

**BUDGET COMMITTEE
PELICAN BAY SERVICES DIVISION
JANUARY 25, 2016**

The **Budget Committee** of the Pelican Bay Services Division met on **Monday, January 25, at 1:30 p.m.** at the Community Center at Pelican Bay, located at 8960 Hammock Oak Drive, Naples, Florida. In attendance were:

Budget Committee

Scott Streckenbein, Chairman
Joe Chicurel

Susan O'Brien
Mike Shepherd
Dave Trecker

Pelican Bay Services Division Staff

Neil Dorrill, Administrator
Marion Bolick, Operations Manager

Mary McCaughtry, Operations Analyst
Lisa Jacob, Associate Project Manager
Barbara Shea, Recording Secretary

Also Present

Gary Ventress, PBSB Board Member

APPROVED AGENDA (AS PRESENTED)

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 11/16/2015 minutes
5. Audience comments
6. Review of FY 2016 Budget
 - a. Operations/Maintenance
 - b. Capital and Clam Bay
 - c. Equipment Update
7. Preliminary Discussion of FY 2017 Budget
 - a. Overall goals
 - b. Capital planning
 - c. Equipment request
 - d. Committee request
 - e. Street lighting
8. Adjourn

ROLL CALL

All members were present and a quorum was established

AGENDA APPROVAL

Dr. Trecker motioned, Dr. Chicurel seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 11/16/15 MEETING MINUTES

Ms. O'Brien motioned, Dr. Trecker seconded to approve the 11/16/15 minutes as presented. The motion carried unanimously.

AUDIENCE COMMENTS

None

FY 2016 BUDGET OF OPERATIONS/MAINTENANCE

Ms. McCaughtry provided a 12/31/15 YTD status of the PBSO FY16 budget and stated that there are no current red flags to report. Ms. O'Brien noted that field personnel salaries, entrance sign repainting, and irrigation water show higher than budgeted expenses during the first quarter. Ms. McCaughtry responded that these expenses may be absorbed by other line items that may be under budget for the year.

Mr. Bolick provided a quote of \$32,572.75 for replacement plants which may result in a future deficiency in the budgeted line item for landscape materials. This document was added to the record. A majority of these plants will be purchased to solve line of sight issues. Ms. O'Brien suggested that Mr. Bolick provide a projection of funds needed for plants and sod for the remainder of FY16.

Mr. Bolick provided a list of electrical deficiencies prepared by his staff electrician and priced out by the County contractor Simmonds Electrical of Naples for a total of \$76,000. This document was added to the record. These items are all safety issues. By consensus, the committee requested staff to obtain a set of quotes from another contractor to correct all of these issues.

FY 2016 BUDGET OF CAPITAL AND CLAM BAY

Ms. McCaughtry reported that the PBSO has received \$150,000 from Collier County for its Clam Bay contribution. Ms. O'Brien questioned the FY16 budgeted \$91,000 for landscape materials; she recalled an amount requested for \$175,000 during spring 2015 budget discussions. Ms. McCaughtry stated that additional funds for landscape materials are available in "CIP hardscape funds."

FY 2016 BUDGET EQUIPMENT UPDATE

Mr. Bolick provided a schedule of all FY16 budgeted equipment. All equipment has either been received or is in process (ordered and waiting on delivery).

FY 2017 OVERALL BUDGET GOALS

Mr. Streckenbein suggested that goals for the FY17 budget should include (1) meeting the residents' expectations of a high level of landscape beauty, and (2) meeting all of the safety needs of the community. Dr. Trecker agreed with Mr. Streckenbein and suggested that the Pelican Bay community expects a high level of quality and safety. He requested that staff provide an estimate of the percentage of the PBSD budget which is for the benefit of the Foundation. Mr. Dorrill will target sometime in March to provide this estimate. Ms. O'Brien suggested staff compile a list of detailed needs for the FY17 budget.

FY 2017 CAPITAL PLANNING

Ms. McCaughtry provided a "capital projects planning" document. Dr. Trecker suggested that cost of littoral plant costs should decline and that the cost of aeration should be approximately \$100,000 in FY17. Ms. O'Brien questioned a budget amount for traffic signs of zero; Mr. Bolick replied that there will be traffic sign maintenance costs which have not been projected yet for FY17.

FY 2017 BUDGET EQUIPMENT REQUESTS

Ms. McCaughtry provided a FY17 vehicle replacement list. Mr. Dorrill reported that staff is looking into purchasing an on-site fuel storage tank with an estimated cost of \$40,000-50,000 in FY17.

Ms. O'Brien reiterated the need to determine whether the PBSD will continue landscaping Foundation property in FY17 in order to be able to begin the budget process for FY17 and determine both operational expenses and capital needs.

FY 2017 BUDGET COMMITTEE REQUESTS

Dr. Trecker provided a document entitled, "Estimated added costs for maintaining 23 private lakes," prepared by staff and added to the record. It is estimated that if the PBSD would take over the maintenance of the 23 Pelican Bay private lakes (or 33% of the total Pelican Bay lakes), the additional costs would be \$178,000 for aerators and plantings; \$14,000-35,000 for engineering, permit modifications and legal costs; and \$212,000 for recurring lake maintenance costs. Dr. Trecker suggested that the actual incremental costs for these 23 lakes may be lower than this estimate since these lakes represent only 16% of the total water area of all the Pelican Bay lakes.


FY 2017 BUDGET STREET LIGHTING

Mr. Dorrill reported that our engineer is working on the Pelican Bay street lighting study and related report. Ms. Jacob reported learning that the concrete poles are less than 15 years old and have an estimated remaining life of 15 years.

ADJOURNMENT

Budget Committee of the Pelican Bay Services Division
January 25, 2016 Minutes

The meeting was adjourned at 3:15 p.m.


Scott Streckenbein, Chairman

Minutes approved [] as presented OR [] as amended ON [3-31-16] date