

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 10, 2022**

**9:57 a.m. – 10:53 a.m.
East Port Environmental Campus
25550 Harborview Boulevard, Port Charlotte, Florida**

Members Present: Gail Phillips, Chair
Richard Kelley, Vice-Chair
Margaret Scott
Steve Vieira

Members Absent: None

County Staff: Karlene McDonald, Community Liaison

Guests: None

Call to Order / Roll Call

The meeting was called to order at 9:57 a.m. A roll call was taken, and a quorum was present.

Election of Officers:

Mr. Vieira motioned that the current officers stay in place, seconded by Mr. Kelley and unanimously approved.

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

The Advisory Board watched the Sunshine Law and Roberts Rules of Order video presentation by the County Attorney. Ms. McDonald noted where to find the Records Management Department contact information on the County webpage and stated that public records requests can be submitted through anyone in the County.

Changes to the Agenda / Motion to Approve Changes:

None

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

None

Approval of Minutes:

The draft minutes from November 17, 2021, were unanimously approved as written.

Unfinished Business:

- a. Median Landscaping: Ms. Phillips commented on median landscape conditions, suggested the Advisory Board table further discussion until the June meeting and it was agreed.

New Business:

- a. Financial Reports: The FY22 adopted budget and FY22 first quarter financial reports and FY22 were reviewed. Ms. Phillips commented on contracted services.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Vieira provided official notice of his resignation. Conversation ensued regarding future MSBU assessment rates, sales tax funding and sidewalks. Ms. McDonald confirmed the paving loan will be paid in full in FY24. An overview of the timeline for the next biennium budget was discussed.

Schedule Meetings / Items for Next Agenda:

The Advisory Board approved the 2022 meeting dates; future meetings are scheduled at 10:00 a.m. at the East Port Environmental Campus as follows:

- June 2, 2022
- September 8, 2022
- December 8, 2022

The meeting adjourned at 10:53 a.m.

Submitted by: Karlene McDonald
Public Works Department


Chair Signature


Date

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 10, 2022

10:00 a.m., East Port Environmental Campus
25550 Harborview Boulevard, Port Charlotte Florida

BOARD MEMBERS: Gail Phillips, Chair
Richard Kelley, Vice-Chair
Margaret Scott
Steve Vieira

COUNTY STAFF: Karlene McDonald, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order/ Roll Call
2. Election of Officers
3. Annual Review: Sunshine Law, Roberts Rules of Order, Public Records Law
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 17, 2021
7. Unfinished Business
 - a. Median Landscaping
8. New Business
 - a. Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

HARBOUR HEIGHTS STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY21 Annual Report – Executive Summary
October 1, 2020– September 30, 2021

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 XIII. - HARBOUR HEIGHTS STREET AND DRAINAGE UNIT Sec. 4-6-269. - 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 platted streets in the unit, including the necessary appurtenances thereto, and beautification projects, from funds derived from special assessments within the unit only.

Summary

Current Rate: \$408.80 Vacant / \$392.00 Occupied

Max Rate: \$408.80

The FY21 completed work program included all internal maintenance and administrative costs and contracted services for street sweeping, median landscaping, and right-of-way and specialty mowing.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for right-of-way and specialty mowing, concrete flatwork, right-of-way reclamation and street sweeping.

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for right-of-way and specialty mowing, right-of way reclamation and power shearing, and concrete flatwork.

This MSBU is currently paying off a loan for paving which is anticipated to be paid off in 2024.

