

City of Punta Gorda Action Register as of January 19, 2012

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

Action	Responsible	Target Date	Completion Date	Comments
Best Western Easement	Howard/David	11/30/10 2/28/11 5/1/11 10/31/11 12/31/11 TBD		<p>Best Western - Update to CRA on 10/7 included potential delay by Best Western due to easement and financing. City will explore using funds to complete project and then be reimbursed. Cost estimate received from engineer. Developer investigating funding options through County Economic Development program. Project considered by County Industrial Development Authority on 11/18 for funding and approved to move forward to County Commission. \$12 million in Recovery Zone Bonds allocated for County projects. Best Western to submit application. No application submitted by Best Western as of 1/25/10; City Manager contacted Owner of Hotel and Best Western Attorney for update – Best Western made application in February to Industrial Development Board. IDB and County Commission approved application for Recovery Zone Bonds in March. Best Western needs to obtain bank commitment within 90 days. Met with Best Western on 7/28 to discuss City constructing harborwalk if financing can't be obtained. CRA agreed to have staff meet with Best Western to amend agreement and City will design/construct walkway. Draft amendment sent to Best Western Attorney 9/20/10. CM & Council Member Friedman met with owner on 12/15. Response received from property owner to allow walkway over water. Staff contacted Attorney to finalize agreement language. Contract amendment approved for Weiler Engineering to develop scope and technical cost specifications for Best Western to bid out land only project. Weiler will review for reasonableness. Best Western will then be responsible to pay back those costs over 5 year timeframe. Technical specifications sent to Best Western 1/26/11 for bidding of land only project. Present revised agreement and design contract to Council 4/20/11. Approved contingent on Best Western signature on revised agreement. Forwarded original agreement amendment and concept plan to Best Western 5/17. Council to re-consider design contract 7/13. Approved design contract pending</p>

				<p>authorization by Best Western. Contract attorney to present options for Council consideration on 8/10. Council approved sending demand letter, recording original development agreement and reviewing statute of limitations. Original agreement recorded. City Attorney will take over project and send demand letter. Staff met with Best Western representatives on 9/7 to discuss revised agreement and process to speed up permitting. City Attorney met with FDEP. Will discuss options with Council on 10/5. Council opted to move forward with land/cantilever option in order to speed up permitting with FDEP. Will obtain design contract with Weiler Engineering. Received concept plans 10/13/11. CA & CM met with Best Western on cantilever approach on 10/27/11. CRA approved cantilever concept 11/2/11. City Attorney met with FDEP 11/10/11 and presented alternate plan (new seawall just behind Tiki Bar and land only thereafter) to Council 11/16. Council approved plan and meeting held with Best Western 11/28. Best Western representatives discussed plan with owner and reported back with revised agreement language. City Attorney revised and sent final agreement back to Best Western for signing.</p>
Bal Harbor Turn Lane	Rick	1/15/11 12/31/11 2/7/12 2/28/12		<p>Staff to look into installation turn lane on Bal Harbor at Aqui Esta. City Attorney reviewing conservation easements. Public Works ordered survey. Survey underway. Alternatives to be discussed at 6/16 Council meeting. Council approved Option 1, right turn lane to be located in right-of-way of Bal Harbor. Construction will occur as part of utility and road resurfacing project.</p>
Amend Submerged Land Lease – Laishley Marina	David	3/31/10 12/31/10 3/31/11 6/30/11 9/30/11 12/31/11 2/28/12		<p>Amend lease to waive annual fee and extend for 25 years. City Attorney sent letter 1/18 to FDEP requesting final process to amend lease. Awaiting response from FDEP Tallahassee office. Sent lease fee 2/25. FDEP requested input from Division of State Lands on 3/16. Awaiting response. City Attorney met with FDEP 6/4, he will move forward with amendment of the SLL lease. Communication sent to DEP 7/13/10 requesting amendments. City Attorney and City Engineer met 1/10/11 to review DEP comments and request for additional information. City Attorney sent letter to DEP 3/28/11 reiterating support for City's request. City Attorney met with DEP on 4/11/11 and sent update to DEP to address questions. Update presented to CRA on 5/4/11 and revised site plan to DEP within 1 month. Update on proposed slip revisions given to CRA 5/4/11. Notice of Application advertised 5/11/11, proof of</p>

