MINUTES
BURNT STORE VILLAGE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
MONDAY, JUNE 3, 2024

10:33 a.m. – 12:18 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Port Charlotte, Florida

Members Present:	Craig Williams, Chair
	Patrick Hurd, Vice Chair
	Timothy Coughlin
	Roy McElwee
	James Sparks
Members Absent:	None
County Staff:	Erica LeMaster, Community Liaison
Guests:	Sign in Sheet Attached

Call to Order / Roll Call:
The meeting was called to order at 10:33 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:
None

Sunshine Law, Roberts Rules of Order and Public Records:
The annual review was completed with all board members present.

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

Approval of the Minutes:
The March 4, 2024, minutes were unanimously approved as written.

Unfinished Business:

a. Drainage Concerns: The board expressed satisfaction with drainage work being addressed and completed since the last meeting. that are currently being addressed in Burnt Store Village. Discussion ensued regarding the need for a drainage inspection along Burnt Store Road in preparation for the rainy season.

New Business:

a. Bus Stop Benches: Discussion ensued regarding a need for bus stop benches, it was clarified this was not under the purview of the Advisory Board.
b. Right of Way Maintenance: Discussion ensued regarding Cul-de-sac maintenance it was clarified this was not under the purview of the Advisory Board.
c. Financial Reports: The fiscal year (FY) 2024 quarter one and quarter two actual expenditure and activity maintenance reports were provided for review. The FY23 Executive Summary was provided. The Board had no questions at this time.

Citizen Input on MSTU items (3 Minute Limit):
None

Advisory Board Open Discussion:

The group discussed concerns regarding Charlotte County Utilities and the pump station in Burnt Store Village, as well as code enforcement concerns. Department contact information was provided to the group. Discussion ensued regarding increasing the assessment rate. Mr. Hurd presented a motion to raise the current assessment rate from $50.00 to $125.00 beginning October 1, 2025, the motion was seconded by Mr. Coughlin. Discussion went out to discuss the potential that this increase would have to wait until the FY26/FY27 two-year budget, and the work program would need to be reviewed. Ms. LeMaster will discuss with County Staff and follow up with the group and add this item to the next meeting agenda.

Schedule Meetings / Items for Next Agenda:
Future meetings are scheduled at 10:30 a.m., at the Punta Gorda Charlotte Library as follows:

- Monday, September 9, 2024

The meeting adjourned at 12:18 p.m.

Submitted by Erica LeMaster
Public Works Department

Chair Signature

9/9/24
Date

AGENDA
BURNT STORE VILLAGE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
MONDAY, JUNE 3, 2024

10:30 a.m. Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida

BOARD MEMBERS: Craig Williams, Chair
Patrick Hurd, Vice-Chair
Tim Coughlin
Roy McElwee

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. Annual Review – Sunshine Law, Roberts Rules of Order, Public Record
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: March 3, 2024
6. Unfinished Business
    a. Drainage Concerns
7. New Business
    b. Bus Stop Benches
    c. Right of Way Maintenance: Cul-de-sacs
    d. Financial Reports
8. Citizen Input MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

Burnt Store Village Street and Drainage MSBU

Fund Financial Report

Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	$445,813	$640,377	$512,172		
Revenues					
Assessments & Earnings	117,265	98,735	70,505		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	208,000	-	-		
Total Revenue	$325,265	$98,735	$70,505		
Expenditures					
Contract Services	6,836	-	238	736	(974)
Pipe Lining	-	-	-	-	-
ROW Maintenance	324	5,820	174	1,113	4,533
ROW Reclaimation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	68,584	130,710	368	-	130,342
Internal Charges	3,197	2,020	2,020	-	-
Purchased Services	12,393	11,284	3,289	-	7,995
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	1,214	31,331	3,630	-	27,701
				-	-
Project Costs					
BSV-Woodland Estates Paving	166,358	222,431	7,872	28,219	186,340
Total Expenditures	$258,906	$403,596	$17,592	$30,067	$355,937
Reserves (Ending Fund Balance)	$512,172	$335,516	$565,085		
Reserve %	*66.42%*	*45.39%*	*96.98%*		