FINAL - Q4

CHARLOTTE COUNTY PUBLIC WORKS
MSBU FINANCIAL HISTORY
FY 12 THRU FY 21
FUND 1315
HARBOUR HEIGHTS ST/DR MAINT

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Adopted Budget FY 20-21	FY 20-21 12 Mo. Actual (a)
BEGINNING BALANCE	\$ 514,538.18	\$ 598,779.96	\$ 807,089.44	\$ 986,699.21	\$ 960,543.94	\$ 1,591,195.85	\$ 1,704,807.51	\$ 1,062,926.51	\$ 1,445,652.63	\$ 1,343,934.00	\$ 1,791,246.25
REVENUES RECEIVED:											
Assessments & Earnings Assessments	320,874.16	339,580.33	327,051.00	330,924.75	878,610.50	947,476.07	924,196.12	900,943.01	943,741.67	938,943.00	938,395.22
Assessments & Earnings Interest	2,998.35	3,521.63	5,219.55	8,206.06	11,239.09	27,676.89	22,788.84	29,022.42	24,078.44	5,333.00	9,862.65
Assessments & Earnings Excess Fees /Misc.	3,133.10	2,926.56	2,492.79	2,294.32		7,235.97	5,037.89	5,524.04	14,790.60		5,652.73
Assessments & Earnings Less: Reserve - FS 129.01					105.72						
Assessments & Earnings Net Inc(Decr) FMV/Invest.	2,154.80	(3,299.39)	1,407.00	2,481.36	6,415.24	(7,542.88)	(11,521.39)	19,085.67	6,120.72	(47,214.00)	(10,162.95)
Loans & Borrowing Debt Proceeds - Paving						2,700,000.00					
TOTAL REVENUES	329,160.41	342,729.13	336,170.34	343,906.49	896,370.55	3,674,846.05	940,501.46	954,575.14	988,731.43	897,062.00	943,747.65
TOTAL REVENUES & BALANCES	843,998.59	941,509.09	1,143,259.78	1,330,605.70	1,856,914.49	5,266,041.90	2,645,308.97	2,017,501.65	2,434,384.06	2,240,996.00	2,734,995.90
EXPENDITURES:											
ROW Maintenance C/S - ROW Mowing	10,323.60	10,000.00	10,000.00	10,000.00	8,000.00	9,600.00	14,000.00	11,708.52	20,256.06	31,271.00	19,067.40
Specialty Mowing C/S - Specialty Mowing	8,625.00	3,361.00	4,600.00	5,080.00	2,910.00	12,860.00	21,434.05	40,437.00	67,082.00	59,319.00	80,142.00
Pipe Lining C/S - Pipe Liners							66,452.30	8,500.00			
Contract Services C/S - Installed Sod	9,274.00	3,362.00	294.00	21,429.00	8,191.00	8,296.00	2,257.50	2,774.00	401.00	7,603.80	529.20
ROW Reclamation C/S - ROW Reclamation											
Contract Services C/S - Concrete Flatwork	2,475.00	3,363.00	3,773.00	1,513.75	2,666.50			4,079.75		1,000.00	
Contract Services C/S - Street Sweeping								3,696.08	523.60		
Contract Services C/S - Other Contractual Svcs	13,586.32	1,260.59	9,268.95	9,268.95	691.92	691.92	8,551.00	2,850.00	175.00	20,000.00	
Contract Services C/S - Landscaping						2,243,955.40	794,676.92	1,463.00	300.00	35,000.00	35,492.43
Paving Program C/S - Paving											
Contract Services C/S - Survey										5,000.00	
Contract Services P/S - Curbing Design			18,765.00	10,252.50	2,810.00						
Contract Services C/S - Curbing Constr			107,987.69	48,084.77	600.00						
Contract Services P/S - Sidewalk Desg			45,110.50	41,987.00	2,550.00						
Contract Services C/S - Sidewalk Constr				256.84	256.84	914,755.72					
Internal Charges Central/Indirect Allocation	8,056.00	3,599.00	3,177.00	2,820.00	2,504.00	2,504.00	9,658.00	10,141.00	18,936.00	9,324.00	9,324.00
Purchased Services Postage-MSBU Notices			3,313.59								
Paving Program R/M - Other								2,760.37			
Purchased Services Advertising-Legal										150.00	
Public Works Services Equipment Repl Chgs/PW	16,213.13	8,424.31	7,032.11	17,683.03	10,629.07	16,303.03	16,667.22	7,048.91	13,945.04	28,488.00	5,735.51
Public Works Services Maintenance Services	155,757.64	85,978.22	54,893.32	131,548.16	140,244.53	297,410.56	233,057.65	84,833.27	73,178.42	206,635.00	48,364.68
Purchased Services Fees-Landfill	80.61	211.39	2.47	761.90	273.96	28.90	8,441.71	1,017.62	119.38	1,000.00	19.13
Purchased Services Utility Svc-Electric					93.63	125.56	134.50	135.49	138.51	2,000.00	139.19
Purchased Services Utility Svc-Water/Sewer					3,326.05	8,061.18	5,403.47	2,606.65	4,184.58	1,000.00	6,403.00
Purchased Services Tax Collector-Collection Fee	4,365.28	4,803.80	4,827.65	5,071.23	12,896.02	14,006.79	13,614.17	12,368.49	12,140.12	18,779.00	12,002.44
Purchased Services Other Miscellaneous					8,750.00				124.52		
Public Works Services Materials- Road & Bridge	16,155.18	8,778.49	3,808.45	177.03	7,410.20	9,841.57	24,946.37	10,541.46	945.14	16,981.00	4,278.80
Public Works Services Sign Materials	306.87	1,277.85	477.07	1,167.93	785.09	1,217.48	2,257.97	2,247.04	1,942.32	4,951.00	2,566.82
Debt Services Principal Pymts-Paving							300,960.00	300,960.00	300,960.00	601,920.00	601,160.00
Debt Services Interest Pymts-Paving							59,731.01	61,680.37	36,713.15	63,574.00	18,504.28
Capital Outlay ROW Acquisition					2,462.98	56.55	138.62				
TOTAL EXPENDITURES	245,218.63	134,419.65	156,560.57	370,061.76	265,718.64	3,561,234.39	1,582,382.46	571,849.02	643,135.81	1,143,995.80	843,728.68
ENDING FUND BALANCE	\$ 598,779.96	\$ 807,089.44	\$ 986,699.21	\$ 960,543.94	\$ 1,591,195.85	\$ 1,704,807.51	\$ 1,062,926.51	\$ 1,445,652.63	\$ 1,791,248.25	\$ 1,097,000.20	\$ 1,891,267.02

