

## WEEKLY HIGHLIGHTS REPORT

June 28, 2024

### City Manager

- The Building Division administers and enforces the codes and adopted standards as they pertain to building and construction in the City of Punta Gorda. The Division has the responsibility to establish that the homes in which the citizens of the community reside, the buildings in which they work, and the buildings in which they dine, shop, and conduct business meet the adopted standards when these buildings are constructed.

We are pleased to announce the appointment of Ronald Cohowcz as the new Chief Building Official. Ronald brings with him over 28 years of extensive experience in the building construction industry, making him a valuable addition to our community.

Ronald joins us from Cape Coral, Florida. His career spans various roles of increasing responsibility, most recently at Jacobs, a prominent company offering engineering, technical, professional, and construction services to diverse clientele. During his tenure at Jacobs, Ronald served in pivotal positions within the Building Departments of Bonita Springs and the Town of Fort Myers Beach. His roles included plans reviewer, building inspector, and Deputy Building Official, where he consistently demonstrated strong leadership and technical expertise.

His wealth of experience and proven track record in the industry make him the ideal candidate to lead our Building Division forward. We are confident that under his guidance, the City of Punta Gorda will continue to uphold the highest standards of safety and efficiency in building practices.

As Chief Building Official, Ronald will oversee and ensure compliance with building codes and regulations, facilitate development processes, and support the growth and sustainability of Punta Gorda's urban landscape. Please join us in welcoming Ronald Cohowcz to the City of Punta Gorda.

Kathleen Croteau, who has served as our Chief Building Official as a contracted employee from CAP Florida, will assist with the transition. The City expresses deep gratitude for Kathy's leadership, skills, and dedication over the past two and a half years. Her contributions, including pivotal roles in hurricane recovery efforts, the launch of an appointment scheduling tool, and the recent introduction of automated inspection scheduling, have greatly benefited our residents and builders alike.

This new streamlined approach to inspections scheduling is being implemented with the launch of a new, user-friendly phone service. Effective June 26, contractors and relevant parties can now manage inspection requests directly through a dedicated phone line, eliminating the need for voicemail messages and enhancing efficiency.



The new system allows contractors to call (941) 575-3327 to schedule, reschedule, or cancel inspections in real time. Moreover, users can conveniently check inspection results at any time, providing greater flexibility and responsiveness to project needs. It's a significant step towards enhancing customer service and improving communication between the City and its community contractors.

To utilize the service, contractors are encouraged to have their permit numbers ready when calling the designated line. This ensures efficient processing and accurate scheduling of inspections. The City of Punta Gorda remains committed to leveraging technology to better serve its community and looks forward to the positive impact of this initiative on local construction projects.

In conclusion, with Ronald Cohowcz at the helm as Chief Building Official and our new streamlined inspection scheduling system in place, the City of Punta Gorda is poised to uphold the highest standards of safety, efficiency, and service in building practices. We look forward to the continued collaboration with our community stakeholders as we strive for sustainable growth and excellence in urban development. Together, we are committed to preserving our small-town character while promoting diversity, economic development and sustainability. For further inquiries, contact *City Manager Greg Murray* at [citymgr@cityofpuntagordafl.com](mailto:citymgr@cityofpuntagordafl.com) or call the main office at (941) 575-3302.

- **Punta Gorda launches real-time inspection service** – Click on the link below to view news coverage of this exciting announcement

<https://www.nbc-2.com/article/punta-gorda-real-time-inspection-service/61436757>

- **Holiday Closure** – The government offices of the City of Punta Gorda will be closed on July 4 in observance of the Independence Day holiday. The closure will only affect commercial collection services for Thursday's customers, due to the landfill being closed on the July 4 Holiday. Commercial collection will resume on July 5. No changes to the residential collection.



- **City Council** – City Council will meet on July 3, at 9 a.m. at the Military Heritage Museum. The following are some of the items that will be discussed:
  - MOU Amendment between the City of Punta Gorda Police Department and the Charlotte County Sheriff's Office;
  - Resolution approving a Bike Corral Maintenance and Installation Agreement with The Florida Department of Transportation;
- **PG Waterfront Hotel** – Internal demolition work to commence in early July.

