

Charlotte County
Board of County Commissioners
Staff Report
January 2010

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments
- Due to conversion to new software system, the Impact Fee Report was not updated and distributed.
- Final preparation for the BCC Budget Workshop held on January 7.
- Preparation for FY10/11 Budget Kickoff with Department Directors on January 21.
- Worked with IT to create the share point site for the FY10/11 Budget Process.
- MSBU - Assisted in reviewing the property to be assessed and creating detail records for all phases in the wastewater and water MSBUs.
- MSBU -Staff has been directed to create an MSBU for Little Gasparilla Island Fire. Coordinating with Public Works to come up with a methodology for the District. Also, creating detail records for the district and running the preliminary property roll report.
- FEMA – Working on processing the paperwork for an additional \$410,000 worth of possible reimbursement on Tropical Storm Fay beach re-nourishment project.
- Completed and submitted Grants quarterly report.

Fiscal Services Division

- Public Safety:
 - E911 completed FY08/09 Fiscal Year Report for the E911 Board in Tallahassee. Report consisted of County's costs to operate and maintain the E911 system and will be used in the 2009 Annual Legislative Report.
 - Emergency Management (EM) received reimbursement of \$1,222 for 1st deliverable of the Hazards Analysis Update Grant that identifies all hazardous materials inventories in the County.
 - EM submitted reimbursement report for FY09/10 1st quarter for the Emergency Management Preparedness Assistance (EMPA) Grant to Florida Division of Emergency Management in the amount of \$23,507, which funded personnel and operating costs of the department.
 - EM also submitted reimbursement report for FY09/10 1st quarter for the Emergency Management Performance Grant (EMPG) to Florida Division of Emergency Management in the amount of \$4,900, which funded an upgrade for the WebEOC program.
- Facilities and Parks and Recreation Cultural Resources:
- Building Construction Services & Growth Management:
 - Completed 20 FEMA project closeouts.
 - Assisted with development of Surcharge report for Accela -revised Daily Financial Detail report.
 - Revised final billing to Ripkens for 2009 utility payments.
 - Developed spreadsheets for tracking 2010 contracts for Parks and Recreation.
 - Drafted SOP for NSF checks.
 - Distributed line item budget 2011 templates to department managers.
 - Provided monthly reports to department managers.
- Public Works:
 - January 2010 PW Finance:
 - Received payments for grants/interlocal agreements \$10,290.14, City -Aqui Esta Drive const.
 - \$37,031.97 from the City of Punta Gorda for Aqui Esta utility work
 - \$163,080.20 from FDOT for Aqui Esta road construction
 - \$18,821.26, City of N. P. for share of Apollo Waterway drainage control structure design
 - Total received \$229,223.57
 - Invoiced \$94.70 to City N. P. for share of drainage control structure work on Chancellor

- \$27,113.48 to the City of Punta Gorda for their share of Aqui Esta Drive construction
- \$ 9,519.48 to the City of Punta Gorda for Aqui Esta utility work
- \$ 7,032.15 to the City of Punta Gorda for their share of Aqui Esta Drive design work
- \$11,357.03 to FDOT for Piper Rd construction
- Total invoiced \$55,116.84
- Human Services:
 - Reviewing additional grant opportunities that have become available.
 - Submitted ARRA grant reports for the Community Services Block Grant to the State.
 - Grants Management Analyst moved to Murdock from Punta Gorda to be available to work more closely with staff needing grant assistance.
 - Housing Division in process of closing on 1st property purchased with Neighborhood Stabilization Program funds.
 - Working with the external auditors providing documentation for annual Single Audit for several grants including the LIHEAP and the SHIP grants.
- CCU/EES:
 - Completed AWWA Peer Evaluation for CCU.
 - Developed cost estimates for CCU to service ATU.
 - Completed CIP budgets Solid Waste and capital carryovers for Budget.
 - Analyze GAP water sold to Peace River from Sarasota.
 - Working on Annual report for CCU.
 - Calculated Landfill bond payoff and prepared agenda item.
 - Worked with the MSBU section regarding proposed Area 1 service area.
 - Review and approved Developer agreements.
 - Updated revenue chart for 2010 Budget Function Book.

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I.T.

- GIS Parcel Rework: Last several weeks redrafting recorded plats in section 5b-4 using coordinate geometry to drastically increase accuracy. This area was originally drafted without aid of aerial photography which included guesswork. With obtainment of accurate aerial photography, and tools that have been recently made available to staff, this area and others will be enhanced.
- SmartCharlotte 2050 Final Site Implementation: IT installing latest version of Growth Mgt Comp Plan website. Changes should make site more user friendly and more intuitive for end users.
- Cape Haze Women's Group - Identity Theft Public Outreach: Reese and Ramsey gave presentation to Cape Haze Women's Group to educate them on dangers of Identity Theft especially through use of technology -group was grateful in this environment where ID theft is so prevalent.
- Mid County Library converted to VoIP: Phone system converted to Cisco Voice over IP. Project provides Mid County Library with improved phone quality and streamlines IT support initiatives.
- WebEOC Upgrade: WebEOC 7.2 upgrade contains most recent ICS and FEMA forms available and is Windows 08 Server compliant -upgrade allows administrators to add and label as many process permission groups as needed. Dashboard tags have been added to allow splitting a status board view into sections and combine data for enhanced viewing.
- Iris 3.0 Report Printing from Citrix: Users have ability to recover archived data from IRis and pull it into a report over the Citrix web portal.
- EAMS Backflow Inspection Process: IT developed a new workflow process for EAMS and configured the system for the purpose of inspection and tracking the status of Backflow Preventers for all Utilities customers which will put Utilities in accordance with DEP requirements.
- Routematch Speed Enhancements: In-house analysis completed and changes implemented to enhance performance of 3rd party "Routematch" application used by Transit (H. S.). Users already reporting a significant speed increase (over twice as fast). Changes consist of modifying how SQL server manages memory to aid Routematch's processing method and adding indexing to one of the products audit tables to reduce data scan times.

- Pasco County Visit: Pasco Utilities visited IT & CCU discussed EAMS implementation particularly with configuration of Utility's warehouse. They are interested in process they use to move parts from warehouse to the trucks and then into production. In return for spending time with them, they offered to allow us to attend some on site EAMS training they'll be having at no cost to the County.
- Lee County Visit: Lee's Property Appraiser's office met with GIS and Charlotte App. Mapping Department to discuss Parcel Builder Application. Charlotte is using this product for past 2 yr's maintaining property database. Lee interested in our workflow process and gaining feedback as to the quality of the application. Lee decided to move forward with purchase of this product.

Purchasing

- Shortlisting meetings held:
 - 09-352, Utility Emergency Repairs
- Pre-construction meetings held:
 - 09-361 Manasota Key Drainage Improvements
 - 10-029 US 17 Landscape Maintenance Medians - Annual
 - 09-332 Landscaping - Grove City Walking Park
 - 10-050 Paving Program - FY 09/10
 - 10-036 HVAC Replacement at Harold Ave Recreation Center
 - 10-111 Charlotte Sports Park Parking Lot
 - 09-283 Site Prep, Supply & Setup of Steel Building
- Pre-bid meetings held:
 - 10-111 Sports Park Parking Lot
 - 10-039 Burnt Store Lakes Entrance Features
 - 10-104 Midway Boulevard Widening - Phase 1
 - 10-118 Natural Gas - Pool Manager
 - 10-128 Cleaning Contract - Annual
- Bid Openings held:
 - 10-090 Disposal of Waste Tires - Annual
 - 10-082 Specialty Mowing - Annual
 - 10-086 Sign Materials - Annual
 - 10-048 NFPA Testing & Inspection Services - Annual
 - 10-076 Fill Dirt - Annual
 - 10-101 Stillwater Youth House Renovation
 - 10-111 Sports Park Parking Lot
 - 10-116 60 Cabbage Palms for Charlotte Sports Park
 - 10-091 Environmental Fencing - Annual
 - 10-118 Natural Gas - Pool Manager
 - 10-039 Burnt Store Lakes Entrance Features
 - 10-127 Specialty Mowing - Annual
- Quotes due and received:
 - 10-116, 60 Cabbage Palms for Charlotte Sports Park
 - 10-068 Security Alarm Monitoring
 - 10-122 Program Guide Advertising - Parks Recreation & Cultural Resource
 - 10-119 Pool Drain Cover Retrofit - South County Pool
- Work Orders due and received:
 - 10-112 Work Order #65 Greenhouse Gas Management
 - 10-131 Work Order #67 Analysis / Design ADA Improvements - PRCR Facilities
- Negotiation meetings held:
 - 09-177 Placida Road - Design
 - 09-293 Construction Manager at Risk - Placida Road
- Pre-submittal meeting held:
 - 10-125 Emergency Debris Management
 - 10-129 Human Services Case Management Software System

