

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

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments
- Impact Fee Report updated and distributed.
- Gathered information and analysis for Budget Workshop – Jan 7
- Department of Juvenile Justice (DJJ) – Working with Sheriff Office to develop a process for reviewing juvenile list for reconciliation of payments.
- Updated State unfunded mandate report and submitted to administration.
- Created EDEN Budget documents in preparation for EDEN Refresher Training.
- Updated Vehicle Replacement Database, it can now accommodate multiple users for a single record.
- Updated budget information and graphs for CIE document.
- Updating and proof reading information for Function Book.
- Continue to reconcile FEMA projects – Carmalita group.
- Updating Organizational Charts for Budget Process and Function Book.
- Updating Performance Based Budget forms for upcoming budget process.
- Processed Position budget reports and sent to departments for updating of positions.

Fiscal Services Division

- Public Safety Department:
 - Received the 4th quarter reimbursement amount of \$7,868.50 from the FL Division of Emergency Management for the FY08/09 (EMPA) Emergency Mgmt Preparedness Assistance grant.
 - Received an Award Letter from the Division of Emergency Management for grant funds in the amount of \$29,000 under the FY09 State Homeland Security Grant Program. The Acceptance form will be put on the Jan 26 BCC agenda for approval. The funds, if accepted by the BCC, are 100% funding and require no County match and will allow for the Delivery of Position ICS (Incident Command System) Training and also conduct training exercises. NOTE: this is an update, changing from Jan 12 to Jan 26 BCC Meeting date.
- Facilities/Parks & Recreation Cultural/Resources/Building Construction Serv./Growth Mgt:
 - Provided FEMA support to the Budget Office in completing the closeout of approximately 17 Public Works projects and 4 Carmelita projects.
 - Initiated consolidation of electricity billing w/FPL. First Master summary billing expected January.
 - Provided data to Energy Coordinator to support grant application.
 - Invoiced Ripkins for 2010 Q1 billing per contract.
 - Completed 2010 budget templates for department managers to populate in preparation of 2011 budget process.
 - Provided financial support for Grounds maintenance contract and various smaller volume contracts.
 - Provided financial support for the new Alarm monitoring contract. Support includes initiating county wide RFQ and development of tracking spreadsheet and coordinating exchange of information to new vendor.
 - Updated State required breakout of Commercial and Residential Impact Fees collected for November.
 - Assisted in the implementation of Accela.
 - BCS had 14 SFH permit issued for the month of December.

- Public Works:
 - December 2009 PW Finance:
 - Received following for grant reimbursements & joint project agreements: Total \$189,198.97.
 - \$147,110.99 from FDOT for Aqui Esta road construction and management.
 - \$ 42,087.98 from the City of Punta Gorda for Aqui Esta utility construction.
 - Invoiced for the following:
 - \$163,080.20 to FDOT for Aqui Esta road construction
 - \$32,031.97 to the City of Punta Gorda for Aqui Esta utility work
 - \$10,290.14 to the City of Punta Gorda for their portion of Aqui Esta road construction.
 - \$18,821.26 City of NorthPort their portion of Apollo WW drainage control construction
 - Developed a process and trained the PW divisions related to the new automated VISA procurement card that will enable the Fiscal Services Division to audit purchases and account numbers assigned to maximize the use of the WORKS software to store receipts electronically. PW Finance shared their process with Purchasing in case they wanted to use a similar process county-wide.
- Human Services:
 - Gathering data requested for the upcoming SHIP Housing Audit by First Housing.
 - Completed and submitted Close-Out report on Veterans Services Stand Down Grant to Department of Labor.
 - The Route Match representative was at Transit to listen to the software needs of both the program and the fiscal staff. Route Match is the Transit software system that has experienced many issues in years past. An upgrade to the software is now available and is being reviewed by staff. Funding issues as well as reporting and grant compliance issues are all being looked at for software needs.
 - The Single State Auditors have picked two Human Service grants for further review during the county Audit. Staff is collecting the information requested by the auditors.
 - Received word this week that Florida Housing from the State will be coming here soon to do a full audit of our housing programs. We were expecting a desk review and now it is a full on-site audit.
 - Met with Housing Corp. of Charlotte County to address housing issues and spending allocations.
 - Worked with Financial Services Division (Formally Social Services Division) of Human Services to reallocate funds among client services in the Low Income and Home Energy Assistance Grant. Also shifted administrative funding to accommodate program needs.
 - Received the first revenue payments on the Byrne DJJ Grants. Working with Finance to ensure that all receipts are deposited to the proper accounts and all ARRA funds are all properly accounted for on both the expense and revenue sides.
- CCU/EES:
 - Reviewed Peace River Phase 1A agreement.
 - Held budget meetings and sent budget packages to CCU for initial gathering of information.
 - Updated '08 Annual report to '09 numbers; sent out drafts for CCU departments to update.
 - Worked with EES to estimate cost savings and efficiencies
 - Completed cash flows for all CCU and EES funds for 2010
 - Finalized grant requisitions for Charlotte Harbor CDBG final invoice
 - Continued conversion and training for WORKS program for end users in CCU and EES.
 - Reviewed prime rate history; checked CCU loan rate in accordance to Mandatory Ord requirements.
- I.T.
 - New Digital Plat Books –newly designed half-section plat books have been created to be automatically updated through using GIS data. This will reduce the amount of time to keep the maps up-to-date in that it replaces countless hours of inking Mylar maps by hand.
 - Banner E-Bill – Split Billing – The ability to split the billing into 2 separate files, print or no print is complete. The next step is to talk with CCU about how to allow people to sign up and how to present an online bill to them.

- "Charlotte's Web" Employee Website Successfully Moved - The Charlotte's Web website was successfully moved off of the legacy web server to the new production web server. This will result in greater stability and user availability.
- Charlotte County Employee Phone Book Automation - The internal BCC phone book is now automated to come directly from the Active Directory information (where the individual county login information is stored). This has resulted in more accurate and up-to-date information to be disseminated to County Board staff. This is the completion of the first step in creating a comprehensive phone directory for all of County Government.
- Animal Control Support – IT has donated three days of an IT Applications Support Technician's time to Animal Control in an effort to help Animal Control input animal tag information which has fallen drastically behind. This is to help implement a new Animal Vaccine Tag system for Animal Control. Until the data is entered, normalized and verified, the new program cannot be implemented. This effort will allow IT and Animal Control to implement the new Tag solution along with replacements for their antiquated Bite Tracking and Incident Reporting systems.
- CCGIS Web Server Upgrade – The server that hosts the CCGIS mapping website was upgraded this past week. Not only does this bring the host software (ArcIMS) to the latest revision it also allows for communication to our ArcGIS Server software. This bridge in communication will allow greater flexibility and performance for the future interactive mapping site that is in development.
- GIS Parcel Rework - GIS spent the last several weeks redrafting recorded plats in section 5b-4 using coordinate geometry in order to drastically increase the accuracy. This area was originally drafted without the aid of aerial photography which included a lot of guesswork. With the obtainment of accurate aerial photography, and the tools that have been recently made available to staff, this area as well as others will be enhanced.
- Smart Charlotte 2050 Final Site Implementation - IT is installing the latest version of the Growth Management Comprehensive Plan website. The changes should make the site more user friendly and more intuitive for the end users. This should be the final revision of the site.
- Public Works Phone Conversion - The Public Works phones system has been converted to Cisco Voice Over IP. This project provides Public Works with improved phone quality and streamlines IT support initiatives in regards to the phone system.
- Phone Book automation from Active Directory - The internal BOCC phone book is now automated to come from the Active Directory (County login system) information. This project provides greater efficiency in updating the County's phone directory.

Purchasing

- Pre-bid meetings held:
 - 10-074 Infrastructure Services
 - 10-082 Specialty Mowing
 - 10-076 Fill Dirt - Annual
 - 10-086 Sign Material - Annual
 - 10-048 NFPA Testing & Inspection - Annual
 - 09-313 Automotive & Heavy Lubricants & Grease - Annual
 - 10-077 Supply of Perlite
 - 10-081 El Jobean Boat Ramp
 - 10-101 Stillwater Youth House
 - 09-291 Piper Road Project
- Quotes due and received:
 - 10-058 Electronic Waste Disposal - Annual
 - 10-065 Mail Fulfillment
 - 10-068 Security Alarm Monitoring - Annual
 - 10-030 Fire Sprinkler Inspections - Annual
 - 10-060 Letterhead, Envelopes & Business Cards - Annual
 - 10-078 Lot Mowing for Code Compliance - Annual
 - 10-097 Activated Carbon - Annual

- Bid Openings held:
 - 09-332 Landscaping - Grove City Walking Park
 - 10-023 Generator Maintenance - Annual
 - 10-073 Telecommunications Services
 - 10-059 Ready Mix Concrete
 - 10-050 Paving Program Fiscal Year 09/10
 - 09-283 Site Prep, Supply & Setup of Steel Building
 - 10-074 Infrastructure Services - Annual
 - 10-077 Annual Supply of Perlite
 - 09-313 Automotive & Heavy Lubricants & Grease - Annual
- Pre-Commencement meetings held:
 - 09-345 South Gulf Cove Entry Features
- Request for Proposals due and received:
 - 10-014 Construction Administration Services - ASR Well Rotonda
 - 09-371 Bio Diesel Fuel System - Eastport
 - 09-352 Utility Emergency Repairs
- Work orders responses due and received:
 - Work Order #64, File 10-072 Elevator Modernization
 - Work Order #15, File 10-094 Regulatory Compliance Wastewater
 - Work Order #16, File 10-096 Regulatory Compliance Water
- Shortlist meetings held:
 - 09-371 Bio Diesel Fuel System - Eastport
 - 10-014 Construction Administration Services - ASR Well Rotonda

Real Estate Services

- Burnt Store Road, Winchester South and Midway Expansion: Order of Take hearing for those parcels needed for the *Midway Phase 1* project scheduled for January 5th, 2010.
- Piper Road: Completed right-of-way acquisitions for phase 1. Continue work on possible realignment of southern portion of roadway -meeting held with owner and his attorney to discuss FDOT's requested change in alignment.
- Environmental Lands Acquisition Program: This program remains in abeyance.
- Flamingo/Edgewater: Acquired 73% -332 lots.
- Inter-modal and Logistic Center: Provided advice and acquisition process.
- Public Works, Administration, Parks & Recreation and Utilities: Continue to work obtaining easements, title searches and reviewing a number of land related issues.
- Releases and Occupations of Easements: Customer surveys show a 99% "excellent" customer service rating for division staff.
- Stump Pass Renourishment Project: Over 140 signed easements obtained to date.
- Weir Replacement Projects & Easements for Canal Dredge-Spoil Sites: No change.
- Neighborhood Stabilization Program: B Hebert indicated funding should be forthcoming.
- Annual Real Property Inventory Book: Conducting detailed, map by map review of County land holdings that will outline why we are holding real estate parcels. If no specific program is identified for certain holdings, they will be targeted for potential disposal.
- Office Space Research: Continues for PW and Facilities housed in trailers on Florida Street.

