City of Punta Gorda Action Register
as of February 7, 2019

Action	Target Date & Responsible Department	Status
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. **9/6/17** – Conceptual design approved by Council. **10/17** – Awaiting 60% design for review. **7/11/18** – City Council requested Engineer update on 8/22/18 agenda. **8/22/18** – City Council approved Weiler Engineering taking project over. **8/28/18** –Weiler met with City and due to limited work previously completed, committed to only the civil engineering portion of the overall park design. Item will be placed on 9/5/18 Council agenda with recommendation to secure services of engineering firm to undertake redesign of park. **9/6/18** - Council authorized RFQ to be released for engineering services for redesign of park. **9/13/18** – Engineering proposals for Ponce Park due on 10/5/18. **10/5/18** – Two proposals received and under review by staff committee. **10/7/18** – Council approved Weiler Engineering as top ranked firm. Cost negotiation to follow. **10/18 thru 12/18** – Staff and Weiler continue to meet and negotiate cost proposal. **1/2/19** – Design contract approved. **1/4/19** – Staff met with Weiler staff onsite to go over expectations. **1/30/19 –** 30% Plans due early February.
Develop Interstate Exchange zoning classification	6/30/18 Urban Design	**8/23/17** – Develop an interstate zoning classification to differentiate from highway/commercial in the vicinity of Jones Loop Rd. Meetings with City boards underway. **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. **7/12/18** – Draft language to be discussed at LDR Committee meeting on 7/19/18. **9/10/18** – Draft ordinance under development by Urban Design staff. Projected for Council meeting in October.

Action	Target Date & Responsible Department	Status
		10/23/18 – Ordinance now projected for Council review in November/December timeframe. **11/20/18** – Staff projecting 12/5/18 Council meeting for review of draft regulations. **12/5/18** – Draft ordinance was presented to Council for review of regulations. Direction given to staff to move forward with regulations along Jones Loop Road area through Planning Commission and to revisit US 41 and US 17 areas as part of Master Plan process. **2/01/19 –** Final Draft review meeting with Attorney 2/25/19.
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. **4/30/17** – Canal Maintenance staff met with City Attorney and Paralegal to discuss additional amendments. Paralegal to rework draft. **8/22/18** – Updated maps requested by Paralegal. **10/18** – Draft regulations presented to Canal Maintenance Advisory Boards.
ADA capital improvements program FY19	9/30/19 Urban Design	**4/4/18** – Council approved capital improvements in City Hall environs, A.C. Freeman House and Cooper Street Center. **5/3/18** – ADA improvements to City Hall Annex ground floor entrance completed. **7/12/18** – City Engineer is currently working on the design for the A.C. Freeman House ramp; Purchase order has been issued to the contractor to begin fabrication and powder coating of the kick plate to be installed on the City Hall entrance ramp; Scope of work has been completed and submitted to Procurement for architectural plans for the City Hall restrooms project & interior signage project. **8/16/18** – Additional ADA parking spaces underway in City Hall parking area between Annex and Historic Building. **10/17/18** – Council approved ADA accessible water fountain for Cooper Street Center park. **11/8/18** – Council approved FY 2019 project list. **12/12/18** – Consulting services contract with architectural firm for City Hall restrooms and facilities signage on 12/19/18 Council agenda. **12/19/18** – Consulting services contract approved. First two projects – facilities signage and City Hall restrooms. **01/15/2019** – ADG Architecture on site to survey existing conditions and meet with department heads. **2/01/19 – City Hall Restroom:** Notice to Proceed has been issued to ADG (consultant) to begin on developing concept plan. Project will not begin until after the independent professional inspection of potential restoration issues is completed. **New Operation Cooper Street:** Purchase order is issued. **Facility Signage:** Staff met with the contractor to discuss buildings and needs. Contractor toured facilities and will be meeting with staff to conceptual plans- due within 30 days. **A.C. Freeman House ramp:** Notice to Proceed has been issued; Permit

Action	Target Date & Responsible Department	Status
		Pending.
Renovation of City Hall & Annex to support branding process	9/30/18 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. **6/19/18** – Received quotes for painting and flooring. Under review. **7/11/18** – Staff to seek an independent professional inspection of potential restoration issues needed in City Hall prior to presenting the Phase 2 plan. **10/25/18** – Public Works and Procurement are developing the scope. **2/01/19 –** Renovation revisions on hold until the independent professional inspection of potential restoration issues is completed. Revised scope completed and bid process completed. Three bids received and bid evaluation underway.
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.

