



**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE AGENDA
120 LAISHLEY COURT, PUNTA GORDA, FLORIDA, 33950
APRIL 21, 2025, 1:30 PM**

Robert F Knabe, Chair
Kenneth B Rolland, Committee Member
Gene E Fuller, Committee Member
Ronald P Ludvig, Committee Member
Harry G Walberg, Committee Member
Jake Dye, Committee Member
Jeffrey T D'amico, Committee Member

CALL TO ORDER

Roll Call
Pledge of Allegiance
Announcements
Next Meeting - May 19, 2025

PUBLIC COMMENTS

Anyone wishing to address the Punta Gorda Isles Canal Advisory Committee on any subject may do so at the appropriate time during the meeting. Those who choose to speak must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

1. **APPROVAL OF MINUTES**

1.a [Approval of Minutes: Punta Gorda Isles Canal Advisory Committee Meeting of March 17, 2025](#)

2. **REPORTS**

2.a [Finance Report March 2025](#)

2.b [Budget Utilization Report March 2025](#)

2.c [Seawall Replacement Status Report March 2025](#)

2.d [Permits Authorized by City Staff March 2025](#)

2.e [Punta Gorda Isles Capital Improvement Status Report March 2025](#)

2.f [Master Permit Agreement Status Report March 2025](#)

3. **QUASI-JUDICIAL PUBLIC HEARINGS**

4. **GENERAL BUSINESS**

4.a **Committee Training**

STAFF COMMENTS

MEMBER COMMENTS

ADJOURNMENT

If any person decides to appeal any matter considered at this meeting, he or she may need a record of the proceedings, and for such purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, the location of this public hearing is accessible to persons with disabilities. If you are a person with disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Interpreters for the hearing impaired (TTY 941-575-5013) or non-English speaking citizens, and any other special accommodations can be requested by contacting the Human Resources Manager/Non-Discrimination Coordinator whose address is 326 W. Marion Avenue, Punta Gorda, FL 33950, whose telephone number is (941) 575-3371, and whose email address is humres@cityofpuntafordafl.com, at least two (2) calendars days prior to the meeting.

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

APPROVAL OF MINUTES

Title: Approval of Minutes: Punta Gorda Isles Canal Advisory Committee Meeting of March 17, 2025

Funds:

Recommended Action: Punta Gorda Isles Canal Advisory Committee Approval

Summary: Regular Meeting Minutes of March 17, 2025

Department/Division: Public Works

EXHIBITS:

1. [March 17, 2025, Minutes](#)

**CITY OF PUNTA GORDA, FLORIDA
PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE MEETING MINUTES
MARCH 17, 2025, 1:30 P.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950**

MEMBERS PRESENT: Ronald Ludvig, Chair
Jeffrey D’Amico, Jake Dye, Gene Fuller, Kenneth Rolland, Harry Walberg

MEMBERS ABSENT: Robert Knabe

CITY STAFF PRESENT: Thomas Macy, Project Manager; Marc Storm, Canal Maintenance Supervisor; City Attorney Levin; Alexandra Friend, Board Recorder

CALL TO ORDER

Mr. Ludvig called the meeting to order at 1:31 p.m., followed by the Pledge of Allegiance. Mr. Fuller indicated he would not be in attendance at the April 21, 2025, meeting.

PUBLIC COMMENTS

There were none.

1) APPROVAL OF MINUTES

1.a Approval of Minutes: Punta Gorda Isles Canal Advisory Committee Meeting February 18, 2025

Exhibits:

[Cover Page](#)

[February 18, 2025, Minutes](#)

Mr. Dye **MOVED** to approve the February 18, 2025, minutes, **SECONDED** by Mr. Fuller.

AYE: D’Amico, Dye, Fuller, Ludvig, Rolland, Walberg

ABSENT: Knabe

MOTION CARRIED.

2) REPORTS

2.a Finance Report February 2025

Exhibits:

[Cover Page](#)

[Punta Gorda Isles Canal Maintenance Expenditure Report 02282025](#)

[Punta Gorda Isles Canal Maintenance Revenue Report 02282025](#)

Mr. Marc Storm, Canal Maintenance Supervisor, confirmed there were no questions on the Finance Report.

2.b Budget Utilization Report February 2025

Exhibits:

[Cover Page](#)

[PGI Utilization 202502](#)

Mr. Storm confirmed there were no questions on the Budget Utilization Report.

2.c Seawall Replacement Status Report February 2025

Exhibits:

[Cover Page](#)

[PGI REPLACEMENT SHCHEDULE](#)

[NW1_SE_IAN Seawall Phase I_Replacement Status_022725](#)

[NW2_SE_IAN Seawall Phase II_Replacement Status_022725](#)

Mr. Storm asked if there was any questions regarding the Seawall Replacement Status Report.

Mr. Dye questioned when the regular seawall replacements would begin.

Mr. Storm replied a contract for same would begin in April.

Mr. Walberg confirmed with Mr. Storm that both contracts would run concurrently.

2.d Permits Authorized by City Staff February 2025

Exhibits:

[Cover Page](#)

[PGI Permits Authorized by City Staff 02012025](#)

Mr. Storm confirmed there were no questions regarding permits authorized by staff in February 2025.

Mr. Ludvig noted a discrepancy in the reports, indicating the permits authorized by staff were not included in the agenda.

2.e Punta Gorda Isles Capital Improvement Status Report February 2025

Exhibits:

[Cover Page](#)

[PGI Captial Improvement Status 202502](#)

Mr. Storm stated a meeting had been held with the Florida Department of Environmental Protection (FDEP) regarding the dredging permit.

2.f Master Permit Agreement Status Report February 2025

Exhibits:

[Cover Page](#)

[MasterPermitStatus202502PGI](#)

Mr. Storm noted inlet dredging had not yet begun, stating the sonar indicated things were in good shape. He stated all the pilings and markers were up at Ponce De Leon park.

3) QUASI-JUDICIAL PUBLIC HEARINGS

Ms. Alexandra Friend, Board Recorder, swore in all participants.

City Attorney Levin requested to sit at the dais, noting he was present to advise the Committee during Agenda Item 3.a. He read criteria for quasi-judicial public hearings and State statutes regarding ex parte communications.

NOTE: Mr. Dye left the dais at 1:45 p.m.

3.a Special Permit CCSP 03-2024

Exhibits:

[Cover Page](#)

[Agenda_Package CCSP 03-24](#)

Mr. Ludvig opened the floor for public comment, calling 3 times for same.

Mr. Thomas Macy, Project Manager, reviewed the special permit application for the installation of a boat lift on the property, noting staff recommended approval of same.

Mr. Dye, Keesling Construction, stated he was available to answer questions, noting the property owner was also present this date.

Mr. D'Amico questioned if the boat lift could be moved closer to the seawall.

Mr. Dye replied the size of the vessel that would be used would not allow for same.

Mr. D'Amico disclosed a site visit to the property, opining the boat lift would be a tight fit in the canal.

Mr. Dye noted the request was common due to the design of the canals.

Mr. Ludvig expressed concern, questioning if the vessel would exceed the vessel limitations.

Mr. Dye replied in the negative.

Mr. Fuller **MOVED** to close the public hearing, **SECONDED** by Mr. D'Amico.

AYE: D'Amico, Fuller, Ludvig, Rolland, Walberg

ABSENT: Knabe

ABSTAINING: Dye

MOTION CARRIED.

Mr. Ludvig suggested the Board include a condition for the size of the vessel allowed.

Discussion ensued regarding potential conditions for approval and ways same could be enforced.

Mr. Fuller **MOVED** to approve the special permit as submitted, **SECONDED** by Mr. Walberg.

AYE: D'Amico, Fuller, Ludvig, Rolland, Walberg

ABSENT: Knabe

ABSTAINING: Dye

MOTION CARRIED.

NOTE: Mr. Dye returned to the dais at 2:25 p.m.

4) GENERAL BUSINESS

There was none.

STAFF COMMENTS

There were none.

MEMBER COMMENTS

There were none.

ADJOURNMENT

The meeting adjourned at 2:26 p.m.

Chair

Board Recorder

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Dye Jake	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Punta Gorda Canal Advisory Committee
MAILING ADDRESS 1746 Casey Key Dr	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Punta Gorda	COUNTY Charlotte
DATE ON WHICH VOTE OCCURRED 3/17/2025	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Jake Dye, hereby disclose that on 3/17, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, Keesling Construction ;

inured to the special gain or loss of my relative, _____ ;

inured to the special gain or loss of _____, by whom I am retained; or

inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

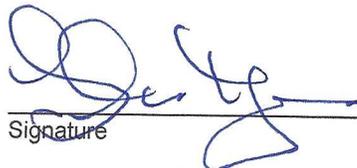
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

CCSP 03-24

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/17/2025

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

REPORTS

Title: Finance Report March 2025

Funds:

Recommended Action: For informational purposes only, no action required

Summary: The attached monthly report provides updates on Expenditure and Revenue Reports for Punta Gorda Isles

Department/Division: Public Works

EXHIBITS:

-
1. [Punta Gorda Isles Canal Maintenance Expenditure Report 03312025](#)
 2. [Punta Gorda Isles Canal Maintenance Revenue Report 03312025](#)
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PUNTA GORDA ISLES CANAL MAINTENANCE EXPENDITURE REPORT
FY 2025