Building Construction Services

- Summary:
 - Single Family permitting numbers were up slightly for the month of December with 14 permits being issued. However, this number compares favorably with December 2008 when just nine were issued.
 - Item of note – we are still experiencing a few issues with our reporting capabilities in Accela which impacts our ability to provide some information this month.

- Updates and Accomplishments:

- BCS continues to make significant progress in the use of the new Accela system. Most of the issues that were experienced at "go live" have now been alleviated. Aside from the expected apprehension of using a new system, the overall response from our customers has been very positive. BCS hosted an "Ask the Building Department" open house on December 15 regarding Accela on-line permitting. The event included an overview, demonstration and question/answer period related to registering to use the system, permit application and inspection scheduling, fee payment and reporting code violations. The audience, mostly local contractors, participated by asking many questions and all seemed very appreciative of the information provided.
- Demolition of "Beirut Building" completed - this has been accomplished through a collaborative effort between BCS and the County Attorney's office and brings to conclusion an effort to demolish this building that started over 20 years ago.
- Lee County's Sustainability office and University of Florida-IFAS, and collaboration of CC BCS and County's Green Building Prog held "Managing Climate Change with Sustainable Initiatives" conference and expo at SW Florida International Airport Training Center on December 4, 2009. Conference's speakers included scientists, entrepreneurs, and leaders from academia, industry, and government that shared their research and information on innovative solutions in alternative renewable energy, unconventional technologies, energy efficiency, policies, and resource management strategies. Panelists explained the impacts of climate change on Florida's wildlife, communities, and ecosystems. There was also information on emergency preparedness, and response and recovery plans for Florida's at-risk populations. Exhibitors from the entire region displayed different products and services in the green industry such as solar photovoltaic and solar water heaters technologies and products made from recycled or renewable materials. The event encouraged unification of efforts in Southwest Florida to be more sustainable and to grow as a greener region.

Item	Total FY09	Dec-08	Dec-09	FY09YTD	FY10YTD
Single Family Permits Issued	241	9	14	36	37
Multi Family Permits Issued	1	0	0	0	1
Commercial Permits Issued	170	20	45	40	56
All Other Permits Issued	9684	979	469	2154	1650
Customers Served	15488	1382		2999	2341
Plans Reviews	6809	663		1479	730
Inspections	48393	5470	3872	12154	9280
Permitting Revenue	\$2,267,181	\$226,391	\$291,525	\$442,115	\$468,715
Permitting Expenditure	\$4,517,247	\$445,926	\$305,101	\$563,889	\$461,937
Licensing Revenue	\$102,094	\$5,010	\$0	\$13,684	\$29,940
Licensing Expenditure	\$757,802	\$56,555	\$691	\$108,355	\$14,464
Online Utility Permits	366	42	30	78	66
Utility Inspections	577	14	9	55	34
ROW Applications Reviewed	1380	134		268	134
Action Orders Initiated	4204	252	62	562	412
Code Cases Initiated	2346	148	199	256	454
CEB Cases Heard	396	32	52	62	97
Citations Issued and \$ Amount	\$32,095	\$2,500	\$500	\$3,250	\$5,600

New Contractor Licenses Issued	449	21	0	52	49
Contractor Licenses Revoked	16	4	0	4	1

Economic Development

- Inquires/Appointments/Successes:

- Webpage for the Recovery Zone Facility Bonds has been completed and is linked to www.FloridaEDO.com. Businesses interested in the Recovery Zone Bonds can access the application online, fill in the information and print the completed form before submitting it to the EDO. \$12M in tax-exempt financing has been allocated by the Federal government to qualified Charlotte County businesses.
- D. Forester attended the SW Florida Urban Land Institute program on Emerging Trends in Real Estate. Patrick Leardo, from Domain Capital Advisors, presented an overview of the ULI/Pricewater House Cooper report for 2010. Mr. Leardo has agreed to come to Charlotte County and provide the same presentation to area business leaders. The EDO staff will work with Mr. Leardo to schedule a presentation the first half of 2010.
- Received its first application for Recovery Zone Bonds for a marina project in Punta Gorda.
- CH CRA Adv Committee hosted a Community Workshop on 12/14 to discuss proposed revisions to the Comprehensive Plan and Land Development Code regulations for the Charlotte Harbor Coastal Residential and neighborhood Business Residential Districts. About 30 residents participated in the workshop.
- Meeting was held with ECAP property owners with 10 acres or more, to discuss future opportunities to utilize the ECAP area for economic development.
- New business to the Charlotte Harbor CRA, Essence of Harmony, will be offering yoga classes at Bayshore Live Oak Park. Yoga in the Park will be held each Saturday beginning January 9, 2010, from 9 a.m. and 10 a.m. Our efforts to recruit and maintain existing businesses continue with:
 - 53 pending prospects.
 - Appointments with 6 local businesses.
 - 4 new projects reviewed; custom presentations developed for 1 business.
 - Provided 10 external companies, 12 County depart's with demographic-market data packets.
 - 1 incentive application.
 - 1 impact analysis.
- Met 12 existing businesses under Business Expansion and Retention to complete interviews on business needs.

- Meetings:

- International Level
 - European Business Council
- State Level
 - Florida Economic Development Council
 - Legislative Luncheon
 - FDOT
- Regional Level
 - Southwest Florida Workforce Development Board
 - Southwest Florida JOBS Teleconference
 - Urban Land Institute
 - Babcock Ranch – City of Tomorrow Presentation
 - Seminole Gulf Railroad
 - Southwest Florida Regional Technology Partnership
 - Gulf Coast Venture Forum
- Local Level
 - Directors' Meetings
 - Meetings with Commissioners
 - Enterprise Charlotte Economic Council

- Charlotte County Industrial Development Authority
- Charlotte Harbor CRA Advisory Board
- Charlotte Harbor Community Workshop - NBR Zoning
- Charlotte County Airport Authority
- City of Punta Gorda
- SCORE
- Reference USA Webinar
- L.A. Ainger Next Generation Solar Array
- MPO
- ECAP Meeting with Property Owners w/10 acres or more
- Grant Writing Workshop
- Presentations/Newspapers/Magazines:
 - Charlotte Sun/Josh Salman re Recovery Bonds.
 - Charlotte Sun/Greg Martin re Intermodal.
 - Charlotte Sun/Greg Martin re Solar companies.
 - WGCU Radio/Solar companies.
 - BCC/City of Punta Gorda Joint Meeting.
- Office Activities:
 - Data collection included monthly webtrend data, permitting, unemployment, airport, tourism stats.
 - Created a Recovery Zone Webpage with an interactive application form.
 - Prepared and e-mailed holiday cards to site selectors and business partners.
 - Prepared Agenda, Minutes and coordinated meetings for the Enterprise Charlotte Economic Council, Industrial Development Authority and Charlotte Harbor CRA Advisory Committee.
 - Created press release, electronic form and webpage for Recovery Zone Bonds.
 - Continued working w/Videographer to develop/edit a DVD/podcast of Energy Option Conference.
 - Lead development with solar companies.
 - Planning carbon offset activity.
 - Prepared EDO bullet points for the State of the County presentation.
 - Continued coordination and follow-up of Business Expansion and Retention Project including preparation of status report for EDO Dir. and the Workforce Development Board representative.
 - Coordinated a meeting of the property owners within the Enterprise Charlotte Airport Park to discuss opportunities for further economic development opportunities within the area.
 - Met with Charlotte County Airport Authority to discuss a coordinated effort to include the IDA 120 acre parcel in an environmental assessment.
 - Reviewed potential grants announcements for project funding opportunities.
- Research and Policy Initiatives:
 - Creating EDO policies.
 - Working with Growth Management on Fast Track Permitting and Population Projection.
 - Continued work on Inland Port Study, Intermodal Logistics Center and potential regional cooperation with Palm Beach County.
 - Working with potential partner on a feasibility study to determine if Charlotte County would be conducive for creating a trade and finance center and a center for water technologies.
 - Application forwarded for EB-5 Regional Ctr Designation thru partnership with WTC Palm Beach.
 - Researching various DOE grants and loans that may be used within the EDO or for prospective and local businesses.
 - Mitigation of wetlands in the ECAP area.
 - Met with CC Airport Authority to discuss a coordinated effort to include the IDA's 120 acre parcel in an environmental assessment.
 - Researching Renewable Energy Tax legislation.
 - Researching ARRA Funding opportunities.
- Charlotte Harbor CRA:
 - Total of 21 applications have been approved since the program began with \$44,203 of the \$45,000 budget allocated. 12 projects have been completed and reimbursements have been

requested. The approved projects range from energy-efficiency improvements such as replacement of windows and doors to painting the home exterior. Property owners have responded with satisfaction and would like to see the program continue to be funded.