#### Human Resources

- **Open Positions** – The City of Punta Gorda offers a very generous benefit package to include medical, dental, vision, life insurance, and a defined contribution retirement plan with matching contributions. Currently hiring for the following professional position:

- **Utility Engineer – Utilities.** A professional position responsible for Utilities Engineering and providing technical engineering services for City utilities construction and improvement projects.

- **Utilities Maintenance Worker III – Water Treatment Plant.** A skilled laborer position responsible for maintenance and repair of water treatment plant equipment and systems. Perform plumbing repairs, construction and maintenance of treatment facilities and grounds.



- **Senior Accountant – Finance** – A professional position responsible for applying the principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.
- **Maintenance Worker II – Canal Maintenance – Public Works** – A skilled laborer position responsible for the maintenance and repair or replacement of seawalls and related structures within the P.G.I. and B.S.I. canal maintenance districts.
- **Purchasing Agent I – Procurement** - A skilled paraprofessional position responsible for purchasing various commodities and services for the City in accordance with applicable federal, state, and local purchasing requirements. The City of Punta Gorda has a variety of employment opportunities available learn more at <https://www.ci.punta-gorda.fl.us/.../employment.com>
- **Fireworks Safety** - Summer is synonymous with barbecues, parades and fireworks. Every year, thousands of people are injured badly enough to require medical treatment after fireworks-related incidents, with many of the injuries to children and young adults. While the majority of these incidents are due to amateurs attempting to use professional-grade, homemade or other illegal fireworks or explosives, less powerful devices like small firecrackers and sparklers can also cause significant injury. Additionally, fireworks start an average of 19,000 fires each year. If consumer fireworks are legal to buy where you live and you choose to use them, be sure to follow the following safety tips:
  - Never allow young children to handle fireworks
  - Older children should use them only under close adult supervision
  - Never use fireworks while impaired by drugs or alcohol
  - Anyone using fireworks or standing nearby should wear protective eyewear
  - Never hold lighted fireworks in your hands
  - Never light them indoors
  - Only use them away from people, houses and flammable material
  - Never point or throw fireworks at another person
  - Only light one device at a time and maintain a safe distance after lighting
  - Never ignite devices in a container
  - Do not try to re-light or handle malfunctioning fireworks
  - Soak both spent and unused fireworks in water for a few hours before discarding
  - Keep a bucket of water nearby to fully extinguish fireworks that don't go off or in case of fire
  - Never use illegal fireworks Better yet, grab a blanket and a patch of lawn, kick back and let the experts handle the fireworks show.



- **Sparklers Are Dangerous**

- Every year, young children can be found along parade routes and at festivals with sparklers in hand, but sparklers are a lot more dangerous than most people think.
- Sparklers burn at about 2,000 degrees – hot enough to melt some metals. Sparklers can quickly ignite clothing, and children have received severe burns from dropping sparklers on their feet. According to the National Fire Protection Association, sparklers alone account for more than 25% of emergency room visits for fireworks injuries. For children under five years of age, sparklers accounted for nearly half of the total estimated injuries.
- Consider using [safer alternatives](#), such as glow sticks, confetti poppers or colored streamers.



## Urban Design

### Upcoming Events

- Charlotte Harbor Event Center, 75 Taylor St. For additional information, visit <https://www.charlotteharborecc.com/events>
- Fishermen's Village events can be accessed at <https://www.fishville.com/events/>
- Punta Gorda Chamber of Commerce events can be accessed at <https://puntagordachamber.com/calendar-events/>
- Charlotte County Chamber of Commerce events can be accessed at <https://business.charlottecountychamber.org/events/calendar>
- Military Heritage Museum events can be accessed at [Upcoming Events – Military Heritage Museum](#)
- Punta Gorda Isles Civic Association, 2001 Shreve Street; for all community events and class information, visit <https://pgica.org/>.
- The Visual Arts Center events can be accessed at [Welcome to the Visual Arts Center of Punta Gorda, FL \(visualartcenter.org\)](#)
- [June 29, Freedom Festival, Laishley Park, 96 Nesbit Street, for more information contact jerrycleffi001@gmail.com](#)
- [July 4, Independence Day Celebration, Fishermen's Village, 1200 W Retta Esplanade, for more information contact kburnam@fishermensvillage.com](#)
- [July 13, Queens of Today, Laishley Park, 96 Nesbit Street, for more information contact queensoftoday01@gmail.com](#)



### Lot Mowing Program

- The City has completed mowing the following areas on June 25.
- PGI (Bal Harbor Boulevard, Deborah Drive, Ryan Boulevard, Suzi Street, and Casey Key Drive).
- PGI Bird Section (Almar Drive, Albatross Drive, Whippoorwill Boulevard, and Turtle Dove Boulevard).

