

**MINUTES  
ROTONDA HEIGHTS STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, MARCH 2, 2022**

**9:30 a.m. – 10:16 a.m.  
West County Annex  
6868 San Casa Drive, Room 120 Englewood, Florida**

**Members Present:** John Balas, Chair  
Kitty Saddler, Vice-Chair  
James Harper  
Vacant  
Vacant

**Members Absent:** None

**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

**Citizen Input on Agenda Items (3-Minute Limit):**

None

**Approval of Minutes:**

The minutes from May 13, 2021 were unanimously approved as submitted.

**Unfinished Business:**

- a) Traffic Calming and Safety: Ms. Kelley discussed a request for a four-way stop or larger stop signs at the intersection of Cougar Way and Indian Creek Road. She noted there is a hold on traffic calming requests until the Transportation Engineer has provided the new traffic calming policy to the Board of County Commissioners for approval.
- b) Entrance Signs: Ms. Kelley provided examples of allowable signs and cost for the smaller sign option that could be placed in the county right-of-way. The Advisory Board discussed and requested cost options for each sign examples, with or without lighting, and what direction and location is permissible.
- c) Maintenance of Streets and Drainage: Public Works work order system was reviewed noting work orders to be completed.

**New Business:**

- a) Financial Reports: The FY21 annual and FY22 quarter one Actual Financial History, and Maintenance Activity, line items noted.
- b) Executive Summary: Ms. Kelley reviewed the summary that is provided to the Board of County Commissioners; the summary indicates the duties and responsibilities of an Advisory Board member, the purpose of the specific unit and a brief description of the internal and external work programs.

**Citizen Input on MSBU Items (3 Minute Limit):**

None

**Advisory Board Open Discussion:**

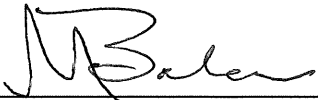
Mr. Balas inquired on striping a few of the major throughfares. Mr. Harper inquired on the three circles and property ownership that is named on the GIS system.

**Schedule Meetings / Items for next agenda:**

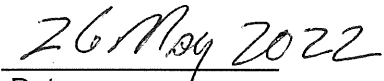
Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

- Wednesday, May 25, 2022
- Wednesday, August 31, 2022
- Wednesday, December 8, 2022

Submitted by Kimberly Kelley  
Public Works Department



Chair Signature



Date



## AGENDA

### ROTONDA HEIGHTS STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

#### ADVISORY BOARD REGULAR MEETING WEDNESDAY, MARCH 2, 2022

9:30 a.m., West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida

**BOARD MEMBERS:** John Balas, Chair  
Kitty Saddler, Vice-Chair  
James Harper  
Vacant  
Vacant

**COUNTY STAFF:** Kimberly Kelley, Community Liaison

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve if any Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: December 2, 2021
5. Unfinished Business
  - a) Traffic Calming and Safety
  - b) Entrance Signs- Cougar Way and Sunset Road
  - c) Maintenance of Streets and Drainage
6. New Business
  - a) Financial Reports
  - b) Executive Summary
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

# CHARLOTTE COUNTY COMMUNITY AESTHETIC FEATURE SIGN CONCEPTS

## COLORS

COLOR WHEEL & COATINGS  
COLOR CHART or APPROVED  
EQUAL.

WALL BACKGROUND: 8790 W

INTERCOASTAL GRAY

WALL TRIM: 8791W GRAY PENNANT

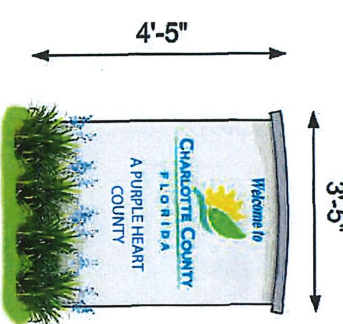
ALL COLORS TO BE VERIFIED AND  
APPROVED BY CHARLOTTE COUNTY.

