

**MINUTES
ROTONDA LAKES STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, APRIL 14, 2022**

**1:30 p.m. – 2:18 p.m.
West County Annex, Room 120
6868 San Casa Dr., Englewood, Florida**

Members Present: Tiffany Clarke
Joseph Finn
Paul McGinley
Members Absent: Laurie Rose, absent
County Staff: Kimberly Kelley, Community Liaison

Call to Order / Roll Call:

The meeting was called to order at 1:30 p.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 Minutes:

The minutes from November 18, 2021, were unanimously approved as submitted.

Unfinished Business:

- a) Maintenance of Streets and Drainage/Rotonda Boulevard East: Ms. Clarke provided information regarding the property management maintenance of Rotonda Boulevard East. Mr. Finn motioned to table the item at this time, seconded by Ms. Clarke and it was unanimously approved. Ms. Kelley explained the work order system is complaint based, but there are routine maintenance programs within Public Works. There was discussion regarding future paving and Ms. Kelley will convey more information as it is received.
- b) Community Sign: The Advisory Board reviewed the project manager recommendations of site locations of a small community sign. Lighting and estimated costs were discussed; the Advisory Board will make a recommendation at the next meeting.

New Business:

- a) Financial Reports: The FY21 annual and FY22 second quarter actual expenditure, first and second quarter Activity Maintenance reports were provided; line items were noted.
- b) Executive Summary: Ms. Kelley reviewed the summary that is provided to the Board of County Commissioners; the summary indicates the duties and responsibilities of an Advisory Board member, the purpose of the specific unit and a brief description of the internal and external work programs.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

There was discussion on right of ways and future planning of a traffic-controlled intersection of Ingram Boulevard and Gasparilla Road.

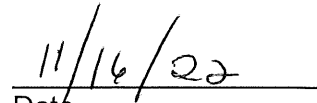
Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 1:30 p.m. in the West County Annex, Room 120 as follows:

- Thursday, July 28, 2022
- Thursday, November 3, 2022, location change to Ann & Chuck Dever Regional Park

Submitted by Kimberly Kelley
Public Works Department


Chair Signature


Date

AGENDA
ROTONDA LAKES STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, APRIL 14 ,2022

1:30 p.m., West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Tiffany Clarke, Chair
Joseph Finn, Vice Chair
Laurie Rose
Paul McGinley
Vacant

COUNTY STAFF: Kimberly Kelley, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Unfinished Business:
 - a) Maintenance of Streets & Drainage / Rotonda Blvd. E
 - b) Community Sign
5. New Business:
 - a) Financial Reports
 - b) Executive Summary
6. Citizen Input on MSBU Items (3-Minute Limit)
7. Advisory Board Open Discussion
8. Meeting Schedule / Items for Next Agenda
9. Motion to Adjourn

Rotonda Lakes Street and Drainage MSBU

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

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$1,023,012	\$1,172,956	\$1,182,703	\$1,182,703
Revenues				
Assessments & Earnings	374,619	367,981	251,757	367,981
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$374,619	\$367,981	\$251,757	\$367,981
Expenditures				
Contract Services	4,087	17,450	-	17,450
Pipe Lining	-	20,000	16,838	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	24,829	63,408	9,208	63,408
Internal Charges	5,684	1,033	1,033	1,033
Purchased Services	4,824	8,155	6,144	8,155
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	175,504	-	-	-
Project Costs				
Rotonda Lakes Paving Program	-	-	-	-
Total Expenditures	\$214,928	\$110,046	\$33,224	\$110,046
Reserves (Ending Fund Balance)	\$1,182,703	\$1,430,891	\$1,401,237	\$1,440,638
Reserve %	84.6%	92.9%	97.7%	92.9%

Date Prepared: 4/4/2022

FINAL - Q4

CHARLOTTE COUNTY PUBLIC WORKS MSBU FINANCIAL HISTORY FY 12 THRU FY 21 FUND 1428 ROTONDA LAKES STDR MAINT UNIT

Formerly Fund 134 (W/O)

