

WEEKLY HIGHLIGHTS REPORT JULY 31, 2020

City Manager

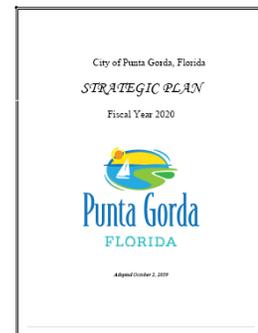
Since 2005, the City has undertaken fifteen strategic plans. Action items accomplished as part of the current FY 2020 Plan are highlighted within each respective strategic priority area.

Financial/Economic Sustainability

- Conducted a strategic plan workshop to review mission, vision, goals, strategic priority areas and action items to be incorporated in FY 2021 Plan, approved in May 2020. Plan enhances measures to assess progress.
- Updated the long range financial plan for the major fund groups and continued to assess the City's financial management policies with nationally recognized standards. Revised such policies, primarily reserves, to gradually address national standards.
- Prepared FY 2021 budget based on rolled-back millage rate with ability to address reduced revenue projections due to COVID-19 through retainage of current millage rate.
- Refinanced Community Redevelopment Area (CRA) debt which resulted in savings of \$565,000 over life of remaining term and average annual savings of \$76,500.
- Secured the services of Stantec to undertake a utility rate study, projected for Sept./Oct. 2020.
- Completed Fair Share impact fee study and approved revised rate structure February 2020 with 60-day grace period for payment. Incorporated public safety impact fee in revised schedule.
- Completed PLAN Punta Gorda 2019 Citywide Master Plan accepted November 2019. Continued contract services with Dover Kohl to prepare Comprehensive Plan and Land Development Regulation amendments based on master plan recommendations and community input sessions.
- Established an Interstate Zoning District in the Jones Loop Road area to provide flexibility for and promote future mixed-use and commercial-oriented development.
- Enhance information technology applications through replacement of Code Red emergency notification system with more robust Everbridge product; public records request tracking software; and initiation of transition to electronic timekeeping.

Infrastructure Sustainability

- Completed annual street resurfacing program. Brick installation on Goldstein completed; Sullivan forthcoming in September 2020.
- Provided periodic status reports on six-year 1% Local Option Sales Tax capital projects plan. Projects completed include Alligator Creek pedestrian bridge over US 41 multi-use recreation trail, Madrid sidewalk, Veterans Park Phase 2 and Taylor Street rebricking. Projects under design include Airport Road, Cooper Street and East Virginia complete streets. Land acquisition for retention areas associated with stormwater drainage improvements in Boca Grande area nearing completion. Projects in material procurement phase or under construction include final phase of Gilchrist Park harborwalk, and Shreve Street multi-use recreation trail lighting.



- Completed construction of Buckley's Pass navigational channel, which opened for use April 2020.
- Completed construction for Groundwater Reverse Osmosis (RO) Water Treatment Plant, which began operation June 2020.
- Developed and presented FY 2021-2025 Capital Improvements and Capital Outlay Plans for major infrastructure categories.
- Completed seawall materials and methods feasibility study in conjunction with Taylor Engineering. Report under review by canal maintenance advisory boards and City Council.
- Continued annual stormwater drainage program. As of July 17, work has been completed on 774 properties totaling 588,300 square feet of grading and sodding. 75% of work involves properties with floritam sod, while 25% are those with bahia.
- Completed financial plan in conjunction with Jones Edmund for implementation of transition from septic to sewer in City utility service area. Plan presented to Utility Advisory Board, City Council and County Commission. Next phase is to secure services of engineering firm to design planned improvements.
- Approved construction method for wastewater treatment plant expansion and initiated lease extension negotiation with Florida Fish and Wildlife Commission.
- Conducted straw poll for Burnt Store Isles (BSI) proposal to convert overhead wire lines to underground. Project rejected by 80% of respondents and formally dropped from further consideration by City Council May 2020.

