PECILAN BAY SERVICES DIVISION
Municipal Services Taxing & Benefit Unit

NOTICE OF PUBLIC MEETING
WEDNESDAY, MARCH 11, 2020
THE PELICAN BAY SERVICES DIVISION BOARD WILL MEET AT 1 PM ON MARCH 11 AT THE COMMUNITY CENTER AT PELICAN BAY, LOCATED AT 8960 HAMMOCock OAK DRIVE, NAPLES, FLORIDA 34108.

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 02/12/20 Regular Session meeting minutes
5. Audience Comments
6. Administrator’s report
   a. *New staff position
   b. Sidewalks
   c. Lake 2-9 Project
   d. Beach dune swale
   e. February financial report
7. Committee reports
   a. Budget
   b. Clam Bay
   c. Landscape & Safety
   d. Water Management
   e. Ad Hoc Strategic Planning
8. Chairman’s report
   a. Joint meeting of the PBSO and PBF
9. Old business
10. New business
11. Miscellaneous Correspondence
12. Adjournment

*indicates possible action items

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES 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) 591-1749 OR VISIT PELICANBAYSERVICEDIVISION.NET.
PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
FEBRUARY 12, 2020

The Pelican Bay Services Division Board met on Wednesday, February 12, 2020, at 1:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34108.

In attendance were:

Pelican Bay Services Division Board
Scott Streckenbein, Chairman
Tom Cruvands, Vice-Chairman (absent)
Joe Chicurel
Jacob Damouni
Nick Fabregas (absent)

Pelican Bay Services Division Staff
Neil Dorrill, Administrator
Chad Coleman, Operations Manager

Also Present
Jim Hoppensteadt, Pelican Bay Foundation
Trent Waterhouse, Pelican Bay Foundation

Michael Fogg
Peter Griffith
Denise McLaughlin
Susan O’Brien
Rick Swider
Michael Weir
Lina Jacob, Project Manager
Barbara Shea, Interim Operations Analyst

APPROVED AGENDA (AS PRESENTED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 01/08/20 Regular Session meeting minutes
5. Audience Comments
6. Administrator’s report
   a. Signs
   b. Sidewalks
   c. New staff positions
   d. Beach dune swale
   e. January financial report
7. Committee reports
   a. Budget
   b. Clam Bay
      i. *Beach renourishment
   c. Landscape & Safety
   d. Water Management
   e. Ad Hoc Strategic Planning
8. Chairman’s report
   a. Joint meeting of the PBSD and PBF
9. Old business
10. New business
11. Miscellaneous Correspondence
12. Adjournment

ROLL CALL
Mr. Cravens and Mr. Fabregas were absent and a quorum was established

AGENDA APPROVAL
Mr. Griffith motioned, Mr. Damouni seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 01/08/2020 REGULAR SESSION MEETING MINUTES
Ms. O'Brien motioned, Dr. Chieurel seconded to approve the 01/08/2020 regular session meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS
None

ADMINISTRATOR'S REPORT

SIGNS
Mr. Dorrill commented that our street sign project is at substantial completion. He commented that at the next Landscape & Safety Committee meeting we will discuss replacing additional aging signage (not damaged by Hurricane Irma). Ms. O'Brien noted that some of our signs appear dirty. Mr. Dorrill responded that our signs are cleaned by staff annually.

SIDEWALKS
Mr. Dorrill reported that the Board of County Commissioners approved the selection of Agnoli, Barber & Brandage as the civil engineers who will prepare the design work for the PB sidewalk replacement project. He commented that the sidewalk project timeline will be discussed at the next Landscape & Safety Committee meeting. He noted that the PBSD will not be evaluating stormwater pipes in those areas where sidewalk replacement will take place (as part of the sidewalk project). Utility conflicts will be reviewed by our sidewalk project engineers.

NEW STAFF POSITION
Mr. Dorrill reported that he will present a draft memo, including a recommendation, to the Budget Committee on Feb. 25 to enable discussion and evaluation on whether to hire an Environmental Specialist or an Associate Project Manager. After committee discussion, this issue will be brought back to the board. Ms. O'Brien noted that this information was promised to be presented at the January Budget Committee meeting, and that this is the sixth consecutive meeting where this issue has been discussed. Mr. Swider commented that he does not remember any of these discussions regarding additional evaluation of the two job descriptions at the committee level.

Mr. Dorrill reported that Ms. Sarah Hamilton, Procurement Strategist (County Procurement Division), has accepted the PBSD Operations Analyst position, and will be starting in three weeks.
BEACH DUNE SWALE
Mr. Dorrill reported that the bid opening for the beach dune swale project is this afternoon. He commented that the PBSD will be making a presentation on this project to the Bay Colony community. Ms. Jacob commented that we have sufficient funds for this project in our Capital Fund 322; we can use funds previously earmarked for aeration, boat ramps and lake bank restoration. She expects the project to be completed in FY2020. Mr. Dorrill will provide information on the bids received at the next board meeting.

