

**Charlotte County
Board of County Commissioners
Staff Report
March 2010**

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments
- Preparing and updating Performance Based Budget packages and summaries.
- Held budget meetings with department directors and fiscals to discuss budgets for FY10/11.
- Mtg's w/Administration on departmental budgets. Discussed Performance Based Budget packages, organizational charts, line items, and reduction scenarios.
- Prepared presentation for first board workshop to be held the April 8.
- Monthly FDLE JAG reports completed and submitted.
- Updated all proposed FY10/11 organizational charts.
- Prepared Self Insurance calculations for allocating to departments and Constitutional Officers.
- Prepared CIP information for acceleration of Capital Projects.
- Help with information for MSTU presentation to Board.
- Private Utilities – Worked on Service Availability model, mediating service availability fee and base service charge dispute between Bocilla Utility and their customers.
- Private Utilities – Updated the 2010 annual report workbook and 2010 Regulatory Assessment Fee (RAF) schedule and have placed on Web for public use.
- Continued work for Wastewater Service Program – Area 1 and Water Service Program – Area 1.
- Work on information and creating detail records/reports for Little Gasparilla Island Fire MSBU.
- Preparing info for new MSBU for South Gulf Cove Beautification Development & Maintenance.
- Updating all other MSBU records and ERU counts in preparation for MSBU workshop in May.
- Final approval of budget carry overs were entered into EDEN.
- Preparing/gathering info in preparation for Economic Incentive Audit on Blue Bell Ice Cream.
- Research on Local Business Tax and comparison to other counties method of collection.
- Harborview DRI analysis
- Research on Charlotte Sports Park ticket surcharge.

Fiscal Services Division

• Public Safety Department:

Emergency Mgmt:

- Received reimbursement in the amount of \$23,506.95 from the Florida Division of Emergency Management for FY09/10 1st quarter expenditures under the Emergency Management Preparedness Assistance (EMPA) grant. The grant allows for salaries and operating expenses for the Emergency Management department's operations.
- Received reimbursement of \$4,900 for the Emergency Management Preparedness Grant (EMPG). The funds were used to purchase a software upgrade for the WebEOC program for incident Management at the Public Safety Building EOC.

• Facilities and Parks and Recreation Cultural Resources, Building Construction Services & Growth Management:

- Working with IT to provide FPL Summary billing on Sharepoint so that bills are available to Fiscal staff.
- Created efficiency by transferring all invoicing to automatic billing on separate credit card for utilities and eliminated check requests.
- Drafted a step by step process on how to research procurement card receipts in EDEDN.

- Assisted the Libraries division with the Big Read event by setting up revenue accounts for Stephen King book sales.
- Revised all Cash Handling SOP's to incorporate the Donation Box procedures.
- Public Works
 - Received grant and inter-local payments totaling \$ 168,210.48
 - \$42,651 from Englewood Water District for their share of Manasota Key drainage work.
 - \$3,961.40 from the sale of scrap metal
 - \$306.43 from FDOT as a refund of payment to them for engineering of intersection improvements at US 41 and Murdock Circle
 - \$1,752.88 from FDOT for Aqui Esta design work
 - \$66,503.15 from FDOT for Aqui Esta road construction
 - \$39,831.61 from FDOT for Aqui Esta construction management
 - \$5,469.42 from the City of Punta Gorda for Aqui Esta design
 - \$6,147.05 from the City of Punta Gorda for Aqui Esta construction
 - \$1,021.79 from the City of Punta Gorda for the traffic signal at Shreve/Pompano
 - \$565.75 from the sale of street sign posts to the City of Arcadia
 - Invoiced other governments for a total of \$1,035,519.33
 - \$912,012.24 to FDOT for Aqui Esta construction
 - \$15,534.00 to the City of Punta Gorda for Aqui Esta utility work
 - \$49,874.82 to the City of Punta Gorda for Aqui Esta construction
 - \$1,752.88 to the City of Punta Gorda for Aqui Esta design
 - \$10,448.10 to FDOT for Piper Rd construction
 - \$45,897.29 to Englewood Water District for their share of Manasota Key drainage work.
- Human Services
 - Attended the Area Agency on Aging Regional Senior Services provider meeting. Discussions were held on how to better provide services to our seniors through the state and federal grant funding received. Also, joint monitoring of the contracted vendors, revised reporting and other fiscal issues were also discussed.
 - Met with Ambitrans to develop a better system of invoicing for services. Working on the upcoming Triennial monitoring visit that Transit will be having from the State.
 - The Regional ARRA Meeting for the month of March was held in Charlotte County. The meeting was held at the Vo Tech Center on Education Way and an optional lunch was prepared by the Culinary Arts Students from the Center for our guests. Jason Stoltzfus and Emily Lewis did presentations on the ARRA grants funds received in Charlotte County. Jason's presentation was an overview of the funds applied for and received and Emily's presentation went into more detail as to how the specific funds that were received for programs that she is involved in are helping residents, including children that come through the Family Services Center. These monthly meetings are usually held in Lee County.
 - Charlotte County was notified that First Housing has completed our recent 2010 annual SHIP monitoring review with a score of 100%.
 - Neighborhood Stabilization Program continues to purchase lots and houses for rehabilitation. Total to date is 5 properties closed and one pending closure. This project is a joint effort involving four County Departments.
- CCU/EES:
 - Respond to citizen's inquiries regarding CCU debt.
 - Attended Peace River Financial Advisory Board Meetings.
 - Met with IT regarding CCU technology needs.
 - Met with PRMG Rate Consultants for 2 days to update financial plan and MSBU impacts.
 - Attended webinar for Bond Disclosure requirements.
 - Met with Engineering and established CIP's for FY11.
 - Address and resolved issues for going live on WORKS procurement card program.

I.T.

- Accela User Group Meetings: IT begun scheduling regular User Group mtgs for Accela software to help keep key staff members informed on upcoming new features/releases, address any problems being encountered, and allow staff to share tips and tricks they have learned for using the software.
- Project Tracker Database Migration: Moved project Tracker database from aging BL-8 server to newer more robust PSC-SQL-1 server. This step in migrating our environment off of older, failing server software in order to stabilize the infrastructure.
- Data Warehousing Training: Personnel undergoing training on development and utilization of data warehouses. Concept will allow for:
 - Offloading of reporting from main applications to a dedicated report friendly server. This will potentially free up resources for application to run faster.
 - The use of web intelligence for more flexible reporting by department analysts.
 - The development of business dashboards with a specific purpose and story to tell.
 - Ability to track historical changes to data in applications that otherwise does not inherently have this capability incorporated into them.
- EAMS User Group Meetings: Holding user group mtgs for high volume users of EAMS system. Purpose of these mtgs is to share tips, tricks and useful information; discuss product updates and enhancements; discuss ongoing issues and concerns. Mtgs held once per month beginning in 3/2010, and provide a forum in which users can help one another with IT guidance. A Sharepoint website has also been created so users can submit issues and share ideas.
- Increased Cape Haze Peninsula Plat Accuracy: Peninsula accurately drawn using available Platted Subdivisions & Surveys. Care has been taken in digitally representing shapes of lots and parcel of peninsula using coordinate geometry (which is a fancy way of saying bearings and distances of platted property boundaries). This will make the Lot and Accounts Layers on the County's website accurate. This will also help County's departments in their day to day operations.
- CH CRA Maps & Reports: Maps, data and ownership reports generated for proposed expansion of CH CRA. Expansion of CRA covers County owned properties including Hickory house. A report of the built commercial and industrial properties with owner name, account details, property and mailing addresses were also generated as a part of this project. Another aspect covered in this project was the demarcation and the creation of maps and reports for the Charlotte Harbor River walk area.
- Animal Control SharePoint Site in Production: Dept now entering Incident Reports while out in the field into SharePoint site -eliminates use of paper reports and transcribing work using paper.
- County Stadium Network Prepared for Rays Spring Training: IT walked through entire stadium with Rays, Stone Crabs and Parks staff to ensure all IT items are up and working for their area needs for opening day 3/4th.
- BCS San Casa Site: IT setup remote PC for permitting, code compliance and inspections for BCS with video conferencing abilities to communicate directly with planners or administration if necessary; provides ability to share information and gain approval between agencies without having to travel.
- Retired BL-8\ITD SQL Server Instance: Ongoing migration from Microsoft SQL Server 2000 software, IT has shut down 1 of 3 remaining instances on this server. Migration of data off of this server allows IT to improve resource management for a better end-user experience.
- March Call Statistics:
 - Request for Service – (requests for new hardware or software products and features...etc.) = 214
 - Incidents – (hardware or software that is not functioning properly) = 363
 - Change Controls – (internal configuration changes to server and network) = 21
 - Phone calls received through Helpdesk = 199
- **Purchasing**
 - Pre-bid meetings held:
 - 10-124 Family Services Center - Fire Sprinklers
 - 10-162 Rotonda River - Water Control Structures
 - 10-175 Dredging of Sunrise Waterway
 - 10-180 Specialty Mowing
 - Bid openings held:

- 10-162 Rotonda River - Water Control Structures
- 10-124 Family Services Center - Fire Sprinklers
- 10-175 Dredging of Sunrise Waterway
- 10-180 Specialty Mowing
- Quotes due and received:
 - 10-157 Vegetation/Mangrove Trimming for St. Paul Linear Park South Gulf Cove
 - 10-121 Inspection of Backflow Devices - Annual
 - 10-178 Neighborhood Stabilization Program Home Renovation - 7412 Cary Street
- Request for Proposal Pre-submittal meetings held:
 - 10-146 Parks Specialty Advertising
- Request for Proposal Demonstrations (Software) held:
 - 10-129 Human Services Case Management System
- Pre-commencement meetings held:
 - 10-128 Cleaning Services - Annual
 - 10-104 Midway Boulevard Widening - Phase 1
 - 10-127 Safety Mowing - Annual
- Work Orders due and received:
 - Work Order #68, File #10-184, Design Emergency Generator Tom Adams Bridge
 - Work Order #69, File #10-188, Study - Burnt Store Road Private Utilities in Right-of-Way
- Request for Proposal due and received:
 - 10-156 Design Sidewalks (Sales Tax Program - Year Two)
 - 10-146 Parks Specialty Advertising
- Negotiations held:
 - 10-14 Construction Administration Services - ASR Well Rotonda

