

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 29, 2023**

**10:00 a.m. – 11:23 a.m.
Charlotte Harbor Event & Conference Center
75 Taylor St, Punta Gorda, Florida**

Members Present: Richard Kelley, Vice-Chair
Margaret Scott
Joyce Pears

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Karlene McDonald, Operations Supervisor
Lisa Eby, Executive Assistant to the BCC
Chuck Peters, Projects Manager

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:00 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

Election of officers, Sunshine Law, and Public Records review were tabled until the September 14, 2023, meeting.

Citizen Input on Agenda Items Only (3-Minute Limit):

- Steve Viera requested discussion regarding medians and financials.

Approval of Minutes:

The draft minutes from September 8, 2022, were unanimously approved as written.

Unfinished Business:

Median Landscaping: Discussion ensued regarding median landscaping, the design and bid process, and concerns regarding restoration efforts after Hurricane Ian. Mr. Peters informed the members that the restoration process has begun and noted there have been delays. Ms. Pears commented on median landscaping, and the possibility of palm trees, reassessing and redesigning for new plants; Mr. Peters explained line-of-sight, height restrictions, and cost concerns. The members discussed alternative plant options to replace the Jasmine plants. Ms. Scott motioned to replace the Jasmine plants with Oyster plants, seconded by Mr. Kelley and the motion was passed. The members were given an update regarding irrigation repairs. Mr. Peters gave clarification on safety mowing.

New Business:

Financial Reports: The FY22/23 Adopted budget, FY22 Annual Report, and the FY22 third quarter financial report were reviewed. The FY23 quarter one and quarter two actual expenditure reports were reviewed. It was noted that the expenditures for Public Works are only showing totals up till January 31, 2023. The FY23 quarter one and quarter two monthly funding reports (formerly maintenance activity report) were reviewed. The FY24 and FY25 preliminary budget were discussed.

Citizen Input on MSBU Items (3 Minute Limit):

- Mr. Viera expressed his appreciation on the repairs to the Harbour Heights community sign, and voiced concerns regarding the FY24/25 proposed rate per estimated equivalent residential unit (ERU).

Election of Officers:

- Mr. Kelley motioned to table election of officers until the September 14th meeting, motion was passed.

Annual Review: Sunshine Law, Roberts Rules of Order and Public Records:

The Advisory Board watched the Roberts Rules of Order video. Sunshine Law and Public Records were tabled until the next meeting.

Advisory Board Open Discussion:

Discussion continued regarding financials and the members requested the FY24/25 preliminary budget with the work program included.

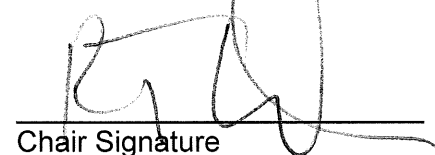
Schedule Meetings / Items for Next Agenda:

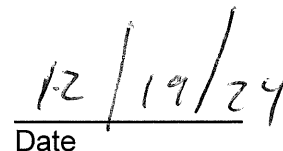
Future meetings are scheduled at 10:00 a.m. at the Charlotte Harbor Event and Conference Center:

- September 14, 2023
- December 7, 2023

The meeting adjourned at 11:23 a.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature


Date

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 29, 2023

10:00 a.m., Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda Florida

BOARD MEMBERS: Richard Kelley, Vice-Chair
Margaret Scott
Joyce Pears

COUNTY STAFF: Erica LeMaster, Community Liaison
Karlene McDonald, Operations Supervisor

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: December 8, 2022
5. Unfinished Business
 - a. Median Landscaping
6. New Business
 - a. Financial Reports and Preliminary FY24 & FY25 Budgets
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Election of Officers
9. Annual Review: Sunshine Law, Roberts Rules of Order, Public Records
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Harbour Heights Street and Drainage MSBU

Fund Financial Report

Oct. 1, 2021 - Sept. 30, 2022

Unaudited as of 9.30.22

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$1,791,248	\$1,500,921	\$1,891,267	\$1,891,267
Revenues				
Assessments & Earnings	943,748	894,585	957,835	894,585
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	594,400	-
Total Revenue	\$943,748	\$894,585	\$1,552,235	\$894,585
Expenditures				
Contract Services	36,022	71,910	17,148	74,610
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	19,067	20,354	19,067	20,354
ROW Reclamation	-	30,000	-	30,000
Speciality Mowing	80,142	81,145	80,142	81,145
Public Works Services	60,946	300,510	190,418	300,510
Internal Charges	9,324	8,932	8,932	8,932
Purchased Services	18,564	25,167	30,498	25,167
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	619,664	658,214	1,208,079	658,214
Project Costs				
Paving Program	-	-	-	-
Total Expenditures	\$843,729	\$1,216,232	\$1,554,284	\$1,218,932
Reserves (Ending Fund Balance)	\$1,891,267	\$1,179,274	\$1,889,218	\$1,566,920
<i>Reserve %</i>	69.2%	49.2%	54.9%	56.2%

\$594,400 was refinanced as a result of the loan ballooning after the initial 5 year term. This amount is recorded as a revenue and expense and nets to zero.

Date Prepared: 10/25/2022

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Harbour Hts St/Dr Mtc

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
	1220396	PW-HHM Harbour Heights S&D MSDR Annual Work Order + Signs	PW-HHM	Harbour Hts S/Dr Mtc										
					10-9866 MSDR	07/07/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						07/12/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
						07/19/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						07/27/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						07/28/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
						08/01/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
						08/03/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
						08/04/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						08/08/2022	0.75	56.60	0.00	0.00	0.00	0.75	LHR	56.60
						08/09/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						08/10/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						08/15/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
						08/24/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						08/25/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						09/01/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						09/02/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						09/06/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
						09/07/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
						09/08/2022	4.25	183.51	0.00	0.00	0.00	4.25	LHR	183.51
						09/12/2022	0.75	29.16	0.00	0.00	0.00	0.75	LHR	29.16
						09/13/2022	0.50	10.29	0.00	0.00	0.00	0.50	LHR	10.29
					MSDR Total		12.00	713.44	0.00	0.00	0.00	12.00	LHR	713.44
					Total WO Number: 1220396		12.00	713.44	0.00	0.00	0.00	12.00	LHR	713.44
	1703016	FY 20 Safety Mowing - Contract 20-001 - HHM	ROAD-32157	ROADWAY-DE SOTO DR-HHM	DE SOTO DR-HHM									
					10-9031R Inspection C/S Mowing	07/05/2022	1.50	113.19	0.00	5.90	0.00	1.50	LHR	119.09
						07/26/2022	1.50	113.19	0.00	5.90	0.00	1.50	LHR	119.09
						08/22/2022	2.00	150.92	0.00	7.86	0.00	2.00	LHR	158.78
						09/21/2022	1.50	113.19	0.00	5.90	0.00	1.50	LHR	119.09
					Inspection C/S Mowing Total		6.50	490.49	0.00	25.55	0.00	6.50	LHR	516.04
					Total WO Number: 1703016		6.50	490.49	0.00	25.55	0.00	6.50	LHR	516.04
	1703055	Year 1 Specialty Mowing (HBR Heights) Contract # 20-047	ROAD-26700	ROADWAY-BROADPOINT DR-HHM	BROADPOINT DR-HHM									
					10-9857R Project Management	07/01/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/06/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/07/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/08/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/12/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/14/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/15/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/20/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43