JANUARY FINANCIAL REPORT
Mr. Dorrill reviewed the four-month financial statements and highlighted several items including a total PBSD cash balance of approximately $12 million.
Mr. Dorrill commented that he requested an opinion from the County Attorney’s Office on a possible ordinance change to our streetlight replacement Fund 778. He briefly reviewed events over the last few years regarding our streetlights including (1) a streetlight study was completed in 2016, (2) based on the results of the study (additional useful life was suggested to be approx. 30 years), the board chose not to replace streetlight poles, (3) at the time of the study, it was suggested that we should look at areas in the community which would benefit by additional lighting (so far, this has not been studied).
Mr. Fogg suggested that we borrow against funds in Fund 778 for other project needs. He identified some tweaks to the January financial reports, which he had previously discussed with Ms. Kelly Jones (Clerk of Courts preparer of our monthly financial reports). He questioned why we have such large revenues in Fund 322. Mr. Dorrill will find out and provide an answer to Mr. Fogg.

Mr. Griffith motioned, Mr. Damouni seconded to accept the January financial report. The motion carried unanimously.

COMMITTEE REPORTS
BUDGET REPORT
Mr. Swider commented that the next Budget Committee meeting is scheduled for Feb. 25 and noted that we need our forecasting work to be completed for this meeting.
Ms. O’Brien commented that from FY2012 – FY2017, our Budget Committee completed cash flow worksheets for our capital fund and streetlighting fund. She suggested that we can either use these as a model or the cash flow model used by the PBF. She noted that at the end of FY2018, we had a total audited cash balance of $4.4 million in our four funds. At the end of FY2019 we had a total unaudited cash balance of $7.9 million, or an increase of 80% over the prior year. She noted that at the January Budget Committee meeting, she did not see these funds accounted for, and suggested that we see how our cash balance will be accounted for in the FY2021 budget.

CLAM BAY REPORT
Ms. O’Brien commented that at the January Clam Bay Committee meeting, the committee voted to recommend to the full board that the additional responsibility of beach renourishment be added to the Clam Bay Committee.

Ms. O’Brien motioned, Ms. McLaughlin seconded that the Clam Bay Committee assume the responsibility for annually reviewing the County’s survey of beach widths for Pelican Bay’s beach and making recommendations to the full PBSD.
Ms. O'Brien commented that the County's beach width survey results are expected to be available in April. A County truck haul beach renourishment program is expected in November. Ms. McLaughlin commented that if there is a County project, then we will have the opportunity to piggyback onto their project. Ms. O'Brien commented that Ms. McLaughlin has provided a draft PB Post article on beach renourishment, and provided suggested edits to her.

Ms. O'Brien noted that the committee requested that staff invite the key person from the County's Coastal Zone Management Division to our March 12 Clam Bay Committee meeting to provide an update on the status of the County's beach resiliency program.

Ms. O'Brien provided her February 2020 Clam Bay update in the agenda packet.

**LANDSCAPE & SAFETY REPORT**

Dr. Chicurel reported that the Landscape & Safety Committee met on Jan. 16, and the following items were discussed.

1. Staff reported (a) the selection committee tasked with the responsibility to select the civil engineering firm that will oversee and design PB's new sidewalks will select that firm during the week of Jan. 20, (b) the street sign project is well underway; the bases will be camouflaged to blend into their surroundings, (c) dying plants and those not doing well will be replaced, and (d) five hardwood trees have been identified as rotting internally and will be replaced (they are located on the southern end of PB Blvd.).

2. At the Chairman's request, Mr. Mumm and Mr. Coleman will accompany him on a line-of-sight survey of major intersections.

3. Mr. Griffith proposed a pilot tree planting and replacement project be undertaken. He was asked to develop a tree planting program with Mr. Mumm that could be implemented over the next 12 months taking into account, (1) the sidewalk replacement project, (2) association land and adjacent easements, (3) existing utilities, (4) cost, and (5) resident input when there is adjacent impact. Mr. Griffith envisions a 30-50 tree initial pilot project. The consensus of the committee was that the initial tree planting project will give direction going forward for a comprehensive tree planting program. Ms. O'Brien suggested that any plan for a tree planting program be brought to the full board.

4. Mr. Coleman and Ms. Jacob gave a slide presentation on the PBSD's sidewalk repair program. Although we are replacing the existing asphalt of the six-foot concrete sidewalks, the need for repairs is critical. As evidenced by the photos presented, staff is fulfilling that responsibility with repairs of the highest quality.

Dr. Chicurel commented that the PBSD has replaced all of the streetlight bulbs with LED bulbs. He suggested that we do need to evaluate areas which would benefit the community with additional lighting.

Dr. Chicurel commented that he is reluctant to do any sidewalk replacement work on PB Blvd. during season. He noted that the L&S Committee will discuss the possibility of scheduling sidewalk replacement work on side streets during season at its next meeting.