Real Estate Services

- Burnt Store Road – Phase 1: Final Order of Take parcels for 1st phase of Burnt Store Rd pending address private utility lines -remains one fee simple acquisition and 3 easement acquisitions to complete right of way component for project.
- Edgewater Phase 2 & Placida Widening: Working with Public Works and engineering firms to obtain sketches/descriptions for parcels & easements required for projects -collected O & E reports (ownership & encumbrances) for many targeted parcels.
- Kings Highway: Parcels acquired for project through voluntary settlement and/or eminent domain - three remaining parcels subject to mediations to determine final settlement.
- Piper Road: Completed right-of-way acquisitions for phase 1 portion of project -one mediation required to determine final settlement.
- Environmental Lands Acquisition Program: Program abeyance; 33 lots auctioned within Harbor Heights target area will be sought through lot donation process.
- Flamingo/Edgewater: Acquired 73% of 332 parcels continue to plan another “mass mailing” of offers for remaining parcels (90 +/-) in April 2010.
- Inter-modal & Logistic Center: Assisting Economic Development on acquisition of 20 acre site needed for Inter-modal & Logistic Center.
- Public Works, Administration, Parks & Recreation and Utilities: Continue to work with departments/divisions obtaining easements, title searches, reviewing land related issues.
- Releases & Occupations of Easements: Receive and process applications exceeding 150.
- Stump Pass Renourishment Project: Work to obtain required easements for placement of sand sought at no cost to County.
- Weir Replacement Projects & Easements for Canal Dredge-Spoil Sites: Continues to obtain Temporary Construction Easements to assist with site access when work begins.
- Neighborhood Stabilization Program: Purchased 2 homes, 2 vacant lots; working with Housing Manager for additional properties under contract.

- County's Real Property Inventory Review: Continuing reviewing all real estate holdings to determine if parcels can be considered surplus to County needs and made available for purchase. Hoping to conclude our study in the next few months.
- Exchange with Habitat for Humanity: Tentative agreement with Habitat for Humanity for a parcel of land for use by CCU master lift station on Placida Road -agreement subject to BCC approval.

Building Construction Services

- Summary: March saw increase in permitting: 29 single family permits issued - an improvement over March 2008 and increase YTD over last year. Total number of permits issued in March was 1,246. While this is good news, revenue is still down and the department is still running at a deficit.
- Updates and Accomplishments: Hosted educational mtg for all contractors doing roofing work. Aim of event to inform public of recent changes to FL Building Code and confirm permitting requirements in County. Class delivered by BCS's Sr Roofing inspector –attendance 30 local roofing contractors.
- Licensing & Code Enforcement: Hosted self defense training session attended by most of our code officers and license investigators & 4 officers from N.P., 2 from Punta Gorda, 18 students. Taught by George Nixon an instructor for FL Assoc of Code Enforcement -participants to receive 4 CEU's.
- Green Building:
 - Received 2 applications for Green Bdg Prog. Local builder registered 2 under construction single family homes with program -first to participate. Interest from another Builder registering their proj.
 - Julia Galofre from BCS attended FI Alliance for Renewable Energy (FARE) conference in Orlando (her own time). Conference featured panel discussions/seminars on Renewable Energy policies including FI Farm to Energy Act, & PACE finance legislation. Discussions on renewable energy experts and speakers from around Country. Topics: technologies including biomass, solar, wind energy relevant to agricultural, retail, commercial; industrial and government applications.
 - Julia completed "Green Building Retrofit and Weatherization" professional training aimed at teaching building science professionals most cost effective and current techniques for retrofitting and weatherization. The class was held by the Lee County School District and their Business Industry Services. This was also completed on Julia's own time and at no cost to the County.
 - Julia taking class-her own time- weatherization at High Tech Ctr, Cape Coral. Class evaluates existing house to determine need to improve house's energy efficiency. And she attended Green Council of Cape Coral Construction Industry Assoc-mtg to celebrate Green/St. Patrick's Day, it was networking opportunity to see who is building there; and any green building going on.

Item	Total FY09	Mar-09	Mar-10	FY09YTD	FY10YTD
Single Family Permits Issued	241	21	29	68	75
Multi Family Permits Issued	1	1	2	1	3
Commercial Permits Issued	170	17	70	72	139
All Other Permits Issued	9684	1190	1146	4204	3531
Customers Served	15488	1622	2649	5940	6529
Inspections	48393	5231	3885	21867	17640
Permitting Revenue	\$2,267,181	\$169,657	\$684,560*	\$809,395	\$976,033
Permitting Expenditure	\$4,517,247	\$225,566	\$235,180	\$1,154,899	\$392,016
Licensing Revenue	\$102,094	\$4,225	\$29,991	\$19,797	\$59,931
Licensing Expenditure	\$757,802	\$60,504	\$95,282	\$228,102	\$109,055
Action Orders Initiated	4204	384	320	1232	1073
Code Cases Initiated	2346	222	187	646	750
CEB Cases Heard	396	39	40	498	191

Citations Issued and \$ Amount	\$32,095	\$3,750	\$5,500	\$9,067	\$14,100
New Contractor Licenses Issued	449	52	0	141	57
Contractor Licenses Revoked	16	0	0	3757	1

*\$507,957 is the Interfund Transfer for the sale of the Punta Gorda facility.

Community Services

- Parks, Recreation and Cultural Resources
- Department Administration:
 - Public Meetings:
 - Parks & Recreation Advisory Board
- Public Outreach:
 - Administrative Support staff fielded 988 telephone calls, 38 web mail inquiries for March
 - 10 press releases for the month of March
 - 11 Citizen Concerns were processed for the month of March
 - 160,532 hits to the Department website in the month of March
 - Met VFW Post Commander discussed Veteran's Memorial project, North Charlotte Regional Park
- Business Services:
 - Seasonal contracts written for Englewood Beach: kids bungee, rock climbing wall, water bubble, Italian ice
 - Continued with ice vendor to get construction permits and water use agreements complete.
 - Seasonal contract written for Mid County Regional Library coffee concession
 - Finalized procedure with Tax Collector to sell parking passes. The Murdock office will begin selling passes on April 6th with other locations to follow on April 13th.
- Cultural Resources
 - Use Statistics:
 - 81,969 items checked out at libraries, a 6% decrease over March 2009. Renewals are down due to changes in levels of service.
 - 64,300 library visits, a 3% increase over last year.
 - Libraries registered 802 new borrowers.
 - 13,210 computer uses, a 12% increase over last March.
 - 29 programs for children and teens with an attendance of 621.
 - 23 adult programs with an attendance of 273.
 - 5 Big Read prog's -attendance of 638 including author Stephen King, Lifelong Learning Institute's Poe discussion, two film showings and publisher James Abraham discussing Poe and Baltimore.
 - 62 adults participated in computer classes
 - 228 visitors viewed the *Florida Girls & Boys & Their Toys* exhibit at the Historical Center
 - Historical Ctr, CCHC Society and the Charlotte Harbor Rotary Club worked together to present the 14th Annual *Florida Frontier Days* festival on March 25, 26 and 27 at Bayshore Live Oak Park. The festival reached over 2,204 citizens, including 929 students and 291 teachers/chaperones from 16 schools and 608 adults & 376 children not associated with a school.
 - 54 attended Historical Center programs including pine needle weaving, doll appraisal, Southwest Florida Dulcimer Group and author Carol Mahler.
- Other:
 - Libraries and the Historical Center benefited from 3,128 volunteer hours during March.
 - Charlotte County History Collections online had its busiest month to date with 262,800 hits during March. Scanning for year two of the project is complete and the vendor is in the process of formatting the Daniel Child diaries and additional photographs to mount on the web site.
 - Series of four bookmarks and four postcards featuring photographs from the Charlotte County online history collection are available at libraries and the Historical Center.
 - Historical Center staff judged middle and high school entries at the Charlotte County Public Schools history fair on March 4.

- 480 people enjoyed Stephen King at Big Read kick off event at the Cultural Center Theater on 3/20. Video of King's program available at www.CharlotteCountyFL.com. Click on The Big Read.
- Div Mgr participated in the Dr. Seuss Festival at Neil Armstrong Elementary School on March 2.
- Friends and staff of the Port Charlotte Library dedicated the new wall mural in the children's area on March 12. The mural was a gift from the Friends.
- Friends of the Punta Gorda Library hosted entertainer Barbara Rinella at their second annual fundraising luncheon. The sold out event attended by over 200 raised \$3,000 for the library and featured Rinella bringing to life Jon Meacham's Pulitzer prize-winning biography, *American Lion, Andrew Jackson in the White House*.
- Englewood and Mid-County Library Friends honored their volunteers with appreciation luncheons during March. Port Charlotte and Punta Gorda luncheons are scheduled for April. Libraries benefit from 1,500 to 1,800 volunteer hours each month.
- Recreation/Athletics/Aquatics
 - Charlotte Sports Park:
 - Total of fifteen (15) Spring Training games were scheduled at the Charlotte Sports Park in March (one was cancelled due to inclement weather). The schedule was as follows:

○ Day	○ Date	○ Start Time	○ Team	○ Attendance
○ Thursday	○ 04-Mar	○ 1:05 PM	○ Baltimore Orioles	○ 4246
○ Saturday	○ 06-Mar	○ 1:05 PM	○ Boston Red Sox	○ 6865
○ Monday	○ 08-Mar	○ 1:05 PM	○ Pittsburgh Pirates	○ 3414
○ Thursday	○ 11-Mar	○ 1:05 PM	○ Toronto Blue Jays	○ 3165
○ Friday	○ 12-Mar	○ 1:05 PM	○ Philadelphia Phillies	○ Cancelled
○ Saturday	○ 13-Mar	○ 1:05 PM	○ Florida Marlins	○ 5460
○ Tuesday	○ 16-Mar	○ 7:05 PM	○ Boston Red Sox	○ 6844
○ Wednesday	○ 17-Mar	○ 1:05 PM	○ Minnesota Twins	○ 4856
○ Friday	○ 19-Mar	○ 7:05 PM	○ New York Yankees	○ 6927
○ Saturday	○ 20-Mar	○ 1:05 PM	○ Minnesota Twins	○ 5560
○ Wednesday	○ 24-Mar	○ 1:05 PM	○ Toronto Blue Jays	○ 4649
○ Thursday	○ 25-Mar	○ 1:05 PM	○ Minnesota Twins	○ 4302
○ Sunday	○ 28-Mar	○ 1:05 PM	○ Pittsburgh Pirates	○ 4721
○ Tuesday	○ 30-Mar	○ 1:05 PM	○ Boston Red Sox	○ 6875
○ Thursday	○ 01-Apr	○ 1:05 PM	○ Baltimore Orioles	○ 4564
○	○	○	○ Totals	○ 72448

