

**PELICAN BAY SERVICES DIVISION
Municipal Services Taxing and Benefit Unit**

NOTICE OF PUBLIC MEETING

TUESDAY, FEBRUARY 18, 2014

THE BUDGET COMMITTEE OF THE PELICAN BAY SERVICES DIVISION WILL MEET ON TUESDAY, FEBRUARY 18 AT 3 PM AT THE COMMUNITY CENTER AT PELICAN BAY, 8960 HAMMOCK OAK DRIVE, NAPLES, FL.

AGENDA

1. Roll Call
2. Agenda approval
3. Approval of January 21, 2014 Budget Committee minutes
4. Audience Comments
5. Review by staff of any contemplated changes to operations – FY '15 vs. FY '14 – and the respective cost impacts:
 - a. Decreases;
 - b. Increases – including PBSB's expanded role in upland water quality management and reassignment by the BCC of the Clam Bay NRPA
6. Discussion of Budget Committee and staff position regarding capital needs (non-ad valorem and ad valorem) for FY '15 and going forward
7. Discussion of non-ad valorem and ad valorem budget objectives for FY '15 compared to FY '14
8. Adjourn

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO ONE (1) MINUTE PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 597-1749 OR VISIT PELICANBAYSERVICESDIVISION.NET.

**BUDGET COMMITTEE OF THE PELICAN BAY SERVICES DIVISION
TUESDAY, JANUARY 21, 2014**

LET IT BE REMEMBERED that the **Budget Committee** of the **Pelican Bay Services Division** met on Tuesday, January 21 at 3:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Fl. The following members were present:

Budget Committee

Michael Levy, Chairman

John Domenie

John Iaizzo *absent*

Susan O'Brien

Scott Streckenbein

Also Present

Frank C. Dickson, II

Dave Trecker

Pelican Bay Services Division Staff

W. Neil Dorrill, Administrator

Kyle Lukasz, Operations Manager

Mary McCaughtry, Operations Analyst

Lisa Resnick, Recording Secretary

AGENDA

1. Roll Call
2. Audience Comments
3. Agenda approval.
4. FY '13 actual fund balances vs. the estimates used to prepare the FY '14 budget, and quantify any impact.
5. Capital Projects
 - a) Projects currently approved
 - i. By project, funds approved vs. current estimate
 - b) Dollar amount of remaining Capital Funds unassigned and currently available
 - i. Planning estimates for future projects
6. Review schedule for preparation of the FY '15 Proposed Budget – including timeline for availability of County guidelines for salaries, wages, benefits and other items.
7. Adjourn

ROLL CALL

With the exception of Mr. Iaizzo, four Committee members were present.

AUDIENCE COMMENTS

There were no audience comments.

AGENDA APPROVAL

Mr. Domenie motioned, Mr. Streckenbein seconded to approve the agenda as presented. The motion passed unanimously.

FY 13 ACTUALS VS. ESTIMATES USED TO PREPARE FY 14 BUDGET

Chairman Levy reviewed actual fund balances at the end of Fiscal Year (FY) 2013 compared to estimates that were used by staff to prepare the FY 2014 budget. It shows a favorable variance in water management, community beautification, and street lighting. The water management and community beautification favorable variances totaled \$95,270, street lighting favorable variance was \$18,791, and these amounts will carry forward to the FY 2015 budget.

Rolled capital project balances for Clam Bay Fund 320 and Capital Projects Fund 322 forecasted versus actual expenditures were reviewed. In preparing the FY 2015 budget, staff would use FY 2013 actual expenditures as a guide.

CAPITAL PROJECTS

REMAINING CAPITAL FUNDS UNASSIGNED AND AVAILABLE

There were approximately \$2,096,000 capital funds unassigned and available for hardscape capital projects in this FY 2014 budget.

OTHER CAPITAL PROJECTS APPROVED AND FUNDS ASSIGNED

Capital funds approved and available for FY 14 include about \$47,000 for traffic signs, about \$303,000 for North Berm restoration, \$200,000 for lake aeration, and about \$106,000 for lake bank enhancements and littoral plantings.

