

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 22, 2025**

**10:00 a.m. – 11:53 a.m.
Charlotte Harbor Event & Conference Center
75 Taylor St, Punta Gorda, Florida**

Members Present: Richard Kelley, Chair
Adam Riley, Vice-Chair
Gregory Fiegel
Margaret Scott
Joyce Pears

Members Absent: None

County Staff: Erica Hayes, Community Liaison

Guests: None

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

Approval of Minutes:
The draft minutes from December 19, 2024, were unanimously approved as written.

Unfinished Business:
Median Landscaping: The group mentioned that the median landscaping is getting watered and there were no concerns regarding the median landscaping at this time.

New Business:
Financial Reports: Mrs. Hayes provided the past work program for FY24/25 and the work program for public works services for FY26/27 pointing out areas that Public Works reduced costs. There were no financial reports available to review at this time.

Citizen Input on MSBU Items (3 Minute Limit):

- None

Advisory Board Open Discussion:

- Follow up was provided from engineering regarding an open swale system vs. using duck bills to help with drainage flow. Mrs. Hayes reminded the group that drainage concerns can be provided to Public Works for investigation.

Annual Review: Sunshine Law, Roberts Rules of Order
The Advisory Board watched the Sunshine Law and Roberts Rules of Order videos presented by the County Attorney. Mrs. Hayes reviewed where to find the Records Management Departments contact information on the Charlottecountyfl.gov webpage and noted that a public record request can be submitted to any county employee. There were no questions on any of these items.

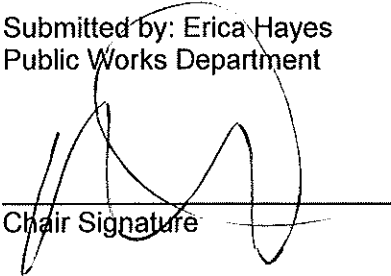
Schedule Meetings / Items for Next Agenda:
Future meetings are tentatively scheduled as follows:

- July 16, 2025
- September 24, 2025

- November 12, 2025

The meeting adjourned at 11:53 a.m.

Submitted by: Erica Hayes
Public Works Department


Chair Signature

7-16-25
Date

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

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 22, 2025

10:30 a.m., Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda Florida

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

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order/ Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: December 19, 2024
5. Unfinished Business
 - a. Median Landscaping
6. New Business
 - a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Annual Review: Sunshine Law, Roberts Rules of Order
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

