# City of Punta Gorda Action Register
# as of March 5, 2020

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| Hounds on Henry | 12/01/19<br>Urban Design | **6/19/19** – Council directed staff to engage in discussions with users of the dog park to create a plan for future development of the park.<br>**11/19/19** – Staff met to discuss setting of public workshop date & time, displays needed and best approach to receiving public input. Projected public input meeting to be January 2020.<br>**12/2/19** – Staff set format and date of Jan. 17 for Dog Park community input meeting.<br>**12/4/19** – Council requested staff look at sod installation in dirt areas as opposed to mulch. Re-sodding originally projected to occur during rainy season.<br>**12/6/19** – City Manager and City Engineer visited dog park and talked with users of both small and large dog areas. All expressed no issue with mulch and some folks expressed that more is needed. One gate needs fixing as well as drainage in wash areas.<br>**12/19/19** – Gate fixed.<br>**1/17/2020** – Meeting held with attendees at dog park in both morning and afternoon sessions. Input received and will be summarized for Council consideration in February/March timeframe.<br>**2/13/2020** – Item placed on 2/19/2020 Council agenda.<br>**2/19/2020** – Council deferred any further action until Sales Tax Committee and Council decides whether to include overall project with trails system and restroom as part of local referendum. |
| Ponce Park redesign | 4/30/18<br>Urban Design | **10/5/16** – Assist Herston Engineering in redesign of Ponce Park.<br>**12/1-3/16** – Design contract signed 12/1/16. Met with Engineering to discuss design on 12/13/16.<br>**1/31/17** – Discussed conceptual plan and maintaining existing uses. Herston Engineering to draft up 'to-scale' concept for staff review.<br>**2/23/17** Staff met with Herston Engineering discussed new site layout, what amenities should be included, location of playground and other options.<br>**4/13/17** – Progress meeting held.<br>**6/14/17** – Email sent to Herston reiterating need to update City and Wildlife Center on progress.<br>**6/22/17** – Staff reviewing 50% design plans from Herston.<br>**9/6/17** – Conceptual design approved by Council.<br>**10/17** – Awaiting 60% design for review.<br>**7/11/18** – City Council requested Engineer update on 8/22/18 agenda.<br>**8/22/18** – City Council approved Weiler Engineering taking project over.<br>**8/28/18** –Weiler met with City and due to limited work previously completed, committed to only the civil engineering portion of the overall park design. Item will be placed on 9/5/18 Council agenda with recommendation to secure services of engineering firm to undertake redesign of park. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **9/6/18 -** Council authorized RFQ to be released for engineering services for redesign of park.<br>**9/13/18** – Engineering proposals for Ponce Park due on 10/5/18.<br>**10/5/18** – Two proposals received and under review by staff committee.<br>**10/7/18** – Council approved Weiler Engineering as top ranked firm. Cost negotiation to follow.<br>**10/18 thru 12/18** – Staff and Weiler continue to meet and negotiate cost proposal.<br>**1/2/19** – Design contract approved.<br>**1/4/19** – Staff met with Weiler staff onsite to go over expectations.<br>**1/30/19 –** 30% Plans due early February.<br>**4/25/19** – Contract amendment to analyze seawall condition, piers and boardwalk; letter of map revision as part of redesign on 5/1/19 Council agenda.<br>**5/1/19** – Contract amendments were approved by Council.<br>**6/3/19** – 60% design plans under review. Utility line/fire hydrant issue to be on 7/10/19 Council agenda.<br>**7/10/19** – Council approved The PRWC request to pay all of the expenses for the utility upgrades identified in a Utilities Technical Memorandum and moving forward with engineering services for the utilities.<br>**8/21/19 –** Council discussed updated construction estimates and directed staff to bring back to Council options.<br>**9/4/19** – Council directed inclusion of agenda item to consider relocation of Wildlife Center to West Henry City-owned property at 9/18/19 meeting. Staff will then present Ponce Park potential cost reductions.<br>**9/18/19** – Council approved consideration of relocation of Wildlife Center to West Henry site. In light of that direction, Ponce redesign placed on hold pending final resolution.<br>**11/19/19** – Project continues to be on hold pending final resolution.<br>**12/18/19** – Council directed staff to proceed with seawall, boardwalk and piling improvements.<br>**2/4/2020** – Weiler Engineering preparing bid documents for improvements and obtaining permitting.<br>**2/25/2020** – Staff received 60% plans for seawall, boardwalk and piling improvements and geotechnical testing is being conducted |
| Wildlife Center Relocation to West Henry –Land Lease | 3/31/20<br>Urban Design, Paralegal | **9/18/19** – City Council approved moving forward with exploration of relocation of Wildlife Center from Ponce Park to City-owned land at West Henry. Staff to meet with PRWC to begin concept plans and if approved by Council develop land lease.<br>**10/4/19** – Staff met with PRWC to initiate discussion. PRWC to develop site plan.<br>**10/29/19** – Preliminary concept plan prepared by Weiler Engineering.<br>**11/18/19** – Preliminary plan along with ideas to integrate center with library, history park and dog park to be reviewed by 1% local option sales tax committee as part of submittal from community organization.<br>**1/15/2020** – Request and site plan from Wildlife Center to be discussed at 1/22/2020 Council meeting.<br>**1/22/2020** – Council approved moving forward with development of lease to relocate Center to areas identified as Phase 1 and Phase 2. Center to pay for utilities once relocated.<br>**2/5/2020** – Meeting scheduled with Wildlife Center for 2/22/2020 to initiate lease discussions. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| Develop Interstate Exchange zoning classification | 6/30/18<br>Urban Design | **8/23/17** – Develop an interstate zoning classification to differentiate from highway/commercial in the vicinity of Jones Loop Rd. Meetings with City boards underway.<br>**11/27/17** – Discussion held with Planning Commission. LDR Committee to provide input in January 2018 and Council presentation scheduled for 2/21/18.<br>**1/30/18** – City Manager presented proposal at TEAM Punta Gorda annual meeting.<br>**2/21/18** – Council approved moving draft regulations on to Planning Commission.<br>**3/13/18** – Draft code changes projected for August timeframe.<br>**7/12/18** – Draft language to be discussed at LDR Committee meeting on 7/19/18.<br>**9/10/18** – Draft ordinance under development by Urban Design staff. Projected for Council meeting in October.<br>**10/23/18** – Ordinance now projected for Council review in November/December timeframe.<br>**11/20/18** – Staff projecting 12/5/18 Council meeting for review of draft regulations.<br>**12/5/18** – Draft ordinance was presented to Council for review of regulations. Direction given to staff to move forward with regulations along Jones Loop Road area through Planning Commission and to revisit US 41 and US 17 areas as part of Master Plan process.<br>**2/01/19 –** Final Draft review meeting with Attorney 2/25/19.<br>**10/22/19** – Zoning regulations to be incorporated in revision of LDR's as part of Citywide Master Plan.<br>**11/19/19** – Staff is drafting scope for Comp Plan changes and LDR revision per the accepted Plan Punta Gorda 2019 Citywide Master Plan which will be presented to City Council at the Dec. 18 Council meeting.<br>**12/4/19** – Council directed staff to bring draft ordinance completed in Dec. of 2018 back through the approval process of Planning Commission in January and City Council in February of 2020.<br>**2/12/2020** – Staff will develop overlay district to revise code. To go before Planning Commission in March and Council in April. |
| Chapter 6 Code Revisions | 8/15/18<br>Paralegal, Public Works & Urban Design | **5/21/14** – Canal Advisory Committees to develop special permit criteria for Council approval.<br>**6/17/14** – Committees' recommendations to be implemented into draft ordinance. Draft ordinance to be reviewed by both Committees once completed by City Attorney. Necessitates rewrite of Chapter 6.<br>**7/22/16 –** Draft language completed by staff and provided to City Attorney for review.<br>**4/30/17** – Canal Maintenance staff met with City Attorney and Paralegal to discuss additional amendments. Paralegal to rework draft.<br>**8/22/18** – Updated maps requested by Paralegal.<br>**10/18** – Draft regulations presented to Canal Maintenance Advisory Boards.<br>**4/4/19** – Drafts and revisions continue to be presented to Canal Maintenance Advisory Boards.<br>**9/19** – Ordinance revisions presented to both PGI and BSI Canal Maintenance Advisory Boards. Once comments received by both boards, information to be sent to marine contractors for their review. Then a workshop planned with City Council in the November timeframe. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **10/2/19** – Council to hold workshop after 11/20/19 Council meeting.<br>**11/6/19** – Staff to research regulations for structural boat covers and present options to both PGI and BSI association boards for input.<br>**11/20/19** – Held a City Council workshop on proposed language. Staff to make further revisions and draft amendatory ordinance. Items to be addressed are: definitions for vessel, structure and total included area; boat lift requirements after August 2011 in Burnt Store Isles; 50% rule and need to rebuild; inclusion of maintenance provisions; and diagrams regulatory language.<br>**2/24/2020 –** Staff to engage canal advisory committees in discussion and community engagement regarding structural boat lifts covers; item scheduled for March 2020 agendas. |
| ADA capital improvements program | 9/30/19<br>Urban Design | **4/4/18** – Council approved capital improvements in City Hall environs, A.C. Freeman House and Cooper Street Center.<br>**5/3/18** – ADA improvements to City Hall Annex ground floor entrance completed.<br>**7/12/18** – City Engineer is currently working on the design for the A.C. Freeman House ramp; Purchase order has been issued to the contractor to begin fabrication and powder coating of the kick plate to be installed on the City Hall entrance ramp; Scope of work has been completed and submitted to Procurement for architectural plans for the City Hall restrooms project & interior signage project.<br>**8/16/18** – Additional ADA parking spaces underway in City Hall parking area between Annex and Historic Building.<br>**10/17/18** – Council approved ADA accessible water fountain for Cooper Street Center park.<br>**11/8/18** – Council approved FY 2019 project list.<br>**12/12/18** – Consulting services contract with architectural firm for City Hall restrooms and facilities signage on 12/19/18 Council agenda.<br>**12/19/18** – Consulting services contract approved. First two projects – facilities signage and City Hall restrooms.<br>**01/15/2019** – ADG Architecture on site to survey existing conditions and meet with department heads.<br>**2/01/19 – City Hall Restroom:** Notice to Proceed has been issued to ADG (consultant) to begin on developing concept plan. Project will not begin until after the independent professional inspection of potential restoration issues is completed. **New Operation Cooper Street:** Purchase order is issued. **Facility Signage:** Staff met with the contractor to discuss buildings and needs. Contractor toured facilities and will be meeting with staff to conceptual plans- due within 30 days. **A.C. Freeman House ramp:** Notice to Proceed has been issued; Permit Pending.<br>**2/27/2019 –** Construction has been started on A.C. Freeman House Ramp<br>**4/4/19** – ADA compliant interior signage plans and samples have been reviewed and approved by staff.<br>**4/17/19** – Council approved contract for design and construction documents that when completed will bid out ADA and security measures in City Hall Annex, Public Safety Building and Public Works/Utilities Campus. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **6/11/19** – 30% plans under review.<br>**9/30/19** – 90% plans under review for ADA signage in City Hall, Annex and Public Safety Building. Scope for plans for Public Works/Utilities Complex completed and agreement amendment to be signed.<br>**10/31/19** – Amendment to projects to be discussed at 11/6/19 Council meeting.<br>**11/6/19** – Council agreed to unfund ADA ramp at US 41 SB bridge in order to discuss FDOT funding the project in their right of way.<br>**11/19/19** – ADA Transition Plan Update & FY 2020 Funding to be presented at 12/18/19 City Council meeting. Security Update will be included in this presentation to Council as there is significant ADA funds involved. ADA signage in City Hall, City Hall Annex, and Public Safety are currently being manufactured and the contractor anticipates they will be installed by the end on the year. In addition, the consultant is working on the signage for the Public Works and Utility Campus.<br>**12/18/19** – Presentation including information about IT transitions given to Council.<br>**2/5/2020** – Council approved grant application for harborwalk ADA ramp at US 41 SB bridge.<br>**2/25/2020** – Interior Wayfinding signage is being manufactured. Installation scheduled for March in Public Works & Utilities. |