## — Fonts —

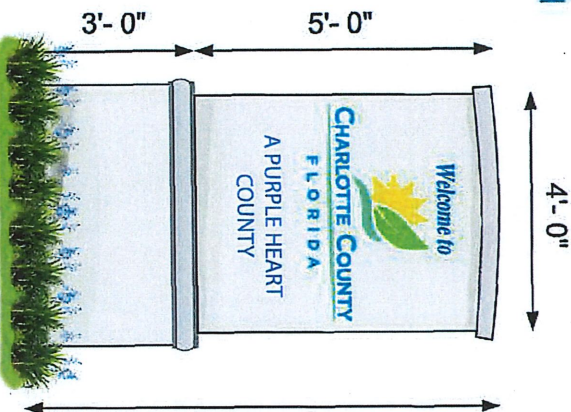
Do not use Candara. Use any of  
these fonts: Arial, Calibri, Tahoma,  
Verdana.

## — Color Palette —

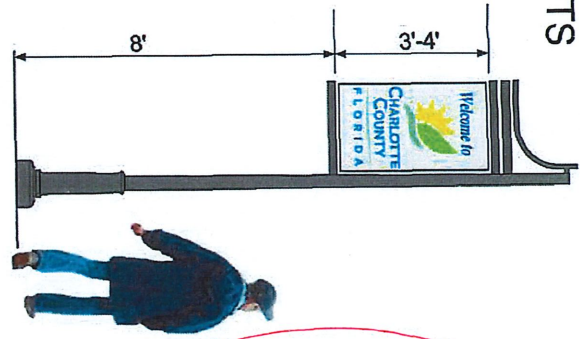
Color Name	Hex	Color Name	Hex	Color Name	Hex
Sun Yellow	#FFD700	Leaf Green	#6AA84F	Water Blue	#4682B4
C M Y K	0 10 95 0	C M Y K	50 0 100 0	C M Y K	70 0 20 0
R G B	255 222 23	R G B	140 198 62	R G B	22 190 207
Hex #FFD700		Hex #6AA84F		Hex #4682B4	



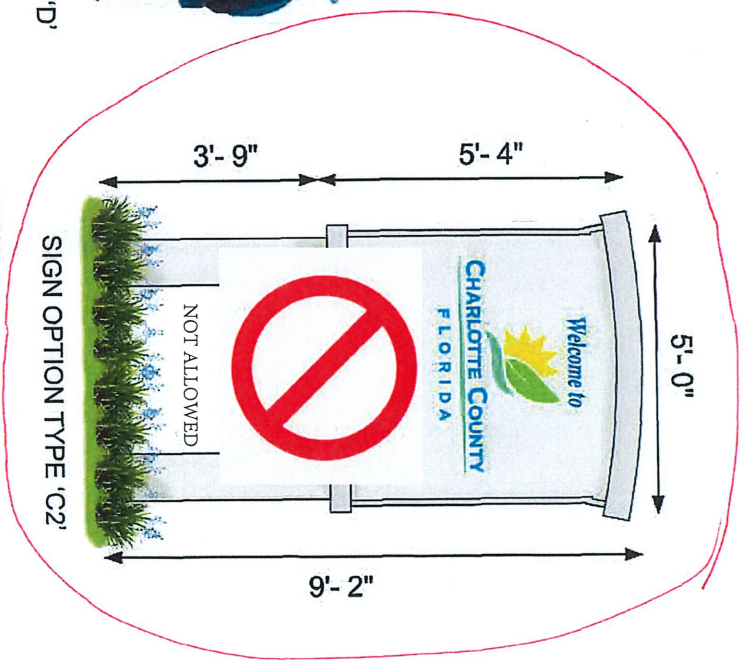
SIGN OPTION TYPE 'B'



SIGN OPTION TYPE 'C1'



SIGN OPTION TYPE 'D'



SIGN OPTION TYPE 'C2'



SIGN OPTION TYPE 'A'



# FINAL - Q4

CHARLOTTE COUNTY PUBLIC WORKS  
MSBU FINANCIAL HISTORY  
FY 12 THRU FY 21  
FUND 1426  
ROTONDA HEIGHTS ST/DR MAINT UNIT

Formerly Fund 703 (WV)