DATE PREPARED: 04/09/25
WORKSHEET NAME: YTD103EX

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D EXPENSES	ENCUMBRANCES (P.O.'S)	TOTAL YTD + PO'S	% SPENT	BALANCE
103-0000-581.91-18	DEBT SERVICE FUND	0	49,350,259	0	0	0		49,350,259
*	TRANSFERS	0	49,350,259	0	0	0		49,350,259
103-0000-581.99-03	PROJECTED CARRYOVER - END	5,404,054	5,404,054	0	0	0		5,404,054
*	ENDING RESERVES	5,404,054	5,404,054	0	0	0		5,404,054
**	PUNTA GORDA ISL CANAL MNT	5,404,054	54,754,313	0	0	0		54,754,313
103-0960-572.12-01	REGULAR SALARIES & WAGES	589,870	589,870	294,272	0	294,272	50	295,598
103-0960-572.14-00	OVERTIME PAY	20,000	20,000	16,079	0	16,079	80	3,921
103-0960-572.21-00	F I C A TAXES	44,540	44,540	22,959	0	22,959	52	21,581
103-0960-572.22-00	RETIREMENT CONTRIBUTION	66,480	66,480	38,780	0	38,780	58	27,700
103-0960-572.22-10	RETIREMT -DEFINED CONTRIB	29,145	29,145	6,856	0	6,856	24	22,289
103-0960-572.23-00	EMPLOYEE HLTH & LIFE INS	129,570	129,570	78,255	0	78,255	60	51,315
103-0960-572.23-02	DEP HLTH + EMPL PD LIFE	39,495	39,495	13,580	0	13,580	34	25,915
103-0960-572.24-00	WORKMEN'S COMP PREMIUMS	25,425	25,425	20,271	0	20,271	80	5,154
*	PERSONNEL SERVICES	944,525	944,525	491,052	0	491,052	52	453,473
103-0960-572.31-13	EMPLOYEE TESTING	0	0	701	0	701		701-
103-0960-572.31-14	ENGINEERING CONSULTANT	10,000	33,524	11,263	17,262	28,525	85	4,999
103-0960-572.32-00	ACCOUNTING & AUDITING	1,580	1,580	0	1,516	1,516	96	64
103-0960-572.34-00	CONTRACTUAL SERVICES	35,000	51,353	4,363	18,142	22,505	44	28,848
103-0960-572.34-08	CHANNEL MARKERS	6,000	6,000	2,990	3,010	6,000	100	0
103-0960-572.34-10	INLET DREDGE	85,000	170,000	0	85,000	85,000	50	85,000
103-0960-572.34-12	SEAWALL REPLACEMENT	2,475,000	2,475,000	47,477	0	47,477	2	2,427,523
103-0960-572.34-42	MANGROVE TRIMMING	65,250	65,250	0	0	0		65,250
103-0960-572.40-00	TRAVEL & PER DIEM	600	600	0	0	0		600
103-0960-572.41-00	COMMUNICATIONS SERVICES	4,670	4,670	1,398	0	1,398	30	3,272
103-0960-572.43-01	ELECTRICITY	1,000	1,000	392	0	392	39	608
103-0960-572.43-07	LOT MOWING	1,800	1,800	448	1,344	1,792	100	8
103-0960-572.44-05	CLOTHING & UNIFORMS	850	850	384	466	850	100	0
103-0960-572.45-01	FIRE/GENERAL LIAB INSUR	22,970	22,970	17,754	0	17,754	77	5,216
103-0960-572.46-00	REPAIR & MAINTENANCE SVCS	800	800	123	678	801	100	1-
103-0960-572.46-08	R&M AUTOS/TRUCKS FLEET	7,000	7,000	4,719	2,181	6,900	99	100
103-0960-572.46-09	REPAIR/MNT EQUIP FLEET	5,000	5,000	3,507	1,356	4,863	97	137
103-0960-572.49-06	ADMINISTRATIVE CHARGES	254,005	254,005	148,169	0	148,169	58	105,836
103-0960-572.49-07	COMPUTER OVERHEAD	84,165	84,165	49,091	0	49,091	58	35,074
103-0960-572.49-08	COLLECTION COMMISSION	50,000	50,000	115,615	0	115,615	231	65,615-
103-0960-572.49-13	LANDFILL FEES	500	1,500	200	1,300	1,500	100	0
103-0960-572.51-00	OFFICE SUPPLIES	425	425	0	0	0		425
103-0960-572.52-01	GASOLINE, OIL, LUBRICANTS	10,000	9,000	3,348	0	3,348	37	5,652
103-0960-572.52-21	DEPT MATERIALS & SUPPLIES	19,500	19,500	13,515	0	13,515	69	5,985
103-0960-572.52-22	SAFETY SUPPLIES	2,220	2,220	1,468	0	1,468	66	752
103-0960-572.52-24	CLOTHING & UNIFORMS	0	0	53-	0	53-		53
103-0960-572.52-44	SEAWALL PANEL BLDG MTLs	455,320	455,320	6,411	82,352	88,763	19	366,557
103-0960-572.54-00	BOOKS/MEMBS/TRAINING/EDUC	5,650	5,650	204	0	204	4	5,446
*	OPERATING EXPENSES	3,604,305	3,729,182	433,487	214,607	648,094	17	3,081,088
103-0960-572.61-00	LAND ACQUISITION	0	7,472	0	7,471	7,471	100	1
103-0960-572.63-00	IMPROVE OTHER THAN BLDGS	225,000	225,000	0	0	0		225,000
103-0960-572.64-01	AUTOS & ON-ROAD VEHICLES	36,000	36,000	0	0	0		36,000
103-0960-572.64-03	EQUIPMENT	45,000	51,586	6,586	0	6,586	13	45,000
*	CAPITAL OUTLAY	306,000	320,058	6,586	7,471	14,057	4	306,001

PUNTA GORDA ISLES CANAL MAINTENANCE EXPENDITURE REPORT
FY 2025

DATE PREPARED: 04/09/25
WORKSHEET NAME: YTD103EX

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D EXPENSES	ENCUMBRANCES (P.O.'S)	TOTAL YTD + PO'S	% SPENT	BALANCE
103-0960-572.90-01	RESERVE FOR CONTINGENCIES	50,000	50,000	0	0	0		50,000
*	CONTINGENCIES	50,000	50,000	0	0	0		50,000
**	P G I CANAL MAINTENANCE	4,904,830	5,043,765	931,125	222,078	1,153,203	23	3,890,562
103-3000-572.63-80	SEAWALL REPLACEMENT	0	35,310,134	4,069,114	10,013,433	14,082,547	40	21,227,587
*	CAPITAL OUTLAY	0	35,310,134	4,069,114	10,013,433	14,082,547	40	21,227,587
**	CAPITAL CONSTR PROJECTS	0	35,310,134	4,069,114	10,013,433	14,082,547	40	21,227,587
		10,308,884	95,108,212	5,000,239	10,235,511	15,235,750	16	79,872,462

PUNTA GORDA ISLES CANAL MAINTENANCE REVENUE REPORT
FY 2025

DATE PREPARED: 04/09/25
WORKSHEET NAME: YTD103RV

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D REVENUES	% REC'D	BALANCE
103-0000-325.30-00	SPEC ASSMTS - CANAL ASSMT	6,240,805	6,240,805	5,767,026	92	473,779
103-0000-331.51-00	FEDERAL DISASTER RELIEF	0	37,717,805	0		37,717,805
103-0000-334.51-01	SEAWALL COLLAPSE	0	5,462,600	0		5,462,600
103-0000-361.10-00	INTEREST ON INVESTMENTS	141,000	141,000	76,393	54	64,607
103-0000-369.90-00	MISCELLANEOUS REVENUE	500	500	0		500
103-0000-381.01-00	GENERAL	0	34,960,910	2,937,483	8	32,023,427
103-0000-389.90-01	PROJ CARRYOVER-BEGINNING	3,926,579	3,926,579	0		3,926,579
103-0000-389.90-02	PRIOR YEAR ENCUMBRANCES	0	138,935	0		138,935
103-0000-389.90-05	PRIOR YR RE-APPROPRIATION	0	6,519,078	0		6,519,078
*		10,308,884	95,108,212	8,780,902	9	86,327,310
**	PUNTA GORDA ISL CANAL MNT	10,308,884	95,108,212	8,780,902	9	86,327,310
		10,308,884	95,108,212	8,780,902	9	86,327,310

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

REPORTS

Title: Budget Utilization Report March 2025

Funds:

Recommended Action: For informational purposes only, no action is required

Summary: For informational purposes only, no action is required

Department/Division: Public Works

EXHIBITS:

1. [PGI Utilization 202503](#)

City of **PUNTA GORDA** Florida

REPORTING PERIOD AS OF:		April 2, 2025						
PUBLIC WORKS		FY - 10/01/2024 - 09/30/2025						
PGI CANAL MAINTENANCE		1075						
MONTHLY REPORT OF WORK COMPLETED AND EXPENDITURES FOR SEAWALL R&M								
DESCRIPTION:	ANNUAL SCHEDULED WORK QUANTITY	AMENDED SCHEDULED WORK QUANTITY	UNIT	CURRENT MONTH WORK Feb-25	YTD COMP WORK	% COMP	REMAINING QUANTITY	
Seawall Replacement	\$2,475,000	\$2,475,000	BUD	\$47,477	\$47,477	0%	\$2,427,523	
Hurricane Ian Seawall Replacement	\$35,310,134	\$35,310,314	BUD	\$812,154	\$3,773,647	11%	\$31,536,667	
Mangrove Trimming	\$65,250	\$65,250	BUD	\$0	\$0	0%	\$65,250	
Inlet Dredging	\$85,000	\$170,000	BUD		\$0	0%	\$170,000	
Spoil Site Channel Permitting/Seawall Assessment	\$35,000	\$51,353	BUD	\$508	\$4,363	8%	\$46,991	

NOTE: Seawall replacement contractor charge from Economy before budget rollover approval still pending, mangrove contract out to bid for renewal

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

REPORTS

Title: Seawall Replacement Status Report March 2025

Funds:

Recommended Action: For informational purposes only, no action is required

Summary: The attached monthly report provides updates on the Punta Gorda Isles Seawall Replacement work program FY 24/25

Department/Division: Public Works

EXHIBITS:

1. [SE_IAN Seawall Phase I_Replacement Status_033125](#)
2. [SW_IAN Seawall Phase II_Replacement Status_033125](#)
3. [NW2_IAN Seawall Phase II_Replacement Status_033125](#)
4. [NE2_IAN Seawall Phase II_Replacement Status_033125](#)
5. [NW1_IAN Seawall Phase I_Replacement Status_033125](#)
6. PGI Yearly Seawall Replacement