Real Estate Services

- Burnt Store Road, Winchester South and Midway Expansion: Order of Take for parcels for first phase of *Burnt Store Road* scheduled, 3/10/10. Negotiated voluntary settlements with 11 of 12 mobile home owners affected -conclude negotiations with last holdout. Acquisitions for *Winchester S* complete -successful in Order of Take granted for *Midway Phase 1* proj. All parcels, easements and temporary rights of entry now in place.
- Piper Road: Completed right-of-way acquisitions for phase 1 -mediations for final compensation on-going for several months.
- Environmental Lands Acquisition Program: Prog in abeyance -33 lots within a target area will be available via tax deed auction -looking into the feasibility of acquiring these parcels.
- Flamingo/Edgewater: Acquired 73% of the 332 lots -mass mailing” of offers in April of this year.
- Inter-modal & Logistic Ctr: Assisting Eco Dev on acquisition of 20 acre site for Center.
- Public Works, Administration, Parks & Recreation and Utilities: Work obtaining easements, title searches, reviewing land related issues brought forward for review.
- Releases and Occupations of Easements: -approx. 100 applications.
- Stump Pass Renourishment Project: Easements for placement of sand continues -being sought from private land owners at no cost to County.
- Weir Replacement Projects & Easements for Canal Dredge-Spoil Sites: Temporary Construction Easements to assist with site access when work begins.
- Neighborhood Stabilization Program: Funding from FI Dept of Community Affairs received -moving forward with acquisition of first improved property. This multi-million dollar grant award will keep us engaged in acquisition process for 2 years. Labor intensive involves research, inspections, negotiations, contract-prep and review, closing and reporting on targeted parcels.
- County's Real Property Inventory Review: -page-by-page, parcel-by-parcel review of all real estate holdings to determine why we hold parcels -existing or planned future use and if parcels can be surplus for purchase. Analysis will provide detailed understanding of holdings related to County prog's and initiatives.
- Office Space Research: Continue to assist PW & Facilities -relocation of staff.

Building Construction Services

- Summary:
 - Single Family permitting numbers were down slightly from last month with 11 permits being issued in January.
 - Item of note: -still experiencing a few issues with our reporting capabilities in Accela which impacts our ability to provide some information this month.
- Updates and Accomplishments:
 - Bld. Offic, Department members and building officials from 4 local jurisdictions, attended Industry Issues Meeting at Charlotte-DeSoto Building Industry Assoc. (CDBIA) to discuss departmental process issues they are all facing. Meeting was well attended by local contractors and architects and provided a valuable forum for discussion and problem solving. One outcome of the meeting was the agreement to combine at least one required form and process across the jurisdictions, thereby improving service levels and consistency for our customers.
 - BCS working closely with H S in support of the Neighborhood Stabilization Program (NSP). One of our Building Inspectors has been assigned to inspect the condition of abandoned homes to determine what needs to be done to make them habitable, or if they may need to be demolished. The purpose of the NSP is to create jobs and repopulate abandoned homes from the foreclosure crisis by developing affordable housing for homeownership or rentals.
 - On January 21, staff attended a Tree Planting Ceremony on at Florida Gulf Coast University. As part of their sponsorship of the Southwest Florida Green Futures Expo and Energy Options
 - Conference held in November 2009, Johnson Engineering provided a carbon assessment of the event. Participants on both days completed carbon assessment questionnaires to help Johnson

- Engineering calculate the event's carbon footprint. Based on 298 Green Expo responses and 126 participants from Energy Conf., total emissions estimated at close to 30 metric tones of carbon dioxide (MtCO₂). Commercially available carbon offset credits generally running \$5 - \$10 per MtCO₂, which means to offset emissions from the event, and promote being carbon neutral, cost would be somewhere in the neighborhood of \$150 - \$300. In an effort to keep the carbon offsets in the region, Charlotte County partnered with FGCU to plant the trees, which over their lifetime will continually capture and sequester carbon from the atmosphere.

Item	Total FY09	Jan-09	Jan-10	FY09YTD	FY10YTD
Single Family Permits Issued	241	27	11	74	57
Multi Family Permits Issued	1	0	2	0	3
Commercial Permits Issued	170	31	21	86	90
All Other Permits Issued	9684	1524	996	4538	3381
Customers Served	15488	1807	2050	6125	8579
Plans Reviews	6809	856		2885	730
Inspections	48393	8136	3105	24772	16860
Permitting Revenue	\$2,267,181	\$203,275		\$843,013	\$291,473
Permitting Expenditure	\$4,517,247	\$404,754		\$1,334,087	\$156,836
Licensing Revenue	\$102,094	\$27,479		\$43,051	\$29,940
Licensing Expenditure	\$757,802	\$78,648		\$246,246	\$13,773
Action Orders Initiated	4204	501	206	1349	959
Code Cases Initiated	2346	295	28	487	591
CEB Cases Heard	396	84	45	615	196
Citations Issued and \$ Amount	\$32,095	\$5,250	\$2,500	\$9,140	\$11,100
New Contractor Licenses Issued	449	45	1	186	58
Contractor Licenses Revoked	16	2	0	5257	1

Economic Development

- Inquires/Appointments/Successes:

- Charlotte County Industrial Development Authority voted to move a Recovery Zone Bond Application on to the BCC for its approval. The applicant, Harbor Resort & Yacht Club, requested a bond in the amount of \$3.64M which would be used for the construction/renovation of an 82-wet slip-marina at Four Points by Sheraton. Temporary construction jobs will be created during the construction period; 3 full time positions will be created once the marina is up and running. This item is scheduled to be on the February 9, 2010 BCC Agenda. The IDA Board also talked with two prospective applicants who are interested in the Recovery Zone Bonds for the construction of hotels on SR 776. Each prospective applicant wanted to learn more about the bonds and interested to see if the projects they were working on would fall within the criteria required for bonding.
- '09 SW FI Green Futures Expo and Energy Options Conference now officially a carbon neutral event. Charlotte County Government and event sponsor, Johnson Engineering, teamed up to plant 23 Cypress trees at Florida Gulf Coast University (FGCU) on Thursday, January 21st at a designated conservation area called Wetland #8. Commissioner Dick Loftus was on hand to commemorate Charlotte County's pioneering spirit as the region establishes itself as Florida's 'Green Coast,' where environmental stewardship and sustainability are part and parcel of the

region's economic development and Smart Growth plans. Dr. Joe Shepard of FGCU was thrilled to host the important occasion, noting the University's mission to practice and promote environmental sustainability, nurture community partnerships and value public service. Eddie McManus, of Waste Management, a platinum sponsor of the Energy Option event held in November, commented that the 23 new Cypress trees will serve as a living testimony to responsible and positive partnerships and development in our region. Jaime Boswell of Johnson Engineering explained the science behind the carbon assessment that her company donated to the event, and added the cypress trees over their lifetime would continually capture and sequester carbon from the atmosphere. Cory Mills of the FGCU Anthropology Club spoke about the importance of the event as the younger generation realize the value of taking care of the environment for future generations.

- Southwest Florida Economic Development Partnership has released materials for its Gorilla Marketing campaign. Window clings were shared with the Enterprise Charlotte Economic Council investors at their January meeting, and they have been distributed to Charlotte County Chamber, Englewood Cape Haze Chamber, Punta Gorda Chamber, the Visitor's Center at Jones Loop, Charlotte County Airport, Charlotte Harbor Event & Conference Center, Fisherman Village and Sheraton Four Points. We're hoping to get some on the windows at the Port Charlotte Town Center Mall. As you can see from the following captions, some can be used in line with general retail shops, the tourism based businesses, restaurants, etc.:
 - Shop around for a new location, too.
 - Tan Lines. Bottom Lines we're pretty good at increasing both.
 - Chef also recommends moving your business here.
 - Move your Business here.
 - Think of all the money you'll save on vacations.
 - Bring your business to a brighter place.
 - You could be on your lunch-hour. Not your vacation.
 - Want to see a Great Performance? Move your business here.
- EDO met John Beane and other rep's of Leadership Charlotte class -discuss ways current class may be able to work with EDO to bring more jobs into County -EDO's efforts to recruit and maintain existing businesses continue with:
 - 52 pending prospects.
 - Appointments with 21 local businesses.
 - 9 new projects reviewed; custom presentations developed for 1 business.
 - Provided 11 external companies and 23 County departments with various demographic and market data packets.
 - 2 incentive packages.
 - 2 impact analysis.
 - Met business owner and provided follow-up information on Small Business Loan.
- Meetings:
 - International Level
 - European Business Council
 - State Level
 - Florida Economic Development Council
 - Enterprise Florida
 - Regional Level
 - Southwest Florida Workforce Development Board
 - Urban Land Institute
 - Local Level
 - Directors' Meetings
 - Meetings with Commissioners
 - Enterprise Charlotte Economic Council
 - Charlotte County Industrial Development Authority
 - Charlotte Harbor CRA Advisory Board

