MINUTES
ENGLEWOOD EAST STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, SEPTEMBER 18, 2025

1:30 p.m. – 3:02 p.m.
Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, FL

| | |
|---|---|
| **Members Present:** | Shaun O'Rourke, Vice Chair |
| | Jim Gersch |
| | Andrea Jenkins |
| | Stephen Kalaf |
| **Members Absent:** | Glen Burnap |
| **County Staff:** | Lorraine Moneypenny, Community Liaison |
| **Guests:** | Sign-in sheet attached |

**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 established.

**Changes to the Agenda / Motion to Approve Changes:**
None

**Citizen Input on Agenda Items (3 Minute Limit):**
None

**Approval of Minutes:**
The March 13, 2025 minutes were unanimously approved as submitted.

**Florida Sunshine Law / Robert's Rules of Order**:
Mr. Kalaf moved that the annual training be postponed to the December meeting. Ms. Jenkins seconded, and the motion carried 4:4.

**Unfinished Business:**

a. FY26/27 Budget and Assessment Process: The community liaison recapped events since March, when this Board recommended a maintenance, paving and sidewalk construction budget that would have increased the MSBU annual assessment from $190 to $350. Public hearing notices were sent to ratepayers in May. On July 17, dozens of Englewood East residents appeared at the public hearing to object to the rate increase, especially for sidewalk construction on Willmington and the paving of every street. Many said more of the MSBU money should be spent to address drainage issues in the unit. County

Commissioners removed sidewalks from the budget, set a maximum rate of $292, and directed Public Works to find other savings. At an August 19 MSBU workshop (presentation excerpt attached), Public Works presented Commissioners with a budget for paving, decreased maintenance, and lower reserves. The assessment rate would be $285. An alternative budget added increased drainage work at an assessment rate of $292. That second budget (attached) will go before the Board of County Commissioners for approval on September 24. Mr. Gersch expressed regret that little will be left in reserves after the paving loan is paid off. Ms. Jenkins emphasized that the decrease to $292 is still an increase in the assessment rate. It punishes owners of undeveloped lots, which contribute to low density and wildlife habitat. Mr. O'Rourke recounted the history of the assessment rate and said the rate will remain stable at this level.

b. FY25 Paving Program: Paving of phase 1 is complete. Mr. O'Rourke said paving every street every twenty years is necessary, and rates can decrease when paving is paid for. Mr. Gersch said the road base may have been unstable before resurfacing; between the poor product and the heavy trucks, the roads need attention every five years at least, to save future MSBUs the expense. He emphasized the inaccuracy of estimates presented to the Advisory Board in the years leading up to the project. He asked when the streets south of Route 776 will be paved. As the budget indicates, there will be borrowing and paving in 2026 and 2027, and pavement restoration in the year after each phase. Each year, the paving contract goes out to bid.

c. Willmington Sidewalk: Mr. Gersch said it is a shame that sidewalks will not be built, as they would increase public safety. Mr. O'Rourke said students walk to school along Alexandria Ave. because there are no sidewalks on that section of Willmington. Some residents doubted that the sidewalk on Sunnybrook would be used, but it is. Mr. Kalaf said the sidewalk along Fruitland Ave. is an asset to the community, but the contractor made mistakes that the public should not pay to correct.

d. Castleberry Terrace: County transportation engineers took a holistic approach to the complaints on Castleberry Terrace. They removed the speed bumps on Fruitland Ave. Traffic stopped diverting to Castleberry Terrace and other parallel roads. They evaluated the street for striping; it was not warranted. Public Works fixed the shoulder.

**New Business:**

a. Financial Reports: The Advisory Board reviewed third quarter financial reports and noted many drainage work orders. Ms. Jenkins asked for an explanation of GIS and Inspection categories. Mr. Kalaf and Mr. Gersch both remarked on the odd fractions of project management labor.

b. New Quorum Rule: The community liaison presented a memo from the County Attorney about a new rule arising from caselaw. If a board member recuses himself from a vote, his presence cannot count in the determination of quorum.

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

- Mr. Moore said some jurisdictions require that home builders also build sidewalks. Eventually, it is all filled in.
- Mr. Shimp said the paving work is of low quality; cracks are already showing, for instance, on Valerie Rd. The community liaison explained the quality control process.

**Advisory Board Open Discussion:** Mr. O'Rourke attended a webinar on school grant program that might pay for sidewalks. He pointed out that a committee of citizens is now considering projects for the one percent sales tax fund. Englewood East residents should attend these. Mr. Gersch said asphalt sidewalks might be considered for Willmington Blvd.; they are cheaper than concrete. Mr. Kalaf said speeding is still an issue. On October 14, the Board of County Commissioners will appoint two of three applicants to two terms on the Advisory Board.

