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

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, APRIL 17, 2024

10:35 a.m. – 12:05 p.m.
Charlotte Harbor Event & Conference Center
75 Taylor Street, Punta Gorda, Florida

Members Present:	Dave Evans, Chair Sandra Funk, Vice Chair Thomas Freimark Dr. Mary-Ellen Kiss Richard Mathis
Members Absent:	None
County Staff:	Erica LeMaster, Community Liaison
Guests:	None

Call to Order / Roll Call:
The meeting was called to order at 10:35 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:
Dr. Kiss motioned to add San Edmundo Street speed sign to the agenda. The motion was seconded and passed unanimously.

Election of Officers:
The group unanimously voted to keep the current officers the same.

- Chair: Mr. Evans
- Vice Chair: Sandra Funk

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

Approval of the Minutes:
The April 17, 2024, minutes were unanimously approved as written.

Unfinished Business:

a. Burnt Store Road & Vincent Avenue: Ms. LeMaster advised that there has not been an update since the last meeting. Discussion ensued regarding past paving of Vincent Avenue.

b. Road Repair: Peppercorn Avenue & Sugar Court: Discussion ensued regarding an open road cut repair on Peppercorn Avenue and Sugar Court. Ms. LeMaster reminded the group that this repair is a Charlotte County Utilities (CCU) repair, providing the contact information for CCU. Questions regarding Public Works charges were voiced. Ms. LeMaster will update the group once clarification is received.

c. Fiscal Year (FY) 24 Paving Program: Discussion ensued regarding the increase in paving costs for FY24's paving program. Questions ensued regarding an increase in Assessments and the 5-year paving loan.

d. Existing Sidewalk Repair and Maintenance: The group advised that Charlotte County Utilities has begun repairs on existing sidewalk locations.

e. Hydrology Study: Ms. LeMaster provided an update to the group that we are moving forward with the requests for quotes on a Stormwater Hydrology Study. She advised that if the group wanted to focus on a street and drainage level study those costs currently would be funded by the Street and Drainage MSBU.

f. No Outlet Signs – Cape Horn Boulevard: Ms. LeMaster updated the group that Public Works can install No Outlet Signs with the group's recommendation on street locations, advising that the cost for the signs would come out of the MSBU's budget.

g. San Edmundo Road Speed Sign: Ms. LeMaster updated the group that a legal service request has been submitted with legal to discuss ownership of the speed sign, she will update the group once additional information is provided.

New Business:

a. Financial Reports: FY2023 quarter four actual expenditure and activity maintenance reports were provided for review. Questions ensued regarding the amount that can be accumulated in reserves without a planned project.

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

Advisory Board Open Discussion:

- Mr. Evans inquired on the possibility of the counties help in fulfilling Southwest Florida Water Management District's (SWFWD) requirement to add an additional stormwater pond at stork lake park in coordination with a hard scape project. Discussion ensued regarding the Property Owners Association's long-term plan.

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

- Monday, July 22, 2024
- Monday, October 7, 2024

The meeting adjourned at 12:05 p.m.

Submitted by Erica LeMaster
Public Works Department

Chair Signature

7/22/24
Date

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

ADVISORY BOARD REGULAR MEETING
Monday, April 17, 2024
10:30 a.m., Punta Gorda Library
401 Shreve Street, Punta Gorda, Florida

BOARD MEMBERS: Dave Evans, Chair
Sandra Funk, Vice-Chair
Thomas Freimark
Dr. Mary-Ellen Kiss
Richard Mathis

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. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: February 26, 2024
5. Unfinished Business:
    a. Burnt Store Road & Vincent Avenue
    b. FY24 Paving Program
    c. Existing Sidewalk Repair and Maintenance
    d. Future Sidewalks
    e. Hydrology Study
    f. No Outlet Signs – Cape Horn
6. New Business:
    a. Financial Reports
    b. Election of Officers
    c. Annual Review: Roberts Rules of Order, Sunshine Law, Records
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

CHARLOTTE COUNTY
FLORIDA

South Burnt Store Street & Drainage
Municipal Service Benefit Unit

Advisory Board Meeting Attendance
Monday, April 17, 2024

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

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
Dave Evans	on file	on file
Rick Mathis	on file	on file
Mary Ellen Kiss	" "	" "
Thomas Freeman	"	"
Sandra Funk	"	"