Action	Target Date & Responsible Department	Status
		5/3/17 – Bicycle corral parking plan on W. Marion in front of Leroy's approved. **1/11/18** – Corral installation complete. **7/11/18** – Awaiting results of Charlotte Regional Bicycle-Pedestrian Master Plan. **11/18 –** The MPO adopted the Charlotte Regional Bicycle-Pedestrian Master Plan. **1/22/19 –** Charlotte County Board of Commissioners to consider plan adoption. **2/01/19** – Charlotte County Board of Commissioners approved Plan; MPO to update City Council tentatively **2/20/19**.
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. **8/16/18** – City Council to discuss creation of Assistant City Manager position on 8/22/18. **8/22/18** – City Council approved exploration of succession planning for City Manager under the strategic planning process. **9/17/18** – Strategic Plan included action item for CM succession plan to be provided to Council by December 2018. **11/27/18** – Item to be placed on 12/5/18 Council agenda. **12/5/18** – Plan discussed and will be addressed upon announcement of current Manager's retirement date. Nod given to Human Resources Division to carry out recruitment process when authorized to do so.
City facilities security enhancements	9/30/18 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. **9/7/17 & 9/27/17** – 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. **7/3/18** – Quotes received and presented to City Council as part of FY 2019 budget items. City Hall/Annex portion estimated at $110,000.

Action	Target Date & Responsible Department	Status
		7/11/18 – City Council requested itemized list of proposed security enhancements. To be placed on 8/22/18 Council agenda. **8/22/18** – City Council approved moving forward with security enhancements. **10/3/18 –** Council approved appropriation of funds for project. **2/01/19 –** Revised scope, which includes ADA component, submitted to Procurement and will be sent to ADG (ADA Master Agreement).
Buckley's Pass 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.

Action	Target Date & Responsible Department	Status
		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. **6/14/18** – Property owner informed CM that purchase contract delayed until July and projected for 8/22/18 Council meeting. **7/25/18** – Received letter of reservation from Little Pine Island Mitigation Bank for credits for project as part of Corps of Engineers requirement. **8/14/18** – Received proposed purchase contracts for McQueen property needed for cut through and offer to purchase City-owned land on Taylor Road. Both contracts to be considered at 8/22/18 Council meeting. **8/22/18** – Council approved purchase contracts for McQueen property and offer to purchase for City owned Taylor Road land. Council approved naming the previously coined "Bird Cut", Buckley's Pass in honor of the late Jay Buckley. Staff to develop implementation plan through project completion. **9/6/18 -** Public Works to apply for grant funding from the Marine Advisory Committee (MAC). **9/13/18** – Appropriation of funds to purchase land for Pass on 9/17/18 Council agenda. **9/17/18** – Funds for land purchase approved. **9/18/18** – Discussion held with legal counsel regarding methodology and calculation of water access units. **10/17/18** – Council approved purchasing mitigation credits with loan/funding mechanism from general fund reserves. **10/19/18** – Contract with consulting engineer for final design, bidding and construction inspection services along with assessment process timeline to be placed on 11/7/18 Council agenda. **11/7/18** – Contract with engineer and financing resolution approved. Timeline presented and to be uploaded to City website. **11/27/18** – Resolution of intent to assess placed on 12/5/18 Council agenda. **12/5/18** – Resolution of intent to assess was passed by Council. **12/5/18** – Council authorized submission of a Boater Revolving Fund grant application to the Charlotte County Marine Advisory Committee for Buckley's Pass. **12/21/18** – MAC grant application accepted by County for consideration. **1/9/19** – Staff met to continue development of overall project costs in preparation for assessment. **1/15/19** – Land acquisition for Buckley's Pass completed. **1/31/19** – Initial assessment resolution to include project costs as well as cost per water access unit to be placed on 2/6/19 Council agenda. Received engineer's opinion of probable cost. **2/6/19** – Council approved initial assessment resolution and interlocal with County to assess those properties in

