MINUTES GROVE CITY STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 1, 2023

9:30 am - 11:14 am Mac V. Horton West County Annex, Room 120 6868 San Casa Drive, Englewood, Florida

Members Present: Jack Donovan, Chair

Jay Bender, Vice Chair

Jerry Deems Rose Gladfelter

Members Absent: Thomas O'Keefe

County Staff: Kimberly Kelley, Community Liaison

Guests: Sign-in Sheet Attached

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

None

Sunshine Law/Roberts Rules:

Per the Florida Sunshine Law outlined in Florida Statues Chapter 286, Florida Public Records Law outlined in Florida Statues Chapter 119 and Roberts Rules, which is mandatory training provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

Election of Officers:

Mr. Deems nominated Ms. Gladfelter for chair, there were no other nominations.

Mr. Donovan nominated Mr. Bender for Vice Chair, there were no other nominations.

Ms. Gladfelter accepted the nomination for Chair, Mr. Bender accepted the nomination for Vice Chair, and it was unanimously approved.

Citizen Input on Agenda Items Only (3 Minute Limit):

None

Approval of Minutes:

The minutes from November 30, 2022, were approved as submitted.

Unfinished Business:

- a) Grove City Walking Park: Ms. Kelley commented that she is waiting on direction from senior staff on the last motion the Advisory Board provided, which included that it is not recommended to expend funds on new plantings/vegetation, no replacement of plantings/vegetation, no irrigation repairs, turning off the irrigation and to only perform routine mulch and grass mowing. There was discussion on the gazebo's structural appearance and condition. Mr. Bender motioned not to have the gazebo evaluated, seconded by Ms. Gladfelter and unanimously approved. Mr. Bender reiterated his favor of assembling "Friends of the Walking Park" and Ms. Kelley mentioned that she is working on providing information on the Nextdoor app.
- b) <u>Maintenance of Streets and Drainage:</u> Ms. Kelley explained several regular maintenance operations are still on hold as Public Works continues with hurricane recovery. The drainage

pipes on Oyster Creek Drive were discussed. Mr. Donovan mentioned the community sign solar lighting is not working on any of the signs in Grove City.

New Business:

a) <u>Financial Reports</u>: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual actual expenditure and preliminary FY24/25 budgets were provided for review; line items were reviewed.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule Future Meetings as Needed / Items for Next Agenda:

Future Meetings are scheduled at 9:30 a.m. at the Mac V. Horton West County Annex as follows:

- Wednesday, May 3, 2023
- Wednesday, August 9, 2023
- Wednesday, November 1, 2023

Submitted by Kimberly Kelley Public Works Department

Chair Signature

Date



Grove City Street & Drainage Municipal Service Benefit Unit

Advisory Board Meeting Attendance 9:30 a.m., Wednesday, February 1, 2023

Location: West County Annex 6868 San Casa Drive, Englewood, FL

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@charlottecountyfl.gov	941-575-3613
ROSE Gladfelfer Verny W. Deems JACK DONOVAU JAY BENDER.	rosezq2132@qmall.com	231 463-6786
Verny W. Deens	rosezg2132@qmall.com jwdeens@gmail.com JACK DONOVAN 9@concast.com	941-268-1604
JACK DONOVAU	JACK DONOVAN 9 @ COMEAST. COM	410-562-1212
JAY BENDER.		

AGENDA

GROVE CITY STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 1, 2023

9:30 a.m., West County Annex 6868 San Casa Drive, Englewood, FL

ADVISORY BOARD:

Jerry Deems, Chair Jay Bender, Vice Chair

Jack Donovan Rose Gladfelter Thomas O'Keefe

COUNTY STAFF:

Kimberly Kelley, Community Liaison

PURPOSE:

Regular Meeting

- 1. Call to Order / Roll Call
- 2. Changes to the Agenda / Motion to Approve Changes
- 3. Sunshine Law/Roberts Rules of Order
- 4. Election of Officers
- 5. Citizen Input on Agenda Items (3-Minute Limit)
- 6. Approval of Minutes: November 30, 2022
- 7. Unfinished Business
 - a. Grove City Walking Park
 - b. Maintenance of Streets and Drainage
- 8. New Business
 - a. Financial Reports
- 9. Citizen Input on MSBU Items (3-Minute Limit)
- 10. Advisory Board Open Discussion
- 11. Meeting Schedule / Items for Next Agenda
- 12. Motion to Adjourn

