

**City of Punta Gorda Action Register
as of January 4, 2017**

Note: Completed Items are carried at the end of the Action Register

Action	Responsible	Target Date	Completion Date	Comments
Develop special permit criteria from vessel mooring regulations	Dave L	09/30/14 09/30/15 12/31/15 3/31/16 9/30/16 3/31/17 9/30/17 3/31/18		PGI & BSI Canal Advisory Committees develop special permit criteria for Council approval. Committees' recommendations to be implemented into draft ordinance. Draft ordinance to be reviewed by CAC's once completed by City Attorney. Once completed, draft to be brought back to Canal Boards for review. Necessitates rewrite of Chapter 6.
Emerald Point deck regulations	Joan	03/31/16 9/30/16 3/31/17 6/30/17 9/30/17 3/31/18		Meet with Emerald Point architectural committee to develop deck regulations for future approvals. Communication received from Emerald Point on 2/9/16 to initiate meeting. Staff met with Emerald Pointe reps on 3/15/16 to initiate discussion regarding regulations. More meetings to follow. Awaiting final recommendations from Emerald Point Board. Staff received a letter from the Emerald Point Board President requesting an overlay district allowing a 5 foot setback. 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. Staff received draft proposal and it is under review. Planning on meeting with Emerald Pointe group first week of January. Have draft overlay district prepared, under review by Emerald Point Board as of January 10, 2017. Waiting for EP Board to approve. Staff met with the Emerald Point Board members on January 24 th and made some amendments to the proposed overlay district regulations. Under review by the Emerald Point Board. Staff met with Point Attorney 6/9/17 and they will rewrite regulation. Received notification week of 11/13/17 that new President of Board will revisit regulations and obtain Board recommendations. Board President met with staff 12/14/17.
East Historic District lighting inventory	Joan	3/31/18		Survey streets in Trabue Woods neighborhood to determine number and cost of decorative lighting enhancements
Police Department resident and business advisory	Pam	3/31/18		Develop residential and business advisory councils and initiate meetings.

councils				
Bicycle Capital Improvements Plan	Joan Jason C TEAM PG	12/31/16 9/30/17 9/30/18		City Council approved pursuit of designation at 10/21/15 meeting. Application to be processed January 2017. Prepare list of projects and associated funding mechanism during FY 2016. Project list scheduled for 1/6/16 Council meeting. 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. Pared down list of bicycle projects presented to Council on April 6. 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. Council held workshop on 6/9 at PGI Civic Association. Summary of workshop input and revised plan to be presented to Council on 10/5. 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. Bicycle corral parking plan on W Marion in front of Leroy's on 5/3/17 Council agenda. Corral parking approved at 5/3/meeting. Received FDOT permit approval week of 7/17/17. Corral parking installed and waiting for delineators.
Ponce Park redesign	Joan	9/30/17 4/30/18		Assist Herston Engineering in redesign of Ponce Park. 60% design plans to Council in April 2017. Engineer reviewing contract agreement. Lease with PRWC under development. Design contract signed 12/1/16. Met with Engineering to discuss design on 12/13/16. Next meeting scheduled for 1/26/17. Due to a scheduling conflict, the meeting has been moved to January 31 st . Discussed conceptual plan and maintaining existing uses. Herston Eng. To draft up 'to-scale' concept for staff review. Met with Herston Eng. On Feb. 23 rd and discussed new site layout, what amenities should be included, location of playground and other options. Meeting held April 13 to review progress. Email sent 6/14/17 to Herston reiterating need to update City and Wildlife Center on progress. Staff reviewing 50% design plans from Herston on 6/22/17. 60% design plans under review. Design projected for 9/6/17 Council meeting. Conceptual design approved at 9/6/17 Council meeting.
Historic District Unified Branding	Joan	6/30/18		Prepare ordinance amendments to remove reference to Trabue Woods in LDR's and replace with Historic District nomenclature per City Council discussion 1/3/18.
Review options to restrict parking in Historic District	Joan	9/30/17 6/30/18		Per Council direction at its 4/19/17 meeting, staff to review options that may restrict parking on side streets in Historic District.