Action	Target Date & Responsible Department	Status
		unincorporated County and within benefitted area. Set final public hearing for 4/3/19, 1:00pm at Event Center.
Historic District Sign Toppers	12/31/18 Urban Design	**6/20/18** – CRA selected two design options and various locations for installation. Staff will develop costs for options and bring back to CRA for consideration. **8/6/18** – Public Works and Urban Design staff met to go over specifications. **10/25/18** – Project costs are being developed. **11/7/18** – CRA approved preferred design and project costs. Installation to follow. **2/01/19 –** GIS working on map detailing location of signs for installation.
Harborwalk & Gilchrist Park Phase 2 Design and Construction	12/31/18 (Design) Urban Design 6/2019 (Construction) Public Works	**12/6/17** – Revise design plans for Phase 2 per Council direction. Include diagonal parking along Retta to Berry, enhance parking options, connect Harborwalk to Bayfront, etc. **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. **7/12/18** – Weiler Engineer is currently working on the plans, 90% plans for staff review are due on 7/31/18. **8/18/18**– Design plans from Weiler under review. **9/6/18-** Consulting Engineer is currently incorporating and addressing all of the comments. Design remains on schedule. **10/2/18** – 100% design plans received and under review. **10/19/18** – Staff evaluating whether to bid Phase 2 work in conjunction with restrooms. **10/23/18** – Staff proposes to bid project January 2019 for start date April 2019. **2/01/19 –** CEI services scope and Bid documents completed sent to Procurement.
Design and construction of Restrooms by Gilchrist Park Pavilions	12/31/18 (Design) Urban Design 9/2019 (Construction) Public Works	**2/15/17** – Presentation by Weiler Engineering regarding results of their feasibility study detail which areas of Gilchrist Park are most suited to a possible map revision out of the "V" zone, which would result in reduced construction costs for future facilities. **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.

Action	Target Date & Responsible Department	Status
		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. **6/27/18** – 90% plans received and under review. **7/12/18** – Staff has provided comments to Weiler Engineering, 100% plans expected on 7/31/18. **7/23/18** – 100% plans received and under review. Scheduled for 7/27/18 Development Review Committee (DRC). **7/27/18** – DRC review held and communication sent to engineer to complete plans for bidding. **9/6/18-** Bid package is being prepared by Procurement. **10/19/18** – Staff evaluating bidding project in conjunction with or without Phase 2 work in park. **10/23/18** – Staff proposes to bid project October 2018 for start work in February 2019 and completion by September 2019. **11/29/18** – Four bids received and under review. **12/12/18** – Contract award to be placed on 12/19/18 Council agenda. **12/19/18** – Contract awarded to Avant Construction. **2/01/19 –** Pre-con meeting held 1/23/19. Permit pending. **2/4/19** – Construction underway.
Restrooms by Gilchrist Park Playground	12/31/18 Public Works 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. **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 month timeframe for substantial completion. **6/26/18** – Pre-construction meeting held with contractor. **7/19/18** – Construction underway. **9/6/18 –** Sanitary and waterline connections complete. **10/18/18 –** Roof, electrical, plumbing, drywall and louvre installation continue. **11/7/18** – Sod installed and painting of building continues. Sidewalk connection from playground to restroom entrance to follow. **11/20/18** – Sod installed. Sidewalk connection made. Fence realigned with restroom in playground area. Plumbing and electrical fixtures nearing completion. **12/17/18** – Equipment for water tanks to resolve flushing issue ordered. **12/28/18** – Restroom flushing resolved and working. Final concrete work pending.