| Renovation of City Hall & Annex to support branding process | 9/30/18<br>Mayor<br>Marketing<br>Liaison<br>Urban Design | Plan initiative to revamp public areas of City Hall and City Hall Annex to include local artists and art featuring Punta Gorda and the City's history, and freshening the facilities. Draft policies for consideration and donations and determine budget needs. City working with Charlotte County Facilities manager to coordinate an agreement for art in public buildings for both City and County facilities.<br>**4/19/17** – Presented as a budget alternative.<br>**5/17/17** – Initial renovations to Council Chambers approved.<br>**7/17** – Phase 1 improvements (seating, technology, paint) complete.<br>**10/2/17** – Committee met to review Phase 2 improvements which will incorporate ADA and security improvements as well.<br>**3/13/18** – Committee met regarding Phase 2 renovations. Cost estimate to be developed and presented to Council.<br>**5/23/18** – Staff committee continues to work on draft scope. Flooring to be procured through State contract and painting though County contract piggybacks. ADA work will also be independent of scope.<br>**6/19/18** – Received quotes for painting and flooring. Under review.<br>**7/11/18** – Staff to seek an independent professional inspection of potential restoration issues needed in City Hall prior to presenting the Phase 2 plan.<br>**10/25/18** – Public Works and Procurement are developing the scope.<br>**2/01/19 –** Renovation revisions on hold until the independent professional inspection of potential restoration issues is completed. Revised scope completed and bid process completed. Three bids received and bid evaluation underway. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **4/4/19** – Bid for evaluation came in higher than expected. Discussion to be had with Council.<br>**4/25/19** – Contract for evaluation of historic City Hall placed on 5/1/19 Council agenda.<br>**5/1/19** – Contract awarded to Parker/Mudgett/Smith Architects, Inc. of Fort Myers. This includes the Master Space and Security Study.<br>**8/21/19** – Council received update on evaluation of City Hall rehabilitation needs and approved further action to assess hazardous materials and chemical and petrographic analysis. Appropriation of funds to be on 9/4/19 agenda.<br>**9/4/19** – Council appropriated funds for the additional evaluations.<br>**11/19/19** – 2nd draft being reviewed by staff. Comments due to vendor 11/22/19.<br>**2/25/2020** - Parker/Mudgett/Smith Architects, Inc. of Fort Myers will be presenting findings in March/April to City Council. |
| Citizens Academy | 4/30/20<br>Public Works | **9/26/19** – Manage Citizens Academy, prepare schedule and information packet. Sessions to run January through April 2020.<br>**11/16/19** – Class full. Waiting list developed.<br>**12/23/19** – City Council, City Clerk, City Manager, HR and IT scheduled for 1/7/20.<br>**1/7/2020** – Administrative areas presented to Citizens Academy participants.<br>**1/21/2020** – Fire session conducted.<br>**2/4/2020** – Finance session conducted.<br>**2/18/2020** – Police session conducted.<br>**2/25/2020** – Pending Utilities session 3/8/20, Urban Design session 3/17/20, Public Works session 3/31/2020, Charlotte County session 4/13/20 and graduation ceremony 4/15/20. |
| 1% Local Option Sales Tax Extension | 9/30/20<br>Communications Manager | **4/17/19** – Council approved formation of sales tax committee to evaluate projects for next program to be voted on in November 2020. Member groups approved as well.<br>**7/19/19** – Committee met to go over process, what sales tax funds can be used for, criteria for evaluating projects and develop timeframe for future meetings. Next meeting scheduled for 9/30/19.<br>**9/4/19** – Council approved two additional groups to be represented on committee.<br>**9/30/19** – Committee met and initiated review of first set of capital projects.<br>**10/2/19** – Council approved request for proposal form for groups to submit project idea. Council also recommended that the committee consider up to 15% set aside for economic development in their deliberations for project list.<br>**10/30/19** – Committee met to continue review and scoring of projects.<br>**11/18/19** – Committee met, reviewed and scored projects. Next meeting is 1/13/2020.<br>**1/13/2020** – Committee met, reviewed and scored projects. Next meeting is February 24.<br>**2/24/2020** – Sales Tax committee completed their prioritization of projects. List will be formally presented to Council at the 4/01/19 meeting. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| FY 2021 Strategic Plan | 7/15/20<br>Communications Manager | **9/18/19 –** Council approved development of next strategic plan using inhouse staff. Plan to be initiated during January/February 2020 timeframe.<br>**11/20/19** – City Manager and Communications Manager to develop agenda, discussion topics and format in December 2019.<br>**12/11/19** – City Council Strategic Planning Workshop to take place on Jan. 24 from 1-3 p.m. in the City Council Chambers.<br>**1/24/2020** – Workshop conducted and revised Plan to be presented to Council in April. |
| Website Updates | 3/31/20<br>Communications Manager | **12/23/20 –** Communications Manager to meet with departments/division representatives to refresh process for website updates. Meeting projected for January 2020.<br>**2/5/20 –** Meeting held with participants and work has begun within each department to improve the website. |
| City Manager Recruitment and Selection | 9/30/20<br>Human Resources | **9/18/19 –** Based on Council direction at its 9/18/19 meeting, Human Resources will take to the lead to recruit and assist City Council in selection of new City Manager. Process to be placed on one of the two Council meetings in January 2020.<br>**10/22/19** – Draft position profile written to be used in recruitment process.<br>**11/21/19** – Agenda item to be placed on 1/22/2020 Council meeting which will detail recommended schedule and process.<br>**1/22/2020** – Council reviewed process and recruitment information. Revised material to be presented at **2/5/2020** - Council meeting for approval to move forward with advertising position. Approved for advertising. Community committee to be similar to 1% local option sales tax committee structure.<br>**2/19/2020** – Recruitment process well underway. Ads placed and applications being completed.<br>**3/4/2020** – Council approved appointments for community stakeholders committee. |
| City facilities security enhancements | 9/30/18<br>Urban Design<br>HR<br>IT<br>Procurement | Develop plan to enhance security at City facilities.<br>**4/6, 4/21, 4/26 & 5/3/17** – Staff committee met to develop list of potential measures. Cost estimates to follow.<br>**4/19/17** – Council adopted emergency ordinance stipulating areas within City Hall & Annex for public access and limited public access.<br>**5/3/17** – Similar ordinance and resolution approved at Council meeting. Working on equipment needs. Committee met to develop cost estimates.<br>**7/12/17** – Council approved staff present a phased-in approach at August or September meeting.<br>**8/3/17** – Staff committee met to finalize recommended phase in schedule.<br>**9/6/17** – Security plan approved at Council meeting. Security firms to provide City with more in-depth analysis of recommendations prior to bidding.<br>**9/7/17 & 9/27/17** – Pre-release meetings held with vendors to communicate expectations and conduct walk-throughs.<br>**4/17/18** – One proposal received; no award. Project to be re-solicited.<br>**7/3/18** – Quotes received and presented to City Council as part of FY 2019 budget items. City Hall/Annex |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | portion estimated at $110,000.<br>**7/11/18** – City Council requested itemized list of proposed security enhancements. To be placed on 8/22/18 Council agenda.<br>**8/22/18** – City Council approved moving forward with security enhancements.<br>**10/3/18 –** Council approved appropriation of funds for project.<br>**2/01/19 –** Revised scope, which includes ADA component, submitted to Procurement and will be sent to ADG (ADA Master Agreement).<br>**3/6/19** – Security wall under construction in City Clerk Office.<br>**4/4/19** – Bids for enhancements will be secured.<br>**4/17/19** – Council approved contract for design and construction documents that when completed will bid out ADA and security measures in City Hall Annex, Public Safety Building and Public Works/Utilities Campus.<br>**6/11/19** – 30% plans under review.<br>**11/11/19 -** FY 2020 Funding/Security Plan Update to be presented at 12/18/19 City Council meeting. (See ADA Transition Plan).<br>**12/26/19** – 100% plans under review.<br>**1/8/2020** – Council approved piggyback contract from Collier County to initiate security improvements with contractor.<br>**2/25/2020** – Plans have been reviewed and modifications are being made; Urban Design working with Procurement for vendor contracts to be utilized for the improvements. |
| Buckley's Pass assessment district, methodology, process calendar, and construction | 2/28/20<br>City Manager, Finance and Public Works | **2/3/16** – City Council approved moving forward with creation of an assessment district and development of methodology for the project. Staff to develop contract with Nabors Giblin legal firm for methodology.<br>**4/20/16** – Phase 2 engineering contract approved at 4/20/16 Council meeting.<br>**5/4/16** – Assessment methodology contract approved with timeframe of 5 months. Staff scheduling meeting with legal firm regarding methodology.<br>**5/20/16** – Meeting held to discuss various methodologies discussed. Staff sent Attorney map showing existing access points versus proposed one.<br>**11/4/16** – Resolution of Intent to Use Uniform Method of Collection for $75 assessment advertised for 4 consecutive weeks.<br>**12/7/16** – Resolution of Intent approved by Council. Special Assessment Methodology received from consultant, under review by City Attorney.<br>**2/17** – Awaiting response of staff submitted questions to the attorney regarding methodology. Hans Wilson submitted for permitting and is receiving comments back from the various agencies.<br>**5/3/17** – Permit status update presented by Hans Wilson. Assessment methodology also presented; Council directed staff to hire an economist to analyze property values in special assessment area.<br>**6/15/17** – Evaluation Committee reviewed 2 proposals received. Council approved contract with Gonot Group |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | to undertake economic analysis.<br>**6/27/17** – Meeting with Gonot held to start project.<br>**7/31/17** – Draft economic analysis received; under review by Legal Firm.<br>**11/1/17** – Resolution of intent to assess approved at Council meeting.<br>**11/15/17** – City Council approved methodology & economic report. Appraisals for McQueen property and City-owned property on Taylor to be obtained. Permitting still 6 months out.<br>**Week of 12/18/17** - Contacted Congressman Rooney staff to see if they can get permitting process back on track. Appraisals received and sent to Council and property owner.<br>**2/6/18** – Staff met with property owner to go over appraisals. Property owner to send City final offer proposal which will then be scheduled for future Council discussion.<br>**3/7/18** – Council approved additional work to be performed by engineer consultant regarding Corps of Engineers request to look at two other alternative routes.<br>**4/12/18** – Property owner sent City final purchase price offer. To be placed on 5/2/18 Council agenda.<br>**4/18/18** – Per Council Member request, place discussion of creation of special district on 5/2/18 Council agenda.<br>**4/30/18** – Creation of special district withdrawn from Council agenda.<br>**5/2/18** – Staff to meet with property owner to renegotiate purchase proposal. Meeting scheduled for 5/15/18.<br>**5/15/18** – Meeting held with property owner and consulting engineer. Draft purchase contract to be sent to CM week of 5/21/18.<br>**6/14/18** – Property owner informed CM that purchase contract delayed until July and projected for 8/22/18 Council meeting.<br>**7/25/18** – Received letter of reservation from Little Pine Island Mitigation Bank for credits for project as part of Corps of Engineers requirement.<br>**8/14/18** – Received proposed purchase contracts for McQueen property needed for cut through and offer to purchase City-owned land on Taylor Road. Both contracts to be considered at 8/22/18 Council meeting.<br>**8/22/18** – Council approved purchase contracts for McQueen property and offer to purchase for City owned Taylor Road land. Council approved naming the previously coined "Bird Cut", Buckley's Pass in honor of the late Jay Buckley. Staff to develop implementation plan through project completion.<br>**9/6/18** - Public Works to apply for grant funding from the Marine Advisory Committee (MAC).<br>**9/13/18** – Appropriation of funds to purchase land for Pass on 9/17/18 Council agenda.<br>**9/17/18** – Funds for land purchase approved.<br>**9/18/18** – Discussion held with legal counsel regarding methodology and calculation of water access units.<br>**10/17/18** – Council approved purchasing mitigation credits with loan/funding mechanism from general fund reserves.<br>**10/19/18** – Contract with consulting engineer for final design, bidding and construction inspection services |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | along with assessment process timeline to be placed on 11/7/18 Council agenda.<br>**11/7/18** – Contract with engineer and financing resolution approved. Timeline presented and to be uploaded to City website.<br>**11/27/18** – Resolution of intent to assess placed on 12/5/18 Council agenda.<br>**12/5/18** – Resolution of intent to assess was passed by Council.<br>**12/5/18** – Council authorized submission of a Boater Revolving Fund grant application to the Charlotte County Marine Advisory Committee for Buckley's Pass.<br>**12/21/18** – MAC grant application accepted by County for consideration.<br>**1/9/19** – Staff met to continue development of overall project costs in preparation for assessment.<br>**1/15/19** – Land acquisition for Buckley's Pass completed.<br>**1/31/19** – Initial assessment resolution to include project costs as well as cost per water access unit to be placed on 2/6/19 Council agenda. Received engineer's opinion of probable cost.<br>**2/6/19** – Council approved initial assessment resolution and interlocal with County to assess those properties in unincorporated County and within benefitted area. Set final public hearing for 4/3/19, 1:00pm at Event Center.<br>**3/12/19** – County Commission approved Interlocal Agreement and Initial Assessment Resolution for properties in unincorporated County area.<br>**3/14/19** – County MAC recommended no funding for Buckley's Pass.<br>**4/3/19** – Council approved assessment resolution and fee agreement with the church in the benefitted area.<br>**4/11/19** – Staff met with three condominiums to review water access units assigned.<br>**4/17/19** – Staff met with two more condominiums to review water access units assigned.<br>**4/18/19** – Staff held conversation with Legal Attorney to resolve condominium issues. Single family benefitted properties will start receiving prepayment notices week of April 22.<br>**4/23/19** – County Commission did not recommend grant funding for Buckley's Pass. Condominiums will start receiving prepayment notices week of 4/29/19.<br>**4/29/19** – Buckley's pass bid packages were released. Bids will be opened on 5/29/19.<br>**5/1/19** – Council approved a Resolution of the City Council of the City of Punta Gorda, Florida, the Interlocal Agreement with Charlotte County for the Alligator Creek Waterway Unit.<br>**5/21/19** – County Commission held a workshop regarding Buckley's Pass assessment for those properties in benefitted area but outside City limits, as well as Alligator Creek MSBU for properties within benefitted area. Public hearing on assessment for those properties outside City limits scheduled for 5/28/19. Bid for construction extended until 6/3/19 based on questions raised by potential bidders.<br>**5/28/19** – County Commission approved assessment.<br>**6/3/19** – Three bids received and under review.<br>**6/12/19** – Lowest responsive bidder to be recommended for award at 6/19 Council meeting. Bid approximately |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | $457,000 under Engineer's estimate.<br>**6/19/19** – Construction contract awarded as well as appropriation of funds.<br>**7/15/19** – Purchase Order/Notice to Proceed were issued July 1. Pre-construction meeting held July 3. Start date anticipated for July 16.<br>**7/22/19** – Start date for construction delayed pending delivery of seawall material.<br>**8/22/19** – Contactor to mobilize on 8/26/19<br>**9/4/19** – Contractor clearing, grubbing, and dredging upland area. Also, installing seawall & tiebacks over the next 66 days.<br>**9/18/19** – Council approved change order due to contractor hitting rock in seawall installation.<br>**10/10/19** – Seawall panels complete.<br>**11/12/19** – Dredging operations began.<br>**11/21/19** – Substantial completion 3/27/20 and final completion 4/14/20.<br>**1/3/19** – Hydraulic connection made between PGI canal system and Alligator Creek.<br>**2/12/2020** – Dredging complete between Alligator Creek and PGI canal system.<br>**2/14/2020** – Rip-rap placement began.<br>**2/25/2020** – Staff working on dedication ceremony.<br>**3/4/2020** – Ribbon cutting scheduled for 4/20/2020. |
