

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

**ADVISORY BOARD REGULAR MEETING  
MONDAY, JUNE 3, 2024**

**2:00 p.m. – 2:54 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** John Carlson, Chair  
Greg Carney  
Bob Logan

**Members Absent:** Stephanie King, Apologies Received

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

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 2:00 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 March 4, 2024, were unanimously approved as submitted.

**Unfinished Business:**

- a. Bridge Maintenance Program: Ms. LeMaster provided an update to the group the bridge rehabilitation is projected to start this week and completion is estimated for the end of June. Discussion ensued regarding bridge inspections and bridge lifecycles.
- b. Future Sidewalk Projects: Ms. LeMaster provided an update that the project has been split in two phases. Construction for phase 1 will be from Midway Blvd. to Peachland Blvd. Phase 2 will be from Peachland Blvd. to Atwater St. A design change order was submitted to purchasing to split the plans into two phases, providing two sets of bidding and construction services and was approved by the BOCC. The split plans and quantities were received, and a bid package is being assembled. Along with the construction of the sidewalk CCU will be replacing their watermain as part of this project.
- c. Future Paving: Discussion ensued regarding the increased paving cost and the most recent change order approved by the Board of County Commissioners (BOCC) in the recent May 28, 2024, BOCC meeting.

**New Business**

- a. Financial Reports and Preliminary Fiscal Year (FY)24 & FY25 Budgets: The FY24 quarter one and quarter two expenditure report was reviewed.

- b. Future Sidewalks: Ms. LeMaster reminded the group of the citizen request to consider a sidewalk on O'hara Blvd. Discussion continued regarding the Sidewalk Masterplan and a need to review and discuss the current plan with the Projects Manager.

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

None

**Advisory Board Open Discussion:**

Discussion ensued regarding the traffic circle at Midway Blvd. and Edgewater Blvd. requesting review and consideration for flashing signage.

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

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

- September 9, 2024
- December 4, 2024

The meeting adjourned at 2:54 p.m.

Submitted by: Erica LeMaster  
Public Works Department



Chair Signature

09/09/2024  
Date

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

**ADVISORY BOARD REGULAR MEETING  
MONDAY, JUNE 3, 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

**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: March 4, 2023
5. Unfinished Business
  - a. Bridge Maintenance Program
  - b. Dorchester Street Sidewalk Project
  - c. Update: FY23 Paving Program
6. New Business
  - a. Financial Reports
  - b. Future Sidewalks
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

**GREATER PORT CHARLOTTE STREET AND DRAINAGE  
Municipal Service Benefit Unit (MSBU)  
FY23 Annual Report – Executive Summary  
October 1, 2022 – September 30, 2023**

**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 VII. – GREATER PORT CHARLOTTE STREET AND DRAINAGE UNIT Sec. 4-6-118. - 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 the platted streets in the unit, including the necessary appurtenances thereto, from funds derived from special assessments within the unit.

**Summary**

**Current Rate: \$163.73 Vacant / \$149 Occupied**

**Max Rate: \$170.00**

The FY23 completed work program included all internal maintenance and administrative costs. Contracted services for concrete flatwork, paving and rejuvenation, Dorchester Street sidewalk design, pipe lining, street sweeping, and right-of-way safety mowing and specialty mowing.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for sidewalk repairs, paving and rejuvenation, Dorchester sidewalk design and construction, bridge rehabilitation, drainage restoration, pipe lining, street sweeping, right-of-way safety mowing and specialty mowing and construction of the Dorchester Street sidewalk.

For FY25, the Advisory Board recommends budgeting for all internal maintenance and administrative costs. Contracted services for paving, bridge maintenance, street sweeping, right-of-way safety and specialty mowing, concrete flatwork, and pipe lining.

Paving is a perpetual program within the Unit.

## Greater Port Charlotte Street and Drainage MSBU

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

|                                       | Actual<br>FY2023 | Adopted<br>Budget<br>FY2024 | YTD Actual<br>FY2024 | Encumbered<br>FY2024 | Balance<br>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         |                      |                   |
| Reserve %                             | 88.2%            | 41.8%                       | 96.7%                |                      |                   |

