

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

**Budget & Administrative Services**

**Budget Department**

- Distributed monthly Fiscal Reports to departments
- Impact Fee Report updated and distributed
- Preparing BP claims for Charlotte County
- Analysis on the costs of operating Sunshine Ride and Dial-A-Ride to see if it was cost effective to privatize parts of Sunshine Ride or to bring Dial-A-Ride in as County employees.
- Submitted grant applications for the following grants:
  - Edward Byrne Memorial Justice Assistance Grant (JAG) State Solicitation through FDLE on behalf of the CCSO for Court Security Video Storage and Retrieval Initiative – \$43,439
  - Edward Byrne Memorial Justice Assistance Grant (JAG) State Solicitation through FDLE on behalf of CCSO of Continuation of the ACISS Laptop Acceleration Initiative – \$51,831
  - Edward Byrne Memorial Justice Assistance Grant (JAG) State Solicitation through FDLE on behalf of the PGPD for Display Monitors and T3 Personal Mobility Vehicle – \$17,707
  - Edward Byrne Memorial Justice Assistance Grant (JAG) Local Solicitation through the DOJ on behalf of the PGPD for OSSI document scanning and storage software module including the initial year annual maintenance; OSSI Mugshot display software module site licenses, including the initial year annual maintenance for the module – \$13,200
  - Edward Byrne Memorial Justice Assistance Grant (JAG) Local Solicitation through the DOJ on behalf of CCSO for Toughbook laptop upgrades to meet ACCISS system requirements – \$47,844
- Prepared information for MSBU Public Hearings to be held in July
- Final balancing of budget and preparation of presentation for Tentative Budget Workshop
- Collected and compiled CIP information for the CIP meetings with Administration. Results from these meetings will be compiled into a CIP Board Workshop presentation to be held in July.
- Economic Impact Summary for Economic Development Tax Incentive Ordinance.
- Sports Park Utility analysis – allocation of utilities to users of Sports Park.
- Prepared information for mailing of MSBU Public Hearing notices – 38,109 notices will be sent out. Notices were mailed on June 25.
- From June 28 to June 30, there were 129 phone calls concerning the MSBU Public Hearing notices.
- Analysis of total non-ad valorem dollars charged to churches in Charlotte County.

**Fiscal Services Division**

- Public Works:
  - Received grant and interlocal payments totaling \$862,301.24
    - \$21,524.40 from the City of Punta Gorda for Aqui Esta utility work.
    - \$37,086.89 from the City of Punta Gorda for Aqui Esta construction
    - \$22,948.64 from Gasparilla Island Water Authority for utility work on Coral Creek Bridge
    - \$20,265.82 from Englewood Water District for utility work related to the Manasota Key drainage project.
    - \$670,124.36 from FDOT for Aqui Esta road construction.
    - \$53,534.58 from FDOT for Aqui Esta construction management
    - \$36,816.55 from FDEP for Knight Island Beach Restoration
- Invoiced for grant and interlocal work. Total \$520,017.30
  - \$451,008.62 to FDOT for Aqui Esta construction
  - \$ 25,794.22 to the City of Punta Gorda for Aqui Esta construction
  - \$ 22,948.64 to Gasparilla Island Water Authority for utility work at the Coral Creek Bridge

- \$ 20,265.82 to the Englewood Water District for utility work related to Manasota Key drainage improvements
- Emergency Management:
  - Received reimbursement of \$31,659.33 for the 2<sup>nd</sup> quarter of the Emergency Mgmt Preparedness Assistance (EMPA) grant that Emergency Mgmt uses for daily operations and also to perform the Scope of Work outlined by the State to ensure the County is prepared for disaster events.
  - Received final reimbursement of \$271.60 for Hazards Analysis Grant (total grant amount was \$2,716) that allowed County to update Hazardous Materials Analysis for inventories in County.
- Community Services, Facilities, and Building Construction Services:
- Facilities:
  - The bidding and contract award process for all countywide maintenance contracts controlled by Facilities was completed in May. The decision of re-bidding all contracts began a year ago, resulting in significant savings due to lower rates. The cycle has now begun for those contracts expiring 9/30/10. Because of the favorable contract rates from last year's bidding process, Facilities has approved the extension of four annual contracts this month. They will be extended for another year with vendor approval.
- Building Construction Services:
  - The May reconciliation for the Sanitation Fees, Landscape Bonds and the Impact Fees has been completed.
  - Updated State required breakout of Commercial and Residential Impact Fees collected for April.
- Provided the Finance Department with the commission amount for processing impact Fees for Zoning and BSC departments.
  - Assisted IT dept with correcting errors in Accela fee tables in order to fix the export file to Eden.
- Community Services:
  - Tested all revenue reports for CLASS in Training for upgrade to 7.0 versions. This version went live on June 14, 2010.
  - Received Marine Advisory Committee request for meter collection revenue for fiscal year's FY09
- CCU:
  - Presented and recommend Peace River Authority budget (budget accepted by BCC)
  - Continue to track and analyze Phase 1A interconnect detail. Work with CCU and Legal regarding Water Storage Agreement and Phase 1A interconnect agreement
  - Prepared agenda item to BCC for annual CCU bad debt write off (approved by BCC)
  - Present updated septage Ordinance for new pricing structure (approved by BCC)
  - Prepared CCU and Solid Waste CIP presentation for Admin review

## **I.T.**

- Novus Upgrade is Complete: County upgraded the Novus Agenda software and the enhancements include a Board View of the agenda and an update to the minute's portion of the software. The upgrade should help our users have a much better experience with the software.
- VLMS Installation Complete: Installation of the Aquatic Vegetation Control software will help the county maintain records of where, when and how the county performs aquatic weed maintenance within the county. It will help facilitate mandated reporting and be strategic in developing county wide plans for aquatic maintenance areas.
- Lost & Found Animals Tracked in SharePoint: Animal Control now has a place in SharePoint to track all the lost and found animals for the county. This is an improvement over their original method which was tracked on paper and stored in a binder. Now animal control officers out in the field have access to this new library and can look up or add lost and found animals in real time.
- VoIP Deployed to Charlotte County Health Department: IT Div. deployed County's VoIP phone system to the new Department of Health Facility located on Loveland Blvd. This will give them the ability to communicate through 4 digit dialing to all County facilities connected to the County's phone network in Port Charlotte, Punta Gorda, and West County which will also save on long distance calls to their Englewood office.

- WebEOC Mapper Installed: Mapper extension installed and configured on production WebEOC server; extension allows for visualization of emergency locations & live updates on weather, wildfires, oil spills, etc.
- RouteMatch Deployment: Upgrade for the Transit Departments RouteMatch software has begun and the new servers have been deployed and the new staff PC's as-well. The client software is in the testing stage prior to production deployment.
- Class Software Upgrade Completed: IT Div. implemented Version 7.0 upgrade to Community Services scheduling and management software, CLASS. This major release increases efficiencies in the software and is in compliance with the most recent Data Security Standards established by the Payment Card Industry (PCI).
- Novus Agenda Workflow Changes Completed: In order to accommodate recent adjustments in Dept structures throughout County, Novus Agenda workflow was altered to reflect those changes. This most recent change will ensure timely review and approvals for Board agenda items.
- Firewall Upgrade: IT Dept upgraded their Internet Firewall. This process allowed the unit the ability to process requests in a timelier manner giving the firewall an increase in performance.
- Public Works Lighting District Traffic Call Report: Access database form that P. W. Lighting District uses to record information on trouble calls with traffic and emergency signals, and flashing beacons converted to electronic form in Microsoft SharePoint. Their technicians have the ability to access this report while in the field via a laptop and air card and fill out reports in real time while on the scene. This will allow for better accuracy in the data going into the reports and help technicians make sure they are performing all the necessary steps when responding to trouble calls or performing annual tests on the signals.
- June Call Statistics:
  - Request for Service Opened Last Month – (requests for new hardware or software products and features, etc.) = 205
  - Request for Service Closed Last Month–(requests for new hardware or software products and features, etc.) = 198
  - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 453
  - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 450
  - Change Controls Opened Last Month–(internal configuration changes to server-network) = 10
  - Change Controls Closed Last Month–(internal configuration changes to server-network) = 11
  - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 696

## **Purchasing**

- Pre-bid meetings held:
  - 10-210 Lift Station Relocations
  - 10-244 Kings Highway Resurfacing
  - 10-234 Neighborhood Stabilization Program Triplex Renovation - 12264 Zittle Ave.
  - 10-253 Removal/Transportation of Domestic Wastewater
  - 10-227 Waste Tires - Annual
- Pre-submittal meetings held:
  - 10-218 Engineering Services - County Bridge Maintenance Program
  - 10-239 Design - Englewood Library Expansion
  - 10-249 Design/Build - Bermont Road Improvements
- Negotiations held:
  - 10-168 Annual Financial Audit - Constitutional Officers
- Quotes due and received:
  - 10-233 Wet Well Lining - Lift Station #200 Rehabilitation
  - 10-246 Charlotte Harbor Gateway Restoration & Maintenance
  - 10-254 Neighborhood Stabilization Program Home Renovation - 12140 Gulfstream Blvd.
  - 10-250 Cut Pilings in Coral Creek
  - 10-255 Towing Services - Annual
- Bid openings held:

- 10-216 Wastewater Collection System Relining - Annual
- 10-238 Alligator Creek Realignment
- 10-199 Mechanical Treatment of Env Sensitive Lands, Trail Maint & CRA Vacant Lot Maint Prog
- 10-234 Neighborhood Stabilization Program Triplex Renovation - 12264 Zittle Ave.