<p>Community/entrepreneurial garden business venture Fresh Market</p>	<p>Joan</p>	<p>06/30/16 12/31/16 6/30/17 9/30/17 12/30/17</p>		<p>CDBG budget approved to construct and operate community garden as a business venture on County-owned land adjacent to proposed History Center on East Grace. Contacted county staff; going to attempt to have Interlocal Agreement (ILA) to County Commission prior to Thanksgiving. City staff has met to discuss design; however need to wait until ILA is completed before moving forward. ILA approved by Council on 12/16/15. Project may be delayed; ILA projected to be completed by County Attorney in March. Project deferred until end of 2016. Draft ILA language from County contains 90-day out clause that will not work for infusion of City/CDBG funds. ILA remains unresolved as of 4/28/16. Alternative site on East Virginia approved by Council on 5/4/16. City initiated survey and environmental assessment to develop site with use of CDBG funds. Survey completed. Environmental received 8/31/16 and sent to HUD for review. Design under review by Trabue Woods organization. Bid to follow. Approval for chain link fence by Council on 9/21/16. Final design underway. Staff and Trabue Woods Initiative representatives met in November to review contracts. Business plan still to be developed by Trabue Woods. Agreement with neighborhood organization under review by Legal. Staff to meet with Trabue Woods week of January 2nd. Anticipated for 1/18/17 Council agenda. Design completed by Public Works, under review by Urban Design. Awaiting Legal review of agreement and business plan from Trabue Woods. Staff met with staff and Trabue Woods on January 12th, and discussed site plan and progress of business plan. Public Works will amend the construction plans and add electric, and then it will go out to bid. Agreement with City still under review by Legal. Moved Council agenda item to the February 1st, City Council meeting. Agreements have been approved by Legal; however staff is still waiting for the Business Plan from Trabue Woods. Staff working with Trabue Woods with business plan. Bid to go out March 1, 2017. Agreements and business plan scheduled to be on the April 5th City Council agenda. Staff is waiting on the business plan to be finalized; therefore this has been rescheduled for a May City Council meeting. Staff presented alternative funding plan for garden in lieu of CDBG at Council 5/3/17 meeting. Council rejected bids from CDBG process and direction to proceed with rebidding with use of local funds. Agreement with neighborhood association to manage and operate market approved at 5/17/17 Council meeting. Rebids received 6/20/17 and under review. Bids over projected budget. Staff to recommend alternative approach. City staff began site clearance. Pad and shed to follow. TEAM PG will build boxes. Concrete pad poured. Shed installed. Site graded. Boxes scheduled for construction middle November. Planter beds constructed and placed. Work on fence and entrance underway. Concrete curbing, irrigation and final fill pending.</p>
<p>Bird Cut Through assessment district,</p>	<p>Howard/Dave</p>	<p>06/30/16 9/30/16</p>		<p>At its 2/3/16 meeting, City Council approved moving forward with creation of an assessment district and development of methodology for the project. Staff to</p>