Harbour Heights Street & Drainage
Budgeted Maintenance Work Program Comparison

FY23 Descriptions	FY23 Values	FY24 & FY25 Descriptions	FY24 Values	FY25 Values	Notes
Estimated ERU's and Cost per ERU					
Estimated ERU's - FY22/23-Vacant	1,143.96	Vacant			
Cost Per ERU Vacant	\$ 408.80	Estimated ERU's	1,127.260	1,127.260	
		Cost per ERU	\$ 355.00	\$ 355.00	
Estimated ERU's - FY22/23-Occupied	1,194.94	Occupied			
Cost Per ERU Occupied	\$ 392.00	Estimated ERU's	1,217.140	1,217.140	
FY 2021/22 - Vacant	\$ 408.80	Cost per ERU	\$ 355.00	\$ 355.00	
FY 2021/22 - Occupied	\$ 392.00	Current FY23 Vacant Rate	\$ 408.80		
Current Maximum Rate	\$ 408.80	Current FY23 Occupied Rate	\$ 392.00		
		Current Maximum Rate	\$ 408.80		
Projected Fund Balance - 10/1/22	\$ 1,566,920	Beginning Balance	\$ 1,676,876	\$ 1,147,517	
Revenues					
		Assessments & Earnings			
		Assessments	\$ 832,262	\$ 832,262	
		Interest	\$ 5,870	\$ 4,017	
		Less 5% Reserve - FS 129.01(2)b	\$ (41,907)	\$ (41,814)	
		Grant & Subsidy Revenue			
		Loans & Borrowing			
		Debt Proceeds	\$ -	\$ -	
Estimated Revenue	\$ 895,064	Total Revenue	\$ 796,225	\$ 794,465	
Expenditures					
Contract Services		Contract Services			
C/S - Other Contractual Svcs	\$ -	Engineering	\$ -	\$ -	
C/S - Concrete Flatwork	\$ 5,000	Other Contractual Svcs	\$ -	\$ -	
		Concrete Flatwork	\$ 5,000	\$ 5,000	
C/S - Street Sweeping	\$ 510	Drainage	\$ -	\$ -	
C/S - Sod Installed	\$ 66,400	Street Sweeping	\$ 524	\$ 540	
C/S - Contract Landscaping	\$ -	Installed Sod	\$ -	\$ -	Starting FY23, sod included in Road & Bridge Materials
		Landscaping	\$ -	\$ -	
C/S - Pipe Liners	\$ 20,000	Contract Services; other			
C/S - ROW Mowing	\$ 20,965	Pipe Lining	\$ 20,000	\$ 20,000	
C/S - ROW Reclamation	\$ 30,000	Right of Way Maint	\$ 19,402	\$ 19,985	
C/S - Specialty Mowing	\$ 83,580	ROW Reclamation	\$ -	\$ -	
Public Works Service		Specialty Mowing	\$ 110,062	\$ 113,364	
Equipment Replacement Charges	\$ 35,242	Public Works Services			
Maintenance Services	\$ 223,992	Equip Repl Charges-PubWrks	\$ 65,158	\$ 65,158	
Road/Drainage Maintenance Materials	\$ 29,177	Operating Exp-PubWrks	\$ 440,135	\$ 440,135	
Signage & Marking Materials	\$ 3,136	Road & Bridge Materials	\$ 296,825	\$ 298,953	FY24/25 R&B Materials includes \$250,000 sod cost
Other Direct Costs		Sign Materials	\$ 9,318	\$ 9,742	
Central/Indirect Services Allocation	\$ 9,379	Internal Charges			
		Central/Indirect Svcs	\$ 20,911	\$ 21,957	
Postage & Notices	\$ -	Purchased Services			
Utility Svcs-Electric	\$ 300	Personal Svcs-InterDept	\$ -	\$ -	
Utility Svcs-Water	\$ 5,000	Postage	\$ -	\$ -	
Advertising-Legal	\$ 150	Utility Service-Electricity	\$ 350	\$ 350	
Fees-Landfill	\$ 1,000	Utility Service-Water/Sewer	\$ 9,500	\$ 9,500	
Collection Fees	\$ 18,721	Other Current Chrgs and Oblig	\$ -	\$ -	
		Advertising-Legal	\$ -	\$ -	
		Fees-Landfill	\$ 1,000	\$ 1,000	
		Collection Fee-Tax Collector	\$ 16,646	\$ 16,646	
		Materials and Supplies			
		Capital Outlay			
		ROW Acquisition	\$ -	\$ -	
		Imprv-Other Than Bldgs	\$ -	\$ -	
		Debt Services			
		Principal	\$ 297,200	\$ -	
		Interest	\$ 13,553	\$ -	
		Other Debt Service Costs	\$ -	\$ -	
		Project Costs			
		Harbour Height Paving Program			
		Paving	\$ -	\$ -	The Project Costs section is not included on the 24/25 budget as no further paving or rejuvenation costs are planned for this project
		Rejuvenation	\$ -	\$ -	
		Labor	\$ -	\$ -	
Grand Total MSBU Work Program	\$ 1,148,488	Total Expenditures	\$ 1,325,584	\$ 1,022,330	
Projected Fund Balance - 9/30/23	\$ 1,313,496	Reserves (Ending Fund Balance)	\$ 1,147,517	\$ 919,652	
		Reserve %	46.4%	47.4%	

Additional Notes:

New maintenance activities have been created with new Asset Management system.
Amount of services being performed at a higher quantity.

