

**MINUTES  
PIRATE HARBOR STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, MARCH 24, 2022**

**10:00 a.m. – 11:05 a.m.  
Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

**Members Present:** Andrew Wolf, Vice-Chair  
George Herl  
Lynn McCulloch  
Phillip Smallwood

**Members Absent:** Jeffrey Nilsson was absent

**County staff:** Karlene McDonald, Community Liaison  
James Layport, Projects Manager  
Janina Stamoulis, Executive Assistant  
Katie Lukasek, Senior Administrative Assistant

**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:**

None

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

- Mr. McSweeney is attending to learn what occurs at MSBU meetings.
- Mr. Colletti expressed concerns for the drainage issues on Buccaneer Boulevard, note he has previously spoken with staff and requested the Advisory Board act.

**Approval of Minutes:**

Ms. McCulloch requested on page two of the draft minutes from December 16, 2021 change Black Bear to Black Beard under FY23 Paving Program. Mr. Smallwood moved to approve the minutes as revised, seconded by Mr. Wolf and unanimously approved.

**Unfinished Business:**

- a. FY23 Paving Program: Conversation ensued regarding milling, Right-of-Way tree removal and the Advisory Board possibly voting to postpone the paving program due to oil prices. It was unanimously agreed to table discussion of postponement until the September meeting.
- b. Treasure Island Boulevard Open Cut Repair Conditions: Discussion followed regarding the request to address the conditions of the open cut repair on Treasure Island Boulevard. The Advisory Board agreed with Public Works' recommendation to address this area during the paving program.

**New Business:**

- a. Financial Reports: The FY22 first quarter financial reports were reviewed. Conversation ensued regarding FY21 final expenditures.

**Citizen Input on MSBU Items (3-Minute Limit):**

None

**Advisory Board Open Discussion:**

Discussion ensued regarding drainage on Buccaneer and Captain Kidd Boulevards. Ms. McCulloch requested the paving meeting summary be revised to read Black Beard instead of Black Bear Boulevard.

**Meeting Schedule / Items for the next agenda:**


Discussion ensued regarding the cancellation of the December meeting due to no current projects and potential scheduling conflicts. Mr. Smallwood motioned to cancel the December 28, 2022, meeting, seconded by Mr. Herl and unanimously approved. Future meetings are scheduled at 10:00 a.m. at the Punta Gorda Charlotte Library as follows:

- June 16, 2022
- September 15, 2022
- ~~December 28, 2022~~

The meeting adjourned at 11:05 a.m.

Submitted by: Karlene McDonald  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

  
\_\_\_\_\_  
Date

**AGENDA  
PIRATE HARBOR STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, MARCH 24, 2022**

**10:00 a.m., Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

**BOARD MEMBERS:** George Herl, Chair  
Phillip Smallwood, Vice-Chair  
Lynn McCulloch  
Jeffrey Nilsson  
Andrew Wolf

**COUNTY STAFF:** Karlene McDonald, 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 16, 2021
5. Unfinished Business:
  - a. FY23 Paving Program
  - b. Treasure Island Boulevard Open Cut Repair Conditions
6. New Business
  - a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn





**PIRATE HARBOR 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 XLVII. - PIRATE HARBOR STREET AND DRAINAGE UNIT, Sec. 4-6-960. - Purpose.**

The purpose of this 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.

**Summary**

**Current Rate: \$299.51 Vacant/ \$297.00 Occupied**

**Max Rate: \$299.51**

The FY21 completed work program included all internal maintenance and administrative costs and contracted services for right-of-way mowing and concrete flatwork.

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

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services of right-of-way mowing, pipe lining, concrete flatwork, and paving.

Future paving is anticipated for 2023.