**Schedule Meetings / Items for Next Agenda:**
Future meetings are scheduled at 1:30 p.m. in the Mac V. Horton, West County Annex Room 120, as follows:

- Thursday, December 18, 2025
- Thursday, March 12, 2026
- Thursday, May 14, 2026
- Thursday, September 17, 2026
- Thursday, December 17, 2026

The meeting adjourned at 3:02 p.m.

Submitted by Lorraine Moneypenny
Public Works Department

Allen Burgs
Chair Signature

12/18/2025
Date

Englewood East Non-Urban Street & Drainage
Municipal Service Benefit Unit

Advisory Board Meeting Attendance
1:30 p.m., Thursday, September 18, 2025

Location: Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, FL

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

| NAME (please print) | Email Address | Phone Number |
|---|---|---|
| Andrea Jenkins | andreaqwhite@gmail | 704 264 6331 |
| Steve Kolof | Stephen Kolf | 703 624-8243 |
| Shaun Obundle | SEAVIPER@LIVE.com | 732267-2555 |
| Jim Gersch | Jim.gersch@gmail.com | 715-642-2503 |
| Steve Moore | Steve.Moore1392@gmail.com | 317-695-9391 |
| Steve Shimp | wsshimp@comcast.net | 609-774-6716 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

# AGENDA
## ENGLEWOOD EAST STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

## ADVISORY BOARD REGULAR MEETING
## THURSDAY, SEPTEMBER 18, 2025

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

**BOARD MEMBERS:** Glen Burnap, Chair
Shaun O'Rourke, Vice Chair
Jim Gersch
Stephen Kalaf
Andrea Jenkins

**COUNTY STAFF:** Lorraine Moneypenny, Community Liaison

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda / Motion to Approve Changes
4. Citizen Input on Agenda Items (3 Minute Limit)
5. Approval of Minutes: March 13, 2025
6. Unfinished Business
    a. FY26/27 Budget and Assessment Process
    b. FY25 Paving Program
    c. Willmington Sidewalk
    d. Castleberry Terrace area
7. New Business
    a. Financial Reports
    b. New Quorum Rule
8. Citizen Input on MSBU Items (3 Minute Limit)
9. Annual Training: Florida Sunshine Law, Robert's Rules of Order
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

## Englewood East Street and Drainage MSBU

Fund Financial Report

Oct. 1, 2024 - June 30, 2025

| | Actual FY2024 | Adopted Budget FY2025 | *Amended Budget FY2025* | YTD Actual FY2025 | Encumbered FY2025 | Balance FY2025 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | $7,101,795 | $8,102,882 | $8,102,882 | $8,962,258 | | |
| **Revenues** | | | | | | |
| Assessments & Earnings | 3,536,529 | 3,012,945 | | 3,099,710 | | |
| Grant & Subsidy Revenue | - | - | | - | | |
| Loans & Borrowing | - | 7,310,000 | | 4,560,000 | | |
| **Total Revenue** | $3,536,529 | $10,322,945 | $10,322,945 | $7,659,710 | | |
| **Expenditures** | | | | | | |
| Contract Services | 64,010 | 5,460 | | 47,570 | 34,973 | (77,083) |
| Pipe Lining | 57,250 | 150,000 | | 120,050 | - | 29,950 |
| ROW Maintenance | 97,283 | 103,209 | | 71,480 | 44,396 | (12,667) |
| ROW Reclaimation | - | - | | - | - | - |
| Speciality Mowing | 44,355 | 81,721 | | 24,408 | 38,304 | 19,009 |
| Public Works Services | 971,102 | 1,506,352 | | 490,459 | - | 1,015,893 |
| Internal Charges | 17,293 | 11,616 | | 11,616 | - | - |
| Purchased Services | 38,873 | 82,200 | | 69,416 | 2,086 | 10,699 |
| Materials and Supplies | - | - | | - | - | - |
| Capital Outlay | - | - | | - | - | - |
| Debt Services | - | 292,211 | | 18,343 | - | 273,868 |
| **Project Costs** | | | | | | |
| Eng. East Sidewalks (Pennell-Roberta) | 173 | 3,335 | | 43 | 3,335 | (43) |
| Eng. East Bridge Maint. Plan | 255,231 | 2,439,955 | | 961,816 | 25,470 | 1,452,669 |
| Gulf Cove/Eng. East Bridge Mant. Plan | 130,497 | 176,534 | | 2,086 | 4,897 | 169,550 |
| Eng. East Paving Program FY25 | - | 8,670,000 | 410,961 | 3,337,727 | 5,594,751 | 148,483 |
| **Total Expenditures** | $1,676,066 | $13,522,593 | 13,933,554 | $5,155,014 | $5,748,212 | $3,030,328 |
| **Reserves (Ending Fund Balance)** | $8,962,258 | $4,903,234 | $4,492,273 | $11,466,954 | | |
| *Reserve %* | *84.2%* | *26.6%* | *24.4%* | *69.0%* | | |

*Gulf Cove SD and Englewood East SD split bridge maintenance costs proportionately.