MARINE CONTRACTING GROUP PHASE I
SE - SEAWALL REPLACEMENT WORK PROGRAM FY 2023/2024/2025

START WEEK OF	WALL PRIORITY	LOCATION	ADDRESS	ESTIMATED LENGTH	ACTUAL LENGTH	STATUS
	Low	5022	SPOONBILL CT 3724 3728 3740	152	149	C
	Low	5019	TURTLE DOVE BLVD 3662 PLOVER CT 1372	186		C
	Low	5021	PARTRIDGE DR 1212 1218	154		U
	Low	5001	PINE ISLAND CT 1417 1421 1425	176		U
TBD	Low	5015	WAXWING CT 1406	100		Ltr
			TOTAL	4152	3578	
	U		Under Construction			
	C		Complete			
	LTR		Letter sent		Revised	3/31/25

MARINE CONTRACTING GROUP PHASE II
SW - SEAWALL REPLACEMENT WORK PROGRAM FY 2024/2025

START WEEK OF	WALL PRIORITY	LOCATION #	ADDRESS	ESTIMATED LENGTH	ACTUAL LENGTH	STATUS
	MED	6005	RIO TIBER DR 2511	80	78	C
	MED	6003	RIO TIBER DR 2620	60	65	C
	MED	6001	RIO PLATO DR 2628/2630	78		U
	MED	6032	ST DAVIDS ISLAND CT 2416/2424	75		U
	MED	6022	DOMINICA CT 3313/3319	120		U
	MED	6021	SAN MATEO DR 1356/1362/1368	106		U
	LOW	6041	ARUBA CT 3633/3643/3651	157		U
3/31/25	MED	6035	CURACAO CT 3431/3435	80		Ltr
4/7/25	MED	6037	DEBORAH DR 2825/2819	48		Ltr
4/14/25	LOW	6047	SUZI ST 1717/1713	36		Ltr
4/21/25	LOW	6045	LA COSTA ISLAND CT 3900/3906	103		Ltr
5/5/25	LOW	6044	AVES ISLAND CT 3835	130		Ltr
5/19/25	LOW	6043	SABA CT 3824/3818	91		Ltr
5/26/25	LOW	6042	RYAN BLVD 2750	170		Ltr
6/9/25	LOW	6038	CARMICHAEL DR 3649/3701	134		
6/23/25	LOW	6039	BONAIRE CT 3623/3617	111		
TBD	LOW	6040	ARUBA CT 3652	2		
TBD	LOW	6028	DEBORAH DR 2216/2224	90		
TBD	LOW	6029	DEBORAH DR 2240/2246/2300	102		
TBD	LOW	6030	ST DAVIDS ISLAND CT 2361/2349	52		
TBD	LOW	6024	GRENADA CT 3338	44		
TBD	LOW	6023	GRENADA CT 3341/3345	278		
TBD	LOW	6011	SOCORRO DR 1129/1135	52		
TBD	LOW	6008	LA SALINA CT 1134/1140	186		
TBD	LOW	6007	LA SALINA CT 1117/1123/1127/1131/1135	148		
TBD	LOW	6017	MAYAGUANA CT 2737/2740	185		
TBD	LOW	6018	ANTIGUA DR 3200/3206	193		
TBD	LOW	6019	ANTIGUA DR 3200/3205	107		
			TOTAL	3911	1031	
		LTR	Letter sent			
		U	Under Construction			
		C	Complete			
					Revised	3/31/25

MARINE CONTRACTING GROUP PHASE II

NW2 - SEAWALL REPLACEMENT WORK PROGRAM FY 2024/2025

START WEEK OF	WALL PRIORITY	LOCATION #	ADDRESS	ESTIMATED LENGTH	ACTUAL LENGTH	STATUS
	MED	4021	VIA ESPLANADE 2165/2185/2215	116	147	C
	MED	4020	CORONADO DR 900/940	84	70	C
	MED	4025	COMO CT 610/601	163		C
	MED	4028	VIA ESPLANADE 350	66		C
	MED	4030	BELVEDERE CT 571/585	72		U
	MED	4031	BELVEDERE CT 548/536/524	88		U
	MED	4038	DE LIDO CT 360/340	50		U
	MED	4008	BAL HARBOR BLVD 299	30		U
	MED	4044	GULFVIEW RD 198	24		U
3/31/25	MED	4006	MARIA CT 123/133/143	142		Ltr
4/14/25	MED	4005	MARIA CT 142/152	126		Ltr
4/28/25	MED	4004	DONNA CT 125/135	101		Ltr
5/12/25	MED	4053	SIERRA LN 2449/2435	98		
5/19/25	MED	4054	ROSA LN 2495/2485	99		
5/26/25	MED	4057	ROSA LN 2472/2484	78		
6/2/25	MED	4058	FLORA LN 2489/2481	70		
6/9/25	MED	4049	GULFVIEW RD 151	30		
6/16/25	MED	4052	CRESENT DR 140/132/124	106		
6/30/25	LOW	4051	CASA LN 131	96		
TBD	LOW	4048	BAYVIEW RD 2210	30		
TBD	LOW	4047	GULFVIEW RD 2220/2240	68		
TBD	LOW	4001	JAMAICA WAY 2035/2025	258		
TBD	LOW	4002	JAMAICA WAY 1771	96		
TBD	LOW	4046	GULFVIEW RD 118/110	90		
TBD	LOW	4007	MARIA CT 179/183	82		
TBD	LOW	4045	GULFVIEW RD 182/174/166	170		
TBD	LOW	4023	VIA SEVILLE 2141/2181	91		
TBD	LOW	4024	VIA SEVILLE 2080/2100/2140	100		
TBD	LOW	4026	EL CERITO CT 2237/2255/2275	156		
TBD	LOW	4027	EL CERITO CT 2111	80		
TBD	LOW	4029	BELVEDERE CT 511/517	97		
TBD	LOW	4032	BELVEDERE CT 280/290	53		
TBD	LOW	4034	DE LIDO CT 341/361	107		
TBD	LOW	4035	DE LIDO CT 381	69		
TBD	LOW	4036	DE LIDO CT 399	45		
TBD	LOW	4037	DE LIDO CT 380/399	54		
TBD	LOW	4040	BELAIRE CT 255	80		
TBD	LOW	4041	BELAIRE CT 355/365/375	88		
TBD	LOW	4013	BAL HARBOR BLVD 515/533/551	104		
TBD	LOW	4012	BELLE CT 1793	138		
TBD	LOW	4011	BELLE CT 1799/1797	220		

START WEEK OF	WALL PRIORITY	LOCATION #	ADDRESS	ESTIMATED LENGTH	ACTUAL LENGTH	STATUS
TBD	LOW	4010	BOCA RATON CT 1751/1743	142		
			TOTAL	4943	1120	
	LTR		Letter sent			
	U		Under Construction			
	C		Complete			
					Revised	3/31/25

MARINE CONTRACTING GROUP PHASE II
NE2 - SEAWALL REPLACEMENT WORK PROGRAM FY 2024/2025

START WEEK OF	LOCATION #	WALL PRIORITY	ADDRESS	ESTIMATED LENGTH	ACTUAL LENGTH	STATUS
3/31/25	2032	MED	VIA CINTIA 534	126		HN
4/14/25	2025	MED	VIA DOLCE VITA 1610/1620	100		HN
4/21/25	2024	MED	VIA DOLCE VITA 1601/1605	109		HN
TBD	2013	MED/LOW	BRENDA CT 703/704	224		
TBD	2012	MED	BRENDA CT 704	96		
TBD	2008	MED	SANTA MARGERITA LN 702/706	96		
TBD	2006	MED	WINWARD CT 1201	130		
TBD	2003	LOW	DON JUAN CT 915/925/935	104		
TBD	2002	LOW	SAN MARINO CT 1580	182		
TBD	2028	LOW	BAL HARBOR BLVD 416	80		
TBD	2018	LOW	BAL HARBOR BLVD 740/760	74		
TBD	2016	LOW	APPIAN DR 1500/1510	37		
TBD	2020	LOW	VIA BIANCA 1600/1601	160		
TBD	2022	LOW	VIA BIANCA 1660	48		
TBD	2007	LOW	VIA TUNIS 601	201		
			TOTAL	1767	0	
		LTR	Letter sent			
		U	Under Construction			
		C	Complete			
		HN	Home owner notified		Revised	3/31/25

START WEEK OF	LOCATION #	WALL PRIORITY	ADDRESS	ESTIMATED LENGTH	ACTUAL LENGTH	STATUS
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MARINE CONTRACTING GROUP PHASE I
NW1 - SEAWALL REPLACEMENT WORK PROGRAM FY 2023/2024/2025

START WEEK OF	WALL PRIORITY	LOCATION	ADDRESS	ESTIMATED LENGTH	ACTUAL LENGTH	STATUS
	Med/Low	3043	SANCHO PANZA CT 2800 2803 2804	222	219	C
	Med	3042	SANCHO PANZA CT 2813 2817 2821	110	132	C
	Med	3041	SANCHO PANZA CT 2833 2837 2841	172		C
	Low	3037	PARISIAN CT 2633	60		U
	Low	3040	RIO LARGO CT 2527	66		U
	Low	3053	COLONY POINT DR 230 236 240	94		U
	Low	3044	SANCHO PANZA CT 2810 2814 2818	184		U
4/14/25	Low	3024	LIDO DR 261	45		Ltr
4/21/25	Low	3027	W MARION AVE 2711 2645	42		Ltr
4/28/25	Low	3028	W MARION AVE - POOL 2645	138		Ltr
5/12/25	Low	3030	RIO PALERMO CT 2526 2532 2538	163		Ltr
5/26/25	Low	3031	RIO LISBO CT 2542	165		
6/9/25	Low	3005	TROPICANA DR 14	85		
6/16/25	Low	3006	TROPICANA DR 77 79	178		
6/30/25	Low	3013	HIBISCUS CT 2716	130		
TBD	Low	3011	HIBISCUS DR 143	85		
TBD	Low	3016	BAYSHORE CT 155	30		
TBD	Low	3017	CORAL WAY 2886 2892	84		
TBD	Low	3054	COLONY POINT DR 168 174 178 184	244		
TBD	Low	3019	CORAL WAY 2813 2815	82		
TBD	Low	3018	CORAL WAY 2833	80		
TBD	Low	3055	COLONY POINT DR 76 80	100		
TBD	Low	3009	AQUA CT 2755 2775 2795	106		
TBD	Low	3056	COLONY POINT DR 28 32	108		
TBD	Low	3057	COLONY POINT DR 1	190		
			TOTAL	7659	4956	
	U		Under Construction			
	C		Complete			
	LTR		Letter sent		Revised	3/31/25

