

**PUNTA GORDA ISLES
CANAL ADVISORY COMMITTEE
MEETING
MAY 16, 2011**

MEMBERS PRESENT: Bill Dixon, Chairman
Nancy Dauster, James Hoffman, Thomas McAlear,
David McBride, Charles Thomas, James Thompson

OTHERS PRESENT: Randy Brodersen, Canal Maintenance Supervisor
Tracy Quintana, Executive Assistant
Mark Gering, City Engineer
Dave Drury, Finance Director
Kristin Simeone, Financial Analyst
Noel Hyde, Carolyn Freeland, Don Mahanor

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. June 20, 2011
 - Ms. Dauster announced she would be out of State on June 20, 2011.

Note: Unfinished Business was heard following Call to Order/Announcements.

APPROVAL OF MINUTES

- A. Meeting of March 21, 2011
 - Mr. Thompson noted his name was misspelled on page 4.
 - Mr. Dixon then stated Mr. Brodersen indicated he would provide the amount expended on mangrove trimming in Fiscal Year 2010 at this meeting, asking if the City contracted annually for same.
 - Mr. Randy Brodersen, Canal Maintenance Supervisor, replied affirmatively.
 - Mr. Dixon confirmed the recent trimming was done as part of that contract. He noted the Committee had recommended initiating mangrove trimming in the area off Colony Point Drive by 200 feet, questioning the status of same.
 - Mr. Brodersen replied the contractor had quoted a price of \$7,000; however, there were insufficient funds in that particular line item. He reminded members he would first need to seek approval from the Department of Environmental Protection (DEP).
 - Mr. McAlear MOVED, Mr. Thomas SECONDED to recommend City Council reallocate funds to perform mangrove trimming at the junction of the rim canal and Ponce De Leon Inlet.
 - Mr. Thomas stated he felt the Committee should recommend a specific measurement.
 - Mr. McAlear noted the amount of allowed trimming was limited by State Law.

- Mr. Brodersen interjected he had been advised the mangroves could be “windowed” but could not be topped off. He clarified the mangrove trees would remain visible while the greenery would be removed so as to allow clear visibility through same.
- Mr. Dixon confirmed invasive species would be removed.
- Mr. McBride suggested the contractor be asked to present a proposal.
- Mr. Brodersen concluded he would have that information in hand at the Committee’s next meeting.
- Discussion ensued with regard to the amount of trimming allowed.
- Consensus of the Committee was to withdraw the motion and second.
- Mr. McBride stated there seemed to be a significant amount of debris in the water in the section between the Little Lakes and Ponce de Leon Inlet and then back into the mangroves. He expressed concern with regard to boaters running aground.
- Ms. Dauster MOVED, Mr. McAlear SECONDED approval of the March 21, 2011 minutes as amended. MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Permits Authorized by City Staff for Installation of Docks, Lifts, Outpilings, Etc.
 - Mr. Brodersen reported 16 permits were issued in March 2011, and 14 permits were issued in April 2011.
- B. Budget Utilization Reports – March & April 2011
- C. Seawall and Seawall Cap Replacement Status Report – March & April 2011
 - Mr. Brodersen confirmed members had received the subject reports in their agenda packets.
- D. Patrol Update
 - Mr. Dixon reported Marine Patrol issued 4 citations and 19 warnings and spent 119 hours on the water during March 2011. He announced the Volunteers in Policing (VIPs) spent 141.5 hours on the water in April 2011.
 - Ms. Dauster mentioned a cigarette boat had traveled past her home at a speed of 40 knots, acknowledging a storm was approaching at the time.
 - Mr. Dixon then pointed out the agenda stated “Council” at the top of the first page, requesting same be corrected to state “Committee.”
 - Ms. Tracy Quintana, Executive Assistant, explained the agendas for all of the City’s advisory boards/committees were generated through a new software program which did not allow her to make that correction.