Sidewalk Estamates

South Burnt Store Street & Drainage

Location		Section		Design cost	Construction cost	Total cost	Length (LF)
Peppercorn Rd.	Burnt Store Rd.	to	Acapulco Rd.	$190,330.00	$815,700.00	$1,006,030.00	5438
Cabana Rd.	Burnt Store Rd.	to	Cape Horn Blvd.	$93,100.00	$399,000.00	$492,100.00	2660
Santa Inez Rd.	Peppercorn Rd.	to	Cape Horn Blvd.	$110,250.00	$472,500.00	$582,750.00	3150
Acapulco Rd.	Cape Horn Blvd.	to	End at mangroves	$214,245.00	$918,150.00	$1,132,395.00	2148
Boca Vista Rd.	Vincent Ave.	to	End at mangroves	$51,800.00	$222,000.00	$273,800.00	1480
San Edmundo Rd.	Cape Horn Blvd.	to	San Ciprian Rd.	$239,050.00	$1,024,500.00	$1,263,550.00	6830
San Ciprian Rd.	San Edmundo Rd.	to	Cape Horn Blvd.	$58,800.00	$252,000.00	$310,800.00	1680
Cedar Rapids Rd.	Vincent Ave.	to	Boca Vista Rd.	$75,180.00	$322,200.00	$397,380.00	2148

as of 3.24.2023

South Burnt Store 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	$3,148,147	$3,556,548	$3,821,104		
Revenues					
Assessments & Earnings	812,077	649,481	410,463		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	2,446,000	-		
Total Revenue	$812,077	$3,095,481	$410,463		
Expenditures					
Contract Services	-	7,500	3,200	-	4,300
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclaimation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	122,155	204,319	46,156	-	158,163
Internal Charges	1,391	1,194	1,194	-	-
Purchased Services	15,573	19,425	8,779	-	10,646
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	85,618	-	-	85,618
Project Costs					
South Burnt Store Paving FY24	-	4,712,400	-	-	4,712,400
Total Expenditures	$139,119	$5,050,456	$59,329	$0	$4,991,127
Reserves (Ending Fund Balance)	$3,821,104	$1,601,573	$4,172,238		
Reserve %	*96.5%*	*24.1%*	*98.6%*		

Date Prepared: 1/24/2024

South Burnt Store 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
	33093	Asphalt Maintenance		11/28/2023	3.00	221.70	0.00	13.98	0.00		235.68
	Work Order 33093 Total		**24424 PEPPERCORN RD, PUNTA GORDA, FL, 33955**		3.00	221.70	0.00	13.98	0.00	0.00	235.68
		Asphalt Maintenance Total			3.00	221.70	0.00	13.98	0.00	0.00	235.68
	27400	Concrete - Armoring		12/06/2023	40.00	2,872.40	4,369.00	377.80	0.00		7,619.20
	Work Order 27400 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		40.00	2,872.40	4,369.00	377.80	0.00	8.00	7,619.20
		Concrete - Armoring Total			40.00	2,872.40	4,369.00	377.80	0.00	8.00	7,619.20
	26623	□Concrete (Catch Basins)□		11/20/2023	77.50	5,468.83	0.00	259.80	0.00		5,728.63
	26623	□Concrete (Catch Basins)□		11/30/2023	48.50	3,357.38	0.00	584.99	287.92		4,230.29
	26623	□Concrete (Catch Basins)□		12/04/2023	59.50	4,131.31	0.00	520.18	0.00		4,651.49
	26623	□Concrete (Catch Basins)□		12/05/2023	58.00	4,021.83	0.00	593.00	0.00		4,614.83
	26623	□Concrete (Catch Basins)□		12/06/2023	5.50	397.05	480.82	91.76	0.00		969.63
	26623	□Concrete (Catch Basins)□		12/07/2023	19.00	1,371.80	0.00	273.51	0.00		1,645.31
	26623	□Concrete (Catch Basins)□		12/11/2023	55.50	3,909.45	0.00	377.80	0.00		4,287.25
	26623	□Concrete (Catch Basins)□		12/12/2023	40.75	2,867.55	1,384.64	318.90	0.00		4,571.09
	26623	□Concrete (Catch Basins)□		12/13/2023	44.25	3,120.31	304.84	212.20	0.00		3,637.34
	26623	□Concrete (Catch Basins)□		12/18/2023	44.00	3,043.16	0.00	424.44	0.00		3,467.60
	26623	□Concrete (Catch Basins)□		12/19/2023	36.00	2,494.90	0.00	335.50	0.00		2,830.40
	26623	□Concrete (Catch Basins)□		12/20/2023	41.00	2,803.79	556.65	335.50	0.00		3,695.94
	Work Order 26623 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		529.50	36,987.33	2,726.95	4,327.58	287.92	2.00	44,329.80

