

City of Punta Gorda Action Register as of February 8, 2018

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

Action	Responsible	Target Date	Completion Date	Comments
Develop special permit criteria from vessel mooring regulations	Dave L	09/30/14 09/30/15 12/31/15 3/31/16 9/30/16 3/31/17 9/30/17 3/31/18		PGI & BSI Canal Advisory Committees develop special permit criteria for Council approval. Committees' recommendations to be implemented into draft ordinance. Draft ordinance to be reviewed by CAC's once completed by City Attorney. Once completed, draft to be brought back to Canal Boards for review. Necessitates rewrite of Chapter 6.
Emerald Point deck regulations	Joan	03/31/16 9/30/16 3/31/17 6/30/17 9/30/17 3/31/18		Meet with Emerald Point architectural committee to develop deck regulations for future approvals. Communication received from Emerald Point on 2/9/16 to initiate meeting. Staff met with Emerald Pointe reps on 3/15/16 to initiate discussion regarding regulations. More meetings to follow. Awaiting final recommendations from Emerald Point Board. Staff received a letter from the Emerald Point Board President requesting an overlay district allowing a 5 foot setback. 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. Staff received draft proposal and it is under review. Planning on meeting with Emerald Pointe group first week of January. Have draft overlay district prepared, under review by Emerald Point Board as of January 10, 2017. Waiting for EP Board to approve. Staff met with the Emerald Point Board members on January 24 th and made some amendments to the proposed overlay district regulations. Under review by the Emerald Point Board. Staff met with Point Attorney 6/9/17 and they will rewrite regulation. Received notification week of 11/13/17 that new President of Board will revisit regulations and obtain Board recommendations. Board President met with staff 12/14/17. Ordinance drafted and to be reviewed by Land Development Committee 2/2/18. Planning Commission to review in March and City Council April.
East Historic District lighting inventory	Joan	3/31/18		Survey streets in Local Historical District (formerly Trabue Woods) neighborhood to determine number and cost of decorative lighting enhancements
Quarterly Progress	Howard	3/31/18		Develop agenda item on quarterly basis that highlights status of Council initiatives

Report on Council initiatives				emanating from Council meetings.
Bicycle Capital Improvements Plan	Joan Jason C TEAM PG	12/31/16 9/30/17 9/30/18		City Council approved pursuit of designation at 10/21/15 meeting. Application to be processed January 2017. Prepare list of projects and associated funding mechanism during FY 2016. Project list scheduled for 1/6/16 Council meeting. 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. Pared down list of bicycle projects presented to Council on April 6. 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. Council held workshop on 6/9 at PGI Civic Association. Summary of workshop input and revised plan to be presented to Council on 10/5. 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. Bicycle corral parking plan on W Marion in front of Leroy’s on 5/3/17 Council agenda. Corral parking approved at 5/3/meeting. Received FDOT permit approval week of 7/17/17. Corral parking installed and waiting for delineators. Corral complete.
Ponce Park redesign	Joan	9/30/17 4/30/18		Assist Herston Engineering in redesign of Ponce Park. 60% design plans to Council in April 2017. Engineer reviewing contract agreement. Lease with PRWC under development. Design contract signed 12/1/16. Met with Engineering to discuss design on 12/13/16. Next meeting scheduled for 1/26/17. Due to a scheduling conflict, the meeting has been moved to January 31 st . Discussed conceptual plan and maintaining existing uses. Herston Eng. To draft up ‘to-scale’ concept for staff review. Met with Herston Eng. On Feb. 23 rd and discussed new site layout, what amenities should be included, location of playground and other options. Meeting held April 13 to review progress. Email sent 6/14/17 to Herston reiterating need to update City and Wildlife Center on progress. Staff reviewing 50% design plans from Herston on 6/22/17. 60% design plans under review. Design projected for 9/6/17 Council meeting. Conceptual design approved at 9/6/17 Council meeting.
Hurricane Irma Recovery	Lucia	4/30/18		Prepare communications piece on City’s recovery efforts.
Capital Projects Status on Website	Lucia	4/30/18		Develop section on website that reports on status of capital projects.