- Charlotte County Airport Authority
- City of Punta Gorda
- Leadership Charlotte
- Budget Kickoff Meeting
- Reference USA Meeting with Library
- Expo & Conference Planning with Growth Management
- Presentations/Newspapers/Magazines:
 - Charlotte Sun/Ed Scott re State College campus in North Port.
 - Charlotte Sun/Ed Scott re Green business.
 - Charlotte Sun/Carol Sakowitz re Sunshine.
 - Josh Salman, Charlotte Sun re FGCU tree planting.
 - Lew Morrissey/Harbor Style Magazine re follow up on the Energy Options Conference recruits.
- Office Activities:
 - Data collection included monthly web-trend data, permitting/unemployment/airport/tourism stats.
 - Overall review/update of Demographic Profile and the Business & Financial Incentive Guide.
 - Agenda, Minutes & coordinated mtgs for the Enterprise Charlotte Economic Council, Charlotte County Industrial Development Authority and Charlotte Harbor CRA Advisory Committee.
 - Completed survey for the League of Cities.
 - Presented options to IDA Bd, 120 acres IDA owns to move property forward for development.
 - Reviewed potential grants announcements for project funding opportunities.
 - Updated project sheets for federal appropriation requests.
- 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.
 - 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.
 - Researching Renewable Energy Tax legislation.
 - Researching ARRA Funding opportunities.
- Charlotte Harbor CRA:
 - Coordinated/facilitated January meeting of the Charlotte Harbor CRA Advisory Committee including the attendance of Deputy Miller from the Charlotte County Sheriff's Department.
 - The Housing Rehabilitation Grant program has proven to be a success. All but two of the 21 grant projects have been completed. Reimbursements continue as projects are finalized.
 - Second Annual Hands Across the Harbor was held on January 30, 2010 with approximately
 - 175 paid registrations. Event held at Gilchrist Park. City and County staff provided support to the Punta Gorda and Charlotte Harbor CRA. Newspaper coverage was received and the City Manager received four positive emails regarding the event. This year's event was expanded to include a business expo and product demonstrations. The date for next year's event is tentatively planned for January 29, 2011 and will start and end in Bayshore Live Oak Park.
 - Details of architectural features of the Harbor Walk project were presented and approved by the Charlotte Harbor CRA Advisory Committee. Final construction plans are expected in 3/2010.
 - Large Scale text amendment was submitted to the Growth Management Department to amend the language of Neighborhood Business/Residential based on recommendation from the Charlotte Harbor CRA Advisory Committee and input received from the community.
 - Contact with 16 property owners to request their interest in participating in a Comprehensive Plan Map amendment which would change the land use designation of their property. Six of the property owners have responded and authorized participation in the application.
 - Joint meeting w/BOCC and CH CRA Advisory Committee mtg for March 23 at 2 p.m. The agenda for the meeting will include discussion and approval of the 2010 and 2011 Work Plan.
 - Continuously monitor and update the Charlotte Harbor Website to provide current information.

- Coordinating and managing activities of the Bayshore Live Oak Park Special Events Coordinator including reviewing and approving press releases and providing input on scheduled events. The first of three Travel and Trivia series was held on January 15.
- Murdock Village:
 - Updated financial information.

Environmental & Extension Services

- Extension Services:
 - PolyCom Presentation Opportunity - Social Media: Promises, Pitfalls & Perils 3-5 p.m., Friday, 1/22/10 - UF Levin College of Law - Room A, fun, free easy, more people use it for business/pleasure. But what are liabilities/legal pitfalls of using Facebook, Twitter and other social media? Are there special concerns related to public institutions operating under the Sunshine Law?
 - ANRAC: Director attended ANRAC mtg 1/21st -reported happenings and program updates.
 - FI Master Naturalist Prog: 1/4th, Coastal Module classes began -17 students registered to participate in 6 week adult education prog developed by University of FI -offered through CC UF/IFAS Extension. Monday classed thru 2/8/2010.
 - Charlotte High School Envirothon Team 1/19th, Agent provided onsite training/support to High School Envirothon Team through their teacher Mr. Wikman, team will represent County at State Envirothon Academic Challenge April 2010.
 - Florida Artificial Reef Summit Sea Grant Agent coordinated various aspect of FI Artificial Reef Summit, in Cocoa Beach 1/21st - 23rd. State summit, held every 3-5 yrs, organized by Florida Sea Grant, the University of Florida IFAS Extension and FI Fish and Wildlife Conservation Commission. Approx 180 participants attended.
 - Tour for 13 Planners 1/29th, Agent coordinated tour from Charlotte/City of P. G., at Palm Island Marina and MarineMax of Cape Haze at request of Roxann Read. Participants learned various aspects of water dependent business operations/requirements for clean marina designation.
 - 4-H Youth Development: -11 members completed international food/culture prog –"Around the World with Fork, Spoon & Chopsticks"; prog includes ethnic food prep, culture study of each country: Guam-Switzerland-Germany; different county each month; diversity/cultural competence/life skills/food safety and prep/team work/consumer skills & money/time mgt.
 - Beginner Sewing Classes 10 boys & girls club members participated in 1st series sponsored by 4-H; utilizing five-machine sewing lab at Family Service Center as part of after-school activities - completed decorative pillow and tote bag. Life skills development/time mgt/basic sewing/cooperation/personal development/integrity/stewardship, partnership, innovation.
 - State 4-H Executive Bd 2 County 4-H Teen Leaders serving on State 4-H Executive Bd, with responsibilities on Ways & Means Committee, Legislature Planning Committee, and Service-to-Others Committee served as class instructors and group leaders for LAW (Leadership Adventure Weekend) held in Ocala, Fl. Teens were selected due to their leadership and commitment to local and district 4-H prog's.
 - Youth Development Institute 4-H Agent speaker for 2 sessions, Strengthening Prog's to Reach a Diverse Audience, Community Collaborations held in Gainesville.
 - 4-H Volunteer Hours 23 adult volunteers, over 150 hrs planning/implementing life skills development activities for over 250 4-H members in January included: field trips, competitive events/club mtgs/public outreach/farm tours.
 - Home and Garden Show - Event Center – 1/16th-17th Master Gardeners manned booth on palms; handouts on palm selection, care, first-aid after recent freeze.
 - Palm Education Prog. Session III 1/12th ; final rescheduled Palm Education Session will feature Dr. Tim Broschat, Palm Specialist with the Ft. Lauderdale REC, for an hour of Q & A via.
- Solid Waste Division:
 - Staff researched a lawn waste recycling center in More Haven. The purpose was to look at the electric grinding operations that maybe incorporated in the Charlotte County commercial yard waste station. The electric processor is very quite and easy to operate.
 - Single stream recycling instituted in Jan. This process combines all recyclables into one container and it is sorted at a processing facility. It will be evaluated as possible cost saving strategy.

- Keep Charlotte Beautiful coordinated a clean up in and around the Environmental Campus and approximately 200 volunteers participated.
- Natural Resources Division:
 - 350 prescribed burn conducted at Prairie Creek Preserve; meets land management objectives.
 - Exotic vegetation eradicated at Tippecanoe Env Pk and fire break rehabilitation for future burns.
 - CHEC received a grant to treat 13 acres of Brazilian Peppers at Thornton Key Preserve.
 - Prairie Creek Preserve is extremely busy with “birders” watching our resident Florida scrub-jays.
 - Staff finalizing park and preserve mgt plans, and this will assist managers over the next 5 years.

Facilities, Construction and Maintenance

- Jail Expansion-Design 75% for early phase 1 start, selection Bovis for CM on BCC 11/28 agenda, Construction of phase one is complete. Phase 2 construction is underway. BCC project change approved on 3/10/09 Sales tax savings to date-\$259,000
- Eastport WWTP Control Bldg-A/E contract is released-planning and programming underway Construction is underway Budget 2 million
- Event Center-project is complete-warranty work underway-100% 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 VS. 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 project to be LEED certified
- State Dept of Health Facility at Loveland-under design-shared campus with HS bldg. Cty advising on process/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 1/9. Proj 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 is at substantial completion Budget 28M Project is 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 has been approved 1.7 million-engineering assessment underway Project is underway Installation phase Scheduled completion in Jan. Project is complete
- Rotunda WWPlant Exp –approved GMP by BCC, construction start July 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. BCC approved state ARRA Grant for \$984,000 for green sports field lighting and upgrades at FS#12
- South County Annex renovation-under construction-completed
- West Charlotte mini-transfer station-under construction-complete

- CC Fire Station #5-renovation of station-under construction
- Family Services-planning for grant -approved renovations-grant of 196k approved-project is out to bid for sprinkler system
- Sheriffs Office 911 upgrade/renovation-in planning-project delayed
- Health Clinic-renovation work underway facilities portion complete clinic to open April 15th-complete
- County space study underway w/Budget, HR, Growth Mgt, Risk, 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 est. complete. Plans in design for Tax collector operational space
- 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 restroom is open to the public
- Bayshore ADA restroom-Acquiring A/E firm for design A/E hired for project-will be LEED Compliant

