

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

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments
- Held meetings with Administration on departmental budgets. Discussions at these meetings revolved around the Performance Based Budget packages, organizational charts, line items,
- Prepared and held presentations for board workshops: April 8, 15, 22, and May 6.
- Monthly and quarterly grant reports completed and submitted.
- Prepared MSBU book for Board Workshop to be held May 4.
- Private Utilities – Resolved customer dispute with property owner and Bocilla Utility. Final Resolution letter was sent out to close the file.
- Gathered information from other counties about special millages and funding for the Sheriff's budget.
- Analyzing data for breakeven analysis for county jail phase 2.
- MSBU Section – preparing information to be sent to printers for the mailing of the MSBU Public Hearing Notices.
- Creating and entering information into the MSBU database for the new MSBU for South Gulf Cove Beautification.
- Ran updated application to update MSBU database with Property Appraiser's current information. Checked and evaluated the reports created from this update.

Fiscal Services Division

- Public Safety Department:
 - 2-1-1 Information and Referral:
 - Received check in the amount of \$2,000 for the BRAIVE Program. This funding allows 2-1-1 to assist in providing services needed for veterans and family members who served or are serving in the Afghan and Iraq wars.
- Public Works:

Received a total of \$973,610.26 as follows for grants and interlocal agreements:

 - \$1,275 for a grant to reimburse safety training classes from the FL Municipal Insurance Trust
 - \$912,012.34 from FDOT for Aqui Esta road construction and construction management
 - \$49,874.82 from the City of Punta Gorda for Aqui Esta road construction and construction management
 - \$7,181.70 from FDOT for Piper Rd design
 - \$3,266.40 from FDOT for Piper Rd right of way purchases

Invoiced a total of \$81,603.22 as follows:

 - \$27,374.95 to FDEP for retainage withheld from the Knight Island Beach Restoration grant receipts
 - \$24,321.67 to FDEP for retainage withheld from the Knight Island Monitoring grant receipts
 - \$ 324.20 to the City of Punta Gorda for US41/Pompano traffic signal inspection
 - \$29,582.40 to FDOT for Piper Rd construction
- Human Services:
 - Listened to a Webinar presented as an update on ARRA compliance requirements. The Webinar titled "2010 To Bring More Rigorous and Complex A-133 Audits of ARRA Funds – Is Your Organization Ready?" is part of the fiscal division's commitment to insure that all ARRA funds that come into the County are accounted for within all applicable ARRA guidelines.

- Met with Transit fiscal staff to get an update on the preparation of the upcoming Triennial Review that the Federal Transit Administration (FTA) will do that encompasses the ARRA funding that Transit has received. This audit will take place May 11th and 12th. Transit fiscal staff sent a package of requested information for the review to the which was pre-audit information that was due to the FTA on April 12th. This review will include both program and fiscal issues. This is the first time this type of review has taken place in Charlotte County Transit Division.
- Attended the Area Agency on Aging Regional Senior Services Provider Meeting. Discussions were held on how to better to 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.
- Monitored the first two of our Sr. Services contracted providers for this contract year. Our Grants Management Analyst and Accounting Specialist from Human Services received training on the fiscal monitoring requirements. The Case Manager Supervisor from Human Services provided input on the Program side of the monitoring visit.
- Met with Ambitrans to develop a better system of invoicing for services.
- CCU/EES:
 - Attended Peace River Board and Finance Committee Meeting
 - Attended CCU Regulatory Compliance Review
 - Met with Clerk's office and Deb Forrester regarding CCU loan policy and interest rates
 - Met with Attorney regarding Peace River agreement

I.T.

- RouteMatch Grant Equipment has Arrived: - Equipment associated with the grant for the Transit division for the upgrade and new deployment of a wireless mobile solution has begun arriving. 12 PC's and new storage have arrived and are being installed and configured. The servers are expected within a week. The existing RouteMatch software that handles scheduling and manifests will be upgrading to the newest version, providing updated and new functionality. The new wireless gateway will provide real time scheduling, manifest and GPS location functions using in vehicle hardware. The 2nd phase should be complete over the summer.
- County Firewall Has Been Upgraded: - Our county firewall has been upgraded over the weekend of May 1st/2nd. It is actually 2 pieces of hardware that stand as sentinels between the county's infrastructure and the internet, providing us with redundant protection (if one server fails; the other takes over). Our previous version was reaching end of support. The newer version not only keeps us on an upgrade schedule (which is necessary to obtain vendor support as part of our maintenance agreement), it also will provide better access methods for remote sites that need to connect through our firewall to the county network.
- Animal Control Producing Tag Invoices from SharePoint: - Animal Control is now using the new invoicing developed in SharePoint to produce the invoices that go out to local veterinarian clinics with regards to animal tag sales. Invoices look much more professional than the original invoices and can be saved as PDF and emailed to clinics instead of mailed if need be.
- Established IT Service Management Review Team: - The IT Department established a team to review our methodology as to how we manage incidents and service requests for information technology. The team reviewed the service management software in light of our work processes and made 20 recommendations as to how we can more efficiently manage our support calls. This is an example of why business processes should be reviewed on a regular basis.
- WebEOC Upgraded: - The upgrade to the WebEOC application will correct errors received in accessing status boards and drop down lists within the application. Status boards relay information regarding preset conditions that are necessary to be monitored.
- VoIP deployed at Historical Center: - The Charlotte County Historical Center has been added to the County's centralized VoIP phone system giving them the ability to utilize all

resources that this system brings. This also included disconnect of 2 phone lines reducing the monthly phone bill for this facility.

- CMTools Approvals Report Update: – Modified the Human Services CMTools Approvals report to show number of household members. This was needed to meet a request from one of the agencies they deal with.
- SAP Business Objects Data Services Upgraded: – The Data Services of the counties business intelligence tools have been upgraded to a new version. This new version provides better stability and better efficiency in regards to data warehousing for the county
- Statistics:
 - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 238
 - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 246
 - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 428
 - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 434
 - Change Controls Opened Last Month – (internal configuration changes to server and network) = 14
 - Change Controls Closed Last Month – (internal configuration changes to server and network) = 13
 - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 748

Purchasing

- Quotes due and received:
 - 10-187 Generator Rental for Hurricane Season
 - 10-178 Neighborhood Stabilization Program House Renovation - Cary Street
 - 10-185 Air Compressor
 - 10-102 Lift Station Grounds Maintenance
 - 10-186 Neighborhood Stabilization Program House Renovation - 6288 Thorman
 - 10-208 Purchase of Submersible Sewage Pumps
- Pre-construction meetings held:
 - 10-124 Family Services Center - Fire Protection
 - 10-175 Dredging of Sunrise Waterway
 - 10-102 Lift Station Grounds Maintenance
 - 10-162 Rotonda River Water Structures
- Pre-bid meetings held:
 - 10-179 Burnt Store Road Widening
 - 10-197 Alligator Creek Realignment Dredging
 - 10-204 Loader Backhoes
- Pre-submittal meetings held:
 - 10-167 Annual Financial Audit - Board of Commissioners
 - 10-168 Annual Financial Audit - Constitutional Officers
 - 10-191 Energy Management Software
- Request for Proposals due and received:
 - 10-146 Parks Specialty Advertising
 - 10-167 Annual Financial Audit - Board of Commissioners
 - 10-168 Annual Financial Audit - Constitutional Officers
- Shortlist meetings held:
 - 10-156 Design Sidewalks (Sales Tax Program - Year Two)
 - 10-167 Annual Financial Audit - Board of Commissioners
 - 10-168 Annual Financial Audit - Constitutional Officers

10-191 Energy Management Software

- Bids due and received:
10-203 Pesticides & Herbicides - Annual
- Request for Letters of Interest due and received:
10-196 Work Order #70, Signal Timing Plan

Real Estate Services

- Burnt Store Road – Phase 1: All right of way and easement acquisitions have been completed except for one fee simple acquisition and 3 easement acquisitions adjacent to the River Haven Mobile Home Park. We expect to resolve these final acquisitions in the coming months. Public Works can proceed with the project independent of these few remaining acquisitions and are planning to begin construction this year.
- Edgewater Phase 2 and Placida Widening: We continue to work with staff from Public Works and the selected engineering firms to obtain the sketches and descriptions for the parcels and easements required for these projects. We have obtained O & E reports (ownership & encumbrances) for many of the targeted parcels.
- Kings Highway: All parcels have been acquired however there are three remaining parcels that will be subject to mediations to determine final settlement.
- Piper Road: We have completed the right-of-way acquisitions and construction will be underway shortly. One mediation required to determine a final settlement.
- Environmental Lands Acquisition Program: 40 acre parcel adjacent to Tippecanoe II that has received grant funding from the State and we will work on this acquisition subject to BCC approval.
- Flamingo/Edgewater: We have acquired 73% of the 332 parcels to be acquired for this project. Another “mass mailing” of offers for the remaining parcels (90 +/-) will be completed in the next 2 – 3 weeks.
- Inter-modal and Logistic Center: We remain available to assist staff from Economic Development on the acquisition of the 20 acre site needed for the Inter-modal and Logistic Center.
- Public Works, Administration, Parks & Recreation and Utilities: We continue to work with these departments and divisions in obtaining easements, title searches and reviewing a number of land related issues.
- Releases and Occupations of Easements: We continue to receive and process a large number of applications for release and/or occupation of easements. Currently, we are exceeding 190 applications.
- Stump Pass Renourishment Project: Work to obtain the required easements for this project continues. These easements are being sought at no cost to the County. To date approximately 300 easements are in place.
- Weir Replacement Projects & Easements for Canal Dredge-Spoil Sites: We continue to work on these projects and to obtain Temporary Construction Easements to assist with site access when work begins.
- Neighborhood Stabilization Program: We are moving forward with the acquisitions related to this project. We have purchased 3 single family dwellings and 3 vacant lots. We are working with the Housing Manager to bring additional properties under contract.
- County’s Real Property Inventory Review: We are wrapping up this review and hope to bring forward a feasible disposal program in the coming weeks.
- Exchange with Habitat for Humanity – We have an exchange agreement with Habitat for Humanity to obtain a parcel of land for use by CCU as a master lift station on Placida Road. The agreement is subject to BCC approval.
- Proposed Exchange – Vicinity of Robin Road & Placida Road – We are working with a private land owner to obtain a utility easement for our Utilities Department needed for the sewer expansion in that area. We are vetting this proposed exchange internally to determine if it is feasible.