- Colony Point (Colony Point Drive, West Marion Avenue, Socorro Drive, and Coronado Drive).
- PGI (Magdalena Drive, Via Veneto, W Henry Street, Appian Drive, and Columbian Drive).
- Burnt Store Isles (Monaco Drive, Tripoli Boulevard, Madrid Boulevard, and Macedonia Drive).
- Burnt Store Meadows (Areas of Tamiami Trail, N. Blue Sage, S. Blue Sage, Royal Poinciana, and Gold Tree).
- Downtown and Historic District (W. Marion Avenue, W. Olympia Avenue, Shreve Street, and Harvey Street)
- The Historic District East of 41 and the area behind Dunkin Donuts (E. Marion Avenue, E Olympia Avenue, Narranja Street, E Henry Street, and Cooper Street).



### Planning Corner

- From June 7 - 9, Urban Design staff attended the All-America City Award Event in Denver, Colorado with other staff and community members from the City of Punta Gorda. The event included workshops and panel discussions with a focus on strengthening civic engagement. One workshop, titled “Interactive Demo of the Theatrical Production, City Council Meeting”, taught attendees how tools from live theater can produce better public meetings and more creative organizing. City staff engaged in participatory theater work and a facilitated discussion that demonstrated how creative spaces can be an entry point for meaningful civic engagement. The facilitator emphasized the importance of getting individuals to create maps of their daily experiences where they live and work. Those maps are then used to tell stories that can then inform and affect the work of city planners as they design communities, and elected officials as they make decisions impacting the community. The workshop also discussed ways in which the public can and should have access to city staff and leaders, both at and outside of public meetings. For more information about the principles discussed during this workshop, please visit: <https://perfectcity.org/>.



### Public Works

- **Canal Maintenance Production** – Crews filled depressions at 51 at single-family homes and condominium complexes. Crews manufactured 72 seawall panels and patched seawall caps and seams at four locations.
- **Dockside Dredging** – Property owners that are listed on the Hurricane Ian Seawall Damage list will not be allowed to have dockside dredging performed adjacent to the seawall until the seawall has been repaired. Any dredging along the damaged seawall may cause damage.



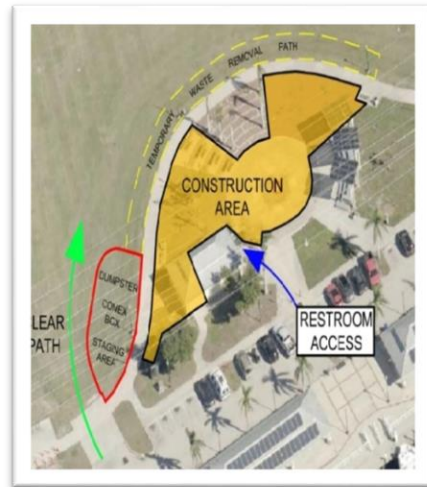
- **Stabilizing Erosion** – Just a friendly reminder for property owners to regularly check the condition of their tarps or plastic that is protecting the eroded areas. Tarps and plastic tend to become brittle in the sun and may start falling apart. Utilizing plastic during a rain event will help keep the soil in place preventing further erosion.
- **Canal Maintenance Seawall Failure Update** – Construction schedules have been updated and are posted on the Canal Maintenance website for the next six months look ahead. There are 18 projects in Punta Gorda Isles under construction with 93 projects completed, and six projects under construction with 21 completed in Burnt Store Isles. Hurricane Ian Related Seawall Failures | City of Punta Gorda, FL ([punta-gorda.fl.us](http://punta-gorda.fl.us))
- **Establishing sod after seawall replacement** – Placing the sod is the final phase of seawall replacement construction. As per the City ordinance, property owners are responsible for establishing the sod after it has been placed and the City will not reimburse the owners for their water usage.
- **Vessel Speeds** – Canal Maintenance is asking people to be mindful of the current situation in the canals with seawalls being damaged. City code states that the operation of vessels in the canals shall be Slow Speed Minimum Wake in the waterways within the City limits. The speed and operation in the Ponce Inlet, Pompano Inlet, Bass, and Snook Inlet are Idle Speed and No Wake. Wakes from watercraft can cause additional erosion and damage to seawalls already compromised.
- **Dock Match Program** – The Punta Gorda and Charlotte Harbor Boaters Alliance has created a program that connects boat owners who need a temporary relocation of their boats with owners that have available dock space. This information can be found at Punta Gorda Boaters Alliance ([boat2puntagorda.org](http://boat2puntagorda.org)) click on the Dock Match button for information.