Date Prepared: 1/19/2024

Monthly Funding Report

START DATE: 10/01/2023 **END DATE:** 12/31/2023

Burnt Store Village 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
	12692	Contracted - Mowing		10/04/2023	0.00	0.00	0.00	0.00	87.00		87.00
	12692	Contracted - Mowing		12/01/2023	0.00	0.00	0.00	0.00	174.00		174.00
	Work Order 12692 Total		**Safety Mowing & Litter Removal**		0.00	0.00	0.00	0.00	261.00	0.00	261.00
#23-480 South County Safety Mowing											
		Contracted - Mowing Total			0.00	0.00	0.00	0.00	261.00	0.00	261.00
	20047	MSBU Administrative Work		10/02/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		10/03/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		10/31/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		11/14/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		11/20/2023	2.00	147.80	0.00	0.00	0.00		147.80
	20047	MSBU Administrative Work		11/21/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		11/28/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20047	MSBU Administrative Work		11/30/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		12/01/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		12/04/2023	4.00	295.60	0.00	0.00	0.00		295.60
	20047	MSBU Administrative Work		12/05/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		12/06/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		12/21/2023	1.50	110.85	0.00	0.00	0.00		110.85
			Administrative Time Total		15.00	1,108.50	0.00	0.00	0.00		1,108.50
	20047	MSBU Administrative Work		12/04/2023	1.50	110.85	0.00	0.00	0.00		110.85
			MSBU Meeting Total		1.50	110.85	0.00	0.00	0.00		110.85
	20047	MSBU Administrative Work		12/04/2023	2.50	184.75	0.00	0.00	0.00		184.75

Burnt Store Village 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
			MSBU Minutes Total		2.50	184.75	0.00	0.00	0.00		184.75
	Work Order 20047 Total				19.00	1,404.10	0.00	0.00	0.00	0.00	1,404.10
		MSBU Administrative Work Total			19.00	1,404.10	0.00	0.00	0.00	0.00	1,404.10
	1092	Project Management		10/10/2023	1.00	86.41	0.00	0.00	0.00		86.41
	1092	Project Management		10/12/2023	1.00	86.41	0.00	0.00	0.00		86.41
	1092	Project Management		10/27/2023	2.00	149.56	0.00	7.84	0.00		157.40
			Project Inspection Total		2.00	149.56	0.00	7.84	0.00		157.40
	Work Order 1092 Total				4.00	322.38	0.00	7.84	0.00	0.00	330.22
cmr2202 - Burnt Store Village-Woodland Estates Paving											
		Project Management Total			4.00	322.38	0.00	7.84	0.00	0.00	330.22
	22943	Sign Maintenance		10/25/2023	0.50	31.91	0.00	2.60	0.00		34.51
	Work Order 22943 Total		**PRADA DR & DOREDO DR, PUNTA GORDA, 33955**		0.50	31.91	0.00	2.60	0.00	5.00	34.51
		Sign Maintenance Total			0.50	31.91	0.00	2.60	0.00	5.00	34.51
	22593	Support (Post) Maintenance		10/24/2023	1.00	62.59	59.34	5.19	0.00		127.12
	Work Order 22593 Total		**PRADA DR & DOREDO DR, PUNTA GORDA, 33955**		1.00	62.59	59.34	5.19	0.00	6.00	127.12
		Support (Post) Maintenance Total			1.00	62.59	59.34	5.19	0.00	6.00	127.12

Burnt Store Village 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
	28805	Vacuum Culvert Cleaning		12/20/2023	4.00	277.36	0.00	68.82	0.00		346.18
	Work Order 28805 Total		**25330 DURANGO CT**		4.00	277.36	0.00	68.82	0.00	1.00	346.18
		Vacuum Culvert Cleaning Total			4.00	277.36	0.00	68.82	0.00	1.00	346.18
			Burnt Store Village Street and Drainage Unit Total		28.50	2,098.34	59.34	84.44	261.00		2,503.13

Monthly Funding Report

START DATE: 10/01/2023 END DATE: 12/31/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
			Grand totals for all MSBUs reported		28.50	2,098.34	59.34	84.44	261.00		2,503.13

Burnt Store Village Street and Drainage MSBU

Fund Financial Report

Oct. 1, 2023 - Mar. 31, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	$445,813	$640,377	$512,172		
Revenues					
Assessments & Earnings	117,265	98,735	96,013		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	208,000	-	-		
Total Revenue	$325,265	$98,735	$96,013		
Expenditures					
Contract Services	6,836	-	238	736	(974)
Pipe Lining	-	-	-	-	-
ROW Maintenance	324	5,820	233	1,055	4,533
ROW Reclaimation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	68,584	130,710	13,601	-	117,109
Internal Charges	3,197	2,020	2,020	-	-
Purchased Services	12,393	11,284	7,270	-	4,014
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	1,214	31,331	5,144	-	26,187
				-	-
Project Costs					
BSV-Woodland Estates Paving	166,358	222,431	7,872	28,219	186,340
Total Expenditures	$258,906	$403,596	$36,378	$30,009	$337,209
Reserves (Ending Fund Balance)	$512,172	$335,516	$571,806		
Reserve %	*66.42%*	*45.39%*	*94.02%*		

