

**MINUTES  
DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE  
MUNICIPAL SERVICE TAXING UNIT (MSTU)**

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, JULY 20, 2022**

**9:30 a.m. – 11:18 a.m.  
West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida**

**Members Present:** Lisa Haney, Chair  
Lindsay Yates, Vice Chair  
Linda Cotherman  
David Duncan  
David Cohen

**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 the Minutes:**

The February 10, 2022, minutes were unanimously approved as submitted.

**Unfinished Business:**

- a) Maintenance of Street and Drainage/Bridge Maintenance: Ms. Kelley inquired if brush cutting is still needed; it was indicated that it is as well as mowing. Ms. Kelley conveyed the bridge consultant has inspected the bridges and is in process of providing a report to the Project Mangers. The Advisory Board requested copies of bridge reports prior to maintenance/repairs. There was discussion on stump removal, right of way compliance, public access with designated beach parking, and educating citizens. Ms. Kelley wanted to confirm and convey the financial responsibility for the Advisory Board to move forward with changing the purpose of the unit to include the removal of invasive and exotic animals. The Advisory Board unanimously approved to move forward with changing the purpose. Additional discussion included no parking signs being placed on the bridge, golf cart crossing signs and a sign map.
- b) Road Grading: There was discussion on the Penn State Study, dust control, and narrowing and stabilizing the road in a specific location. Buzz Mallet, contractor on record, explained his concerns with dust control, off-roading on sand roads and the stabilization of the crown. Mr. Cohen motioned that county staff move forward with having Tim Ziegler from Penn State update the road study provided in 2013, seconded by Ms. Cotherman and it was unanimously approved. The Advisory Board inquired when the road grading contract will be put out to bid and requested no changes from the last documents submitted. They commended Project Manager Randy Vowell for his knowledge and work performed on this project.

- c) Traffic Calming: Ms. Kelley explained per the last Advisory Board meeting, she has inquired on traffic counts being repeated using tubes in lieu of the flashing radar speed sign. The Advisory Board discussed the benefits of reducing the speed limit. Ms. Kelley stated that the traffic calming policy is being revised and until the new policy is approved by the Board of County Commissioners, all traffic requests/petitions are on hold. Ms. Cotherman motioned to have the speed limit reduced on North Gulf Boulevard to twenty-five mph and all other roads (sand) and between the bridges reduced to fifteen mph, seconded by Mr. Cohen and it was unanimously approved.

**New Business:**

- a) Financial Reports: The FY22 quarter two and three actual expenditure, activity maintenance and the Preliminary FY23 Budgets reports were provided for review; line items were reviewed.

**Citizen Input on MSTU items (3 Minute Limit):**

None

**Advisory Board Open Discussion:**

None

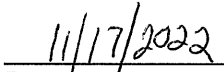
**Schedule Meetings / Items for Next Agenda:**

Future meetings are scheduled at 9:30 a.m., as follows:

- November 17, 2022, at the Mac V. Horton West County Annex

Submitted by: Kimberly Kelley  
Public Works Department

  
Chair Signature

  
Date



## AGENDA

### DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE MUNICIPAL SERVICE TAXING UNIT (MSTU)

#### ADVISORY BOARD REGULAR MEETING THURSDAY, JULY 20, 2022

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

**BOARD MEMBERS:** Lisa Haney, Chair  
Lindsay Yates, Vice Chair  
Linda Cotherman,  
David Duncan  
David Cohen

**COUNTY STAFF:** Kimberly Kelley

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of the Minutes: February 10, 2022
5. Unfinished Business
  - a) Maintenance of Street and Drainage / Bridge Maintenance
  - b) Road Grading
  - c) Traffic Calming
6. New Business
  - a) Financial Reports
  - b) Executive Summary
  - c) Purpose of the Unit
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

# Don Pedro Knight Island Street and Drainage MSTU

Fund Financial Report  
Oct. 1, 2021 - Mar. 31, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$2,195,440	\$2,262,407	\$2,496,735	\$2,496,735
<b>Revenues</b>				
Assessments & Earnings	550,485	565,211	520,629	565,211
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$550,485	\$565,211	\$520,629	\$565,211
<b>Expenditures</b>				
Contract Services	185,077	510,000	36,750	510,000
Pipe Lining	-	-	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	25,000	-	25,000
Speciality Mowing	-	-	-	-
Public Works Services	32,881	27,946	5,643	27,946
Internal Charges	4,951	15,818	15,818	15,818
Purchased Services	26,280	43,198	20,168	43,198
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Bridge Maint. Master Plan	-	-	-	-
Don Pedro Bridge Rehab.	-	-	-	-
Don Pedro Bridge Maint. Plan	-	78,000	-	78,000
<b>Total Expenditures</b>	\$249,190	\$699,962	\$78,379	\$699,962
<b>Reserves (Ending Fund Balance)</b>	\$2,496,735	\$2,127,656	\$2,938,985	\$2,361,984
<i>Reserve %</i>	90.9%	75.2%	97.4%	77.1%