methodology and process calendar		3/31/17 12/31/17		develop contract with Nabors Giblin legal firm to perform assessment methodology. Phase 2 engineering contract approved at 4/20/16 Council meeting. Assessment methodology contract approved 5/4/16 with timeframe of 5 months. Staff scheduling meeting with Legal Firm week of 5/16 re: methodology. Meeting held 5/20 and various methodologies discussed. Staff sent Attorney map showing existing access points versus proposed one. Resolution of Intent to Assess approved at 12/7/16 Council meeting. Resolution advertised beginning 11/14/16 for 4 consecutive weeks. Special Assessment Methodology received from consultant, under review by City Attorney. Staff submitted questions to the attorney as to the methodology provided and are awaiting a response as of February, 2017. H. Wilson has submitted for permitting and is getting comments back from the various agencies. Permit update status presentation by Hans Wilson along with the assessment methodology presented and discussed at 5/3/17 City Council meeting. Direction to obtain economist to analyze property values in special assessment area. 2 proposals received and reviewed by Evaluation Committee 6/15/17. Council approved contract with Gonot Group to undertake economic analysis. Meeting with Gonot held 6/27/17 to start project. Draft economic analysis received 7/31/17. Economic report under review by Legal Firm. Resolution of intent to assess approved at 11/1/17 Council meeting. City Council approved methodology & economic report 11/15/17. Assessment methodology approved at 11/15 Council meeting. Appraisals for McQueen property and City-owned property on Taylor to be obtained. Permitting still 6 months out. Contacted Congressman Rooney staff week of 12/18/17 to see if they can get permitting process back on track.
Veterans Park redesign	Joan	9/30/16 3/31/2017 5/31/17 12/31/17		Vietnam Memorial Committee, Kiwanis & Historic Mural Society agreed to remove current wall/mural and have City redesign area, including new location for new mural. Staff met with Vietnam Memorial representative on 6/8/16 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. Concept plan presented at 5/17/17 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.
Burnt Store Isles Assessment and Engineering Analysis for	Dave/Karen/ TomJ/Rick	12/31/16 12/31/17		Per Council direction on 3/2/16, 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. Resolution to authorize vote approved at 4/6/16 Council

conversion of overhead lines to underground				<p>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) placed on 7/13/16 Council agenda. 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. Meeting with BSI underground committee held 9/12/16. Resolution for intent to assess initial FPL study to be placed on 12/7/16 Council agenda. Meeting held with FPL, Comcast, CenturyLink, etc. on 12/2/16 to discuss their portion of costs associated with project. Draft resolution under review by City Attorney. Resolution advertised beginning 11/14/16 for 4 consecutive weeks. Resolution approved at 12/7/16 Council meeting. Meeting with citizen group on January 12th, 2017. Issues with FPL requirements surfaced and Underground Committee discussing next steps. Meeting to be held 2/21/17 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 reduce commitment needed from BSI/City in order to initiate engineering study. Conference call with FPL set for 4/27/17. Site visit from FPL on 5/10/17 to review City documents in preparation for engineering study. Await feedback from FPL as to whether City information is sufficient to initiate study. FPL agreed to use existing City data but needs data from Comcast and Century Link. City requested such data 5/30/17. Data from Century Link provided as of 7/5/17. Data from Comcast provided 7/10/17. 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 8/8/17. Waiting communication from FPL as to placement in que. Resolution of intent to assess for engineering study approved at 11/1/17 Council meeting. Staff to develop special assessment resolutions and required public notices for City Council presentation in early 2018.</p>
City facilities security enhancements	Phil/Marian	12/31/17		<p>Develop plan to enhance security at City facilities. Staff committee meetings held 4/6, 4/21, 4/26, and 5/3/17 to develop list of potential measures. Cost estimates to follow. Council adopted emergency ordinance on 4/19/17 stipulating areas within City Hall & Annex for public access and limited public access. Similar ordinance and resolution approved at 5/3/17 Council meeting. Working on equipment needs. Committee met 6/14/17 to develop cost estimates. On 7/12/17, Council approved staff present a phased-in approach at August or September meeting. Staff committee met 8/3/17 to finalize recommended phase in schedule. Placed on 9/6/17 Council meeting. Security plan approved at 9/6 Council meeting. Security firms to provide</p>