- Marketing of The Hands Across the Harbor January 30, 2010 event continues. Event posters have been distributed and the public service announcement is being aired on all the Clear Channel radio stations. Sponsorships, Business Expo exhibit spaces, and registrations are now being accepted.
- 1/30/10, runners, walkers, and bike riders are invited to participate in 2nd Annual Hands Across the Harbor Event at Gilchrist Park in downtown Punta Gorda. Participant can choose a 10 or 20 mile bike ride; an 8 kilometer competitive run; or a 5 kilometer walk across the US 41 Bridge enjoying early morning views of Charlotte Harbor. Refreshments, awards, door prizes, and entertainment are all included in the \$15 registration fee. Sponsorship opportunities are also available including assigned space in the Community Business Expo Area. Start 2010 right by participating in this great community event! Details on the event, registration forms and sponsorship opportunities can be found at www.charlottecountyfl.com/charlotteharborcra.
- Harbor Walk project continues to move forward. Comments from Public Works and FDOT have been received and revisions are underway.
- Attended joint PW/FDOT coordination meeting to represent both redevelopment areas' (Charlotte Harbor and Murdock Village) interest in FDOT projects that will impact the redevelopment efforts.
- Community meeting on 12/14 to present draft language changes to Comp Plan & Land Development Code, primarily for Neighborhood Business Residential (NBR) district. Approx 30 attended. At their 12/17 meeting, Advisory Committee, voted to recommend to the BCC a map and text revisions to the NBR Comprehensive Plan land use designation.
- 12/17 CH CRA Advisory Committee meeting, -Committee approved direction for staff to move forward on the lot mowing policy and the land acquisition resolution to the BCC for final approval.
- Part-time Bayshore Live Oak Park Special Events Coordinator started on 12/9/09. Elizabeth Spicer, a contract employee, got a tour of the neighborhood, introduced to several of property owners. Staff continues to provide direction on activities for the area. Planning of several events are underway including coordination with Charlotte Harbor Regatta planned for February 5-7.
- Continuously monitor and update the Charlotte Harbor Website to provide current information.
- Coordinating a cost estimate to improve the local streets of Sibley Bay (Bayshore to US41),
- Parmely (Bayshore to US41) and Bayshore (Edgewater to US41) to include pedestrian access and street lighting. Streets are identified as the primary entranceways into the Neighborhood Business/Residential area.
- Met with CCU to discuss the reclaimed water line project for the Charlotte Harbor CRA as identified in the CIP.
- Murdock Village:
 - Distributed a packet of information to an interested party.

Environmental & Extension Services

- Accomplishments: Natural Resources began environmental land management duties for County's environmental parks to increase efficiencies and avoid duplication of services, held 3 scrub-jay public forums, Extension Services held 7 Fertilizer Ord training classes for lawn care businesses, Natural Resources received a FI Community Trust [FCT] reimbursement grant for \$3.4 million this represents 40% of purchase price of Buck Creek property, which is part of the Conservation Charlotte inventory. Solid Waste received approval from FDEP for composting operations at Zemel Road Landfill, Mosquito Control using County helicopter for aerial Adulticiding providing real savings performing service vs. using outside contractor, 114 volunteers took to Charlotte County waters of Lemon Bay and Gasparilla Sound in search of bay scallops during Great Bay and Sound Scallop Search org by Sea Grant Extension, Solid Waste obtained a Landfill Gas Construction Permit from FDEP.
- Natural Resources Division:
 - Staff performed a successful prescribed burn as part of their land management duties at the Amber jack Environmental Park. This was a relatively small controlled burn of approximately ten

acres. These burns are an important part of the on-going land management practices of the Natural Resources Division.

- Staff removed numerous perch trees from Tippy II, Scrub-jay mitigation property as required by County's habitat conservation plan [HCP] permit. Removing the trees help protect scrub-jays from hawks and other birds of prey that typically perch in these trees.
- Staff is planning some needed land management activities for Charlotte County's environmental parks; Charlotte Flatwoods, Amberjack, Oyster Creek and Cedar Point. The project is directed at increasing these parks' bio-diversity by thinning out selected trees and allowing sunlight to penetrate the forest floor. The densities of pine tree growth have increased significantly over the years due to a lack of fire thereby creating a monoculture environment. The thinning will help prevent un-controllable fires and allow the County to schedule prescribed burns to manage these Parks. The un-natural densities of trees could result in the spread of diseases such as the EPPS Beetles. Natural Resources will be working with the Division of Forestry, Florida Fish & Wildlife Conservation Commission, and other agencies in the timbering activities; ensuring the protection of listed species. The County has coordinated the thinning through the Division of Forestry using a contractor experienced with similar projects. The contractor will be selling the timber and thereby the tree removal activities will not be a cost for the County.
- The Florida Department of Environmental Protection [FDEP] will be holding a public workshop on Designated Classifications of Water Bodies' proposed rule changes. FDEP identified a proposed change from a three classification system to a more dynamic five classification system and more recently FDEP has made some additional modifications to their proposed classification system. Staff will be attending the public workshop in January to gain a better understanding of the proposed changes and their potential impact on Charlotte County's water bodies and County obligations.
- Solid Waste Division:
 - County's Recycling Rate for '08 is officially at 36% -36% recycling rate is an increase from prior year's 29% -recycling rate achievement can be attributed to the continued efforts and support of recycling by County's residents and businesses. Charlotte County solid waste disposal tonnages have experienced a significant decline over the last several years, a result of the down turn in the economy. Fortunately recycling tonnages have not seen a similar decline during this same period of time. The result is an increase in the recycling percentage based on the total solid waste generated in the Charlotte County. The Division sent out a press release on this topic.
 - Members of the Solid Waste Resource staff attended Waste Management's "Waste Watch Program" kick-off meeting. The "Waste Watch Program" is a neighborhood watch program that helps protect the safety of Charlotte County. Local police, fire and emergency services benefit from the trained Waste Management Drivers who have extra eyes and ears in your neighborhood. WM drivers have received training on what to look for, how to react, and how to report any incidents. Waste Management sent out a press release on this topic.
 - The Solid Waste Division put out a bid for scrap metal recycling contract for the Zemel Road Landfill. This bid is unique as the Division sells the scrap metal thus generating revenue for the County. The winning bid came in higher than the current contract. The Division is estimating it will generate about \$25,000 in revenues with this bid.
 - Specialists completed the re-inspection at PC High School Science Chemical Lab -school lab corrected 8 issues found on initial inspection in July. This is part of an on-going Florida DEP School Chemical Cleanout Program. Lemon Bay High School will be inspected in January 2010.
 - Division is exploring a program implemented by the Manatee County Sheriff's Office and Home Instead Senior Care which conducted a pill disposal event, for un-wanted prescription medications. The Sheriff's office paid for the disposal and employees from both organizations ran the drop off event. Charlotte County Solid Waste Division has scheduled a meeting early in December with Charlotte County's Home Instead Senior Care to brainstorm how our County can do hold a similar event here in Charlotte. Once the Division gets a program outlined a meeting will be scheduled with the Sheriff's office.

- Division is preparing County resources for a recently adopted Federal EPA Greenhouse Gas Monitoring and Reporting requirement and its impacts on the Zemel Road Landfill. These are newly adopted monitoring requirements; on landfill gas emissions.
- Zemel Road Landfill had an inspection and review of its Storm Water Pollution Prevention Plan by Bob Hayes, Compliance and Enforcement Coordinator, who is contracted by FDEP. This review was to verify that the Landfill is using controls and measures (Best Management Practices) to mitigate any potential storm water impacts at the site. The landfill passed the inspection.
- Staff attended Greenhouse Gas training class. The EPA has proposed a rule that requires mandatory reporting of greenhouse gas emissions (GHG) from large sources – Municipal Solid Waste Disposal Facilities. The training course had five main areas of focus: Climate Policy – International, National and Regional, Basics of GHG accounting, Creating a GHG Inventory, Carbon Markets and Offsets and Reducing Emissions.
- Extension Services:
 - Envirothon: Extension staff working with regional partners implemented the Southwest Florida Envirothon Academic Challenge on 12/4/09. Each year high school teams from Charlotte, Hendry, Highlands, Lee and Collier counties converge at Caloosahatchee Regional Park to compete in 5 subject areas: aquatics, forestry, wildlife, soils and a current topic that changes annually. Overall event winner and the top scoring team from each county becomes eligible to compete at the state level and that winning team continues on to compete at the Cannon Envirothon, North America's largest high school environmental education competition. Six teams from Charlotte County Public Schools participated in the 2009 event. Team Angus from Charlotte High was the highest scoring team from Charlotte County, making them eligible to compete at the state level in April 2010. Team Justice League from Lemon Bay High received the Challenger Award for placing highest overall in the aquatics section. A team from Naples High was the overall winner of the event. Twenty three teams total participated in this year's event.
 - Staff has begun a series of Palm Education Sessions being held at the Environmental Campus on Harbor View Road during the month of December regarding Palm Selection and Palm Planting, Aftercare and Pruning, Palm Disease, Disorders and Nutrient Deficiencies. The program will include participation by Dr. Tim Broschat, Palm Specialist with the Ft. Lauderdale.
 - Leadership Development Institute held a Poly-Com meeting in December, Human Resources staff attended. Participant's review of the event was favorable especially towards a regional unified effort towards the goal of Succession Planning.
 - Marina Access project is being conducted by Florida Sea Grant for Charlotte County. Participants included County staff from Growth Mgmt., Natural Resources and Public Works; City of Punta Gorda staff from Growth Mgmt.; Florida Fish and Wildlife Conservation Commission staff from Protected Species and Florida Sea Grant/UF Law College.
 - 4-H Volunteers donated over 106 hours of volunteer service during December. Using the national standard of \$20.25 per hour, this resulted in the county realizing donated hours of service of over \$2,146.00. These volunteers worked with over 250 youth with life skills development, communication skills and leadership skills
- Pest Management Division:
 - Mosquito Control was busy with recent rain events -collection of water along the coastal salt flats generated mosquito larva breeding which necessitated aerial larvicide spraying and several ground adulticide spray missions with Div's fog trucks. Division did a good job keeping these mosquitoes under control. Complaints were held to a minimum during the month.
 - Staff preparing equipment for the up-coming mosquito season; including calibration of spray equipment. Division's fog trucks are undergoing modifications to increase efficiencies. These ground adulticide fog trucks carry spray machinery. Division removing trucks' heavy platforms and will mount spray equipment inside trucks' manufactured beds. This will eliminate excess weight and Division can extend tire replacement frequency and also help improve gas mileage.
 - Div's helicopter under repairs; engine experienced an oil leak and loss of compression. Repairs being performed by certified mechanics; anticipated craft will be flight worthy in few weeks.