				publication received and additional payments to be mailed with same to DEP. Survey work being completed week of 5/31/11 and once completed City Attorney will re-file with DEP. Revised engineering and surveying documents along with additional fees sent to FDEP. City Attorney drafting response to additional FDEP questions (7/18) and will meet with FDEP staff in August. Draft response sent to FDEP 8/31/11. City Attorney met with FDEP on 9/15/17. Continuing to respond to FDEP comments. CRA agreed to put off liveboards option at this time (10/5/11) and proceed with increased slip option providing that water quality issue can be handled in cost efficient manner. City Attorney met with FDEP (11/10/11) to finalize terms of what it will take to amend land lease. Renewed Lease agreement between CRA & City approved 1/4/12 by CRA and Council. City Attorney sent letter to FDEP on 1/5/12 regarding proposal to install a trench drain & treatment basin at an additional location to improve water quality. Await FDEP response.
Undertake RFP process for Financial Advisory services	Dave	12/31/11 2/28/12		RFP for long term contract. Two proposals received 12/18/11. Under staff review. Agreement awarded 2/1/12. Presentation to Council 2/16/12.
Fair Share Impact Fee study	Howard	9/30/11 12/31/11 2/28/12		Clarion Associates undertaking impact fee review. Council presentation of initial recommendations 7/6/11. Staff met with consultant 10/5/11 to review preliminary findings. Community engagement session held 10/19/11 with members of business sector regarding preliminary fee schedules and methodologies. Presentation to Council held 11/16/11. Council directed consultant to revise recommendation to include rates based on vehicle miles of travel methodology and projected revenues based on complete streets. Revised rate structure presented to Council 12/14. Consultant and attorney to move forward with ordinance amendments for public hearing in January/February 2012 timeframe. Draft ordinance received and reviewed by staff. First reading of ordinance advertised for 2/1/12 Council meeting.
Design of Multi Use Recreational Trail (formerly Rails and Trails)	Dennis	6/30/10 12/31/10 3/31/11 5/15/11 10/31/11 1/31/12 2/28/12		Design of multi-use path from Aquí Esta to Airport and Monaco to Taylor. Negotiating lease costs with Seminole Gulf Railroad for easement. Mayor & City Manager to meet with railroad official May 11. Staff to move forward with securing engineer to design Monaco to Taylor (Burnt Store Meadows), will have to go out for RFP. Priority list provided to MPO and Scope given to Procurement. 3 bids received; presentations by potential design firms to be scheduled. Committee

			completed ranking of firms by 10/7; contract under development. On 11/18 Council agenda for approval. Council approved Johnson Engineering to design Phases 2 & 3. 60% plans reviewed 5/31. SWFWMD determined that an environmental resource permit will not be required. 60% design plans reviewed by FDOT, pending FDOT decision to relocate lights poles. Met with FDOT 4/11/11 & 6/6/11. MURT design on hold per FDOT, pending relocation of lights. Lighting relocation plan received from FDOT 6/27/11, engineer to move forward with design. 60% final plans submitted to FDOT in August. FDOT needs to resolve funding issue for lights in order to final design to be approved and bidding/construction phase can proceed. FDOT agreed to pay for lights and will review 60% plans. FDOT comment expected by 10/6/11. Johnson Engineering incorporating FDOT comments into design. FDOT committed to starting light relocation in early 2012. City to bid MURT thereafter. Johnson working on 90% design. Council approved light relocation and grant agreements on 11/16. 90% plans under review by staff and FDOT.
Bal Harbor Water, Sewer and Resurfacing	Rick/Tom	2/28/12	Complete utility design work and bid project to start construction end of April 2011 and complete construction end of December 2011. Bids due 4/13/11. Council agreed to construct 2' paved shoulder as part of plan for bicycles. Bid awarded 5/18. Construction period 8 months. Start date 7/17/11, substantial completion date 1/9/12, final completion date 2/7/12. Survey layout, dig up & verify location of existing lines for Increment 1 force main to take place week of 7/17/11. Installation of Increment 1 forcemain to take place 7/25 through 8/15. Staff met with contractor on 1/4/12 to discuss construction progress and delays in completion. Contractor submitted time extension request. Under staff review.
Regulations for Vehicles for Hire (pedi-cabs and horse drawn carriages)	Dennis	3/31/10 12/31/10 6/30/11 12/31/11 2/28/12	Staff to develop regulations and draft ordinance.
Phase II & III Linear Park Design (Olympia to Train Depot) – Design, Permit & Bidding	Dennis	9/30/10 12/31/10 6/30/11 10/31/11	In negotiation with engineering firm for design. Council approved engineer 3/18/09. Survey underway. Draft concept design received from CPH engineers. CPH also putting together design costs for Phase III. Permitting for both phases will be done sequentially. CRA update 5/6.