## Engineering

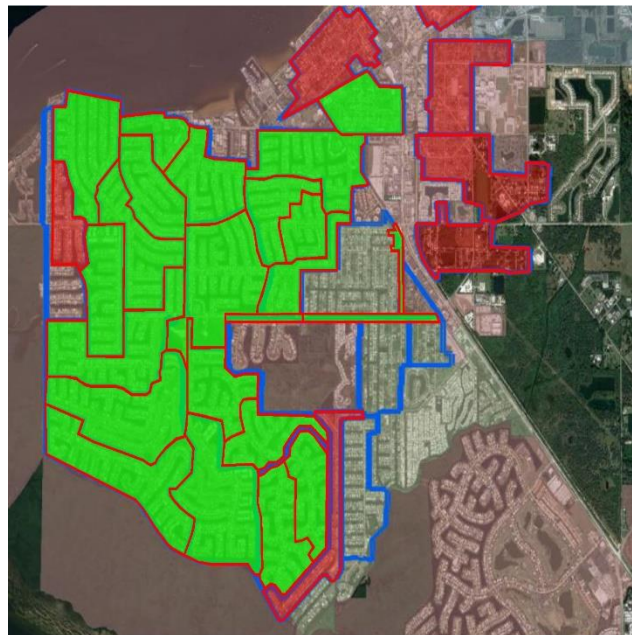
- **Swale Regrading** – The swale contractor has completed Don Quixote Dr., Brazilia Ct., Darin Dr., Padre Island Dr., Casey Key Dr. (SW), Ussepa Ct., Casey Key Dr. (SE) Turtle Dove Cir which have been finalized and turned over to the homeowner. The contractor will be watering the sod for the next 30 days weather permitting at Sea Horse Ct., Sea Fan Dr., and Grebe Dr. The contractor has begun to excavate Orange St., W. McKenzie St., Lemon St., and McGregor St. this week, and will be excavating approximately 12,000 SF. Once they have the grades established, new sod will be installed. The swale contractor has excavated approximately 73,000 SF this fiscal year.
- **City Hall Annex** – The contractor has begun the interior work on the third floor where the Urban Design, Code Enforcement, and Zoning offices were. The contractors started to replace all the ceiling tiles this week throughout the third floor and the new flooring in the Urban Design, Code Enforcement, and Zoning. They have completed painting the (NW) stairwell from the first floor to the third floor. Next week, the contractor will install the baseboards, and complete a deep clean on the areas that have been completed.
- **Laishley Splash Pad** - Construction at the Interactive Fountain area in Laishley Park. This work includes rehabilitation and upgrades to the splash pad/play area. The pump and water treatment equipment skid have been plumbed. The seating wall caps and column caps were installed this week.



Please use extra caution while driving or walking through the park due to construction personnel and equipment. To the highest extent possible the restroom facilities will remain open to the public. The access to the restrooms will be from the marina side of the building. There will be periodic temporary sidewalk closures immediately adjacent to the construction area as required for public safety. The construction area will be closed to the public at all times during this period. The enhanced fountain area is scheduled to reopen in late 2024. If you have any questions, please contact the Public Works Department at (941) 575-5050 during the hours of 8 a.m. – 4:30 p.m.