South Burnt Store 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
		□Concrete (Catch Basins)□ Total			529.50	36,987.33	2,726.95	4,327.58	287.92	2.00	44,329.80
	12680	Concrete Catch Basin Repair□		10/16/2023	20.00	1,308.70	0.00	0.00	0.00		1,308.70
	12680	Concrete Catch Basin Repair□		10/17/2023	36.00	2,397.72	0.00	0.00	0.00		2,397.72
	12680	Concrete Catch Basin Repair□		10/18/2023	41.00	2,750.28	0.00	231.61	0.00		2,981.89
	12680	Concrete Catch Basin Repair□		10/19/2023	29.00	1,930.59	0.00	0.00	0.00		1,930.59
	12680	Concrete Catch Basin Repair□		10/20/2023	17.75	1,201.60	1,742.98	0.00	0.00		2,944.58
	Work Order 12680 Total		**16960 ACAPULCO RD, PUNTA GORDA, 33955**		143.75	9,588.88	1,742.98	231.61	0.00	1.00	11,563.48
		Concrete Catch Basin Repair□ Total			143.75	9,588.88	1,742.98	231.61	0.00	1.00	11,563.48
	14125	Contracted - Concrete (Driveways)		10/25/2023	0.00	0.00	0.00	0.00	3,200.00		3,200.00
	14125	Contracted - Concrete (Driveways)		10/25/2023	0.50	42.73	0.00	0.00	0.00		42.73
			Contract Management Total		0.50	42.73	0.00	0.00	0.00		42.73
	Work Order 14125 Total		**24393 LUCAS WAY, PUNTA GORDA, 33955**		0.50	42.73	0.00	0.00	3,200.00	320.00	3,242.73
#20-501 Concrete Flatwork											
		Contracted - Concrete (Driveways) Total			0.50	42.73	0.00	0.00	3,200.00	320.00	3,242.73
	23163	GIS Update		11/08/2023	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 23163 Total		**24393 LUCAS WAY, PUNTA GORDA, 33955**		0.25	18.48	0.00	0.00	0.00	1.00	18.48
		GIS Update Total			0.25	18.48	0.00	0.00	0.00	1.00	18.48

South Burnt Store 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
	14754	Investigation		12/29/2023	2.00	151.48	0.00	7.84	0.00		159.32
	Work Order 14754 Total		**24051 PYRAMID WAY, PUNTA GORDA, 33955**		2.00	151.48	0.00	7.84	0.00	1.00	159.32
	28783	Investigation		12/08/2023	1.50	113.61	0.00	5.88	0.00		119.49
	Work Order 28783 Total		**17084 ACAPULCO RD, PUNTA GORDA, FL, 33955**		1.50	113.61	0.00	5.88	0.00	1.00	119.49
		Investigation Total			3.50	265.09	0.00	13.72	0.00	2.00	278.81
	29432	Miscellaneous		12/07/2023	4.00	295.60	0.00	0.00	0.00		295.60
	29432	Miscellaneous		12/08/2023	4.00	295.60	0.00	0.00	0.00		295.60
	Work Order 29432 Total		**South Burnt Store**		8.00	591.20	0.00	0.00	0.00	4.00	591.20
		Miscellaneous Total			8.00	591.20	0.00	0.00	0.00	4.00	591.20
	6132	MSBU Administrative Work		10/24/2023	10.00	864.10	0.00	39.20	0.00		903.30
	Work Order 6132 Total				10.00	864.10	0.00	39.20	0.00	114.25	903.30
	20049	MSBU Administrative Work		10/18/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		10/27/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		10/31/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		11/06/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20049	MSBU Administrative Work		11/08/2023	1.75	129.33	0.00	0.00	0.00		129.33
	20049	MSBU Administrative Work		11/14/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20049	MSBU Administrative Work		11/21/2023	0.50	36.95	0.00	0.00	0.00		36.95

