

## Weekly Highlights Report August 16, 2024

### City Manager

- The City of Punta Gorda seeks applicants wishing to join a community with a genuine hometown atmosphere. We are a dynamic and forward-looking city deeply committed to fostering an exceptional work experience. Our staff works to preserve and enhance Punta Gorda's identity as a vibrant waterfront community, unique in character and history, and as a desirable place to live, work, and visit. We welcome qualified individuals to consider joining our team as we actively expand our workforce.

We are accepting applications for the Zoning Official position. The role is a supervisory professional position responsible for administering the city's codes relating to property zoning, design, and maintenance standards. The Zoning Official serves as the chair of the Development Review Committee and reviews or supervises the review of all commercial development project plans and other projects involving personnel and other City agencies, departments, divisions, and programs in various phases of enforcement, plan processing, and administration. They also assist in preparing and investigating Code Enforcement violations, including testimony and prosecution before the Code Enforcement Board or court, attend Code Enforcement Board hearings, and testify as needed. The Zoning Official communicates with residents, property owners, civic groups, the business community, and similar organizations to provide information regarding the City Code and obtain input to understand better and address community concerns.

The city is also hiring a Utility Engineer. The professional position is responsible for Utilities Engineering and providing technical engineering services for city utility construction and improvement projects. The Utility Engineer plans and designs utility capital projects. Leads planning studies as required for water and wastewater utility operations and regulatory compliance. Assists in supervising projects in the construction phase and liaises between developers, engineers, and contractors. The engineer assists in preparing bid documents and coordinates permit applications for submittal to various State and Federal agencies. As well as attends public hearings and meetings. The Utility Engineer reviews construction plans submitted by the Developer's Engineer for Utility Plan Approval.

We are also seeking a Manager for Mapping, Permitting and Compliance. This highly technical managerial position is responsible for planning, programming, and



managing construction projects and infrastructure asset management systems. Some of the responsibilities include developing solutions for complex problems and workflows for various divisions and departments in the city that drive data-driven decision-making and, helping establish and sustain an environment and foundation for continuous process improvement, and developing and maintaining mapping and infrastructure asset management systems and supervising/providing data entry for Divisions and Departments of the City. Research, specify, configure, utilize, and train others using various measurement and data collection devices and related software, including state-of-the-art GPS, GIS, and CAD.

Whether you're just starting out or bringing advanced skills, the city offers a chance to impact both applicants and residents positively. Join a team dedicated to maintaining our small-town charm while fostering diversity, economic growth, and sustainability. For more details on these and other job openings, please visit <https://www.ci.punta-gorda.fl.us/government/human-resources/employment-opportunities> or by calling (941) 575-3303. Readers may reach City Manager Greg Murray at [citymgr@cityofpunta-gorda.fl.us](mailto:citymgr@cityofpunta-gorda.fl.us) or by calling the main office line (941) 575-3302.

- **City Council Meeting** – City Council will meet at 9 a.m. on Aug 21, at Military Heritage Museum, 900 W Marion Avenue. Items of interest include:
  - FY 2025 Strategic Plan
  - Veterans Park Trash Receptacles
  - A resolution of the City of Punta Gorda, Florida, amending the deferred compensation plan with Nationwide Retirement Solutions

## 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 [Employment Opportunities | City of Punta Gorda, FL \(punta-gorda.fl.us\)](https://www.ci.punta-gorda.fl.us) 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.
  - **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.
  - **Zoning Official – Urban Design** - A supervisory professional responsible for administering the City's codes as they relate to property zoning, design, and maintenance standards.
  - **Permit Technician – Building** - An entry level clerical position responsible for accepting and processing applications for building permits, issuing permits, and collecting and accounting for payments and fees collected by the Building Division.
  - **Sanitation Worker 1 – Public Works** - An entry level laborer position responsible for solid waste collection services to residents and businesses of Punta Gorda.



- **Operator A, B, or C – Water Treatment Plant** - A skilled and licensed technical position responsible for the proper plant operation and monitoring of the treatment process of a Water Treatment Plan.
- **Manager** - Mapping, Permitting and Compliance – Engineering, Public Works a highly technical position responsible for planning, programming, and managing construction projects and infrastructure asset management systems.

