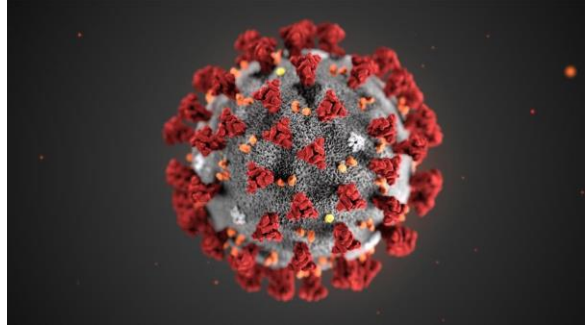


WEEKLY HIGHLIGHTS REPORT MARCH 27, 2020

City Manager

- COVID-19 Local State of Emergency** –The COVID-19 response and preparedness continued to dominate the City of Punta Gorda staff this week. Much time has been spent consulting with Fire Chief/Emergency Management Director Briggs, County Administrator Hector Flores and his team as we navigate best practices during the COVID-19 situation. A recap of some of the actions the various departments and divisions have been involved in is highlighted below.
- COVID-19** – Chief Briggs shares the following with all of our residents, *“As we transition into the weekend, we will continue to receive updates on COVID-19 from virtually all media outlets as well as conversations we may have with family and friends. It is my recommendation that while we all continue to practice social distancing with very focused personal hygiene and good personal protective measures and we continue to prepare for what news the next few weeks will bring, we should all take a moment to enjoy some quiet time at home, perhaps outside enjoying our wonderful weather. As we all continue to prepare for shortages of our favorite supplies and we are forced to try new products, including various foods that may eventually be added to our favorites list, please consider taking the opportunity to be “neighborly” by calling a neighbor or having a conversation (from a distance of greater than six ft) to see how they’re doing, or maybe those of us who are in a lower risk group can shop or get supplies for someone who is more susceptible. We have a large number of high risk residents who live within our community who should make every attempt to stay home and avoid any unnecessary travel and contact within our community. Perhaps we can be their hands and feet during their time of need. As a community, we need to continue to pay attention to the ever-changing developments and consider our own risks as we “live life”. As stated by Florida Surgeon General’s Health Advisory, **All individuals over the age of 65 and all individuals with high-risk conditions should remain in their residence and take all measures to limit the risk of exposure to COVID-19.** This is good sound advice. We should encourage and support each other as we navigate our way through this. We will continue to monitor the situation specifically here in Charlotte County throughout the weekend and keep you posted as necessary. Hope you have a great weekend.”* The Florida Department of Health Surgeon Generals Order can be read in its entirety at <http://www.ci.punta-gorda.fl.us/home/showdocument?id=10948>.
- Upcoming City Council Meeting** – City Council will still meet on April 1 at 9:00 a.m. The complete agenda can be viewed <http://www.ci.punta-gorda.fl.us/government/city-council/agendas-meetings>. Key items to be discussed include sales tax, second readings of Burnt Store, Cuneo and Angelica Road ordinance changes, and the Taylor Road Fortran RV Project. The following will be enacted before or at the meeting;