				City with more in depth analysis of recommendations prior to bidding. Vendor pre-meeting held 9/27/17 to communicate project expectations. Vendors conducted 2 walk throughs.
Renovation of City Hall & Annex to support branding process	Mayor/Joan/ Donna	12/31/17		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. Has been included as a budget alternative for 4/19/17 City Council meeting. Initial renovations to Council Chambers approved at 5/17/17 Council meeting. Renovations underway. Phase 1 improvements complete. Committee met week of 10/2/17 to review Phase 2 improvements which will incorporate ADA and security improvements as well.
Fence Height amendment	Joan	12/31/17		Amend regulations for fence height and method of measuring fence height.
FPL SolarNow capital improvements	Joan	12/31/17		At 5/17/17 meeting, 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. FPL to install structures by end of calendar year. Amended agreement to include City Hall parking placed on 7/5/17 CRA and Council agendas. Agreement approved. Site worked completed; FPL awaiting delivery and installation of replacement hardware. Anticipate completion by 1/15/18.
Amend ordinance for shade structure in commercial areas	Joan	3/31/17 9/30/17 3/1/18		Per Council direction as of 12/7/16, amend ordinance to develop regulations that permit shade structures as part of commercial business in certain areas. Presented to the Planning Commission at their December 20 th meeting for input. Staff drafting proposed amendments to Code provision to be presented to the Planning Commission at their January 23 rd meeting. Staff will prepare a Council Agenda item for further discussion prior to drafting an ordinance for adoption. Scheduled for 6/26/17 Planning Commission. Ordinance to go before Planning Commission in January and Council in February.
Develop ADA capital improvements program	Joan/Phil	3/31/18		Council approved ADA Transition Plan on 10/4/17 as a guide for future improvements. Staff committee to develop overall capital improvements program and bring back for Council approval in January 2018.
Research capability of new RO Plant as shelter of last resort	Ray/Tom	3/31/18		Develop costs associated with enhancement of new RO Plant to be used for shelter of last resort during storm event.

Herald Court Centre parking signage	Joan	3/31/18		Per CRA direction on 12/6/17, staff to develop enhanced signage to designate Herald Court Centre as parking garage.
Harborwalk & Gilchrist Park Phase 2	Joan	4/30/18		Revise design plans for Phase 2 per Council direction 12/6/17. Include diagonal parking along Retta to Berry, enhance parking options, connect Harborwalk to Bayfront, etc.
Implement semi-automated trash collection (tippers with carts)	Rick	4/30/18		Based on Council direction 4/19/17, purchase and retrofit trucks with tippers and use of carts for trash collection. Council approved purchase of 4 trucks on 7/12/17. Citizen cart selection available on website through 1/16/18.
Presentation regarding height restrictions in City Center Zoning District as well as other City Center and Highway Commercial codes	Joan	12/31/16 12/31/17 6/30/18		Per Council direction on 7/6/16, develop presentation regarding height restrictions in City Center zoning district and guidelines that may allow for increased height. Presentation to be at 12/21/16 Council meeting. Council directed staff to work on proposed revisions for building height in the City Center district to bring back for further discussion. To be discussed at the January 23, 2017 Planning Commission meeting. Planning Commission provided input, staff working on draft amendments to be reviewed by the Planning Commission at a future meeting. Presentation at 6/26/17 Planning Commission meeting. Scheduled for 7/12/17 Council meeting. 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. Discussions with residential and business groups completed 11/24/17. Discussion with Planning Commission held 11/27/17. LDR Committee to provide input in January 2018 and Council presentation scheduled for February 2018.
Develop Interstate Exchange zoning classification	Joan	12/31/17 6/30/18		Based on Council discussion 8/23/17, develop Jones Loop Road as interstate zoning classification to differentiate from highway/commercial. Meetings with City boards underway. Discussion with Planning Commission held 11/27/17. LDR Committee to provide input in January 2018 and Council presentation scheduled for February 2018.
Boca Grande Area drainage improvements & funding	Rick	12/31/18		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 at their February 1, 2017 meeting. 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 2 nd grant application is due in July. Design, permitting and bidding