Harbour Heights S/D MSBU
FY24 FY25 Work Program
Budget Template

Activity/Item Name	ADP	Units	Work Qty	FY24 - Equip	FY24 - Labor	FY24 Mater.	FY24 Cont Svcs	FY24 Total	Work Qty	FY25 - Equip	FY25 - Labor	FY25 Mater.	FY25 Cont Svcs	FY25 Total
MSBU Administrative Work		10 HOURS	60	236	4,376	-	-	4,612	60	236	4,376	-	-	4,612
Pavement Markings / Legends		50 MARKINGS	150	1,518	7,700	671	-	9,888	150	1,518	7,700	701	-	9,919
Groundskeeping		10 LABOR	-	-	-	-	-	-	-	-	-	-	-	-
Asphalt Maintenance - Potholes		2 TONS	1	63	659	121	-	843	1	63	659	126	-	849
Concrete (Sidewalk) Repair/Replace		100 SF	200	456	2,579	1,707	-	4,742	200	456	2,579	1,765	-	4,820
Grinding		4000 LF	-	-	-	-	-	-	-	-	-	-	-	-
Graffiti Removal		500 LF	250	160	1,296	57	-	1,513	250	160	1,296	60	-	1,516
Sign Maintenance		20 SIGNS	360	1,714	11,266	4,638	-	17,618	360	1,714	11,266	4,849	-	17,829
Support (Post) Maintenance		40 POSTS	70	167	1,095	341	-	1,603	70	167	1,095	356	-	1,618
Asphalt Driveway - Maintenance		6 TONS	3	185	1,326	372	-	1,882	3	185	1,326	389	-	1,899
Open Road Cut Road Repair		8 TONS	2	32	330	245	-	606	2	32	330	256	-	617
Pavement Restoration		2 TONS	2	126	1,318	242	-	1,686	2	126	1,318	253	-	1,697
Concrete (Catch Basins)		1 CATCH BASINS	2	756	5,329	669	-	6,755	2	756	5,329	700	-	6,766
Concrete Curb & Gutter Replace		20 LF	-	-	-	-	-	-	-	-	-	-	-	-
Concrete (Driveways)		300 SF	1,200	588	5,158	2,682	-	8,428	1,200	588	5,158	2,804	-	8,550
Concrete (Mitered Ends)		2 PIPE END	2	157	1,290	842	-	2,289	2	157	1,290	880	-	2,327
Concrete (Pre-Cast Catch Basins)		1 CATCH BASINS	-	-	-	-	-	-	-	-	-	-	-	-
Fabric-Form Concrete		700 SF	-	-	-	-	-	-	-	-	-	-	-	-
Concrete - Armoring		8 CY	-	-	-	-	-	-	-	-	-	-	-	-
Concrete Catch Basin Repair		2 REPAIRS	6	472	3,669	288	-	4,628	6	472	3,669	301	-	4,642
Miscellaneous Concrete		20 HOURS	20	157	1,290	96	-	1,543	20	157	1,290	100	-	1,547
Drainage Maintenance - Swale Grading		3500 SF	200,000	25,920	155,840	336	-	182,096	200,000	25,920	155,840	351	-	182,111
Major Outfall Maintenance		1200 SQ YDS	-	-	-	-	-	-	-	-	-	-	-	-
Vacuum Culvert Cleaning		10 CULVERTS	50	2,106	6,838	-	-	8,944	50	2,106	6,838	-	-	8,944
Small Pipe Install (Pipes Under 31")		32 LF	500	4,261	31,459	23,975	-	59,695	500	4,261	31,459	25,065	-	60,785
Small Pipe Repair (Pipes Under 31")		2 REPAIRS	2	378	2,013	8	-	2,399	2	378	2,013	8	-	2,399
Standard Cuts		300 SF	1,800	1,636	12,080	-	-	13,717	1,800	1,636	12,080	-	-	13,717
Sidewalk Outfall Maintenance		2500 SF	-	-	-	-	-	-	-	-	-	-	-	-
Large Pipe Install (Pipes 31" And Up)		40 LF	130	2,409	8,663	13,833	-	25,105	130	2,409	8,663	14,462	-	25,735
Large Pipe Repair (Pipes 31" And Up)		2 REPAIRS	4	1,482	5,356	293	-	7,162	4	1,482	5,356	306	-	7,175
Drainage Maintenance Re-grading		5000 SF	20,000	1,814	10,773	23	-	12,611	20,000	1,814	10,773	25	-	12,612
Camera/Video		10 PIPES	2	92	419	-	-	511	2	92	419	-	-	511
Non-Asphalt Roadway - Grading		1 MILES	-	-	-	-	-	-	-	-	-	-	-	-
Shoulder Repair		1 MILES	1	191	2,636	156	-	2,983	1	191	2,636	163	-	2,990
Guardrail Install Or Section Replace		36 LF	-	-	-	-	-	-	-	-	-	-	-	-
Brush Cutting		2000 CY	1,250	266	1,232	-	-	1,498	1,250	266	1,232	-	-	1,498
ROW - Sod - Install New / Replace		1600 SF	400	50	489	235	-	774	400	50	489	246	-	785
ROW - Vegetation / Boom Mowing		15000 CY	53,000	709	2,402	-	-	3,111	53,000	709	2,402	-	-	3,111
ROW - Watering		3000 GALLONS	400,000	12,693	90,640	-	-	103,333	400,000	12,693	90,640	-	-	103,333
Small Tractor Mower		80000 SF	-	-	-	-	-	-	-	-	-	-	-	-
Sign Fabrication		35 SIGNS	40	40	795	592	-	1,428	40	40	795	618	-	1,453