- Estimated total of 1200 spectators attended the open practices of the major and minor league teams at the Charlotte Sports Park in March.
- Recreation Division:
 - 4 Rec Ctrs and 2 Skate Parks open a combined 1350 hrs and served over 10,900 patrons (paid and nonpaid). Programs: Fitness, Instructional, Youth Leagues and Arts & dance held at each facility. Registration for classes and leagues, 2205 with 5246 touches combined. Rec facilities rented 64 times achieving attendance of 4132. Daily attendance for 2 skate parks, 152.
- Aquatics Section:
 - 3 Facilities, combined 729 hrs served 5516 patrons. 1803 Patrons spent 211 hrs participating in prog's: Aerobics, swim practice, swim lessons, Lifeguard Training and Parkinson's exercise. Spring Break camp visited South Cty Regional Park Pool 4 times. Port Charlotte Beach Pool hosted the first annual Sunset Cocktail Party. Eighty adults danced, competed in Hula Hoop contests, and enjoyed a variety of finger foods and beverages at this picturesque setting.
 - Aquatic staff spent a combined 118 hours performing maintenance tasks and 145 hours performing In-Service training such as rescue skills, first aid/CPR and conditioning swimming.
- Athletic Division:
 - 7 CC Athletic Fields used a combined 2790 hrs for March. Estimated combined attendance was 25,964 participants; 19,704 spectators; and 4,279 volunteers. Activities included League Baseball, Football, Softball, Soccer, Tennis, Cricket and the annual Snowbird Baseball Classic.
- Special Events:
 - CC Fit for Life Sr Games extremely successful this year with 375 participants and 896 entries in individual events. In addition, the games were supported by 28 volunteers from the community.
- Bayshore:
 - Bayshore Live Oak Park Community Dog Show 3/20th brought over 200 spectators to Charlotte Harbor; 45 dogs participating. More than 20 volunteers of all ages supported the event. Participants: 14 vendors including EARS, Peace River Dog Fanciers and Puttin' On the Glitz.
 - British American Club held a picnic for 50 members on January 10th.
 - Ventura lakes Social Club hosted 100 people for the Stebner wedding on March 27th.
 - ELF Civic Association invited 50 members for a picnic on Sunday, March 28th.
 - Bayshore Pk Frontier Days, hundreds of visitors took place 3/25th-27th, fm Historical Center.

Economic Development

- Inquires/Appointments/Successes:
 - County showed support for Florida House's push to implement PACE (Property Assessed Clean Energy program) in the state. Teleconference with Rep. Steve Precourt, Chair of Energy & Utilities Policy Committee and staff members held with EDO. Details of County's solar rooftop program were discussed and how county's relationship with Cisco DeVries and Renewable Funding LLC could be leveraged to assist state as they craft the enabling legislation for a Florida PACE program.
 - Ruth Buchanan attended 5th Global Forum on Pharmaceutical Anti-Counterfeiting in Miami. As County pursues its Make What You Take™ program to bring in drug manufacturers in the state to supply many needs of our residents, it is important to identify niche sectors within pharmaceutical industry that can be supported locally, with end goal of bringing in quality jobs to County, improving overall skill level of workforce.
 - EDO met with CC Chamber and Englewood-Cape Haze Area Chamber of Commerce discussed/facilitated improvements on business retention expansion program it is developing. Last year, EDO participated in pilot business retention program as part of SW FL region's initiatives to help bring Floridians back to work, and it is now forming its own program. If small businesses are looking to train employees or need assistance in the area of permitting, EDO is available for support.
 - FL House of Representatives Energy & Utilities Policy Committee voted to move forward with enabling legislation for state Property Assessed Clean Energy (PACE) program. Once in place, this bill will allow communities to implement retrofitting programs utilizing clean energy,

which will then create jobs and spur business activity. EDO is assisting Committee staff as they draft the bill, pulling support from Cisco DeVries of Renewable Funding LLC, keynote speaker from Energy Options Conference of November 2009.

- BOCC approved \$5.5 million in recovery zone bonds for construction of hotel to be built near Sports Park on State Road 776. Sports Park Hospitality, LLC will advance its plans to build MainStay Suites, which will have 72 rooms -project still in design phase, hopes that once completed, Tampa Bay Rays will make hotel their spring training home. There are also plans to run events such as youth baseball camps through the hotel.
- Joint Workshop BOCC CH Community Redevelopment Agency Adv Committee approved Work Plan for 2010-2011.
- 1st Public Meeting of EDO Working Group on 3/31/10. County officials, business rep's, citizens discussed ways to develop incentive programs for new and existing business, and strategic plans; action items.
- EDO submitted Google's request for information (RFI) in search of a "test community" for new "ultra" high-speed Internet. Google is planning on building and testing "ultra" high-speed broadband networks in one, or a number of trial locations across the country which will deliver speeds of more than "100 times faster" than what most Americans have access to today. EDO released a survey to gauge community's residential and business Internet usage and after 2 weeks, received over 2,300 responses. As part of the RFI, EDO submitted a proposal, suggesting that Google use the 871-acre Murdock Village as an operations hub for its broadband initiative and rename it Google Technology Park. Although over 600 communities have applied, the EDO remains hopeful that proposal will catch Google's attention.
- Director accepted Proclamation, naming 3/22/10 – 3/28/10 as "Google Recruitment Week." Proclamation is another effort from County to show support for initiative Google, Inc. has launched to add a High-speed Fiber Internet Network to select few "test" communities in the U.S.
- Met with rep of FPL discussed costs associated with providing 3 Phase electric to facilitate recruitment of new business into County, efforts to recruit and maintain existing businesses continue with: 43 pending prospects.
- Appointments with 15 local businesses:
 - 8 new projects reviewed; custom presentations developed for 6 businesses.
 - Provided 18 external companies & 27 County Dept's demographic market data packets.
 - 2 incentive packages.
 - 2 impact analyses.
 - Met 6 business owners provided info on Business Retention and Expansion program and completed appropriate follow-up.
- Meetings:
 - International Level
 - European Business Council
 - European American Network
 - National Level
 - US Department of Energy teleconference
 - State Level
 - Senator Mike Bennett teleconference
 - Growth Options for the 21st Century
 - Teleconference Pharma Bio on Make What You Take™
 - Regional Level
 - Southwest Florida Workforce Development Board
 - Southwest Florida Economic Development Partnership
 - Southwest Florida ULI
 - Ford & Associates
 - Local Level
 - Directors' Meetings

- Meetings with Commissioners
- Enterprise Charlotte Economic Council
- Charlotte County Industrial Development Authority
- Charlotte Harbor CRA Advisory Board
- Economic Development Working Group
- Joint City and County Workshop on Economic Development Incentives
- Joint Meeting of Charlotte Harbor CRA and Board of County Commissioners
- Charlotte Chamber and Englewood-Cape Haze Chamber
- Team Punta Gorda
- Junior Leadership Charlotte
- South Charlotte County Coalition
- Edison State College
- Townhall meeting
- Truck to Rail meeting
- Riverwalk meeting
- Expo & Conference Planning with Growth Management
- Webinar on Trina Solar
- Presentations/Newspapers/Magazines:
 - Josh Salman/Charlotte Sun article re Economic Development Working Group
 - Josh Salman/Charlotte Sun article re Google and Murdock Village
 - Josh Salman/Charlotte Sun re hotel
 - Chris Gerbasi/Sarasota Herald Tribune re Google survey
 - Chris Gerbasi/Sarasota Herald Tribune re CREB and PACE program
 - Jay Jelme/Jelme Associates re yacht manufacturer
 - Ed Scott/North Port News re hotel feasibility
 - Carol Sakowitz/North Port Sun re employment
 - Elizabeth Billings/CCTV-20 re on-camera interview
- Office Activities:
 - Data collection: monthly webtrend data, permitting, unemployment, airport tourism stats.
 - Demographic Profile annual update
 - Prepared Agenda, Minutes, coordinated meetings for Enterprise Charlotte Eco Council, CC Industrial Development Authority, CHCRA Adv Committee, and ED Working Group.
 - Marketing and planning for the 2010 Energy Options Conference
 - Expanded coordination efforts improving Business Expansion and Retention program
 - Coordinated IDA's interest in developing the 120 acres of property in the ECAP
 - Facilitated 3/12th educational program on parking in redevelopment areas which included a tour of the Punta Gorda mixed-use parking structure as an example.
- 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
 - Charlotte County Revolving Loan Fund – additional research
 - Florida PACE – worked with legislature to get PACE bill voted by committee
- Charlotte Harbor CRA:
 - Filed/noticed '09 CHCRA Annual Report to DCA -required by law for all Special Districts.
 - Facilitated annual joint mtg of CHCRA-BOCC 2010 and 2011 Work Plans approved
 - Facilitated 2 mtgs with property owners in "Riverwalk" proj area for opportunities/incentives
 - Oversaw tasks: Bayshore Live Oak Park Special Events Coordinator; reviewing & approving flyers, press releases, schedule, & budget. March Dog Show, well attended.