*Budget Amendment to add additional funding for paving.*

Date Prepared: 8/20/2025

# Englewood East Phased Paving

Phased Paving Projection - *Sidewalk Project Removed

* INCLUDES revised work program with additional drainage work

NEW SCENARIO as of 7.30.25

| | Estimate FY2025 | Prelim FY2026 | Prelim FY2027 | Projected FY2028 | Projected FY2029 | Projected FY2030 |
|---|---|---|---|---|---|---|
| | | $ 292.00 FY26 rate | | | | |
| **BEGINNING BALANCE** | $ 8,962,258 | $5,047,091 | $5,550,144 | $6,029,239 | $4,160,783 | $3,259,772 |
| **OPERATING REVENUES** | | | | | | |
| Assessments & Earnings | 3,076,563 | 4,585,598 | 4,587,271 | 4,684,808 | 4,678,465 | 4,675,406 |
| External Borrowing Paving Phase 1 | 4,560,000 | - | - | - | - | - |
| External Borrowing Paving Phase 2 | - | 12,580,000 | - | - | - | - |
| External Borrowing Paving Phase 3 | - | - | 16,967,000 | | | |
| **Total Revenue** | $7,636,563 | $17,165,598 | 21,554,271 | 4,684,808 | $4,678,465 | $4,675,406 |
| **OPERATING EXPENDITURES** | | | | | | |
| Bridge Maintenance | 945,165 | 1,344,281 | - | - | - | - |
| Sidewalk Project | 3,378 | - | - | - | - | - |
| Other Operating Expenditures | 1,578,229 | 1,579,328 | 1,784,081 | 1,805,647 | 1,817,147 | 1,626,967 |
| Paving Phase 1 | 8,910,961 | 918,000 | - | - | - | - |
| Principal Payments (Paving Phase 1) | - | 304,000 | 304,000 | 304,000 | 304,000 | 304,000 |
| Interest Payments (Paving Phase 1) | 113,996 | 217,426 | 206,332 | 194,683 | 182,452 | 169,610 |
| Paving Phase 2 | - | 11,985,000 | 753,780 | - | - | - |
| Principal Payments (Paving Phase 2) | - | - | 839,000 | 839,000 | 839,000 | 839,000 |
| Interest Payments (Paving Phase 2) | - | 314,510 | 599,870 | 569,262 | 537,124 | 503,379 |
| Paving Phase 3 | - | - | 16,163,940 | 899,640 | - | - |
| Principal Payments (Paving Phase 3) | - | - | - | 1,132,000 | 1,132,000 | 1,132,000 |
| Interest Payments (Paving Phase 3) | - | - | 424,173 | 809,033 | 767,753 | 724,409 |
| **Total Expenditures** | 11,551,729 | 16,662,545 | $21,075,176 | $6,553,264 | $5,579,476 | $5,299,364 |
| **RESERVE (ENDING FUND BALANCE)** | $5,047,091 | $5,550,144 | $6,029,239 | $4,160,783 | $3,259,772 | $2,635,814 |
| *Reserve %* | *30.4%* | *25.0%* | *22.2%* | *38.8%* | *36.9%* | *33.2%* |

*Notes:*

- *Rate increase from $190 FY25 to $292 FY26 for phased paving*
- *Rate increase has been lowered to the minimum reserve policy levels for contingency and cash carried forward.*
- *Sidewalk project and related operating impacts removed*
- *Scenario includes revised work program with additional drainage work*
- *Projection is based on 15 year paving loans*
- *Rate reduction anticipated in FY40 upon payoff of Phase 1 Paving loan*

