MINUTES
HARBOUR HEIGHTS STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JULY 16, 2025

10:36 a.m. – 11:22 a.m.
Punta Gorda Library
401 Shreve St, Punta Gorda, Florida

Members Present:	Richard Kelley, Chair
	Tom Mettner
	Joyce Pears
Members Absent:	Adam Riley
	Brian Fiegel
County Staff:	Erica Hayes, Community Liaison
Guests:	None

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

Approval of Minutes:
The draft minutes from January 22, 2025, were unanimously approved as written.

Unfinished Business:
Median Landscaping: Members noted that the landscaping overall is in good condition, but concerns were raised about one or two trees (notably near Sulstone Dr. on Sunnybrook Rd.) that appear dead and may not be getting watered. Staff will ask landscaping contractors to assess and investigate possible irrigation issues.

New Business:
Financial Reports: The FY25 quarter two expenditure and monthly funding report (formerly maintenance activity report) were reviewed, as well as the FY26/27 proposed budget. Clarification was provided that the paving loan has been paid off. The assessment rate has been reduced to $203 for both vacant and occupied logs (previously $355). Discussion occurred about how the remaining funds are allocated, with request for better transparency. The group requested clearer breakdowns in the financial reports from fiscal staff.

Citizen Input on MSBU Items (3 Minute Limit):
- None

Advisory Board Open Discussion:
- Concerns about flooding due to older piping; duckbill valves discussed.
- Discussion ensued on County takeover of Voyageur Road Maintenance due to heavy boat ramp traffic.
- Traffic Near Deep Creek Elementary school was discussed. Suggestions included new signage and use of a side street for drop-off and coordination with the school and CCSO regarding enforcement of cross walks.
- A damaged Community Sign is currently under review with staff

Schedule Meetings / Items for Next Agenda:
Future meetings are tentatively scheduled as follows:
- September 24, 2025

- November 12, 2025

The meeting adjourned at 11:22 a.m.

Submitted by: Erica Hayes
Public Works Department

Adam Riley
Chair Signature

9-24-2025
Date

AGENDA
HARBOUR HEIGHTS STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JULY 16, 2025

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

BOARD MEMBERS: Richard Kelley, Chair
Adam Riley, Vice-Chair
Brian Fiegel
Tom Mettner
Joyce Pears

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order/ Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: January 22, 2025
5. Unfinished Business
   a. Median Landscaping
6. New Business
   a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Harbour Heights Street and Drainage MSBU

Fund Financial Report

Oct. 1, 2024 -Mar. 31, 2025

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	$2,094,384	$1,575,798	$2,291,780		
Revenues					
Assessments & Earnings	938,168	798,553	660,415.52		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	$938,168	$798,553	$660,416		
Expenditures					
Contract Services	42,429	5,540	683	3,222	1,636
Pipe Lining	86,192	20,000	-	-	20,000
ROW Maintenance	18,837	19,985	7,537	14,651	(2,204)
ROW Reclaimation	-	-	-	-	-
Speciality Mowing	64,135	113,364	26,535	66,390	20,439
Public Works Services	178,729	813,988	34,311	-	779,677
Internal Charges	20,911	12,829	12,829	-	-
Purchased Services	27,707	27,552	22,514	-	5,038
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	301,832	-	-	-	-
Total Expenditures	740,772	$1,013,258	$104,410	84,263	824,585
Reserves (Ending Fund Balance)	$2,291,780	$1,361,093	$2,847,786		
Reserve %	*75.6%*	*57.3%*	*96.5%*		

Date Prepared: 5/7/2025

Harbour Heights 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
	86243	Brush Cutting		02/05/2025	4.50	311.43	0.00	7.13	0.00		318.56
	Work Order 86243 Total		**27267 Whitman Ave**		4.50	311.43	0.00	7.13	0.00	15.00	318.56
		Brush Cutting Total			4.50	311.43	0.00	7.13	0.00	15.00	318.56
	5071	Camera/Video		01/09/2025	5.50	350.28	0.00	114.10	0.00		464.38
	Work Order 5071 Total		**27276 SAN MARINO DR, Punta Gorda, 33983**		5.50	350.28	0.00	114.10	0.00	1.00	464.38
		Camera/Video Total			5.50	350.28	0.00	114.10	0.00	1.00	464.38
	48410	Contracted - Landscaping		01/09/2025	0.00	0.00	0.00	0.00	10,090.00		10,090.00
	48410	Contracted - Landscaping		01/07/2025	0.50	43.21	0.00	2.08	0.00		45.29
			Contract Inspection Total		0.50	43.21	0.00	2.08	0.00		45.29
	48410	Contracted - Landscaping		01/07/2025	0.25	21.60	0.00	0.00	0.00		21.60
	48410	Contracted - Landscaping		01/14/2025	0.25	21.60	0.00	0.00	0.00		21.60
			Contract Management Total		0.50	43.21	0.00	0.00	0.00		43.20
	Work Order 48410 Total		**North County Landscape Maintenance**		1.00	86.41	0.00	2.08	10,090.00	792.00	10,178.49
#23-006 County ROW Landscape Maintenance - Mid-County											
		Contracted - Landscaping Total			1.00	86.41	0.00	2.08	10,090.00	792.00	10,178.49
	14277	Contracted Sidewalk Repair/Replace		02/06/2025	0.25	21.60	0.00	0.00	0.00		21.60
	14277	Contracted Sidewalk Repair/Replace		02/11/2025	0.50	43.21	0.00	0.00	0.00		43.21
			Contract Management Total		0.75	64.81	0.00	0.00	0.00		64.81
	Work Order 14277 Total		**27123 SUNNYBROOK RD, PORT CHARLOTTE, 33983**		0.75	64.81	0.00	0.00	0.00	0.00	64.81