- Proposals due and received:

- 10-223 Mobile Concession - Englewood Beach
- 10-218 Engineering Services - County Bridge Maintenance Program
- 10-239 Design - Englewood Library Expansion

- Shortlist meetings held:

- 10-223 Mobile Concession - Englewood Beach

### **Real Estate Services**

- Burnt Store Road – Phase 1: Obtained a voluntary settlement of the right of way acquisitions required from River Haven Mobile Home Park. River Haven will stipulate to takings by County and will discuss any outstanding issues-claims in coming months. Public Works is proceeding with the road project.
- Edgewater Phase II: Met with staff from P.W. to discuss their right of way needs relative to project - awaiting sketches and related right of way maps to begin the land acquisition process.
- Placida Widening: Met with staff from P.W. to discuss their right of way needs -have obtained O & E reports for engineering firm working on this proj awaiting sketches and related right of way maps to begin the land acquisition process.
- Kings HWY: Right of way for this project has been acquired; mediations remain on three parcels.
- Piper Road: Completed the right-of-way acquisitions and construction is underway. There is one mediation remaining (scheduled in August of this year) to determine a final settlement.
- Environmental Lands Acquisition Program: A 40 acre parcel adjacent to Tippecanoe II that has received Grant funding from the State. We have received the first appraisal and we are seeking a second estimate of value to determine fair market values.
- Flamingo/Edgewater: Acquired 73% of 332 parcels to be acquired for proj “mass mailing” of offers for remaining parcels (90 +/-) sent recently -obtained contracts on 2 parcels needed for project.
- P.W. Admin C. Serv. CCU: Continue to work with these departments and divisions in obtaining easements, title searches and reviewing a number of land related issues. Included in this workload is obtaining easements for several planned and on-going sidewalk capital projects
- Releases/Occupations of Easements: Continue to receive and process a large number of applications currently, exceeding 245 applications.
- Stump Pass Renourishment Proj: Work to obtain the required easements for this project continues. A new mailing was recently sent seeking voluntary easements from property owners that have not responded in the past. These easements are being sought at no cost to the County.
- Weir Replacement Projects & Easements for Canal Dredge-Spoil Sites: Continue to work on these projects to assist with site access when work begins.
- Neighborhood Stabilization Prog: Conducted 64 inspections of foreclosed properties; 23 properties either closed or under contract -spent approx \$1.0 millions dollars for this project.
- Proposed Exchange – Vicinity of Robin Rd & Placida Rd: Working with private land owner to obtain a utility easement for our Utilities Dept needed for sewer expansion in that area; planning on bringing this matter to BCC in July for review and approval.
- Space Analysis & Allocation: Working with Admin and Facilities to review office space needs and to make recommendations on use of office space for various County Dept’s and Divisions.

### **Building Construction Services**

- Summary: June saw a slight decrease in single family permits with only 16 issued. However, 31 permits issued for Duplexes, the highest number issued in recent memory. Total number of permits issued in June was 1,281.
- Updates and Accomplishments: Jim Evetts attended Annual Education and Trade Expo held by The Building Officials Assoc of FI (BOAF) and FI Assoc of Plumbing, Gas and Mechanical Inspectors

(FAPGMI) on June 6-10. Topics were not limited to building code updates, licensing laws, rules and ethics, and green building. This event provided necessary continuing education credits.

- **Green Building:** FI Green Build Coalition (FGBC) held its 7<sup>th</sup> annual GreenTrends Conf and Tradeshow in St. Petersburg, FL and also commemorated its 10th anniversary. FGBC is a leading certifier of green projects in the state (over 2,340 homes certified, 48 local governments, 75,000+ acres of land development, plus numerous commercial and multi-family hi-rise projects.
  - Julia Galofre from BCS attended event and was inaugurated as a newly elected Board member. As a new member and associate of AIA (American Institute of Architects) she serves as the voice of the architecture profession and is the leading professional membership association for licensed architects, graduated emerging professional architects and allied partners.
  - MSN Homes LLC (Minja Netchiounas) is a local contractor and the builder of a home that was recently enrolled in the County's Green Building prog. MSN Homes LLC has won various home awards in Green Building. Mr. Netchiounas specializes in custom homes and he prides on delivering quality, personalized care and reliability at a great price. Picture of Green Building Program sign at his job site.
  - County Sustainability Team created and met for the first time on 6/24/10. Purpose of Sustainability Team is to initiate, coordinate and promote sustainability efforts and programs within all the County's departments and government offices. The group consists of employees of many County Departments and Government agencies. Julia Galofre, initiated the team and serves as the point of contact and principal coordinator. While the team has only met once, the initial meeting was a success. Opportunities for collaboration are already noticeable, the group discussion was very interesting and it is clear that this forum will provide an opportunity to exchange ideas and identify partnership synergies.
- **Financials:**

<b>Item</b>	<b>Total FY09</b>	<b>Jun-09</b>	<b>Jun-10</b>	<b>FY09YTD</b>	<b>FY10YTD</b>
Single Family Permits Issued	241	24	16	191	169
Multi Family Permits Issued	1	0	0	0	2
Commercial Permits Issued	170	17	2	93	153
All Other Permits Issued	9684	1271	1263	6674	6006
Customers Served	15488	2304	1827	11162	12574
Inspections	48393	5012	3525	31343	23880
Permitting Revenue	\$2,267,181	\$168,422	\$206,370	\$1,007,750	\$1,042,447
Permitting Expenditure	\$4,517,247	\$233,655	\$186,560	\$1,768,917	\$1,840,710
Licensing Revenue	\$102,094	\$9,269	\$28,235	\$841,792	\$197,454
Licensing Expenditure	\$757,802	\$46,637	\$93,029	\$269,461	\$745,511
Action Orders Initiated	4204	404	425	143541	1824
Code Cases Initiated	2346	273	157	1130	1006
CEB Cases Heard	396	45	38	705	270
Citations Issued and \$ Amount	\$32,095	\$7,500	\$4,000	\$16,623	\$18,100
New Contractor Licenses Issued	449	40	0	2670	58
Contractor Licenses Revoked	16	0	1	1317	2

## Community Services

- Administration:
  - Meetings:
    - Parks & Recreation Advisory Board
    - Youth Sports Council
- Public Outreach:
  - Adm Support staff fielded 640 telephone calls and 20 web mail inquiries for the month of May
  - 6 press releases for the month of June
  - 4 Citizen Concerns were processed for the month of June
  - 104,953 hits to the Department website in the month of June and an additional 97,931 website hits for Extension Services.
  - Finalized an agreement with the Port Charlotte VFW for development of a Veteran's Memorial project at North Charlotte Regional Park
- Business Services:
  - Solicited Request for Proposals for Mobile Concessions at Englewood Beach
  - Facilitated necessary improvements to Library concession counter to meet Department of Agriculture requirements for contracted concessionaire.
  - Worked with the IT Department to complete the version upgrade of Class Software to meet Payment Card Industry (PCI) compliance.
  - Submitted PD&E package to Office of Greenways and Trails for the RTP grant requirements for the Oyster Creek Underpass Trail.
  - Investigated and reported on options associated with parking meter systems.
- Libraries/History:
  - Use Statistics
    - 73,385 items checked out at libraries, a 9% decrease over June 2009. Circulation and renewals are down due to changes in levels of service.
    - 51,120 library visits, a 1% decrease from last year.
    - Libraries registered 815 new borrowers.
    - 10,034 computer uses, a 4% decrease over last June.
    - Est 400 children and their families picked up summer reading logs and enjoyed entertainers and a performance by Atlantic Coast Theater at the summer reading kickoff at the Mid-County Library.
    - 1,187 attendances at library summer reading progs including 114 at the teen summer program
    - Three library programs at summer recreation camps for 244 children and counselors
    - 265 visitors to the *Native American Plant Remedies* exhibit at the Historical Center
- Other:
  - Libraries and the Historical Center benefited from 2,181 volunteer hours during June.
  - Libraries benefited from 518 hours of assistance through the Career Services Center summer program; young people answered phones and assisted with programs and inventory.
  - Historical Ctr hosted 2 Adventure camps -15 children – *Pow Wow Adventure* and *Circus, Circus*.
  - 235,500 hits to County History Collections Online during June, an average of 7,850 hits per day.
- Leisure Services:
  - Charlotte Sports Park
  - A total of 12 Charlotte Stone Crabs games scheduled at Charlotte Sports Park June (one cancelled due to weather) with 11,225 fans in attendance. The schedule was as follows:

○ Day	○ Date	○ Attendance	○ Notes
○ Saturday	○ 05-Jun	○ 2310	○
○ Sunday	○ 06-Jun	○ 569	○
○ Monday	○ 07-Jun	○ 580	○
○ Tuesday	○ 08-Jun	○ 1002	○
○ Thursday	○ 17-Jun	○ 961	○
○ Friday	○ 18-Jun	○ 1038	○
○ Saturday	○ 19-Jun	○ 2325	○
○ Sunday	○ 20-Jun	○ 575	○

o Monday	o 21-Jun	o 0	o Rainout
o Tuesday	o 22-Jun	o 811	o
o Sunday	o 27-Jun	o 624	o
o Monday	o 28-Jun	o 430	o 30 minute rain delay

- o Total of 5 Gulf Coast League games played at Charlotte Sports Park with estimated attendance of 125 spectators. The Gulf Coast League is the rookie league of the Tampa Bay Rays.
- o Charlotte Sports Park hosted 2010 Comcast Baseball Tournament on June 3-6. Consisting of 24 teams and playing on three fields, this tournament had an estimated attendance of 700 people.
- o Tampa Bay Rays conducted a youth baseball clinic at the Charlotte Sports Park on June 21-25 from 9 am - 12 pm each day. There were 53 participants in this camp.
- Recreation Division:
  - o The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 12,200 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1,811 with 8,634 touches combined. Recreation facilities were rented 45 times achieving a rental attendance total of 1706 people.
- Aquatics Section:
  - o Three Aquatic Facilities were open a combined 788 hrs; served 14,716 patrons; 6,028 patrons spent 480 hours participating in programs such as water aerobics, swim practice and swim lessons. Thirty-one summer camps continue visiting South County and Oyster Creek Regional Parks bringing an estimated 800 campers per week. The Learn to swim Program has now served 106 more students this fiscal year compared to last, with an increase of \$4,770.00 in revenue.
  - o Aquatic staff spent a combined 152 hours performing maintenance tasks and 176 hours performing In-Service training such as rescue skills, first aid/CPR and conditioning swimming.
- Athletic Division:
  - o Charlotte County athletic leagues used County facilities approximately 1,611 hours in the month of June. An estimated 290 league participants visited County facilities an estimated 5,292 times with 5,923 spectator visits, and 1,275 volunteer visits for a combined total of 12,490 visits associated with league activities. League activities included Little League, Football, Cheerleading, AAU Baseball, Swimming, and Remote Control Car Clubs.
- UF/IFAS Extension Service:
  - o Mr. Gene Boles, FAICP, Center for Building Better Communities with the University of Florida, met with a group on June 21 concerning planning and developing a Walkable Community in the Redevelopment Area in Port Charlotte.
  - o Director attended MPO's Second Consensus Building Workshop 6/15 at Mid-County Regional Library to obtain feedback from stakeholders on issues relating to land use, transportation, and economic development as they relate to the 2035 Long Range Transportation Plan (LRTP).
  - o Extension Services held another Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental Campus on June 22nd.
  - o Director and FYN Program Assistant presented a 45-minute program on Extension and its programs before a committee as practice in preparation for additional sessions later this year.
  - o Director attended the Sustainability Team Meeting and provided input as to how Extension provides Sustainability program for Charlotte County. He also facilitated a Sustainability Specialist to provide a workshop for the team in the near future.
- Sea Grant:
  - o 4 teams (13 volunteers) from County participated in SW FI Great Goliath Grouper County survey organized by FI Sea Grant with support from FI Fish & Wildlife Conservation Commission. Count occurred over a 2 day period and covered known goliath grouper hotspots at artificial reefs from Pinellas to Collier Cty. Results will be analyzed by FWC and included in the 2010 stock assessment for this species.
  - o 6/19<sup>th</sup>, Sea Grant Agent conducted the monthly scallop recruitment monitoring with volunteer in Lemon Bay and Gasparilla Sound.