Adopted
Budget
FY 20-21
FY 20-21
FY 20-21

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 20-21
BEGINNING BALANCE	\$ 1,500,436.89	\$ 1,860,399.33	\$ 904,066.59	\$ 1,114,761.22	\$ 1,000,836.47	\$ 722,334.60	\$ 881,179.81	\$ 823,631.19	\$ 683,045.19	\$ 976,655.00	\$ 1,023,012.18
REVENUES RECEIVED:											
Assessments	375,894.41	373,860.04	377,872.86	377,580.18	376,604.60	378,479.44	375,460.16	375,073.38	372,921.38	383,119.00	372,482.41
Assessments & Earnings Interest	8,232.38	5,675.67	5,710.27	8,242.80	5,359.60	8,826.11	13,106.56	14,633.39	13,393.90	3,975.11	6,196.67
Assessments & Earnings Net(Incl/Decr) FMV/Inves	5,803.96	(4,552.44)	1,400.29	2,217.30	48.06	(1,972.55)	(6,125.27)	9,110.36	8,457.14	-	(6,303.90)
Assessments & Earnings Excess Fees /Misc.	3,670.33	3,221.98	2,880.16	2,617.78	2,749.80	2,890.48	2,046.68	2,299.72	2,418.61	-	2,243.77
Loans & Borrowing External Borrowing	-	1,750,000.00	-	-	-	-	350,000.00	-	-	-	(19,354.71)
Assessments & Earnings Less: Reserve - FS 129.01	393,601.08	2,128,205.25	387,863.58	390,658.06	384,762.06	388,223.48	734,488.13	401,116.85	397,191.03	367,739.41	374,618.95
Total Revenue	1,894,037.97	3,988,604.58	1,291,930.17	1,505,419.28	1,385,598.53	1,170,558.08	1,615,667.94	1,224,748.04	1,080,236.22	1,344,394.41	1,397,631.13
TOTAL REVENUES & BALANCES											

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 20-21
EXPENDITURES											
Pipe Lining C/S - Pipe Liner	-	2,546.00	784.00	2,538.00	1,800.00	460.00	1,636.50	23,484.00	32,920.00	988.00	4,087.40
Contract Services C/S - Survey	-	-	-	-	-	-	-	-	-	-	-
Contract Services C/S - Concrete Flatwork	39.67	2,971,210.31	(38,043.62)	834.00	2,546.00	2,546.00	9,069.00	3,286.00	5,413.00	5,684.00	5,684.00
Rotonda Lakes Paving Program C/S - Paving	1,225.00	653.00	834.00	834.00	2,546.00	2,225.95	6,213.12	1,647.90	1,132.90	2,680.25	2,409.81
Internal Charges Central/Indirect Allocati	-	-	-	-	-	-	-	-	-	-	-
Purchased Services Advertising - Legal	1,182.61	3,887.56	853.97	2,614.97	15,884.32	2,225.95	25,725.55	18,226.84	11,053.49	22,898.19	21,837.64
Public Works Services Equipment Repl. Chgs	24,115.43	75,528.27	10,297.83	20,012.02	71,754.43	25,725.55	47,299.71	310,189.50	1,103.49	22,898.19	21,837.64
Public Works Services Maintenance Services	-	-	-	-	-	-	-	-	-	-	-
Rotonda Lakes Paving Program R/M - Other	-	1,553.40	28.22	7.02	9.93	131.76	5,595.16	5,149.14	18.04	500.00	59.90
Purchased Services Fees-Landfill	5,113.79	5,288.72	5,577.84	5,786.21	5,527.70	5,595.16	5,530.84	5,149.14	4,797.19	7,662.38	4,764.20
Public Works Services Tax Collector-Collection	956.46	4,171.32	1,369.89	381.55	2,406.83	12.70	1,326.99	401.16	-	831.15	831.15
Public Works Services Materials- Road & Bridg	1,005.68	263.40	1,369.89	235.02	2,406.83	2,722.43	119.84	384.29	308.53	1,369.02	581.29
Public Works Services Sign Materials	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay ROW Acquisition	-	-	-	-	-	-	-	-	-	-	-
Debt Services Principal Pymts	-	19,436.01	175,000.00	175,000.00	525,000.00	175,000.00	700,000.00	175,000.00	700,000.00	-	175,000.00
Debt Services Interest Pymts	-	20,466.82	20,466.82	17,113.90	13,986.59	14,948.72	9,816.80	2,334.52	-	-	503.58
Total Expenditures	33,638.64	3,084,537.99	177,168.95	504,582.81	663,263.93	229,378.27	792,036.75	541,702.85	57,224.04	42,612.99	214,927.82
ENDING FUND BALANCE	\$ 1,860,399.33	\$ 904,066.59	\$ 1,114,761.22	\$ 1,000,836.47	\$ 722,334.60	\$ 881,179.81	\$ 823,631.19	\$ 683,045.19	\$ 1,023,012.18	\$ 1,301,781.42	\$ 1,182,703.31

