

**MINUTES
MANASOTA KEY STREET & DRAINAGE
MUNICIPAL SERVICE TAXING UNIT (MSTU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, DECEMBER 13, 2023**

**9:36 a.m. – 10:54 a.m.
Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida**

Members Present: Kathi Obendorfer, Chair
Michael Beaudoin, Vice Chair
Wayne L'Heureux
Betsy McCallum

Members Absent: Apologies received from Lorraine Johannessen

County Staff: Kellie Stewart, Community Liaison
Jody Mansell, Lighting District Superintendent
Katie Lukasek, Interim Lighting District Coordinator

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:36 a.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):

- Mr. Ochab spoke about lighting to ensure safety on the Key.

Approval of Minutes:

The September 14, 2023, minutes were unanimously approved as submitted.

Unfinished Business:

- a. North Beach Road Sidewalk Project Update: Ms. Stewart provided an update on the Sidewalk Project, highlighting advancements such as the survey completion, progress towards the 30% plans, and ongoing efforts to finalize details for the upcoming public input meeting.
- b. Maintenance of Street and Drainage/Lighting: Mr. Mansell discussed the lighting concerns for the north end, south end, and roundabouts, outlining the next steps. The conversation delved into various aspects, such as the ineligibility of replacements for Federal Emergency Management Agency (FEMA) reimbursement, damage to some poles from traffic accidents with no accountable parties, a new contractor, preferences and costs associated with lighting, funding sources for replacements, retrofitting light fixtures, the countywide transition to light-emitting diode (LED), Florida Power & Light (FPL) LED conversion, guidelines for tourism and one-percent sales taxes, and the comparison between LED and high- and low-pressure sodium lights. Ms. Stewart also brought up radar feedback speed boards, clarifying the absence of a federal replacement option. The Advisory Board collectively decided to amend the previous motion, reallocating funds for lighting replacements instead of radar speed feedback signs. Mr. Beaudoin motioned for a temporary halt to the radar feedback signs and a focus on lighting replacements, with a budget not exceeding \$45,000. The motion was seconded and received unanimous approval. The Advisory Board also reached a consensus not to repair the black light poles located at the northern end of the Key. Mr. Beaudoin asked whether it would be possible to install electrical wiring to the roundabout for holiday lights.

New Business:

- a. Financial Reports: The fiscal year (FY) 2024-2025 adopted budget, FY 2023 quarter four activity maintenance and actual expenditure reports were provided for review.

Citizen Input on MSBU items (3 Minute Limit):

- Mr. Ochab spoke about the eroded exit near the northern end of the Key (Sarasota County portion) and the public input meeting for the sidewalk project.

Advisory Board Open Discussion:

The Advisory Board conversed on FPL underground conversion, off-site beach parking, and the zoning and sale of a property along Beach Road. Ms. Stewart reminded the Board what the purview is of the Manasota Key Street & Drainage MSTU.

Schedule Meetings / Items for Next Agenda:


Future meetings are scheduled at 9:30 a.m. in the Mac V. Horton, West County Annex Room 120, as follows:

- Wednesday, February 14, 2024
- Wednesday, June 12, 2024
- Wednesday, September 18, 2024
- Wednesday, December 11, 2024

The meeting adjourned at 10:54 a.m.

Submitted by Kellie Stewart
Public Works Department


Chair Signature


Date



**Manasota Key Street & Drainage
Municipal Service Taxing Unit**

**Advisory Board Meeting Attendance
9:30 a.m., Wednesday, December 13, 2023**

**West County Annex, Room 120
6868 San Casa Drive, Englewood, FL**

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

NAME (please print)	Email Address	Phone Number
Kellie Stewart	Kellie.Stewart@charlottecountyfl.gov	941.575.3613
Kathi Osendorfer	Kathi @ Kathiohoms.com	941-445-3175
WAGNE L'HEUREUX	lheureux60@Yahoo.com	408-334-7857
Mickey Beaudou	beaudoumb@aol.com	924-444-3912
DAMIAN OCHAB	dochab@aol.com	248-459-9715
Katie Lukasek	Katie.lukasek@cc	941-575-3608
Jody Mansell	on file	on file
Ron Steedman	on file	on file

