

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, DECEMBER 18, 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
Wesley England
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. Election of Officers
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: September 9, 2024
6. Unfinished Business
 - a. Bridge Maintenance Program
 - b. Dorchester Street Sidewalk Project
 - c. Future Sidewalks
 - d. Update: FY23 Paving Program
7. New Business
 - a. Financial Reports
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Annual Review: Sunshine Law, Roberts Rules of Order
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, DECEMBER 18, 2024**

**2:09 p.m. – 3:34 p.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: Greg Carney
Wesley England
Stephanie King
Members Absent: John Carlson, Apologies Received
Bob Logan
County Staff: Erica Hayes, Community Liaison
Guests: Sign in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 2:09 p.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

Election of Officers and the Annual Review of Sunshine Law and Roberts Rules of Order has been rescheduled for our next regularly scheduled meeting.

Citizen Input on Agenda Items Only (3 Minute Limit):

None

Approval of Minutes:

The draft minutes from September 9, 2024, were unanimously approved as submitted.

Unfinished Business:

- a. Bridge Maintenance Program: Mrs. Hayes provided an update that the design and permitting for the Greater Port Charlotte Bridge Rehabilitations will be completed in February 2025, they will be put out to bid for construction in March and likely be under construction by the Summer of 2025. The Midway bridges will go out for design in Spring 2025. The design firm will provide examples of bridge rails for the MSBU to choose from. The Advisory Board will have a choice of using a Texas rail or a Standard rail.
- b. Dorchester Street Sidewalk Project: Mrs. Hayes provided an update from the projects manager stating that we held the pre-construction meeting on December 11, 2024. The contractor has set the start date for February 3, 2025. The work will start with the installation of MOT signs and silt fencing. Florida Power and Light (FPL) and Century-Link were also present for the meeting. FPL is currently notifying property owners on the tree trimming they will need to complete for the relocation of the power poles, Century-Link will also be moving their pedestals back to the right of way (ROW) line. This work should be starting mid-January and should only take a couple weeks to complete.

- c. Future Sidewalks: The group discussed future potential sidewalk locations focusing on Cannolot Boulevard.
- d. Update: FY23 Paving Program: Mrs. Hayes presented the Fiscal Year (FY) 2024 paving maps focusing on the completed locations and the pending locations for GPC. The group voiced concerns regarding Charlotte County Utilities (CCU) projects causing a delay in paving.

New Business

- a. Financial Reports: The FY24 quarter four expenditure report was reviewed. The FY25 Adopted Budget was reviewed. There were no questions at this time.

Citizen Input on MSBU Items (3 Minute Limit):

Mr. Barcomb is requesting the advisory board consider sidewalks on O'Hara Drive.

Advisory Board Open Discussion:

The group discussed a broken sidewalk on Edgewater Boulevard near Gaines Park. The group also discussed median landscaping along Edgewater Boulevard that needs attention.

Schedule Meetings / Items for Next Agenda:

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

- January 13, 2025

The meeting adjourned at 3:34 p.m.

Submitted by: Erica Hayes
Public Works Department

Bob Sozan
Chair Signature

July 23, 2025
Date

Greater Port Charlotte Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Sept. 30, 2024

Unaudited as of 9.30.24

	Actual FY2023	Adopted Budget FY2024	Amended Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$16,485,568	\$18,696,282	\$18,696,282	\$23,594,218		
Revenues						
Assessments & Earnings	10,251,180	9,064,120		10,160,392		
Grant & Subsidy Revenue	-	-		-		
Loans & Borrowing	-	-		-		
Total Revenue	\$10,251,180	\$9,064,120	\$9,064,120	\$10,160,392		
Expenditures						
Contract Services	165,170	125,411		521,215	100,404	(496,208)
Pipe Lining	481,479	544,441		244,258	171,056	129,127
ROW Maintenance	222,870	279,264		241,015	78,375	(40,126)
ROW Reclamation	-	-		-	-	-
Speciality Mowing	205,473	266,515		170,180	144,865	(48,530)
Public Works Services	1,605,691	5,383,711		3,616,395	-	1,767,316
Internal Charges	70,523	96,373		96,373	-	-
Purchased Services	121,890	339,926		234,802	-	105,124
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		540	-	(540)
Debt Services	-	-		-	-	-
Project Costs						
GPC Bridge Maint. & Rehab. Program	461	776,000		270,602	72,794	432,604
GPC Sidewalk	2,766	3,662,173		29,530	39,925	3,592,718
GPC Paving Program	162,655	4,455,876	9,451,765	3,337,401	6,187,495	312,746
Drainage Restoration Ackerman Project	103,552	224,620		-	134,372	90,248
Total Expenditures	\$3,142,530	\$16,154,310	21,536,075	\$8,762,311	\$6,929,285	\$5,844,479
Reserves (Ending Fund Balance)	\$23,594,218	\$11,606,092	\$6,224,327	\$24,992,299		
Reserve %	88.2%	41.8%		74.0%		

