

Charlotte County
Board of County Commissioners
Staff Report
July 2010

Budget & Administrative Services

Budget Department

- Distributed monthly Fiscal Reports to departments.
- Impact Fee Report updated and distributed.
- Continuing to process and track BP claims for Charlotte County.
- MSBU Public Hearing notices were sent to 38,109 addresses. There were 192 phone calls concerning these MSBU Public Hearing notices during the month of July.
- Held two MSBU public hearings: Murdock and Lemon Bay High School.
- Tentative Budget Workshop held on July 8, 2010.
- CIP Board Workshop presentation held on July 23.
- Received certified valuations from Property Appraiser (DR420 TRIM forms.) Millages were calculated, forms completed and signed. Distributed to Property Appraiser and Tax Collector. This information will be incorporated into the TRIM forms sent to all property owners.
- Private Utility – Reviewing requests for 2010 price index and pass through rates for Bocilla Utilities, Inc and Utilities, Inc of Sandalhaven.
- Gathered and compiled public records request on General Development Corporation in conjunction with the Attorney's Office.
- Working in conjunction with IT to design and set up SharePoint site for Grants.

Fiscal Services Division

- Public Works:
 - Received grant and interlocal payments totaling \$476,802.84 consisting of
 - \$25,794.22 from the City of Punta Gorda for Aqui Esta construction
 - \$451,008.62 from FDOT for Aqui Esta construction
 - Invoiced for grant and interlocal payments total - \$752,664.01
 - \$313,193.43 to FDOT for Aqui Esta construction
 - \$128,341.53 to FDOT for annual traffic signal maintenance on state highways
 - \$55,799.83 to FDOT for annual highway lighting maintenance agreement
 - \$187,985.09 to the City of Punta Gorda for utility work related to Piper Rd
 - \$11,729.17 to City of PG for Aqui Esta utility work - \$15,933.94 to City of PG for Aqui Esta road construction - \$482.37 to City of PG for Aqui Esta design
 - \$39,198.65 to Englewood Water District for utility work part of Manasota Key drainage proj
- Emergency Management:
 - Received 2nd quarter reimbursement of \$1,872.50 from the Florida Division of Emergency Management for the Community Emergency Response Team (CERT) Grant. The grant allows Emergency Management to provide for training, supplies and equipment for the local volunteer CERT members for preparation and assistance in disaster events.
 - Received grant reimbursement of \$38,326 from the Florida Department of Emergency Management for expenses related to a planning, training, and exercise grant. The funds were used to conduct an All Hazards incident Management Team Training in accordance with the State Homeland Security Grant Program.
 - An on-site monitoring visit for a Homeland Security Grant for Emergency Management Planning, Training & Exercises was conducted at the end of March. A letter dated July 16th, 2010 was provided as follow-up from the visit and shows that the grant is in compliance.
- Community Services, Facilities, and Building Construction Services:

- BCS: June reconciliation for Sanitation, Landscape Bonds, and Impact Fees completed.
- Updated State required breakout of Commercial & Residential Impact Fees collected May.
- Assisted IT with working on the Accela (Permit Software Program) fee tables to resolve issues with the export files to EDEN (Financial Software Program).
- Community Services: Met with Community Services staff to discuss their needs for monthly expense and revenue reports and the result was modifying our current financial reports and working on a new report.
- Training on cash handling for new Aquatic Coordinator at Oyster Creek Regional Park pool.
- CCU: _Researched and met on Phase 1A pipeline interconnect
- Reviewed Commercial Debris project with Solid Waste
- Met with fiscal staff for Community Services to transfer financial work for Natural Resources and Extension Services.

I.T.

- New IT Operations Team Member: Network Analyst Hector Mena will help Division's Network group provide better support for customers and equipment Cty utilizes. His particular area of expertise is Active Directory User Account Management and our Exchange Email System.
- Enterprise Asset Management System Web Services Training: Several end-users of EAMS, County's Enterprise Asset Management System, have requested interface(s) with other County software applications such as Banner (CCU's Billing System) and Water Distribution's valve maintenance software. Web services made available by Infor Global Solutions provide the method in which different software applications can communicate to one another. In today's economic environment, IT was finding it difficult to obtain the training necessary to use these web services. Our department developed a collaborative relationship with Pasco County for the benefit of both counties. Recently IT personnel accepted Pasco County's offer to join them for a week-long vendor-led training for EAMS Web Services. This training was provided at no charge with the exception of travel expenses. Integration between systems will increase efficiencies in the applicable department.
- SharePoint 2010 Development Environment Online: Successfully installed the latest version of Microsoft SharePoint Technology - SPS2010. This marks beginning of moving County's to a new platform which introduces new tools, faster searches, use of feature-rich Silverlight web parts and dynamic business intelligence. These tools are integral in migrating aging web technology to deploying next generation of technology.
- New Addition to SharePoint Implementation Team: Bill Taylor from Budget/Fiscal Serv. Div. has been most graciously loaned to IT to assist with implementation of SharePoint Technology. He will be part of SharePoint Implementation Team to learn technology and to assist with configuring sites in SharePoint.
- Speed & Stability Enhancement for EAMs: Tested/received vendor approval to alter fundamental settings in how the Infor EAM product's database handles requests. This will provide users of EAM to have a more responsive system and prevent aggressive reporting from taking system to its knees using a new option called "Read Committed Snapshot".
- Animal Tag Renewal Postcards Completed: Animal Control now has capability to generate a mailing list of animal tags needing to be renewed and generate postcards that can be mailed to animal owners -owners can take postcard to vet for vaccinations and renewed tags.
- Network Availability Enhancements: Placed a secondary network connection between Murdock Adm. Building and their Edgewater Tower distribution hub to provide a redundant path of accessibility for network connectivity in case of a fiber cut between the two locations.
- GIS Street Layer Data Cleaning Completed: Street layer checked for address number consistency, overlapping address ranges, street integrity, consistencies on street segment and directions, unassigned address numbers and street geometry and related tables to make the street layer compatible for efficient 911 routing.
- July Call Statistics:

- Request for Service Opened Last Month--(requests for new hardware or software products and features...etc.) =199
- Request for Service Closed Last Month--(requests for new hardware or software products and features...etc.) = 191
- Incidents Opened Last Month--(hardware or software not functioning properly) = 471
- Incidents Closed Last Month--(hardware or software not functioning properly) = 462
- Change Controls Opened Last Month--(internal configuration changes to server and network) = 7
- Change Controls Closed Last Month--(internal configuration changes to server and network) = 8
- Contacts received through Helpdesk--(This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 676

Purchasing

- Pre-construction meetings held:
 - 10-238 Alligator Creek Alignment Dredging
 - 10-179 Burnt Store Road Widening
 - 10-234 Neighborhood Stabilization Program Triplex Renovation - 12264 Zittle Ave.
 - 10-244 Kings Highway Resurfacing
- Quotes due and received:
 - 10-255 Towing Services - Annual
 - 10-262 Marine Marker Signs
 - 10-275 Environmental Fencing - Annual
 - 10-263 Nitrile Medical Gloves - Annual
 - 10-259 Transportation of Bodies - Annual
 - 10-258 Lease of Excavator
 - 10-273 Aluminum Sign Blanks - Annual
- Bid openings held:
 - 10-227 Waste Tires
 - 10-244 Kings Highway Resurfacing
 - 10-253 Removal / Transportation of Domestic Wastewater - Annual
 - 10-261 Fiberglass Interceptor Tanks - Annual
 - 10-266 Animal Cages
 - 10-243 Wheelchair Coach / Stretcher Services - Annual
 - 10-210 Lift Station Relocations
 - 10-257 Transit Bus Maintenance - Annual
- Pre-bid meetings held:
 - 10-261 Fiberglass Interceptor Tanks - Annual
 - 10-243 Wheelchair Coach / Stretcher Services - Annual
 - 10-257 Transit Bus Maintenance - Annual
 - 10-265 Charlotte County Erosion Control - Stump Pass Dredging
 - 10-282 Appliance & Scrap Metal Recycling - Mini Transfer Stations
- Pre-submittal meetings held:
 - 10-245 Third Party Administrator Services
 - 10-248 Design/Build - Bridge Projects
 - 10-269 Engineers of Record - CCU
 - 10-274 Stillwater Home Management Services
- Proposals due and received:
 - 10-245 Third Party Administrator Services - Insurance
 - 10-234 Design/Build - Bermont Road Improvements
- Shortlist meetings held:
 - 10-239 Design - Englewood Library Expansion
 - 10-218 Engineering Services - Bridges

- Work Assignments due and received:
10-271 Work Order #72 Title V Permit Renewal - Landfill
- Negotiation meetings held:
06-283 Human Services Building

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 has now stipulated to the takings by the County and we will address outstanding issues in the coming months. Public Works now has the necessary right of way to proceed with the road project.
- Edgewater Phase II: Awaiting sketches and related right of way maps to begin the land and easement acquisition process.
- Placida Widening: Awaiting sketches and related right of way maps to begin the land and easement acquisition process.
- Kings HWY: Right of way for project acquired; mediations remain on three parcels.
- Environmental Lands Acquisition Program: Contacted property owner through his attorney if we have a willing seller.
- Flamingo/Edgewater: Acquired 73% of the 332 parcels to be acquired for this project.
- Public Works, Administration, Community Services and Utilities: Continue to work with departments/divisions obtaining easements, title searches, reviewing land related issues, obtaining easements for several planned and on-going sidewalk capital projects
- Releases and Occupations of Easements: Continue to receive/process applications for release and/or occupation of easements. Currently, we are exceeding 275 applications.
- Stump Pass Renourishment Project: Obtain 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 projects -obtain Temporary Construction Easements with site access when work begins.
- Neighborhood Stabilization Program: Conducted 68 inspections of foreclosed properties -27 properties either closed or under contract approximately \$1.3 million dollars for this project.
- Proposed Exchange Vicinity of Robin Road & Placida Road: Exchange agreement to BCC on July 13th regular meeting.
- Space Analysis & Allocation: Made recommendations to Administration that will allow us to eliminate the leased space at the Sun Trust building in the fall of 2011.
- Temporary Lease Space for West County Library: Negotiated tentative lease for temporary library space in West Cty -lease to BCC for approval at the scheduled July 27th meeting.
- Piper Road Realignment: Public Works staff and FDOT on securing additional land for realignment of Piper Road at Jones Loop intersection. If secured, this additional land will allow FDOT access to the rest area at Jones Loop directly from Piper Road south.