- 6/24<sup>th</sup>, Sea Grant Agent held a conference call with steering committee members for the 2010 SWFL Boating and Waterways Workshop. This technical workshop will occur on 9/9 and 10 in Punta Gorda. Based on survey results which were mailed to potential participants in May 2010, the agenda is being developed at speakers invited.
- Agent worked on data mgt for Redfish Tracking proj; planning of 2010 Bay Scallop Search 8/14<sup>th</sup>.
- 4-H Youth Development:
  - Summer Horse Camp held 6/7-8 at Inside Loop Farm (Weber's Barn) in P. G. This was an open day camp for boys and girls ages 7-12. Campers learned Safety, Grooming, Feeding, Tacking, Breeds, Colors & Markings, Basic riding skills, General Care, Fun Facts, Arts & Crafts and more.
  - Charlotte County 4-H held its camp at 4-H Camp Cloverleaf in Highlands County June 14-18 for campers - 8 to 13 years old in coordination with Collier County campers.
  - Senior 4-H'ers (ages 14 – 18) went to the 2010 4-H Legislature June 21 – 25 in Gainesville to develop debating skills, analyze legislation and speak publically while making new friends and having a whole lot of fun.
  - Our 4-H Agent is a Florida State Coordinator for the Citizenship Washington Focus (CWF) Program. This is an exciting educational week for senior 4-H'ers in our nation's Capitol, exploring how their individual actions can make a difference in our world. Conducted in Washington, D.C., CWF uses our nation's capitol as a classroom in which to foster youth appreciation, understanding, and involvement in civic responsibility, government operations, and current issues
- Horticulture:
  - FYN program Assistant manned a booth on "Planting for Wildlife" June 5<sup>th</sup>. Approximately 400 people attended this event at Fisherman's Village.
  - Horticulture Agent presented a paper at the 2010 Florida State Horticulture Society Annual Meeting in Citrus County June 6-8. The topic of the paper was "COMMUNICATING LANDSCAPE FREEZE DAMAGE TO THE PUBLIC IN CHARLOTTE COUNTY".
  - Extension had a booth demonstrating proper pruning techniques to hundreds of people. Master Gardener, Dolly Tomalinas, conducted prog "Florida Roses" as part of the Florida in Full Bloom event June 12-13.
- Florida Yards and Neighborhoods Program:
  - FYN Program Assistant completed and submitted her annual SWFWMD cooperative funding application on June 14<sup>th</sup> – (pays for 50% of her position). She also attended a South Gulf Cove seawall/nutrient meeting with Growth Management and Public Works on June 21<sup>st</sup>. On June 24<sup>th</sup>, the Program Assistant manned a FYN booth for the SWFWMD Water Conservation Summit with sixty (60) people in attendance.
- Natural Resources and Parks:
  - County awarded \$40,000 from U.S. Fish & Wildlife Serv thru Coastal Wildlife Initiative Prog. If accepted by BCC, funds will allow staff to improve foraging opportunities for wildlife species that inhabit Thornton Key Preserve. Removal of exotic vegetation primary habitat improvement.
  - County awarded \$10,000 from U.S. Fish & Wildlife Service to improve habitat for the federally listed FI scrub-jay. If accepted by BCC, funds for mechanical scrub restoration/prescribed fire.
  - Equestrian Trail is now open at the Prairie Creek Preserve. The trail is approximately 3 miles in length, and gives riders the chance to experience several different native habitats, including oak hammocks and pine flatwoods.
  - Staff has mapped the hydric hammock and pine flatwoods at Kiwanis Park. The mapping is necessary to try to receive a permit exemption from DEP to mechanically reduce the vegetation and sub-canopy in the hydric hammock. In doing so, it would accomplish wildfire mitigation and improve the line of sight through out the park.

## **Economic Development**

- Inquires/Appointments/Successes:
  - Sharon Fumei, the EDO's new Research Analyst participated in a webinar focusing on the Fundamentals of Eco Devel Financing offered by Council of Development Finance Agencies (CDFA). Course explained a variety of development finance tools available: bonds, tax credits,

TIF, and federal financing prog's. This was the first time CDFA offered this course through the webinar format; there were 45 people registered. EDO is hopeful webinar courses continue as CDFA training is important to dept and webinar format would eliminate travel expenses.

- Dir did presentation at City of Punta Gorda and BCC about newly-formed Eco Development Working Group and incentive programs members were hoping to add to Eco Dev's toolbox, including land swaps, spec. buildings, and ad valorem tax abatements. He presented idea of creating an entertainment center in a portion of M.V. & proposed land swaps.
- Margaret Ann Russell, local area coordinator for the Rotary Group Study Exchange (GSE), thanked Kay Tracy for her help in making this year's GSE program a success. GSE prog is cultural and vocational exchange opportunity for business people and professionals who are in the early stages of their careers. For several weeks, team members experience the host country's culture and institutions, observing how their vocations are practiced abroad, developing personal and professional relationships, and exchanging ideas. Team Russia visited the SW FI area April through May and had opportunity to stay with Rotarian host families and meet with local businesses and government offices.
- EDO/ECEC was a co-sponsor of the Post Legislative Luncheon held 6/4 at CH Yacht Club. County's delegation included: Senator Mike Bennett, Representatives Gary Aubuchon, Nancy Detert, Paige Kreegel and Ken Roberson. Although the PACE program, which was approved during the past legislative session, was discussed, the topic that seemed to be of most interest to attendees was the Gulf oil spill and its impact of Florida businesses and tourism.
- Kay Tracy attended a USDA Grant and Loan Program in West Palm Beach which focused on rural business development. USDA programs are of special interest to the department as they may be an option for the intermodal facility.
- EDO's efforts to recruit and maintain existing businesses continue with:
  - 42 pending prospects.
  - 16 business appointments.
  - 5 new projects reviewed; custom presentations developed for 3 business. 4 prospective businesses made a site visit to Charlotte County.
  - Provided 4 external companies and 8 County departmental requests for various demographic and market data packets.
  - 2 incentive packages.
  - 4 impact analyses.
  - Meet with 8 business owners to provide information on the Business Retention and Expansion program and completed appropriate follow-up.
- Meetings:
  - Federal Level:
  - USDA
    - State Level:
    - Enterprise Florida
    - Flight Flow Study Meeting
      - Regional Level:
      - Southwest Florida Economic Development Partnership
      - Southwest Florida Regional Planning Council Economic Development Strategies Committee Sustainable Communities Planning Grant Committee
      - Executive Committee of SW FI Urban Land Institute and Co-Chair Sustainability Committee which is organizing an October 29, 2010 Educational Forum on Sustainability
        - 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 Meeting

- Charlotte County Airport Authority
  - Charlotte County Chamber
  - Legislative Luncheon
  - Building Services
  - Growth Management
  - SunTrust
  - Finance Department
  - MPO Long Range Transportation Plan Consensus Building Workshop
  - Health Insurance Focus Meeting
- Presentations/Newspapers/Magazines:
  - Grove City Planning Committee - overview on Redevelopment in Charlotte County.
  - Englewood Sun/Donna Sanchez – incentives.
  - Joint BCC/City of Punta Gorda Meeting
- Office Activities:
  - Website updates ongoing. Data collection included monthly webtrend stats, housing, commercial property, permitting, unemployment, airport and tourism stats. Population projections and the economic indicator report were also updated.
  - Webinar on search engine optimization.
  - Set up Twitter, FaceBook, YouTube and LinkedIn sites on EDO website
  - Reviewed Reference USA and Hoover demonstrations to determine best database for office.
  - Prepared Agenda, Minutes; coordinated mtgs for Enterprise Charlotte Eco Council, Charlotte County Industrial Development Authority, Charlotte Harbor CRA Advisory Committee, Murdock Village CRA Advisory Committee and the Economic Development Working Group.
  - Continued work on the Energy Options Conference – form prep, sponsors and speakers.
  - Reviewed and updated Cty property listing profiles for on-line commercial property database.
  - Facilitated input on the TIGER 2 grant application for presentation to the Board of County Commissioners to seek approval on submitting a grant application.
  - Facilitated an updated Check List for the issuance of a Business License in Charlotte County. The updated information will be published on the Charlotte County Website and distributed to the Chamber of Commerce and the Small Business Development Center.
  - Facilitated the posting of No Trespassing Signs on IDA property.
  - Conducted interviews for Business Development Specialist position.
- Research and Policy Initiatives:
  - Creating EDO policies.
  - Working with Growth Management on Fast Track Permitting and Population Projection.
  - Mitigation of wetlands in the ECAP area.
  - Researching how to utilize PACE legislation and tracked other energy legislation.
  - Researching ARRA Funding opportunities.
  - Working with local commercial land developers regarding land trade.
  - Research on revolving loan and micro loan programs for businesses.
  - Research on Brownfields and incubators.
- Charlotte Harbor CRA:
  - Facilitated the June meeting of the Charlotte Harbor CRA Advisory Committee, which included 2011 CIP Project development, approval of four new rehabilitation grant awards, and completing the bid process for the lot mowing project.
  - Facilitated a Neighborhood Watch meeting with the Sheriff's Office to present information on the program. The residents within the "target" area were invited; 21 residents participated in the meeting.
  - Oversaw tasks of Bayshore Live Oak Park Special Events Coordinator, including reviewing and approving flyers, press releases, schedule and budget of events for the next 6 months.
  - Provided direction to Summer Intern on updating the CH Business Directory and property research.