NEW BUSINESS

- Mr. Dixon confirmed members had received a copy of three written questions, as delineated in the agenda material, submitted by Mr. Tom May relative to seawall and seawall cap repair and construction.
- Ms. Dauster commented Mr. May had indicated seawalls were previously designed with seep holes approximately 15 inches from the top; however, seep holes were now located 32 to 34 inches from the top of the slab, adding Mr. May had observed same were under water 60% of the time. She stated Mr. May had expressed concern with regard to the growth of barnacles within the seep hole.
- Mr. Brodersen displayed several photographs depicting both construction designs, pointing out barnacle growth was well below the seep hole in the newer seawalls.
- Mr. Dixon then confirmed seawall caps were repaired as well as replaced.
- Mr. McBride asked how crews determined whether a seawall cap should be repaired versus replaced.
- Mr. Brodersen replied same was dependent on the seriousness of the crack. He then provided a detailed description of the steps involved in replacing and repairing seawall caps.
- Mr. McAlear mentioned Mr. May had contacted him to express the above referenced concerns, adding he had advised Mr. May he did not agree there were any problems. He stated he had suggested Mr. May consider seawall cap repair as a “patch” which extended its life until replacement was necessary.
- Mr. Dixon stated Mr. May’s third question addressed the use of Canal Maintenance Assessment District (CMAD) funds for the new Public Works/Utilities campus, asking staff to comment on same.
- Mr. Mark Gering, City Engineer, explained City Council allotted \$1.5 million for construction, noting a consultant had estimated same at \$6 million; thus, work was conducted by crews from the Canal Maintenance, Right-of-Way (ROW) and Parks & Grounds Divisions and the Utilities Department.
- Mr. Dixon congratulated staff on a job well done. He then displayed a Sea Grant Florida publication on government regulation and navigation rights, as delineated in the agenda material, reading into the record paragraph c., Florida Statute 327.44, Interference with Navigation, on page 42.
- Mr. McAlear stated verbiage in the City’s Manatee Plan and City Code was derived from same.
- Mr. Dixon questioned whether the existing no-anchorage area should be expanded.

- Mr. McAlear replied he did not believe so. He explained many boaters fished in the mangrove areas but did not obstruct navigation when anchored close to same.
- Ms. Dauster expressed concern with regard to the safety of smaller boats anchoring in Ponce de Leon Inlet, stating it was surprising how fast some boats traveled.
- Ms. Quintana announced she was currently working on the City's newsletter, offering to include the verbiage read by Mr. Dixon. She further suggested a Committee member consider writing an article on this topic for inclusion in the newsletter.
- Mr. McAlear responded he would provide Ms. Quintana with a series of articles previously written for another community newsletter.
- Ms. Quintana asked Mr. McAlear to have the Police Department first review same.
- Mr. Thompson congratulated Ms. Quintana on being awarded Member of the Year by the American Public Works Association (APWA).
- Ms. Quintana noted Mr. Brodersen and the City were awarded for Project of the Year under the environmental category for the seawall study. She advised HDR also received a Contractor of the Year award for the same study.

Note: Unfinished Business was heard following Call to Order/Announcements.

UNFINISHED BUSINESS

A. Budget Presentation – Fiscal Year (FY) 2011/2012

- Mr. David Drury, Finance Director, announced Ms. Kristin Simeone, Financial Analyst, would provide an overall budget presentation followed by questions from the Committee relative to specific line items. He noted the presentation was based on no increase to the annual assessment fee.
- Mr. Dixon confirmed staff was seeking a specific recommendation relative to same.
- Ms. Dauster MOVED, Mr. Hoffman SECONDED to recommend the City make no change to the annual canal maintenance assessment fee of \$500 for FY 2011/2012. MOTION CARRIED UNANIMOUSLY.
- Ms. Simeone displayed an overhead of the Punta Gorda Isles (PGI) CMAD Proforma Schedule of Revenues and Expenditures, FY 2009 to 2016, as delineated in the agenda material, reiterating the operating assessment would remain the same at \$500. She reviewed personnel expenses for FY 2012 as follows: no additional furlough day; 2% salary increase; 2% increase in employee pension contribution; 11% health insurance increase. She mentioned staff had estimated 4% and 5% increases in personnel expenses for FY 2013 and 2014–2016. She then commented on operating expenses, stating projections for FY 2012 were based on staff's requests. She reviewed projected reductions for FY 2013 as follows, noting same were based on maintaining the \$500 annual fee: Inlet Dredging, -\$46,000; Seawall Cap Replacement, -\$35,000; Seawall

