

WEEKLY HIGHLIGHTS REPORT MAY 15, 2020

City Manager

- **City Council Meeting** – City Council will meet on May 20 at 9 a.m. at the Historic City Hall Chamber. Items of discussion include:
 - Update on City action relating to Declared State of Emergency (COVID-19) – The Emergency Management Director will provide a status update for the City of Punta Gorda regarding the COVID-19 situation. Visit <http://www.ci.punta-gorda.fl.us/i-want-to/advanced-components/covid-19-microsite> for links to the latest information.
 - Changes to the sign code – The City Attorney has recommended that the City's sign code be amended to provide for specific content-neutral regulation. The intent and purpose is to promote the public health, safety, and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral, and nondiscriminatory sign standards and requirements.
 - Ribbons on light polls – Urban Design staff received a request from Charlotte High School to place blue and gold ribbons on the light poles throughout the City in honor of the graduating seniors. Due to COVID-19, many of the normal activities for the graduating seniors such as prom, grad night and the graduation ceremony have been cancelled. Placing the ribbons would show community support for the Charlotte High School Class of 2020. The ribbons would be in place from May 22 thru Jun. 5.
 - Action Register update – The Action Register is used to track the status of tasks and projects to be undertaken by staff. This register is updated on a weekly basis and posted to the City's website www.cityofpuntafordafl.com under City Communications. In addition, staff presents quarterly updates to City Council.
 - City Attorney Action Register – The City Attorney Action register is provided to keep City Council updated as to the status of pending litigation.
 - Parking restrictions in the Historic District – The City received a request from the Historic District Homeowners Association to implement a plan that prohibits overnight parking in the area between Harvey Street and Fishermen's Village, Gilchrist Park to West Virginia Street. Specifically, the request states "the Punta Gorda Historic District Homeowners Association (PGHD HOA) Board of Directors voted unanimously in support of an ordinance to regulate overnight parking in a portion of the historic district. Council will have a discussion and provide direction to staff.
 - Nature Park Phase II Serenity Garden – The PGI Green Thumbs are the caretakers responsible for the development and enhancement of the City's Nature Park. As part of their continuing efforts to improve and maintain the Park, they are proposing to install a serenity garden. As with previous improvements, this next phase will need both City Council and Florida Department of Environmental Protection approval.

- FY 2021 Budget – The ongoing budget development process will continue with proposals for the Sanitation, Building and Marina enterprise funds. Discussion will focus on sanitation rates and a proposal for boat trailer parking fees.

Due to emergency attendance limitations, City Council will also 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. The meeting is available live on the City of Punta Gorda Youtube channel <https://bit.ly/2Z1ty6A>.

- **New COVID- 19 Testing Site** – The Florida Department of Health Charlotte County is providing a drive-thru COVID-19 testing site. Testing is by appointment only. Some important things to note:

- Testing will be held at Charlotte Sports Park, 2300 El Jobean Rd, Port Charlotte, FL.
- No doctor's note will be required for the testing.
- There is no cost for the test.
- Appointments must be made by registering at <https://coadfl.org/covid-19-testing-assessment/>.
- One person per registration.
- Testing appointments will be made 9 a.m. through 1 p.m. by appointment only. Dates & times subject to change.
- Guidance for obtaining test results will be given at the time of the appointment.



This is for COVID-19 testing for those who believe they currently have the virus. Anti-body testing is not being done at this location. If you have questions about this testing site, please contact CharlotteCOVID@flhealth.gov.

- **COVID-19 Full Phase 1** – On May 18 the State of Florida will move into a full phase one of the governor's reopening plan. This means restaurants may operate at 50%, retail at 50%, gyms and fitness centers may operate, professional sports venues may operate for training purposes and amusement parks need a plan for reopening and endorsement of their local officials. Social distancing and safety procedures need to be followed.

Lot Mowing Program

- Weather permitting, the lot mowing contractor will begin a mow and trim cycle in the Deborah Drive area and Bird Section first, on May 18. Beginning on May 18, weather permitting, mowing cycles will be scheduled every two weeks throughout the remainder of the fiscal year.

Urban Design

- Urban Design staff participated in a webinar on growth management in Florida. The webinar "Understanding Land Use and Growth Management Planning in Florida" focused on the current process related to comprehensive planning and rezoning's, legal options, and effective citizen engagement. 1000 Friends of Florida President Paul Owens provided an introductory overview of planning in Florida. Professor of Law Richard Grosso discussed Florida's comprehensive planning and rezoning legal processes.