START DATE: 7/1/2022 END DATE: 9/30/2022

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Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
						07/21/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/22/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/26/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/27/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/28/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						07/29/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/02/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/03/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/04/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/05/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/09/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/10/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/11/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/12/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/17/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/18/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/19/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/23/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/24/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/25/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/26/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						08/30/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						09/21/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						09/22/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
						09/23/2022	0.25	21.45	0.00	0.98	0.00	0.25	LHR	22.43
					Project Management Total		8.25	707.69	0.00	32.42	0.00	8.25	LHR	740.11
					Total WO Number: 1703055		8.25	707.69	0.00	32.42	0.00	8.25	LHR	740.11
1727732	PS 8687335 Open and explore hole in swale - 2360 & 2357 Harbour Dr - HHM	ROAD-26782	ROADWAY-HARBOUR DR-HHM	HARBOUR DR-HHM										
					10-3001D Drainage Maint.	07/11/2022	30.00	2,016.10	0.00	234.70	0.00	30.00	SF	2,250.80
					Drainage Maint. Total		30.00	2,016.10	0.00	234.70	0.00	30.00	SF	2,250.80
					10-9852D Supervision	07/11/2022	3.50	278.57	0.00	13.76	0.00	3.50	LHR	292.32
					Supervision Total		3.50	278.57	0.00	13.76	0.00	3.50	LHR	292.32
					Total WO Number: 1727732		33.50	2,294.67	0.00	248.46	0.00	33.50	LHR	2,543.12
1783751	Sm Pipe Repair - 27248 San Marino Dr - HHM	ROAD-26782	ROADWAY-SAN MARINO DR-HHM	SAN MARINO DR-HHM										
					10-9030D Inspection - Field	0								

Monthly MSBU Activity Report

START DATE: 7/1/2022 END DATE: 9/30/2022

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PW-HHM

Harbour Hts St/Dr Mtc

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost				
1787274	FY22 HHM Sign Maint. 6001 Location 47 Year-Round	HHM-TSM	TSM	60-6002R Sign Preparation	07/05/2022		0.33	22.18	21.00	1.16	0.00	1.00	SGN	44.33				
							0.99	70.62	157.77	3.47	0.00	3.00	SGN	231.85				
							0.66	47.08	26.17	2.31	0.00	2.00	SGN	75.56				
				Sign Preparation Total		1.98	139.87	204.94	6.93	0.00	6.00	SGN	351.74					
				Total WO Number: 1786950		1.98	139.87	204.94	6.93	0.00	6.00	SGN	351.74					
				60-6001R Sign Maintenance	09/02/2022		4.00	252.32	91.60	38.08	0.00	42.00	SGN	382.00				
						Sign Maintenance Total		4.00	252.32	91.60	38.08	0.00	42.00	SGN	382.00			
						Total WO Number: 1787274		4.00	252.32	91.60	38.08	0.00	42.00	SGN	382.00			
				1790825	FY22 HHM 6010, Sign Insp. Location 45 Year-Round	HHM-TSM	TSM	60-6010R Sign Inspection	08/25/2022		1.00	63.08	0.00	9.52	0.00	43.00	SGN	72.60
											3.50	220.78	0.00	33.32	0.00	236.00	SGN	254.10
Sign Inspection Total		4.50	283.86							0.00	42.84	0.00	279.00	SGN	326.70			
97-9752 Supervision	07/25/2022		1.00					85.78	0.00	4.67	0.00	1.00	LHR	90.45				
			1.00					85.78	0.00	4.67	0.00	1.00	LHR	90.45				
			1.00					85.78	0.00	4.67	0.00	1.00	LHR	90.45				
			1.00					85.78	0.00	4.67	0.00	1.00	LHR	90.45				
			1.00					85.78	0.00	4.67	0.00	1.00	LHR	90.45				
Supervision Total		6.00	514.68					0.00	28.02	0.00	6.00	LHR	542.70					
Total WO Number: 1790825		10.50	798.54					0.00	70.86	0.00	285.00	LHR	869.40					
1790826	FY22 HHM Sign Maint. 6001 Location 45 Year-Round	HHM-TSM	TSM	60-6001R Sign Maintenance	07/28/2022		1.00	63.08	0.93	9.52	0.00	1.00	SGN	73.53				
							1.50	94.62	39.74	14.28	0.00	23.00	SGN	148.64				
							2.00	126.16	0.00	19.04	0.00	52.00	SGN	145.20				
				Sign Maintenance Total		4.50	283.86	40.66	42.84	0.00	76.00	SGN	367.36					
				Total WO Number: 1790826		4.50	283.86	40.66	42.84	0.00	76.00	SGN	367.36					
				60-6001R Sign Maintenance	08/26/2022		1.50	94.62	35.96	14.28	0.00	21.00	SGN	144.86				
							2.00	130.28	0.93	10.38	0.00	1.00	SGN	141.59				
							2.00	126.16	0.00	19.04	0.00	40.00	SGN	145.20				
						Sign Maintenance Total		5.50	351.06	36.89	43.70	0.00	62.00	SGN	431.65			
						Total WO Number: 1806659		5.50	351.06	36.89	43.70	0.00	62.00	SGN	431.65			
1806659	FY22 HHM Sign Maint. 6001 Location 46 Year-Round	HHM-TSM	TSM	60-6001R Sign Maintenance	08/26/2022		1.50	94.62	35.96	14.28	0.00	21.00	SGN	144.86				
							2.00	130.28	0.93	10.38	0.00	1.00	SGN	141.59				
							2.00	126.16	0.00	19.04	0.00	40.00	SGN	145.20				
				Sign Maintenance Total		5.50	351.06	36.89	43.70	0.00	62.00	SGN	431.65					
				Total WO Number: 1806659		5.50	351.06	36.89	43.70	0.00	62.00	SGN	431.65					
				60-6010R Sign Inspection	08/26/2022		3.00	189.24	0.00	28.56	0.00	225.00	SGN	217.80				
							2.00	126.16	0.00	19.04	0.00	123.00	SGN	145.20				
						Sign Inspection Total		5.00	315.40	0.00	47.60	0.00	348.00	SGN	363.00			
						60-6010R Sign Inspection	09/02/2022		3.00	189.24	0.00	28.56	0.00	225.00	SGN	217.80		
									2.00	126.16	0.00	19.04	0.00	123.00	SGN	145.20		
Sign Inspection Total		5.00	315.40	0.00	47.60			0.00	348.00	SGN	363.00							