- **Safety at Home** – Making a decision about how to make the home safer can be difficult, but there are many different options that you could consider. Let's think about some options room-by-room, as well as some general safety tips. Visit the link below [Copy of Solutions — Safety in Dementia](#)

ROOM-BY-ROOM SAFETY		OTHER SAFETY TIPS AND HINTS	
<b>GARAGE, BASEMENT, WORKROOM</b> <ul style="list-style-type: none"> <li>• Store, lock, or remove any power tools, ladders or sharp objects or machinery</li> <li>• Store, lock, or remove any chemicals, pesticides or cleaning solutions</li> <li>• Ensure that this area is locked when left unattended to prevent wandering or potential injury</li> </ul>		<b>LOCKS</b> <ul style="list-style-type: none"> <li>• Locking doors can prevent wandering and other unsafe behaviors</li> <li>• Make sure to have locks/defenders on all doors that lead outside of the home</li> <li>• Bedroom and bathroom doors should not have locks - they can end up trapping someone inside accidentally</li> </ul>	
<b>KITCHEN</b> <ul style="list-style-type: none"> <li>• Consider different options in disabling the stove/oven, shut off the gas valve, install an auto-shut off valve, remove dials or tapping elements</li> <li>• Store, lock, or remove any knives, accessories, or other sharp objects</li> <li>• Access other ways of cooking or preparing food on a daily basis</li> </ul>		<b>ALARMS</b> <ul style="list-style-type: none"> <li>• Smoke, fire, and carbon dioxide alarms can alert you, the person with dementia, and neighbors to any dangers</li> <li>• Routinely check to make sure all alarms are changed, updated, and active</li> <li>• Have a safety plan in place for when any alarm goes off - a list of police, fire, and paramedics are vital for safety</li> </ul>	
<b>BATHROOM</b> <ul style="list-style-type: none"> <li>• Consider adding handrails to showers, tubs in bathrooms, and other appliances to reduce the risk of falls</li> <li>• If possible, install walk-in showers or bathtubs; tips or edges present a risk of falling or tripping</li> <li>• Ensure that faucets or other knobs can be easily turned on or off</li> </ul>		<b>PREVENTING FALLS</b> <ul style="list-style-type: none"> <li>• Keep all walkways clear by the person with dementia on the ground floor - avoid having to move up and down stairs</li> <li>• Remove any furniture or objects found below waist level to avoid tripping/falling</li> <li>• Install light strips in hallways to help illuminate them at night and use handrails when necessary</li> </ul>	
<b>LIVING PARTNERS</b> <ul style="list-style-type: none"> <li>• Living alone can be difficult - consider options to have someone who lives with them</li> <li>• Safety is what matters, if they can't be safe living alone, consider other living options</li> <li>• Assisted living or memory care facilities can monitor and assist with those living alone</li> </ul>		<b>MEDICATIONS</b> <ul style="list-style-type: none"> <li>• Lock up and safely store medications when not in use</li> <li>• Auto-dispensers can help regularly dispense scheduled medications and prevent accidental overdoses</li> <li>• Find a common place to store medications - this can help with the back when medications are taken throughout the day</li> </ul>	

## Urban Design

### Upcoming Events

- Charlotte Harbor Event Center, 75 Taylor St. For additional information, visit [charlotteharborecc.com/events](http://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 [Community Events – Punta Gorda Chamber of Commerce](#)
- Charlotte County Chamber of Commerce events can be accessed at [Event Calendar | Charlotte County Chamber of Commerce, Inc.](#)
- 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 [Home - Punta Gorda Isles Civic Association, Inc. \(pgica.org\)](#)
- The Visual Arts Center events can be accessed at [Welcome to the Visual Arts Center of Punta Gorda, FL \(visualartcenter.org\)](#)

### Lot Mowing Program

- The City has completed mowing the following areas.
  - 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).
- The lot mowing, trimming, & edging cycle is currently under way, weather permitting.

### Planning Corner

- **Short-term/Vacation Rental Information** – The rental of an entire residential dwelling unit for any period of time is permitted as there is no prohibition within the Punta Gorda Code. Florida Legislature adopted legislation in 2011 that prohibits a municipality from adopting new regulations for short-term rentals.

The rental of a room or rooms is considered a rooming and boarding house and is not permitted per Chapter 26. In order to operate a Rooming and Boarding house, the property must be located within either the



General Multi-family or City Center zoning district, and Special Exception approval is required.