Growth Management

- SmartCharlotte 2050 Comp Plan Update: Transmittal accepted by DCA. Staff notified the ORC report will be available by mid-March. Once received County will then have 60 days to do 1 of 3 things; 1) approve 2050 plan with DCA comments, 2) reject Plan, or 3) Approve Plan with other changes.
- Transportation:
 - Staff met with Adm & Budgeting to begin initial process of prioritizing County's transportation projects. Results will be used by PW to prioritizing CIP projects for coming years.
 - Staff coordinated/attended an Intergovernmental Coordination meeting with FDOT, City of PG, and PW Dept's to discuss short and long term impacts from City's planned and anticipated growth on the Key-corridors.
- Bicycle & Pedestrian Master Plan: Scope for Plan approved by GM and MPO. Data collection and analysis began January -anticipated data collection task completion Feb., followed by analysis task; final draft plan completed by 6/2010 to be included as part of 2035 LRTP -adopted along with Plan.
- Babcock Ranch: Staff met with rep's of FP&L & Babcock ranch to discuss requirements and timelines for initial submittal of 400 ac solar field located on the northern portion of the Development.
- School Concurrency: School District portion of SWG team has proposed going to a single category student generator county-wide. While it is a significant departure from the existing student generator, it would apply a single value for calculating the impacts of non-exempt residential development. The concept has apparently already gained approval in other jurisdictions and could eliminate potential disagreements over which category pertained to a given development. If the SWG reaches agreement on this change, it could necessitate a round of workshops with the governing bodies of all three parties due to the weight of the change in policy. If the proposed change is unopposed, the ILA could be amended in time for the annual joint City/County/School Board meeting in May.
 - The SWG is scheduled to meet next on 2/1/10.
- Community Plans:
 - Grove City: Committee met 1/25/10. Bob Halfhill attended meeting and answered questions on lighting San Casa. PW Dept. will look into possibility of installing lighting and also look into dredging ordinance. Committee requested an updated contact list for County Dept directors as part of updating the binder. Updating the binder was discussed and need to move forward with accomplishing goals and action items listed in community plan. Staff also discussed Smart Charlotte 2050 Neighborhood framework and that Grove City is shown as a revitalizing area and could become a CRA in the future. An architectural guidelines booklet was discussed and committee would like to use guidelines as an incentive for development.
 - Little Gasparilla Island: Committee discussed results of fire survey and has decided to form a subcommittee to begin revising group's bylaws.
- School Concurrency:
 - School District contracted with Kimley-Horn consultant, David DeYoung, who assisted in creation of updated ILA, and Public School Facilities Elements for both County and City. He has been helping the SWG with redesigning student generator used to calculate student capacity for new

developments. While original generator had 4 categories, revised generator will contain only 2, single-family and multi-family. In addition, 1st version of generator was geo-coded by student addresses and housing types, revision will be coded only to where students reside in County.

- Land Information Supervisor, Maggie Bartley, helped School District create original geo-spatial layer for generator and has now completed her part of this revision. This change will be compatible with new concurrency management software being implemented by County and offers variety of tools not previously available, like automatic updates to map series that occur annually.
- SWG is now examining the ILA for necessary revisions that will coincide with the annual joint City/County/ School Board meeting in May of 2010.
- SWG is scheduled to meet next on 1/11/10.
- Site Plan Approval:
 - Staff received a total of three applications.
 - All three applications were approved.

Human Resources

- Employee & Labor Relations:
 - IUPAT relations meeting.
 - Met with Risk Management regarding ADA process
 - Coaching and advisement to depart's regarding re-organization/discipline/performance issues
 - Met with Assistant Administrator's regarding organizational redesign questions/approach
 - Successfully agreed to a Memorandum of Understanding (MOU) with IAFF (and avoid impact bargaining).
 - Research outside municipality PRCR structure, staffing, budget, etc.
 - Miscellaneous OD/ELR advisement/investigations/follow-up.
 - Met with Employees regarding various employee relation issues.
 - Met with employees regarding Rays acquisition of maintenance of Charlotte Sports Park.
 - Conducted exit interviews.
 - Attended Employment Law Seminar for updates on FMLA, ADA, & EEOC claims.
- Legal Discussions:
 - Listened to step 3 grievance regarding employee issue.
- Benefits Related:
 - Held seven orientations with new hires
 - Processed (4) Short Term Disability Claims
 - Reviewed the latest legislation regarding COBRA subsidy
 - Process Tuition Reimbursement Requests
 - Prepare orientation booklets
 - Attended meeting regarding Disney volunteer program
 - Provide Customer Service to employees, retirees, & cobra participants
 - Produce Service Awards and letters to employees
 - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development:
 - Attended mtg regarding functional evaluations and accommodations related to possible disability.
 - Facilitated Leadership Gold program at both Murdock and Eastport Campus.
 - Open for Business proposal to Admin – drafted Open for Business training program to be rolled out County wide reinforcing an attitude of flexibility, transparency, openness to ideas, can do, etc.
 - Worked on HR PowerPoint presentation and traditional class for Employee Academy.
 - Miscellaneous coaching/development conversations.
 - Facilitated BCC directional statement discussion.
 - Researched for possible training on Verbal Judo and dealing with irate customers.
 - Professional Development to include webinar, reviewing industry journals, etc.
 - Special Classes entered into Eden for CCU. Three ethics classes and one workplace etiquette.
 - Prepare for Advanced & Intermediate Excel class that was offered.
 - Prepare for FGCU course “A Systematic way to become organized”.

- Met with employee to assist with completing action plan.

Human Services

- Operations staff met to plan 2010 Transit development & to align Department and BCC goals. Focus for 2010 will be on passengers' access to Sunshine Ride & Dial-a-Ride (DAR) para-transit bus service; ridership; and customer satisfaction -customer satisfaction survey is being conducted in February with results expected in March.
- Staff completed and submitted 2nd Quarter report for CSBG – ARRA (Community Services Block Grant- American Recovery & Reinvestment Act) Program. Since implementation of this prog in 10/09, prog has preserved 1 position, created 2 additional positions, served 54 people in programs such as financial education, child care assistance, education and employment supports, provided 86 hours in staff training and generated 180 hours of volunteer service to the community.
- Veteran Services has hired a new Assistant Veteran Services Officer, David Rockow, to replace retiring Don Vecoli. Mr. Rockow will assist the County's Veteran Services Office in expanding access to local veteran assistance in filing VA claims and obtaining benefit entitlements.
- Case Management staff proposed and implemented an efficiency measure to save hrs of admin staff time. Staff given authorization by Area Agency on Aging for SW FI (the State's monitoring agency) to discontinue sending copies of client care plans to County's subcontracted in-home elder care vendors. Original care plans will continue in County's client files as necessary. Efficiencies have also been realized by establishing electronic client information sharing protocols with vendors.
- County received authorization to expend funds through federally funded Neighborhood Stabilization Prog. 8 properties reviewed with RES. Offer accepted on 1st property. Inspection pending with closing date set for no more than 30 days from offer date.
- VS staff attended an organizational meeting with the new Vietnam Veterans of America Chapter in Charlotte County. This is the only national Vietnam veteran organization that is congressionally chartered and exclusively dedicated to Vietnam era veterans and their families.
- FS Mgr, Emily Lewis, invited to attend state-wide FI KidCare Conf in Orlando as a presenter on topic "Building and Sustaining Community Partnerships". As a result of positive feedback from the attendees, Ms. Lewis has been asked to host a follow-up conference call for conference attendees who missed the presentation. Kid Care Community Partnership Program has expanded local outreach efforts to include on site application assistance at all three Health Department clinics.
- Winter quarterly edition of Family Matters newsletter mailed to approx 2,000 residents in neighborhood surrounding FS Ctr -newsletter also available on FS Ctr website -newsletter is grant-funded contract requirement & provides articles about Ctr's prog's and accessing services.
- Housing & Community Initiatives Manager facilitated use of Kelly Hall with Coastal Behavior Health and CC School Board. Kelly Hall was renovated with Hurricane Housing Recovery grant funds.
- New Transit Driver, William (Steve) Holland comes from the Parks & Recreation Dept. Mr. Holland will be assigned to provide Medicaid trips and help Sunshine Ride increase local ridership.
- Referral and billing procedures were established between Senior Friendship Centers and Human Services for senior congregate meals, home delivered meals and transportation.
- Transit received 4 of 5 hybrid buses purchased through federal stimulus funds. Buses should be road ready by the end of February.
- Human Services staff assisted Emergency Management with transportation and shelter needs for the homeless during designated cold weather night events.
- Director attending regional mental health stakeholder meetings with the Florida Department of Children and Families.

Parks, Recreation and Cultural Resources

- Department Administration:
 - Attended Administration's Budget Kick-Off meeting
 - Facilitated Mowing Safety Training at Bay Heights Park.
 - Facilitated training of Disney Day Volunteers for front office operations
 - Reviewed and commented on Parks & Recreation Advisory Board minutes

- Drafted Disney Volunteer Procedures
- Created forms as a tool facilitate information gathering regarding volunteer opportunities
- Met with Assistant County Administrator regarding department implementation of the Give-a-Day, Get-a-Disney Day Volunteer program
- Attended meeting to discuss Department Administration's line item budget
- Finalized Gift/Donation Brochure
- Met with managers to discuss Government Day at the Mall
- Worked with Webmaster to update Department website pages
- Facilitated the relocation of staff computer as a result of Field Maintenance transition
- Facilitated relocating Director's temporary office to Bldg. "B" at the Sports Park
- Began work to secure Amanda Burden Urban Open Space Award
- for Continued working with interested parties regarding Adopt-a-park program
- Facilitated placing the Lemon Bay Fest Proclamation on the City of Punta Gorda Commission Meeting Agenda
- Met with Frank Desguin to discuss placement of a storyboard regarding his mother's contribution to swimming in Charlotte County at South County Regional Park
- Facilitated placement of Peggy Desguin Storyboard at South County Regional Park
- Public Meetings:
 - Parks & Recreation Advisory Board
- Public Outreach:
 - Administrative Support staff fielded 642 calls and 21 web mail inquiries for the month of January
 - 6 Citizen Concerns were processed for the month of January
 - 62,704 hits to the Department website in the month of January
- Business Services Section:
 - Prepared/attended BCC meetings for approval for Seasonal Parking Passes, Oyster Creek Waterfront Trail RTP Grant agreement, DEP Air Quality Monitoring Agreement
 - Began planning Memorial Day event at Bayshore Park with Special Event Coordinator
 - Submitted MOU -Gasparilla Water w/payment fm Ice Cold vending -Placida Boat Ramp location
 - Facilitated MOU's for Englewood Water District Ice Cold Vending Contract for Englewood Beach
 - Began working with Tax Collector to sell parking passes
 - Approval for Yahoo City pages-Craig's List. -utilizing calendar of sites for events/programs
 - Monthly full page free advertisement in Health and Wellness Mag for P&R dept. events/prog's
 - Submitted Park Furniture / Advertising Specifications to Purchasing for RFP
- Cultural Resources:
 - Use Statistics
 - 77,500 items checked out at libraries, 14% decrease over Jan '09. Mid-County checkouts up 8% due to increased hrs; renewals down due to changes in levels of service.
 - 60,250 library visits, a decrease of 11% over last year.
 - Libraries registered 1,167 new borrowers, a 5% increase over January 2009.
 - 12,800 computer uses, a 3% decrease over last January.
 - 535 attendances at 27 children's programs, 34 at two teen programs
 - 232 at 12 adult programs including 108 at genealogy programs
 - 90 adults participated in computer classes
 - 100 visitors viewed the *Florida Girls & Boys & Their Toys* exhibit at the Historical Center
- Other:
 - 25 events finalized for Edgar Allan Poe Big Read -kicks off 3/20th with author Stephen King and runs thru 4/30th. Big Read presented by Library System in partnership with schools & 5 org's.
 - Libraries and Historical Ctr benefitted from 1,823 volunteer hours during January; 27 volunteers have worked or are currently working under the Disney Give-a-Day Get-a-Day Program.
 - County History Collections online, accessible from County web site -32,300 hits during January.
 - Historical Adv Committee & PG Historic Preservation Bd held joint meeting to discuss issues of mutual interest, encourage cooperative efforts to promote history and historic preservation in the City and the County. The groups plan to meet quarterly.