- Facilitated development of 3rd Annual Hands Across the Harbor logo for use as “Save Date for 1/29/11” to begin sponsorship development.
- Facilitated reimbursement to participants for sign grant & housing rehabilitation prog’s.
- Monitored and updated the Charlotte Harbor Website to provide current information.
- Presented to CC Historical Committee concept to include 2 parcels; commonly referred to Hickory House in CHCRA. Committee endorsed concept -BCC approved expansion.
- Murdock Village:
 - Filed/noticed ‘09 MV CRA Annual Report to DCA required by law for all Special Districts.
 - Updated informational package on MV real estate offering -facilitated updating the webpage.

Facilities, Construction and Management

- Jail Expansion-Design 75% 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 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 project to be LEED certified County to add additional office space to building
- 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 -Completion expected in April 2nd floor will be shelled space (8000sf)
- PW San Casa Proj under construction-Final VE items Complete -asphalt area out for bid Budget 600k -county has received CO for project
- PW 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 contract-kickoff mtg 1/9. Project underway for A/E final schematics due early June-line item cost estimate also due concurrently. Construction phase 1 underway-project on schedule for late 1/09 completion Project is substantial completion Budget 28M Project 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 FEMA inspection completed
- Rotunda Wastewater Plant Expansion –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. 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 complete
- Family Services-planning for grant -approved renovations-grant of 196k approved-project is out to bid for sprinkler system
- Sheriffs Office 911 upgrade/renovation-in planning-project delayed
- County Health Clinic-renovation work underway facilities portion complete opened 4/15th-Complete
- County space study underway with Budget, HR, Growth Management, Risk and PIO-- Initial planning underway for PW Admin move to M&O bldg and to areas of CCU Campus HRE renovation/move underway Budget/Admin move estimate is complete. Plans in design for Tax collector operational space
- New Landscape plan for 16 County Fire Stations-under review-complete Project is 95% complete
- 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 Project in design
- Transit Parking expansion-project is in design
- Stillwater Street Youth House-project is under construction
- Nationhood Stabilization grant Project-county is purchasing houses and land for renovation and resale-7 properties under contract
- West County Library-proj top add additional 6000 sq/ft bldg and renovate existing approved by BCC

Growth Management

- Smart Charlotte 2050 Comprehensive Plan Update:
 - Staff in the process of preparing responses to DCA ORC report. The 2050 comprehensive plan is due before the commission for adoption on May 18.
- US 17 Corridor Study:
 - 3/8/10, GM Department received ORC report from DCA. We will revise objectives and policies in order to address DCA's concerns. Recommended objectives and policies for US 17 area are part of re-writing of County's new Comp Plan - Smart Charlotte 2050. Our new Comp Plan scheduled to be adopted by BOCC 5/18/10. US 17 Area Plan presented before BOCC for acceptance subsequent to an approval of the new Comp Plan.
- Transportation:
 - Bicycle and Pedestrian master Plan:
 - In month, presentation made to Bicycle Pedestrian Adv Committee (BPAC) on technical tools used in the development of the County's first Bicycle Pedestrian Master Plan. Data collection and analysis work in progress in March with anticipated data task completion in April, followed by analysis task (planned to be completed in April). The final draft plan will be completed by June 2010 to include as a part of the 2035 LRTP and will be adopted along with the Plan.
 - Long Range Transportation Plan with MPO:
 - Staff attended Crash Data Mgt System (CDMS) task related scope finalization meeting called by MPO. The members agreed to not use CDMS at this point and agreed to move forward with the other tasks required of the process. Staff also, assisted the MPO and their selected Consultant in the identification of studies and data sources that are required as part of the overall process.
 - School Concurrency:
 - The SWG continues to gather the materials necessary to support the annual reports that will be delivered by the team at the annual joint City/County/School Board Workshop on May 3rd. Hard copy materials are being supplied by CCPS and the City. The County portion of the team is responsible for creating the PowerPoint and overseeing the assembly of the hard copy booklets

for the workshop participants. The booklets will be put together on April 12th, along with a final edit of the PowerPoint. The entire team will share in the actual presentation.

- In addition, CCPS is providing timely assistance to County in update of tables called out by DCA in objection regarding Public School Facilities Element in ORC report for Smart Charlotte 2050.
- Update of ILA, executed by all three parties immediately following the workshop, will necessitate a sufficiency review by DCA. After that, the City and County will need to submit Comp. Plan amendments to their respective school elements to support these changes. This action will be delayed until after the adoption of Smart Charlotte 2050 is confirmed by the NOI from DCA and the opening of the next available windows of opportunity for large scale plan amendments.
- The SWG is scheduled to meet next on 4/12/10.
- Community Plans:
 - Manasota: Draft bylaws and Community Planning Advisory Committee Procedures Manual have been reviewed by county staff. These documents will be submitted for BCC review in April 20.
 - Evaluation, Appraisal, Report (EAR)
- Project Background:
 - Comp Plan is requirement of FI Statutes Chapter 163.3177 and 163.3178 and FI Admin Codes, specifically Rules 9J-5 and 9J-11. Planning process is designed to be continuous. As part of the process, local governments are required to evaluate and review the Comprehensive Plan every seven years and provide a report to the Department of Community Affairs (DCA).
 - Evaluation and Appraisal Report (EAR) is the generally accepted process for updating the Comprehensive Plan. The EAR involves reviewing the Comprehensive Plan policies and considering how they relate to the population and development changes that have occurred over the previous seven years. The EAR process allows for the review of the local government's past actions; the identification of the Comprehensive Plan's good and bad points and which plan objectives have been achieved and which should be changed; the identification of major issues of the community; and the implementation of effective intergovernmental coordination.
 - State statute requires that an EAR be prepared every seven years. Charlotte County last prepared an EAR in 2003, and its next EAR will be due in December of 2010.
- Smart Charlotte 2050:
 - In '09, Cty prepared Smart Charlotte 2050 Plan, update and revision to 1997-2010 Charlotte County Comp Plan. Done outside of traditional process of preparing an EAR and then amending comp plan, since it was determined that issues prompting preparation of Smart Charlotte 2050 were of such magnitude and importance they could not wait for EAR cycle. Series of public mtgs held to solicit public input on Smart Charlotte 2050, and extensive Internet outreach allowed for substantial direct public comment on proposed policies. Smart Charlotte 2050 approved for transmittal to DCA by BOCC 12/15/09. Final adoption of plan is anticipated for spring of 2010.
- Status:
 - Because the preparation of Smart Charlotte 2050 effectively paralleled the requirements for the preparation of the state mandated EAR of the 1997 Comprehensive Plan, the preparation of the 2010 Charlotte County EAR has been streamlined. Many of the major issues that would be presented in the EAR have been presented, and policy approaches to them have been established, in Smart Charlotte 2050.
 - A scoping meeting was held on December 16, 2009 to present the major issues to the County's State, regional and local agency partners. In the discussion that followed, some additional issues were established that warranted further analysis and possible policy approaches. In total, ten issues were included in a letter of understanding to DCA, establishing the focus of the EAR. Six of these issues were addressed in Smart Charlotte 2050 and four require further analysis.
 - The six major issues addressed in Smart Charlotte 2050 include:
 - Maintaining economic development lands for quality employment opportunities
 - Creating and maintaining a sense of place
 - Managing an overabundance of platted lots
 - Allowing County residents to age in place
 - Maintaining the rural character of eastern Charlotte County

- Reducing greenhouse gas emissions
- The four major issues requiring further analysis include:
 - Creating regional partnerships
 - Improving interdepartmental coordination in Capital Improvements Planning
 - Addressing environmental protection
 - Improving and maintaining access to the water and working waterfronts
- Site Plan Approval:
 - Staff received and approved three applications.

Human Resources

- Employee & Labor Relations:
 - After careful review, the County made the decision to incorporate shorts as a voluntary part of the uniform program under clearly defined policy conditions. The policy became effective 31 March
 - First FMLA training class was held with department representatives - the class will be pushed out to organization after pilot is complete. HR will continue to provide managers/supervisors with the tools they need to be high performing
 - Successfully negotiate in the County's favor two employee mediations.
 - Participate in re-organization county wide meetings
 - Coaching & advisement to departments regarding re-organization/discipline/performance issues
 - Miscellaneous OD/ELR advisement/investigations/follow-up
 - Coordinated with Growth Management, County Attorney's office to assist with an intern applicant
 - Met with Employees regarding various employee relation issues
 - Proctor and Scored applicants for the Zoning Technician
 - Set up interviews for Zoning Technician position
 - Updated the Administrative Code to reflect departmental changes within the Organization
 - Updated the Emergency Preparedness Information in lieu of storms, etc.
 - County Comparison on Supervisor/Employee Ratio report
 - Review Files for Arbitration and mediation
 - Held Reduction in Force conversations
 - Legal Discussions
- Benefits Related:
 - Held 3 new hire orientations for BCC, Tax Collector and PRMWA -total of 12 new hires combined.
 - Facilitated Orientations
 - Processed (6) Short Term Disability Claims
 - Processed (2) Retiree Life Insurance Death Claims
 - Reviewed the latest legislation regarding COBRA subsidy
 - Process Tuition Reimbursement Requests
 - Prepare orientation booklets
 - 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:
 - Facilitated Leadership Gold program at both Murdock and Eastport Campus.
 - Researched and prepared Newsletter for Supervisor/Managers
 - Facilitated two (2) Open for Business Train the Trainer Workshops
 - Miscellaneous coaching/development conversations
 - Attended Employee/Citizen Academy meeting to discuss progress to date and plan going forward
 - Professional Development to include webinar, reviewing industry journals, etc.
 - Prepared Nationwide Flyer and sent to all employees
 - Prepared for class "Dynamic Communication & Listening Techniques
 - Prepared for the rollout of the Halogen E-Appraisal system
 - Read the book Strengths Finder 2.0 and dispersed copies to staff for review