Monthly MSBU Activity Report

START DATE: 7/1/2022 END DATE: 9/30/2022

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PW-HHM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
Total WO Number: 1806660							5.00	315.40	0.00	47.60	0.00	348.00	SGN	363.00
1806661	FY22 HHM 6010, Sign Insp.	Location 47 Year-Round	HHM-TSM	TSM										
				60-6010R Sign Inspection		09/02/2022	2.00	126.16	0.00	19.04	0.00	338.00	SGN	145.20
				Sign Inspection Total			2.00	126.16	0.00	19.04	0.00	338.00	SGN	145.20
Total WO Number: 1806661							2.00	126.16	0.00	19.04	0.00	338.00	SGN	145.20
1809906	EOP- 1405 Sulstone Dr.- HHM		ROAD-26836	ROADWAY-SULSTONE DR-HHM	SULSTONE DR-HHM									
				10-4002R Shoulder Repr		07/12/2022	50.00	3,318.90	327.23	234.70	0.00	0.25	SM	3,880.83
						07/13/2022	60.00	3,985.10	523.56	307.10	0.00	0.20	SM	4,815.76
						07/14/2022	52.00	3,443.65	366.49	320.53	0.00	0.20	SM	4,130.67
				Shoulder Repr Total			162.00	10,747.65	1,217.28	862.33	0.00	0.65	SM	12,827.25
				10-9852R Supervision		07/12/2022	3.00	213.99	0.00	11.79	0.00	3.00	LHR	225.78
						07/14/2022	2.50	178.33	0.00	9.83	0.00	2.50	LHR	188.15
				Supervision Total			5.50	392.32	0.00	21.62	0.00	5.50	LHR	413.93
				10-8003R Fuel Truck		07/12/2022	1.00	69.27	0.00	22.66	0.00	1.00	LHR	91.93
						07/14/2022	1.50	103.91	0.00	33.99	0.00	1.50	LHR	137.90
				Fuel Truck Total			2.50	173.18	0.00	56.65	0.00	2.50	LHR	229.83
Total WO Number: 1809906							170.00	11,313.14	1,217.28	940.59	0.00	8.65	LHR	13,471.01
1819869	Check Drainage- Harbour Dr X	Addington Pl- HHM	ROAD-26782	ROADWAY-HARBOUR DR-HHM	HARBOUR DR-HHM									
				10-9030D Inspection - Field		07/06/2022	1.00	75.46	0.00	3.93	0.00	1.00	LHR	79.39
				Inspection - Field Total			1.00	75.46	0.00	3.93	0.00	1.00	LHR	79.39
Total WO Number: 1819869							1.00	75.46	0.00	3.93	0.00	1.00	LHR	79.39
1820391	PS# 12193063, 12344604- Vac-con- 3426 and 3410 Dover Dr- HHM		ROAD-32167	ROADWAY-DOVER DR-HHM	DOVER DR-HHM									
				10-3003D VAC Cul Clean		08/31/2022	5.00	336.03	0.00	105.28	0.00	5.00	CULV	441.30
				VAC Cul Clean Total			5.00	336.03	0.00	105.28	0.00	5.00	CULV	441.30
Total WO Number: 1820391							5.00	336.03	0.00	105.28	0.00	5.00	CULV	441.30
1820752	PS# 12212332 NPDES Box for pickup truck in ROW- 2493 Sulstone Dr- HHM		ROAD-26836	ROADWAY-SULSTONE DR-HHM	SULSTONE DR-HHM									
				10-9030R Inspection - Field		07/05/2022	1.00	69.27	0.00	4.67	0.00	1.00	LHR	73.94
				Inspection - Field Total			1.00	69.27	0.00	4.67	0.00	1.00	LHR	73.94
Total WO Number: 1820752							1.00	69.27	0.00	4.67	0.00	1.00	LHR	73.94
1821098	open & explore Sinkhole - 27217 Voyageur Dr. - HHM		ROAD-26931	ROADWAY-VOYAGEUR DR-HHM	VOYAGEUR DR-HHM									
				10-3001D Drainage Maint.		07/05/2022	14.00	928.47	0.00	109.44	0.00	9.00	SF	1,037.91
				Drainage Maint. Total			14.00	928.47	0.00	109.44	0.00	9.00	SF	1,037.91
				95-9532D Survey		09/13/2022	9.00	1,160.85	0.00	0.00	0.00	9.00	LHR	1,160.85

Monthly MSBU Activity Report

START DATE: 7/1/2022 END DATE: 9/30/2022

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PW-HHM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
						09/14/2022	3.75	482.66	0.00	0.00	0.00	3.75	LHR	482.66
						09/15/2022	1.00	127.61	0.00	0.00	0.00	1.00	LHR	127.61
						Survey Total	13.75	1,771.12	0.00	0.00	0.00	13.75	LHR	1,771.12
						Total WO Number: 1821098	27.75	2,699.59	0.00	109.44	0.00	22.75	LHR	2,809.03
1821153	Open and explore sinkhole - 27249 Voyageur Dr- DCM	ROAD-26931	ROADWAY-VOYAGEUR DR-HHM	VOYAGEUR DR-HHM										
					10-3001D Drainage Maint.	07/05/2022	9.00	592.47	0.00	80.88	0.00	7.00	SF	673.35
					Drainage Maint. Total		9.00	592.47	0.00	80.88	0.00	7.00	SF	673.35
					10-5003D C/S-Sod InstlId	08/07/2022	0.00	0.00	0.00	0.00	62.40	0.00	SF	62.40
					C/S-Sod InstlId Total		0.00	0.00	0.00	0.00	62.40	0.00	SF	62.40
					10-9852D Supervision	07/05/2022	2.00	159.18	0.00	7.86	0.00	2.00	LHR	167.04
						07/11/2022	4.00	318.36	0.00	15.72	0.00	4.00	LHR	334.08
					Supervision Total		6.00	477.54	0.00	23.58	0.00	6.00	LHR	501.12
					10-2011D Catch Basin Repair	07/11/2022	33.00	2,164.10	0.00	295.85	0.00	33.00	LHR	2,459.95
					Catch Basin Repair Total		33.00	2,164.10	0.00	295.85	0.00	33.00	LHR	2,459.95
					Total WO Number: 1821153		48.00	3,234.11	0.00	400.31	62.40	46.00	LHR	3,696.82
1822501	Lrg Pipe Repair- 2171 Harbour Dr-HHM	ROAD-26782	ROADWAY-HARBOUR DR-HHM	HARBOUR DR-HHM										
					10-3011D Lg Pipe Rpr	07/13/2022	34.00	2,227.20	137.45	396.75	0.00	1.00	RPR	2,761.40
						07/14/2022	7.50	498.88	0.00	92.63	0.00	0.00	RPR	591.50
					Lg Pipe Rpr Total		41.50	2,726.08	137.45	489.38	0.00	1.00	RPR	3,352.90
					10-9852D Supervision	07/13/2022	4.00	318.36	0.00	15.72	0.00	4.00	LHR	334.08
					Supervision Total		4.00	318.36	0.00	15.72	0.00	4.00	LHR	334.08
					10-2099D Misc. Concrete	07/13/2022	9.50	605.44	104.37	80.28	0.00	9.50	LHR	790.09
					Misc. Concrete Total		9.50	605.44	104.37	80.28	0.00	9.50	LHR	790.09
					Total WO Number: 1822501		55.00	3,649.88	241.82	585.38	0.00	14.50	LHR	4,477.07
1823056	Vac-con & inspect at 27197 & 27205 Monroe St- HHM	ROAD-32246	ROADWAY-MONROE ST-HHM	MONROE ST-HHM										
					10-3003D VAC Cul Clean	09/07/2022	5.00	336.03	0.00	105.28	0.00	1.00	CULV	441.30
						09/08/2022	4.00	268.82	0.00	84.22	0.00	1.00	CULV	353.04
					VAC Cul Clean Total		9.00	604.85	0.00	189.50	0.00	2.00	CULV	794.34
					10-9030D Inspection - Field	07/15/2022	2.00	150.92	0.00	7.86	0.00	2.00	LHR	158.78
					Inspection - Field Total		2.00	150.92	0.00	7.86	0.00	2.00	LHR	158.78
					Total WO Number: 1823056		11.00	755.77	0.00	197.36	0.00	4.00	LHR	953.12
1823569	TV-Sinkhole over outfall pipe by Seawall- 27276 San Marino Dr- HHM	ROAD-26762	ROADWAY-SAN MARINO DR-HHM	SAN MARINO DR-HHM										
					10-9030D Inspection - Field	07/19/2022	1.00	75.46	0.00	3.93	0.00	1.00	LHR	79.39
					Inspection - Field Total		1.00	75.46	0.00	3.93	0.00	1.00	LHR	79.39