Action	Target Date & Responsible Department	Status
		1/4/19 – Restroom opened for use.
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. **7/31/18** – Webinar held with staff and consultant to go over preliminary methodology and input from departments. Staff to provide consultant with estimated cost for Master Plan, updated lists of fire and police fleet inventory and space. **11/28/18** – Draft study distributed to staff for review. **12/10/18** – Staff and consultant met to review draft analysis. Revisions to follow.
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. **6/20/18** – Staff identified a list of lands which needed to be acquired for the ponds. **8/16/18** – Staff to contact Habitat for Humanity regarding swap of land needed for retention pond. Staff to discuss securing services of real estate firm to assist in acquiring other properties needed for pond. **9/17/18** – Resolution passed to grant a deed to Charlotte County Habitat for Humanity, Inc. for 328 East Virginia Avenue and accept a deed from Charlotte County Habitat for Humanity, Inc. for Lots 159 19 and 20, Block Q, La Punta Park. **11/27/18** – State appropriations request to once again being requested for 2019 legislative session. **12/28/18** – State appropriation requests sent to Lobbyist for submittal.
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. **7/19/18** – Financial plan scope and costs being developed by Jones Edmund/Raftelis. Costs projected to be under $50,000 threshold for City Manager to approve. Will go to County Commission at its 9/25/18 meeting to

Action	Target Date & Responsible Department	Status
		approve use of County contracted firm to continue to work with City. **7/24/18** – Draft scope of services and agreement for financial study received. **8/16/18** – Riverside Drive forcemain project under consideration which will ultimately connect four mobile home parks with failing wastewater systems and Botanical Gardens into City's centralized system. Developer's agreement to construct project scheduled on 9/17/18 Council Meeting. **9/7/18** – City staff to meet with four mobile home parks regarding proposed project. **9/25/18** – County Commission approved contract for City to undertake financial analysis with consultant. **10/3/18 -** Financial contract signed and kick-off meeting to be scheduled. **10/11/18** – Appropriation of funds to perform financial analysis on 10/17/18 Council agenda. **10/17/18** – Appropriation approved. **10/24/18** – Meeting with financial consultant Raftelis scheduled for 11/8/18. **11/8/18** – Meeting with financial consultants held and background work underway.
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 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. **7/5/18** – Permitting for parking area approved. Staff to meet with Committee representatives 7/13/18. **9/26/18** – Phase 2 improvements to be discussed at 10/3/18 Council meeting. **10/3/18** – City staff to develop Phase 2 cost estimates per park component based on Council discussion. **2/01/19 –** Staff is working on a breakdown of costs per task.
East of US 41 Historic District Infrastructure Project	1/31/19 Urban Design	**1/3/18** – Staff directed to survey streets in Local Historical District (formerly Trabue Woods) neighborhood to determine number and cost of decorative lighting enhancements. Survey underway regarding lighting, sidewalks and drainage. **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. **7/5/18** – Solicitation closed 6/14/18; 3 firms responded. Staff review committee will be conducting firm interviews 7/10. After bidders are ranked, procurement will negotiate price.