Building Construction Services

- Summary:
April saw 25 single family permits issued and a total of 1264 number of permits issued overall.
- Updates and Accomplishments:
 - BCS had the unfortunate task of eliminating fifteen (15) positions across all areas of the department. This layoff was a necessary step in balancing revenue with expenditures.
 - Dept. working closely with the CDBIA, BIOC and attending monthly Building Official meetings to achieve level of building department consistency throughout the surrounding jurisdictions.
 - Several staff members attended Florida Water StarSM Gold certifier training which is a voluntary certification program sponsored by SWFWMD for builders and developers and is designed to increase water efficiency in landscapes, irrigation systems and indoors. This was a free event held at Sarasota County's building department.
 - Dept. proctored another Flood Plain Managers on behalf of the Association of State Flood plain managers. This test is held periodically around the state in locations that have met the criteria needed to proctor the test, including the availability of qualified Flood Plain managers able to proctor. This is the third time Charlotte County has been able to offer this service and once again has attracted applicants into Charlotte County to take the test.
 - BCS approved use of AL Engineering Aluminum Structures manual to allow aluminum and specialty contractors to use design manual for permitting pool cages/aluminum structures.
- Green Building:
 - Julia Galofre attended a day of continuing education held by the American Institute of Architects on April 14th. The focus of the event was "Improving Energy Performance in the Building Envelope". The training was tailored to Architects, Engineers and LEED Professionals and focused on vapor barrier systems, energy efficient roofing and wall construction, insulation and system's commissioning.
 - Julia Galofre nominated to FI Green Building Coalition's Board of Directors. The Florida Green Building Coalition Board of Directors is the governing authority of FGBC, and it is responsible for supervision, control and direction of the affairs of FGBC, its standards and certification programs, its committees, and its publications. It determines the general policies of FGBC, actively promotes the organization's goals and objectives, and supervises its finances. Voting closes on May 7 with results following soon after.
 - Green Futures Expo & Energy Options website has been updated with the latest information on this year's event along with the registration form. This years' event will feature some very interesting workshops geared to educate the public on Building Green, from the bottom up! There will also be a children's calendar picture contest with token prizes given to all children who participate. The Event is scheduled for November 12th & 13th at the Charlotte Harbor Event & Conference Center from 10 to 4 and is open to the public at no charge.
 - Kaley Miller of Mosaic Fertilizer, Inc. first to pledge sponsorship for Green Futures Expo & Energy Options Conf. which is being held on November 12th and 13th. Ms. Miller was a major sponsor for last's year event and continues to be one of the county's major supporters.

Item	Total FY09	Apr-09	Apr-10	FY09YTD	FY10YTD
Single Family Permits Issued	241	41	25	88	71
Multi Family Permits Issued	1	0	1	0	2
Commercial Permits Issued	170	11	10	66	79
All Other Permits Issued	9684	1246	1264	4260	3649
Customers Served	15488	2318	2302	6636	8831
Inspections	48393	4959	3711	21595	17466
Permitting Revenue	\$2,267,181	\$194,854	\$196,039	\$834,592	\$487,512

Permitting Expenditure	\$4,517,247	\$451,491	\$217,180	\$1,380,824	\$374,016
Licensing Revenue	\$102,094	\$8,217	\$68,664	\$23,789	\$98,604
Licensing Expenditure	\$757,802	\$51,784	\$84,835	\$219,382	\$98,608
Action Orders Initiated	4204	343	315	1191	1068
Code Cases Initiated	2346	232	144	603	707
CEB Cases Heard	396	28	47	457	198
Citations Issued and \$ Amount	\$32,095	\$1,250	\$1,500	\$9,077	\$10,100
New Contractor Licenses Issued	449	38	0	130	57
Contractor Licenses Revoked	16	4	0	1257	1

Community Services

- Department Administration:
 - Public Meetings:
 - Parks & Recreation Advisory Board
 - Public Outreach:
 - Admin Support staff fielded 840 telephone calls & 41 web mail inquiries for the month of April
 - 6 press releases for the month of March
 - 11 Citizen Concerns were processed for the month of April
 - 119,439 hits to the Department website in the month of April
 - Finalized an agreement with the Port Charlotte VFW for development of a Veteran's Memorial project at North Charlotte Regional Park
- Business Services:
 - Seasonal contracts written for Englewood Beach: kid's bungee, water bubble, Italian ice, kettle corn, kayak rental.
 - Continued work with ice vendor to get construction permits/water use agreements complete.
 - Seasonal contract written for Mid County Regional Library coffee concession – pending improvements as required by Dept. of Agriculture.
 - Tax Collector began selling parking passes April 6th
- Libraries/History:
 - Use Statistics
 - 67,444 items checked out at libraries, a 17% decrease over April 2009. Circulation and renewals are down due to changes in levels of service.
 - 51,918 library visits, a 7% decrease from last year.
 - Libraries registered 605 new borrowers.
 - 10,589 computer uses, a 15% decrease over last April.
 - 21 programs for children and teens with an attendance of 603.
 - 7 adult programs with an attendance of 143.
 - 10 Big Read programs with an attendance of 1,284
 - 223 visitors viewed the *Florida Girls & Boys & Their Toys* exhibit at the Historical Center
 - 125 adults and 38 children participated in history outreach programs
 - 25 attended Historical Center programs including pine needle weaving and a 4th Friday program on the Southwest Florida Holocaust Museum.
- Other:
 - Big Read concluded on 4/30 with a finale event at Bayshore Live Oak Park. Between March 20 and April 30, 27 events attracted an attendance of over 1,700. The *Charlotte Sun* donated over \$11,000 in free advertising for the events.
 - Libraries and the Historical Center benefited from 1,944 volunteer hours during April.
 - 5 new photograph collections scanned to be added to County History Collections online.

- Charlotte County athletic leagues used County facilities approximately 2,130 hours in the month of April. An estimated 2,594 league participants visited County facilities an estimated 20,269 times with 35,700 spectators, and 2,617 volunteers for a combined total of 58,585 visits associated with league activities. The Charlotte Sports Park had an estimated attendance of 18,754 for the month of April at Stone Crab games. League activities included Little League, Soccer, Softball, Football, Cheerleading, AAU Baseball, Swimming, Horsemanship, In-line Hockey, Cricket, Tennis, and Remote Control Car Clubs.
- Bayshore:
 - April in Bayshore Live Oak Park featured hundreds of people attending THE
 - BIG READ which spotlighted the works of Edgar Allan Poe. The Charlotte Players performed readings from his works.
 - April was devoted to preparing for the BAYSHORE LIVE OAK PARK PRE- MOTHER'S DAY GIFT FAIR presented on May 8, 2010, from 10:00 a.m. until 2:00 p.m. The day will feature 25 or more vendors with gifts for mom.
- UF/IFAS Extension Service
 - Reviewed 2011 budget proposal with County Administrator.
 - All Agents attended the April 15th All-Faculty Meeting for updates, In-Service Training and Subject Matter meetings.
 - April 21st The Director was interviewed on WCCF 1580 at 9:00 am on April 21st regarding the 75th Anniversary of Extension in Charlotte County. This is part of our on-going informational outreach efforts concerning our past, present and future.
 - Director attended this forum regarding environmental and planning issues in the community.
 - Charlotte County hosted the quarterly meeting of the Southwest Florida Resource Conservation & Development (RC&D) Council. Topics for the meeting included the Citrus BMP Contract, EPA Numeric Nutrient Water Quality Criteria, April 13th EPA Hearing, BMAP Updates and Legislative Issues.
 - Our Monthly PolyCom meeting of District IV (11 Counties) was held from 1 to 3 pm.
 - Extension Service received 413,796 web hits in April.
- Sea Grant:
 - Florida Master Naturalist Program Upland Systems Class continued on April 2, 9 & 16. On April 16th, twenty (20) students graduated after completing the six week class and a final interpretive project. Ten (10) students received their Master FMNP Certification after having completed all three modules (uplands, coastal and freshwater wetlands).
 - 4/6th, Agent, with the Lee County Sea Grant Agent and UF/IFAS South-central District Director conducted a facilitative visioning session with the Collier County Master Gardeners. A second session is planned for May 4th.
 - Agent attended an in-service training at the UF/IFAS Tropical Aquaculture Laboratory in Ruskin on April 14th.
 - Volunteer did monthly scallop spat monitoring in Lemon Bay & Gasparilla Sound 4/24th.
 - 4/27th, Agent attended a planning meeting for SWFL Goliath Grouper Count being planned by Sea Grant. Count will occur in June using pre-selected volunteers in the coastal waters of Collier, Lee, Charlotte, Sarasota, Manatee, and Pinellas counties.
 - Planning meeting with instructors for fall 2010 and spring 2011 Florida Master Naturalist Classes was held on April 29th. (Staugler)
- Youth Development:
 - 60 East and Sallie Jones Elementary students completed 20 hours of hands-on agriculture, environment and nutrition activities during the week-long 2010 Ag in the Classroom program. Each day the students participated in stations including: Beef Cattle, Dairy Foods, Local Fruits and Vegetables, Wildlife and Tracks, Horses, Goats, Rabbits and Poultry. Station lessons were taught by 4-H teen and adult volunteers.
 - 4-H Volunteer, Sally Kalama, was honored with a Presidential Lifetime Volunteer Award from United Way of Charlotte County's Volunteer Way. Mrs. Kalama has dedicated her life to helping youth succeed. Over the years, she has served as a project club leader for several