Seawall Maintenance Replacement
FY 24/25

Start Week	Location #	Wall Priority	Address	Estimated Length	Actual Length	Status
TBD		HIGH	CASEY KEY 1523,1531,1537/USSEPA CT 5005	231		
TBD		HIGH	SWAN CT 1230	84		
TBD		HIGH	CORONADO 1216	83		
TBD		HIGH	MARIA CT 132	128		
TBD		HIGH	BOCA RATON CT 1756,1764,1748,1772	264		
TBD		HIGH	PAMELA DR 702,704,720,730	486		
TBD		HIGH	SANTA BRIGIDA CT 910,920,930	255		
TBD		MED	PAMELA DR 701			
TBD		MED	LUCIA DR 802	197		
TBD		MED	SABAL DR 15,19,23,27	295		
TBD		MED	ST KITTS CT 3805, 3811, 3817, 3823, 3829, 3833, 3839, 3846 /RYAN BLVD2611, 2523, BERMUDA CT 3800	931		
TBD		MED	DIPPER CT 3518,3524,3530,3536/GREBE DR 1424, 1418, 1419	415		
TBD		MED	SEABREEZE CT 1200	42		
TBD		LOW	RAVEN CT 1479,1485/SANDPIPER 3400,3408, 3414, /WREN 1478			
TBD		LOW	OSPREY CT 1304, 1310			
TBD		LOW	OSPREY DR 1351, 1355, 1359, 1362, 1358	654		
TBD		LOW	SEAFAN DR 1419	100		
TBD		LOW	CASEY KEY DR 1730, 1734, 1740, 1746, 1750, 1745, 1737	1209		
TBD		LOW	CROOKED ISLAND 3967, 3968, 3972	330		
TBD		LOW	DARIN DR 3631	174		
TBD		LOW	TRINIDAD CT 3367, 3370	297		
TBD		LOW	LA SALINA CT 1100, /AQUI ESTA 2285, 2245	140		
TBD		LOW	SANCHO PANZA CT 2830, 2826, 2834	198		
TBD		LOW	PARISIAN CT 2612, 2606	100		
TBD		LOW	PARISIAN CT 2642	93		
TBD		LOW	DON QUIXOTE DR 2800, 2804	116		
TBD		LOW	RIO CT 2795	100		
TBD		LOW	TROPICANA 22, 26	170		
TBD		LOW	TROPICANA 70	75		
TBD		LOW	TROPICANA 123	104		
TBD		LOW	GULFVIEW RD 125, 135, 2101	117		
TBD		LOW	GULFVIEW RD 158	86		
TBD		LOW	VIA ESPLANADE 801	86		
TBD		LOW	RIDING ROCKS 1244, 1234, 1234	229		
TBD		LOW	ELEUTHERA 522	75		
TBD		LOW	VIA TUNIS 712	107		
TBD		LOW	VIA TRIPOLI 1111, 1119, 1123	189		
TBD		LOW	MINEO 1335	135		

Seawall Maintenance Replacement
FY 24/25

TBD		LOW	APPIAN DR 1605, 1615, 1625	142		
			Total	8437	0	
		LTR	LETTER SENT			
		U	UNDER CONSTRUCTION			
		C	COMPLETE			

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

REPORTS

Title: Permits Authorized by City Staff March 2025

Funds:

Recommended Action: For informational purposes only, no action required

Summary: The attached monthly report provides updates on Punta Gorda Isles Permits Authorized by City Staff March 2025

Department/Division: Public Works

EXHIBITS:

1. [PGI Permits Authorized by City Staff 03312025](#)

PGI Canal Maintenance Report

App Yr	App Number	Appl Type	Appl Date	Application Description	Street No.	Str Dir	Street Name	Str Suff	Lot	Block	Sub Div	Sec
25	192681	BCNL	3/6/2025	***NOC ATTACHED 3.17.25 -njf*	1250		PINE SISKIN	DR	0199	0037	PGI	014
		BCNL	3/6/2025	INSTALL DOCK AND BOATLIFT	1250		PINE SISKIN	DR	0199	0037	PGI	014
		BCNL	3/6/2025	***GL COI PRIOR TO PERMIT ISSUE***	1250		PINE SISKIN	DR	0199	0037	PGI	014
		BCNL	3/6/2025	3/6/2025, 9:54:37 AM LGRANGER	1250		PINE SISKIN	DR	0199	0037	PGI	014
192720	BCNL	3/7/2025	***NOC WITH APPLICAITON***	606		VIA TUNIS		0074	0025	PGI	007	
		3/7/2025	CALL FOR FINAL INSPECTION ONCE COMPLETED	606		VIA TUNIS		0074	0025	PGI	007	
		3/7/2025	INSTALL DOCK EXTENSION	606		VIA TUNIS		0074	0025	PGI	007	
		3/7/2025	3/7/2025, 2:27:49 PM LGRANGER	606		VIA TUNIS		0074	0025	PGI	007	
192721	BCNL	3/7/2025	*NOC ATTACHED 3.7.25 -njf*	1634		VIA DOLCE VITA		0067	0005	PGI	007	
		3/7/2025	ELECTRICAL WORK.	1634		VIA DOLCE VITA		0067	0005	PGI	007	
		3/7/2025	FINALS: 941 575 3327	1634		VIA DOLCE VITA		0067	0005	PGI	007	
		3/7/2025	HOMEOWNER HIHRING DAN WELLINS	1634		VIA DOLCE VITA		0067	0005	PGI	007	
		3/7/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	1634		VIA DOLCE VITA		0067	0005	PGI	007	
		3/7/2025	INSTALL DOCK EXTENSION AND BOAT LIFT.	1634		VIA DOLCE VITA		0067	0005	PGI	007	
192723	BCNL	3/7/2025	*NOC ATTACHED 3.7.25 -njf*	341		SORRENTO	CT	0031	0008	PGI	005	
		3/7/2025	ELECTRICAL WORK	341		SORRENTO	CT	0031	0008	PGI	005	
		3/7/2025	FINALS: 941 575 3327	341		SORRENTO	CT	0031	0008	PGI	005	
		3/7/2025	HOMEOWNER HIRING LIVINGSTON ELECTRIC	341		SORRENTO	CT	0031	0008	PGI	005	
		3/7/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	341		SORRENTO	CT	0031	0008	PGI	005	
		3/7/2025	INSTALL BOAT LIFT	341		SORRENTO	CT	0031	0008	PGI	005	
192727	BCNL	3/7/2025	CALL FINAL WHEN COMPLETE	2813		SANCHO PANZA	CT	0360	0019	PGI	017	
		3/7/2025	REMOVE DOCK AND PILINGS ONLY	2813		SANCHO PANZA	CT	0360	0019	PGI	017	
192731	BCNL	3/10/2025	ELECTRIC WORK	2281		BAYVIEW	RD	0004	0014	PGI	004	
		3/10/2025	HOMEOWNER HIRING LIVINGSTON ELECTRIC	2281		BAYVIEW	RD	0004	0014	PGI	004	
		3/10/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	2281		BAYVIEW	RD	0004	0014	PGI	004	
		3/10/2025	INSTALL BOAT LIFT	2281		BAYVIEW	RD	0004	0014	PGI	004	
		3/10/2025	SUB ELEC LIVINGSTON ELECTRIC	2281		BAYVIEW	RD	0004	0014	PGI	004	
192737	BCNL	3/10/2025	***ELECTRIC IS ATTACHED	2750		RIO	CT	0017	0005	PGI	003	
		3/10/2025	***NOC ATTACHED 3.10.25 -njf***	2750		RIO	CT	0017	0005	PGI	003	
		3/10/2025	ELECTRICAL WORK.	2750		RIO	CT	0017	0005	PGI	003	

