



Rizzetta & Company

Harbourage at Braden River Community Development District

Board of Supervisors' Meeting December 13, 2023

**District Office:
2700 S. Falkenburg Road Suite 2745
Riverview, Florida 33578
813.533.2950**

www.harbouragecdd.org

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT AGENDA

Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL 34203

District Board of Supervisors

Mike Malik	Chairman
Michael Monti	Vice Chairman
James Burke	Assistant Secretary
Brenda Landers	Assistant Secretary
Denice Rogers	Assistant Secretary

District Manager	Christina Newsome	Rizzetta & Company, Inc.
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District Counsel	John Vericker	Straley & Robin
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District Engineer	Rick Schappacher	Schappacher Engineering
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All Cellular phones and pagers must be turned off while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE – Riverview, FL – 813-533-2950
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, FL 33614
www.harbouragecdd.org

Board of Supervisors
Harbourage at Braden River
Community Development District

December 6, 2023

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District will be held on **Wednesday, December 13, 2023, at 1:00 p.m.** at the Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - C.** Review of Landscape Report
 - D.** Aquatic Maintenance
 1. Presentation of Waterway Inspection Report..... Tab 1
 - E.** Clubhouse Manager
 1. Presentation of Operations and Maintenance Report..... Tab 2
 - F.** District Manager
 1. Presentation of District Manager's Report..... Tab 3
- 4. BUSINESS ADMINISTRATION**
 - A.** Consideration of the Minutes of the Board of Supervisors
Regular Meeting held on November 8, 2023..... Tab 4
 - B.** Consideration of Operation and Maintenance
Expenditures for October 2023..... Tab 5
- 5. BUSINESS ITEMS**
 - A.** Ratification of Spa Main Drain Cover
Replacement Proposal..... Tab 6
 - B.** Consideration of Sidewalk Repair Proposals..... Tab 7
 - C.** Consideration of Pool Resurface Proposals..... USC
 - D.** Review of Capital Outlay..... Tab 8
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,
Christina Newsome
Christina Newsome
District Manager

Tab 1

SOLITUDE

LAKE MANAGEMENT



Harborage at Braden River CDD Waterway Inspection Report

Reason for Inspection: Scheduled-recurring

Inspection Date: 2023-11-27

Prepared for:

Ms. Christina Newsome, District Manager
Rizzetta & Company
9428 Camden Field Parkway
Riverview, Florida 33578

Prepared by:

Alex Johnson, Service Manager

Sarasota Field Office
[SOLITUDELAKEMANAGEMENT.COM](https://www.solitudelakemanagement.com)
888.480.LAKE (5253)

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SITE ASSESSMENTS

PONDS 1, 2, 3 3

PONDS 4, 5 4

MANAGEMENT/COMMENTS SUMMARY 4-5

SITE MAP 6

Site: 1

Comments:

Site looks good

Minimal amount of torpedograss observed growing along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



November, 2023



December, 2023

Site: 2

Comments:

Site looks good

Previous treatment of torpedograss and slender spikerush on exposed banks is evident

Action Required:

Routine maintenance next visit

Target:

Torpedograss



November, 2023



December, 2023

Site: 3

Comments:

Normal growth observed

Minor amount of slender spikerush observed

Action Required:

Routine maintenance next visit

Target:

Submersed vegetation



November, 2023



December, 2023

Site: 4

Comments:

Site looks good

Minimal amount of slender spikerush observed growing on exposed banks

Action Required:

Routine maintenance next visit

Target:

Species non-specific



November, 2023



December, 2023

Site: 5

Comments:

Site looks good

Prior treatment of cattails is evident

Action Required:

Routine maintenance next visit

Target:

Cattails



November, 2023



December, 2023

Management Summary

Pond #1: Minimal amount of torpedograss observed growing along the perimeter

Pond #2: Previous treatment of torpedograss and slender spikerush on exposed banks is evident