- clubs, an advisory council member, a foundation board member, and has traveled with our youth to many state events and activities.
- 4-H Forest Ecology Club was very successful during the State Forestry Event held at Austin Carey Park in Gainesville. The junior team – those 8 to 10 years old placed 2nd overall, the intermediate team – those 11 to 13 – placed 3rd overall and one 4-H junior placed 2nd overall individual. The Forestry event included tree and plant identification, wildlife identification, forest diseases and pest identification and comprehensive knowledge of specific habitat. Three volunteer leaders have worked with the youth over the past year and accompanied them to the contest.
 - Enjoyable end-of-year County 4-H Dog Show was held at the Charlotte County South County Park. Over 60 spectators watched as thirteen youth and their dogs participated in Obedience, Agility and Rally classes. These 4-H youth have completed over 30 hours of training with 4-H volunteer leaders and the Peace River Dog Fanciers during the program year.
 - 4-H Volunteer Leaders were honored by the 4-H County Youth Council during a dinner and program prepared and presented entirely by the County Youth Council members. After a dinner of comfort food, eight council members led the 20 volunteer adults in various games and activities following the theme for the evening of “Bring Your Child-like Spirit”.
 - Horticulture:
 - Master Gardener Training continued on April 6th with “Why Landscapes Fail” presented by Master Gardener Donna Worthly. Prog followed 4/8th by Dr. Fred Santana, IPM Entomologist from Sarasota County concerning “Termites”. On 4/13th, Dr. Amy Shober, Soil Scientist from the Gulf Coast Research and Education Center in Balm taught our Trainees about “Soil and Plant Nutrition”. Horticulture Agent will teach Master Gardeners about “Woody Ornamentals” on April 22nd. This three-hour training will involve information concerning the proper planting of woody ornamentals as well as the pruning of trees and shrubs.
 - FYN Horticulture Program Assistant taught a class on the basics of “Florida Yards and Neighborhoods” on April 27th. This three-hour training will provide information concerning the nine principles of FYN including “The Right Plant in the Right Place, Water Conservation and Common Sense Pest Management”. A follow-up tour of a local FYN yard completed this training. On April 29th, Multi-County Vegetable Agent, Gene McAvoy, taught a class on “Vegetables II”. This program involved detailed instructions on growing many common vegetables that can be grown in Florida.
 - Horticulture Agent presented a talk April 20th on Palm Nutrient Deficiencies and Diseases affecting palms in our area to Sierra Club members. Eleven (11) participants increased their knowledge concerning these palm topics.
 - Extension held another Green Industries Best Mgt Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on April 23rd. Eight (8) participants increased their understanding of the local County Ordinance, as well as Turf, Irrigation, Landscape and Pesticide BMP’s. After taking an end-of-class exam and receiving a 75% or higher score, each participant receives a Certificate of Completion showing
 - Agent assisted the Commercial Horticulture Agent with a Limited Commercial Training on April 17th at the Collier County Extension Service in Immokalee. The topic covered was basic weed science and management for approximately 30 attendees.
 - Ralph Mitchell conducted 2 site visits concerning palm and oak tree problems in the area.
 - Sun Newspaper Articles:
 - April 5th - Peachy keen in charlotte county
 - April 12th - Crape myrtle – to prune or not to prune
 - April 19th - Is Your Soil Sweet or Sour?
 - April 26th - Common Sense Lawn Care Stewardship, Partnership, Innovation
 - April 28th Ralph Mitchell taught eleven (11) School Board Landscape Employees the basics of proper pruning of trees, shrubs, palms and hedges in a three-hour workshop.

- FYN Program Assistant participated in a radio show - "Gulf Coast Live" - on WGCU concerning "Water Conservation" on April 5th. On April 8th, she also presented a program on "Composting" for the Ag in the Classroom event at East Elementary. She also assists with the "Paint Your Heart Out" program and conducted two prep days on April 9th and April 14th with the help of Master Gardener volunteers. Two (2) site visits were conducted on April 12th – one for a Condo Association and one for a FYN yard visit. On April 13th, the FYN Program Assistant presented a program on "Right Plant Right Place" for the Punta Gorda Islettes with 64 in attendance. The Program Assistant also manned a Composting/Rain Barrel booth at the Annual Earth Day celebration on April 22nd with at least 350 in attendance.
- Natural Resources and Parks:
 - Prepared for the tree thinning project by:
 - meeting with two Home Owners Associations
 - conducting gopher tortoise surveys
 - marking tree thinning zones and some specific "leave" trees
 - working with concerned citizens as volunteers to assist us with tree marking and tortoise surveys
 - working with an intern to collect additional tree and vegetation density data
 - held a public meeting with guest Dr. Andreau, a professor of forest ecology
 - Treated fire lines at Shell Creek
 - Roller chopped 2 management units at Shell Creek
 - Gave a presentation on gopher tortoises at a local school for Earth Day
 - Discussing with Leagues down time to perform much needed athletic field maintenance. The Paspalum turf athletic fields have been evaluated on several levels. The turf structure being the most critical evaluation point. The structure does not appear to be able to respond back after high use, and chemical applications are limited. Staff will proceed with a possible field restoration plan, and that may call for supplementing with Bermuda grass.

Economic Development

- Inquires/Appointments/Successes:
 - Director part of a panel discussion at the Collier County EDC. The panel which included area economic development directors spoke about the Southwest Florida Economic Development Partnership, explaining why the regional marketing partnership was created, its key partners, and how the individual counties help to make the regional effort work.
 - Mike Curley of the Seminole Gulf Railway spoke at the Enterprise Charlotte Economic Council Luncheon. The Railway owns and operates over 100 miles of track in Florida with a connection with the national rail system at Arcadia. Local trips include travel between Naples, Bradenton and Sarasota. Although the railway is known for its popular Murder Mystery Dinner Train, Mr. Curley told investors that it is diversified, shipping a variety of items from plastics to lumber, as well as becoming involved in car leasing. The Railway has greatly improved its fuel mileage and is now looking to develop higher speed rail.
 - EDO Business Development Specialist traveled to Paris, France, with the Enterprise Florida's International Office-Miami, Cornerstone Regional Development Partnership, Jacksonville Regional Chamber of Commerce and the Central Florida Development Council to attend the International Trade and Mondisimo - International Mobility Conference. The event's focus was international investment and marketability in today's economy with an emphasis on the USA. The goal was to identify potential investors for current Charlotte County projects.
 - Director invited to speak at a Charlotte County Landlords' meeting. The group, consisting of about 35 local landlords, asked Don for an update of EDO activities, which included the Google Technology Park, Murdock Village, Make What You Take and solar

projects. After speaking to the group, Don received three calls from members of the landlords' group asking how they might be able to assist the office.

- Director on FGCU TV – Your Voice: Economy, a live, call-in TV studio broadcast which featured a panel of regional leaders who discussed the future potential of economic recovery in SW Florida. Along with Don, panelists included: Jim Moore, Lee County Economic Development Office; Tammie Nemecek, Economic Development Council of Collier County; Dr. Richard Pegnetter, Lutgert College of Business, FGCU; David Plazas, Community Conversations Editor at the News-Press. The conversations included the need for changing the underlying dynamic that will contribute to Southwest Florida's new era of economic growth and success. Economies that used to drive Sunshine State business – tourism, agriculture and construction - will continue to be factors for future growth, but the regional leaders stated that new ideas and industries must be explored, such as pharmaceuticals, life and environmental sciences, alternative, environmentally-friendly fuels, information technology and specialty manufacturing.
- FI House of Representatives passed bill on Monday to allow local governments to loan money to homeowners for renewable energy improvements. HB 7179 - Qualifying Improvements to Real Property – establishes the Property Assessed Clean Energy (PACE) program, which allows property owners to finance energy improvements while repaying their loans over a 20-year time period by an annual assessment on their property tax bill. Earlier in the year, Charlotte County had showed its support for the Florida House to implement PACE. A teleconference with Rep. Steve Precourt, Chair of the Energy and Utilities Policy Committee, was held with the Economic Development Office in which details of Charlotte County's solar rooftop program were discussed.
- Dept. provided considerable information to the Committee.
- Dept. efforts to recruit and maintain existing businesses continue with:
 - 60 pending prospects.
 - Appointments with 20 local businesses.
 - 18 new projects reviewed; custom presentations developed for 2 businesses.
 - Provided 7 external companies and 13 County departments with various demographic and market data packets.
 - 0 incentive packages.
 - 0 impact analysis.
 - Meet with 12 business owners to provide information on the Business Retention and Expansion program and completed appropriate follow-up including updating collateral material.
- Meetings:
 - State Level
 - Enterprise Florida
 - Florida Statewide Trade & Logistics Study
 - Regional Level
 - Southwest Florida Workforce Development Board
 - Urban Land Institute
 - Southwest Florida Economic Development Partnership
 - 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 Meetings
 - Charlotte County Airport Authority
 - City of Punta Gorda
 - Charlotte County Chamber

