City of Punta Gorda Action Register
as of June 14, 2018

Action	Target Date & Responsible Department	Status
City facilities security enhancements	12/31/17 HR IT Procurement	Develop plan to enhance security at City facilities. **4/6, 4/21, 4/26 & 5/3/17 -** Staff committee met to develop list of potential measures. Cost estimates to follow. **4/19/17 -** Council adopted emergency ordinance stipulating areas within City Hall & Annex for public access and limited public access. **5/3/17 -** Similar ordinance and resolution approved at Council meeting. Working on equipment needs. Committee met to develop cost estimates. **7/12/17 -** Council approved staff present a phased-in approach at August or September meeting. **8/3/17-** Staff committee met to finalize recommended phase in schedule. **9/6/17 -** Security plan approved at Council meeting. Security firms to provide City with more in depth analysis of recommendations prior to bidding. **9/7/18 & 9/27/18 -** Pre-release meetings held with vendors to communicate expectations and conduct walk-throughs. **4/17/18** – One proposal received; no award. Project to be re-solicited.
Renovation of City Hall & Annex to support branding process	12/31/17 Mayor Marketing Liaison 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. **4/19/17** – Presented as a budget alternative. **5/17/17 -** Initial renovations to Council Chambers approved. **7/17 -** Phase 1 improvements (seating, technology, paint) complete. **10/2/17 -** Committee met to review Phase 2 improvements which will incorporate ADA and security improvements as well. **3/13/18** – Committee met regarding Phase 2 renovations. Cost estimate to be developed and presented to Council. **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.
Amend ordinance for shade structure in commercial areas	3/1/18 Urban Design	**12/7/16** – Amend ordinance to develop regulations that permit shade structures as part of commercial business in certain areas. **12/20/16** – Planning Commission request for input **1/23/17** – Continued Planning Commission discussion. Staff will prepare a Council Agenda item for further discussion prior to drafting an ordinance for adoption. **6/30/17** – City Attorney reviewed draft and requested substantial changes.

Action	Responsible Department & Target Date	Status
		5/7/18 – Ordinance approved for advertising; Planning Commission 5/29/18 and City Council 6/20/18. **5/29/18** – Approved by Planning Commission.
East of US 41 Historic District lighting inventory	3/31/18 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. **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.
Develop ADA capital improvements program	3/31/18 Urban Design HR	**10/4/17** – Council approved ADA Transition Plan as a guide for future improvements. **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. **3/29/18** – Initial ADA improvements to City Hall and Annex on 4/4/18 Council agenda. **4/4/18** – Council approved capital improvements in City Hall environs, A.C. Freeman House and Cooper Street Center. **4/30/18** – ADA improvements to City Hall Annex ground floor entrance underway. **5/3/18** – City Hall Annex ground floor access completed.
Research capability of new RO Plant as shelter of last resort	3/31/18 Emergency Manager Utilities	**10/4/17** – 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	3/31/18 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. **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. **6/6/18** – Signage approved by CRA with addition of new logo. Staff to proceed in getting quote and installation.
Ponce Park redesign	4/30/18 Urban Design	**10/5/16 -** Assist Herston Engineering in redesign of Ponce Park. **12/1-3/16 -** Design contract signed 12/1/16. Met with Engineering to discuss design on 12/13/16. **1/31/17 -** Discussed conceptual plan and maintaining existing uses. Herston Engineering to draft up 'to-scale' concept for staff review. **2/23/17** Staff met with Herston Engineering discussed new site layout, what amenities should be included, location of playground and other options. **4/13/17** – Progress meeting held. **6/14/17 -** Email sent to Herston reiterating need to update City and Wildlife Center on progress. **6/22/17 -** Staff reviewing 50% design plans from Herston.