All renters must abide by any codes in effect at the time of their rental. If an alleged violation (i.e. garbage cans left out, parking on the grass, boat parking, etc.) occurs during normal business hours, the complainant can contact the Code Compliance office, (941)575-3352, however, the complainant needs to be aware that anonymous complaints can no longer be submitted, (*Florida Statute 162, 162.06(1)(b) and 162.21(3)(b), adopted July 1, 2021*). If the violation is after normal business hours, the non-emergency Police number can be used, (941) 639-4111. A Business Tax Receipt (BTR) is required if the rental is for less than 30 days or one month at a time more than three times per year. The vacation rental must also be licensed with the State.

## **Public Works**

- **Canal Maintenance Production** – Maintenance crews manufactured 72 sea wall panels, patched seawall caps at two, and filled depressions at 45 residences and condominiums.
- **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 13 projects in Punta Gorda Isles under construction with 107 projects completed, and four projects under construction with 26 completed in Burnt Store Isles. Phase two has started in the SW Zone. Hurricane Ian Related Seawall Failures | [Hurricane Ian Related Seawall Failures | City of Punta Gorda, FL \(punta-gorda.fl.us\)](#)
- **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](#)) click on the Dock Match button for information.

## **Engineering**

- **Swale Regrading** – The Engineering Department has performed the yearly swale inspection Citywide. The employees install GoPros on their trucks and drive every street within City limits after 72 hours with no rain to record videos of all the swales. Now the Engineering department will now review the videos to create the 2024-2025 swale re-grading list.

- **City Hall Annex** – The contractor has completed the interior work on the third floor where Urban Design, Code Enforcement, Zoning, IT, and City Manager offices are. The Procurement, Billing, and Building departments have moved to the third floor. There are signs for residents and contractors to use the elevator to conduct business there. The contractor has begun the full restoration on the second floor in the Procurement, Billing/Collections, and Building departments. They have painted the entire Procurement office, installed all new ceiling tiles, and have started to install the new flooring.

- **City Hall Annex Roof** – The contractor has finished the dry-in process for the roof and has called in for the inspection. Once the inspection is passed by the building department, the contractor will perform the final torch down material.

- **Laishley Splash Pad** – Construction continues at the Interactive Fountain area in Laishley Park. This work includes rehabilitation and upgrades to the splash pad/play area. Play equipment installation is nearing completion.

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 for 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 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 permitted to work 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 installation will be taking place as the project progresses. Construction is beginning in Burnt Store Isles and Burnt Store Meadows.



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 on 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 Lori Haight at (501) 844-6340. Please use extra caution while driving through the project area due to construction personnel and equipment.

Construction has begun for the Peace River Wildlife Center located next to the Hounds on Henry Dog Park! This work includes the development of the wildlife center and the expansion and reconstruction of the parking lot for the Hounds on Henry Dog Park.



Please use extra caution while driving or walking through this area due to construction personnel and equipment. Please obey the newly installed stop signs as dump trucks are

delivering fill dirt at the rate of approximately (30) loads per day. These trucks require a wide turn area, and vehicles should give them plenty of room to maneuver. The fenced construction area will be closed to the public at all times during this period.

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.

### **Right of Way**

- Crews continue to mow around the city. Mowing has been completed around Cooper St., and tree trimming near the YMCA.
- The drainage pipe band had separated at Colony Point Dr., crews have completed the repair.
- The sidewalk crew completed sidewalk maintenance on Monaco Dr.
- Crews repair several potholes on Monaco Dr, Tripoli Blvd., and Madrid.
- The potholes on the third bridge at Colony Point Dr., and Marion Ave have all been repaired.

## Sanitation

- As a friendly reminder, please follow the guidelines below regarding yard waste – If you have any questions or to schedule a special pick-up, please contact Public Works (941)575-5050 or [Sanitation | City of Punta Gorda, FL \(punta-gorda.fl.us\)](http://Sanitation|CityofPuntaGorda,FL(punta-gorda.fl.us)).