		2/28/11		<p>30% design plans due 6/1/09. Phase III awarded 6/3/09. Staff reviewed 60% plans. Responding to RAIs from Army Corps of Engineers & SWFWMD. Expect 90% plans 9/4. Awaiting completion of appraisal for required easement across church property. Staff meeting with appraiser 9/28, appraisal received. Depending on funding availability, options available include purchasing the property or acquiring easement. FDOT to review plans prior to staff making decision on easement. Project reviewed by DRC 10/9, modifications underway. Letters of substantial completion received from SWFWMD & FDEP, awaiting same from Army Corps of Engineers. Staff reviewing 100% modified plans before submitting to FDOT for determination if eligible for stimulus funding. No comments received from FWC. Received permit from FDEP. May resubmit for TIGER grant. Pre-application due 7/16/10 and final due 8/23/10. Received Army Corp of Engineer permit 5/12. Council agreed not to submit for TIGER II grant. Will wait to determine if City will receive additional stimulus or other grant monies prior to bidding. Should hear if grant funding is available by December 2010. Project not on MPO LAP work program for year 2012-2016. Discussion of cost escalation based on final design on 1/5/11 Council agenda. Final design presentation to Council 1/19/11. CPH & staff developing value reduction items. Schedule for 4/6/11 Council meeting. Council agreed to delete bocce courts, trailhead parking, and exercise equipment, bid intersection enhancements as alternate and bid both phases. Re-design and bid documents underway. Council to discuss on 7/13/11. 100% plans for Olympia to Shreve are expected 7/29/11. 100% plans received for Phase 3. 100% plans for Phase 2 received week of 8/26/11. Council to consider purchase of land from Church instead of construction of 2 bridges at 9/7/11 meeting. Staff to obtain appraisals for land purchase. Appraisals under review. Scheduled for 11/16/11 Council meeting. Council approved land purchase from church and redesign based on 2 bridges on 11/16. Boundary survey and redesign underway. 100% plans received 1/11/12. Staff will develop scope of work and send to Procurement for bid package.</p>
Employee Health Clinic Proposal Process	Phil	10/15/11 12/31/11 3/31/12		<p>Clinic concept presented to Council 4/20/11. Council agreed to explore clinic. Undertake RFP process for employee health clinic. Invitation to negotiate issued 6/6/11, responses due 7/15/11. 4 bids received, all deemed non-responsive; to be rebid. Proposals due 8/19/11. 4</p>

				informational packets received and all firms deemed qualified. Broker reviewing proposals prior to staff committee review. Committee meeting held 10/13/11. Interviews with 4 proposers completed by 11/18. Two firms – Millennium & HealthStat brought back for second interview 12/16/11. Committee to rank firms for presentation to Council. Presentation scheduled for 2/1/12 Council meeting.
Marion/Taylor Crosswalks	Rick/Butch	9/30/11 12/31/11 3/31/12		Review placement of crosswalks and determine if changes are needed. Coordinate with FDOT to make such changes. Received analysis from FDOT on 9/26 which recommended both short and long term solutions. Staff will work with FDOT on short term option. FDOT committed to completing intersection changes during first quarter of 2012.
FY 2013 Budget Alternatives	Howard/Dave	3/31/12		Develop budget alternatives for Council discussion in April. Finance to send departments reduction guidelines 1/13/12.
FY 2013 Strategic Plan Questionnaire	Howard	3/31/12		Evaluate results of survey questionnaire and develop summary for Council consideration in April.
Economic Resource Profile	Howard	3/31/12		Council approved development of Economic Resource Profile by consulting firm on 12/7/11. Contract signed and project underway.
Enforcement of Code Violations by means of Citation	David L.	12/31/10 3/31/11 5/31/11 9/30/11 12/31/11 3/31/12		Council authorized staff on 8/4/10 to move forward with an ordinance for the enforcement of certain code violations by means of citations with City to retain fines and appeals be handled through the Code Enforcement Board. Zoning completed initial draft 1/13/11, draft under review by Legal Department.
Complete RFP process for kayak services at Ponce Park	Dennis	3/31/12		Council approved (11/2/11) going through request for proposal process to determine demand for kayak services at Ponce Park. RFP issued and responses due 1/18/12.
West Mooring Field	Dennis	3/31/12		Prepare grant application through Florida Boating Improvement Program.
Wastewater contract services to private facilities six sigma project	Tom	10/31/11 12/31/11 6/30/12		Present proposal to selected private facilities for consideration. Based on input received, present to Council for formal approval, if deemed appropriate. Initial round of presentations produce no positive responses. Staff will try one more time.
South County Overlay District meetings with Property Owners	Dennis	9/30/10 6/1/11 12/31/11 6/30/12		In conjunction with TEAM Punta Gorda, meet with property owners in commercial corridors to ascertain acceptance of City land development regulations. Discussion on 9/11/09 joint meeting agenda as County's request. County/City agreed to move forward & schedule meetings with property owners with assistance from TEAM Punta Gorda. Staff did