Pond #3: Minor amount of slender spikerush observed

Pond #4: Minimal amount of slender spikerush observed growing on exposed banks

Pond #5: Prior treatment of cattails is evident

Site	Comments	Target	Action Required
1	Site looks good	Torpedograss	Routine maintenance next visit
2	Site looks good	Torpedograss	Routine maintenance next visit
3	Normal growth observed	Submersed vegetation	Routine maintenance next visit
4	Site looks good	Species non-specific	Routine maintenance next visit
5	Site looks good	Cattails	Routine maintenance next visit



Tab 2

Monthly Manager's Report



5705 Key West Place, Bradenton, FL 34203
Phone: (941) 727-5500

Operations/Maintenance Updates: November 2023

- Solitude repaired lake fountain due to missing nozzle.
- Bloomings replaced landscaping at SR70/Natalie Way entrance.
- Worked with CDD Board Chairman on letter to single family home owners to follow mandatory water restrictions (email and first class mail).
- Worked with several owners to reset irrigation systems, check for leaks, broken heads, etc.
- Met with possible pool resurface vendors for additional quotes.
- Clean Cut Tree Service trimmed trees for canopy clearance requirements.
- Coordinated with Pools by Lowell on replacement of spa main drain cover required by Department of Health. Requested delay of main drain cover replacements for pool since they will be replaced upon resurfacing of pool in Spring of 2024.
- Assisted HOA with set up and coordination for Friendsgiving event and Holiday event and decorations.
- Tru-Tech performed second snake repellent application around clubhouse per agreement (#2).
- Replaced damaged window shade in ladies restroom.
- Repair to photocell on street lamp at exit gate.
- Assisted in changing lights for holiday decorations. Investigated gfi outlet not working at entry monument.
- Met with vendor on quote for shell for marina trail.
- Ordered new Do Not Enter sign for Hemingway entry.

Visitors through Gates: 2,872 **Public Road Entries:** 753 (26%)
Irrigation Water Pumped: 2,941,938 gallons pumped **Recorded Rainfall:** 0.45" (2.95" last year)
Marina Waitlist Residents: 0
Oldest Waitlist: Marina full but no waitlist



Rizzetta & Company

Marina Leases – New: **Renewals:** 3 **Amendments:** 0 **Vacant Lifts:** 0
Bank Deposits/Amount: \$ 100.00 **Credit Cards:** \$ 100.00
New Resident MyEnvera Accounts Set up: 0
Community Events: 20 **Private Events:** 2 **Association Meetings:** 4
Pending Private Events (Parties) – 0
Intruder Alarms at Clubhouse/Pool: 0
Trespass Letters/Notices Issued: 0

Pending Items:

Gazebo wood repairs, pending vendor quote
Mallory Park redesign/landscape (in review)
Install water shut off valves at each boat slip (5 to complete)
Repair to walk through gate lock (warranty issue with vendor)
Remove old fire hose box at marina, no longer required per MCFD
New solar lights on Marina bridge (purchased but not installed)
New sidewalk landscape
Repair/replace low voltage light transformer at marina, electrician schedule



Rizzetta & Company

Tab 3



Rizzetta & Company

December 13

District Manager's Report

2023

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UPCOMING DATES TO REMEMBER

- **Next Meeting:** January 10, 2023
- **FY 2021-2022 Audit Completion Deadline:** March 30, 2023
- **Next Election:** November 2024 Seats: 1 – Mike Malik 2 – Brenda Landers
- **Bonds Eligible for Refunding:** Now – Not currently recommended due to the payoff being almost complete.

<u>FINANCIAL SUMMARY</u>	<u>10/31/2023</u>
General Fund Cash & Investment Balance:	\$291,076
Reserve Fund Cash & Investment Balance:	\$490,401
Debt Service Fund Investment Balance:	\$162,340
Total Cash and Investment Balances:	\$943,817
General Fund Expense Variance: \$18,802	Over Budget

RASI Reports rasireports@rizzetta.com • CDD Finance Team CDDFinTeam@rizzetta.com

Professionals in Community Management

Tab 4

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District was held on **Wednesday, November 8, 2023, at 1:00 p.m.** at the Harbourage Recreation Center, located at 5705 Key West Place, Bradenton, FL 34203.