- **Fiber Optic Internet Network** -The fiber optic internet provider HyperFiber has been issued permits for a portion of the construction project to install a citywide fiber optic internet network within the city right of ways. This project will be under construction during the next several months as they install the network citywide. They are currently working in the areas highlighted in red below. The green areas are where the work is completed and their permit has been inspected for final by the engineering department. Additional areas are scheduled to be final in the next several weeks. The blue areas are where the installation will be taking place as the project progresses.



Initially you will see utility markings within the city right of way, followed by the directional drilling of the fiber optic conduit. Fiber optic boxes will be installed in the right of way or easement at the edge of your property. Once the installation of the underground and service points has been completed for the entire sector, crews will then return to individual locations for the restoration of sod. This will take place at the end of construction in each sector. Please be patient and allow time for the restoration. The city engineering department will be performing spot inspections during construction as well as a final inspection when restoration is complete to ensure the contractor's restoration meets the city's requirements.

HyperFiber has provided a telephone number to call if citizens have questions or concerns about the project and installation. Please contact HyperFiber's Scott Jackson at (239) 887-5379. Please use extra caution while driving through the project area due to construction personnel and equipment.

## Right of Way

- Crews have completed the reconstruction of the Monaco Dr decorator light pedestal.
- Preparing for a safe Fourth of July celebration to be held on June 29 at Laishley Park
- The crews have filled over 16 potholes throughout the city.
- The Laishley Marina Gazebo point has been completed.



## Sanitation

- **Improper Disposal of Batteries** – Batteries, like the ones found in many rechargeable electronic devices, computers, and cell phones are prohibited from being placed inside the trash, recycling, or dumpster containers. These batteries easily rupture, catch fire, and cause the trash to smolder when compacted in the refuse truck hopper. The toxic fumes, smoke, and fire impose a huge safety risk for the sanitation workers.
- **Improper Disposal of Paint** – Please do NOT place paint inside of your trash, recycling cart, or dumpster for collection. If hazardous waste is discarded with your regular trash or recycling, there can be dangerous implications for the environment and sanitation workers. Oil-based paints and related products are often flammable or combustible and can create unsightly spills and messes when compacted in garbage trucks. Sometimes this paint can leak from the garbage truck and end up splattered all over a residential street and into storm drains or bodies of water. Eventually, the paint could contaminate the groundwater.
- **Hazardous Products** - A product is considered hazardous if it is corrosive, toxic, flammable, or reacts or explodes when mixed with other substances. Watch out for signal words on labels such as poison, danger, warning, and caution. These include everyday items such as paint, insecticides, cleaners, automotive products, and unused medications. Please do not place it inside the trash, recycling, or dumpster containers. These items must be disposed of properly.





- **Improper Disposal Dangers** – Hazardous products must be disposed of in the proper way to reduce environmental impact and any safety hazards. Toxic products tossed in the trash, may injure sanitation workers, damage collection vehicles, or leak into the environment. Dumping or illicit discarding household hazardous waste down the drain, on the ground, or in stormwater drains will cause water pollution, and damage plumbing, and septic systems.



- **How to Properly Dispose of Hazardous Products** – See the complete list and instructions [Household Hazardous Waste | Charlotte County, FL \(charlottecountyfl.gov\)](https://www.charlottecountyfl.gov/household-hazardous-waste). Residents can bring their household hazardous waste to the [Mini-Transfer & Recycling Facilities | Charlotte County, FL \(charlottecountyfl.gov\)](https://www.charlottecountyfl.gov/mini-transfer-recycling-facilities) residents are allowed 12 free visits per fiscal year (Oct. 1-Sept. 30). Recycling and household hazardous waste do not count towards the 12 visits. Proof of county residency is required. Residents need to bring a valid form of identification to include name, photo, and local address. Photo identification from other areas must be accompanied by a current utility bill or document showing proof of residency at a Charlotte County residential address. P.O. Box addresses are not accepted as proof of residency.

## Police

- **2024 Freedom Festival and Fireworks Traffic** - The Freedom Festival and Fireworks are back this year on June 29. To ensure you can plan a safe and enjoyable evening, please look at the traffic changes that evening after the fireworks display. Remember that thousands of people come into Punta Gorda for the fireworks display, and everyone wants to leave simultaneously. These traffic changes are meant to minimize traffic congestion, but there will be substantial traffic delays, so please plan accordingly.