Date Prepared: 4/3/2022



# Don Pedro Knight Island Street and Drainage MSTU

Fund Financial Report  
Oct. 1, 2021 - June 30, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$2,195,440	\$2,262,407	\$2,496,735	\$2,496,735
<b>Revenues</b>				
Assessments & Earnings	550,485	565,211	562,736	565,211
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$550,485	\$565,211	\$562,736	\$565,211
<b>Expenditures</b>				
Contract Services	185,077	510,000	62,537	510,000
Pipe Lining	-	-	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	25,000	-	25,000
Speciality Mowing	-	-	-	-
Public Works Services	32,881	27,946	10,769	27,946
Internal Charges	4,951	15,818	15,818	15,818
Purchased Services	26,280	43,198	21,021	43,198
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Don Pedro Bridge Maint. Plan	-	78,000	-	78,000
<b>Total Expenditures</b>	\$249,190	\$699,962	\$110,146	\$699,962
<b>Reserves (Ending Fund Balance)</b>	\$2,496,735	\$2,127,656	\$2,949,326	\$2,361,984
<i>Reserve %</i>	90.9%	75.2%	96.4%	77.1%

Date Prepared: 7/1/2022



# Monthly MSBU Activity Report

START DATE: 3/1/2022 END DATE: 5/31/2022

PW-DPKIM Don Pedro/Knight Isl S/Dr

Project Number	WO Description	WO	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
1220387	PW-DPKIM Don Pedro Knight Island MSDR Annual Work Order	Don Pedro	PW-DPKIM	Don Pedro/Knight Isl S/Dr	10-9866 MSDR	03/01/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/10/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/15/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						03/16/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						03/17/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						03/23/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/06/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/07/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/08/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/12/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/13/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/15/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/19/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/03/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/05/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						05/06/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/10/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						05/17/2022	2.50	228.48	0.00	0.00	0.00	2.50	LHR	228.48
						05/18/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/19/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/20/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/24/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
							<b>11.00</b>	<b>1,005.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.00</b>	<b>LHR</b>	<b>1,005.29</b>
							<b>11.00</b>	<b>1,005.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.00</b>	<b>LHR</b>	<b>1,005.29</b>

MSDR Total  
Total WO Number: 1220387

1790758 PW-DPKIM-Don Pedro/Knight Isl S/D Bridge Rehab  
cmb2201.420.06372

Don Pedro/Knight Isl S/Dr

						03/04/2022	2.00	213.52	0.00	0.00	0.00	2.00	LHR	213.52
						03/09/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						03/10/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						03/15/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						03/18/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						03/22/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						03/29/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						03/31/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/05/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/12/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/13/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/19/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/20/2022	3.00	333.12	0.00	0.00	0.00	3.00	LHR	333.12
						04/21/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/26/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76

93-9357R Project Management



# Monthly MSBU Activity Report

START DATE: 3/1/2022 END DATE: 5/31/2022

PW-DPKIM

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
						04/27/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/28/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						04/29/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						05/03/2022	2.00	219.94	0.00	0.00	0.00	2.00	LHR	219.94
						05/04/2022	2.00	219.94	0.00	0.00	0.00	2.00	LHR	219.94
						05/05/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						05/06/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						05/10/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						05/13/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						05/18/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						05/24/2022	1.00	106.76	0.00	0.00	0.00	1.00	LHR	106.76
						05/25/2022	5.00	559.48	0.00	0.00	0.00	5.00	LHR	559.48
						05/26/2022	2.00	226.36	0.00	0.00	0.00	2.00	LHR	226.36
							<b>38.00</b>	<b>4,121.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.00</b>	<b>LHR</b>	<b>4,121.08</b>
							<b>38.00</b>	<b>4,121.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.00</b>	<b>LHR</b>	<b>4,121.08</b>
							<b>49.00</b>	<b>5,126.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49.00</b>	<b>LHR</b>	<b>5,126.37</b>