- Volunteers at Historical Ctr received training with disabled persons at monthly lunch meeting.
- Historical Ctr, Center Society and CH Rotary Club working together to present the 14th annual *Florida Frontier Days* festival on March 25, 26 and 27, 2010, at Bayshore Live Oak Park.
- Recreation/Athletics/Aquatics:
 - Rec Div: 4 Rec Ctr's, 2 Skate Parks opened for 1350 hrs, served 9700 patrons (paid/nonpaid) with: Fitness, Instructional, Youth Leagues, Arts & dance prog's at each facility. Classes & leagues total 2045 with 5835 touches combined. Rec facilities rented 76 times achieving rental attendance total of 5576 people. Daily attendance for 2 skate parks totaled 352.
 - Baseball Clinic with Jeff Corseletti held at Sports Park 1/10, 9 to 4pm, total of 26 participants.
 - 1/16, Tampa Bay Rays Spring Training tickets on sale at Sports Park Box Office for 2010 season.
 - 1/16th Charlotte Sports Park hosted Great Garage Sale, Approx 2500 people attended -featured over 1000 feet of rented space, food/refreshments admission/parking free!
 - 1/16, CC Sports Park hosted Little League Jamboree by Stone Crabs - participants could register for upcoming Little League Season & play ball on "big league" fields, approx 50 attended.
 - CC Sports Park hosted Baseball International Tournament 1/21 thru 1/24, like a Fantasy Camp, event had evening reception catered by Hospitality Food Services (Ripken) on 1/20 for 12 teams competing with all championship games played 1/24. Total number of individuals at event 225.
- Aquatics Section:
 - 3 Aquatic Facilities opened 684 hrs for 2930 patrons. 1358 Patrons spent 185 hrs in water aerobics, swim practice and Parkinsons exercise. CC Blue Fins Swim Team hosted swim meet 1-30-10 attended by 214 swimmers and their families.
 - Combined 158 hrs in maintenance, 156 hrs on In-Service training rescue skills, first aid and conditioning swimming.

Public Safety

- Animal Control:
 - Met Executive Director and Board of Directors for Animal Welfare League, discussed recent developments for reduction in days of impound for cats from 5-days to 3-days -announced County would not pursue option due to legal implications.
 - Attended meeting regarding 211 Depart. -discussed how to increase communications between our departments, public, and inter-office communications.
 - Department met Administration to present proposal regarding our animal sheltering issues - discussed options negotiating our currently existing contract and building our own animal shelter.
 - Met Executive Dir. of Englewood Animal Rescue Society (EARS), discussed alternative sheltering options for animals impounded by Charlotte County. They are seeking to establish an animal shelter in CC and are interested in establishing an agreement to take in County animals.
 - Presentation to entire 2nd grade class at E Elementary in P. G. on: pet safety/dog bite prevention.
 - Hosted round-table discussion involving members of FI Wildlife Commission & US Department of Agriculture (USDA), to increase communications/teamwork between agencies.
 - Met with Commissioners -discussed current proposal involving contract negotiations with Animal Welfare League and the prospect of building our own animal shelter.
- Emergency Management:
 - Several days of conference calls and webinars with State DEM officials and National Weather Service discussed extreme cold weather event anticipated since late last year. First 10 days of New Year brought the coldest weather period in over 20 years. Worked with Homeless Coalition, Salvation Army, Red Cross, H.S. & several churches opening shelters 6 times in 10 nights -never opened so many shelters in a short period of time in 23 years.
 - Director met with team of researchers from Memphis University studying recovery from disasters and what factors motivate a community to succeed in such an endeavor. They are looking at what plans and procedures were in place in advance which made the recovery go more smoothly. We were one of many community groups and organizations they met with.
 - Hosted/sponsored 5-day -grant funded class presented by team from Washington State, for developing team leaders for Incident Management Teams. Participants from nearby counties &

Charlotte County prepared team leader roles for teams deployed to disaster impact areas, like those who assisted community following Hurricane Charley.

- Director participated in meetings and activities with number of our non-profit partners (MPO Technical Advisory Committee, Salvation Army, RSVP and others).
- Director attended/assisted delivering a class offered in our facility by the Salvation Army (Emergency Disaster Services) -16 individuals attended. They received introduction to disaster response and how Salvation Army partners with E M in numerous endeavors.
- Director participated in interview with Tampa television reporter that focused on how we utilize an annual contract and on-call system for a generator when we are forced to activate our Special Needs Center at New Day Christian Church in Port Charlotte; great opportunity to touch base with our partners and familiarize ourselves with several new staff members at the church.
- Mitigation Planner participated in a class focusing on IMT Operations Chief that was conducted in Lee County. She attended training with Chief Fair of Fire/Rescue.
- Director participated in service at Salvation Army Church; they hosted Territorial Commissioner from Atlanta, GA -first time in the history of this Post hosting a high-ranking official here.
- Fire/EMS:
 - Public Education Div worked with Epilepsy Support Group on seizure calls and best way to prepare for this type of emergency.
 - Units met 3 citizens in their home explained Smoke Detector Prog and their importance in homes, then inspected and replaced all of their malfunctioning smoke detectors.
 - Worked with Div of Forestry -completed several control burns within Tropical Gulf Acres in S Punta Gorda chosen due to over growth of vegetation -conducting these burns helps develop firebreaks to slow fires if a break out occurs, trains new firefighters on the Department's Brush units, and teaches how to safely fight brush fires.

Public Works

- All required right-of-way for the widening of Midway Boulevard, from Elkcam to Harbor Boulevard, has been acquired per a favorable court ruling on January 5, 2010. The project has been advertised, and the bid opening is expected in early February 2010.
- As a result of Placida Rd Widening negotiation mtg, man-hour proposal and schedule will be reworked -project is expected to be included on a February 2010 BCC Agenda.
- Inspection continues on the Charlotte Commons Project, and mast arm foundations and conduit connections are being installed.
- Roadway lights were repaired at 121 locations, 5 lighting-related trouble calls were handled, and issues with several internally-illuminated street name signs were addressed.
- Two damaged fiber optic pull boxes were replaced on Kings Highway.
- Christmas banners removed from decorative light poles along US 41, between West Tarpon and Port Charlotte Boulevard.
- Security lighting for the Carmalita ball fields was repaired.
- FDOT-supplied yellow LED signal displays installed at SR 776/Bay Heights and Gillot Avenue.
- Signalization inspection performed for City of Punta Gorda's Shreve Street Improvement Project.
- Fifty-five locates were performed.
- Outstanding issues on the Mega Sidewalk Project were coordinated with FDOT.
- 56 new signs manufactured; 286 signs repaired; 18 new Scenic Highway signs installed; herbicide applied to 306 signs; 2,747 signs inspected; 292 legends installed; 104 day boards replaced in NW Port Charlotte; maintenance completed: 3,146 raised pavement markers.
- Thirty-nine tons of asphalt was laid.
- Maintenance was performed on over 29,040 square feet (SF) of drainage ditches.
- Maintenance was completed on major outfalls, including 4,649 square yards (SY) at CCU's Eastport Plant and 650 SY on Eisenhower Drive in the Northwest Port Charlotte MSBU.
- Over 100 culverts were cleaned.