Note (a): Twelve Month Actuals per Ledger Summary Report of 09/30/21
Maintenance Mgmt System through 09/30/21

Monthly MSBU Activity Report

START DATE: 10/1/2021

END DATE: 11/30/2021

PW-HHM

Project 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
					10/07/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/08/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/12/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/13/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/14/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/15/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/19/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/20/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/21/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/22/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/26/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/27/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/28/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					10/29/2021	0.25	21.95	0.00	0.94	0.00	0.25	LHR	22.89
					11/02/2021	0.25	29.86	0.00	0.83	0.00	0.25	LHR	30.69
					11/03/2021	0.25	29.86	0.00	0.83	0.00	0.25	LHR	30.69
					11/04/2021	0.25	29.86	0.00	0.83	0.00	0.25	LHR	30.69
					11/05/2021	0.25	29.86	0.00	0.83	0.00	0.25	LHR	30.69
					11/30/2021	0.25	29.86	0.00	0.83	0.00	0.25	LHR	30.69
						5.50	522.41	0.00	20.06	0.00	5.50	LHR	542.47
						5.50	522.41	0.00	20.06	0.00	5.50	LHR	542.47
Project Management Total													
1714516	PS 8087862 Line and grade - 3426 Dover Dr to outfall - HHM	ROAD-26759	ROADWAY-DOVER DR-HHM	DOVER DR-HHM									
Total WO Number: 1703055													
10-9020R ROW Clr & Haul													
ROW Clr & Haul Total													
1724733	Tree growing in catch basin - 3222 Daytona Dr - HHM	ROAD-26910	ROADWAY-DAYTONA DR-HHM	DAYTONA DR-HHM									
Total WO Number: 1714516													
10-5000R Brush Cut-Response													
Brush Cut-Response Total													
1767647	Vac Con & Open Pipe End - 3232 Desoto Dr - HHM	ROAD-32157	ROADWAY-DE SOTO DR-HHM	DE SOTO DR-HHM									
Total WO Number: 1724733													
10-3003D VAC Cul Clean													
VAC Cul Clean Total													
1770730	EOP & EOS Repair - Broadpoint Dr and Voyageur Dr - HHM	ROAD-26700	ROADWAY-BROADPOI NT DR-HHM	BROADPOIN T DR-HHM									
Total WO Number: 1767647													
10-4002R Shoulder Repr													
Shoulder Repr Total													