Harbour Heights 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
		Contracted Sidewalk Repair/Replace Total			0.75	64.81	0.00	0.00	0.00	0.00	64.81
	76520	Contracted Work		01/10/2025	0.00	0.00	0.00	0.00	838.20		838.20
	76520	Contracted Work		02/11/2025	0.00	0.00	0.00	0.00	838.20		838.20
	76520	Contracted Work		03/12/2025	0.00	0.00	0.00	0.00	838.20		838.20
	Work Order 76520 Total		**North County Safety Mowing and Litter Removal**		0.00	0.00	0.00	0.00	2,514.60	0.00	2,514.60
#22-530 Safety Mowing - North County											
	84843	Contracted Work		01/09/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		01/22/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		01/23/2025	0.50	43.21	0.00	0.00	0.00		43.21
	84843	Contracted Work		01/24/2025	1.50	129.62	0.00	0.00	0.00		129.62
	84843	Contracted Work		01/29/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		01/30/2025	0.50	43.21	0.00	0.00	0.00		43.21
	84843	Contracted Work		01/31/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		02/06/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		02/20/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		03/06/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		03/11/2025	0.25	21.60	0.00	0.00	0.00		21.60
	84843	Contracted Work		03/12/2025	0.25	21.60	0.00	0.00	0.00		21.60
			Contract Management Total		4.75	410.45	0.00	0.00	0.00		410.44
	84843	Contracted Work		01/09/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/10/2025	0.25	21.60	0.00	1.04	0.00		22.64

Harbour Heights 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
	84843	Contracted Work		01/14/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/15/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/16/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/17/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/22/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/28/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/29/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		01/30/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/05/2025	0.25	21.60	0.00	0.78	0.00		22.38
	84843	Contracted Work		02/06/2025	0.25	21.60	0.00	2.57	0.00		24.17
	84843	Contracted Work		02/07/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/12/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/13/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/14/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/19/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/20/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/21/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/25/2025	0.50	43.21	0.00	2.08	0.00		45.29
	84843	Contracted Work		02/26/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/27/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		02/28/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/04/2025	0.25	21.60	0.00	1.04	0.00		22.64

Harbour Heights 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
	84843	Contracted Work		03/05/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/06/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/07/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/12/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/13/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/14/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/18/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/19/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/20/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/21/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/25/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/26/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/27/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		03/28/2025	0.25	21.60	0.00	1.04	0.00		22.64
			Contract Inspection Total		10.25	885.70	0.00	43.91	0.00		929.52
	84843	Contracted Work		01/08/2025	0.75	64.81	0.00	0.00	0.00		64.81
	84843	Contracted Work		01/31/2025	0.00	0.00	0.00	0.95	0.00		0.95
	84843	Contracted Work		03/06/2025	0.00	0.00	0.00	0.00	5,700.00		5,700.00
	84843	Contracted Work		03/07/2025	0.00	0.00	0.00	0.00	5,700.00		5,700.00
	Work Order 84843 Total		**North County Landscape Maintenance**		15.75	1,360.96	0.00	44.86	11,400.00	0.00	12,805.72
#24-642 County ROW Landscape Maintenance - Mid-County											
		Contracted Work Total			15.75	1,360.96	0.00	44.86	13,914.60	0.00	15,320.32