Date Prepared: 4/3/2024

Monthly Funding Report

START DATE: 01/01/2024 END DATE: 03/31/2024

Burnt Store Village 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
	12692	Contracted - Mowing		01/03/2024	0.00	0.00	0.00	0.00	19.50		19.50
	12692	Contracted - Mowing		02/01/2024	0.00	0.00	0.00	0.00	19.50		19.50
	12692	Contracted - Mowing		03/01/2024	0.00	0.00	0.00	0.00	19.50		19.50
	Work Order 12692 Total		**Safety Mowing & Litter Removal**		0.00	0.00	0.00	0.00	58.50	0.00	58.50
#23-480 South County Safety Mowing											
		Contracted - Mowing Total			0.00	0.00	0.00	0.00	58.50	0.00	58.50
	3177	Drainage Maintenance - Swale Grading		02/05/2024	7.00	485.38	0.00	16.31	0.00		501.69
	3177	Drainage Maintenance - Swale Grading		02/13/2024	13.50	972.67	0.00	37.02	0.00		1,009.69
	3177	Drainage Maintenance - Swale Grading		02/14/2024	30.00	2,076.20	0.00	369.80	0.00		2,446.00
	Work Order 3177 Total		**25483 ESTRADA CIR, Punta Gorda, 33955**		50.50	3,534.25	0.00	423.13	0.00	100.00	3,957.38
	12280	Drainage Maintenance - Swale Grading		02/26/2024	13.00	978.37	0.00	35.06	0.00		1,013.43
	12280	Drainage Maintenance - Swale Grading		03/21/2024	20.00	1,362.00	0.00	46.60	0.00		1,408.60
	12280	Drainage Maintenance - Swale Grading		03/27/2024	62.50	4,302.27	0.00	631.33	321.31		5,254.92
	12280	Drainage Maintenance - Swale Grading		03/28/2024	60.50	4,555.69	0.00	604.34	0.00		5,160.04
	Work Order 12280 Total		**25478 ESTRADA CIR**		156.00	11,198.33	0.00	1,317.33	321.31	8,597.00	12,836.99
	16110	Drainage Maintenance - Swale Grading		02/05/2024	11.50	833.99	0.00	32.36	0.00		866.35
	16110	Drainage Maintenance - Swale Grading		02/13/2024	13.50	972.67	0.00	37.02	0.00		1,009.69
	16110	Drainage Maintenance - Swale Grading		02/22/2024	31.50	2,211.76	0.00	381.56	0.00		2,593.32
	Work Order 16110 Total		**25111 DOREDO DR, PUNTA GORDA, 33955**		56.50	4,018.41	0.00	450.94	0.00	200.00	4,469.36

Burnt Store Village 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
		Drainage Maintenance - Swale Grading Total			263.00	18,750.99	0.00	2,191.40	321.31	8,897.00	21,263.73
	42144	GIS Update		03/06/2024	7.80	576.42	0.00	0.00	0.00		576.42
	Work Order 42144 Total		**various**		7.80	576.42	0.00	0.00	0.00	0.00	576.42
	42159	GIS Update		03/29/2024	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 42159 Total		**25122 ALICANTE DR, PUNTA GORDA, 33955**		0.50	36.95	0.00	0.00	0.00	2.00	36.95
	44517	GIS Update		03/29/2024	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 44517 Total		**25101 DOREDO DR, PUNTA GORDA, FL, 33955**		0.25	18.48	0.00	0.00	0.00	1.00	18.48
		GIS Update Total			8.55	631.85	0.00	0.00	0.00	3.00	631.85
	15656	Investigation		01/10/2024	2.50	189.35	0.00	9.80	0.00		199.15
	Work Order 15656 Total		**25330 DURANGO CT**		2.50	189.35	0.00	9.80	0.00	1.00	199.15
	33590	Investigation		03/19/2024	2.00	151.48	0.00	7.84	0.00		159.32
	Work Order 33590 Total		**16105 ORTEGA DR, PUNTA GORDA, FL, 33955**		2.00	151.48	0.00	7.84	0.00	1.00	159.32
	38027	Investigation		03/29/2024	0.50	37.87	0.00	1.96	0.00		39.83
	Work Order 38027 Total		**16336 QUESA DR, PUNTA GORDA, FL, 33955**		0.50	37.87	0.00	1.96	0.00	1.00	39.83