Adopted  
Budget

FY 20-21  
FY 20-21

FY 20-21  
12 Mo. Actual (A)  
740,196.38

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 20-21
<b>BEGINNING BALANCE</b>	\$ 660,512.61	\$ 687,255.01	\$ 759,170.80	\$ 837,663.51	\$ 883,287.43	\$ 2,828,773.58	\$ 728,675.75	\$ 557,155.86	\$ 653,902.13	\$ 653,902.13	\$ 670,563.30
<b>REVENUES RECEIVED:</b>											
Assessments & Earnings Assessments	93,741.58	93,557.75	93,253.69	92,893.27	302,852.23	301,669.12	302,390.86	302,529.19	303,202.96	308,885.00	300,739.17
Assessments & Earnings Interest	3,318.62	3,290.71	4,228.17	6,383.13	13,568.50	22,209.31	12,838.75	14,051.73	11,100.38	2,625.61	4,312.21
Assessments & Earnings Net Inc(Decr) F/W/Invet	2,423.50	(3,042.16)	1,116.15	1,965.75	188.68	(2,179.35)	(4,179.76)	8,603.58	6,133.79	-	(3,601.63)
Assessments & Earnings Rdway Svc Life Red Fee	-	-	-	-	-	2,303.88	-	-	-	-	-
Assessments & Earnings Excess Fees /Misc.	915.32	806.30	710.78	644.04	2,211.30	-	1,648.37	1,854.93	-	-	1,811.60
Loans & Borrowing External Borrowing	-	-	-	-	1,700,000.00	-	-	-	-	-	680,000.00
Assessments & Earnings Less: Reserve - FS 129.01	100,401.02	94,612.60	99,308.79	101,886.19	2,018,820.71	324,002.96	312,698.22	327,039.43	320,437.13	295,935.08	983,261.35
Total Revenue	760,913.63	781,867.61	858,479.59	939,569.70	2,902,108.14	3,152,776.54	1,041,373.97	884,195.29	674,339.26	966,488.38	1,723,457.73
<b>TOTAL REVENUES &amp; BALANCES</b>											
<b>EXPENDITURES</b>											
Paving Program C/S - Paving c410722	-	-	-	-	1,848.00	2,162,337.76	237,130.76	-	4,235.00	2,489.00	156.00
Contract Services C/S - Sod Installed	-	-	-	-	-	787.00	787.00	1,536.00	1,613.00	5,662.00	3,030.00
Pipe Lining C/S - Pipe Liner	1,188.00	950.00	1,034.00	1,034.00	787.00	787.00	1,536.00	1,613.00	5,662.00	150.00	3,030.00
Internal Charges Central/Indirect Allocati	-	-	-	-	-	-	-	-	-	-	-
Purchased Services Advertising-Legal	-	-	-	-	-	-	-	-	-	-	-
Purchased Services Equipm. Svs - PW	6,694.86	1,385.88	1,855.89	12,693.88	4,271.30	1,190.52	4,201.00	1,005.19	2,558.08	6,355.00	96.97
Public Works Services Equipment Repl Chgs/F	55,072.44	17,678.35	15,127.06	39,454.51	48,434.05	50,801.98	28,807.65	15,240.27	23,787.25	48,755.34	26,577.60
Public Works Services Maintenance Services	14.70	140.28	19.00	3.13	518.76	58.89	17.21	13.09	12.94	500.00	-
Purchased Services Fees-Landfill	1,275.29	1,323.50	1,376.53	1,423.54	4,445.19	4,459.65	4,454.47	4,153.24	3,875.21	6,177.70	3,946.57
Purchased Services Tax Collector-Collector	8,421.74	884.33	451.49	102.23	4,674.18	266.73	1,527.87	778.96	461.84	1,781.37	175.43
Public Works Services Materials- Road & Bridg	991.59	334.47	932.11	458.42	423.30	651.26	420.20	799.06	638.55	1,488.09	864.10
Public Works Services Sign Materials	-	-	-	-	-	-	-	-	-	-	-
Debt Services Principal Pymts	-	-	-	-	-	-	-	-	-	-	-
Debt Services Interest Pymts	73,656.62	22,686.81	20,796.08	56,282.27	73,334.56	33,547.00	36,008.93	230,693.16	22,922.01	34,065.15	1,020,000.00
Total Expenditures	73,656.62	22,686.81	20,796.08	56,282.27	73,334.56	2,424,100.79	484,218.11	230,693.16	234,142.88	444,771.65	1,072,951.93
<b>ENDING FUND BALANCE</b>	\$ 687,255.01	\$ 759,170.80	\$ 837,663.51	\$ 883,287.43	\$ 2,828,773.58	\$ 728,675.75	\$ 557,155.86	\$ 653,902.13	\$ 740,196.38	\$ 521,726.73	\$ 650,505.80

Note (a): Twelve Month Actuals per Ledger Summary Report of 09/30/21  
Maintenance Mgmt System through 09/30/21

# Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

## PW-ROTHGTM Rotonda Heights StdR Mtc

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
1220413 PW-ROTHGTM Rotonda Heights S&D MSDR Annual Work Order														
10-98866 MSDR														
						10/01/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/05/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/06/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/07/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/08/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/12/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/13/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/15/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/19/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/21/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/22/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/27/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/28/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/29/2021	0.75	56.95	0.00	0.00	0.00	0.75	LHR	56.95
						11/17/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						11/18/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						11/22/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						11/24/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						11/30/2021	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						<b>MSDR Total</b>	<b>9.50</b>	<b>787.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.50</b>	<b>LHR</b>	<b>787.04</b>
Total WO Number: 1220413														
1736747 Tree Removal at stop sign - Sweetwater Dr and Sunny Way - ROTHGTM														
10-5000R Brush Cut-Response														
						11/08/2021	6.00	389.06	0.00	45.52	0.00	1.00	ICD	434.58
							<b>6.00</b>	<b>389.06</b>	<b>0.00</b>	<b>45.52</b>	<b>0.00</b>	<b>1.00</b>	<b>ICD</b>	<b>434.58</b>
Brush Cut-Response Total														
						11/05/2021	1.00	102.52	0.00	3.30	0.00	1.00	LHR	105.82
						11/08/2021	1.00	102.52	0.00	3.30	0.00	1.00	LHR	105.82
							<b>2.00</b>	<b>205.04</b>	<b>0.00</b>	<b>6.60</b>	<b>0.00</b>	<b>2.00</b>	<b>LHR</b>	<b>211.64</b>
Supervision Total														
							<b>8.00</b>	<b>594.10</b>	<b>0.00</b>	<b>52.12</b>	<b>0.00</b>	<b>3.00</b>	<b>LHR</b>	<b>646.22</b>
Total WO Number: 1736747														
1777358 Vac Con & Inspect - Road King Pipe at 107 Opal Dr - ROTHGTM														
10-3003D VAC Cull Clean														
						10/26/2021	4.00	280.64	0.00	96.20	0.00	1.00	CULV	376.84
							<b>4.00</b>	<b>280.64</b>	<b>0.00</b>	<b>96.20</b>	<b>0.00</b>	<b>1.00</b>	<b>CULV</b>	<b>376.84</b>
VAC Cull Clean Total														
							<b>4.00</b>	<b>280.64</b>	<b>0.00</b>	<b>96.20</b>	<b>0.00</b>	<b>1.00</b>	<b>CULV</b>	<b>376.84</b>
Total WO Number: 1777358														
1789688 FY22 ROTHGTM 6010, Sign Insp. Location 73 Year-Round														
60-6010R Sign Inspection														
						11/09/2021	0.00	0.00	0.00	0.00	0.00	0.00	SGN	0.00
							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>SGN</b>	<b>0.00</b>

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-ROTHGTM Rotonda Heights StdR Mtc

Project Number	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Contract or Cost	Work Accompl.	UOM	Total Cost	
				Sign Inspection Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				97-9752 Supervision		11/09/2021	1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
				Supervision Total			1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
				Total WO Number: 1789688			1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
				Total MSBU: PW-ROTHGTM			22.50	1,805.62	0.00	151.15	0.00	14.50	LHR	1,956.77



# Rotonda Heights Street and Drainage MSBU

## Fund Financial Report

Oct. 1 - Dec. 31, 2021

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$ 740,196	\$ 591,360	\$ 650,506	\$ 650,506
<b>Revenues</b>				
Assessments & Earnings	303,261	294,340	170,970	294,340
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	680,000	-	-	-
<b>Total Revenue</b>	\$983,261	\$294,340	\$170,970	\$294,340
<b>Expenditures</b>				
Contract Services	156	6,225	-	6,225
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	33,458	63,933	1,957	63,933
Internal Charges	3,030	2,611	2,611	2,611
Purchased Services	3,944	6,550	3,419	6,550
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	1,032,364	196,393	2,873	196,393
<b>Project Costs</b>				
<b>Total Expenditures</b>	\$1,072,952	\$295,712	\$10,859	\$295,712
<b>Reserves (Ending Fund Balance)</b>	\$650,506	\$589,988	\$810,616	\$649,134
<i>Reserve %</i>	37.7%	66.6%	98.7%	68.7%

*\$680,000 was refinanced as a result of the loan ballooning after the initial 5 year term. This amount is recorded as a revenue and expense and nets to zero.*