Striping		30000 LF	30,000	506	2,592	3,092	-	6,190	30,000	506	2,592	3,233	-	6,331
Sign Installation		20 SIGNS	5	24	156	70	-	251	5	24	156	74	-	254
Hazard Marker - Install New		30 SIGNS	-	-	-	-	-	-	-	-	-	-	-	-
Marine Debris Collection		2 DEBRIS	-	-	-	-	-	-	-	-	-	-	-	-
ROW - Vegetation Management		300 STRUCTURES	1,000	507	2,086	26	-	2,619	1,000	507	2,086	27	-	2,620
Sign Inspection		166 SIGNS	2,000	1,024	6,730	-	-	7,754	2,000	1,024	6,730	-	-	7,754
rPM Install		700 RPM	500	226	2,299	501	-	3,025	500	226	2,299	523	-	3,048
Road Edging		10000 LF	12,000	633	2,329	-	-	2,962	12,000	633	2,329	-	-	2,962
Project Management ***M&O		10 LABOR	-	-	-	-	-	-	-	-	-	-	-	-
Project Management ***Engineering		10 LABOR	359	-	33,092	-	-	33,092	359	-	33,092	-	-	33,092
Project Management ***CIP		15 LABOR	-	-	-	-	-	-	-	-	-	-	-	-
Fuel Work		10 EQUIPMENT	15	340	1,043	-	-	1,383	15	340	1,043	-	-	1,383
Transport		3 TRIP	10	432	2,431	-	-	2,864	10	432	2,431	-	-	2,864
Street Light Repair**		12 LIGHTS	-	-	-	-	-	-	-	-	-	-	-	-
Lock Maintenance		1 INCIDENT	-	-	-	-	-	-	-	-	-	-	-	-
ROW - Clearing / Haul Debris		5 TONS	3	245	1,208	-	-	1,453	3	245	1,208	-	-	1,453
Investigation		10 INSPECTIONS	30	140	2,243	-	-	2,384	30	140	2,243	-	-	2,384
ADA Mat		12 MATS	1	4	107	31	-	143	1	4	107	32	-	144
Paving Evaluation		10 MILES	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous		10 LABOR	-	-	-	-	-	-	-	-	-	-	-	-
Data Collection		50 CT	25	23	365	-	-	388	25	23	365	-	-	388
GIS Update		15 CT	50	-	2,431	-	-	2,431	50	-	2,431	-	-	2,431
Ground Penetrating Radar		20 TICKETS	-	-	-	-	-	-	-	-	-	-	-	-
Menzi		40000 SF	15,000	217	274	-	-	491	15,000	217	274	-	-	491
Contractor Costs / Tasks														
Aquatic Weed Svcs	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Concrete Flatwork	Dollars		5,000	-	-	-	5,000	5,000	5,000	-	-	-	5,000	5,000
Grading	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Landfill Fees	Dollars		1,000	-	-	-	1,000	1,000	1,000	-	-	-	1,000	1,000
Landscaping	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Lawn Maintenance	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Navigational Trimming	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Paving	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Pipe Liner	Dollars		20,000	-	-	-	20,000	20,000	20,000	-	-	-	20,000	20,000
ROW Reclamation	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
ROW Safety Mowing	Dollars		19,402	-	-	-	19,402	19,402	19,985	-	-	-	19,985	19,985
Sidewalk Repair	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Sod Installed	Dollars		250,000	-	-	250,000	-	250,000	250,000	-	-	250,000	-	250,000
Specialty Mowing	Dollars		110,062	-	-	-	110,062	110,062	113,364	-	-	-	113,364	113,364
Street Sweeping	Dollars		524	-	-	-	524	524	540	-	-	-	540	540
Survey	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Water Quality Monitoring	Dollars		-	-	-	-	-	-	-	-	-	-	-	-
Utility Srv-Electricity	Dollars		-	-	-	350	-	350	-	-	-	350	-	350
Utility Srv-Water/Sewer	Dollars		-	-	-	9,500	-	9,500	-	-	-	9,500	-	9,500
Total:				65,157	440,135	306,142	165,838	977,272	Total:	65,157	440,135	308,694	169,739	983,725
								Equipment						
								Labor						
								Road and Bridge Materials						
								Sign Materials						
								Contractual Services						
								Total FY24 Work Program						
								977,273						
								Equipment						
								Labor						
								Road and Bridge Materials						
								Sign Materials						
								Contractual Services						
								Total FY24 Work Program						
								983,726						