Harbour Heights 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
	76627	Drainage Maintenance - Swale Grading		03/03/2025	8.00	553.12	0.00	19.00	0.00		572.12
	76627	Drainage Maintenance - Swale Grading		03/05/2025	32.25	2,290.04	0.00	380.59	0.00		2,670.63
	76627	Drainage Maintenance - Swale Grading		03/06/2025	38.00	2,627.32	0.00	486.87	0.00		3,114.20
	76627	Drainage Maintenance - Swale Grading		03/10/2025	30.50	2,191.14	0.00	279.13	0.00		2,470.28
	76627	Drainage Maintenance - Swale Grading		03/11/2025	30.00	2,151.25	0.00	277.05	0.00		2,428.30
	76627	Drainage Maintenance - Swale Grading		03/24/2025	0.00	0.00	3,600.00	0.00	0.00		3,600.00
	Work Order 76627 Total		**2241 BROADPOINT DR, PORT CHARLOTTE, FL, 33983**		138.75	9,812.87	3,600.00	1,442.64	0.00	10,000.00	14,855.53
	77181	Drainage Maintenance - Swale Grading		03/03/2025	6.00	415.24	0.00	19.00	0.00		434.24
	77181	Drainage Maintenance - Swale Grading		03/11/2025	30.75	2,211.09	0.00	280.17	0.00		2,491.26
	77181	Drainage Maintenance - Swale Grading		03/12/2025	46.00	3,244.34	0.00	537.46	0.00		3,781.80
	77181	Drainage Maintenance - Swale Grading		03/13/2025	41.00	2,887.99	0.00	482.05	0.00		3,370.04
	77181	Drainage Maintenance - Swale Grading		03/24/2025	0.00	0.00	3,150.00	0.00	0.00		3,150.00
	Work Order 77181 Total		**2310 MARCELLA TER, PUNTA GORDA, FL**		123.75	8,758.66	3,150.00	1,318.68	0.00	8,750.00	13,227.34
	83889	Drainage Maintenance - Swale Grading		03/17/2025	42.00	2,946.88	0.00	401.44	0.00		3,348.32
	83889	Drainage Maintenance - Swale Grading		03/18/2025	43.00	3,004.97	0.00	524.98	0.00		3,529.95
	Work Order 83889 Total		**2433 HARBOUR DR, PORT CHARLOTTE, FL, 33983**		85.00	5,951.85	0.00	926.42	0.00	4,550.00	6,878.27
		Drainage Maintenance - Swale Grading Total			347.50	24,523.38	6,750.00	3,687.74	0.00	23,300.00	34,961.14
	83892	GIS Update		01/02/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 83892 Total		**2465 HARBOUR DR, PORT CHARLOTTE, FL, 33983**		0.25	18.48	0.00	0.00	0.00	1.00	18.48

Harbour Heights 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
	83893	GIS Update		01/02/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 83893 Total		**2453 HARBOUR DR, PORT CHARLOTTE, FL, 33983**		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	83896	GIS Update		01/02/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 83896 Total		**2433 HARBOUR DR, PORT CHARLOTTE, FL, 33983**		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	91224	GIS Update		02/20/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 91224 Total				0.50	36.95	0.00	0.00	0.00	2.00	36.95
		GIS Update Total			1.25	92.38	0.00	0.00	0.00	5.00	92.39
	70284	Investigation		01/02/2025	2.00	151.48	0.00	8.32	0.00		159.80
	Work Order 70284 Total		**2433 HARBOUR DR, PORT CHARLOTTE, FL, 33983**		2.00	151.48	0.00	8.32	0.00	1.00	159.80
	71023	Investigation		01/06/2025	2.00	151.48	0.00	8.32	0.00		159.80
	Work Order 71023 Total		**3413 PEACE RIVER DR, PORT CHARLOTTE, FL, 33983**		2.00	151.48	0.00	8.32	0.00	1.00	159.80
	71667	Investigation		01/24/2025	3.00	227.22	0.00	12.48	0.00		239.70
	Work Order 71667 Total		**27415 SAN MARINO DR, PORT CHARLOTTE, FL, 33983**		3.00	227.22	0.00	12.48	0.00	1.00	239.70
	75542	Investigation		02/14/2025	0.50	37.87	0.00	2.08	0.00		39.95
	Work Order 75542 Total		**2466 HERSHEY TER, PORT CHARLOTTE, FL, 33983**		0.50	37.87	0.00	2.08	0.00	1.00	39.95

