



Florida's Harborside Hometown

## INFORMATION SHARING REPORT October 4, 2021

### WELCOME:

Juston Grigsby as a Provisional Building Inspector for the Building Department.



Cody Chappell as a Utilities Maintenance Worker at the Water Treatment Plant.



Kyle Haynes as a Utilities Maintenance Worker I for Water Distribution.



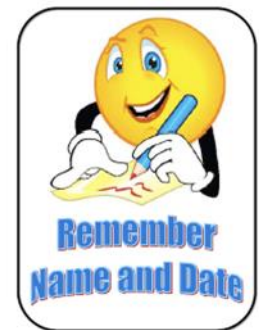
### TIPS FROM FINANCE:

#### OLD YEAR 2021 AND NEW YEAR 2022

Important Date **10/15/2021**, **PO** Rollover/Carryover submitted and all invoices for merchandise received or services completed by 09/30/2021, to finance by 10/15/2021 or before would be better.

All **BPO** will close on 10/18/2021, please if you have something you know you have not received an invoice for, request an invoice from your vendor, and process ASAP. If you need assistance getting invoices ask for our assistance.

*Keep in mind that we will need documentation – shipping report, packing slip, and invoice - signed and dated by city employee verifying the goods or services were received prior to 9/30.*



## PROCUREMENT POINTERS:

### Insurance & Hold Harmless

Do not approve any work and/or site visit, on City property or a project site, without Procurement's approval. The City cannot have anyone on site without a Hold Harmless form signed. Before we issue a purchase order we obtain and approve the Contractor's insurance, making sure coverage is adequate and the City is listed as the Certificate Holder.

## IT TIDBITS:

The City is joining the National Cyber Security Alliance and the Cybersecurity and Infrastructure Security Agency in inviting you to celebrate Cybersecurity Awareness Month 2021 this October as we raise awareness about the importance of cybersecurity and ensure that all individuals and organizations have the information and tools they need to be safer and more secure online.



“Do Your Part. #BeCyberSmart.”

Today we have sent out an email with enrollment information for an online Cybersecurity Awareness Training for all employees that will be available during this month. It contains an individualized link to the training class, (do not share your link with others). You will see other information related to both work and personal cybersecurity shared throughout the month.

Thank you for your diligence in keeping our City networks and data secure.

## Tell us about your City of Punta Gorda Pets

### Meet Larry, Gary and Harry McDaniel:

They are going on four years old and now fully grown six ton, cute, and cuddly Woolly Mammoths. They provide hours of endless companionship, fun, and do all the cool things our furry friends love to do. While born from the same litter, each have their own personalities.



Larry aspires to live a life of service and recently received his Guide Mammoth Service Certification from the National Woolly Mammoth Service Academy.

Gary is the athlete and recently received a Gold Medal in the Obstacle Course at the 2020 Woolly Mammoth Games held in Eswatini, Africa.

Harry is a fashionista and seeks a professional career in modeling specific to wild life calendars and his first modeling shoot just appeared in the April 2021 National Geographic.

**Likes:** Grass, Sedges, Rolling in a cool stream, Rita's Italian Water Ice.

**Dislikes:** Mean people, flies, bees, snakes, The Ice Age.

**Send your pet's story and photos to [mreichert@cityofpuntagordafl.com](mailto:mreichert@cityofpuntagordafl.com) to be featured in Info Sharing.**