				services contract with engineering firm approved at 5/17/17 Council meeting. Request forms for State appropriations in amount of \$1 million sent to House and Senate by 11/1/17 deadline.
Hurricane Irma seawall repairs	Rick	12/31/19		Repair 15+/- miles of seawall damaged by hurricane. Contracts approved for concrete, seawall frames and rebar. Staff performing emergency erosion-related measures on affected properties. Seawall repair prioritization list completed. FEMA representatives completed an initial inspection 11/29/17; will require individual seawall inspection (by land) estimated to take up to 60 days to complete. Received notice from FEMA on 12/6/17 that property owners can make seawall repairs by hiring contractor at their own expense. Staff to meet 12/7 to work out process for issuing permits.
Aqui Esta LOS-Get placed on MPO list	Joan	12/31/17 12/31/20		Prepare list of other streets that likely will need upgrades to maintain LOS and what financial impact those improvements may have. Preparing Council Agenda item for project priority for the City Council meeting in February. Council approved, will prepare Resolution for approval to amend the Long Range Transportation Plan approved at the March 15 th , 2017 CC meeting. The City's request was presented at the 4/12/2017 TAC/CAC meetings and was not supported for the following reasons: The City's adopted LOS (Level D) would remain a Level D at buildout; the flooding problem was corrected by the last project when the road was raised; the numerous ROW's and homes that would need to be purchased for stormwater. No cost data to review. MPO staff indicated that the next needs analysis would be performed in 2019/2020. If the needs analysis shows this to be a problem in the future, then they would reconsider adding this to the Long Range Transportation Plan. Project discussed at 5/1/17 MPO meeting. Staff to prepare cost estimates for review by MPO Board who approved adding project to list pending review of such costs. Scheduled for 8/7/17 MPO meeting. Presentation made at MPO Board meeting.
Annexation Progress	All	Ongoing		Annexing various properties into City.
Vasco St. Property				First annexation anticipated as result of new ordinance for requests for utility service for 4000 Vasco Street. Staff met with representative week of March 6 to discuss annexation and utility needs.
South of Aqui Esta to Burnt Store Road area				There are 8 accounts covering 11 lots with 6 different owners. Scheduling meetings with owners, meetings expected to last through September. These are smaller areas to be annexed by the end of the year. Letters to all property owners mailed August 2009.9 Status update to Council 9/3/09. Growth Mgmt Director met with group of citizens in February 2010. Good Year seeking authorization through corporate

				<p>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. 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. Staff met with Windmill Village 11/21/14. 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.</p>
Taylor Road to I-75 area				<p>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. Letters to all property owners mailed August 14th. Status update to Council 9/3/09. 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. 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 to meet with staff 7/15 re: application. Voluntary annexation agreement from Walmart received, staff reviewed and sent responses back to Walmart week of 10/27/15. Still waiting to hear back from Walmart regarding the pre-annexation agreement with staff comments. Chief planner has been in contact with Charlotte Memorial Gardens. Walmart updating boundary survey. 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. Await annexation papers to</p>

				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.
Completed Items				
Job Fair	Phil	2/28/2017	2/11/2017	City to conduct job fair at Cooper Street Center for prospective applicants. Scheduled for February 11 th from 10:00 AM to 2:00 PM, and held at the Cooper Street New Operation Center. The Fire Department will provide lunch.
Proposal process for architectural services for Andrews House	Teri	9/30/16 12/31/16 03/31/2017	03/15/2017	Select architect to redesign four commercial units into affordable rental housing units per Council direction on 3/2/16. City to commit to construction costs. Project revisited at 4/6 Council meeting to discuss building code/FEMA regulations. Council approved moving forward as local funded project; seek variance from property owner for lowest floor elevation; and set target of not-to-exceed City contribution of \$200,000. City to initiate architectural firm selection process. Bernice Russell CDC submitted variance letter request 4/14/16. Architectural scope of services in Procurement for proposal process. Proposals due 5/20/16. No proposal received. Rebid and due 6/7/16. Proposal from ADG Architects approved to develop formal agreement on 6/7/16. Agreement approved. Design work underway. 100% design/construction documents under review. Bid to be advertised in December and bid opening scheduled for 1/18/2017. Procurement to negotiate with bidder(s) to try to reduce bid price. Staff will contact Charlotte County to see availability of SHIP funds to assist with costs. Charlotte County has indicated that there are funds available. Staff working with low bidder to try to reduce costs. Charlotte County has committed to assisting with funding in the amount of \$45,000.00; however, the project is still over budget – bid now \$240,922.00, without optional exterior painting. On 2/15/17 Council agenda for approval. Council approved moving forward with the project, and also recommended the Bernice Russell CDC to continue to find additional funding sources. At the March 1, 2017 CRA meeting the CRA recommended asking the County for approval to use