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-\$259k
- Eastport WWTP Control Bldg-A/E contract is released-planning and programming underway Construction is underway Budget 2 million
- Event Center-project is complete-warranty work underway-99% complete
- Fire Station #11-currently used for VM-design underway for 5300 sq ft station-1 story. Scrub Jay issues resolved for building within existing footprint and landscape with scrub habitat material. Design underway Budget 2.1 million. Completed. Recovery project
- Englewood Fire Station #5-(Rockford Ave) under design-working budget to GMP. Scrub jay issues-negotiating with USFW for onsite mitigation. (resolved) Complete-Truck arrived. Budget 2.1 million.
- Human Services-Under design-7000 Sq/ft to house HS and Veterans Services. Project Delayed Budget 1.917 million. Project approved by Bcc to restart with Mathews Taylor as Design/Build contractor Precon proposal accepted by County Design phase underway
- State Dept of Health Facility at Loveland-under design-shared campus with HS bldg. County is advising on process and construction. Scheduled construction is underway 2nd floor will be shelled space (8000sf)
- Public Works San Casa- Project is under construction-Final VE items Complete -asphalt area out for bid Budget 600k -county has received CO for project
- Public Works Fleet 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 Proj at substantial completion Budget 28M Proj complete--First season complete. Field remediation work complete.
- Englewood Annex-renovation and Sheriffs substation-Project Delayed
- West County Library-initial project status-A/E services awarded to Spillis Candela-contract accepted by County. Project Delayed Budget 12.2 million
- Fire EMS Training Tower-in design at FEMA site-Project Canceled -Budget 1.2 million
- FEMA Murdock mitigation-windows-Engineering firm on contract for frame analysis -Contract approved 1.7 million-engineering assessment underway Proj underway Installation phase Scheduled completion in Jan.
- Rotunda WW Plant Exp -approved GMP by BCC, construction start 7/9-2 phases-mostly CCU
- North Charlotte regional Park-bids received on 9/17-under construction -complete 4.45 million
- South Gulf Cove Park- complete-1.087 million
- Port Charlotte Pool House and site improvements-work underway, Complete 1.4 million
- Sunrise Park-out for bid-under construction- complete 2.6 million
- Energy efficiency upgrades-ongoing-LED lighting being installed at select sites FPL Audit is complete-efficiency energy Efficiency Coordinator has been hired-county ARRA grant application for federal funds of app 5 million has been submitted.
- South County Annex renovation-under construction-completed
- West Charlotte mini-transfer station-under construction-complete
- CC Fire Station #5-renovation of station-under construction
- Family Services-planning for grant -approved renovations-grant 196k approved-project out to bid for sprinkler system
- Sheriffs Office 911 upgrade/renovation-in planning-project delayed
- Health Clinic-renovation work underway facilities portion complete clinic to open April 15th-complete
- County space study underway with Budget, HR, GM, 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 estimate is complete.

- 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-project in final inspection phase
- Bayshore ADA restroom-Acquiring A/E firm for design A/E hired for project-will be LEED Compliant

Growth Management

- Smart Charlotte 2050 Comprehensive Plan Update: Transmitted to DCA for review and comment. Once reviewed state's findings will be received 90 days after transmittal in form of an Objections, Recommendations, and Comments Report. Once received County has 60 days to either: approve the 2050 Plan with DCA comments, reject to the Plan, or approve Plan with other changes.
- Transportation: Long Range Transportation Plan with MPO -significant progress made on finalization of Scope of services and final word order issues to the Consultant to start the work. In January, final scope of services related to Crash Data management System (CDMS) will be finalized -work related to task begins end of January.
 - Bicycle and Pedestrian master Plan -draft scope in under review by department staff, MPO, data collection and analysis work begins January with anticipated final draft plan completion June 2010. Completed plan becomes part of 2035 LRTP and will be adopted along with the Plan.
 - Planning and Traffic Related Reviews and Issues -following traffic related issues were reviewed to assist the Planning staff during the month.
 - Staff attended SMC Model Coordination meeting on finalizing the model to be used in the future by the County and other Consultants.
 - Staff met with Administrative staff on initiating the process to prioritize transportation project with an objective based approach instead of subjective based approach.
- Babcock Ranch:
 - Approved Development Order for first increment on 12/15/09. Most of major issues on IDO have been worked out. Only issues remaining are traffic related and concern timing of improvements along SR 31. Applicant's state-level ERP regarding storm water management is under appeal from Lee County, which will hold up final permitting until resolved. Once traffic is addressed, IDO will be transmitted to DCA, SWFRPC, and applicant. Once rendered per 9J-2.025, the 45-day appeal period will begin. Once appeal periods are over Phase I of the IDO I can complete permitting process and begin construction.
- School Concurrency:
 - School District contracted with Kimley-Horn consultant, David DeYoung, who assisted in creation of updated ILA, & Public School Facilities Elements for both County and City. He's been helping SWG with redesigning student generator used to calculate student capacity for new developments. While original generator had 4 categories, revised generator will contain 2, single-family and multi-family. In addition, 1st version of generator was geo-coded by student addresses and housing types, the revision will be coded only to where students reside in the County.
 - Land Information Supervisor, Maggie Bartley, helped the School District create the original geo-spatial layer and is again working with the group on this revision. This change will be compatible with new concurrency management software being implemented by the County and offers a variety of tools not previously available, such as automatic updates to map series that occur annually.
 - The SWG is now examining the ILA for possible revisions to coincide with the annual joint City/County/ School Board meeting in May of 2010.
- Community Plans:
 - Little Gasparilla Island: A fire survey was sent to all residents and the results are being tabulated by the Islands' MSBU representative. The committee voted at the December meeting to amend the bylaws to state that all committee members must live on the island. This will be discussed with the committee at January's meeting. Mr. Hill desires to create a subcommittee to look into the dock permit situation. Staff warned the committee about creating a subcommittee, as their bylaws do not allow them to create a subcommittee. Jamie Scudera has investigated the permit situation on the Little Gasparilla island docks and the spreadsheet showing which docks are

permitted has been forwarded to Lucy Blair with DEP. Four committee appointments are expiring in January and advertisements have been placed to fill the committee vacancies.

- Land Information Supervisor helped School District create original geo-spatial layer for the generator and has now completed her part of this revision. This change will be compatible with new concurrency management software being implemented by the County and offers a variety of tools not previously available, such as automatic updates to map series that occur annually.
- SWG examining ILA for revisions to coincide with City/County/School Board meeting May 10.
- SWG is scheduled to meet next on 1/11/10.
- Site Plan Approval:
 - Staff received 3 applications.
 - 3 applications were approved.

Human Resources

- Employee & Labor Relations:
 - CCU development planning
 - Appointed to Board of Directors for local SHRM chapter(treasurer);received "HR Professional of the Year Award"
 - IAFF discussions
 - HR long range plan meetings
 - Legal Discussions
 - Re-org/restructure conversations
 - Miscellaneous OD/ELR advisement/investigations/follow-up
 - Met with Employees regarding various employee relation issues
 - Attended Unemployment Hearings
 - Self- service assistance regarding on-line applications & Eden self-service system
 - Developed recruitment ad
- Benefits Related:
 - Continue to process open enrollment changes for 2010
 - Held two orientations with new hires
 - Processed death claims with Cigna Life Insurance
 - Increased Customer Service for employees seeking assistance with benefit issues due to Open Enrollment
 - Conducted (4) on-site FRS Workshops
 - Process Tuition Reimbursement Requests
 - Prepare orientation booklets
 - Re-launched the Verizon Wireless 15% discount offer to employees
- Learning & Organizational Development:
 - Continued facilitation of final 3 sessions of Documenting Discipline class. Prog had 142 attendees
 - Launched Leadership Gold program and had 24 participants. Sessions are scheduled for 2010
 - Assisted Animal Control with securing/administrating pre-employment test for Dispatcher position
 - Development, research, prep, design, of DiSC training
 - Facilitation DiSC Team Building for Budget & Administrative Services: Fiscal Division
 - Reviewed presentation and provide template to Employee Academy focus group
 - Miscellaneous coaching/development conversations
 - Reviewed and provided feedback on employee resume
 - Developed interview questions for Budget & Administrative Services: Fiscal Division
 - Attended weekly meetings/on-site training regarding Halogen Performance Management system
 - Preparation for Team Building Activity for Budget & Administrative Services: Fiscal Division
 - Professional Development to include webinar, reviewing industry journals, etc.
 - Presented Lunch & Learn at Murdock
 - Prepared the 2010 Class Descriptions to be published on the website and referred to the Self-Service Eden site for signup
 - Discussions with FGCU to hold Ethics training for CCU group