Project Management Total

Total WO Number: 1790758

Total MSBU: PW-DPKIM

**PRELIM**  
**7.1.22 Rev 1**

CHARLOTTE COUNTY PUBLIC WORKS DIVISION  
FY 2022/23 BUDGET  
DON PEDRO/KNIGHT ISLAND ST/DR MSTU (WJ)  
FUND # 1265  
PROPOSED MAINTENANCE WORK PROGRAM

CERTIFIED APPRAISED VALUATION - FY21/22 (July 2021)	\$	407,100,895
ESTIMATED APPRAISED VALUATION - FY22/23 (Budget Estimate 5% above July 2021 certified)	\$	433,562,453
CERTIFIED APPRAISED VALUATION - FY22/23 (July 2022)	\$	459,832,276

certified valuation is est. for budget process at 5% and is updated when actual is received

	COST/(\$000)	
	VAL	TOTAL
PROJECTED FUND BALANCE - 10/1/22		\$ 2,439,984
ESTIMATED REVENUE AT PROPOSED RATE	\$ 1.4410	638,094
(INCLUDES EXTERNAL BORROWING)		
FUNDS AVAILABLE		3,078,078
GRAND TOTAL MSTU WORK PROGRAM	\$ 1.63	707,221
BALANCE AFTER PROGRAM		<b>2,370,856</b>
OTHER CASH OUTFLOWS (TRANSFERS OUT)		-
<b>PROJECTED FUND BALANCE - 9/30/23</b>		<b>\$ 2,370,856</b>

TRANSFERS AND RESERVES SUMMARY

RESERVE FOR FUTURE CAPITAL OUTLAY	1,755,241
RESERVE FOR CONTINGENCY-REGULAR	307,808
RESERVE-CASH CARRIED FORWARD	307,808
<b>TOTAL TRANSFERS AND RESERVES</b>	<b>2,370,856</b>
<b>***TOTAL CASH OUTFLOWS AND RESERVES/BALANCES***</b>	<b>3,078,078</b>

Desired Minimum Fund Balance:	\$117,870
Allowable Fund Balance:	\$615,616

RATE HISTORY:	UNIT OF MEAS	COST PER UOM	COST/\$100K WITH HMSTD
FY 2013/14	MILL	\$ 1.8012	\$ 180.12
FY 2014/15	MILL	\$ 1.8012	\$ 180.12
FY 2015/16	MILL	\$ 1.8012	\$ 180.12
FY 2016/17	MILL	\$ 1.8012	\$ 180.12
FY 2017/18	MILL	\$ 1.4410	\$ 144.10
FY 2018/19	MILL	\$ 1.4410	\$ 144.10
FY 2019/20	MILL	\$ 1.4410	\$ 144.10
FY 2020/21	MILL	\$ 1.4410	\$ 144.10
FY 2021/22	MILL	\$ 1.4410	\$ 144.10
FY 2022/23 Proposed	MILL	\$ 1.4410	\$ 144.10

Totals may not add due to rounding.



**PRELIM**  
**7.1.22 Rev 1**

CHARLOTTE COUNTY PUBLIC WORKS DIVISION  
FY 2022/23 BUDGET  
DON PEDRO/KNIGHT ISLAND ST/DR MSTU (WJ)  
FUND # 1265  
PROPOSED MAINTENANCE WORK PROGRAM

<u>PUBLIC WORKS SERVICES</u>		<u>TOTAL EXP</u>
Maintenance Services		\$ 25,725
Equipment Replacement Charges		877
Signing & Marking Materials		364
Road/Drainage Maintenance Materials		129
<b>TOTAL PUBLIC WORKS SERVICES</b>		<b>27,094</b>
<u>OTHER DIRECT COSTS</u>		
Postage		-
Central/Indirect Services Allocation		8,734
Advertising - Legal		-
<b>TOTAL OTHER DIRECT COST</b>		<b>8,734</b>
<u>CONTRACT SERVICES</u>	<u>C/O \$</u>	<u>NEW \$</u>
Fees-Landfill	10-9004	500
C/S - Road Grading	84-8488	500,000
C/S - ROW Reclamation	84-8484	25,000
C/S - Exotic Animal Control	84-8491	
C/S - Traffic Safety	84-8491	10,000
Other Current Charges (Ferry Fees)	84-8491	7,500
C/S - Bridge Mitigation Sealant Application (FY23 / FY28)	84-8485	10,636
cmb2201 P/S - Bridge Rehab Eng	84-8490	20,000
cmb2201 OTB - Bridge Rehab Construction	84-8495	58,000
C/S - Aquatic Weed Control Svcs.	84-8412	
<b>TOTAL CONTRACT SERVICES</b>		<b>631,636</b>
<b>TOTAL WORK PROGRAM</b>		<b>667,464</b>
<b>TAX COLLECTOR-COLLECTION FEE</b>		<b>19,688</b>
<b>APPRAISAL FEES</b>		<b>19,688</b>
<b>GRAND TOTAL MSTU WORK PROGRAM</b>		<b>\$ 706,840</b>