| Harborwalk & Gilchrist Park Phase 2 Design and Construction (Park & Retta) | 12/31/18 (Design) Urban Design 6/2019 (Construction) Public Works | **12/6/17** – Revise design plans for Phase 2 per Council direction. Include diagonal parking along Retta to Berry, enhance parking options, connect Harborwalk to Bayfront, etc.<br>**2/21/18** – Contract for playground restroom design/bid documents approved by Council. Timeframe for completion is seven months. Design to look at permeable off street parking areas in park confines.<br>**2/26/18** – Staff met with design firm to go over timeline and deliverables. Site plan due April 2018. 90% plans due July 2018. Final construction documents due September 2018. Utility work on Retta to be undertaken November/December 2018.<br>**4/18/18** – Phase 2 parking options to be scheduled for 5/2/18 Council agenda.<br>**5/2/18** – Basketball court renovation option approved to add to base plan as well as Gill Street off street parking option A. Staff to bring back option to add diagonal parking along Retta at Gill Street area.<br>**5/16/18** – Council approved option A.<br>**7/12/18** – Weiler Engineer is currently working on the plans, 90% plans for staff review are due on 7/31/18.<br>**8/18/18**– Design plans from Weiler under review.<br>**9/6/18-** Consulting Engineer is currently incorporating and addressing all of the comments. Design remains on schedule.<br>**10/2/18** – 100% design plans received and under review.<br>**10/19/18** – Staff evaluating whether to bid Phase 2 work in conjunction with restrooms.<br>**10/23/18** – Staff proposes to bid project January 2019 for start date April 2019. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **2/01/19 –** CEI services scope and Bid documents completed sent to Procurement.<br>**2/19/19** – Evaluation Committee ranked CEI proposers and contract negotiation underway. Construction bid delayed until inspection firm selected and can value engineer design documents.<br>**3/20/19** – Council approved agreement with CEI to provide inspections services.<br>**4/4/19** – Meeting with CEI and Weiler to take place week of 4/8/19<br>**5/1/19** – Construction Engineering & Inspection (CEI) consultant working with Engineer to modify plans prior to release of construction bid. Project remains on schedule with construction to begin in August 2019.<br>**6/3/19** – Project in bidding phase. Bids due 7/3/19.<br>**6/11/19** – Bids now due 7/8/19.<br>**7/8/19** – Bids received and under review.<br>**8/21/19** – Award of construction for harborwalk, park renovations and parking from Gazebo to Bayfront Center/Boat Club was continued until the Sep. 4 Council meeting, in order to consider a concept aimed to enhance traffic calming, add more parking and park area, and renovate the Boat Club and Bayfront buildings<br>**9/4/19** – Council voted to reject the bid and directed staff to start the procurement process to get bids on just the harborwalk portion of enhancements.<br>**1/8/2020** – Council approved resurfacing of tennis courts instead of waiting for Phase 2 park renovations to be bid out.<br>**2/25/2020** – Tennis Courts resurfacing purchase order has been issued and work will be commencing |
| Gilchrist Park Phase 2 – Harborwalk Only | 12/31/20 Urban Design and Public Works | **9/18/19** – Council approved change order for engineer to revise bid specifications for only harborwalk portion of project and submit to SWFWMD for review and approval. Timeline to revise bid spec is 91 days and then submit to SWFWMD for review.<br>**11/6/19** – 90% plans under review.<br>**11/19/19** – Plans go before DRC for technical review on 11/22/19, and staff will present an update to City Council 12/4/19 on Harborwalk portion of enhancements only.<br>**12/4/19** – Council voted to approve 90% plans for the Harborwalk area only and bid out the project. Council directed staff to include shade and benches as a 2021 Sales Tax Project for the committee to consider.<br>**2/4/2020** – Bid package released.<br>**2/25/2020** – Bid Opening scheduled for March 4, 2020. |
| Fair Share Impact Fee Study | 12/31/18 Finance | **3/7/18 –** City Council requested an update of fair share impact fees. Staff to prepare request for proposals to secure services of consultant to prepare study and recommend rate structure.<br>**3/9/18** – RFP released and proposals due 3/30/18.<br>**3/30/18** – Two proposals received and under review.<br>**4/18/18** – Recommended firm to be placed on 5/2/18 Council agenda.<br>**5/2/18** – Raftelis approved to perform study. Staff to meet with firm tentatively 6/5/18.<br>**6/5/18** – Consultant met with staff to go over study criteria and obtain input on projects. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **7/31/18** – Webinar held with staff and consultant to go over preliminary methodology and input from departments. Staff to provide consultant with estimated cost for Master Plan, updated lists of fire and police fleet inventory and space.<br>**11/28/18** – Draft study distributed to staff for review.<br>**12/10/18** – Staff and consultant met to review draft analysis. Revisions to follow.<br>**4/4/19** – Meeting scheduled to finalize drafter week of 4/8/19.<br>**6/4/19** – Staff reviewing recommendation for public safety impact fee. Report projected for 7/10/19 Council meeting.<br>**7/10/19 –** Consultant presented report findings to City Council. Report to be distributed to community and business groups for input and brought back before Council for further consideration**.**<br>**7/22/19 –** Meeting with Board of Realtors scheduled for 9/9/19**.**<br>**9/9/19 –** Meeting held with building industry representatives, who recommended inclusion of affordable housing component and implement a percentage of recommended amount.<br>**11/21/19** – Awaiting ordinance from consulting attorney.<br>**12/13/19** – Draft ordinance sent to City and under review. Projection is to place on Jan. 8 Council agenda for discussion.<br>**1/8/2020** – Council direction to prepare ordinance for public hearing at 50% of proposed rate increase in year one; 75% in year 2; and 100% in year 3.<br>**1/13/2020** – Revised ordinance received. To be scheduled for Planning Commission 1/27/2020 and Council 2/5/2020 and 2/19/2020.<br>**1/27/2020** – Planning Commission recommended Council approve 100% of recommended rates by consultant.<br>**2/5/2020** – City Council approved moving forward with rates at 100% of recommended by consultant with an effective date of 5/20/2020. Second reading 2/19/2020.<br>**2/19/2020** – Ordinance approved and will take effect 5/20/2020. |
| Boca Grande Area drainage improvements & funding | 12/31/18<br>Public Works | **2/1/17 -** Move forward with design Option 2, submitting applications for the 319(h) and TMDL grants from the Florida Department of Environmental Protection and to develop a proposal to address the gap funding per Council. The first of two grants has been submitted, which is limited to water quality features only. Grant amount request is $52,500 with a match commitment of $35,000. The second grant application is due in July.<br>**5/17/17 -** Design, permitting and bidding services contract with engineering firm.<br>**11/1/17 -** Request forms for State appropriations in amount of $1 million sent to House and Senate.<br>**3/12/18** – State legislative appropriation not included in State budget.<br>**3/14/18** – Grants status update - 319(h) grant application was submitted 3/1517. Grant proposal was passed on to the EPA for approval. A response for these funds is expected in September of 2018. TMDL grant application was submitted to FDEP on 1/31/18. Staff conducted phone meeting with FDEP on 3/2/18.<br>**6/20/18** – Staff identified a list of lands which needed to be acquired for the ponds. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **8/16/18** – Staff to contact Habitat for Humanity regarding swap of land needed for retention pond. Staff to discuss securing services of real estate firm to assist in acquiring other properties needed for pond.<br>**9/17/18** – Resolution passed to grant a deed to Charlotte County Habitat for Humanity, Inc. for 328 East Virginia Avenue and accept a deed from Charlotte County Habitat for Humanity, Inc. for Lots 159 19 and 20, Block Q, La Punta Park.<br>**11/27/18** – State appropriations request to once again being requested for 2019 legislative session.<br>**12/28/18** – State appropriation requests sent to Lobbyist for submittal.<br>**2/8/19** – Appropriations request submitted in bill form.<br>**4/4/19** – Senate bill has $50,000 included for program. Letter for offer to purchase of necessary lots being drafted.<br>**4/25/19** – Contract amendment to locate utilities in right of way on 5/1/19 Council agenda.<br>**5/1/19** – Contract amendment approved.<br>**6/10/19** – Final State budget did not include $50,000 grant.<br>**9/4/19** – Council voted to include in Legislative Agenda for FY2020. Design is 98% complete. Process to acquire land for retention areas underway.<br>**11/4/19** – Land appraisals received for lots aimed for retention areas.<br>**11/21/19** – Lobbyist continues to monitor City $1 million State appropriations request with House and Senate representatives.<br>**1/30/2020 –** Staff made tentative offers for four property acquisitions.<br>**2/19/2020** – Council considered counteroffers on two larger parcels; consensus was to counter. Property owners notified of City's counteroffer.<br>**2/25/2020** – Best and final offers for two larger parcels to be presented at March 4, 2020 City Council meeting. Still awaiting owner responses for two smaller parcels.<br>**3/4/2020** – Two larger parcels best and final offer approved. |
| Septic to Sewer Financial Plan | 12/31/18 Finance | **6/6/18** – Septic to sewer master plan approved by Council. Next step is to develop financial plan for implementation.<br>**7/19/18** – Financial plan scope and costs being developed by Jones Edmund/Raftelis. Costs projected to be under $50,000 threshold for City Manager to approve. Will go to County Commission at its 9/25/18 meeting to approve use of County contracted firm to continue to work with City.<br>**7/24/18** – Draft scope of services and agreement for financial study received.<br>**8/16/18** – Riverside Drive forcemain project under consideration which will ultimately connect four mobile home parks with failing wastewater systems and Botanical Gardens into City's centralized system. Developer's agreement to construct project scheduled on 9/17/18 Council Meeting.<br>**9/7/18** – City staff to meet with four mobile home parks regarding proposed project.<br>**9/25/18** – County Commission approved contract for City to undertake financial analysis with consultant. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **10/3/18 -** Financial contract signed and kick-off meeting to be scheduled.<br>**10/11/18** – Appropriation of funds to perform financial analysis on 10/17/18 Council agenda.<br>**10/17/18** – Appropriation approved.<br>**10/24/18** – Meeting with financial consultant Raftelis scheduled for 11/8/18.<br>**11/8/18** – Meeting with financial consultants held and background work underway.<br>**4/4/19** – Meeting with consultants to take place 4/8/19.<br>**5/8/19** – Staff met with consultants to review financial assumptions. Consultant to revise modeling and plan for June presentation before Utility Advisory Board.<br>**5/23/19** – Staff held video conference with consultant to go over final draft for UAB presentation.<br>**6/12/19** – Draft financial presentation received and under review.<br>**7/3/19** – Report presented to UAB and projected for August or September Council meeting.<br>**8/21/19** – Presentation to Council of financial plan to transition from septic to centralized sewer in City's utility service area for properties that reside in unincorporated Charlotte County. City staff will meet with Charlotte County staff to garner additional information regarding the County's sewer system and funding mechanism, prior to development of an action plan that moves the City's project forward. |
| Septic to Sewer Implementation – Phase 1 Initial Steps | 9/30/20<br>City Manager, Utilities and Finance | **9/13/19** – City staff met with County staff to discuss City's plan and steps to move forward. Presentation will be put together for individual meetings with County Commissioners in November. Objective is to garner consent of County Commission that they will move forward with assessment of property owners in Phase 1 area (Charlotte Park) once design is complete.<br>**10/10/19** – Meeting held with Commissioner Doherty to initiate discussion of program and County partnership. Staff to garner more detail on gravity versus vacuum construction costs broken down by category.<br>**11/21/19** – City staff met to finalize revised presentation material and will schedule meetings with County Commissioners. Revised presentation sent to County staff to set up meetings.<br>**12/16/19** – Meetings with four of five Commissioners scheduled for 1/13/20.<br>**12/26/19 -** Fifth Commissioner meeting set for 1/23/20. Will handle by phone at later date.<br>**1/13/2020** – Meetings held with four Commissioners. Presentation at County utility board meeting 2/18/2020.<br>**2/18/2020** – County Commission agreed to move forward with development of MSBU for Charlotte Park septic to sewer program. City to provide additional information to County regarding consultant scoring of priority areas in Master Plan in order to integrate City utility areas within overall County Plan.<br>**2/28/2020** – Master Plan and scoring of areas provided to County. |