Monthly MSBU Activity Report

START DATE: 7/1/2022 END DATE: 9/30/2022

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PW-HHM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
Total WO Number: 1823569							1.00	75.46	0.00	3.93	0.00	1.00	LHR	79.39
1824152	NPDES Landscape Debris in ROW- 3033 Sulstone Dr- HHM	ROAD-26836	ROADWAY-SULSTONE DR-HHM	SULSTONE DR-HHM										
				10-9020R ROW Clr & Haul		07/27/2022	5.00	346.35	0.00	67.60	0.00	1.00	LD	413.95
				ROW Clr & Haul Total			5.00	346.35	0.00	67.60	0.00	1.00	LD	413.95
				10-9004R Landfill Fees		07/26/2022	0.00	0.00	0.00	0.00	52.22	0.00	DOL	52.22
						07/27/2022	0.00	0.00	0.00	0.00	1.00	0.00	DOL	1.00
				Landfill Fees Total			0.00	0.00	0.00	0.00	53.22	0.00	DOL	53.22
				Total WO Number: 1824152			5.00	346.35	0.00	67.60	53.22	1.00	DOL	467.17
1824593	Vac-con - 3300 Block of Peace River Dr.-see comments - HHM	ROAD-24900	ROADWAY-PEACE RIVER DR-HHM	PEACE RIVER DR-HHM										
				10-9030D Inspection - Field		08/03/2022	3.00	226.38	0.00	11.79	0.00	3.00	LHR	238.17
				Inspection - Field Total			3.00	226.38	0.00	11.79	0.00	3.00	LHR	238.17
				10-3003D VAC Cul Clean		08/31/2022	6.00	403.23	0.00	126.33	0.00	3.00	CULV	529.56
				VAC Cul Clean Total			6.00	403.23	0.00	126.33	0.00	3.00	CULV	529.56
				Total WO Number: 1824593			9.00	629.61	0.00	138.12	0.00	6.00	CULV	767.73
1826367	FY22 HHM sign installation	PW-HHM	Harbour Hts St/Dr Mtc											
				60-6005R Sign Install		08/10/2022	2.00	128.22	93.45	9.52	0.00	2.00	SGN	231.19
				Sign Install Total			2.00	128.22	93.45	9.52	0.00	2.00	SGN	231.19
				Total WO Number: 1826367			2.00	128.22	93.45	9.52	0.00	2.00	SGN	231.19
1830928	Catch Basin Repair- 3051 Perdue terr- HHM	ROAD-26766	ROADWAY-PERDUE TER-HHM	PERDUE TER-HHM										
				10-9030R Inspection - Field		09/12/2022	3.00	201.62	0.00	7.01	0.00	3.00	LHR	208.62
						09/16/2022	2.00	138.54	0.00	9.34	0.00	4.00	LHR	147.88
				Inspection - Field Total			5.00	340.16	0.00	16.35	0.00	7.00	LHR	356.50
				10-2011D Catch Basin Repair		09/21/2022	27.00	1,793.90	0.00	249.43	0.00	27.00	LHR	2,043.33
				Catch Basin Repair Total			27.00	1,793.90	0.00	249.43	0.00	27.00	LHR	2,043.33
				Total WO Number: 1830928			32.00	2,134.06	0.00	265.78	0.00	34.00	LHR	2,399.83
1832242	Check Drainage- 3034 Perdue Ter- HHM	ROAD-26766	ROADWAY-PERDUE TER-HHM	PERDUE TER-HHM										
				10-9030D Inspection - Field		09/19/2022	3.00	226.38	0.00	11.79	0.00	3.00	LHR	238.17
						09/21/2022	2.00	150.92	0.00	7.86	0.00	2.00	LHR	158.78
				Inspection - Field Total			5.00	377.30	0.00	19.65	0.00	5.00	LHR	396.95
				Total WO Number: 1832242			5.00	377.30	0.00	19.65	0.00	5.00	LHR	396.95
				Total MSBU: PW-HHM			467.48	32,373.18	1,926.63	3,430.94	115.62	1,370.15	LHR	37,846.38

Harbour Heights Street and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 1,704,808	\$ 1,062,927	\$ 1,445,653	\$ 1,791,248	\$ 1,500,921	\$ 1,891,267
Revenues						
Assessments & Earnings						
Assessments	924,196	900,943	949,862	938,395	935,841	978,478
Interest	22,789	29,022	24,078	9,863	5,827	15,100
Net Inc/(Decr) Fair Market Value-Investments	(11,521)	19,086	-	(10,163)	-	(35,928)
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	184
Excess Fees /Tax Collector	5,038	5,524	14,791	5,653	-	5,384
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(47,083)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	594,400
Total Revenue	\$ 940,501	\$ 954,575	\$ 988,731	\$ 943,748	\$ 894,585	\$ 1,557,618
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	8,551	2,850	175	-	-	700
Concrete Flatwork	-	4,080	-	-	5,000	7,700
Drainage	-	-	-	-	-	-
Street Sweeping	-	3,696	524	529	510	368
Installed Sod	2,258	2,774	401	-	66,400	8,379
Landscaping	-	1,463	300	35,492	-	-
Paving	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	66,452	8,500	-	-	20,000	-
Right of Way Maint	14,000	11,709	20,256	19,067	20,354	19,067
ROW Reclamation	-	-	-	-	30,000	-
Specialty Mowing	21,434	40,437	67,082	80,142	81,145	80,142
Public Works Services						
Equip Repl Charges-PubWrks	16,667	7,049	13,945	5,736	32,809	23,057
Operating Exp-PubWrks	233,058	84,833	73,178	48,365	227,799	150,850
Road & Bridge Materials	24,946	10,541	945	4,279	27,557	11,709
Sign Materials	2,258	2,247	1,942	2,567	12,345	4,801
Internal Charges						
Central/Indirect Svcs	9,658	10,141	18,936	9,324	8,932	8,932
Purchased Services						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Utility Service-Electricity	135	135	139	139	300	209
Utility Service-Water/Sewer	5,403	2,607	4,185	6,403	5,000	8,695
Other Current Chrgs and Oblig	-	-	-	-	-	959
Advertising-Legal	-	-	-	-	150	-
Fees-Landfill	8,442	1,018	119	19	1,000	1,065
Collection Fee-Tax Collector	13,614	12,368	12,140	12,002	18,717	12,373
Materials and Supplies						
Capital Outlay						
ROW Acquisition	139	-	-	-	-	-
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	300,960	300,960	300,960	601,160	601,960	1,195,960
Interest	59,731	61,680	36,713	18,504	56,254	12,007
Other Debt Service Costs	-	-	125	-	-	111
Project Costs						
Harbour Heights Paving Program						
Paving	794,677	-	91,071	-	-	-
Rejuvenation	-	2,760	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	1,582,382	571,849	643,136	843,729	1,216,232	1,547,087
Reserves (Ending Fund Balance)	\$ 1,062,927	\$ 1,445,653	\$ 1,791,248	\$ 1,891,267	\$ 1,179,274	\$ 1,901,799
Reserve %	40.2%	71.7%	73.6%	69.2%	49.2%	55.1%

