

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, MAY 11, 2023**

9:30 a.m. – 10:29 a.m.

**Mac V. Horton West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida**

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

**Members Absent:** None

**County Staff:** Kimberly Kelley, Community Liaison  
Ray Slade, Project Manager

**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

*Right of way mowing*

**Approval of Minutes:**

The minutes from February 23, 2023, were unanimously approved as submitted.

**Unfinished Business:**

- a) Entrance Signs- Cougar Way and Sunset Road: Mr. Slade provided the bid for two signs and the cost of hardwired lighting. The Advisory Board discussed the increased costs, hardwire lighting versus solar lighting costs, the price comparison of another MSBU that was listed on the bid sheet and the design specifications of the sign. Ms. Saddler motioned to move forward with installing the two signs, at a cost not to exceed \$10,000 per sign, it was seconded, and the motion passed; 3:0. The Advisory Board unanimously agreed not to move forward with lighting at this time, as the approximate cost would be \$22,000.
- b) Maintenance of Streets and Drainage: Ms. Kelley explained the transition to the new work order system. The Advisory Board pointed out the drainage issue at Indian Creek Road and Boundary Boulevard.
- c) Traffic Calming and Safety: Ms. Kelley recommended taking this item off the agenda. She explained speed humps were installed as a traffic calming pilot program on a limited number of streets with mixed results. In some areas, the program indicated drivers increased their speed between the speed humps, defeating the purpose and creating a hazard. As staff became aware in some instances the speed humps just shifted the problem to a nearby neighborhood. It is very unlikely additional speed humps will be installed in any area of the County and the program will be suspended.

**New Business:**

- a) Financial Reports: The fiscal year (FY) 2023 quarter two actual expenditure and the FY23 quarter one activity maintenance reports were provided.

- b) Fiscal Year 2022 Executive Summary: Ms. Kelley reviewed the summary that is provided to the Board of County Commissioners; indicating 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

**Sunshine Law/Roberts Rules:**

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, mandatory training must be 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. Harper motioned for the Chair and Vice Chair to remain the same, the Advisory Board unanimously approved Mr. Balas to remain as Chair and Ms. Saddler to remain as Vice Chair. Mr. Balas and Ms. Saddler accepted.

**Advisory Board Open Discussion:**

Mr. Balas recommended residents attend the Charlotte County Government Academy and the Sheriff's Office Citizen Academy as they provide excellent information. Mr. Balas conveyed his goal for this advisory board is to onboard at least one more additional member.

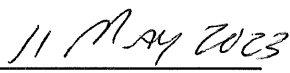
**Schedule Meetings / Items for next agenda:**

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

- Thursday, August 10, 2023
- Thursday, November 2, 2023

Submitted by Kimberly Kelley  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

  
\_\_\_\_\_  
Date



**Rotonda Heights Street & Drainage  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance

Thursday, May 11, 2023

9:30 a.m., West County Annex

6868 San Casa Drive, Englewood, Florida

**INFORMATION SUPPLIED ON THIS FORM  
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@CharlotteCountyFL.gov	575-3613
<i>John Balas</i>	<i>jbvette21@gmail.com</i>	
<i>Kitty Saddle</i>	<i>KLBSaddler@centurylink.net</i>	
<i>Jim HARPER</i>	<i>Jim HARPER 627@gmail.com</i>	
<i>Ray Slade</i>		

## AGENDA

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

#### ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 11, 2023

9:30 a.m., Mac. V. Horton 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: February 23, 2023
5. Unfinished Business
  - a) Entrance Signs- Cougar Way and Sunset Road
  - b) Maintenance of Streets and Drainage
  - c) Traffic Calming and Safety
6. New Business
  - a) Financial Reports
  - b) FY22 Executive Summary
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Sunshine Law/Roberts Rules of Order
9. Election of Officers
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, FEBRUARY 23, 2023**

**9:30 a.m. – 10:35 a.m.**

**Mac V. Horton West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida**

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

**Members Absent:** None

**County Staff:** Kimberly Kelley, Community Liaison  
Ray Slade, Project Manager

**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):**

- Rudy Caprana inquired on brush cutting near 132 Kings Drive.

**Approval of Minutes:**

The minutes from December 8, 2022, were unanimously approved as submitted.

**Unfinished Business:**

- a) Entrance Signs- Cougar Way and Sunset Road: Mr. Slade pointed out the recommended entrance signs' locations and the estimated costs for solar versus hard-wired lighting. There was discussion on color scheme, wording on the sign(s), mulch around the lights and the pros and cons of solar lighting. Mr. Harper motioned to proceed with hard-wired lighting for both entrance signs, Ms. Saddler seconded, and it was unanimously approved.
- b) Maintenance of Streets and Drainage: Ms. Kelley explained that routine drainage maintenance is on hold due to clean-up and recovery from Hurricane Ian. The Advisory Board discussed storm debris in the right of way, porta potties, work order 1795671 on Indian Creek Drive and right of way mowing.
- c) Traffic Calming and Safety: Ms. Kelley conveyed a citizen that resides on Indian Creek Drive and Spring Drive contacted Public Works regarding speed enforcement. She explained that traffic requests were on hold due to the hurricane and the traffic calming policy is still being reviewed and possibly revised.

**New Business:**

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual expenditure, and the preliminary FY24/25 budgets reports were provided for review. There was discussion on the paving loan, pipe lining, new activity reports and budgeted line items. Ms. Saddler motioned to keep the current assessment rate the same for future pipelining projects, seconded by Mr. Harper and it was unanimously approved.