Partnerships, Communication & Collaboration

- Initiated live streaming of City Council, boards and committee meetings on You Tube.
- Provided weekly updates on Buckley's Pass and Gilchrist Park harborwalk construction on You Tube and Facebook.
- Established web page devoted to COVID-19 information, updates and initiatives.
- Held virtual Town Hall meeting to provide updates to Citywide projects and address inquiries from public.
- Completed tenth Citizen's Academy, reaching out to over 30 attendees who learned about the City organization: administration, finance, public safety, public works, utilities and urban design.
- Prepared and disseminated Welcome to Punta Gorda Life pamphlet highlighting to newcomers the City's amenities and more significant resources.
- Partnered with TEAM Punta Gorda and Habitat for Humanity to build affordable single-family home on former City-owned property on East Helen.
- Approved land lease with Peace River Wildlife Center to relocate administrative, gallery and viewing areas on City-owned land on West Henry.
- Completed 1% Local Option Sales Tax resident committee sessions to establish and recommend project priorities for future program if approved by Charlotte County voters in November 2020. Consisting of representatives from neighborhood associations, business sector, boaters' alliance, arts and history sectors and each Council district, committee established Tier One and Tier Two projects for consideration.
- Held and/or participated in numerous neighborhood meetings to garner input and engage the community to address such issues as Strategic Plan, Historic District infrastructure improvements, budget development, land development regulations and public safety services.
- Provided letters of support for numerous initiatives to include City and Charlotte County legislative priorities; Florida League of Cities call for action on proposed legislative matters, and historic interpretive marker program.

- Partnered with Quality Independence to manage agripreneur garden on East Virginia; Habitat for Humanity and TEAM Punta Gorda to build affordable home fronting MLK Boulevard; TEAM Punta Gorda for America in Bloom project; Pickleplex for its Phase Two expansion, pending County funding; PGI Green Thumbs for installation of serenity garden in Nature Park; National League of Cities Utility Service Partners to provide low cost warranty program for issues with water and/or sewer line failures on private property; and Punta Gorda Historic Mural Society for painting of Army Airfield mural in Veterans Park.

Strategic Communications Positioning

- Continued dissemination of Punta Gorda brochure throughout community and marketing partners to include local hotels, chambers of commerce, Event Center, visitors' bureau, Punta Gorda Airport, and Sunseeker.
- Continued Punta Gorda Developments newsletter and continued dissemination on periodic basis. Newsletter highlights projects in planning, under construction and completed.
- Promoted community amenities on Facebook, Twitter and Instagram.

Quality of Life

- Completed Gilchrist Park Activity Center alternatives report in conjunction with Dover Kohl. City Council approved retention of both Boat Club and Bayfront Center buildings with planned renovation.
- Initiated update to Parks and Recreation Master Plan through community presentations and input sessions.
- Participated with Peace River Housing Partners in establishment and operations of organization, and Gulf Coast Partnership on housing initiatives.
- Approved incorporation of affordable housing impact fee waiver as part of revised Fair Share impact fee schedule.

Upcoming Events

- Fishermen's Village Events – available at <https://www.fishville.com/events/>
- Military Heritage Museum Events – available at <https://freedomisntfree.org/upcoming-events/>.
- Punta Gorda Chamber of Commerce Events – available at <https://puntagordachamber.com/calendar-events/>
- Charlotte County Chamber of Commerce Events – available at <https://business.charlottecountychamber.org/events>

Lot Mowing Program

- The City will begin a new mowing cycle on Monday Aug. 3

Code Compliance

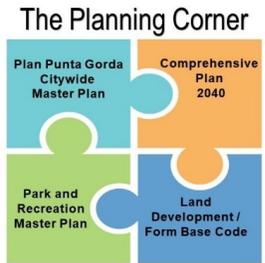
- During the COVID-19 pandemic, the City of Punta Gorda has strived to assist the local businesses by permitting business event banners for 30 days at a time, with or without a business event permit. The City had originally established a termination date of July 31. However, due to the extended State of Emergency for the State and City, this deadline has been extended until further notice.

Building

- Due to the possibility of adverse weather conditions this weekend, Building Division Staff is actively inspecting and monitoring construction sites for loose debris, unsecured material and any drainage issues. Contractors whose sites are not in compliance are being notified to correct any deficiencies. Records are being kept and these sites will be re-inspected for compliance. This activity will continue for the rest of the week.

Urban Design

- **Comprehensive Plan Elements Update** – The *Future Land Use Element* is the foundation of the City’s Comprehensive Plan. It designates the proposed future general distribution, location, and extent of the uses of land for residential, commercial, industrial, agriculture, recreation, conservation, education, and other categories of the public and private uses of land. The element establishes the long term end toward which land use programs and activities are ultimately directed. The Future Land Use Element, as required by [Florida Statute Chapter 163](#), seeks to achieve the compatibility of adjacent lands and the following community development goals:



- Encourage preservation of water dependent uses.
- Encourage the location of schools proximate to urban residential areas.
- Coordinate future land uses with the topography and soil conditions, and the availability of facilities and services.
- Ensure the protection of natural and historic resources.
- Provide for the compatibility of adjacent land uses.
- Provide guidelines for the implementation of mixed use development.
- Density and intensity of each use.
- A balance of uses that foster vibrant, viable communities and economic development opportunities and address outdated development patterns.