| Utility System Rate Study | 12/31/2020<br>Finance | **2/18/2020 –** Based on planned wastewater treatment plant expansion and **s**eptic to sewer capital improvement projects, City to move forward with selection of financial consultant to undertake rate study. |
| Veterans Park Phase 2 redesign | 2/28/20<br>Urban Design | Vietnam Memorial Committee, Kiwanis & Historic Mural Society agreed to remove current wall/mural and have City redesign area, including new location for new mural. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| and construction | and Public Works | **6/8/16** - Staff met with Vietnam Memorial representative to initiate planning. Presentation has been rescheduled for a future Council meeting, date yet to be determined. The Vietnam Memorial Committee has now ordered four donor ledgers to be placed in the Garden Club area; staff will be working on that final design based on the information received from the group.<br>**7/8/16** – Mural removed.<br>**5/17/17** - Concept plan presented at Council meeting. Direction to move forward with final design and look for area that might be suitable for memorial garden. Develop funding plan once costs are refined. Volunteers cataloging memorial bricks.<br>**2018** – Donor Plaza pavers and pedestals installed. Plaques in the que.<br>**7/5/18** – Permitting for parking area approved. Staff to meet with Committee representatives 7/13/18.<br>**9/26/18** – Phase II improvements to be discussed at 10/3/18 Council meeting.<br>**10/3/18** – City staff to develop Phase II cost estimates per park component based on Council discussion.<br>**2/01/19 –** Staff is working on a breakdown of costs per task.<br>**3/15/19** – Components estimates sent to wall representative to review and report back to staff what the group could support with their resources.<br>**5/3/19** – Phase II cost projections to be presented at 5/15/19 Council meeting.<br>**5/15/19** – Council approved using 1% Sales Tax to complete the project.<br>**6/3/19** – Final plans and bid specifications due week of 6/3.<br>**6/10/19** – Final bid specs now due 6/14/19.<br>**6/19/19** – Procurement preparing bid package.<br>**7/5/19 –** Bid package advertised and due back 8/6/19**.**<br>**8/21/19 –** City Council approved agreement award for construction to Stevens and Layton of Ft. Myers.<br>**10/7/19** – Construction underway.<br>**11/21/19** – Project on schedule for end of December 2019/early 2020 completion even though by contract stipulation they have until February completion.<br>**12/17/19** – Projection is for mid-January completion.<br>**2/4/2020** – Revised completion date is end of February.<br>**2/25/2020** – Completion date remains end of February.<br>**3/4/2020** – Project complete with exception of guardrails at Gazebo. |
| East of US 41 Historic District Infrastructure Project | 1/31/19 Urban Design | **1/3/18** – Staff directed to survey streets in Local Historical District (formerly Trabue Woods) neighborhood to determine number and cost of decorative lighting enhancements. Survey underway regarding lighting, sidewalks and drainage.<br>**3/7/18** – Survey to be reviewed by Council. Survey of lighting, sidewalks and drainage presented to City Council; decision to secure services of engineering firm to develop overall plan for neighborhood integrating all three elements. Development of scope of services underway. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **7/5/18** – Solicitation closed 6/14/18; 3 firms responded. Staff review committee will be conducting firm interviews 7/10. After bidders are ranked, procurement will negotiate price.<br>**7/12/18** – Interview of 3 firms scheduled for 7/20/18.<br>**8/3/18** – Negotiations underway with top ranked firm.<br><br>**9/5/18-** Council awarded Master Agreement and Task 1 services for a comprehensive engineering analysis of the infrastructure requirement and develop a strategic plan for the "Bethel-St. Mark Historic Overlay District" to Infrastructure Solution Services of Sarasota, FL.<br>**9/21/18** – Staff met with consultant to initiate analysis.<br>**9/28/18** – Consultant using drone technology to establish base infrastructure data<br>**10/5/18** – City staff are currently compiling existing GIS data information for the Consultant in order to minimize duplication of effort.<br>**12/4/18** – Neighborhood meeting planned for 12/12/18 to garner input into project priorities.<br>**12/12/18** – City staff and consultants from Infrastructure Solution Services held a public forum with residents of the historic district to obtain real time data on the state of existing infrastructure in the neighborhood. Over 35 people were in attendance. Armed with input, the consultants are putting together an infrastructure inventory Master Plan for the neighborhood to guide the City in its infrastructure initiative for the neighborhood.<br>**2/01/19 –** Task 2, Engineering Analysis, is underway.<br>**4/4/19** – Engineering Analysis review is taking place.<br>**5/3/19** – Infrastructure report projected for 5/15/19 Council meeting.<br>**5/15/19** – Council directed staff to develop cost estimates and timeline for lighting and sidewalk improvements in area of greatest need.<br>**5/17/19 -** Staff from Urban Design, Public Works and the Police Department have worked out a plan to improve lighting for Ida Avenue and a portion of Milus Street. The following actions should help remedy the issue: Public Works staff will trim trees and vegetation blocking existing lights; Staff will coordinate with Florida Power and Light (FPL) to upgrade the existing lighting with LED bulbs; and Staff will coordinate with FPL to repair any broken lights as well as possible installation of new lighting in strategic areas.<br>**7/3/19 –** Trees trimmed, City decorative lighting fixed and awaiting FPL work to be completed**.**<br>**9/18/19** – Remainder of infrastructure improvements to be considered as part of new 1% local option sales tax list and as part of FY 2020 general fund budget allocation set aside.<br>**11/19/19** – Urban Design staff meeting with Public Works Engineer to review next phase of project.<br>**2/25/2020** – Public Works working with FPL on to address the lighting issues. |
| Wastewater Treatment Plant | 3/31/19 Utilities | **4/12/18 –** Staff met with consulting engineer (CDM) to initiate study scope and work to be completed.<br>**6/18 and 7/18** – Engineer and City staff met to go over preliminary work. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| Capacity Study | | **10/18** – Draft study under review.<br>**11/26/18** – Existing treatment capacity evaluation report presented to Utility Advisory Board (UAB).<br>**4/4/19** – Project has been phased for review.<br>**4/26/19** – Contract amendment to evaluate needs necessary for reliable operation in the future on 5/1/19 Council agenda.<br>**5/1/19** – Contract amendment approved.<br>**11/18/19** – Draft study under review by staff. Presentation projected for January UAB meeting.<br>**12/30/19** – UAB reviewed report and recommended approach to be presented to City Council 1/22/20.<br>**1/8/2020** – Report received and distributed to Council prior to Jan. 22 meeting.<br>**1/22/2020** – Council approved entering into negotiations with Fish & Wildlife for land lease extension and approval for recommended engineer consultant alternative.<br>3/4/2020 – Council approved contract amendment with CDM engineers to negotiate lease extension or sale of property to City from Fish and Wildlife. |
| Vacation Rental Information Enhancement | 3/31/19<br>City Clerk | **10/3/18 –** Per discussion at Council meeting, enhance public information on City website and brochure<br>**4/4/19** – Clerks office staff has completed enhancements, verifying ADA compliance before releasing.<br>**2/5/2020** – City Council passed resolution supporting League of Cities opposition to State legislature's handling of vacation rental regulations whereby diluting local control. |
| Burnt Store Isles Assessment and Engineering Analysis for conversion of overhead lines to underground | 3/31/19<br>City Manager, City Clerk, Finance and Public Works | **3/2/16** – Per Council direction, complete straw ballot vote in BSI to determine sentiment to pay $75 assessment for engineering study to underground wires. If vote is favorable and Council approves assessment, initiate assessment process for inclusion in 2017 tax bill.<br>**4/6/16** – Resolution to authorize vote approved at Council meeting. Ballots mailed 5/10 and to be returned no later than 6/30. Returned ballots undeliverable resent by Clerk to proper address. Results of vote (52% for and 48% against).<br>**7/13/16** – Straw poll results presented to City Council; approved moving forward with engineering study. City staff to work with BSI committee to obtain all project costs – electric, Comcast, street lights, project management, restoration.<br>**9/12/16** – Meeting with BSI underground committee.<br>**12/2/16** – Meeting held with FPL, Comcast, CenturyLink, etc. to discuss their portion of costs associated with project.<br>**12/7/16** – Resolution of Intent approved at Council meeting.<br>**1/12/17** – Citizen group meeting. Issues with FPL requirements surfaced and Underground Committee discussing next steps.<br>**2/12/17** – Meeting held to finalize actions to be taken. City Manager met with committee and the project is on hold pending additional direction from BSI Committee. City Manager sent several emails in February and March to FPL personnel regarding process. Responses from FPL have indicated no desire on their behalf to |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | reduce commitment needed from BSI/City in order to initiate engineering study.<br>**4/27/17** – Conference call with FPL.<br>**5/10/17** – Site visit from FPL to review City documents in preparation for engineering study. Await feedback from FPL as to whether City information is sufficient to initiate study.<br>**5/30/17** – FPL agreed to use existing City data but needs data from Comcast and Century Link. City requested such data. Data from Century Link provided as of 7/5/17. Data from Comcast provided 7/10/17.<br>**8/8/17** – BSI committee and staff met 8/8/17 to finalize letter and check to be sent to FPL to initiate study. Check to initiate study sent to FPL. Waiting communication from FPL as to placement in que.<br>**11/1/17** – Resolution of intent to assess for engineering study approved at Council meeting. Staff to develop special assessment resolutions and required public notices for City Council presentation in 2018.<br>**2/21/18** – Comcast presented City with estimated costs for its share of undergrounding ($1.7 million).<br>**3/2/18** – Committee to meet with City staff regarding Comcast proposal. Received communication from FPL that engineering study well underway.<br>**3/27/18** – FPL provided City with preliminary engineering layout. Under review.<br>**4/4/18** – Committee to meet with Finance staff to review assessment roll that pays for FPL engineering study.<br>**4/6/18** – Committee met with Finance to review assessment role and resolve any discrepancies.<br>**4/16/18** – Resolution on establishment of assessment district prepared and scheduled for 5/2/18 Council agenda.<br>**5/2/18** – Special assessment district resolution approved. Notices to be published and sent to affected properties of $75 assessment by 5/17/18 setting public hearing for 6/6/18.<br>**6/6/18** – Assessment approved.<br>**6/18/18** – FPL study to be completed end of 2018 or early 2019 after which BSI Committee and City will hold public community meeting prior to straw ballot.<br>**2/12/19** – BSI committee and City staff met to go over future plan of action due to delay in obtaining final engineering study from FPL. Committee decided to communicate to FPL to send study and project costs by mid-October 2019, in order to provide sufficient time for review, compilation of all costs associated with the project, scheduling of community meeting in January and presentation to City Council.<br>**2/13/19** – Communication sent to FPL by BSI committee chair notifying company of revised schedule. Committee to also notify residents of BSI of change in schedule.<br>**2/26/19** – City staff and BSI Committee met to review revised timelines and items needed to develop final project estimate.<br>**3/4/19-** Email sent to FPL regarding proposal for location of transformers in easement area to forego location on private property.<br>**4/9/19** – Staff conversed with FPL Engineer regarding issue of transformer locations.<br>**4/23/19** – FPL approved proposal for transformers to be located in existing easement on one parcel, thereby |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | negating need to obtain easements from property owners. City sent documentation of existing easements in BSI.<br>**6/12/19** – City staff and BSI Committee met to review progress to-date and discuss future plans. In addition, a representative from Longboat Key discussed their undergrounding project and cost components.<br>**10/16/19** – Meeting scheduled for 10/30/19 with committee, FPL and Comcast to go over status and new State legislation regarding all FPL customers to share in future undergrounding efforts.<br><br>**10/31/19** – Engineering estimate received from FPL and discussed with BSI committee. FPL representative told committee that new state legislation and pilot project program do not foresee BSI neighborhood as a priority until many years to come. Comcast will update estimated costs and deliver to City by 11/8/19. City will develop overall project cost thereafter. Committee will schedule community meeting for January 2020.<br>**11/8/19** – Comcast sent updated costs. To be reviewed by BSI Committee.<br>**12/4/19** – Committee, City staff and Comcast to meet 1/3/20 to review cost estimate. In addition, community meeting set for 1/21/20 to present overall projected costs and garner input.<br>**1/2/2020** – Meeting with Comcast rescheduled for 1/10/2020.<br>**1/10/2020** – Meeting held with Comcast representatives to go over company's role in project.<br>**1/21/2020** – Community meeting held. Straw poll to occur March 2020.<br>**1/31/2020** – Staff met with committee members to discuss straw poll language. Committee to develop draft.<br>**2/5/2020** – Draft language received and under review. To be presented to City Council at its 2/19/2020 meeting.<br>**2/19/2020** – Ballot language approved to move forward with vote. Results in April.<br>**3/4/2020** – Mailing of ballots underway. |