Budget Amendment to add additional funds for paving.

Date Prepared: 10/29/2024

Adopted Budget
FY2025

Vacant

Cost per ERU

Occupied

Cost per ERU

Current FY24 Occupied Rate
Current Maximum Rate

Beginning Balance

Revenues

Assessments & Earnings

GDC Recovery (Interfund Trf-Capital Projects)

Grant & Subsidy Revenue

Loans & Borrowing

Total Revenue

Expenditures

Contract Services

Other Contractual Svcs

Concrete Flatwork

Drainage

Street Sweeping

Installed Sod

Paving

Contract Services; other

Pipe Lining

Right of Way Maint

ROW Reclamation

Specialty Mowing

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
Public Works Services			
Equip Repl Charges-PubWrks	562,164	562,164	-
Operating Exp-PubWrks	3,228,192	3,228,192	-
Road & Bridge Materials	1,472,349	1,472,349	-
Sign Materials	-	-	-
Internal Charges			
Central/Indirect Svcs	101,192	48,380	(52,812)
Purchased Services			
Postage-MSBU Notices	-	-	-
Personal Svcs-InterDept	-	-	-
Postage	-	-	-
Utility Service-Electricity	500	500	-
Advertising-Legal	-	-	-
Fees-Landfill	150,000	150,000	-
Collection Fee-Tax Collector	189,426	189,055	(371)
Materials and Supplies			
Capital Outlay			
ROW Acquisition	-	-	-
Imprv-Other Than Bldgs	-	-	-
Debt Services			
Principal	-	-	-
Interest	-	-	-
Other Debt Service Costs	-	-	-
Project Costs			
GPC Sidewalks			
Engineering	-	214,305	214,305
Construction	-	3,283,593	3,283,593
Labor	-	156,140	156,140
GPC Paving Program			
Paving	4,070,000	11,969,339	7,899,339
Pavement Rejuvenation	456,000	760,475	304,475
Labor	81,400	130,200	48,800
GPC Bridge Maint. & Rehab. Program			
Engineering	100,000	200,000	100,000
Construction	670,000	556,000	(114,000)
Labor	20,000	16,374	(3,626)
Drainage Restoration Ackerman Project			
Engineering	-	-	-
Construction	-	134,372	134,372
Labor	-	-	-
Total Expenditures	12,335,782	24,305,997	11,970,215
Reserves (Ending Fund Balance)	\$ 8,309,615	\$ 10,758,760	\$ 2,449,145
Reserve %	40.2%	30.7%	