The [Future Land Use Map](#) (FLUM) is a regulatory map that designates the future land use of all land parcels within the City. The Goals, Objectives and Policies of the Future Land Use Element provide the basis for the zoning code and land development regulations. How does the *Future Land Use Element* relate to the other elements being reviewed as part of the Plan Punta Gorda Master Plan?

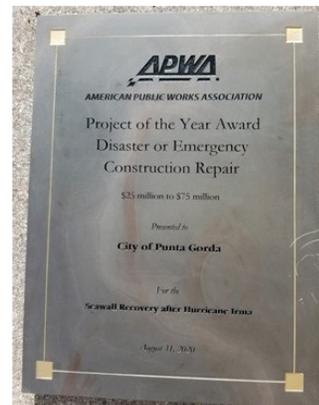
- The *Coastal Management Element* contains data and goals concerning the promotion, management, and protection of the City’s coastal natural resources. It is important for the City to plan for coastal development in such a way that development mitigates risk, maximizes economic value, and conserves coastal ecosystems. It is essential that the uses prescribed by the Future Land Use Map (FLUM) be consistent with sound coastal policy, and that the policies of the *Future Land Use Element* promote compatibility between development activities.
- The *Historical Element* provides a plan for the preservation of the City of Punta Gorda’s historical resources which include historical, architectural, maritime, and archaeological sites. Preservation and promotion of these resources provides a catalyst to economic development, cultural heritage, and sustainable tourism. It is connected to the *Future Land Use Element* to ensure that excessive development pressure does not diminish the value of the historic and cultural value of these resources.
- The *Housing Element* acts as the guide to local decision makers in their efforts to enact policy that will affect the housing needs of the residents of the City of Punta Gorda. It is connected to the *Future Land Use Element* as the Element identifies the land to accommodate the housing needs of the City by designation of land for residential, mixed-use, sufficient amounts of land for related uses, and providing for compact and contiguous pattern of development.

- The **Transportation Element** deals with the City's roadway network and addresses port and aviation facilities, bicycle paths and pedestrian walkways. The policies of the **Transportation Element** must reflect those of **Future Land Use Element** to ensure that transportation facilities are sited in the most appropriate areas possible and are designed in a manner which minimizes impacts to the surrounding land uses and promote a pedestrian friendly community.
- **Public Service Announcement** – As members of the Southwest Florida Cooperative Invasive Species Management Areas (CISMA) group, the City has been asked to provide the following public service message. You may have heard in the news that officials from several states have reported US residents receiving unsolicited packages of seeds in the mail, apparently sent directly from China. They are urging the public **NOT TO PLANT** the seeds since they may be invasive or otherwise harmful. If you receive any seeds in the mail, you are asked to contact local agriculture offices. Photos circulating online show more than one type of seed, indicating possibly more than one plant source. The various state agriculture offices have not yet identified any of the seeds. While there are no reports (yet) of unknown seeds being mailed to Florida, the issue is still a possibility. For more information please go to: <https://www.news4jax.com/news/local/2020/07/28/florida-warns-of-suspicious-seed-packages/>. For more information on Southwest Florida CISMA please go to: <https://www.floridainvasives.org/southwest/>.
- **Parks and Recreation Master Plan** – Make your voice heard by taking the Parks and Recreation Master Plan Update Survey! It is a 30 question survey that takes approximately 9 minutes to complete. To take the survey, please visit <https://www.surveymonkey.com/r/LTXP5X6> . For more information and updates regarding the update of the Parks and Recreation Master Plan, please visit <http://www.ci.punta-gorda.fl.us/visitors/punta-gorda-pathways/park-recreation-master-plan> .

Public Works

Canal Maintenance

- **American Public Works Association (APWA) Plaque & Recognition** – Canal Maintenance Supervisor Cathy Miller received APWA 2020 Public Works Project of the Year Plaque this week. Each year, APWA presents the Public Works Projects of the Year awards to promote excellence in the management and administration of public works projects, recognizing the alliance between the managing agency, the contractors, the consultants, and their cooperative achievements. Congratulations to all City staff involved on such as a prestigious award!