Building Construction Services

- Summary: Single family permitting down this month with only 15 permits being issued. There were 12 Duplex and 1,188 miscellaneous permits for a total of 1,215 permits issued in July.
- Updates and Accomplishments:
 - Received results from recent Building Code Effectiveness Grading Schedule (BCEGS) review. Our classification improved from our last review even with less people and doing fewer plan reviews and inspections. BCEGS assesses building codes in effect in community -how the community enforces them, with special emphasis on building code requirements designed to mitigate losses from natural hazards. Similar to the Community Rating System (CRS) review for flood hazard mitigation, BCEGS focuses on other types of natural disasters. Residents and business owners are eligible for insurance discounts based on the rating received from this review. Charlotte County has one of the highest ratings in the state and is above average in most categories.

- Several BCS members attended a special educational session on July 13th to explain, in detail, the Elevations Certificate; an important tool for National Flood Insurance Prog (NFIP) and an important risk management tool for property owners with buildings currently classified within FEMA designated Special Flood Hazard Areas (SFHA). This free event was held by The Association of State Floodplain Managers (ASFPM) and attended by different professionals in the area including surveyors, engineers and government representatives.
- BCS invited to speak at Kiwanis mtg to share views of current building trends and outlook for future development in Charlotte County. The talk was well received by the group.
- Annual Mango Mania festival held on 7/10th and 11th in Cape Coral -event had a focus in sustainability and green development. Different educational sessions and sustainability-oriented organizations had presence in event. Members of Bikewalk Lee talked about safe bicycle riding, LCEC discussed energy efficiency retrofits in buildings and generator safety and SW FI Regional Planning Council promoted sustainable, connected development and environmental science with visitors. Julia Galofre, BCS, assisted event and promoted County's Green Building prog and other sustainability initiatives in the County.

Item	Total FY09	Jul-09	Jul-10	FY09YTD	FY10YTD
Single Family Permits Issued	241	24	15	215	184
Multi Family Permits Issued	1	0	12	0	14
Commercial Permits Issued	170	17	0	110	83
All Other Permits Issued	9684	1271	1188	7945	7194
Customers Served	15488	2304	1791	13466	14365
Inspections	48393	5012	3152	36355	27032
Permitting Revenue	\$2,267,181	\$168,422	\$159,742	\$1,176,172	\$1,202,189
Permitting Expenditure	\$4,517,247	\$233,655	\$225,882	\$2,002,572	\$2,066,592
Licensing Revenue	\$102,094	\$9,269	\$16,708	\$851,061	\$214,162
Licensing Expenditure	\$757,802	\$46,637	\$115,512	\$316,098	\$861,023
Action Orders Initiated	4204	404	445	143945	2269
Code Cases Initiated	2346	273	117	1403	1123
CEB Cases Heard	396	45	28	750	298
Citations Issued and \$ Amount	\$32,095	\$7,500	\$2,000	24123	20100
New Contractor Licenses Issued	449	40	0	2710	58
Contractor Licenses Revoked	16	0	0	1317	2

Community Services

- Department Administration:
 - Administration:
 - Developed specifications for RFP for Charlotte Sports Park Stadium Management
 - Met with Attorney's Office discussed update/revision to Parks & Rec Rules Ordinance
- Meetings:
 - Parks & Recreation Advisory Board
 - Youth Sports Council
 - Met with PAL to locate an temporary alternate program location at Tringali Recreation Ctr
 - Met with AAU / Triple Crown regarding baseball tournaments at County facilities
 - Citizen Academy Preparation and Practice Session
- Public Outreach:

- Admin Support staff fielded 563 telephone calls -22 web mail inquiries for month of July
- 2 press releases for the month of June
- 97,125 hits to the Department website in the month of July and an additional 89,185 website hits for Extension Services.
- Distributed 1,623 graphic and mkt pieces including distribution to Chambers of Commerce
- Notified approximately 1,400 residents around Kiwanis Park of a public meeting on August 16th to discuss planned improvements to the park.
- Worked with citizen to develop car show & food drive, Oyster Creek Reg Park on 12/5th.
- Worked with the Placida Rotary to schedule Oyster Creek Regional Park for their annual Fall Festival in November while Coral Creek Bridge is under construction.
- Business Services:
 - Received proposals for Mobile Concessions at Englewood Beach, awarded to Venice Pier, Inc. by the BCC on July 27th
 - Completed necessary improvements to Library concession counter to meet Department of Agriculture requirements for contracted concessionaire.
- 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.
 - An estimated 400 children and their families picked up summer reading logs and enjoyed entertainers and a performance by the Atlantic Coast Theater at the summer reading kickoff at the Mid-County Library.
 - 1,187 attendances at library summer reading programs 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 hrs of assistance thru 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 & Circus, Circus.*
 - 235,500 hits to County History Collections Online during June, average of 7850 hits/day.
- Leisure Services:
 - Charlotte Sports Park -total of 11 Charlotte Stone Crabs games scheduled at Sports Park in July with 14,753 fans in attendance. The schedule was as follows:

○ Day	○ Date	○ Attendance	○ Notes
○ Thursday	○ 01-Jul	○ 604	○
○ Friday	○ 02-Jul	○ 822	○
○ Saturday	○ 03-Jul	○ 4462	○ Fireworks
○ Sunday	○ 10-Jul	○ 1821	○
○ Monday	○ 11-Jul	○ 566	○
○ Tuesday	○ 12-Jul	○ 706	○
○ Sunday	○ 18-Jul	○ 781	○
○ Monday	○ 19-Jul	○ 616	○
○ Tuesday	○ 20-Jul	○ 869	○
○ Wednesday	○ 21-Jul	○ 748	○
○ Saturday	○ 31-Jul	○ 2758	○

- Total of 13 Gulf Coast League games played at Sports Park with estimated attendance of 317 spectators. The Gulf Coast League is the rookie league of the Tampa Bay Rays.

- The North Port Adult League held their games at the Charlotte Sports Park on Sunday, July 11, from 9 am – 2 pm with approximately 50 people in attendance.
- The Great Garage Sale occurred on Saturday, July 17, from 8 am - 1 pm. There were a total of 26 tables rented and an estimated attendance of 350 people.
- The Stone Crabs Youth Baseball Camp occurred on July 19-21 and had 19 participants.
- Recreation:
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 8,360 patrons (paid and nonpaid).
 - There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1632 with 11,207 touches combined.
 - Recreation facilities rented 16 times achieving a rental attendance total of 1600 people.
- Aquatics:
 - 3 Aquatic Facilities opened combined 697 hrs -served 12615 patrons. 7002 Patrons spent 480 hrs participating in prog's such as water aerobics, swim practice and swim lessons. 27 summer camps continue visiting South County and Oyster Creek Regional Park pools bringing an est. 600 campers/week. Oyster Creek Regional Park Pool Staff held 3rd annual Jr. Lifeguard Specialty Camp week of 7/12-16. South County Regional Park hosted Charlotte Sheriff's Office Citizens Academy 7/22 and P G Police Department Youth Basketball League end of the year party 7/31.
 - Aquatic staff spent a combined 125 hrs on maintenance tasks and 102 hours performing In-Service training such as rescue skills, first aid/CPR and conditioning swimming.
- Athletics:
 - The seven Charlotte County Athletic Parks were used a combined 3,009 hours in the month of July. Estimated attendance was 5,172 participants; 3,933 spectators; and 636 volunteers for a total of 9,741 visits. Activities included Baseball, Football, Horsemanship, Remote Control Cars, Softball, and Swimming.
- UF/IFAS Extension Services:
- Administration:
 - County Extension Director PolyCom Meeting - July 26th - 1 to 3 pm
 - Green Expo and Conference Event meeting - July 15th
 - Extension Staff Meeting - July 19th at 3 pm
 - Extension Overall Advisory Committee - July 21st
 - District Extension Director/County Partner Meeting – July 21st
 - Friends For Extension Committee Meeting - July 22nd
- Sea Grant:
 - Conducted a "Teens & Tweens Summer Reading Program" at Mid County Library involving subject matter on the topics of Insect Identification and Marine Science Careers
 - Deployed breeder scallops at 8 volunteer dock sites for "Adopt a Scallop Cage" program in West County on July 13th. Additionally, on July 23rd, she deployed breeder scallops at another 4 volunteer dock sites for "Adopt a Scallop Cage" program in West County.
 - Chaired a Technical Advisory Committee meeting of the Charlotte Harbor National Estuary Program at the USCG Auxiliary building in North Port
 - Participated in the Florida Sea Grant steering committee meeting for SWFL Regional Boating and Waterways Workshop in September on July 15th
 - Interviewed for NOAA Coastal Services newsletter article on the City of Punta Gorda's climate adaptation plan on July 16th
 - Participated in a teleconference with National Fish and Wildlife Foundation regarding possible implementation of Fishing for Energy program in SWFL on July 19th
 - 4-H Youth Attend Citizenship Washington Focus Chevy Chase, MD 6/27th-7/3/10 - Citizenship Washington Focus (CWF) Program is an 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. Our 4-H Agent is a Florida State Coordinator.

- Successful exchange prog held with County 4-H senior members and senior members from Chicago, Illinois. 13 Illinois members and 2 adult chaperones spent 6 days exploring County and learning how 4-H members in this area differ, and are similar, as members from large city. Activities included: sea turtle patrol, beach days, Babcock Ranch tour, kayaking in Charlotte Harbor, Punta Gorda scavenger hunt and family days. County 4-H members who hosted the Illinois team will travel to Chicago next year for a week exploring Windy City. Fundraising activities hosting/traveling continues throughout the year.
- Charlotte County was well represented at Senior Congress, held in Gainesville, the last week of July. Two senior members served as voting delegates on the State Teen Council, with one member serving on the State Executive Board. Two members competed in communication competitions, both placing in the top three in their respective categories.
- County Youth Council (CYC) kicked off the new 4-H year with a planning party attended by 24 youth and leaders. The CYC is charged with planning and implementing all county-wide 4-H events and activities. The members, all 11- to 18-years old, practice leadership, communication and organizational skills while serving on this planning board.
- Horticulture:
 - Hosted a PolyCom Tele-Conference originating in Gainesville regarding updates on Citrus black spot, Diseases seen in the Rapid Turfgrass Diagnostic Service lab, Mikania micranth, Drosophila suzukii, Cotton seed bug, and the Lebeck mealybug.
 - Master Gardener Nap DuFault provided a workshop on “Master Presentations for Master Gardeners”. The seminar, open only to Master Gardeners, was designed to teach participants the essentials of effective public speaking and presentation development.
 - The seminar was divided into 3 sessions: *Basic Concepts of Effective Presentations: A primer for public speech making, Architecture for Clear and Effective PowerPoint Presentations, Putting It All Together: Practice and Critique*
 - FYN Program Assistant attended the FYN SWFWMD sharing day at the Hillsborough County Extension Office, conducted FYN yard recognition (standard level, new recognition) in Port Charlotte, followed by a container gardening class at Southport Square on July 23rd.
- Natural Resources and Parks:
 - County awarded \$10,000 scrub restoration grant from US Fish and Wildlife Service which is allocated by the Nature Conservancy. If accepted by the BCC, the grant would fund scrub habitat restoration on the Shell Creek Preserve and the HCP Rotonda property.
 - Ecological timber thinning project complete on Cedar Point Environmental Park, Amberjack Environmental Park, and Oyster Creek Regional Park. Charlotte Flatwoods Environmental Park ecological thinning will not begin for several months due to wet conditions of the park. This would be the last park to be ecologically thinned.