| Accreditation of Residential Treatment Programs | 3/31/19<br>Urban Design | **9/17/18** – Council approved drafting of ordinance amendment to mandate future residential treatment programs be accredited in order to locate in the City.<br>**2/1/19 –** Final Draft being completed and will be reviewed by City Attorney. |
| Gilchrist Park Activity Center urban planning consultant | 9/30/19<br>Urban Design | **2/7/18 –** TEAM Punta Gorda presented its research report on findings to City Council. Decision to secure services of urban planning consulting firm to develop conceptual plans for integration of future activity center into park and neighborhood. Development of scope of services to be included in request for proposals underway.<br>**10/11/18** – Scope of services to be discussed at 10/17/18 Council agenda.<br>**10/17/18** – Negotiations to occur with Dover Kohl to undertake project as additional part of Master Plan.<br>**10/29/18** – City staff received cost proposal from Dover Kohl for Master Plan. Await cost for Activity Center.<br>**11/29/18** – Cost proposal revised and under final review. Projected to be placed on 12/19/18 Council agenda.<br>**12/4/18** – Scope and project cost finalized for 12/19/18 Council agenda. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **12/19/18** – Contract with Dover Kohl to develop conceptual plans approved.<br>**2/13/19** – Conference call held between Dover Kohl team and City staff regarding background work completed by consultant and scheduling of charrettes. Community charrette to take place 3/13/19.<br>**2/25/19** – Gilchrist Waterfront Activity Center Meeting to be held March 13 at 5:00 pm at the Charlotte High Cafeteria, Final Work In Progress Session March 15 at 4:30 pm at 1st United Methodist Church.<br>**3/15/19** – Community held on 3/13 and results discussed at 3/15 work in progress presentation. Attendees felt evenly divided among options to renovate existing buildings, tear down and rebuild large building or tear down and rebuild smaller building.<br>**9/4/19 –** Draft plan given to Council for review. Plan to be placed on 10/2/19 Council agenda for review.<br>**10/2/19** – Council approved option to retain both Bayfront and Boat Club buildings, staff to work with Boat Club on lease extension, City to obtain independent appraisal for Bayfront, and bring back overall renovation plans for both facilities.<br>**10/14/19** – Appraisal for Bayfront Center underway.<br>**10/28/19** – Appraisal received in amount of $539,000.<br>**11/4/19** – Staff to meet with Boat Club and Sailing Club representatives on 11/8/19 to initiate lease extension discussion.<br>**11/19/19** – Draft of lease update being reviewed by Urban Design, City Manager and Paralegal.<br>**11/22/19** – Staff met with Boat Club and Sailing Club representatives to continue lease discussions. Objective is to present proposed lease to City Council at second meeting in January.<br>**1/22/2020** – Lease terms presented at Council meeting and Council approved developing the lease. |
| Community Funding Initiative Historic District | 9/30/19<br>Urban Design | **10/5/18 –** All grant applicants have been contacted and those requiring additional information on their applications are working to provide those items to the City. The applications are as follows: The Gulfshore Opera Children's Harmony Choir Program, First Macedonia Missionary Baptist Church Food Program, New Operation Cooper Street/St. Mark Desserts Intergenerational Program, Blanchard House Museum Rear Entry Rehabilitation, Blanchard House Museum Interior Ceiling Repair, Blanchard House Museum Roof Repair<br>**10/17/18 –** City Council approved applications during their regularly scheduled meeting on 10/17/18.<br>**11/2/18** – Agreements with funded agencies all approved and signed.<br>**2/01/19 –** Programs moving forward include**: First Macedonia Food Program:** Ice Maker delivered. **St. Mark Desserts:** 02/14 is the first program "Once Upon a Time in Punta Gorda"<br>**2/19/19** - The intergenerational dinner, organized by the Blanchard House Museum's Educational program, was a huge success. In excess of 60 people attended and participated. Eight tables were prepared for a wonderful supper of spaghetti and meatballs, tossed salads, breadsticks and cake. Each table was assigned an elder who, during and after dinner regaled the youth with stories of the history of Punta Gorda as they had experienced it.<br>**5/22/19 – Choir:** The next performance of the Cooper Street Harmony Choir is at Cooper Street Recreation Center on |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | Friday, May 31st at 5:30 PM. All are invited to attend. **St. Marks Desserts**: Staff met with the program administrator to assist them with completing their W-9 tax form.<br>**9/20/19** – Next phase of infrastructure projects to be discussed at 10/2/19 Council meeting.<br>**10/2/19** – Council approved decorative street lighting on Mary and drainage/lighting and sidewalks on E Charlotte as part of FY 2020 general fund budget allocation. Council also directed staff find alternate group to operate community garden. Cooper Street harmony choir to use carryover funds from FY 2019.<br>**11/21/19** – Quality Independence Inc organization volunteered to cleanup agripreneur garden. Group will partner with City to manage site in the future. Agreement under development.<br>**2/25/2020** – Staff working to complete the Choir project. |
| | | |
| Master Plan Comprehensive Plan and Land Development Regulation Amendments | 12/31/2021<br>Urban Design | **11/06/19** – Council directed staff to negotiate scope and contract for, Form Based Codes, LDR's and Comprehensive Plan amendments for 6 focus areas: Downtown Neighborhood Center, Jones Loop Area, Downtown Flex, Flex Commercial Corridor, Traditional Neighborhood, and Downtown. Special residential overlay districts will be considered at a later date. Staff will develop contract amendment with scope and costs with Dover Kohl and place on future Council agenda for consideration.<br>**11/21/19** – Scope drafted and under review by staff. Will be presented at one of two December Council meetings.<br>**11/25/19** – Draft scope on 12/4/19 Council agenda.<br>**12/4/19** – Council approved moving forward with negotiations with Dover Kohl.<br>**1/2/20** – Staff to discuss scope proposal with Dover Kohl on 1/7/20.<br>**1/20/2020** – Dover Kohl to send final scope and contract to City for presentation to Council at its 2/5/2020 meeting.<br>**2/5/2020** – Comprehensive Plan and Land Development Regulation work including Form Based Codes awarded to Dover Kohl & Partners LLP.<br>**2/25/2020** – Project Kick-off meeting scheduled for 3/7/2020.<br>**3/4/2020** - Dover Kohl to meet with Council Members in April. |
| Parks and Recreation Master Plan Update | 12/31/2020<br>Urban Design | **11/25/19 –** Urban Design staff initiated information gathering in preparation of future community meetings and public input. |
| Laishley Park Playground and Interactive Fountain Renovations | 12/31/2020 | **2/5/2020 –** CRA approved moving forward with bid process for replacement of playground apparatus and interactive fountain pump and filter system. Also look at additional splash pad features as part of process.<br>**2/25/2020 –** Urban Design working with Procurement for piggy-back contracts to be utilized on this project. |
| Hurricane Irma | 12/31/19 | **8/30/17** - Repair 15+/- miles of seawall damaged by hurricane. Contracts approved for concrete, seawall |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| seawall repairs | Public Works | frames and rebar. Staff performing emergency erosion-related measures on affected properties. Seawall repair prioritization list completed.<br>**11/29/17** - FEMA representatives completed initial inspection; will require individual seawall inspection (by land) estimated to take up to 60 days to complete.<br>**12/6/17** - Received notice from FEMA that property owners can make seawall repairs by hiring contractor at their own expense.<br>**12/7/17** – Staff met to work out process for issuing property owner repair permits.<br>Three contractors approved to work in Punta Gorda Isles. Mobilization underway. All three contractors working in respective zones.<br>**2/23/18** - BSI and Harborwalk rebid process underway with bid opening scheduled for 3/13/18.<br>**3/15/18** – BSI and Harborwalk bid award scheduled for 3/21/18 Council meeting.<br>**3/21/18** – Contract for BSI and Harborwalk approved.<br>**3/21/18** – Request for Proposal for line of credit financing seawall repairs until such time as FEMA and State reimburses City for work invoiced issued. RFP's due 4/9/18.<br>**4/2/18** – Informational meeting to be held 4/12/18 for public to inquiry about PGI project status. Total project area (PGI and BSI) now revised to encompass 10-12 miles based on final FEMA inspections.<br>**5/9/18** – Loan closed and first draw of $2.1 million was made.<br>**11/27/18** – Council to discuss separation of seawall repairs and mitigation costs in order to speed up FEMA reimbursement at its 12/5/18 meeting.<br>**12/5/18** – Council consensus to split out mitigation from seawall restoration in order speed up FEMA reimbursement.<br>**1/10/19** – 100% seawall panels ready to be installed; 68.5% seawalls placed in position; 52.7% project closed out.<br>**2/21/19** – FEMA approved $21.2 million for reimbursement for seawall repairs. Letter sent 2/22/19 by State Rep Grant to Governor requesting expedited state review so funds can flow to City.<br>**4/17/19** – Reimbursements from FEMA and State received by City in two installments totaling $9.5 million.<br>**5/1/19** – $13.1 million in reimbursements has been received to date.<br>**5/15/19** – $15.2 million in reimbursement has been received to date.<br>**6/7/19** - $17 million in reimbursement has been received to date. 98.4% seawalls restored. 82.8% project closed out.<br>**6/19/19** – 99% seawalls restored.<br>**7/22/19** - $20.4 million in reimbursement received to-date. 99.5% seawalls restored.<br>**8/30/19** – 100% seawalls restored.<br>**11/21/19** – Still working with FEMA/State regarding rip rap mitigation. Issue to be presented at upcoming PGI and BSI Canal Maintenance Advisory Boards. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **12/26/19** – PGI and BSI canal boards approved proposal process to hire consultant to secure permit for rip rap.<br>**2/25/2020** – IRMA consultant interviews scheduled on May 6, 2020. |
| Derelict Boat Ordinance | 10/1/19<br>Legal & Police | **4/18/19 –** Staff attended derelict boat process meeting put on by Florida Fish & Wildlife. City to adopt ordinance and policy as to handling of derelict boats based on input received at meeting.<br>**7/11/19** – Staff met with FWC and WCIND representatives to discuss city's proposed program and funding assistance.<br>**8/9/19 –** Legal review of draft ordinance and police department enforcement procedure under way. To be advertised for City Council public hearing in September.<br>**10/2/19** – Ordinance approved at first reading.<br>**10/16/19** – Ordinance approved at second reading. Procedures to follow.<br>**10/31/19** – Procedures on 11/6/19 Council agenda.<br>**11/6/19** – Procedures approved. |
| Recruit and Select New Positions Approved in FY 2020 Budget | 3/31/20<br>Human Resources, Police, Fire, Public Works and Information Technology | **9/18/19** – FY 2020 Budget approved by City Council. Following positions to be filled are Dispatcher, Police Employee Development/Training Coordinator, Police Officer, EMS Training Chief, Computer Support Specialist, and Engineering Tech.<br>**10/4/19** – All positions advertised.<br>**10/5/19** – Public Works position hired.<br>**10/22/19** – Interviews underway for employee development coordinator, dispatcher and police officer.<br>**11/21/19** – Police positions in background. Fire reviewing applications for training chief.<br>**12/12/19** – Employee Development Coordinator selected; Police Officers selected; Dispatcher selected; Fire Training Chief process in final candidates selection for interviews; IT to re-advertise for tech position.<br>**1/22/2020** – IT Tech position hired.<br>**2/21/2020**- Fire Training Chief selection complete- Position filled with internal promotion. |
| Repeal Obsolete Provisions in Municipal Code | 10/1/19<br>Legal & City Clerk | **8/22/18** – Staff to create recommendations for repealing obsolete provisions in municipal code.<br>**7/12/19 –** Paralegal & City Clerk began weekly meetings to review Code by chapter by chapter. Notified IT of staff's desire to contract with Municode for codification services. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| **Annexation Progress** | | |