AGENDA

MANASOTA KEY STREET & DRAINAGE MUNICIPAL SERVICE TAXING UNIT (MSTU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, DECEMBER 13, 2023

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

BOARD MEMBERS: Kathi Obendorfer, Chair
Michael Beaudoin, Vice Chair
Lorraine Johannessen
Wayne L'Heureux
Betsy McCallum

COUNTY STAFF: Kellie Stewart, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Citizen Input on Agenda Items (3 Minute Limit)
4. Changes to the Agenda / Motion to Approve Changes
5. Approval of Minutes: September 14, 2023
6. Unfinished Business
 - a. North Beach Road Sidewalk Project Update
 - b. Maintenance of Streets and Drainage
7. New Business
 - a. Financial Reports
8. Citizen Input on MSTU Items (3 Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

**MINUTES
MANASOTA KEY STREET & DRAINAGE
MUNICIPAL SERVICE TAXING UNIT (MSTU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, SEPTEMBER 14, 2023**

9:29 a.m. – 10:34 a.m.

**Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida**

Members Present: Kathi Obendorfer, Chair
Michael Beaudoin, Vice Chair
Lorraine Johannessen
Wayne L'Heureux

Members Absent: Apologies received from Betsy McCallum
County Staff: Kellie Stewart, Community Liaison
Karlene McDonald, Operations Supervisor
Ray Slade, Projects Manager

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:29 a.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 June 7, 2023, minutes were unanimously approved as submitted.

Unfinished Business:

- a. North Beach Road Sidewalk and Lighting Project Update: Ms. Stewart provided an update on Florida Power & Light (FPL) underground conversion estimate, as well as no parking areas on Manasota Key outside of the beach park and Stump Pass that are used for grant applications. Discussion ensued regarding private property parking. Mr. Slade and Jason Green from Axis Companies, working with Johnson Engineering, provided updates and next steps on the North Beach Road sidewalk project. The Advisory Board conversed about funding options for the sidewalk project to include gas, bed, and sales taxes.
- b. Maintenance of Street and Drainage/Lighting: Ms. Johannessen inquired about tilted light poles still requiring attention from the hurricane. Ms. McDonald advised the Lighting District is working on obtaining Federal Emergency Management Agency (FEMA) and Federal Highway Administration (FHWA) funding and are in the process of addressing the concerns on the north end of the Key. Conversation followed on replacing versus retrofitting light fixtures as well as converting to light-emitting diode (LED). The Board also questioned the status of the three flashing radar speed limit signs. Discussion followed. Ms. Johannessen motioned to move forward with seeking FEMA and/or FHWA reimbursement to replace the three existing radar speed feedback signs but move forward regardless with purchase not to exceed \$45,000, to ensure the safety of the community. It was seconded and unanimously approved.

New Business:

- a. Financial Reports: The Fiscal Year (FY) 2023 second quarter activity maintenance and FY 2023 third quarter actual expenditure reports were provided for review. The Advisory Board had no questions at this time.

Citizen Input on MSBU items (3 Minute Limit):

None

Advisory Board Open Discussion:

The Advisory Board discussed beach renourishment and steps/ramps to the beach, noting it is not in the purview of their MSTU. Ms. McDonald responded that the county is reviewing and explained that public funds cannot be utilized to make improvements to private properties. The Board questioned the current millage rate and conversed utilizing different taxes to fund ongoing projects within the MSTU.

Schedule Meetings / Items for Next Agenda:

Ms. Stewart discussed the 2024 meeting schedule. Mr. Beaudoin motioned to approve the 2024 meeting schedule, it was seconded and unanimously approved. Future meetings are scheduled at 9:30 a.m. in the Mac V. Horton, West County Annex Room 120, as follows:

- Wednesday, December 13, 2023
- Wednesday, February 14, 2024
- Wednesday, June 12, 2024
- Wednesday, September 18, 2024
- Wednesday, December 11, 2024

The meeting adjourned at 10:34 a.m.