Currently, there were no reserves in the Clam Bay Fund 320.

PLANNING ESTIMATES FOR FUTURE PROJECTS

Chairman Levy acknowledged that the Services Division's responsibility for beach renourishment expenses were not included in the current FY 2014 budget; therefore, an estimated \$575,000 will come out of Capital Fund 322 to pay for the Services Division's portion of this project.

For planning purposes, other potential, but not yet decided upon additional expenses could include \$175,000 for landscape renewal for FY 14, as well as include this amount annually

Budget Committee Meeting Minutes
January 21, 2014

in FY 15, FY 16, and FY 17. These expenses would reduce the total available capital funds from \$2,096,000 to about \$1,401,000 in FY 14.

\$200,000 for lake aeration was already included in the FY 2014 budget and staff suggested that an additional \$200,000 be included in the FY 2015 budget to total \$400,000. It was also suggested \$110,000 for lake bank improvements and littoral plantings be set aside yearly in the FY 15, FY 16, and FY 17 budgets. The Committee also discussed potential ADA compliance projects that Mr. Dorrell suggested the full Board discuss this Spring. \$200,000 per year of new capital funds was estimated available for other capital projects in FY 15 – FY 20.

PRELIMINARY SCHEDULE TO PREPARE FY 2015 PROPOSED BUDGET

Chairman Levy reviewed the budget preparation schedule. Next month, staff would advise the Committee of anticipated changes to operations and potential cost impacts, and review the capital projects forecast and budget objectives for FY 2015. On February 25, the Board of County Commissioners would determine FY 2015 budget policy. In March, the Committee would review staff's initial proposed FY 2015 budget and finalize the capital projects forecast. In April, the Committee would review and approve the proposed FY 2015 budget to present to the full Board at its May 7 meeting.

STREET LIGHTS

The Committee reviewed street lighting funds potentially available by FY 2016 for engineering and design studies to install extended arms on existing poles.

Ms. Marcia Cravens commented on dark sky or light pollution.

ADJOURN

Ms. O'Brien motioned, Mr. Streckenbein seconded to adjourn. The motion carried unanimously and the meeting adjourned at 4:00 p.m.

Michael Levy, Chairman

Minutes by LR 2/12/2014 8:30:54 AM

Budget Change Highlights - FY 2015

Water Management

Engineering - Water Quality	\$40,900
Fountain (Replacement)	\$5,000
Copier	\$1,900

Community Beautification

Pest Control-Raccoons	-\$7,500
Copier	\$1,900

Electrical Engineer

Engineering - Street Lighting Design	\$25,000
Copier	\$1,900

Equipment (Net 2015 Cost for Equipment Replacement) \$25,000

Clam Bay

Management Plan - Forecasted Activity Estimates	\$25,000
Engineering - Clam Pass Interval Monitoring	\$64,000

From: naplespatriots@comcast.net
To: office@pelicanbayservicesdivision.net; mikelevy435@gmail.com; naplessusan@comcast.net
Cc: nfn16799@naples.net; iaizzo@comcast.net; djtrecker@yahoo.com; johnsusanboland@aol.com; [OchsLeo](#);
[Dwight E. Brock](#); [Crystal K. Kinzel](#); [HillerGeorgia](#)
Subject: PBSD--Budget-Committee-02/18/2014--Item-5b--Audience Comment
Date: Tuesday, February 18, 2014 8:30:16 AM

Greetings,

We would like to remind the PBSD Budget Committee that any budgetary increases related to the operational management of Clam Pass are NOT to be borne by the taxpayers within Pelican Bay. Rather, the funds for these activities should be coming as an intergovernmental transfer from the Coastal Advisory Committee from whom these responsibilities were assumed in December 2012 or from Collier County General Revenues. Please see Commissioner Hiller's email from January 2013 below.

Additionally, the PBSD should be conducting an audit and true-up in order to be reimbursed for funds expended in FY 2013 for the same Clam Bay activities--i.e. staff and administrator time for obtaining permits and overseeing the March 2013 dredging. The staff and administrator should be tracking their Clam Bay activities for FY2014 so that we can conduct another true-up at the end of this year.