- ✓ The City's Emergency Management Director shall determine and enforce social distancing as recommended by any federal, state or local agency and deemed necessary by the Emergency Management Director under the then existing circumstances. Actions may include but are not limited to
 - reduced room capacity
 - minimum seat spacing
 - restricted access to council chambers and the lobby area
 - disinfection of podiums, microphones, or other surfaces
 - removal of any person(s) exhibiting symptoms of illness.
- ✓ Members of the public not able to attend in person due to the foregoing limitations will be instructed as to how to watch meetings by means of live-streaming. You are able to watch the April 1 9:00 a.m. meeting via live stream at https://www.youtube.com/channel/UC-Qo-k4PpXWo4IJQah6_Kqw/featured?view_as=subscriber.
- ✓ Due to emergency attendance limitations, City Council will accept written comments on any scheduled agenda item received by the City Manager in advance of the meeting. Submissions will be read into the record by a city staff member.
 - Written comments must clearly identify the related agenda item and include the submitter's full name.
 - Written comments may also be provided on any matter, but such comments must be received by the City Manager prior to the start of the meeting.
 - All written comments must be limited in length so that they may be read into the record in approximately three (3) minutes.
 - Written comments may be submitted prior to the start of the meeting to the City Manager by email to citymgr@cityofpuntagordafl.com, regular mail to 326 W. Marion Avenue, Punta Gorda, FL 33950, or document drop off located inside the City Hall Annex lobby at 126 Harvey Street, Punta Gorda FL 33950.
- **City Closures** – On Wednesday many of our City buildings closed to public access. The offices remain staffed during regular business hours 8:00 a.m. until 4:30 p.m. Monday through Friday. This includes Historic City Hall, City Hall Annex, Public Works and Utilities Campus. An employee is available in the City Hall Annex to assist residents and stakeholders with deliveries and accessing City services. The Public Safety Building lobby remains open, but the front desk is not. The Fire Department sharps container exchange and prescription medication drop box is available in the lobby. A phone allowing the public to contact our dispatch center is available, but we encourage the public to use this only if other means of contact are not feasible. If you need to make a non-emergency report, please call 941-639-4111 from your home or cell phone whenever possible. For emergencies dial 911. Members of the public who come into the lobby to make a non-emergency report that does not require an officer response will be asked to provide a cell phone number and to wait outside or in their vehicle. An officer will contact them by phone to take the report. If a cell phone is not available they will be transferred to an officer via the lobby phone and the officer will take the report. If an officer response is necessary they will be asked to wait outside or in their vehicle and an officer will respond to take the report. Officers will not enter the lobby and members of the public will not be brought into the secure portion of the police department absent an emergency situation or when the officer determines it is absolutely necessary. The Records Unit window is closed. Public records requests can be made using our online portal by visiting www.pgpdrecords.com or by mail by sending the request to PGPD Records Unit, 1410 Tamiami Trail, Punta Gorda, Florida 33950.

Staff is available via online services, telephone, email or physical mail. A drop box for utility payments is available in the parking lot behind the City Hall Annex. The complete list of online services can be accessed at www.CityofPuntaGordaFl.com/i-want-to and phone/email directory is available at <http://www.ci.punta-gorda.fl.us/i-want-to/advanced-components/list-detail-pages/phone-directory> or simply call (941) 575-3302 to have your call connected to the department of your choice.

The Gilchrist Park playground, Laishley Park Interactive Fountain, Bailey Brothers Park playground and exercise equipment, Cooper Street Recreation facilities, Gilchrist Pickleball Courts, Gilchrist Park Tennis and Basketball Courts, Ponce Park Playground, Linear Park outdoor exercise equipment and the Hounds on Henry Dog Park all remain closed. Fishing piers, benches and picnic pavilions that are outside of locked areas are open for use, but social distancing measures need to be practiced and no groups larger than 10 will be allowed to gather. The Punta Gorda Pathways and Harborwalk are open with the same social distancing necessity. Boat ramps at Ponce Park and Laishley Park remain open. Please keep in mind that this is a very fluid situation and additional closures may be needed in the future. Additional COVID-19 resources and closure information is available at <http://www.ci.punta-gorda.fl.us/i-want-to/advanced-components/covid-19-microsite>.

Snapshot of City COVID-19 Response

City Manager

- The community conversation aimed to garner input into development of FY 2021 budget priorities scheduled for Apr. 7 has been cancelled due to COVID-19 social distancing and meeting protocols. However, the City is still seeking public input into budget priorities. Please email your suggestions to citymgr@cityofpuntagordafl.com through the month of Apr. Staff is planning to present a budget update at a City Council meeting in May.

Punta Gorda Police Department

- Police Department is keeping checks at all our local parks to remind those enjoying the open air area of the parks to practice social distancing. We know people want to be able to get fresh air and exercise, but please do not congregate in groups of more than 10, and stay spaced apart by at least six feet.