Action	Target Date & Responsible Department	Status
		7/12/18 – Interview of 3 firms scheduled for 7/20/18. **8/3/18** – Negotiations underway with top ranked firm. **9/5/18-** Council awarded Master Agreement and Task 1 services for a comprehensive engineering analysis of the infrastructure requirement and develop a strategic plan for the "Bethel-St. Mark Historic Overlay District" to Infrastructure Solution Services of Sarasota, FL. **9/21/18** – Staff met with consultant to initiate analysis. **9/28/18** – Consultant using drone technology to establish base infrastructure data **10/5/18** – City staff are currently compiling existing GIS data information for the Consultant in order to minimize duplication of effort. **12/4/18** – Neighborhood meeting planned for 12/12/18 to garner input into project priorities. **12/12/18** – City staff and consultants from Infrastructure Solution Services held a public forum with residents of the historic district to obtain real time data on the state of existing infrastructure in the neighborhood. Over 35 people were in attendance. Armed with input, the consultants are putting together an infrastructure inventory Master Plan for the neighborhood to guide the City in its infrastructure initiative for the neighborhood. **2/01/19 –** Task 2, Engineering Analysis, is underway.
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. **6/18 and 7/18** – Engineer and City staff met to go over preliminary work. **10/18** – Draft study under review. **11/26/18** – Existing treatment capacity evaluation report presented to Utility Advisory Board.
Vacation Rental Information Enhancement	3/31/19 City Clerk	**10/3/18 –** Per discussion at Council meeting, enhance public information on City website and brochure
Burnt Store Isles Assessment and Engineering Analysis for conversion of overhead lines to underground	3/31/19 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.

Action	Target Date & Responsible Department	Status
		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. **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. **6/18/18** – FPL study to be completed end of 2018 or early 2019 after which BSI Committee and City will hold public community meeting prior to straw ballot.
Accreditation of Residential Treatment Programs	3/31/19 Urban Design	**9/17/18** – Council approved drafting of ordinance amendment to mandate future residential treatment programs be accredited in order to locate in the City. **2/01/19 –** Final Draft being completed and will be reviewed by City Attorney.
Design Standards for Electric Vehicle Charging Stations	3/31/19 Urban Design	**9/17/18** – Council approved drafting of design guidelines to be used by local businesses on a voluntary basis if they choose to install an electric vehicle charging station on their property. **10/15/18** – Planning Commission to review standards 10/26/18. **2/01/19 -** Went to Planning Commission and moving forward to City Council 2/20/19.

Action	Target Date & Responsible Department	Status
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. **10/11/18** – Scope of services to be discussed at 10/17/18 Council agenda. **10/17/18** – Negotiations to occur with Dover Kohl to undertake project as additional part of Master Plan. **10/29/18** – City staff received cost proposal from Dover Kohl for Master Plan. Await cost for Activity Center. **11/29/18** – Cost proposal revised and under final review. Projected to be placed on 12/19/18 Council agenda. **12/4/18** – Scope and project cost finalized for 12/19/18 Council agenda. **12/19/18** – Contract with Dover Kohl to develop conceptual plans approved.
Community Funding Initiative Historic District	9/30/19 Urban Design	**10/5/18 –** All grant applicants have been contacted and those requiring additional information on their applications are working to provide those items to the City. The applications are as follows: The Gulfshore Opera Children's Harmony Choir Program, First Macedonia Missionary Baptist Church Food Program, New Operation Cooper Street/St. Mark Desserts Intergenerational Program, Blanchard House Museum Rear Entry Rehabilitation, Blanchard House Museum Interior Ceiling Repair, Blanchard House Museum Roof Repair **10/17/18 –** City Council approved applications during their regularly scheduled meeting on 10/17/18. **11/2/18** – Agreements with funded agencies all approved and signed. **2/01/19 –** Programs moving forward include**: First Macedonia Food Program:** Ice Maker delivered. **St. Mark Desserts:** 02/14 is the first program "Once Upon a Time in Punta Gorda"
Aqua Communications Plan	9/30/19 City Manager	**5/16/18 –** City Council approved Year Two of Aqua strategic communications plan as part of FY 2019 budget. **6/18 and 7/18 –** City staff met with Aqua representatives to develop microsite as part of Year One communications and marketing program. Objective of microsite is to attract and market Punta Gorda for residents, visitors and business. Roll out of site scheduled for August 2018. **7/26/18** – Staff met with Aqua to review and edit format and script for microsite. **8/15/18** – Staff reviewed draft microsite with Aqua in preparation of meetings with Council Members on 8/20 and 8/21/18. **8/21/18** – Meetings held with Council Members and projection to go live by end of September. **8/28/28**- Edits sent to Aqua for incorporation in final website and testimonial list developed. **9/17/18** – Aqua staff onsite to photograph areas for microsite. **9/29/18 –** Aqua provided City Staff with walk through of microsite. **10/23/18** – Microsite to be unveiled at 11/7/18 Council meeting. **11/7/18** – Microsite unveiled and on website. Marketing to follow. **11/25/18** – Design of brochure and editorial content for the Feb/March and April/May issues of Sunseeker Magazine underway. **12/3/18** – Punta Gorda Developments newsletter distributed. **12/12/2018** – Ad created for Journey to the Future Brochure promoting explorepuntagorda.com