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-HHM Harbour Hts S/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
				10-9852R Supervision		11/05/2021	1.50	153.78	0.00	4.95	0.00	1.50	LHR	158.73
				Supervision Total			1.50	153.78	0.00	4.95	0.00	1.50	LHR	158.73
				10-1001R A/C Maint. Potholes		11/05/2021	4.00	207.62	29.36	6.60	0.00	0.05	TN	243.58
				A/C Maint. Potholes Total			4.00	207.62	29.36	6.60	0.00	0.05	TN	243.58
				Total WO Number: 1770730			28.00	1,755.01	33.03	389.01	0.00	1.65	TN	2,177.04
				ROADWAY-PINELLAS DR-HHM	PINELLAS DR-HHM									
				10-3003D VAC Cul Clean		10/27/2021	4.00	280.64	0.00	96.20	0.00	1.00	CULV	376.84
				VAC Cul Clean Total			4.00	280.64	0.00	96.20	0.00	1.00	CULV	376.84
				Total WO Number: 1775194			4.00	280.64	0.00	96.20	0.00	1.00	CULV	376.84
				ROADWAY-HARBOUR DR-HHM	HARBOUR DR-HHM									
				10-3003D VAC Cul Clean		10/22/2021	2.00	159.43	0.00	48.10	0.00	1.00	CULV	207.53
				VAC Cul Clean Total			2.00	159.43	0.00	48.10	0.00	1.00	CULV	207.53
				Total WO Number: 1775224			2.00	159.43	0.00	48.10	0.00	1.00	CULV	207.53
				ROADWAY-PEACE RIVER DR-HHM	PEACE RIVER DR-HHM									
				10-3003D VAC Cul Clean		10/15/2021	4.00	318.86	0.00	96.20	0.00	2.00	CULV	415.06
				VAC Cul Clean Total			4.00	318.86	0.00	96.20	0.00	2.00	CULV	415.06
				Total WO Number: 1779167			4.00	318.86	0.00	96.20	0.00	2.00	CULV	415.06
				ROADWAY-DORSEY DR-HHM	DORSEY DR-HHM									
				10-9030D Inspection - Field		10/21/2021	2.00	146.66	0.00	7.70	0.00	2.00	LHR	154.36
				Inspection - Field Total			2.00	146.66	0.00	7.70	0.00	2.00	LHR	154.36
				Total WO Number: 1783122			2.00	146.66	0.00	7.70	0.00	2.00	LHR	154.36
				ROADWAY-WHITMAN AVE-HHM	WHITMAN AVE-HHM									
				10-3004D Sm Pipe Inst		11/23/2021	14.00	957.00	473.54	398.90	0.00	16.00	LF	1,829.44
				Sm Pipe Inst Total			14.00	957.00	473.54	398.90	0.00	16.00	LF	1,829.44
				10-9852D Supervision		11/23/2021	2.75	281.93	0.00	9.08	0.00	2.75	LHR	291.01
				Supervision Total			2.75	281.93	0.00	9.08	0.00	2.75	LHR	291.01
				10-9030D Inspection - Field		11/15/2021	1.00	102.52	0.00	3.30	0.00	1.00	LHR	105.82
				Inspection - Field Total			1.00	102.52	0.00	3.30	0.00	1.00	LHR	105.82
				10-3003D VAC Cul Clean		11/15/2021	2.00	137.54	0.00	41.99	0.00	1.00	CULV	179.53
				VAC Cul Clean Total			2.00	137.54	0.00	41.99	0.00	1.00	CULV	179.53
				10-9020R ROW Cir & Haul		11/23/2021	4.00	263.52	0.00	48.04	0.00	3.00	LD	311.56