South Burnt Store 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
	20049	MSBU Administrative Work		11/27/2023	3.50	258.65	0.00	0.00	0.00		258.65
	20049	MSBU Administrative Work		11/30/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20049	MSBU Administrative Work		12/01/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		12/05/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		12/18/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		12/19/2023	3.50	258.65	0.00	0.00	0.00		258.65
	20049	MSBU Administrative Work		12/20/2023	1.00	73.90	0.00	0.00	0.00		73.90
			Administrative Time Total		20.25	1,496.48	0.00	0.00	0.00		1,496.48
	20049	MSBU Administrative Work		11/27/2023	2.50	184.75	0.00	0.00	0.00		184.75
			MSBU Meeting Total		2.50	184.75	0.00	0.00	0.00		184.75
	20049	MSBU Administrative Work		11/27/2023	2.00	147.80	0.00	0.00	0.00		147.80
			MSBU Minutes Total		2.00	147.80	0.00	0.00	0.00		147.80
	20049	MSBU Administrative Work		11/30/2023	10.00	864.10	0.00	39.20	0.00		903.30
	Work Order 20049 Total				34.75	2,693.13	0.00	39.20	0.00	0.00	2,732.33
		MSBU Administrative Work Total			44.75	3,557.23	0.00	78.40	0.00	114.25	3,635.63
	21750	Open Road Cut Road Repair		10/20/2023	34.00	2,268.76	565.88	145.55	0.00		2,980.19
	Work Order 21750 Total		**16960 ACAPULCO RD, PUNTA GORDA, 33955**		34.00	2,268.76	565.88	145.55	0.00	6.58	2,980.19
	25343	Open Road Cut Road Repair		12/19/2023	1.00	73.90	0.00	0.00	0.00		73.90
	Work Order 25343 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		1.00	73.90	0.00	0.00	0.00	7.00	73.90

South Burnt Store 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
		Open Road Cut Road Repair Total			35.00	2,342.66	565.88	145.55	0.00	13.58	3,054.09
	17107	Project Management		12/05/2023	3.00	286.11	0.00	0.00	0.00		286.11
	17107	Project Management		12/13/2023	8.00	636.93	0.00	11.76	0.00		648.69
	17107	Project Management		12/19/2023	7.00	482.58	0.00	0.00	0.00		482.58
	17107	Project Management		12/20/2023	9.50	654.93	0.00	0.00	0.00		654.93
	17107	Project Management		12/29/2023	8.50	585.99	0.00	0.00	0.00		585.99
	17107	Project Management		12/14/2023	6.50	492.31	0.00	25.48	0.00		517.79
	17107	Project Management		12/15/2023	8.00	605.92	0.00	31.36	0.00		637.28
	17107	Project Management		12/22/2023	8.25	624.85	0.00	32.34	0.00		657.20
			Plan/Spec Review Total		22.75	1,723.08	0.00	89.18	0.00		1,812.27
	17107	Project Management		12/06/2023	10.00	864.10	0.00	39.20	0.00		903.30
	17107	Project Management		12/07/2023	8.00	691.28	0.00	31.36	0.00		722.64
	17107	Project Management		12/08/2023	10.00	864.10	0.00	39.20	0.00		903.30
	17107	Project Management		12/12/2023	10.00	864.10	0.00	39.20	0.00		903.30
	17107	Project Management		12/13/2023	8.00	691.28	0.00	31.36	0.00		722.64
	17107	Project Management		12/14/2023	10.00	864.10	0.00	39.20	0.00		903.30
	17107	Project Management		12/15/2023	10.00	864.10	0.00	39.20	0.00		903.30
	17107	Project Management		12/19/2023	10.00	864.10	0.00	39.20	0.00		903.30
			Site Visits Total		76.00	6,567.16	0.00	297.91	0.00		6,865.08
	Work Order 17107 Total				134.74	10,936.78	0.00	398.85	0.00	0.00	11,335.65