Action	Responsible Department & Target Date	Status
		9/6/17 - Conceptual design approved by Council. **10/17 thru 5/18** – Still awaiting 60% design for review.
Emerald Point deck regulations	6/6/18 Urban Design	**10/21/15 -** Meet with Emerald Point architectural committee to develop deck regulations for future approvals. **2/9/16 -** Communication received from Emerald Point to initiate meeting. **3/15/16 -** Staff met with Emerald Pointe reps to initiate discussion regarding regulations; additional meetings to follow. Awaiting recommendations from Emerald Point Board. **11/30/16 -** Staff received a letter from the Emerald Point Board President requesting an overlay district allowing a 5 foot setback. **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. **1/10/17 -** Draft language to establish overlay district prepared, under review by Emerald Point Board. **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. **6/9/17 -** Staff met with Emerald Point Attorney and they will rewrite regulation. **11/13/17 -** Received notification that new President of Board will revisit regulations and obtain Board recommendations. **12/14/17 -** Board President met with staff. **2/2/18** – Final ordinance draft reviewed by Land Development Committee. Planning Commission to review in April and City Council May. **5/16/18** – Ordinance approved at first reading. Second reading 6/6/18. **6/6/18** – Approved.
Review options to restrict parking in Historic District	6/30/18 Urban Design	**4/19/17 -** Staff directed to review options that may restrict parking on side streets in Historic District.
Presentation regarding height restrictions in City Center Zoning District as well as other City Center and Highway Commercial codes	6/30/18 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. **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. **1/23/17 -** Planning Commission provided input, staff working on draft amendments to be reviewed at a future meeting. **6/26/17 -** Presentation at Planning Commission meeting. **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

Action	Responsible Department & Target Date	Status
		Government Affairs Committee. **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. **1/30/18 -** City Manager presented proposed changes at TEAM Punta Gorda annual meeting. **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. **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. **3/30/18** – City and Aqua to hold community meeting on 4/16/18 regarding appropriate growth strategies and vision. **4/18/18** – Community held before 300+/- attendees and input received. **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. **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.
Medical Marijuana Dispensary Facilities	6/30/18 Urban Design 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. **3/7/18** – Emergency ordinance ending ban approved. **4/4/18** – Ordinance delineating code changes under City Attorney review, to be reviewed by Planning Commission in July and Council in August.
Employee Pay & Classification Study	6/30/18 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. **2/23/18 -** Position description questionnaires due to HR. **3/13/18** – City received benchmark positions identified by Cody to be used to establish proposed pay ranges and grades. **4/27/18** – Cody representative met with department directors to receive input on hard to fill positions as well as initial pay range results. **6/4/18** – Cody representative highlighted study to staff. Report and recommendations to be placed on 7/11/18 Council agenda.
Hurricane Pay Plan Update	6/30/18 HR	**4/12/18 –** Review current play plan provisions and revise per experience gained from Irma.
Develop Interstate	6/30/18	**8/23/17 -** Develop an interstate zoning classification to differentiate from highway/commercial in the vicinity of

Action	Responsible Department & Target Date	Status
Exchange zoning classification	Urban Design	Jones Loop Rd. Meetings with City boards underway. **11/27/17 -** Discussion held with Planning Commission. LDR Committee to provide input in January 2018 and Council presentation scheduled for 2/21/18. **1/30/18 -** City Manager presented proposal at TEAM Punta Gorda annual meeting. **2/21/18 -** Council approved moving draft regulations on to Planning Commission. **3/13/18** – Draft code changes projected for August timeframe.
Develop special permit criteria from vessel mooring regulations	8/15/18 City Attorney	**5/21/14 -** Canal Advisory Committees to develop special permit criteria for Council approval. **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. **7/22/16 –** Draft language completed by staff and provided to City Attorney for review. **04/30/17** – Canal Maintenance staff met with City Attorney and Paralegal to discuss additional amendments. Paralegal to rework draft.
Bicycle Capital Improvements Plan	9/30/18 Urban Design Police 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. **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. **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. **6/9/16 -** Council held workshop at PGI Civic Association. Summary of workshop input and revised plan to be presented to Council In October. **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. **5/3/17 -** Bicycle corral parking plan on W. Marion in front of Leroy's approved. **1/11/18 -** Corral installation complete.
Succession Planning	9/30/18 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. **5/15/18** – Draft plan sent to departments for review. **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.
Laishley Park additional parking	9/30/18 Public Works	**5/9/18** – Bids received and under review. **5/18/18** – Recommended bid to be placed on 6/6/18 CRA agenda.