Historic District Unified Branding	Joan	6/30/18		Prepare ordinance amendments to remove reference to Trabue Woods in LDR's and replace with Historic District nomenclature per City Council discussion 1/3/18. Ordinance amendment under development and to be scheduled for Planning Commission in February and Council in March.
Special exception ordinance amendment	Joan/Dave L	6/30/18		Amend ordinance to allow for time extension for special exception (currently 2 years) due to special circumstances.
Review options to restrict parking in Historic District	Joan	9/30/17 6/30/18		Per Council direction at its 4/19/17 meeting, staff to review options that may restrict parking on side streets in Historic District.
Community/entrepreneurial garden business venture Fresh Market	Joan	06/30/16 12/31/16 6/30/17 9/30/17 12/30/17		CDBG budget approved to construct and operate community garden as a business venture on County-owned land adjacent to proposed History Center on East Grace. Contacted county staff; going to attempt to have Interlocal Agreement (ILA) to County Commission prior to Thanksgiving. City staff has met to discuss design; however need to wait until ILA is completed before moving forward. ILA approved by Council on 12/16/15. Project may be delayed; ILA projected to be completed by County Attorney in March. Project deferred until end of 2016. Draft ILA language from County contains 90-day out clause that will not work for infusion of City/CDBG funds. ILA remains unresolved as of 4/28/16. Alternative site on East Virginia approved by Council on 5/4/16. City initiated survey and environmental assessment to develop site with use of CDBG funds. Survey completed. Environmental received 8/31/16 and sent to HUD for review. Design under review by Trabue Woods organization. Bid to follow. Approval for chain link fence by Council on 9/21/16. Final design underway. Staff and Trabue Woods Initiative representatives met in November to review contracts. Business plan still to be developed by Trabue Woods. Agreement with neighborhood organization under review by Legal. Staff to meet with Trabue Woods week of January 2 nd . Anticipated for 1/18/17 Council agenda. Design completed by Public Works, under review by Urban Design. Awaiting Legal review of agreement and business plan from Trabue Woods. Staff met with staff and Trabue Woods on January 12 th , and discussed site plan and progress of business plan. Public Works will amend the construction plans and add electric, and then it will go out to bid. Agreement with City still under review by Legal. Moved Council agenda item to the February 1 st , City Council meeting. Agreements have been approved by Legal; however staff is still waiting for the Business Plan from Trabue Woods. Staff working with Trabue Woods with business plan. Bid to go out March 1, 2017. Agreements and business plan scheduled to be on the April 5th City Council agenda. Staff is waiting on the business plan to be finalized; therefore this has been rescheduled for a May City Council meeting. Staff presented alternative funding plan for garden in lieu of CDBG at Council 5/3/17

				meeting. Council rejected bids from CDBG process and direction to proceed with rebidding with use of local funds. Agreement with neighborhood association to manage and operate market approved at 5/17/17 Council meeting. Rebids received 6/20/17 and under review. Bids over projected budget. Staff to recommend alternative approach. City staff began site clearance. Pad and shed to follow. TEAM PG will build boxes. Concrete pad poured. Shed installed. Site graded. Boxes scheduled for construction middle November. Planter beds constructed and placed. Work on fence and entrance underway. Concrete curbing, irrigation and final fill pending.
Bird Cut Through assessment district, methodology and process calendar	Howard/Dave	06/30/16 9/30/16 3/31/17 12/31/17		At its 2/3/16 meeting, 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. Phase 2 engineering contract approved at 4/20/16 Council meeting. Assessment methodology contract approved 5/4/16 with timeframe of 5 months. Staff scheduling meeting with Legal Firm week of 5/16 re: methodology. Meeting held 5/20 and various methodologies discussed. Staff sent Attorney map showing existing access points versus proposed one. Resolution of Intent to Assess approved at 12/7/16 Council meeting. Resolution advertised beginning 11/14/16 for 4 consecutive weeks. Special Assessment Methodology received from consultant, under review by City Attorney. Staff submitted questions to the attorney as to the methodology provided and are awaiting a response as of February, 2017. H. Wilson has submitted for permitting and is getting comments back from the various agencies. Permit update status presentation by Hans Wilson along with the assessment methodology presented and discussed at 5/3/17 City Council meeting. Direction to obtain economist to analyze property values in special assessment area. 2 proposals received and reviewed by Evaluation Committee 6/15/17. Council approved contract with Gonot Group to undertake economic analysis. Meeting with Gonot held 6/27/17 to start project. Draft economic analysis received 7/31/17. Economic report under review by Legal Firm. Resolution of intent to assess approved at 11/1/17 Council meeting. City Council approved methodology & economic report 11/15/17. Assessment methodology approved at 11/15 Council meeting. Appraisals for McQueen property and City-owned property on Taylor to be obtained. Permitting still 6 months out. Contacted Congressman Rooney staff week of 12/18/17 to see if they can get permitting process back on track. Appraisals received and sent to Council and property owner. Staff met with property owner 2/6/18. Property owner to send City final offer proposal which will be scheduled for future Council discussion.
Veterans Park	Joan	9/30/16		Vietnam Memorial Committee, Kiwanis & Historic Mural Society agreed to remove