Economic Development

- Inquires/Appointments/Successes
 - Both the Murdock Village CRA Advisory Committee and the Enterprise Charlotte Economic Council voted to support the concept of a Sports and Entertainment District in Murdock Village near the North Charlotte Regional Park/O'Donnell Park.
 - CH CRA Advisory Committee approved the architectural design for the new Advanced Auto Parts commercial building which will be built within the Charlotte Harbor CRA.
 - Letter of Approval received from U.S. Citizenship and Immigration Services (USCIS) stating that Charlotte County is now considered a part of the Palm Beach EB-5 Regional Center's extended geographic area. Further, the letter pre-approves thirteen business categories. Charlotte County will now be better able to assist a variety of business sectors which will be creating Charlotte County jobs! The EB-5 is a vehicles established to promote the influx of foreign capital, both financial and intellectual. Inclusion in this program will put Charlotte

- County in a more competitive position to promote economic growth, development, tax base, and job creation via the attraction of direct foreign investment.
- The BCC held a Workshop on July 13 to discuss the recommendations of the Economic Development Working Group with regard to incentives. The BCC was agreeable to most of the suggestions which included: land swaps, alternative payment options for impact fees and utility subsidies, ad valorem tax abatement, speculative buildings and rent subsidies. The BCC also authorized continuing to pursue the Sports and Entertainment District in Murdock Village and agreed that appraisals should be obtained for on both properties.
 - Lucienne Gauffillet started working on staff with EDO as a new Business Development Specialist. First day spent partially with the H/R department getting briefed on County benefits and then an EDO initiation with an overview of office procedures and projects. Following her first day, Lucienne has jumped right into routine meetings and projects.
 - At the July 27th Commission meeting, the BCC directed EDO staff to proceed with a property appraisal for the proposed Intermodal site, which is planned for the US17/I75 area.
 - Recruit and maintain existing businesses continue with:
 - 48 pending prospects.
 - 19 business appointments.
 - 7 new projects reviewed; custom presentations developed for 3 businesses. 6 prospective businesses made a site visit to Charlotte County.
 - Responded to 2 external companies and 8 County departmental requests with various sales, demographic research and market data packets.
 - 1 incentive package.
 - 9 impact analyses.
 - Meet with 2 business owners to provide information on the Business Retention and Expansion program and completed appropriate follow-up.
 - Meetings:
 - State Level:
 - Enterprise Florida
 - PACE stakeholder update conference calls
 - Regional Level:
 - Southwest Florida Economic Development Partnership
 - Southwest Florida Regional Planning Council Economic Development Strategies Committee Sustainable Communities Planning Grant Committee
 - Southwest Florida ULI – Market Trends
 - Southwest Florida Regional AARA Grant Committee meeting
 - 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
 - Building Services
 - Growth Management
 - Health Department Grand Opening/Tax Abatement Information Table
 - Halogen H/R Training
 - Metropolitan Planning Organization (MPO) Technical Advisory Committee
 - Presentations/Newspapers/Magazines:
 - Charlotte County Citizens' Academy.
 - Englewood Area Women Realtors – EB5, Tax Abatement and General EDO Overview.

- Punta Gorda Chamber/Government Affairs – Tax Abatement and EB5.
- Englewood Sun/Brian Gleason – Intermodal.
- Englewood Sun/Dana Sanchez – incentives.
- BCC/Economic Development Working Group Workshop.
- Worked with Public Information Office to create an informational video on tax abatement.
- Office Activities:
 - Website updates are 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.
 - Prepared Agenda, Minutes and coordinated meetings for the Enterprise Charlotte Economic Council, Charlotte County Industrial Development Authority, Charlotte Harbor CRA Advisory Committee, and the Economic Development Working Group.
 - Continued work on the Energy Options Conference – sponsors and speakers.
 - Reviewed/updated County property listing profiles for on-line commercial property database.
 - Developed a marketing piece to promote the Google Technology Park.
 - Developed collateral for the EB-5 Program.
 - Judged of 3CMA printed materials award including the selection of the top three submittals.
 - Assisted in organization of ULI Educational Forum on Sustainability held 10/29/10.
 - Facilitated the revisions to the Business Development Check List and posting of the final version to the Tax Collector's website.
 - Submitted the TIGER 2 pre-application grant for the development of the Southwest Florida Rail and Intermodal and Logistic Center project.
 - Traveled to Tennessee to support recruitment efforts for the proposed Murdock Village Sports and Entertainment District.
- 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 trades.
 - Research on revolving loan and micro loan programs for businesses.
 - Research on Brownfields and incubators.
 - Economic Gardening.
 - Creating office procedures and plan marketing for EB-5 implementation.
- Charlotte Harbor CRA
 - Facilitated the July meeting of the Charlotte Harbor CRA Advisory Committee, which included approval of developing a logo for Charlotte Harbor CRA and seeking financing to fund the construction of both Phase I and Phase II of the Harbor Walk.
 - Facilitated a Special Meeting of the Charlotte Harbor CRA Advisory Committee with the Department of Growth Management to discuss the final steps to proceed with the Comprehensive Future Land Use Map Change and NBR Zoning Changes.
 - Oversaw tasks of Bayshore Live Oak Park Special Events Coordinator -reviewing and approving flyers, press releases/scheduling and budgeting of events for the next 6 months.
 - Facilitated kick-off mtg for 2011 Hands Across the Harbor Event 1/29/11. This event is a coordinated effort between the City of Punta Gorda CRA and Charlotte Harbor CRA.
 - Finalized Lot Maintenance Agreement and letter with County Attorney's office to implement the vacant lot program.
 - Provided direction to Summer Intern to finalize the Charlotte Harbor Business Directory.
 - Provided updates to Capital Improvement Projects to the Budget office on three existing projects and the development of a new project to be funded by Tax Increment and grants.
 - Evaluated potential properties in Charlotte Harbor for program implementation.
 - Met with C H Environmental Ctr to discuss development of aquarium in CH CRA.

- Murdock Village CRA:
 - Coordinated assimilation of info between parties regarding the potential development of an Entertainment District including assignment of entitlements, access and appraisal process.
 - Briefed the new member of the Murdock Village CRA Advisory Committee on the entitlements and history of the project.

Facilities, Construction and Maintenance

- 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
- Englewood Library Expansion: Design team was selected and ranking approved by the commissioners
- BCS Generator and Chiller Installation: Design teams are producing the construction documents for permit application submission.
- 5-Story Elevator Modernization: Scope of Work for the elevator modernization is being produced to be submitted with the request for bid
- FEMA Murdock Window Mitigation: Construction documentation was submitted to the state for grant reimbursement
- Eastport WWTP Control Building: 98% complete; sludge press building delivered. East Port Sludge press slab is poured
- Family Service Center Fire Sprinkler System Rehabilitation: Fire sprinkler installation is complete. Began fiber design
- Bay Shore Park Restroom: working on design
- Human Service Bldg: Proposal was received and scheduled for approval in August
- 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 90% complete
 - Renovation was completed in July at 12140 Gulfstream Blvd
 - Permit are complete for properties on 3388 Elkcam, 341 Dover and 645 Floral
 - Zoning change to multi-family residence for the Fitzhugh Lots
 - Design is in progress for Fitzhugh Lot and East Virginia Lot
 - Design is in progress for 10387 Kidron, 6270 McHale, and 12254 Zittle
 - Habitat for Humanity approved and the rehabilitate contractor
 - P/W Remodel: Phase 1 & 2 drywall started. Impact resistant windows installed this week
 - So. Co Annex: Phase 3 remodel will be started soon for P/W to move into. The Engineering Staff will be ready to move in Aug. 12th
 - Fiscal Remodel/Move: Plans for B Building ready for approval. Moving ahead with a target date of completion – November 15

- Stillwater House: Fence had to be engineered for wind load; new installation will be Aug. 13. Remainder of project was completed on June 18
- Space Study Project: Working with Real Services, ongoing
- Lift Stations: Still looking at sites for gravel in fenced areas. Est. start date week of 8/9th
- Pool leaks at So Co Reg. Park: completed phase 1, will start phase 2 in November
- PC Beach Pool Rehab Structural Repairs: Processing contract for award to design engineer
- Energy Efficiency Program: Motion detector switches to Eng. Annex completed. South County Annex motion detector installation was started 7/26
- July phone calls answered at the Switchboard – 6159
- July work orders received in - 242

Growth Management

- Smart Charlotte 2050:
 - Board approved Smart Charlotte 2050 Comp Plan, which the County has been working on for 2-yrs. Department of Community Affairs (DCA) issued 33 objections to proposed comp plan in early March and since then County working to address each objection to satisfaction of DCA. After many meetings/phone conferences with DCA, it appeared that Growth Mgt staff addressed all objections and prepared the item to go to Board. Final draft plan placed on Smart Charlotte 2050 website and each element opened up to public comment. Public comments resulted in further changes and continuances to adoption hearing. At adoption hearing, final consensus of many that there were things to love and things to hate which probably meant it was a good plan. It is hoped that it will be deemed a great plan as it now includes some very innovative solutions to Platted Lands Challenge by removing many lots from Urban Service Area, placing more lots into Managed Neighborhood designation and recreating County's Transfer of Density Units program to accommodate infill development. County should expect to receive notice from DCA on our compliance with State Statutes within the next 55 days.
- Medical Area Redevelopment:
 - 8/11/10, Growth Mgt meeting with commercial land and business owners to present county's ideas about revitalizing the Medical District and its surrounding neighborhoods. Proposal: transform built-out suburban area into urban district, capitalizing on existing attributes as a medical/mixed-use district -strengthen districts natural strengths -promote sense of place - develop area as "healthy" destination -enhance open space and multi-modal infrastructure to make it not only a destination, but a place to live, work and play -stabilized through crime reduction strategies, investment in urban landscape and integration of commercial/cultural areas with surrounding neighborhoods -1 program under consideration Weed & Seed.
- School Concurrency: SWG did not meet in the month of July.
 - Community Plans:
 - Boca Grande: Lynne Seibert assumed role as acting chair due to recent death of Lyman Randall, voted chair at 4/09 mtg -Advisory Board will likely not meet until early 2011.
 - Grove City: Committee met 6/8/10 -May mtg cancelled. Speaker Deb Forester invited by committee spoke on CRA process. Deb went through criteria in State Statute for determining blight -committee felt they generally might not qualify but further research will be done. FL Main St prog discussed. Historic commercial district would need to be established and staff will look into this and provide more info -committee will not meet again until 10/25/10.
 - Little Gasparilla Island: The committee will not meet again until October.
 - Manasota Key: Department created preliminary draft document that revises Manasota Key Zoning District Overlay, Section 3-9-53 of Code of Laws and Ordinances. Using same technology that allowed public comment on Smart Charlotte 2050 Comp Plan, department placed this document online and encourages public to use technology to insert comments directly into draft document -document can be reached by going to www.CharlotteCountyFL.com clicking the link "Manasota and Sandpiper Key Community Planning," located

directly under "Popular Links." Once you get to the online document, a link to "Tutorials" is available in the upper right hand corner of the webpage to show you how to insert comments.