Punta Gorda Fire Department

- Our Stations, Apparatus, and Medical Equipment are disinfected three times daily and/or after any potential call where patients show flu like symptoms.
- Modifications have been made to certain EMS Responses to adjust with best practices.
- Continuing to practice social distancing of six feet or greater when permitted.
- Screening our employees twice daily for Temperature.
- Screening callers through dispatch to help our employees use universal precautions when responding to patients with symptoms.
- Public access restricted at Fire Stations to reduce exposure.
- Holding daily briefings to adjust procedures as needed.
- Suspended or reduced most of our community outreach programs.
- Suspended our volunteer program and medical student ride alongs

Public Works

- The gates to Public Works & Utilities is closed at all times starting Wednesday, March 25, 2020. There will be a sign posted with phone numbers for Warehouse, Utilities and Public Works. All visitors will need an employee to gain access.
- All entrances to the Public Works building are locked at all times. Only office staff have keys. Field workers will not have access unless a Supervisor lets them inside for business purpose only.
- Crews are limited to no more than two (2) people per truck. Whenever possible, the same two (2) employees will work together every day. If employees are able to work alone they will be instructed to do so.
- Start/end hours are staggered by half an hour. This is an effort to ensure no more than a few employees are in shop at same time.
- During lunch breaks for field workers – either stagger the lunch break times or limit number of employees in shop area at one time. Must maintain a six foot distance from each other.
- Engineering has three (3) employees and Canal Maintenance has one (1) employee that will work the majority of the time out of their trucks with tablet and/or laptop.
- One (1) Public Works employee will act as a courier from Public Works, Utilities, Warehouse, Fire and Police. They will call City Clerk when they get to City Hall to exchange outgoing/ingoing mail. Said employee will not enter any of the buildings, an employee will bring the mail to an outside door.

Human Resources

- Continue to monitor legislative updates
- Brief department heads about Family First Coronavirus Act
- Provided resources and answers for employees with questions
- Notify employees of webinars related to COVID-19
- Notify employees of Florida Blue updates
- Notify employees of Millenium Health’s new Telehealth program

Urban Design

- Currently has three staff members who are working from home. They will be alternating their days in the office & field in an effort to reduce contact with each other and the public.
- Staff continues to practice social distancing
- Any planned staff work travel is suspended until further notice
- All external in-person meetings with any agency, contractor, vendor, or other provider are suspended until further notice unless teleconferencing is available
- Any necessary external meetings shall be hosted via teleconference, video-conference or other available technologically enabled non-face to face manner
- Staff is assisting other departments as needed with signage

Zoning & Code Compliance

- Currently has one officer working from home.
- Any planned staff work travel is suspended until further notice
- All external in-person meetings with any agency, contractor, vendor, or other provider are suspended until further notice
- Any necessary external meetings shall be hosted via teleconference, video-conference or other available technologically enabled non-face to face manner
- Code staff has been advised to be cognizant of public health & safety issues first and respond to complaint driven calls.

Clerk's Office

- Implement interoffice mail distribution system using couriers to encourage social distancing.
- Added verbiage to website with instructions for completed Business Tax Receipt paperwork drop box.
- Added notice to public records request portal on website and acknowledgement letters informing requestors of possible delays due to COVID-19 situation.

Regular Weekly Updates March 27, 2020

Urban Design

- Staff completed the Annual Progress Status Report for the City of Punta Gorda Community Redevelopment Agency (PGCRA) for the fiscal year ending Sept. 30. A copy of the report may be viewed on the City's website at the link provided below
<http://www.ci.punta-gorda.fl.us/Home/ShowDocument?id=10949&isPublished=False>

Lot Mowing Program

- The City will begin a new mowing cycle on April 13. At that time crews will begin mowing the following areas:
 - Colony Point (Colony Point Dr., W. Marion Ave., Socorro Dr., and Coronado Dr.).
 - PGI (Magdalena Drive, Via Vento, W Henry Street, Appian Drive, and Columbian Drive).

Finance

- The Billing and Collections staff would like to take this opportunity to remind our customers of a free customer portal that is available to assist customers in monitoring water use and decreasing monthly charges. The portal can be accessed online at www.dropcountr.com and is also available as an app for smart phones. Single family residential accounts can view recent usage quickly and easily 24/7, set up alerts based on water use, check the amount of water used by a variety of ordinary functions and so much more. Please sign on today and send your comments about the portal to pgcollections@cityofpuntagordafl.com

Public Works

Sanitation

- **Large Yard Waste Debris Piles** – Large yard waste debris piles require a schedule a special pick-up request. Please visit the Sanitation page www.cityofpuntagordafl.com to complete the online form or contact Public Works at (941) 575-5050 between the business hours of 8 a.m. – 4:30 p.m., Monday through Friday.