Budget Review Workshop
Charlotte County Medical Revitalization Workshop

- Presentations/Newspapers/Magazines:
 - FGCU TV – Economic Development Outlook
 - WENG Radio – Charlotte Harbor CRA
 - Kiwanis Club – Economic Development Update
 - Charlotte County Landlords - Economic Development Update
- Office Activities:
 - Data collection included monthly webtrend data, housing, commercial property, permitting, population, unemployment, airport and tourism stats.
 - Overall review and update of Quarterly Economic Indicator Report.
 - Prepared Agenda, Minutes and coordinated meetings for the Enterprise Charlotte Economic Council, Charlotte County Industrial Development Authority, Charlotte Harbor CRA Advisory Committee and the Economic Development Working Group.
 - Interviews completed for the Research Analyst position replacement.
 - Participated in a follow-up meeting regarding the US Department of Energy “Road Show” to discuss opportunities for Charlotte County.
 - Reviewed TIGER 2 grant application criteria and scheduled a meeting for May 4 with partners to discuss the parameters of the application.
 - Participated in the Charlotte County-MPO Consensus Building Workshop to provide input on behalf of Economic Development.
 - Provided comments to the MPO on the 2035 Long Range Transportation Plan Vision Statement and GOPs on behalf of Economic Development.
 - Facilitated the approval by the IDA of an MOA between IDA and Charlotte County Airport Authority in reference to the mitigation study for the IDA property.
- Research and Policy Initiatives:
 - Creating EDO policies.
 - Working with Growth Management on Fast Track Permitting and Population Projection.
 - Continued work on Inland Port Study, Intermodal Logistics Center and potential regional cooperation with Palm Beach County.
 - Researching various DOE grants and loans that may be used within the EDO or for prospective and local businesses.
 - Mitigation of wetlands in the ECAP area.
 - Researching Renewable Energy Tax legislation.
 - Researching ARRA Funding opportunities.
 - Working with local commercial land developers regarding land trade.
- Charlotte Harbor CRA:
 - Facilitated the April meeting of the Charlotte Harbor CRA Advisory Committee, which included the approval of 16 rehabilitation grant applications.
 - Facilitated a follow-up meeting with property owners within the “Riverwalk” project area to discuss opportunities and incentives.
 - Oversaw the tasks of the Bayshore Live Oak Park Special Events Coordinator, including reviewing and approving flyers, press releases and schedule and budget.
 - Updated the grant applications and announcement regarding the Charlotte Harbor rehabilitation grant program to include commercial properties.
 - Developed and distributed a Newsletter to Commercial property owners in Charlotte Harbor to include information on the rehabilitation grant program, the sign standards, and Bayshore Live Oak Park activities.
 - Developed a scope of work for the vacant lot maintenance program and submitted it to the purchasing department for a request for bids and met with Charlotte County Environmental staff to identify additional coordination items.
- Murdock Village:
 - Participated in a tour of Murdock Village with the Real Estate Services Department.

- Reviewed and facilitated a discussion on the US41 road widening project which included the location of stormwater management ponds.
- Public Outreach:
 - Participated in a Southwest Florida ULI Sustainability committee as co-chair.
 - Attended the American Planning Association Conference in New Orleans and toured the Medical District which will include two new hospitals, a National Cancer Institute and a medical research incubator.

Facilities, Construction and Management

- Projects:
 - Jail Expansion 95% complete, Est. completion date Jun 18, 2010
 - Stillwater Youth House Certificate of Occupancy issued
 - Englewood Library Renovation Construction starting May 17, permit issued
 - Englewood Lib Expansion Request for proposal – design -submitted to Purchasing
 - FEMA Murdock Window Mitigation Project done, application for grant reimbursement being prepared
 - Eastport WWTP Control Building 95% complete; sludge press building delivered
 - Health Dept. Construction complete – waiting on Certificate of Occupancy
 - Family Service Center Fire Sprinkler System Rehabilitation awarded to contractor
 - Bay Shore Park Restroom site plan complete, revising architectural plans
 - Human Service Bldg adding 5000 SF which required building redesign
 - North Char. Regional Park Phase 3 on hold pending discussion of sports fields
 - El Jobean Boat ramp construction complete; will be open for Memorial Weekend
 - Bay Heights Boat ramp environmental permitting in progress
 - Cattle Dock Boat Ramp environmental permitting in progress
 - Facilities – general Dept. processed 357 work orders in the month of April

Growth Management

- SmartCharlotte 2050 Comprehensive Plan Update:
 - Staff is in the process of preparing responses to DCA ORC report. Through many meetings with DCA staff the Department has gained a level of comfort with the intent and spirit of almost every major policy proposed in the SmartCharlotte2050 plan. The 2050 comprehensive plan is due before the commission for adoption on June 15th.
- US 17 Corridor Study:
 - On March 8, 2010, the Growth Management Department received an ORC report from the DCA. We will revise the objectives and policies in order to address the DCA's concerns. The recommended objectives and policies for US 17 area are part of the re-writing of the County's new Comprehensive Plan - Smart Charlotte 2050. Our new Comprehensive Plan is scheduled to be adopted by the Board of County Commissioners on June 15, 2010. The US 17 Area Plan will be presented before the Board of County Commissioners for acceptance subsequent to an approval of the new Comprehensive Plan.
- Transportation:
 - Bicycle and Pedestrian master Plan
 - In this month, 95% of the data collection and analysis work has been completed in April, which will be followed by final quality checks (planned to be completed in May). A draft prioritization of the network will be reviewed within the department by the end of the Month. 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 Project Steering Committee (PSC) meeting and finalized the Goals, Objectives and Policies that goes into the Plan and also agreed to submit the Bicycle Pedestrian Plan with draft goals to incorporate as a part of the LRTP in the coming weeks along with the draft technical results. Attended special Technical Advisory Committee

meeting to finalize the GOPs and Transportation Improvement Programs to recommend for MPO Board approval.

- School Concurrency:

- SWG met on 4/12th to rehearse the PowerPoint and assemble the hard copy booklets for the workshop participants for the annual joint City/County/School Board Workshop on May 3rd. The booklets were distributed to the elected officials on April 21st. The County portion of the team was responsible for creating the PowerPoint and overseeing the agenda. The entire team will share in the actual presentation.
- Meeting was originally scheduled to occur in the Commission Chambers as it has for the past five years. On April 23rd, the School Board unexpectedly requested that the venue be changed to the School Board Office in Murdock. Despite some initial confusion, considering the lateness of the request, Administration agreed to the change.
- Update of the ILA, which will be executed by all three parties immediately following the workshop, will necessitate a sufficiency review by DCA because of changes to the elementary CSA map and a redesign of the Student Generator used to calculate the school capacity impacts of new residential development. Per the ILA, the School Board adopted the CSA and Student Generator changes at their 4/15/10 meeting.
- After DCA deems the updated ILA sufficient, the City and County will need to submit text amendments to their respective public school facilities elements to support these changes. These elements must also be consistent with each other. The actual submittal of the text amendments 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. For the County, the question has been raised with Matt Trepal whether or not this would work as an EAR based plan amendment since the original PSFE was created for the 2010 Comp. Plan.
- CCPS provided timely assistance to County in April with the update of tables called out by DCA in an objection regarding the SCH Element in the ORC report for Smart Charlotte 2050.

- Evaluation, Appraisal, Report (EAR):

- Project Background:

- Comprehensive Plan is a requirement of Florida Statutes Chapter 163.3177 and 163.3178 as well as the Florida Administrative Codes, specifically Rules 9J-5 and 9J-11. The 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 2009, Charlotte County prepared the Smart Charlotte 2050 Plan, an update and revision to the 1997-2010 Charlotte County Comprehensive Plan. This was done outside of the traditional process of preparing an EAR and then amending the comprehensive plan, since it was determined that the issues prompting the preparation of Smart Charlotte 2050 were of such magnitude and importance that they could not wait for the EAR cycle. A series of public meetings were held to solicit public input on Smart Charlotte 2050, and extensive Internet outreach allowed for substantial direct public comment on the proposed policies. Smart

Charlotte 2050 was approved for transmittal to DCA by the Board of County Commissioners on December 15, 2009. Final adoption of the plan is anticipated for the 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:
 - Participated in two QualServe peer review interviews as a means for CCU to identify both the strengths and opportunities to improve
 - County received numerous requests from employees and our Union to allow shorts worn whole performing certain job tasks as indicated through Job Safety Analyses. After a thorough review County made decision to incorporate shorts as voluntary part of uniform prog under clearly defined policy conditions. Policy became effective March 31, 2010.
 - Drafted Community Service proposal partnership with the Clerk of Courts
 - Met with employees regarding departmental concerns
 - Actions related to employee investigation to include meetings with employees, review information gathered.
 - Staff members attended local CCSHRM insurance legislation update
 - Reduction in force conversations and follow up
 - Coaching, advisement to departments regarding re-organization/discipline/performance issues
 - Miscellaneous OD/ELR advisement/investigations/follow-up
 - Met with Employees regarding various employee relation issues
 - Legal Discussions
- Benefits Related:
 - Held two new hire orientations for the BCC & Tax Collector
 - Facilitated Orientations
 - Processed (4) Short Term Disability Claims
 - Processed (3) 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.
 - Launch employee wide online sexual harassment training, positive response rate for completion
 - Launched employee efficiency survey (67 responses 2010, 79 responses in 2009)
 - Date for Employee version of Citizen's Academy "dress rehearsal" has been established and will occur from June 16 through July 14 (8:30-12:30)
 - Researched and prepared Newsletter for Supervisor/Managers
 - Miscellaneous coaching/development conversations
 - Attended an Employee/Citizen Academy meeting to discuss progress to date and plan going forward
 - Professional Development to include webinar, reviewing industry journals, etc.
 - Met to discuss roll out of the new Halogen software
 - Proctoring & scoring of additional zoning tech applicants
 - Prepared FRS & ICMA flyer and sent to all employees
 - Strengths Finder 2.0

Human Services

- Staff activities:
 - Completed and submitted the 3rd Quarterly report to the Department of Community Affairs for the Community Services Block Grant (CSBG) -ARRA (federal stimulus) program. Highlights from the report include 86 individuals receiving services through CSBG-ARRA programs, a cumulative of 34 children have been enrolled in before school/after school care (goal attained), 8 individuals received assistance with transportation repairs in order to maintain employment (goal attained), 2 clients completed their educational requirements to obtain their degree/certification, 5 individuals maintained a budget and savings plan for over 90 days and 159 volunteer hours were donated to the agency for CSBG-ARRA related projects.
 - Gave a presentation at the Englewood Elks Club for 31 members of the Englewood Shiners Club. Staff provided information on new changes in the law on various veterans' issues including presumptive conditions to Agent Orange, Military burials, and Aid and Attendance. Also gave presentation with Q & A to veterans group and spoke to 22 veterans/spouses at the 1st Presbyterian Church on healthcare, burial, and pensions with aid and attendance.
 - Vikki Carpenter, Director of Human Services, was appointed to the C20 Regional Council for Substance Abuse & Mental Health. The Council meets monthly to provide input to the Managing Entity, Central Florida Behavioral HealthCare Network, to offer ideas on how best to deliver services organize provider systems and allocate State funding and coordinate resources for Southwest Florida.
 - Traded current Sunshine Ride vehicles among "sweat equity" providers to promote efficiencies based on usage demand and to increase ridership.
 - Dispatch staff for both Sunshine Rides and Dial-a-Ride attended a webinar training to enhance customer service.
 - Began working with United Way on program "Gifts in Kind International"; program receives surplus items from chain stores, via a not for profit, to redistribute to area not for profits at no charge. Home Depot indicated that there could be as much as \$40,000 per month in surplus from their local three stores alone. Efforts are underway to secure warehouse space and the United Way is providing due diligence on the program qualification requirements.

