoor Press Association pre-conference meeting to discuss the logistics and other last minute details relating to the event
  - Supervised the transportation logistics for the Wednesday night dinner function of the Southeast Outdoor Press Association Conference
  - Participated in conference calls with 6 SMG facilities to discuss our cooperative strategy for attending the Rejuvenate Marketplace Conference and Trade Show including the identification of specific organizations we wanted to target for one-on-one appointments
  - Participated in the TEAM Punta Gorda Bicycle Event Committee meeting to provide input on hotel rates, public relations, and other tourism-related items
  - Solicited quotes from local/regional transportation companies to transport participants of the Florida Encounter meeting planner familiarization tour which will expose these pre-qualified planners to a variety of meeting venues, lodging properties, and attractions throughout Charlotte County on November 18-19, 2009
  - Attended the Travel, Events, and Management in Sports Conference & Expo in New Orleans, LA to meet one-on-one with over 20 sports event organizers as well as attend a variety of educational sessions and networking functions. Followed up with several event organizers that expressed interest in our destination including Youth Basketball of America, USA Canoe/Kayak, Amateur Athletic Union, US Youth Soccer, and the Firefighter Combat Challenge
  - Attended the Rejuvenate Marketplace Conference & Trade Show to raise awareness of the Charlotte Harbor Event & Conference Center and other County venues as viable meetings destination for the faith-based meetings market. Gathered information/meeting specifications from over two dozen meeting planners during one-on-one scheduled appointment sessions

## Utilities

### • Engineering Services:

- Major Work Orders: 79 developer project inspections; 352 CIP inspections; 11 start-up inspections; 11 LPS mandatory re-inspections; FEMA Trench Safety 7 employees @ 1 day; Jury Duty – 1 employee; 5 developer agreements prepared; 234 active developer projects; 2 closed projects; 4 active line extension projects; 3 applications received; 1 agreements sent; 4 closed projects; 2 new set of plans received; 2 revised set of plans submitted for approval; 89 residential service availability letters prepared; 5 commercial service availability letters prepared; 60 water and sewer services field verified; 839 locates processed from Sunshine State One; 18 residential service applications processed; 6 permits received; 3 permit approved by CCU for FDEP submittal; 6 record/as built drawing reviewed; 28 large area intersections locates.

### • Operations Division:

- Treatment Facilities:
- Reuse Ordinance: Line tap installed in West County while performing repair to existing system -tap in preparation for prospective new reuse customer. Pump upgrades at West Port WRF should be completed by the end of November.
- Personnel: John Thompson has been promoted to the position of West Port WRF Chief Operator. Applicants are being interviewed for the vacated East Port Lead Operator position.
- Water Distribution:
- Distribution System: Completed 7 new service line installations; repaired 95 line breaks; exercised 34 system valves; maintained and flow tested 66 hydrants for system maint; changed out 5 galvanized service lines as system maint; responded to 17 water quality calls; serviced all vehicles at Fleet that required maint; tested 4 compound meters for accuracy; moved 20 meters in Maple Leaf from the home to the r/w; replaced 3 broken valves and installed 2 new valves in the Gulf Cove; both valve exercisers failed this month and the manufacturer repaired 1 and replaced the other at no cost to the Utility.
- Training: 3 employees attended a documenting discipline class; 5 employees attended forklift recertification; 2 employees received competent person training and 18 others renewed this certification; held 3 CPR and 1 First Aid class in-house to train 34 employees.
- Personnel: 1 employee is out on long term injury pending exhaustion of FMLA.
- Booster Stations: #2 (Golf Course) remains out of service. The contractor remains on-site during the upgrade; #3 (Gulf Cove) performed prev maint; contractor continues with the upgrade process; staff rebuilt the fill valve and installed a new solenoid. ADF was 2.696 MGD. #4 (Walenda) performed prev maint; contractor remains on-site for upgrade; staff repaired a leak in the chlorine feed line; found the Walenda fill valve to be causing unusual distribution system readings throughout the entire system and causing problems throughout the water authority to Sarasota Cnty. The manufacturer's rep has resolved the issues. ADF was 4.255 MGD. #6 (Rotonda) performed monthly prev maint; relocated generator from Burnt Store is installed and in operation; staff replaced the bleach feed line; ADF was 2.357 MGD. #7 (Ingraham Injection Station) site is operating normally. ADF was 125,619 GPD. #8 (Englewood Interconnect) is currently shut down, but is ready to return to service when needed. Average flow across the Myakka River Bridge is 3.3 MGD.
- Sampling: Monthly compliance samples have been completed.
- Boil Water Notices: 6 boil water notifications were processed.
- Wastewater Collection:
- Gravity Force Mains: Repaired 4 force main breaks; inspected 64 manholes; exercised 23 and replaced 6 sewer valves; poured 14 valve pads; repaired/installed 2 manhole risers; repaired 5 service laterals; performed 2 confined space entries for repairs.
- Lift Stations: Performed 315 prev maint work orders; performed 83 corrective maint work orders which included check valve cleaning, pump deragging and wet well cleaning; repaired 3 air inductors and 70' of galvanized air line in Burnt Store Village; repaired 4 pumps in-house; sent 2 pumps to outside vendor for repair; installed new MCC and support structure at LS 818;