Note (a): Twelve Month Actuals per Ledger Summary Report of 09/30/21
Maintenance Mgmt System through 09/30/21

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-ROTLAKEM Rotonda Lakes St/Dr Mtc

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
1220414 PW-ROTLAKEM Rotonda Lakes S&D MS DR Annual Work Order														
10-98866 MS DR														
						10/01/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/05/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/06/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/07/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/08/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/12/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/13/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/14/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/15/2021	1.50	113.90	0.00	0.00	0.00	1.50	LHR	113.90
						10/19/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/21/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/22/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/26/2021	0.75	56.95	0.00	0.00	0.00	0.75	LHR	56.95
						10/28/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/29/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						11/02/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/04/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						11/12/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/16/2021	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						11/17/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/18/2021	4.75	434.10	0.00	0.00	0.00	4.75	LHR	434.10
						11/19/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						11/23/2021	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						11/24/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
MSDR Total							19.25	1,647.17	0.00	0.00	0.00	19.25	LHR	1,647.17
Total WO Number: 1220414							19.25	1,647.17	0.00	0.00	0.00	19.25	LHR	1,647.17
1743959 PS9236385 Brush Cut Peppertrees - 101 Cherl Ct - ROTLAKE														
ROAD-10380 ROADWAY-CHERI														
CT-ROTLAKE CT-ROTLAKE														
10-5000R Brush Cut-Response														
						11/17/2021	5.00	295.68	0.00	16.33	0.00	1.00	ICD	312.00
Brush Cut-Response Total							5.00	295.68	0.00	16.33	0.00	1.00	ICD	312.00
Total WO Number: 1743959							5.00	295.68	0.00	16.33	0.00	1.00	ICD	312.00
1777586 PS10471388 Pipe Lining Rd X Pipe - Jade St near Australian Dr - ROTLAKE														
ROAD-10169 ROADWAY-JADE														
ST-ROTLAKE ST-ROTLAKE														
10-9857R Project Management														
						10/06/2021	0.50	43.90	0.00	1.86	0.00	0.50	LHR	45.75
						10/14/2021	0.50	43.90	0.00	1.86	0.00	0.50	LHR	45.75
Project Management Total							1.00	87.79	0.00	3.71	0.00	1.00	LHR	91.50
Total WO Number: 1777586							1.00	87.79	0.00	3.71	0.00	1.00	LHR	91.50

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-ROTLAKEM Rotonda Lakes StdR Mtc