				CRA funds to cover the budget shortage. Pre-con meeting held March 8 th , 2017. Construction to commence March 15, 2017.
Ordinance to establish minimum pension plan contribution	Dave	9/30/16 3/31/17	4/19/17	Per Council direction on 5/18/16, prepare ordinance to establish minimum 12% City pension contribution to police and fire defined benefit plans and to be determined contribution to general employees plan. Request sent to Chairs of each Board to direct Board Attorney develop ordinance. Fire ordinance approved 10/19/216 on second reading. General Employees' ordinance on 11/2/16 Council agenda, first reading approved. GE approved on second reading 11/16/16. Police attorney to prepare final ordinance. The 12% minimum contribution item has been placed on the Mach 14 th 2017, Police Pension Board agenda. The draft ordinance for the minimum contribution is planned for the April 5 th , 2017 City Council agenda. Second reading scheduled for the April 19 City Council agenda for adoption.
Implementation plan for automation of sanitation services	Rick/Dave	9/30/16 12/31/16 2/28/17 4/30/17	4/19/17	Per Council direction on 5/18/16, develop implementation plan to move toward automated sanitation service delivery and purchase of 32-gallon trash carts. Pending further staff review. Discussion of outsourcing sanitation to be placed on 1/18/2017 Council agenda as part of Long Range Financial Plan. Determination made to retain status quo. Final plan presented to Council at its 4/19/17. Direction to implement semi-automated – tippers with carts.
Historic Resources – update Certificate of Appropriateness requirements.	Joan	4/30/17	4/19/17	Per direction of City Council at the 11/2/2016 meeting, staff will update requirements and standards for needing Certificate of Appropriateness for structures that are of no significate architectural value and process for recording documentation for these structures that are contributing. Professional certification needed prior to implementation, staff reviewing grant availability to assist with cost. City Council to consider grant at a February meeting. Council denied grant at their 2/1/2017 meeting. Provided direction to staff for ordinance amendments to address concerns. Staff to work with the City Attorney and bring back at a future City Council meeting. To be discussed at the February 23 rd HPAB meeting. The HPAB responded to Council's assignment of the survey project with enthusiasm and to begin same as soon as sufficient funding was available. Staff to bring additional information to the HPAB at their March 23 rd meeting. HPAB has requested consideration for budget for FY18 to support the education/promotion mandate of the HPAB and to assist in retaining consultant to augment the work of staff to develop a local register of historic places to be considered as part of the budget alternatives in April. Council tentatively set aside \$10,000 in FY 2018 budget for consulting services to assist in determination of historic structure significance.
Regulations for urban farming and	Joan	9/30/16 12/31/16	5/1/17	Per Council discussion on 5/18/16, prepare regulations for urban farming and gardens in residential areas. LDR Committee will review 6/21/16. Planning

