

**MINUTES  
GREATER PORT CHARLOTTE STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
MONDAY, MARCH 4, 2024**

**2:01 p.m. – 2:54 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** Stephanie King, Vice Chair  
Greg Carney  
Bob Logan  
Lorraine Money Penny

**Members Absent:** John Carlson, Apologies Received

**County Staff:** Lisa Eby, Executive Assistant

**Guests:** See Attached Sign-In Sheet

**Call to Order / Roll Call:**

The meeting was called to order at 2:01 p.m. A roll call was taken, and a quorum was established.

**Changes to the Agenda / Motion to Approve Changes:**

None

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

None

**Approval of Minutes:**

The draft minutes from December 11, 2023, were unanimously approved as submitted.

**Unfinished Business:**

- a. Bridge Maintenance Program: Ms. LeMaster provided an update to the group that we are currently in the design process and have selected Kimley-Horn and associates as the design firm. Also advising that we expect the Bridge Repair Memorandum on April 30, 2024. Discussion ensued regarding the Bridge on Midway Blvd over North Spring Lake. Ms. LeMaster provided the project status informing the group that the County must modify the existing design contract to include storm related repairs.
- b. Future Sidewalk Projects: Ms. LeMaster provided the additional cost estimate to split the design into two phases explaining that a design change order was submitted to purchasing to split the plans into two phases, provide two sets of bidding and construction services. This will be scheduled for the BCC to approve and then the designer can do the work. As soon as they are complete phase 1 will be sent to purchasing to go to bid for construction.
- c. Future Paving: Ms. LeMaster provided an update that the FY24 Paving Program contract just went out for bid last week. Therefore, the county will not have a start or completion date until the contract gets awarded and the county has a pre-con meeting with the contractor.

**New Business**

- a. Financial Reports and Preliminary Fiscal Year (FY)24 & FY25 Budgets: The FY23 Annual Report was reviewed. The FY24 quarter one monthly funding report (formerly maintenance activity report) was reviewed.

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

- Mr. Bachman requested the Advisory Board look into the possibility of sidewalks on Ohara Drive between Midway Boulevard and Collingswood Boulevard.

**Advisory Board Open Discussion:**

Discussion ensued regarding sewer projects, Flamingo Boulevard widening, Kings Highway project, Harborview Road, and the Parmely St. road widening and sidewalk project. The group discussed traffic and accident concerns on Edgewater Boulevard focusing especially on the Midway Boulevard round a bout. Mr. Carney requested to speak with the Project Manager for the Flamingo Boulevard widening project to discuss the design and reckless driving concerns. Ms. Money Penny advised the group that this will be her last meeting as she has taken a position with Charlotte County Public Works.

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

Future meetings are scheduled at 2:00 p.m. at the Charlotte Harbor Event Center:

- June 3, 2024
- September 9, 2024
- December 4, 2024

The meeting adjourned at 2:54 p.m.