Engineering

- **Madrid Sidewalk Construction** - Concrete sidewalk, curb and grade work continues. The work area is from the western drive of the Burnt Store Publix Plaza to US 41 SB. This project is scheduled to complete by the end of May 2020.



- **ADA Interior Signage and Wayfinding** - The signs for the Public Works and Utilities Campus are being manufactured. Installation is anticipated to be completed by mid-May.
- **Boca Grande Drainage Improvements** - Properties are currently in the acquisition phase for pond usage which will determine design completion.
- **City wide Drainage Swale regrading** - To date JRL Underground has completed work at 690 properties totaling 516,000 square feet of grading/sodding. Work completed during the week of Mar. 23 included 615 and 616 Candia Ct. Work is underway along Toulouse Dr. and will then move to Tripoli Blvd and Zafra Ct.
- **Harborwalk (Gilchrist Gazebo to Berry)** – City Council awarded agreement to Pavement Maintenance, LLC. Construction projected to take six months after notice to proceed.
- **Ponce Park Boardwalk** – Pilings have been replaced. Boardwalk is now fully open.
- **Sullivan Street renovation** – Pre-submittal Conference is complete.
- **Veterans Park Phase II** - Contractor continues their work on punch list repairs.

Canal Maintenance

- **Bonefish Bayou Dredging** – Dredging has begun on the Bonefish Bayou. This canal is located between Ocean Dr. and Palm Tree Dr. Construction is expected to be completed by Mar. 31. For additional information on this project, please contact Canal Maintenance Supervisor, Cathy Miller, Punta Gorda Public Works Department at (941) 575-5050 between the business hours of 7:30 a.m. to 3:30 p.m., Monday through Friday.
- **Mangrove Trimming** – Annual mangrove trimming continues. The contractor is currently working on the perimeter canal.
- **Seawall Replacement Projects** - The seawall replacement contractor has completed nine seawall replacement projects. There are five projects under construction in PGI and two under construction in BSI. There is one completed seawall replacement project in BSI. A seawall replacement project is not considered complete until the sod has been placed.
 - Crews filled depressions at 28 locations.
 - Crews performed five seawall cap and seam patches (24' linear ft.).
 - Crews removed two pieces of debris from the canal (5'ft piling & 10'ft palm frond).



- **Buckley's Pass** - Please visit the City's YouTube channel to view drone footage taken of the construction progress. Check out the very popular playlist by visiting: https://www.youtube.com/playlist?list=PLn0c8jp5fQiW4fNfEdounKc85_W-fSqI5. The dredging of Alligator Creek is nearing completion. Pilings with signage are being installed and the staging lots are being restored. Boaters NEED to stay out of the new pass until construction is completed which is scheduled to occur in April. DO NOT open the turbidity curtains to gain access through the pass. Damage to vessel propulsion systems is very likely to occur if they enter the pass. The canals between Almar Drive and River Bay Drive and Sea Edge Drive may be closed to through traffic during construction operations. Boaters should use caution when operating near the construction area. Trucking of dredge spoils from Casey Key Drive to the Colony Point Drive spoil site continues. Residents NEED to stay out of the Colony Point Drive spoil site and off of the spoil piles. Heavy equipment is being used in the area and injury is likely to occur.