- Over 56 linear feet (LF) of small pipe were installed in the Kindred Boulevard area ahead of Greater Port Charlotte paving, 88 LF in the Keystone Boulevard area ahead of South Gulf Cove paving, and 617 LF at other locations.
- Over 110 LF of lot pipe were replaced on Oyster Creek Drive in Grove City, and 1 small pipe was repaired on Bonn Court in Deep Creek.
- Approx. 65,000 SF of primary ditches were maintained in South Charlotte Stormwater Utility area.
- Over 40,000 SF of retention pond maintenance was done in the West Charlotte Stormwater Utility District and 66,000 SF in West County. Routine primary ditch maintenance was completed on 73,365 SF of ditches in the South Charlotte Stormwater Utility District.
- Over 40,270 SY of roads were graded in the Charlotte Ranchettes area.
- One mile of shoulder was repaired on Rampart Boulevard.
- More than 16,000 SF of line and grade were performed in Tropical Gulf Acres.
- A catch basin at Port Charlotte and Olean Boulevard was repaired.
- Forty-six culvert pipes were cleaned out.
- Over 271,000 cubic yards of brush were cut.
- Discussion was held with the University of Memphis about the lessons learned from the Hurricane Charley disaster in 2004. This is a National Science Foundation project to develop new methods for measuring, monitoring, and evaluating post-disaster recovery.
- A list of projects that might qualify for the second round of Stimulus Funds (ARRA) was developed, and assistance is being provided to the City of Punta Gorda and the Charlotte County Airport Authority in developing a list of their transportation projects.
- New, 2-yr State operating budget/annual work effort (referred to as Unified Planning Work Program) is being developed.
- District One regional quarterly meeting was hosted, a Community Traffic Safety Team meeting was chaired, the possibility of transferring Transportation Regional Incentive Program (TRIP) funds from the Winchester Road South project to another transportation project was discussed, and Technical Advisory Committee and Citizens' Advisory Committee meetings were held.
- Discussion was held regarding the Babcock Development; the proposed interlocal agreement with Lee County's MPO; and the proposal to form a new, three-MPO organization in the Southwest Florida area to facilitate a greater voice in the State's transportation arena.
- Met with the MPO Advisory Council of Florida in Orlando to set the 2010 Legislative Policy positions and discuss undertaking an intensive study to analyze transportation revenues. The Joint Report on the Mobility Fee Methodology Study was also discussed.
- The punch list inspection of Charlotte County's portion of the Toledo Blade Widening Project was completed. All work, including the street lights, will be completed on or before February 12, 2010.
- Sixteen bids opened 1/22/10, for portion (Henry Street south to North Jones Loop Road) of Piper Road Widening Project. Award of the bid is scheduled for the BCC's February 9, 2010, agenda.
- Demolition of Venice Canal Bridge completed for Aqui Esta Drive Widening Project. Construction has begun on the mechanically stabilized earth wall, the pilings on the west side of the bridge have been driven, and the crane is being moved to start driving the piling on the east side of the bridge. Work is on schedule to reopen the bridge to traffic as planned on June 1, 2010.
- Manchester North Maintenance Dredge is at 97% completion, with the Como, Christopher, Flamingo South, Knox, and Flamingo North Waterways completed. Some high spots left in the Flamingo North Waterway have been cleared, and the spoil sites are being cleaned up.
- Harbour Heights Maintenance Dredge continuing in Santa Clara, Dover, Santa Barbara, and San Marino Canals and in Balboa Canal System -temporary off-load site permitted and established for the Balboa and San Salvador Waterways. The original contract is 82% complete. A design error by the engineering consultant resulted in an additional 13,144 cubic yards of material being left out of the original contract. A change order has been initiated to facilitate this additional work.
- Hayward Canal being dredged in conjunction with ramp/parking improvement proj, commencing end of dredge -change order approved by BCC to add removal of 600 yards of material from the mouths of the five branching waterways. The new end date will be February 28, 2010.

- Dredging in NW Port Charlotte being conducted in Bayshore WW, last waterway in contract requiring initial dredging. Interior Cheshire & Markham WW's will be revisited to conduct a final sweep, remaining portions of the interior Apollo and Ingrasol WW's completed. The contract is currently at 84% completion and should be completed in February 2010.
- Thirty percent design plans for Alton Road, Manor Road, South Fairway Drive, and Boundary Boulevard sidewalks were received for the Year 1 Sales Tax Sidewalk Project.

Tourism

- Director:
 - Attended weekly directors' meetings with County Administrator
 - Attended monthly Charlotte County Chamber Government Affairs Committee meeting
 - Held conference call with Miles Media representatives on website SEO and SEM issues to maximize exposure to consumers
 - Debuted the 2010 Visitor's Guide
 - Attended Punta Gorda Gov't Affairs meeting to discuss a variety of issues and policy direction
 - Met with Commissioner Starr, and representatives of Parks & Recreation and Environmental Services to discuss collaborative efforts to promote birding in Charlotte County
 - Spoke to the Council of Women Realtors on Bureau programs and initiatives and provided an overview of infrastructure improvements and their impact on tourism in Charlotte County
 - Reviewed and approved all purchase requisitions, invoices and check and travel requests
 - Interacted with advertising agency addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
 - Edited and approved all media releases, ePromotions and advertising
 - Interviewed with reporter from Florida Weekly on Bureau development over the past nine years and tourism's impact on Charlotte County
 - Met prospective developers of a spa resort in Englewood utilizing the Weston's resort property
 - Attended County Budget Kick-off meeting
 - Visitor Bureau's contacts w/Direct Air, directors from Battle Creek/Calhoun CVB and Kalamazoo Cty CVB visited area to make connections with local media in cross promotional effort between those areas and County via Direct Air with on-air talent fm WKZO AM 590 Radio who broadcast live fm Benedetto's, Best Western Waterfront. Radio station interviewed local tourism and airport officials along with area visitors and residents about appeal of our Southwestern Gulf Coast vacation destination and ease of transportation through Direct Air flights. Marie Frank, D.A. rep accompanied delegation.
 - Met Gordon Burger to review tourism operations/budget issues responded to his request for new revenue resources
 - Attended Mayor Goldberg's State of the City address
 - Secured Muscle Car City & Wyvern Hotel for Leadership Charlotte's annual Arts & Tourism Day
 - Met with bureau marketing manager for update on all pending marketing & promotion issues
 - Wrote monthly column for the Charlotte Sun
 - Marketing review mtg with advertising agency representative covering a wide range of topics
 - Attended Visual Arts Center Capital Campaign meeting
- Communications & Marketing:
 - Leisure travel industry advertising in '10 Annual *VISIT FL Mag*, *FL Spring Training Guide* *GuestQuest* mag.
 - Advertising targeting Meeting Planner mkt in Convention Forum's '*10 Meeting Planner's Guide*.
 - During January, internet advertising targeting the leisure travel industry appeared on www.TravelInformation.com and www.TravelFreeGuides.com.
 - Interacted with advertising agency daily addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
 - Worked on Air Show website redesign, maintaining existing site, & updated online forms.
 - Provided direction/final approval for CRM prog components for January–Romance & Spring Training ePromotions

- Prepared background materials and economic impact reports, and met with representative from *Florida Weekly* for a feature about film/production projects in Charlotte County
- Wrote and distributed 'Have You Heard', monthly e-news for local tourism partners
- Worked w/PGD Airport staff finalizing plans for tourism-related displays in baggage claim area
- Developed sub web for Birding mkt on CharlotteHarborTravel.com and presented to Commissioner Starr as part of Birding committee
- 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
- Attended meetings to include Englewood-Cape Haze Tourism Development Council, FI International Air Show Board Mtg, Dir's Mtgs, Budget meetings, and meetings with partners
- Public Relations:
 - Wrote/submitted content: weekly for Administrator; monthly for the Southwest Florida Parrot.
 - Multiple inquiries for Event Ctr & Spring Training, fulfilled visitor guide requests as necessary.
 - Wrote and Distributed Two Media Releases
 - "Inaugural Charlotte Harbor Regatta Set for 2/4–7/10 in SW Florida" "Snowbird Baseball Classic Returns to Charlotte Harbor & the Gulf Islands for 2010 Tournament"
 - Wrote and Distributed 1 Media Advisory
 - "Direct Air, Kalamazoo Radio Station to Broadcast Live from Benedetto's Steakhouse & Best Western Waterfront Friday"
 - Researched and fulfilled 7 editorial leads for regional and national print and online publications.
 - Media Planning: Itinerary planning for the following media who requested visits:
 - Rose Derkay and Pam Joseph – Jan. 8 – 10, 2010. *Family Times Magazine*, met during Ocala desk side visits in Aug. Escorted them through the County during most of their stay.
 - Direct Air, WKZO AM 590, Battle Creek/Calhoun County CVB, and Kalamazoo County CVB promotional visit – Jan. 21 – 24, 2010. Group ran promotion to celebrate one-year anniversary of Direct Air service between Kalamazoo, Mich., and Charlotte County Airport. Included live radio broadcasting that Friday in the morning and afternoon; Becky Bovell interviewed during radio broadcast; and Battle Creek/Calhoun County CVB President met with VCB staff to discuss cross-promotion of golfing. Preparing for visit included arranging lodging accommodations, building media list, putting together golf vacation giveaway to be promoted during Chicago (Rosemont) and Detroit (Novi) Golf Shows.
 - Chelle Koster Walton –Feb. 3 & 4, 2010. Writer and editor. Filming authentic Florida for WGPU, liaison with her for lodging and any needs of film crew.
 - Brad Wiegmann, outdoor writer -tentative Jan. visit. He attended SEOPA Annual Conf in Punta Gorda, Oct. He planned a return visit end of Jan. early Feb. but weather too cold for fishing.
 - Nancy Spraker, 2/4–7/10 writer on assignment for SAIL mag, planning trip covering Inaugural CH Regatta. SMITH PR coordinated most of her visit, VCB working to secure car rental for her.
- Additional Activity:
 - Conference Call – Society of Ethical Ecotourism of SW FI Marketing Subcommittee meeting – preparing framework for marketing plan for the organization
 - Conference Call – SMITH PR/Advertising – Discuss upcoming projects such as desk side visits for Tampa Bay, Spring Training strategy, and media release ideas.
 - Charlotte County Tourism Marketing Meeting
 - Continued working on the Inaugural Charlotte Harbor Regatta including building media database, fielding calls from and pitching to media, media release.
 - Preparation for Atlanta/Birmingham media mission with VISIT FLORIDA – Feb. 7 – 11, 2010.
- December activity from Smith PR:
 - Placements in 14 publications representing electronic and print outlets including *Times of the Island, Orlando Sentinel and Miami Herald*.
 - Pitched and responded to editorial requests to 9 media outlets on topics including family travel, Charlotte Harbor Regatta, fishing, and the Punta Gorda Jazz & Wine Festival.