South Burnt Store 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
cmr2209 - South Burnt Store Paving											
		Project Management Total			134.74	10,936.78	0.00	398.85	0.00	0.00	11,335.65
	9163	Small Pipe Install (Pipes Under 31")		10/26/2023	5.00	364.70	0.00	11.68	0.00		376.38
	Work Order 9163 Total		**24393 LUCAS WAY, PUNTA GORDA, 33955**		5.00	364.70	0.00	11.68	0.00	24.00	376.38
	12172	Small Pipe Install (Pipes Under 31")		10/02/2023	19.00	1,323.03	0.00	11.76	0.00		1,334.79
	12172	Small Pipe Install (Pipes Under 31")		10/04/2023	11.00	756.80	0.00	19.04	0.00		775.84
	12172	Small Pipe Install (Pipes Under 31")		10/12/2023	4.00	275.04	0.00	45.32	0.00		320.36
	12172	Small Pipe Install (Pipes Under 31")		10/16/2023	48.00	3,494.98	0.00	91.10	0.00		3,586.08
	12172	Small Pipe Install (Pipes Under 31")		10/17/2023	56.00	4,085.73	58.72	151.99	0.00		4,296.44
	12172	Small Pipe Install (Pipes Under 31")		10/18/2023	40.00	2,931.30	62.63	91.10	0.00		3,085.03
	12172	Small Pipe Install (Pipes Under 31")		10/19/2023	52.50	3,752.95	3,294.74	147.75	0.00		7,195.44
	12172	Small Pipe Install (Pipes Under 31")		10/20/2023	70.25	4,888.50	102.55	291.45	0.00		5,282.50
	12172	Small Pipe Install (Pipes Under 31")		12/15/2023	0.00	0.00	1,902.50	0.00	0.00		1,902.50
	Work Order 12172 Total		**16960 ACAPULCO RD, PUNTA GORDA, 33955**		300.75	21,508.33	5,421.14	849.51	0.00	48.00	27,778.98
	12173	Small Pipe Install (Pipes Under 31")		10/23/2023	46.50	3,252.74	777.50	19.60	0.00		4,049.84
	12173	Small Pipe Install (Pipes Under 31")		11/02/2023	40.00	2,726.48	0.00	0.00	0.00		2,726.48
	12173	Small Pipe Install (Pipes Under 31")		11/06/2023	62.00	4,319.58	0.00	400.60	355.48		5,075.66
	12173	Small Pipe Install (Pipes Under 31")		11/07/2023	63.50	4,407.81	3,052.38	427.70	2,108.94		9,996.83
	12173	Small Pipe Install (Pipes Under 31")		11/08/2023	60.50	4,286.92	4,222.43	377.00	287.92		9,174.27

South Burnt Store 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
	12173	Small Pipe Install (Pipes Under 31")		11/13/2023	60.00	4,118.40	0.00	282.60	1,524.85		5,925.85
	12173	Small Pipe Install (Pipes Under 31")		11/14/2023	55.00	3,855.62	1,315.28	332.27	0.00		5,503.17
	Work Order 12173 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		387.50	26,967.55	9,367.59	1,839.77	4,277.19	72.00	42,452.10
		Small Pipe Install (Pipes Under 31") Total			693.25	48,840.57	14,788.73	2,700.95	4,277.19	144.00	70,607.46
	19184	Vacuum Culvert Cleaning		11/01/2023	22.50	1,586.27	0.00	229.40	0.00		1,815.68
	19184	Vacuum Culvert Cleaning		11/06/2023	3.00	208.02	0.00	68.82	0.00		276.84
	19184	Vacuum Culvert Cleaning		11/13/2023	12.00	873.78	0.00	160.58	0.00		1,034.36
	Work Order 19184 Total		**17123 BARCREST LN**		37.50	2,668.07	0.00	458.80	0.00	6.00	3,126.88
	25213	Vacuum Culvert Cleaning		11/07/2023	5.00	346.70	0.00	114.70	0.00		461.40
	Work Order 25213 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		5.00	346.70	0.00	114.70	0.00	1.00	461.40
		Vacuum Culvert Cleaning Total			42.50	3,014.77	0.00	573.50	0.00	7.00	3,588.28
			South Burnt Store Street and Drainage Unit Total		1,678.74	119,279.81	24,193.54	8,861.93	7,765.11		160,100.49

