

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 24, 2025**

**10:40 a.m. – 11:25 a.m.
Punta Gorda Library
401 Shreve St, Punta Gorda, Florida**

Members Present: Adam Riley, Vice-Chair
Tom Mettner
Joyce Pears
Members Absent: Richard Kelley
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 July 16, 2025, were unanimously approved as written.

Unfinished Business:
Median Landscaping: Concerns raised about dying trees and general maintenance. Contractors scheduled but timeframe is not determined. Staff will follow up with project manager.

New Business:
Financial Reports: The FY25 quarter three expenditure and monthly funding report (formerly maintenance activity report) were reviewed, as well as the FY26/27 planned budget.

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

Advisory Board Open Discussion:


- Missing/ replacement welcome sign discussed. Staff is searching for original design plans.
- Potholes discussed and locations will be provided to staff for repairs.
- Seawall/ drainage issue at 3301 Peace River Drive was discussed and property dispute and foreclosure proceedings were reviewed. Staff will follow up with legal.

Schedule Meetings / Items for Next Agenda:
Future meetings are tentatively scheduled as follows:


- November 12, 2025

The meeting adjourned at 11:25 a.m.

Submitted by: Erica Hayes
Public Works Department



Chair Signature



Date

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

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 24, 2025

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

BOARD MEMBERS: Richard Kelley, Chair
Adam Riley, Vice-Chair
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: July 16, 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 -June 30, 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	805,089.10		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$938,168	\$798,553	\$805,089		
Expenditures					
Contract Services	42,429	5,540	3,322	583	1,636
Pipe Lining	86,192	20,000	-	-	20,000
ROW Maintenance	18,837	19,985	13,814	8,375	(2,204)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	64,135	113,364	32,620	60,305	20,439
Public Works Services	178,729	813,988	81,512	-	732,476
Internal Charges	20,911	12,829	12,829	-	-
Purchased Services	27,707	27,552	29,750	-	(2,198)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	301,832	-	-	-	-
Total Expenditures	740,772	\$1,013,258	\$173,846	69,263	770,149
Reserves (Ending Fund Balance)	\$2,291,780	\$1,361,093	\$2,923,023		
<i>Reserve %</i>	75.6%	57.3%	94.4%		

Date Prepared: 7/30/2025

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

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
	14277	Contracted Sidewalk Repair/Replace		05/12/2025	0.25	21.60	0.00	0.00	0.00		21.60
	14277	Contracted Sidewalk Repair/Replace		05/21/2025	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
	14277	Contracted Sidewalk Repair/Replace		05/14/2025	0.00	0.00	0.00	0.00	2,430.00		2,430.00
	14277	Contracted Sidewalk Repair/Replace		05/13/2025	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
Work Order 14277 Total			27123 SUNNYBROOK RD, PORT CHARLOTTE, 33983		1.25	108.01	0.00	2.08	2,430.00	135.00	2,540.10
	Contracted Sidewalk Repair/Replace Total				1.25	108.01	0.00	2.08	2,430.00	135.00	2,540.10
	76520	Contracted Work		04/15/2025	0.00	0.00	0.00	0.00	2,092.20		2,092.20
	76520	Contracted Work		05/16/2025	0.00	0.00	0.00	0.00	2,092.20		2,092.20
	76520	Contracted Work		06/18/2025	0.25	21.60	0.00	0.00	2,092.20		2,113.80
	76520	Contracted Work		05/16/2025	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
Work Order 76520 Total			North County Safety Mowing and Litter Removal		0.75	64.81	0.00	2.08	6,276.60	0.00	6,343.49
#22-530 Safety Mowing - North County											
	84843	Contracted Work		04/01/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/02/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/03/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/04/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/08/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/09/2025	0.25	21.60	0.00	1.04	0.00		22.64

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

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 Accompl	Total Cost
	84843	Contracted Work		04/10/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/15/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/16/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/17/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/18/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/22/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/23/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/24/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/25/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/29/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		04/30/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/06/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/07/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/08/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/09/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/13/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/14/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/15/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/16/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/20/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/21/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		05/29/2025	0.25	21.60	0.00	1.04	0.00		22.64

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

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 Accompl	Total Cost
	84843	Contracted Work		05/30/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/03/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/04/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/05/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/06/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/10/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/12/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/13/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/19/2025	0.25	21.60	0.00	1.04	0.00		22.64
	84843	Contracted Work		06/20/2025	0.25	21.60	0.00	0.00	0.00		21.60
		Contract Inspection Total				10.00	864.10	0.00	40.56	0.00	904.56
	84843	Contracted Work		05/30/2025	0.25	21.60	0.00	0.00	0.00		21.60
		Contract Management Total				0.25	21.60	0.00	0.00	0.00	21.60
	84843	Contracted Work		06/01/2025	0.00	0.00	0.00	0.00	6,085.00		6,085.00
	84843	Contracted Work		06/03/2025	0.00	0.00	0.00	0.00	6,085.00		6,085.00
	Work Order 84843 Total		North County Landscape Maintenance		10.25	885.70	0.00	40.56	12,170.00	0.00	13,096.16
#24-642 County ROW Landscape Maintenance - Mid-County											
	Contracted Work Total				11.00	950.51	0.00	42.64	18,446.60	0.00	19,439.65
	104396	Contracted Work - Inspection		05/01/2025	1.50	113.61	0.00	6.24	0.00		119.85
	Work Order 104396 Total		HARBOUR DR, PORT CHARLOTTE, FL, 33983		1.50	113.61	0.00	6.24	0.00	1.50	119.85
#22-530 Safety Mowing - North County											