Harbour Heights 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
	80667	Investigation		02/20/2025	1.50	113.61	0.00	6.24	0.00		119.85
	Work Order 80667 Total		**3047 CATALINA CT, FL, 33983**		1.50	113.61	0.00	6.24	0.00	1.00	119.85
	85278	Investigation		02/27/2025	1.00	75.74	0.00	4.16	0.00		79.90
	Work Order 85278 Total		**VOYAGEUR DR & DORSEY DR, PORT CHARLOTTE, FL, 33983**		1.00	75.74	0.00	4.16	0.00	1.00	79.90
	86936	Investigation		03/03/2025	1.50	113.61	0.00	6.24	0.00		119.85
	Work Order 86936 Total		**402321493011, 3523 DE SOTO DR, PUNTA GORDA, FL**		1.50	113.61	0.00	6.24	0.00	1.00	119.85
	89619	Investigation		02/11/2025	1.00	75.74	0.00	4.16	0.00		79.90
	Work Order 89619 Total		**402322178013, 3171 MARINE TER, PUNTA GORDA, FL**		1.00	75.74	0.00	4.16	0.00	1.00	79.90
	90372	Investigation		03/05/2025	1.00	75.74	0.00	4.16	0.00		79.90
	Work Order 90372 Total		**2412 Harbour Dr**		1.00	75.74	0.00	4.16	0.00	1.00	79.90
		Investigation Total			13.50	1,022.49	0.00	56.16	0.00	9.00	1,078.65
	72660	MSBU Administrative Work		01/06/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72660	MSBU Administrative Work		01/10/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72660	MSBU Administrative Work		01/15/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72660	MSBU Administrative Work		01/22/2025	2.25	166.28	0.00	0.00	0.00		166.28
	72660	MSBU Administrative Work		01/23/2025	0.75	55.43	0.00	0.00	0.00		55.43

Harbour Heights 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
	72660	MSBU Administrative Work		01/30/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72660	MSBU Administrative Work		02/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72660	MSBU Administrative Work		02/04/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72660	MSBU Administrative Work		02/11/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72660	MSBU Administrative Work		02/26/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72660	MSBU Administrative Work		03/05/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72660	MSBU Administrative Work		03/06/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72660	MSBU Administrative Work		03/10/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72660	MSBU Administrative Work		03/11/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72660	MSBU Administrative Work		03/12/2025	0.75	55.43	0.00	0.00	0.00		55.43
			Administrative Time Total		10.75	794.43	0.00	0.00	0.00		794.48
	72660	MSBU Administrative Work		01/22/2025	3.00	221.70	0.00	0.00	0.00		221.70
			MSBU Meeting Total		3.00	221.70	0.00	0.00	0.00		221.70
	72660	MSBU Administrative Work		01/22/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72660	MSBU Administrative Work		01/28/2025	1.00	73.90	0.00	0.00	0.00		73.90
			MSBU Minutes Total		2.25	166.28	0.00	0.00	0.00		166.28
	72660	MSBU Administrative Work		03/28/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 72660 Total				16.25	1,200.88	0.00	0.00	0.00	0.00	1,200.94
		MSBU Administrative Work Total			16.25	1,200.88	0.00	0.00	0.00	0.00	1,200.94
	92113	ROW - Vegetation / Boom Mowing		02/25/2025	6.00	428.52	0.00	72.15	0.00		500.67
	Work Order 92113 Total		**2310 MARCELLA TER, PUNTA GORDA, FL**		6.00	428.52	0.00	72.15	0.00	3,083.00	500.67

Harbour Heights 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
	92115	ROW - Vegetation / Boom Mowing		02/25/2025	6.00	428.52	0.00	72.15	0.00		500.67
	Work Order 92115 Total		**2241 BROADPOINT DR, PORT CHARLOTTE, FL, 33983**		6.00	428.52	0.00	72.15	0.00	1,277.00	500.67
		ROW - Vegetation / Boom Mowing Total			12.00	857.04	0.00	144.30	0.00	4,360.00	1,001.34
	95989	ROW Watering		03/21/2025	1.50	103.41	0.00	14.73	0.00		118.14
	95989	ROW Watering		03/25/2025	3.00	206.82	0.00	29.46	0.00		236.28
	95989	ROW Watering		03/28/2025	3.00	206.82	0.00	29.46	0.00		236.28
	Work Order 95989 Total		**2241 BROADPOINT DR, PORT CHARLOTTE, FL, 33983**		7.50	517.05	0.00	73.65	0.00	36,000.00	590.70
		ROW Watering Total			7.50	517.05	0.00	73.65	0.00	36,000.00	590.70
	91407	Sign Installation		02/20/2025	1.00	64.78	0.00	9.82	0.00		74.60
	91407	Sign Installation		02/24/2025	0.00	0.00	70.30	0.00	0.00		70.30
	Work Order 91407 Total		**3407 DISCOVERY DR, PORT CHARLOTTE, CHARL, FL, 33983**		1.00	64.78	70.30	9.82	0.00	2.00	144.90
		Sign Installation Total			1.00	64.78	70.30	9.82	0.00	2.00	144.90
	86583	Support (Post) Maintenance		01/18/2025	2.00	134.94	0.00	10.38	0.00		145.32
	86583	Support (Post) Maintenance		02/14/2025	0.00	0.00	52.61	0.00	0.00		52.61
	Work Order 86583 Total		**PARTIN DR, PORT CHARLOTTE, FL, 33983**		2.00	134.94	52.61	10.38	0.00	2.00	197.93
		Support (Post) Maintenance Total			2.00	134.94	52.61	10.38	0.00	2.00	197.93