redesign		3/31/2017 5/31/17 12/31/17	current wall/mural and have City redesign area, including new location for new mural. Staff met with Vietnam Memorial representative on 6/8/16 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. Concept plan presented at 5/17/17 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.
Burnt Store Isles Assessment and Engineering Analysis for conversion of overhead lines to underground	Dave/Karen/ TomJ/Rick	12/31/16 12/31/17	Per Council direction on 3/2/16, 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. Resolution to authorize vote approved at 4/6/16 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) placed on 7/13/16 Council agenda. 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. Meeting with BSI underground committee held 9/12/16. Resolution for intent to assess initial FPL study to be placed on 12/7/16 Council agenda. Meeting held with FPL, Comcast, CenturyLink, etc. on 12/2/16 to discuss their portion of costs associated with project. Draft resolution under review by City Attorney. Resolution advertised beginning 11/14/16 for 4 consecutive weeks. Resolution approved at 12/7/16 Council meeting. Meeting with citizen group on January 12 th , 2017. Issues with FPL requirements surfaced and Underground Committee discussing next steps. Meeting to be held 2/21/17 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. Conference call with FPL set for 4/27/17. Site visit from FPL on 5/10/17 to review City documents in preparation for engineering study. Await feedback from FPL as to whether City information is sufficient to initiate study. FPL agreed to use existing City data but needs data from Comcast and Century Link. City requested such data 5/30/17. Data from Century Link provided as of 7/5/17. Data from Comcast provided 7/10/17. 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 8/8/17.

				Waiting communication from FPL as to placement in que. Resolution of intent to assess for engineering study approved at 11/1/17 Council meeting. Staff to develop special assessment resolutions and required public notices for City Council presentation in early 2018.
City facilities security enhancements	Phil/Marian	12/31/17		Develop plan to enhance security at City facilities. Staff committee meetings held 4/6, 4/21, 4/26, and 5/3/17 to develop list of potential measures. Cost estimates to follow. Council adopted emergency ordinance on 4/19/17 stipulating areas within City Hall & Annex for public access and limited public access. Similar ordinance and resolution approved at 5/3/17 Council meeting. Working on equipment needs. Committee met 6/14/17 to develop cost estimates. On 7/12/17, Council approved staff present a phased-in approach at August or September meeting. Staff committee met 8/3/17 to finalize recommended phase in schedule. Placed on 9/6/17 Council meeting. Security plan approved at 9/6 Council meeting. Security firms to provide City with more in depth analysis of recommendations prior to bidding. Vendor pre-meeting held 9/27/17 to communicate project expectations. Vendors conducted 2 walk throughs.
Renovation of City Hall & Annex to support branding process	Mayor/Joan/ Donna	12/31/17		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. Has been included as a budget alternative for 4/19/17 City Council meeting. Initial renovations to Council Chambers approved at 5/17/17 Council meeting. Renovations underway. Phase 1 improvements complete. Committee met week of 10/2/17 to review Phase 2 improvements which will incorporate ADA and security improvements as well.
Fence Height amendment	Joan	12/31/17		Amend regulations for fence height and method of measuring fence height. Amendment to be discussed at 2/2/18 Land Development Committee and then Planning Commission in March and City Council in April.
Amend ordinance for shade structure in commercial areas	Joan	3/31/17 9/30/17 3/1/18		Per Council direction as of 12/7/16, amend ordinance to develop regulations that permit shade structures as part of commercial business in certain areas. Presented to the Planning Commission at their December 20 th meeting for input. Staff drafting proposed amendments to Code provision to be presented to the Planning Commission at their January 23 rd meeting. Staff will prepare a Council Agenda item for further discussion prior to drafting an ordinance for adoption. Scheduled for 6/26/17 Planning Commission. Ordinance to go before Planning Commission in January and Council in February.

Develop ADA capital improvements program	Joan/Phil	3/31/18		Council approved ADA Transition Plan on 10/4/17 as a guide for future improvements. Staff committee to develop overall capital improvements program and bring back for Council approval in February 2018. Committee met to communicate actions to be undertaken. Next meetings to be held with individual departments to garner input into priorities.
Research capability of new RO Plant as shelter of last resort	Ray/Tom	3/31/18		Develop costs associated with enhancement of new RO Plant to be used for shelter of last resort during storm event.
Herald Court Centre parking signage	Joan	3/31/18		Per CRA direction on 12/6/17, staff to develop enhanced signage to designate Herald Court Centre as parking garage.
Harborwalk & Gilchrist Park Phase 2	Joan	12/31/18		Revise design plans for Phase 2 per Council direction 12/6/17. Include diagonal parking along Retta to Berry, enhance parking options, connect Harborwalk to Bayfront, etc. Design contract on 2/21/18 Council agenda.
Implement semi-automated trash collection (tippers with carts)	Rick	4/30/18		Based on Council direction 4/19/17, purchase and retrofit trucks with tippers and use of carts for trash collection. Council approved purchase of 4 trucks on 7/12/17. Citizen cart selection available on website through 1/16/18.
Presentation regarding height restrictions in City Center Zoning District as well as other City Center and Highway Commercial codes	Joan	12/31/16 12/31/17 6/30/18		Per Council direction on 7/6/16, develop presentation regarding height restrictions in City Center zoning district and guidelines that may allow for increased height. Presentation to be at 12/21/16 Council meeting. Council directed staff to work on proposed revisions for building height in the City Center district to bring back for further discussion. To be discussed at the January 23, 2017 Planning Commission meeting. Planning Commission provided input, staff working on draft amendments to be reviewed by the Planning Commission at a future meeting. Presentation at 6/26/17 Planning Commission meeting. Scheduled for 7/12/17 Council meeting. 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. Discussions with residential and business groups completed 11/24/17. Discussion with Planning Commission held 11/27/17. LDR Committee to provide input in January 2018 and Council presentation scheduled for February 2018. City Manager presented proposed changes at TEAM Punta Gorda annual meeting on 1/30/18.
Develop Interstate Exchange zoning	Joan	12/31/17 6/30/18		Based on Council discussion 8/23/17, develop Jones Loop Road as interstate zoning classification to differentiate from highway/commercial. Meetings with City boards

