

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 21, 2024**

**9:31 a.m. – 10:50 a.m.
Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Rose Gladfelter, Chair
Jerry Deems
Jack Donovan

Members Absent: Jay Bender, Absent
Thomas O'Keefe, Absent

County Staff: Karlene McDonald, Operations Supervisor

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 9:31 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 Only (3 Minute Limit):

None

Approval of Minutes:

The minutes from August 9, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. Grove City Walking Park: Discussion ensued regarding the recent work completed at the park including the park hour signs, Ms. McDonald provided an update on the fence repairs for the Waterside retention pond, the Advisory Board discussed the annual cost for park maintenance.
- b. Maintenance of Streets and Drainage: Conversation followed regarding the bid tab for the Fruitland Avenue/ Avenue of the Americas sales tax sidewalk project, new construction impacts to transportation and Right-of-Way, bridge maintenance and the open work orders for the MSBU.

New Business:

- a. Financial Reports: The Fiscal Year (FY)2023 annual report, FY2024 first quarter actual expenditure report and October and November maintenance activity reports were provided.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

The Advisory Board inquired about street light repairs for Placida Road.

Election of Officers:

Chair: Mr. Deems motioned to keep the same, seconded by Mr. Donovan, the motion was unanimously approved.

Vice Chair: Mr. Donovan nominated himself, seconded by Mr. Deems and unanimously approved.

Annual Review: Sunshine Law, Robert's Rules of Order, Public Records:
The Advisory Board watched the Sunshine Law and Robert's Rules of Order presentations by County Attorney, Janette Knowlton. Ms. McDonald reviewed record retention and the Record Management Division's contact information.

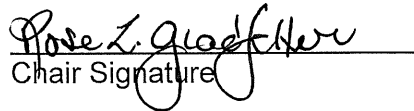
Schedule Future Meetings as Needed / Items for Next Agenda:

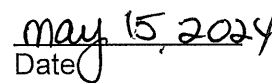
Future meetings are scheduled at 9:30 a.m. at the Mac V. Horton West County Annex as follows:

- Wednesday, May 8, 2024
- Thursday, July 25, 2024
- Wednesday, November 13, 2024

The meeting adjourned at 10:50 a.m.

Submitted by Karlene McDonald
Public Works Department


Chair Signature


Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 21, 2024

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

ADVISORY BOARD: Rose Gladfelter, Chair
Jerry Deems
Jack Donovan

COUNTY STAFF: Karlene McDonald, Operations Supervisor

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: August 9, 2023
5. Unfinished Business
 - a. Grove City Walking Park
 - b. Maintenance of Streets and Drainage
6. New Business
 - a. Financial Reports
7. Citizen Input on MSBU Items (3 Minute Limit)
8. Advisory Board Open Discussion
9. Election of Officers
10. Annual Review: Sunshine Law, Robert's Rules of Order, Public Records
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Grove City 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	Amended Budget FY2023	Actual FY2023
Beginning Balance	\$ 687,045	\$ 530,731	\$ 533,816	\$ 367,411	\$ 691,973	\$ 691,973	\$ 808,045
Revenues							
Assessments & Earnings							
Assessments	136,764	136,671	136,132	566,225	584,567		567,153
Interest	12,093	8,286	2,765	6,362	3,147		42,296
Net Inc/(Decr) Fair Market Value-Investments	7,479	4,804	(2,191)	(15,225)	-		8,470
Misc Rev-Refund Prior Year Exp	-	-	-	-	-		-
GDC Recovery (Interfund Trf-Capital Projects)	-	-	-	-	-		-
Excess Fees /Tax Collector	839	-	820	3,115	-		3,074
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(29,386)		-
Grant & Subsidy Revenue							
State Grant	-	-	-	-	-		-
Loans & Borrowing							
Debt Proceeds	-	-	-	-	-		-
Total Revenue	\$ 157,174	\$ 149,761	\$ 137,526	\$ 560,478	\$ 558,328	\$ 558,328	\$ 620,993
Expenditures							
Contract Services							
Engineering	-	-	-	3,810	-		-
Other Contractual Svcs	124,258	857	4,999	4,099	10,000		6,403
Concrete Flatwork	-	-	-	-	-		-
Drainage	-	-	-	-	-		-
Street Sweeping	-	-	0	0.09	-		-
Installed Sod	2,160	1,830	25,754	312	2,500		-
Landscaping	-	2,028	2,473	-	-		-
Paving	-	-	-	-	-		-
Contract Services; other							
Pipe Lining	-	-	-	-	-		-
Right of Way Maint	7,610	8,588	8,534	7,727	9,892		7,095
ROW Reclamation	-	-	-	-	-		-
Specialty Mowing	35,680	20,005	35,824	36,470	39,635		32,390
Public Works Services							
Equip Repl Charges-PubWrks	5,324	7,588	29,086	4,002	18,658		8,505
Operating Exp-PubWrks	73,616	74,871	176,537	41,218	112,315		75,840
Road & Bridge Materials	3,543	4,918	7,094	538	11,391		10,990
Sign Materials	913	399	993	1,133	1,833		155
Internal Charges							
Central/Indirect Svcs	2,625	4,114	4,320	11,145	8,495		8,495
Purchased Services							
Postage-MSBU Notices	-	-	-	-	-		-
Personal Svcs-InterDept	1,304	788	83	-	5,000		-
Postage	-	-	-	-	-		-
Utility Service-Traffic Signals/Lights	1,176	1,334	1,866	2,230	2,500		1,393
R/M-Other	-	-	356	-	-		-
Advertising-Legal	294	-	-	-	150		-
Fees-Landfill	1,345	126	4,270	-	250		154
Collection Fee-Tax Collector	1,878	1,747	1,741	7,160	11,692		6,844
Materials and Supplies							
Capital Outlay							
Imprv-Other Than Bldgs	-	-	-	-	-		-
Debt Services							
Principal	-	-	-	-	-		-
Interest	-	-	-	-	-		-
Other Debt Service Costs	-	-	-	-	-		-
Project Costs							
Grove City Sidewalks							
Engineering	51,762	17,482	-	-	9,536		-
Construction	-	-	-	-	-		-
Labor (not reported separate prior to FY23)	-	-	-	-	-		-
Total Expenditures	313,488	146,676	303,931	119,844	243,847	-	158,264
Reserves (Ending Fund Balance)	\$ 530,731	\$ 533,816	\$ 367,411	\$ 808,045	\$ 1,006,454	\$ 1,006,454	\$ 1,270,774
Reserve %	62.9%	78.4%	54.7%	87.1%	80.5%	80.5%	88.9%

Date Prepared: 1/10/2024