Harbour Heights 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
	77184	Vacuum Culvert Cleaning		02/06/2025	18.00	1,279.47	0.00	344.10	0.00		1,623.57
	Work Order 77184 Total		**402315328006, 2310 MARCELLA TER, PUNTA GORDA, FL**		18.00	1,279.47	0.00	344.10	0.00	6.00	1,623.57
	83103	Vacuum Culvert Cleaning		03/05/2025	15.25	1,070.50	0.00	321.16	0.00		1,391.66
	Work Order 83103 Total		**3463 DE SOTO DR, PORT CHARLOTTE, FL, 33983**		15.25	1,070.50	0.00	321.16	0.00	10.00	1,391.66
	83890	Vacuum Culvert Cleaning		03/19/2025	8.00	554.72	0.00	183.52	0.00		738.24
	Work Order 83890 Total		**2477 HARBOUR DR, PORT CHARLOTTE, FL, 33983**		8.00	554.72	0.00	183.52	0.00	4.00	738.24
	84387	Vacuum Culvert Cleaning		03/06/2025	6.00	426.49	0.00	114.70	0.00		541.19
	Work Order 84387 Total		**3449 PEACE RIVER DR, PORT CHARLOTTE, FL, 33983**		6.00	426.49	0.00	114.70	0.00	4.00	541.19
	86937	Vacuum Culvert Cleaning		03/05/2025	7.00	495.83	0.00	137.64	0.00		633.47
	Work Order 86937 Total		**402321493011, 3523 DE SOTO DR, PUNTA GORDA, FL**		7.00	495.83	0.00	137.64	0.00	3.00	633.47
	87349	Vacuum Culvert Cleaning		03/18/2025	13.00	922.32	0.00	260.66	0.00		1,182.98
	Work Order 87349 Total		**27415 SAN MARINO DR, PORT CHARLOTTE, FL, 33983**		13.00	922.32	0.00	260.66	0.00	3.00	1,182.98
	91377	Vacuum Culvert Cleaning		03/19/2025	12.00	832.08	0.00	275.28	0.00		1,107.36
	Work Order 91377 Total		**3047 CATALINA CT, FL, 33983**		12.00	832.08	0.00	275.28	0.00	6.00	1,107.36
		Vacuum Culvert Cleaning Total			79.25	5,581.41	0.00	1,637.06	0.00	36.00	7,218.47

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
			Harbour Heights Street and Drainage Unit Total		507.75	36,168.22	6,872.91	5,787.28	24,004.60		72,833.02

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		507.75	36,168.22	6,872.91	5,787.28	24,004.60		72,833.02

Harbour Heights Street and Drainage MSBU

Preliminary 2 Year Budget

FY2026 & FY2027

Estimated ERU's and Cost per ERU

	FY2026	FY2027
Vacant		
Estimated ERU's	1,041.600	1,041.600
Cost per ERU	$ 203.00	$ 203.00
Occupied		
Estimated ERU's	1,313.900	1,313.900
Cost per ERU	$ 203.00	$ 203.00
Current FY25 Vacant Rate	**$ 355.00**	
Current FY25 Occupied Rate	**$ 355.00**	
Current Maximum Rate	**$ 408.80**	

	Preliminary Budget FY2026	Preliminary Budget FY2027
Beginning Balance	$ 2,756,928	$ 2,551,446
Revenues		
Assessments & Earnings		
Assessments	478,167	478,167
Interest	9,650	8,931
Less 5% Reserve - FS 129.01(2)b	(24,391)	(24,355)
Grant & Subsidy Revenue		
Loans & Borrowing		
Total Revenue	$ 463,426	$ 462,743
Expenditures		
Contract Services		
Engineering	-	-
Other Contractual Srvs	-	-
Concrete Flatwork	35,000	35,000
Drainage	-	-
Street Sweeping	645	665
Installed Sod	-	-
Landscaping	-	-
Paving	-	-
Contract Services; other		
Pipe Lining	60,000	60,000
Right of Way Maint	19,402	19,985
ROW Reclamation	-	-
Specialty Mowing	65,000	66,950

	Preliminary Budget FY2026	Preliminary Budget FY2027
Public Works Services		
Equip Repl Charges-PubWrks	45,068	46,566
Operating Exp-PubWrks	275,493	284,655
Road & Bridge Materials	124,141	135,374
Sign Materials	-	-
Internal Charges		
Central/Indirect Srvs	17,895	18,790
Purchased Services		
Personal Srvs-InterDept	-	-
Postage	-	-
Utility Service-Electricity	400	400
Utility Service-Water/Sewer	14,000	14,000
Other Current Chrgs and Oblig	-	-
Advertising-Legal	-	-
Fees-Landfill	2,300	2,300
Collection Fee-Tax Collector	9,564	9,564
Materials and Supplies		
Capital Outlay		
ROW Acquisition	-	-
Imprv-Other Than Bldgs	-	-
Debt Services		
Principal	-	-
Interest	-	-
Other Debt Service Costs	-	-
Total Expenditures	668,908	694,249
Reserves (Ending Fund Balance)	$ 2,551,446	$ 2,319,940
Reserve %	*79.2%*	*77.0%*