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					
1778095	PS10513383	LOS - Ingram Blvd/Redwood Rd - ROTLAKE	ROAD-11273	ROADWAY-INGRAM BLVD-ROTLAKE	INGRAM BLVD-ROTLAKE	10/20/2021	1.00	69.55	0.00	3.76	0.00	0.00	CY	73.31					
						10/26/2021	8.00	539.40	0.00	152.68	0.00	9,333.00	CY	692.08					
						BC Flail Mowr Total													
						Total WO Number: 1778095													
						10-5004D BC Flail Mowr													
						10-5000R Brush Cut-Response													
						Brush Cut-Response Total													
						Total WO Number: 1778641													
						10-5004D BC Flail Mowr													
						10-5000R Brush Cut-Response													
1778641	PS 1053509	LOS - Pine Oak Dr & Australian Dr - ROTLAKE	ROAD-10352	ROADWAY-PINE OAK DR-ROTLAKE	PINE OAK DR-ROTLAKE	11/18/2021	4.00	257.30	0.00	0.00	0.00	0.00	ICD	257.30					
						Brush Cut-Response Total													
						Total WO Number: 1778641													
						10-5004R THELMA DR-ROTLAKE													
						10-5000R Brush Cut-Response													
						Brush Cut-Response Total													
						Total WO Number: 1778641													
						10-5004R THELMA DR-ROTLAKE													
						10-5000R Brush Cut-Response													
						Brush Cut-Response Total													
1781844	LOS - 122 Thelma Dr - ROTLAKE	ROAD-11421	ROADWAY-THELMA DR-ROTLAKE	THELMA DR-ROTLAKE	10/12/2021	2.00	140.32	0.00	3.76	0.00	0.00	0.00	ICD	144.08					
					Brush Cut-Response Total														
					Total WO Number: 1781844														
					10-5004D BC Flail Mowr														
					10-5000R Brush Cut-Response														
					Brush Cut-Response Total														
					Total WO Number: 1781844														
					10-5004D BC Flail Mowr														
					10-5000R Brush Cut-Response														
					Brush Cut-Response Total														
1781845	PS# 10696601	LOS - Cottage Pl x Albatross Rd - ROTLAKE	ROAD-10359	ROADWAY-COTTAGE PL-ROTLAKE	COTTAGE PL-ROTLAKE	10/20/2021	1.00	69.55	0.00	3.76	0.00	0.00	CY	73.31					
						10/26/2021	4.00	269.70	0.00	76.34	0.00	1,600.00	CY	346.04					
						BC Flail Mowr Total													
						Total WO Number: 1781845													
						10-9030D Inspection - Field													
						Inspection - Field Total													
						Total WO Number: 1784980													
						10-9030D Inspection - Field													
						10-9004R ROW Clr & Haul													
						10-9004R Landfill Fees													
1784980	PS# 10849665 & 10850102	Inspect Drainage - 115 Apollo Dr - ROTLAKE	ROAD-12172	ROADWAY-APOLLO DR-ROTLAKE	APOLLO DR-ROTLAKE	10/18/2021	2.00	168.52	0.00	7.70	0.00	0.00	LHR	176.22					
						Inspection - Field Total													
						Total WO Number: 1784980													
						10-9030D Inspection - Field													
						10-9004R ROW Clr & Haul													
						10-9004R Landfill Fees													
						Landfill Fees Total													
						Total WO Number: 1786954													
						10-9030D Inspection - Field													
						10-9004R ROW Clr & Haul													
1786954	NPDES pickup/wood/ cement blocks- Leisure Pl/ Australian Dr - ROTLAKE	ROAD-10545	ROADWAY-LEISURE PL-ROTLAKE	LEISURE PL-ROTLAKE	10/06/2021	1.50	106.95	0.00	15.47	0.00	0.00	1.00	LD	122.42					
					10/07/2021	0.50	35.65	0.00	5.16	0.00	0.00	1.00	LD	40.81					
					ROW Clr & Haul Total														
					10-9004R Landfill Fees														
					Landfill Fees Total														
					Total WO Number: 1786954														
					10-9030D Inspection - Field														
					10-9004R ROW Clr & Haul														
					10-9004R Landfill Fees														
					Landfill Fees Total														

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-ROTLAKEM Rotonda Lakes St/Dr Mtc

Project Number	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						
1787286	Tree Trim- David Blvd- ROTLAKE	ROAD-10181	ROADWAY-DAVID BLVD-ROTLAKE	DAVID BLVD-ROTLAKE	10-5000R Brush Cut-Response	10/12/2021	2.00	140.32	0.00	3.76	0.00	0.00	ICD	144.08						
						11/02/2021	7.50	450.18	0.00	129.88	0.00	1.00	ICD	580.05						
						Brush Cut-Response Total	9.50	590.50	0.00	133.64	0.00	1.00	ICD	724.13						
						10-9852R Supervision	1.00	102.52	0.00	3.30	0.00	1.00	LHR	105.82						
						Supervision Total	1.00	102.52	0.00	3.30	0.00	1.00	LHR	105.82						
						Total WO Number: 1787286	10.50	693.02	0.00	136.94	0.00	2.00	LHR	829.95						
						1789703	FY22 ROTLAKEM 6010 Location 76 Year-Round	ROTLAKEM-TSM	TSM	97-9752 Supervision	11/08/2021	1.50	215.76	0.00	4.25	0.00	0.00	1.50	LHR	220.01
											Supervision Total	1.50	215.76	0.00	4.25	0.00	1.50	LHR	220.01	
											Total WO Number: 1789703	1.50	215.76	0.00	4.25	0.00	1.50	LHR	220.01	
											Total MSBU: PW-ROTLAKEM	61.25	4,596.35	0.00	429.84	10.90	10,962.75	LHR	5,037.09	

Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

PW-ROTLAKEM Rotonda Lakes S/Dr Mtc

Project Number	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
1220414 PW-ROTLAKEM Rotonda Lakes S&D MSDR Annual Work Order														
10-98666 MSDR														
						12/09/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/17/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/22/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/28/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/11/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/12/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/13/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						01/14/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/19/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						01/20/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						01/27/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/04/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/08/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/09/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/14/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/23/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
MSDR Total							8.50	776.82	0.00	0.00	0.00	8.50	LHR	776.82
Total WO Number: 1220414							8.50	776.82	0.00	0.00	0.00	8.50	LHR	776.82
1779166 PS10553035 Vac Con & Open Pipe End - 119 Apollo Dr - ROTLAKE														
10-98654 Data Management														
						12/16/2021	1.50	141.32	0.00	0.00	0.00	1.50	LHR	141.32
Data Management Total							1.50	141.32	0.00	0.00	0.00	1.50	LHR	141.32
Total WO Number: 1779166							1.50	141.32	0.00	0.00	0.00	1.50	LHR	141.32
1788163 Drainage Inspection- 119 Green Oak Park- ROTLAKE														
10-9030D Inspection - Field														
						12/09/2021	1.50	120.33	0.00	4.95	0.00	1.50	LHR	125.28
Inspection - Field Total							1.50	120.33	0.00	4.95	0.00	1.50	LHR	125.28
Total WO Number: 1788163							1.50	120.33	0.00	4.95	0.00	1.50	LHR	125.28
1789692 FY22 ROTLAKEM Sign Prep 6002 Year-Round														
60-6002R Sign Preparation														
						12/15/2021	1.32	141.68	41.07	0.00	0.00	4.00	SGN	182.75
						02/15/2022	0.66	70.84	23.93	0.87	0.00	2.00	SGN	95.64
Sign Preparation Total							1.98	212.51	65.01	0.87	0.00	6.00	SGN	278.39
Total WO Number: 1789692							1.98	212.51	65.01	0.87	0.00	6.00	SGN	278.39
1789694 FY22 ROTLAKEM 6005 New Install Year-Round														
60-6005R Sign Install														
						02/16/2022	2.00	130.62	135.11	14.78	0.00	4.00	SGN	280.51
Sign Install Total							2.00	130.62	135.11	14.78	0.00	4.00	SGN	280.51

Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

PW-ROTLAKEM

Project Number	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