Action	Target Date & Responsible Department	Status
		01/09/2019 – Staff updating Social Media Policy for Aqua adherence. **01/15/2019 –** Editorial content created for Feb/March Sunseeker Inflight magazines. 40,000 copies of the brochures to arrive 1/23/2019. Distribution agreements have been reached with Charlotte Harbor Conference Center, the Wyvern Hotels, Four Points Sheraton, the PG Waterfront Hotel & Suites, the Springhill Suites, Charlotte County Economic Development, and the VCB.
Citywide 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. **6/20/18** – Revised scope to be presented at 7/3/18 Council meeting. **6/27/18** – Workshop to garner input into business climate in City held. Input to be considered in Master Plan process. **7/3/18** – Council reviewed scope and criteria for selection. Special meeting to be held 7/18/18 to finalize scope and criteria that will initiate request for qualification process. **7/18/18** – Request for Qualifications solicitation approved. RFQ to be released 7/23/18; due 9/4/18; Council review 9/26/18; firm interviews 10/10/18; firm ranking 10/17/18. **9/4/18** – Five firms submitted proposals. Council review underway. **9/26/18** – Council made the decision to interview Stantec, Canin, Dover Kohl and Sweet Sparkman. **10/10/18** – Interviews conducted and ranking to occur on 10/17/18. **10/17/18** – Ranking approved by Council as follows: Dover Kohl; Stantec; Sweet Sparkman; Canin. **11/2/18 -** City received draft cost proposal. Staff to discuss proposal with Dover Kohl on 11/9/18. **11/9/18** – Cost proposal discussed and revision to follow. **11/14/18** – Final scope and costs agreed to by staff and Dover Kohl. To be presented to City Council on 11/21/18. **11/21/18** – Contract approved. **12/10/18** – Kick-off meeting held with staff and Dover Kohl. City staff to look for and secure charrette venue. **12/18/18** – First Methodist Church secured as venue for charrettes. **12/26/18** – Initial site visit by Dover Kohl 1/28/19 thru 1/30/19; Budget and economic analysis presentation to be scheduled for 3/6/19 Council meeting; Charrettes to be at First United Methodist Church during week of 3/11/19 thru 3/15/19. **1/30/19** – Dover Kohl completed initial site visits and met with City staff, Council Members and selected community groups. **2/7/19** – Charrettes location revised to be at Methodist Church 3/11 and 3/15, and Laishley Park Community

Action	Target Date & Responsible Department	Status
		Room 3/12-14.
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. **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. **11/27/18** – Council to discuss separation of seawall repairs and mitigation costs in order to speed up FEMA reimbursement at its 12/5/18 meeting. **12/5/18** – Council consensus to split out mitigation from seawall restoration in order speed up FEMA reimbursement. **1/10/19** – 100% seawall panels ready to be installed; 68.5% seawalls placed in position; 52.7% project closed out.
Punta Gorda: Journey to the Future	1/31/19	**7/18/18** – City Council approved partnership with TEAM Punta Gorda to hold community development summit regarding best practices in urban planning and smart growth. **8/1/18** – City staff met with TEAM representatives to initiate planning for conference, to be held 1/7/19 at Charlotte Harbor Event & Conference Center. **8/8/19** – Action planning committee to meet 9/7/18 to begin development of program. **9/5/18** – City staff met with TEAM PG to discuss draft agenda for action planning committee. **9/13/18** – City staff met with TEAM PG and community members to develop name of event and content. **9/17/18** – City staff met with TEAM PG to discuss scope for GIS mapping and illustration of downtown build out. **9/27/18** – City staff and TEAM PG determined the name for the event Punta Gorda: Journey to the Future and