Submitted by: Erica LeMaster  
Public Works Department

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

6/3/2024  
Date



**AGENDA  
GREATER PORT CHARLOTTE STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
MONDAY, MARCH 4, 2024**

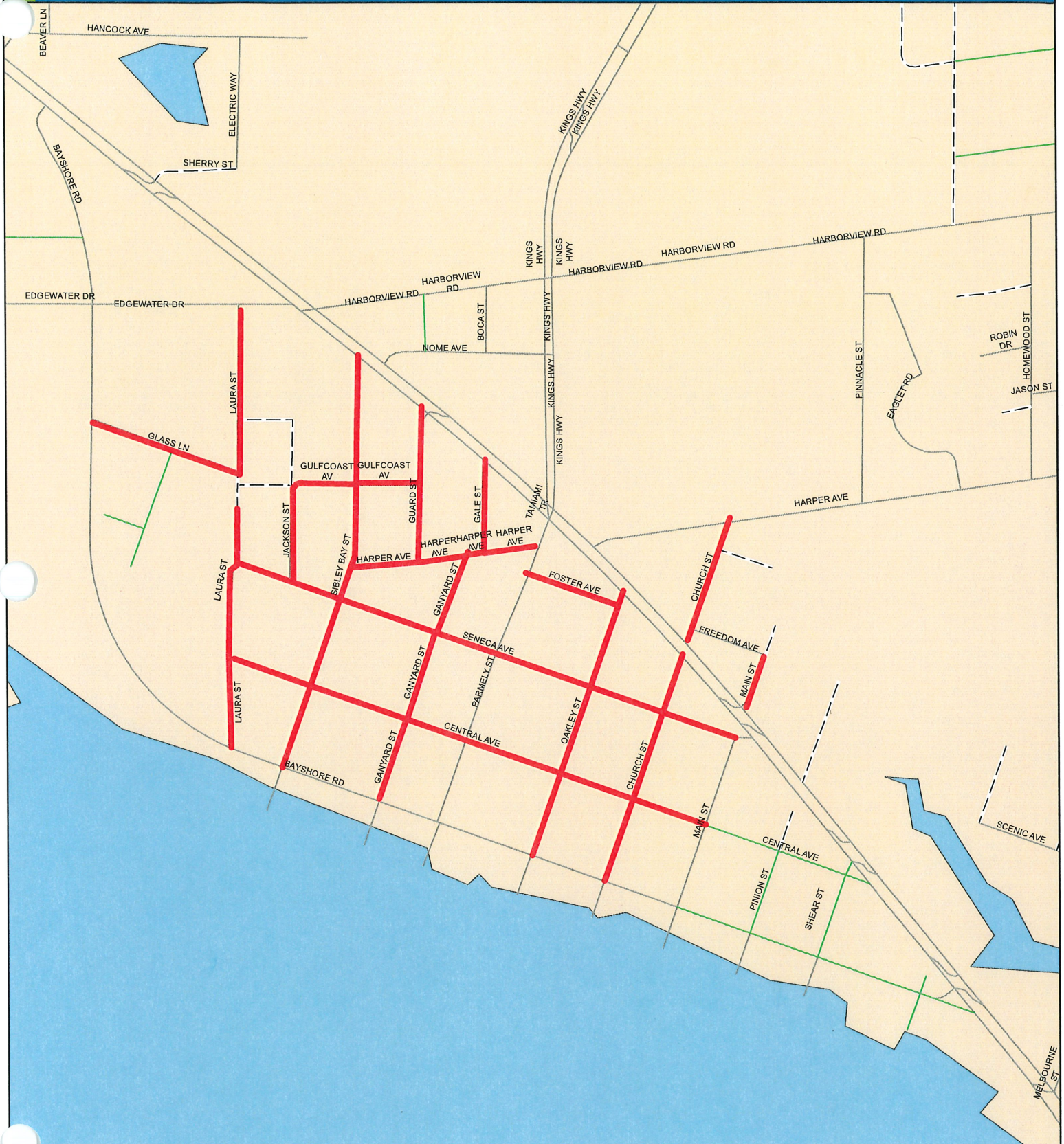
**2:00 p.m., Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**BOARD MEMBERS:** John Carlson, Chair  
Bob Logan, Vice-Chair  
Greg Carney  
Stephanie King  
Lorraine Money Penny

**COUNTY STAFF:** Erica LeMaster, Community Liaison

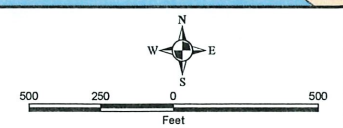
**PURPOSE:** Regular Meeting

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 Minutes: December 11, 2023
5. Unfinished Business
  - a. Bridge Maintenance Program
  - b. Dorchester Street Sidewalk Project
  - c. Update: FY23 Paving Program
6. New Business
  - a. Financial Reports
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