**Equip Repl Charges and Operating Exp includes Investigation for work program activities*

Version Date 4/17/2025

Budget Report

Activity Description: All

Harbour Heights Street and Drainage Unit

Budget Year: 2026

	Budget Details						
Activity Description	**Work Quantity**	**Unit of Measure**	**Labor Cost**	**Materials Cost**	**Equipment Cost**	**Contractor Cost**	**Total**
ADA Mat	3	MATS	$363.55	$189.87	$12.98		$566.40
Asphalt Maintenance	4	TONS	$2,877.20	$466.00	$296.20		$3,639.40
Brush Cutting	1,250	CY	$1,345.44		$245.94		$1,591.38
Camera/Video	7	PIPES	$4,294.64		$1,655.64		$5,950.28
Concrete (Catch Basins)	1	CATCH BASINS	$2,950.00	$424.55	$404.20		$3,778.75
Concrete (Driveways)	240	SF	$1,163.36	$676.16	$120.08		$1,959.60
Concrete (Mitered Ends)	2	PIPE END	$1,454.20	$1,026.83	$161.80		$2,642.83
Concrete (Sidewalk) Repair/Replace	100	SF	$1,454.20	$1,317.01	$234.80		$3,006.01
Concrete Catch Basin Repair	8	REPAIRS	$5,816.80	$486.52	$647.20		$6,950.52
Data Collection	50	CT	$1,579.40		$47.50		$1,626.90
Drainage Maintenance - Swale Grading	100,000	SF	$84,811.43	$54,781.71	$13,702.86		$153,296.00
Drainage Maintenance Re-grading	10,000	SF	$5,868.80	$14.56	$959.20		$6,842.56
Fuel Work	25	EQUIPMENT	$1,889.25		$566.50		$2,455.75
GIS Update	75	CT	$1,974.25				$1,974.25
Graffiti Removal	50		$294.57	$14.52	$32.25		$341.34
Ground Penetrating Radar	2	TICKETS	$78.97		$8.17		$87.14
Investigation	45	INSPECTIONS	$3,636.45		$213.75		$3,850.20
Large Pipe Install (Pipes 31" And Up)	130	LF	$9,647.30	$18,485.97	$3,781.05		$31,914.32
Large Pipe Repair (Pipes 31" And Up)	4	REPAIRS	$5,868.80	$611.12	$2,326.80		$8,806.72
MSBU Administrative Work	150	HOURS	$11,845.50		$624.00		$12,469.50
Open Road Cut Road Repair	6	TONS	$1,078.95	$735.62	$111.08		$1,925.65
Pavement Markings	90	MARKINGS	$5,227.38	$508.59	$916.02		$6,651.99
Pavement Restoration	2	TONS	$1,438.60	$216.20	$148.10		$1,802.90

Budget Report

Activity Description: All

Harbour Heights Street and Drainage Unit

Budget Year: 2026

	Budget Details						
Activity Description	**Work Quantity**	**Unit of Measure**	**Labor Cost**	**Materials Cost**	**Equipment Cost**	**Contractor Cost**	**Total**
Project Management	10	LABOR	$937.57				$937.57
ROW - Clearing / Haul Debris	3	TONS	$1,316.58		$257.70		$1,574.28
ROW - Vegetation / Boom Mowing	60,000	CY	$2,960.40		$962.00		$3,922.40
ROW - Vegetation Management	1,000	STRUCTURES	$2,328.33	$32.67	$595.67		$2,956.67
ROW Watering	100,000	GALLONS	$24,670.00		$3,273.33		$27,943.33
Shoulder Repair	1	MILES	$2,877.20	$197.19	$195.20		$3,269.59
Sign Fabrication	45	SIGNS	$992.83	$1,494.93	$43.97		$2,531.73
Sign Inspection	2,000	SIGNS	$7,510.75		$1,055.91		$8,566.67
Sign Installation	7	SIGNS	$244.48	$115.88	$34.37		$394.73
Sign Maintenance	400	SIGNS	$13,970.00	$6,308.00	$1,964.00		$22,242.00
Small Pipe Install (Pipes 31" And Under)	500	LF	$34,285.94	$34,086.25	$4,598.44		$72,970.63
Small Pipe Repair (Pipes 31" And Under)	2	REPAIRS	$2,194.30	$164.66	$404.20		$2,763.16
Standard Cuts	1,800	SF	$13,165.80	$1,309.80	$1,765.80		$16,241.40
Support (Post) Maintenance	75	POSTS	$1,309.69	$476.08	$184.13		$1,969.89
Transport	3	TRIP	$789.70		$127.30		$917.00
Vacuum Culvert Cleaning	50	CULVERTS	$7,441.00		$2,294.00		$9,735.00
Harbour Heights Street and Drainage Unit Total			**$273,953.60**	**$124,140.69**	**$44,972.12**		**$443,066.41**