completed 5 confined space entries; met with FPL for Energy Consumption Audit on LS 65, 37 and 99.

- Business Services:

- IVR: The IVR project was implemented on 9/1, and 1,935 payments were processed through this venue. This represents 57% 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: Mass notification of customers who are in imminent danger of having their services disrupted for non-payment began on 10/13. Since that date, 677 calls have been made to customers facing imminent shut-off for non-payment. We will be tracking the impact this feature has on shut-off for non-payment service orders.
- Electronic Bill: The 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 are still exploring vendors to provide the electronic bill software.
- BCS Liaison: There were 12 meter inspections performed. Of the 12 inspections, 10 passed and 2 failed; customers were notified. Upon investigation of permits, we found all permits for CCU wastewater connection were in order.
- EZ Pay: 13,120 bills were processed. Transaction break down is as follows: 3,619 one-time pays, 6,145 recurring payments and 3,356 payments through Customer Service Reps. There were 136 returned items; 65 for insufficient funds and 71 for invalid bank number.
- AMR Replacement: 15 Orion AMR transponders were installed. Of the 25,196 customers with AMR transponders 4,590 have ITRONs and 20,606 have Orion. The 25,196 represents 45.15% of our customer base with AMR meters.
- Customer Service: Received 15,012 phone calls (30% higher than last year's average monthly calls). Grade of service was 82.5%. The total # of walk-ins to the lobby was 1,485. There were 16 new service requests representing \$76,777. in connection fees.
- Meter Services: Installed 24 new meters (existing lines); 55,564 meters were manually read; 175 were skipped (less than .1% of all reads) and 66 were misread (less than .1%); 3,304 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections:
- Delinquencies: 816 accounts were shut-off for non-payment. Reconnection revenue (meter was turned off) collected was \$34,615. penalty revenue was \$67,892.61. and premise visit revenue (payment was made before shut-off occurred) was \$1,360. Total delinquency revenue: \$103,868. FY-YTD 09 total: \$103,868.
- Returned Checks: Revenue was \$4,220. FY-YTD 09 total: \$4,220.
- Tampering: There were 55 meter tampering occurrences for total revenue of \$3,550.; FY-YTD 09 total: \$3,550.
- Overtime: \$1,890. was collected for overtime and \$195.91 was expended.
- Liens: There were 129 liens filed addressing balances at the time of filing of \$26,545. There were 88 liens released for a total of \$68,266.
- Bad Debt: There were 28 accounts sent to bad debt this month for a total of \$3,484. or an average balance of \$124. A total of \$696. was collected from bad debt activities: \$359. by collection company and \$337. by CCU.
- Community Outreach: No activity.
- Real Estate: No activity.
- Enforcement: SWFWMD has changed its watering restrictions to a modified Stage 2. Stage 2 no longer requires us to notify customers of high consumption over 15K a month so we have ceased this activity. A draft of the Year Round/Emergency Water ordinance has been delivered to County Attorney's office for review. There were 21 unauthorized use 1st offense violations for a total of \$5,250. in net misc unauthorized use fees.