Submitted by Kellie Stewart
Public Works Department

Chair Signature

Date

Manasota Key Street and Drainage MSTU

2 Year Budget FY2024 & FY2025

Valuation

	FY2024	FY2025
Valuation	\$ 698,725,904	\$ 768,598,494
Current Millage	0.7798	0.7798

	Adopted Budget FY2024	Approved Budget FY2025
Beginning Balance	\$ 1,474,105	\$ 1,128,851
<u>Revenues</u>		
Assessments & Earnings		
<i>Ad Valorem Taxes</i>	544,866	599,353
<i>Interest</i>	5,160	3,951
<i>Less 5% Reserve - FS 129.01(2)b</i>	(27,502)	(30,166)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 522,524	\$ 573,138
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	35,000	35,000
<i>Concrete Flatwork</i>	5,000	5,000
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	-	-
<i>Landscaping</i>	10,000	10,000
Contract Services; other		
<i>Pipe Lining</i>	-	-
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	74,068	76,291
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	13,585	13,585
<i>Operating Exp-PubWrks</i>	90,771	90,771
<i>Lighting Materials</i>	-	-
<i>Road & Bridge Materials</i>	68,928	69,219
<i>Sign Materials</i>	1,962	2,051

	Adopted Budget FY2024	Approved Budget FY2025
Internal Charges		
<i>Central/Indirect Svcs</i>	8,601	9,031
Purchased Services		
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	4,500	4,500
<i>Utility Service-Water/Sewer</i>	6,000	6,000
<i>Utility Service-Traffic Signals/Lights</i>	3,000	3,000
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	250	250
<i>Property Appraiser</i>	10,898	11,988
<i>Collection Fee-Tax Collector</i>	10,898	11,988
Materials and Supplies		
<i>Equipment-Over \$1,000/Under \$5,000 Each</i>	-	-
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	30,000	30,000
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
Project Costs		
<i>Manasota Key Community Plan</i>		
<i>Engineering</i>	403,946	-
<i>Construction</i>	-	-
<i>Labor</i>	90,371	-
Total Expenditures	867,778	378,674
Reserves (Ending Fund Balance)	\$ 1,128,851	\$ 1,323,315
<i>Reserve %</i>	56.5%	77.8%

Version Date

9/20/2023

GENERAL PROJECT DATA:		FY2024 Capital Improvements Budget / FY 2024 - FY 2029 Project Detail										Project No. c411406									
Project Title:	Manasota Key Community Plan	Status	In Progress	CONCURRENCY REQUIREMENTS:										FY24	FY25	FY26	FY27	FY28	FY29		
Functional Area:	Community Development	Does project add new capacity?	No	(Y/N)										1	2	3	4	1	2	3	4
Department:	Public Works/Engineering	Is project required to maintain level of service:	No											1	2	3	4	1	2	3	4
Location:	Manasota Key MSTU/ West County	- Within 5 years? List project in CIE	No											1	2	3	4	1	2	3	4
		- From 6 to 10 years? Monitor Annually	No											1	2	3	4	1	2	3	4

PROJECT DESCRIPTION:
 1) Construct a sidewalk with decorative lighting and landscaping on Gulf Blvd from roundabout to Stump Pass Beach Park.
 2) Design a sidewalk on Gulf Blvd North from existing sidewalk to Sarasota County Line with decorative lighting.
 3) Construct a sidewalk on N. Beach Blvd from existing sidewalk to Sarasota County Line with decorative lighting.

PROJECT RATIONALE (Include Additional LOS Detail, if necessary):
 The community of Manasota Key has created an Advisory Committee in order to develop and implement a community plan to enhance the area.

REPLACEMENT COUNTY PROPERTY NO.:

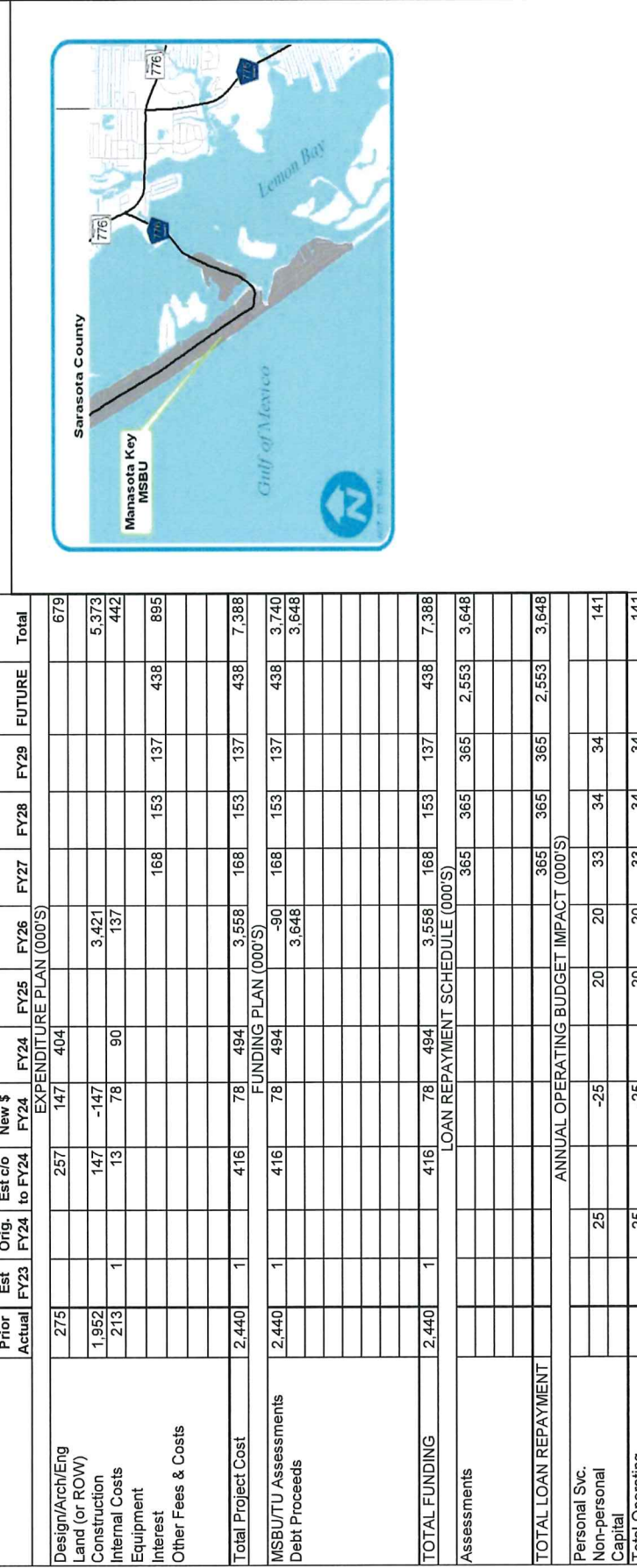
PROJECT NEED CRITERIA	PROJECT SCHEDULE	FY24	FY25	FY26	FY27	FY28	FY29
Safety	Design/Arch	1	2	3	4	1	2
Mandate	Land/ROW						
Replace	Construct						
Maint	Equipment						

OPERATING BUDGET IMPACT:

Estimated impacts on maint of sidewalks, sweeping, and electric for decorative lighting.

	Prior Actual	Est FY23	Calc. for FY24		FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total
			Orig. FY24	New \$ to FY24								
Design/Arch/Eng	275		257	147	404							679
Land (or ROW)	1,952		147	-147		3,421						5,373
Construction	213	1	13	78	90	137						442
Equipment							168	153	137	438		895
Interest												
Other Fees & Costs												
Total Project Cost	2,440	1	416	78	494	3,558	168	153	137	438	438	7,388
FUNDING PLAN (000'S)												
MSBU/TU Assessments	2,440	1	416	78	494		-90	168	153	137	438	3,740
Debt Proceeds						3,648						3,648
TOTAL FUNDING	2,440	1	416	78	494	3,558	168	153	137	438	438	7,388
LOAN REPAYMENT SCHEDULE (000'S)												
Assessments							365	365	365	365	2,553	3,648
TOTAL LOAN REPAYMENT							365	365	365	365	2,553	3,648
ANNUAL OPERATING BUDGET IMPACT (000'S)												
Personal Svc.												
Non-personal		25				20	20	33	34	34	34	141
Capital												
Total Operating		25				20	20	33	34	34	34	141

REPLACEMENT COUNTY PROPERTY NO.:



Manasota Key Street and Drainage MSTU

Fund Financial Report

Oct. 1, 2022 - Sept. 30, 2023

Unaudited as of 9.30.23

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$921,887	\$1,085,681	\$1,202,261	\$1,202,261
Revenues				
Taxes & Earnings	460,366	530,281	588,945	588,945
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$460,366	\$530,281	\$588,945	\$588,945
Expenditures				
Contract Services	31,609	77,800	29,141	29,141
Pipe Lining	-	-	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	77,300	78,830	71,572	71,572
Public Works Services	25,583	55,947	25,527	25,527
Internal Charges	3,833	4,025	4,025	4,025
Purchased Services	29,945	43,392	30,151	30,151
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Manasota Key Community Plan	10,226	403,938	29,523	29,523
Manasota Key Paving Program	1,497	13,791	2,407	2,407
Total Expenditures	\$179,992	\$677,723	\$192,346	\$192,346
Reserves (Ending Fund Balance)	\$1,202,261	\$938,239	\$1,598,860	\$1,598,860
<i>Reserve %</i>	87.0%	58.1%	89.3%	89.3%

Date Prepared: 10/25/2023

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manasota Key Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6117	MSBU Administrative Work		09/26/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
					1.00	72.94	0.00	0.00	0.00	0.00	72.94
					MSBU Minutes Total						
	6117	MSBU Administrative Work		07/26/2023	0.25	27.64	0.00	0.00	0.00	0.00	27.64
	6117	MSBU Administrative Work		07/28/2023	0.25	27.64	0.00	0.00	0.00	0.00	27.64
	6117	MSBU Administrative Work		08/01/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6117	MSBU Administrative Work		08/08/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6117	MSBU Administrative Work		08/11/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6117	MSBU Administrative Work		08/15/2023	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6117	MSBU Administrative Work		08/17/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6117	MSBU Administrative Work		08/18/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6117	MSBU Administrative Work		08/29/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6117	MSBU Administrative Work		08/31/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6117	MSBU Administrative Work		09/01/2023	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6117	MSBU Administrative Work		09/06/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6117	MSBU Administrative Work		09/07/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6117	MSBU Administrative Work		09/12/2023	2.00	145.88	0.00	0.00	0.00	0.00	145.88
	6117	MSBU Administrative Work		09/14/2023	1.75	127.65	0.00	0.00	0.00	0.00	127.65
	6117	MSBU Administrative Work		09/15/2023	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6117	MSBU Administrative Work		09/20/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6117	MSBU Administrative Work		09/21/2023	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6117	MSBU Administrative Work		09/26/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6117	MSBU Administrative Work		09/27/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
					11.50	857.63	0.00	0.00	0.00	0.00	857.68
					Administrative Time Total						

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manasota Key Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6117	MSBU Administrative Work		09/14/2023	3.00	218.82	0.00	0.00	0.00	0.00	218.82
		MSBU Meeting Total			3.00	218.82	0.00	0.00	0.00	0.00	218.82
	6117	MSBU Administrative Work		07/05/2023	2.00	184.56	0.00	7.84	0.00	0.00	192.40
	6117	MSBU Administrative Work		09/05/2023	2.00	184.56	0.00	0.00	0.00	0.00	184.56
	6117	MSBU Administrative Work		09/13/2023	2.00	184.56	0.00	0.00	0.00	0.00	184.56
		Work Order 6117 Total			21.50	1,703.07	0.00	7.84	0.00	0.00	1,710.96
		MSBU Administrative Work Total			21.50	1,703.07	0.00	7.84	0.00	0.00	1,710.96
	2846	Project Management		08/09/2023	2.00	170.90	0.00	0.00	0.00	0.00	170.90
	2846	Project Management		08/15/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2846	Project Management		08/24/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2846	Project Management		08/28/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2846	Project Management		08/30/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2846	Project Management		09/06/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2846	Project Management		09/13/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2846	Project Management		09/14/2023	2.00	170.90	0.00	0.00	0.00	0.00	170.90
	2846	Project Management		09/19/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2846	Project Management		09/25/2023	2.00	170.90	0.00	0.00	0.00	0.00	170.90
	2846	Project Management		09/26/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
		Plan/Spec Review Total			14.00	1,196.30	0.00	0.00	0.00	0.00	1,196.30
	2846	Project Management		07/17/2023	0.50	42.73	0.00	0.00	0.00	0.00	42.73
	2846	Project Management		08/07/2023	0.50	42.73	0.00	0.00	0.00	0.00	42.73