Budget Report

Activity Description: All

Harbour Heights Street and Drainage Unit

Budget Year: 2027

	Budget Details						
Activity Description	**Work Quantity**	**Unit of Measure**	**Labor Cost**	**Materials Cost**	**Equipment Cost**	**Contractor Cost**	**Total**
ADA Mat	3	MATS	$363.55	$199.37	$12.98		$575.89
Asphalt Maintenance	4	TONS	$2,877.20	$489.30	$296.20		$3,662.70
Brush Cutting	1,250	CY	$1,345.44		$245.94		$1,591.38
Camera/Video	7	PIPES	$4,294.64		$1,655.64		$5,950.28
Concrete (Catch Basins)	1	CATCH BASINS	$2,950.00	$445.77	$404.20		$3,799.97
Concrete (Driveways)	240	SF	$1,163.36	$709.97	$120.08		$1,993.41
Concrete (Mitered Ends)	2	PIPE END	$1,454.20	$1,078.17	$161.80		$2,694.17
Concrete (Sidewalk) Repair/Replace	100	SF	$1,454.20	$1,382.86	$234.80		$3,071.86
Concrete Catch Basin Repair	8	REPAIRS	$5,816.80	$510.84	$647.20		$6,974.84
Data Collection	50	CT	$1,579.40		$47.50		$1,626.90
Drainage Maintenance - Swale Grading	100,000	SF	$84,811.43	$57,518.29	$13,702.86		$156,032.57
Drainage Maintenance Re-grading	10,000	SF	$5,868.80	$15.28	$959.20		$6,843.28
Fuel Work	25	EQUIPMENT	$1,889.25		$566.50		$2,455.75
GIS Update	75	CT	$1,974.25				$1,974.25
Graffiti Removal	50		$294.57	$15.24	$32.25		$342.06
Ground Penetrating Radar	2	TICKETS	$78.97		$8.17		$87.14
Investigation	45	INSPECTIONS	$3,636.45		$213.75		$3,850.20
Large Pipe Install (Pipes 31" And Up)	130	LF	$9,647.30	$19,410.24	$3,781.05		$32,838.59
Large Pipe Repair (Pipes 31" And Up)	4	REPAIRS	$5,868.80	$641.68	$2,326.80		$8,837.28
MSBU Administrative Work	150	HOURS	$11,845.50		$624.00		$12,469.50
Open Road Cut Road Repair	6	TONS	$1,078.95	$772.40	$111.08		$1,962.43
Pavement Markings	90	MARKINGS	$5,227.38	$534.01	$916.02		$6,677.41
Pavement Restoration	2	TONS	$1,438.60	$227.01	$148.10		$1,813.71

Budget Report

Activity Description: All

Harbour Heights Street and Drainage Unit

Budget Year: 2027

	Budget Details						
Activity Description	**Work Quantity**	**Unit of Measure**	**Labor Cost**	**Materials Cost**	**Equipment Cost**	**Contractor Cost**	**Total**
Project Management	10	LABOR	$937.57				$937.57
Road Edging	12,000	LF	$2,646.72		$637.44		$3,284.16
ROW - Clearing / Haul Debris	3	TONS	$1,316.58		$257.70		$1,574.28
ROW - Vegetation / Boom Mowing	60,000	CY	$2,960.40		$962.00		$3,922.40
ROW - Vegetation Management	1,000	STRUCTURES	$2,328.33	$34.30	$595.67		$2,958.30
ROW Watering	100,000	GALLONS	$24,670.00		$3,273.33		$27,943.33
RPM Install	500	RPM	$2,603.00	$693.08	$226.79		$3,522.86
Shoulder Repair	1	MILES	$2,877.20	$207.05	$195.20		$3,279.45
Sign Fabrication	50	SIGNS	$1,103.14	$1,744.09	$48.86		$2,896.09
Sign Inspection	2,200	SIGNS	$8,261.83		$1,161.51		$9,423.33
Sign Installation	10	SIGNS	$349.25	$173.83	$49.10		$572.18
Sign Maintenance	400	SIGNS	$13,970.00	$6,623.40	$1,964.00		$22,557.40
Small Pipe Install (Pipes 31" And Under)	500	LF	$34,285.94	$35,790.47	$4,598.44		$74,674.84
Small Pipe Repair (Pipes 31" And Under)	2	REPAIRS	$2,194.30	$172.89	$404.20		$2,771.39
Standard Cuts	1,800	SF	$13,165.80	$1,375.20	$1,765.80		$16,306.80
Striping	30,000	LF	$2,945.70	$4,108.47	$508.90		$7,563.07
Support (Post) Maintenance	75	POSTS	$1,309.69	$499.89	$184.13		$1,993.71
Transport	3	TRIP	$789.70		$127.30		$917.00
Vacuum Culvert Cleaning	50	CULVERTS	$7,441.00		$2,294.00		$9,735.00
Harbour Heights Street and Drainage Unit Total			**$283,115.18**	**$135,373.08**	**$46,470.46**		**$464,958.72**