**FINAL - Q4**

CHARLOTTE COUNTY PUBLIC WORKS  
 MSBU FINANCIAL HISTORY  
 FY 12 THRU FY 21  
 FUND 1406  
 PIRATE HARBOR ST/DR UNIT

	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)
<b>BEGINNING BALANCE</b>	\$ 101,111.43	\$ 131,649.13	\$ 139,732.80	\$ 117,393.17	\$ 130,062.08	\$ 178,346.03	\$ 217,411.96	\$ 250,330.77	\$ 293,057.15	\$ 271,530.75	\$ 400,089.36
<b>REVENUES RECEIVED:</b>											
Assessments & Earnings Assessments	20,214.76	20,308.44	20,202.05	20,139.85	51,412.89	51,481.97	51,477.94	51,309.30	116,944.50	120,512.25	116,824.49
Assessments & Earnings Interest	526.15	635.26	632.12	946.55	1,282.38	2,326.21	4,006.74	5,874.06	5,445.39	1,049.99	2,243.28
Assessments & Earnings Excess Fees /Misc.	197.38	175.02	153.98	139.63	375.40	393.17	280.61	314.60	-	-	703.73
Assessments & Earnings Net Inc(Decr) FMV/Invest.	341.19	(575.79)	144.64	291.79	11.82	(494.06)	(1,819.23)	3,830.08	3,327.83	-	(2,127.81)
Assessments & Earnings Less: Reserve - FS 129.01										(6,078.11)	
Loans & Borrowing External Borrowing										-	
Loans & Borrowing Interfund Xfer from PHWW	19,674.75									-	
Assessments & Earnings Res Equity Xfer/So. Burnt Store Mtc										-	
<b>Total Revenue</b>	<b>40,954.23</b>	<b>20,542.93</b>	<b>21,132.79</b>	<b>21,517.82</b>	<b>53,082.49</b>	<b>53,707.29</b>	<b>53,946.06</b>	<b>61,328.04</b>	<b>125,717.72</b>	<b>115,484.13</b>	<b>117,643.69</b>
<b>TOTAL REVENUES &amp; BALANCES</b>	<b>142,065.66</b>	<b>152,192.06</b>	<b>160,865.59</b>	<b>138,910.99</b>	<b>183,144.57</b>	<b>232,053.32</b>	<b>271,358.02</b>	<b>311,658.81</b>	<b>418,774.87</b>	<b>387,014.88</b>	<b>517,733.05</b>
<b>EXPENDITURES</b>											
ROW Maintenance C/S - ROW Mowing	4,651.60	4,651.60	4,651.60	1,400.00	1,000.00	1,000.00	3,600.00	1,830.00	2,988.00	5,650.00	3,384.00
Contract Services P/S - Entry Signs							8,865.00		-	-	
Pirate Harbor Paving Program C/S - Paving										30,000.00	
Contract Services C/S - Stormwater										-	
Pipe Lining C/S - Piper Liners										-	4,785.00
Contract Services C/S - Concrete Flatwork										-	7,780.00
Contract Services C/S - Installed Sod								250.00		-	
Specialty Mowing C/S - Specialty Mowing										-	
Contract Services C/S - Survey						551.00				-	
Contract Services C/S - Landscaping			2,900.00	500.00						-	
Internal Charges Central/Indirect Allocation	2,007.00	480.00	450.00	450.00	1,034.00		622.00	557.00	758.00	796.00	796.00
Purchased Services Postage				398.95						-	
Purchased Services Advertising - Legal								205.59		-	
Purchased Services Fees-Landfill							67.68	133.18		500.00	693.66
Purchased Services MSBU Dept. Allocation						726.31				-	
Public Works Services Equipment Repl Chgs/PW	58.38	267.28	2,249.65	184.74	24.98	11,602.98	78.22	964.72	321.59	10,891.22	15,013.32
Public Works Services Maintenance Services	3,237.89	6,668.90	30,617.10	5,582.10	1,984.93		7,036.04	13,934.38	13,092.96	65,728.72	82,224.52
Purchased Services Aquatic/Herbicide						761.07				-	
Purchased Services Tax Collector-Collection Fee	275.00	287.29	298.20	308.63	754.63		758.31	704.40	1,494.66	2,410.25	1,494.23
Public Works Services Materials- Road & Bridge		104.19	2,305.87					22.39	30.30	2,163.34	5,939.11
Public Works Services Sign Materials	186.66			24.49						223.14	365.83
Debt Services Principal Pymts										-	
Debt Services Interest Pymts										-	
<b>Total Expenditures</b>	<b>10,416.53</b>	<b>12,459.26</b>	<b>43,472.42</b>	<b>8,848.91</b>	<b>4,798.54</b>	<b>14,641.36</b>	<b>21,027.25</b>	<b>18,601.66</b>	<b>18,685.51</b>	<b>121,288.67</b>	<b>122,475.67</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 131,649.13</b>	<b>\$ 139,732.80</b>	<b>\$ 117,393.17</b>	<b>\$ 130,062.08</b>	<b>\$ 178,346.03</b>	<b>\$ 217,411.96</b>	<b>\$ 250,330.77</b>	<b>\$ 293,057.15</b>	<b>\$ 400,089.36</b>	<b>\$ 265,726.22</b>	<b>\$ 395,257.38</b>