PGI Canal Maintenance Report

App Yr	App Number	Appl Type	Appl Date	Application Description	Street No.	Str Dir	Street Name	Str Suff	Lot	Block	Sub Div	Sec
25	192737	BCNL	3/10/2025	HOMEOWNER HIRING LIVINGSTON ELECTRIC	2750		RIO	CT	0017	0005	PGI	003
		BCNL	3/10/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	2750		RIO	CT	0017	0005	PGI	003
		BCNL	3/10/2025	INSTALL BOAT LIFT	2750		RIO	CT	0017	0005	PGI	003
	192740	BCNL	3/10/2025	***NOC ATTACHED 3.10.25 -njf***	2031		VIA VENICE		0027	0013	PGI	005
		BCNL	3/10/2025	BE PLACED IN EXACT PRE-EXISTING SETTING.	2031		VIA VENICE		0027	0013	PGI	005
		BCNL	3/10/2025	DAMAGED PILINGS TO BE REMOVED AND	2031		VIA VENICE		0027	0013	PGI	005
		BCNL	3/10/2025	ELECTRIC SUB: CYNERGY ELECTRIC	2031		VIA VENICE		0027	0013	PGI	005
		BCNL	3/10/2025	EXISTING BOAT LIFT DISMANTLED, (3) STORM	2031		VIA VENICE		0027	0013	PGI	005
		BCNL	3/10/2025	REPLACED IN EXACT FOOTPRINT. BOATLIFT TO	2031		VIA VENICE		0027	0013	PGI	005
	192747	BCNL	3/10/2025	***ELECTRIC SUB ATTACHED	87		SABAL	DR	0012	0048	PGI	004
		BCNL	3/10/2025	***NOC ATTACHED 3.10.25 -njf***	87		SABAL	DR	0012	0048	PGI	004
		BCNL	3/10/2025	INSPECTIONS: 941 575 3327	87		SABAL	DR	0012	0048	PGI	004
		BCNL	3/10/2025	INSTALL BOAT LIFT. HOMEOWNER HIRING	87		SABAL	DR	0012	0048	PGI	004
		BCNL	3/10/2025	LIVINGSTON ELECTRIC INDEPENDENTLY OF MCG	87		SABAL	DR	0012	0048	PGI	004
		BCNL	3/10/2025	TO PERFORM ALL ELECTRICAL WORK.	87		SABAL	DR	0012	0048	PGI	004
	192749	BCNL	3/10/2025	***NOC ATTACHED 3.10.25 -njf***	3829		SABA	CT	0138	0006	PGI	012
		BCNL	3/10/2025	BOAT LIFT TO NEW LOCATION.	3829		SABA	CT	0138	0006	PGI	012
		BCNL	3/10/2025	ELECTRIC ATTACHED	3829		SABA	CT	0138	0006	PGI	012
		BCNL	3/10/2025	ELECTRICAL WORK.	3829		SABA	CT	0138	0006	PGI	012
		BCNL	3/10/2025	HOMEOWNER HIRING LIVINGSTON ELECTRIC	3829		SABA	CT	0138	0006	PGI	012
		BCNL	3/10/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	3829		SABA	CT	0138	0006	PGI	012
		BCNL	3/10/2025	INSTALL DOCK EXTENSION AND MOVE EXISTING	3829		SABA	CT	0138	0006	PGI	012
	192758	BCNL	3/11/2025	***NOC ATTACHED 3.11.25- njf***	490		BELVEDERE	CT	0029	0034	PGI	005
		BCNL	3/11/2025	ELECTRICAL WORK.	490		BELVEDERE	CT	0029	0034	PGI	005
		BCNL	3/11/2025	HOMEOWNER HIRING PRIDDY ELECTRIC	490		BELVEDERE	CT	0029	0034	PGI	005
BCNL		3/11/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	490		BELVEDERE	CT	0029	0034	PGI	005	
BCNL		3/11/2025	REPLACE PILINGS OF EXISTING BOAT LIFT	490		BELVEDERE	CT	0029	0034	PGI	005	
192772	BCNL	3/11/2025	***NOC REQUIRED BEFORE INSPECTIONS***	3801		CARUPANO	CT	0139	0001	PGI	012	
	BCNL	3/11/2025	sub elec HI TEK ELECTRIC	3801		CARUPANO	CT	0139	0001	PGI	012	
	BCNL	3/11/2025	INSPECTIONS: 941 575 3327	3801		CARUPANO	CT	0139	0001	PGI	012	

PGI Canal Maintenance Report

App Yr	App Number	Appl Type	Appl Date	Application Description	Street No.	Str Dir	Street Name	Str Suff	Lot	Block	Sub Div	Sec
25	192772	BCNL	3/11/2025	INSTALLING NEW 7000 LB BOAT LIFT	3801		CARUPANO	CT	0139	0001	PGI	012
		BCNL	3/11/2025	3/13/2025, 12:33:40 PM NSOTOLONGO	3801		CARUPANO	CT	0139	0001	PGI	012
	192775	BCNL	3/11/2025	***NOC ENCLOSED W/ PERMIT*** 3/11/25 AMP	3607		BONAIRE	CT	0133	0021	PGI	012
		BCNL	3/11/2025	CALL FOR FINAL ONCE COMPLETED	3607		BONAIRE	CT	0133	0021	PGI	012
		BCNL	3/11/2025	ELECTRIC: LIVINGSTON ELECTRIC	3607		BONAIRE	CT	0133	0021	PGI	012
		BCNL	3/11/2025	INSTALL BOAT LIFT	3607		BONAIRE	CT	0133	0021	PGI	012
192790		BCNL	3/12/2025	CALL FOR FINAL ONCE COMPLETED	1307		SOCORRO	DR	0115	0006	PGI	012
		BCNL	3/12/2025	REPLACE BUMPER PILINGS	1307		SOCORRO	DR	0115	0006	PGI	012
192808		BCNL	3/13/2025		136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	***NOC ATTACHED 3.25.25 -njf***	136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	***RESUBMISSION 3.17.25: REMOVING	136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	CONSTRUCTING A NEW 360 SF CONCRETE DOCK,	136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	ELECTRICIAN: HI TEK ELECTRIC	136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	INSPECTIONS: 941 575 3327	136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	INSTALLING 4 MOORING PILINGS, AND 4	136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	PILING FOR FUTURE BOAT LIFT.	136		GREAT ISAAC	CT	0101	0010	PGI	011
		BCNL	3/13/2025	SUBCONTRACTOR FROM PERMIT. NO ELECTRIC	136		GREAT ISAAC	CT	0101	0010	PGI	011
BCNL	3/13/2025	WORK BEING DONE.	136		GREAT ISAAC	CT	0101	0010	PGI	011		
192844		BCNL	3/14/2025	***NOC WITH APPLICATION	4057		TURTLE DOVE	CIR	0223	0009	PGI	014
		BCNL	3/14/2025	CALL FOR FINAL INSPECTION	4057		TURTLE DOVE	CIR	0223	0009	PGI	014
		BCNL	3/14/2025	CONCRETE DOCK.	4057		TURTLE DOVE	CIR	0223	0009	PGI	014
		BCNL	3/14/2025	REPLACE EXISTING DOCK WITH A 7' X 60'	4057		TURTLE DOVE	CIR	0223	0009	PGI	014
		BCNL	3/14/2025	3/14/2025, 1:21:14 PM LGRANGER	4057		TURTLE DOVE	CIR	0223	0009	PGI	014
192845		BCNL	3/14/2025	***NOC WITH APPLICATION***	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
		BCNL	3/14/2025	CALL FOR FINAL INSPECTION	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
		BCNL	3/14/2025	CHARLOTTE COUNTY- WIRED FROMK BOAT LIFT	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
		BCNL	3/14/2025	CIRCUIT)	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
		BCNL	3/14/2025	ELECTRIC BY LIVINGSTON ELECTRIC	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
		BCNL	3/14/2025	REPLACE EXISTING LIFT WITH DOLPHIN MODEL	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
		BCNL	3/14/2025	TO SEAWALL ONLY (DOES NOT INCLUDE BRANCH	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012

PGI Canal Maintenance Report

App Yr	App Number	Appl Type	Appl Date	Application Description	Street No.	Str Dir	Street Name	Str Suff	Lot	Block	Sub Div	Sec
25	192845	BCNL	3/14/2025	207, 13500# BOAT LIFT	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
		BCNL	3/14/2025	3/14/2025, 3:01:39 PM LGRANGER	5033		LA COSTA ISLAN	CT	0146	0022	PGI	012
	192854	BCNL	3/17/2025	REPLACE TWO PILINGS	814		VIA TRIPOLI		0107	0001	PGI	011
	192897	BCNL	3/19/2025	***NEED NOC BEFORE FIRST INSPECTION***	4021		TURTLE DOVE	CIR	0223	0003	PGI	014
		BCNL	3/19/2025	CALL FOR FINAL ONCE COMPLETED	4021		TURTLE DOVE	CIR	0223	0003	PGI	014
		BCNL	3/19/2025	INSTALL DOCK AND BOAT LIFT	4021		TURTLE DOVE	CIR	0223	0003	PGI	014
		BCNL	3/19/2025	3/19/25 AMP	4021		TURTLE DOVE	CIR	0223	0003	PGI	014
	192929	BCNL	3/20/2025	****NOC WITH APPLICATION***	1220		SEA BREEZE	CT	0207	0004	PGI	014
		BCNL	3/20/2025	CALL FOR FINAL INSPECTION WHEN JOB	1220		SEA BREEZE	CT	0207	0004	PGI	014
		BCNL	3/20/2025	COMPLETED	1220		SEA BREEZE	CT	0207	0004	PGI	014
		BCNL	3/20/2025	INSTALL 7'X20' CONCRETE DOCK	1220		SEA BREEZE	CT	0207	0004	PGI	014
	192930	BCNL	3/20/2025	***NOC WITH APPLICATION***	2850		SANCHO PANZA	CT	0360	0004	PGI	017
		BCNL	3/20/2025	CALL FOR FINAL INSPECTION WHEN JOB	2850		SANCHO PANZA	CT	0360	0004	PGI	017
		BCNL	3/20/2025	COMPLETED	2850		SANCHO PANZA	CT	0360	0004	PGI	017
		BCNL	3/20/2025	IRREGULAR CONCRETE DOCK	2850		SANCHO PANZA	CT	0360	0004	PGI	017
		BCNL	3/20/2025	REPLACE EXISTING DOCKS WITH A 7'X45'	2850		SANCHO PANZA	CT	0360	0004	PGI	017
		BCNL	3/20/2025	3/20/2025, 2:36:22 PM LGRANGER	2850		SANCHO PANZA	CT	0360	0004	PGI	017
	192931	BCNL	3/20/2025	***NOC WITH APPLICATION***	2126		CASSINO	CT	0057	0020	PGI	006
		BCNL	3/20/2025	CALL FOR FINAL INSPECTION WHEN JOB	2126		CASSINO	CT	0057	0020	PGI	006
		BCNL	3/20/2025	COMPLETED	2126		CASSINO	CT	0057	0020	PGI	006
		BCNL	3/20/2025	CONCRETE DOCK	2126		CASSINO	CT	0057	0020	PGI	006
		BCNL	3/20/2025	REPLACE EXISTING DOCK WITH A 7'X45'	2126		CASSINO	CT	0057	0020	PGI	006
		BCNL	3/20/2025	3/20/2025, 3:01:56 PM LGRANGER	2126		CASSINO	CT	0057	0020	PGI	006
	192939	BCNL	3/21/2025	BUMPER PILINGS	1400		MINEO	DR	0080	0007	PGI	
		BCNL	3/21/2025	REMOVE THREE OUT PILINGS, REPLACE THREE	1400		MINEO	DR	0080	0007	PGI	
	192945	BCNL	3/21/2025	***NOC ENCLOSED***	3525		ORIOLE	DR	0191	0006	PGI	014
		BCNL	3/21/2025	ELECTRICAL WORK	3525		ORIOLE	DR	0191	0006	PGI	014
		BCNL	3/21/2025	HOMEOWNER HIRING LIVINGSTON	3525		ORIOLE	DR	0191	0006	PGI	014
		BCNL	3/21/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	3525		ORIOLE	DR	0191	0006	PGI	014
		BCNL	3/21/2025		3525		ORIOLE	DR	0191	0006	PGI	014