Created by Fiscal Services

# Englewood East Phased Paving

Phased Paving Projection - *Sidewalk Project Removed

**INCLUDES* revised work program with additional drainage work

*NEW SCENARIO as of 7.30.25*

| | Projected FY2031 | Projected FY2032 | Projected FY2033 | Projected FY2034 | Projected FY2035 | Projected FY2036 |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | $2,635,814 | $2,108,422 | $1,627,879 | $1,235,058 | $931,237 | $724,978 |
| **OPERATING REVENUES** | | | | | | |
| Assessments & Earnings | 4,673,288 | 4,639,973 | 4,638,342 | 4,637,008 | 4,635,977 | 4,635,276 |
| External Borrowing Paving Phase 1 | - | - | - | - | - | - |
| External Borrowing Paving Phase 2 | - | - | - | - | - | - |
| External Borrowing Paving Phase 3 | | | | | | |
| **Total Revenue** | $4,673,288 | $4,639,973 | $4,638,342 | $4,637,008 | $4,635,977 | $4,635,276 |
| **OPERATING EXPENDITURES** | | | | | | |
| Bridge Maintenance | - | - | - | - | - | - |
| Sidewalk Project | - | - | - | - | - | - |
| Other Operating Expenditures | 1,622,711 | 1,641,697 | 1,656,452 | 1,675,429 | 1,691,615 | 1,712,248 |
| Paving Phase 1 | - | - | - | - | - | - |
| Principal Payments (Paving Phase 1) | 304,000 | 304,000 | 304,000 | 304,000 | 304,000 | 304,000 |
| Interest Payments (Paving Phase 1) | 156,125 | 141,966 | 127,099 | 111,489 | 95,098 | 77,888 |
| Paving Phase 2 | - | - | - | - | - | - |
| Principal Payments (Paving Phase 2) | 839,000 | 839,000 | 839,000 | 839,000 | 839,000 | 839,000 |
| Interest Payments (Paving Phase 2) | 467,946 | 430,743 | 391,678 | 350,661 | 307,593 | 262,372 |
| Paving Phase 3 | - | - | - | - | - | - |
| Principal Payments (Paving Phase 3) | 1,132,000 | 1,132,000 | 1,132,000 | 1,132,000 | 1,132,000 | 1,132,000 |
| Interest Payments (Paving Phase 3) | 678,897 | 631,110 | 580,934 | 528,249 | 472,930 | 414,845 |
| **Total Expenditures** | $5,200,680 | $5,120,516 | $5,031,164 | $4,940,828 | $4,842,236 | $4,742,352 |
| **RESERVE (ENDING FUND BALANCE)** | $2,108,422 | $1,627,879 | $1,235,058 | $931,237 | $724,978 | $617,903 |
| *Reserve %* | *28.8%* | *24.1%* | *19.7%* | *15.9%* | *13.0%* | *11.5%* |

*Notes:*

- *Rate increase from $190 FY25 to $292 FY26 for phased paving*
- *Rate increase has been lowered to the minimum reserve policy levels for contingency and cash carried forward.*
- *Sidewalk project and related operating impacts removed*
- *Scenario includes revised work program with additional drainage work*
- *Projection is based on 15 year paving loans*
- *Rate reduction anticipated in FY40 upon payoff of Phase 1 Paving loan*

Created by Fiscal Services

Englewood East Phased Paving
Phased Paving Projection - *Sidewalk Project Removed
**INCLUDES* revised work program with additional drainage work
*NEW SCENARIO as of 7.30.25*

| | | | | evaluate rate | | |
|---|---|---|---|---|---|---|
| | Projected FY2037 | Projected FY2038 | Projected FY2039 | Projected FY2040 | Projected FY2041 | Projected FY2042 |
| **BEGINNING BALANCE** | $617,903 | $619,244 | $729,418 | $961,571 | $1,310,790 | $2,057,543 |
| **OPERATING REVENUES** | | | | | | |
| Assessments & Earnings | 4,634,913 | 4,634,918 | 4,635,291 | 4,636,080 | 4,637,265 | 4,639,801 |
| External Borrowing Paving Phase 1 | - | - | - | - | - | - |
| External Borrowing Paving Phase 2 | - | - | - | - | - | - |
| External Borrowing Paving Phase 3 | | | | | | |
| **Total Revenue** | $4,634,913 | $4,634,918 | $4,635,291 | $4,636,080 | $4,637,265 | $4,639,801 |
| **OPERATING EXPENDITURES** | | | | | | |
| Bridge Maintenance | - | - | - | - | - | - |
| Sidewalk Project | - | - | - | - | - | - |
| Other Operating Expenditures | 1,730,011 | 1,754,053 | 1,771,960 | 1,797,990 | 1,817,814 | 1,846,024 |
| Paving Phase 1 | - | - | - | - | - | - |
| Principal Payments (Paving Phase 1) | 304,000 | 304,000 | 304,000 | 304,000 | - | - |
| Interest Payments (Paving Phase 1) | 59,817 | 40,842 | 20,919 | 4,184 | - | - |
| Paving Phase 2 | - | - | - | - | - | - |
| Principal Payments (Paving Phase 2) | 839,000 | 839,000 | 839,000 | 839,000 | 834,000 | - |
| Interest Payments (Paving Phase 2) | 214,889 | 165,032 | 112,683 | 57,715 | 28,858 | - |
| Paving Phase 3 | - | - | - | - | - | - |
| Principal Payments (Paving Phase 3) | 1,132,000 | 1,132,000 | 1,132,000 | 1,132,000 | 1,132,000 | 1,119,000 |
| Interest Payments (Paving Phase 3) | 353,855 | 289,817 | 222,576 | 151,973 | 77,840 | 38,920 |
| **Total Expenditures** | $4,633,572 | $4,524,744 | $4,403,138 | $4,286,862 | $3,890,512 | $3,003,944 |
| **RESERVE (ENDING FUND BALANCE)** | $619,244 | $729,418 | $961,571 | $1,310,790 | $2,057,543 | $3,693,400 |
| *Reserve %* | *11.8%* | *13.9%* | *17.9%* | *23.4%* | *34.6%* | *55.1%* |