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

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 Accomp.	UOM	Total Cost
	1784992	Sm Pipe Replacement - 2485 & 2493 Magellan Ter - HHM	ROAD-26773	ROADWAY-MAGELLAN TER-HHM	MAGELLAN TER-HHM	11/03/2021	4.00	263.52	0.00	48.04	0.00	3.00	LD	311.56
					ROW Clr & Haul Total		23.75	1,742.51	473.54	501.31	0.00	23.75	LD	2,717.36
					Total WO Number: 1783458									
	1785299	Install Slope Pad for Outfall Pipe - Canal End - 2220 Harbour Dr - HHM	ROAD-26782	ROADWAY-HARBOUR DR-HHM	HARBOUR DR-HHM	11/08/2021	2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
					Inspection - Field Total		2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
					Total WO Number: 1784992									
	1786356	L&G - East Side of Marcella Ter - HHM	ROAD-26949	ROADWAY-MARCELLA TER-HHM	MARCELLA TER-HHM	11/24/2021	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
					Inspection - Field Total		1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
					Total WO Number: 1785299									
	1786950	FY22 HHM Sign Prep 6002 Year-Round	HHM-TSM	TSM		10/05/2021	6.60	487.87	206.18	9.37	0.00	20.00	SGN	703.43
					Inspection - Field Total	11/09/2021	1.32	141.68	45.01	0.00	0.00	4.00	SGN	186.69
					Inspection - Field Total	11/10/2021	1.32	141.68	45.01	0.00	0.00	4.00	SGN	186.69
					Inspection - Field Total	11/24/2021	1.32	141.68	28.92	0.00	0.00	4.00	SGN	170.60
					Sign Preparation Total		10.56	912.90	325.13	9.37	0.00	32.00	SGN	1,247.40
					Total WO Number: 1786950		10.56	912.90	325.13	9.37	0.00	32.00	SGN	1,247.40
	1787006	Catch Basin Data Collection - HHM	HHM-CATCH-BA	Catch Basins		10/04/2021	10.00	545.90	0.00	37.10	0.00	10.00	LHR	583.00
					Inspection - Field Total	10/05/2021	7.75	423.07	0.00	28.75	0.00	7.75	LHR	451.83
					Data Management Total		17.75	968.97	0.00	65.85	0.00	17.75	LHR	1,034.83
					Total WO Number: 1787006		17.75	968.97	0.00	65.85	0.00	17.75	LHR	1,034.83
	1787274	FY22 HHM Sign Maint. 6001 Location 47 Year-Round	HHM-TSM	TSM		10/06/2021	2.00	125.78	0.00	23.00	0.00	10.00	SGN	148.78
					Inspection - Field Total		2.00	125.78	0.00	23.00	0.00	10.00	SGN	148.78
					Sign Maintenance Total		2.00	125.78	0.00	23.00	0.00	10.00	SGN	148.78
					Total WO Number: 1787274		2.00	125.78	0.00	23.00	0.00	10.00	SGN	148.78
	1788297	Pipe Relining - Harbour Heights Park - HHM	ROAD-26782	ROADWAY-HARBOUR DR-HHM	HARBOUR DR-HHM	10/14/2021	1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09
					Inspection - Field Total		1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09
					Total WO Number: 1788297		1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-HHM Harbour Hts S/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
					10-3005D Sm Pipe Rpr	10/27/2021	40.00	2,644.60	147.60	413.70	0.00	6.00	RPR	3,205.90
					Sm Pipe Rpr Total	10/28/2021	10.00	698.55	0.00	129.98	0.00	0.00	RPR	828.53
					10-8003R Fuel Truck	10/27/2021	50.00	3,343.15	147.60	543.68	0.00	6.00	RPR	4,034.43
					Fuel Truck Total		1.50	110.01	0.00	30.35	0.00	1.50	LHR	140.36
					10-9852D Supervision	10/28/2021	1.50	110.01	0.00	30.35	0.00	1.50	LHR	140.36
					Supervision Total		1.50	121.79	0.00	5.64	0.00	1.50	LHR	127.43
					Total WO Number: 1788297		1.50	121.79	0.00	5.64	0.00	1.50	LHR	127.43
1788830	ROAD-26931	Repair ADA Mats to be set back up to 5ft from turn radius - Voyageur Dr.- HHM	ROAD-26931	ROADWAY-VOYAGEUR R DR-HHM	VOYAGEUR DR-HHM		54.00	3,648.28	147.60	583.42	0.00	10.00	LHR	4,379.30
					10-9030R Inspection - Field	10/20/2021	1.50	115.46	0.00	5.64	0.00	1.50	LHR	121.10
					Inspection - Field Total		1.50	115.46	0.00	5.64	0.00	1.50	LHR	121.10
					10-2099R Misc. Concrete	10/21/2021	6.00	404.55	300.40	34.59	0.00	6.00	LHR	739.54
					Misc. Concrete Total		6.00	404.55	300.40	34.59	0.00	6.00	LHR	739.54
					Total WO Number: 1788830		7.50	520.01	300.40	40.23	0.00	7.50	LHR	860.64
1788834	ROAD-24900	Vac Con & Inspct - 3673 & 3663 Peace River Dr & Rd Xing at Highlands - HHM	ROAD-24900	ROADWAY-PEACE RIVER DR-HHM	PEACE RIVER DR-HHM		4.00	280.64	0.00	96.20	0.00	2.00	CULV	376.84
					VAC Cul Clean Total	10/28/2021	4.00	280.64	0.00	96.20	0.00	2.00	CULV	376.84
					Total WO Number: 1788834		4.00	280.64	0.00	96.20	0.00	2.00	CULV	376.84
1790273	ROAD-26700	Sinkhole at Catch Basin - 2529 Broadpoint Dr - HHM	ROAD-26700	ROADWAY-BROADPOINT DR-HHM	BROADPOINT DR-HHM		2.00	140.85	0.00	22.19	0.00	2.00	LHR	163.04
					10-9030R Inspection - Field	10/28/2021	2.00	140.85	0.00	22.19	0.00	2.00	LHR	163.04
					Inspection - Field Total		2.00	140.85	0.00	22.19	0.00	2.00	LHR	163.04
					Total WO Number: 1790273		2.00	140.85	0.00	22.19	0.00	2.00	LHR	163.04
1790825	HHM-TSM	FY22 HHM 6010, Sign Insp. Location 45 Year-Round	HHM-TSM	TSM			1.50	97.97	0.00	11.09	0.00	79.00	SGN	109.05
					60-6010R Sign Inspection	11/01/2021	2.00	130.62	0.00	14.78	0.00	123.00	SGN	145.40
					Sign Inspection Total	11/04/2021	3.50	228.59	0.00	25.87	0.00	202.00	SGN	254.45
					97-9752 Supervision	10/28/2021	1.00	73.92	0.00	2.83	0.00	1.00	LHR	76.75
					Supervision Total	11/22/2021	1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
					Total WO Number: 1790825		2.00	217.76	0.00	5.66	0.00	2.00	LHR	223.42
1790826	HHM-TSM	FY22 HHM Sign Maint. 6001 Location 45 Year-Round	HHM-TSM	TSM			5.50	446.35	0.00	31.53	0.00	204.00	LHR	477.87
					60-6001R Sign Maintenance	11/01/2021	0.50	32.66	49.80	3.70	0.00	2.00	SGN	86.15
					Sign Maintenance	11/04/2021	1.00	65.31	24.90	7.39	0.00	11.00	SGN	97.60