gardens		4/30/17		Commission will review in January, 2017. Staff to work further on draft and will take back to the Planning Commission for additional input prior to drafting an ordinance amendment. City Attorney opined regulations already in place to address issues. On 5/17/17 Council agenda for further discussion.
Traffic calming or one way traffic circulation to the West on W. Retta proposal	Joan	9/30/16 12/31/16 3/31/2017	5/3/17	Council requested presentation on possible change on Retta to one way circulation and impact on adjacent streets. Public Works to perform traffic counts and engineering analysis. Urban Design to prepare graphics. Presentation has been rescheduled for a future Council meeting, date yet to be determined. Presented at 5/3/17 City Council meeting and decision to retain status quo and re-analyze after park renovations are complete.
Amend regulations for residential versus commercial flag poles	Joan	3/31/17 6/7/17	6/7/17	Per Council direction 10/19/16, revise regulations to distinguish between what is allowed for residential versus commercial property. Planning Commission to provide input at their 11/28/2016 meeting. Staff will prepare Council discussion item based on Planning Commission recommendations for January 2017. Planning Commission agreed with proposed amendments, staff to draft ordinance for adoption. Draft Ordinance sent to legal for review 2/1/2017. Legal approved, now scheduled for the 4/24/17 Planning Commission meeting. Approved. Council approved amendment at first reading on 5/17/17. Second reading 6/7/17.
Council discussion regarding temporary event signage and regulations	Joan	6/30/17	7/5/17	Create agenda item for Council to discuss event signage, temporary signs, event regulations, including some history about how the current regulations were reviewed and adopted. Projected for 7/5/17 Council meeting. Approval to use special event process for private property events.
Ethics roundtables	Macalle	8/31/17	8/21/17	Conduct 5 roundtables with 12 employees per roundtable pertaining to ethics discussions. To be held during last 2 weeks of August. Initial one held 8/16/17 with sessions to follow through 8/25/17. Additional session week of 8/21/17.
Medical marijuana regulations	Joan	8/31/17	8/23/17	Per Council direction as of 12/7/16, develop zoning areas and regulations that would permit medical marijuana dispensaries. Met with local pharmacist who indicated he could help provide input on 1/24/2017 to discuss. Discussion at 6/26/17 Planning Commission meeting regarding draft language. On 7/12/17, Council directed staff develop ordinance banning dispensaries in City with one-year sunset period. Ordinance to be heard at 8/23/17 Council meeting. Emergency ordinance adopted 8/23/17.
PACE Program implementation in City	Macalle	8/31/17	9/6/17	Per Council direction 5/3/17, prepare resolution and agreements to allow certified PACE vendors to operate within City. Placed on 9/6/17 Council agenda. All agreements approved.
Research Planning	Macalle/Dave	9/30/17	10/2/17	Per Council request at 7/5/17 meeting, determine if Planning Commission and BZA

Commission and Board of Zoning Appeals as one committee	L			can be a combined committee. City Attorney issued opinion that there is no impediment that would prohibit such.
Medical marijuana dispensary pilot program	David L	12/31/17	11/1/17	Develop pilot program regulations per opinion from City Attorney and present to Council for consideration. Reconsideration of moving forward with pilot program discussed at 9/6/17 Council meeting. Material on dispensaries handed out at 10/4/17 Council meeting. Council to address once again on 11/1/17 due to County allowing dispensaries. Status Quo until after state legislative session.
Advanced Metering Infrastructure	Dave/Tom J	9/30/17	11/15/17	Present proposal process to City Council on 11/2/16 for direction to proceed. IT will work on network grid, Finance to proceed with new meters. Staff pursuing piggyback contract. Concerns were raised with piggyback, so RFP is now being prepared. RFP out, due by April 21, 2017. 4 bids received and under review. Staff evaluation committee met 6/6/17 to rank firms. Interviews with 4 firms held 6/29/17. Staff interviewed 3 firms on 7/24/17 and direction to proceed with Advanced Metering Infrastructure system. Final phase of selection to be pricing. Committee to develop final ranking and present to Utility Advisory Board on 10/3/17 and Council on 10/4/17. Council approved ranking and staff to develop contractual agreement and schedule for Council adoption. Agreement approved at 11/15/17 Council agenda.