- Attended training provided by FI Agency on Health Care Administration. State agency oversees state mandated Health Care Responsibility Act (HCRA). HCRA requires local governments to reimburse participating out of county hospitals for hospital costs incurred by uninsured patients when receiving emergency care out of their county of residence.
- Organized and participated in the spring Paint Your Heart Out program. Two residents living within the neighborhood near the Family Services Center received painting and landscaping of their homes on Saturday, April 24th. Both homeowners are seniors, who without the help from the program were unable to complete the necessary upkeep on their home. The Paint Your Heart Out program is made possible through the generous donations from local businesses and the partnership between Charlotte County Human Services, Charlotte County Environmental Services (Florida Yards & Neighborhoods Program), Keep Charlotte Beautiful and Retired Seniors Volunteer Program (RSVP).
- New Hybrid buses purchased with American Recovery & Reinvestment Act (ARRA) federal stimulus funds for Dial-a-Ride public transit prog are ready for passenger service. All Dial-a-Ride drivers and the Transit Coordinators have been trained to operate the hybrid busses.
- Met with Suzanne Roberts & Noreen Chervinski form the Virginia B. Andes Center to discuss the use of the Family Services Center for a healthy lifestyles initiative for clients diagnosed as hypertensive, pre-diabetic and diabetic or with stress related illness. The project would provide education and yoga classes for these clients.
- Met with Dr. Kip Emery and Shawn Ellwood from the Bridges Counseling Center to discuss contracting for services for youth served by the Neighborhood Accountability Board program. Bridges provides life skills, individual counseling, family counseling and a host of educational and tutoring services for youth. The staff includes licensed mental health professionals across many disciplines that focus on family counseling and cognitive behavioral therapy.
- Attended and participated in the MPO's review of transportation in Charlotte County representing senior needs. The results gathered from the planned meetings will provide input for the comprehensive plan and growth management.
- Participated in the joint meeting with the Area Agency on Aging in preparation for the monitoring of Southwest Florida aging services by the Department of Elder Affairs.
- Monitored continued construction of the completion of the Still Water Home for student needs as funded by the Hurricane Housing Recovery program. Project is near completion and staff continues pursuing a viable agency to provide administration and operation of the facility.
- Neighborhood Stabilization Program support staff continue to review foreclosed properties, make offers, purchase viable properties, and rehabilitate acquisitions as necessary with the federal grant funds. Over 50 properties have been reviewed to date.
- Met housing partners to discuss and determine status of State Housing Initiative Partnership (SHIP) activities and make adjustments as needed prior to end of State Fiscal Year 6.30.10.
- Participated in webinar on "maintaining ridership (transit) in touch times."
- Human Services Safety Committee met and discussed onsite safety inspections, internal/external safety-security concerns, employee stretching, safety posters and accident scene procedures. Report presented to department supervisors for review/implementation.
- BCC provided authority to Housing Mgr to sign off for release of liens on 50 maturing mortgages funded from Hurricane Charley recovery grants.
- Began annual monitoring of sub-contracted in-home elder care vendors. Charlotte County initiated the first regional sharing of the state required monitoring reports to reduce duplicate efforts. Other SW FL counties' senior services agencies will share monitoring reports of in-common vendors. Efficiencies will be realized with reduced administrative activities.
- Began assertive marketing promotion of Dial-a-Ride & Sunshine Ride. Preliminary results showing increased participation. Tracking of ridership continues to be monitored.
- First Financial Literacy and Asset Development class completed its program this month. Graduation ceremony was held at the Family Services Center and included certificates to 5 graduates. Graduates completed all budget course requirements, committed to a six month

- Promoted David Donohew, Interim Veteran Services Officer to permanent Veteran Services Officer. David has served as an Assistant Veteran Services Officer in the Englewood area. A new Asst. Veteran Services Officer is now being recruited.

Public Safety

- Animal Control:
 - Animal Welfare League Contract in response to direction given at 3/9th BOCC mtg, department met members of AWL in an attempt to make some additional concessions in their proposal before it's presented to BOCC for approval. It was noted that AWL refused to offer any more than they already had.
 - Trap-Neuter-Release Prog mtg between Animal Control & Animal Welfare League to determine feasibility of implementing a trap-neuter-release (TNR) prog in Charlotte as an effective tool in lowering stray cat populations. AWL in support of prog. Future mtgs planned.
 - Department hosted round-table discussion involving Charlotte County Health Department. This was to increase communications and teamwork between agencies.
 - Department spoke to students at Charlotte High School for the High School High Tech Program which lets students explore different career opportunities.
- Emergency Management:
 - Director began 2010 tour of Charlotte County Elementary schools, meeting with 4th graders in assembly fashion. Message focuses on hurricane preparedness and zeroes in on making sure that families have a plan for both their household pets and any large animals (horses, cattle, goats, etc.) they may keep elsewhere. Over a 22-year span, Director has had the privilege of speaking to more than 25,000 students who were 9-10 years old at the time.
 - Coordinator and Director met with officials of Charlotte County Wal-Mart stores to discuss upcoming hurricane season and any needs they may have in terms of coordination with us. We have developed an outstanding relationship with their team and we know they can be counted on when conditions warrant.
 - Director met with East Englewood group that is once again interested in establishing a Community Emergency Response Team (CERT) and sponsoring training in their area. CERT lead instructor has been an integral part of the endeavor to expand our volunteer base in this critical area and was in attendance to discuss training.
 - Director spent an evening addressing "Living With MS Support Group" at the Cultural Center of Charlotte County. Individuals suffering with MS and their caregivers were in attendance from a 3-county area. We talked in depth about special needs prog and all that it entailed. Many of the folks are already registered with us, but several were not aware of prog.
- Fire/EMS:
 - Public Education Div. provided a Risk Watch course at LA Ainger Middle School. They teamed up with CC Public Schools Bus Transportation Dept. We provided safe travel in vehicles and school buses in reference to seat belt safety information, and what to do in an emergency if vehicle crashes & information on how students can speak up and make the choice to not ride in vehicle with people who are under influence of drugs or alcohol, or even unsafe reckless drivers and/or distracted drivers.
 - Department conducted a monthly joint fire scenario with Englewood Fire Dept. Scenarios conducted at Englewood Training Facility that included both a morning and afternoon session. Scenarios focused on Firefighter safety/survival, with all scenarios having injured participants that had been lost and trapped in a building filled with smoke. With one situation, each session that included having a member of rescue team becoming a victim and using our "May Day" protocol to rescue the Firefighter. We were able to focus on utilizing Incident Command System in all of these sessions and had

several individuals in command to gain experience on the training ground. Training included both search and rescue procedures, along with extinguishment and fire control.

Public Works

- Solid Waste personal received training from HDR Engineering on the mandatory Greenhouse Gas Monitoring Plan. This plan is to comply with the Environmental Protection Agency's Greenhouse Monitoring Reporting Rule.
- Vertical wells/collection pipes for Landfill Gas System installed at the Zemel Road Landfill.
- 52 tons of asphalt lay on various roadways throughout the County.
- Construction of Phase I of the Midway Boulevard Widening project began on April 12, 2010, and will continue through the summer of 2011. This phase of the project will widen the roadway to four lanes from Elkcam Boulevard to Birchcrest Boulevard.
- The MPO chaired a FDOT/County/City Coordination Meeting. Discussions included the US 41 widening from Enterprise Drive to the county line, the US 41 Mega Sidewalk, the Piper Road construction project and Burnt Store Road projects.
- The MPO chaired a Community Traffic Safety Team (CTST) Meeting with discussion of potential project candidates for FDOT safety funding. It was decided to perform a Road Safety Assessment for routes leading to the Murdock Middle School.
- Maintenance performed on 20 marine markers, 149 traffic signs manufactured, 969 signs repaired, 3,496 signs inspected, and 15,900 linear feet of pavement edges clipped.
- One buoy and four day boards were removed from Stump Pass.
- Traffic signals inspected US 41 –Airport/Shreve/Pompano intersection improvement projects.
- LED traffic signal displays were installed at the US 41/Toledo Blade Boulevard intersection.
- FDOT consultants worked with the Lighting Section to reconfigure traffic signal sequences and to implement a new coordinated timing plan along US 41 from Kings Highway to Cochran Boulevard. The timing plans for this corridor should improve traffic flow.
- Received 135 underground utility location requests generated 40 actual locates performed.
- Responded to 17 trouble calls for repair, troubleshooting, or replacement for traffic signals, school flashers, or roadway lights.
- The Manchester Waterway North Maintenance Dredge is complete. The contractor is cleaning the spoil sites and clearing the permits. A change order is pending for additional work requested by the Manchester and Ackerman Waterway Committees.
- The contractor for the Northwest Port Charlotte dredging project has completed the dredging and is working on clearing equipment and restoring the areas used.
- The 60% design plans for the Alton Road and South Fairway Drive sidewalk locations in the Year One Sales Tax Sidewalks Project were received and are being reviewed.
- The MPO chaired the City/County Coordination meeting. Discussions included updates on the AQUI Drive and Piper Road construction projects.
- The MPO made a presentation at the "Bicycling to the Future" meeting in the City of Punta Gorda regarding strategic planning efforts toward the development of a comprehensive bicycle trail system in the future.
- "Partners for a Clean Charlotte", a subcommittee of "Keep Charlotte Beautiful", worked on their fifth neighborhood cleanup in Northwest Port Charlotte. The committee helps homeowner groups organize community cleanups.
- Inmates from Inmate Beautification Program picked up 116 bags of wind-blown litter at the County Landfill, along 1.2 miles of Zemel Road and 3 miles of Jones Loop Road. Sheriff's Office partners with "Keep Charlotte Beautiful" & Solid Waste Div. to provide service.
- Zemel Rd Landfill Gas to Energy Proj now registered on Climate Action Reserve. This is national carbon offset standard that markets County's carbon credits meaning that C County has met all national criteria as volunteer proj to reduce greenhouse emissions. This completes Phase 1. Phase 2 will entail performing the required monitoring, calibrating and reporting throughout the year to receive maximum revenue from the sale of carbon credits.