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-PHM Pirate Harbor 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
	1220408	PW-PHM Pirate Harbor S&D MSDR Annual Work Order	PW-PHM	Pirate Harbor St/Dr Mtc										
					10-9866 MSDR	10/04/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/06/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/12/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/13/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/18/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/19/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/20/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/21/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/25/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/26/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						11/03/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						11/08/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						11/09/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/10/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/17/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						11/22/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						<b>MSDR Total</b>	<b>5.25</b>	<b>429.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.25</b>	<b>LHR</b>	<b>429.55</b>
						<b>Total WO Number: 1220408</b>	<b>5.25</b>	<b>429.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.25</b>	<b>LHR</b>	<b>429.55</b>
1703031	FY 20 Safety Mowing - Contract 20-001 - PHM		ROAD-19367	ROADWAY-JOLLY ROGER BLVD-PHM	JOLLY ROGER BLVD-SBSM									
					10-9031R Inspection C/S Mowing	10/14/2021	1.00	65.30	0.00	3.76	0.00	1.00	LHR	69.06
						<b>Inspection C/S Mowing Total</b>	<b>1.00</b>	<b>65.30</b>	<b>0.00</b>	<b>3.76</b>	<b>0.00</b>	<b>1.00</b>	<b>LHR</b>	<b>69.06</b>
						<b>Total WO Number: 1703031</b>	<b>1.00</b>	<b>65.30</b>	<b>0.00</b>	<b>3.76</b>	<b>0.00</b>	<b>1.00</b>	<b>LHR</b>	<b>69.06</b>
1774188	Vac Con & Std cut - 24268 Treasure Island - PHM		ROAD-18070	ROADWAY-TREASURE ISLAND BLVD-PHM	TREASURE ISLAND BLVD-SBSM									
					10-3003D VAC Cul Clean	11/19/2021	3.00	206.31	0.00	62.99	0.00	1.00	CULV	269.30
						<b>VAC Cul Clean Total</b>	<b>3.00</b>	<b>206.31</b>	<b>0.00</b>	<b>62.99</b>	<b>0.00</b>	<b>1.00</b>	<b>CULV</b>	<b>269.30</b>
						<b>Total WO Number: 1774188</b>	<b>3.00</b>	<b>206.31</b>	<b>0.00</b>	<b>62.99</b>	<b>0.00</b>	<b>1.00</b>	<b>CULV</b>	<b>269.30</b>
1779548	L&G - N Side of Buccaneer Blvd to Outfall - PHM		ROAD-18063	ROADWAY-BUCCANEER BLVD-PHM	BUCCANEER BLVD-SBSM									
					10-9030D Inspection - Field	10/04/2021	1.00	75.02	0.00	3.85	0.00	1.00	LHR	78.87
						<b>Inspection - Field Total</b>	<b>1.00</b>	<b>75.02</b>	<b>0.00</b>	<b>3.85</b>	<b>0.00</b>	<b>1.00</b>	<b>LHR</b>	<b>78.87</b>
						<b>Total WO Number: 1779548</b>	<b>1.00</b>	<b>75.02</b>	<b>0.00</b>	<b>3.85</b>	<b>0.00</b>	<b>1.00</b>	<b>LHR</b>	<b>78.87</b>
1788487	Vac Con & Std Cut - 24237 Buccaneer Blvd - PHM		ROAD-18063	ROADWAY-BUCCANEER BLVD-PHM	BUCCANEER BLVD-SBSM									
					10-3003D VAC Cul Clean	10/25/2021	4.00	280.64	0.00	96.20	0.00	1.00	CULV	376.84
						<b>VAC Cul Clean Total</b>	<b>4.00</b>	<b>280.64</b>	<b>0.00</b>	<b>96.20</b>	<b>0.00</b>	<b>1.00</b>	<b>CULV</b>	<b>376.84</b>