Grove City Street and Drainage MSBU
Fund Financial Report
Oct. 1 2022 - Dec. 31, 2022

			Adopted		
	Actual		Budget	YTD Actual	Projected
	FY2022		FY2023	FY2023	FY2023
Beginning Balance	\$ 367,411	\$	691,973	\$ 808,045	\$ 808,045
Revenues					
Assessments & Earnings	560,478		558,328	321,667	558,328
Grant & Subsidy Revenue	-		-		-
Loans & Borrowing	- 1		-		-
Total Revenue	\$560,478		\$558,328	\$321,667	\$558,328
Expenditures					
Contract Services	8,221		12,500	- 1	12,500
Pipe Lining	-		-		-
ROW Maintenance	7,727		9,892		9,892
ROW Reclaimation			-	÷	-
Speciality Mowing	36,470		39,635	-	39,635
Public Works Services	46,891		144,197	-1	144,197
Internal Charges	11,145	77.72.67.5	8,495	8,495	8,495
Purchased Services	9,390		19,592	6,641	19,592
Materials and Supplies	-		-	-	
Capital Outlay			-	-	
Debt Services	-		-		-
Project Costs					
Grove City Sidewalks			9,536	- 1	9,536
					101001
Total Expenditures	\$119,844		\$243,847	\$15,136	\$243,847
Reserves (Ending Fund Balance)	\$808,045		\$1,006,454	\$1.114.E7G	\$1,122,526
,			80.5%	\$1,114,576	And the street of the second o
Reserve %	87.1%		80.5%	98.7%	82.2%

Date Prepared:

1/31/2023

Grove City Street and Drainage MSBU

Preliminary 2 Year Budget FY2024 & FY2025

Estimated ERU's and Cost per ERU

Vacant	
Estimated ERU's	
Cost per ERU	
Occupied	
Estimated ERU's	
Cost per ERU	
Current FY23 Rate	
Current Maximum Rate	

FY2024	FY2025
513.550	513.550
\$ 220.00	\$ 220.00
2,143.820	2,143.820
\$ 220.00	\$ 220.00
\$ 220.00	
\$ 222.52	

Rea	inn	ina	Ral	ance
Deg	11111	mig	Dai	ance

Revenues

Assessments & Earnings

Assessments
Interest
Less 5% Reserve - FS 129.01(2)b
Grant & Subsidy Revenue

Loans & Borrowing

Debt Proceeds

Total Revenue

Expenditures

Contract Services

Engineering
Other Contractual Srvs
Concrete Flatwork
Drainage
Street Sweeping
Installed Sod
Landscaping
Paving

Contract Services; other

Pipe Lining
Right of Way Maint
ROW Reclamation
Specialty Mowing

eliminary Budget FY2024	P	reliminary Budget FY2025
\$ 1,122,526	\$	1,411,127
584,622		584,622
3,929		4,939
(29,428)		(29,232)
_		
\$ 559,123	\$	560,329
7,500		7,500
_		
1		2
31,250		31,250
5,000		5,000
-		-
-		-
9,035		9,307
-		-
35,824		36,899

	Preliminary Budget FY2024	Preliminary Budget FY2025
Public Works Services		
Equip Repl Charges-PubWrks	18,523	18,523
Operating Exp-PubWrks	116,748	116,748
Road & Bridge Materials	10,863	11,356
Sign Materials	2,301	2,399
Internal Charges		
Central/Indirect Srvs	8,997	9,557
Purchased Services		
Personal Srvs-InterDept		
Postage		<u>-</u>
Utility Service-Traffic Signals/Lights	3,000	9,000
R/M-Other	-	-
Advertising-Legal		-
Fees-Landfill	250	250
Collection Fee-Tax Collector	11,693	11,693
Materials and Supplies		
Capital Outlay		
Imprv-Other Than Bldgs	-	-
Debt Services		
Principal		-
Interest	- 3	-
Other Debt Service Costs	-	-
Project Costs		
Grove City Sidewalks		
Engineering	9,537	_ 6
Construction		<u>-</u>
Labor	_	_
Grove City Bridge Rehab		
Engineering	<u>-</u>	25,000
Construction	_	80,000
Labor	_	5,000
Total Evnanditura	070 500	070.464
Total Expenditures	270,522	379,484
Reserves (Ending Fund Balance)	\$ 1,411,127	\$ 1,591,972
Reserve %	83.9%	80.8%