- Evaluation, Appraisal, Report (EAR):

- Project Background:

- Comp Plan is requirement of Florida Statutes Chapter 163.3177 and 163.3178 & Florida Administrative Codes, specifically Rules 9J-5 and 9J-11. Planning process is designed to be continuous. As part of the process, local governments are required to evaluate and review the Comp Plan every 7-yrs -provide a report to the Department of Community Affairs (DCA).
- Evaluation and Appraisal Report (EAR) is generally accepted process for updating Comp Plan. EAR involves reviewing Comp Plan policies/considering how they relate to population and development changes that have occurred over the previous 7-yrs. EAR process allows for review of local government's past actions; identification of Comp Plan's good/bad points - which plan objectives have been achieved -which should be changed; identification of major issues of community -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.
- Scoping meeting held 12/16/09 to present major issues to County's State, Regional, and local agency partners -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.

- 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

- 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 accepted letter of understanding. Staff is completing reviews of various elements of Comp Plan -preparing overviews of major issues. Adoption of EAR anticipated Autumn 2010.

- Site Plan Approval:

- Staff received a total of 2 applications.
- Both applications were approved.

Human Resources

- Employee & Labor Relations:

- 2 employees attended 2nd session of FL Public Employers Labor Relations Assoc. certification process -Certification process is comprehensive, 4-module training prog that will provide us with certification as a Florida Public Sector Labor Relations Professional (FLRP)
- Recruitment for Dir of Facilities Construction & Maint and Dir of CCU Director
- Continue to partner with Clerk of Courts and monitor the community service program
- Completed Supervisor FMLA training classes
- Held two step 3 Grievance meetings with employees

- Held step 4 Grievance meeting with Asst. County Administrator
- Completed Supervisor FMLA classes
- Employee related discussions/issues
- Attended local CCSHRM meetings
- Coaching/advisement to departments re: 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
 - Met with Commissioners regarding Employee Benefits
 - Processed (3) Short Term Disability 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:
 - Prepared and scheduled Halogen training for approx. 1000 employees
 - Facilitated Halogen Training to all BCC staff
 - Researched and planning for Management orientation
 - Halogen eAppraisal discussions/meetings
 - Attend 211 meeting with Human Services
 - Recruit and ship materials to First Aid/ CPR/AED students
 - Researched and prepared Newsletter for Supervisor/Managers
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.
 - Facilitated "Valuing Differences" for Peace River Manasota Water Authority
 - Attended Teleconference on conducting investigations
 - Prepared FRS & ICMA Flyer and sent to all employees

Human Services

- Staff activities:
 - Redesigned the application form to determine eligibility for Transportation Disadvantaged (TD) service through Transit's Sunshine Ride. Application and information will better assist staff and the customer in determining type of service requested. New form expected July.
 - Sr. Services & Housing Divisions relocated their offices in S. County Annex to allow for the move of Public Works staff to South County Annex and out of the trailers on Florida Street.
 - Staff assisted Children's Services Council in outreach at County Sports Park as a part of Council's Focus on Family Night with Charlotte Stone Crabs on 7/10th. Approx 300 residents received outreach materials from Human Services staff and their families who volunteered at the event. The event raised over \$500 for the Children's Services Council.
 - 7/13/10, BOCC approved loan the multi-family housing developer, Carlisle Development Group, LLC, Hurricane Housing Recovery (HHR) Program funds in the amount of \$2,145,226 to build the affordable housing complex called Charlotte Crossing in Deep Creek area. Complex is the last of originally approved projects from the \$19 million received by County from State Hurricane Charley. The apartment complex will provide 82 rental units to seniors 55 years of age and older who meet established income guidelines.

- Staff met with Community Action Agency Adv Bod (CAAAB) to discuss program changes to the 2010-2011 Community Services Block Grant. CAAAB approved recommendations that would target grant funding toward continuing self-sufficiency programs aimed at long term gains for low-income households. Programs that received support included Financial Literacy and Asset Development; Child Care Assistance for School Aged Children; Education and Employment Supports; and Transportation. Advisory Board also recognized there is still a need to continue some assistance to struggling families by providing Emergency Rent/Mortgage Assistance. Over the next few months, staff will be working with CAAAB and the community to compile a comprehensive needs assessment and revised Community Action Plan as required by the Department of Community Affairs.
- Transit Operations staff attended training conference which provided information on Medicaid grievance process, mobility management and how to prepare for the Transportation Disadvantaged Quality Assurance Review & Audit.
- Sr. Services staff met with Department of Children & Families/Adult Services staff and other counties lead agencies staff to discuss how to improve process of adult protective referrals which provide for the investigation and resolution of suspected cases of abuse, neglect and exploitation of the elderly.
- Quality services to our clientele, 209 surveys mailed this week to Senior Services recipients requesting their evaluation of the case management and in-home elder care services they receive. Survey results are expected by the end of August.
- Sunshine Ride (Transportation Disadvantaged) has added another weekly shopping route in Englewood. Total weekly shoppers are around 80 round trips.
- Staff attended Community Care for the Elderly Coalition meeting. Discussion and strategies were planned as they relate to legislation regarding Medicaid reform in Florida.
- Staff participated in negotiations with Purchasing, IT & Five Points computer software vendor, to finalize product proposal.
- Staff worked with various County departments to develop finalized contract with Charlotte County Habitat for Humanity, Inc., budget revisions, strategy plan changes, correspondence, etc. to meet the Department of Community Affairs (DCA) deadline to obligate \$4.2 million in remaining Neighborhood Stabilization program funds. The Board of County Commissioners approved the contract with Habitat on 7/27/10 and DCA has provisionally approved the County's submission.
- Staff participated in a monitoring review of the Sunshine Ride (Transportation Disadvantage) by T.H. Ferguson group on behalf of the Florida Commission of Transportation Disadvantaged. Report findings are expected in August.
- Staff developed new posters for transit to encourage rural ridership distributed to mobile/RV parks, condominiums, apartments, assisted living facilities in outlining areas.
- Home energy assistance applications for seniors who are experiencing an energy crisis were shifted from the Family Services staff for processing to the Senior Services staff for processing. This shift has resulted in additional revenue from senior services grant. This revenue enhancement was included in the Department's budget for FY 2011.
- Staff participated in Leadership Roundtable/Focus group on issues facing seniors in our Charlotte Community. Discussion was hosted by the Area Agency on Aging for Southwest Florida and the United Way of Charlotte County.
- Completed outstanding items in Federal Triennial Transit audit -submitted final to FTA.

Public Safety

- Animal Control:
No activity.
- Fire/EMS:
 - New tourniquets for each emergency unit. Each unit and personnel have completed their field training on proper use. This puts dept. in line with current National and Military Standards for Advanced Trauma Life Support -all possible through Grant monies.

- Purchased 6-wheel drive Polaris Emergency Transport vehicle for Little Gasparilla Island by F/EMS and Gasparilla Island Fire Rescue personnel. Unit housed with Little Gasparilla Fire for Advance Life Support to Island residences having 1 Paramedic to respond to medical emergencies as needed. Unit will improve response times to and from scene to County's Fire/EMS Marine Unit for transport back to mainland hospital. This is all within the new partnership with the new Gasparilla Fire Rescue Department on the Island. Charlotte County Fire / EMS have partnership with the American Red Cross of Charlotte County to install collection boxes at fire stations throughout Charlotte County. These drop boxes are for the collection of clothing, shoes, and small appliances which will be picked up three times a week. The proceeds from the donations will go to help victims of disasters, house fires and family's in need within our community
- Dept. and State Fire Marshal Office to provide Juvenile Fire Starters Intervention Prog. Program addresses growing problem of youth arson offenders -purpose of prog to reduce incidence of fire by youth offenders & children-at-risk by use of local fire dept personnel and resources to provide community based prevention and intervention education.
- Dept. now working with Healthy Families of County to provide smoke detectors for their clients that need them. This follows same format as Department's Senior Safe at Home Program. Healthy Families will contact our Public Education Div to set up appointment time for engine companies to come out to client's home and check detector and/or install new detectors and provide a fire safety check for the home.
- Dept. with funding from Homeland Security grant announced purchase of most advanced chemical identification equipment in the industry, Ahura Scientifics' First Defender and TruDefender FT. First Defender® is relied on around the globe for rapid, accurate identification of unknown chemicals. Designed to meet the needs of the first responder, military, law enforcement and forensic chemistry personnel, the lightweight, rugged First Defender increases responder safety and delivers precise results in seconds.
- EOC:
 - Director spoke at Assoc of FL Yacht Clubs at CH Yacht Club, 50 representatives of yacht clubs from across the state attended -discussion focused on oil disaster in the Gulf and possibility of tropical weather impacting some part of Florida during the season ahead.
 - Emergency Management Coordinator and the Emergency Planner continued to attend meetings and participate in conference calls (sometimes daily) with State and Federal agencies throughout the month, related to the Deep Water Horizon oil disaster.
 - Dealt with threat from Tropical Storm Bonnie, but no protective measures deemed necessary. Several conference calls with the State, National Hurricane Center and the Tampa Bay National Weather Service Office were held to discuss the potential impacts.
 - Director met with various groups during month to discuss hurricane preparedness issues related to busy season ahead. Groups such as Englewood Sunrise and Peace River/Harbor Heights Rotary Clubs, Home Depot customers & associates at their Punta Gorda store benefited from opportunity to hear the message and ask specific questions.
 - Mitigation Planner and Emergency Planner teamed up to visit Riverside Oaks Manufactured Housing Community in Punta Gorda -addressed both hurricane season and the recent response to the oil disaster.
 - Director participated in initial training module of latest Community Emergency Response Team class at the Family Service Center in Port Charlotte. Thirty-two people started the class and instructors indicated that 29 continued with the program in subsequent weeks.
 - Dir. participated in grand opening of new Charlotte County Health Department Building in Port Charlotte. We demonstrated the alternate Emergency Operations Center that the Health Department has graciously established within their new facility and handed out preparedness material and answered questions for visitors to the new building.
 - Director traveled to Daytona Beach to attend a meeting of the (State DEM) Directors' Advisory Group. This group is comprised of representatives from the seven operational; regions in the State, along with those from the Florida National Guard, Tribal groups,