Joseph T. Doyle, MD
Sandra J. Doyle
Laurel Oaks in Pelican Bay

From: "HillerGeorgia" <GeorgiaHiller@colliergov.net>
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Cc: office@pelicanbayservicesdivision.net, keithdallas@comcast.net, jlytle@naplesnews.com, nfn16799@naples.net, jbaron@watersideshops.com, johnchandler219@gmail.com, josiageoff@aol.com, iaizzo@comcast.net, mikelevy435@gmail.com, naplessusan@comcast.net, djtrecker@yahoo.com, teedup1@aol.com, "hunter hansen" <hunter.hansen@waldorfastoria.com>, johnsusanboland@aol.com, "OchsLeo" <LeoOchs@colliergov.net>, "Neil Dorrell" <Neil@dmgfl.com>, "Dwight E. Brock" <Dwight.Brock@collierclerk.com>, "Crystal K. Kinzel" <Crystal.Kinzel@collierclerk.com>
Sent: Wednesday, January 2, 2013 8:45:49 AM
Subject: Re: PBSD--01/02/2013--Agenda Item 11--Changes to County Ordinance --Audience Comment

To all:

There will not be an additional cost to the MSTU.

With thanks -

Commissioner Georgia Hiller

On Dec 31, 2012, at 4:03 PM, "naplespatriots@comcast.net" <<mailto:naplespatriots@comcast.net>> <<mailto:naplespatriots@comcast.net>> <<mailto:naplespatriots@comcast.net>>> wrote:

We are concerned with the wording in section 1: "The Unit will be solely responsible for advising the County on dredging and maintaining Clam Pass for the purpose of enhancing the health of the affected mangrove forest, and will manage such activities for the County." This management activity will be an additional cost to the residents of Pelican Bay. Does BCC plan to reimburse the PBSD for the time spent

by the contracted administrator as well as the assigned staff for their activities related to managing Clam Pass? It appears that the transfer of the responsibility for managing Clam Pass was transferred from the Coastal Advisory Council to PBSB without consideration of the impact on the PBSB budget.

Joseph Doyle

Sandy Doyle

Laurel Oaks/Pelican Bay

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**Capital Projects Planning Estimates (\$K) - Updated 2/11/2014, 2014 for Budget Committee Meeting
 2/18/2014 Meeting - Agenda Item 6**

Projects - Non CIP	Add'l*	FY '14	FY '15	FY '16	FY '17	FY '18	FY '19	FY '20
Beach Renourishment		474						1,000
Lake Aeration			200					
Lake Bank Improvements (includes \$35/yr. for littoral plantings)			110	110	110			
Redo Glenview Pathway				15				
 CIP								
Landscape Renewal		175	175	175	175			
Other Projects??								
<hr/>								
TOTAL EXPENSE		649	485	300	285	0	0	1,000
 Funds Available								
Beginning		2,096						
New Funds: - Annual CIP Assessment**			200	200	200	200	200	200
- Other			?	?	?	?	?	?
<hr/>								
End of Year Fund Balance		1,447	1,162	1,062	977	1,177	1,377	577

Notes: *Projects already funded for FY '14

Lake Aeration	\$200
Lake Bank Improvements	\$110
North Berm	\$329
Traffic Signs	\$47

** Annual CIP Assessment \$27.50 per ERU

2/12/2014

CIP Advalorum Cash Flows (Street Lighting) over 15 Years

Interest 0.60%
 Inflation 3.00%
 Contr Infl 3.00%

Contribution to Capital (2014 Budget) = \$155,200 Plus inflation
 Beginning Balance = EOY FY 2014 Balance \$674,000 + FY 2013 Variance \$18,791