Version Date

1/31/2023

Project Title:		IN DESCRIPTION CONCLINED TO SECURITION OF SECURITICS OF SECURITION OF SECURITICS OF SECURITION OF SECURITION OF SECURITION OF SECURITION OF SE	CHEN LECT NEED	ST NEED PROJECT FY24 FY25 FY26 FY27 FY28 FY29
	Grove City Sidewalk - Ave Amer			SCHEDULE 123412341234123412341
Functional Area:				
Department:	Public Works /Engineering Grove City & San Casa Ave Americas, West		Yes/No Replace	
Location: PROJECT DESCRIPTION:	County	- From 6 to 10 years? Monitor Almually	╕	PROJECT RATIONALE (Include Additional LOS Detail, if necessary):
idewalk and lighting design a an Casa Dr. North to Worth /	and construction along Avenue of the Am Ave. Construction will begin in FY19.	Sidewalk and lighting design and construction along Avenue of the Americas in Grove City ,from Winchester Blvd. to San Casa Dr. and San Casa Dr. North to Worth Ave. Construction will begin in FY19.	ר Casa Dr. and	This project has been requested by the Grove City MSBU. The San Casa
Avenue of the Americas	2553 Lf.			segment was added to service the new West County Annex.
san Casa Drive The Grove City Comte has opt determined by the County Eng	San Casa Drive	San Casa Drive The Grove City Comte has opted not to fund construction at this time. Since costs would be incurred to cancel the design it was determined by the County Engineer to keep the design funded in the MSBU budget.	ın it was	175 With no lighting 250 With lighting
OPERATING BUDGET IMPACT: Mowing and edging of Avenue Am	OPERATING BUDGET IMPACT: Mowing and edging of Avenue Americas sidewalk will be funded by the MSBU	e MSBU		
	Calo for EV24	Г		REPLACEMENT COUNTY PROPERTY NO.:
	18 31	FY24 FY25 FY26 FY27 FY28	FY29 FUTURE Total	
	E	EXPENDITURE PLAN (000'S)		
Design/Arch/Eng	118	15	133	198 S S S S S S S S S S S S S S S S S S S
Land (or ROVV) Construction				
Internal Costs Fauinment	17		,	
Interest				The state of the s
Other Fees & Costs				
		L	7	
l otal Project Cost	[6]	FUNDING PLAN (000'S)	-	
MSBU/TU Assessments	10	15	107	
Gas Tax (Trans Trust)	42 5	1-0-1	42	
				AND RESIDENCE OF THE PROPERTY
Total Funding	135 15	15 15 1 1 1 1 1 1 1 1	150	
	LOAN	LOAN REPAYMEN I SCHEDOLE (000 S)		
Total Loan Repayment				
	ANNOAL C	ANNUAL OPERATING BUDGET IMPACT (000'S)		
Personal Svc. Non-personal	20 20	111	20 140	0 1
Capital				I

Charlotte County

Capital Maintenance Schedule Public Works - MSBU/TU Bridges 2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
	×						
Don Pedro Bridge Maintenance Plan	0	53	0	53	0	53	159
Englewood East Bridge Maintenance Plan	2,537	31	47	33	0	0	2,647
GPC Bridge Maintenance and Rehabilitation Program	776	790	705	336	0	0	2,607
Grove City Bridge Rehabilitation	0	110	18	0	0	0	128
Gulf Cove/Englewood East Bridge Maintenance	406	38	0	38	0	0	482
NWPC Bridge Maintenance and Rehabilitation Program	1,581	449	089	0	0	0	2,710
Placida Bridge Rehabilitation Plan	317	0	18	49	0	0	384
Rotonda West Bridge Maintenance Program	9,318	92	171	292	0	0	10,145
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,030	662	108	329	0	0	5,128
TOTAL	18,964	2,224	1,747	1,402	0	53	24,390