- volunteer organizations and municipalities. It was a long overdue meeting which had been delayed by the more than three-month response to the Deepwater Horizon incident.
- Director participated along with the Sheriff, PG Police Chief and others as member of Charlotte Regional Medical Ctr Civic Adv Bd. This community board is comprised of citizens and officials who offer opinions and suggestions as to how the hospital could operate more efficiently and provide better services.
 - July edition of Emergency Mgt Monthly on WCCF-AM radio -6-month prog is generally last Friday of each month during storm season. July show focused on our CERT (Community Emergency Response Team) training and how it exemplifies neighbors helping neighbors. Timing was perfect to discuss Tropical Storm Bonnie which was threatening at that time.

Public Works

- Elkcam Waterway Bridges Replacement: US 41 Access Rd Bridges (014022 and 014023) over Elkcam Waterway replaced as part of County stimulus program. Purchasing advertised RFP 10-248 to solicit proposals from firms to design and construct the replacement bridge. Proposals are due August 2, 2010. Construction will probably begin in January 2011.
- Year 1 Sales Tax Sidewalk Project: Modifications made to 60% plans for Alton Sidewalk that details a line extension for CCU at Midway Boulevard and Alton Road.
- Year 2 Sales Tax Sidewalk Project: 2 additional sidewalk locations added to Sidewalk Proj: Capricorn Blvd -Sandhill to Rampart Blvd -1.15 miles; Cape Haze Dr -Arlington Dr to Placida Road – 980 linear feet.
- Piper Road Project: Storm drain facet of project continues -contractor installed over 90 linear feet of largest box culvert at Airport Road (170 linear feet of a triple barrel 5' x 8'.) A large end wall for a double barrel 66 inch RCP and several large structures associated with the pipe has been installed and over 1,700 linear feet of 18-inch ductile iron water main with associated valves. Over 3,000 sq yds of road base material was placed and, over 7,000 square yards of material was placed where embankment is required before road base can be installed.
- Coral Creek Project continued inspection decorative roadway lighting system.
- Inspected work on the decorative lighting system at the entrance to Burnt Store Lakes.
- Optical video detection system installed at intersection of Edgewater Dr and Bayshore Road.
- Charlotte Commons Project final walk thru -inspection complete traffic signal roadway lighting
- Continued changing pedestrian signal indications from “hand/man” to “countdown” indications in City of PG. Materials supplied by the FDOT as part of a safety/enhancement program.
- Continued traffic signal inspection for new FDOT installation at SR776 & Coliseum Boulevard.
- Replaced the battery back up unit to the South Gulf Cove Boat Lock controller unit.
- Replaced conductors for decorative light system Grove City Walking Park approx 80% of the wiring stolen.
- Re-installed 2 pedestrian signal displays knocked off mast arm pole at SR776/Oriole Blvd.
- Completed annual preventive maint. -traffic signal Cochran Blvd/K-Mart/Publiclix entrances.
- All school flashing beacons programmed for time flash to coincide with current school year.
- Veterans & Murdock Circle continued inspection roadway lighting traffic signal modifications.
- Troubleshooting 9 incident management cameras, repaired 6, 3 returned to factory for repair.
- Completed annual preventive maintenance on the traffic signal located at Cochran Boulevard/K-Mart/Public entrances.
- Received 93 underground utility locate requests, generating six actual locates.
- Electrical pole line upgrades being undertaken by FPL along Edgewater Drive, the conduit used to supply power to the roadway lighting was replaced and relocated to a new pole.
- Responded to 21 trouble calls for either repair, troubleshoot, or replacement for traffic signals, school flashers, or roadway lights.

- 355 traffic signs repaired, 38 signs manufactured, 6 traffic control signs installed, 402 decals made for the Election Office, 96 legends installed, 785 signs inspected, 12 handliners installed, 1,703 raised pavement markers installed, and 26.60 miles of road striped.
- Northwest Port Charlotte Bridge Rehabilitation - The design consultant submitted draft permit and plans for review of the Chamberlain Bridge at Markham Waterway rehabilitation. The rehabilitation plans should be ready for bidding next year.
- Paving Program Contractor began paving in Greater Port Charlotte Areas 3, S of Hillsborough Blvd, N of US 41, E of Toledo Blade Blvd, and W of Flamingo Blvd -milling and paving begun on Edgewater Drive from Gardner Drive to US 41. Ajax has placed 2,377.99 tons in GPC and 3,851.68 tons on Edgewater Drive and 216 tons on Bayshore Road.
- South Gulf Cove Entry Features - The contractor has completed the entry sign structures and rough-in for the irrigation and lighting. Seven of the eight panels are tiled and a test spot of grout has been done, so the MSBU can approve the color. The ornamental trees have been planted and curbing has been installed at each roadway leading into the MSBU.
- Kings Highway Mill and Resurface - Preconstruction meeting 7/29/10 -work begins after Notice to Proceed 8/16/10. Kings Highway -milled and resurfaced from SR 41 to I-75. Specific areas damaged by truck traffic rebuilt with new base materials -end result durable thoroughfare to withstand rigors of heavy truck traffic -contract under budget by \$552,000.
- Cape Horn/S Burnt Store Lakes Entry Features -proj substantially completed punch list items resolved.
- Melbourne Bridge Replacement - Purchasing advertised RFP 10-248 to solicit proposals from design/build firms to design-construct replacement bridge -proposals due 8/2/10.
- Coral Creek Bridge Replacement - The contractor opened the new bridge to traffic on June 7, 2010. Currently utility and roadway drainage work, which could not be finished until traffic was moved to the new bridge, is being completed. The contractor has completed about half the demolition. Barging suitable material from the bridge demolition to the Tembley Reef in the Gulf of Mexico has started. The material will be used to expand this artificial reef.
- Harbor Heights Maintenance Dredge continuing -temporary off-load site permitted and established for Balboa, Desoto WW and San Salvador WW for northern canals -original contract 100% complete. Design error by Engineering Consultant resulted in additional 13,144 cubic yds of material left out of original contract -Change Order approved to facilitate additional work on 3/9/10 -contractor in process of removing additional material -additional work 90% complete.
- Sunrise WW (FEMA funded for TS Fay's damages) proj awarded to Marine Contracting Gp, \$25,020 -dredging of channel complete. Billing info and spoil site restoration are items left.
- Alligator Creek Canal project, including the realignment of the access channel, the northern 520-foot dredge, Sea Edge Canal access channel, and dredging any high spots throughout Alligator Creek. Construction began with 120 day to complete the project.
- Stump Pass Dredge & Beach Nourishment Proj -Construction advertising/bidding began week of 7/5/10 Construction contract awarded at 8/24/10, BCC mtg. Issue Notice to Proceed for construction by 9/1 or shortly thereafter. An advantage to issuing a Notice to Proceed on or after September 1, is that shorebird nesting season will be over and should not affect the project schedule or work efforts which would result in more favorable construction costs.
- Trout Creek Breach (South Gulf Cove) - This project is to establish a permanent fix to a breach that happened between the interceptor canal and Trout Creek in South Gulf Cove. The MSBU Committee has claimed potential navigation issues due to loss of water from the system. The project is being permitted through the US Army Corps of Engineers and the FDEP. Weiler Engineering is the Engineer of Record and was awarded the contract for \$39,500.00. The FDEP permit is currently being reviewed for issuance.
- Maintenance Activities:
 - Roads Repaired
 - 24.8 tons of asphalt placed to repair various streets throughout Charlotte County

- Pipes Cleaned
- 206 culverts pipes on various roads throughout Charlotte County
- Shoulder Repair
- 4.31 lane miles on Harborview Road and Peachland Boulevard (RBN) lane miles on Hillsborough Boulevard (GPC)
- Brush Cutting
- 176,540 CY of brush cut from rights-of-ways throughout Charlotte County
- Trash Removal
- 38 loads of trash/debris removed from rights-of-way throughout Charlotte County
- Swales Graded
- 13,500 SF Foresman Boulevard – Gulf Cove
- 3,000 SF Jarvis Street – GPC
- 6,550 SF Blarney Street – GPC
- 300 SF Harper Street – GPC
- 6,250 SF Bolander Street - PRS
- 7,000 SF David Boulevard – Gulf Cove
- 3,600 Farley Street – Gulf Cove
- 3,000 Kimsey Avenue – Gulf Cove
- 11,600 SF Gillot Boulevard – Gulf Cove
- Swales Corrected
- 1,640 Blarney Street – GPC
- 5,250 SF Captain Kidd – SBS
- Pipes Installed
- 216 LF on various streets in South Gulf Cove ahead of paving program
- 56 LF of pipe on Copiapo Circle – Deep Creek
- Pipe Repair/Replaced/Installed
- pipes repairs on Ivanhoe Street, Newbury Street, Eau Gallie Circle - GPC
- 37 LF pipe replaced Blarney Street - GPC
- 56 LF pipe installed SGC ahead of the paving program
- 128 LF outfall pipe replaced on LaGuardia Avenue - GPC
- Ditches Maintained
- 279,000 SF of primary ditches in West County Storm Water
- Intersection Conversions
- 7 swaled intersection conversions – Zone 54 NWPC
- Aqúi Esta Drive RW Improvements: -proj approx 75% complete on schedule and budget. Roadway construction at intersection of Aqúi Esta Dr and Bal Harbor Blvd started and should be completed next week. Final grading and sodding of various swales within the proj begun -installation of street lighting conduit continuing on south side of Aqúi Esta Drive.
- Admin Services Div relocated from trailers to PW Operation Ctr., 7000 Florida St, PG.
- PW Project Update video was completed for presentation to the BCC on July 27, 2010.
- PW Graphics Section relocated from leased trailer to Operations Building, 7000 Florida St, PG. This is part of the Public Works Department relocation from the modular trailers to permanent facilities located on Florida Street and at the South County Annex on Taylor Street.
- Elkcam WW Bridges Replacement –US 41 Access Road Bridges (014022 and 014023) over Elkcam WW replaced as part of County Stimulus Program. Purchasing has advertised RFP 10-248 to solicit proposals from design/build firms to design and construct the replacement bridge. Proposals are due August 2, 2010. Construction will probably begin in January 2011.