Police Department

- **Beware of Coronavirus Scams** — Many scammers are taking advantage of concerned citizens during the coronavirus pandemic. We encourage everyone to beware of emails or phone calls offering false information from the Center for Disease Control and Prevention (CDC) or other medical sources, requesting personal information in order to supposedly receive a stimulus check, related to charitable contributions, financial relief, and fake vaccines, cures, and testing kits. Legitimate national information from the CDC can be found by visiting www.cdc.gov and state and local information from the Florida Department of Health by visiting www.floridahealth.gov. For more information visit www.pgpdfnews.com.
- **Police Officer Testing** — The Department is currently accepting applications for the position of Police Officer. Testing will be held on Sept. 14, with oral board interviews scheduled on Sept. 15 and Sept. 16. You can apply to participate by visiting www.pgpdjobs.com. For more information, please contact the Employee Development Coordinator at (941) 575-5571 or by email at employeedevelopment@pgorda.us.
- **Public Safety Dispatcher Testing** —The Department is currently accepting applications for the position of Public Safety Dispatcher. Testing will be held on Sept. 7. To apply visit www.pgpdjobs.com. For more information, please contact the Employee Development Coordinator at (941) 575-5571 or by email at employeedevelopment@pgorda.us.
- **Internship Program** — The Department is currently accepting internship applications for the Fall Semester of 2020 and the Spring Semester of 2021. Our internship program is open to college students and high school seniors interested in gaining educational experience in law enforcement, criminal justice, and small government administration. Please contact the internship program coordinator at (941) 575-5571 or employeedevelopment@pgorda.us for additional information or to have an application package sent.

Utilities Department

Utilities Administration

- The resampling for Total Trihalomethanes (TTHMs) has been conducted at 601 Shreve Street. A table of the resample values is on the City's web-page under the Utilities Department. All resample values at this sample site as well as throughout the water system were below the 80 ug/L drinking water standard.

Groundwater R.O. Construction Update



Week 90- New Bleach building and tanks

Water Treatment Plant Operations

- 43.6 MG of water was delivered to the distribution system with a 6.2 MG daily average
- Peace River Manasota Regional Water Supply Authority Emergency Interconnect – Receiving water at a rate of .5 million gallons per day, started Sept. 30.
- Rainfall in Mar. 2019 1.70”, Mar. 2020 0.00”
- Hardness is a measurement of calcium and magnesium ions naturally occurring in the raw water. Current Condition “very hard” – Grains of Hardness 16 ppm – Total hardness 274 ppm
- TDS for Mar. 26 – Current 540 ppm, Low 405 ppm, High 655 ppm, 12 Year Avg. 528 ppm
- Reservoir Mar. 26– Current 5.05’, Record Low 4.89’, Record High 6.25’, 55 Year Avg. 5.24’

City Clerk

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

- **Board of Zoning Appeals** (One alternate vacancy) – Meets the fourth Tuesday of the month at 4 p.m. in City Council Chambers. City residency required. Seven-member board with two alternate members. Three-year terms with a maximum of three terms. Financial disclosure required. Makes recommendations to City Council on variances to City Code.
- **Utility Advisory Board** – (One vacancy) meets the fourth Monday at 9 a.m. in City Council Chambers. Must be City resident. Seven-member board. Three-year terms – maximum of two terms. Makes recommendations to City Council regarding, but not limited to, revisions to the utility construction standards, alleged billing discrepancies and review of utility drawings and specifications.
- **Building Board** – (One vacancy consumer advocate) Meets the fourth Tuesday at 9 a.m. in City Council Chambers – City residency not required. Seven member board with two alternate members. Three year terms – maximum of three terms. Four members must be involved with the building industry and three members must be consumer advocates who are not, nor ever have been, involved with building industry. Makes recommendations to City Council on the minimum qualifying requirements for obtaining Certificates of Competency in the various construction trades and the fees for same. Periodically reviews and holds public hearings on all building, electrical, plumbing, housing, gas, fire prevention and other related codes. Reviews enforcement of all codes relating to construction standards and acts as condemnation board in matters of violation of minimum standards. Hears alleged complaints against contractors.

New Businesses

- All persons, firms or corporations engaging in business or occupation within the City of Punta Gorda are required to obtain a Local Business Tax (LBT) Receipt in accordance with Chapter 12 of the Punta Gorda City Code. Business Tax Receipt paperwork can be dropped off at 126 Harvey Street (City Annex Building) lobby. All paperwork must be complete prior to drop off. Notary services are not available at this time. For assistance contact the City Clerk’s Office at 575-3369. As part of our effort to promote economic development and vitality in our area, we offer the following list of new or transferred business within our community this week:
 - A&L Network Professionals, 223 Taylor Street, #126
 - Asthetik, LLC, 212 West Virginia Avenue, #111
 - Child Evangelism Fellowship of FL Inc., 25166 Marion Avenue, #115