				<p>promo on the Ken Lovejoy Radio Show 10/8/09. Item discussed at joint City/County meeting on 12/11/09. Last of coordination meetings held 12/17/09. Public meeting held 2/11/10. Status report given at 3/12/10 joint City/County meeting. Meeting held 3/25/10 to identify needs and format for additional public input. Second meeting held 6/3/10. Summation of meeting results has been uploaded to the webpage. Draft recommendations and implementation plan will be drawn up in October. Scheduled for 12/10/10 City/County meeting. County incorporating recommendations into their Comprehensive Plan. Public hearings planned for Fall 2011. Hearings delayed until County staff completes review of proposed regulations.</p>
Develop format, program and conduct Citizens Academy	Howard/Tracy	6/30/12		<p>Council approved initiation of Citizens Academy on 11/16/11. Council Member Freeland & City Manager will work with staff point person Quintana and Punta Gorda Chamber to set up and run program. Meeting held 11/29 to develop draft format, application and itinerary. Press release scheduled for 12/2/11. Application deadline extended to 12/20/11. Committee reviewed applications 12/20 – 1st session filled and 2nd session deadline to be extended through April.</p>
Obtain input on future uses desired for West Henry Enhancement Zone property	Howard/Dennis	6/30/12		<p>Council approved obtaining input on future uses for property on 11/16/12. Staff to garner ideas from Economic Development Task Force and Land Development Committee.</p>
Survey Historic Structures	Dennis	9/30/12		<p>Survey historic structures for architectural significance and work with Historic Board to revise ordinance to encourage relocation prior to any demolishing for those on list.</p>
Annexation Progress	Dennis	Ongoing		<p>Annexing various properties into City.</p>
Area #1 South of Aqui Esta to Rio Villa (facing US 41 southbound)		6/1/12		<p>There are 8 accounts covering 11 lots with 6 different owners. Scheduling meetings with owners, meetings expected to last through September. These are smaller areas to be annexed by the end of the year. Letters to all property owners mailed August 2009. Status update to Council 9/3/09. 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. 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.</p>

			Planning Commission & Council approval process underway for Goodyear. Goodyear annexation approved. CM met with Captain Bill (Bill's Barbershop) and discussed sign regulations.
Area #2 The Loop & Wal-Mart		6/1/12	Loop is awaiting approval by the County & DCA for Development of Regional Impact. Will require a large Comp Plan FLU amendment, planned for 2008 second submittal to DCA. Adjoining land owners that might also wish to join are small and would not require an amendment. Zoning is researching possibility of new zoning district "highway interchange." Status update to Council 9/3/09. The Loop annexation on hold pending legislative action. Staff to evaluate service level impacts of annexing an undeveloped subdivision & Edison Campus in order to reach Airport property. Wilder Corporation agreed to start process for annexation week of 10/26/09. Loop attorney to work with City Attorney on process once investors buy into annexation process. Staff met with LOOP major property owner (Fullenkamp) on 5/10/10 to re-start annexation process. Parties agreed to not wait for DRI and move forward. Fullenkamp attorney to finalize voluntary annexation agreement. City to develop timeline. Fullenkamp has put off annexation process until 11/10 in order to complete foreclosure on Wilder investor's land. City developed revised timeline and sent to property owner 8/20/10. Letter regarding economic incentive sent by 5/27/11. Economic Dev Task Force met with new owners of former LOOP property to discuss benefits of annexation. CM sent letter on 1/11/12 to new owners regarding summary of benefits. New owners to meet with staff about development opportunities.
Area #3 Taylor Road to I-75 area		6/1/12	To be annexed in conjunction with Area #2. Started financial analysis & had conceptual discussion with one of the larger land holders. Will mail letter to approximately 70 additional owners to ascertain which properties are interested. Letters to all property owners mailed August 14 th . Status update to Council 9/3/09.
Enterprise Charlotte Airport Park		12/2012	Mayor and Staff met with Airport Authority Board member 9/20/10 to discuss process City would undertake to move into the ECAP area. More discussion to follow.
Harborwalk West – Gilchrist to Gazebo Zone	Dennis	12/31/11 12/2012	Council to review scope of services design and bid process with Weiler Engineering on 7/13/11. Contract for final design and bid package awarded. 90% plan reviewed by DRC 9/23/11. Comments forwarded to engineer. Bid originally projected for December timeframe. Potential