- **Traffic leaving from the areas east of Tamiami Trail (US-41 North)** - Including Laishley Park, will be directed south to East Olympia Avenue (US-17 East) and then east to I-75. Traffic can then go north or south on the interstate. Traffic leaving this area will be unable to access Tamiami Trail (US-41).
- **Traffic leaving from the areas west of Tamiami Trail (US-41 North)** - Except as specified below, will be directed to Cross Street (US-41 South). Traffic may then continue south toward Fort Myers or be allowed to turn east onto Carmalita Street, north on Cooper Street, and east on East Olympia Avenue (US-17 East) toward I-75. Traffic can then go north or south on the interstate.
- **Traffic leaving from City Market Place** - Will be directed north onto Tamiami Trail (US-41 North) toward Port Charlotte.

- **Traffic leaving the Herald Court Center parking garage** - Cannot turn right toward Tamiami Trail (US-41 North). Traffic will need to turn left towards Taylor Street and will be directed one of two ways, depending on traffic congestion. Traffic may be directed to West Olympia Avenue (US-17 East) toward I-75, where traffic may go north or south on the interstate. Traffic may also be directed to West Marion Avenue (US-17 East) toward Cross Street (US-41 South), where traffic may then continue south toward Fort Myers or will be allowed to turn east onto Carmalita Street, north on Cooper Street, and east on East Olympia Avenue (US-17 East) toward I-75.
- **Laishley boat ramp** - In addition to the traffic changes, the Laishley boat ramp will be closed beginning 30 minutes before the fireworks display. However, the Ponce Park boat ramp will remain open until 11 p.m. to provide boat ramp access to residents and visitors.

#### **OPEN POSITIONS**

- **Police Officer Testing** – The Punta Gorda Police Department is currently accepting applications for the position of Police Officer. A virtual testing process will take place in April. Applications must be received by July 12. The written exam will be completed online between July 19, and July 26, and virtual oral board exams will be conducted via Zoom on Aug., 6. The department is accepting applications from certified and non-certified candidates.
- **Public Safety Dispatcher Testing** – The police department continually conducts new hire testing to prepare for future openings. Currently, the department is accepting applications for the position of Public Safety Dispatcher. The exam will be held virtually between July 12, and July 19. Applications must be received by July 5.
- **Internship Program** - The police department is currently accepting internship applications for the Summer Semester of 2024. 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. Spots fill up quickly and the selection process can be competitive, so we encourage potential interns to apply today!