Action	Responsible Department & Target Date	Status
		6/6/18 – Construction contract approved. Four months timeframe.
FY 2019 Strategic Plan	9/30/18 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. **6/5/18** – Sent communication to neighborhood associations, non-profit agencies, Chambers of Commerce and boards and committees requesting their input into action items.
Gas pump security measures ordinance	9/30/18 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.
Agripreneur Garden/Fresh Market business venture	12/30/18 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. **4/28/16 -** Unable to reach agreement with County for use of land. **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. **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. **9/21/16** – Council approved chain link fence. Final design underway. 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. **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. **3/29/17 -** 3 bids received. **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. **5/17/17** - Agreement with neighborhood association to manage and operate market approved by Council. **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. **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. **3/1/18** – Awaiting removal of oak tree in order to complete remaining work. **3/5/18** – Oak tree removed. **3/29/18** – Grading completed. Installation of brick pavers and fencing to follow. **5/4/18** – Fence installation complete. Paver installation underway. **6/14/18** – Completion projected 6/29/18.

Action	Responsible Department & Target Date	Status
Bird Cut Through assessment district, methodology and process calendar	12/31/18 City Manager Finance 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 to perform assessment methodology. **4/20/16 -** Phase 2 engineering contract approved at 4/20/16 Council meeting. **5/4/16 -** Assessment methodology contract approved with timeframe of 5 months. Staff scheduling meeting with legal firm regarding methodology. **5/20/16** – Meeting held to discuss various methodologies discussed. Staff sent Attorney map showing existing access points versus proposed one. **11/4/16 -** Resolution of Intent to Use Uniform Method of Collection for $75 assessment advertised for 4 consecutive weeks. **12/7/16 -** Resolution of Intent approved by Council. Special Assessment Methodology received from consultant, under review by City Attorney. **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. **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. **6/15/17 -** Evaluation Committee reviewed 2 proposals received. Council approved contract with Gonot Group to undertake economic analysis. **6/27/17 -** Meeting with Gonot held to start project. **7/31/17 -** Draft economic analysis received; under review by Legal Firm. **11/1/17 -** Resolution of intent to assess approved at Council meeting. **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. **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. **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. **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. **4/12/18** – Property owner sent City final purchase price offer. To be placed on 5/2/18 Council agenda. **4/18/18** – Per Council Member request, place discussion of creation of special district on 5/2/18 Council agenda. **4/30/18** – Creation of special district withdrawn from Council agenda. **5/2/18** – Staff to meet with property owner to renegotiate purchase proposal. Meeting scheduled for 5/15/18. **5/15/18** – Meeting held with property owner and consulting engineer. Draft purchase contract to be sent to CM week of 5/21/18.

Action	Responsible Department & Target Date	Status
		6/14/18 – Property owner informed CM that purchase contract delayed until July and projected for 8/22/18 Council meeting.
Burnt Store Isles Assessment and Engineering Analysis for conversion of overhead lines to underground	12/31/18 Finance City Clerk Utilities 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. **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). **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. **9/12/16 -** Meeting with BSI underground committee. **12/2/16 -** Meeting held with FPL, Comcast, CenturyLink, etc. to discuss their portion of costs associated with project. **12/7/16 -** Resolution of Intent approved at Council meeting. **1/12/17** – Citizen group meeting. Issues with FPL requirements surfaced and Underground Committee discussing next steps. **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 reduce commitment needed from BSI/City in order to initiate engineering study. **4/27/17 -** Conference call with FPL. **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. **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. **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. **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. **2/21/18 -** Comcast presented City with estimated costs for its share of undergrounding ($1.7 million). **3/2/18** – Committee to meet with City staff regarding Comcast proposal. Received communication from FPL that engineering study well underway. **3/27/18** – FPL provided City with preliminary engineering layout. Under review. **4/4/18** – Committee to meet with Finance staff to review assessment roll that pays for FPL engineering study.