				conflict with downtown flooding phase 2 will be discussed at 12/14/11 Council meeting. Project postponed until July 2012.
2011 Long Range Financial Plan	Howard/Dave	1/15/11	1/5/11	Plan under development and scheduled for Council presentation in January. To include fiscal forecasts, program costs and credit rating agency review. Presented to Council 1/5/11.
Town Hall meetings	Macalle	2/28/11	1/5/11	Schedule Town Hall meetings at Burnt Store Presbyterian Church and PGI Civic Association for week of second Council meeting in February and First Council meeting in March. Council Members will speak on a topic to start the meeting. Meetings scheduled for 2/16/11 at PGI Civic Association and 3/3/11 at Burnt Store Presbyterian Church.
Water & Sewer Impact Fee Installment Payment Program	Dave	9/30/10 11/30/10 1/31/11	1/19/11	Amend ordinance to mirror fair share impact program installment payment program. Water & sewer impact fees already included in current ordinance for new commercial development, staff will amend ordinance to include existing commercial development and mobile home parks. Legal staff drafted ordinance, under Finance & Utilities review. Ordinance scheduled for January public hearing. City Attorney approved draft ordinance 12/6, advertised for first reading 1/5/11 & second reading 1/19/11. Payment program to be extended to 5 years.
Collection Agency request for proposal	Dave	2/28/11	1/19/11	Solicit proposals for collection agency re: past due fees, tickets, fines, etc. On Council agenda for 1/19/11 to piggyback on Palm Bay contract. Approved.
Shreve MURT – Design & Permitting	Dennis	12/31/10	2/2/11	Scope developed and to be provided to procurement by 10/1. Grant application approved by Council on 10/21. Additional grant opportunity approved by Council on 1/20/10. Staff to investigate whether City can front costs and be reimbursed by grant funding within the future grant allocation year. Staff committee interviewed 3 firms 3/23/10 for design. CPH ranked as number one firm. Negotiations with number one firm unsuccessful; will go to #2 firm. Approved by Council 7/1. 30% plans completed by 8/23/10 and presented to Council 10/6. 60% plans completed 12/15 and under review. 100% completed design plans presented 2/2/11. Council approved plans and bidding process. Take out compass roses and bench at West End area.
Strip siding after demolition ordinance amendment	Dennis	12/31/10	2/2/11	Council approved concept 9/15/10. City Attorney reviewed draft ordinance advertised for Planning Commission 12/21/10 and Council 1/19/11. Second reading 2/2/11.
Utility financing of capital projects	Dave	2/28/11	2/2/11	Prepare agenda item for Council discussion of utility capital project financing needs. Discussion scheduled for 2/2/11 meeting.

Impact Fee Rate review	Howard	3/31/11	3/2/11	Prepare agenda item for Council discussion of impact fee rates. Scheduled for 3/2/11 meeting. Council agreed to move forward with ordinance amendments as follows – reduce rates to 2/1/2007; suspend collections in 3 categories (police, fire & general government) and change of use of structure; increase installment payment plan to 5 years; and conduct study of rates & methodology by independent firm.
Carmalita Street Stormwater Improvements (bid & construction)	Rick	6/30/11	3/2/11.	In addition to stormwater improvements, City will install sidewalk at RR grade crossing. Bids received 8/24/10. Contract awarded 9/15. Curbing and sidewalks underway, conduits installed. Paving to occur 2/24 & 2/25.
Obtain public information on Storm Surge Marker project	Rob	3/31/11	3/16/11	Solicit input from Chambers of Commerce and community groups. Emergency Manager met with PG Chamber Government Affairs Committee, CC Chamber, PGICA Board of Directors, Downtown Merchants Assoc., TEAM Punta Gorda, Board of Realtors, Seminole Lakes, Burnt Store Meadows and PG Chamber Board of Directors. Input to go to Council 3/16/11. Council decided to forego project.
Develop ordinance of procedures for inclusion into Canal Maintenance Districts	Rick/David	3/31/11	3/16/11	Prepare and adopt ordinance for properties that want to be included in 2 canal maintenance assessment districts. Ordinance should include 3 year guideline (if the seawall and cap passes inspection then no additional fee to be included). Scheduled for Council 3/2/11. Approved on first reading 3/2/11 with amended language.
Grace Street one way back to two way	Macalle	3/31/11	3/16/11	Amend ordinance to revert Grace Street by Health Department back to two ways. Scheduled for Council 3/2/11. Approved on first reading.
Magdalena Sewer and Resurfacing	Rick/Tom	3/31/11	3/30/11	Repair sewer and resurface road. To occur after Aqui Esta road project is completed. Sewer work underway. Paving to occur week of 3/28/11. Paving completed and interim striping placed on road.
RFP for Herald Court Centre Leasing Agent services	Dave	4/15/11	4/6/11	Initiate request for proposal process for leasing agent services and select new agent since current agent gave 90 day notice on 2/2/11. RFP out for proposals. Rebid underway due to error in initial bid package. Will be on 4/6 CRA agenda. Coldwell Banker selected as leasing agent.
Review ordinance regulating hedges in front, side and rear yards (incorporate fence material language)	Dennis	3/31/10 9/30/10 11/30/10 2/28/11 4/6/11	4/6/11	Reviewed by Land Development Committee. Planning Commission discussion held 2/22/10. Community meeting held 5/7. Discussion scheduled for 6/16 Council meeting. Staff to move forward with advertising proposed ordinance based on Council direction. On hold pending review of fence material, which will be on 9/1 Council agenda. Council direction given with regard to fence materials, development of this ordinance to commence. Received for City Attorney review