Action	Target Date & Responsible Department	Status
		tagline Let's Learn Together. John Redmond, CEO of Allegiant, Rick Severance, CEO of Babcock Ranch, and Lee Pits have been secured as speakers. **10/17/18** – City staff and TEAM viewed preliminary draft of land regulation presentation, selected graphics for use in presentation. **11/7/18** – City staff met with TEAM to discuss event update, budget, sessions and future activities. **11/15/18** – City staff and TEAM secured Victor Dover to speak about Great Cities and Towns. **11/18 and 12/18** – Registration well underway. **12/19/18** – Attendees projected to be over 600. **1/7/19** - Event held with 700 attendees.
Repeal Obsolete Provisions in Municipal Code	10/1/19 Legal/Paralegal Urban Design	**8/22/18** –Staff to create recommendations for repealing obsolete provisions in municipal code. **2/01/19 –** UD Staff working with Paralegal, Canal Maintenance, and Engineering to update Chapter 6 Boats, Docks & Waterways

Action	Target Date & Responsible Department	Status
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. Staff also met with property owners adjacent to Burnt Store Presbyterian Church in July regarding annexation and development opportunities. Conversations with Church, property owners and potential developer continued on 8/6/18. **2019** – Staff met with Windmill Village residents 1//9/19 regarding annexation and to address questions.
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 Walmart week of 10/27/15. Still waiting to hear back from Walmart regarding the pre-annexation agreement

Action	Target Date & Responsible Department	Status
		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.
Annexation Request Status Report	2/28/19 Urban Design	**1/30/19** - Developed list of annexation requests and status.

Action	Target Date & Responsible Department	Status
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 Unified Branding	4/4/18 Urban Design	**1/3/18** - Prepare ordinance amendments to remove reference to "Trabue Woods" in LDR's and replace with Historic District nomenclature per City Council discussion. **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.
Hurricane Pay Plan Update	6/30/18 HR	**4/12/18 –** Review current play plan provisions and revise per experience gained from Irma. **10/25/18 –** Current plan is appropriate
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

Action	Target Date & Responsible Department	Status
		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.
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.
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. **5/16/18** – To be revisited if warranted after completion of Retta Esplanade parking improvements.
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.

Action	Target Date & Responsible Department	Status
		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.
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. **6/19/18** – Draft ordinance approved and advertised for Planning Commission 8/27/18 and Council 9/17/18. **8/27/18** – Planning Commission approved ordinance. **9/17/18** – First reading and approval of ordinance permitting Medical Marijuana Treatment Center Dispensing Facilities within Punta Gorda. **10/3/18** – Second reading and approval of ordinance permitting Medical Marijuana Treatment Center Dispensing Facilities within Punta Gorda. Council approved unanimously.
Presentation regarding height restrictions in City Center Zoning District as well as other City Center and Highway Commercial codes	6/30/18 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 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.

Action	Target Date & Responsible Department	Status
		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.
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.
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. **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. **6/20/18** – Approved by Council on first reading. Second reading 7/3/18. **7/3/18** – Approved.
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. **6/20/18** – ADA Plan revision approved by Council to include ROW areas.

