

**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



## AGENDA

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

#### ADVISORY BOARD REGULAR MEETING THURSDAY, FEBRUARY 23, 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. Sunshine Law/Roberts Rules of Order
4. Election of Officers
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: December 8, 2022
7. Unfinished Business
  - a) Entrance Signs- Cougar Way and Sunset Road
  - b) Maintenance of Streets and Drainage
  - c) Traffic Calming and Safety
8. New Business
  - a) Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

# Rotonda Heights Street and Drainage MSBU

Fund Financial Report  
Oct. 1 2022 - Dec. 31, 2022

|                                       | Actual<br>FY2022 | Adopted<br>Budget<br>FY2023 | YTD Actual<br>FY2023 | Projected<br>FY2023 |
|---------------------------------------|------------------|-----------------------------|----------------------|---------------------|
| <b>Beginning Balance</b>              | \$ 650,506       | \$ 649,134                  | \$ 699,449           | \$ 699,449          |
| <b>Revenues</b>                       |                  |                             |                      |                     |
| Assessments & Earnings                | 293,499          | 293,914                     | 148,692              | 293,914             |
| Grant & Subsidy Revenue               | -                | -                           | -                    | -                   |
| Loans & Borrowing                     | -                | -                           | -                    | -                   |
| <b>Total Revenue</b>                  | \$293,499        | \$293,914                   | \$148,692            | \$293,914           |
| <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                      | -                    | 66,103              |
| Internal Charges                      | 2,611            | 2,742                       | 2,742                | 2,742               |
| Purchased Services                    | 3,791            | 6,537                       | 2,932                | 6,537               |
| Materials and Supplies                | -                | -                           | -                    | -                   |
| Capital Outlay                        | -                | -                           | -                    | -                   |
| Debt Services                         | 180,884          | 190,132                     | 7,013                | 190,132             |
| <b>Total Expenditures</b>             | \$244,556        | \$291,739                   | \$12,687             | \$291,739           |
| <b>Reserves (Ending Fund Balance)</b> | \$699,449        | \$651,309                   | \$835,454            | \$701,624           |
| <i>Reserve %</i>                      | 74.1%            | 69.1%                       | 98.5%                | 70.6%               |