PGI Canal Maintenance Report

App Yr	App Number	Appl Type	Appl Date	Application Description	Street No.	Str Dir	Street Name	Str Suff	Lot	Block	Sub Div	Sec
25	192945	BCNL	3/21/2025	INSTALL DOCK AND RELOCATE EXISTING BOAT	3525		ORIOLE	DR	0191	0006	PGI	014
		BCNL	3/21/2025	LIFT	3525		ORIOLE	DR	0191	0006	PGI	014
	192949	BCNL	3/21/2025	INSTALL DOCK EXTENSIONS - NO ELECTRIC	1205		SEA BREEZE	CT	0207	0009	PGI	014
	192950	BCNL	3/21/2025	INSTALL DOCK & BOAT LIFT W/ ELECTRIC	220		LIDO	DR	0043	0020	PGI	006
	192952	BCNL	3/21/2025	ELECTRICAL WORK.	2444		FLORA	LN	0009	0017	PGI	004
		BCNL	3/21/2025	HOMEOWNER HIRING LIVINGSTON ELECTRIC	2444		FLORA	LN	0009	0017	PGI	004
		BCNL	3/21/2025	INDEPENDENTLY OF MCG TO PERFORM ALL	2444		FLORA	LN	0009	0017	PGI	004
		BCNL	3/21/2025	REPLACE ONE BROKEN LIFT PILING - ALONG	2444		FLORA	LN	0009	0017	PGI	004
		BCNL	3/21/2025	WITH OTHER MISCELLANEOUS REPAIRS TO LIFT	2444		FLORA	LN	0009	0017	PGI	004
	193028	BCNL	3/27/2025	***NOC WITH APPLICATION***	2862		DEBORAH	DR	0132	0007	PGI	012
		BCNL	3/27/2025	CALL FOR FINAL INSPECTION WHEN JOB	2862		DEBORAH	DR	0132	0007	PGI	012
		BCNL	3/27/2025	COMPLETE	2862		DEBORAH	DR	0132	0007	PGI	012
		BCNL	3/27/2025	CONCRETE DOCK	2862		DEBORAH	DR	0132	0007	PGI	012
		BCNL	3/27/2025	REPLACE EXISTING DOCK WITH A 7'X18'	2862		DEBORAH	DR	0132	0007	PGI	012
		BCNL	3/27/2025	3/27/2025, 8:51:44 AM LGRANGER	2862		DEBORAH	DR	0132	0007	PGI	012
	193030	BCNL	3/27/2025	***NOC ENCLOSED WITH APPLICATION***	2081		VIA SEVILLE		0026	0010	PGI	005
		BCNL	3/27/2025	CALL FOR FINAL INSPECTION WHEN JOB	2081		VIA SEVILLE		0026	0010	PGI	005
		BCNL	3/27/2025	COMPLETED	2081		VIA SEVILLE		0026	0010	PGI	005
		BCNL	3/27/2025	CONCRETE DOCK	2081		VIA SEVILLE		0026	0010	PGI	005
		BCNL	3/27/2025	REPLACE EXISTING DOCK WITH A 7'X15'	2081		VIA SEVILLE		0026	0010	PGI	005
BCNL		3/27/2025	3/27/2025, 9:22:54 AM LGRANGER	2081		VIA SEVILLE		0026	0010	PGI	005	
193041	BCNL	3/27/2025		2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025		2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025	***NOC ENCLSOED W/ PERMIT***	2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025	**ELECTRICAL BY ELECTRICAL SOLUTIONS OF	2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025	BOAT LIFT	2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025	CALL FOR FINAL ONCE COMPLETED	2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025	SW FL	2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025	3/27/2025, 10:41:23 AM APASTOR	2803		SANCHO PANZA	CT	0360	0017	PGI	017	
	BCNL	3/27/2025	3/27/2025, 10:42:01 AM APASTOR	2803		SANCHO PANZA	CT	0360	0017	PGI	017	

PGI Canal Maintenance Report

App Yr	App Number	Appl Type	Appl Date	Application Description	Street No.	Str Dir	Street Name	Str Suff	Lot	Block	Sub Div	Sec
25	193042	BCNL	3/27/2025		1601		CASEY KEY	DR	0147	0032	PGI	012
		BCNL	3/27/2025	***NOC ENCLOSED W/ PERMIT***	1601		CASEY KEY	DR	0147	0032	PGI	012
		BCNL	3/27/2025	CALL FOR FINAL ONCE COMPLETED	1601		CASEY KEY	DR	0147	0032	PGI	012
		BCNL	3/27/2025	DOCK	1601		CASEY KEY	DR	0147	0032	PGI	012
		BCNL	3/27/2025	3/27/2025, 10:45:04 AM APASTOR	1601		CASEY KEY	DR	0147	0032	PGI	012
		BCNL	3/27/2025	3/27/2025, 10:45:14 AM APASTOR	1601		CASEY KEY	DR	0147	0032	PGI	012

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

REPORTS

Title: Punta Gorda Isles Capital Improvement Status Report March 2025

Funds:

Recommended Action: For informational purposes only, no action required

Summary: The attached monthly report provides updates on the Punta Gorda Isles Canal Maintenance Capital Improvement Program.

Department/Division: Public Works

EXHIBITS:

1. [PGI Capital Improvement Status 202503](#)

PUNTA GORDA ISLES – CANAL MAINTENANCE

Capital Improvement Program

March 2025

SPOIL SITE CHANNEL– CONSULTING SERVICES

To obtain necessary permitting for dredging a channel from Ponce De Leon Inlet through the shallow basin directly to the Spoil Site.

Budget Amount: \$126,000 Feasibility Study \$12,800 Permitting \$34,105

Status:

3/28/2025 Confirmed FDEP received LPIMB credit payment and mapping overlay
3/20/2025 Reached out to Army Corps for project review status no reply back
3/18/2025 Provided exhibit for overlay of State Park boundary, plus filed LPIMB mitigation credit letter
3/12/2025 Hans Wilson and Staff meeting with FDEP, needed information to get us to construction
2/20/2025 Asked FDEP and Army Corps for project drawing status no answer
1/20/2025 Forwarded FDEP and Army Corps the redesigned barge landing drawing set
12/23/2024 Same as last month no response
11/22/2024 Reached out to Corps for status still waiting on response back
10/23/2024 Reached out to Corps for status no response
10/21/2024 DEP phone conference in support of revisions
08/29/2024 Consultant submitted RAI response to FDEP
08/16/2024 Received an additional FDEP RAI
07/18/2024 Consultant submitted RAI response to ACOE and submitted revised plans to FDEP.
07/18/2024 Received an additional NMFS RAI from ACOE.
07/11/2024 Consultant submitted RAI response to City for review.
06/07/2024 The submerged land purchase was finalized.
05/20/2024 ACOE sent an RAI from NMFS issued in October 2023.
05/15/2024 City Council approved the submerged land purchase.
04/01/2024 The City continues to work through the submerged land ownership issue.
03/20/2024 Consultant submitted RAI response to FWC.
02/29/2024 The City continues to work through the submerged land ownership issue.
11/22/2023 Consultant submitted RAI response to ACOE.
10/27/2023 Received RAI from ACOE.
10/18/2023 ACOE issued a Public Notice.
08/30/2023 Received request to revise RAI response from ACOE.
08/29/2023 Consultant submitted RAI response to ACOE.
08/17/2023 Consultant submitted RAI response to FDEP.
07/03/2023 Received RAI from ACOE.
05/19/2023 Received RAI from FDEP.
04/24/2023 FDEP has assigned a project manager to the application.
04/19/2023 ERP application submitted to FDEP and federal application submitted to ACOE.
11/30/2022 Consultant is preparing state and federal application packages.
11/23/2022 PO issued to Hans Wilson & Associates for design and permitting.
06/20/2022 Consultant presented Feasibility report to the PGICAC.
04/22/2022 Final Feasibility Report received from consultant.
09/30/2021 PO issued to Hans Wilson & Associates for Feasibility Study.
07/14/2021 Staff initiated Specific Authorization process.

04/01/2021 Spoil Site Channel project split from Ponce De Leon project.

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

REPORTS

Title: Master Permit Agreement Status Report March 2025

Funds:

Recommended Action: For informational purposes only, no action required

Summary: The attached monthly report provides updates on the Canal Maintenance Master Permit Agreements

Department/Division: Public Works

EXHIBITS:

1. [MasterPermitStatus202503PGI](#)

CANAL MAINTENANCE
Master Permit Agreement
March 2025

DREDGING PERMIT - INLETS (SA03) / DREDGING PERMIT - DOCKSIDE (SA06)

Master permit for dredging inlets, channels, canals, basins, etc. and dockside dredging.