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

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 Accomp.	UOM	Total Cost
						11/05/2021	1.00	65.31	52.10	6.56	0.00	3.00	SGN	123.97
						11/12/2021	2.00	130.62	0.00	13.12	0.00	5.00	SGN	143.74
						11/15/2021	2.00	130.62	0.00	14.78	0.00	5.00	SGN	145.40
						11/17/2021	2.00	130.62	0.00	14.78	0.00	3.00	SGN	145.40
						11/30/2021	1.00	65.31	0.00	7.39	0.00	2.00	SGN	72.70
				Sign Maintenance Total			9.50	620.45	126.80	67.72	0.00	31.00	SGN	814.96
				Total WO Number: 1790826			9.50	620.45	126.80	67.72	0.00	31.00	SGN	814.96
	1793003	FY22 HHM Legends, 6009 Year-Round	HHM-TSM	TSM										
				60-6009R Hand Liners (Legends)		11/18/2021	9.50	878.43	0.00	18.48	0.00	10.00	LGD	896.90
				Hand Liners (Legends) Total			9.50	878.43	0.00	18.48	0.00	10.00	LGD	896.90
				Total WO Number: 1793003			9.50	878.43	0.00	18.48	0.00	10.00	LGD	896.90
				Total MSBU: PW-HHM			227.06	16,128.07	1,406.51	2,439.10	0.00	386.65	LGD	19,973.68