Human Services

- Launch of new Family Services Center's Affiliate Prog, will establish "virtual" offices at Family Services Ctr. allowing tenants to utilize services like copying, faxing and scanning at an additional fee -program will generate revenue for Ctr. while helping non-profits reduce overhead costs.
- Transit and Fiscal staff met the representative from Route Match to discuss current issues and future equipment updates that can assist to improve software applications used for grant reporting and operations for Dial-a-Ride and Sunshine Ride programs.
- Director participated in interview with Health Planning Council of SW Fl; Council is conducting a community needs assessment on behalf of CC Health Department. Focus groups will also be developed and used to provide information on the health needs of the County.
- Sr. Services Case Mgt Supervisor, Area Agency on Aging staff, and Sr. Friendship Ctr. to discuss upcoming prog changes to federally funded Congregate Meals & Home Delivered Meals Prog's. Sr. Friendship Centers to administer prog effective 1/1/10 after 2 yr absence in County.
- Staff participated in annual gift giving delivery 165 gifts to seniors thru Perkins & NBC Channel 2 Giving Tree prog. -85 bags of food low income, 42 bags of food to needy families at Family Services Ctr. for distribution.
- RFP for completion of Stillwater Home released by Purchasing. Pre-Bid meeting 12/18, 16 contractors attended -site open for inspections for interested bidders. Bid closing -1/20/10.
- Family Services Ctr. hosted Miami Dolphins alumni players Tony Drayton and Lamar Thomas, 2 cheerleaders and staff on 12/22. Visit part of team's community outreach into SW Fl. -players and cheerleaders met 28 children from Boys & Girls Club to answer questions, sign autographs, give out Miami Dolphin bags and hats and provide holiday cheer.
- Due to licensure compliance issues of one former home health care agency, Senior Services case managers assisted 90 clients in finalizing transfer of 532 hours of service to other subcontracted home health care agencies. Additionally, due to state budgetary reductions, staff has implemented a service reduction plan in conjunction with the Area Agency on Aging for SW Fl. Services prioritized for these frail seniors in the greatest need. Reductions will begin 1/1/10.
- Veteran Services staff assisted with feeding 45 homeless individuals on Christmas Eve and Day. Each homeless individual received a hygiene kit and a new sweatshirt.
- Senior Services staff has been successful in electronically storing all Home Care for the Elderly Program reports, supporting documentation, financial assessments and vouchers files.
- Fully executed agreement for release of Neighborhood Stabilization Prog funds from Dept of Community Affairs released. Real Estate Services has begun establishing purchase listings of foreclosed properties.
- Closed out the Community Development Block Disaster Grant (CDBG).
- Met with Coastal Behavior Health and CC School Board re: collaboration on operating Kelly Hall.
- Mass mailing was sent to all after school & child care providers to advertise the availability of funding from CSBG ARRA for childcare scholarships.
- Participated in KidCare outreach at East Elementary Breakfast with Santa. Distributed KidCare bags and set 3 new appointments for application assistance -gave presentation to PG Chamber on program. Over 50 members in attendance.
- Attended a presentation by CCPS Transportation to show Transit the up to date global positioning system that is used for the school bus system.
- Participated in holiday dinner with Veterans Council for volunteer van drivers which take veterans to the VA Medical Centers or the Ft. Myers VA Clinic. Approximately 125 people present.
- Interviewed applicants for the vacant Assistant Veteran Services Officer position. New hire, David Rockow, is scheduled to begin service on January 6, 2010.
- Developed a tool and process for evaluating grant funded contract employees.
- Attended/participated in ceremony honoring and remembering veterans of the attack on Pearl Harbor. Over 200 people gathered for this 68th anniversary day of remembrance.

- ARRA funded Mobility Coordinator, Gina Gilbreath, hired -position will provide assistance to individuals, primarily in rural areas, in accessing transportation.

Parks, Recreation and Cultural Resources

- Department Administration:
 - Reviewed and provided volunteer opportunities for data-entry into database for department implementation of the Give-a-Day, Get-a-Disney Day Volunteer program
 - Drafted procedure for implementation and screening of Disney Volunteer applications
 - Facilitated the Leading the Heart of the Community webinar for December 11th webcast
 - Continued working with interested parties regarding Adopt-a-park program
 - Met with staff and representative of Tampa Bay Rays regarding stadium maintenance issues
 - Drafted Press Release announcing Give-a-Day, Get-a-Disney Day volunteer program
 - Met with staff and representatives of the Stone Crabs regarding 2010 Sports Park Events 2010
 - Met with staff, Sheriff Cameron, Commissioner Duffy and Assistant County Attorney, Derek Rooney regarding new Ordinance on Alcohol Consumption
 - Met with representatives of MUSCO Lighting and Terra Sport regarding “green” stadium lighting
- Public Meetings:
 - Parks & Recreation Advisory Board
 - Attended meeting South Gulf Cove Park Committee/Charlotte Harbor Regatta
- Public Outreach:
 - Attended Pearl Harbor Commemoration at El Jobean Fishing Pier
 - Attended a Port Charlotte Kiwanis Club meeting and discussed the Adopt-a-Park program with a focus on Kiwanis Park
 - On Camera Interview for “Ray Retrospective” Video
 - 5 Press Releases written and published for the Department for the month of December
 - Administrative Support staff fielded 624 telephone calls and 24 web mail inquiries for the month of December
 - 8 Citizen Concerns were processed for the month of December
 - 115,463 hits to the Department website in the month of December
- Business Services Section:
 - Completed BCC agenda item for seasonal parking passes
 - Submitted RTP grant agreement for Oyster Creek Waterfront Trail
 - Submitted DEP agreement to attorney’s office for air quality monitoring at GC Herring Park
 - Completed draft of Sponsorship Letter and Sponsorship levels for PRCR
 - Submitted PRCR Contracted Services (i.e. 70/30) contract revision to Cty Attorney’s for approval
 - Completed contract negotiation with Ice Cold Vending and It’s Time Kayak.
 - Facilitated MOU’s for Englewood Water District and CCU for Ice Cold Vending Contract
 - Continued facilitation of contract negotiation/approval for Skate Park Management with 688 Skate
 - Facilitated advertisement in Allegiant Air magazine to promote large upcoming PRCR events in Feb/March/April
 - Submitted Park Furniture / Advertising Specifications to Purchasing for RFP
 - Facilitated emergency PO for Stevenson Architects to document Cleveland Depot prior to demolition to ensure historic record of structure is maintained
 - Submitted specifications for Program Guide Advertisement sales RFQ
 - Established funding source for boat ramp portable toilets to come from boat ramp parking fees.
- Cultural Resources:
 - Use Statistics
 - 68,180 items checked out at libraries, a 3% decrease over December 2008. Mid-County checkouts up 5% due to increased hours. Overall decrease partially due to changes in renewal policies for new books, movies and music and repackaging of multipart movies into one package for convenience of patrons.
 - 48,715 library visits, no change over December 2008. Mid-County visitors up 13% due to increased hours.

- 11,068 computer uses, a 15% system-wide increase over last December
- 417 attendances at library programs including children's preschool programs, teen programs, adult book discussions and films and The Florida Circus Experience. 29 attended two beginning computer classes in the Mid-County Computer lab.
- 413 visitors viewed exhibits at the Historical Center
- Other:
 - Libraries and the Historical Center benefitted from 2,031 volunteer hours during December, a 28% increase over Dec. 2008
 - The Charlotte County History Collections online now accessible from the County web site had 78,000 hits during December.
 - Historical Center hosted the Punta Gorda Chamber of Commerce holiday event on Dec. 2
 - *Florida Girls & Boys & Their Toys* exhibit, curated by local doll collector Nancy Vanselow, opened at the Historical Center on Dec. 5
 - Historical Center staff and Center Society representatives met with the Charlotte Harbor Rotary to plan the 2010 Florida Frontier Days; the Rotary is partnering with the Center to increase volunteer support for the event.
- Recreation/Athletics/Aquatics:
 - Recreation Division:
 - 4 County Recreation Centers and 2 County Skate Parks opened a combined 1350 hrs, -served over 7700 patrons (paid and nonpaid) with fitness, instructional, youth leagues, arts & dance prog's at each facility. Registration for classes and leagues totaled 1367 with 3961 touches combined. Recreation facilities were rented 44 times achieving a rental attendance total of 2334 people. Daily attendance for the two skate parks totaled 393.
- Athletics Section:
 - 7 Charlotte County Athletic Fields were used a combined 797 hours in the month of December. Estimated combined attendance was 5536 participants; 5534 spectators; and 1302 volunteers. Activities included League Baseball, Football, Softball, Soccer and Tennis.
- Aquatics Section:
 - Three Aquatic Facilities were open a combined 544 hours and served 2786 patrons. 1207 Patrons spent 173 hours participating in programs such as water aerobics, swim practice and Parkinson's exercise. Aquatic staff spent a combined 158 hours performing maintenance tasks and 156 hours performing In-Service training such as rescue skills, first aid and conditioning swimming.

Public Safety

- Animal Control:
 - December 22nd, 2009 was proclaimed as *Reannon Juergensen Day* by the Peace River Wildlife Refuge in recognition of her outstanding efforts and contributions to the animal and wildlife community. A ceremony was held and she was presented with a certificate.
 - Hosted North Port High School senior Joshua McCallum as part of their career exploration curriculum. He is in the process of completing 24-hours of "training" with our department and is learning how our department works. He will receive school credits upon successful completion.
- Emergency Management:
 - Staff wrapped up their support of County Health Department and School Board in planning and delivery of vaccination prog. for H1N1 Swine Flu -effort involved considerable participation in weekly conference calls, planning meetings, accepting and storing vaccine and strategy sessions designed to carry out the vaccination program at schools and public buildings. This effort has now moved to the private sector (Walgreen's, CVS, etc.) and clinics at the Health Dept. offices.
 - Several days of conference calls and webinars with State DEM officials and Nat'l Weather Service to discuss upcoming winter months and the effects of the El Nino event. As of this writing, it appears they were right on the money with their prediction of colder than normal temperatures.
 - Hosted a two-day Special Needs class presented by FEMA and delivered by instructors from West Virginia University. Participants from five counties (including nine from Charlotte), were

given valuable insight in how to deal with those requiring special assistance. Three members of the EM staff availed themselves of this outstanding training opportunity.

- Director participated in a meeting at MPO which shared results of ongoing study being conducted to look at long-term (50-100 years out) transportation issues and mitigation opportunities which may be required to keep roadways passable should sea level rise become an issue.
- Fire/Ems:
 - 211 Div in collaboration with United Way Volunteer Way, invited youths and their families for the tour of the CC Public Safety building to learn about our 211 prog. We presented them 211 operations and how we help people meet their needs, as well as health and human services related subjects. Their subjects of interest were “how to obtain financial assistance in Charlotte County and which agencies were in need of donations or volunteers.” In addition, the 211 Supervisor presented “how to access the 211 Website for additional resources and information.
 - Collected \$4,278.36 in donations in ‘09, through Public Education Prog’s supporting Public Education Div. -donations used to purchase supplies: coloring books, car seats, safety brochures and other items used to educate community throughout the year at different speaking locations.
 - EMS Public Education Div. was contacted by Healthy Families of Medina County, Ohio for Department’s Red Dot Medical Information Prog. They had googled medical prog’s and found Charlotte County Fire/EMS; they were interested because Toledo Ohio was already using it.
 - Department secured grant funding to purchase latest technology in IV access, called EZ-10. In emergency situations, the EZ-10 enables Paramedic to establish vascular access in many instances in less than 10 seconds. Critical patients receive lifesaving drugs quicker than with peripheral IV placement. New longer needles produce a more stable vascular access.