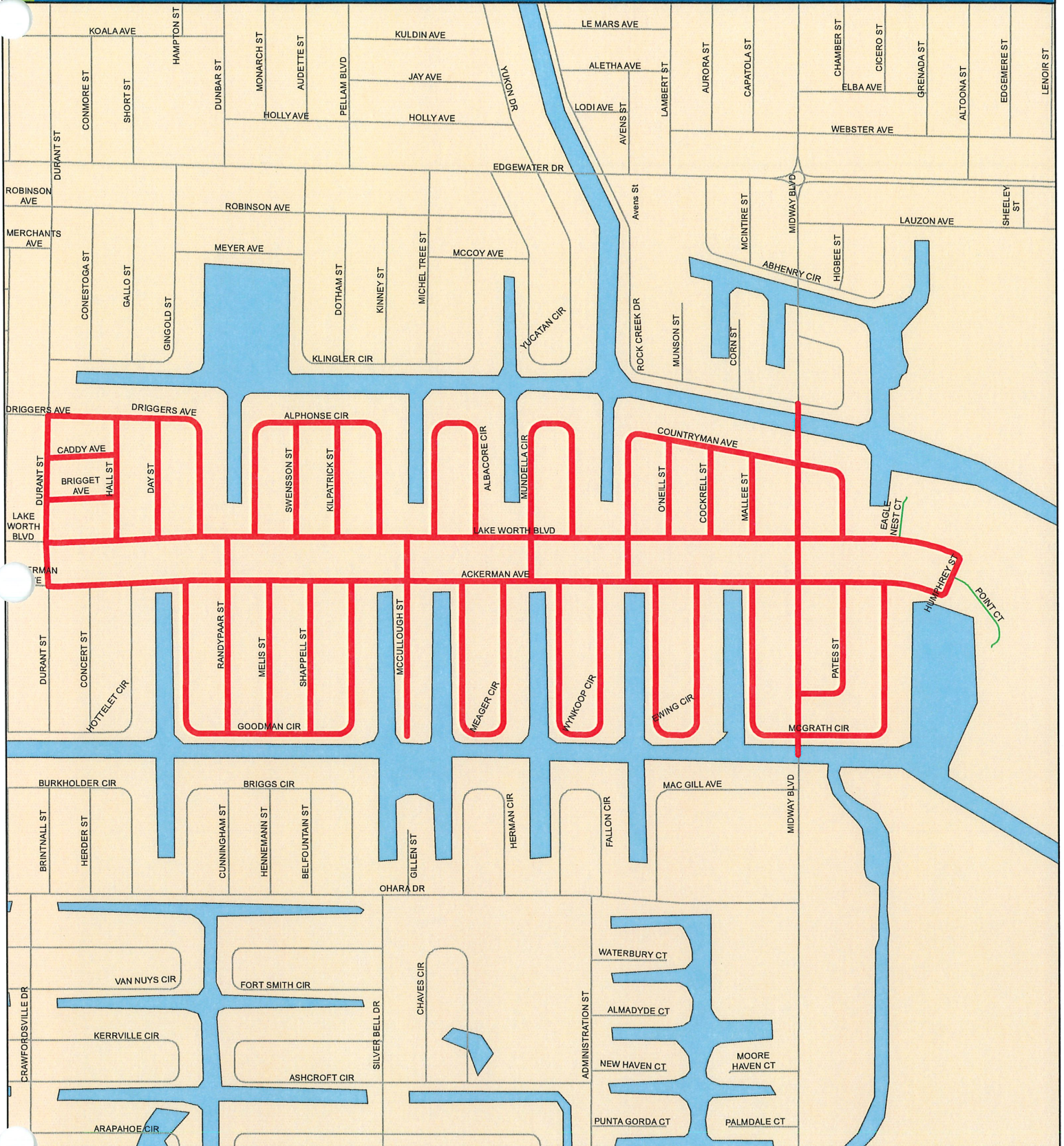
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Datum: NAD83  
Units: Feet  
Source: Public Works  
Metadata available upon request

- Paving Program MAINT BY:**
- Paving Program
  - Major Roads
  - Dedicated - Not Maintained
  - Dedicated - Privately Maintained
  - Private
  - Other Streets



# GPC Ackerman Area

## Paving Program - FY 2024



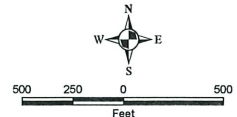
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  - Other Streets

Stateplane Projection  
Datum: NAD83  
Units: Feet

Source: Public Works

Metadata available upon request

This map is a representation of compiled public information. It is believed to be an accurate and true depiction for the stated purpose, but Charlotte County and its employees make no guarantees, implied or otherwise, to the accuracy, or completeness. We therefore do not accept any responsibility as to its use. This is not a survey or is it to be used for design. Reflected Dimensions are for informational purposes only and may have been rounded to the nearest tenth. For precise dimensions, please refer to recorded plats and related documents.