Date Prepared: 1/22/2024

## Greater Port Charlotte Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2023 - Mar. 31, 2024

|                                       | Actual<br>FY2023 | Adopted<br>Budget<br>FY2024 | YTD Actual<br>FY2024 | Encumbered<br>FY2024 | Balance<br>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                   | 7,991,603            |                      |                   |
| Grant & Subsidy Revenue               | -                | -                           | -                    |                      |                   |
| Loans & Borrowing                     | -                | -                           | -                    |                      |                   |
| <b>Total Revenue</b>                  | \$10,251,180     | \$9,064,120                 | \$7,991,603          |                      |                   |
| <b>Expenditures</b>                   |                  |                             |                      |                      |                   |
| Contract Services                     | 165,170          | 125,411                     | 261,467              | 43,966               | (180,022)         |
| Pipe Lining                           | 481,479          | 544,441                     | 244,258              | 7,400                | 292,783           |
| ROW Maintenance                       | 222,870          | 279,264                     | 90,440               | 228,950              | (40,126)          |
| ROW Reclamation                       | -                | -                           | -                    | -                    | -                 |
| Speciality Mowing                     | 205,473          | 266,515                     | 75,060               | -                    | 191,455           |
| Public Works Services                 | 1,605,691        | 5,383,711                   | 1,139,614            | -                    | 4,244,097         |
| Internal Charges                      | 70,523           | 96,373                      | 96,373               | -                    | -                 |
| Purchased Services                    | 121,890          | 339,926                     | 167,409              | -                    | 172,517           |
| Materials and Supplies                | -                | -                           | -                    | -                    | -                 |
| Capital Outlay                        | -                | -                           | -                    | -                    | -                 |
| Debt Services                         | -                | -                           | -                    | -                    | -                 |
| <b>Project Costs</b>                  |                  |                             |                      |                      |                   |
| GPC Bridge Maint. & Rehab. Program    | 461              | 776,000                     | 3,165                | 189,895              | 582,940           |
| GPC Sidewalk                          | 2,766            | 3,662,173                   | 5,368                | 39,925               | 3,616,880         |
| GPC Paving Program                    | 162,655          | 4,455,876                   | 1,576,969            | 6,107,339            | (3,228,432)       |
| Drainage Restoration Ackerman Project | 103,552          | 224,620                     | -                    | 134,372              | 90,248            |
| <b>Total Expenditures</b>             | \$3,142,530      | \$16,154,310                | \$3,660,124          | \$6,751,847          | \$5,742,339       |
| <b>Reserves (Ending Fund Balance)</b> | \$23,594,218     | \$11,606,092                | \$27,925,697         |                      |                   |
| Reserve %                             | 88.2%            | 41.8%                       | 88.4%                |                      |                   |

Date Prepared: 4/4/2024

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#: **24c0504**  
 Annual Contract #: **23-603**  
 CC Work Order #: **50203**  
 Prepared by: **Shanon Dye**

Name: Charlotte County Board of County Commissioners  
Sidewalk Restoration - Lake View Blvd

Address: 18500 Murdock Circle

Address: Port Charlotte, FL 33948

Work requested by: Randy Vowell

**Project Description:** Sidewalk Restoration

**Job Location:** 2427 - 2499 Lake View Blvd PC

Date: 5/13/2024  
 Phone: (941) 505-3680  
 Fax: (941) \_\_\_\_\_

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

**Work to include:**

- \_\_\_\_\_
- Prepare, form and pour approximately 350 sf of sidewalk per county contract.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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|               |         |     |          |                   |
|---------------|---------|-----|----------|-------------------|
| Concrete      | \$18.00 | 350 | SqFeet = | \$6,300.00        |
| 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>\$6,300.00</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:

Six Thousand Three Hundred and no/100----- dollars (  \$6,300.00 )

ERS Authorized Signature: Roberto Lolocono

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

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#: 24c0336  
 Annual Contract #: 23-603  
 CC Work Order #: 44289

Prepared by: Shanon Dye

Name: Charlotte County Board of County Commissioners  
Sidewalk Restoration - Conway

Address: 18500 Murdock Circle

Address: Port Charlotte, FL 33948

Work requested by: Randy Vowell

Project Description: Sidewalk Restoration

Job Location: 4263 Conway Blvd., Port Charlotte

Date: 4/2/2024

Phone: (941) 575-3680

Fax: (941)

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

**Work to include:**

Prepare, form and pour approximately 164sf of sidewalk per county contract.

|               |         |     |        |                   |
|---------------|---------|-----|--------|-------------------|
| Concrete      | \$18.00 | 164 | Feet = | \$2,952.00        |
| 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>\$2,952.00</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:

Two Thousand Nine Hundred Fifty Two and no/100----- dollars ( \$2,952.00 )

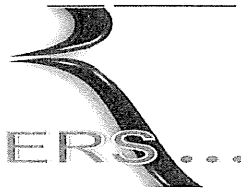
ERS Authorized Signature: Roberto Lolocono

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

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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#: 24c0320

Annual Contract #: 23-603

CC Work Order #:

Prepared by: Shanon Dye

Name: Charlotte County Board of County Commissioners  
Sidewalk Restoration Pellam Blvd

Address: 18500 Murdock Circle

Address: Port Charlotte, FL 33948

Work requested by: Randy Vowell

**Project Description:** Sidewalk Restoration

Job Location: 3142 Pellam Blvd Port Charlotte

Date: 3/26/2024

Phone: (941) 575-3680

Fax: (941)

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

**Work to include:**

\_\_\_\_\_

Prepare, form and pour approximately 580 sf of sidewalk per county contract.

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|               |         |     |        |                    |
|---------------|---------|-----|--------|--------------------|
| Concrete      | \$19.00 | 580 | Feet = | \$11,020.00        |
| 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>\$11,020.00</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:

Eleven Thousand Twenty and no/100----- dollars (  \$11,020.00 )

ERS Authorized Signature: Roberto Lolocono

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



**Greater Port Charlotte Street & Drainage  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
Monday, June 3, 2024

Location: 75 Taylor Street, Punta Gorda, Florida  
Charlotte Harbor Event & Conference Center

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

| NAME (please print) | Email Address                        | Phone Number   |
|---------------------|--------------------------------------|----------------|
|                     |                                      |                |
| Erica LeMaster      | Erica.LeMaster@charlottecountyfl.gov | 941.575.3626   |
| Lisa Eby            | Lisa.Eby@charlottecountyfl.gov       |                |
| <i>Bob Logan</i>    | <i>on file</i>                       |                |
| <i>John Carlson</i> | <i>on file</i>                       | <i>on file</i> |
| <i>Greg Carney</i>  | <i>" "</i>                           | <i>" "</i>     |
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