| Annexation – Jones Loop Road area | Ongoing<br>City Council<br>City Manager<br>Urban Design | **2008** - To be annexed after LOOP. Started financial analysis & had conceptual discussion with one of the larger land holders. Will mail letter to approximately 70 additional owners to ascertain which properties are interested.<br>**2009 -** Letters to all property owners mailed 8/14/09. Status update to Council 9/3/09.<br>**2014 -** Further discussion held with Walmart and Charlotte Memorial Gardens. Walmart sent voluntary annexation agreement 9/15/14 for review. Meeting with Gardens held 9/19/14. Walmart & Gardens can annex into City together thereby reducing fees, if desired. Awaiting responses from Walmart and Gardens.<br>**2015** - Received communication from Walmart on 2/3/15 that they are interested in starting voluntary annexation process. Staff sent Walmart attorney annexation, land use & zoning documents on 2/11/15 to review. Walmart Attorney notified staff 3/23/15 that annexation process to move forward. Schedule forthcoming. Walmart Attorney notified staff on 4/25/15 that paperwork underway. Meeting with Charlotte Memorial Gardens 6/4/15. Waiting for Gardens to submit application. Gardens met with staff 7/1515 re: application. Voluntary annexation agreement from Walmart received, staff reviewed and sent responses back to Walmart week of 10/27/15. Awaiting Walmart's comments on the pre-annexation agreement. Chief planner has been in contact with Charlotte Memorial Gardens. Walmart updating boundary survey.<br>**2016** - Memorial Gardens picked up annexation papers and will fill out forms and return by 1/15/16. Walmart Attorney contacted City on 1/20/16; still working on application. Revised annexation agreement received from Walmart on 2/9/16. Staff review underway. Minor changes to Walmart agreement sent back to Walmart on 2/19/16. Received email from Walmart Attorney on 8/30/16 that company approved agreement and sent to corporate for signing. Murphy Oil to follow. Received email from Walmart Legal team that both Walmart and Murphy Oil signed off on annexation.<br>**2017** - Await annexation papers to proceed. Received annexation application and draft agreement from Walmart/Murphy Oil on 5/12/17. Information under review. Voluntary annexation agreement with Wal-Mart & Murphy Oil approved 6/7/17. Land use, zoning and annexation to be heard by Development Review Committee, Planning Commission and City Council in August/September. Process could take up to 6 months for final approval. Terracap acquired remaining lots from Wilder Group and requested annexation into City. Meeting held with Terracap 8/11/17 to review request and plan steps in process. Planning Commission recommended approval of Walmart/Murphy Oil annexation 8/28/17. Council to hold public hearing on 9/20/17. Annexation approved on first reading 9/20. Second reading 10/4. Annexation second reading 11/15/17. Pre-annexation agreement of former Wilder properties approved 12/20/17.<br>**2018** - Meeting held 2/22/18 with Ultra Tech Enterprises and Keesling regarding annexation. Property owners to review proposed interstate exchange zoning regulations and communicate back to City their intention. Former Wilder properties annexation by Terracap scheduled for 3/7/18 Council meeting. Annexation and land use ordinances (3/21/18) for former Wilder properties approved. Land use and zoning approved at second reading 6/6/18. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **2019** – Staff has met with Terracap to discuss platting of the Loop properties into 6 tracts. Staff met with Land Quest (Terracap sales company) to review initial concept plan for commercial and residential. |
| Annexation – US 41 and Burnt Store Road Areas | Ongoing<br>City Council<br>City Manager<br>Urban Design | **2008** - There are 8 accounts covering 11 lots with 6 different owners.<br>**2009** - Scheduling meetings with owners, meetings expected to last through September 2009. These are smaller areas to be annexed by the end of the year. Letters to all property owners mailed August 2009. Status update to Council 9/3/09.<br>**2010** - Growth Mgmt Director met with group of citizens in February 2010. Good Year seeking authorization through corporate office. Financial information and letters updated based on FY 2011 tax rates and to be sent to property owners the week of 8/30/10. Meeting scheduled with affected property owners 9/17/10. One property owner discussed issue by phone.<br>**2011** - Letters sent by 5/27/11 to properties regarding economic incentive if they annex into City within 1 year of notification. Received voluntary annexation agreement form from Goodyear 8/2/11. Planning Commission & Council approval process underway for Goodyear. Goodyear annexation approved. CM met with Captain Bill (Bill's Barbershop) and discussed sign regulations. Will revisit once County adopts City sign standards.<br>**2014 -** Staff met with Windmill Village 11/21/14.<br>**2016 -** City to meet with River Haven for second time on 1/13/16. Council Member Prafke and City Manager met with River Haven mobile home park representatives on 1/13/16. Reps will discuss annexation with their Board at future date.<br>**2018** – Staff met with owners of Cooper Street light industrial area to discuss annexation into City, which would enable Public Works/Utilities Complex to also annex into City. Staff also met with property owners adjacent to Burnt Store Presbyterian Church in July regarding annexation and development opportunities. Conversations with Church, property owners and potential developer continued on 8/6/18.<br>**2019** – Staff met with Windmill Village residents 1//9/19 regarding annexation and to address questions.<br>**4/4/19** – Meeting scheduled with River Haven for 1 pm on 4/5/19.<br>**11/19/19** – River Haven second meeting 12/2/19. **11/20/19 –** Received executed pre-annexation agreement for 3078 Cooper St. (Nino's Bakery); scheduled for 12/4/19 City Council meeting for acceptance.<br>**11/21/19** – Draft pre-annexation agreements for 16150 Angelica Rd and two lots on Cuneo Rd (parcels adjacent to Burnt Store Presbyterian Church proposed to be developed as ALF) and 11220 Burnt Store Rd (residential parcel); scheduled for 12/4/19 City Council agenda for consideration.<br>**12/4/19** – Pre-annexation agreements approved.<br>**12/9/19** – Staff met with River Haven Park. Residents will vote by written ballot in February regarding their intent to annex into the City of Punta Gorda. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **12/27/19** - Utility staff awaiting narrative and project location map from Southwest Engineering for use with requesting County utilities approval to add the Cloudberry Project adjacent to Burnt Store Church to the City utility service area. Utility staff also awaiting design report to identify the capacity requirements of LS 63, without and with, the Cloudberry Project. A summary of this report will then be provided to City Council with the application to add the Cloudberry Project to the City service area.<br>**1/13/2020** – Discussed annexation with Punta Gorda Storage located on Cooper Street adjacent to Nino's Bakery.<br>**2/5/2020** – Pre-annexation agreement with Punta Gorda Storage, adjacent to Nino's Bakery, approved. |
| Annexation Request Status Report | 2/28/19<br>Urban Design | **1/30/19** - Developed list of annexation requests and status.<br>**11/19/19** – Update to the annexation status report due in December.<br>**12/3/19** – Status report completed. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| **Completed Items** | | |
| FPL SolarNow™ capital improvements | 1/23/18<br>Urban Design | **5/17/17** - Council approved solar shade installations at performance stage at Laishley Park, stadium seating at Interactive Fountain, Hector House Plaza & Bailey Brothers Park and solar panels on Laishley Park pavilions.<br>**7/5/17** - Amended agreement to include City Hall parking.<br>**1/15/18** - Project completed. |
| Police Department resident and business advisory councils | 3/31/18<br>Police | **1/3/18** - Develop residential and business advisory councils and initiate meetings.<br>**1/18/18** - Both advisory committees formed and meetings scheduled. |
| Historic District Unified Branding | 4/4/18<br>Urban Design | **1/3/18** - Prepare ordinance amendments to remove reference to "Trabue Woods" in LDR's and replace with Historic District nomenclature per City Council discussion.<br>**2/22/18** - Ordinance amendment drafted and approved by Historic Preservation Advisory Board.<br>**2/26/18** – Planning Commission recommended approval with former Trabue Woods district to be renamed Bethel/St Mark. To be reviewed by Council 3/21/18.<br>**3/21/18** – Ordinance approved at first reading. Second reading 4/4/18.<br>**4/4/18** – Approved. |
| Fence Height amendment | 12/31/17<br>Urban Design | **4/5/17** - Amend regulations for fence height and method of measuring fence height.<br>**2/2/18** - Amendment discussed at Land Development Committee. To be presented to Planning Commission on **3/26/18** and City Council in April.<br>**3/26/18** – Planning Commission recommended approval. Council to review 4/18/18.<br>**4/18/18** – Ordinance approved at first reading. Second reading 5/2/18.<br>**5/2/18** – Approved. |
| Special exception ordinance amendment | 6/30/18<br>Urban Design | **1/17/18** - Amend ordinance to allow for 3 additional years' time extension for special exception (currently 2 years) due to special circumstances.<br>**2/21/18** - Draft amendment reviewed by City Council. To go before Planning Commission on 3/26/18 and then back to Council in April.<br>**3/26/18** – Planning Commission recommended approval. To be reviewed by Council 4/18/18.<br>**4/18/18** – Ordinance approved at first reading. Second reading 5/2/18.<br>**5/2/18** – Approved. |
| Hurricane Pay Plan Update | 6/30/18<br>HR | **4/12/18 –** Review current play plan provisions and revise per experience gained from Irma.<br>**10/25/18 –** Current plan is appropriate |
| Develop Airport Protection Overlay District | 6/30/18<br>Urban Design | **7/1/17** - Develop an airport zoning regulations as a result of change in state law, Florida Statute 333.<br>**8/9/17** – Staff met with PGD Airport project manager.<br>**2/21/18** - Council approved moving draft regulations on to Planning Commission. To be heard by Planning on |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | 3/26/18<br>**3/26/18** – Planning Commission recommended approval. Council to review 4/18/18.<br>**4/18/18** – Ordinance approved at first reading. Second reading 5/2/18.<br>**5/2/18** – Approved. |
| Implement semi-automated trash collection (tippers with carts) | 4/30/18<br>Public Works | **4/19/17** - Based on Council direction, purchase and retrofit trucks with tippers and use of carts for trash collection.<br>**7/12/17** - Council approved purchase of four trucks. Citizen cart selection available on website through 1/16/18.<br>**2/18** - Four semi-automated trucks delivered. Staff trained in operation of new trucks.<br>**2/21/18** - Award of purchase approved. Cart color selected – sandstone, brown lid and black logo. Roll out of new program projected April 2018.<br>**4/2/18** – Cart material delivered and being assembled.<br>**4/11/18** – Cart delivery to residences underway.<br>**5/9/18** – Project substantially complete. |
| Gilchrist Landing Day Docks | 4/30/18<br>Public Works | **2/21/18** - City Council approved development of ordinance regulations to prohibit overnight storage on landing docks.<br>**3/7/18** – Draft ordinance prepared and advertised for 3/21/18 Council meeting.<br>**3/21/18** – Council deferred action until 4/4/18 to consider additional alternatives.<br>**4/4/18** – Revised ordinance language to include 4-hour time limit at Laishley day dock; permit fee for overnight parking of dinghy or kayak on one dock and transient use of other dock at Gilchrist Landing with issuance of no more than 10 permits.<br>**4/18/18** – Ordinance approved at first reading with 12' vessel length limit at Gilchrist Landing. Second reading **5/2/18** along with Resolution establishing permit fees.<br>**5/2/18** – Ordinance and administrative permit process resolution adopted. |
| Review options to restrict parking in Historic District | 6/30/18<br>Urban Design | **4/19/17** – Staff directed to review options that may restrict parking on side streets in Historic District.<br>**5/16/18** – To be revisited if warranted after completion of Retta Esplanade parking improvements. |
| Emerald Point deck regulations | 6/6/18<br>Urban Design | **10/21/15** - Meet with Emerald Point architectural committee to develop deck regulations for future approvals.<br>**2/9/16 -** Communication received from Emerald Point to initiate meeting.<br>**3/15/16** - Staff met with Emerald Pointe reps to initiate discussion regarding regulations; additional meetings to follow. Awaiting recommendations from Emerald Point Board.<br>**11/30/16 -** Staff received a letter from the Emerald Point Board President requesting an overlay district allowing a 5 foot setback.<br>**12/2/16 -** Staff met with two board members to discuss common area issues and the various phases of development. Emerald Point Board to bring back a revised proposal. Planning on meeting with Emerald Pointe group first week of January. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **1/10/17** - Draft language to establish overlay district prepared, under review by Emerald Point Board.<br>**1/24**/17 - Staff met with the Emerald Point Board members and made some amendments to the proposed overlay district regulations. Under review by the Emerald Point Board.<br>**6/9/17** - Staff met with Emerald Point Attorney and they will rewrite regulation.<br>**11/13/17** - Received notification that new President of Board will revisit regulations and obtain Board recommendations.<br>**12/14/17** - Board President met with staff.<br>**2/2/18** – Final ordinance draft reviewed by Land Development Committee. Planning Commission to review in April and City Council May.<br>**5/16/18** – Ordinance approved at first reading. Second reading 6/6/18.<br>**6/6/18** – Approved. |
| Medical Marijuana Dispensary Facilities | 6/30/18<br>Urban Design<br>Legal | **2/21/18** – City Council approved moving forward with emergency ordinance to repeal moratorium of dispensary facilities. Ordinance scheduled for 3/7/18 Council meeting. Staff to amend code to insert dispensary language in appropriate zoning districts. Regulations draft projected by June.<br>**3/7/18** – Emergency ordinance ending ban approved.<br>**4/4/18** – Ordinance delineating code changes under City Attorney review.<br>**6/19/18** – Draft ordinance approved and advertised for Planning Commission 8/27/18 and Council 9/17/18.<br>**8/27/18** – Planning Commission approved ordinance.<br>**9/17/18** – First reading and approval of ordinance permitting Medical Marijuana Treatment Center Dispensing Facilities within Punta Gorda.<br>**10/3/18** – Second reading and approval of ordinance permitting Medical Marijuana Treatment Center Dispensing Facilities within Punta Gorda. Council approved unanimously. |
| Presentation regarding height restrictions in City Center Zoning District as well as other City Center and Highway Commercial codes | 6/30/18<br>Urban Design | **7/6/19 -** Per Council direction, develop presentation regarding height restrictions in City Center zoning district and guidelines that may allow for increased height.<br>**12/21/16 -** Council directed staff to work on proposed revisions for building height in the City Center district to bring back for further discussion.<br>**1/23/17 -** Planning Commission provided input, staff working on draft amendments to be reviewed at a future meeting.<br>**6/26/17 -** Presentation at Planning Commission meeting.<br>**7/12/17 -** Council approved moving forward with additional discussion once staff revises its presentation and options for consideration. Presentations to go before Chambers, neighborhood groups, Land Development Committee and Planning Commission prior to City Council. Presentation held with Charlotte County Chamber Government Affairs Committee.<br>**11/24/17 -** Discussions with residential and business groups completed. LDR Committee to provide input in January 2018 and Council presentation scheduled for March 2018. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **1/30/18 -** City Manager presented proposed changes at TEAM Punta Gorda annual meeting.<br>**3/7/18** – Council to review proposed changes to regulations. Council agreed setting maximum height at 84 feet and for staff to develop draft regulations. Draft projected by June along with request for appropriation to secure services for renderings.<br>**3/12 and 3/14/18** – City Manager met with Downtown Merchants Association and PGI Civic Association Board regarding building proposal and process for further public input.<br>**3/30/18** – City and Aqua to hold community meeting on 4/16/18 regarding appropriate growth strategies and vision.<br>**4/18/18** – Community held before 300+/- attendees and input received.<br>**5/2/18** – Once draft regulations developed and reviewed by Council, no further action until Master Plan planning firm hired and draft regulations to be incorporated it the firm's planning process.<br>**6/6/18** – Council rescinded action taken on 3/7, staff to no longer proceed with developing code changes and concept to be incorporated in Master Plan scope of services. |