- **Seawall Replacement Projects** - The seawall replacement contractor has completed 23 seawall replacement projects in PGI and there are 12 projects under construction. Six seawall replacement projects have been completed in BSI and the work program for this fiscal year has been completed. A seawall replacement project is not considered complete until the sod has been placed.
 - Crews filled depressions at 17 locations.
 - Crews performed eight seawall cap and seam patches (78' linear ft.).
 - Staff removed a derelict vessel and transported it to the Police Department impound yard.

Engineering

- **City wide Drainage Swale regrading** – During the week of July 27, work is complete between 434-440 W. Ann St. Work is underway between 403-413 W. Ann St. and 417-433 W. Ann St. The contractor has completed work at 780 properties totaling 594,000 square feet of grading and sodding.
- **FDOT - US 41 Carmalita Street to Marion Ave. within City of Punta Gorda** - The Florida Department of Transportation's contractor, Highway Safety Devices, continues work to install new signals on US 41 from Carmalita St. to Marion Ave. The construction will take place Monday through Friday during daytime and nighttime/overnight hours, weather permitting. Lane closures may occur during daytime hours from 9 a.m. to 4 p.m. For complete details, contact information and map <http://www.ci.punta-gorda.fl.us/government/public-works/engineering>.
- **Harborwalk (Gilchrist Gazebo to Berry St.)** - Concrete work is near completion. Pipe and drainage structures, irrigation conduit and electrical conduit near complete. Electrical wiring placement is scheduled to commence next week. Tree trimming is complete. Back flow preventor installation and inspection is also complete. Grade and site work continues. Pedestrians and cyclists are restricted from the work area during construction. This project is anticipated to complete by the end of Sept. 2020. Check out the very popular playlist by visiting: <https://www.youtube.com/watch?v=fdbZUaUH680&feature=youtu.be>

Right-of-Way

- **Equipment** - This week the Right-of-Way division received a brand new 4 ton asphalt trailer. The new trailer will enable staff to properly patch pot holes throughout the City. The tack tank distributor allows the old asphalt to bind with the new asphalt which makes the repair more consistent and last longer. The new trailer is designed specifically for hot patch, but can also be utilized for cold patch. The new trailer can hold up to 4 tons of asphalt. The long awaited asphalt trailer will be put to use for the first time next week.



Police Department

- **Body Worn Camera Project Update** – The majority of our officers have been trained in the use of body worn cameras and many are already being utilized in the field. We will be completing training for remaining officers over the next two weeks and should be fully implemented once complete.
- **Police Officer Testing** – The Punta Gorda Police Dept. is currently accepting applications for the position of Police Officer. Testing will be held on Sept. 14 with oral board interviews scheduled on Sept. 15 and Sept. 16.
- **Public Safety Dispatcher Testing** – The Punta Gorda Police Department is currently accepting applications for the position of Public Safety Dispatcher. Testing will be held on Set. 21.
- **Internship Program** – The police department is currently accepting internship applications for the Spring Semester of 2021. Our internship program is open to college students and high school seniors interested in gaining educational experience in law enforcement, criminal justice, and small government administration. To apply for any of these positions or for more information please visit www.pgdjobs.com (941) 575-5571 or employeedevelopment@pgorda.us for additional information or to have an application package sent.