Public Works

- Demolition of the Venice Canal Bridge began as part of the Aqui Esta Drive Roadway Improvements Project. The bridge will be closed to vehicles for approximately six months. The bridge will remain open to boat traffic. Boaters may experience minor delays during the demolition of the bridge deck.
- Public Works website had 16,026 hits during the month of December. The most active pages: MSBU-MSTU – 3,169 hits; Projects – 3,369 hits; Transportation – 2,401 hits.
- Traffic Signing & Marking crews repaired 132 signs, including 1 marine marker; manufactured 117 roadway signs, treated 1,004 signs with herbicide, inspected 2,543 signs, clipped 12 miles of pavement, and installed 196 raised pavement markers.
- Lighting Division technicians replaced one roadway light pole in the east median of Veterans Boulevard, at Cochran Boulevard and a street light pole on Veterans Boulevard near Loveland that were destroyed in auto accidents.
- Lighting technicians received 168 locate requests, which generated 71 actual locates. They also responded to 10 trouble calls for repair, troubleshooting, or replacement of traffic signals, school flashers, or roadway lights. Technicians repaired five roadway lights in Englewood discovered during routine maintenance inspections.
- Roadway lighting installation inspections and traffic signal inspections were performed along Toledo Blade Boulevard as part of the Toledo Blade Widening Project.
- Inspections of traffic signal facility relocations and conduit connections at the Charlotte Commons Project continued. The electrical contractor is on site installing mast arm foundations and conduit connections.
- Seven decorative lights for the Manasota Key Homeowners Association were repaired.
- 2 fiber-optic pull boxes found damaged during routine maintenance on Kings Highway were replaced.
- Initial survey work was started in conjunction with the design of the Year 1 Sales Tax Sidewalks Project. This project consists of design and construction of sidewalks funded through the Sales Tax including sidewalks on Alton Road and Collingswood Boulevard in North County; Florida Street and South Fairway Drive in South County; and Manor Road and Rebel Court/Boundary Boulevard in West County.

- Stormwater Section received 90% design plans for water control structures on Quesada, Kenilworth, and Peachland Boulevards. The design of these four structures is part of the water control structure replacement program in the Greater Port Charlotte MSBU.
- Roadwork is complete on Toledo Blade Boulevard and the four-lane roadway is open from US 42 to I-75. Street lighting system and the traffic signal at the intersection of Toledo Blade and Hillsborough Boulevard are operational. Contract specifications require the contractor to wait 30 days before applying the final pavement stripes. That work is scheduled for the week of January 18, 2010.
- Final plans and specifications for the Piper Road Widening Project were reviewed and returned to the Purchasing Section. This phase of the project will provide a four-lane, divided roadway connecting Jones Loop Road at I-75 to Henry Street. The bid was advertised on December 18, 2009, and the bid opening is scheduled for January 20, 2010. A pre-bid meeting was held on the December 29, 2009.
- Work began on the Midway Boulevard Water Control Structure replacements. The Charlotte County Utility work was started as well as staging for the culvert replacement. This project will replace old, dilapidated structures while upsizing them to make drainage improvements. The following up sizes will be made: ELK3.22 will go from two 48"x72" culverts to a triple 10'x10' box culvert; YAL3.61 will go from two 72" culverts to a triple 9'x9' box culvert; and NIA4.30 will go from two 72" culverts to a double 6'x8' box culvert.
- Maintenance crews laid 27.60 tons of asphalt on roadways throughout the County.
- Maintenance crews built two catch basins on Olean Boulevard and completed 8,335 square feet (SF) of drainage maintenance in Greater Port Charlotte; 14,065 SF in Punta Gorda Non-Urban; and 8,210 SF in Tropical Gulf Acres.
- Over 17,567 SF of swale was maintained in Greater Port Charlotte MSBU; 8,100 SF in Grove City; 13,570 SF in Punta Gorda Non-Urban MSBU; 19,960 SF in Tropical Gulf Acres; and 3,640 SF on Riverside Drive.
- Over 667 square yards (SY) of ditch was cleaned around the CCU Eastport Plant and Maintenance & Operations crews maintained over 44,701 SF of ditches throughout the County.
- VacCon culvert cleaner was used to clean 41 pipes on various roads throughout the County.
- Maintenance Crews cleaned 106 culverts throughout the County.
- Approximately 163, cubic yards of roadside brush was cut by flail mower.
- In conjunction with the paving program, more than 52 linear feet (LF) of pipe was installed on Olean Boulevard with three swale intersection conversions. There was one small pipe repair in Deep Creek. More than 1032 LF of pipe was installed on Tierra Del Fuego, Kindred Boulevard, Keystone Boulevard, and Minnesota Avenue.
- Approx 238,000 SF of ditch bottoms restored in the South and West County Stormwater Districts.
- Peachland Boulevard was re-opened to traffic on Friday, December 18, 2009, after being closed from Veronica Street to Forrest Nelson Boulevard since December 2, 2009, for replacement of the water control structure in the Sunset Waterway. Two 72-inch culverts with risers were replaced with a double 8'x10' box culvert.
- Dredging portion of the Gulf Cove Maintenance Dredge was completed. Final restoration of temporary spoil off-load sites has been initiated. The material at the spoil sites will need to dry and be graded and seeded. The project is scheduled for completion by December 30, 2009.
- Dredging portion of the Hayward Channel Maintenance Dredging Project is currently 40% complete. A change order was initiated to add the removal of 600 yards of material from the mouths of the five waterways branching from the channel.
- At the recent MPO Board Meeting, a new slate of officers for 2010 was elected. The new officers: Chair – County Commissioner Richard Loftus, Vice Chair – Charlotte County Airport Authority Commissioner Don Lee, Florida Metropolitan Planning Organization Advisory Council (MPOAC) Representative – County Commissioner Tricia Duffy and MPOAC Alternate – City of Punta Gorda Councilmember Larry Friedman. Charlotte County Commissioner Bob Starr was re-elected as the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) Chair.
- MPO is in the process of arranging discussions with the City of Punta Gorda, Charlotte County Public Works Division, and Charlotte County Growth Management Department to investigate a joint effort to

- MPO chaired a Community Traffic Safety Team meeting. Applications for potential Safe-Routes-To-Schools Grant projects were discussed. Responding to a citizen complaint, group discussed possible safety improvements to CR 74, Bermont Road. A safety recommendation will be developed.
- Key issue discussed at MPO's Project Technical Adv Committee meeting was possible mitigation measures that could be undertaken to protect the County's transportation system from hazards.
- MPO chaired a City/County/State Coordination meeting, several key transportation issues and projects discussed, including US 41 Gateway Harborwalk, Aqui Esta Drive construction project, and Peachland Boulevard/Veterans Boulevard intersection.
- MPO participated in a district-wide transportation modeling meeting. These joint meetings serve to better coordinate modeling efforts relative to the development of the MPO Long Range Transportation Plans (LRTPs).
- In a cooperative agreement with the merchants in the US 41 Revitalization Area between West Tarpon Boulevard and Port Charlotte Boulevard, holiday banners were hung on the decorative light poles fronting their businesses. Lighting technicians installed 12 of the 25 banners ordered and paid for by the merchants. The remaining 13 banners have not arrived from the manufacturer.
- Manchester N Maintenance Dredge 95% complete. Contractor dredged all of Como WW, Christopher WW, Flamingo South, and Knox WW, and is proceeding with Flamingo North WW. As-build surveys were performed to check and confirm progress. All areas checked out to be completed within specs. All remaining work associated with this proj. scheduled for completion by middle of January.
- Harbor Heights Maintenance Dredge continues with Contractor currently working in Santa Clara, Dover, Santa Barbra, San Marino Canals, and Balboa Canal System. Temporary off-load site has been permitted and established for Balboa WW and the San Salvador Waterway for the northern canals. The original contract is 60% complete. A design error by the Engineering Consultant resulted in an additional 14,500 cubic yards of material being left out of the original contract. Negotiations and meetings are ongoing to determine the best course of action to proceed with.
- Hayward Channel Maintenance Dredge: Notice to mariners and to public initiated advising of Boat Ramp and Channel closure due to construction. The contractor blocked use of the ramp and is in the process of dredging the canal. The dredge project will 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 January 13, 2010. A change order was initiated to add removal of 600 yards of material from the mouths of the five branching waterways.
- Dredging of Northwest Port Charlotte has resumed. The contractor has completed the remaining portions of the interior Apollo Waterway and is in the process of dredging Ingrasol Waterway. Upon completion, the contractor will precede to the Bayshore Waterway. Bayshore Waterway is the last waterway to need initial dredging in the contract. The contractor (Milmac) still needs to revisit Cheshire and Markham interior waterways to conduct a filan sweep of those waterways. The contract is 73% complete and should be completed in February.