Stabilization, -\$10,000; Contractual Services, -\$30,000. She advised projections for seawall repair and seawall replacement were projected with no change while a 3% increase was estimated for other expenditures, both for FY 2013. She advised the above mentioned line items projected to have reductions in FY 2013 were estimated to remain flat for FY 2014–2016; however, reductions were anticipated in seawall repair and seawall replacements in those years. She concluded a 3% increase was estimated for other expenditures for FY 2014–2016.

- Mr. Thompson observed the ending fund balance decreased significantly from FY 2009 to 2016, stating he believed same was based on City Council's direction.
- Ms. Simeone responded City Council had been attempting to maintain a fund balance of 5% of operating expenses, adding she believed a balance of \$100,000 was desired for the PGI CMAD.
- Mr. Drury reiterated the figures projected several years out were strictly estimates.
- Mr. Noel Hyde questioned the reasoning behind the reductions mentioned for FY 2013.
- Mr. Drury explained revenues would remain unchanged, adding the fund balance continued to be utilized for seawall cap and seawall replacement.
- Mr. Hyde clarified those reductions were based partially on increased costs.
- Ms. Simeone continued her presentation, directing members' attention to line item details provided in their agenda packets, noting same was specific to FY 2009 to 2012. She pointed out the only increase was in Contractual Services, which was based on the Committee's recommendation.
- Mr. Hoffman asked why overtime was needed.
- Mr. Drury replied the Overtime Pay line item was being charged to Burnt Store Isles (BSI) for seawall work conducted on Saturdays; thus, the CMAD was reimbursed.
- Mr. Hoffman questioned the number of CMAD employees.
- Ms. Simeone replied eight.
- Mr. Thomas questioned the total amount of personnel expenses for FY 2011.
- Ms. Simeone replied same was denoted under Personnel Services.
- Mr. Thomas then noted \$256,911 was listed on the Proforma for Operating Expenditures under the FY 2011 Budget, asking where same was depicted within the line item details.
- Ms. Simeone explained Operating Expenditures were broken out within the latter while the Proforma depicted only the smaller Operating Expenditures. She clarified items such as seawall replacement were included in regular Operating Expenditures; thus, several items must be totaled to reach \$256,911, specifically Operating Expenditures, Inlet Dredging, Seawall Cap Replacement, Seawall Stabilization, Seawall Repair and

Seawall Replacement. She displayed page 3 of the line item details, stating Operating Expenses of \$2,136,276 for FY 2012 included all of those line items. She explained common practice had been to denote the “big ticket” items on the Proforma. She explained Operating Expenditures were depicted separately under Line Items 32-00 to 54-00.

- Mr. Thomas countered same did not total the figure depicted on the Proforma.
- Mr. Drury displayed page 4 of the line item detail, stating the final figure of \$2,682,886 equaled total expenditures. He explained the line item detail was generated automatically via computer while the Proforma was prepared by staff. He clarified there was no subtotal depicted.
- Ms. Simeone listed the line items which totaled Operating Expenditures as follows: 32-00, 34-00, 34-08, 34-42, 40-00, 41-00, 43-01 through 54-00.
- Mr. Thomas then recalled a previous discussion on mangrove trimming, noting \$6,000 had been budgeted and was projected for same.
- Mr. Brodersen responded \$6,000 was typically applied to trimming mangroves along the perimeter canal for safety related issues.
- Ms. Dauster asked why line items 34-10, 34-12 and 34-13 were omitted from the total Operating Expenditures.
- Ms. Simeone explained staff had simply separated out the larger budget items.
- Mr. McBride asked if the significant mangrove trimming which had been conducted recently was paid out of line item 34-42.
- Mr. Brodersen replied affirmatively, explaining that job was done for safety reasons.
- Mr. Thomas then noted the amount expended in FY 2010 was \$19,618 as compared to a projected amount of \$106,000 in FY 2012, asking if much more dredging was planned.
- Mr. Brodersen explained relatively little dredging was done some years due to no reports of high spots; however, staff anticipated such requests would increase exponentially in future years.
- Mr. Thomas questioned the amount expended for dredging thus far this year.
- Ms. Simeone replied \$50,320.
- Mr. Hoffman countered the Budget Utilization Report indicated only 8% of the budgeted amount of \$106,000 had been expended thus far.
- Mr. Brodersen explained that figure was lower as it reflected only through the previous month, adding a great deal of dredging had been done recently in Ponce de Leon and Pompano Inlets.
- Mr. Drury reminded members any unexpended funds remained in the CMAD’s budget.