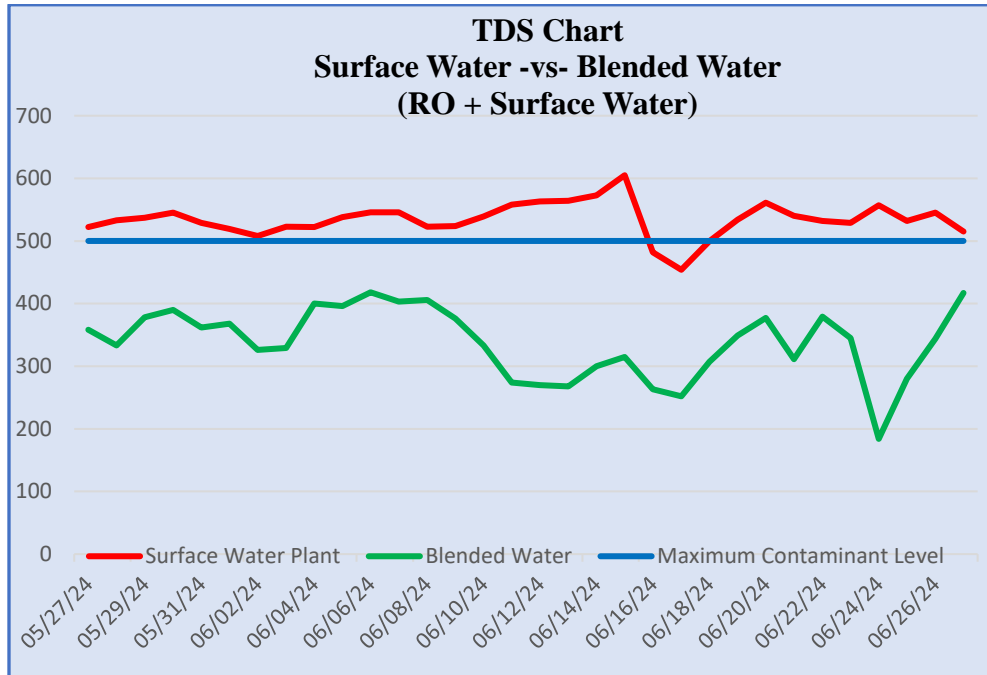
#### **Fire**

- **Summer Related Emergency Training** – The fire departments Medical Director, Dr. O’Leary, stopped in this week to do some training with the on-duty crews. The training covered summer related emergencies including; snake bites, alligators and vibrio, the infamous brain eating amoeba. Dr. O’Leary also shared some actual local case studies all in an effort to better prepare our first responders to respond to the Florida summertime emergencies.



## Utilities

### RO + Surface Water



### Administration

- **Leaks** – If you notice a water or sewer leak outside of normal business hours please call the after-hours number (941) 575-5070 or the Water Treatment Plant at (941) 639-2057.
- **Water Treatment Plant Operations**
- **33.8 MG** delivered to the distribution system during the last seven days with **4.8 MG** daily average.
- Peace River Manasota Regional Water Supply Authority Emergency Interconnect – Receiving 1000 gallons per minute from the new Interconnect (Phase 1 Pipeline). Sending 750 gallons per minute from the tank on 17 (Phase 1A Pipeline).
- Rainfall June 2023 – 5.55” June 2024 – 7.73”
- Hardness is a measurement of calcium and magnesium ions naturally occurring in the raw water. Currently "hard" – Grains of Hardness 11 –Total hardness 200 ppm
- TDS June 27 – Current 417 ppm. Low – 273 ppm, High 551 ppm, 14-year average 402 ppm.
- Reservoir June 27 – Current 5.43', Record Low 4.99', Record High, 7.49' 58 Year Average 5.55'

### Lawn Watering

- **Phase I Water Shortage** – The Southwest Florida Water Management District's (District) Governing Board declared a [Phase I Water Shortage](#) for the District's central and southern regions, which include Charlotte, DeSoto, Hardee, Highlands, Hillsborough, Manatee, Pasco, Pinellas and Sarasota counties. The primary purpose for a Phase I water shortage is to alert the public that watering restrictions could be forthcoming. The order also requires local utilities to review and implement procedures for enforcing year-round water conservation measures and water

**Irrigation Basics**

Save water and money by making sure your irrigation controller is set to water wisely. Check local watering restrictions for irrigation start times and watering days.

- ▶ **Irrigation Start Time:** Only one start time is needed to initiate watering for all irrigation zones. Set a start time before 8 a.m. or after 6 p.m.
- ▶ **Irrigation Run Time:** This is how long each zone in your irrigation system will run. Check with your local UF/IFAS Extension office for run time recommendations.
- ▶ **Irrigation Schedule:** Your system should be scheduled to only water on your designated watering days and only if needed.
- ▶ For more info visit: <https://www.ci.punta-gorda.fl.us/residents/code-compliance/water-restrictions>

**Water 101**  
Southwest Florida  
Water Management District

shortage restrictions, including reporting enforcement activity to the District. A Phase I water shortage order does not change allowable watering schedules, however it does prohibit "wasteful and unnecessary" water use. [Water Restrictions | City of Punta Gorda, FL](#)

- **Lawn Watering Schedule/Times** – Lawn watering is limited to twice per week (if needed) by property address. Before 10 a.m. or after 4 p.m. Hand watering and micro-irrigation of plants (other than lawns) can be done on any day and at any time using a shut-off nozzle on their hose, so water isn't wasted.