Harbour Heights Street and Drainage MSBU
Rate Decrease Proposal
as of 4.15.25

	Estimate FY2025	$ 203.00 FY26 rate Preliminary FY2026	Preliminary FY2027	Projected FY2028	Projected FY2029	Projected FY2030	Projected FY2031
BEGINNING BALANCE	$ 2,291,780	$2,756,928	$2,551,162	$2,319,371	$2,097,010	$1,863,211	$1,620,161
OPERATING REVENUES							
Assessments & Earnings	798,553	463,136	462,452	476,260	475,498	474,696	473,862
External Borrowing	-	-	-	-	-	-	-
Total Revenue	$798,553	$463,136	$462,452	$476,260	$475,498	$474,696	$473,862
OPERATING EXPENDITURES							
Other Operating Expenditures	333,406	668,902	694,243	698,622	709,296	717,745	729,324
Principal Pymts	-	-	-	-	-	-	-
Interest Pymts	-	-	-	-	-	-	-
Total Expenditures	$333,406	$668,902	$694,243	$698,622	$709,296	$717,745	$729,324
RESERVE (ENDING FUND BALANCE)	$ 2,756,928	$2,551,162	$2,319,371	$2,097,010	$1,863,211	$1,620,161	$1,364,699
Reserve %	*89.2%*	*79.2%*	*77.0%*	*75.0%*	*72.4%*	*69.3%*	*65.2%*

Notes:
- *Rate decrease from $355 FY25 to $203 FY26*
- *Next paving is planned for FY37, FY32 is the earliest year funds could be banked.*
- *Rate to be evaluated in FY32.*
- *Reduction in specialty mowing and work program activities since the scenario approved on 3/14/23, including Drainage Maint. - Swale Grading, Right-of-Way Watering, and Project Management*

Harbour Heights Street and Drainage MSBU
Rate Decrease Proposal
as of 4.15.25

	Earliest year to bank for paving			year 10		Planned paving year
	Projected FY2032	Projected FY2033	Projected FY2034	Projected FY2035	Projected FY2036	Projected FY2037
BEGINNING BALANCE	$1,364,699	$1,099,046	$809,914	$509,519	$194,440	($132,388)
OPERATING REVENUES						
Assessments & Earnings	472,986	472,074	471,083	470,052	468,972	468,305
External Borrowing	-	-	-	-	-	-
Total Revenue	$472,986	$472,074	$471,083	$470,052	$468,972	$468,305
OPERATING EXPENDITURES						
Other Operating Expenditures	738,639	761,207	771,477	785,132	795,799	811,301
Principal Pymts	-	-	-	-	-	-
Interest Pymts	-	-	-	-	-	-
Total Expenditures	$738,639	$761,207	$771,477	$785,132	$795,799	$811,301
RESERVE (ENDING FUND BALANCE)	$1,099,046	$809,914	$509,519	$194,440	($132,388)	($475,384)
Reserve %	*59.8%*	*51.6%*	*39.8%*	*19.8%*	*0.0%*	*0.0%*

Notes:
- *Rate decrease from $355 FY25 to $203 FY26*
- *Next paving is planned for FY37, FY32 is the earliest year funds could be banked.*
- *Rate to be evaluated in FY32.*
- *Reduction in specialty mowing and work program activities since the scenario approved on 3/14/23, including Drainage Maint. - Swale Grading, Right-of-Way Watering, and Project Management*

CHARLOTTE COUNTY
FLORIDA

Harbour Heights Street & Drainage
Municipal Service Benefit Unit

Advisory Board Meeting Attendance
Wednesday, July 16, 2025

Location: Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, FL

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Erica Hayes	Erica.Lemaster@charlottecountyfl.gov	941.575.3626
Tom Mettner	tommettner@cs.com	630-235-2324
Joyce Pears	saltydog2010@hotmail.com	941-380-0974
Rick Kelly	on file	