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manasota Key Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Public Outreach Total											
	2846	Project Management		07/20/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.46
	2846	Project Management		08/28/2023	0.00	0.00	0.00	0.00	4,857.00		4,857.00
					0.00	0.00	0.00	0.00	14,181.75		14,181.75
Work Order 2846 Total					15.00	1,281.75	0.00	0.00	19,038.75	0.00	20,320.51
North Beach Road Sidewalks											
C411406 - Manasota Key Community Plan											
	3855	Project Management		07/11/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/12/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/13/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/14/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/18/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/19/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/20/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/21/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/25/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/26/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/27/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		07/28/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/02/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/03/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/04/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/08/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/09/2023	0.50	42.73	0.00	1.96	0.00	0.00	44.69
	3855	Project Management		08/10/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manasota Key Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3855	Project Management		08/11/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/15/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/16/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/17/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/18/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/22/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/23/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/24/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/25/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		08/31/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/01/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/06/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/07/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/12/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/13/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/14/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/15/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/19/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/20/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/21/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/22/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/26/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3855	Project Management		09/27/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manasota Key Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3855	Project Management		09/29/2023	0.25	21.36	0.00	0.98	0.00	0.00	22.34
		Project Inspection Total			10.75	918.59	0.00	42.14	0.00	0.00	960.63
	3855	Project Management		07/11/2023	0.00	0.00	0.00	0.00	5,650.00	0.00	5,650.00
	3855	Project Management		08/29/2023	0.00	0.00	0.00	0.00	4,410.00	0.00	4,410.00
	3855	Project Management		09/21/2023	0.00	0.00	0.00	0.00	6,990.00	0.00	6,990.00
	3855	Project Management		09/29/2023	0.00	0.00	0.00	0.00	4,410.00	0.00	4,410.00
	3855	Project Management		09/21/2023	0.25	21.36	0.00	0.00	0.00	0.00	21.36
	3855	Project Management		09/29/2023	0.17	14.24	0.00	0.00	0.00	0.00	14.24
		Plan/Spec Review Total			0.42	35.60	0.00	0.00	0.00	0.00	35.60
		Work Order 3855 Total	West County Landscape Maintenance		11.17	954.19	0.00	42.14	21,460.00	0.00	22,456.23
		#21-054 Landscape Maintenance ROW - West County									
	6726	Project Management		08/22/2023	0.25	21.36	0.00	0.00	0.00	0.00	21.36
		Project Inspection Total			0.25	21.36	0.00	0.00	0.00	0.00	21.36
		Work Order 6726 Total	Manasota Key		0.25	21.36	0.00	0.00	0.00	0.00	21.36
		#21-409 Manasota Key Hydro Flap Gate Maintenance									
		Project Management Total			26.42	2,257.30	0.00	42.14	40,498.75	0.00	42,798.10
	14150	Underground Utility Locates		07/25/2023	0.58	66.68	0.80	2.29	0.00	0.00	69.76
		Work Order 14150 Total			0.58	66.68	0.80	2.29	0.00	8.00	69.76
	14215	Underground Utility Locates		07/26/2023	3.20	365.76	1.92	12.54	0.00	0.00	380.22
		Work Order 14215 Total			3.20	365.76	1.92	12.54	0.00	7.00	380.22
	14396	Underground Utility Locates		07/31/2023	1.78	203.20	1.06	6.97	0.00	0.00	211.23

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manasota Key Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	Work Order 14396 Total											
	14470	Underground Utility Locates		08/01/2023	1.20	137.16	0.00	4.70	0.00	0.00	141.86	
	Work Order 14470 Total											
	15583	Underground Utility Locates		08/29/2023	3.33	381.00	0.00	13.07	0.00	0.00	394.07	
	15583	Underground Utility Locates		08/31/2023	6.67	762.00	2.00	26.13	0.00	0.00	790.13	
	Work Order 15583 Total											
	16594	Underground Utility Locates		09/15/2023	2.00	228.60	0.00	7.84	0.00	0.00	236.44	
	Work Order 16594 Total											
					2.00	228.60	0.00	7.84	0.00	1.00	236.44	
		Underground Utility Locates Total			18.76	2,144.40	5.77	73.54	0.00	36.00	2,223.71	
		Manasota Key Street and Drainage Unit Total			66.68	6,104.76	5.77	123.52	40,498.75		46,732.77	