				12/6/10. Scheduled for Planning Commission 2/18/11 & Council 3/16/11. Approved on first reading 3/16/11. Second reading 4/6/11.
Cooper St. Playground Renovation	Dennis	3/31/11	4/12/11	Replacement of old playground equipment. Old equipment to be used throughout City where needed. Proposals received week of 9/13 and under review. Top ranked firm selected by staff committee and negotiations underway. Contract awarded 12/28/10. Preliminary design presented to Council 1/19/11. Construction underway. Ribbon Cutting held 4/12.
Revise impact fee ordinance	Howard/Macalle	4/30/11	4/20/11	Revise ordinance in light of Council direction on 3/2/11. Impact fees rolled back to 2007. Suspend police/fire/general government and change of use for 2 years. Increase installment payment plan to 5 years. Public hearing 4/6/11. Second reading 4/20/11. Roll back of impact fees to 2007 level only for commercial.
Sewage Pump-Out Boat	Howard	6/1/11	5/4/11	On 9/1/10, Council decided to hold off on procurement of sewage pump-out boat to serve the harbor until such time as the East Mooring Field is operational. Sewerage pump out boat not needed until 2 years after mooring field is open.
False Alarm reduction and management program	Butch/Macalle	12/31/10 1/31/11 2/28/11 4/29/11	5/18/11	Revise ordinance to create false alarm reduction program with fee structure. Council to re-visit alarm registration fee proposal on 11/3/10. Council eliminated annual registration fee. Agreed to increase 5 th occurrence to \$100 fine and amend ordinance to charge public bodies and coordinate with State for past due collections. Staff to meet 11/18 to review draft ordinance. Draft Ordinance under review by City Attorney. To be advertised for public hearing in January. City Attorney approved draft ordinance 12/6. After additional review by City Attorney, major changes to be completed. Attorney editing revised draft 2/15/11. Resent to City Attorney 3/3/11. Final draft sent to Police/Fire for comment 4/4/11. Final revisions approved 4/11/11. Advertised for first reading 5/4/11. Second reading 5/18.
Establishment of criteria for Park Rental Fee Waivers	Dennis	11/30/10 2/28/11 4/30/11	5/18/11	Develop criteria for the waiver of park rentals fees for events. Staff researched past/current criteria. To be completed with the event manual revision. Noise complaints part of event manual revisions. Council reviewed event manual 4/20/11. Additional changes to be considered by DRC 4/22/11. Revised manual on 5/4/11 Council agenda. Council consensus was for status quo on noise, with more formal standard operating procedure to determine reasonableness standard and if event organizer does not comply then next event proposed will go before