Harbour Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1 2022 - Dec. 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$1,891,267	\$1,566,921	\$1,901,799	\$1,901,799
Revenues				
Assessments & Earnings	963,218	895,065	503,328	895,065
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	594,400	-	-	-
Total Revenue	\$1,557,618	\$895,065	\$503,328	\$895,065
Expenditures				
Contract Services	17,148	71,910	-	71,910
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	19,067	20,965	-	20,965
ROW Reclamation	-	30,000	-	30,000
Speciality Mowing	80,142	83,580	-	83,580
Public Works Services	190,418	286,409	-	286,409
Internal Charges	8,932	9,379	9,379	9,379
Purchased Services	23,301	25,172	10,797	25,172
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	1,208,079	338,936	304,420	338,936
Project Costs				
Harbour Heights Paving Program	-	262,140	-	-
Total Expenditures	\$1,547,087	\$1,148,491	\$324,596	\$886,351
Reserves (Ending Fund Balance)	\$1,901,799	\$1,313,495	\$2,080,531	\$1,910,513
Reserve %	55.1%	53.4%	86.5%	68.3%

Date Prepared:

2/1/2023

Harbour Heights Street and Drainage
Assessment Rate Decrease Proposal - FY24
as of 3.15.23

Assessment Rate Decrease Proposal - FY24

as of 3.15.23

			\$ 355.00 FY24 Rate					
	Budget FY2023	Estimated FY2023	Planned FY2024	Planned FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029
BEGINNING BALANCE	\$ 1,566,921	\$ 1,901,799	\$ 1,973,581	\$ 1,131,552	\$ 914,094	\$ 866,644	\$ 806,113	\$ 736,057
OPERATING REVENUES								
Assessments & Earnings	895,065	923,453	796,031	793,231	817,535	817,372	817,165	816,924
External Borrowing								
Total Revenue	\$ 895,065	\$ 923,453	\$ 796,031	\$ 793,231	\$ 817,535	\$ 817,372	\$ 817,165	\$ 816,924
OPERATING EXPENDITURES								
Paving/Rejuvenation			286,900					
Other Operating Expenditures	809,555	512,734	1,012,105	1,010,689	864,985	877,903	887,221	901,172
Principal Pymts	297,200	297,200	297,200					
Interest Pymts	41,736	41,736	41,855					
Total Expenditures	\$ 1,148,491	\$ 851,670	\$ 1,638,060	\$ 1,010,689	\$ 864,985	\$ 877,903	\$ 887,221	\$ 901,172
RESERVE (ENDING FUND BALANCE)	\$ 1,313,495	\$ 1,973,581	\$ 1,131,552	\$ 914,094	\$ 866,644	\$ 806,113	\$ 736,057	\$ 651,808
Reserve %	53.4%	69.9%	40.9%	47.5%	50.0%	47.9%	45.3%	42.0%

Notes:

- Rate decrease from \$408.80 vacant / \$392 occupied FY23 to \$355 vacant and occupied FY24
- 10 year assessment rate increased in FY16 for paving
- Paving loan originally scheduled to pay off in FY26, additional payment were made in FY21 and FY22

Harbour Heights Street and Drainage
Assessment Rate Decrease Proposal - FY24
as of 3.15.23

	Projected FY2030	Projected FY2031	Projected FY2032	Projected FY2033
BEGINNING BALANCE	\$ 651,808	\$ 556,998	\$ 446,781	\$ 320,434
OPERATING REVENUES				
Assessments & Earnings	816,635	816,310	815,932	815,499
External Borrowing				
Total Revenue	\$ 816,635	\$ 816,310	\$ 815,932	\$ 815,499
OPERATING EXPENDITURES				
Paving/Rejuvenation				
Other Operating Expenditures	911,446	926,527	942,279	958,733
Principal Pymts				
Interest Pymts				
Total Expenditures	\$ 911,446	\$ 926,527	\$ 942,279	\$ 958,733
RESERVE (ENDING FUND BALANCE)	\$ 556,998	\$ 446,781	\$ 320,434	\$ 177,200
Reserve %	37.9%	32.5%	25.4%	15.6%

Notes:

- Rate decrease from \$408.80 vacant / \$392 occupied FY23 to \$355 vacant and occupied FY24
- 10 year assessment rate increased in FY16 for paving
- Paving loan originally scheduled to pay off in FY26, additional payment were made in FY21 and FY22

Harbour Heights Street and Drainage MSBU

Preliminary 2 Year Budget FY2024 & FY2025

Estimated ERU's and Cost per ERU

Vacant

Estimated ERU's

Cost per ERU

Occupied

Estimated ERU's

Cost per ERU

Current FY23 Vacant Rate

Current FY23 Occupied Rate

Current Maximum Rate

	FY2024	FY2025
	1,116.460	1,116.460
\$	408.80	\$ 408.80
	1,224.440	1,224.440
\$	392.00	\$ 392.00
\$	408.80	
\$	392.00	
\$	408.80	

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

Loans & Borrowing

Debt Proceeds

Total Revenue

	Preliminary Budget FY2024	Preliminary Budget FY2025
\$	1,910,513	\$ 1,475,536
	936,390	936,390
	6,687	5,165
	(47,154)	(47,078)
	-	-
\$	895,923	\$ 894,477
	-	-
	-	-
	5,000	5,000
	-	-
	524	540
	66,400	66,400
	-	-
	-	-

Expenditures

Contract Services

Engineering

Other Contractual Svcs

Concrete Flatwork

Drainage

Street Sweeping

Installed Sod

Landscaping

Paving

	Preliminary Budget FY2024	Preliminary Budget FY2025
Contract Services; other		
<i>Pipe Lining</i>	20,000	20,000
<i>Right of Way Maint</i>	19,402	19,985
<i>ROW Reclamation</i>	30,000	30,000
<i>Specialty Mowing</i>	110,062	113,364
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	52,845	52,845
<i>Operating Exp-PubWrks</i>	351,563	351,563
<i>Road & Bridge Materials</i>	33,247	34,758
<i>Sign Materials</i>	8,034	8,400
Internal Charges		
<i>Central/Indirect Srvs</i>	9,848	10,341
Purchased Services		
<i>Personal Srvs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	350	350
<i>Utility Service-Water/Sewer</i>	9,500	9,500
<i>Other Current Chrgs and Oblig</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	1,000	1,000
<i>Collection Fee-Tax Collector</i>	18,728	18,728
Materials and Supplies		
Capital Outlay		
<i>ROW Acquisition</i>	-	-
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	297,200	-
<i>Interest</i>	31,835	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Harbour Height Paving Program</i>		
<i>Paving</i>	-	-
<i>Rejuvenation</i>	257,000	-
<i>Labor</i>	8,362	-
Total Expenditures	1,330,900	742,774
Reserves (Ending Fund Balance)	\$ 1,475,536	\$ 1,627,239
<i>Reserve %</i>	52.6%	68.7%