Burnt Store Village 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
	38450	Investigation		03/29/2024	2.00	151.48	0.00	7.84	0.00		159.32
	Work Order 38450 Total		**16288 MINTRA CT, PUNTA GORDA, FL, 33955**		2.00	151.48	0.00	7.84	0.00	1.00	159.32
	39503	Investigation		03/06/2024	2.00	151.48	0.00	7.84	0.00		159.32
	Work Order 39503 Total		**16095 GALIANO CT, PUNTA GORDA, FL, 33955**		2.00	151.48	0.00	7.84	0.00	1.00	159.32
	39510	Investigation		03/05/2024	1.50	113.61	0.00	5.88	0.00		119.49
	Work Order 39510 Total		**16471 MINORCA DR, PUNTA GORDA, FL, 33955**		1.50	113.61	0.00	5.88	0.00	1.00	119.49
	39516	Investigation		03/05/2024	1.50	113.61	0.00	5.88	0.00		119.49
	Work Order 39516 Total		**25345 DURANGO CT, PUNTA GORDA, FL, 33955**		1.50	113.61	0.00	5.88	0.00	1.00	119.49
	44169	Investigation		03/29/2024	1.00	75.74	0.00	3.92	0.00		79.66
	Work Order 44169 Total		**25101 DOREDO DR, PUNTA GORDA, FL, 33955**		1.00	75.74	0.00	3.92	0.00	1.00	79.66
		Investigation Total			13.00	984.62	0.00	50.96	0.00	8.00	1,035.58
	8518	Large Pipe Install (Pipes 31" And Up)		01/26/2024	0.00	0.00	0.00	0.00	24.75		24.75
	8518	Large Pipe Install (Pipes 31" And Up)		01/30/2024	55.00	3,814.02	268.79	383.21	0.00		4,466.01
	8518	Large Pipe Install (Pipes 31" And Up)		01/31/2024	35.00	2,400.30	2,494.02	317.45	0.00		5,211.77
	8518	Large Pipe Install (Pipes 31" And Up)		02/01/2024	28.00	1,935.44	0.00	46.60	0.00		1,982.04
	8518	Large Pipe Install (Pipes 31" And Up)		02/02/2024	40.00	2,796.80	814.71	406.90	0.00		4,018.41
	8518	Large Pipe Install (Pipes 31" And Up)		02/05/2024	43.50	3,018.87	2,428.78	204.77	0.00		5,652.41

Burnt Store Village 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
	8518	Large Pipe Install (Pipes 31" And Up)		02/06/2024	54.50	3,785.90	0.00	507.09	0.00		4,292.99
	8518	Large Pipe Install (Pipes 31" And Up)		02/07/2024	42.00	2,940.78	3,528.86	461.34	0.00		6,930.98
	8518	Large Pipe Install (Pipes 31" And Up)		02/13/2024	43.00	2,978.97	0.00	465.26	0.00		3,444.23
	8518	Large Pipe Install (Pipes 31" And Up)		02/14/2024	25.00	1,714.50	4,645.11	226.75	458.79		7,045.15
	8518	Large Pipe Install (Pipes 31" And Up)		02/20/2024	59.50	4,187.01	0.00	335.50	0.00		4,522.51
	8518	Large Pipe Install (Pipes 31" And Up)		02/21/2024	42.00	2,881.64	0.00	370.90	231.75		3,484.29
	8518	Large Pipe Install (Pipes 31" And Up)		02/26/2024	58.50	3,977.73	0.00	458.59	0.00		4,436.32
	8518	Large Pipe Install (Pipes 31" And Up)		02/27/2024	40.00	2,774.53	0.00	173.40	0.00		2,947.93
	8518	Large Pipe Install (Pipes 31" And Up)		02/29/2024	1.50	105.75	0.00	33.99	0.00		139.74
	8518	Large Pipe Install (Pipes 31" And Up)		03/04/2024	44.00	3,100.36	0.00	292.18	0.00		3,392.54
	8518	Large Pipe Install (Pipes 31" And Up)		03/06/2024	13.25	961.97	0.00	66.04	0.00		1,028.01
	8518	Large Pipe Install (Pipes 31" And Up)		03/07/2024	26.50	1,838.67	114.77	141.80	0.00		2,095.24
	8518	Large Pipe Install (Pipes 31" And Up)		03/11/2024	50.00	3,504.60	212.37	406.90	0.00		4,123.87
	8518	Large Pipe Install (Pipes 31" And Up)		03/12/2024	40.00	2,781.20	0.00	335.50	0.00		3,116.70
	8518	Large Pipe Install (Pipes 31" And Up)		03/21/2024	0.00	0.00	45.63	0.00	0.00		45.63
	Work Order 8518 Total		**25122 ALICANTE DR, PUNTA GORDA, 33955**		741.25	51,499.02	14,553.04	5,634.17	715.29	128.00	72,401.52
		Large Pipe Install (Pipes 31" And Up) Total			741.25	51,499.02	14,553.04	5,634.17	715.29	128.00	72,401.52
	20047	MSBU Administrative Work		01/02/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		01/04/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		01/08/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20047	MSBU Administrative Work		01/11/2024	0.25	18.48	0.00	0.00	0.00		18.48