*Notes:*
- *Rate increase from $190 FY25 to $292 FY26 for phased paving*
- *Rate increase has been lowered to the minimum reserve policy levels for contingency and cash carried forward.*
- *Sidewalk project and related operating impacts removed*
- *Scenario includes revised work program with additional drainage work*
- *Projection is based on 15 year paving loans*
- *Rate reduction anticipated in FY40 upon payoff of Phase 1 Paving loan*

Created by Fiscal Services

# BCC Workshop - MSBU

August 19, 2025

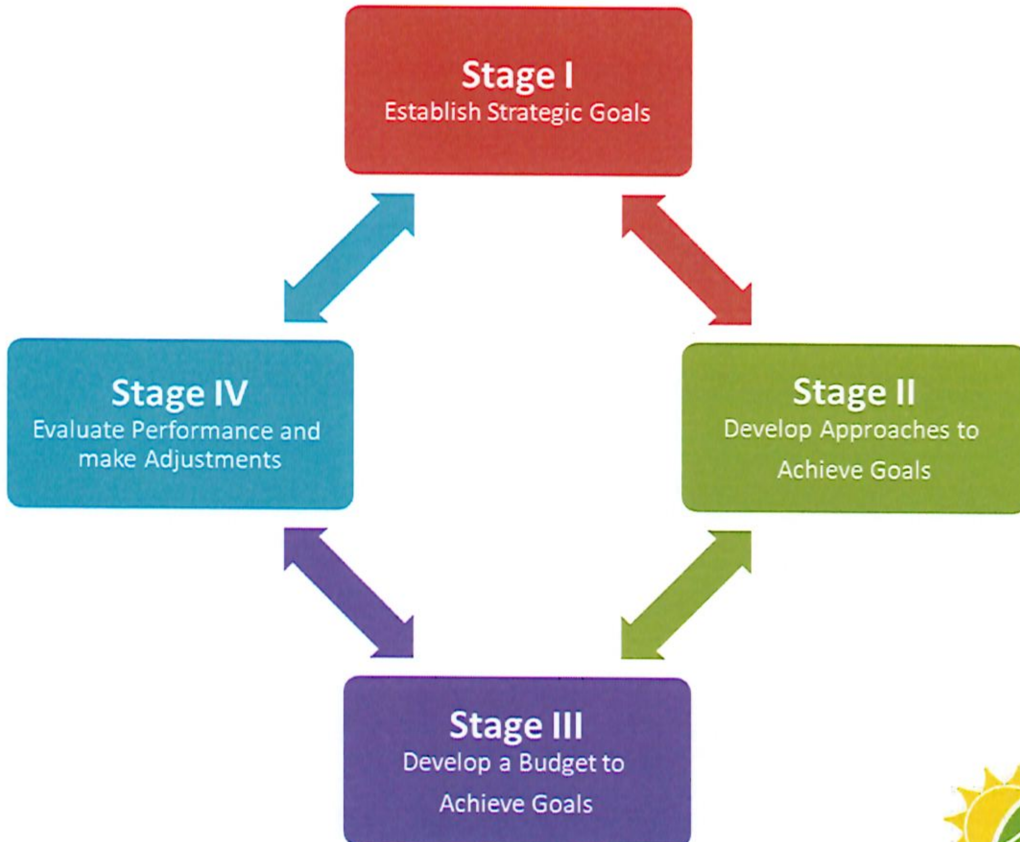
CHARLOTTE COUNTY
FLORIDA

# Agenda

- Budget Process
  - Budget Stages and Calendar Overview
  - Reserve Policy (MSBU)
  - Previous Rate Reductions (May 20 Workshop)
- Additional Rate Reduction Options
  1. Cook and Brown Street Unit
  2. Englewood East Street and Drainage Unit
  3. Placida Area Street and Drainage Unit
  4. Gardens of Gulf Cove Street and Drainage Unit
  5. Harbour Heights Waterway Unit
  6. Northwest Port Charlotte Waterway Unit