Grove City Street and Drainage MSBU Fund Financial Report - 5 Year Annual Report Oct. 1, 2017 - Sept. 30, 2022

		Actual Y2018	Actual FY2019		Actual FY2020		Actual FY2021		Adopted Budget FY2022	153/2302	Actual FY2022
Beginning Balance	\$	701,984	\$ 687,045	\$		\$	533,816	\$	450,789	\$	367,411
Revenues											
Assessments & Earnings											
Assessments		136,968	136,764		136,671		136,132		583,444		566,225
Interest		11,755	12,093		8,286		2,765		2,309		6,362
Net Inc/(Decr) Fair Market Value-Investments		(5,194)	7,479		4,804		(2,191)		2,000		(15,225
Misc Rev-Refund Prior Year Exp		-			1,001		(2,101)				(10,220
GDC Recovery (Interfund Trf-Capital Projects)		_	_		_		_				
Excess Fees /Tax Collector		747	839				820				3,115
Less 5% Reserve - FS 129.01(2)b		, 4,	055		-		020		(29,288)		3,113
Grant & Subsidy Revenue				1	-		-		(29,200)		
State Grant											
Loans & Borrowing			1.75	1							
-				1							
Debt Proceeds	_	111070	-	+.	-	-	-	_	-		-
Total Revenue	\$	144,276	\$ 157,174	1	149,761	\$	137,526	\$	556,465	\$	560,478
Expenditures											
Contract Services											
Engineering		_									3,810
Other Contractual Srvs		12,887	124,258		857		4,999				3,953
Concrete Flatwork		-	.2.,200		-		.,000				-
Drainage		_	24.5								
Street Sweeping				1	-		0.08				0.09
Installed Sod		662	2.160		1 000				2.500		
		002	2,160	1	1,830		25,754		2,500		312
Landscaping	1.5	-	-		2,028		2,473		10,000		
Paving		-	-		-		-				
Contract Services; other											
Pipe Lining		-			-		-		- 3		- 1
Right of Way Maint		12,700	7,610	1	8,588		8,534		9,603		7,727
ROW Reclamation		-	11-		-		-		-		
Specialty Mowing		38,480	35,680		20,005		35,824		38,480		36,470
Public Works Services											
Equip Repl Charges-PubWrks		6,815	5,324		7,588		29,086		17,229		4,002
Operating Exp-PubWrks		63,800	73,616	:	74,871		176,537		110,623		41,218
Road & Bridge Materials		4,299	3,543	- 1	4,918		7,094		11,386		538
Sign Materials		157	913	- 1	399		993		1,299		1,133
Internal Charges					000				1,200		1,100
Central/Indirect Srvs		6,027	2,625	:	4,114		4,320		11,145		11,145
Purchased Services		0,021	2,020		7,117		4,020		11,145		11,145
Postage-MSBU Notices				1							
		97	1 204	.	700		-		F 000		
Personal Srvs-InterDept		97	1,304	1	788		83		5,000		
Postage	1	-	-		-				-		
Utility Service-Traffic Signals/Lights		396	1,176	1	1,334		1,866		2,570		2,230
R/M-Other		-	-		-		356		-		145
Advertising-Legal		-	294		-		-		150		-
Fees-Landfill		4,754	1,345		126		4,270		250		-
Collection Fee-Tax Collector		2,018	1,878	3	1,747		1,741		11,669		7,160
Materials and Supplies											
Capital Outlay				1							
Imprv-Other Than Bldgs		-	-	1	-		-		-		-
Debt Services				1							
Principal		-	-	1	1 2						-
Interest		-	_	1			-				
Other Debt Service Costs		-			-		-				-
Project Costs											
-											
Grove City Sidewalks		0.101	F. 700	, [17 100						
Engineering		6,124	51,762	4	17,482				-		
Construction		-	- 11						-		1
Labor (not reported separate prior to FY23)			-		-				•		
Total Expenditures		159,215	313,488	3	146,676		303,931		231,904		119,844
B(F !! - F - ! F :				1							
Reserves (Ending Fund Balance)		687,045			\$ 533,816	\$	367,411	\$	775,350		808,045
Reserve %		81.2%	62.99	0	78.4%	1	54.7%	43.00	77.0%	1999	87.1%