Action	Responsible Department & Target Date	Status
		4/6/18 – Committee met with Finance to review assessment role and resolve any discrepancies. **4/16/18** – Resolution on establishment of assessment district prepared and scheduled for 5/2/18 Council agenda. **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. **6/6/18** – Assessment approved.
Harborwalk & Gilchrist Park Phase 2 Design	12/31/18 Urban Design	**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. **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. **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. **4/18/18** – Phase 2 parking options to be scheduled for 5/2/18 Council agenda. **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. **5/16/18** – Council approved option A.
Design of Restrooms by Gilchrist Park Pavilions	12/31/18 Urban Design	**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. **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. **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. **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. **4/18/18** – Design contract awarded.
Restrooms by Gilchrist Park	12/31/18 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.

Action	Responsible Department & Target Date	Status
Playground		**4/4/18** – Bid released and due 5/2/18. **5/2/18** – Bid extended to 5/7/18. **5/7/18** – Five bids received and under review. **5/18/18** – Recommended bid to be placed on 6/6/18 Council agenda. **6/6/18** – Construction contract approved. Five months timeframe for substantial completion.
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. **3/9/18** – RFP released and proposals due 3/30/18. **3/30/18** – Two proposals received and under review. **4/18/18** – Recommended firm to be placed on 5/2/18 Council agenda. **5/2/18** – Raftelis approved to perform study. Staff to meet with firm tentatively 6/5/18. **6/5/18** – Consultant met with staff to go over study criteria and obtain input on projects.
Boca Grande Area drainage improvements & funding	12/31/18 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. **5/17/17 -** Design, permitting and bidding services contract with engineering firm. **11/1/17 -** Request forms for State appropriations in amount of $1 million sent to House and Senate. **3/12/18** – State legislative appropriation not included in State budget. **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.
Kayak Storage in Special Residential Overlay District	12/31/18 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.
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.
Working Group Committee to review Sunseeker Impact	12/31/18 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. **5/9/18** – City Manager and CRA representative met to discuss working group committee members. **6/6/18** – CRA rescinded action taken 5/2 and no ad hoc committee to be formed.
Veterans Park redesign	12/31/18 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. **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

Action	Responsible Department & Target Date	Status
		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. **7/8/16** – Mural removed. **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. **2018** – Donor Plaza pavers and pedestals installed. Plaques in the que.
Wastewater Treatment Plant Capacity Study	3/31/19 Utilities	**4/12/18 –** Staff met with consulting engineer (CDM) to initiate study scope and work to be completed.
Gilchrist Park Activity Center urban planning consultant	9/30/19 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.
Master Plan	12/31/19 Urban Design	**4/18/18** – Per Council direction, develop request for proposals for review and updating of Plan. **5/2/18** – Council direction to finalize draft RFP and conduct meeting with business sector regarding land development regulations. **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. **6/6/18** – Business workshop to be held 6/27/18.
Hurricane Irma seawall repairs	12/31/19 Public Works	**8/30/17 -** 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. **11/29/17 -** FEMA representatives completed initial inspection; will require individual seawall inspection (by land) estimated to take up to 60 days to complete. **12/6/17 -** Received notice from FEMA that property owners can make seawall repairs by hiring contractor at their own expense. **12/7/17** – Staff met to work out process for issuing property owner repair permits. Three contractors approved to work in Punta Gorda Isles. Mobilization underway. All three contractors working in respective zones. **2/23/18 -** BSI and Harborwalk rebid process underway with bid opening scheduled for 3/13/18. **3/15/18** – BSI and Harborwalk bid award scheduled for 3/21/18 Council meeting. **3/21/18** – Contract for BSI and Harborwalk approved. **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.