CHARLOTTE COUNTY
FLORIDA

# Stages of the Budget Process




CHARLOTTE COUNTY
FLORIDA

# Budget Process Calendar

## December

Budget Process Introduction Workshop
Compiling results from Employee Survey and Citizens Survey

## January

Prepare Strategic Review Packet for BCC: Citizen and Employee Surveys, Next Big Things, Scenario Planning
Updating Financial Trends and Projections
Reviewing Organization and Community Plan

## February

BCC Strategic Plan Workshop (BCC Retreat)
Board Workshop for Capital Projects
Departments to Update Performance Based Budget Information (PBB)
Department Budget Submission Due

## March

Budget Process Update Workshop:

- Overview of Financial Trends
- Review of Policies
- Preliminary Projections
- Confirm Updated Bold Goals

Department meetings with Budget Director to review operations and programs, confirm requests and prepare for meeting with Admin

## April

Departmental Budget meetings with Admin

## May

BCC Strategic Focus Area Workshops:

- Review of operations, service levels, and cost by strategic focus area
- Review efforts to advance BCC Goals
- Update Revenue Picture

## June

Internal balancing of budget

## July

Presentation of Recommended Budget
MSBU Public Hearings

## September

Public Hearings on Recommended 2025/26 – 2026/27 Budget
BCC adoption of 2025/26-2026/27 Budget
Public Hearing to adopt final FY2026 MSBU rates
BCC adoption of FY2026 Capital Improvement Program

# Reserve Policy

**II. Municipal Service Benefit Units**

The components of Municipal Service Benefit Units reserves should include, but not be limited to the following:

**a. Reserve for Contingencies**

The purpose of reserve for contingencies is to maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and to ensure stable tax rates; and other unforeseen financial situations after exhausting all other funding options. The county should strive to maintain a balance not less than 5% and not greater than 10% percent of the total of the budget. Budget is defined as the amount available to spend to include beginning balance and revenues.

**b. 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. The county should strive to maintain a balance not less than 5% or greater than 10% percent of the total revenue receipts and balances (beginning balance) of the budget.

**c. Future Capital Outlay**

Any 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.

CHARLOTTE COUNTY
FLORIDA

# Rate Reductions

## As presented at MSBU Workshop – May 20, 2025

- Harbour Heights Street and Drainage
- Northwest Port Charlotte Street and Drainage
- Peace River Shores Street and Drainage
- Punta Gorda Non-Urban Street and Drainage
- Suncoast Waterway
- Mid Charlotte Stormwater
- Don Pedro Knight Island Beach Renourishment
- Manasota Key Beach Renourishment

CHARLOTTE COUNTY
FLORIDA

# Rate Reductions

## As presented at MSBU Workshop – May 20, 2025

| MSBU | Current FY25 | | | Proposed FY26 | | Max Rate | Reason for Reduction |
|---|---|---|---|---|---|---|---|
| **Street and Drainage** | Vacant | Occupied | mea | Vacant | Occupied | | |
| Harbour Heights | $ 355.00 | $ 355.00 | eru | $ 203.00 | $ 203.00 | $ 408.80 | Reduction in work program activities. |
| Northwest Port Charlotte | $ 218.00 | $ 218.00 | eru | $ 80.00 | $ 80.00 | $ 218.00 | Paid off paving loan, FY25 final year of rate increase. |
| Peace River Shores | $ 265.00 | $ 261.72 | eru | $ 30.00 | $ 30.00 | $ 334.00 | Paid off paving loan early. |
| Punta Gorda Non-Urban | $ 217.25 | $ 211.78 | eru | $ 57.00 | $ 57.00 | $ 217.25 | Paid off paving loan, FY25 final year of rate increase. |

| **Waterway** | Vacant | Occupied | mea | Vacant | Occupied | | |
|---|---|---|---|---|---|---|---|
| Suncoast | $ 738.07 | $ 738.07 | eru | $ 235.00 | $ 235.00 | $ 1,525.00 | Dredging project canceled. |

| **Stormwater** | Vacant | Occupied | mea | Vacant | Occupied | | |
|---|---|---|---|---|---|---|---|
| Mid Charlotte Stormwater | | | | | | | Stormwater drainage control structure replacement project completed. |
| Greater Port Charlotte Basin | $ 151.07 | $ 166.18 | acre | $ 76.00 | $ 76.00 | $ 200.00 | |
| Mid-Charlotte Basin | $ 93.80 | $ 103.19 | acre | $ 76.00 | $ 76.00 | $ 200.00 | |



