

EXECUTION PROPOSAL FOR ACCESS WAY MAINTENANCE - draft

Table of Contents

Section 1.0 Introduction

Section 1.1 Purpose

Section 2.0 Governance

Section 2.1 Authority

Section 2.2 Access Way Maintenance Committee Responsibilities

Section 3.0 Access Way Assessment

Section 3.1 Cost Estimate Spreadsheet

Section 3.2 Work Schedule

Access Way Maintenance Committee Scope Document

1.0 Introduction

1.1 Purpose

This proposal (“Proposal”) provides direction for the establishment of - a new, Access Way Maintenance Committee (AMC), created by the District pursuant to Florida Law, that will, in part, evaluate and propose a maintenance plan for access ways in the District and a possible funding methodology (“Methodology”) to fund the access way maintenance by the District as authorized by Florida law. The possible funding methodology, which could be a new special assessment, will allow the Upper Captiva Fire ~~Prevention~~-Protection and Rescue Service District to “**provide or require maintenance of roadways, rights-of-way, alleyways, and pathways and docking facilities for fire safety and rescue purposes ...**”, as enumerated in Chapter 2004-470, Laws of Florida.

With regard to evaluating a possible funding methodology for the access way maintenance by the District, the AMC will consider various methods of funding the access way maintenance that are authorized by Florida law, including the possibility of implementing a new special assessment. The intent of a new funding method will be to fund the maintenance of all of the access ways that may be used by the District. The revenue generated from the new funding method, which could be through a new special assessment, will be used to bring all of the access ways that may be used by the District up to a minimum standard for use for fire and rescue safety purposes and to maintain a clearway free of obstructing vegetation and to provide for consistent scheduled

maintenance of the access ways in the District throughout the year.

Access way maintenance work includes: 1) trimming vegetation that extends into an access way, both native vegetation and owner-planted landscaping; and 2) access way surface maintenance.

2.0 Proposed Governance Structure for Decision Making on Maintenance of Access Ways

2.1 Board of Commissioners, Upper Captiva Fire Prevention and Rescue Service District

The Board of Commissioners will have final budgetary and execution oversight in the maintenance of all access ways that may be used by the District.

The Board of Commissioners (BOC) will:

1) Create a 5-person Access Way Maintenance Committee (AMC) to identify standards for access ways in the District, which includes roadways, rights of way, alley ways, and pathways and docking facilities as authorized by the District's enabling legislation, Chapter 2004-470, Laws of Florida. The AMC will develop annual priorities for access way improvement and maintenance, will hold public hearings on the proposed annual priority list, and will make recommendations to the BOC for annual funding and contract award for access way maintenance activities.

2) The chairperson of the AMC will be one of the currently elected Fire Commissioners and he/she will remain on the AMC for their term of office on the Fire Commission. Subsequent chairpersons will be appointed by a majority vote of the Fire Commissioners. The 4 additional members of the AMC will be selected from willing property owners and will be approved by appointment by a majority vote of the Fire Commissioners. AMC members will serve for 2-year terms with seat #1 and seat #3 appointed in odd years and seat #2 and seat #4 appointed in even years. Seat #5 will be occupied by the appointed Fire Commissioner. Members may be re-appointed at the pleasure of the Fire Commissioners.

2.2 Access Way Maintenance Committee (AMC) of the Upper Captiva Fire Prevention and Rescue Service District

The AMC will have the following responsibilities:

- 1) Meet on a scheduled basis to identify necessary access way maintenance actions. (NOTE: AMC meetings must comply with Florida law requirements, including the Sunshine law);
- 2) Provide recommendations to the BOC for the maintenance of access ways in the District;

- 3) Receive and evaluate contractor proposals for access way work;
- 5) Recommend award of contracts for proposed access way work to the BOC;
- 6) Oversee work by contractors on BOC approved and funded access way work;
- 7) Review contractor payment requests before presentation to the BOC for payment approval; and
- 8) Evaluate, and recommend to the BOC, a funding method or methods the District can use to fund the access way maintenance by the District, including but not limited to, the evaluation of using a new special assessment.

3.0 The Access Way Maintenance Assessment.

The attached spreadsheet is structured to ultimately provide an estimate of the cost to perform continuing access way work as authorized by the District’s enabling legislation. The project will begin with those access ways that are the most heavily traveled and/or in the worst condition along with continuing work on all of the access ways that may be used by the District.

The AMC will identify specific standards for the maintenance of all access ways that may be used by the District and identify potential contractors willing to bid on the access way work.

**3.1 Cost Estimates for Continuing Access Way Work
- to be determined**

The AMC will, as a part of its authorized activity and evaluation of access ways, use a table to describe the access ways in the District and the maintenance parameters for the access ways in the District that incorporates the basic table of information outlined below. The information described in the table is subject to change as circumstances change for the different access ways from time to time.

1. Fy_____ / _____ Estimated Work Costs:

- A) Trimming (height, width, frequency) - TBD
- B) Regular Basic Surface Maintenance (frequency, seasonal) - TBD
- C) One-time problem Maintenance (obstruction, lack of material) - TBD
- D) Related Legal and Administrative - TBD

2. Fy_____ / _____ Access way Segments and Work Parameters

Road	Length	Width to Fill	Depth to Fill	Cubic Yards	Material Cost
East Sea Air	750	0	0	0	0
N. Airport	1450	0	0	0	0
Kingfisher	1100	0	0	0	0
Spanish Gold	975	0	0	0	0
Rum Road	1500	0	0	0	0
West Sea Air	900	0	0	0	0
Bartlett Pkwy	850	0	0	0	0
Point House	625	0	0	0	0
Panama Shell	500	0	0	0	0
Butterfly Shell	500	0	0	0	0
Oyster Shell	500	0	0	0	0
Conch Shell	450	0	0	0	0
Cutlass	400	0	0	0	0
Smugglers	400	0	0	0	0
Schooner	500	0	0	0	0
Gulf Lane	800	0	0	0	0
Goldfinch	256	0	0	0	0
Mourning Dove	600	0	0	0	0
Swallow	833	0	0	0	0
Hummingbird	440	0	0	0	0
White Pelican	375	0	0	0	0
Nighthawk	250	0	0	0	0
Coral Circle	200	0	0	0	0
Pirate	200	0	0	0	0
Longboat Cr.	400	0	0	0	0
Hidden Lane	600	0	0	0	0
Hodgepodge	600	0	0	0	0
Escondido	600	0	0	0	0
Oro Peso	600	0	0	0	0

Total Cost to Transport to Island	TBD
-----------------------------------	-----

Red = Main access way	TBD
-----------------------	-----

Blue= Feeder access way	TBD
-------------------------	-----

Green= Basic access way	TBD
-------------------------	-----

3.2 Work Schedule

The AMC will at the beginning of each fiscal year present to the BOC for consideration a schedule of proposed access way work, including vegetative maintenance and trimming. The AMC will, on a continuing basis, evaluate the access ways in the District and make recommendations to the BOC on access way work that is appropriate to provide the necessary level of serviceability of the roadways in the District for the District's purposes and use.