1789695 FY22 ROTLAKEM 6001														
Location 76 Year-Round														
ROTLAKEM-TSW TSM														
60-6001R Sign Maintenance							3.00	195.93	174.30	22.17	0.00	37.00	SGN	392.40
12/08/2021							1.00	65.31	0.00	7.39	0.00	3.00	SGN	72.70
12/21/2021							4.00	261.24	174.30	29.56	0.00	40.00	SGN	485.10
Sign Maintenance Total							4.00	261.24	174.30	29.56	0.00	40.00	SGN	485.10
Total WO Number: 1789695							4.00	261.24	174.30	29.56	0.00	40.00	SGN	485.10
1789703 FY22 ROTLAKEM 6010														
Location 76 Year-Round														
ROTLAKEM-TSW TSM														
60-6010R Sign Inspection							3.00	195.93	0.00	22.17	0.00	291.00	SGN	218.10
12/08/2021							3.00	195.93	0.00	22.17	0.00	291.00	SGN	218.10
Sign Inspection Total							3.00	195.93	0.00	22.17	0.00	291.00	SGN	218.10
Total WO Number: 1789703							3.00	195.93	0.00	22.17	0.00	291.00	SGN	218.10
1789705 FY22 ROTLAKEM 6001, Sign														
Maint. Location 75 Year-Round														
ROTLAKEM-TSW TSM														
60-6001R Sign Maintenance							5.00	326.55	219.88	36.95	0.00	43.00	SGN	583.38
12/09/2021							0.50	32.66	31.32	3.70	0.00	1.00	SGN	67.67
12/13/2021							1.00	65.31	0.00	7.39	0.00	2.00	SGN	72.70
02/22/2022							6.50	424.52	251.20	48.04	0.00	46.00	SGN	723.75
Sign Maintenance Total							6.50	424.52	251.20	48.04	0.00	46.00	SGN	723.75
Total WO Number: 1789705							6.50	424.52	251.20	48.04	0.00	46.00	SGN	723.75
1789708 FY22 ROTLAKEM 6010, Sign														
Insp. Location 75 Year-Round														
ROTLAKEM-TSW TSM														
60-6010R Sign Inspection							4.00	261.24	0.00	29.56	0.00	401.00	SGN	290.80
12/09/2021							4.00	261.24	0.00	29.56	0.00	401.00	SGN	290.80
Sign Inspection Total							4.00	261.24	0.00	29.56	0.00	401.00	SGN	290.80
97-9752 Supervision							1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
12/15/2021							1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
12/28/2021							1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
02/09/2022							3.00	431.52	0.00	8.49	0.00	3.00	LHR	440.01
Supervision Total							3.00	431.52	0.00	8.49	0.00	3.00	LHR	440.01
Total WO Number: 1789708							7.00	692.76	0.00	38.05	0.00	404.00	LHR	730.81
1797955 Catch Basin repair- 119 Apollo														
ROAD-12172														
ROADWAY-APOLLO														
DR-ROTLAKE														
APOLLO														
DR-ROTLAKE														
10-2011D Catch Basin Repair							6.00	416.04	0.00	25.90	0.00	6.00	LHR	441.94
12/28/2021							6.00	416.04	0.00	25.90	0.00	6.00	LHR	441.94
Catch Basin Repair Total							6.00	416.04	0.00	25.90	0.00	6.00	LHR	441.94
Total WO Number: 1797955							6.00	416.04	0.00	25.90	0.00	6.00	LHR	441.94
Total MSBU: PW-ROTLAKEM							41.98	3,372.08	625.62	184.32	0.00	808.50	LHR	4,182.02