Version Date

2/7/2023

Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Burnt Store Village/Woodland Estates	191	21	7	7	6	5	237
Cook & Brown Little Farm Paving and Mtc. Program	9	3	2	1	1	0	16
Deep Creek Paving Program	155	55	27	14	1	0	252
Englewood East Paving and Mnt Program	0	8,962	890	262	247	230	10,591
Gardens of Gulf Cove Paving Program	0	0	2,236	232	84	79	2,632
Greater Port Charlotte Road Paving Program	8,275	4,607	4,151	4,151	4,151	4,151	29,488
Grove City Paving Program	0	0	5,074	645	164	156	6,039
Harbour Heights Paving Program	297	0	0	0	0	0	297
Lemon Bay Paving and Maintenance Program	6,471	711	206	189	171	152	7,900
Manasota Key Paving Program	12	0	0	0	0	0	12
Neal Road Paving Program	1,632	122	0	0	0	0	1,754
NW Port Charlotte Paving and Maintenance	5,161	82	71	55	28	21	5,418
Peace River Shores Paving Program	10	5	0	0	0	0	15
Pirate Harbor Paving Program	833	75	31	29	28	26	1,023
Placida Paving and Maintenance Program	0	4,017	478	127	119	111	4,851
Punta Gorda Non Urban Paving Program	161	15	6	3	1	0	186
Rotonda Heights Paving Program	32	5	0	0	0	0	37
Rotonda Meadows and Villas Paving and Mnt Program	0	0	5,303	231	646	205	6,385
Rotonda West Paving Program	0	17,430	1,651	532	501	469	20,583
South Burnt Store Paving	4,798	406	53	36	19	0	5,312
South Gulf Cove Paving Program Ph 1	151	48	5	0	0	0	204
South Gulf Cove Paving Program Ph 2 and 3	0	0	9,104	10,146	664	0	19,914
South Punta Gorda Heights Paving Program	15	12	10	5	0	0	42
South Punta Gorda Heights West Paving Program	20	15	10	1	0	0	46
Suncoast Blvd Paving and Maintenance Program	8	3	2	2	1	0	16
Tropical Gulf Acres Paving and Mnt Program	1,020	306	0	0	0	0	1,326
TOTAL	29,251	36,901	29,318	16,668	6,832	5,606	124,576

Charlotte County

Harbour Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1 2022 - Dec. 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$1,891,267	\$1,566,921	\$1,901,799	\$1,901,799
Revenues				
Assessments & Earnings	963,218	895,065	503,328	895,065
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	594,400	-	-	-
Total Revenue	\$1,557,618	\$895,065	\$503,328	\$895,065
Expenditures				
Contract Services	17,148	71,910	-	71,910
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	19,067	20,965	-	20,965
ROW Reclamation	-	30,000	-	30,000
Speciality Mowing	80,142	83,580	-	83,580
Public Works Services	190,418	286,409	-	286,409
Internal Charges	8,932	9,379	9,379	9,379
Purchased Services	23,301	25,172	10,797	25,172
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	1,208,079	338,936	304,420	338,936
Project Costs				
Harbour Heights Paving Program	-	262,140	-	-
Total Expenditures	\$1,547,087	\$1,148,491	\$324,596	\$886,351
Reserves (Ending Fund Balance)	\$1,901,799	\$1,313,495	\$2,080,531	\$1,910,513
<i>Reserve %</i>	55.1%	53.4%	86.5%	68.3%

Date Prepared:

2/1/2023

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Harbour Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6270	GIS Update		11/29/2022	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 6270 Total		2368 HARBOUR DR, Punta Gorda, 33983		0.25	18.24	0.00	0.00	0.00	4.00	18.24
	GIS Update Total				0.25	18.24	0.00	0.00	0.00		18.24
	6459	Investigation		12/01/2022	1.00	74.78	0.00	3.92	0.00		78.70
	Work Order 6459 Total		2393 PINELLAS DR		1.00	74.78	0.00	3.92	0.00	1.00	78.70
	6467	Investigation		11/30/2022	1.25	91.18	0.00	4.67	0.00		95.85
	6467	Investigation		12/20/2022	3.00	215.59	0.00	42.11	0.00		257.70
	Work Order 6467 Total		2368 HARBOUR DR, PORT CHARLOTTE, 33983		4.25	306.77	0.00	46.78	0.00	1.00	353.55
	Investigation Total				5.25	381.55	0.00	50.70	0.00		432.25
	6124	MSBU Administrative Work		12/01/2022	0.25	18.24	0.00	0.00	0.00		18.24
			Administrative Time Total		0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 6124 Total				0.25	18.24	0.00	0.00	0.00	0.00	18.24
	MSBU Administrative Work Total				0.25	18.24	0.00	0.00	0.00		18.24
	3858	Project Management		10/19/2022	0.25	21.45	0.00	0.98	0.00		22.43
	3858	Project Management		11/01/2022	0.25	21.45	0.00	0.98	8,471.00		8,493.43
	3858	Project Management		11/03/2022	0.25	21.36	0.00	0.98	0.00		22.35
	3858	Project Management		12/01/2022	0.50	42.73	0.00	1.96	0.00		44.69
	3858	Project Management		12/02/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/06/2022	0.50	42.73	0.00	1.96	0.00		44.69

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Harbour Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3858	Project Management		11/04/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/08/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/15/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/16/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/29/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/07/2022	0.50	42.73	0.00	1.96	0.00		44.69
	3858	Project Management		12/08/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/09/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/13/2022	0.50	42.73	0.00	1.96	0.00		44.69
	3858	Project Management		12/14/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/16/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/20/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/22/2022	0.25	21.36	0.00	0.98	0.00		22.34
Project Inspection Total					3.75	320.44	0.00	14.70	0.00		335.12
Work Order 3858 Total Harbour Heights Street and Drainage					5.75	491.50	0.00	22.55	8,471.00	12.00	8,985.05
#20-047 Landscape Maintenance ROW - North County											
Project Management Total					5.75	491.50	0.00	22.55	8,471.00		8,985.05
Harbour Heights Street and Drainage Unit Total					11.50	909.52	0.00	73.25	8,471.00		9,453.78

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUs reported					11.50	909.52	0.00	73.25	8,471.00		9,453.78

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Harbour Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$1,891,267	\$1,566,921	\$1,901,799	\$1,901,799
Revenues				
Assessments & Earnings	963,218	895,065	746,949	895,065
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	594,400	-	-	-
Total Revenue	\$1,557,618	\$895,065	\$746,949	\$895,065
Expenditures				
Contract Services	17,148	71,910	1,400	71,910
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	19,067	20,965	2,930	20,965
ROW Reclamation	-	30,000	-	-
Speciality Mowing	80,142	83,580	25,308	83,580
Public Works Services	190,418	286,409	5,564	286,409
Internal Charges	8,932	9,379	9,379	9,379
Purchased Services	23,301	25,172	16,092	25,172
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	1,208,079	338,936	307,535	315,503
Project Costs				
Harbour Heights Paving Program	-	262,140	287,071	287,071
Total Expenditures	\$1,547,087	\$1,148,491	\$655,278	\$1,119,988
Reserves (Ending Fund Balance)	\$1,901,799	\$1,313,495	\$1,993,469	\$1,676,875
Reserve %	55.1%	53.4%	75.3%	60.0%

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4/27/2023

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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
	5071	Camera/Video		01/05/2023	1.50	109.41	0.00	5.88	0.00		115.29
	Work Order 5071 Total		27276 SAN MARINO DR, Punta Gorda, 33983		1.50	109.41	0.00	5.88	0.00	1.00	115.29
		Camera/Video Total			1.50	109.41	0.00	5.88	0.00		115.29
	5083	□Concrete (Catch Basins)□		01/12/2023	12.00	818.24	0.00	26.52	0.00		844.76
	Work Order 5083 Total		27217 VOYAGEUR DR, Punta Gorda, 33983		12.00	818.24	0.00	26.52	0.00	0.00	844.76
	8242	□Concrete (Catch Basins)□		02/28/2023	21.00	1,368.33	460.26	161.32	0.00		1,989.91
	Work Order 8242 Total		2368 HARBOUR DR, Punta Gorda, 33983		21.00	1,368.33	460.26	161.32	0.00	2.00	1,989.91
		□Concrete (Catch Basins)□ Total			33.00	2,186.57	460.26	187.84	0.00		2,834.67
	8037	Contracted - Concrete (Driveways)		02/21/2023	0.50	42.73	0.00	0.00	0.00		42.73
	8037	Contracted - Concrete (Driveways)		02/27/2023	0.75	64.09	0.00	0.00	0.00		64.09
	8037	Contracted - Concrete (Driveways)		03/15/2023	0.50	42.73	0.00	0.00	0.00		42.73
	Contract Management Total				1.75	149.54	0.00	0.00	0.00		149.55
	8037	Contracted - Concrete (Driveways)		03/15/2023	0.00	0.00	0.00	0.00	1,400.00		1,400.00
	Work Order 8037 Total		3059 PERDUE TER, PORT CHARLOTTE, 33983		1.75	149.54	0.00	0.00	1,400.00	140.00	1,549.55
#20-501 Concrete Flatwork											
	Contracted - Concrete (Driveways) Total				1.75	149.54	0.00	0.00	1,400.00		1,549.55
	7717	Contracted - Landscaping		01/02/2023	0.00	0.00	0.00	0.00	6,061.00		6,061.00
	7717	Contracted - Landscaping		02/01/2023	0.00	0.00	0.00	0.00	4,325.00		4,325.00