Public Works

Engineering

- **ADA Interior Signage and Wayfinding** – The signs for the Public Works and Utilities Campus are complete. Phase 1 of City Hall, the Annex and Public Safety building final walk through is complete. Pending is receipt of the final invoice. This concludes both phases of the project.
- **Boca Grande Drainage Improvements** – Properties are currently in the acquisition phase for pond usage which will determine design completion.
- **City wide Drainage Swale regrading** – Work completed during the week of May 11 included Narranja St. north of Allen St. and on punch list repairs at various locations. During the week of May 18 work will resume at locations identified for grading based on inspection videos.
- **FDOT - US 41 Carmalita Street to Marion Ave. within City of Punta Gorda** –

FLORIDA DEPARTMENT OF TRANSPORTATION
US 41 From Carmalita Street to Marion Avenue
Signalization Improvement Project in Charlotte County

Financial Project ID: 440670-1-52-01,440670-1-52-02

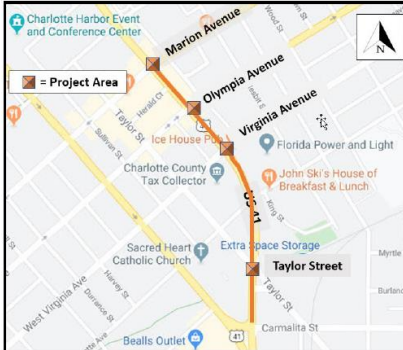
April 2020

The Florida Department of Transportation's contractor, Highway Safety Devices, will begin work late April 2020 to install new signals on US 41 from Carmalita Street to Marion Avenue in Charlotte County. The project area is identified on the project location map. The construction will take place Monday through Friday during daytime and nighttime/overnight hours, weather permitting. Lane closures may occur during daytime hours from 9 a.m. to 4 p.m.

START DATE: Late April 2020
ESTIMATED COMPLETION: Early Fall 2020
PROJECT COST: \$1.3 million
CONTRACTOR: Highway Safety Devices

For more information about the project, contact:

Lisa Macias Community Outreach Manager (239) 337-1071 Lisa.Macias@dot.state.fl.us	Zachary Burch Communications Manager (239) 225-1950 Zachary.Burch@dot.state.fl.us
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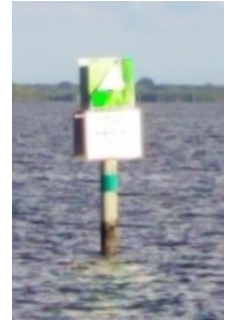


- **Harborwalk (Gilchrist Gazebo to Berry St.)** – The contractor continues sending in product submittals for approval. A utility locate field meeting was held with the contractor and City staff. Project layout, silt fence, turbidity curtain installation and working on the installation of tree barricades and demolition is occurring. Project description signage and pedestrian detour signage is in place. Pedestrians and cyclists are not permitted in the work area during construction. This project is anticipated to complete by the end of Sept. 2020.
- **Paving Program (E. Charlotte Ave. from US 41 SB to Cooper St.)** – The final striping application is pending and will be invoiced accordingly upon placement. We have achieved our target goal and budget of mill and resurfacing approximately 5 miles of roadway between the fall of 2019 and May 2020.
- **Pavement Rejuvenation** – The product application is complete. The pay application has been approved for processing.
- **Madrid Sidewalk Construction** – The project is final and complete.
- **Sullivan Street renovation** – Procurement is preparing the official documents to award the project to the low bidder. Construction is anticipated to commence in Sept. 2020.