## Budget by Single MSBU

Department: All Departments  
Activity: All Activities

Budget Year: 2023-BUDGET  
MSBU Code: Don Pedro/Knight Isl S/Dr

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
<b>Don Pedro/Knight Isl S/Dr</b>												
1726516	10-1001-A/C Maint. Potholes	1.00	TN	2.00	0.50	2.25	1.13	797.70	74.27	128.84	0.00	1,000.80
1716165	10-3008-Ret Basins	0.00	LHR	24.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00
1725862	10-4001-Road Grade	0.00	SY	20,000.00	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00
1725928	10-5000-Brush Cut-Response	15.00	ICD	12.00	1.25	3.00	3.75	2,601.52	323.50	0.00	0.00	2,925.02
1716448	10-5001-Brush Cut-Routine	0.00	CY	2,700.00	0.00	3.75	0.00	0.00	0.00	0.00	0.00	0.00
1725987	10-5004-BC Flail Mow	5,000.00	CY	12,000.00	0.42	1.00	0.42	315.97	129.15	0.00	0.00	445.12
1728567	10-5007-Sml Tractor Mow	10,000.00	SF	80,000.00	0.13	0.00	0.00	3.84	0.00	0.00	0.00	3.84
1726169	10-8003-Fuel Truck	2.00	LHR	10.00	0.20	1.00	0.20	154.24	43.22	0.00	0.00	197.46
1726223	10-8004-Transport	0.00	LHR	3.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1716819	10-9004-Landfill Fees	500.00	DOL	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
1726311	10-9007-Bridge Maint	40.00	LHR	10.00	4.00	1.00	4.00	2,828.80	0.00	0.00	0.00	2,828.80
1716839	10-9011-Ferry Fees	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1726354	10-9020-ROW Cir & Haul	0.00	TN	5.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
1728566	10-9030-Inspection - Field	10.00	ICD	10.00	1.00	2.00	2.00	1,507.82	39.10	0.00	0.00	1,546.92
1717041	10-9852-Supervision	10.00	LHR	10.00	1.00	1.00	1.00	878.15	39.10	0.00	0.00	917.25
1717062	10-9866-MSDR	80.00	LHR	10.00	8.00	1.00	8.00	5,256.06	0.00	0.00	0.00	5,256.06
	<b>Program 10 Totals:</b>	<b>15,658.00</b>			<b>516.50</b>		<b>20.50</b>	<b>14,340.26</b>	<b>652.18</b>	<b>128.84</b>	<b>500.00</b>	<b>15,621.27</b>
1726619	60-6001-Sign Maintenance	39.00	SGN	24.00	1.63	1.20	1.96	1,351.03	90.79	307.40	0.00	1,749.22
1726713	60-6002-Sign Preparation	2.00	SGN	26.00	0.08	1.00	0.08	55.26	0.00	56.13	0.00	111.39
1726834	60-6003-Striping	0.00	FS	30,000.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00
1726863	60-6005-Sign Install	0.00	SGN	20.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1727116	60-6010-Sign Inspection	85.00	SGN	160.00	0.53	1.00	0.53	366.08	50.24	0.00	0.00	416.32
1727196	60-6011-RPM Maint./Install	0.00	EA	475.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
1717737	60-6052-Supervision	15.00	LHR	10.00	1.50	1.00	1.50	1,036.06	83.55	0.00	0.00	1,119.61
	<b>Program 60 Totals:</b>	<b>141.00</b>			<b>3.74</b>		<b>4.07</b>	<b>2,808.43</b>	<b>224.58</b>	<b>363.53</b>	<b>0.00</b>	<b>3,396.54</b>
1717915	84-8484-C/S Vegetation Removal	25,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
1717926	84-8485-C/S Bridge Repair	58,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,000.00	58,000.00
1717989	84-8488-Contract Grading	500,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00
1718048	84-8490-Professional Engineer Svcs	20,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
1718083	84-8491-Oth Contr Svc 1 (See File)	17,500.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,500.00	17,500.00
1718113	84-8492-Oth Contr Svc 2 (See File)	10,636.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,636.00	10,636.00
1718209	84-8497-C/S Pymt Rejuvenation	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718260	84-8499 - C/S Survey	0.00	DOL	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Program 84 Totals:</b>	<b>631,136.00</b>			<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>631,136.00</b>	<b>631,136.00</b>