Present and constituting a quorum were:

Michael Malik	Chairman
Michael Monti	Vice Chairman
James Burke	Assistant Secretary
Denice Rogers	Assistant Secretary
Brenda Landers	Assistant Secretary

Also present were:

Christina Newsome	District Manager, Rizzetta & Co., Inc.
Tony Gipe	Clubhouse Manager, Rizzetta & Co., Inc.
Rick Schappacher	District Engineer, Schappacher Engineering
John Vericker	District Counsel, Straley and Robin <i>(Via Conference Call)</i>
Scott LaBallister	Representative, Solitude
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Newsome led the Board of Supervisors and all present in the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

A resident made comments regarding improvements needed to Mallory Park. The butterfly garden was not the best option; however, native plants are a better alternative.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker was present; however, no report was given.

B. District Engineer

Mr. Schappacher informed the Board that Finn Outdoors has completed work on the condos.

C. Review of Landscape Report

Not present, no report. During the Board meeting, it was reported that the new plants have been installed, and the cleanup of the sidewalk can now begin, as the planting work is finished. Bloomings, with the assistance of Mr. Gipe, has resolved the irrigation problems.

D. Aquatic Maintenance

1. Presentation of Waterway Inspection Report

The Board reviewed the Waterway Inspection Report. Mr. Malik gave thanks to Solitude's fountain installment team as they have done a great job.

E. Clubhouse Manager Report

1. Presentation of Operations and Maintenance Report

Mr. Gipe presented his Operations and Maintenance report to the Board. Mr. Gipe informed the Board that the Golf Cart parade is scheduled to come through the community on December 22nd, at 7:00 p.m.

F. District Manager

1. Presentation of District Manager's Report

The next regularly scheduled meeting would take place on December 13, 2023, at 1:00 p.m.

Ms. Newsome presented the District Manager report to the Board.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held on October 11, 2023**

The Board requested changes to line 167, "Mr. Gipe" and line 129, "Rattler."

On a motion from Mr. Monti, seconded by Mr. Malik, the Board unanimously approved the minutes of the Board Supervisors' Regular Meeting held on October 11, 2023, as amended, for the Harbourage at Braden River CDD.

FIFTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for
September 2023**

On a motion from Ms. Landers, seconded by Mr. Malik, the Board unanimously ratified the Operation & Maintenance for September 2023, in the amount of \$47,434.05., for the Harbourage at Braden River CDD.

SIXTH ORDER OF BUSINESS

Presentation of Website Audit

On a motion from Ms. Rodgers seconded by Ms. Landers, the Board unanimously accepted the Website Audit for the 3rd quarter of October 2023, for the Harbourage at Braden River CDD.

SEVENTH ORDER OF BUSINESS

Review of Capital Outlay

Mr. Gipe informed the Board that there will be three total quotes for the pool resurfacing and the proposal from Copper Pools is scheduled to be reviewed at the December meeting.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests.

NINTH ORDER OF BUSINESS

Adjournment

On a motion from Ms. Landers, seconded by Ms. Rogers, the Board unanimously adjourned the CDD Board meeting at 1:58 p.m., for the Harbourage at Braden River CDD.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 5

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA · (813) 533-2950

MAILING ADDRESS - 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614
www.harbouragecdd.org