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		1,678.74	119,279.81	24,193.54	8,861.93	7,765.11		160,100.49

South Burnt Store 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	$3,148,147	$3,556,548	$3,821,104		
Revenues					
Assessments & Earnings	812,077	649,481	593,412		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	2,446,000	-		
Total Revenue	$812,077	$3,095,481	$593,412		
Expenditures					
Contract Services	-	7,500	3,200	-	4,300
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclaimation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	122,155	204,319	165,760	-	38,559
Internal Charges	1,391	1,194	1,194	-	-
Purchased Services	15,573	19,425	19,189	-	236
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	85,618	-	-	85,618
Project Costs					
South Burnt Store Paving FY24	-	4,712,400	12,589	4,620,000	80,249
Total Expenditures	$139,119	$5,050,456	$201,932	$4,620,000	$228,962
Reserves (Ending Fund Balance)	$3,821,104	$1,601,573	$4,212,584		
Reserve %	*96.5%*	*24.1%*	*95.4%*		

Date Prepared: 4/4/2024

South Burnt Store 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
	33313	Asphalt Maintenance		01/12/2024	3.00	202.66	11.18	14.51	0.00		228.35
	Work Order 33313 Total				3.00	202.66	11.18	14.51	0.00	0.13	228.35
		Asphalt Maintenance Total			3.00	202.66	11.18	14.51	0.00	0.13	228.35
	26623	□Concrete (Catch Basins)□		01/24/2024	0.00	0.00	2,025.00	0.00	0.00		2,025.00
	Work Order 26623 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		0.00	0.00	2,025.00	0.00	0.00	2.00	2,025.00
		□Concrete (Catch Basins)□ Total			0.00	0.00	2,025.00	0.00	0.00	2.00	2,025.00
	31657	GIS Update		01/11/2024	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 31657 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		0.50	36.95	0.00	0.00	0.00	2.00	36.95
	41882	GIS Update		03/11/2024	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 41882 Total		**422331328002, 17290 SAGEHORN LN, PUNTA GORDA, FL**		0.25	18.48	0.00	0.00	0.00	1.00	18.48
		GIS Update Total			0.75	55.43	0.00	0.00	0.00	3.00	55.43
	19183	Investigation		02/02/2024	2.00	151.48	0.00	7.84	0.00		159.32
	Work Order 19183 Total		**17123 BARCREST LN**		2.00	151.48	0.00	7.84	0.00	1.00	159.32
	27912	Investigation		03/11/2024	2.00	151.48	0.00	7.84	0.00		159.32
	Work Order 27912 Total		**17290 SAGEHORN LN, PUNTA GORDA, FL, 33955**		2.00	151.48	0.00	7.84	0.00	1.00	159.32

South Burnt Store 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
	31102	Investigation		03/14/2024	2.00	151.48	0.00	7.84	0.00		159.32
	Work Order 31102 Total		**ACAPULCO RD & BUNDY CT, PUNTA GORDA, FL, 33955**		2.00	151.48	0.00	7.84	0.00	1.00	159.32
	33163	Investigation		01/11/2024	1.00	79.79	0.00	3.92	0.00		83.71
	Work Order 33163 Total		**24424 PEPPERCORN RD, PUNTA GORDA, FL, 33955**		1.00	79.79	0.00	3.92	0.00	1.00	83.71
		Investigation Total			7.00	534.23	0.00	27.44	0.00	4.00	561.67
	33925	Large Pipe Repair (Pipes 31" And Up)		01/11/2024	6.00	403.50	0.00	6.99	0.00		410.49
	33925	Large Pipe Repair (Pipes 31" And Up)		01/16/2024	36.00	2,536.14	0.00	19.60	0.00		2,555.74
	33925	Large Pipe Repair (Pipes 31" And Up)		01/17/2024	35.00	2,400.30	0.00	267.47	0.00		2,667.77
	33925	Large Pipe Repair (Pipes 31" And Up)		01/18/2024	41.00	2,827.17	34.44	420.93	0.00		3,282.53
	Work Order 33925 Total		**24424 PEPPERCORN RD, FL, 33955**		118.00	8,167.11	34.44	714.99	0.00	1.00	8,916.53
		Large Pipe Repair (Pipes 31" And Up) Total			118.00	8,167.11	34.44	714.99	0.00	1.00	8,916.53
	20049	MSBU Administrative Work		03/04/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20049	MSBU Administrative Work		01/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		01/08/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20049	MSBU Administrative Work		01/09/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		01/12/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20049	MSBU Administrative Work		01/16/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20049	MSBU Administrative Work		01/19/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		01/29/2024	1.00	73.90	0.00	0.00	0.00		73.90