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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
	7717	Contracted - Landscaping		02/17/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		02/09/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		02/14/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		02/15/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		02/16/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		02/28/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/01/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/02/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/03/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/07/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/08/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/09/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/10/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/14/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/15/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/16/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/17/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/21/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/22/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/23/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/24/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/28/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/29/2023	0.25	21.36	0.00	0.98	0.00		22.34

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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
	7717	Contracted - Landscaping		03/30/2023	0.25	21.36	0.00	0.98	0.00		22.34
	7717	Contracted - Landscaping		03/31/2023	0.25	21.36	0.00	0.98	0.00		22.34
		Contract Inspection Total			6.00	512.70	0.00	23.52	0.00		536.16
	Work Order 7717 Total		North County Landscape Maintenance		6.25	534.06	0.00	24.50	10,386.00	0.00	10,944.50
#23-006 County ROW Landscape Maintenance - Mid-County											
		Contracted - Landscaping Total			6.25	534.06	0.00	24.50	10,386.00		10,944.50
	7713	Contracted - Mowing		02/28/2023	0.25	21.36	0.00	0.98	0.00		22.34
		Contract Inspection Total			0.25	21.36	0.00	0.98	0.00		22.34
	7713	Contracted - Mowing		03/15/2023	0.25	21.36	0.00	0.98	0.00		22.34
		Contract Management Total			0.25	21.36	0.00	0.98	0.00		22.34
	7713	Contracted - Mowing		03/01/2023	0.00	0.00	0.00	0.00	2,930.40		2,930.40
	Work Order 7713 Total		Safety Mowing & Litter Removal		0.50	42.73	0.00	1.96	2,930.40	0.00	2,975.08
#22-530 Safety Mowing - North County											
		Contracted - Mowing Total			0.50	42.73	0.00	1.96	2,930.40		2,975.08
	8600	Contracted Work - Inspection		03/08/2023	2.00	149.56	0.00	7.84	0.00		157.40
	Work Order 8600 Total		BROADPOINT DR, Port Charlotte, 33983		2.00	149.56	0.00	7.84	0.00	2.00	157.40
#22-530 Safety Mowing - North County											
		Contracted Work - Inspection Total			2.00	149.56	0.00	7.84	0.00		157.40
	6270	GIS Update		11/29/2022	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 6270 Total		2368 HARBOUR DR, Punta Gorda, 33983		0.25	18.24	0.00	0.00	0.00	4.00	18.24

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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
	8323	GIS Update		03/08/2023	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 8323 Total		2368 HARBOUR DR, Punta Gorda, 33983		0.25	18.24	0.00	0.00	0.00	1.00	18.24
	GIS Update Total				0.50	36.47	0.00	0.00	0.00		36.48
	6459	Investigation		12/01/2022	1.00	74.78	0.00	3.92	0.00		78.70
	Work Order 6459 Total		2393 PINELLAS DR		1.00	74.78	0.00	3.92	0.00	1.00	78.70
	6467	Investigation		11/30/2022	1.25	91.18	0.00	4.67	0.00		95.85
	6467	Investigation		12/20/2022	3.00	215.59	0.00	42.11	0.00		257.70
	Work Order 6467 Total		2368 HARBOUR DR, PORT CHARLOTTE, 33983		4.25	306.77	0.00	46.78	0.00	1.00	353.55
	7296	Investigation		01/27/2023	2.00	149.56	0.00	7.84	0.00		157.40
	Work Order 7296 Total		3059 PERDUE TER		2.00	149.56	0.00	7.84	0.00	1.00	157.40
	Investigation Total				7.25	531.11	0.00	58.54	0.00		589.65
	6124	MSBU Administrative Work		12/01/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6124	MSBU Administrative Work		03/15/2023	0.25	18.24	0.00	0.00	0.00		18.24
			Administrative Time Total		0.50	36.47	0.00	0.00	0.00		36.48
	Work Order 6124 Total				0.50	36.47	0.00	0.00	0.00	0.00	36.48
	MSBU Administrative Work Total				0.50	36.47	0.00	0.00	0.00		36.48

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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
	3858	Project Management		10/19/2022	0.25	21.45	0.00	0.98	0.00		22.43
	3858	Project Management		11/01/2022	0.25	21.45	0.00	0.98	8,471.00		8,493.43
	3858	Project Management		11/03/2022	0.25	21.36	0.00	0.98	0.00		22.35
	3858	Project Management		12/01/2022	0.50	42.73	0.00	1.96	0.00		44.69
	3858	Project Management		12/02/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/06/2022	0.50	42.73	0.00	1.96	0.00		44.69
	3858	Project Management		11/04/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/08/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/15/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/16/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		11/29/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/07/2022	0.50	42.73	0.00	1.96	0.00		44.69
	3858	Project Management		12/08/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/09/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/13/2022	0.50	42.73	0.00	1.96	0.00		44.69
	3858	Project Management		12/14/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/16/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/20/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		12/22/2022	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/05/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/06/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/10/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/18/2023	0.25	21.36	0.00	0.98	0.00		22.34

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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
	3858	Project Management		01/19/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/20/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/24/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/25/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/26/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		01/31/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		02/01/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		02/03/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		02/07/2023	0.25	21.36	0.00	0.98	0.00		22.34
	3858	Project Management		02/08/2023	0.25	21.36	0.00	0.98	0.00		22.34
Project Inspection Total					7.25	619.51	0.00	28.42	0.00		647.88
Work Order 3858 Total Harbour Heights Street and Drainage					9.25	790.58	0.00	36.27	8,471.00	12.00	9,297.81
#20-047 Landscape Maintenance ROW - North County											
	7661	Project Management		01/19/2023	2.00	170.90	0.00	0.00	0.00		170.90
	7661	Project Management		02/02/2023	1.00	85.45	0.00	0.00	0.00		85.45
	7661	Project Management		02/16/2023	1.00	85.45	0.00	0.00	0.00		85.45
	7661	Project Management		02/17/2023	1.00	85.45	0.00	0.00	0.00		85.45
	7661	Project Management		02/01/2023	2.00	170.90	0.00	7.84	0.00		178.74
	7661	Project Management		02/07/2023	2.00	170.90	0.00	7.84	0.00		178.74
	7661	Project Management		02/15/2023	2.00	170.90	0.00	7.84	0.00		178.74
Site Visits Total					6.00	512.70	0.00	23.52	0.00		536.22
Work Order 7661 Total					11.00	939.95	0.00	23.52	0.00	0.00	963.47