Human Services

- Staff attended Volunteer FI workshop, AmeriCorps Prog grant opportunity -grant allows for ability to recruit & place AmeriCorps members in service roles in County to promote volunteerism and build our organization's capacity for engaging and mobilizing volunteers to respond to community needs; staff leads in planning/developing a proposal for grant opportunity.
- Community Assistance Block Grant-American Recovery & Reinvestment Act (ARRA) Prog staff received thank you letter from client that received assistance pursuing nursing career, earning 4.0 in her studies. Department received donation for 2010 Paint Your Heart Out Prog from client applying for FL KidCare Insurance Prog application assistance project at Family Services Ctr.
- James Barrett, County's V.S. Officer, resigned with County effective 3/26/10 to accept a position with the FBI in Quantico, VA. He started 12/9/98 as Assistant V.S. Officer -promoted to V.S. Officer -7/27/05. He provided hours of assistance to veterans and their families in obtaining VA benefits, he coordinated community VA events: Homeless Veterans StandDown, WWII Honor Flight, moving Vietnam Memorial Wall. David Donohue, Assistant V.S. Officer from Englewood Office will serve as Interim Officer.
- Staff spoke to Regional ARRA Council on use of federal stimulus funding in HS Dept. Prog's included: Community Services ARRA self-sufficiency initiatives; Neighborhood Accountability Bd & Juvenile Re-Entry Prog. 2nd CSBG Financial Literacy Progcourse began 3/8th with 8 residents; 6 month prog teaches eligible low-income residents how to create/manage a budget, understand finances, encourages asset development through savings. Staff completed and submitted annual National Cap survey for all self-sufficiency CSBG & related prog's per contract with DCA.
- Housing staff met with Rep. Gary Aubuchon & Habitat for Humanity in Tallahassee on Neighborhood Stabilization Prog (NSP). DCA changed their position for non-entitlement communities on Prog Income and documentation submission, files, and requirements prior to property acquisition. These are positive changes which will improve NSP process for County.
- Staff provided KidCare application assistance to 10 families at the three day Early Head Start/Head Start enrollment events.
- Paint Your Heart Out review team completed their review and selection process for spring event; 2 homes selected for painting in Neighborhood Revitalization Area near Family Services Ctr. Prep teams will begin assembling and working to prepare the homes for the 4/17th paint day.
- V. S. Office received donation from Disabled Veterans Foundation in the amount of \$1,250 in support of the 2010, annual Veteran Stand Down event scheduled for later this year.
- Neighborhood Accountability Board (NAB) prog currently seeking volunteers to work with youth diverted from court system. NAB staff conducted a review of case completions from 3/08 through 3/10. Of 60 youth that successfully completed program during that period, only 4 youth committed subsequent offenses. This represents a long term success rate of 93% in preventing recidivism. Bench mark for successful programs is 80% within a 6 month period.
- Family Services Ctr, partnered with Keep Charlotte Beautiful & Boys & Girls Club, working on installation of butterfly garden utilized as teaching tool for youth attending Boys & Girls Clubs. Project planned by Alex Harvey, an 8th grade student at Port Charlotte Middle School who is currently working on attaining his Eagle Scout badge through the Boy Scouts of America.
- MobilityCoordinator in Transit Div, has implemented customer referral promotion announcements for Spring & Mother's Day, flyers posted at various locations throughout County. Promotion is part of Department's marketing effort to increase Dial-a-Ride ridership and target the public unaware of services provided by County's Transit Div.
- Met IT staff to discuss options for reducing costs associated with phone & internet services at FSC and increasing staff efficiency. Staff working on plan and developing a cost analysis which may include pursuit of fiber optic cable to the building.
- 30 foreclosed properties for consideration by Neighborhood Stabilization Prog reviewed. 4 properties have been purchased with several others in closing or pending offer status.
- Shared monitoring of regional subcontracted senior in-home vendors begun; 2 on-site visits made with reports pending.

- Driver training on the new hybrid buses for Dial-a-Ride begun. Buses to begin road service in April. Transit, Veterans & Family Services Center customer survey results completed.

Public Safety

- Animal Control:
 - Presentation to BOCC seeking direction in regards to our animal sheltering needs. Prompted to renegotiate the proposal that was submitted by Animal Welfare League to County last year in an effort to sustain our contract with them. Reduce proposal by 30%.
 - Hosted round-table discussion involving Captain Tom Lewis of Punta Gorda Police Department. This was to increase communications and teamwork between agencies.
- Emergency Management:
 - Director and staff met with group from Lee & Collier Counties who started an initiative called "Retrofit Southwest Florida". Patterned after a similar effort in the Pensacola area (Rebuild Northwest Florida) in the wake of Hurricane Ivan (2004), the group hopes to secure federal grants to assist homeowners in hardening their properties. They were seeking our endorsement of the concept, which after conversation with officials of Escambia County, we provided.
 - Coordinator and Director met with Florida Power & Light discussed critical facilities restoration priorities. This is annual strategic planning session with electric utility, making sure they understand what areas we want attention focused on in post-disaster setting. We have developed relationship with their team and we know they can be counted on when conditions warrant.
 - Director & Coordinator met with East Englewood couple (Mark & Carol Runyon) who agreed to take over as the leadership team for our Volunteer Animal Rescue group and pet-friendly shelter at the Port Charlotte Middle School. They are presently recruiting additional team members to assist in this vital endeavor. They are long-time members of this disaster puzzle.
 - Director and Coordinator met representatives of FI Div. of Emergency Mgt, discussed Hazard Analysis & Capability Assessment portion of our recently submitted Comp Emergency Mgt Plan (CEMP). Plan, required by law to be updated and formally reviewed every 4 yrs was submitted to State and 90% approved. The final approval letter should come to us in a few weeks.
 - Director spoke to various community groups during month: Pt Charlotte Women's Club, Operation Cooper Street Parents, Retired & Senior Volunteer Program and the Port Charlotte Kiwanis.
 - Coordinator held several planning and coordination meetings with Safety Team from FI International Air Show. Meetings held in our facility and involved 30 some reps of Air Show.
 - Hosted 2010 Class of Junior Leadership Charlotte in tour of EOC and Public Safety Building -22 members of the class representing 3 public and 1 private high schools. All juniors, the students were given brief primer in what happens when disasters loom and how the Emergency Operations Center is utilized to manage the events leading up to and following various events.
- Fire/EMS:
 - Charlotte County Fire/EMS Public Education Div working with Edison State College with EMT and Paramedic programs as to child injuries, due to improper restraint of children in vehicles. Program teaches type of injuries that can happen when not properly restraint and how restraints will stop serious injuries by proven facts.
 - Department conducting fire safety checks in residential homes to assist homeowners as to fire hazards and safe storage of flammable liquids and chemicals in homes. We also have installed 7 new smoke detectors in several homes in the month of March through our in-house Fire Alarm program that is offered to all residents.

Public Works

- Notice to Proceed for Piper Rd Widening Proj issued on March 8, 2010. Installation of erosion control and the survey layout work was started. Sixteen acres have been cleared and grubbed between Airport Road and the Charlotte County Speedway. Over 2,000 cubic yards of fill has been used to raise the road base and excavation began on a large drainage canal along the roadway.

- Design plans for the Year 1 Sales Tax Sidewalks are 60% complete for the South Fairway Drive sidewalk and for the Alton Road sidewalk. Properties required for temporary construction easements have been identified and the information forwarded to the Real Estate Services Department.
- Pre-submittal meeting was held on March 12, 2010, for the Year 2 Sales Tax Sidewalk Project, with submittals due by March 26, 2010.
- Speed limits on Toledo Blade Blvd changed to 45 MPH in both directions. The project is complete.
- 2,302 signs were repaired, 273 signs were manufactured, 10,155 signs were inspected, and seven calls for sign maintenance were completed.
- 29 directional/informational signs on Walk the Palms Beautification Area along US 41 were removed.
- 77 tons of asphalt was used to repair various roads throughout Charlotte County.
- More than 2,000 (SF) of drainage maint completed in TGA on Gucci Dr -4,500 SF of swale Tribune Blvd graded, with additional 98,259 (SY) of vs roads in TGA graded; 19,294 SF of swale graded on Delake Ave, Greater Port Charlotte. Drainage maint conducted on Le Jeune Dr (TGA) 2,000 SF swale graded, 5,500 SF graded Kiskadee Dr (Lemon Bay Area). 145 pipes on vs roads throughout County cleaned. Over 473 linear feet (LF) of small pipes installed on: Kindred Blvd, Kiskadee Dr, and Keystone Blvd ahead of paving prog. 108 LF small pipes installed on Evans St, Tamiami Trail and Keystone Blvd. 1,500 SF of swale graded for drainage maint on Uruguay Dr. Over 317,000 cubic yards (CY) of brush was cut along County roadways.
- More than 3,900 SY of major outfall work was completed in the Mid Charlotte Stormwater Utility. Six swaled intersection conversions were completed in the Kindred Boulevard area.
- 3,318 SY road grading completed on Swiss Blvd & 3,518 SY graded in Ranchettes area.
- 236,000 SF of ditch maintenance was completed in Mid-County Stormwater District and 65,000 SF in the South County Stormwater District.
- 240 linear feet of small pipes were installed on Uruguay Drive and Onondago Drive in Deep Creek; and, 80 linear feet in the Keystone Boulevard area.
- Completed 1.1 mile of shoulder repairs on Cazanovia Street in Greater Port Charlotte.
- Repaired nine decorative light poles for the Manasota Homeowners Association.
- Charlotte Commons Proj inspected traffic signal facility relocations/mast arm foundation installations and conduit connections.
- Installed new LED signal displays at Kings Highway/I-75 northbound ramps, US41/Enterprise/Paulson, SR 776/Toledo Blade, SR 776/Murdock Circle and US 17/Marlympia intersections. The LED displays were supplied by the Florida Department of Transportation.
- 2 Traffic Signal Tech's attended Malfunction Management Unit (MMU) and loop detection training at Lee County Transportation Department. Annual Malfunction Management Unit and Conflict Monitor (CM) testing began on traffic signals to ensure all units are operating per specifications.
- Two Traffic Signal Technicians were certified as forklift operators following training at CCU.
- Inspected loop installation completed by contractor for Cty of P.G./Airport/Shreve/Pompano Sts Proj.
- Located and repaired an underground wiring short that caused all the roadway lights to go dark, from the Peace River Bridge north to Harborview Boulevard along northbound US 41.
- Repaired one light on the basketball court and one light on the tennis courts at Harold Avenue Recreational Center, and 10 lights at the County's Placida boat launch site.
- Copper conductors stolen from the decorative lights at the Grove City Walking Park were replaced.
- 171 location requests for underground utilities generated 52 actual locates being performed.
- 15 trouble calls for repairs/troubleshooting/replacement of traffic signals, school flashers, road lights.
- MPO presentations to various community civic groups and other organizations including presentations made to Gasparilla Island Bridge Authority (GIBA) and Grove City Civic Association.
- MPO held its first Bicycle Pedestrian Advisory Committee (BPAC) Meeting of 2010.
- Joint Charlotte County-Punta Gorda and Lee County MPO Board Meeting held and an agreement was reached to finalize an interlocal agreement between the two MPOs and Babcock Ranch Development regarding transportation issues.