Date Prepared: 1/31/2023

## Rotonda Heights Street and Drainage MSBU

Fund Financial Report - 5 Year Annual Report

Oct. 1, 2017 - Sept. 30, 2022

|  | Actual<br>FY2018 | Actual<br>FY2019 | Actual<br>FY2020 | Actual<br>FY2021 | Adopted<br>Budget<br>FY2022 | Actual<br>FY2022 |
|--|------------------|------------------|------------------|------------------|-----------------------------|------------------|
| <b>Beginning Balance</b>                     | \$ 728,676       | \$ 557,156       | \$ 653,902       | \$ 740,196       | \$ 591,360                  | \$ 650,506       |
| <b>Revenues</b>                              |                  |                  |                  |                  |                             |                  |
| <b>Assessments &amp; Earnings</b>            |                  |                  |                  |                  |                             |                  |
| Assessments                                  | 302,391          | 302,529          | 303,203          | 300,739          | 307,500                     | 298,912          |
| Interest                                     | 12,839           | 14,052           | 11,100           | 4,312            | 2,332                       | 6,044            |
| Net Inc/(Decr) Fair Market Value-Investments | (4,180)          | 8,604            | 6,134            | (3,602)          | -                           | (13,101)         |
| Misc Rev-Refund Prior Year Exp               | -                | -                | -                | -                | -                           | -                |
| Excess Fees /Tax Collector                   | 1,648            | 1,855            | -                | 1,812            | -                           | 1,645            |
| Less 5% Reserve - FS 129.01(2)b              | -                | -                | -                | -                | (15,492)                    | -                |
| <b>Grant &amp; Subsidy Revenue</b>           |                  |                  |                  |                  |                             |                  |
| <b>Loans &amp; Borrowing</b>                 |                  |                  |                  |                  |                             |                  |
| Debt Proceeds                                | -                | -                | -                | 680,000          | -                           | -                |
| <b>Total Revenue</b>                         | \$ 312,698       | \$ 327,039       | \$ 320,437       | \$ 983,261       | \$ 294,340                  | \$ 293,499       |
| <b>Expenditures</b>                          |                  |                  |                  |                  |                             |                  |
| <b>Contract Services</b>                     |                  |                  |                  |                  |                             |                  |
| Engineering                                  | -                | -                | -                | -                | -                           | -                |
| Other Contractual Svcs                       | -                | -                | -                | -                | -                           | -                |
| Concrete Flatwork                            | -                | -                | -                | -                | -                           | -                |
| Drainage                                     | -                | -                | -                | -                | -                           | -                |
| Street Sweeping                              | -                | -                | -                | -                | -                           | -                |
| Installed Sod                                | -                | -                | 4,235            | 156              | 6,225                       | -                |
| Paving                                       | -                | -                | -                | -                | -                           | -                |
| <b>Contract Services; other</b>              |                  |                  |                  |                  |                             |                  |
| Pipe Lining                                  | -                | -                | -                | -                | 20,000                      | -                |
| Right of Way Maint                           | -                | -                | -                | -                | -                           | -                |
| ROW Reclamation                              | -                | -                | -                | -                | -                           | -                |
| Specialty Mowing                             | -                | -                | -                | -                | -                           | -                |
| <b>Public Works Services</b>                 |                  |                  |                  |                  |                             |                  |
| Equip Repl Charges-PubWrks                   | 4,201            | 1,005            | 2,558            | 5,841            | 6,676                       | 3,605            |
| Operating Exp-PubWrks                        | 28,808           | 15,240           | 23,787           | 26,578           | 51,272                      | 45,116           |
| Road & Bridge Materials                      | 1,528            | 279              | 462              | 175              | 3,052                       | -                |
| Sign Materials                               | 420              | 799              | 639              | 864              | 2,933                       | 8,549            |
| <b>Internal Charges</b>                      |                  |                  |                  |                  |                             |                  |
| Central/Indirect Svcs                        | 1,536            | 1,613            | 5,652            | 3,030            | 2,611                       | 2,611            |
| <b>Purchased Services</b>                    |                  |                  |                  |                  |                             |                  |
| Postage-MSBU Notices                         | -                | -                | -                | -                | -                           | -                |
| Personal Svcs-InterDept                      | -                | -                | -                | -                | -                           | -                |
| Postage                                      | -                | -                | -                | -                | -                           | -                |
| Utility Service-Electricity                  | -                | -                | -                | -                | -                           | -                |
| Advertising-Legal                            | -                | -                | -                | -                | 150                         | -                |
| Fees-Landfill                                | 17               | 13               | 13               | -                | 250                         | 11               |
| Collection Fee-Tax Collector                 | 4,454            | 4,153            | 3,875            | 3,847            | 6,150                       | 3,780            |
| <b>Materials and Supplies</b>                |                  |                  |                  |                  |                             |                  |
| <b>Capital Outlay</b>                        |                  |                  |                  |                  |                             |                  |
| Imprv-Other Than Bldgs                       | -                | -                | -                | -                | -                           | -                |
| <b>Debt Services</b>                         |                  |                  |                  |                  |                             |                  |
| Principal                                    | 170,000          | 170,000          | 170,000          | 1,020,000        | 170,000                     | 170,000          |
| Interest                                     | 36,009           | 37,190           | 22,922           | 12,364           | 26,393                      | 10,884           |
| Other Debt Service Costs                     | 114              | -                | -                | 97               | -                           | -                |
| <b>Project Costs</b>                         |                  |                  |                  |                  |                             |                  |
| <b>Rotonda Heights Paving Program</b>        |                  |                  |                  |                  |                             |                  |
| Paving                                       | 237,131          | -                | -                | -                | -                           | -                |
| Rejuvenation                                 | -                | -                | -                | -                | -                           | -                |
| Labor (not reported separate prior to FY23)  | -                | -                | -                | -                | -                           | -                |
| <b>Total Expenditures</b>                    | 484,218          | 230,293          | 234,143          | 1,072,952        | 295,712                     | 244,556          |
| <b>Reserves (Ending Fund Balance)</b>        |                  |                  |                  |                  |                             |                  |
|  | \$ 557,156       | \$ 653,902       | \$ 740,196       | \$ 650,506       | \$ 589,988                  | \$ 699,449       |
| Reserve %                                    | 53.5%            | 74.0%            | 76.0%            | 37.7%            | 66.6%                       | 74.1%            |