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
c410712 - Harbour Heights Paving Program											
		Project Management Total			20.25	1,730.53	0.00	59.79	8,471.00		10,261.28
8147		ROW - Clearing / Haul Debris		03/01/2023	1.50	104.31	0.00	20.28	0.00		124.59
Work Order 8147 Total		SULSTONE DR & SAN MARCO DR, PORT CHARLOTTE, 33983			1.50	104.31	0.00	20.28	0.00	0.10	124.59
		ROW - Clearing / Haul Debris Total			1.50	104.31	0.00	20.28	0.00		124.59
7209		ROW - Vegetation / Boom Mowing		01/31/2023	10.00	679.80	0.00	232.28	0.00		912.08
Work Order 7209 Total		2211 HARBOUR DR, Punta Gorda, 33983			10.00	679.80	0.00	232.28	0.00	3,718.00	912.08
		ROW - Vegetation / Boom Mowing Total			10.00	679.80	0.00	232.28	0.00		912.08
7220		Small Pipe Install (Pipes Under 31")		01/31/2023	3.00	236.49	0.00	11.76	0.00		248.25
7220		Small Pipe Install (Pipes Under 31")		02/02/2023	3.00	205.14	0.00	7.01	0.00		212.15
7220		Small Pipe Install (Pipes Under 31")		02/07/2023	62.00	4,139.56	2,364.14	545.62	0.00		7,049.32
7220		Small Pipe Install (Pipes Under 31")		02/08/2023	70.00	4,654.90	19.24	382.30	0.00		5,056.44
7220		Small Pipe Install (Pipes Under 31")		02/09/2023	49.00	3,264.92	73.72	258.44	0.00		3,597.08
7220		Small Pipe Install (Pipes Under 31")		02/14/2023	19.00	1,225.68	19.24	95.20	0.00		1,340.12
7220		Small Pipe Install (Pipes Under 31")		02/21/2023	20.00	1,289.50	60.91	95.20	0.00		1,445.61
Work Order 7220 Total		2368 HARBOUR DR, Punta Gorda, 33983			226.00	15,016.19	2,537.25	1,395.53	0.00	80.00	18,948.97
7969		Small Pipe Install (Pipes Under 31")		02/28/2023	1.00	78.83	0.00	3.92	0.00		82.75
7969		Small Pipe Install (Pipes Under 31")		03/28/2023	4.00	275.04	0.00	74.14	0.00		349.18

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	7969	Small Pipe Install (Pipes Under 31")		03/29/2023	22.50	1,545.15	1,681.88	474.05	0.00		3,701.08
	Work Order 7969 Total		27323 WHITMAN AVE		27.50	1,899.02	1,681.88	552.11	0.00	32.00	4,133.01
	8072	Small Pipe Install (Pipes Under 31")		02/22/2023	20.00	1,367.60	618.22	335.60	0.00		2,321.42
	8072	Small Pipe Install (Pipes Under 31")		03/07/2023	4.00	255.28	0.00	38.08	0.00		293.36
	8072	Small Pipe Install (Pipes Under 31")		03/09/2023	10.00	638.20	0.00	95.20	0.00		733.40
	Work Order 8072 Total		2328 HARBOUR DR, PORT CHARLOTTE, 33983		34.00	2,261.08	618.22	468.88	0.00	24.00	3,348.18
	Small Pipe Install (Pipes Under 31") Total				287.50	19,176.29	4,837.35	2,416.52	0.00		26,430.16
	3378	Standard Cuts		02/02/2023	10.00	660.58	0.00	83.48	0.00		744.06
	Work Order 3378 Total		27205 MONROE ST, Punta Gorda, 33983		10.00	660.58	0.00	83.48	0.00	150.00	744.06
	7186	Standard Cuts		01/31/2023	15.00	1,023.70	0.00	167.80	0.00		1,191.50
	Work Order 7186 Total		2171 Harbour Dr.		15.00	1,023.70	0.00	167.80	0.00	15.00	1,191.50
	Standard Cuts Total				25.00	1,684.28	0.00	251.28	0.00		1,935.56
	4907	Vacuum Culvert Cleaning		02/22/2023	5.00	341.90	0.00	105.28	0.00		447.18
	Work Order 4907 Total		2328 HARBOUR DR, PORT CHARLOTTE, 33983		5.00	341.90	0.00	105.28	0.00	1.00	447.18
	5780	Vacuum Culvert Cleaning		02/22/2023	8.00	547.04	0.00	168.44	0.00		715.48
	Work Order 5780 Total		ADDINGTON PL & HARBOUR DR, PORT CHARLOTTE, 33983		8.00	547.04	0.00	168.44	0.00	8.00	715.48

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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
	6073	Vacuum Culvert Cleaning		02/21/2023	6.00	410.28	0.00	126.33	0.00		536.61
	Work Order 6073 Total		BROADPOINT DR & LOWRY AVE, PORT CHARLOTTE, 33983		6.00	410.28	0.00	126.33	0.00	1.00	536.61
	6206	Vacuum Culvert Cleaning		01/31/2023	8.00	547.04	0.00	168.44	0.00		715.48
	Work Order 6206 Total		27360 SUNNYBROOK RD		8.00	547.04	0.00	168.44	0.00	3.00	715.48
	6395	Vacuum Culvert Cleaning		02/13/2023	2.00	136.76	0.00	42.11	0.00		178.87
	Work Order 6395 Total		27323 WHITMAN AVE		2.00	136.76	0.00	42.11	0.00	2.00	178.87
	8405	Vacuum Culvert Cleaning		01/10/2023	1.50	109.41	0.00	63.17	0.00		172.58
	Work Order 8405 Total		3421 Highlands Rd		1.50	109.41	0.00	63.17	0.00	1.00	172.58
	Vacuum Culvert Cleaning Total				30.50	2,092.43	0.00	673.76	0.00		2,766.20
	Harbour Heights Street and Drainage Unit Total				428.00	29,243.55	5,297.61	3,940.46	23,187.40		61,668.96

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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					428.00	29,243.55	5,297.61	3,940.46	23,187.40		61,668.96

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Proposal for Extra Work at Charlotte County Mid County RO

Property Name	Charlotte County Mid County RO	Contact	Chuck Peters
Property Address	18500 Murdock Cir Ste 344 Port Charlotte, FL 33948	To	Charlotte County Purchasing Division
		Billing Address	Safety Mowing Roadway Right of Way 18500 Murdoch Cir Ste 344 Port Charlotte, FL 33950-5798

Project Name Charlotte County- Harbor Boulevard from Us-41

Project Description Proposal to do repairs issues found during inspection (There is no power to clock)

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Drip line+ bubbler& fittings Parts and labor	\$1,096.85	\$1,096.85
1.00	LUMP SUM	I-Core Irrigation Timer Burned out	\$1,861.80	\$1,861.80
4.00	LUMP SUM	6-station Modules	\$174.62	\$698.50

For internal use only

SO# 8058575
JOB# 344300107
Service Line 150

Total Price \$3,657.15

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
550 Theresa Blvd, Port Charlotte, FL 33954 ph. (941) 249.9831 fax (941) 249.9834

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Signature	Title	Property Manager
Chuck Peters	Date	March 13, 2023
Printed Name		
BrightView Landscape Services, Inc. "Contractor"		
Signature	Title	Irrigation Manager II
Jose A. Lugo Castro	Date	March 13, 2023
Printed Name		

Job #: 344300107

SO #: 8058575

Proposed Price: \$3,657.15

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**INFORMATION SUPPLIED ON THIS FORM
BECOMES PUBLIC RECORD**