Base Milleage 0.0531
 CIP Milleage 0.0326
 Total Milleage 0.0857

Year	BOY Balance	Capital Exp	Basic Contr	Add'l Contr	Interest	EOY Balance	Interest	Inflation	Contr Infl	CIP Item
2015	\$692,791	\$0	\$0	\$159,856	\$4,956	\$857,603	0.60%	3.00%	3.00%	
2016	\$857,603	\$0	\$0	\$164,652	\$5,969	\$1,028,224 ^a	0.60%	3.00%	3.00%	
2017	\$1,028,224	\$0	\$0	\$169,591	\$7,017	\$1,204,832	0.60%	3.00%	3.00%	
2018	\$1,204,832	\$850,882	\$0	\$174,679	\$5,550	\$534,179	0.60%	3.00%	3.00%	Blvds Light Fixtures
2019	\$534,179	\$0	\$0	\$179,919	\$4,105	\$718,203	0.60%	3.00%	3.00%	
2020	\$718,203	\$0	\$0	\$185,317	\$5,236	\$908,756	0.60%	3.00%	3.00%	
2021	\$908,756	\$842,883	\$0	\$190,876	\$3,878	\$260,627	0.60%	3.00%	3.00%	Residential Light & Poles
2022	\$260,627	\$0	\$0	\$196,603	\$2,547	\$459,777	0.60%	3.00%	3.00%	
2023	\$459,777	\$0	\$0	\$202,501	\$3,771	\$666,049	0.60%	3.00%	3.00%	
2024	\$666,049	\$0	\$0	\$208,576	\$5,039	\$879,664	0.60%	3.00%	3.00%	
2025	\$879,664	\$0	\$0	\$214,833	\$6,352	\$1,100,849	0.60%	3.00%	3.00%	
2026	\$1,100,849	\$486,146	\$0	\$221,278	\$6,253	\$842,234	0.60%	3.00%	3.00%	Blvds Poles
2027	\$842,234	\$0	\$0	\$227,916	\$6,193	\$1,076,343	0.60%	3.00%	3.00%	
2028	\$1,076,343	\$0	\$0	\$234,754	\$7,632	\$1,318,729	0.60%	3.00%	3.00%	
2029	\$1,318,729	\$0	\$0	\$241,797	\$9,121	\$1,569,647	0.60%	3.00%	3.00%	
2030	\$1,569,647	\$0	\$0	\$249,050	\$10,663	\$1,829,360	0.60%	3.00%	3.00%	

2018 Replace PBB & Gulf Park Light Fixtures on Existing Poles \$712,600 (+ inflation)
 2021 Replace Residential Light Fixtures & Poles \$646,000 (+ inflation)
 2026 Replace PBB & Gulf Park Poles \$321,400 (+ inflation)

Notes: **a** - Funds available to replace arms and light fixtures on existing poles in CY 2016.

AGENDA ITEM 7 BUDGET OBJECTIVES

A. Non-ad valorem

<u>FY '14</u>			
Assessment:			
	<u>W/O CIP</u>	<u>CIP</u>	<u>TOTAL</u>
Per Unit	\$370.63	\$27.50	\$398.13
Equiv. Res. Units	7,615.29	7,615.29	7,615.29
Assessment	<u>\$2,822,455</u>	<u>\$209,420</u>	<u>\$3,031,875</u>

Carryforwards to FY '14:		
Water Management & Beautification		\$796,800
Transfers from Above to Capital		(210,000)
Clam Bay Carryforward		101,065
		<u>\$687,865</u>

<u>FY '15</u>		
Estimated Carryforwards to FY '15:		
Water Management & Beautification		\$620,400
Add'l. due to FY '13 Ops		95,275
Clam Bay		29,232
Transfers to Capital		(???)
		<u>\$744,907 - ?</u>

Assessment:			
	<u>W/O CIP</u>	<u>CIP</u>	<u>TOTAL</u>
Per Unit			
Equiv. Res. Units			

B. Ad Valorem

<u>FY '14</u>		<u>W/O CIP</u>	<u>CIP</u>	<u>TOTAL</u>
Tax:				
Millage Rate		0.0531	0.0326	0.0857
Property Value		\$5,144,691,000	\$5,144,691,000	\$5,144,691,000
	Tax	\$273,183,092	\$167,716,927	\$440,900,019

<u>FY '15</u>		<u>W/O CIP</u>	<u>CIP</u>	<u>TOTAL</u>
Tax:				
Millage Rate				
Property Value				