**Lawn Watering Schedule Table**

| Addresses   | Current Watering Day | May Also Water |
|---|----------------------|----------------|
| Ending in 0 and 1   | Monday               | Thursday       |
| Ending in 2 and 3   | Tuesday              | Friday         |
| Ending in 4 and 5   | Wednesday            | Saturday       |
| Ending in 6 and 7   | Thursday             | Sunday         |
| Ending in 8 and 9   | Friday               | Tuesday        |
| Addresses that end with a letter instead of a number will water on: | Friday               | Tuesday        |

**City Clerk**

**2024 Election Cycle**

- The seats for Districts 1, 2, and 4 are scheduled for election this year. A general election will take place on November 5, as two candidates qualified for each district. Qualified candidates are listed on the [City's website](#).
- Did you know your signature can change over the years? Ensure the Charlotte County Supervisor of Elections has an up-to-date record of your signature on file for the upcoming election. Stop by their office at 226 Taylor Street, Punta Gorda, Florida, 33982, to update yours during regular business hours.
- In order to vote by mail, you must have a valid request on file with the Supervisor of Elections Office. Requests for vote-by-mail ballots can be made in person, by calling (941)833-5400, or by visiting the [Supervisor of Elections website](#).

- **Current Board and Committee Vacancies**

If you are interested in serving on a board or committee, please visit our online portal to complete an online application at <https://puntagorda.granicus.com/boards/forms/650/apply/>.

- **Building Board** (one consumer advocate, one contractor, and one alternate) – Meets the fourth Tues., at 9 a.m. in Council Chambers. Seven-member board with two alternate members. Three-year terms – maximum of three terms OR partial term plus two more terms. Reviews enforcement of all codes related to construction standards and acts as condemnation board in matters of violation of minimum standards. Hears alleged complaints against contractors.
- **Code Enforcement Board** (one regular and one alternate) – Meets the fourth Wednesday at 9 a.m. in Council Chambers. Seven-member board with two alternate members. Three-year terms - maximum of three terms OR partial term plus two more terms. Financial disclosure required. Hears and decides alleged violations of the City Code of Ordinances.

- **Donation Review Committee** (one historic non-profit representative) – Meets at 10 a.m. in City Council Chambers on the fourth Thurs., of Jan., April, July and Oct., or as needed, immediately following the meeting of the Historic Preservation Advisory Board. Charged with review of all non-monetary gift donation proposals/letters of intent received by the City, in accordance with the review process and established criteria identified in the Non-Monetary Donation Policy. Makes recommendations to the City Council for the acceptance or rejection of non-monetary gift donations.
  - **Historic Preservation Advisory Board** (one alternate) – Meets the fourth Thurs., at 9 a.m. in City Council Chambers. Seven-member board with two alternate members. Three-year terms - maximum of three terms OR partial term plus two more terms. Identifies for the Council historically significant structures and sites that should be considered for designation as a “Local Historic Landmark” or be nominated for listing on the Florida Master Site File and the National Register of Historic Places. Makes recommendations of the policies for the protection of historically significant structures and sites. Makes recommendations to staff with regard to certificates of appropriateness for any demolition, variance, sign, or relocation of structures. Promotes public awareness of historic archaeological preservation and its community benefits.
  - **Planning Commission** (one regular) – Meets the fourth Monday at 2 p.m. in City Council Chambers. Must be City resident. Seven-member board with two alternate members. Three-year terms – maximum of three terms. Makes recommendations to City Council with regard to amending, extending or adding to the comprehensive plan for the physical development of the City, platting or subdividing land within the City and adopting and amending a zoning ordinance.
  - **Utility Advisory Board** – (two regular) Meets the fourth Mon., at 9 a.m. in City Council Chambers. Seven-member board. Three-year terms – maximum of three terms. Makes recommendations to City Council with regard to revisions to the utility construction standards, alleged billing discrepancies, and review of utility drawings and specifications.
- **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. 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:
    - 252 W Olympia LLC, 252 West Olympia Avenue
    - Artisans Atelier, 117 Herald Court Unit, 113
    - Downtown Merchants Farmers Market, 227 Taylor Street
    - Dreher and Associates CPA, 252 West Olympia Avenue
    - North Port Fence Pros Contractor, 3941 Tamiami Trail, Unit 3157
    - Wiegner Vacation Rental, 2280 Via Esplanade