Tourism

- Director:
 - Attended weekly directors' meetings with Administrator
 - Met one-on-one with County Administrator on tourism issues
 - Monthly meeting with advertising agency account representative to discuss project status and advertising 2010 ad placement and creative design
 - Public relations conference call to finalize 2010 promotional and media outreach planning
 - Conference call with Miles Media rep's on production issues related to the 2010 Visitor's Guide
 - Worked with staff to finalize editorial copy, photography and ads for the 2010 Visitor Guide
 - Reviewed and approved all purchase requisitions, invoices and check and travel requests
 - Edited and approved all media releases, ePromotions and advertising
 - Attended mandatory County Discipline Class for supervisors

- Welcome dinner and tourism presentation at Edison College for Eco Devel business prospect
- Participated in Arts & Humanities Ribbon Cutting and holiday open house
- Staff meeting on VCB Public Relations obligations and commitment to upcoming CH Regatta
- Attended committee meeting for Arts & Tourism Day planning for Leadership Charlotte
- Held staff meeting on a variety of operational, budget, marketing and planning issues
- Responded to Budget Office request for personnel form verification
- Met with bureau marketing manager for update on all pending advertising and promotional issues
- Wrote monthly column for the Charlotte Sun
- Tourist development tax revenues increased by 14.5% over November of 2008.
- Communications & Marketing:
 - Advertising targeting leisure travel industry in *GuestQuest* mag and e-zine in Canadian markets
 - Advertising targeting Meeting Planner market distributed in annual Florida Society of Association Executives *Meeting Planner Guide*
 - Internet advertising targeting the leisure travel industry appeared on www.TravelInformation.com, www.TravelFreeGuides.com and www.GordonsGuide.com
 - Supervised the Miles Media Visitor Guide team and completed final proofing process of the 2010 Visitor Guide and approved for production
 - Interacted with advertising agency on a daily basis addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
 - Provided direction to agency to have all Event & Conference Center collateral updated with most recent information – will be printing in-house to save money
 - Provided oversight for final development of creative campaign based on results of CRM survey
 - Designed FIAS e-tickets to incorporate into Air Show website and created proposed redesign of Air Show logo for review
 - Developed and distributed story run for FY08-09 VCB Annual Report for initial review and input
 - Rotated and updated feature spots on www.CharlotteHarborTravel.com home page
 - Provided regular posts and updates to VCB's Facebook page
 - Assisted Event & Conference Center management by developing and posting event information with online ticket sale functionality to VCB websites.
- Public Relations:
 - Gathered, wrote and submitted content: weekly for Administrator; monthly for SW FI Parrot; monthly for County's Connection
 - Wrote and Distributed Three Media Releases
 - "CH Visitor & Convention Bureau Wins International Award for Summer Promotion"
 - "Punta Gorda's The Perfect Caper Earns FI Trend Mag's Prestigious Golden Spoon Award"
 - "FI Warbirds, EAA FI Warbird Squadron 24 Schedule Inaugural Warbird Weekend 1/23–24/10"
 - Researched and fulfilled 7 editorial leads for regional and national print and online publications
 - Media Planning: Itinerary planning for the following media who have requested visits
 - Rose Dekary, Jan. 8–10/10 Writes for Family Times Mag, met during Ocala desk side visits
 - Kalamazoo – Radio station personality, airport marketing rep representative, and two CVB presidents for Jan. 21 – 24, 2010. Goals: celebrate one-year anniversary of Direct Air service between Kalamazoo, Mich., and Charlotte County Airport; brainstorm and strategize with local chambers of commerce and Michigan CVBs on how to cross-promote destinations
 - ITV *This Morning* travel segment, U.K. – lead came through VISIT FLORIDA. Filming postponed indefinitely due to talent's schedule.
- Additional Activity:
 - 12/1 Conference Call with SMITH PR
 - 12/2 Participate in STS "Rev It Up and Let's Move Ahead Travel & Tourism Trends for 2010"
 - 12/4 VISIT FLORIDA Conference Call, Re: Feb. media mission
 - Created PowerPoint presentation about the VCB and how it relates to the BCC as requested by Human Resources for the Employee and Citizen Academies;
 - Maintained VCB's Twitter account

- Heading up marketing committee for Society of Ethical Ecotourism of SW Florida, prep work for Jan. conference call for committee meeting
- Wrote boating content for FloridaByWater.com
- Prepare for Atlanta/Birmingham Feb. media mission.

Utilities

- Engineering Services:
 - Major Work Orders: 52 developer project inspections; 394 CIP inspections; 3 LPS start-up inspections; 17 LPS mandatory re-inspections; 11 LPS installs; 13 developer agreements prepared; 231 active developer projects; 11 closed projects; 4 active line extension projects; 1 agreements sent; 11 closed projects; 11 new set of plans received; 2 revised set of plans submitted for approval; 448 residential service availability letters prepared; 3 commercial service availability letters prepared; 297 water and sewer services field verified; 769 locates processed from Sunshine State One; 22 residential service applications processed; 2 permits received; 2 permit approved by CCU for FDEP submittal; 0 record/as built drawing reviewed; 25 large area intersections locates
- Operations Division
 - Treatment Facilities: Reuse Ordinance/Misc Projects: Pump upgrades at the West Port WRF are nearly complete. The manufacturer is configuring the control panel which is to be installed by the contractor. The installation of a 2nd sludge press and steel containment building at the East Port facility has gone out for bid.
 - Personnel: The dept has 2 Foreman and 2 Line Tech positions vacant. We are currently filling the Foreman positions with Interim staff from the field until they are posted.
- Water Distribution:
 - Distribution System: Completed 8 new water service line installations; repaired 51 line breaks; exercised 74 system water valves; maintained and flow tested 152 hydrants for system maint; changed out 42 galvanized service lines as system maint; responded to 19 water quality calls; serviced all vehicles at Fleet that required maint; tested 5 compound meters for accuracy; installed 4 new valves in the distribution system. The line replacement on Revere St has been completed by the contractor. We have started placing existing customers on the new line. The dept has seen an unusual number of large water main breaks recently including Collingswood, Gardner and Sawyer Cir. With the reduction in current staffing we have had to reduce the on-call rotation from 6 to 5 wks. The main feed line to West Cty was hit by PW while they were working on the ditch. It was determined that it would have to be moved to accommodate the reconfiguration of the culverts for State Forestry access. Engineering is working on a solution.
 - Training: 4 tailgate safety meetings were held with the entire work group.
 - Personnel: The dept has 2 Foreman and 2 Line Tech positions vacant. We are currently filling the Foreman positions with Interim staff from the field until they are posted.
 - Booster Stations: #2 Golf Course remains out of service. The contractor has halted most work at this site to concentrate on Boosters 3 & 4; #3 Gulf Cove performed prev maint; #4 pump was removed for repair on the 7th and returned to service on the 17th; contractor cont with the upgrade process. The chemical feed systems were placed into service for testing pending FDEP approval. ADF was 2.05 MGD; #4 Walenda performed monthly prev maint; contractor remains on-site for upgrade; the new chemical feed system was placed into service for testing pending FDEP approval; ADF was 3.399 MGD; #6 Rotonda performed monthly prev maint; #3 VFD had to be replaced from a dead short; coupling replaced 2 times on pump #4; ADF was 2.137 MGD; #7 Ingraham Injection Station site is operating normally; #8 Englewood Interconnect ran on the 13th and 14th to supplement supply during a planned shut-down at Booster #3. It is currently off and ready to be placed back in service.
 - Sampling: Monthly compliance samples have been completed. Received approval from FDEP on the updated Lead/Copper sampling plan. Parameters testing must start Jan 1st and continues every 2 wks for 1 year.
 - Boil Water Notices: 7 boil water notifications were processed.

- Wastewater Collection:
 - Gravity Force Mains: Inspected 13 manholes; exercised 136 sewer valves; located 4 valves; poured/installed 10 valve pads; repaired/installed 7 manhole risers; repaired 5 service laterals; TV'd and cleaned 5,631' of mains.
 - Lift Stations: Performed 261 prev maint work orders; performed 57 corrective maint work orders which included check valve cleaning, pump de-ragging and wet well cleaning; completed 3 confined space entries; recorded H2S concentrations at LS 20 and 99; installed aluminum roof on portable generator 4; measured 20 LS sties for grounds maint contract; installed bio-filter at LS 70; installed carbon OCU at LS 22; replaced RTU back plane at LS 70; repaired 3 submersible pumps in-house; performed MOT at LS 303.
- Business Services:
 - IVR: The IVR project was implemented 9/1/09. 1,932 payments were processed through this venue. This represents 35% reduction in the number of payments that would have gone to Cust Acct Specialists. The additional positive feature of IVR is that our customers can now pay their bill over the phone 24/7. We are seeing payment activity on the weekends.
 - Mass Notification: -of customers who are in imminent danger of having their services disrupted for non-payment began on 10/13. 1,517 phone calls have been made to customers facing imminent shut-off for non-payment. Of the 1,686 notified 792 had services shut-off. This is a 15% decrease in delinquent accts scheduled for shut-off and those actually shut-off This feature was also used to inform customers of returned items. We are also talking with Env Serv to send messages to their customers who are close to maximizing their additional collections.
 - Electronic Bill: Met with IT, prioritized electronic bill process as high priority. We will be working with them to achieve this outcome in most cost effective manner. No action taken in December.
 - BCS Liaison: There were 18 meter inspections performed; 17 passed and 1 failed for positioning issues – builder was notified. Upon investigation of permits, we found all CCU wastewater connection were in order.
 - EZ Pay: 14,195 bills were processed; 3,593 one-time pays; 5,653 recurring payments and 2,981 payments through Cust Serv Reps. There were 125 returned items; 38 for insufficient funds and 87 for invalid bank number.
 - AMR Replacement: 64 Orion AMR transponders were installed. Of the 25,368 customers with AMR transponders 4,556 have ITRONs and 20,812 have Orion. The 25,368 represents 45.43% of our customer base with AMR meters.
 - Customer Service: Received 8,595 phone calls. Grade of service was 82.5%. The total # of walk-ins to the lobby was 1,902. There were 3 new service requests representing \$28,829. in connection fees.
 - Meter Services: Installed 2 new meters (existing lines); 39,344 meters manually read; 29 were skipped (less than .1% of all reads) and 60 were misread (less than .1%); 2,889 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections:
 - Delinquencies: 792 accounts were shut-off for non-payment. Reconnection revenue (meter was turned off) collected was \$33,080 penalty revenue was \$75,105 and premise visit revenue (payment was made before shut-off occurred) was \$2,070. Total delinquency revenue: \$110,255. FY-YTD 09 total: \$306,410.
 - Returned Checks: Revenue was \$4,995. FY-YTD 09 total: \$12,697.
 - Tampering: 40 meter tampering occurrences for total revenue \$4,220.; FY-YTD 09 total: \$14,580.
 - Overtime: \$1,155, collected for OT and \$253, expended. Net income is \$902. Total revenue collected FY-YTD \$3,054.
 - Liens: There were 125 liens filed addressing balances at the time of filing of \$25,840. There were 103 liens released for a total of \$63,710.
 - Bad Debt: There were 13 accounts sent to bad debt this month for a total of \$1,942. or an average balance of \$149.
 - Community Outreach: Met with Business Manager from Loveland Condos to address inconsistent billing to their owners and recommended methods of addressing discrepancies and their pros and

cons. Working with reps from South Gulf Cove Assoc to address high use on park irrigation meter – with possible outcomes that could be favorable to all parties.