Harbour Heights Street and Drainage MSBU

Fund Financial Report

Oct. 1 - Dec. 31, 2021

	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	545,930	894,585
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	594,400	-
Total Revenue	\$943,748	\$894,585	\$1,140,330	\$894,585
Expenditures				
Contract Services	36,022	71,910	785	71,910
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	19,067	20,354	3,802	20,354
ROW Reclamation	-	30,000	-	30,000
Speciality Mowing	80,142	81,145	-	81,145
Public Works Services	60,946	300,510	19,957	300,510
Internal Charges	9,324	8,932	8,932	8,932
Purchased Services	18,564	25,167	12,266	25,167
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	619,664	658,214	1,199,835	658,214
Project Costs				
Paving Program	-	-	-	-
Total Expenditures	\$843,729	\$1,216,232	\$1,245,576	\$1,216,232
Reserves (Ending Fund Balance)	\$1,891,267	\$1,179,274	\$1,786,020	\$1,569,620
<i>Reserve %</i>	69.2%	49.2%	58.9%	56.3%

\$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: 1/14/2022

Category Definitions - Quarterly Financial Reports

Revenues:	Includes:
Assessments & Earnings	Assessment fees, Interest and Investment Earnings
Grant & Subsidy Revenue	Federal, State and Local Grants, Subsidies from other funding sources
Loans & Borrowing	Debt proceeds

Expenditures:	Includes:
Contract Services	<p>Installed Sod Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.) Street Sweeping Survey Traffic Control Tree Removal / Replacement **excludes project costs and itemized contractual items listed below</p> <p>Different templates will show different itemized accounts Itemized Items - SD Template - Pipe Lining, ROW Maint, ROW Recl, Spec Mowing Itemized Items - WW template - Survey, Navigatoinal Trimming Itemized Items - Stormwater - Pipe Lining, Water Quality Itemized Items - Beaches - none, most expenses are project related</p>
Public Works Services	<p>Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage</p> <p>Public Works Services periods covered: Q1 PE 12.31 = (2mo) October - November actuals Q2 PE 3.31 = (5mo cumulative) October - February actuals Q3 PE 6.30 = (8mo cumulative) October - May actuals Q4 PE 9.30 = (12mo cumulative) October - September actuals</p>
Internal Charges	Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
Purchased Services	<p>Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity & Water Tax Collector Collection Fees</p>
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	<p>Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)</p>
Debt Services	<p>Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)</p>

Project Costs	Includes:
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

Reserves (Ending Fund Balance)	Includes:
Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reserve policy)

Explanation of Terms

Revenue:

- **Net Inc(Decr) FMV/Invest.** – The Clerk of the Court’s Finance Dept invests the money that the MSBU’s have on hand. Every year the Clerk’s Finance is required to mark up or down to fair market value all investments the County has. This markup or markdown is what gets posted to this line item.
- **Excess Fees/Misc.** - Excess Fees returned from the tax collector and Miscellaneous Revenue from accident claims.
- **Less: Reserve – FS 129.01(2)(B)** – The receipts portion of the budget shall include 95 percent of all receipts reasonably to be anticipated from all sources.

Expenditure:

- **Other Contractual Services** – This may include but is not limited to: Street Sweeping, Tree Removal, Tree Replacement, Installed Sod, Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.), Pipe Lining, Traffic Control, Welding, POA Fees, Fabrication, Survey.
- **Central/Indirect Allocation** – Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
- **Equipment Repl Chgs/PW** – Costs that are incurred for the use of equipment on a particular job. For example: The use of a tractor or excavator on a job.
- **Tax Collector-Collection Fee** – Tax collector fees based on the collected assessment revenue.
- **Materials – Road & Bridge** – Costs of the materials used for a particular job.

Reserves:

- **Reserve for Contingencies** – To maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and other unforeseen financial situations after exhausting all other funding options. Balance not less than 5% and not greater than 10% of the total budget.
- **Cash Carried Forward** – A reserve amount for the purpose of paying expenses from Oct. 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available. Balance not less than 5% and not greater than 10% of the total budget.
- **Future Capital Outlay** – Reserve amount accumulated for the purpose of funding capital projects must be spent on such project within six years from the date it was assessed or collected.