Fire Department

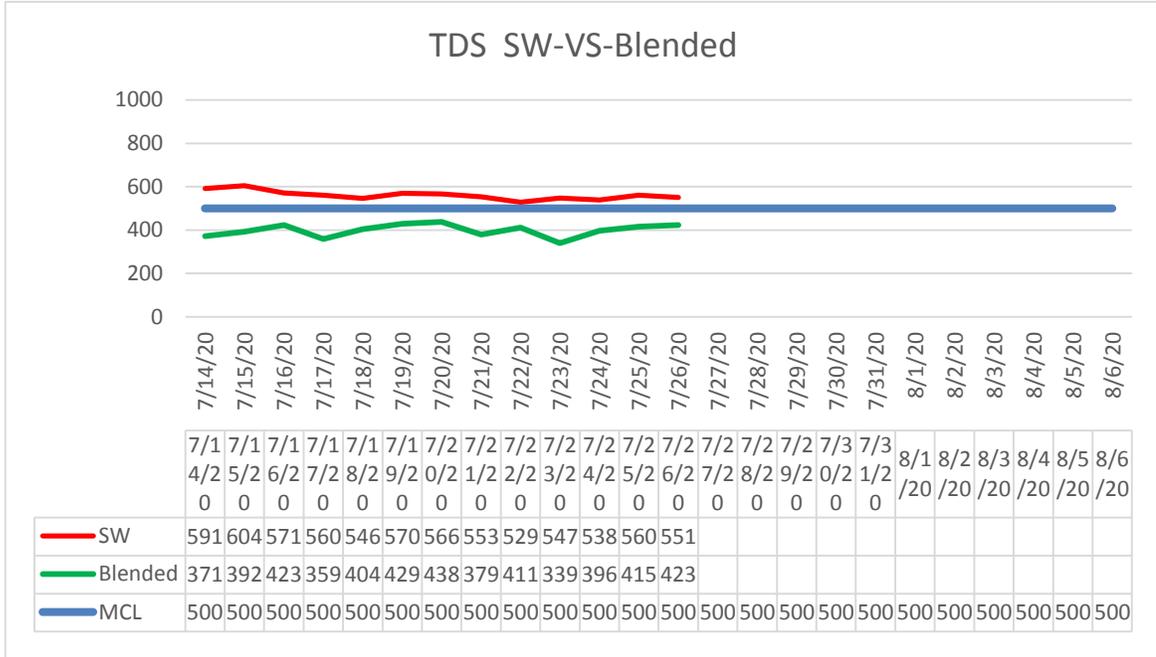
- **Field Training** – The fire department hosted HazMat training for all shift personnel which included Hazardous Materials awareness, identification, scene size up, life safety and incident mitigation. This training was conducted by Lt. Alex Davenport, one of the departments four Field Training Officers, who work with the Training Chief to ensure our firefighters are ready to answer any emergency call regardless of the nature of the call.



Utilities Department

Groundwater R.O. Construction Update

- The RO plant is online and sending blended water to your homes. Here is a link to a time lapse construction video. https://youtu.be/cUq_50PIK1s



Water Treatment Plant Operations

- 45.5 MG delivered to the distribution system with a 6.5 MG daily average
- Peace River Manasota Regional Water Supply Authority Emergency Interconnect – Sending water at a rate of two million gallons per day, started July 13.
- Rainfall in July 2019 9.20” July 2020 2.40”
- Hardness is a measurement of calcium and magnesium ions naturally occurring in the raw water. Current Condition “hard” – Grains of Hardness 8 ppm – Total hardness 137 ppm
- TDS for July 30 – Current 315 ppm, Low 241 ppm, High 499 ppm, 12 Year Avg. 377 ppm
- Reservoir July 23 – Current 5.31’, Record Low 4.96’, Record High 6.55’, 55 Year Avg. 5.50’

Waste Water Treatment Plant

- This little guy was found hiding in a shipping crate in one of the plant’s mechanical rooms. After unsuccessfully trying to get him to leave, the Peace River Wildlife folks were called in to help. The volunteer was able to get him in a cage and transferred him to the center for observation. After he is check out he will be brought back and returned to the wild.



City Clerk

Current Board and Committee Vacancies ([Volunteer Appointment Information Form](#))

- **Board of Zoning Appeals** – (One alternate) Meets the 4th Tuesday at 4 p.m. in City Council Chambers. City residency required. Seven member board with two alternate members. Three year terms - maximum of three terms. Financial disclosure required. Makes recommendations to City Council on variances to City Code.

- **Building Board** – (One consumer advocate) Meets the 4th Tuesday at 9 a.m. in City Council Chambers – City residency not required. Seven member board with two alternate members. Three year terms – maximum of three terms. Four members must be involved with the building industry and three members must be consumer advocates who are not, nor ever have been, involved with building industry. Makes recommendations to City Council on the minimum qualifying requirements for obtaining Certificates of Competency in the various construction trades and the fees for same. Periodically reviews and holds public hearings on all building, electrical, plumbing, housing, gas, fire prevention and other related codes. Reviews enforcement of all codes relating to construction standards and acts as condemnation board in matters of violation of minimum standards. Hears alleged complaints against contractors.

New Businesses

- All persons, firms or corporations engaging in business or occupation within the City of Punta Gorda are required to obtain a Local Business Tax (LBT) Receipt in accordance with Chapter 12 of the Punta Gorda City Code. As part of our effort to promote economic development and vitality in our area, we offer the following list of new or transferred business within our community this week:
 - The Beauty Boutique LLC, 1105 Taylor Road, Studio 8
 - The Suites at Fisherman’s Village, 1200 W Retta Esplanade