- Community Traffic Safety Team (CTST) Meeting and six potential projects for safety funding were discussed and submitted to FDOT. Safety projects must be approved by FDOT and can be programmed over the next three-year period.
- MPO completed the required Community Transportation Coordinator (CTC) Evaluation of the Sunshine Ride System. The purpose of the evaluation is to ensure all Transportation Disadvantaged (TD) state requirements are met.
- Aqui Esta Dr Roadway Improvements Proj continued removal of old bridge, piles driven for replacement bridge and approaches complete. Road construction continued between bridge and Magdalena Dr new pilings for Venice Canal Bridge replacement complete; contractor committed to ensuring raised roadway/bridge completed before the beginning of 2010 Hurricane Season.
- Contractor for Manchester North Maintenance Dredge Proj dredged all waterways, cleaning spoil sites used. Additional work being requested by Manchester and Ackerman Waterway Committees.
- Temporary off-load site permitted and established for Balboa, Desoto, and San Salvador WW's as part of Harbour Heights Maint Dredge Proj. Original contract complete. Design error by Engineering Consultant resulted in 13,144 cubic yds of material omitted from original contract. Change Order approved by BCC to facilitate this additional work and the contractor is removing the material.
- BCC approved Change Order for Hayward Channel Maint Dredge Project to remove an additional 600 yards of material from the mouths of five branching waterways. This project is complete.
- Dredging of Northwest Port Charlotte waterways was completed with final clean-up underway.
- Specifications for the Alligator Creek Canal project, including the realignment of the access channel, the northern 520 foot dredge, Sea Edge Canal access channel, and dredging any high spots throughout Alligator Creek, were sent to the Purchasing Department to prepare for bidding.
- Box culvert successfully set for water control structure LIO2.87; structure is Lionheart WW, crossing Forrest Nelson Blvd behind Mid-County Library. Road work over box culvert needs to be completed before the roadway can re-open.
- Annual certification mtg with FDOT officials to determine if Metropolitan Planning Organization (MPO) is meeting all federal and state requirements in undertaking its transportation planning program.
- Transferred the Solid Waste Division with 40 filled positions and 12 vacant positions from the Environmental and Extension Services Department to Public Works. Employee files were created and Public Works internal organizational chart was updated to reflect the new reporting structure.

Tourism

- Director:
 - Attended weekly directors' meetings with County Administrator
 - Met with agency account executive to finalize website SEO and SEM program to maximize internet exposure to consumers
 - Reviewed and approved all purchase requisitions, invoices and check and travel requests
 - Interacted with advertising agency on frequent basis on multiple issues: project approvals, changes to media flight plan, and campaign, ads, collateral and program development
 - VCB awarded Gold and Silver ADDY Awards by the Suncoast American Advertising Federation. A Gold ADDY awarded to Charlotte Harbor Visitor & Convention Bureau's Summer ECONomical Escapes marketing campaign and Charlotte Harbor & the Gulf Islands' 2010 Visitor's Guide took a Silver ADDY. The ADDY Awards Competition is the industry's largest and most representative competition, recognizing creative excellence and the very best advertising worldwide.
 - Edited and approved all media releases, ePromotions and advertising
 - Met with Commissioner Skidmore and Gary Ingman and partner, Joe Mercurio to discuss assistance with a television commercial for the upcoming Professional Tarpon Tournament Series
 - Toured Cultural Ctr at request of President Rufus Lazell and Executive Director, Jim Hageman
 - Wrote monthly Charlotte Sun column on the Cultural Center and their extensive array of activities

- Participated in an a press interview with Greg Martin on sailing and the Charlotte Harbor Regatta
- Met with bureau marketing manager for update on all pending marketing & promotion issues
- Attended Arts & Humanities “Dancing with the Stars” fund-raising event
- Attended pre-agenda meeting regarding a Florida Sports Foundation grant to offset Snowbird Baseball Tournament expenditures
- Presented a “Deed” for an ‘acre foot’ of Charlotte Harbor to John Wildeman of the Gulf Coast Banjo Society at the March 9 BCC meeting as part of the VCB’s ongoing “Bring Your Meeting Home” campaign. The campaign is designed to encourage members of the community to hold their organization or association meeting at the Event & Conference Center or at other area venues. Mr. Wildeman was instrumental in bringing the Inaugural Banjo Bash to the Event Center which generated over 300 room nights
- Held monthly staff meeting to discuss ongoing programs, new initiatives and staff operations
- Attended the Southeast Tourism Society Spring Meeting and Research Symposium March 22-24 in Nashville, TN. The meeting examined sustainable tourism in a sluggish economy and offered a strong focus on current economic updates and the impact on travel trends. The session included the STS marketing college graduation which is a three-year degree program in which the VCB marketing manager is currently a participant. STS provides valuable networking opportunities for its membership of over 1,000 travel and tourism professionals.
- Met with Sales & Marketing Mgr on a variety of topics relating to sports and event development
- Attended farewell reception and delivered remarks to D.J. Cutler, departing marketing manager for Palm Island Resort and Tourist Development Council member
- Monthly marketing review mtg with advertising agency rep”s covering a wide range of topics
- Distributed VCB Annual Report for 2010
- Public Relations:
 - Gathered, wrote and submitted content: weekly for the County Administrator; monthly for the Southwest Florida Parrot.
 - Fielded multiple inquiries regarding event center activities and Spring Training schedule and fulfilled visitor guide requests as necessary.
 - Wrote and Distributed One Media Release:
 - “Charlotte Harbor Visitor & Convention Bureau’s Marketing Efforts -Gold and Silver Addys”
 - Issued brief media advisory to local outlets regarding the arrival of Ohio State University for the Snowbird Baseball Tournament
 - Researched and fulfilled 7 editorial leads for regional and national print and online publications including requests for images.
 - Media Planning: Itinerary planning for the following media who requested visits which included extensive research to fit story angles:
 - Annette Thompson – March 16 – 20, 2010. Associate Travel Editor, Southern Living Magazine. Writing story on area’s renaissance since Aug. 2004 and as beach destination. Needed information on Punta Gorda before and after the Hurricane and hidden gems. Direct result of Feb. 2010 media deskside visits with VISIT FLORIDA in Birmingham. Article set to publish in Aug. 2010.
 - Tara Dodrill – March 23, 2010. Freelancer on assignment for USA Today Online. Staying with family in area, contacted VCB for Babcock Wilderness Adventures swamp buggy tour.
 - Hilda Mitrani – March 31 – April 2, 2010. VISIT FLORIDA Off-the-beaten-path Insider and first-time visit. Exploring destination for additional content.
 - Barbara Doyle – April 2, 2010. Families on the Go. Family publication visiting the area during Spring Break for May/June Stay-cation issue. SMITH Advertising & PR has been courting her for several months and she is on the Top 40 target list.
- Additional Activity:
 - March 23, Conference Call with SMITH PR to discuss ongoing public relations strategy
 - For City of Punta Gorda, researched inquiry from Insight Into Tourism & Economy for Public Television pitch by Insight TV –no return reply from Insight TV, decided not to pursue

- Wrote website copy for the Charlotte Harbor Event & Conference Center home page for SMG
- Submitted content to the El Monte RV blog to entice RVers to vacation in the area
- Continued follow up to February deskside visits
- Created marketing plan for the Society of Ethical Ecotourism of Florida (SEE FLA)
- Wrote dining and shopping content for CHVCB website
- Updated 2010 “Story Ideas” for CHVCB website
- Researched online media distribution programs.
- February activity from SMITH PR:
 - Placements in 9 publications representing electronic and print outlets including the *St. Petersburg Times* and *Meetings South*.
 - Pitched and responded to editorial requests to 6 media outlets on topics including spring training, family travel and Muscle Car City. Also, SMITH was in contact with members of the media regarding future visits; SMITH sent a formal proposal document to the PR director for “Wheel of Fortune,” who is open to promotional ideas built around the vacation giveaway.
 - Planned freelance writer Nancy Spraker’s visit including securing complimentary airfare from AirTran and liaison with the Charlotte Harbor Regatta on story angles for SAIL magazine; worked with VCB staff who secured accommodations and made rental car arrangements
 - Planned St. Petersburg Times editor Janet Keeler’s visit to the destination for an article about visiting the area during spring training. The article, published Feb. 18, has been syndicated to various publications for broader exposure
 - Arranged for deskside visits for VCB staff in the Tampa Bay area, of 10 magazines, 31 freelancers and two newspapers contacted, 3 were available to meet
 - Distributed releases written by the VCB and distributed the following releases:
 - “Grand Slam Getaway”
 - “Spring Training Overview” to Florida media outlets and online publications which write about the Tampa Bay Rays. (Overview includes an extensive list of hotels, dining and attractions.)
 - Feb. 9 meeting with VCB staff who were in Atlanta meeting with various publications.
- Communications & Marketing:
 - During March, advertising targeting the leisure travel industry appeared in the *Sunseeker* (Allegiant Airlines In-flight magazine), *Florida Spring Training Guide*, *Women’s Day*, *Southern Living*, *Florida Travel & Lifestyles*, *AAA Texas Journeys* and *GuestQuest* magazines.
 - During March, internet advertising targeting the leisure travel industry appeared on www.TravellInformation.com and www.TravelFreeGuides.com.
 - Interacted with advertising agency on a daily basis addressing multiple issues including project approvals, the media flight plan, as well as campaign, ads, collateral and program development
 - Continually developed and updated new Air Show Website; designed Air Show advertisements for 9 different publications: HarborStyle, Women's Outlook, Herald-Tribune, The News-Press, Sun Herald, The Breeze and Florida Weekly, also created Internet banner ads to run on Comcast.net.
 - Provided direction and final approval for CRM program components for March – Fishing/Tarpon ePromotion and the Four Points ePromotion
 - Made arrangements with partners to create (2) vacation package giveaways: a 3-night, 4-day stay at Palm Island Resort, and a 4-night, 5-day giveaway at Palm Island Resort with attraction passes to run in *AAA Going Places* magazine
 - As Film Commissioner, worked closely with the Boca Grande Chamber of Commerce to assist *Men’s Journal* magazine stage a photo shoot featuring Evan Longoria from Tampa Bay Rays (March 18 & 19). Identified residential locations and corresponding contact information; acted as liaison securing a hotel for crew; located and recommended a modeling agency, prop stylist, prop house and hair and makeup stylist
 - Also worked film lead for a Discovery Channel program contacting State, County and other local organizations in order to scout locations and services