| Working Group Committee to review Sunseeker Impact | 12/31/18<br>City Manager | **5/2/18 –** CRA discussion resulted in committee to review impact of Sunseeker Resort on traffic, business development, etc. in Punta Gorda. City Manager to assemble committee participants and report back to CRA.<br>**5/9/18** – City Manager and CRA representative met to discuss working group committee members.<br>**6/6/18** – CRA rescinded action taken 5/2 and no ad hoc committee to be formed. |
| Restrooms by Gilchrist Park Playground | 12/31/18<br>Public Works<br>Urban Design | **2/18 –** 100% plans completed, reviewed and approved by Building Official. Construction bid package preparation and process to occur March through May 2018. Goal is start construction by July 2018.<br>**4/4/18** – Bid released and due 5/2/18.<br>**5/2/18** – Bid extended to 5/7/18.<br>**5/7/18** – Five bids received and under review.<br>**5/18/18** – Recommended bid to be placed on 6/6/18 Council agenda.<br>**6/6/18** – Construction contract approved. Five month timeframe for substantial completion.<br>**6/26/18** – Pre-construction meeting held with contractor.<br>**7/19/18** – Construction underway.<br>**9/6/18 –** Sanitary and waterline connections complete.<br>**10/18/18 –** Roof, electrical, plumbing, drywall and louvre installation continue.<br>**11/7/18** – Sod installed and painting of building continues. Sidewalk connection from playground to restroom entrance to follow.<br>**11/20/18** – Sod installed. Sidewalk connection made. Fence realigned with restroom in playground area. Plumbing and electrical fixtures nearing completion.<br>**12/17/18** – Equipment for water tanks to resolve flushing issue ordered.<br>**12/28/18** – Restroom flushing resolved and working. Final concrete work pending.<br>**1/4/19** – Restroom opened for use. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| Amend ordinance for shade structure in commercial areas | 3/1/18<br>Urban Design | **12/7/16** – Amend ordinance to develop regulations that permit shade structures as part of commercial business in certain areas.<br>**12/20/16** – Planning Commission request for input<br>**1/23/17** – Continued Planning Commission discussion. Staff will prepare a Council Agenda item for further discussion prior to drafting an ordinance for adoption.<br>**6/30/17** – City Attorney reviewed draft and requested substantial changes.<br>**5/7/18 –** Ordinance approved for advertising; Planning Commission 5/29/18 and City Council 6/20/18.<br>**5/29/18** – Approved by Planning Commission.<br>**6/20/18** – Approved by Council on first reading. Second reading 7/3/18.<br>**7/3/18** – Approved. |
| Develop ADA capital improvements program | 3/31/18<br>Urban Design<br>HR | **10/4/17** – Council approved ADA Transition Plan as a guide for future improvements.<br>**1/12/18** – Staff committee to develop overall capital improvements program and bring back for Council approval in March 2018. Committee met to communicate actions to be undertaken. Next meetings to be held with individual departments to garner input into priorities.<br>**3/29/18** – Initial ADA improvements to City Hall and Annex on 4/4/18 Council agenda.<br>**4/4/18** – Council approved capital improvements in City Hall environs, A.C. Freeman House and Cooper Street Center.<br>**6/20/18** – ADA Plan revision approved by Council to include ROW areas. |
| Employee Pay & Classification Study | 6/30/18<br>Human Resources | **1/19/18** – Cody & Associates hired to perform pay and classification study. Employees currently completing position description questionnaires. Project completion projected by June 2018.<br>**2/23/18** - Position description questionnaires due to HR.<br>**3/13/18** – City received benchmark positions identified by Cody to be used to establish proposed pay ranges and grades.<br>**4/27/18** – Cody representative met with department directors to receive input on hard to fill positions as well as initial pay range results.<br>**6/4/18** – Cody representative highlighted study to staff. Report and recommendations to be placed on 7/3/18 Council agenda.<br>**7/3/18** – Plan approved by City Council along with Alternative C. |
| Research capability of new RO Plant as shelter of last resort | 3/31/18<br>Emergency Manager<br>Utilities | **10/4/17** – Develop costs associated with enhancement of new RO Plant to be used for shelter of last resort during storm event.<br>**8/9/18** – Charlotte County will designate RO Plant as a shelter due to flood elevation and the plant is not large enough for a shelter of last resort. However, it will serve for employees and their families during a storm event. Project completed. |
| Organization Response to | 9/30/18<br>All | **6/22/18** – Draft memo sent to departments for review and additional information.<br>**7/19/18** – Draft response completed by City Manager and sent to Communications Manager for review and re- |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| Hurricane Irma | Departments | write.<br>**8/14/18** – Communications Manager completed rewrite, reviewed by CM and revisions underway.<br>**8/23/18** – Response completed and will be published as part of 8/24/18 weekly report and placed on City Facebook page. |
| Gas pump security measures ordinance | 9/30/18<br>Legal | **6/6/18** – Council approved moving forward with ordinance similar to Cape Coral to require security measures to be placed in gas pumps to prevent card skimmers.<br>**7/24/18** – Draft ordinance completed and sent out for department review. Plan is to introduce ordinance at 8/22/18 Council meeting.<br>**8/22/18**– Council approved gas pump security ordinance on first reading. Second reading on 9/5/18.<br>**9/5/18**- Council approved second reading of gas pump security ordinance. |
| Herald Court Centre parking signage | 9/30/18<br>Urban Design | **12/6/17** – Per CRA direction, staff to develop enhanced signage to designate Herald Court Centre as parking garage. Item to be scheduled for 4/4/18 CRA meeting.<br>**4/4/18** – CRA approved installation of 3 small "P" signs along Olympia, Herald Court/US 41 and garage entrance. Staff will bring back design to CRA 6/6/18.<br>**6/6/18** – Signage approved by CRA with addition of new logo. Staff to proceed in getting quote and installation.<br>**8/30/18**- Staff reviewed sign design proofs.<br>**9/5/18**- Council provided staff with edits to design proofs.<br>**10/25/18** – Installation will begin when lane closure is completed.<br>**11/21/18** – Installation complete |
| FY 2019 Strategic Plan | 9/30/18<br>City Manager | **5/25/18** – Published May progress report of FY 2018 Plan in weekly report, placed on website and requested input for development of FY 2019 action items.<br>**6/5/18** – Sent communication to neighborhood associations, non-profit agencies, Chambers of Commerce and boards and committees requesting their input into action items.<br>**7/25/18** – Proposed plan being developed for presentation at 8/22/18 Council meeting.<br>**8/14/18** – Proposed Plan with comments from community distributed to Council and departments for consideration at 9/5/18 Council meeting.<br>**9/5/18** – Council reviewed Plan and revisions will be prepared for adoption at 9/17/18 Council meeting.<br>**9/17/18** – Plan adopted. |
| Laishley Park additional parking | 9/30/18<br>Public Works | **5/9/18** – Bids received and under review.<br>**5/18/18** – Recommended bid to be placed on 6/6/18 CRA agenda.<br>**6/6/18** – Construction contract approved. Four month timeframe.<br>**7/3/18** – Still awaiting pre-construction meeting with contractor.<br>**7/16/18** – Construction initiated.<br>**9/17/18** – Paving and striping portion of project last remaining item to be completed.<br>**9/25/18** – Project completed. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| Fishermen's Village Land Sale Proceeds | 10/1/18<br>Finance | **8/22/18** –Staff to develop recommendations for use of funds from the land sale.<br>**9/13/18** – Recommendations placed on 9/17/18 Council agenda.<br>**9/17/18** – Council prioritized Ponce Park and Citywide Master Plan with remaining funds to be in Fund until further discussion at a later date. |
| Kayak Storage in Special Residential Overlay District | 12/31/18<br>Urban Design | **5/2/18 –** Council directed staff move forward with development of regulations that permit storage of kayaks – two on a rack. To be discussed with Land Development Committee 5/18/18 and Planning Commission 5/29/18.<br>**7/12/18** – Draft Ordinance is completed, Public Hearing scheduled for Planning Commission on 8/27/18 and City Council 9/17/18.<br>**9/17/18** – First reading and approval of ordinance within Special Residential Overlay District regarding storage of vehicles and watercraft.<br>**10/3/18** – Second reading and approval of ordinance approved by Council. |
| Agripreneur Garden/Fresh Market business venture | 12/30/18<br>Urban Design | **7/8/15 –** City Council approved 2015 CDBG budget to include construction and operation of a community garden as a business venture on county owned land at 52-514 E. Grace.<br>**4/28/16** – Unable to reach agreement with County for use of land.<br>**5/4/16 – -** Trabue Woods Initiative has approached Staff regarding City owned lots in East Punta Gorda and has requested use of the vacant lot located at 317 E. Virginia Avenue for the garden/fresh market. The garden will be an economic project; once established the community will re-visit development of a community garden at alternate location. City initiated survey and environmental assessment to develop site with use of CDBG funds.<br>**8/31/16** – Survey complete. Environmental assessment received and sent to HUD for review. Design under review by Trabue Woods United Association, Inc. (TWUAI). Bid to follow.<br>**9/21/16** – Council approved chain link fence. Final design underway.<br>Staff and TWUAI representatives met in November to review contracts. Business plan still to be developed by Trabue Woods. Agreement with neighborhood organization under review by Legal.<br>**1/12/17** – Staff met with TWUAI to discuss site plan and progress of business plan. Design completed by Public Works, under review by Urban Design. Agreements have been approved by Legal; however, still awaiting business plan from TWUAI.<br>**3/29/17** – 3 bids received.<br>**5/3/17 –** Opted to move forward with the project using general funds rather than CDBG. Procument working on bid package; anticipate to begin construction in August 2017. Lowest bid $82,000, all bids were rejected.<br>**5/17/17 –** Agreement with neighborhood association to manage and operate market approved by Council.<br>**6/20/17 –** Rebids all over budget. Staff is working on a plan to phase the project and utilize individual resources (City staff & volunteers) to complete the project.<br>**11/17+18/17** – TEAM Punt Gorda volunteers completed planter boxes. In-house items included concrete work, bed installation, irrigation, walkways box culvert, paver sidewalks, front entrances and on-street parking.<br>**3/1/18** – Awaiting removal of oak tree in order to complete remaining work. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **3/5/18** – Oak tree removed.<br>**3/29/18** – Grading completed. Installation of brick pavers and fencing to follow.<br>**5/4/18** – Fence installation complete. Paver installation underway.<br>**6/14/18** – Completion projected 6/29/18.<br>**7/3/18** – Drainage work continues.<br>**7/25/18** – Drainage, swale and sod work still remain. Concrete pathway to shed will be added.<br>**8/3/18** – Drainage, swale and sod completed.<br>**8/9/18** – Concrete path poured.<br>**9/6/18**– Keys have been given to the Garden Representatives. Mulching continues. Once completed soil delivery will be scheduled for the open planter. Public Works Engineering will review the site for any drainage issues and correct if necessary.<br>**10/17/18** – Simply Fresh anticipates opening in November.<br>**11/8/18** – Planting initiated in beds.<br>**11/30/18** – Mulch and shell piles continue to be spread. Discussion with Representative regarding Insurance for the project is ongoing.<br>**12/14/18 –** The three mulch piles have been reduced to ½ a pile and the shell pile has been distributed between the planter boxes. In addition, the Local Business Tax has been approved. Still waiting on the copy of the insurance.<br>**12/21/18** – Local Business License received.<br>**1/15/19** – Insurance information received and project complete. Agripreneur Garden is open for business. |
| Punta Gorda: Journey to the Future | 1/31/19 | 7/18/18 – City Council approved partnership with TEAM Punta Gorda to hold community development summit regarding best practices in urban planning and smart growth.<br>8/1/18 – City staff met with TEAM representatives to initiate planning for conference, to be held 1/7/19 at Charlotte Harbor Event & Conference Center.<br>8/8/19 – Action planning committee to meet 9/7/18 to begin development of program.<br>9/5/18 – City staff met with TEAM PG to discuss draft agenda for action planning committee.<br>9/13/18 – City staff met with TEAM PG and community members to develop name of event and content.<br>9/17/18 – City staff met with TEAM PG to discuss scope for GIS mapping and illustration of downtown build out.<br>9/27/18 – City staff and TEAM PG determined the name for the event Punta Gorda: Journey to the Future and tagline Let's Learn Together. John Redmond, CEO of Allegiant, Rick Severance, CEO of Babcock Ranch, and Lee Pits have been secured as speakers.<br>10/17/18 – City staff and TEAM viewed preliminary draft of land regulation presentation, selected graphics for use in presentation.<br>11/7/18 – City staff met with TEAM to discuss event update, budget, sessions and future activities. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | 11/15/18 – City staff and TEAM secured Victor Dover to speak about Great Cities and Towns.<br>11/18 and 12/18 – Registration well underway.<br>12/19/18 – Attendees projected to be over 600.<br>1/7/19 - Event held with 700 attendees. |