Operation and Maintenance Expenditures October 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2023 through October 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$58,844.60**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A N J Excavation, LLC	100407	36	Sidewalk Repair 10/23	\$ 1,150.00
Bloomings Landscape & Turf Management, Inc.	100391	2023-03680	Irrigation Inspection & Repairs 09/23	\$ 53.50
Bloomings Landscape & Turf Management, Inc.	100408	2023-03801	Monthly Grounds Maintenance 10/23	\$ 5,710.00
Bloomings Landscape & Turf Management, Inc.	100408	2023-03892	Install Mulch 10/23	\$ 3,335.00
Clean Cut Tree Service, Inc.	100409	1741	50% Deposit -Tree Clearance Work 10/23	\$ 1,605.00
COMCAST	ACH	8535 10 045 0011288 10/23 ACH	Rec Center Cable/Internet 10/23	\$ 118.25
COMCAST	ACH	8535 10 045 0006759 10/23 ACH	Rec Center Cable/Internet 10/23	\$ 380.83
Commercial Fitness Products, Inc.	100386	AA09186	Fitness Equipment Service 09/23	\$ 165.00
Commercial Fitness Products, Inc.	100392	AA09226	Fitness Equipment Service 09/23	\$ 175.00
Florida Department of Revenue	100394	51-8016045527-4 09/23	Sale Tax 09/23	\$ 172.91
Florida Power & Light Company	100393	Harbourage FPL Electric Summary 09/23	FPL Electric Summary 09/23	\$ 1,960.09
Frontier Florida, LLC	100387	941-753-1478-093004-5 10/23	941-753-1478-Pool House 10/23	\$ 202.20
Frontier Florida, LLC	100405	941-753-1478-093004-5 11/23	941-753-1478-Pool House 11/23	\$ 209.34
Grau & Associates, P.A.	100395	101023-286	Audits FYE 09/30/2022 Confirms	\$ 35.00
Hidden Eyes, LLC	100388	731619	Gate Access Monitoring 10/23	\$ 3,793.97
Hoover Pumping Systems Corp.	100410	176224	Variable Frequency Drive (VFD) Replacement 10/23	\$ 4,943.42
Infinity Construction and Concrete Services LLC	100411	1295	Supply and Install Sidewalk 10/23	\$ 4,500.00

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Innersync Studio, Ltd	100396	21629	CDD Website Hosting Annual Service 10/23	\$ 1,537.50
JD Cleaning & Painting	100389	92623	50% Deposit - Clubhouse Roof and Marina Cleaning 09/23	\$ 1,565.00
JD Cleaning & Painting	100397	100423	Final 50% Payment - Clubhouse Roof and Marina Cleaning 10/23	\$ 1,565.00
Manatee County Utilities Department	100406	Harbourage MCUD Summary 10/23 286	MCUD Water Summary 10/23	\$ 275.18
Pools by Lowell, Inc.	100398	61833857	Service & Repair 09/23	\$ 177.18
Pools by Lowell, Inc.	100412	62596469	Monthly Pool Service 10/23	\$ 510.00
Rizzetta & Company, Inc.	100384	INV0000084033	Assessment Roll FY 23/24	\$ 5,569.00
Rizzetta & Company, Inc.	100383	INV0000084130	District Management Fees 10/23	\$ 3,570.59
Rizzetta & Company, Inc.	100385	INV0000084235	Personnel Reimbursement 09/29/23	\$ 1,182.25
Rizzetta & Company, Inc.	100390	INV0000084261	Cell Phone 09/23	\$ 50.00
Rizzetta & Company, Inc.	100403	INV0000084323	Personnel Reimbursement 10/23	\$ 1,632.71
Schappacher Engineering, LLC	100399	2535	Engineering Services 09/23	\$ 520.00
Solitude Lake Management, LLC	100413	PSI014162	Aerator Maintenance Services 10/01/23 - 03/31/24	\$ 192.40
Solitude Lake Management, LLC	100413	PSI014466	Lake & Pond Management Services 10/23	\$ 488.80
Solitude Lake Management, LLC	100413	PSI014516	Wetland Management Services 10/01/23 - 12/31/23	\$ 1,979.12
Solitude Lake Management, LLC	100413	PSI014755	Fountain Maintenance Services 10/01/23 - 12/31/23	\$ 193.44
Solitude Lake Management, LLC	100402	WO 00391920	50% Deposit Payment - Fountain Replacement 10/23	\$ 7,750.00

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Straley Robin Vericker	100400	23596	Legal Services 09/23	\$ 762.50
Suburban Propane, L.P.	100404	1564-437158	Acct 1564-093972 Propane Delivery 10/23	\$ 389.22
Trutech LLC	100414	3726844	Initial Service - Snake Control 10/23	\$ 389.00
Water Boy Inc.	100401	420165	Quarterly Water Delivery Oct- Dec 2023	\$ 9.00
Water Boy Inc.	100401	421987	Water Delivery 10/23	\$ 6.30
Water Boy Inc.	100401	24147177	Water Delivery 10/23	<u>\$ 20.90</u>
Report Total				<u>\$ 58,844.60</u>