# Monthly MSBU Activity Report

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

PW-PHM

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: 1788487			4.00	280.64	0.00	96.20	0.00	1.00	CULV	376.84
1790047	FY22 PHM 89 Sign Maint 6001, Year-Round	PHM-TSM		TSM										
				60-6001R Sign Maintenance		10/27/2021	5.00	335.90	264.96	16.88	0.00	9.00	SGN	617.73
				Sign Maintenance Total			5.00	335.90	264.96	16.88	0.00	9.00	SGN	617.73
				Total WO Number: 1790047			5.00	335.90	264.96	16.88	0.00	9.00	SGN	617.73
				Total MSBU: PW-PHM			19.25	1,392.72	264.96	183.67	0.00	18.25	SGN	1,841.35

## Pirate Harbor Street and Drainage MSBU

Fund Financial Report

Oct. 1 - Dec. 31, 2021

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$400,089	\$387,768	\$395,257	\$395,257
<b>Revenues</b>				
Assessments & Earnings	117,644	115,556	79,649	115,556
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$117,644	\$115,556	\$79,649	\$115,556
<b>Expenditures</b>				
Contract Services	12,565	17,450	-	17,450
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	3,384	3,384	792	3,384
ROW Reclamation	-	-	-	-
Speciality Mowing	-	3,014	-	3,014
Public Works Services	103,543	68,204	1,841	68,204
Internal Charges	796	712	712	712
Purchased Services	2,188	2,904	1,592	2,904
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Pirate Harbor Paving Program	-	-	-	-
<b>Total Expenditures</b>	\$122,476	\$115,668	\$4,938	\$115,668
<b>Reserves (Ending Fund Balance)</b>	\$395,257	\$387,656	\$469,969	\$395,146
<i>Reserve %</i>	76.3%	77.0%	99.0%	77.4%

Date Prepared: 1/13/2022

## Category Definitions - Quarterly Financial Reports

<b>Revenues:</b>	<b>Includes:</b>
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

<b>Expenditures:</b>	<b>Includes:</b>
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 &amp; 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>

<b>Project Costs</b>	<b>Includes:</b>
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

<b>Reserves (Ending Fund Balance)</b>	<b>Includes:</b>
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.

**Summary**  
**Paving Program Meeting with**  
**Advisory Board Representative**

9:00 a.m.