# Rotonda Heights Street and Drainage MSBU

Preliminary 2 Year Budget

FY2024 & FY2025

**Estimated ERU's and Cost per ERU**

|                             | FY2024           | FY2025    |
|-----------------------------|------------------|-----------|
| <b>Vacant</b>               |                  |           |
| <i>Estimated ERU's</i>      | 1,337.800        | 1,337.800 |
| <i>Cost per ERU</i>         | \$ 163.00        | \$ 163.00 |
| <b>Occupied</b>             |                  |           |
| <i>Estimated ERU's</i>      | 543.700          | 543.700   |
| <i>Cost per ERU</i>         | \$ 163.00        | \$ 163.00 |
| <b>Current FY23 Rate</b>    | <b>\$ 163.00</b> |           |
| <b>Current Maximum Rate</b> | <b>\$ 163.00</b> |           |

|  | Preliminary<br>Budget<br>FY2024 | Preliminary<br>Budget<br>FY2025 |
|--|---------------------------------|---------------------------------|
| <b>Beginning Balance</b>               | \$ 701,624                      | \$ 667,787                      |
| <b><u>Revenues</u></b>                 |                                 |                                 |
| <b>Assessments &amp; Earnings</b>      |                                 |                                 |
| <i>Assessments</i>                     | 306,685                         | 306,685                         |
| <i>Interest</i>                        | 2,456                           | 2,338                           |
| <i>Less 5% Reserve - FS 129.01(2)b</i> | (15,458)                        | (15,452)                        |
| <b>Grant &amp; Subsidy Revenue</b>     |                                 |                                 |
| <b>Loans &amp; Borrowing</b>           |                                 |                                 |
| <i>Debt Proceeds</i>                   | -                               | -                               |
| <b>Total Revenue</b>                   | <b>\$ 293,683</b>               | <b>\$ 293,571</b>               |
| <b><u>Expenditures</u></b>             |                                 |                                 |
| <b>Contract Services</b>               |                                 |                                 |
| <i>Engineering</i>                     | -                               | -                               |
| <i>Other Contractual Svcs</i>          | -                               | -                               |
| <i>Concrete Flatwork</i>               | 7,500                           | 7,500                           |
| <i>Drainage</i>                        | -                               | -                               |
| <i>Street Sweeping</i>                 | -                               | -                               |
| <i>Installed Sod</i>                   | 18,750                          | 18,750                          |
| <i>Paving</i>                          | -                               | -                               |

|                                       | <b>Preliminary<br/>Budget<br/>FY2024</b> | <b>Preliminary<br/>Budget<br/>FY2025</b> |
|---------------------------------------|--|--|
| <b>Contract Services; other</b>       |  |  |
| <i>Pipe Lining</i>                    | 20,000                                   | 20,000                                   |
| <i>Right of Way Maint</i>             | -  | -  |
| <i>ROW Reclamation</i>                | -  | -  |
| <i>Specialty Mowing</i>               | -  | -  |
| <b>Public Works Services</b>          |  |  |
| <i>Equip Repl Charges-PubWrks</i>     | 12,052                                   | 13,038                                   |
| <i>Operating Exp-PubWrks</i>          | 73,523                                   | 80,128                                   |
| <i>Road &amp; Bridge Materials</i>    | 6,848                                    | 7,290                                    |
| <i>Sign Materials</i>                 | 2,390                                    | 2,498                                    |
| <b>Internal Charges</b>               |  |  |
| <i>Central/Indirect Svcs</i>          | 2,880                                    | 3,024                                    |
| <b>Purchased Services</b>             |  |  |
| <i>Postage-MSBU Notices</i>           | -  | -  |
| <i>Personal Svcs-InterDept</i>        | -  | -  |
| <i>Postage</i>                        | -  | -  |
| <i>Utility Service-Electricity</i>    | -  | -  |
| <i>Advertising-Legal</i>              | -  | -  |
| <i>Fees-Landfill</i>                  | 500                                      | 500                                      |
| <i>Collection Fee-Tax Collector</i>   | 6,134                                    | 6,134                                    |
| <b>Materials and Supplies</b>         |  |  |
| <b>Capital Outlay</b>                 |  |  |
| <i>Imprv-Other Than Bldgs</i>         | -  | -  |
| <b>Debt Services</b>                  |  |  |
| <i>Principal</i>                      | 170,000                                  | 170,000                                  |
| <i>Interest</i>                       | 6,943                                    | 1,000                                    |
| <i>Other Debt Service Costs</i>       | -  | -  |
| <b>Total Expenditures</b>             | 327,520                                  | 329,862                                  |
| <b>Reserves (Ending Fund Balance)</b> | \$ 667,787                               | \$ 631,496                               |
| <i>Reserve %</i>                      | 67.1%                                    | 65.7%                                    |

Version Date

2/7/2023