**WALKERS
SERVICE INC.**

**6620 Riverside Drive
Punta Gorda, FL 33982**

Quote

Date: 11/29/2021
Quote #: 734

**Charlotte County Purchasing Division
18500 Murdock Circle #344
Port Charlotte, FL 33948**

Account #: CONTRACT#2021-054

Project: ROW LANDSCAPE MAINT- WEST

Qty	Description	Rate	Total
	Annual Grounds Maintenance Per Contract		
	ROTONDA BLVD E - Medians Only- from Boundary Blvd to 771 (Gasparilla Rd)		
12	Monthly Landscape Maintenance (includes bedcare)	1,240.00	14,880.00
2	Fertilization	925.00	1,850.00
2	Mulch Top Dressing	1,650.00	3,300.00
1	Canopy Tree Pruning (21 Oak Trees)	2,940.00	2,940.00
1	Palm Pruning (53 Palm Trees)	2,120.00	2,120.00
	No Irrigation Present		
Total			\$25,090.00

CHARLOTTE COUNTY COMMUNITY AESTHETIC FEATURE SIGN CONCEPTS

COLORS
COLOR WHEEL & COATINGS
COLOR CHART or APPROVED
EQUAL.

WALL BACKGROUND: 8790 W
INTERCOASTAL GRAY

WALL TRIM: 8791W GRAY PENNANT

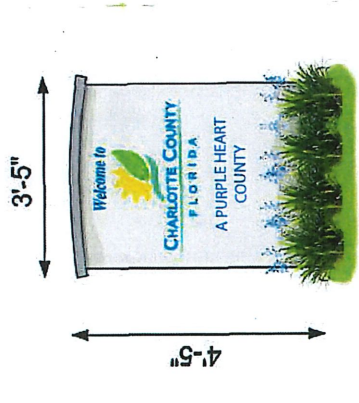
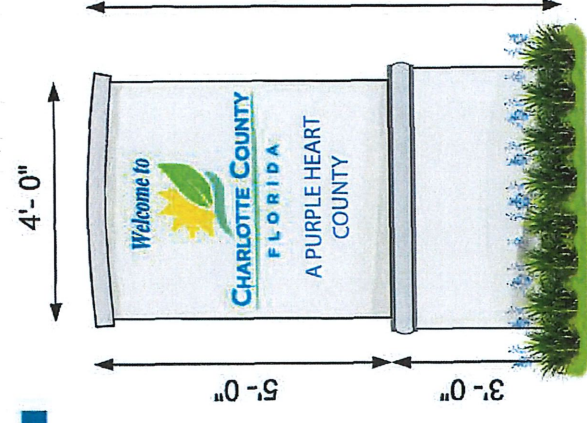
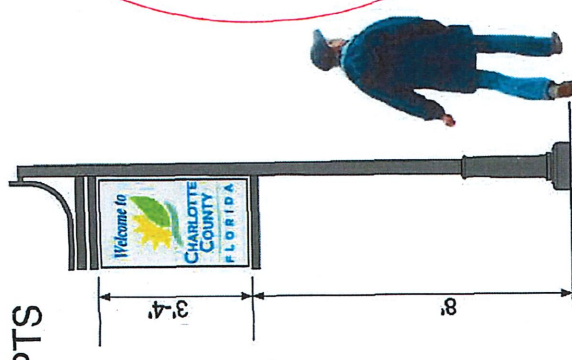
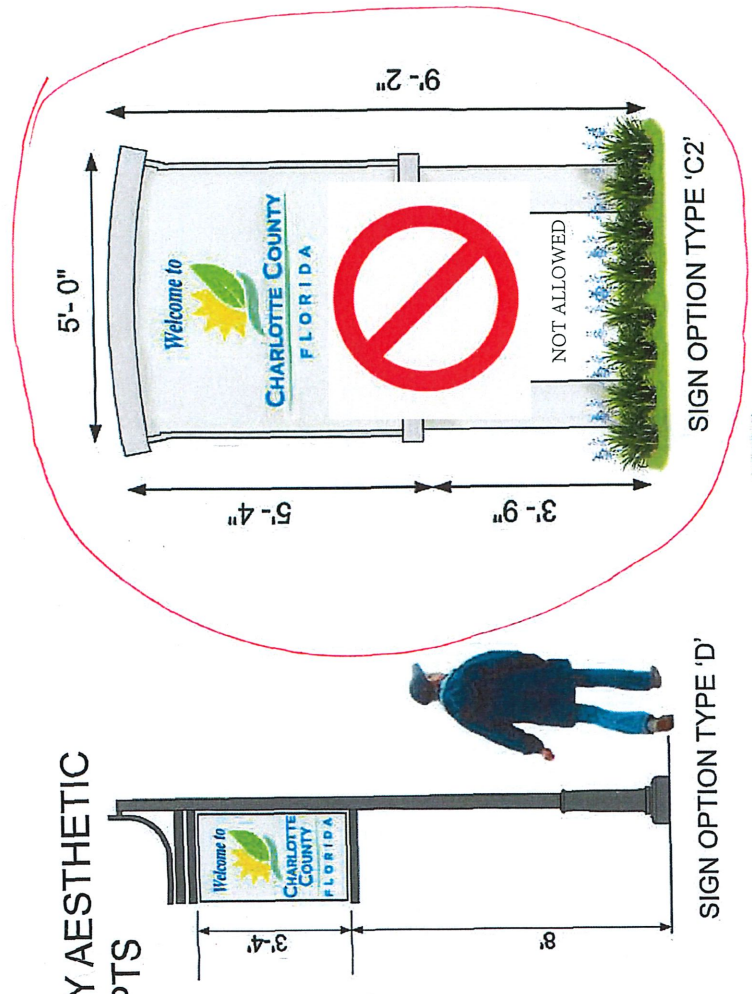
ALL COLORS TO BE VERIFIED AND
APPROVED BY CHARLOTTE COUNTY.