South Burnt Store 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
	20049	MSBU Administrative Work		02/02/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20049	MSBU Administrative Work		02/06/2024	2.25	166.28	0.00	0.00	0.00		166.28
	20049	MSBU Administrative Work		02/26/2024	4.75	351.03	0.00	0.00	0.00		351.03
	20049	MSBU Administrative Work		02/27/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20049	MSBU Administrative Work		03/12/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20049	MSBU Administrative Work		03/21/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20049	MSBU Administrative Work		03/27/2024	1.25	92.38	0.00	0.00	0.00		92.38
			Administrative Time Total		18.25	1,348.68	0.00	0.00	0.00		1,348.71
	20049	MSBU Administrative Work		02/26/2024	2.50	184.75	0.00	0.00	0.00		184.75
			MSBU Minutes Total		2.50	184.75	0.00	0.00	0.00		184.75
	20049	MSBU Administrative Work		02/26/2024	3.25	240.18	0.00	0.00	0.00		240.18
			MSBU Meeting Total		3.25	240.18	0.00	0.00	0.00		240.18
	Work Order 20049 Total				24.25	1,792.08	0.00	0.00	0.00	0.00	1,792.12
		MSBU Administrative Work Total			24.25	1,792.08	0.00	0.00	0.00	0.00	1,792.12
	25343	Open Road Cut Road Repair		01/09/2024	32.00	2,132.80	602.00	191.70	0.00		2,926.50
	Work Order 25343 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		32.00	2,132.80	602.00	191.70	0.00	7.00	2,926.50
	34578	Open Road Cut Road Repair		01/25/2024	52.50	3,656.50	447.98	382.60	0.00		4,487.07
	34578	Open Road Cut Road Repair		01/26/2024	51.00	3,444.60	0.00	382.10	629.27		4,455.97
	34578	Open Road Cut Road Repair		02/12/2024	31.50	2,211.49	0.00	11.76	0.00		2,223.25
	Work Order 34578 Total		**Sugar Ct. X Peppercorn Rd.**		135.00	9,312.59	447.98	776.46	629.27	27.79	11,166.29

South Burnt Store 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
	37638	Open Road Cut Road Repair		02/13/2024	21.00	1,430.37	159.10	98.82	0.00		1,688.29
	Work Order 37638 Total		**24424 PEPPERCORN RD, FL, 33955**		21.00	1,430.37	159.10	98.82	0.00	1.85	1,688.29
		Open Road Cut Road Repair Total			188.00	12,875.76	1,209.08	1,066.98	629.27	36.64	15,781.08
	17107	Project Management		01/03/2024	2.00	159.58	0.00	0.00	0.00		159.58
	17107	Project Management		01/05/2024	2.00	190.74	0.00	0.00	0.00		190.74
	17107	Project Management		01/09/2024	10.00	864.10	0.00	39.20	0.00		903.30
	17107	Project Management		02/09/2024	3.00	259.23	0.00	11.76	0.00		270.99
	17107	Project Management		02/13/2024	5.00	432.05	0.00	19.60	0.00		451.65
	17107	Project Management		02/15/2024	6.00	518.46	0.00	23.52	0.00		541.98
	17107	Project Management		02/27/2024	5.00	432.05	0.00	19.60	0.00		451.65
			Site Visits Total		29.00	2,505.89	0.00	113.68	0.00		2,619.57
	Work Order 17107 Total				33.00	2,856.21	0.00	113.68	0.00	0.00	2,969.89
cmr2209 - South Burnt Store Paving											
		Project Management Total			33.00	2,856.21	0.00	113.68	0.00	0.00	2,969.89
	34247	Sign Inspection		01/19/2024	3.50	226.73	0.00	47.32	0.00		274.05
	Work Order 34247 Total		**16920 ACAPULCO RD, CHARLOTTE COUNTY, FL, 33955**		3.50	226.73	0.00	47.32	0.00	1,096.00	274.05
	42680	Sign Inspection		03/15/2024	4.00	267.44	0.00	27.04	0.00		294.48
	Work Order 42680 Total		**17095 CAPE HORN BLVD, CHARLOTTE COUNTY, FL, 33955**		4.00	267.44	0.00	27.04	0.00	1,257.00	294.48