Roberto Lolocono Inc.  
 Building Contractor  
 State License # RB0067184



(941) 769-0294  
 (Fax) 979-8941

27047 Omni Lane, Punta Gorda, FL 33983

**Cost Estimate**

Page 1 of 1

ERS#: **24c0214**  
 Annual Contract #: **23-603**  
 CC Work Order #:  
 Prepared by: Morgan T

Name: Charlotte County Board of County Commissioners  
Sidewalk Restoration on Hernando Blvd.

Address: 18500 Murdock Circle

Address: Port Charlotte, FL 33948

Work requested by: Randy Vowell

Date: 2/12/2024

Phone: (941) 575-3680

Fax: (941)

**Project Description:** Sidewalk Restoration  
 Job Location: 21922 & 22315 Hernando Blvd., Port Charlotte, FL

ERS...Construction hereby submits specifications and estimates for the following:

**Work to include:**

- Prep, form & pour approx.: 400sqft of sidewalk.
- Install (2) county supplied meter boxes.

Concrete	\$19.00	400	Sq. Feet =	\$7,600.00
Materials			X 7% =	\$0.00
Subcontractor			X 7% =	\$0.00
Rental			X 7% =	\$0.00
Permit				\$0.00
Other:				\$0.00
<b>Total</b>				<b>\$7,600.00</b>

Proposal does not include unforeseen damages that may not be obvious without the benefit of removing any impediments. Any changes and/or modifications will be charged separately as change orders and must be approved by written authorization from the homeowner and/or responsible party only.

We hereby propose to furnish labor and material -- complete in accordance with the above specifications for the sum of:

Seven Thousand Six Hundred & 0/100 dollars ( \$7,600.00 )