				Council. Manual to be updated and sent to Council for approval. Council reviewed 5/4/11, amendments to be brought back 5/18/11 for final approval.
Review no left turn proposal on Henry, Grace & Ann at US 41	Rick	6/30/11	5/18/11	Meet with FDOT to discuss proposal. Council agreed for status-quo based on 5/18 discussion.
Paramedic retention and addition plan	Rob/Phil	4/15/11	6/1/11	Negotiate with bargaining unit plan and budget for paramedic retention and addition per Council direction 2/2/11. Negotiations underway. Fire union approved plan. On Council agenda 6/1/11.
Impact Fee rates & methodology study proposal process	Dave	6/30/11	6/1/11	Undertake request for proposals process for review of impact fee rates & methodology. Proposals due 4/22/11. Proposals under review. Committee ranked proposals on 5/17. Contract forthcoming. Council approved Clarion group to perform study.
East Mooring Field – Design, Permitting & Construction	Dennis	12/31/09 6/30/11	6/23/11	In negotiation with engineering firm for design services. Rejected engineer proposal. To be an add alternate of the Harborwalk design. Contract approved with Weiler Engineering approved 4/1/09. Biologist performing benthic testing required for environmental resources permit. Engineering working on 30% plans. Layout design received. Gathering data for permitting. Status meeting with Engineer 9/17. Staff and volunteer finalizing operations manual as well as rules & regulations. Reviewed by WDAC 11/12/09. Under review by Army Corp of Engineers & FDEP. Staff met with FDEP 1/20/10. Weiler Engineering to prepare requested information. Need Council approval for operations manual on 2/3/10. Projected for Governor's Cabinet in June. Rules & Regulations and Management Plan approved by CRA on 2/3. FDEP projected to bring matter at May 25 Governor's Cabinet meeting. Discussion of requirement for pump-out boat on 5/19 Council agenda. Council agreed to hold off on grant submittal for pump out boat until needed for West Mooring Field. East issue rescheduled before Cabinet aides 6/2. Received approval from Aides. Goes before Governor's Cabinet on 6/8. Cabinet approved submerged land lease 6/8. FDEP & Coast Guard permits received. Army Corps permit received. Information submitted to Procurement for bid issuance, returned to Departments for additional information 8/16/10. Bid released and responses due back 9/17/10. Bids received and under review. Staff checking with grant agency to determine if City can approve low bidder prior to grant approval. Grant agency notified City in November that City will receive \$130,000. Agreement papers with FWC signed.

				Construction to proceed. Construction commenced 5/3/11. Rates approved by CRA on 6/1/11. Construction complete.
Harborwalk East Construction	Dennis/Rick	2/28/11 6/1/11	7/7/11	Staff received 100% plans and preparing construction checklist prior to bidding. Bid released 7/29/10 and due back 9/3/10. Bids rejected and rebid will include alternates to base work. DRC review 10/8 to finalize rebid plans. Rebid solicited week of 11/1 and due 11/30. Bid awarded at 12/15/10 Council meeting. Construction substantially complete. Ribbon cutting 7/7/11.
Licensed Professional information & hold Equity Study Commission	Sue	3/31/11 6/30/11	7/13/11	Research number of licensed professional working out of office in City. Equity Study Commission established 12/1 and will hold meetings to determine tax fee change, if any. First meeting 1/18/11. State Rep Roberson to propose amendments to clarify intent of state regulations to only tax business during 2011 legislative process. Second meeting held 2/15/11. Third meeting held 3/15/11. 4/19/11 meeting cancelled pending legislative action on HB 311. State legislature passed bill to negate need to tax licensed professionals. City will need to amend ordinance since Governor signed bill on 6/1/11. Draft ordinances to incorporate legislative changes complete. Commission to meet 6/14/11 to discuss final rate suggestions. Ordinance advertised for City Council public hearings in July. First reading approved 7/6. Second reading 7/13. Approved.
Develop criteria for invasive, prohibited plants & trees and amend ordinance	Dennis	6/1/11	7/13/11	Amend invasive species ordinance to allow for hardship and criteria for grandfathering plants/trees through staff evaluation. Draft received 4/12/11, under review by Legal Department. Scheduled for Planning Commission 5/23/11 & CC 6/15/11. Ordinance to be amended per Council discussion on 6/15. First reading held 7/6/11, second reading scheduled for 7/13/11. Approved.
Overnight parking in City parks	Macalle	6/1/11	7/13/11	Amend ordinance to disallow overnight parking in City parks with some exception for Laishley Park. Draft completed 6/1/11, will be scheduled for public hearing after City Attorney review. City Attorney approved draft 6/6/11. Advertised for CC public hearing 7/6/11. Approved on first reading; second reading 7/13. Approved.
Purchasing Card & E Payables Project	Dave	4/15/11	7/29/11	Council approved moving forward with project 11/3/10; policies & agreements to be brought back to Council 11/17/10 for approval. Approved. Training and pilot program underway. Reached \$1 million goal in purchases to qualify for rebate by 7/29/11.