CHARLOTTE COUNTY
FLORIDA

# Rate Reductions

## As presented at MSBU Workshop – May 20, 2025

| MSBU | Current FY25 | | | Proposed FY26 | | Max Rate | Reason for Reduction |
|---|---|---|---|---|---|---|---|
| **Beach Renourishment** | Vacant | Occupied | mea | Vacant | Occupied | | |
| Don Pedro Knight Island Beach Renourishment | | | | | | | Sufficient funding collected for capital assessment during first 7 years of cycle. |
| Commercial Recreation (C) | $ 0.698 | $ 0.698 | valu | $ - | $ - | $ 0.698 | |
| Government Recreation (C) | $ 0.699 | $ 0.699 | valu | $ - | $ - | $ 0.699 | |
| Nearshore Benefit Zone (C) | $ 23.300 | $ 23.300 | pt | $ - | $ - | $ 23.300 | |
| Residential Recreation (C) | $ 220.770 | $ 220.770 | edu | $ - | $ - | $ 220.770 | |
| Manasota Key Beach Renourishment | | | | | | | Sufficient funding collected for capital assessment during first 7 years of cycle. |
| Commercial Recreation (C) | $ 1.332 | $ 1.332 | valu | $ - | $ - | $ 1.332 | |
| Government Recreation (C) | $ 1.337 | $ 1.337 | valu | $ - | $ - | $ 1.337 | |
| Nearshore Benefit Zone (C) | $ 55.850 | $ 55.850 | pt | $ - | $ - | $ 55.850 | |
| Residential Recreation (C) | $ 341.770 | $ 341.770 | edu | $ - | $ - | $ 341.770 | |



CHARLOTTE COUNTY
FLORIDA

# Additional Reduction Options

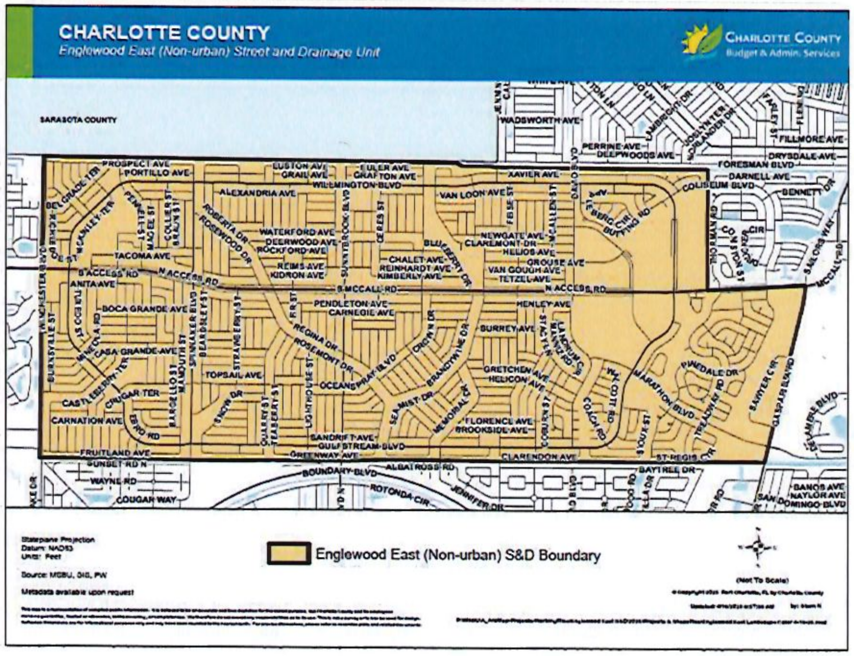
| MSBU | Current FY25 Rate | Approved FY26 Rate | Reduced FY26 Rate | Decrease |
|---|---|---|---|---|
| **Cook and Brown Street Unit** | | | | |
| Revised Work Program | $20.00 | $53.00 | **$45.00** | ($8.00) |
| Revised Work Program with Incremental Increase | $20.00 | $53.00 | **$31.00** | ($22.00) |
| **Englewood East Street and Drainage** | | | | |
| *No Sidewalks* | | | | |
| Revised Work Program | $190.00 | $292.00 | **$285.00** | ($7.00) |
| Revised Work Program with additional drainage | $190.00 | $292.00 | **$292.00** | $0.00 |
| **Placida Street and Drainage** | | | | |
| *No Sidewalks* | | | | |
| Revised Work Program | $235.15 | $385.00 | **$367.00** | ($18.00) |
| * Revised Work Program - Deferring pipe to FY27 | $235.15 | $385.00 | **$323.00** | ($62.00) |
| **Gardens of Gulf Cove Street and Drainage** | | | | |
| *Revised Work Program* | | | | |
| Full Paving in FY26 | $350.00 | $591.00 | **$543.00** | ($48.00) |
| Phased Paving - Coliseum split east and west | $350.00 | $591.00 | **$450.00** | ($141.00) |
| Phased Paving - Coliseum & Thorman, then others | $350.00 | $591.00 | **$374.00** | ($217.00) |
| **Harbour Heights Waterway** | | | | |
| * No Dredge - Rate reduction | $300.00 | $300.00 | **$132.00** | ($168.00) |
| **Northwest Port Charlotte Waterway** | | | | |
| *Dredge Depth -3.8' mean low water* | | | | |
| * 3 year loan | $100.00 | $310.00 | **$100.00** | ($210.00) |