- Facilitated further development of the Harbor Walk Design and Permitting Phase including participating in the FDOT/PW Quarterly Coordination Meeting; meeting with PW staff to coordinate the process with FDOT, distribution of the 90% plans to appropriate County Departments for review and comments and participation in a telephone conference with FDOT Bartow staff to discuss the permitting process.
- Coordinating the development of Trails and Wayfinding Project which covers Sibley Bay, Bayshore, Central Ave and Riverwalk area. Work included attending MPO Bicycle & Pedestrian Committee Mtg, coordinating the development of a Scope of Work and submitting an Enhancement Grant Application to MPO for review and consideration for future funding.
- Murdock Village CRA:
  - Facilitated 6/14 Regular Meeting of the Murdock Village CRA Advisory Committee which provided the committee an update on Charlotte County's marketing of the site.
  - Facilitated the 6/30<sup>th</sup> Special Meeting of the Murdock Village CRA Advisory Committee which included a presentation by two parties interested in the redevelopment of Murdock Village

## **Facilities, Construction and Management**

- Oyster Creek: Underpass: final Rails-to-Trails grant commencement package submitted to State
- Ainger Creek Boat Ramp Parking Expansion: DRC preliminary site plan approval comments received and plans being revised
- Bay Heights and Cattedock Boat Ramp: environmental permitting applications in progress
- ADA Improvements: Parks and Cultural Resources: preliminary report on alterations to 22 park and cultural resources sites received and improvements being classified for implementation
- Facilities: Working on completion
- San Domingo Park Phase I: project and design services scope of work negotiated and scheduled for next SGCAC presentation to be followed by BCC approval
- Public Defender's Office Expansion: final project delivery approach being negotiated following receipt of quotes
- North Charlotte Regional Park Phase III: Following BCC approval, project team drafted revised project scope and contract negotiation has begun
- Jail Expansion: Construction completed in June.
- Englewood Library Renovation: Renovation is completed and facility is fully operational.
- Englewood Library Expansion: Design Request for Proposal has been announced and awaiting proposal packages for selection committee to evaluate.
- FEMA Murdock Window Mitigation: construction documentation was submitted to the state for grant reimbursement
- Eastport WWTP Control Building: 95% complete; sludge press building delivered. East Port Sludge press began construction
- Health Dept: Construction complete – Obtained on Certificate of Occupancy. Moved them in on June 10<sup>th</sup>
- Family Service Center Fire Sprinkler System Rehabilitation: Fire sprinkler installation is approx 50% complete. Began fiber design
- Bay Shore Park Restroom: working on design
- Human Service Bldg: Proposal for re-design received
- Human Services: will be moving at So. Co. Annex across the hallway into where the Health Dept departed
- Transit Parking: Continuing Design
- Neighborhood Stabilization:
  - Renovation is underway on 6288 Thorman, approximately 15% complete
  - Request for quotes have been received on 12264 Zittle and 12140 Gulfstream.
  - Design completed and in permitting for properties on 3388 Elkcam, 341 Dover and 645 Floral.
  - Design is in progress for 6270 McHale, 12254 Zittle, Fitzhugh Lot and East Virginia Lot
  - Obtaining design proposal on 10387 Kidron.

- P/W Remodel: Phase 1 & 2 drywall started. Impact resistant windows will be installed this week
- So. Co Annex: Phase 3 remodel will be started soon for P/W to move into.
- Fire EMS Landscaping: Completed
- Fiscal Remodel / Move: Plans for B Building ready for approval
- Stillwater House: Fence installation date 7/9/10; remainder of proj. completed on June 18<sup>th</sup>
- Space Study Project: Working with Real Services, ongoing
- Lift Stations: Still looking at sites for gravel in fenced areas. Will be starting soon.
- Pool leaks at So Co Reg. Park: completed phase 1, will start phase 2 in November
- PC Beach Pool Rehab and Structural Repairs: Processing contract for award to design engineer
- Energy Efficiency Program: Adding motion detector switches to Eng. Annex
- June phone calls answered at the Switchboard –6068
- June work orders received in - 334
- June Pool Vehicle Usage: 54 reservations; 978 miles driven
- June Justice Center Security: Visitors-9852, Weapons removed -128

## **Growth Management**

- Smart Charlotte 2050:
  - The adoption hearing for the SmartCharlotte2050 plan was continued to July 20th
- Transportation:
  - Bicycle and Pedestrian master Plan
  - In this month, all the data collection and analysis work has been completed. A draft prioritization of the network will be reviewed within the department. The final draft plan will be completed by July 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:
  - The SWG met in June on the 14th.
  - The update of the ILA is now complete. The School Board approved the changes on May 14th, and the City Council gave its approval on May 18th. It was also approved on the BCC Consent Agenda on May 25th (Agreement #2010-017). Original signature pages were exchanged by all three parties, and executed copies of the ILA were sent to Donna Harris (DCA) and Tracey Suber (DOE) on June 3rd for a consistency review. Ms. Suber responded favorably on June 8th.
  - Normally, capacity-related changes to the ILA also require plan amendments to the school elements of the comprehensive plans of the local governments. During discussions with DCA's Suzanne Lex, it was agreed that the County could include these recent changes during the adoption phase of Smart Charlotte 2050 as part of the response to the ORC Report. Crucial, timely help from CCPS in the reconfiguration of utilization tables made this option a reality for the County. At this point, it appears that the City will still have to transmit a plan amendment in order for them to achieve consistency with the ILA changes.
  - The Student Impact Analysis (SIA) form is being redesigned to reflect the changes in the Student generator. This is the form used by developers when they request capacity determinations from the School District.
  - It was agreed that there would be no SWG meetings in the month of July. The SWG is scheduled to meet next on 8/2/10.
- Community Plans:
  - Grove City: The committee met on April 26, 2010. Several issues were discussed, including committee notification when businesses change hands, creating a CRA, countywide mowing concerns and lighting on San Casa.

- Little Gasparilla Island: The committee discussed establishing the new fire district, the work with DEP on the docks and the proposed bylaws change. The committee voiced their opposition to the bylaws change. The committee will not meet again until October.
- South Gulf Cove: The committee met on May 20, 2010. Maintenance of park grounds by the public works dept. was discussed. The committee is pleased overall with the maintenance. Some problems still exist at St. Paul Linear Park. The seawall issue was discussed. A meeting will be planned for June with DEP, Jeff Ruggieri and some residents from South Gulf Cove. Susan and her committee will meet with the Zoning Official about the proposed temporary event signs. The modification to the contract for the tile on the entryways was discussed. The County's Transportation planner spoke with the committee about the county's bike master plan. The new MSBU was discussed. The committee decided to continue the community plan advisory committee. Some members are interested in being on both committees.
- Evaluation, Appraisal, Report (EAR)
- Project Background:
  - The 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).
  - The 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.
- Status:
  - Because the preparation of Smart Charlotte 2050 effectively paralleled the requirements for the preparation of an EAR, 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
  - DCA has accepted this letter of understanding. Staff is completing reviews of the various elements of the comprehensive plan, as well as preparing overviews of the major issues. Adoption of the EAR is anticipated for late autumn, 2010.

- Site Plan Approval:
  - Staff received a total of three applications.
  - All three applications were approved.

## **Human Resources**

- Employee & Labor Relations:
  - Prepared EOC response
  - Application review for Director of Facilities Construction & Maintenance position & Director of Charlotte County Utilities
  - Employee issues (reduction in force conversations, etc)
  - Participated in Emergency Management training for upcoming hurricane season information as well as training on systems used at the EOC command center when activated
  - Continued to partner with Clerk of Courts to allow patrons to work off community service hours through BCC departments
  - Activities related to recall for two positions
  - Attended local CCSHRM meetings
  - 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 new hire orientations
  - Facilitated Orientations
  - Processed (2) Short Term Disability Claims
  - Processed (1) 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
  - Held promotional meetings for employees (Port Charlotte Golf Club)
- Learning & Organizational Development:
  - Completed Leadership Gold program at both Murdock and Eastport Campus
  - Requested information from FGCU on task analysis proposal for Building Construction Services
  - Completed Halogen Webinar
  - Facilitated DiSC workshop for IT staff
  - Attended Halogen e-Appraisal training
  - Attended Retention Anxiety workshop
  - Attended webinar on “Dangers of Social Media”
  - Revised the Halogen e-Appraisal Workbook
  - Attended compensation workshop for cross-training purposes
  - Researched and prepared Newsletter for Supervisor/Managers
  - Miscellaneous coaching/development conversations
  - Professional Development to include webinar, reviewing industry journals, etc.
  - Reviewed Halogen software and prepared for training to all employees
  - Prepared FRS & ICMA Flyer and sent to all employees

## **Human Services**

- Staff activities:
  - Held dedication for Family Services Center Butterfly Garden project 6/3/10. This project is a partnership between Keep Charlotte Beautiful, Boys & Girls Clubs and the Family Services

Center. The butterfly garden provides children served at the Family Services Center with an outdoor classroom that can be used for educational purposes and serves as a community revitalization project. Alex Harvey, an eight grader from Port Charlotte Middle School designed and coordinated building the garden as a part of his Eagle Scout leadership project. Many volunteers and several county departments participated.

- During the Federal Triennial Audit of County's Public Transit System May 2010, recommended by reviewers that County enhance its System Hazard and Security Plan to involve more public awareness. Signage added to the Transit fleet which will encourage the public to be alert and report anything suspicious. System safety precautions and driver training have been a part of Transit's Standard Operating Procedures (SOP's) for many years.
- Housing Division had site visit with staff from the DCA 6/10/10 to evaluate progress of Neighborhood Stabilization Prog and discuss obligation of funding within parameters established by DCA. DCA feedback determined they will recapture \$2.5M for reallocation.
- Staff met with Habitat for Humanity leadership team to discuss Habitat's newly developed Neighborhood Redevelopment Initiative and how that can fit in with County's priorities within "hospital district" plans. Several prog's discussed and staff recommends pursuing a partnership with Habitat to accomplish the redevelopment goals for the neighborhood.
- HS partnered with Health Department's Women, Infant and Children (WIC) office to develop a nutrition counseling component for the Department's food pantry. A licensed nutritionist from the WIC office reviewed the current inventory of our food pantry and made recommendations for eliminating items that had poor nutritional content and replacing them with better options. In addition, the WIC office developed a brochure which includes tips for grocery shopping on a budget, healthy recipes and a two week sample menu that uses food items they receive from our pantry. This brochure is now distributed to all families served by the food pantry.
- Lien packages for CDBG Hurricane grants from post 2004 season have been prepared. This will satisfy all mortgages and liens on these properties. Contact made with all property owners and packets. Total of 30 packets prepared in the first phase of completing this project.
- Staff attended a provider meeting with the Area Agency on Aging (AAA) in which AAA indicated that they have identified \$1,000,000 in Medicaid Waiver Earnings that must be allocated by June 30, 2011. Currently the senior division has 16 clients on the waiting list for services and awaiting eligibility determinations by the Florida Department of Children and Families. Staff is reviewing these clients in addition to their current caseload to identify any and all clients that meet the minimum levels to qualify for use of these funds.
- Staff met with G.Mgt & Cty Sheriffs Dept to discuss potential initiatives within 'hospital' district; discussion focused on potential for a Weed and Seed proj within the designated area. Weed and Seed is a US Department of Justice Initiative aimed at engaging communities in Neighborhood Redevelopment that is focused on 'weeding' out crime and 'seeding' positive activities such as housing and social services as a tool for community redevelopment.
- Staff reviewed Community Needs Assessment that is part of the Community Action Plan. A local Community Action Plan is a requirement of the Community Services Block Grant and the Plan must be updated every five years. A time line has been developed to complete the revised Plan by the end of 2010. A customer survey will be distributed from 7/1/10 to 7/16/10 as a beginning process for the Plan revision. The Plan completion time line will be presented to the Community Action Agency Advisory Board at their Board meeting on July 15, 2010 for commitment and assistance in the Plan revision process.
- Dept has summer intern working in Family Services Ctr Office. 17 year old Port Charlotte H.S. graduate is interning as part of Summer Youth Work Experience proj through SW FI Workforce Development Bd. Intern will work approx 35 hrs/week on vs. proj's: Back to School Campaign and Youth Resources database.
- Dept hired new Assistant VS Officer, Christina Pellegrino. Christina will initially be working at Veteran Services Ofc at Cultural Center.
- County's Housing Div and Attorney's Ofc reviewed documents submitted by Carlisle Development Group for construction of 82 units of affordable housing for seniors in Charlotte

Crossing apartment complex. County's portion of funding for project comes from last remaining Hurricane Housing Recovery funds awarded to County following Hurricane Charley. BCC scheduled to take action on this item at the 7.13.10 meeting.