- **Landscaping Companies** – Most companies include a fee for removing yard waste debris with the service they provide. Please do not permit commercial lawn maintenance companies, professional tree trimmers, arborists, landscapers, etc. to leave yard waste curbside. These professionals should haul away the yard debris they removed. Loose Yard Waste Pile – Palm fronds, limbs, etc. shall not exceed 4” in diameter or 4’ in length. These items must be tied and bundled for collection; bundles shall weigh no more than 35 pounds.
- **Loose Yard Waste Pile** – Palm fronds, limbs, etc. shall not exceed 4” in diameter or 4’ in length. These items must be tied and bundled for collection; bundles shall weigh no more than 35 pounds.
- **Single Family Residents** - Are allowed no more than three (3) yard waste cans or bags per week. The city does not provide cans for yard waste and residents can purchase a cart from any local hardware store. Please be sure the cart has a lid, wheels, and metal bar across the front.
- **Tree Removal** – Tree removal and lot clearing are NOT a part of your regular service. If you have a whole tree removed you must first contact Urban Design to obtain a permit (941)575-3372 or [Tree Removal Permit Request | City of Punta Gorda, FL \(punta-gorda.fl.us\)](http://TreeRemovalPermitRequest|CityofPuntaGorda,FL(punta-gorda.fl.us)). The company that removes the tree is responsible for hauling away the remains. The City does not collect whole tree remains or lot clearing remains.
- **Unacceptable Material** – Lot clearing debris, tree removal, wood, dirt or rocks, cement edging, mulch, sod, fruit, straw, and hay will not be collected by yard waste crews.
- **Vacant Lots** – Vacant lots are not eligible for trash or yard waste services. Please do not place any trash or yard waste on vacant lots. The debris will not be collected.
- **Verify Your Service Area** – Simply enter your home address. This allows you to determine if you are within the collection boundaries of the City Limits. City boundaries are outlined in blue [Charlotte County GIS \(charlottecountyfl.gov\)](http://CharlotteCountyGIS(charlottecountyfl.gov)).
- **Yard Waste debris** – Shrubbery, grass clippings, and leaves must be placed at the curb in containers. Containers shall not exceed 32 gallons in size or 35 pounds in weight and must have handles. Biodegradable paper bags designated for yard waste collection are allowed.



## Police

- **Volunteers in Policing Program** – The Volunteers in Policing (VIP) program contributed 536 hours of volunteer time to the City of Punta Gorda during July 2024. Our volunteers are vital to this police department, and we appreciate them greatly! Community members interested in volunteering are encouraged to contact the Volunteer Staff Coordinator at (941) 575-5536 or by emailing [vip@pgorda.us](mailto:vip@pgorda.us).



### **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 August. Applications must be received by Sept., 27. The written exam will be completed online between Oct., 4 and Oct., and virtual oral board exams will be conducted via Zoom on Oct., 24. 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 Oct., 11 and 18. Applications must be received by Oct., 4.
- **Internship Program** – The police department is currently accepting internship applications for the Spring Semester of 2025. 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! To apply for employment or more information, please visit [www.pgpdjobs.com](http://www.pgpdjobs.com) or contact our Employee Development Coordinator at (941) 575-5571 or by email at [employeedevelopment@pgorda.us](mailto:employeedevelopment@pgorda.us).

## Fire

- **Potential New Hire Candidates** – This week fire department hosted 20 potential new hire candidates at our training facility. Candidates came from all over the state with the hopes of landing the top spot. Candidates completed a swim portion which featured a 100-yard swim followed by a diving exercise meant to mimic recovering items from the dive well at South County Park. If they passed that they competed in a physical agility test featuring a ladder climb, a hose pull, a forcible entry prop, a ceiling pull, a ladder