- o Real Estate: No activity.
- o Water Conservation Enforcement: draft of Year Round/Emergency water ordinance delivered to County Attorney's office for review. A meeting is scheduled for the 2nd wk in January to finalize the draft ordinance for submission to SWFWMD. There were 8 unauthorized use warnings and no actual violations in December. FYTD total revenue for unauthorized use is \$5,250.
- o Sharepoint/Doc Management: The SharePoint implementation is currently being planned in IT and a shift in the method they will be using to provide it to each department. It may be necessary to change all current docs from Adobe to Word. We want to ensure the functionality being created will be supported in the upcoming version. We currently have 25,000+ docs ready to be transferred to Sharepoint.
- o ID Theft/Red Flag Policy: Standard operating draft is complete. Awaiting review by staff for final document.
- Public Outreach:
 - o Water Conservation: SWFWMD extended modified Ph II severe water shortage restrictions through 2/28/10; Met with CCU staff to discuss planning stages of Burnt Store RO WTP Open House scheduled for 2/2/10; Provided SWFWMD will bi-monthly conservation pilot report; Added green display in Murdock (utility green efforts); FY 09/10 toilet rebate program is running smoothly.
 - o Misc, Safety & Security:
 - o Misc: Attended the CHNEP meeting on 12/2.
 - o Safety: Conducted 2 in-house training events on Lock Out/Tag Out (mandatory training for all Utility employees); Attended JSA Risk Management review on 12/15; Fire Drill was performed at all Utility facilities; Inspected lift stations in the Burnt Store area for safety violations and review accident from Nov-Dec 09; Attended the County Safety Committee meeting on 12/7.
 - o Security: Security gate codes will be removed after the first of the year and replaced by security card access. Warehouse on-call staff will have access to the security codes in case of an emergency; Warehouse gate staff has been granted access to security cameras to identify person(s) requesting access thru campus gate.
 - o Human Resources: Total positions: 208 (202 less Finance); Vacancies: 8 (6 Frozen); SBP processed: Frozen.
- Administration:
 - o Sun River Utilities: No change.
 - o North Ft Myers Utility: Notice of Application for and Extension of Water and Wastewater Service Area by North Fort Myers Utility, Inc (NFMU) received to extend their service area into Charlotte County. Properties to be served lie just west of I-75 at the Charlotte/Lee County Line and are owned by Daniel R Harper and Quinton B McNew in revocable trusts. Charlotte County Utilities nearest connecting terminus lies due west of property, 4.5 miles away on Burnt Store Road. CCU has never been contacted by owners of properties and had no plans to serve these agricultural zoned parcels in the near future.
 - o Misc Punta Gorda Interconnect: Charlotte County and the Peace River/Manasota Regional Water Supply Authority (Authority) staffs, with Commissioner Skidmore representing Charlotte County and Commissioner Hill representing the Authority, met in mediation on December 16 to resolve the Phase 1A pipeline 'Host County' issue arising from the denial by Charlotte County BOCC. The result was a "Mediated Settlement Agreement", signed by both Commissioners and legal counsel for both entities. The Charlotte County BCC will address this issue on January 14th and the Authority Board on January 14th.
 - o Burnt Store Area Expansion: No change in status of proposal to initiate a Home Rule Assessment Area for the Burnt Store development community.
 - o PRMRWSA: As of 12/27 the Authority reported 296 days of combined water storage remaining in the reservoir and Aquifer Storage and Recovery wells (ASR). At the beginning of the month 30.38 cfs of running water was available from the Peace River, increasing to approximately 74.70

cfs, or 48.28 MG by month-end to divert to facility storage; the Authority was taking average withdrawals of 54 MG/day. Average customer demands were approximately 20.83 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. It is anticipated that the exemption will not be renewed when it expires of its own accord in March 2010.

- o Regional Reclaimed Water Exp: Booster and Storage Sites (Contract 2): The work on this contract is complete. Record drawings and GIS data has been submitted to SWFWMD along with request for final reimbursement of grant funds allocated by SWFWMD to this project.
- o Production and Monitoring Wells: The pumps and VFD units for Well #15 and #16 were installed and commissioned. The only remaining items that must still be completed are a) punch list items, b) removing the plug from Well #15, and c) SCADA control issues.
- o Plant Expansion: The new RO plant continues to produce approximately 380,000 gal/day of potable water. Major work activities for December include a) complete landscaping, b) restoring the site, i.e. hydro-seeding and placing sod, c) remove construction debris and trailers, and d) work towards completing punch list items.
- o WWRP Expansion: Re-rating of the facility is being initiated in order to increase capacity while delaying major capital expenditures.
- o Central & West Cty Water Model Update: JE was provided a list of project simulations to be run in West and Central Cty. JE ran simulations to determine the fire flow impact of 2 water main exts proposed to be constructed in West Cty. One was for the 12" water main on Calumet Blvd in South Gulf Cove and the other was for the 24" water main to be constructed on SR 776. The results of the simulations were very satisfactory with hydrant flows increasing substantially in both areas. JE submitted a map of areas within the Central Cty distribution system where the valve status has to be verified (closed or open) to try and correct pressure differentials between model predictions and actual field measurements. Ops will be field verifying and updating the valve status in January. Once the model is corrected to reflect actual valve status additional simulations will be ran on proposed line exts in the Central Cty system. JE is also finalizing TM's 2 and 3 which should be submitted in January.
- o Rotonda WRF Expansion: The plant continues to produce effluent that is well below the reject parameters set by FDEP. All punch list items have been completed except for a) Effluent Pump Station #2 which continues to have issues relative to the control of the pumps. At the recommendation of the equipment manufacturer, filters will be installed on the 4 to 20 mA circuits which will hopefully eliminate the interference that is causing the control problem.
- o Upgrade Tanks & Boosters:
 - o Walenda: final connections to the chemical feed system and controls have been completed. Start-up of the system was performed December 22nd. The project has been substantially completed.
 - o Golf Course: The building structure is complete. Work continues on the internal wiring, piping and related items. The sheetrock is scheduled to be installed in the next week. Site work is progressing. Work on the water reservoir is complete.
 - o Gulf Cove: The final connections for the chemical feed system and controls have been completed. Start-up of the system was performed on Dec. 30th. The project has been substantially completed.
 - o BSV Lift Stations: The project has been final reviewed and is now being prepared for bidding. Bids should be received in March.
 - o East Port Expansion: Rehabilitation of the Headworks: The contractor began making initial engineering submittals. A proposed by-pass plan is to be submitted in January for review and approval. The by-pass plan must be submitted to FDEP before any work can begin.
 - o East Port Ops Bldg: Construction continues -progressing well, on schedule for new ops building.
 - o Spatial Info Assessment (Geodatabase): Due to other work demands no work was done on the back log for the wastewater system. No work has been done on field gathering GPS data on assets in areas that were not field verified by the consultant.

- Rotonda Villas & Springs Water & Wastewater System: General Contracting continues to install LPS and water mains. Wet wells at existing LS sites removed. GC proposes to use a manufacturer for LS odor control units (OCU) that differs from suppliers shown on CCU Approved Materials List and called out in the specs. This alternate supplier has to be approved by the Product Review Team before it can be used on the project. The alternate supplier continues to make revisions to the OCU submittal to conform to certain CCU manufacturing requirements but no re-submittal has been made. GC in a submittal proposed an alternate supplier for LS telemetry. This alternate supplier was rejected due to a direct conflict with info provided as part of Addendum #1 during the bid process. The Contractor will have to provide a submittal from the approved supplier Data Flow Systems. To date, no re-submittal has been made.
- Rotonda Sands & Meadows Water & Wastewater System: Sands: All piping has been installed and tested. The final wiring of the control panel modifications for the LS has been completed and FPL has installed the electric meter for the LS. Start-up of the LS is scheduled for mid-January.
- Meadows: All piping has been installed and tested. The final wiring of the control panel for the LS has been completed. The final item is the installation of the ATU for the generator and then FPL will install the electric meter for the LS. Start-up of the LS is scheduled for mid-January.
- Lift Station Rehabs: 321 & 855 - Upon further review, the decision has been made to rehab these 2 LS since they are considered the highest priority at this time.
- 8 – CCU staff continues to monitor the situation with RES. There has been no change.
- 24 – Permanent easement for the new LS site is being pursued.
- 84 – Ops completing the upgrading of LS in-house.
- 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: FDEP certified the new water line at Sunset WW and Peachland Blvd was opened to traffic. The contractor installed the new package lift station at the Lionheart WW on Forrest Nelson Blvd and continued with the remaining water and sewer installations.
- 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: Johnson Engineering submitted applications to FDEP for new structures at Lionheart, Dorchester and Morningstar WWs for new water and sewer lines. Final plans being completed, and waiting for control structure at Lionheart and Forrest Nelson Blvd to be completed before this project goes to Purchasing for bids.
- Spring Lake Park LS: The contractor has completed installing the package lift station. CCU and Facilities are trying to resolve contractor non-payment issues to allow the start-up procedure, and to accept the new lift station.
- Cape Haze Bridge: The contractor began the utility work required to remove the existing bridge. This project is being funded through the Fed Stimulus Pkg and is being administered through FDOT with CCU and Public Works oversight.
- Sidewalks: Johnson Engineering continues to hold meetings with CCU and PW staff gathering all info necessary to provide complete construction plans. CCU facilities affected in 3 of the 6 areas.
- Midway Force Main & LS Rehabs: Project is being included in the Midway Widening project as each phase is constructed.
- Midway Widening (PW) Phase 1: Utilities for the Yale, Elkcam and Niagara WWs have been installed and tested. Awaiting certification from FDEP before making the final connections and putting the new lines into service. This portion of the project is being constructed by Peter A. Basil. The 100% roadway Ph I plan (from Elkcam to Birchcrest Blvd) by Giffels-Webster Engineering has been forwarded to Purchasing. Fordham WW plans are being finalized to address gravity sewer relocation/lift station utility issues.
- Rotonda Reclaimed ASR Well: Responses to the RFP for const services were received on 12/3. On 12/18 the Professional Services Committee met with Purchasing to score the submittals. As a result of this process 3 firms were short listed. The 3 firms are to appear before the Professional Services Committee to answer questions on 1/5.

- 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 are being finalized as per the latest project revision to minimize costs.
- 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 very near future.