## Budget by Single MSBU

**Budget Year:** 2023-BUDGET  
**MSBU Code:** Don Pedro/Knight Isl S/Dr

**Department:** All Departments  
**Activity:** All Activities

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
1718337	93-9357-Project Management	368.00	LHR	20.00	18.40	0.50	9.20	7,857.09	719.44	0.00	0.00	8,576.53
	<b>Program 93 Totals:</b>	<b>368.00</b>			<b>18.40</b>		<b>9.20</b>	<b>7,857.09</b>	<b>719.44</b>	<b>0.00</b>	<b>0.00</b>	<b>8,576.53</b>
1718418	94-9415-Bridge Eval Inspection	0.00	LHR	8.00	0.00	0.89	0.00	0.00	0.00	0.00	0.00	0.00
1718431	94-9495-Bridge Repair Inspection	0.00	LHR	8.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1718473	94-9497-Paving Inspection	0.00	LHR	8.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Program 94 Totals:</b>	<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>0.00</b>	<b>0.00</b>
1718519	96-9605-Stormwater Design Support	0.00	LHR	20.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Program 96 Totals:</b>	<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>0.00</b>	<b>0.00</b>
1718581	97-9701-Traffic Engr	0.00	LHR	15.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Program 97 Totals:</b>	<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>0.00</b>	<b>0.00</b>
	<b>PW-DPKIM Totals:</b>	<b>647,303.00</b>			<b>538.64</b>		<b>33.76</b>	<b>25,005.78</b>	<b>1,596.20</b>	<b>492.37</b>	<b>631,636.00</b>	<b>658,730.34</b>

Capital Maintenance Schedule  
 Public Works - MSBU/TU Bridges  
 2023

Project Costs (in thousands)	Project Name	2023	2024	2025	2026	2027	2028	TOTAL
	Don Pedro Bridge Maintenance Plan	87	0	33	0	36	0	155
	Englewood East Bridge Maintenance Plan	1,773	391	46	47	49	0	2,305
	Gulf Cove Bridge Maintenance	201	0	15	0	16	0	233
	Grove City Bridge Rehabilitation	0	107	0	17	0	0	124
	NWPC Bridge Maintenance and Rehabilitation Program	926	0	0	0	0	0	926
	Placida Bridge Rehabilitation Plan	324	16	0	17	48	0	405
	Rotonda West Bridge Maintenance Program	6,642	2,798	92	171	565	0	10,267
	South Gulf Cove Bridge Maintenance and Rehabilitation Program	2,567	1,519	662	108	329	0	5,184
	<b>TOTAL</b>	<b>12,519</b>	<b>4,830</b>	<b>847</b>	<b>360</b>	<b>1,042</b>	<b>0</b>	<b>19,599</b>



**Category Definitions - Quarterly Financial Reports**

**Revenues:**

**Includes:**

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

**Expenditures:**

**Includes:**

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 - WW 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	<p>Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)</p>
Debt Services	<p>Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)</p>

**Project Costs**

**Includes:**

Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design
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**Reserves (Ending Fund Balance)**

**Includes:**

Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reserve policy)
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## 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.

**DON PEDRO AND KNIGHT ISLANDS STREET AND DRAINAGE**  
**Municipal Service Taxing Unit (MSTU)**  
**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 XXX. - DON PEDRO AND KNIGHT ISLANDS STREET AND DRAINAGE UNIT, Sec. 4-6-654.**

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 platted and accepted for maintenance by the county, including the necessary appurtenances thereto, from funds derived from ad valorem taxes within the unit.

**Summary**

**Current Rate: \$ 1.4410 mils**

The FY21 completed work program included all internal maintenance and administrative costs and contracted services for the right-of-way survey, road grading and bridge repairs.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for road grading, right-of-way reclamation, and bridge maintenance. The Advisory Board would like to explore traffic calming options for their unique area and change the purpose of the unit to include removal of invasive exotic animals.

For FY23, the Advisory Board recommends budgeting for annual internal maintenance and administrative costs and contracted services for bridge repair, road grading, and right-of-way reclamation.

Future paving is anticipated in FY 2028.