- Dial-a-Ride Fare analysis presented by Ctr for Urban Transportation & Research out of University of S FI at 6.22.10 BCC mtg. No changes to current fare structure recommended.
- Staff completed all the final vendor monitoring reviews for the in-home elder care contracts. New funding cycle for State senior services grants begin July 1, 2010.

## **Public Safety**

### • Animal Control:

- 2 Charlotte High students rode with our department for a day to "shadow" an Officer; part of the Charlotte High/High Tech program in which students explore various career options through "hands-on" experiences and observations.
- Department attended a Charlotte County Natural Resources meeting to discuss effective ways of mitigating the effects of both domesticated animals and wildlife on habitat found in environmentally sensitive areas. Representatives from the Charlotte Co. Sheriff's Office, Florida Wildlife Commission, Animal Control, & Natural Resources were in attendance.
- Department spoke to the Charlotte County Citizens Academy here at the Emergency Operations Center about the role of Animal Control in our community.

### • Emergency Management:

- Director and Coordinator started the month by attending a hurricane seminar hosted by the Power Squadron at the Bayfront Center in Punta Gorda. More than 100 boaters were in attendance to receive guidance on preparing their watercraft for the possibility of tropical weather impacting this area during the season ahead.
- Coordinator and Emergency Planner continued to attend meetings and participate in conference calls with State and Federal agencies throughout the month. Emergency Management Planner Lynne Stickley spent two weeks with an IMT (Incident Management Team) from SW FI deployed to Tallahassee (State EOC-one week) and Oil Spill Forward Command in Mobile, Al (one week).
- Participated in Hurricane Expo at PC Town Center Mall on first Saturday of June with other agencies & numerous vendors. Event featured ABC-7 Chief Meteorologist Jim Reif and included an hour-long seminar. Several hundred people stopped by tables during 5-hour expo and talked with reps of our CERT training team, Amateur Radio and Volunteer Reception Center Team.
- Director met with groups during the month on hurricane preparedness issues related to the anticipated busy season ahead. Groups such as the Punta Gorda Chamber, Wal-Mart associates at two stores, Sunrise Kiwanis and the Knights of Columbus at St. Francis of Assisi Church in Grove City benefited from the opportunity to hear the message and ask specific questions.
- Director conducted community hurricane seminars at H2U (Cultural Center), Charlotte Towers, Maple Leaf Estates, Parkhill Manor MHP, Port Charlotte United Methodist Church, Busey Bank, and Lowes Home Improvement Center in Murdock. Sessions brought out more than 1,000 residents total, each of whom received print materials and an opportunity to ask questions.
- Director participated in monthly mtg of Tourist Development group at Event & Conference Ctr. Topic focused on Gulf of Mexico oil disaster and the expected impacts along our coastline. Attendees got a detailed synopsis of what preparatory measures have already been taken by Emergency Management in cooperation with other agencies throughout the month. Many questions were forthcoming from the representatives of lodging, dining and tourist attractions.
- Director conducted in-service workshops for a number of area home health agencies, adult living facilities and nursing homes. These included Villa San Carlos I & II, Gentiva & Medeiri Home Health, Royal Palm Retirement Center, Village Place and Grove City Manor.
- Conducted a number of meetings and planning sessions with Tidewell Hospice staff members and volunteers. This specialized segment of our health care community requires particular attention in terms of disaster planning and preparedness.
- Director did detailed briefings on hurricane season and updated our response to the oil disaster with staff from Facilities and the County Attorney's Office. We are still hoping to hear from

additional Divisions/Departments as to when we can brief their employees. The peak of hurricane season is about six weeks away from this writing.

- June edition of Emergency Management Monthly was on WCCF-AM radio. This six-month program is the last Friday of each month during the storm season. The June show focused on the expected above normal season and explained to the public what Charlotte County is doing in response to the threat from the Gulf oil leak.
- **Fire/EMS:**
  - Dept. and CC Chapter of American Red Cross joined up to install clothing boxes at the following fire stations for people in need when a disaster strikes. The clothing containers will be located at Fire Stations 2, 4, 5, 6, 8, 14, 15 & 16 for residents to drop off unwanted clothing.
  - Dept. through the County's Medical Director, Dr. O'Leary, received scholarships from Peace River Reg Medical Ctr, Dr. Mark Asperilla, and Dr. Constance for 3 County Medic Field Trainers to attend Clin Con a Florida Premier Clinical Conference on Pre-Hospital Emergency Care.
  - Dept. Public Education Division attended a Train the Trainer Child Passenger Safety Seat Course in Orlando, Florida. This course will allow Fire/EMS to train other Child Passenger Safety Seat Technicians within the Department. This training deals with the proper restraint of occupants in (cars/trucks/buses), along with Injury Prevention Training. These classes will assist County residents in the proper restraint of children in motor vehicles.
  - 3 Paramedics completed a 460 hour Firefighter I and II Course at Englewood Fire Training Academy. These personnel will be taking their State Firefighter Exam shortly and will become Firemedics within Department. Firemedic can work as a Firefighter and Paramedic on a unit.

## **Public Works**

- As part of Keep Charlotte Beautiful, a dedication ceremony on 6/3/10, at Family Services Center for a butterfly garden designed and built by Alex Harvey, Troop 37 for his Boy Scout Eagle Project. Members of the Boys and Girls Club will maintain the garden and learn how to compost and conserve water through the use of rain barrels.
- Representatives of Pest Management attended a presentation by a German manufacturer specializing in mosquito traps. Sample traps were set at a South Gulf Cove residence for testing purposes. The manufacturer is searching for a location for their U.S. manufacturing plant.
- 2 SW Mgt employees attended Hazardous Materials Operations/OSHA Level II training class.
- **Maintenance Activities:**
  - Road Repairs: 47.5 tons of asphalt was used on various streets for pothole repairs.
  - Pipes Cleaned: 167 culvert pipes were cleaned on roadways throughout the County.
- **Mowing:** 198,381 cubic yards (CY) of brush was cut along the right-of-ways.
- **Shoulder Repairs:** Repaired 1.6 miles of road shoulders.
- **Swales Grades:**
  - 5,200 square feet (SF) of swale grades on Sunnybrook Boulevard East
  - 1,280 SF of swale grades on Vantage Lane in Deep Creek
  - 15,200 SF of swale grades in the Northwest Port Charlotte area
  - 20,650 SF of swale grades on Poindexter Avenue in Tropical Gulf Acres
  - 7,400 SF of swales graded on Wilson Drive
  - 2,000 SF of swales graded on North Beach Road
  - 7,430 SF of swales graded on Church Street/Harper Avenue
  - 2,800 SF of swales graded on Poindexter Avenue
  - 12,500 SF on Gasparilla Road
  - 2,700 SF on Hickory Drive
  - Oceanspray Boulevard – 8,200 square feet (SF)
  - Edgemere Street –5,050 SF
  - Bolander Street - 10,200 SF
  - Salvador Drive –170 SY
- **Road Crossing Pipe:**
  - 80 linear feet (LF) of road crossing pipe in SGC Phase 1 ahead of the paving program

- 116 LF of road crossing pipe in the Harbor Heights area
- 80 LF of road crossing pipe on Sawyer Circle
- 144 LF Harbour Heights
- Pipes Replaced: McCandles Avenue – 48 LF Outfalls
- Pipe Installation:
  - 88 LF of pipe in South Gulf Cove
  - 80 LF on McCandles Avenue
  - 90 LF in Harbour Heights
  - 80 LF of outfall pipe on O'Hara Boulevard
  - 8 LF on Oakland Hills Place
- Pipe Repairs:
  - 1 pipe on Harper Avenue
  - 1 pipe on Edgemere Street
  - 2 pipes on Rommel Street
  - 1 pipe on Colleen Street
- Ditches Cleaned:
  - 123,250 SF of various primary ditches in the South County Stormwater Unit.
  - 150,000 SF of primary ditches in West County Stormwater District
- Trash Removal: 1 load of trash and debris was removed from the rights-of-way
- 165 signs were manufactured, 71 marine markers repaired, 593 signs repaired, and 2,475 raised pavement markers (RPM) installed, 33.60 miles of roadway striping, 355 legends installed, 984 signs inspected, and 500 feet of pavement edge clipped.
- Repaired bay side signal damaged by boater who struck the seawall, at South Gulf Cove Boat Lock.
- Completed annual preventive maint on traffic signals at the Cochran/Peachland Blvd intersection.
- Repaired 8 non-functioning roadway lights in Mid-County, discovered during routine maintenance.
- Implemented new signal timings provided by FDOT at US 41 & Tuckers Grade Road.
- Received 85 underground utility location requests generated 43 actual locates being performed.
- Installed cable and mounting brackets for video detection devices at the intersections of Veterans Boulevard/Murdock Circle and Edgewater/Bayshore Roads. The equipment being installed at Veterans Boulevard/Murdock Circle intersection was removed from the recently rebuilt intersection of Veterans Boulevard/Kings Highway.
- Installed one fiber optic cable and one twisted pair of copper cable onto several power poles at the Landfill for the IT Department. These cables are being placed in conjunction with the methane recovery project.
- Performed inspection on traffic signal facility relocations in preparation for final inspection for the Charlotte Commons Project. Installed, wired and energized two light poles on Veterans Boulevard as part of the agreement for the Charlotte Commons Project.
- Repaired a pedestrian signal pole at the southeast corner of US 41 and Taylor Road damaged by an unknown party.
- Began changing pedestrian signal indicators in City of Punta Gorda from "hand/man" to "countdown" indicators. Materials were supplied by the FDOT as part of a safety enhancement program.
- Completed annual preventive maint on traffic signal intersection of Forrest Nelson/Quesada Blvd's.
- Responded to 27 trouble calls for repairs, troubleshooting, or replacement for traffic signals, school flashers, or roadway lights.
- Began installation of street lighting conduit for the Aqui Esta Road Widening project.
- Inspections continued on decorative roadway lighting system under construction Coral Creek Project.
- Florida Power and Light has upgraded their facilities along Edgewater Drive, between Harbor Boulevard and US 41. Between Harbor Boulevard and Cousley Drive, on Edgewater Drive, we relocated one electrical service conduit supplying power to the roadway lighting system. Installed a new electrical service pole and disconnect, then relocated the facilities for the intersection approach warning beacons at the west side of the Elcam Waterway Bridge onto the new pole.
- Worked with IT to replace the hard drive server #2 in the Traffic Management Center.