- 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: A conference call was held on 10/7 with Sarasota to review their policies to 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: Toilet Rebate Program began new funding for FY09/10 for residential toilet rebates with matching funds from CCU and SWFWMD; Update lobby displays in Murdock and East Port Environmental Campus regarding water conservation; SWFWMD modified Ph III watering restrictions and extended the term of order to 10/31; Info on the Nov Green Futures Expo and Energy Options Conference is available on the CCU web page; CCU will have a booth at the Green Futures Expo. Showerhead Exchange Program will be offered at event. Planning stage for Open House at Burnt Store RO Water Treatment Plant scheduled for January 2010.
  - Safety & Security: CCU Workplace Safety Committee inspected Central County Lift Stations; Reviewed accidents for Sep and October at meeting; Conducted in house training on lockout tag out, this was our first session we will present enough session to bring all Utility staff up to date.
  - Security: IT working on their portion of the Vulnerability Assessment for inclusion into utility VSAT; Reviewing Water Security Issues daily.
  - Miscellaneous: Conducted site visit for electrical audit being conducted by FPL at Utility site that been identified a large users.
  - Human Resources: Total positions: 202 (Finance removed); Vacancies: 5; Recruiting: Director & Lead Plant Operator; Frozen: 2 Maint Mechanics & 1 Engineering Inspector; SBP processed: 8.
- Administration:
  - Sun River Utilities: Design and Permitting to construct the Ph 1 Pipeline from Wal Mart Distribution Center to Punta Gorda's WTP is finished. No request to enter Charlotte County's jurisdiction to construct said pipeline has been received. Multi-party Agreement for Sun River to construct a 20" pipeline extension from the Wal Mart Distribution Center in DeSoto County to Charlotte County, ending near Palm Shores Blvd is still pending.
  - Punta Gorda Interconnect: County denied Authority the consent to enter Charlotte County's jurisdiction to construct the Ph 1A Pipeline.
  - Burnt Store Area Expansion: No change in status of proposal to initiate a Home Rule Assessment Area for the Burnt Store development community.
  - PRMRWSA: As of 10/26 the Authority reported 362 days of combined water storage remaining in the reservoir and Aquifer Storage and Recovery wells (ASR). At the beginning of the month 127.80 cfs of running water was available from the Peace River, but the flow slowed to approximately 30.72 cfs, or 19.86 MG by month end to divert to facility storage; the Authority was taking average withdrawals of 38 MG/day. Average customer demands were approximately 16.17 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, with the exception of Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5) contaminant levels, caused by high loads of natural organics in the raw water entering into the treatment process.
  - WO#6: Booster and Storage Sites (Contract 2): Data Flow Systems is coordinating installation of the notch filters with Ops staff. Once installed, the SCADA system will be tested to see if the communication problem is corrected.
  - WO#7: Production and Monitoring Wells: The 24 hr APT was successfully performed on RO Well 16 and Malcom Pirnie has advised that the well appears to have been constructed as intended and is performing as expected. The APT test for RO Well 15 was conducted and the well is producing more than the required production rate, but it did not perform as expected. The well will be cleaned out, re-acidized and re-developed after which a specific capacity test will be

performed. All underground construction for monitoring wells MW-1, 2 & 3 is complete and the transducers have been installed. All work for the monitoring wells should be completed next month.

- Plant Expansion: The new RO plant continues to produce approximately 380,000 gal/day of potable water. Major work activities for October were: a) painting of piping systems, b) paving per the original contract, c) installation of fiber conduit to wells, d) disinfected ground storage tank B, and e) site restoration.
- Generator Set: The generator is now the backup power for all Burnt Store Plant functions except the waste treatment plant.
- Operations Building: Complete and operational.
- WWRP Expansion: Rerating of the facility is being evaluated in order to increase capacity while delaying major capital expenditures.
- WO#7: The final TM #1 report which provided a review of the Water Geodatabase was submitted on 10/2. JE has established the boundary conditions and is preparing a draft of TM # 2 which should be delivered the 1st wk of Nov. The 1st draft of TM #3 discusses demand allocation was submitted for review on 10/30. A preliminary simulation of the Rot Villas/Springs water distribution system design was run and all pressure and flows at fire hydrants met Cnty requirements. An additional simulation will be run once the model is fully calibrated.
- WO#28: The Rotonda WRF continues to perform well and to produce effluent that is well below the reject parameters set by FDEP. FDEP released the last 3 systems to be put into service contingent upon getting a Drain Seal Cover for the storm basin that is close to the RAS/WAS load out station. The Drain Seal Cover has been received and is available for use.
- WO#29: Walenda: The chemical feed system has been installed other than final connections due to delivery delay on parts. Site work is progressing.
- Golf Course: The building structure is complete. Work continues on the internal wiring, piping and related items. Site work is progressing. Work on the water reservoir is progressing with pressure washing next.
- Gulf Cove: Chemical feed system is complete other than final connections due to delivery delay on parts. Piping system has been completed. Site improvements are in process.
- WO#32: The method for replacing the existing air-lift pump stations are being reviewed prior to the bidding process. Alternative bids are being considered to obtain cost comparisons of options. Final plans and specs should be completed in the near future.
- WO#39: Deep Injection Well: Tech specs and related docs have been sent to Purchasing for bidding. Modifications are being made prior to posting.
- Rehabilitation of the Headworks: The pre-con meeting was held 10/28 with TLC Diversified. TLC provided Purchasing with bond and insurance certificates and provided a project schedule to CCU. The first engineering submittals will be submitted in mid December 2009, and it is expected that construction activities will commence sometime in June 2010. Contractor is scheduled to commence work on the project on 12/28/09.
- East Port Ops Bldg: Construction work is progressing well and on schedule for the new operations building.
- WO#44: 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: These projects are completed other than minor restoration punch-list items. Record drawings need to be completed for the Butterford WW crossing only.
- WO#9: Rotonda Villas & Springs: The const contract was awarded to General Contracting Serv in the amount of \$6.975M on 10/13. A pre-com conf was held with the contractor on 10/15. A scheduling meeting was held on 10/21 to discuss dividing the work into 4 sections and a 'partnering' meeting was held on 10/23 to acquaint CCU staff with the contractor's material supplier, surveyor, and construction foremen. On 10/28 CCU acknowledged receipt of the const schedule and the NTP was issued by Purchasing. The contractor has made submittals on material and some of the equip for the lift stations. Submittals for the Odor Control Units and