Version Date

9/8/2024

FY2025 Capital Improvements Budget / FY 2025 - FY 2030 Project Detail										Project No. c412001																																																																																																																																																																																																																																																													
GENERAL PROJECT DATA:		Status	In Progress		CONCURRENCY REQUIREMENTS		PROJECT NEED		PROJECT SCHEDULE		FY25		FY26		FY27		FY28		FY29		FY30																																																																																																																																																																																																																																																		
Project Title:		Greater Port Charlotte Master Sidewalk Plan		Does project add new capacity?		Yes		CRITERIA		Safety		Design/Arch		FY25		FY26		FY27		FY28		FY29																																																																																																																																																																																																																																																	
Functional Area:		Pedestrian Mobility		Is project required to maintain level of service:		No		Mandate		Land/ROW		FY25		FY26		FY27		FY28		FY29		FY30																																																																																																																																																																																																																																																	
Department:		Public Works/Engineering		- Within 5 years? List project in CIE		No		Replace		Construct		FY25		FY26		FY27		FY28		FY29		FY30																																																																																																																																																																																																																																																	
Location:		GPC MSBU, Mid County		- From 6 to 10 years? Monitor Annually		No		Growth		Equipment		FY25		FY26		FY27		FY28		FY29		FY30																																																																																																																																																																																																																																																	
PROJECT DESCRIPTION: Sidewalk design and construction in the Greater Port Charlotte MSBU. Selection of roads to construct sidewalks on will be chosen from the GPC Sidewalk Master Plan that was developed for the GPC MSBU beginning with school priority. For approximately 11,660 linear feet of new sidewalk. Dorchester St from Bachmann Blvd to Yancy St - 9,460 lf Yancy St from Dorchester St to Midway Blvd - 305 lf Bachmann Blvd from Dorchester St to Atwater St - 1,895 lf																																																																																																																																																																																																																																																																							
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Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2025

Project Costs (in thousands)	Project Name							2025	2026	2027	2028	2029	2030	TOTAL
Burnt Store Village/Woodland Estates								55	7	6	5	5	4	82
Englewood East Paving and Mnt Program								8,962	890	262	247	230	213	10,804
Gardens of Gulf Cove Paving Program								0	2,236	232	84	79	74	2,707
Greater Port Charlotte Road Paving Program								12,860	4,151	4,151	4,151	4,151	4,151	33,617
Grove City Paving Program								0	5,074	645	164	156	148	6,186
Lemon Bay Paving and Maintenance Program								9,776	300	283	265	245	225	11,095
Pirate Harbor Paving Program								291	40	38	35	32	30	466
Placida Paving and Maintenance Program								4,017	478	127	119	111	103	4,954
Rotonda Meadows and Villas Paving and Mnt Program								0	5,303	231	646	205	191	6,576
Rotonda West Paving Program								17,724	1,933	800	755	707	658	22,576
South Burnt Store Paving								6,131	86	75	51	33	0	6,376
South Gulf Cove Paving Program Ph 2 and 3								0	9,104	10,146	664	0	0	19,914
Tropical Gulf Acres Paving and Mnt Program								0	1,020	306	0	0	0	1,326
TOTAL								59,817	30,622	17,302	7,186	5,955	5,797	126,679