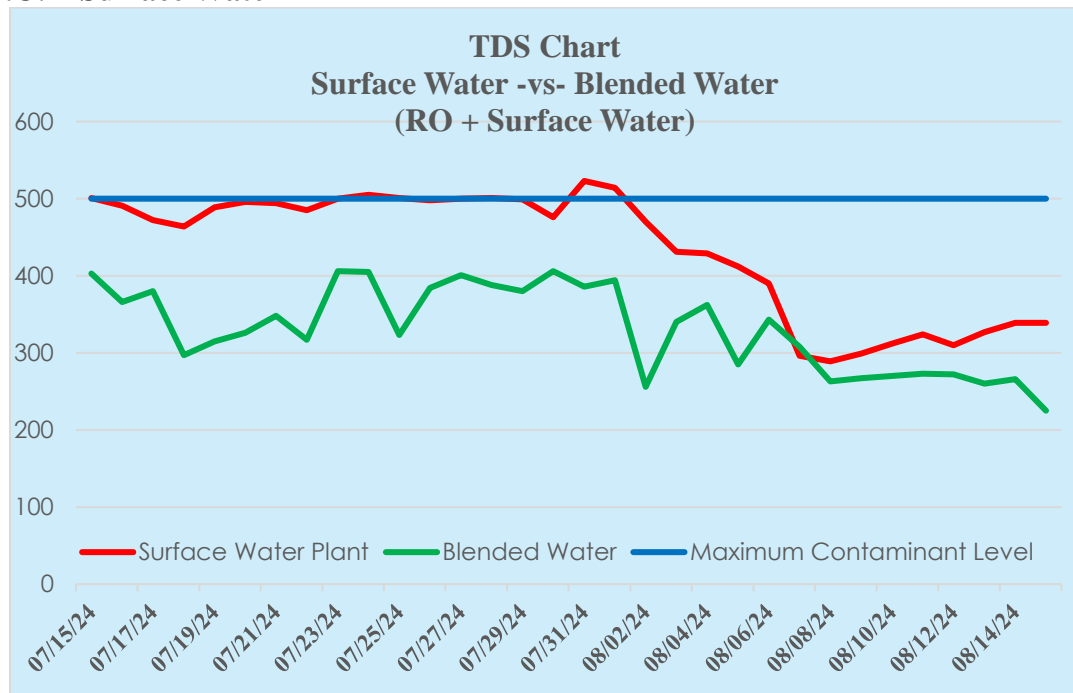
carry, a hoist, and finally a dummy drag to finish it off. It was unbelievable to meet this diverse applicant pool and see their determination and willingness to put it all on the line with the hopes of joining our department. Candidates that successfully passed the agility test were then faced with an interview panel made up of officers and then finally a Fire Chiefs interview with Chief Gibbs and Chief Canfield.

The entire process was a lot of work but it was great to see all members of the fire department putting their stamp on this important task and we have a strong applicant pool moving forward with the hopes of hiring shortly.



- **Utilities**

- **R.O. + 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** – 47.6 MG delivered to the distribution system during the last seven days with 6.8 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 1000 gallons per minute from the tank on 17 (Phase 1A Pipeline).
- Rainfall August 2023 – 9.01" August 2024 – 4.35"

- Hardness is a measurement of calcium and magnesium ions naturally occurring in the raw water. Currently "hard" – Grains of Hardness 4–Total hardness 76 ppm
- T.D.S. Aug., 15 – Current 225 ppm. Low – 220 ppm, High 419 ppm, 14-year average 317 ppm.
- Reservoir Aug., 15 – Current 5.87, Record Low 5.12, Record High, 6.09' 58 Year Average 5.53'



### 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 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. For more irrigation and water saving tips, please visit the District's website at [WaterMatters.org/Water101](#). [Water Restrictions | City of Punta Gorda, FL](#)

Addresses ending in 0 and 1	Monday & Thursday	Before 10 a.m. or after 4 p.m.
Addresses ending in 2 and 3	Tuesday & Friday	Before 10 a.m. or after 4 p.m.
Addresses ending in 4 and 5	Wednesday & Saturday	Before 10 a.m. or after 4 p.m.
Addresses ending in 6 and 7	Thursday & Sunday	Before 10 a.m. or after 4 p.m.
Addresses ending in 8 and 9	Friday & Tuesday	Before 10 a.m. or after 4 p.m.
Addresses ending in letter or Location without a discernable address	Friday & Tuesday	Before 10 a.m. or after 4 p.m.

### 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 Nov., 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](#).
- **Business Tax Receipt Renewals**  
City business tax receipts must be renewed for Fiscal Year 2024/2025 prior to Sept., 30, or else a late fee will be assessed. The first and second renewal notices have been emailed to the address on file with the City Clerk's Office on July 8. If you have not received an emailed renewal reminder, please call the City Clerk's Office at (941)575-3369 or email [businesstax@cityofpungordafl.com](mailto:businesstax@cityofpungordafl.com) to update your email address.

- **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 [City of Punta Gorda, FL: Board Application \(granicus.com\)](http://City of Punta Gorda, FL: Board Application (granicus.com))

- **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 alternate) – Meets the fourth Wed., 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 Mon., 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 Business**

- All persons, firms or corporations engaging in business or occupation within the City of Punta Gorda are required to obtain a local business tax 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:
  - Grooving Thru Gorda, Pick up at various locations for tours
  - Stone Cutters LLC, 1200 W Retta Esplanade
  - Magdalena Property Vacation Rental, 2814 Magdalena Drive