- Distributed releases written by VCB, distributed following releases written in November:
 - “Trophy Tarpon Tied to Tradition”
 - “New Charlotte Harbor Dinner Cruise Yacht Launches” written by VCB
- Sales & Sports Marketing:
 - Met with the organizers of the Snowbird Baseball Classic and Parks & Recreation staff to discuss logistics and equipment needs for the 2nd annual baseball tournament
 - Participated in the final committee meetings for the Charlotte Harbor Regatta to assist in finalizing the logistical details and staff duties
 - Conducted walk through with Port Charlotte Beach Parks and Recreation staff to ensure we were on the same page regarding the logistics, parking, and other details associated with using the park as a launch point for Hobie class in the Charlotte Harbor Regatta
 - Met SMG staff to fine tune our meetings/conferences sales strategy for the Charlotte Harbor Event & Conference Center which included identifying appropriate trade shows to attend and clarifying VCB and SMG sales staff roles in prospecting and responding to leads
 - Met John Wildeman of Gulf Coast Banjo Society discussed any assistance the Bureau can offer to make his upcoming conf a success with hopes of making his meeting an annual event
 - Secured all gym facilities & group hotel room rates necessary to host Youth Basketball of America Harbor Hoops Shootout scheduled for 3/12-14/10
 - Preliminary informational meeting with local individual interested in establishing an annual tarpon fishing tournament and festival
 - Met with marketing staff of Fishermen’s Village to begin the process of identifying efficient and effective ways we can work together to pursue the bus tour market
 - Travel Expo at The Villages over 600 of bureau’s new Visitor Guides distributed for in-state travel options
 - Final committee mtg for Hands Across the Harbor run./walk./bike event all logistics finalized
 - Met with the President of the Battle Creek (MI) Convention & Visitors Bureau to discuss opportunities to cross promote our areas as golf destinations by leveraging Direct Air’s direct flights between Kalamazoo and Punta Gorda
 - Provided information to a freelance writer regarding our meeting sales strategy, market trends, and the potential of our area to host a variety of meetings/conferences
 - Attended the Consummate Sales Professional Sales Training course—a three-day seminar produced/hosted by SMG in Charleston, SC. Sales topics included: responding to leads, qualifying a prospect, the do’s and don’ts of site surveys, etiquette/protocol, and closing a sale.

Utilities

- Engineering Services:
- Major Work Orders:
 - 53 developer project inspections; 4 CIP inspections; 4 LPS start-up inspections; 29 LPS mandatory re-inspections; 4 LPS installs; 5 developer agreements prepared; 240 active developer projects; 10 closed projects; 3 active line extension projects; 1 agreements sent; 1 new set of plans received; 2 revised set of plans submitted for approval; 78 residential service availability letters prepared; 5 commercial service availability letters prepared; 35 water and sewer services field verified; 702 locates processed from Sunshine State One; 17 residential service applications processed; 6 permits received; 5 permit approved by CCU for FDEP submittal; 5 record/as built drawing reviewed; 16 large area intersections locates
- Operations Division:
- Treatment Facilities:
 - Reuse Ordinance/Misc Projects: A ribbon cutting ceremony is scheduled for 2/2 to commemorate the opening of the newly expanded Burnt Store WTF. The expansion includes a new ops building which will also house WRF staff.
 - Personnel: Treatment Facilities welcomes Mike Donnelly to our staff. Mike came to us from Public Works and fills the position vacated by the promotion of Richard Dwyer last month.
- Water Distribution:

- Distribution System: Completed 5 new water service line installations; responded to 139 line breaks; exercised 20 system water valves; maintained and flow tested 50 hydrants for system maint; changed out 8 galvanized service lines as system maint; responded to 14 water quality calls; serviced all vehicles at Fleet that required maint for the month; installed 7 new valves in the distribution system; completed all customer tie-ins on Revere St; completed the tie-in at Lionheart WW on Forrest Nelson; tested water at the Sports Park for iron bacteria. High levels of iron were found in both the hot and cold sides of the system but not in the distribution system before going into the park; met with reps from PB to review details on the Annual Report; completed the depart budget; all employees completed the Qualserve survey. A 4" main on Elmira at Pompano WW had a leak. PW's has this crossing on the calendar for replacement next year. Engineering will apply for a permit to bore a new main under the WW ahead of this project; 1/11 and 1/12 many calls were received for no water from customers that had backflow preventers frozen from the low temps. Most had water restored by 10:00 a.m. Began posting notices to homeowners that restoration may take 30-45 days after lines are repaired at their homes due to the increase in work load and quality of sod.
- Training: 4 tailgate safety meetings held with the entire work group; 16 employees were trained on the safe use of the new Belly saw; 2 employees recertified on the backflow tester license; and all employees attended a presentation from Risk Management on healthcare benefits.
- Personnel: The dept has 2 Foreman and 2 vacant Line Tech positions. 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. Contractor on site working on electrical and preparing for drywall; #3 Gulf Cove performed prev maint; #3 pump seals replaced; fire extinguishers tested; contractor continues with upgrade process. ADF was 2.39 MGD. #4 Walenda performed prev maint; contractor remains on-site for upgrade; ADF, 3.484 MGD. #6 Rotonda performed prev maint; Ringpower held training on safe operation of emergency generator; Facilities installed a new door on office building; conduit installed for the site security cameras; ADF was 1.963 MGD. #7 Ingraham IS is operating normally; ADF was 285,480 GPD. #8 Englewood IC is currently off and ready to be placed back in service when required.
- Sampling: Monthly compliance samples completed. Quarterly parameters sampling completed.
- Boil Water Notices: 14 boil water notifications were processed.
- Wastewater Collection:
 - Gravity Force Mains: Inspected 18 manholes; exercised 92 sewer valves; poured/installed 11 valve pads; repaired/installed 3 manhole raised/ring & cover replaced; repaired 3 service laterals; TV'd and cleaned 4,932' of mains; repaired 5 reuse/force main breaks; investigated 11 backups.
 - Lift Stations: Performed 237 LS prev maint work orders; performed 81 corrective maint work orders which included check valve cleaning, pump deragging and wet well cleaning; completed 3 confined space entries; repaired 4 submersible pumps in-house; sent 4 pumps out for repairs; scheduled vehicles for PMs; updates to LS data sheets completed; completed 2010/2011 budget request; shut-down stations for force main tie-in on Forest Nelson Blvd; completed start up of LS #131 at Spring Lake Park; installed drip feed odor control system at LS #806; replaced broken PVC discharge line at LS #309 with HDPE; replaced leaking PVC discharge lines at LS #20 with HDPE; completed pump upgrade report for LS #803; installed 2 new blowers in BSV air lifts; demo of LS #309 old valve vault and force main started.
 - Low Pressure Sewer: Performed 295 service calls in field; completed 11 mandatory connections and 7 new sewer taps; replaced 2 collapsed tanks; upgraded 18 systems; repaired 3 leaks.
 - Personnel: 1 employee is a member of the CCU Safety Committee and inspected lift stations in the Burnt Store area; all employees attended Ethics training class; all employees participated in end of week in-house classes; all employees completed Qualserve survey; all employees attended Atmospheric Monitor training; all employees attended Insurance and Benefits meeting; 1 employee attended Ops Depart Issues meeting.
- Business Services:
 - IVR: Project was implemented 9/1/09. 2,109 payments were processed through this venue. This represents a 9% increase from December. The system assisted in reducing payments made