| Amend local business tax methodology for Farmer's Market | 3/31/19<br>City Clerk | **9/17/18** – Council approved moving forward with amend to ordinance regarding methodology used to calculate tax for downtown farmer's market. Amendment to take into consideration seasonal nature of vendor participation.<br>**10/23/18** – Ordinance projected for 11/7/18 Council meeting.<br>**11/7/18** – Ordinance approved on first reading.<br>**11/21/18** – Ordinance approved. |
| Design Standards for Electric Vehicle Charging Stations | 3/31/19<br>Urban Design | **9/17/18** – Council approved drafting of design guidelines to be used by local businesses on a voluntary basis if they choose to install an electric vehicle charging station on their property.<br>**10/15/18** – Planning Commission to review standards 10/26/18.<br>**2/01/19 -** Went to Planning Commission and moving forward to City Council 2/20/19.<br>**2/20/19** – Council approved ordinance on first reading. Second reading 3/6/19.<br>**3/6/19** - Approved |
| Design and construction of Restrooms by Gilchrist Park Pavilions | 12/31/18 (Design)<br>Urban Design<br>9/2019 (Construction)<br>Public Works | **2/15/17** – Presentation by Weiler Engineering regarding results of their feasibility study detail which areas of Gilchrist Park are most suited to a possible map revision out of the "V" zone, which would result in reduced construction costs for future facilities.<br>**12/6/17 -** Received a Letter of Map Revision (LOMR) Determination Document from FEMA revising the playground restroom area from a VE to AE Zone. Pending the 180 day comment period, the revision will become effective 2/14/18.<br>**2/13/18 -** Received a Letter of Map Revision (LOMR) Determination Document from FEMA revising the pavilion restroom area from a VE to AE Zone. Pending the 180 day comment period, the revision will become effective 6/29/18.<br>**2/26/18** – Staff met with design firm to go over next steps. City to develop design scope for review by design firm. Design contract projected for Council review 4/18/18. If awarded, design to be completed by August/September 2018 and construction to start early 2019.<br>**4/18/18** – Design contract awarded.<br>**6/27/18** – 90% plans received and under review.<br>**7/12/18** – Staff has provided comments to Weiler Engineering, 100% plans expected on 7/31/18.<br>**7/23/18** – 100% plans received and under review. Scheduled for 7/27/18 Development Review Committee (DRC).<br>**7/27/18** – DRC review held and communication sent to engineer to complete plans for bidding.<br>**9/6/18**- Bid package is being prepared by Procurement. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **10/19/18** – Staff evaluating bidding project in conjunction with or without Phase 2 work in park.<br>**10/23/18** – Staff proposes to bid project October 2018 for start work in February 2019 and completion by September 2019.<br>**11/29/18** – Four bids received and under review.<br>**12/12/18** – Contract award to be placed on 12/19/18 Council agenda.<br>**12/19/18** – Contract awarded to Avant Construction.<br>**2/01/19 –** Pre-con meeting held 1/23/19. Permit pending.<br>**2/4/19** – Construction underway.<br>**5/17/19** – Building walls, roof, and utilities all in place. Concrete sidewalk completed. Interior painting continues.<br>**6/20/19** – Grading complete. Construction trailer removed from site. Project deemed substantially complete. |
| Historic District Sign Toppers | 12/31/18<br>Urban Design | **6/20/18** – CRA selected two design options and various locations for installation. Staff will develop costs for options and bring back to CRA for consideration.<br>**8/6/18** – Public Works and Urban Design staff met to go over specifications.<br>**10/25/18** – Project costs are being developed.<br>**11/7/18** – CRA approved preferred design and project costs. Installation to follow.<br>**2/01/19 –** GIS working on map detailing location of signs for installation.<br>**3/25/19 –** Aqua completed design and proof sent to Eastern Metals Signs and Safety.<br>**5/13/19 –** Public Works installing sign toppers starting with Cooper Street.<br>**6/2019** – Project complete. |
| Bicycle Capital Improvements Plan | 9/30/18<br>Urban Design<br>Police<br>TEAM PG | **10/21/15** – City Council approved pursuit of designation. Application to be processed January 2017. Prepare list of projects and associated funding mechanism during FY 2016.<br>**1/6/16** – Project list presented to Council; staff to revise five year capital projects list and bring back to Council. Council directed no sharrows be placed in PGI and BSI and redo bike lane section to reduce costs through reduction of lane width where appropriate. Application to League deferred until more progress made in development of bicycle plan and initial projects underway.<br>**4/6/16** – Pared down list of bicycle projects presented to Council; approved sharrows in PGI Connector and on Virginia, but will revisit other recommendations once staff enhances presentation to include differentiation between boulevards and lanes.<br>**6/9/16** – Council held workshop at PGI Civic Association. Summary of workshop input and revised plan to be presented to Council In October.<br>**10/5/16** – Council approved review process for 4 pilot projects to include community conversations in each selected area – Berry Street, Nesbit Street, Elizabeth Street and West Olympia. Staff to initiate process in January 2017. Data collection in progress.<br>**5/3/17** – Bicycle corral parking plan on W. Marion in front of Leroy's approved. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **1/11/18** – Corral installation complete.<br>**7/11/18** – Awaiting results of Charlotte Regional Bicycle-Pedestrian Master Plan.<br>**11/18 –** The MPO adopted the Charlotte Regional Bicycle-Pedestrian Master Plan.<br>**1/22/19 –** Charlotte County Board of Commissioners to consider plan adoption.<br>**2/01/19** – Charlotte County Board of Commissioners approved Plan; MPO to update City Council tentatively 2/20/19.<br>**3/22 and 3/23/19** – Volunteers in Bike Patrol Unit assisted in Pedal and Play event. Unit will now educate community in bike safety. |
| Succession Planning | 9/30/18<br>City Manager | **10/4/17** – Develop status update and game plan for succession planning in all departments. Department suggestions presented to City Manager February 2018.<br>**5/15/18** – Draft plan sent to departments for review.<br>**6/8/18** – Plan sent to City Council and Departments. Directors to review plan with staff and develop cost impacts per employee aspirations. Impacts to be completed by August.<br>**8/16/18** – City Council to discuss creation of Assistant City Manager position on 8/22/18.<br>**8/22/18** – City Council approved exploration of succession planning for City Manager under the strategic planning process.<br>**9/17/18** – Strategic Plan included action item for CM succession plan to be provided to Council by December 2018.<br>**11/27/18** – Item to be placed on 12/5/18 Council agenda.<br>**12/5/18** – Plan discussed and will be addressed upon announcement of current Manager's retirement date. Nod given to Human Resources Division to carry out recruitment process when authorized to do so.<br>**7/10/19** – Draft Strategic Plan action items presented to City Council and included new City Manager recruitment process to be initiated January 2020 and completed no later than December 2020.<br>**9/18/19** – Council approved CM succession timeframe. Agenda item to be placed on one of the January 2020 Council meetings agenda to initiate process. |
| Aqua Communications Plan | 9/30/19<br>City Manager | **5/16/18 –** City Council approved Year Two of Aqua strategic communications plan as part of FY 2019 budget.<br>**6/18 and 7/18 –** City staff met with Aqua representatives to develop microsite as part of Year One communications and marketing program. Objective of microsite is to attract and market Punta Gorda for residents, visitors and business. Roll out of site scheduled for August 2018.<br>**7/26/18** – Staff met with Aqua to review and edit format and script for microsite.<br>**8/15/18** – Staff reviewed draft microsite with Aqua in preparation of meetings with Council Members on 8/20 and 8/21/18.<br>**8/21/18** – Meetings held with Council Members and projection to go live by end of September.<br>**8/28/28**- Edits sent to Aqua for incorporation in final website and testimonial list developed.<br>**9/17/18** – Aqua staff onsite to photograph areas for microsite. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **9/29/18 –** Aqua provided City Staff with walk through of microsite.<br>**10/23/18** – Microsite to be unveiled at 11/7/18 Council meeting.<br>**11/7/18** – Microsite unveiled and on website. Marketing to follow.<br>**11/25/18** – Design of brochure and editorial content for the Feb/March and April/May issues of Sunseeker Magazine underway.<br>**12/3/18** – Punta Gorda Developments newsletter distributed.<br>**12/12/2018** – Ad created for Journey to the Future Brochure promoting explorepuntagorda.com<br>**01/09/19 –** Staff updating Social Media Policy for Aqua adherence.<br>**01/15/19 –** Editorial content created for Feb/March Sunseeker Inflight magazines. 40,000 copies of the brochures to arrive 1/23/2019. Distribution agreements have been reached with Charlotte Harbor Conference Center, the Wyvern Hotels, Four Points Sheraton, the PG Waterfront Hotel & Suites, the Springhill Suites, Charlotte County Economic Development, and the VCB.<br>**02/25/19 –** Digital marketing program design complete and out for placement in target markets.<br>**03/01/19 –** City of Punta Gorda is featured in Sunseeker Magazine.<br>**4/17/19** – Council tentatively approved revised communications and marketing effort as part of FY 2020 budget plan. Communications Manager to oversee program and monthly stipend with Aqua will be eliminated.<br>**5/21/19** – Digital Marketing campaign resulted in 6,880 clicks on ads.<br>**6/12/19** – City received tablecloth, tent and backdrop that will be used to market the City at various events.<br>**9/4/19** – Staff working to transfer all domain names and hosting of explorepuntagorda.com website to the City's control in advance of the Aqua contract ending. |
| Citywide Master Plan | 12/31/19<br>Urban Design | **4/18/18** – Per Council direction, develop request for proposals for review and updating of Plan.<br>**5/2/18** – Council direction to finalize draft RFP and conduct meeting with business sector regarding land development regulations.<br>**5/16/18** – Council discussed draft scope and recommended changes to be considered. In addition, Council to hold workshop with business community to solicit input in codes and business climate.<br>**6/6/18** – Business workshop to be held 6/27/18.<br>**6/20/18** – Revised scope to be presented at 7/3/18 Council meeting.<br>**6/27/18** – Workshop to garner input into business climate in City held. Input to be considered in Master Plan process.<br>**7/3/18** – Council reviewed scope and criteria for selection. Special meeting to be held 7/18/18 to finalize scope and criteria that will initiate request for qualification process.<br>**7/18/18** – Request for Qualifications solicitation approved. RFQ to be released 7/23/18; due 9/4/18; Council review 9/26/18; firm interviews 10/10/18; firm ranking 10/17/18.<br>**9/4/18** – Five firms submitted proposals. Council review underway.<br>**9/26/18** – Council made the decision to interview Stantec, Canin, Dover Kohl and Sweet Sparkman. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **10/10/18** – Interviews conducted and ranking to occur on 10/17/18.<br>**10/17/18** – Ranking approved by Council as follows: Dover Kohl; Stantec; Sweet Sparkman; Canin.<br>**11/2/18** - City received draft cost proposal. Staff to discuss proposal with Dover Kohl on 11/9/18.<br>**11/9/18** – Cost proposal discussed and revision to follow.<br>**11/14/18** – Final scope and costs agreed to by staff and Dover Kohl. To be presented to City Council on 11/21/18.<br>**11/21/18** – Contract approved.<br>**12/10/18** – Kick-off meeting held with staff and Dover Kohl. City staff to look for and secure charrette venue.<br>**12/18/18** – First Methodist Church secured as venue for charrettes.<br>**12/26/18** – Initial site visit by Dover Kohl 1/28/19 thru 1/30/19; Budget and economic analysis presentation to be scheduled for 3/6/19 Council meeting; Charrettes to be at First United Methodist Church during week of 3/11/19 thru 3/15/19.<br>**1/30/19** – Dover Kohl completed initial site visits and met with City staff, Council Members and selected community groups.<br>**2/7/19** – Charrettes location revised to be at Methodist Church 3/11 and 3/15, and Laishley Park Community Room 3/12-14.<br>**2/12/19 & 2/13/2019** – Staff held conference calls with Dover Kohl & Partners to discuss activities to date and plan the week of March 11-15 including Waterfront Activity Center action items.<br>**3/4/19** – Draft Budgetary and Economic Analysis report sent to City and distributed and added to agenda item for 3/6/19 Council meeting.<br>**3/6/19** – Economic Analysis presented. Training for charrette volunteers held.<br>**3/11-3/15/19** – Charrettes, design studio, focus groups and works in progress presentation held. All presentations on puntagordamasterplan.com website.<br>**3/29/19** – Draft of Public Engagement Summary received.<br>**4/10/19** – Business owner survey distributed to Chambers and EDP and placed on City Facebook.<br>**5/9/19** – Community engagement meeting planned for 6/18/19 to go over preliminary concepts by Dover Kohl and obtain feedback.<br>**6/18/19** – Community engagement meeting held and Master Plan status presentation made before two groups.<br>**7/22/19** – Community presentation on Master Plan scheduled for 8/21/19 at Event Center.<br>**8/21/19** – Community presentation was held with approximately 400 in attendance.<br>**10/2/19 and 10/16/19** – Public input held 10/2/19 and 10/16/19 to garner additional comments regarding Plan. Resolution to accept Plan scheduled for 11/6/19 Council meeting along with consideration of direction for staff to negotiate contract amendment to revise land development regulations (LDR'S) and comprehensive plan amendments in accordance with Plan recommendations.<br>**11/06/19** – Council accepted the Final PLAN Punta Gorda Document. |

| Action | Target Date & Responsible Department | Status |
|---|---|---|
| | | **11/19/19** – Awaiting final deliverables and invoices.<br>**12/19** – Final deliverables received. |