- 6/7/10, new Coral Creek Replacement Bridge opened for traffic. Utilities being installed at approach roadways and demolition of existing structure begun. All work scheduled for completion by October 2010. Suitable material from the existing bridge will be disposed at an artificial reef.
- Dredging of NW Port Charlotte complete. All areas used for off-loading graded and seeded.
- The finishing details on the outfall box culvert at the Nordell Pond.
- Year 1 Sales Tax Sidewalk Project - Responding to citizen inquiries regarding letters that Real Estate Services prepared/submitted for temporary rights of entry and drainage easements. All of the correspondence to date has been positive in favor of sidewalks.
- Year 2 Sales Tax Sidewalk Project - Final changes were made to the scope of services including the addition of a contract engineering inspection option, and the reduction of time lines for several items, such as reducing 120 days allowed for preliminary processes to 60 days.
- The Piper Road Widening Project continues with the installation of a 162 linear feet, double barrel (7' x 4' x 2') box culvert close to Viking Road. An additional 6,000 cubic yards of embankment for the road bed near the race track has been completed and over 2,200 linear feet of 18-inch forced main, including the necessary valves and ancillaries, were installed. The contractor is installing the storm drain facet of the project as well as an 18-inch forced sewer main including the necessary valves and ancillaries. Extensive well point dewatering systems are being installed in preparation for additional box culverts and large endwalls. Over 2,000 LF 12-inch water mains have been laid.
- The Aqui Esta Drive Project road construction continues between Guadalupe Drive and Purple Martin Drive. Street lighting conduit is being installed on the south side between Magdalena Drive to Colony Court. The contractor has paved the second to last section of rebuilt Aqui Esta. He is currently working on the next to last section with paving within the next 2 weeks. As soon as that section is paved, he will start the rebuilding of the last 1000' section, which will mean the entire roadway will be paved and the only section left to rebuild is the US 41 intersection. Staff is working with the contractor to come up with a workable Maintenance of Traffic plan for this work.
- As part of the Midway Boulevard Widening Project, excavation started on the north side of the Elkcam Waterway with the removal of the old water control structure. Steel was placed for the north footer of the Niagara Waterway control structure, the footer was poured, and finish was applied to the south walls of the structure. This work is to replace and up-size old water control structures before construction begins to widen Midway Boulevard. Traffic is being shifted between lanes as the work demands. The replacement box culvert was installed at Elkcam Waterway and construction of the curb systems was started at the Niagara Waterway structure.
- Draft permit and plans received for Chamberlain Bridge at Markham Waterway Rehabilitation project.
- Paving started in Greater Port Charlotte Areas 3, 4, and 5. These areas are south of Hillsborough Boulevard and east of Toledo Blade Boulevard. A total of 5,445.05 tons of S-III asphalt was placed and restoration work continues in Area 4.
- Trees and curbing were installed for the South Gulf Cove Entry Feature.
- Landscaping completed for the Burnt Store Lakes Entry Feature and the light poles were installed.

## **Tourism**

- Director:
  - Attended weekly directors' meetings with County Administrator
  - Reviewed and approved all purchase requisitions, invoices and check and travel requests
  - Interacted with advertising agency frequently addressing multiple issues: project approvals, changes to media flight plan, campaign, ads, collateral and program development
  - Met with staff and our advertising agency representative to begin development of a strategic plan to mitigate negative perceptions due to the Deep Horizon oil spill
  - Participated in weekly webinar conference calls with VISIT FLORIDA and FACVB colleagues on Oil Spill issues and negative perception mitigation efforts
  - Attended FACVB Annual Mktg Summit in Orlando to focus the oil spill and other issues facing the Florida travel and tourism industry; participated in education seminars and networking sessions

- Edited and approved all media releases, ePromotions and advertising
- Wrote monthly Charlotte Sun column
- Met with bureau marketing manager for update on all pending marketing & ECONomical Summer Escapes promotion issues
- Met Administrator for monthly one-on-one director's session concerning tourism issues
- Met with representative from FGCU to discuss the potential for bureau and University collaboration on Event Center meetings and conferences
- Attended dinner hosted by the Military Heritage Museum honoring Gene Geronimo who was inducted into the Military Heroes Hall of Fame
- Conference call with advertising agency representatives on budget reduction issues
- Monthly mktg mtg for industry partners which featured a presentation by Wayne Sallade on oil spill issues and a presentation by SMITH, our advertising agency on Search Engine Mktg
- Participated in interview with Harbor Style Magazine for a feature story on VCB operations
- Closely monitored Deep Water Horizon Oil Spill disaster daily; evaluating the potential risk to tourism business in Charlotte County in order to develop strategy and future response plans
- Participated in mtgs and conference calls with local & state agencies, and our agency, in order to stay informed of latest developments on situation as well as develop VCB response.
- Participated in Web EOC Training at the EOC building with Jerry Mallet
- Met with Gordon Reigleman who is the new publisher of the "Green Map" of Charlotte County featuring industry partner advertising; also discussed Reigleman's taking over the management of the Welcome Center off I-95 on Jones Loop Road
- Attended FMLA training with HR representatives
- Met with the County Administrator on oil spill mitigation funding issues
- Conducted three media interviews on the impact to Charlotte County of the oil spill
- Wrote letter to Secretary of State supporting grant funding for Charlotte County Historical Ctr
- Public Relations:
  - Gathered, wrote and submitted content: weekly for the County Administrator and monthly for the Southwest Florida Parrot and Florida Outdoor Writers Association.
  - Wrote and Distributed Two Media Releases:
    - "Charlotte Harbor & the Gulf Islands Celebrates Independence Day with Family-Friendly Activities"
    - "Direct Air Offers 50% Off Airfare When Travel Completed Through April 30, 2011"
  - Researched and fulfilled 11 editorial leads for regional and national print and online publications including requests for images.
    - Media Planning and Visiting Journalists: Itinerary planning for the following media who requested visits:
      - Kevin Mims 7/3–5/10. VISIT FLORIDA Outdoors Insider and FloridaLive.com videographer. Covering Freedom Swim on 7/4 & other outdoor activities in the area.
      - Chelle Koster-Walton 7/9–11/10. On assignment for Times of the Islands regarding island getaways; staying at Palm Island Resort.
- Deepwater Horizon Oil Spill:
  - Monitored Deepwater Horizon oil spill media coverage;
  - Communicated to local tourism industry through 6 updates, focus of providing updates of spill, message to County visitors, encouragement of keeping track of loss business and cancelations;
  - Responded and fulfilled VISIT FLORIDA's request for a 20-second radio;
  - Updated Twitter feed with appropriate oil-free messages;
  - A 10-second television spot which was tagged to a 20-second VISIT FLORIDA television spot ran in 31 markets on national cable TV the weeks of June 14 and June 21. Production of the spot and placement was paid by VISIT FLORIDA using a portion of the \$25 million given to Florida by British Petroleum.
    - 6/7 Conference call with SMITH Advertising & PR to discuss strategies to mitigate negative perception caused by Deepwater Horizon Oil spill

- 6/14 Conference call with SMITH Advertising & PR to discuss strategies to mitigate negative perception caused by Deepwater Horizon Oil spill
- 6/15 Conference call with Destination Marketing Association International (DMAI) regarding impact and recovery due to Deepwater Horizon Oil spill;
- 6/15 Interview with WINK News, re: 10-second television spot airing with VISIT FLORIDA to mitigate negative perception caused by Deepwater Horizon oil spill;
- 6/21 Webinar regarding Gulf Oil Spill Disaster Recovery;
- 6/24 Webinar regarding Florida's tourism marketing efforts to mitigate negative impact caused by Deepwater Horizon Oil spill, hosted by VISIT FLORIDA.
- Additional Activity:
  - 6/2–4: Attended FI Assoc of Convention & Visitor Bureau Marketing Summit in Orlando;
  - 6/5: Attended the Annual Society of Ethical Ecotourism of Florida Membership Meeting where I presented the marketing plan I developed for the organization;
  - 6/8: Public relations conference call with SMITH Advertising & PR;
  - 6/8: Interview with Harbor Style Magazine;
  - 6/9: Participated in Florida Wildlife Conservation Commission (FWC) Coastal Wildlife Conservation Initiative;
  - 6/17: Meeting with Dick Dunham with Palm Island Resort;
  - 6/23: Attended Web EOC Training;
  - 6/24: Attended the monthly Charlotte Harbor VCB Marketing Meeting;
  - 6/24: Attended the Charlotte County Sustainability Committee Meeting.
- May Activity from SMITH PR:
  - Pitched and responded to editorial requests to three media outlets on the topics of family travel, June events and waterfront meetings.
  - Placements of 13 articles in publications representing electronic and print outlets including *Association News*, *ESPN Online* and *Philadelphia Inquirer*.
  - Janet Keeler's *St. Petersburg Times* article on a Spring Training getaway in Charlotte Harbor, appeared online on Friday, Feb. 26 and has been picked up by a total of 11 newspapers since its original publication date with The Philadelphia Inquirer (circ. 556,426) running it in the May 23 issue, without the reference to spring training.
  - Barbara Doyle of *Families-on-the-Go* published a full-page story on Southwest Florida in the May-June issue. SMITH had worked with Barbara since January (Tampa-St. Pete desk side briefings) to arrange a meeting or a visit, and furnished a list of ideas on attractions. It appears that the timing of her visit was inspired by a full-page ad from the Southwest Florida Attractions Association, as the other places covered, including Babcock Wilderness Adventures and Fishermen's Village, are members of that association. SMITH was able to generate additional editorial coverage of Charlotte Harbor & the Gulf Islands in the article by accommodating the Doyle family at Palm Island Resort and arranging a tour with Capt. Kate of Nature Education and Science Explorations. She covered these two partners in a separate sidebar. <http://magazinevolume.com/7034LMhil/#/28/>
  - SMITH PR visited Charlotte Harbor & the Gulf Islands May 16-19 and met with staff and management of a range of hotels, restaurants and attractions to research the facilities and to develop story ideas and pitch angles to aid in media outreach efforts.
  - SMITH developed a press release on the ECONomical Summer Specials, submitted it to the Bureau for review and finalized. The release was posted on PitchEngine with photography and distributed to Southeast newspapers and magazines the week of 6/1.
- Communications & Marketing:
  - During June, advertising targeting the leisure travel industry appeared in a VISIT FLORIDA leisure travel newspaper insert, the *Sunseeker* (Allegiant Airlines In-flight magazine), *Florida Travel & Lifestyles*, *Gulfshore Business* and *AAA Going Places* magazines.
  - During June, internet advertising targeting the leisure travel industry appeared on [www.TravellInformation.com](http://www.TravellInformation.com), [www.TravelGuidesFree.com](http://www.TravelGuidesFree.com) and SEM placements on [www.Google.com](http://www.Google.com) and [www.Yahoo.com](http://www.Yahoo.com).