- Roadway construction on the AQUI Esta Drive Road Widening Project continues between Colony Court to Palm Drive and Purple Martin Drive to Magdalena Drive. The contractor has committed to ensuring the raised roadway and bridge will be completed before the beginning of the 2010 Hurricane Season.
- 4/20/10, MPO held first Consensus Building Workshop for development of Long Range Transportation Plan (LRTP).
- MPO held its April Technical and Citizens' Advisory Committee (TAC and CAC) Meetings. Action was sought on the MPO's new Transportation Improvement Program (TIP) and the LRTP Vision Statement and Goals.
- Final inspection performed on traffic signal for US 41 at Airport/Shreve/Pompano intersection improvements.
- New LED signal displays were installed at SR776/Sunnybrook Boulevard and SR776/North Entrance to Merchants Crossing. LED displays supplied by the Florida Department of Transportation for replacement at the end of the manufacturers recommended life span.
- Worked with consultant from FDOT to reconfigure traffic signal sequences and implement a new coordinated timing plan along US41, from Kings Highway to Cochran Boulevard. FDOT had consultant develop these timing plans for this corridor to improve traffic flow.
- Sunrise Waterway project has been awarded to Marine Contracting Group for \$25,020. This project was funded through FEMA for Tropical Storm Fay damages. The contractor started dredging April 28, 2010, and will have 30 days to complete the project.
- Bid process was started on the Alligator Creek Canal project that includes the realignment of the access channel, the northern 520 foot dredge, Sea Edge Canal access channel, and dredging all high spots throughout Alligator Creek.
- Negotiations began with Johnson Engineering to secure construction engineering inspection services for the Year 1 Sales Tax Sidewalk Project. Work started on plans for temporary construction easement acquisitions.
- BCC approved Giffels-Webster Engineering as the design team for the Year 2 Sales Tax Sidewalks Project 4/27/10, mtg. Purchasing Division was authorized to begin negotiations.
- Contractor for Piper Road Widening Proj has placed over 31,000 cubic yds of material for embankment. They cleared total of 36 acres, removed over 11,000 cubic yds of material for a drainage canal. The storm drain portion of the project began with installation of reinforced concrete pipe and drainage structures including some large end walls and head walls.
- Maintenance Activities:
 - Swales Graded:
 - Delake Avenue – GPC – 21,709 square feet (SF)
 - Stamford Street – GPC – 3,000 SF
 - 10th Street – Grove City – 4,500 SF
 - Major Outfall – Ditch 1330 - West County Stormwater - 1,500 square yards (SY)
 - Side lot outfall – Viceroy Terrace – GPC – 200 SY
 - Riverside Dr - RBS – 3,830 SF
 - Foresman Boulevard -Gulf Cove –500 SF
 - Oyster Creek Park - Park & Rec - 4,000 SF
 - LeJune Drive - TGA - 12,200 SF
 - Edgewater Drive – 1,600 SF
 - Berkshire Ave. – 7,915 SF
 - Pipes Cleaned:
 - 151 pipes were cleaned on various roads throughout County
 - Small Pipe Installation:
 - Higgs Drive –GPC – 268 linear feet (LF)
 - South Gulf Cove (ahead of paving) – 40 LF
 - Delake Avenue -GPC - 24 LF
 - Pambar Avenue - GPC- 16 LF

- LeJune Drive - TGA - 20 LF
- Road Grading:
 - Various roads – TGA – 1,615 SY
 - TGA - 13,780 SY
 - Don Pedro/Knights – 14,230 SY
 - Charlotte Ranchettes – 9,324 SY
- Shoulder Repair:
 - Various Streets - GPC - .10 miles
- Mowing: – 284,646 cubic yards brush cut and disposed
- Ditches Cleaned: - Mid-County Stormwater District – 192,000 SF
- Swaled Intersection Conversions:
 - Kindred Boulevard – 5 intersections
- Performed final inspection on traffic signal for US 41 at Airport, Shreve, and Pompano intersection improvements.
- Three Lighting Section and two Solid Waste Division employees trained and certified in OSHA 10 that was sponsored by Charlotte County Risk Management.
- Three Lighting Section personnel attended CPR/First Aid training.
- Repaired 12 non-functioning roadway lights discovered during routine maintenance.
- Major component of Landfill Gas Collection System, skid mounted Blower Flare System arrived 4/27/10, at Zemel Road Landfill installed on its concrete pad. This candlestick flare will run 24 hours a day destroying methane gas which is a major greenhouse gas.
- Solid Waste Division distributed a Public Service Announcement clarifying that Waste Management is single-stream recycling, using older rear loader trucks. This allows residents to recycle plastics with numbers 1 thru 7. All the recycling commodities (newspaper, cardboard, plastic, glass, etc.) can be co-mingled in the recycling bin.
- MPO Director appointed to serve on Safety, Security, & Infrastructure Preservation Adv. Gp for 2060 FI Transportation Plan. Input of advisory group includes: issue identification, vision and goals, objectives and strategies and to facilitate adoption of the Plan.
- MPO participating in Value Engineering Study of US 41 6 Lane Project, Development and Environment (PD&E) Study. The purpose is to have an independent team of transportation professionals review a project design to see if an equal level of service can be provided for less cost or if the level of service can be significantly increased with minimal additional cost.

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 a frequent basis addressing multiple issues including project approvals, changes to the media flight plan, as well as campaign, ads, collateral and program development
 - Conducted Interim Performance Reviews for four staff members
 - Met with regional representative from VISIT FLORIDA, the state's marketing organization concerning co-op opportunities, upcoming FAM tour, partnership initiatives and general discussion of relevant issues
 - Attended BCC budget hearing on tourism
 - Edited and approved all media releases, ePromotions and advertising
 - Introduced Gary Ingman and partner, Joe Mercurio at BCC meeting for their video presentation on the Professional Tarpon Tournament Series
 - Communicated regularly w/FACVB Exec Dir regarding tourism legislation during the session
 - Provided FACVB with first quarter tourism outlook information for statewide survey

- Wrote monthly Charlotte Sun column and a special annual edition column focusing on area tourism for residents entitled “A Tourist in Your Own Town.”
- Met with bureau marketing manager for update on all pending marketing & promotion issues
- Wrote recommendation for Sea Grape Gallery to be considered for the Arts & Humanities Annual Charlie Award
- Talked to Brian Gleason of the Charlotte Sun regarding re-naming the airport
- Held monthly staff meeting to discuss ongoing programs, new initiatives and staff operations
- Attended Main Street conference planning meeting in anticipation of the Main Street Conference scheduled for September at the Event Center
- Held monthly marketing meeting for industry professionals where staff presented the VCB’s strategic advertising campaign for spring/summer
- Met Sales & Mkg Manager on upcoming trade show attendance with area industry partners
- Met with communications & marketing manager on budget and advertising issues and prioritization of upcoming projects including the ECONomical Summer Escapes program
- Monthly marketing review mtg w/advertising agency rep’s covering a wide range of topics
- Continued preparation for Annual Tourism Unity Luncheon and Awards Presentation scheduled for May 14. Selected speaker; wrote invitation copy and finalized invitations. Selected award recipients and wrote award presentation copy
- Gave a speech to the West County Civic Association on VCB operations, marketing, sports, film and economic development
- Held conference call with general manager of Fishermen’s Village on their potential participation in the upcoming ECONomical Summer Escapes program
- Attended Arts & Humanities Council Annual Charlie Awards Dinner & Ceremony
- Met with new general manager of Palm Island Resort on VCB co-op marketing opportunities
- Public Relations:
 - Gathered, wrote and submitted content: weekly for the County Administrator; monthly for the Southwest Florida Parrot, Charlotte County Connections, FACVB and FOWA.
 - Fielded multiple inquiries regarding event center activities and fulfilled visitor guide requests.
 - Wrote and Distributed Three Media Releases:
 - “Capt. Ralph Allen Reappointed to Charlotte County Tourist Development Council”
 - “CH Visitor & Convention Bureau to Celebrate National Travel and Tourism Week”
 - “2nd Annual Snowbird Baseball Classic Generated an est. \$3.1M for County’s Economy”
 - Researched and fulfilled 8 editorial leads for regional and national print and online
 - Media Planning and Visiting Journalists: Itinerary planning for the following media who requested visits which included extensive research to fit story angles:
 - 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.
 - Tommy Thompson –6/5/11/10. Continuing to work on SW FI fishing guidebook.
- Additional Activity:
 - April 2, Florida International Air Show Media Day at the Charlotte County airport;
 - Fulfilled marketing plan request from Arizona State University School of Community Resources and Development research project on CVBs.
- March activity from SMITH PR:
 - Placements in 13 publications representing electronic and print outlets including the *Plain Dealer* (Cleveland, Ohio) and *Star Tribune* (Minneapolis)
 - Janet Keeler’s *St. Petersburg Times* article on a Spring Training getaway in Charlotte Harbor appeared online on Friday, Feb. 26 and in print on Sunday, Feb. 28, with 9 photos. (This placement was covered in the February Monthly Report but not included in the Feb. Publicity Summary). The story has also been picked up by the following newspapers:

- *The Miami Herald* – Sunday, March 14 posted online and in the print issue. (The first page of the online Travel section of the *Miami Herald* is also currently featuring Janet Keeler's getaway story. <http://www.miamiherald.com/living/travel/>)
- *Minneapolis Star-Tribune* – Saturday, March 20 online and Sunday, March 21 print issue.
- *The Cleveland Plain Dealer* – Sunday, March 14 print issue
- *St. Paul Pioneer Press* – Thursday, March 11 online and Sunday, March 14
- Pitched-responded to editorial requests to 8 media outlets on topics including fishing, family travel and Muscle Car City. Pitches included to Guy Fieri's Diners, Drive-ins and Dives on Food Network and Christopher Elliott, host of "*Rudy Maxa's World with Christopher Elliott.*"
- Planned freelance writer Barbara Doyle's visit including securing activities for her. Her article will be published in mid-May.
- Distributed the following releases:
 - SMITH distributed the Spring Training Grand Slam Getaway press release to 30 daily newspapers in the Allegiant Air markets, including Chicago, Boston, Montreal, Ontario, Cleveland, Toledo, Springfield and more.
 - SMITH distributed the Air Show release to Florida newspapers, online outlets and freelancers the week of March 8.
- Public relations update call with J. Huber was conducted on March 23.
- **Communications & Marketing:**
 - During April, advertising targeting the leisure travel industry appeared in the *Sunseeker* (Allegiant Airlines In-flight magazine), *Redbook*, *Florida Travel & Lifestyles*, *AAA Worth the Drive*, *AAA Texas Journeys* and *Points North* magazines.
 - During April, internet advertising targeting the leisure travel industry appeared on www.TravellInformation.com, www.BudgetTravel.com, and www.TravelFreeGuides.com.
 - Provided oversight/direction launching VCB's new search engine mkt and key word advertising prog utilizing Google Ad Words, banner advertising and Yahoo search advertising
 - Interacted with ad agency on daily basis addressing multiple issues including project approvals, media flight plan, as well as campaign, ads, collateral and program development
 - Continually developed and updated Air Show Website including post-show messaging
 - Worked with agency providing supervision/direction development of 2010 summer campaign: ECONomical Summer Escapes – worked with local industry partners to obtain hotel room nights/vouchers; worked with Agency in ongoing development of promotional materials and key messaging; approved radio and website copy for Tallahassee market promotion
 - Provided direction and final approval for CRM program components for April – Golf ePromotion and the Co-operative Incentive ePromotion
 - Wrote and distributed 'Have You Heard', monthly e-news for local tourism partners, as well as the Monthly Tourism Industry Partner Meeting agenda and materials.
 - Presented VCB's 2009-2010 advertising media strategy to area partners at monthly Tourism Industry Partner Marketing Meeting
 - Rotated and updated feature spots on www.CharlotteHarborTravel.com home page, created new landing pages and updated various pages of the Website.
 - Provided regular posts and updates to VCB's Facebook page
- **Sales & Sports Marketing:**
 - Met Charlotte Sports Park to discuss calendar of upcoming baseball tournaments & recruiting status of other events; reviewed deposit and cancellation policies associated with booking outside business at the Sports Park
 - Compiled an information packet for the Barbershop Harmony Society and a proposal to host their spring and/or fall convention
 - Submitted a bid to host the 2010 FHSAA Boys and Girls Cross Country Regional
 - Added several meeting venues and hotels to the Event web site which is the sole platform used by Helms Briscoe and Conference Direct for sourcing their meeting/conference leads

- Attended the National Association of Sports Commissions Sports Events Symposium in Columbus, OH to attend educational sessions, network with colleagues, and meet one on one with dozens of sports events rights holders
- Submitted a lead requesting room rates, etc. to appropriate lodging properties to accommodate 2011 Princess Classic gymnastics meet at C H Event & Conference Center
- Gathered all information pertaining to the Snowbird Baseball Classic including participation numbers, room nights, media coverage, and financial backup to compile the post event report for the Florida Sports Foundation grant reimbursement
- Devised a projected budget for the Florida Main Street Annual Conference
- Followed up with several event owners from National Association of Sports Commissions conference including Amateur Softball Assoc, Youth Basketball of America, Red Frog Events, Pan American Dragon Boat Ass, American Bicycle Assoc, USA Sports Production
- Followed up with the Venice Diocesan Council of Catholic Women to offer more information and inquire about the status of our bid proposal for their 2011 convention
- Met individuals from the local Barbershop Harmony group to discuss strategy for recruiting the association's district convention to the Event Center and downtown Punta Gorda hotels
- Attended the final organizational meeting for the Pedal N Play in Paradise bicycle event scheduled to take place Apr. 30-May 2, 2010
- Conducted a site inspection of the Redneck Yacht Club Off Road Park to determine its ability and capacity to host the Warrior Dash, an event discovered at the NASC conference

Utilities

- Engineering Services:
 - Major Work Orders:
 - 60 developer project inspections; 461 CIP inspections; 1 LPS start-up inspections; 1 LPS installation; 19 LPS mandatory re-inspections; 1 developer agreements prepared; 236 active developer projects; 7 closed projects; 5 active line extension projects; 2 new set of plans received; 2 revised set of plans submitted for approval; 93 residential service availability letters prepared; 2 commercial service availability letters prepared; 62 water and sewer services field verified; 863 locates processed from Sunshine State One; 26 residential service applications processed; 1 CIP permit received; 1 permit approved by CCU for FDEP submittal; 6 record/as built drawing reviewed; 36 large area intersections locates.
- 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 has made recommendations for the vacated Plant Operator's positions. The positions should be filled as soon as the applicants complete their pre-employment procedures.
 - Water Distribution:
 - Distribution System: Completed 5 new water service line installations; responded to 35 line breaks; exercised 100 system water valves; maintained and flow tested 111 hydrants for system maint; changed out 1 galvanized service line; responded to 12 water quality calls; serviced all vehicles at Fleet that required maint; replaced 5 sample points in the distribution system; installed 7 new system isolation valves. Both valve machines are out of service and are at Fleet waiting for repairs.
 - Training: 4 tailgate safety meetings were held with the entire work group; 4 employees received training in First Aid; 3 employees were trained in OSHA 10 Construction Industry Training.
 - Personnel: The Line Tech we hired last month was laid off 2-wks later due to the reduction in force. 2 R/W Coordinators and 1 Meter Serv Rep transferred into the dept. We still have 2 frozen Line Tech positions. All of the dept mid-year evaluations have been completed.

- Booster Stations: #2 Golf Course remains out of service. The contractor continues with the upgrade. The contractor's completion date has passed again. The high service pumps, VFDs and chemical metering pumps were tested. The building and plumbing inspections have not been completed. We are waiting on the contractor to complete some issues so we can get a building CO to place the booster back in service. We have not been supplied with another estimated completion date. #3 Gulf Cove performed preventative maint; #4 VFD had to be replaced; annual service performed on emergency generator; all flow meters were calibrated; the diesel fuel tank was topped off for hurricane season; contractor repaired several leaks on the chemical lines and we don't have a date for completion for this portion of the upgrade; ADF was 2.207 MGD; #4 Walenda performed preventative maint; contractor installed the chloramine monitor and also repaired several leaks on the chemical system; diesel fuel tank was topped off for hurricane season; ADF was 3.141 MGD; #6 Rotonda performed preventative maint; ADF was 2.274 MGD; #7 Ingraham Injection Station repaired a faulty chlorine monitor; ADF was 255,844 GPD; #8 Englewood Interconnect is currently off and ready to be placed back in service when required.
- Sampling: Monthly compliance samples have been completed.
- Boil Water Notices: 3 boil water notifications were processed.
- Wastewater Collection:
- Gravity Force Mains: Exercised 33 sewer valves; replaced 2 valves; poured/installed 7 concrete valve pads; replaced 1 manhole ring & cover; inspected 48 manholes; installed 2 sewer services; replaced 180' of galvanized air lines at 2 air stations; repaired 1 service laterals; repaired 1 force main break; TV'd and cleaned 11,768' of gravity mains.
- Lift Stations: Performed 394 LS preventative maint work orders; performed 110 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; LS grounds keeping contractor was awarded; performed 2 MOTs; installed new fence at LS #309; completed draw downs on 10 LS; verified force main locations and ran reports on flows in the Gulf Cove area; ordered parts for discharge line replacements; worked on LS rehab trailer shelving, storage, etc.
- Low Pressure Sewer: Performed 254 service calls in the field; completed 24 mandatory connections; installed 1 new service tap; repaired 2 leaks; upgraded 8 systems to current standards; replaced 2 collapsed tanks.
- Personnel: All employees completed Sexual Harassment training, 16 employees completed hearing tests; all employees received their 6 month performance reviews; all employees attended the Qualserve results meeting; 3 employees attended OSHA 10 training; 5 employees attended Open For Business.
- Business Services:
 - IVR: The project was implemented 9/1/09. 1,963 payments were processed through this venue. The system now represents 5% of the monthly payments. It also assisted in reducing payments made through Customer Service Reps by 36% of all payment calls. The additional positive feature is that our customers can now pay their bill over the phone 24/7. We are seeing payment activity on the weekends.
 - Mass Notification: Notification of customers who are in imminent danger of having their services disrupted for non-payment began 10/13. 1,708 calls were made to customers facing imminent shut-off for non-payment.
 - Electronic Bill: We are developing the website with the vendor and IT and will be moving forward with the design. Our goal is to have this in place by 10/1/10. All processes have been modeled for self service.
 - BCS Liaison: There were 15 service inspections performed; 14 passed and 1 failed. Contractor was notified of failure and corrected deficiencies. There were 10 new sewer permits issued.
 - EZ Pay: 13,823 bills were processed through EZ Pay. Transaction break down is as follows: 3,935 one-time pays, 6,481 recurring payments and 3,407 payments through

Customer Service Reps. There were 121 returned items; 48 for insufficient funds and 73 for invalid bank number.