Action	Target Date & Responsible Department	Status
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 7/3/18 Council agenda. **7/3/18** – Plan approved by City Council along with Alternative C.
Research capability of new RO Plant as shelter of last resort	3/31/18 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. **8/9/18** – Charlotte County will designate RO Plant as a shelter due to flood elevation and the plant is not large enough for a shelter of last resort. However, it will serve for employees and their families during a storm event. Project completed.
Organization Response to Hurricane Irma	9/30/18 All Departments	**6/22/18** – Draft memo sent to departments for review and additional information. **7/19/18** – Draft response completed by City Manager and sent to Communications Manager for review and re-write. **8/14/18** – Communications Manager completed rewrite, reviewed by CM and revisions underway. **8/23/18** – Response completed and will be published as part of 8/24/18 weekly report and placed on City Facebook page.
Gas pump security measures ordinance	9/30/18 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. **7/24/18** – Draft ordinance completed and sent out for department review. Plan is to introduce ordinance at 8/22/18 Council meeting. **8/22/18**– Council approved gas pump security ordinance on first reading. Second reading on 9/5/18. **9/5/18**- Council approved second reading of gas pump security ordinance.
Herald Court Centre parking signage	9/30/18 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. **8/30/18**- Staff reviewed sign design proofs. **9/5/18**- Council provided staff with edits to design proofs. **10/25/18** – Installation will begin when lane closure is completed.

Action	Target Date & Responsible Department	Status
		11/21/18 – Installation complete
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. **7/25/18** – Proposed plan being developed for presentation at 8/22/18 Council meeting. **8/14/18** – Proposed Plan with comments from community distributed to Council and departments for consideration at 9/5/18 Council meeting. **9/5/18** – Council reviewed Plan and revisions will be prepared for adoption at 9/17/18 Council meeting. **9/17/18** – Plan adopted.
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. **6/6/18** – Construction contract approved. Four month timeframe. **7/3/18** – Still awaiting pre-construction meeting with contractor. **7/16/18** – Construction initiated. **9/17/18** – Paving and striping portion of project last remaining item to be completed. **9/25/18** – Project completed.
Fishermen's Village Land Sale Proceeds	10/1/18 Finance	**8/22/18** –Staff to develop recommendations for use of funds from the land sale. **9/13/18** – Recommendations placed on 9/17/18 Council agenda. **9/17/18** – Council prioritized Ponce Park and Citywide Master Plan with remaining funds to be in Fund until further discussion at a later date.
Kayak Storage in Special Residential Overlay District	12/31/18 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. **7/12/18** – Draft Ordinance is completed, Public Hearing scheduled for Planning Commission on 8/27/18 and City Council 9/17/18. **9/17/18** – First reading and approval of ordinance within Special Residential Overlay District regarding storage of vehicles and watercraft. **10/3/18** – Second reading and approval of ordinance approved by Council.
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.

Action	Target Date & Responsible Department	Status
		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. **7/3/18** – Drainage work continues. **7/25/18** – Drainage, swale and sod work still remain. Concrete pathway to shed will be added. **8/3/18** – Drainage, swale and sod completed. **8/9/18** – Concrete path poured. **9/6/18**– Keys have been given to the Garden Representatives. Mulching continues. Once completed soil delivery will be scheduled for the open planter. Public Works Engineering will review the site for any drainage issues and correct if necessary. **10/17/18** – Simply Fresh anticipates opening in November. **11/8/18** – Planting initiated in beds. **11/30/18** – Mulch and shell piles continue to be spread. Discussion with Representative regarding Insurance for the project is ongoing. **12/14/18 –** The three mulch piles have been reduced to ½ a pile and the shell pile has been distributed between the planter boxes. In addition, the Local Business Tax has been approved. Still waiting on the copy of the insurance.

Action	Target Date & Responsible Department	Status
		12/21/18 – Local Business License received. **1/15/19** – Insurance information received and project complete. Agripreneur Garden is open for business.
Amend local business tax methodology for Farmer's Market	3/31/19 City Clerk	**9/17/18** – Council approved moving forward with amend to ordinance regarding methodology used to calculate tax for downtown farmer's market. Amendment to take into consideration seasonal nature of vendor participation. **10/23/18** – Ordinance projected for 11/7/18 Council meeting. **11/7/18** – Ordinance approved on first reading. **11/21/18** – Ordinance approved.