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 on issues -project approvals, changes to media flight plan, campaign, ads, collateral and program development
- Deepwater Horizon Oil Spill Efforts
- Drafted letter for Comm. Starr for Governor Crist requesting BP funding for oil spill losses
- Sent official letter to BCC requesting \$150,000 loan to cover new advertising campaign directed at the negative oil spill media messaging
- Attended mtg's Admin. and Budget on County's claim response to oil spill media coverage
- Compiled invoices, staff time, resources for oil spill mitigation for County's claim to BP
- Conducted several media interviews on the oil spill impact to Charlotte County tourism
- Develop a strategic marketing plan tied directly to oil spill negative media mitigation
- Participated in daily monitoring of oil spill & industry communications
- Approved use of :30 sec TV spot w/ VISIT FLORIDA ads
- Reviewed and approved Bureau Oil Spill Update eblasts to industry on a weekly basis
- Participated in weekly webinar conference calls with VISIT FLORIDA and FACVB colleagues on Oil Spill issues and negative perception mitigation efforts
- Spent over 30 hours on oil spill issues
- Edited and approved all media releases, ePromotions and advertising
- Met Administrator for monthly one-on-one director's session concerning tourism issues
- Spoke to Sunrise Kiwanis Club mbrs on dept. operations, mkt initiatives, oil spill mitigation
- Conference call w/SMITH on advertising changes due to recent budget reductions and plan cooperative advertising offerings to industry partners for 2011
- Attended Pre-agenda
- Coordinated process with BCC staff for prospective new TDC member, Hazel Crouch
- Spoke to Punta Gorda Chamber's 'Business Over Breakfast' on Bureau operations, marketing initiatives and oil spill mitigation
- Met Airport Director, Gary Quill on Visitor Guide display and airport advertising opportunities
- Held staff meeting for comprehensive review of Visitor's Guide for production of 2011 guide
- Attended Main Street Conference Meeting to discuss logistics and continued planning efforts
- Met with Ken McCoog, set designer at Event Center on Main St Conference Banquet needs
- Attended Punta Gorda Chamber Gov't Affairs Committee -provided update on oil spill issues
- Bureau hosted Annual Co-op Program "Ad Fair" where low cost advertising opportunities are presented to industry partners on a "First Come, First Served, basis for 2011 publications
- Corresponded with Michael Kalt, Tampa Bay Rays on potential for Snowbird baseball game between two Division I teams at the Stadium
- Bureau and Event Center staff, hotel representatives conducted a 2-day tele-blitz at Event Ctr targeting prospective meeting & conference planners. Nearly 100 viable leads generated future business, Comm. Skidmore and Mayor Goldberg participated.
- Attended Halogen Performance Appraisal class for managers
- Attended Visual Arts Center's 50- yr Campaign Committee mtg-2011 50th Anniversary of Ctr.
- Approved sales materials for launch of 2011 Visitor Guide
- Feature story on Visitor & Convention Bureau operations -staff appeared *Harbor Style* mag
- Public Relations:
 - Gathered, wrote and submitted content: weekly for the County Administrator and monthly for the Southwest Florida Parrot.
 - Wrote and Distributed Four Media Releases
 - "Updated: CH& Gulf Islands Celebrates Independence Day with Family-Friendly Activities"
 - "Charlotte County Commission Seeks Portion of BP Tourism Marketing Allocation"
 - "SMG-Managed Charlotte Harbor Event & Conference Center Join Charlotte Harbor Visitor & Convention Bureau and Area Hotels in Sales Blitz Next Week"
 - "CH Visitor & Convention Bureau's Marketing Program Finalist for Flagler Award"
 - Wrote and Distributed One Media Advisory
 - "SMG-Managed Charlotte Harbor Event & Conference Center Join Charlotte Harbor Visitor & Convention Bureau and Area Hotels in Sales Blitz Monday & Tuesday"

- Researched and fulfilled 8 editorial leads for regional and national print and online publications including requests for images.
- Media Planning and Visiting Journalists: Itinerary planning following who requested visits:
 - Kevin Mims–7/3–5/10 VISIT FL Outdoors Insider and FloridaLive.com videographer. Covering Freedom Swim on July 4 as well as other outdoor activities in the area.
 - Sandra Friend–7/8/10 daytrip photographing FL beaches for new smartphone application.
 - Chelle Koster-Walton–7/9–11/10 assignment for Times of the Islands Re: island getaways at Palm Island Resort.
- Deepwater Horizon Oil Spill:
 - Monitored Deepwater Horizon oil spill media coverage;
 - Communicated to local tourism industry 2 updates on info of the spill, message to Charlotte County visitors, and encouragement of keeping track of loss business and cancelations;
 - Updated Twitter feed with appropriate oil-free messages;
 - July 1st Interview with NBC2 regarding Charlotte County sending letter to Gov. Charlie Crist requesting tourism funding from BP;
 - Participation in FI Assoc of Convention & Visitors Bureaus and VISIT FLORIDA conference call regarding status of Deepwater Horizon Oil spill and impact on Florida tourism;
 - July 9th Wrote Deepwater Horizon Oil Spill Update #10 for the local tourism industry;
 - Registered area beaches on www.healthybeaches.org, a website run by Dr. Beach;
 - VISIT FLORIDA webinar on status of Deepwater Horizon Oil spill impact on Florida tourism;
 - July 13th Upload information about area beaches on Healthybeaches.org;
 - July 15th Interview with International Business Times regarding impact of Deepwater Horizon Oil spill on Charlotte County and what the destination is doing to mitigate perception;
 - July 16th Wrote Deepwater Horizon Oil Spill Update #11 for the local tourism industry;
 - July 17th Visit to Stump Pass Beach State Park to take photos and upload to FloridaLive.com, Facebook account, and use for public relations efforts to show beaches are oil-free;
 - July 19th Telephone interview with NBC2 regarding status of request of \$150,000 from Charlotte County Board of County Commissioners;
 - July 29th Wrote Deepwater Horizon Oil Spill Update #12 for the local tourism industry.
- Additional Activity:
 - July 4th Ensure Kevin Mims, VISIT FLORIDA Insider, blogger and vlogger for FloridaLive.com, and travel blogger, and his wife make it to the 19th Annual Freedom Swim (they made it across)
 - July 7th Presentation on Charlotte County Tourism to the Employee Academy
 - July 8th Conference Call with SMITH Public Relations
 - July 13th Attended mandatory Halogen e-Appraisal training
 - July 14th met with Mary Ann Grey, Building Serv. Re: November's Green Future's Expo
 - July 26th Met media at the Charlotte Harbor Event & Conference Center during the SMG-led telephone sales blitz to build awareness and bring business to the community.
 - July 30th Welcomed Gavin Family Reunion at Four Points by Sheraton to CH & Gulf Islands
- June Activity from SMITH PR:
 - Pitched and responded to editorial requests to 16 media outlets on various topics including fishing, the Freedom Swim, oil-free beaches and ECONomical Summer Escapes
 - Placements of 14 articles in publications representing electronic and print outlets including *Foxnews.com*, *ESPN Online* and *Philadelphia Inquirer*
 - *FOXnews.com* story on fishing tips and great family fishing destinations; SMITH worked with Captain Ralph, who provided answers to questions posed by the reporter, and SMITH developed a pitch for Charlotte Harbor & the Gulf Islands as an ideal family vacation destination. The story quoted Captain Ralph twice and included a link to King Fisher Fleet's Web site. <http://www.foxnews.com/leisure/2010/06/18/fish-vacation>
 - Contacted Jim Abbott of *Orlando Sentinel* sent him information on Freedom Swim, clean beaches, July 4th specials for his blog, "Postcards from Florida", ran June 25th online

- Charlotte Harbor Wants to Remind You: No Oil Yet <http://blogs.orlandosentinel.com/travel-postcardsfromflorida/2010/06/25/charlotte-harbor-wants-to-remind-you-no-oil-yet/>
- Worked with Doreen Hemlock, travel blogger for the *South Florida Sun-Sentinel* on a similar story, which highlighted the Freedom Swim and Fishermen's Village events, the Four Points by Sheraton's July 4th package and a link to the VCB's Website, posted on June 25
- [Celebrate quirky July 4 swim in southwest Florida](http://blogs.sun-sentinel.com/south-florida-travel/2010/06/25/celebrate-quirky-july-4-swim-in-southwest-florida/) <http://blogs.sun-sentinel.com/south-florida-travel/2010/06/25/celebrate-quirky-july-4-swim-in-southwest-florida/>
- Stephanie Trotter's article from 4/09 FAM visit to Charlotte Harbor & Gulf Islands (Allegiant Air) appeared in the May 2010 issue of *Talk Greenville* magazine. We have ordered copies of the publication and J. Huber is sharing the link with the many partners covered.
- <http://talkgreenville.com/article/20100501/TALKGREENVILLE/305010031/1194/TALKGREE NVILLE08>
- SMITH contacted Jim Abbott of *Orlando Sentinel* encouraging use of ECONomical Summer Escapes and clean beaches release in his blog, "Postcards from FL info posted 6/17th:"
- Charlotte Harbor offers summer deals
- <http://blogs.orlandosentinel.com/travel-postcardsfromflorida/2010/06/17/charlotte-harbor-offers-summer-deals/>
- Press Releases:
 - SMITH finalized the Beaches press release, added information about the ECONomical Summer Escapes program and submitted it to J. Huber for VCB approval. We packaged the Beaches press release, the Freedom Swim, the Four Points by Sheraton July 4th special and the ECONomical savings offers and distributed to Florida newspapers on June 23rd
 - SMITH contacted Joy Masters of the Four Points by Sheraton to clear up the discrepancy over the Gatorz Getaway rate when booking online
 - SMITH distributed ECONomical Press Release to Southeast newspapers, magazines 6/1/10
- Additional Activity:
 - June 7th L. Bourgoing, D. Stone and M. Huff participated in a conference call with B. Bovell, J. Huber and L. Barfield on the oil spill situation and potential responses and actions;
 - June 8th D. Stone and M. Huff participated in bi-weekly PR conference call with J. Huber. The conference report was submitted June 11. (Since most items were covered during the oil spill calls, the second PR conference call was not held.)
 - June 21st L. Bourgoing, D. Stone and M. Huff participated in a conference call with J. Huber and L. Barfield on the oil spill situation and potential responses and actions
 - June 26 – 27th M. Huff attended TBEX 2010 (Travel Bloggers Exchange) in New York and met several key bloggers so that SMITH can develop a relationship for the future.
 - Prepared and submitted the Weekly Reports
 - Finalized the May Monthly Report and Publicity Summary, re-submitted the May Publicity Summary and answered questions from Jennifer Huber on some of the clippings
- Communications & Marketing:
 - July print advertising targeted leisure travel industry appeared in *Florida Travel & Lifestyles*, *Gulfshore Business* and *AAA Going Places* magazines. Television & Radio advertising ran in select national markets as a free co-op with VISIT FLORIDA in response to the Oil Spill.
 - July internet advertising targeting the leisure travel industry appeared on *TravellInformation.com*, *TravelGuidesFree.com*; and *NBC-2.com* -*ABC-7.com* courtesy of Waterman Broadcasting -*VacationPlanning.net*, *ConnectYourMeetings.com*, *Rejuvenate Meetings.com* and *GroupAwayTravel.com* courtesy of Collinson Media.
 - Updated and distributed 'VCB Response to Oil Spill' document
 - 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
 - Tracked and entered detailed documentation regarding time and resources spent mitigating tourism related issues because of the Deep Water Horizon Oil Spill.