Budget Report

Activity Description: All Harbour Heights Street and Drainage Unit
Budget Year: 2026

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Total
ADA Mat	3	MATS	\$333.20	\$180.83	\$12.98	\$527.01
Asphalt Maintenance	4	TONS	\$888.53	\$147.94	\$98.73	\$1,135.21
Brush Cutting	1,250	CY	\$1,309.69		\$245.94	\$1,555.63
Camera/Video	7	PIPES	\$4,020.80		\$1,655.64	\$5,676.44
Concrete (Catch Basins)	1	CATCH BASINS	\$2,823.70	\$404.33	\$404.20	\$3,632.23
Concrete (Driveways)	240	SF	\$1,066.24	\$643.96	\$120.08	\$1,830.28
Concrete (Mitered Ends)	2	PIPE END	\$1,332.80	\$977.93	\$161.80	\$2,472.53
Concrete (Sidewalk) Repair/Replace	100	SF	\$1,332.80	\$1,026.18	\$234.80	\$2,593.78
Concrete Catch Basin Repair	8	REPAIRS	\$5,331.20	\$463.36	\$647.20	\$6,441.76
Data Collection	50	CT	\$1,497.90		\$41.60	\$1,539.50
Drainage Maintenance - Swale Grading	100,000	SF	\$78,517.14	\$987.43	\$13,702.86	\$93,207.43
Drainage Maintenance Re-grading	10,000	SF	\$5,647.40	\$69.12	\$959.20	\$6,675.72
Fuel Work	25	EQUIPMENT	\$2,009.75		\$566.50	\$2,576.25
GIS Update	75	CT	\$1,924.00			\$1,924.00
Graffiti Removal	50	LF	\$27.27	\$13.83	\$32.25	\$73.35
Ground Penetrating Radar	2	TICKETS	\$72.83		\$8.17	\$81.00
Investigation	25	INSPECTIONS	\$1,924.00		\$118.75	\$2,042.75
Large Pipe Install (Pipes 31" And Up)	130	LF	\$8,931.33	\$16,704.77	\$3,781.05	\$29,417.15
Large Pipe Repair (Pipes 31" And Up)	4	REPAIRS	\$5,647.40	\$353.92	\$2,326.80	\$8,328.12
MSBU Administrative Work	150	HOURS	\$11,544.00		\$624.00	\$12,168.00
Open Road Cut Road Repair	6	TONS	\$999.60	\$700.59	\$111.08	\$1,811.27
Pavement Markings	90	MARKINGS	\$4,835.16	\$484.36	\$916.02	\$6,235.54
Pavement Restoration	2	TONS	\$1,332.80	\$205.90	\$148.10	\$1,686.80

Budget Report

Activity Description: All Harbour Heights Street and Drainage Unit
Budget Year: 2026

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost
Project Management	10	LABOR	\$1,329.80			
ROW - Clearing / Haul Debris	3	TONS	\$1,282.02		\$257.70	
ROW - Vegetation / Boom Mowing	60,000	CY	\$2,748.00		\$962.00	
ROW - Vegetation Management	1,000	STRUCTURES	\$2,152.67	\$31.10	\$595.67	
ROW Watering	100,000	GALLONS	\$22,900.00		\$3,273.33	
Shoulder Repair	1	MILES	\$2,665.60	\$187.80	\$195.20	
Sign Fabrication	45	SIGNS	\$936.39	\$1,423.75	\$43.97	
Sign Inspection	2,007	SIGNS	\$6,968.39		\$1,059.61	
Sign Installation	400	SIGNS	\$12,916.00	\$6,306.60	\$1,964.00	
Small Pipe Install (Pipes 31" And Under)	500	LF	\$33,385.94	\$29,214.69	\$4,598.44	
Small Pipe Repair (Pipes 31" And Under)	2	REPAIRS	\$2,136.70	\$42.76	\$404.20	
Standard Cuts	1,800	SF	\$12,820.20		\$1,765.80	
Support (Post) Maintenance	75	POSTS	\$1,210.88	\$453.41	\$184.13	
Transport	3	TRIP	\$728.30		\$127.30	
Vacuum Culvert Cleaning	50	CULVERTS	\$6,870.50		\$2,294.00	
Harbour Heights Street and Drainage Unit Total			\$254,400.92	\$61,024.56	\$44,643.08	

Additional Reductions (not included because reduced to 0)

Miscellaneous Concrete - from 20Hrs to 0Hrs
Asphalt Driveway from 3TNs to 0TN
ROW Sod Install from 400SF to 0SF (cheaper under contract)
Striping from 300,000 LF to 0 LF
RPM (reflective pavement markers) from 500 to 0
Road Edging for striping from 12,000 LF to 0LF
Menzi from 15,000SF to 0SF

Contracted Services (not on this report)

- Sod install was \$250,000 and is now more accurately captured as a material cost under the applicable Public Works activity
- Landscape maintenance reduced from ~\$110,000 to ~\$30,000

[illegible]