**Thursday, December 9, 2021**

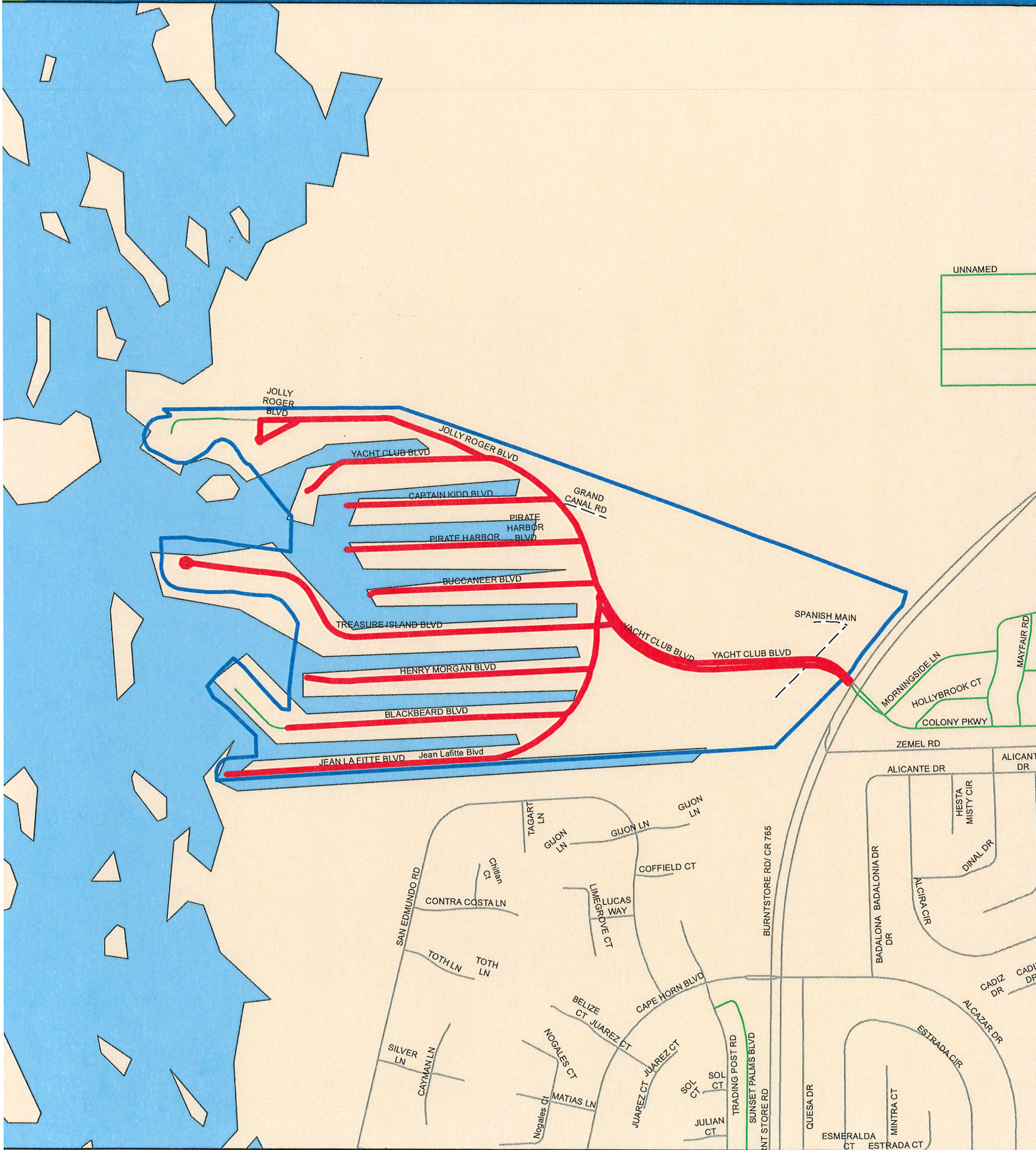
**Pirate Harbor Subdivision**

**County Staff:** James Layport, Projects Manager  
Karlene McDonald, Community Liaison

**Advisory Board Members:** Andy Wolf, Vice-Chair







- Mr. Wolf's first concern is that a large majority of the driveways within Pirate Harbor have pavers, Mr. Layport noted prior to paving his inspector will place door knockers for property owners to be advised that the first layer of pavers can be removed prior to paving and the contractor will pave straight through, allowing the straight transition into the new edge when the pavers are replaced.
  - Mr. Layport noted that concrete driveways will have their old apron removed and a new asphalt apron laid.
  - County standard for aprons is for every inch up, out one foot, but Mr. Layport is willing to work with property owners.
  
- Mr. Wolf inquired about only milling around driveways, the County does not recommend doing this as it will cause water to stand at the end of driveways because the road elevations will be higher than the driveway.
  