- Mr. Dixon confirmed there were no other questions, thanking Mr. Drury and Ms. Simeone for their time.

Note: The remainder of the agenda was heard following New Business.

- Mr. Dixon stated Mr. McAlear had indicated he wished to present information on conditions of the bottoms of canals.
- Mr. McAlear announced during an investigation of a “cold case” by the Police Department, an examination of all canals was conducted. He explained the Citrus County Search & Rescue Division conducted a search of some canals and had expressed amazement at their cleanliness, i.e., no debris, good depths, clarity. He reported a coral ridge was located and found to be rising up out of the canal but still at eight feet below the surface. He continued a sunken dinghy was located at eight feet as well as one ice chest at fourteen feet and a broken piling at the top of a cul-de-sac. He mentioned “scoop” marks from the backhoe which had created the canals could also be seen at the end of the rim canal. He advised PGI’s canals were deeper than Charlotte Harbor.

STAFF COMMENTS

- A. Kudos from Frank Stephens
- Mr. Dixon drew members’ attention to a copy of a May 12, 2011 electronic message from Mr. Frank Stephens, as delineated in the agenda material, commending the City on its maintenance of the canal system.

COMMITTEE/BOARD COMMENTS

- Mr. Thompson questioned the status of a possible change to condominium assessment methodology as had been discussed at length by the Committee in previous meetings.
- Mr. Dixon explained the Committee had decided to not include same on their agendas unless there were any new developments or information to report.
- Mr. Thompson asked if City Council had directed the Committee to make a recommendation.
- Mr. Dixon replied two Councilmembers had requested same; however, there had been no official direction.
- Mr. Hoffman interjected Councilmember Larry Friedman had stated the City’s advisory boards/committees meant nothing to City Council.
- Mr. Dixon responded he did not believe that was the case, pointing out the Committee was strictly advisory.
- Mr. McAlear commended the Canal Maintenance Division on a job well done, stating he believed same should be publicly recognized. He pointed out the value of the \$500 annual assessment, particularly for a property where the seawall was replaced.

- Ms. Quintana suggested staff write an article for the newsletter of a general nature relative to overall costs.
- Mr. Hoffman then stated he had been informed the City was no longer printing or mailing agenda packets to members of their advisory boards/committees in an effort to reduce costs, asking if that was indeed the case.
- Recording Secretary Kelly replied affirmatively. She confirmed members could request a hard copy for pick-up at City offices.
- Ms. Quintana noted agenda packets were also provided to members by electronic mail, adding this was being done as a cost saving measure. She asked members to provide her with sufficient notice if they wished to obtain a hard copy at her office.
- Mr. Dixon noted employees were required to take unpaid time and were contributing more to their pensions.
- Mr. Hoffman then commented on an ongoing project on Mediterranean Drive, stating there had been a significant delay between constructing the seawall and backfilling, which was causing debris to fall behind the seawall.
- Mr. Brodersen responded he would address the issue with his Senior Crew Chief.

CITIZEN COMMENTS

- Ms. Carolyn Freeland announced she was a candidate for City Council, stating she wished to learn as much as possible about all of the advisory boards and committees. She commended members on their hard work.
- Mr. Don Mahanor stated he resided on the rim canal on Almar Drive and wished to have his seawall cap replaced; however, he advised he would speak directly to Mr. Brodersen.

ADJOURNMENT

- Meeting Adjourned: 3:07 p.m.

Bill Dixon, Chairman

Mary Kelly, Recording Secretary