- Rotated and updated feature spots on www.CharlotteHarborTravel.com home page, created new landing pages and updated various pages of the Website
- Completed 'Open for Business, Train the Trainer' sessions
- Provided regular posts and updates to VCB's Facebook page
- **Sales & Sports Marketing:**
 - Solicited group rates from downtown Punta Gorda hotels and reserved the required space at the Charlotte Harbor Event & Conference Center for the Florida Main Street Annual Conference which will take place Sept. 15-17, 2010
 - Submitted official bid proposal to host Venice Diocesan Council of Catholic Women 3-Day Convention projected to attract approx 200 attendees and would take place May 1-4, 2011
 - Worked with the Event Center staff to create a one-sheet marketing collateral piece providing input on copy, photos, and graphics geared towards generating interest and elevating the awareness of the facility to meeting planners, event promoters, etc.
 - Developed FAM itinerary, in conjunction with Visit FL regional rep, whereby regional mtg planners affiliated with Hospitality Sales Marketing Association International & Mtg Professionals International will be invited to inspect key meeting/venues/hotels/attractions
 - Attended Tallahassee Society of Association Executives Power Luncheon partnering with Lee and Collier Counties to host a mini trade show prior as a means to network with a variety of meeting planners in the association market
 - Assisted Snowbird Baseball with a variety of logistical items throughout the course of the four week event and participated in the post event evaluation meeting between Snowbird Baseball and the Parks & Natural Resources Department
 - Followed up with US Tours, group tour operator providing info on our destination, attractions, accommodations that would be marketable to clientele they represent in The Villages
 - Added contacts from TSAE luncheon to our meeting planner database, followed up with meeting planners to give them more information on our area and invite them to visit the county to conduct a personal site inspection of our meeting venues, hotels, and/or attractions
 - Edited and submitted copy to FI Society of Association Executives for their 2010-2011 edition of Association Resource, their primary reference tool that FSAE provides to all its members
 - Researched/selected event owners and national governing bodies I intend to meet with 1-on-1 at National Association of Sports Commissions Sports Business Symposium in April
 - Discussed post event evaluation of FI Golden Gloves Regional event with organizers & EC staff -determined course of action to pursue the 2011 FI Golden Gloves State Championship

Utilities

- **Engineering Services:**
 - **Major Work Orders:**
 - 79 developer project inspections; 448 CIP inspections; 2 LPS start-up inspections; 33 LPS mandatory re-inspections; 2 LPS installs; 6 developer agreements prepared; 232 active developer projects; 4 closed projects; 4 active line extension projects; 4 new set of plans received; 4 revised set of plans submitted for approval; 104 residential service availability letters prepared; 4 commercial service availability letters prepared; 80 water and sewer services field verified; 821 locates processed from Sunshine State One; 25 residential service applications processed; 4 permits received; 4 permit approved by CCU for FDEP submittal; 4 record/as built drawing reviewed; 21 large area intersections locates; Training: First Aid 1; FEMA 1; CPR/AED 3; Fire line verification locates, Water & Wastewater Model locates in Rot Sands & Meadows: 212 water valves, 127 blow-offs, 262 LPS valves, 135 LPS blow-offs.
- **Operations Division:**
 - **Treatment Facilities:**
 - Reuse Ordinance/Misc Projects: A new small user reclaimed water application form has been implemented to simplify the process.
 - Personnel: Staff is interviewing applicants for vacated Plant Operator's positions
 - **Water Distribution:**

- Distribution System: Completed 6 new water service line installs; responded to 68 line breaks; exercised 58 system water valves; maintained and flow tested 162 hydrants for system main; changed out 4 galvanized service lines as system maint; responded to 21 water quality calls; serviced all vehicles at Fleet that required maint; replaced a bad 12" valve at Gasparilla Marina; installed 2 hydro-guards in Tern Bay to maintain water quality in that part of the Burnt Store system; replaced 4 sample points; installed an insertion meter at the entrance of the distribution system at the Burnt Store plant to account for water going to the system as a part of the water loss reporting.
- Training: 4 tailgate safety meetings were held with the entire work group; 2 employees received First Aid training; 6 employees received CPR training; 3 employees attended short school for Distribution Operator training; all employees received training from the manufacturer's rep on the new Elster Hydrasert fittings; 1 Line Tech passed his FDEP test for a Level 3 Distribution Operator license.
- Personnel: 1 Line Tech resigned; 1 Line Tech position has been filled; 2 Line Tech positions have been opened up but can not be filled until the bumping process is completed and 2 Line Tech positions are currently frozen.
- Booster Stations: #2 Golf Course remains out of service. The contractor cont with the upgrade. GCS predicts that the station should be operational by 4/30. #3 Gulf Cove performed prev maint for the month. Contractor continues with the upgrade process completing punch list items. GCS predicts that the station should be completed by 4/9. ADF was 2.18 MGD. #4 Walenda performed prev maint. Contractor remains on site for upgrade completing punch list items. GCS predicts that the station should be completed by 4/9. Jesco conducted training on the chemical pumps on 3/17 and Simplex Grinnell installed a new alarm system for the building and tank. ADF was 3.12 MGD. #6 Rotonda performed monthly prev maint. The security contractor completed the installation of the site cameras. #2 pump was repaired. ADF was 2.23MGD. #7 Ingraham Injection Station replaced a faulty bleach level indicator. ADF was 236,746 GPD. #8 Englewood Interconnect is currently off and ready to be placed back in to service when required. The station was exercised for 4 hrs at 750 GPM.
- Sampling: Monthly compliance samples have been completed.
- Boil Water Notices: 4 boil water notifications were processed.
- Wastewater Collection:
- Gravity Force Mains: Exercised 78 sewer valves; installed 2 valves; poured/installed 3 concrete valve pads; replaced 2 manholes rings & covers; inspected 52 manholes; installed 4 manhole risers; responded to and/or cleared 9 gravity sewer backups; repaired/replaced 3 service laterals; repaired 3 force main breaks; repaired 4 gravity sewer breaks; repaired 2 air lines (BSV); TV'd and cleaned 10,337.8 linear feet of mains.
- Lift Stations: Performed 313 LS prev maint work orders; performed 73 corrective maint work orders which included check valve cleaning, pump deragging and wet well cleaning; completed 3 confined space entries; repaired 4 pumps in-house; installed stone around site at LS #309, #313, #302; met with Siemens Technology reps regarding odor control issue at 238 White Marsh Ln; attended 2 LS start-ups; ordered parts for 3 LS discharge line repairs; performed 8 LS drawdown calculations.
- Low Pressure Sewer: Performed 280 service calls in the field; completed 18 mandatory connections; repaired 5 leaks; upgraded 11 systems to current standards; replaced 2 collapsed tanks.
- Personnel: Hired 2 new employees starting date was 3/17; recertified 9 employees on Fork Truck Safety & Ops; recertified 3 employees on CPR; 1 employee attended First Aid training; 5 employees attended the FWPCOA Short School - 2 for Reuse System Ops, 2 for Wastewater Collection "B", 1 for Wastewater Collection "A"; 1 employee attended in-house Focus Group meeting and Health & Safety meeting/inspections; 1 employee met with Peerless Pump rep; 2 employees attended Gorman Rupp Pump demonstration.
- Business Services:

- IVR: The IVR project was implemented 9/1/09. In the month of March, 2720 (an increase of 36% from Feb) payments were processed through this venue. The IVR system now represents 5% of the monthly payments. It also assisted in reducing payments made through Customer Service Reps by 43% of all payment calls. 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: Customers who are in imminent danger of having their services disrupted for non-payment began on 10/13 and 1,603 calls have been made to those customers during March.
- Electronic Bill: We are currently developing the electronic bill website with the vendor and IT and will be moving forward with the design. Our goal is to have an electronic bill in place by 10/1/10.
- BCS Liaison: 23 service inspections were performed and passed; 19 passed inspection; 4 failed from improper placement of meter box and contractor was notified. There were 17 new sewer permits issued.
- EZ Pay: 15,629 bills were processed. Transaction break down is as follows: 4,393 one-time pays; 7,640 recurring payments and 3,596 payments through Cust Serv Reps. There were 117 returned items; 39 for insufficient funds and 78 for invalid bank number.
- AMR Replacement: 215 Orion AMR transponders were installed. Of the 25,780 customers with AMR transponders 4,523 have ITRONs and 21,257 have Orion. The 25,780 represents 46.14% of our customer base with AMR meters.
- Customer Service: Received 9,030 phone calls; grade of service was 91.6%. The total # of walk-ins to the lobby was 1,193. There were 0 new service requests representing \$0 in connection fees.
- Meter Services: Installed 6 new meters (existing lines); 47,818 meters were manually read; 62 were skipped (less than .1% of all reads) and 64 were misread (less than .1%); 2,963 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections:
- Delinquencies: 820 accounts were shut-off. Reconnection revenue collected was \$25,135. penalty revenue \$75,760 premise visit revenue was \$2,115. Total delinquency revenue: \$103,010. FY-YTD 09 total: \$592,784.
- Returned Checks: Revenue \$3,670 for 149 returned items. FY-YTD 09 total: \$24,395.
- Tampering: 55 meter tampering occurrences, total revenue \$11,400.; FY-YTD 09 total: \$44,230.
- Overtime: \$1,260 collected for OT and \$228 expended. Net income is \$1,032. Total revenue collected FY-YTD \$5,603.
- Liens: 117 filed with balances of \$22,838. There were 93 liens released for a total of \$66,844.
- Bad Debt: 23 accounts sent to bad debt this month total of \$4,209 or an average balance of \$183.
- Community Outreach: No activity.
- Real Estate: No activity.
- Water Conservation Enforcement: Year Round/Emergency water ordinance approved by Board. Changes to Rate Resolution to coincide with Resolution forthcoming -11 unauthorized use warnings and one no actual violation. FYTD total revenue for unauthorized use is \$2,000.
- Sharepoint/Doc Management: The Adobe software upgrade has been ordered. This upgrade will allow us to fully utilize SharePoint and implement this software. We want to ensure to functionality being created will be supported in the upcoming version. We currently have 42,649 documents ready to be transferred to Sharepoint. This represents a 9% increase in documents from February. We have been informed by IT that we are scheduled for a document transfer to Sharepoint in April.
- ID Theft/Red Flag Policy: No activity.
- Public Outreach:
 - Water Conservation: SWFWMD extended modified Ph II severe water shortage restrictions through June 30, 2010; Completed putting water conservation bumper stickers on all Utility vehicles; FY09/10 Toilet Rebate program is progressing; In July when the severe water shortage restrictions expire, we will remove DROUGHT signs from WW Lift Station sites and install Year Round Water Conservation signs at the same 125 locations in County.