ERS Authorized Signature: Roberto Lolocono

Note: Proposal may be withdrawn if not accepted within 30 days





**Greater Port Charlotte Street and Drainage MSBU**  
Fund Financial Report - 5 Year Annual Report  
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
<b>Beginning Balance</b>	\$ 19,069,302	\$ 8,641,813	\$ 11,011,194	\$ 14,365,859	\$ 15,173,858	\$ 16,485,568
<b>Revenues</b>						
<b>Assessments &amp; Earnings</b>						
Assessments	9,328,367	9,341,568	9,309,544	9,261,532	9,492,755	9,230,292
Interest	326,321	176,563	87,080	139,333	56,997	809,360
Net Inc/(Decr) Fair Market Value-Investments	165,726	101,787	(81,580)	(314,788)	-	159,813
Misc Revenue	-	-	-	-	-	699
Misc Rev-Refund Prior Year Exp	-	-	3,868	13,865	-	-
GDC Recovery (Interfund Trf-Capital Projects)	986	986	986	986	986	986
Excess Fees /Tax Collector	63,809	20,792	56,079	50,959	-	50,030
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(477,488)	-
<b>Grant &amp; Subsidy Revenue</b>						
State Grant	-	-	-	-	-	-
<b>Loans &amp; Borrowing</b>						
Debt Proceeds	-	-	-	-	-	-
<b>Total Revenue</b>	\$ 9,885,209	\$ 9,641,696	\$ 9,375,978	\$ 9,151,888	\$ 9,073,250	\$ 10,251,180
<b>Expenditures</b>						
<b>Contract Services</b>						
Engineering	64,648	51,302	-	-	-	-
Other Contractual Svcs	45,106	8,798	43,462	35,931	10,110	7,030
Concrete Flatwork	19,429	121,565	-	226,810	115,000	158,140
Drainage	35,642	4,966	-	-	-	-
Street Sweeping	-	11,185	10,806	7,370	-	-
Installed Sod	300,088	209,230	145,212	186,214	747,000	-
Paving	-	-	-	-	-	-
<b>Contract Services; other</b>						
Pipe Lining	200,519	45,119	119,348	148,033	250,000	481,479
Right of Way Maint	129,747	291,565	274,455	274,455	301,770	222,870
ROW Reclamation	1,497,436	550,798	-	-	300,000	-
Specialty Mowing	147,238	168,830	175,224	194,544	185,343	205,473
<b>Public Works Services</b>						
Equip Repl Charges-PubWrks	609,975	429,606	516,252	552,191	626,371	178,900
Operating Exp-PubWrks	4,436,023	2,906,540	3,154,064	3,228,362	3,475,186	1,243,707
Road & Bridge Materials	514,416	279,962	212,181	162,625	384,315	177,795
Sign Materials	27,335	30,028	54,728	46,831	96,379	5,290
<b>Internal Charges</b>						
Central/Indirect Svcs	84,634	96,565	101,393	76,222	70,523	70,523
<b>Purchased Services</b>						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	-	-	-	722
Postage	-	-	-	-	-	-
Utility Service-Electricity	135	138	1,309	410	150	299
Advertising-Legal	-	-	-	-	150	308
Fees-Landfill	132,563	61,550	43,028	31,422	150,000	9,172
Collection Fee-Tax Collector	128,063	119,394	119,073	117,111	189,856	111,388
<b>Materials and Supplies</b>						
<b>Capital Outlay</b>						
Imprv-Other Than Bldgs	165,763	464,877	-	-	-	-
<b>Debt Services</b>						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
<b>Project Costs</b>						
<b>GPC Sidewalks</b>						
Engineering	-	-	45,635	33,195	247,500	-
Construction	-	-	-	84	2,986,443	-
Labor (not reported separate prior to FY23)	-	-	-	23,134	172,759	2,766
<b>GPC Paving Program</b>						
Paving	11,773,939	810,661	1,005,144	1,480,080	4,070,205	-
Pavement Rejuvenation	-	609,736	-	-	456,000	151,525
Labor (not reported separate prior to FY23)	-	-	-	44,597	81,400	11,130
<b>GPC Bridge Maint. &amp; Rehab. Program</b>						
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	461
<b>Drainage Restoration Ackerman Project</b>						
Engineering	-	-	-	-	-	-
Construction	-	-	-	162,557	294,441	103,552
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
<b>Total Expenditures</b>	20,312,697	7,272,316	6,021,313	7,032,178	15,210,901	3,142,530
<b>Reserves (Ending Fund Balance)</b>	\$ 8,641,813	\$ 11,011,194	\$ 14,365,859	\$ 16,485,568	\$ 9,036,207	\$ 23,594,218
Reserve %	29.8%	60.2%	70.5%	70.1%	37.3%	88.2%

Date Prepared: 12/29/2023

## Greater Port Charlotte Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
<b>Beginning Balance</b>	\$16,485,568	\$18,696,282	\$23,594,218		
<b>Revenues</b>					
Assessments & Earnings	10,251,180	9,064,120	6,045,771		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
<b>Total Revenue</b>	\$10,251,180	\$9,064,120	\$6,045,771		
<b>Expenditures</b>					
Contract Services	165,170	125,411	56,866	(55,821)	124,366
Pipe Lining	481,479	544,441	-	251,658	292,783
ROW Maintenance	222,870	279,264	54,245	265,145	(40,126)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	205,473	266,515	36,490	20,325	209,700
Public Works Services	1,605,691	5,383,711	315,813	-	5,067,898
Internal Charges	70,523	96,373	96,373	-	-
Purchased Services	121,890	339,926	123,825	-	216,101
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
<b>Project Costs</b>					
GPC Bridge Maint. & Rehab. Program	461	776,000	173	189,895	585,932
GPC Sidewalk	2,766	3,662,173	2,256	14,305	3,645,612
GPC Paving Program	162,655	4,455,876	279,158	3,312,294	864,424
Drainage Restoration Ackerman Project	103,552	224,620	-	134,372	90,248
<b>Total Expenditures</b>	\$3,142,530	\$16,154,310	\$965,199	\$4,132,173	\$11,056,938
<b>Reserves (Ending Fund Balance)</b>	\$23,594,218	\$11,606,092	\$28,674,790		
<i>Reserve %</i>	88.2%	41.8%	96.7%		

Date Prepared: 1/22/2024