*Rates have been lowered to the minimum reserve policy levels for contingency and cash carried forward.*

* Option is not recommended.

# Englewood East Street and Drainage

# Englewood East Street and Drainage




The Board of County Commissioners adopted the final assessment resolution on July 17, 2025, with a max rate of $292 to fund the paving program, removing the sidewalk capital improvement project (CIP) while directing staff to review the proposed Public Works services work program.

# Englewood East Street and Drainage

Revised Work Program:

- Staff based future work programs on FY24 actual expenditures and current service requests.
- Staff reduced activities under Public Works Services for right-of-way watering, road edging, striping, legends and markings, reflective pavement markers, shoulder repairs, side lot outfall maintenance, and right-of-way clearing and hauling.



CHARLOTTE COUNTY
FLORIDA

# Englewood East Street and Drainage

| MSBU | Current FY25 Rate | Approved FY26 Rate | Reduced FY26 Rate | Decrease | Year of rate change | Rate Change # of years | Loan Term (years) | Lowest Reserve % |
|---|---|---|---|---|---|---|---|---|
| **Englewood East Street and Drainage** | | | | | | | | |
| *No Sidewalks* | | | | | | | | |
| Revised Work Program | $190.00 | $292.00 | **$285.00** | ($7.00) | FY40 | 14 | 15 | 10.6% |
| Revised Work Program with Additional Drainage | $190.00 | $292.00 | **$292.00** | $0.00 | FY40 | 14 | 15 | 11.5% |

Options:

1. Retain Approved FY26 Rate at $292.00.
2. Reduced FY26 Rate at $285.00. (Revised Work Program)
3. Revised FY26 Rate at $292.00. (Revised Work Program with Additional Drainage)
    - Additional drainage services include line & grade, standard cuts and vacuum culvert cleaning.

Max Rate: $292.00



CHARLOTTE COUNTY
FLORIDA

**Charlotte County Government**
*"To exceed expectations in the delivery of public services."*
www.CharlotteCountyFL.com

# MEMORANDUM

JSK 25-063

Date: September 17, 2025

To: All County Recording Secretaries

From: Janette S. Knowlton, County Attorney JSK

Subject: Quorum Provision Update

Please be advised that, in response to recent case law, we are implementing an important update regarding quorum requirements when a board member has a voting conflict of interest.

**Effective immediately**, when a board member is legally prohibited from voting on a matter due to a conflict of interest and must recuse themselves, that member **shall not be counted toward the quorum for that specific item**.

If the recusal results in the loss of a quorum on that matter, the item can automatically be **continued to the next scheduled meeting** for further consideration.

This change will be formally incorporated into board rules and bylaws during the next scheduled review process. In the interim, please distribute this memo at your upcoming board meetings and ensure that board Chairs are made aware of this procedural adjustment so they may implement it as appropriate.

Should you have any questions or require clarification, feel free to contact me directly.

Thank you for your attention to this important matter.

JSK/ca

**OFFICE OF THE COUNTY ATTORNEY**
18500 Murdock Circle | Port Charlotte, FL 33948
Phone: 941.743.1330 | Fax: 941.743.1550