Burnt Store Village 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
	20047	MSBU Administrative Work		01/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		01/18/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		01/29/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		01/30/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		02/01/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20047	MSBU Administrative Work		02/06/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		02/20/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20047	MSBU Administrative Work		02/21/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		02/27/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		02/29/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20047	MSBU Administrative Work		03/04/2024	4.50	332.55	0.00	0.00	0.00		332.55
	20047	MSBU Administrative Work		03/06/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20047	MSBU Administrative Work		03/07/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20047	MSBU Administrative Work		03/11/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20047	MSBU Administrative Work		03/14/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20047	MSBU Administrative Work		03/18/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20047	MSBU Administrative Work		03/25/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20047	MSBU Administrative Work		03/26/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20047	MSBU Administrative Work		03/27/2024	0.75	55.43	0.00	0.00	0.00		55.43
			Administrative Time Total		26.00	1,921.40	0.00	0.00	0.00		1,921.44
	20047	MSBU Administrative Work		03/05/2024	2.75	203.23	0.00	0.00	0.00		203.23
			MSBU Minutes Total		2.75	203.23	0.00	0.00	0.00		203.23
	20047	MSBU Administrative Work		03/04/2024	2.25	166.28	0.00	0.00	0.00		166.28

Burnt Store Village 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
			MSBU Meeting Total		2.25	166.28	0.00	0.00	0.00		166.28
	Work Order 20047 Total				31.00	2,290.90	0.00	0.00	0.00	0.00	2,290.95
		MSBU Administrative Work Total			31.00	2,290.90	0.00	0.00	0.00	0.00	2,290.95
	1092	Project Management		02/16/2024	1.00	86.41	0.00	0.00	0.00		86.41
	Work Order 1092 Total				1.00	86.41	0.00	0.00	0.00	0.00	86.41
cmr2202 - Burnt Store Village-Woodland Estates Paving											
		Project Management Total			1.00	86.41	0.00	0.00	0.00	0.00	86.41
	40400	Sign Fabrication		02/27/2024	5.00	360.75	316.37	35.20	0.00		712.32
	Work Order 40400 Total		**DOREDO DR, PUNTA GORDA, FL, 33955**		5.00	360.75	316.37	35.20	0.00	20.00	712.32
	40915	Sign Fabrication		02/29/2024	5.00	360.75	793.48	29.92	0.00		1,184.15
	Work Order 40915 Total		**ORTEGA DR, PUNTA GORDA, FL, 33955**		5.00	360.75	793.48	29.92	0.00	17.00	1,184.15
	41500	Sign Fabrication		03/01/2024	2.00	144.30	219.88	10.56	0.00		374.74
	Work Order 41500 Total		**ESTRADA CIR, PUNTA GORDA, FL, 33955**		2.00	144.30	219.88	10.56	0.00	6.00	374.74
		Sign Fabrication Total			12.00	865.80	1,329.73	75.68	0.00	43.00	2,271.21
	34796	Sign Inspection		01/24/2024	9.50	635.17	0.00	64.22	0.00		699.39
	Work Order 34796 Total		**16271 PALOMA CT, CHARLOTTE COUNTY, FL, 33955**		9.50	635.17	0.00	64.22	0.00	517.00	699.39