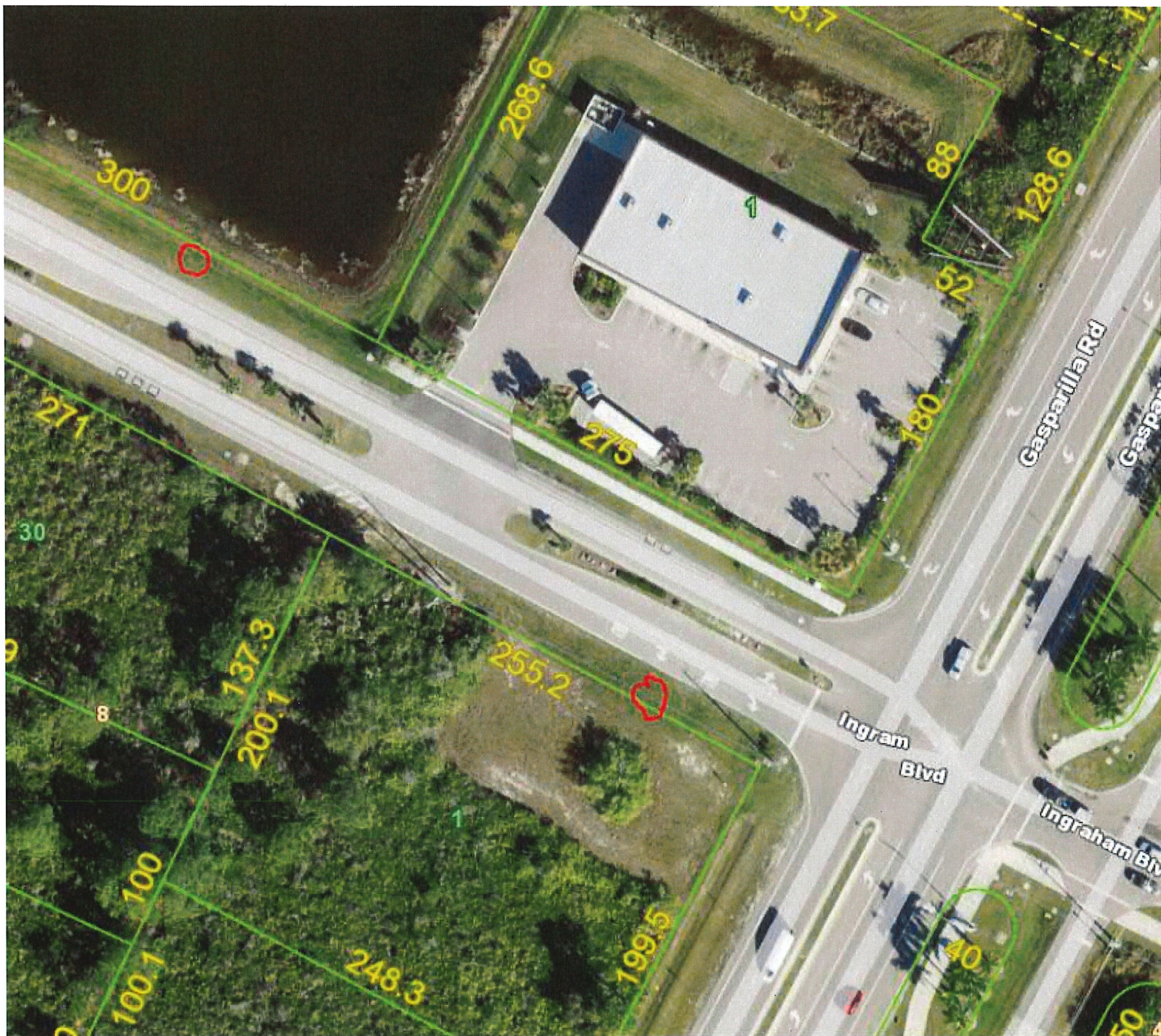
Fonts —

Do not use Candara. Use any of these fonts: Arial, Calibri, Tahoma, Verdana.

Color Palette —

Sun Yellow	Leaf Green	Water Blue	Dark Blue
C M Y K	C M Y K	C M Y K	C M Y K
0 10 95 0	50 0 100 0	70 0 20 0	85 50 0 0
R G B	R G B	R G B	R G B
255 222 23	140 198 62	22 190 207	27 117 188
Hex #FFDE17	Hex #6CC63E	Hex #16BECF	Hex #1B75BC





**ROTONDA LAKES STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
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 VIII. - ROTONDA HEIGHTS STREET AND DRAINAGE UNIT, Sec. 4-6-138. - 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 streets, bridges and related drainage facilities in the unit, and of necessary appurtenances and accessory structures thereto located within or without the unit, from funds derived from special assessments within the unit.

Summary

Current Rate: \$110

Max Rate: \$110

The FY21 completed work program included all internal maintenance and administrative costs and contracted services for sod installation.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for sod installation, concrete flatwork and pipe lining.

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for pipe lining, concrete flatwork and sod installation.

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	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 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
Public Works Services	Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage 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
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	Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity & Water Tax Collector Collection Fees
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)
Debt Services	Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)

Project Costs	Includes:
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

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

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.