- AMR Replacement: 80 Orion AMR transponders were installed. Of the 25,826 customers with AMR transponders 4,461 have ITRONs and 21,365 have Orion. The 25,826 represents 46.21% of our customer base with AMR meters.
- Customer Service: Received 9,030 calls; grade of service was 91.6%. Total number of walk-ins 1,154. There were 4 new service requests representing \$32,464, in connection fees.
- Meter Services: Installed 5 new meters (existing lines); 46,692 meters were manually read; 106 were skipped (less than .1% of all reads) and 58 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: 834 accounts were shut-off. Reconnection revenue collected was \$29,095 penalty revenue was \$65,169 and premise visit revenue was \$1,845. Total delinquency revenue: \$96,109. FY 10-YTD total: \$688,893.
- Returned Checks: Revenue \$3,938.48 for 139 returned items. FY 10-YTD total: \$28,333.
- Tampering: 37 meter tampering for total revenue of \$3,810.; FY 10-YTD total: \$48,040.
- Overtime: \$1,625 collected for OT and \$129, expended. Net income is \$1,496. Total revenue collected FY 10-YTD \$7,099.
- Liens: 81 filed w/balances of \$22,516. There were 90 liens released for a total of \$70,902.
- Bad Debt: There were 102 accounts and 19 customer accounts sent to bad debt this month for a total of \$2,415.72 or an average balance of \$127, 4 tenant accounts were sent to bad debt for a total of \$1,800 or an average balance of \$450. These balances represent either tampering fees and/or returned item fees.
- Community Outreach: No activity.
- Real Estate: No activity.
- Water Conservation Enforcement: Year Round/Emergency water ordinance approved by Board. Changes to Rate Resolution coincide with Resolution forthcoming; 9 unauthorized use warnings -1 fee violation of \$250. FY 10 YTD total revenue unauthorized use \$2,250.
- Sharepoint/Doc Management: The Adobe software upgrade has been installed. This upgrade will allow us to fully utilize SharePoint and implement this software. We want to ensure that functionality being created will be supported in the upcoming version. We currently have 44,626 documents ready to be transferred to Sharepoint. This represents a 5% increase in documents from February. We have been informed by IT that we are scheduled to transfer to Sharepoint in May.
- ID Theft/Red Flag Policy: No activity.
- Public Outreach:
 - Water Conservation: SWFWMD extended modified Ph II severe water shortage restrictions through 6/30/10; FY09/10 Toilet Rebate prog discontinued effective 4/13/10 by BOCC. Board did agree to fund those customers awaiting rebate, inspection or had reservations. We are in the process of identifying the number and amount owed to Viewtech for Rebate and Administrative fees; CCU will continue the Showerhead Exchange Program. Bring in your old showerhead and it will be replaced with an efficient showerhead. These were purchased with matching grants from SWFWMD; Attended Earth Day event at Vineland Elementary School. Made presentation on water conservation and hydrological cycle to all classes at the school; presentation on reclaimed water to First Presbyterian Church.
- Misc, Safety & Security:
 - Misc: No activity.
 - Safety & Security: CCU Workplace Safety Committee meeting for April cancelled.
 - Wayne Sallade to meet staff on upcoming hurricane season and what we can do to prepare.
 - Human Resources: Total positions: 202 (plus 6 in Finance); Vacancies: 5; Frozen: 1 Inspector, 2 Line Techs; Recruiting: 1 Director, 1 Meter Service Specialist; SBP processed: Frozen; Frozen Positions: 2 Line Technicians, 1 Engineering Construction Inspector.

- Administration:

- Sun River Utilities: Of the estimated \$11.5M needed to complete the Authority's Ph 1 Interconnect between WalMart Dist Ctr and the City of PG's Shell Creek WTP, the Authority has assigned \$2M as responsibility of Sun River Utility, but no agreement has been finalized yet. \$4M of costs unassigned to any party and the project has been temporarily delayed until funding issues are finalized with all partners.
- North Ft Myers Utility: No info 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: Eight (8) construction bids for the Ph 1A pipeline were received. Bids ranged from \$15.97M to just under \$20M, with Garney Construction having the lowest bid. Authority staff is still reviewing the bids and the scope of work to see if there are any opportunities for saving money. A full presentation will be made in June to the Authority Board. SWFWMD has asked for an amendment to their funding contract in order to reflect some recent policy changes.
- PRMRWSA: As of 4/30/10 the Authority reported being completely full with 7.2 billion gallons of combined water storage in the reservoir and Aquifer Storage and Recovery wells (ASR). Peace River flows for January averaged 847 cfs and average withdrawals from the river were 16 MGD. Average customer demands were approximately 21 MGD. Rainfall in the Peace River Basin is now about 3 inches above normal over the past 12 month period.
- Area 1 Wastewater Service Program: BCC placed project on hold pending receipt of additional info on environmental issues caused by on-site wastewater disposal systems and potential cost reduction measures/programs available to reduce cost to the property owners.
- Transmission Main (Stage 1): Majority of transmission main alignment has been established from Riverwood to the West Port WRF. Remaining sections of transmission main alignment must be coordinated with FDOT on SR 776 and with plant operators at the West Port WRF.
- Production and Monitoring Wells: Water quality samples for Well #16 are in review. Upon the completion of water quality testing, the Engineer of Record will proceed with obtaining FDEP authorization to put the wells into operation.
- Plant Expansion: Contractor continues to work on completing punch list items.
- WWRF Expansion: A proposal for rerating the plant has been received and reviewed. A plan for going forward with the rerate is being developed.
- Central & West Cty Water Model Update: JE completed simulation of the Area 1 water distribution system to determine necessary water main sizes along Edgewater Dr and to determine percentage of water serving the area from the Walenda Booster Station and Golf Course Booster Station. Work was completed on the final versions of TM #2 and TM #3.
- Upgrade Tanks & Boosters:
 - Walenda: All punch list items are to be completed in June.
 - Golf Course: Final start-up scheduled for mid-May to place this booster station in operation. Finalization of remaining punch list items will be scheduled for final completion in June.
 - Gulf Cove: All final punch list items are to be completed in June.
- 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 are well under way with submittal to Purchasing scheduled for June. Discussions with the 2 affected HOAs took place in Late April to review project changes.
- East Port Headworks: Engineering submittals continue to be made and approved. A copy of the approved bypass plan was submitted to FDEP on 4/27/10 for their review. A staging area has been set-up and equipment delivery is to commence in mid May. The current schedule is to begin construction no later than the first of June 2010. Construction could start earlier depending on major equipment deliveries.
- East Port Ops Bldg: Construction of new building nearing completion. Issues surrounding the installation of an auxiliary generator have delayed the project as solutions are evaluated.

- 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 completed marking out existing utility assets in the Rotonda Sands and Meadows subdivisions. IT is working on the request to have ArcReader software loaded on 16 work stations.
- Rotonda Villas & Springs Water & Wastewater System: General Contracting continues to install the LPS and water mains in Rotonda Villas. The water mains in Section 1 were completed and the contracted laboratory has sampled the mains for the required bacteriological tests. Five of the seven existing lift stations were removed and construction on the precast sections of the two lift stations to be installed was started. The surveyor hired by FPL completed stake out of the proposed power lines that must be run to the two lift stations.
- 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. The final “true-up” change order received BCC approval to address final quantities as per the record drawings. Contractor submitted final invoice to be signed pending approval of final punch list items.
- Lift Station Rehabs: 321 & 806 - Plans and specs have been submitted to Code Enforcement for a license review and to Purchasing for bid advertisement. FDEP permits to construct LS 321 & 806 have been received.
- 8 – CCU staff continues to monitor the situation with RES. There has been no change.
- 24 – Permanent easement for the new LS site is being pursued.
- 84 – Ops completing the upgrading of LS in-house.
- Babcock Ranch: Additional correspondence has been sent to SFWMD regarding this WUP as directed.
- Control Structures: Sunset & Lionheart WW: The majority of the utility work has been completed.
- Rotonda Weirs: The project is now in the construction stage.
- Lionheart WW @ Quesada, Sunset WW @ Kenilworth, Dorchester WW @ Peachland, Morningstar WW @ Peachland: The plans for the Lionheart WW @ Quesada and Sunset WW @ Kenilworth have been completed. The contract documents are being completed and the entire contract package is being finalized to go to Purchasing for bid.
- Cape Haze Bridge: The contractor has 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: Utilities for the Yale, Elkcam and Niagara WWs have been completed and the contractor is working on punch list items. Utility work for the Ph I roadway contract (from Elkcam to Birchcrest Blvd) has begun. Fordham WW plans were finalized; the FDEP permits were approved and the contract documents are being finalized for Purchasing.
- Rotonda Reclaimed ASR Well: A meeting was held with the FDEP on 4/19 to discuss construction of an exploratory well. A meeting with Johnson Engineering was held on 4/26 to discuss an exploratory well and the CEI contract.
- Deep Creek Force Mains & LS 303 – 309: Bid docs for revised project (include only force main from LS # 309 to East Port Lift Station) are being finalized as per the latest project revision to minimize costs.
- Coral Creek Bridge: Construction proceeding and on schedule.
- SWFL Feasibility Study: SWFFS draft report is at the USACE Atlanta Division for review and longer than anticipated. Possibility exists that the report will not move forward to Congress to request funding for construction, but instead would require more studies to obtain detailed

construction cost estimates and drawings. Additional funding would be required to complete the cost studies and drawings once remaining SFWMD 50% funding support is used. Final determination to be made in the near future as to which path the report will take. The report will be released for public comment in the near future to allow for incorporation into comprehensive plans.

- FDOT Projects: US 41 @ Midway Blvd: Extend south bound left turn lane. Construction is in progress; US 41 @ Murdock Cir: Extend south bound left turn lane and relocate traffic signal at SW corner. Construction is in progress;
- SR 776 @ Coliseum Blvd: Install new traffic signal & improve intersection. Construction is in progress; Murdock Cir @ Veterans Blvd: Add east bound left turn lane on Murdock Cir & improve intersection. Construction is in progress; 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. The 30% plans have been reviewed and the 60% plans are being finalized for submittal.
- 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.