Burnt Store Village 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
	40539	Sign Inspection		02/29/2024	3.25	210.54	0.00	43.94	0.00		254.48
	Work Order 40539 Total		**25334 JUBAL ST, CHARLOTTE COUNTY, FL, 33955**		3.25	210.54	0.00	43.94	0.00	606.00	254.48
		Sign Inspection Total			12.75	845.71	0.00	108.16	0.00	1,123.00	953.87
	40546	Sign Installation		02/29/2024	4.05	262.51	0.00	54.79	0.00		317.30
	40546	Sign Installation		03/27/2024	0.00	0.00	56.58	0.00	0.00		56.58
	Work Order 40546 Total		**MINORCA DR, PUNTA GORDA, FL, 33955**		4.05	262.51	56.58	54.79	0.00	42.00	373.88
		Sign Installation Total			4.05	262.51	56.58	54.79	0.00	42.00	373.88
	34249	Sign Maintenance		01/19/2024	0.50	32.39	0.00	6.76	0.00		39.15
	34249	Sign Maintenance		02/06/2024	0.00	0.00	28.12	0.00	0.00		28.12
	Work Order 34249 Total		**16008 MINORCA DR, CHARLOTTE COUNTY, FL, 33955**		0.50	32.39	28.12	6.76	0.00	1.00	67.27
	34646	Sign Maintenance		01/23/2024	2.00	132.25	28.12	5.19	0.00		165.56
	Work Order 34646 Total		**25834 PRADA DR, CHARLOTTE COUNTY, FL, 33955**		2.00	132.25	28.12	5.19	0.00	1.00	165.56
	39414	Sign Maintenance		02/22/2024	2.00	133.72	47.43	13.52	0.00		194.67
	Work Order 39414 Total		**25699 PRADA DR, CHARLOTTE COUNTY, FL, 33955**		2.00	133.72	47.43	13.52	0.00	2.00	194.67
		Sign Maintenance Total			4.50	298.36	103.67	25.47	0.00	4.00	427.50

Burnt Store Village 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
	32955	Vacuum Culvert Cleaning		01/12/2024	5.00	346.70	0.00	114.70	0.00		461.40
	Work Order 32955 Total		**25313 DURANGO CT, PUNTA GORDA, FL, 33955**		5.00	346.70	0.00	114.70	0.00	2.00	461.40
	38028	Vacuum Culvert Cleaning		03/20/2024	11.00	762.74	0.00	252.34	0.00		1,015.08
	Work Order 38028 Total		**16336 QUESA DR, PUNTA GORDA, FL, 33955**		11.00	762.74	0.00	252.34	0.00	5.00	1,015.08
	38328	Vacuum Culvert Cleaning		03/28/2024	6.25	433.38	0.00	143.38	0.00		576.75
	Work Order 38328 Total		**25451 ESTRADA CIR, PUNTA GORDA, FL, 33955**		6.25	433.38	0.00	143.38	0.00	12.00	576.75
	38340	Vacuum Culvert Cleaning		02/14/2024	4.00	277.36	0.00	91.76	0.00		369.12
	Work Order 38340 Total		**25483 ESTRADA CIR, Punta Gorda, 33955**		4.00	277.36	0.00	91.76	0.00	2.00	369.12
		Vacuum Culvert Cleaning Total			26.25	1,820.18	0.00	602.18	0.00	21.00	2,422.35
			Burnt Store Village Street and Drainage Unit Total		1,117.35	78,336.34	16,043.02	8,742.81	1,095.10		104,217.35

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
			Grand totals for all MSBUs reported		1,117.35	78,336.34	16,043.02	8,742.81	1,095.10		104,217.35

BURNT STORE VILLAGE STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY23 Annual Report – Executive Summary
October 1, 2022 – September 30, 2023

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 XXXVI. - BURNT STORE VILLAGE STREET AND DRAINAGE UNIT, Sec. 4-6-754. - 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 the platted streets in the unit, including the necessary appurtenances thereto, and beautification projects, from funds derived from special assessments within the unit only.

Summary

Current Rates: Burnt Store Village: $50.00 **Max Rate: $195.00**
Woodland Estates: $303.00 **Max Rate: $350.00**

The FY23 completed work program included all internal maintenance and administrative costs. Contracted services included right-of-way safety mowing.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services of right-of-way safety mowing.

For FY25, the Advisory Board recommends budgeting for internal maintenance and administrative costs and contracted services for right-of-way safety mowing.

Woodland Estates is currently paying back a loan for paving which is anticipated to be paid off in FY33.

Future paving for Burnt Store Village is anticipated for 2034.

Burnt Store Village Street & Drainage Municipal Service Benefit Unit

Advisory Board Meeting Attendance
Monday, June 3, 2024

Location: 75 Taylor St, Punta Gorda, Florida
Charlotte Harbor Event Center

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