Monthly Funding Report

START DATE:

07/01/2023

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					66.68	6,104.76	5.77	123.52	40,498.75		46,732.77

Grand totals for all MSBUs reported



October 3, 2023

Karlene McDonald
Operations Supervisor
Maintenance and Operations Division
Charlotte County Public Works
7000 Florida Street, Punta Gorda, Florida 33950

**Re: Manasota Key – N Beach Rd
Electric Facilities Conversion – Ballpark Estimate**

Dear Ms. McDonald:

FPL welcomes the opportunity to assist you in examining the feasibility of converting from overhead electric distribution facilities to an underground system at the following location:

Manasota Key – N Beach Rd

As per your request, the non-binding "ballpark" estimate to complete this conversion is \$3,222,588. This estimate is provided strictly to assist you in preliminary decision making and it does not include the conversion of the existing streetlight system. It is not an offer from FPL to perform the requested conversion and should not be construed or used as such for detailed planning purposes. This represents an "order of magnitude" figure based on previous FPL experience and reflects the CIAC payment that the City would ultimately need to make to FPL if the conversion were performed at this point in time. It is our experience that conversions in developed areas are the most complex and challenging types of construction. As such, this estimate likely will not precisely represent the City's ultimate actual cost to convert but can assist the City in preliminary decision-making.

FPL estimates include only estimated charges to be paid by the City to FPL. The costs of the following items are not included with the estimate and are the responsibility of the City / residents. These potential costs should be included in future planning of the project:

- Site restoration (sod, landscaping, pavement, sidewalks, etc)
- Rearrangement of customer electric service entrances (requires electrician) from overhead to underground. Also, additional customer expense if local inspecting authorities require customer wiring to be brought to current codes.
- Replacement street and security lighting currently attached to be poles being removed
- Trenching/backfilling for service laterals.
- Removal and undergrounding of other utilities (e.g. telecom, CATV, etc.)
- All work will be performed during the daylight hours, Monday through Friday, 8 A.M. to 5 P.M.. Any afterhours work, e.g. disconnect / reconnect service appointments, would be an additional expense for the City.
- Acquiring, describing, securing and recording of easements for underground facilities. In underground systems, major components formerly attached to poles must now occupy "at grade" appurtenances, e.g., ground level pad mounted transformers and switch cabinets.

Facilities of an underground distribution system will not be placed in road right-of-way, with the exception of cables required for crossings. (See special note below)

Note: Obtaining easements is typically the most difficult aspect of the conversion process; the time required to secure the easements may even exceed the 180 day binding estimate timeframe. FPL strongly suggests that all easements required for the conversion be described and secured prior to requesting the detailed cost estimate.

According to the FPL tariff, this project qualifies for an Avoided Storm Restoration Costs (ASRC) credit and an operational costs differential credit. Based on the overhead mileage of this project, the estimated credit is \$1,123,928. This is not reflected in the ballpark estimate mentioned above.

After reviewing the "ballpark" estimate, if you decide to move forward with the conversion project, the City along with FPL would discuss a plan to apportion the project into phases. Then, you may request a detailed and "binding" estimate for those phases. Due to the complexity and time required to estimate such a conversion, a non-refundable engineering deposit is required prior to beginning the estimating process for each phase, as set forth in the Florida Administrative Code 25-6.115. For this conversion project the amount of the required engineering deposit is \$25,595. If you decide to proceed with the work contained in the estimate, the amount of this deposit would be applied toward the estimated amount owed to FPL for the conversion. The work must commence within 180 days of the date the binding estimate is provided.

The request for the binding estimate must be in writing, and must describe in detail the facilities to be converted. Binding estimates are valid for 180 days, and would be subject to change in the event of a work scope change. Should actual FPL costs exceed the binding estimate amount, the customer may be responsible for those additional costs up to a maximum of 10% of the binding estimate amount. Payment of customer costs, easements (with opinion of title and recorded), agreements from other utilities/pole licensees, and execution of a Conversion Agreement would be required before commencement of construction.

If you have any questions or wish to consider a binding cost estimate, please call me at (941-331-4002)

Sincerely,



Hau Tran
Program Manager
Overhead to Underground Conversions
FPL