classification				underway. Discussion with Planning Commission held 11/27/17. LDR Committee to provide input in January 2018 and Council presentation scheduled for February 2018. City Manager presented proposal at TEAM Punta Gorda annual meeting on 1/30/18.
Succession planning	Howard	9/30/18		Develop status update and game plan for succession planning in all departments.
Boca Grande Area drainage improvements & funding	Rick	12/31/18		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 at their February 1, 2017 meeting. 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 2 nd grant application is due in July. Design, permitting and bidding services contract with engineering firm approved at 5/17/17 Council meeting. Request forms for State appropriations in amount of \$1 million sent to House and Senate by 11/1/17 deadline.
Hurricane Irma seawall repairs	Rick	12/31/19		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. FEMA representatives completed an initial inspection 11/29/17; will require individual seawall inspection (by land) estimated to take up to 60 days to complete. Received notice from FEMA on 12/6/17 that property owners can make seawall repairs by hiring contractor at their own expense. Staff to meet 12/7 to work out process for issuing permits. 3 contractors approved to work in Punta Gorda Isles. Mobilization underway. All 3 contractors working in respective zones.
Aqui Esta LOS-Get placed on MPO list	Joan	12/31/17 12/31/20		Prepare list of other streets that likely will need upgrades to maintain LOS and what financial impact those improvements may have. Preparing Council Agenda item for project priority for the City Council meeting in February. Council approved, will prepare Resolution for approval to amend the Long Range Transportation Plan approved at the March 15 th , 2017 CC meeting. The City's request was presented at the 4/12/2017 TAC/CAC meetings and was not supported for the following reasons: The City's adopted LOS (Level D) would remain a Level D at buildout; the flooding problem was corrected by the last project when the road was raised; the numerous ROW's and homes that would need to be purchased for stormwater. No cost data to review. MPO staff indicated that the next needs analysis would be performed in 2019/2020. If the needs analysis shows this to be a problem in the future, then they would reconsider adding this to the Long Range Transportation Plan. Project discussed at 5/1/17 MPO meeting. Staff to prepare cost estimates for

				review by MPO Board who approved adding project to list pending review of such costs. Scheduled for 8/7/17 MPO meeting. Presentation made at MPO Board meeting.
Annexation Progress	All	Ongoing		Annexing various properties into City.
Vasco St. Property				First annexation anticipated as result of new ordinance for requests for utility service for 4000 Vasco Street. Staff met with representative week of March 6 to discuss annexation and utility needs.
South of Aquí Esta to Burnt Store Road area				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 2009.9 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. 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. Staff met with Windmill Village 11/21/14. 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.
Taylor Road to I-75 area				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. Letters to all property owners mailed August 14 th . Status update to Council 9/3/09. 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. 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

				<p>underway. Meeting with Charlotte Memorial Gardens 6/4/15. Waiting for Gardens to submit application. Gardens to meet with staff 7/15 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 with staff comments. Chief planner has been in contact with Charlotte Memorial Gardens. Walmart updating boundary survey. 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. 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 Walmart & 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.</p>
Completed Items				
Police Department resident and business advisory councils	Pam	3/31/18	1/18/18	Develop residential and business advisory councils and initiate meetings. Both advisory committees formed and meetings scheduled.
FPL SolarNow capital improvements	Joan	12/31/17	1/23/18	At 5/17/17 meeting, 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. FPL to install structures by end of calendar year. Amended agreement to include City Hall parking placed on 7/5/17 CRA and Council agendas. Agreement approved. Site worked completed; FPL awaiting delivery and installation of replacement hardware. Anticipate completion by 1/15/18.