through Cust Serv Reps by 26%. 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: Mass notification of customers who are in imminent danger of having their services disrupted for non-payment began on 10/13. 1,084 calls have been made to customers facing imminent shut-off for non-payment. Of the 1,084 notified, 928 had service orders for shut-offs, and 732 actually had their services disrupted. This represented a 17% decrease in delinquent accts to be scheduled for shut-off. This feature was also used to inform customers of returned items. We partnered with Env Services to send messages to their customers who are close to maximizing their additional collections.
- Electronic Bill: A meeting is scheduled for 2/5 with the vendor to develop a project plan for completion of the new bill design, and address updating.
- BCS Liaison: There were 26 service inspections performed; 23 passed and three failed, one due to positioning issue, the other because the work was not complete – builder was notified. Upon investigation of permits, we found all CCU wastewater connection were in order.
- EZ Pay: 13,093 bills were processed. Transaction break down is as follows: 3,677 one-time pays, 62,051 recurring payments and 3,211 payments through Cust Serv Reps. There were 139 returned items; 56 for insufficient funds and 83 for invalid bank number.
- AMR Replacement: 52 Orion AMR transponders were installed. Of the 25,450 customers with AMR transponders 4,550 have ITRONs and 20,902 have Orion. The 25,450 represents 45.58% of our customer base with AMR meters.
- Customer Service: Received 8,536 phone calls; grade of service 85.1% -total # of walk-ins to the lobby was 1,185. There were 2 new service requests representing \$10,697 in connection fees.
- Meter Services: Installed 7 new meters (existing lines); 39,155 meters manually read; 76 were skipped (less than .1% of all reads) and 67 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: 724 accounts were shut-off. Reconnection revenue collected, \$26,905. penalty revenue, \$67,366 -premise visit revenue, \$1,665. Total delinquency revenue: \$95,936. FY-YTD 09 total: \$402,346.
 - Returned Checks: Revenue was \$4,995. FY-YTD 09 total: \$17,192.
 - Tampering: 83 meter tampering occurrences-total revenue of \$9,830.; FY-YTD 09 total: \$24,410.
 - Overtime: \$1,205, collected for OT and \$129, expended. Net income is \$902. Total revenue collected FY-YTD \$4,130.
 - Liens: 140 liens filed with balances of \$27,840 -55 liens released for a total of \$48,086.
 - Bad Debt: 19 accounts sent to bad debt for month, total \$3,210 or an average balance of \$357.
 - Community Outreach: Worked with condo associations to address high bills/insufficient membership to cover cost. Both associations had significant issues to be addressed -able to assist 1 assoc quickly; need to work with them to address resale issue from partial sale of units.
 - Real Estate: No activity.
 - Water Conservation Enforcement: The Year Round/Emergency Water ordinance has been delivered to SWFWMD for review. There were 6 unauthorized use warnings and one actual violation in January. FYTD total revenue for unauthorized use is \$2,000.
 - Sharepoint/Doc Management: The SharePoint implementation is currently being planned in IT as they have made a shift in the method they will be using to provide to each depart. We have budgeted for the improved Adobe software to enable us to transfer files to Sharepoint. We currently have 37,644 documents ready to be transferred.
 - ID Theft/Red Flag Policy: No activity.
- Public Outreach:
 - 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. Press release was sent on 1/15; Met with Sunrise Kiwanis and presented a Utility update; FY08/09 toilet rebate program was completed 12/28 by the School

Board. CCU will be presenting the Board with a toilet rebate check for \$17,700 during the 2/23 BCC meeting; FY 09/10 toilet rebate program is running smoothly.

- Misc, Safety & Security:
- Misc: Provided several employee presentations on AWWA QualServe Self-Assessment Survey; Attended Focus Group mtg at SWFWMD's Tampa Service Office on 1/14; Attended the Myakka River Management Coordination meeting; Employee presentation on United Way donations.
- Safety: Conducted 3 in-house training on Lock Out/Tag Out (mandatory training for all Utility employees). CCU has now trained all CCU employees; CCU will now focus efforts on Bloodborne Pathogen training; Workplace safety committee met and reviewed accidents for December/January; East Port WRF was inspected for safety violations.
- 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. Fire and Police department will keep their codes to access facility, if needed; Warehouse gate staff has been granted access to security cameras to identify person(s) requesting access thru campus gate.
- Human Resources: Total positions: 208 (202 less Finance); Vacancies: 8; Frozen: 1 Engineering Inspector & 2 Line Techs; SBP processed: Frozen (Processed 1 Water Dist License).
- Administration:
 - Sun River Utilities: No change. However, the Ph 1 Interconnect for the Authority, which extends the pipeline at the WalMart Distribution Ctr to the Shell Creek WTP was approved on 1/14 for construction. Funding issues for the \$11.5M capital project are still being worked out.
 - North Ft Myers Utility: The BCC voted to not contest the most recent Notice of Application for an Extension of Water and Wastewater Service Area by North Fort Myers Utility, Inc (NFMU).
 - Misc Punta Gorda Interconnect: BCC and Authority Board voted to approve Mediation Settlement during January meetings.
 - PRMRWSA: As of 1/30 the Authority reported 6.27 billion gallons of combined water storage remaining in the reservoir and Aquifer Storage and Recovery wells (ASR). Peace River flows for January averaged 387 cfs and average withdrawals from the river were 26.5 MGD. Average customer demands were approximately 22.5 MGD. The Authority's exemption from the State Water Quality Standards has been cancelled.
 - Regional Reclaimed Water Exp: SWFWMD Accounts Payable indicated that the final distribution of grant funds allocated to the project should be paid in February.
 - Production and Monitoring Wells: The obstruction in well #15 has been successfully removed and the well was redeveloped the week of 1/18. Testing of well #15 is to be completed by early February after which bacteriological samples will be taken for both wells #15 and #16.
 - Plant Expansion: The new RO plant is producing approximately 380,000 gal/day of potable water. The general contractor continues to work on completing all open punch list items.
 - WWRF Expansion: Re-rating of the facility is being initiated in order to increase capacity while delaying major capital expenditures.
 - Central & West Cty Water Model Update: CCU Ops staff verified the valve status in areas of Central Cty that needed clarification by JE. JE continued with calibration of the model and based upon the results issued a list of questions to further clarify some connectivity and valve issues within Central County. Once CCU evaluates and responds to the questions JE will be able to complete the calibration effort. JE ran pressure and fire flow simulations for peak and minimum hour demand conditions for the Calumet 12" water main ext in SGC. Once the Central County model calibration is complete, simulations of projects proposed in Central County will be run.
 - Rotonda WRF Expansion: The plant continues to produce effluent that is well below the reject parameters set by FDEP. The general contractor has completed all work, including all punch list items, except for final tuning of the control loop for Effluent Pump Station #2 (EPS-2). Line isolators and chokes are to be added to the VFD units for EPS-2 which should eliminate the interference that the VFD units are causing with the instrumentation for EPS-2. This work should be completed in February 2010 which will allow this project to be closed.
 - Upgrade Tanks & Boosters:

- Walenda: The final punch list items are being addressed by the contractor. Issues with some of the equipment have been presented to the contractor and supplier for correction.
- Golf Course: The building structure is complete. The electrical inspection has been approved and the ceiling insulation installed. The sheetrock is scheduled to be installed in the next week. Site work is progressing. Work on the water reservoir is complete.
- Gulf Cove: The final punch list items are being addressed by the contractor. Issues with some of the equipment have been presented to the contractor and supplier for correction.
- BSV Lift Stations: Staff met with the HOA regarding the project. Options are being finalized for inclusion in the bidding docs. Staff will present the project to the HOA at their April meeting.
- East Port Expansion: Rehabilitation of the Headworks: All major equipment submittals were received, reviewed and returned during January 2010. The bypass plan is to be submitted early February 2010 for review and approval. The bypass plan must be submitted to FDEP prior to the commencement of any work.
- East Port Ops Bldg: Construction of the new ops building is progressing on schedule.
- 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 the LPS and water mains. The alternate supplier for the odor control units submitted a revised pkg to the Cty in mid January. The Product Review Team has initiated review of info provided by the alternate supplier on other odor control units that they have installed. To date, no re-submittal has been made by General Contracting for the LS telemetry.
- 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. The controls are now being completed. The start-up of the system is scheduled for 2/16.
- Meadows: All piping has been installed and tested. The final wiring of the control panel for the LS has been completed. FPL has now installed the electric meter for the LS. The controls are now being completed. Start-up of the LS is scheduled for 2/16.
- Lift Station Rehabs: 321 & 806 - The decision has been made to rehab these 2 LS since they are considered the highest priority at this time. Final plans and specs are being reviewed for submittal for bidding; 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; 801 – Project is completed and in-service; 84 – Ops completing the upgrading of LS in-house.
- Babcock Ranch: The meeting with SFWMD to discuss RAI # 7 is scheduled for 2/1.
- Control Structures: Sunset & Lionheart WW: FDEP certified new water line at Sunset WW and Peachland Blvd opened to traffic. The contractor installed the new package LS 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 has submitted applications to FDEP for the new structures at Lionheart, Dorchester and Morningstar WWs for the new water and sewer lines. Final plans are being completed, and are waiting for the control structure at Lionheart and Forrest Nelson Blvd to be completed before this project goes to Purchasing for bids.
- Spring Lake Park LS: Contractor completed installing package lift station; placed into service.
- Cape Haze Bridge: Contractor installing directional bores for all 3 utility lines, sanitary sewer force main, water main, reclaimed water main under waterway -installations completed approx 2/10.
- Sidewalks: Johnson Engineering has submitted the preliminary plans for the sidewalks project which are being reviewed. CCU facilities are affected in 3 of the 6 areas.
- Midway Force Main & LS Rehabs: Project included in Midway Widening proj as each phase is constructed.
- Midway Widening (PW) Phase 1: Utilities for the Yale, Elkcam and Niagara WWs have been installed and placed 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. The Fordham WW plans are being finalized to address gravity sewer and relocation/lift station utility issues.

- Rotonda Reclaimed ASR Well: 3 firms appeared before Prof Services Committee to answer questions on 1/5. As a result of meeting 1 firm selected to perform the construction services contract. The selection was passed on to Administration and is scheduled for BCC action.
- 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.