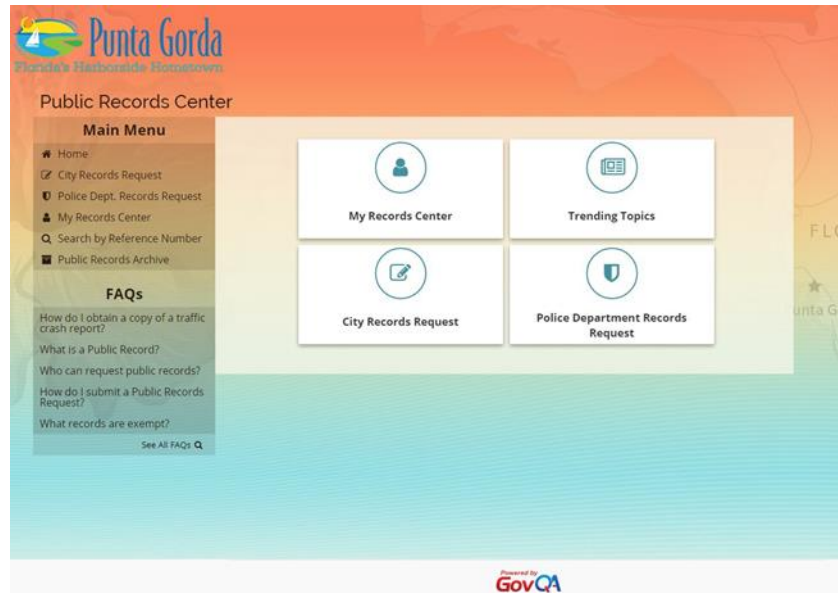
Canal Maintenance

- **Seawall Replacement Projects** - The seawall replacement contractor has completed 14 seawall replacement projects in PGI and there are six projects under construction. Three seawall replacement projects have been completed in BSI and there are three projects under construction. A seawall replacement project is not considered complete until the sod has been placed.
 - Crews filled depressions at 27 locations.
 - Crews performed six seawall cap and seam patches (74' linear ft.).
 - Canal Maintenance staff conducted an inspection of all channel marker signs, the results of the inspection report was reported to permitting agencies as required by the permit.
 - Canal Maintenance staff mowed the Burnt Store Isles locks and the Sancho Panza island (located at the Punta Gorda Isles subdivision and Ponce Inlet).
 - The #5 green day marker in the Pompano Inlet was replaced.



Police Department

- **Online Records Requests:** You can now submit public records requests for the Punta Gorda Police Department online by visiting www.pgpdrecords.com. Public records requests can also be submitted by mailing your request to PGPD Records Unit, 1410 Tamiami Trail, Punta Gorda, FL 33950.



- **Police Officer Testing** – The Punta Gorda Police 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 Punta Gorda Police Department is currently accepting applications for the position of Public Safety Dispatcher. Testing will be held on Jun. 15. 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 police department is currently accepting internship applications for 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.

Fire Department

- The Fire Department has reminded all personnel that Hurricane season is upon us. Department personnel annually review department guidelines related to severe weather and specifically Hurricane preparedness, response and recovery. Department personnel must prepare well in advance with plans for evacuations, home preparedness and family plans as our first responders will likely be working extended hours and additional shifts prior to and during these events. Residents can also prepare for season you can determine your personal hurricane risk, finalize your evacuation plan, and review/update insurance policies. Additionally, you can replenish hurricane emergency supplies (maybe reallocate COVID-19 supplies) and start thinking about how you will prepare your home for the coming hurricane season.



Utilities Department

Groundwater R.O. Construction Update

- Week 97 – Remediation paving of the parking lot



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.

Water Treatment Plant Operations

- 41.3 MG delivered to the distribution system with a 5.9 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 May 2019 6.20”, May 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 21 ppm – Total hardness 360 ppm
- TDS for May 14 – Current 577 ppm, Low 415 ppm, High 597 ppm, 12 Year Avg. 532 ppm
- Reservoir May 14 – Current 5.01’, Record Low 4.44’, Record High 5.42’, 55 Year Avg. 5.05’

City Clerk

- The next General Election for the City of Punta Gorda will take place on Nov. 3 and will include City Council Districts 1, 2 and 4 (to be included on the County’s ballot). Councilmembers serve a two (2) year term. Candidate packets are now available through the City Clerk’s Office by calling (941) 575-3305. Candidate information and forms are also available online on the City’s website at <http://www.ci.punta-gorda.fl.us/government/city-clerk/elections-and-voting> as well as from the Department of State Division of Elections website at <https://dos.myflorida.com/elections>. Filed candidates for City district seats must obtain a minimum of 25 but not more than 50 signatures from registered voters in their district to qualify to put their name on the ballot. Qualifying begins June 8 (at noon) and ends at noon on June 12. Petition forms must be obtained from the City Clerk. For information or questions regarding qualifying, please contact Karen Smith, City Clerk, at (941) 575-3305 or email pgclerk@cityofpuntagordafl.com. Questions regarding voter registration, vote-by-mail ballots or precinct and polling information should be directed to the Charlotte County Supervisor of Elections Office at (941) 833-5400. The City Clerk’s Office will continue to announce vacancies and accept new Board Appointment Information Forms (available online at <http://www.ci.punta-gorda.fl.us/government/boards-committees>) from interested citizens for City Council consideration so that we are prepared to resume meetings with a full quorum of members when it is safe to do so.

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

- **Several City Boards will resume holding meetings beginning in June (only those with time sensitive or urgent business to address). Please check the City’s web calendar for schedule.**
- Board of Zoning Appeals – (One alternate vacancy) Meets the 4th Tuesday at 4 p.m. in City Council Chambers. City residency required. Seven-member board with two alternate members. Three-year terms - maximum of three terms. Financial disclosure required. Makes recommendations to City Council on variances to City Code.
- Building Board – (One consumer advocate seat) Meets the 4th 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.