Inlets Permit: Contract Amount: \$36,320 \$4,440 for BSI, \$22,549 for PGI, and \$9,331 for Boat Club

Dockside Permit: Contract Amount: \$29,020 \$4,788 for BSI and \$24,232 for PGI

Status:

08/25/2024 Exemption was published to start 21 day petition period for the inlets and canals.
03/14/2024 Exemption was published to start 21 day petition period for the Boat Club Basin.
03/08/2024 FDEP issued the exemption for the Boat Club basin/inlet.
02/06/2024 FDEP CAMA staff completed the Boat Club basin/inlet site visit.
01/17/2024 FDEP requested another site visit in the spring before issuing an RAI.
01/03/2024 Consultant submitted RAI response to FDEP.
12/27/2023 Received RAI from FDEP.
11/29/2023 Consultant submitted exemption application to FDEP for the Boat Club basin/inlet.
11/07/2023 Boat Club PO issued to Hans Wilson & Associates.
09/16/2023 Consultant submitted proposal to permit the Boat Club basin/inlet through FDEP.
09/07/2023 ACOE issued permit SAJ-2011-02755 with an expiration date of 09/07/2033.
08/03/2023 ACOE issued the Public Notice.
07/05/2023 FDEP issued the revised exemption.
06/30/2023 ACOE reassigned project to another reviewer.
06/29/2023 FDEP issued the exemption. Errors were noted which FDEP agreed to fix and reissue.
06/08/2023 FDEP issued the permit modification for permit number 0202050-008.
05/04/2023 FDEP deemed the exemption file complete.
04/12/2023 RAI submitted to FDEP and revised project description filed with ACOE.
03/29/2023 ERP modification filed.
02/22/2023 ERP application assigned to FDEP reviewer and boat inspections are being scheduled.
12/27/2022 Consultant submitted ERP permit drawings to FDEP to complete RAI.
11/30/2022 Consultant is separating BSI from exemption package and placing it into an ERP package.
09/09/2022 Consultant submitted coordinates to FDEP CAMA staff.
08/29/2022 Sixth request sent to ACOE for a status of the project. No response from ACOE from any request.
Request dates: 02/02/2022, 04/25/2022, 05/25/2022, 06/13/2022, 07/25/2022, and 08/29/2022.
08/22/2022 FDEP phone conference, FDEP determined exemption applications needed to be filed for maintenance dredging.
08/04/2022 FDEP CAMA staff requested dredging alignment marks for locating possible seagrass.
05/04/2022 Additional information submitted to FWC and FDEP.
02/22/2022 Sent RAI responses to consultant for submission to the agency. FDEP application fee paid.
02/21/2022 Received RAI from FWC.
02/15/2022 Sent RAI responses to consultant for submission to the agency.
02/14/2022 Received RAI from FDEP.
01/25/2022 FDEP assigned a project manager and permit number (0202050-007-EI) to project.
01/18/2022 ACOE assigned a project manager and permit number (SAJ-2011-02755) to project.

01/14/2022 Applications submitted to ACOE and FDEP.
12/22/2021 Consultant submitted application package to City for staff review.
05/12/2021 Inlet PO issued to Hans Wilson & Associates.
04/30/2021 Dockside PO issued to Hans Wilson & Associates.
01/29/2021 Staff initiated Specific Authorization process.

SEAWALL TIEBACK/DEADMAN DESIGN (SA11)

Provide design services for seawall tiebacks and deadmen.

Contract Amount: \$25,500 \$4,207.50 for BSI and \$21,292.50 for PGI

Status:

09/23/2024 Consultant submitted signed and sealed final report anchor
07/17/2024 Staff requested tipping plate anchor design for 14' panels.
04/05/2024 Consultant submitted signed and sealed final reports.
02/27/2024 Consultant submitted draft alternate anchor design report to City for staff review.
02/20/2024 Consultant submitted final tipping anchor design report.
01/24/2024 Consultant submitted draft tipping anchor design report to City for staff review.
12/14/2023 PO issued to Hans Wilson & Associates.
11/02/2023 Staff initiated Specific Authorization process.

SPOIL SITE CHANNEL (SA07) and (SA10)

To obtain necessary permitting for dredging a channel from Ponce De Leon Inlet through the shallow basin directly to the Spoil Site.

Contract Amount: \$126,000 Feasibility Study \$12,800 Permitting \$34,105

Status:

3/28/2025	Confirmed FDEP received LPIMB credit payment and mapping overlay
3/20/2025	Reached out to Army Corps for project review status no reply back
3/18/2025	Provided exhibit for overlay of State Park boundary, plus filed LPIMB mitigation credit letter
3/12/2025	Hans Wilson and Staff meeting with FDEP, needed information to get us to construction
2/20/2025	Asked FDEP and Army Corps for project drawing status no answer
1/20/2025	Sent FDEP and Army Corps redesigned barge Landing drawings
12/23/2024	Same as last month, need to redesign the Barge landing location per direction from DEP
11/22/2024	Reached out to Corps for a status no reply
10/23/2024	Reached out to Corps for status no reply
10/21/2024	DEP conference call for support on revisions
08/29/2024	Consultant submitted RAI response to FDEP
08/16/2024	Received an additional FDEP RAI
07/18/2024	Consultant submitted RAI response to ACOE and submitted revised plans to FDEP
07/18/2024	Received an additional NMFS RAI from ACOE
07/11/2024	Consultant submitted RAI response to City for review
06/07/2024	The submerged land purchase was finalized
05/20/2024	ACOE sent an RAI from NMFS issued in October 2023
05/15/2024	City Council approved the submerged land purchase.
04/01/2024	The City continues to work through the submerged land ownership issue.
03/20/2024	Consultant submitted RAI response to FWC.
02/29/2024	The City continues to work through the submerged land ownership issue.
11/22/2023	Consultant submitted RAI response to ACOE.
10/27/2023	Received RAI from ACOE.
10/18/2023	ACOE issued a Public Notice.
08/30/2023	Received request to revise RAI response from ACOE.
08/29/2023	Consultant submitted RAI response to ACOE.
08/17/2023	Consultant submitted RAI response to FDEP.
07/03/2023	Received RAI from ACOE.
05/19/2023	Received RAI from FDEP.
04/24/2023	FDEP has assigned a project manager to the application.
04/19/2023	ERP application submitted to FDEP and federal application submitted to ACOE.
11/30/2022	Consultant is preparing state and federal application packages.
11/23/2022	PO issued to Hans Wilson & Associates for design and permitting.
06/20/2022	Consultant presented Feasibility report to the PGICAC.
04/22/2022	Final Feasibility Report received from consultant.
09/30/2021	PO issued to Hans Wilson & Associates for Feasibility Study.
07/14/2021	Staff initiated Specific Authorization process.

**PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
CITY OF PUNTA GORDA
04/21/2025**

GENERAL BUSINESS

Title: Committee Training

Funds: Not applicable.

Recommended Action: No action required.

Summary: The City Clerk's Office will provide a presentation on important policies, procedures and information for members.

Department/Division: City Clerk

EXHIBITS:

1. [Annual Member Training - PGI Canal Advisory Committee](#)

Committee Member Annual Training

Punta Gorda Isles Canal Advisory Committee



Punta Gorda

Overview

- Expectations of Chair and Committee members
- Role of City Staff in Committee Operations
- Quorum Requirements & Absence Policy
- Meeting Procedures & Agenda Sections
- Quasi-Judicial Public Hearings
- Sunshine Law
- Public Records Law
- Ethics

Expectations of Chair

- Maintain order during meetings
- Run the meetings in accordance with the published agenda
- Ensure comments and discussions remain focused and within purview of the Committee
- Ensure proper motions procedures are followed
- Relinquish the gavel to make or second a motion
- Be familiar with Committee Bylaws, Board Member Handbook policies and procedures, Public Comment procedures, and Quasi-Judicial Hearing and Ex Parte Communications Policy
- **Assist staff with enforcement of Sunshine Laws and Quasi-Judicial Hearing procedures**
- Sign approved meeting minutes

Expectations of Committee Members

- Notify City staff of any absences
- Come prepared – read agenda materials in advance and submit questions to City staff
- Listen respectfully to fellow members, staff, applicants and the public
- Focus comments and discussions on item at hand
- **Speak clearly and audibly into the microphone**
- Make or second motions to take action on an agenda item
- Vote on all motions unless abstaining due to conflict of interest or prejudice/bias in quasi-judicial proceedings
- **Refrain from engaging in sidebar conversations**
- Follow all rules and procedures set forth in the City's Rules of Conduct, Facility Rules, Board Member Handbook, Board Bylaws, and Quasi-Judicial Hearing and Ex Parte Communications Policy
- Abide by Florida Sunshine Laws, Public Records Laws, and Code of Ethics for Public Officers

City Staff

City Clerk's Office

- Tracks appointments and attendance.
- Administers oath of office.
- Provides an orientation and educational materials.
- Assists board with meeting procedures.
- Provides staff who prepares minutes and recordings.
 - **Alexandra Friend, Board Recorder**
Ph: (941) 575-3309
Email: afriend@cityofpuntagordafl.com

Public Works Department

- Provides a Board Secretary who creates, issues, and distributes the agenda.
 - **Laurel Adelmund, Senior Executive Assistant**
Ph: (941) 575-5002
Email: ladelmund@cityofpuntagordafl.com
- Provides staff who:
 - Present agenda items and/or reports.
 - Can answer board member questions in advance of meetings.

Quorum & Absence Policy

Quorum

- Physical presence of majority of appointed members
 - For PGI CAC, quorum is four (4) members
- Required to call a meeting to order and **must** be maintained throughout the meeting
 - Applies when voting members recuse themselves from quasi-judicial hearings
- Without a quorum, the board is limited to taking these procedural actions:
 - Recess.
 - Take measures to obtain a quorum.
 - Adjourn.