Booster Pumping Station Relief Force Main	Tom	10/15/11	9/7/11	Construction contract awarded 2/2/11. Construction underway. Anticipate completion by end of August 2011. Contractor working on punch list items.
Pension Plan Program Changes relating to Future Employees	Dave/Phil/Sue	12/31/10 3/31/11 9/30/11	9/21/11	Staff to investigate options for revising the 3 pension plans as they relate to future employees. Finance Director to present proposals to 3 pension boards on 8/3/10. Suggested changes brought back to Council 8/18/10. Received approval to move forward with actuarial and legal research. Finance presented proposed changes to 2 Pension Boards 11/2. Presentation to Police 12/7 and Council 12/15. Council wants to review defined contribution plan for General Employees before making final determination. Summaries of actuarial studies provided to Council 12/31/10. Discussed at 1/19/11 Council meeting; workshop conducted 2/25/11. Actuary provided additional information regarding multiplier increase history and police/fire salary increases. Council to consider options at 3/16/11 meeting. Council direction is to look at defined contribution plan for new general employees; revise plan structure for new public safety employees; and look at options for non vested employees. City Manager met with employees in the General Employees Pension Plan. Revised options for plan changes to go before Council 5/18/11 after State legislature decides on pension changes that could impact local decision making. On 5/18, Council approved defined contribution plan for new general employees and revised multiplier and retirement/years of service for new police officers and revised multiplier for new firefighters. Existing employees stay the same. Invitation to Negotiate for Defined Contribution Plan issued 6/6/11, responses due 6/28/11. 3 proposals received and under staff review. Recommendation to award bid to ICMA scheduled for 8/10/11 Council meeting. Council approved award to ICMA. Defined contribution parameters on 8/17/11 Council agenda. Council agreed on parameters – Resolution on 9/7/11 Council agenda. Resolution adopted, second reading of ordinance 9/21.
FY 2012 Strategic Plan	Howard	9/30/11	9/21/11	Develop FY 2012 strategic plan in conjunction with budget adoption. Letters requesting input sent 7/6/11 and included in 7/8 weekly report. Suggestions due by end of August. Input review on 9/7 Council agenda. Plan presented and approved by Council 9/21/11.
Shreve Street multi-use recreational trail	Rick	12/31/11	10/13/11	Design approved for bidding. Bids due 4/13/11. Bid awarded 5/4/11. Pre-construction meeting scheduled for 5/25. Construction underway. Construction substantially complete. Ribbon cutting 10/19/11.

Aqui Esta (Bal harbor to Magdalena) right of way improvements	Rick	9/30/11 10/31/11	11/10/11	Options for improvements in range of \$140,000-340,000 presented to Council 8/10/11. Staff to look at an additional option which resolves hand rail areas only. Council approved moving forward with handrail option (\$15,000) on 8/17. Staff to coordinate with SWFWMD. One handrail remaining to be removed. SWFWMD signed off on last handrail removal.
San Rocco Drainage Improvements	Rick	12/31/11	12/1/011	Council approved construction 1/5/11. Staff gathering information to solicit bids. Bid process underway. Bid awarded 2/16/11. Construction complete. Paving completed.
Harborwalk West Boat Launch Area improvements	Dennis/Rick	12/31/11	12/29/11	Develop bid specification and get ready for bidding upon receipt of grant funds from MAC. Submit grant request to MAC. Council discussion 1/19/11. City to seek alternate grant funds in attempt to speed up award. MAC recommended Boating Improvement Funds and County Commission approved grant award 3/8/11. Bid process to follow. Bids due 6/30/11. Bid award on 7/13 Council agenda. Bid awarded and construction to start week of 8/8/11. Construction of seawall, ramp and detention area complete. Harborwalk complete. Final restoration substantially complete. Project complete.
Negotiate agreement for Crab House Pool & Entertainment Deck	Howard	12/31/11	12/31/11	Meeting to be scheduled between staff and Marina Park, LLC to set ground rules. Meeting held 9/12/11. City & Marina Park to obtain land appraisals. CRA to discuss again at 10/5/11 meeting. CRA will not pay for appraisals. Marina Park to perform feasibility study prior to further negotiations. Await word from Marina Park as to whether they will perform study.
Finalize way finding sign changes	Dennis	12/31/11	1/19/12	Need to fix Blanchard House, Taylor/Herald Court and US 41/Herald Court signs. Public Works to amend signs. Changes underway – free signage added over parking designation. One sign on Taylor & Herald Court remains to be redone. Final sign on Taylor corrected.

Updated January 19, 2012