- Mtgs & conference calls with local & state agencies, & our agency, in order to stay informed of the latest developments on the Oil Spill situation as well as develop VCB response
- Met advertising agency on daily basis on multiple issues: project approvals, the 2011 media flight plan and budget, as well as campaign, ads, collateral and program development
- Oversight to agency, prepared-distributed materials, hosted the 2011 Cooperative Ad Fair
- Began development, submitted edits, and launched ad sales for the 2011 Visitor's Guide
- Administered 2010 summer campaign: ECONomical Summer Escapes with Agency -ongoing promotional materials and key messaging; approved radio/website copy for promotion in various markets; created corresponding web pages and Welcome bags for winners
- Attended 2010 Southeast Tourism Society's Mkt College 2nd yr, part of 3-yr accreditation prog
- Provided direction and final approval for CRM program components for July – *Beaches ePromotion* and an *Independence Day ePromotion*
- Attended site visit on several vacation properties in Charlotte County portion on Gasparilla Island/Boca Grande in order to better understand and sell the inventory we have there.
- Finalized design -pre-flighted a sales sheet for Charlotte Harbor Event & Conference Ctr
- Created new landing pages and updated various pages of the Website
- Provided regular posts and updates to VCB's Facebook page
- Attended variety of industry mtg's including the Englewood-Cape Haze Chamber's TDC mtg
- Sales & Sports Marketing:
- Met Horizon Gymnastics discussed hosting USA Gymnastics State Championship
- Met with the Four Points to discuss how the hotel can partner with the Charlotte Harbor Regatta to host the 2012 World Disabled Sailing Championships
- Worked with CH Event & Conf Ctr to compose the script for, determine prize giveaways, and identify other local partners to assist with the SMG sponsored tele-blitz sales campaign
- Met with the Florida Main Street Annual Conference committee to discuss logistics, sponsorships, and the budget for the upcoming conference
- Participated in the VCB annual ad fair to answer questions and encourage partners to buy into the two Travel Expos that will be hosted at The Villages in 2011
- Attended Florida Society of Assoc Executives Annual Conf in Naples participated in variety of educational sessions and networking opportunities with association market meeting planners
- Participated in the two-day SMG sponsored tele-blitz sales campaign whereby approximately 250 meeting planners were contacted to inquire about their upcoming meeting needs as well as to educate them on the Charlotte Harbor area as a viable meetings destination
- Met with Event Center Caterer - Centerplate to discuss all the food & beverage requirements for the Florida Main Street Annual Conference at the Event Center
- Participated in an online demo with Meeting Max to learn more about their online housing product geared towards streamlining the booking process for meetings and event attendees
- Provided 4 Request for Proposals (RFPs) for upcoming potential mtg's business to the Event Center which were obtained as a direct result of attending the FSAE Annual Conference
- Renegotiated with the Barbershop Harmony Society to bring both their 2012 Spring and Fall annual conferences to the Event Center in lieu of just the Fall conference in 2011

Utilities

- Engineering Services:
- Major Work Orders:

36 developer project inspections; 365 CIP inspections; 4 LPS installation; 4 LPS start-up inspections; 7 LPS mandatory re-inspections; Personal Training: Open for Business, Halogen, Round Table Talk; 2 developer agreements prepared; 231 active developer projects; 1 closed projects; 8 active line extension projects; 2 new set of plans received; 0 revised set of plans submitted for approval; 73 residential service availability letters prepared; 2 commercial service availability letters prepared; 57 water and sewer services field verified; 726 locates processed from Sunshine State One; 31 residential service applications processed; 2 CIP permit received; 2 CIP permits approved by CCU for FDEP submittal; 3 record/as built

drawing reviewed; 27 large area intersections locates; Permits/Inspections: SFR 0 rejected; Commercial 0 rejected; Sewer Connections 10; Meter Inspections 2 passed/0 failed.

- Operations Division

- Treatment Facilities:

Reuse Ord/Misc Proj's: Treatment of grease at EP WRF: Met with (ABF), Affordable Bio Feedstock regarding alternate methods of grease treatment -site visit of EP site followed. Arrangements are being made to visit ABF's existing installation to observe their process.

- Personnel: Interviews for the vacant operators position is nearly complete. An applicant will be selected following the final interview on 7/30.

- Water Distribution:

- Distribution System: Completed 5 new water service line installs; responded to 81 line breaks; exercised 166 system water valves; maintained and flow tested 137 hydrants for system maint; changed out 1 galvanized service line; responded to 49 water quality calls; serviced all vehicles at Fleet that required maint; installed 1 new system isolation valve; replaced 2 water sample points; completed annual FDEP system inspection for the distribution system and water booster stations.

- Training: 4 tailgate safety meetings were held with the entire work group; 5 employees attended Open For Business training; 4 employees attended FMLA training; all employees completed Halogen appraisal training; 1 employee completed First Aid training; 1 employee completed Confined Space rescuer recertification; 3 employees obtained their CDL license; 9 employees met with Roger Baltz for Lets Talk.

- Personnel: 2 frozen Line Tech positions -dept remains downsized to 3 active repair crews.

- Booster Stations: #2 Golf Course started normal operation on 7/12; contractor is working thru punch list items. #3 Gulf Cove performed prevt maint; CC Generators repaired a fuel line leak; Facilities replaced the AC unit in the lab; #1 pump was realigned and the coupling replaced; ADF was 2.250 MGD. #4 Walenda performed prevt maint; reassigned the forklift to the main warehouse; the check valve on the bleach quill was replaced; alarm company found that the system wiring was disconnected during the booster upgrade and the contractor was contacted to make the needed repairs; ADF was 3.199 MGD. #6 Rotonda performed prevt maint; Olsen Painting began pressure washing the tank roof and found several areas where the roof coating is not adhering to the concrete. Contacted Sherwin Williams for possible remedies; ADF was 2.322 MGD. #7 Ingraham Injection Station the ammonium sulfate day tank was replaced with a 100G tank; check valves were replaced on both injection quills; ADF was 290,364 GPD. #8 Englewood Interconnect is currently off and ready to be placed back in service when required; interconnect was exercised for 6 hrs on the 7/14; Myakka River Bridge crossing averaged 1.374 MGD.

- Sampling: Monthly compliance samples have been completed. TTHM and HAA5 sampling has been and quarterly parameters sampling has been completed.

- Boil Water Notices: 7 boil water notifications were processed.

- Wastewater Collection:

- Gravity Force Mains: Exercised 63 sewer valves; poured/installed 2 concrete valve pads; inspected 37 manholes in conjunction with the process of all manholes receiving flow from force mains and were inspected to determine if inclusion in the lining contract is necessary; repaired 1 service lateral; repaired 1 force main break on the AC line on US 41 slated to be replaced; TV'd and cleaned 8,092' gravity mains; repaired 1 blow-off hit by a vehicle; 6 manhole rings and covers were replaced; 2 sewer backups were investigated and determined to be the customer's problem; performed a confined space to repair an air lift eductor in Burnt Store Village slated to be replaced; replaced a complete manhole in Maple Leaf that was collapsing (rented equipment); installed 1 sewer valve to shut down flow to LS 821 so the station discharge lines could be replaced and upgraded. Inter-Departmental Assistance: core-bored a manhole beside the BP gas station and installed a 6" service later with double "Y" for Engineering; performed a confined space to remove a

plug in the line left by the contractor at the new LS 133 Commons; tapped a 12" ductile iron pipe to install turbidity meters at the Burnt Store WRF and the West Port WRF.