Date Prepared: 1/14/2022

## Explanation of Terms

### Revenue:

- **Net Inc(Decr) FMV/Invest.** – The Clerk of the Court’s Finance Dept invests the money that the MSBU’s have on hand. Every year the Clerk’s Finance is required to mark up or down to fair market value all investments the County has. This markup or markdown is what gets posted to this line item.
- **Excess Fees/Misc.** - Excess Fees returned from the tax collector and Miscellaneous Revenue from accident claims.
- **Less: Reserve – FS 129.01(2)(B)** – The receipts portion of the budget shall include 95 percent of all receipts reasonably to be anticipated from all sources.

### Expenditure:

- **Other Contractual Services** – This may include but is not limited to: Street Sweeping, Tree Removal, Tree Replacement, Installed Sod, Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.), Pipe Lining, Traffic Control, Welding, POA Fees, Fabrication, Survey.
- **Central/Indirect Allocation** – Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
- **Equipment Repl Chgs/PW** – Costs that are incurred for the use of equipment on a particular job. For example: The use of a tractor or excavator on a job.
- **Tax Collector-Collection Fee** – Tax collector fees based on the collected assessment revenue.
- **Materials – Road & Bridge** – Costs of the materials used for a particular job.

### Reserves:

- **Reserve for Contingencies** – To maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and other unforeseen financial situations after exhausting all other funding options. Balance not less than 5% and not greater than 10% of the total budget.
- **Cash Carried Forward** – A reserve amount for the purpose of paying expenses from Oct. 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available. Balance not less than 5% and not greater than 10% of the total budget.
- **Future Capital Outlay** – Reserve amount accumulated for the purpose of funding capital projects must be spent on such project within six years from the date it was assessed or collected.

## Category Definitions - Quarterly Financial Reports

<b>Revenues:</b>	<b>Includes:</b>
Assessments & Earnings	Assessment fees, Interest and Investment Earnings
Grant & Subsidy Revenue	Federal, State and Local Grants, Subsidies from other funding sources
Loans & Borrowing	Debt proceeds

<b>Expenditures:</b>	<b>Includes:</b>
Contract Services	<p>Installed Sod Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.) Street Sweeping Survey Traffic Control Tree Removal / Replacement **excludes project costs and itemized contractual items listed below</p> <p>Different templates will show different itemized accounts Itemized Items - SD Template - Pipe Lining, ROW Maint, ROW Recl, Spec Mowing Itemized Items - VVV template - Survey, Navigatoinal Trimming Itemized Items - Stormwater - Pipe Lining, Water Quality Itemized Items - Beaches - none, most expenses are project related</p>
Public Works Services	<p>Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage</p> <p>Public Works Services periods covered: Q1 PE 12.31 = (2mo) October - November actuals Q2 PE 3.31 = (5mo cumulative) October - February actuals Q3 PE 6.30 = (8mo cumulative) October - May actuals Q4 PE 9.30 = (12mo cumulative) October - September actuals</p>
Internal Charges	Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
Purchased Services	<p>Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity &amp; Water Tax Collector Collection Fees</p>
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)
Debt Services	<p>Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)</p>

<b>Project Costs</b>	<b>Includes:</b>
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

<b>Reserves (Ending Fund Balance)</b>	<b>Includes:</b>
Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reserve policy)

**ROTONDA HEIGHTS STREET AND DRAINAGE  
Municipal Service Benefit Unit (MSBU)  
FY 21 Annual Report – Executive Summary  
October 1, 2020 – September 30, 2021**

**Ordinance 2015-045** adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

**Sec. 4-1-18. Duties/Responsibilities**

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

**Purpose**

**Code of Laws and Ordinances, ARTICLE VIII. - ROTONDA HEIGHTS STREET AND DRAINAGE UNIT, Sec. 4-6-138. - Purpose.**

The purpose of the unit is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering, and draining, of streets, bridges and related drainage facilities in the unit, and of necessary appurtenances and accessory structures thereto located within or without the unit, from funds derived from special assessments within the unit.

**Summary**

**Current Rate: \$163**

**Max Rate: \$163**

The FY21 completed work program included all internal maintenance and administrative costs and contracted services for sod installation.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for sod installation and pipe lining.

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for pipe lining and sod installation.

This MSBU is currently paying back a loan for paving which is anticipated be paid off in FY25.