- Mr. Layport's recommendation is to not mill, but the County Engineer has approved milling if the MSBU can afford to do so and there is community buy in with Advisory Board approval.
  - The contractor would mill down 1¾ IN, lay ¾ IN leveling course and a 1 IN cap. If the cap is not laid immediately after the leveling course, tac would be required to be placed between layers.
  - Mr. Layport will get updated cost estimates to Mill vs No Milling, he advised that there has been an upward trend in paving costs.
  - noted driveways slope to one side, but he noted that there is sod/ sediment buildup at the driveway edges, and this will cause water to backup on the driveway and flow in the path of least resistance.
  
- Travel to Jolly Roger Boulevard:
  - Mr. Wolf pointed out palms near the Right-of-Way (ROW), he inquired if their root systems are affecting the asphalt. Mr. Layport noted palm trees have deep root bulbs and not an expanding root network. He believes the stress fracturing in the asphalt is due to sloping toward the SWFWMD ditch and this can be addressed during the paving program by stabilizing the shoulder.
  - Mr. Layport and/ or his inspector will do a walk-through inspection prior to paving, marking base repair areas and areas for Public Works' Maintenance & Operation Division to cut back the vegetation. If there are areas that do not get trimmed in-house, the contractor is responsible for clearing.
  - Mr. Layport did note invasive species within the ROW will be cut, grubbed and roots removed prior to base repairs occurring.
    - Any trees outside of the ROW cannot be removed, the contractor will clear and

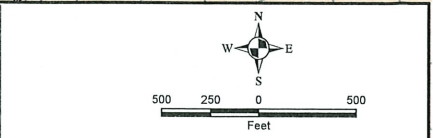
- grub the roots within the roadway.
    - He did note the pines on Jolly Roger Boulevard are around powerlines and this could come at an additional cost.
  - Mr. Wolf inquired about the property owner being responsible for tree removal within the ROW of their property. Ms. McDonald noted there is no Municipal Code requiring vacant lot owners to maintain the ROW abutting their property. This could be a proposal to the County Attorney and the Board of County Commissioners but cannot guarantee approval.
- Mr. Wolf inquired about possible cost savings if the contractor can recycle the millings. Mr. Layport stated County contracts define milling as asphalt removal and does not allow material removed from roadways in Charlotte County to be used in asphalt mix, however the contract does allow for 30% recycled asphalt in the mix.
- Public Works will have a dedicated inspector for the paving program.
- Sod is the cheapest line item in the contract and the hardest to meet or exceed contract standards. Public Works requires a smooth transition from edge of pavement to the backside of the shoulder, showing the sod is taking root.
- Travel to Black Beard Boulevard:
  - Mr. Wolf pointed out more base damage caused by cypress trees, which are a top root tree. Mr. Layport confirmed the trees and roots in the ROW would be removed, and base repairs would be conducted prior to paving.
  - 24197 Black Beard Boulevard has some stumps in the ROW, the former tree roots have also damaged the roadway. Mr. Layport confirmed the roots will be removed prior to paving.
- Travel to Jean La Fitte Boulevard:
  - There is one area of concern along the SWFWMD ditch across from 24288 Jean La Fitte Boulevard. Ms. Layport is going to meet with the County Engineer to review.
  - Across from 24168 Jean La Fitte Boulevard there is a pine that should be removed, Mr. Layport believes the surrounding mangroves will stabilize the bank, but will revisit closer to paving.
    - The other possibility is to conduct root abatement, which Mr. Layport does not recommend.
  - Mr. Wolf suggested SWFWMD be involved with tree removal along Jean La Fitte Boulevard as they fall within the property boundaries of TIITF - State land.



UNNAMED


Stateplane Projection  
Datum: NAD83  
Units: Feet  
  
Source: Public Works  
  
Metadata available upon request

- Paving Program MAINT BY:**
-  Paving Program
  -  Major Roads
  -  Dedicated - Not Maintained
  -  Dedicated - Privately Maintained
  -  Private
  -  Other Streets



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