- Lift Stations: Performed 293 LS prev maint work orders; performed 66 corrective maint work orders which included check valve cleaning, pump deragging and wet well cleaning; completed 11 permit required confined space entries; 3 pumps were repaired in-house; sent 2 pumps out for repair; LS 84 in-house rehab is 95% completed and on schedule; repaired broken discharge line at LS 96; LS 821 in-house rehab – replaced valve assembly and installed HDPE discharge lines; replaced check valves at LS 24; LS 133 in-house rehab – upgraded pumps from 5 hp to 7.5 hp; start on BODR for LS 79 in-house rehab; start on BODR for valve assembly and pump discharge line replacement for LS 815 and 323 in-house rehab; inspected and made recommendations for repairs to 3 Parks & Recs LS in accordance with Service Agreements; fueled generators at LS 873 and 874.
- Low Pressure Sewer: Performed 280 service calls in the field; completed 13 mandatory connections; installed 5 new service taps; upgraded 17 systems to current standards; repaired 2 leaks; replaced 2 collapsed tanks; all pm services were completed.
- Personnel: 30 employees attended the E-Appraisal training; 4 employees attended First Aid training; 9 employees attended CPR training; 10 employee attended Atmospheric Monitor training; 12 employees attended Rescue Simulation training and completed the fit test; 5 employees attended Round Table discussion; 4 employees attended "Open for Business" training; 1 employee started the Distribution Correspondence course; rotated employees into new LS work zones for 1 year; 1 employee received 5 Year Award; 1 employee received his CDL-A.
- Business Services:
 - IVR: The project was implemented 9/1/09. 2,240 payments were processed through this venue. The average # of payments is 2,033. The system now represents 5% of the monthly payments. It also assisted in reducing payments made through Cust Serv Reps by 36% of all payment calls. The additional positive feature of IVR is that it allows us to amplify "Open for Business" as it allows our customers to pay their bill over the phone 24/7. We are seeing payment activity on the weekends.
 - Mass Notification: Customers who are in imminent danger of having services disrupted for non-payment began 10/13. 877 calls have been made to customers facing imminent shut-off for non-payment. It was also used to solicit feedback from 272 customers for toilet rebate prog. -also used this media for notification of return items and unauthorized use.
 - Electronic Bill: The vendor provided a proposal for the development cost, which is well over \$120,000. Alternatives are being considered by administration.
 - EZ Pay: 14,330 bills processed. Transaction breakdown: 4,054 one-time pays; 7,081 recurring payments, 3,195 payments through Cust Serv Reps. 153 returned items; 104 for insufficient funds, 49 for invalid bank number. Now offer 3 methods of electronic payment: EZ-Pay, IVR, Check Free -49% of customers use electronic payments.
 - AMR Replacement: 337 Orion AMR transponders installed and 21 meters were changed out. Of the 26,032 customers with AMR transponders 4,123 have ITRONs and 21,552 have Orion. The 26,032 represents 46.54% of our customer base with AMR meters.
 - Customer Service: 8,865 phone calls received -grade of service was 82%. Total walk-ins to lobby 1,156 -no new service requests.
 - Meter Services: 5 meters installed (existing lines); 38,819 meters manually read; 42 skipped (less than .1% of all reads), 51 misread (less than .1%); 2,815 service orders 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) was \$27,445; penalty revenue was \$81,288 and premise visit revenue (payment was made before shut-off occurred) was \$1,350; total delinquency revenue for the month: \$110,083 FY-YTD total: \$993,823.
 - Returned Checks: Total of 164 returned items for total rev of \$4,905 FY-TD total: \$40,407.

- Tampering: 34 meter occurrences for total revenue of \$5,600 FY-TD total: \$71,440.
- Overtime: \$925 was collected for overtime; \$139 was expended. Net income was \$786. Total revenue collected FY-TD is \$9,172.
- Liens: There were 120 liens filed addressing balances at the time of filing of \$26,597. There were 97 liens released for a total of \$72,235. FY-YTD total \$1,268,523.
- Bad Debt: There were 231 accounts. 15 customer accounts sent to bad debt this month for a total of \$1,905 or an average balance of \$127. There were 5 additional tenant accounts for a total of \$1,430 sent to bad debt. Average balance of each account \$286.
- Community Outreach: No activity.
- Real Estate: No activity.
- Water Conservation Enforcement: There were 0 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 7/11.
- Sharepoint/Doc Management: We currently have 47,696 documents ready to be transferred to Sharepoint. On 7/2/09, we met with IT and began establishing all of Business Services docs in Sharepoint. We are 75% complete. We are now awaiting the implementation of the upgrade of Sharepoint.
- Utility Regulation: No activity.
- ID Theft/Red Flag Policy: No activity.
- Accounts Payable: Recorded light decrease in receivables over 90 days from 38.54% to 38.45% -current revenues also decreasing from 53.32% to 53.14% of 2,061 accounts that met lien criteria, 87% were already.
- Public Outreach:
 - Water Conservation: Charlotte County has adopted by ordinance the District's year-round water conservation measures, effective 7/1/10, except where stricter measures have been imposed by local governments or utilities. At the 6/29/10 meeting of the Governing Board of the SWFWMD, the Board approved the staff motion to allow the Modified Ph II Watering Restrictions to expire on 6/30/10. FY09/10 Toilet Rebate program has been discontinued effective 4/13/10 by the Board. Board has agreed to fund those customers who are awaiting rebate, inspection or have reservations. Closure of program should be completed by 8/2010. CCU will continue the Showerhead Exchange Program. This allows customers to bring in their old showerheads and CCU replaces it with an efficient showerhead model. SWFWMD will host an Open House at the EP Campus on 7/29.
- Misc, Safety & Security: Reviewed and updated the standard policies and procedures for fire and burglary alarms at the Environmental campus for Building A and B. Hurricane questionnaires were completed by all employees. CCU Incident Command met and discussed roles and responsibilities for an emergency event.
 - H R: Total positions: 202 (plus 6 in Finance); Vacancies: 8; Recruiting: 1 Director, 1 Plant Operator; Pending Approval to Recruit: 1 Cust Acct Specialist, 1 Foreman (in appeal process); SBP processed: Frozen; Frozen Positions: 2 Line Technicians, 4 Engineering Inspector, Cust Acct Specialist PT; Halogen training for all employees completed 8/2.
- Administration:
 - Sun River Utilities: No change.
 - Ph 1A – PG Interconnect: Change Order #1 discussed at 7/13 BCC meeting. BCC voted 3 to 2 not to approve Change Order #1 to construction contract awarded to Garney Construction. Staff also met with Peace River Authority staff and DMK to review CEI contract for project. Modifications to contract language agreed upon to address proposed levels of construction services. Contract amount, however, was not reduced significantly but rather will be reviewed after 4 to 6 weeks of construction activity to determine appropriate work effort needed for project and corresponding cost savings in CEI contract.
 - PRMRWSA: No changes in water conditions, supply or demand reported.

- Engineering:

- Area 1 Wastewater Service Prog: BCC placed 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 cost to the property owners.
- Transmission Main Stage 1 due to work load and other priority projects the necessary field work to complete plan profiles postponed -anticipated this field work will start in August.
- Production-Monitoring Wells: Engineer of Record submitted bac-t results for Wells #15 & #16 to FDEP 7/15. Raw & finished water quality analysis submitted to FDEP early August.
- Plant Expansion: Engineer of Record submitted Final Clearance package required record drawings to FDEP, 7/15. Once FDEP authorization is received to place Wells #15 and #16 into operation contractor will be able to complete work relative to production wells.
- WWRF Expansion: The proposed plan that was submitted by the Engineer of Record for rerating the plant was reviewed and returned with comments in mid July. The Engineer of Record is to update the plan accordingly and resubmit.
- Central & West Cty Water Model Update: JE worked on completing Tech Memo #2 and 3. The water model simulation results were being incorporated into TM #4. Training outlines were developed for training sessions 1, 2 and 3.
- Upgrade Tanks & Boosters:
 - Walenda: Final punch list items are all that remains to be completed.
 - Golf Course: Final punch list items are all that remains to be completed.
 - Gulf Cove: Final punch list items are all that remains to be completed.
- BSV Lift Stations: The plans, specs, and bid form were submitted to Purchasing for bid advertisement. Docs to amend the FDEP permit for the proposed wastewater collection system were submitted to the FDEP for approval. They are currently under review. CCU met with the POA to discuss the status of the project.
- East Port Headworks: As part of the overall re-rate of East Port WRF, reha of the headworks continues on schedule. During July all of the new electrical feeds and instrumentation wiring were pulled and terminated. The new grit removal equipment, classifier and mechanical bar screen were installed and the grit removal equipment and classifier were commissioned. The mechanical bar screen is to be commissioned the 1st wk of August. The coating contractor sand blasted and coated the center/bypass channel with Sauereisen 210T. Ops is extremely anxious to have the new equipment put on line as the existing equipment is in very poor condition and requires an extraordinary amount of maintenance to keep it running.
- East Port Ops Bldg: The contractor (BCBE) has been addressing punch list items while awaiting revisions to the generator pad specifications from the architect, Tom Huff.
- Spatial Info Assessment (Geodatabase): Staff continued work updating the Geodatabase with the back log of wastewater, potable water and reclaimed water as-built. The mark out of existing water and wastewater assets in Rotonda Heights was completed and the necessary field work to GPS those assets was started.
- Rotonda Villas & Springs Water & Wastewater System: General Contracting continues to install the LPS and water mains in Rotonda Villas. Work continued on LS 861. The precast sections for the wet well and the lid for LS 860 were poured and tentatively scheduled for delivery to the site in mid August. The surveyor made the necessary as-built corrections and the as-builts for the off-site water mains and the Sec 1 water mains and the LPS mains were approved. Application was made to the FDEP for clearance to operate the off-site and Sec 1 water mains which was approved on 7/17.
- Lift Station Rehabs: 321 & 806 – Bids received on 7/21, which are currently under review. A pre-award meeting with the apparent low bidder Dave Foote Environmental was held on 7/28 to discuss equipment suppliers, instrumentation and controls, by-pass pumping, sanitary sewer flow reversal, and environmental constraints due to Scrub J habitat.
- 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 sent to SFWMD regarding 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 on the Weirs is proceeding with no issues as to the existing water and sewer lines at these locations.
 - 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 addressed all the punch list items and the project is now complete.
 - 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. A partial 3" LPS main had to be installed and certified by FDEP which allowed the old LPS main to be removed allowing construction to continue. The Fordham WW plans are being combined with the Lionheart WW @ Quesada and Sunset WW @ Kenilworth Control Structures.
 - Rotonda Reclaimed ASR Well: Johnson Engineering is in the process of revising their scope of services to include drilling of a test well to determine the location of the USDW.
 - Deep Creek Force Mains: Bid docs for revised proj (include only force main from LS # 309 to East Port Lift Sta) are being finalized as per the latest project revision to minimize costs.
 - Wastewater Collection System/2010 Relining Contract: Bid was awarded 6/22. Approx 20,644' of pipe and 33 manholes will be relined in the next 6 months.
 - Coral Creek Bridge: Construction proceeding on schedule. Utility Agreement sent to Boca Norte for execution allowing existing on-site sewer system to connect into CCU's system.
 - SWFL Feasibility Study: Entire project being placed into a Watershed Mgt Plan with idea that local governments will incorporate the tasks into their local comp plans. They won't seek legislative funding for any of the projects due to unforeseen budget limitations on preparing required USACE docs for these types of requests including a certified construction cost estimate. One major area where projects are proposed is located south of County line. The projects proposed deal mainly with restoring pre-development hydrology and restoring continuity of wildlife habitat by removing and adding drainage structures, removal of invasive exotic species, and cutting and filling berms and channels. We will continue to monitor the progress of the watershed plan as it is developed.
 - FDOT Projects: US 41 @ Midway Blvd: Extension of 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: Giffels Webster submitted 30% plans and they are currently being reviewed for accuracy and possible relocations or additions to the water and wastewater lines.
- Gateway Harborwalk: A public restroom is being proposed and the proposed sewer will be a LPS system connected to CCU and the water will be connected to Charlotte Harbor Water Association. A FDOT Utility Permit from CCU has been submitted for processing.