Capital Maintenance Schedule
Public Works MSBU Paving
Long Range Plan 2025

	Year Last Paved	Cost Last Paved	Total Mileage for MSBU	Today's cost per mile (on average)	2023 Updated Cost for Asphalt	Cost/20yrs unit per yr	Unit	Next Paving Year
Boca Grande St/Dr - Maint	2010	234,691	2.90	155,000	449,500	22,475	31.71	2030
Burnt Store Village St/Dr-Maint	2014	1,701,556	14.40	155,000	2,232,000	111,600	78.16	2034
BSV - Woodland Estates/Harborside	2005	N/A	1.13	155,000	175,150	8,758	86.20	2022
Cook & Brown St - Maint	2019-2020	1,103,092	6.40	155,000	992,000	49,600	8.66	2040
Deep Creek N-Urb St/Dr-Maint	2013-2020	8,569,990	73.60	155,000	11,408,000	570,400	65.67	2037
Don Pedro/Knight Isl St/Dr*	2008	137,417	4.80	155,000	744,000	37,200	0.00	2028
Englewood East N-Urb St/Dr-Maint	2005-2007	13,643,734	179.80	155,000	27,869,000	1,393,450	85.10	2027
Gardens Gulf Cove St/Dr-Maint	2004	1,037,245	10.90	155,000	1,689,500	84,475	85.32	2025
Grt Port Charlotte St/Dr-Maint	continuous		658.54	155,000	102,073,700	5,103,685	82.86	continuous
Grove City St/Dr-Maint	2005	1,858,379	21.30	155,000	3,301,500	165,075	62.23	2026
Gulf Cove St/Dr-Maint	2009-2015	9,771,350	93.60	155,000	14,508,000	725,400	87.94	2032
Harbour Hts St/Dr-Maint	2017-2019	3,145,589	25.96	155,000	4,023,800	201,190	85.93	2038
Lemon Bay St/Dr-Maint	1997-2003	1,672,998	37.50	155,000	5,812,500	290,625	66.60	2022
Manasota Key St/Dr	2012	114,157	2.00	155,000	310,000	15,500	0.00	2032
NW Port Char N-Urb St/Dr-Maint	1994-2000	10,040,018	186.30	155,000	28,876,500	1,443,825	83.03	2017-2022
Peace River Shores St/Dr-Maint	2018	2,237,440	18.70	155,000	2,898,500	144,925	84.45	2038
Pirate Harbor St/Dr Maint	2005	385,636	4.71	155,000	730,050	36,503	90.31	2023
Placida St/Dr	2006-2007	1,762,981	18.60	155,000	2,883,000	144,150	70.11	2029
Punta Gorda N-Urb St/Dr	2016-2019	888,527	79.80	155,000	12,369,000	618,450	85.46	2025
Rotonda Heights St/Dr	2018	2,408,912	17.06	155,000	2,644,300	132,215	69.55	2038
Rotonda Lakes St/Dr	2012	3,220,900	28.40	155,000	4,402,000	220,100	63.07	2032
Rotonda Meadows & Villas St/Dr	2017	3,478,737	56.50	155,000	8,757,500	437,875	81.38	2024/2037
Rotonda Sands North St/Dr	2012	2,737,820	25.00	155,000	3,875,000	193,750	79.17	2032
Rotonda West St/Dr- Maint	2004	1,284,165	81.80	155,000	12,679,000	633,950	71.15	2025
South Burnt Store St/Dr-Maint	2005	1,815,190	22.17	155,000	3,436,350	171,818	75.74	2024
South Gulf Cove N-Urb Ph 2-5	2003-2007	8,030,017	100.70	155,000	15,608,500	780,425	53.24	2025-2027
South Gulf Cove Ph 1 Area	2019	1,436,553	46.60	155,000	7,223,000	361,150	0.00	2039
South PG Heights St/Dr-Maint	2018-2020	394,551	9.70	155,000	1,503,500	75,175	82.80	2039
South PG Heights East St/Dr-Maint	2006	427,661	5.87	155,000	909,850	45,493	75.59	2026
South PG Heights West St/Dr-Maint	2018-2020	610,473	11.20	155,000	1,736,000	86,800	79.26	2039
Suncoast Blvd St/Dr	2019-2020	126,765	0.76	155,000	117,800	5,890	19.25	2039
Town Estates St/Dr	2012	497,054	6.10	155,000	945,500	47,275	70.80	2032
Tropical Gulf Acres St/Dr-Maint	2012-2014*	2,700,397	33.90	155,000	5,254,500	262,725	32.50	2033

Note: Today's Cost reflects what it would cost to pave today, not any time in the future, and is the estimate for asphalt only and excludes base repair. No incidental costs are included.

Capital Maintenance Schedule
Public Works - MSBU/TU Bridges
2025

Project Costs (in thousands)

Project Name	2025	2026	2027	2028	2029	2030	TOTAL
Don Pedro Bridge Maintenance Plan	58	0	53	0	53	0	164
Englewood East Bridge Maintenance Plan	2,440	47	33	0	0	0	2,520
GPC Bridge Maintenance and Rehabilitation Program	772	790	705	336	0	0	2,603
Grove City Bridge Rehabilitation	110	0	18	0	0	0	128
Gulf Cove/Englewood East Bridge Maintenance	353	0	38	0	0	0	391
NWPC Bridge Maintenance and Rehabilitation Program	2,137	680	0	0	0	0	2,817
Placida Bridge Rehabilitation Plan	0	39	49	0	0	0	88
Rotonda West Bridge Maintenance Program	8,863	171	565	0	0	0	9,598
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,844	1,305	720	0	0	0	6,869
TOTAL	19,578	3,032	2,181	336	53	0	25,179