Absence Policy

- Notify City staff of any absence in advance of each Committee meeting
- Members who fail to attend **three (3) meetings in a 12-month period** shall automatically forfeit appointment
 - Members may appeal forfeiture by request to City Council

Meeting Procedures & Agenda Sections

General Procedure Reminders

- Chair places business on the floor by reading an agenda item's title
 - An agenda item must be resolved before the next item is introduced

- Chair or Committee member may call for a motion
 - Motions must be seconded before proceeding to discussion and vote
 - Motions die without a second and Chair should announce this result
 - Chair should restate the motion before calling for a vote
 - “Aye” and “nay” votes should be called separately
 - Chair should announce the result of the vote

- Chair adjourns meeting after all agenda items have been addressed
 - A motion is **NOT** required to adjourn the meeting

Meeting Procedures & Agenda Sections

Call to Order

- Chair calls the meeting order
- Board Recorder calls roll and establishes quorum
- Chair announces date of next Committee meeting

Public Comments

- Chair calls for public comment and reviews public comment procedures if necessary
- Timer should be used to limit comments to 3 minutes per speaker
- Public comments related to quasi-judicial hearings should be held until the hearing

Approval of Minutes

- Chair introduces the agenda item and asks for Committee member questions
- Committee member makes motion to approve, revise, etc.
- Chair ensures motion is seconded and there is no further discussion before calling a vote

Meeting Procedures & Agenda Sections

Reports

- Chair introduces the agenda item
- City staff may make presentation on reports or solicit questions from the Committee
- Reports are information only and do not require action via motion

General Business

- Chair introduces the agenda item
- Can be used for administrative or community presentations, etc.
- Can be used for discussion items previously approved by consensus of Committee

Staff Comments

- Chair introduces agenda item
- Can be used for administrative reminders or general updates from City staff

Member Comments

- Chair introduces agenda item
- Can be used to request consensus on future agenda items

Meeting Procedures & Agenda Sections

Adjournment

- Chair confirms all agenda items have been resolved and Committee business has been addressed
- Chair adjourns meeting
 - Adjournment does **NOT** require motion

Quasi-Judicial Public Hearings

General Procedure Reminders

- 2 types of quasi-judicial hearings:
 - Land use/permitting requests; and
 - Enforcement proceedings

- Hearings **must be held** according to procedures adopted in Resolution 3673-2022

- Fairness, impartiality, and due process must be afforded to all parties

- Decisions are based on application of reliable facts to pre-established criteria

Quasi-Judicial Public Hearings

Cast of Characters



Committee members – like a judge in a trial

- Hear testimony from sworn witnesses
- Review competent, substantial evidence presented during the hearing
- Make decisions based on application of reliable facts to pre-established criteria



Applicant – like a plaintiff in a trial; party making the request

- Submits the application
- Bears burden of providing evidence that application meets pre-established criteria

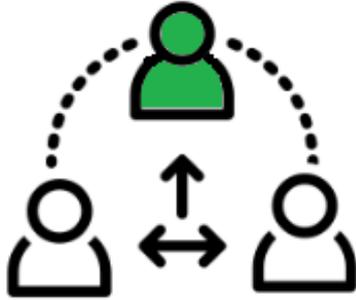


City staff – like a defendant; party responding to the request

- Submits recommendation based on review of the application
- Bears burden of providing evidence that recommendation meets pre-established criteria

Quasi-Judicial Public Hearings

Cast of Characters



Party Intervenor - has a third-party interest in the application that is different than the public at large

- Submits request at least 7 business days prior to hearing to intervene, detailing interest and stance on application



Witnesses – provide sworn testimony at request of City staff, Applicant, or Party Intervenor

- May be questioned by Committee members or other parties

General public – may provide relevant evidence to Committee

- Must be sworn
- Comments limited to 3 minutes per speaker
- May be questioned by Committee members or other parties
- Not permitted to question or cross-examine other parties

Quasi-Judicial Public Hearings

Rules of Evidence

- Committee decisions **must be based solely** on competent, substantial evidence
 - Relevant and material evidence that a reasonable mind would accept as adequate to support the conclusions reached
- Hearsay evidence may be used for the purposes of supplementing or explaining other evidence, but it shall not be sufficient by itself to support a finding unless it would be admissible over objection in a civil action.
 - Citizen petitions or written communications from anyone not present at the public hearing are considered hearsay evidence and should not be the basis of any decision in a quasi-judicial matter
 - Citizen testimony stating opposition or support for a quasi-judicial matter is not sufficient basis for a decision



Quasi-Judicial Public Hearings

Ex Parte Communications

- Verbal or written communications made outside of the hearing
 - Permissible so long as the subject of the communication AND identity of the person group, or entity with whom the communication took place must be disclosed and made part of the record **BEFORE** final Committee action on the hearing



Quasi-Judicial Public Hearings

Conduct of Hearing

- Chair announces the agenda item and calls the proceeding to order
- Board Recorder or City staff designee swears in all individuals offering testimony
- Order of Proof:
 - City presentation, including witnesses (if applicable) and City staff recommendations
 - Committee members may ask questions
 - City staff or witnesses may be cross-examined by Applicant or Party Intervenor
 - Applicant presentation, including witnesses (if applicable)
 - Committee members may ask questions
 - Applicant or witnesses may be cross-examined by City staff or Party Intervenor
 - Party Intervenor presentation (if applicable), including witnesses and basis of intervention
 - Committee members may ask questions
 - Party Intervenor or witnesses may be cross-examined by City staff or Applicant

Quasi-Judicial Public Hearings

Conduct of Hearing

- Chair opens the floor for public comment, calling 3 times for same
- Anyone else wishing to offer relevant testimony may present:
 - Limited to 3 minutes per speaker
 - Committee members may ask questions
 - May be cross-examined by City staff, Applicant, or Party Intervenor
- Committee closes public hearing by motion
- Committee deliberates, discussing testimony and evidence presented
 - City Attorney may provide legal advice to the Committee, advising them of relevant law and factual findings that must be made to resolve the application

Quasi-Judicial Public Hearings

Conduct of Hearing

- Committee votes on application:
 - Approve;
 - Approve with conditions; or
 - Deny
 - Any member voting in opposition of an application must cite a specific criteria not being met and provide a statement on how the application fails to meet it
- Committee members may choose to abstain from vote and discussion to protect impartiality and due process if they have expressed bias/prejudice
 - Any abstaining member must complete **Form 8B – Voting Conflict of Interest** – and submit to City Clerk’s Office following Committee meeting

Quasi-Judicial Public Hearings

Criteria & Conditions

- Punta Gorda Code Chapter 6, Section 2-1(e)(4):
 - a. would be in harmony with the general intent and purpose of this Article;
 - b. would not be injurious to the waterway involved;
 - c. would not impede safe navigation;
 - d. would not allow a structure or use aesthetically or functionally incompatible with existing structures or uses on surrounding lands;
 - e. would not permit any structure or activity that would interfere with or be detrimental to the quiet and peaceful use and enjoyment of any nearby land; and
 - f. would not otherwise be a detriment to public health, welfare and safety.
- Committee may impose reasonable conditions necessary to ensure compliance with the foregoing criteria, for example:
 - limitations on the size of boat to be stored on a lift to ensure safe navigation of the waterway
 - The Committee may require the condition for approval be recorded, with the language reflecting that the applicant is responsible for the recording fees

Sunshine Law

- Applies to any of two or more members of the same elected or appointed board
- **Two or more members of a board may not discuss Committee business outside of a properly noticed public meeting which a) has been called to order, b) has a quorum, and c) at which minutes are taken.**
 - Best practices for Sunshine Law compliance include:
 - NO discussion of Committee business before the meeting is called to order
 - NO discussion of Committee business after the meeting is adjourned
 - NO sidebar conversations during meetings
- Telephone participation by an absent member is only permissible when there is a quorum of the board physically present and the absence is due to extraordinary circumstances, such as illness, and the board approves such participation.
- Non-disruptive or silent videotaping of a public meeting cannot be banned.
- Consequences for violation of the Sunshine Law include criminal penalties, removal from office, non-criminal charges, fines and attorney fees.

Public Records Law

- Each person involved in the business conducted by the City, including board members, has the responsibility to protect, preserve, store, transfer, destroy or otherwise dispose of, use and manage public records only in accordance with the applicable Federal, State and local law, and such rules as may be promulgated or approved by the City.
- Public records are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, computer records, e-mail or other material, regardless of physical form, characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
 - The Florida Supreme Court interpreted this to encompass all materials made or received by an agency/board in connection with official business which are used to perpetuate, communicate or formalize knowledge.
- **Content determines if a record is a public record, not the format.**
- Public records include social media posts regarding official business.
- Records to or from board members regarding City business are public records.

Public Records Law

- Public records must be retained and disposed of in accordance with the State's General Records Schedules.
- At the end of a member's term of appointment, records should be provided to a member's successor or the City Clerk's Office.
- Records must not be destroyed or otherwise disposed of prior to meeting the required retention period established per the appropriate State General Records Schedule.
- Members' agenda packets need not be retained as the City Clerk's Office maintains the record copy of all such material.
- Forward/copy any emails you receive or send regarding City business to retention@cityofpuntafordafl.com other than those sent to or from City staff utilizing a City email account.

Ethics

- Florida Statutes Chapter 112, Part Three, provides for the Code of Ethics for Public Officers and Employees.
 - A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees is published annually by the Florida Commission on Ethics.
 - The law details:
 - Prohibited actions and conduct.
 - Voting conflicts of interest.
 - Financial disclosures.
- Article II, Section 5, of the Florida Constitution prohibits any person from serving on more than one decision-making board.

Ethics

- [Florida Statutes 286.012](#) requires members abstain from voting in certain situations:

Voting requirement at meetings of governmental bodies. A member of a state, county, or municipal governmental board, commission, or agency who is present at a meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may not abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, unless, with respect to any such member, there is, or appears to be, a possible **conflict of interest** under s. [112.311](#), s. [112.313](#), s. [112.3143](#), or additional or more stringent standards of conduct, if any, adopted pursuant to s. [112.326](#). If there is, or appears to be, a possible conflict under s. [112.311](#), s. [112.313](#), or s. [112.3143](#), the member shall comply with the disclosure requirements of s. [112.3143](#). If the only conflict or possible conflict is one arising from the additional or more stringent standards adopted pursuant to s. [112.326](#), the member shall comply with any disclosure requirements adopted pursuant to s. [112.326](#).

Ethics

- [Florida Statute 112.3143](#) defines conflicts of interest:

Individuals **must abstain from voting** on a measure which would inure to his/her special private gain or loss or inure to the special private gain or loss of a relative, business associate or principal (other than the government agency) by whom he/she is retained, including the parent, subsidiary or sibling organization of a principal by which he/she is retained. “Relative” means the elected or appointed individual’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law or daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

Ethics

- Committee members are required to file Financial Form 1 disclosures with the Florida Commission on Ethics via the online portal

WHEN TO FILE: *Initially*, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers. **Thereafter**, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2024.