- Managed the development of banner ads at no cost to combat the negative stigma of the oil spill appeared on NBC-2.com and ABC-7.com courtesy of Waterman Broadcasting; as well as on VacationPlanning.net, ConnectYourMeetings.com, RejuvenateMeetings.com and GroupAwayTravel.com courtesy of Collinson Media.
- Provided oversight in development of 20 radio spot to be included in free VISIT FLORIDA :60 second radio spot (:20 is dedicated to our destination emphasizing our beaches are beautiful and open). The radio spots are airing in select in-state and out-of-state markets.
- Provided oversight in development of 10 video spot to be included in free VISIT FLORIDA :30 second television spot (:10 is dedicated to our destination emphasizing our beaches are beautiful and open). The television spot began running in select in-state and out-of-state markets for a minimum of six weeks. In addition, the complete video was uploaded to Bureau's YouTube channel and Facebook page.
- Managed and sent materials to Myrtle Beach Chamber of Commerce to be distributed to their membership and promoted a free program offered to affected Gulf Coast destinations
- Drafted, updated and distributed 'VCB Response to Oil Spill' document
- Closely monitored the Deep Water Horizon Oil Spill disaster daily; evaluating potential risk to tourism business in Charlotte County in order to develop strategy and future response plans
- Interacted with advertising agency daily addressing multiple issues including project approvals, media flight plan, & campaign, ads, collateral and program development
- Continued to administer the 2010 summer campaign: ECONOMICAL Summer Escapes – worked with Agency in ongoing development of promotional materials and key messaging; approved radio and website copy for promotion in various markets; created corresponding web pages and Welcome bags for winners
- Provided direction and final approval for CRM program components for June – *Beaches* ePromotion and an *Independence Day* ePromotion
- Rotated and updated feature spots on [www.CharlotteHarborTravel.com](http://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
- Participated in a number of meetings and conference calls with local and state agencies, and our agency, in order to stay informed of the latest developments on the situation as well as develop VCB response
- Sales & Sports Marketing:
  - Attended the Florida Association of Convention and Visitor Bureaus Annual Marketing Summit to participate in networking opportunities as well as a variety of educational sessions ranging from tourism marketing to convention sales
  - Provided hotel and meeting space information to a representative of the Philanthropic Educational Organization who is actively pursuing the possibility of bringing their conference to the area in 2013
  - Conducted a site visit of the Charlotte Harbor Event & Conference Center, the Wyvern Hotel, and the Four Points by Sheraton for the technical director and event director of the Barbershop Harmony Society Annual Convention
  - Participated in an interview for Harbor Style Magazine to discuss the Bureau's sales strategy as it pertains to the sports and meetings markets
  - Followed up with all military reunion planners the Bureau connected with at the Reunion Friendly Network ConfAM to elaborate on our area's lodging and attractions offerings
  - Negotiated proposed room blocks, rates, and comp room with the Wyvern and Four Points by Sheraton for the Barbershop Harmony Society Annual Convention
  - Completed the post event grant report for the Snowbird Baseball Classic and submitted it to the Florida Sports Foundation for reimbursement of funds utilized to assist the organizers with expenses associated with the operations of the tournament
  - Met with a new Conference Direct representative in the area and discussed a sales strategy partnership to recruit a variety of meetings and conferences to the county

- Met with sales staff of the Charlotte Harbor Event & Conference Center to discuss the sales status of various potential meetings and sporting events
- Attended annual FI Sports Foundation meeting in Orlando where discussion focused on changes to the grant program for 2010/2011, the U.S. Sports Congress opportunity which will be held in Ft. Myers this year, and how the individual sports commissions can assist with the professional license plate tag sales which generate all the funds for the grant program
- Conducted site visit of Event Ctr and 4 Points by Sheraton for representatives of the area's Jewish Federation which is proposing to host a regional conference in Punta Gorda in 2011
- Participated in a special Charlotte Harbor Regatta board meeting to discuss the feasibility and availability of hosting the World Disabled Sailing Championships in January 2012
- Met with a representative of Horizon Gymnastics to discuss the feasibility of hosting the USA Gymnastics Region 8 annual conference
- Participated on the Professional Services Committee to evaluate the proposals submitted by area restaurants to serve as the concessionaire at Englewood Beach
- Solicited and compiled a list of group rates from Charlotte County hotels for the 2010 ATA Regional Tournament of Gulfcoast Champions taekwondo event, the 2010 Episcopal Diocese of Southwest Florida Annual Convention, and the 2011 Princess Classic gymnastics event

## Utilities

- Engineering Services:
  - Major Work Orders:
  - 56 developer project inspections; 415 CIP inspections; 5 LPS installation; 6 LPS start-up inspections; 4 LPS mandatory re-inspections; Personal Training 2; 5 developer agreements prepared; 238 active developer projects; 0 closed projects; 6 active line extension projects; 3 new set of plans received; 2 revised set of plans submitted for approval; 57 residential service availability letters prepared; 2 commercial service availability letters prepared; 47 water and sewer services field verified; 712 locates processed from Sunshine State One; 33 residential service applications processed; 3 CIP permit received; 3 CIP permits approved by CCU for FDEP submittal; 1 record/as built drawing reviewed; 18 large area intersections locates.
- Operations Division:
  - Treatment Facilities:
    - Reuse Ordinance/Misc Projects: Treatment of grease at East Port WRF: A meeting has been scheduled with ABF (Affordable Bio Feedstock) on 7/26 to discuss alternative methods for treating grease.
    - Personnel: All positions are filled with the exception of one Operator's position. The position is posted and we are currently receiving applications for review.
  - Water Distribution:
    - Distribution System: Completed 4 new water service line installations; responded to 89 line breaks; exercised 122 system water valves; maintained and flow tested 167 hydrants for system maint; changed out 1 galvanized service line as system maint; responded to 14 water quality calls; serviced all vehicles at Fleet that required maint; installed 3 new system isolation valves; replaced 1 hydrant; replaced 9 water sample points; installed 1 automatic flushing device; worked with the contractor to isolate and install valves during the Midway widening project; contracted Forsburg to repair a break at the corner of SR 776 and US 41 that was too deep for our equipment.
- Training: 4 tailgate safety meetings were held with the entire work group; 5 employees attended Open for Business training.
  - Personnel: We continue to have two frozen Line Tech positions. The dept remains downsized to 3 active repair crews.
  - Booster Stations: #2 Golf Course remains out of service. Contractor continues with the upgrade. The station has been running intermittently for a few hours each day between 6/15 and 6/18 but the PLC and Scada systems have a few technical issues. #3 Gulf Cove performed prev maint.

Contractor had to make repairs on the new chemical system. ADF was 2.543 MGD. #4 Walenda performed monthly prev maint. Contractor began asphalt repair. ADF was 3.488 MGD. #6 Rotonda performed prev maint. #2 ARV was replaced. ADF was 2.366 MGD. #7 Ingraham Injection Station - PLC touch screen was replaced. ADF was 253,616 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: 13 boil water notifications were processed.
- Wastewater Collection:
  - Gravity Force Mains: Exercised 86 sewer valves; poured/installed 10 concrete valve pads; inspected 32 manholes and an additional 39 manholes receiving flow from FMs were inspected to determine if inclusion in the lining contract is necessary; repaired 2 laterals due to root intrusion; repaired 1 FM break on the 16" FM out of LS #99; TVd and cleaned 10,372' of gravity mains; 1 blow off was installed on an 8" FM on US 41 to help flow; 5 manhole rings and covers were replaced; 4 gravity sewer backups were investigated and determined to be the customer's responsibility; 1 FM tap was performed for Contractor to install a peroxide drip odor control to alleviate odor complaints in the Rotonda area; 1.5 days were spent with Engineering excavating to locate and flow a FM on CR 775 in Placida; doorknockers were designed, printed and received in preparation of our smoke testing program; 1 billable repair work order was closed and invoiced for billing; annual lining contract bid tabs were evaluated and awarded; all equipment requiring maint has been completed or is scheduled at Fleet.
  - Lift Stations: Performed 306 LS prev maint work orders; performed 95 corrective maint work orders which included check valve cleaning, pump deragging and wet well cleaning; completed 8 permit required confined space entries; 3 pumps were repaired in-house; performed 1 MOT; started in-house rehab of LS #84; replaced 6" ductile iron discharge lines with HDPE piping at LS #55; flushed 8" force main from LS #92; set bollards around LS #132; made site visits to 12 LS to record depths, width and number of inverts for Engineering Dept; attended start-up for new LS #811; ordered fuel for stationary generators at LSs; attended pre-quote for wet well lining of LS #200; attended pre-bid for rehab of LS #321 and #806; attended pre-bid for Domestic Wastewater Hauling; started on Basis of Design for in-house rehab at LS #79.
  - Low Pressure Sewer: Performed 212 service calls in the field; completed 18 mandatory connections; installed 4 new service taps; upgraded 9 systems to current standards; flushed 3 LPS areas to reduce pressure and calls. All vehicle PMs for June have been completed. 2 contracts up for renewal have been modified and reviewed and are on the street.
  - Personnel: 7 employees attended First Aid training; 6 employees attended CPR training; 2 employees completed Sacramento courses – 1 for Water Distribution and 1 for Wastewater Collection; 1 employee acquired CDL permit and is practicing; 4 employees attended "Open for Business" training.
- Business Services:
  - IVR: The project was implemented 9/1/09. 2,222 payments were processed through this venue. An increase of 80% over the May volume. The system now represents 4% of the monthly payments. It also assisted in reducing payments made through CS Reps by 31% of all payment calls. The additional positive feature of IVR is that it allows us to amplify the "open for business" mentality as it allows our customers to pay their bill over the phone 24/7. We are seeing payment activity on the weekends.
  - Mass Notification: Mass notification of customers who are in imminent danger of having their services disrupted for non-payment began on 10/13. 960 calls have been made to customers facing imminent shut-off for non-payment. Mass notification was also used to notify 255 customers of a boiled water requirement in the Coral Creek area. We also used this media for rescinding the boil water notice.
  - Electronic Bill: The vendor provided a proposal for the electronic bill with an estimated the cost of well over \$120,000. IT and CCU are currently strategizing alternatives.
  - BCS Liaison: 1 commercial general permit application was rejected for failure to submit plans to Engineering and 1 permit for a SFR was rejected for failure to pay abandonment fees. There

were 10 service inspections performed. 9 passed the inspection; 1 failed. There were 8 new sewers installed. The part-time employee performing this function retired effective 7/6. Responsibilities for this function have been transferred to CCU Engineering Division.