South Burnt Store 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
		Sign Inspection Total			7.50	494.17	0.00	74.36	0.00	2,353.00	568.53
	36489	Sign Maintenance		02/05/2024	1.00	66.13	46.98	2.60	0.00		115.70
	Work Order 36489 Total		**RIO TOGAS RD, PUNTA GORDA, FL, 33955**		1.00	66.13	46.98	2.60	0.00	2.00	115.70
	42670	Sign Maintenance		03/15/2024	6.00	401.16	0.00	40.56	0.00		441.72
	42670	Sign Maintenance		03/28/2024	0.00	0.00	168.71	0.00	0.00		168.71
	Work Order 42670 Total		**CEDAR RAPIDS RD, PUNTA GORDA, FL, 33955**		6.00	401.16	168.71	40.56	0.00	6.00	610.43
		Sign Maintenance Total			7.00	467.29	215.69	43.16	0.00	8.00	726.13
	12173	Small Pipe Install (Pipes Under 31")		01/16/2024	3.25	232.19	0.00	32.44	0.00		264.63
	Work Order 12173 Total		**17043 ACAPULCO RD, PUNTA GORDA, 33955**		3.25	232.19	0.00	32.44	0.00	72.00	264.63
		Small Pipe Install (Pipes Under 31") Total			3.25	232.19	0.00	32.44	0.00	72.00	264.63
	35151	Training/Education		01/26/2024	5.00	378.70	0.00	19.60	0.00		398.30
	Work Order 35151 Total		**PEPPERCORN RD, PUNTA GORDA, FL, 33955**		5.00	378.70	0.00	19.60	0.00	5.00	398.30
		Training/Education Total			5.00	378.70	0.00	19.60	0.00	5.00	398.30
	31103	Vacuum Culvert Cleaning		01/16/2024	3.00	214.26	0.00	68.82	0.00		283.08
	Work Order 31103 Total		**ACAPULCO RD & BUNDY CT, PUNTA GORDA, FL, 33955**		3.00	214.26	0.00	68.82	0.00	0.00	283.08

South Burnt Store 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
	33340	Vacuum Culvert Cleaning		01/12/2024	6.00	416.04	0.00	137.64	0.00		553.68
	Work Order 33340 Total				6.00	416.04	0.00	137.64	0.00	1.00	553.68
		Vacuum Culvert Cleaning Total			9.00	630.30	0.00	206.46	0.00	1.00	836.76
			South Burnt Store Street and Drainage Unit Total		405.75	28,686.11	3,495.38	2,313.60	629.27		35,124.42

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		405.75	28,686.11	3,495.38	2,313.60	629.27		35,124.42

SOUTH BURNT STORE STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY23Annual 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 XXIX. - SOUTH BURNT STORE STREET AND DRAINAGE UNIT, Sec. 4-6-635. - 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 streets within the unit which have been platted and accepted by the county, including the necessary appurtenances thereto, including beautification and landscaping projects.

Summary

Current Rate: $297.83 Vacant / Occupied **Max Rate: $297.83**

The FY23 completed work program included all internal maintenance and administrative costs.

The current fiscal year work program includes all internal maintenance and administrative costs, and contracted services for concrete flatwork, pipe lining and paving.

For FY25, the Advisory Board recommends budgeting for all internal maintenance and administrative costs, and contracted services for concrete flatwork, pipe lining and paving rejuvination.

Future paving is anticipated for 2024.