Tab 6



Pools by Lowell, Inc.
P.O. Box 1906
Bradenton, FL 34206
P: 941-727-1227
service@pblfl.com
Lic NO: CP C046976
Lic NO: CP C1459594

BILL TO

Harbourage at Braden River CDD
5705 Key West Place
Bradenton, FL 34203 USA

ESTIMATE
64126829

ESTIMATE DATE
Nov 22, 2023

JOB ADDRESS

Harbourage at Braden River CDD
5705 Key West Place
Bradenton, FL 34203 USA

Job:

ESTIMATE DETAILS

Spa Main Drain Grate:

The spa main drain grate will expire January 2024. Please see attached proposal for spa main drain grate replacement.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
1	Service Call for diagnostic, troubleshooting and repair, up to 1 hour.	1.00	\$115.00	\$115.00

Materials

MATERIAL	DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
1	Waterway Plastics 642-4720 V VGB Grate Only; 12 Inch x 12 Inch, White	1.00	\$120.62	\$120.62

SUB-TOTAL \$235.62

TOTAL \$235.62

CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES OR AN INVOICE. DO NOT MAKE A PAYMENT. The summary above is furnished by Pools by Lowell, Inc. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed,

even if the final total is more than the estimate.

Sign here

Date

Tab 7

Construction Quote



Owner/ GC Information

Name Harbourage CDD

Address 5705 Key West Pl

City, State ZIP Bradenton FL 34203

Phone 941.727.5500

Email harbouragecddmanager@gmail.com

Project name Harbourage at Braden River
Sidewalk Mallory Square Park

Contractor Information

Company Infinity Construction and Concrete
Services LLC

Name Rojean Williams

Address PO Box 20012

City, State ZIP Bradenton, FL 34204

Phone 941.920.1025

Email rwilliams@infinity-construction.ca

Completion date TBD

Scope of Work

Excavate approximately 75 x 5 (375 SF) and grade, form, pour and finish of 75 x 5 concrete sidewalk 4" thick.
Price: \$4,500 Lump Sum

Remove and re-install approximately section of white aluminum fence.
Price: \$250.00 Lump Sum

Excavate 2 areas for concrete pads approximately 6 x 3 (18 SF) each. Grade, form, pour and finish concrete bench pads 4" thick.
Price: \$500 Lump Sum (for both pads)

Materials: Concrete 3000 PSI

Not Included

Not responsible for landscape reinstatement or maintenance. Relocating & capping of irrigation. Sod replacement. Traffic management

Company Proposal

Mobilization of equipment is included in price.

Ensure all irrigation in construction areas are shut off. This is important for the concrete to set and cure.
We are not responsible for spoiled concrete due to irrigation/water issues.
Representatives of Harbourage are responsible to let owners/members know construction work is being completed in various areas and to take caution around construction sites especially while our employees are working.
Quantities will be measured and approved as a progress claim submission. An invoice will be submitted once approved.
Commencement of project is a date agreed upon by both parties.
W9 and Certificate of Insurance, including workers compensation, has been previously submitted for a project this year and can be used for all projects at Harbourage in 2023. It is not project specific; rather it is client specific.
Any changes to the scope of work will be agreed upon by both parties and signed via change order for the project.

Payment Terms

Invoice is due and payable upon receipt.
Owner agrees that should the account become more than 30 days past due, they will pay all costs of collection, including reasonable attorney's fees whether collected through suit or otherwise. After 30 days, interest will be charged on all money due at the highest legal rate.
Prices quoted are valid for 30 days at which time we reserve the right to adjust our price.

Sales tax is included in the prices quoted.

R Williams

Submitted by Rojean Williams

11.14.2023

Date

Owner Acceptance

I, _____, on behalf of Harbourage, I accept the above scope of work and company proposal.

Representative Name/Signature

Date

Accounts Payable
Contact:

Name:

Email:

Phone:

Tab 8

Habourage at Braden River CDD Capital Outlay Items 2023-2024

Item Description	Approximate Cost	Comments
Pool Resurfacing	\$50,000	New FY