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

None

**Advisory Board Open Discussion:**

None

**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:

- Thursday, May 11, 2023
- Thursday, August 10, 2023
- Thursday, November 2, 2023

Submitted by Kimberly Kelley  
Public Works Department

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

## Rotonda Heights Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$ 650,506	\$ 649,134	\$ 699,449	\$ 699,449
<b>Revenues</b>				
Assessments & Earnings	293,499	293,914	242,075	293,914
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	<b>\$293,499</b>	<b>\$293,914</b>	<b>\$242,075</b>	<b>\$293,914</b>
<b>Expenditures</b>				
Contract Services	-	6,225	-	6,225
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	57,270	66,103	1,636	66,103
Internal Charges	2,611	2,742	2,742	2,742
Purchased Services	3,791	6,537	4,789	6,537
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	180,884	190,132	12,288	190,898
<b>Total Expenditures</b>	<b>\$244,556</b>	<b>\$291,739</b>	<b>\$21,455</b>	<b>\$292,505</b>
<b>Reserves (Ending Fund Balance)</b>	<b>\$699,449</b>	<b>\$651,309</b>	<b>\$920,069</b>	<b>\$700,858</b>
<i>Reserve %</i>	<i>74.1%</i>	<i>69.1%</i>	<i>97.7%</i>	<i>70.6%</i>

Date Prepared: 4/27/2023

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

## Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3693	MSBU Administrative Work		10/19/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3693	MSBU Administrative Work		10/21/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3693	MSBU Administrative Work		10/26/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3693	MSBU Administrative Work		10/27/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3693	MSBU Administrative Work		11/01/2022	0.25	18.24	0.00	0.00	0.00		18.24
	3693	MSBU Administrative Work		11/03/2022	0.25	18.24	0.00	0.00	0.00		18.24
	3693	MSBU Administrative Work		11/04/2022	0.25	18.24	0.00	0.00	0.00		18.24
	3693	MSBU Administrative Work		11/08/2022	0.25	18.24	0.00	0.00	0.00		18.24
		<b>Administrative Time Total</b>			3.00	223.86	0.00	0.00	0.00	0.00	223.88
		<b>Work Order 3693 Total</b>			3.00	223.86	0.00	0.00	0.00	0.00	223.88
	6110	MSBU Administrative Work		11/23/2022	0.75	54.71	0.00	0.00	0.00		54.71
	6110	MSBU Administrative Work		12/01/2022	0.50	36.47	0.00	0.00	0.00		36.47
	6110	MSBU Administrative Work		12/09/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6110	MSBU Administrative Work		12/22/2022	0.50	36.47	0.00	0.00	0.00		36.47
	6110	MSBU Administrative Work		12/29/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6110	MSBU Administrative Work		12/30/2022	0.50	36.47	0.00	0.00	0.00		36.47
		<b>Administrative Time Total</b>			2.75	200.59	0.00	0.00	0.00	0.00	200.60
	6110	MSBU Administrative Work		12/08/2022	3.50	255.29	0.00	7.84	0.00		263.13
		<b>MSBU Meeting Total</b>			3.50	255.29	0.00	7.84	0.00	0.00	263.13
	6110	MSBU Administrative Work		12/22/2022	2.50	182.35	0.00	0.00	0.00		182.35
		<b>MSBU Minutes Total</b>			2.50	182.35	0.00	0.00	0.00	0.00	182.35
		<b>Work Order 6110 Total</b>			8.75	638.23	0.00	7.84	0.00	0.00	646.08



# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

## Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
		<b>MSBU Administrative Work Total</b>										
	6772	ROW - Clearing / Haul Debris		12/28/2022	2.00	145.88	0.00	0.00	0.00		145.88	
	6772	ROW - Clearing / Haul Debris		12/29/2022	0.00	0.00	0.00	13.52	136.30		149.82	
	<b>Work Order 6772 Total</b>				2.00	145.88	0.00	13.52	136.30	1.60	295.70	
	<b>ROW - Clearing / Haul Debris Total</b>				2.00	145.88	0.00	13.52	136.30		295.70	
	<b>Rotonda Heights Street and Drainage Unit Total</b>				13.75	1,007.97	0.00	21.36	136.30		1,165.66	

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
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Grand totals for all MSBUs reported      13.75      1,007.97      0.00      21.36      136.30      1,165.66

**ROTONDA HEIGHTS STREET AND DRAINAGE  
Municipal Service Benefit Unit (MSBU)  
FY22 Annual Report – Executive Summary  
October 1, 2021 – September 30, 2022**

**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 FY22 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, pipe lining and design/construction of two community signs with lighting.

For FY24, 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 2025.



CHARLOTTE COUNTY BOARD OF COMMISSIONERS  
 QUOTE TABULATION  
 ENTRY SIGNS FOR ROTONDA COMMUNITIES  
 QUOTE NO. 2023000410

DUE DATE: APRIL 20, 2023

DEPARTMENT: PUBLIC WORKS

Company Names ▶		12 VISUAL INCORPORATED		SKYLINE SIGNS LLC		
Location ▶		Fort Myers, Florida		Conway, South Carolina		
Description ▼	UOM	QTY	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
Rotonda Lakes (Double Sided Lettering)	EA	1	\$ 9,937.50	\$ 9,937.50	\$ 15,902.00	\$ 15,902.00
Rotonda Heights (Single Sided Lettering)	EA	2	\$ 12,512.50	\$ 25,025.00	\$ 14,239.60	\$ 28,479.20
Completion Time				120 Calendar Days	45 Calendar Days	
Notice Needed Prior to Commencement				10 Calendar Days	30 Calendar Days	

NonResponsive Quoters:  
 Lykins Signtec