- Misc. Safety & Security:
 - Misc: Attended AWWA Region X executive board meeting. Committee develops calendar for local training in water/wastewater field.
- Safety & Security:
 - Human Resources: Total positions: 202 (plus 6 in Finance); Vacancies: 9; Frozen: 1 Inspector, 3 Line Techs; Recruiting: 1 Director, 1 Maintenance Mechanics, 2 Line Technicians, 2 Plant Operators; SBP processed: Frozen; Frozen Positions: 2 Line Technicians, 1 Engineering Construction Inspector.
- Administration:
 - Sun River Utilities: Of estimated \$11.5M needed to complete Authority's Ph 1 Interconnect between WalMart Dist Ctr & City of PG's Shell Creek WTP, Authority assigned \$2M responsibility of Sun River Utility, but no agreement finalized -\$4M of costs unassigned to any party.
 - North Ft Myers Utility: No information from the PSC on the most recent Notice of Application for an Extension of Water and Wastewater Service Area by North Fort Myers Utility, Inc (NFMU).
 - Ph 1A – Punta Gorda Interconnect: Expecting up to 11 pre-qualified contractor bids for construction services on 4/16.
 - PRMRWSA: Due to heavy rainfall, as of 3/31 the Authority reported being completely full with 7.3 billion gallons of combined water storage in the reservoir and Aquifer Storage and Recovery wells (ASR). Peace River flows for January averaged 913 cfs and average withdrawals from the river were 18 MGD. Average customer demands were approximately 21.6 MGD.
 - 2009 Annual Report: The PB Team has completed 100% of Task 1 (Review of the 2008 Annual Report), 100% of Task 2 (Inspection of Facilities), 100% of Task 3 (Preparation of the 2009 Report), and 50% of task 4 (Submittal of the 2009 Draft and Final Report). The PB Team submitted the draft report on 2/12, and completed the final report on 3/5.
 - Area 1 Wastewater Service Program: A presentation was made to the BCC on 3/23 on the Preliminary Engineering Report for this project. The project is now proceeding with the outreach program to the public through various informational meetings and group presentations through mid-April.
 - Transmission Main (Stage 1): Design tech initiated start of design by importing existing GIS data on utilities and storm water infrastructure and started layout of proposed 12" transmission main alignment from Riverwood to the West Port WRF.
 - Production and Monitoring Wells: Well #16 had to have a 2nd set of samples taken for Gross Alpha & Combined Radium. If the 2nd samples are satisfactory, Malcom Pirnie hopes to have a final clearance of both wells by the end of April.
 - Plant Expansion: Contractor continues to work on completing punch list items.
 - WWRF Expansion: A proposal for rerating the plant has been received and is being evaluated.
 - Central & West Cty Water Model Update: JE completed calibrating the Central Cty Hydraulic Water Model and now have very good correlation between model predictions and actual data measured in the field. JE started simulation of the Area 1 water distribution system to determine necessary water main sizes along Edgewater Drive. Preliminary results were delivered in the last week of March and are currently under review.
 - Upgrade Tanks & Boosters:
 - Walenda: All punch list items are to be completed by mid April.
 - Golf Course: All final punch list items are to be completed by the end of April.
 - Gulf Cove: All final punch list items are to be completed by mid April.
 - BSV Lift Stations: In-house revisions have been made to the design to eliminate the proposed lift station BSV-N. An upgrade to LS 412 will be necessary as a result but the reduction in project cost is significant. Cost savings have also been realized by replacing the proposed three phase submersible pumps with single phase grinder pumps. The necessary plan revisions have been started.
 - East Port Headworks: Engineering submittals continue to be made and approved. The current schedule is to commence construction no later than the first of June 2010. Construction could start earlier depending on major equipment deliveries.

- East Port Ops Bldg: Construction of the new ops building is nearing completion. The proposed move in date has been postponed slightly due to rain delays. Off-site construction of a new steel building to house a second belt press has commenced. Installation should quickly follow.
- Spatial Info Assessment (Geodatabase): Staff continued work updating the Geodatabase with the back log of wastewater, potable water and reclaimed water as-built data. Staff started the process of verifying existing utility assets in the Rotonda Sands and Meadows subdivisions. A request was sent to IT to have ArcReader software loaded on 16 work stations so that the Geodatabase can be accessed and viewed by a selected group of CCU personnel.
- Rotonda Villas & Springs Water & Wastewater System: General Contracting continues to install the LPS and water mains in Rotonda Villas. It was agreed to approve the odor control units proposed by PureAir Filtration. The equipment will be evaluated for inclusion on the Approved Materials List after the lift stations are placed into operation. The Data Flow Systems submittal for the lift station telemetry was conditionally approved by Stantec. The surveyor hired by FPL began work on staking out the proposed power lines that must be run to the two lift stations being constructed.
- Rotonda Sands & Meadows Water & Wastewater System: These projects are complete and in-service. Some connections to the sanitary sewer systems have been completed and others are being scheduled with the homeowners. A final “true-up” change order for BCC approval is being prepared to address final quantities as per the record drawings.
- Lift Station Rehabs: 321 & 806 - Plans and specs have been revised after final comments were made by CCU staff. FDEP permit applications for each LS have been prepared and sent to the FDEP for approval. An application for a Special Exception to the Board of Zoning Appeals for construction of LS 321 on a newly purchased vacant lot was completed and submitted to the Zoning Official.
- 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.
- 855 – Project is completed and in-service.
- 84 – Ops completing the upgrading of LS in-house.
- Babcock Ranch: Additional correspondence sent to SFWMD regarding this WUP as directed.
- Control Structures: Sunset & Lionheart WW: FDEP approved the new package lift station for the Aqua Gardens Condo’s. Testing was completed and the lift station was placed into service.
- Rotonda Weirs: Pre-Bid meeting was held on 3/11. Bids were opened on 3/24.
- Lionheart WW @ Quesada, Sunset WW @Kenilworth, Dorchester WW @ Peachland, Morningstar WW @ Peachland: FDEP wastewater applications to construct were approved for the new structures at Lionheart, Dorchester and Morningstar Waterways.
- Cape Haze Bridge: The contractor completed installing all the utility lines and has placed them into service. The punch list is currently being prepared for the contractor.
- Sidewalks: Year 1 - Johnson Engineering has submitted the 60% plans for review. CCU facilities are affected in 3 of the 6 areas; Year 2 – RFP has been issued by Purchasing and proposals are being reviewed for award to design.
- Midway Force Main & LS Rehabs: Project is being included in the Midway Widening project as each phase is constructed.
- Midway Widening (PW) Phase 1: The Yale, Elkcam and Niagara WWs are continuing with construction. This portion of the project is being constructed by Peter A. Basil. The Ph I roadway contract (from Elkcam to Birchcrest Blvd) has been awarded to McLeod Land Services and the pre-con meeting was held on 3/22. The Fordham WW plans were finalized and applications for FDEP permits were submitted.
- Rotonda Reclaimed ASR Well: The BCC selected Johnson Engineering for the Const Admin contract and authorized staff to start negotiations. SWFWMD had no objection to the selection of JE for the work, but must pre-approve the final scope prior to the County executing a contract. JE submitted preliminary drafts of the scope on 3/22 and 3/24. The first in a series of meetings on the scope was held with Purchasing, CCU and JE on 3/24.

- Deep Creek Force Mains & LS 303–309: Bid docs for revised proj (include only force main from LS # 309 to East Port Lift Station) being finalized per 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.
- FDOT Projects: US 41 @ Midway Blvd: Extend south bound left turn lane; US 41 @ Murdock Cir: Extend south bound left turn lane and relocate traffic signal at SW corner;
- SR 776 @ Coliseum Blvd: Install new traffic signal & improve intersection; Murdock Cir @ Veterans Blvd: Add east bound left turn lane on Murdock Cir & improve intersection; Peachland Blvd: Install new sidewalk on north side between Comstock St & Hallcrest Ter; SR 776 @ San Casa Dr to Sunnybrook Blvd: FDOT to install landscaping within the medians and along the access roads; Cape Haze Pioneer Trail: FDOT to install a new 8' asphalt trail beginning on the north side of CR 771 and running along the existing trail east to its terminus. The new trail will eventually connect to the new Coral Creek Bridge.
- Edgewater Dr Ph II: A PWs design project to widen the existing 2 lane roadway to a divided 4 lane roadway between Midway & Harbor Blvds. CCU will be upgrading the existing water & wastewater mains, including installation of a new reclaimed water main.
- Placida Road: A PWs design project to widen the existing 2 lane roadway to a divided 4 lane roadway between Rotonda Blvd W & Cape Haze Dr.