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

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 Accompl	Total Cost
	107227	Contracted Work - Inspection		05/19/2025	2.00	151.48	0.00	8.32	0.00		159.80
	Work Order 107227 Total		HARBOUR DR, PORT CHARLOTTE, FL, 33983		2.00	151.48	0.00	8.32	0.00	2.00	159.80
#22-530 Safety Mowing - North County											
	Contracted Work - Inspection Total				3.50	265.09	0.00	14.56	0.00	3.50	279.65
	83889	Drainage Maintenance - Swale Grading		04/16/2025	0.00	0.00	2,160.00	0.00	0.00		2,160.00
	Work Order 83889 Total		2433 HARBOUR DR, PORT CHARLOTTE, FL, 33983		0.00	0.00	2,160.00	0.00	0.00	4,550.00	2,160.00
	Drainage Maintenance - Swale Grading Total				0.00	0.00	2,160.00	0.00	0.00	4,550.00	2,160.00
	108023	Investigation		05/28/2025	0.25	18.94	0.00	0.00	0.00		18.94
	108023	Investigation		05/29/2025	0.50	37.87	0.00	2.08	0.00		39.95
	Work Order 108023 Total		PASADENA TER & SULSTONE DR, PORT CHARLOTTE, FL, 33983		0.75	56.81	0.00	2.08	0.00	1.00	58.89
	110988	Investigation		06/16/2025	1.00	75.74	0.00	4.16	0.00		79.90
	Work Order 110988 Total		2245 TRITON TER, PORT CHARLOTTE, FL, 33983		1.00	75.74	0.00	4.16	0.00	1.00	79.90
	Investigation Total				1.75	132.55	0.00	6.24	0.00	2.00	138.79
	72660	MSBU Administrative Work		04/09/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72660	MSBU Administrative Work		04/17/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72660	MSBU Administrative Work		05/08/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72660	MSBU Administrative Work		05/19/2025	0.25	18.48	0.00	0.00	0.00		18.48

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

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
	72660	MSBU Administrative Work		05/23/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72660	MSBU Administrative Work		06/05/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72660	MSBU Administrative Work		06/16/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72660	MSBU Administrative Work		06/17/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72660	MSBU Administrative Work		06/18/2025	0.50	36.95	0.00	0.00	0.00		36.95
		Administrative Time Total			4.00	295.60	0.00	0.00	0.00		295.63
	Work Order 72660 Total				4.00	295.60	0.00	0.00	0.00	0.00	295.63
		MSBU Administrative Work Total			4.00	295.60	0.00	0.00	0.00	0.00	295.63
	95989	ROW Watering		04/04/2025	2.00	137.88	0.00	19.64	0.00		157.52
	95989	ROW Watering		04/07/2025	3.00	206.82	0.00	29.46	0.00		236.28
	95989	ROW Watering		04/10/2025	1.50	103.41	0.00	14.73	0.00		118.14
	Work Order 95989 Total		2241 BROADPOINT DR, PORT CHARLOTTE, FL, 33983		6.50	448.11	0.00	63.83	0.00	36,000.00	511.94
		ROW Watering Total			6.50	448.11	0.00	63.83	0.00	36,000.00	511.94
	111569	Sign Fabrication		06/17/2025	1.00	72.15	72.95	6.84	0.00		151.94
	Work Order 111569 Total		3721 PEACE RIVER DR, Charlotte, FL, 33983		1.00	72.15	72.95	6.84	0.00	4.00	151.94
		Sign Fabrication Total			1.00	72.15	72.95	6.84	0.00	4.00	151.94
	111338	Sign Maintenance		06/16/2025	1.00	64.78	46.33	0.00	0.00		111.11
	Work Order 111338 Total		3721 PEACE RIVER DR, Charlotte, FL, 33983		1.00	64.78	46.33	0.00	0.00	5.00	111.11

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 Accompl	Total Cost
		Sign Maintenance Total			1.00	64.78	46.33	0.00	0.00	5.00	111.11
42782		Vacuum Culvert Cleaning		04/04/2025	2.00	95.67	0.00	45.88	0.00		141.55
42782		Vacuum Culvert Cleaning		04/10/2025	2.00	138.68	0.00	45.88	0.00		184.56
Work Order 42782 Total			3317 Peace River Dr		4.00	234.35	0.00	91.76	0.00	1.00	326.11
67806		Vacuum Culvert Cleaning		04/10/2025	6.00	416.04	0.00	137.64	0.00		553.68
Work Order 67806 Total			402322310010, 3354 DOVER DR, PUNTA GORDA, FL		6.00	416.04	0.00	137.64	0.00	3.00	553.68
93434		Vacuum Culvert Cleaning		04/10/2025	7.00	485.38	0.00	160.58	0.00		645.96
Work Order 93434 Total			2412 Harbour Dr		7.00	485.38	0.00	160.58	0.00	1.00	645.96
Vacuum Culvert Cleaning Total					17.00	1,135.77	0.00	389.98	0.00	5.00	1,525.75
Harbour Heights Street and Drainage Unit Total					47.00	3,472.57	2,279.28	526.17	20,876.60		27,154.56

Harbour Heights Street and Drainage MSBU

Rate Decrease Proposal

as of 4.15.25

	\$ 203.00 FY26 rate						
	Estimate FY2025	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
<i>Reserve %</i>	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