- EZ Pay: 15,644 bills were processed. Transaction break down is as follows: 4,339 one-time pays; 7,789 recurring payments and 3,450 payments through CS Reps. There were 143 returned items; 46 for insufficient funds and 97 for invalid bank number. We now offer three methods of electronic payment: EZ Pay, IVR and Check Free. 42% of our customers use electronic payments.
- AMR Replacement: 75 Orion AMR transponders were installed. Of the 25,962 customers with AMR transponders 4,410 have ITRONs and 21,552 have Orion. The 25,962 represents 46.42% of our customer base with AMR meters.
- Customer Service: Business Service received 11,139 phone calls. Grade of service was 84.5%. Total number of walk-ins to lobby: 1,156. There were 2 new service requests representing \$103,941.86 in connection fees.
- Meter Services: Installed 8 new meters (existing lines); 39,548 meters were manually read; 92 were skipped (less than .1% of all reads) and 33 were misread (less than .1%); 2990 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.
- Billing & Collections:
  - Delinquencies: 699 accounts were shut-off for non-payment. Reconnection revenue (meter was turned off) collected was \$26,515 penalty revenue was \$72,431 and premise visit revenue (payment was made before shut-off occurred) was \$1,665. Total delinquency revenue for the month: \$100,611 FY-TD total: \$883,741.
  - Returned Checks: Total of 163 returned items for a total revenue of \$3,865 FY-TD total: \$35,502.
  - Tampering: 71 meter tampering occurrences for total revenue of \$11,000 FY-TD total: \$65,841.
  - Overtime: \$510 was collected for overtime; \$150 was expended. Net income was \$360. Total revenue collected FY-TD is \$8,385.
  - Liens: There were 96 liens filed addressing balances at the time of filing of \$20,072. There were 100 liens released for a total of \$75,588. There were 371 requests for lien payoffs.
  - Bad Debt: There were 110 accounts. 120 customer accounts sent to bad debt this month for a total of \$4,316 or an average balance of \$36. There were 7 additional tenant accounts for a total of \$2,512 sent to bad debt. Average balance of each account \$359.
- Community Outreach: No activity
- Real Estate: No activity.
  - Water Conservation Enforcement: There were 11 unauthorized use warnings and no fee unauthorized use offenses. FY-TD total revenue for unauthorized use is \$2,250. The emergency tiered rates were lifted and regular tier rates are effective 7/1. SWFWMD also reduced its water restrictions to year round. Since our ordinance stipulates that we model SWFWMD, we will be implementing year round watering restrictions effective 7/1.
  - Sharepoint/Doc Management: We currently have 47,696 documents ready to be transferred to Sharepoint. This represents a 7% increase in documents from May. 6/2 we met with IT and have begun establishing all of the Business Services documents in Sharepoint which is 75% complete.
- Utility Regulation: No activity.
  - ID Theft/Red Flag Policy: No activity.
  - Accounts Payable: June recorded a light increase in receivables over 90 days from 36.63 to 38.54% while current revenues are also decreasing from 55.36 to 53.32%. Of the 2,045 accounts that met lien criteria, 87% were already liened.
- Public Outreach:
  - Water Conservation: SWFWMD extended modified Ph II severe water shortage restrictions through 6/30/10. Board voted to remove emergency water rates on 6/22/10.
  - CCU will continue Showerhead Exchange Prog. Customers can still bring in old showerheads and CCU will replace it with an efficient showerhead model. CCU participated at the Water Conservation Summit on 6/24/10 with water conservation display and educational handouts.

- Misc. Safety & Security: CCU Workplace Safety Committee met on 6/17/10 to review accidents and inspected Environmental Campus. Participated as member of County Safety Committee. CCU Incident Command pre-identified team met to discuss responsibilities and our strengths and opportunities.
- Human Resources: Total positions: 202 (plus 6 in Finance); Vacancies: 2; Frozen: 1 Inspector, 2 Line Techs; Recruiting: 1 Director, 1 Plant Operator; SBP processed: Frozen; Pending Approval to Post: 1 Customer Acct Specialist.
- Administration:
  - Sun River Utilities: No change.
  - Ph 1A – Punta Gorda Interconnect: Staff met with Authority, City of Punta Gorda Utilities staff and engineering consultant to determine the hydraulic and operational impacts of approving Change Order #1 to construction contract awarded to Garney Construction. Memo of findings released on 7/2 to Administration for BCC agenda on 7/13.
  - PRMRWSA: No changes in water conditions, supply or demand reported.
- Engineering:
  - Area 1 Wastewater Service Program: The BCC has placed this project on hold pending receipt of additional information on environmental issues caused by on-site wastewater disposal systems and potential cost reduction measures/programs available to reduce the cost to the property owners.
  - Transmission Main (Stage 1): Majority of transmission main alignment has been established from Riverwood to the West Port WRF and 30% design plans have been prepared. The 2 crossings at SR 776 have been designed in plan view. Profiles will be prepared for all directional drills once the necessary field work is completed. Communicated with Treatment Plant Superintendent and decided that reclaimed water discharge would be to reclaimed pond #2. Alignment on West Port site was established. The delivery system and controls must be decided upon.
  - Production and Monitoring Wells: Water samples from wells #15 and #16 are being analyzed and when the test reports are available the request for clearing wells #15 and #16 will be submitted to FDEP. The Engineer of Record hopes to have the wells cleared and authorized to be put into service sometime in August.
  - Plant Expansion: Once FDEP authorization is received to place wells #15 and #16 into operation the contractor will be able to complete his work relative to the production wells.
  - WWRF Expansion: A plan for rerating the plant is being reviewed to determine how to proceed.
  - Central & West Cty Water Model Update: JE ran simulations on the PR-PG Interconnect under two scenarios: 1) with the Kings Hwy 24" transmission main out of service, and 2) with a 2500 gpm fire flow under Maximum Day Demand conditions. The results of the simulations are currently under review.
  - Upgrade Tanks & Boosters:
    - Walenda: The final restoration items have been scheduled for early July. The manufacturer of the chemical skids is scheduled to review the equipment problems within the next two weeks.
    - Golf Course: The manufacturer will review the chemical skids problem in the field. The SCADA problems are being addressed and final restoration items are scheduled for early July.
    - Gulf Cove: The final restoration items are scheduled for early July. The manufacturer of the chemical skids will review problems in the field.
    - BSV Lift Stations: The plans and specs are 98% complete and are being revised to accommodate some last minute revisions. A General Permit from FDEP was received to connect to the 12" water main on Burnt Store Road in 2 locations in order to increase pressure and to provide greater system reliability. Work on the Bid Tab was completed and an Engineer's Estimate of Probable Cost for the project was prepared. Documents to amend the FDEP permit for the proposed wastewater collection system were prepared. Real Estate Services extended an offer to the owners of the lot that contains LS #412 without success. Options including condemning the lot are being considered.
    - East Port Headworks: The electrician completed the installation of the new conduit and wiring that runs between the electrical building and the headworks structure. The electrician also installed all

of the local control panels. The general contractor installed six of the eight new slide gates that are required and also installed and piped the new grit classifier. On 6/22/10, the general contractor installed the temporary bypass system so that the influent box can be cleaned and coated. The coating contractor sandblasted and coated the west channel and grit chamber with Sauereisen 210T.

- East Port Ops Bldg: Construction of the new Ops building, though delayed is nearing completion. We are currently waiting specs for a concrete pad to mount the auxiliary generator from Tom Huff Architecture. Once this has been received, we can proceed with completion. The punch list items are nearly complete.
- 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 work collecting data points for the water system assets in the Rotonda Sands and Meadows subdivisions. The task of loading these assets into the GDB was started. The mark out of existing water and wastewater assets in Rotonda Heights was started. IT completed loading ArcReader software on 16 work stations and the GDB was placed on the P drive for access by the 16 staff members on June 30<sup>th</sup>.
- Rotonda Villas & Springs Water & Wastewater System: General Contracting continues to install the LPS and water mains in Rotonda Villas. FPL completed installation of power poles, power lines and transformers for LS #860 and #861. Work continued on the 2 LSs. Passing Bacteriological Tests for the Section 1 water mains were submitted. The contractor's surveyor submitted as-built plans for the water and wastewater lines constructed in Section 1. The plans were rejected for not conforming to the 'As-Built' section in the Bid Documents. Once the proper As-Built plans for the water mains installed in Section 1 are submitted, a request to place the water system into operation will be sent to the FDEP.
- Lift Station Rehabs: 321 & 806 - Purchasing issued the advertisement for bids and issued seven addendums. Due to a technicality the bid receipt date was delayed until 7/21/10 and another pre-bid meeting was held on 6/28. On 6/9 the Zoning Board of Appeals heard the Special Exception application for LS 321. The application was approved conditioned upon providing an acceptable landscaping plan to Zoning and Growth Management. Due to the lot being within a Scrub Jay Preserve a landscaping scheme was worked out between Growth Management and Natural Resources. Once LS 321 is completed a separate contractor will install the necessary landscaping.
- 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 Contractor has completed the installation and approval of all the proposed utilities and is currently addressing the punch list items.
  - Rotonda Weirs: Construction proceeding and on schedule.
  - Lionheart WW @ Quesada, Sunset WW @ Kenilworth, Dorchester WW @ Peachland, Morningstar WW @ Peachland: The final plans for the Lionheart WW @ Quesada and Sunset WW @ Kenilworth control structures have been completed and were combined with the Fordham WW @ Midway Blvd to be bid as one project. The contract documents and plans have been completed and were sent to Purchasing for bid. The Dorchester and Morningstar WW @ Peachland Blvd will go out for construction at a later date.
  - 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 for Alton Rd and Boundary Blvd and 30% plans for Collingswood Blvd. CCU facilities are affected in 3 of the 6 areas; Year 2 – Giffels Webster has been awarded the contract for design and the scope of service is being reviewed for approval.

- 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 continues to address the punch list items. Utility work for the Ph I roadway contract (from Elkcam to Birchcrest Blvd) is continuing with the installation of the new 16" water line. The Fordham WW plans are being combined with the Lionheart WW @ Quesada and Sunset WW @ Kenilworth Control Structures.
- Rotonda Reclaimed ASR Well: On 6/1 Malcolm Pirnie responded to the 5/17 letter sent by CCU. A third scope meeting was held on 6/24 where it was decided that a test well would be drilled and made a part of the Johnson Engineering Scope of Work. On 6/29 the FDEP was informed of the decision and issued an email stating that as long as the test well is abandoned and plugged after the required testing is completed no permit from their agency was required.
- Deep Creek Force Mains: 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.
- Wastewater Collection System/2010 Relining Contract: Bid was awarded June 22.
- 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. Report will be released for public comment in near future to allow for incorporation into comprehensive plans.
- **FDOT Projects:** US 41 @ Midway Blvd: Extension of the south bound left turn lane is complete; US 41 @ Murdock Cir: Extension of the south bound left turn lane and relocation of the traffic signal at the SW corner is complete; 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 has been completed; 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 mediums 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.
- Gateway Harborwalk: 90% plans have been submitted for final review. A public restroom is being proposed for construction. Sewer is being connected to CCU and water is connected to Charlotte Harbor Water Association.