Emergency Generators were not according to the specs and were rejected. The application to the FDEP to construct the water distribution system was submitted on 10/26 with a subsequent submission made on 10/30 as a result of comments made by the FDEP. A permit for the 5 subaqueous crossings was issued by the ACOE on 10/7 and by the FDEP on 10/14. A Scope of Work and Fee for Stantec CEI services to be provided for the lift stations was approved and a PO was issued on 10/23.

- WO#53: Rotonda Sands & Meadows: Sands: All piping has been installed and tested. Restoration of disturbed areas is continuing with completion in the next few wks. Control panel modifications for the LS are in process awaiting delivery of the new panel.
- Meadows: All piping should be completed in the next few wks. Restoration of the disturbed areas is ongoing and is to be completed shortly thereafter. Control panel modifications for the LS are in process awaiting delivery of the new panel.
- WO#42 & 59: Lift Station Rehabs: 313 & 321 - Stantec cont to work on the final design.
- 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.
- 801 – LS is 100% complete. As-builts are being completed. Permit for operation to FDEP is pending removal of consent order for the Rotonda WRF by FDEP.
- 84 – Ops completing the upgrading of LS in-house.
- 855 – Ops completing the upgrading of LS in-house.
- WO#60: Babcock Ranch: RAI # 7 has been received from SFWMD. Two items are listed in this RAI # 7. A meeting was held to discuss responses.
- Control Structures: Sunset & Lionheart WW: RS Const completed directional drilling of the new water/sewer mains at both locations. The package lift station submittal at the Lionheart W/W was approved and CCU is awaiting the installation.
- Rotonda Weirs: CCU is waiting for PW to submit to Purchasing for construction.
- Lionheart WW @ Quesada, Sunset WW @Kenilworth, Dorchester WW @ Peachland, Morningstar WW @ Peachland: CCU continues to coordinate and meet with Johnson Engineering to insure that the water and sewer issues with this project are completely resolved before construction begins. CCU is waiting for the final plans to be submitted.
- Spring Lake Park LS: The contractor has completed installing the underground electric service from Lakeview Blvd to the lift station. Underground water/sewer services have been completed, also. The package LS has been delivered and the contractor began installation. FPL has completed installing the new utility pole and junction box for this project.
- Cape Haze Bridge: FDOT has awarded this project to Zep Const on 10/20 and a pre-con meeting is scheduled for 11/9 to be held at the FDOT Ops office in Cape Coral. This project is being funded through the Fed Stimulus Pkg and will be administered through FDOT with CCU and PW overseeing.
- Sidewalks: Johnson Engineering continues to hold meetings with CCU and PW staff gathering all info necessary to provide complete 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: FDEP permits for this portion of Ph I was obtained by CCU for the Yale, Elkcam and Niagara W/Ws. This portion of the project was bid and Peter A. Basil was the low bidder and awaiting approval. CCU is currently reviewing the 100% roadway Ph I utility plans (from Elkcam to Birchcrest Blvd) by Giffels Webster Engineering. Meetings are scheduled with PW and GWE to finalize the plans and specs to be submitted to Purchasing. The Fordham WW plans are being finalized to address gravity sewer relocation/lift station utility issues.
- WO#70: The RFP for const services was approved and Purchasing initiated advertisement of the RFP the last wk of October.

- 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 in near future.
- 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.