Action	Responsible Department & Target Date	Status
		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. **5/9/18** – Loan closed and first draw of $2.1 million was made.

Annexation Progress		
Annexation - South of Aqui Esta to Burnt Store Road area	Ongoing City Council City Manager Urban Design	**2008** - There are 8 accounts covering 11 lots with 6 different owners. **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. **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. **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. **2014** - Staff met with Windmill Village 11/21/14. **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. **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.
Annexation – Taylor Road to I-75 area	Ongoing City Council City Manager 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. **2009** - Letters to all property owners mailed 8/14/09. Status update to Council 9/3/09. **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. **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

Action	Responsible Department & Target Date	Status
		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. **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. **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. **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.

Completed Items		
FPL SolarNow™ capital improvements	1/23/18 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. 7/5/17 - Amended agreement to include City Hall parking. 1/15/18 - Project completed.
Police Department resident and business advisory councils	3/31/18 Police	1/3/18 - Develop residential and business advisory councils and initiate meetings. 1/18/18 - Both advisory committees formed and meetings scheduled.
Historic District	4/4/18	1/3/18 - Prepare ordinance amendments to remove reference to “Trabue Woods” in LDR’s and replace with

Action	Responsible Department & Target Date	Status
Unified Branding	Urban Design	Historic District nomenclature per City Council discussion. 2/22/18 - Ordinance amendment drafted and approved by Historic Preservation Advisory Board. 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. 3/21/18 – Ordinance approved at first reading. Second reading 4/4/18. 4/4/18 – Approved.
Fence Height amendment	12/31/17 Urban Design	4/5/17 - Amend regulations for fence height and method of measuring fence height. 2/2/18 - Amendment discussed at Land Development Committee. To be presented to Planning Commission on 3/26/18 and City Council in April. 3/26/18 – Planning Commission recommended approval. Council to review 4/18/18. 4/18/18 – Ordinance approved at first reading. Second reading 5/2/18. 5/2/18 – Approved.
Special exception ordinance amendment	6/30/18 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. 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. 3/26/18 – Planning Commission recommended approval. To be reviewed by Council 4/18/18. 4/18/18 – Ordinance approved at first reading. Second reading 5/2/18. 5/2/18 – Approved.
Develop Airport Protection Overlay District	6/30/18 Urban Design	7/1/17 - Develop an airport zoning regulations as a result of change in state law, Florida Statute 333. 8/9/17 – Staff met with PGD Airport project manager. 2/21/18 - Council approved moving draft regulations on to Planning Commission. To be heard by Planning on 3/26/18. 3/26/18 – Planning Commission recommended approval. Council to review 4/18/18. 4/18/18 – Ordinance approved at first reading. Second reading 5/2/18. 5/2/18 – Approved.
Implement semi-automated trash collection (tippers with carts)	4/30/18 Public Works	4/19/17 - Based on Council direction, purchase and retrofit trucks with tippers and use of carts for trash collection. 7/12/17 - Council approved purchase of four trucks. Citizen cart selection available on website through 1/16/18. 2/18 - Four semi-automated trucks delivered. Staff trained in operation of new trucks. 2/21/18 - Award of purchase approved. Cart color selected – sandstone, brown lid and black logo. Roll out of new program projected April 2018. 4/2/18 – Cart material delivered and being assembled. 4/11/18 – Cart delivery to residences underway. 5/9/18 – Project substantially complete.

Action	Responsible Department & Target Date	Status
Gilchrist Landing Day Docks	4/30/18 Public Works	2/21/18 - City Council approved development of ordinance regulations to prohibit overnight storage on landing docks. 3/7/18 – Draft ordinance prepared and advertised for 3/21/18 Council meeting. 3/21/18 – Council deferred action until 4/4/18 to consider additional alternatives. 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. 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. 5/2/18 – Ordinance and administrative permit process resolution adopted.