Dr. Chicurel reported that he accompanied Mr. Coleman and Mr. Mumm on a "ride-around" of the community to look at intersections with line-of-sight issues. He urged residents to bring any line-of-sight areas of concern to our attention.
WATER MANAGEMENT COMMITTEE

Ms. McLaughlin commented that the committee discussed the County’s Pollution Control’s water quality recommendations, and staff agreed to (1) discuss water quality concerns with our consultant Earth Tech to determine whether they could provide any services in this area of concern, and (2) look at another trial of installing littoral plants in one lake. Ms. McLaughlin reported that the committee has tentatively chosen Oakmont Lake for a lake bank remediation project next year. Ms. O’Brien commented that the estimated cost of lake bank remediation for Oakmont Lake is $2.2 million; this would be a huge financial burden, especially for our commercial members who would see no benefit from this project. She suggested that we need to look at alternate strategies. Mr. Weir noted that the Oakmont Lake pathway is well travelled by PB residents.

Mr. Fogg commented that it is unclear as to how lake bank deterioration impacts our responsibility for water flow. (Is it aesthetic or a safety concern?) Mr. Dorrill commented that he is not in favor of hiring another engineer to provide another analysis of our lake banks. Our engineer AB&B has a recognized level of expertise. He briefly reviewed the recent history of PBSD steps taken to address that our lakes are out of compliance with the required side slope as described in the Florida administrative codes. He noted that several years ago, we hired a surveyor to measure the amount of lake bank vertical drop-off for all our lakes. Mr. Dorrill offered to provide another presentation/workshop to the Water Management Committee to review the completed survey, recent updates, and remediation methods. He noted that the vertical drop-off of the lake bank of the Oakmont Lake is a safety issue.

AD HOC STRATEGIC PLANNING

Mr. Fogg provided and reviewed a two-page summary report of the February Ad Hoc Strategic Planning Committee meeting, which was added to the record. Highlights included (1) Building “A” will be our replacement PBSD Operations Facility; Building “B” will be occupied by 6-12 IQ Water County personnel, (2) PBSD administrative staff will not be moving to the Watergate Way site, (3) the PB is interested in sharing a larger office space with the PBSD in the SunTrust Bldg., and (4) a design build approach is preferred. Mr. Fogg expects the next committee meeting to be scheduled late April/early May.

Ms. O’Brien expressed concerns on (1) the board has not discussed the site plan including whether the plan meets our needs, (2) the County has not discussed the site plan or access road issues with the Club Pelican Bay, (3) no information has been shared with the community, and (4) no progress has been made on a long-term lease with the County for the replacement building.

Mr. Hoppensteadt commented that typically a conceptual site plan, elevations, and renderings would be provided for Phase 1 of the PBF approval process.

Mr. Dorrill commented that this project will be undertaken by the County Facilities Management Dept.; the Project Manager will be Mr. Ayoub Al-bahou. The PBSD point person will be Ms. Jacob. Mr. Streckenbein commented that all recommendations coming out of this committee will be brought to the full board.

CHAIRMAN’S REPORT

Mr. Hoppensteadt introduced three PBF Board candidates attending today’s meeting: Mr. Mike Ruffolo, Mr. Mike Foley, and Mr. Anthony Beirne. Mr. Hoppensteadt announced that a PBF candidate forum will be held at the Community Center on Feb. 19 at 4:00 p.m. He also noted that Mr. Trent Waterhouse is also a PBF candidate seeking re-election.
Pelican Bay Services Division Board Regular Session
February 12, 2020

Mr. Streckenbein provided a document (which was added to the record) entitled “Chairman’s Report” which listed suggested topics of mutual interest for a joint meeting of the PBF and PBSD, discussed and agreed upon by Mr. Charles Bodo, Chairman of the PBF Board. Mr. Streckenbein requested board members provide any other proposed topics to Ms. Shea. Late March/early April is the target date for a joint meeting.

OLD BUSINESS
None.

NEW BUSINESS
Ms. O’Brien provided a photo of “asphalt lifting up” on PB Blvd. near the Coronado/Marbella communities. Mr. Dorrill commented that we can refer this issue to the County (Road Maintenance) as it is their responsibility.

Ms. O’Brien commented that Mr. Coleman gave the PBSD report at the February Presidents Council Meeting. She suggested that, in the future, Mr. Rosenberg is informed of who will be speaking on behalf of the PBSD in advance. She also suggested that only one PBSD staff member attends this meeting.

MISCELLANEOUS CORRESPONDENCE
Mr. Streckenbein commented on recent correspondence from Mr. Bob Sanchez, asking whether the PBSD has stopped spraying for no-see-ums. He commented that there is no significant way to control no-see-ums, and that this has never been a PBSD responsibility.

ADJOURNMENT
The meeting was adjourned at 2:42 p.m.

Scott Streckenbein, Chairman

Minutes approved [ ] as presented OR [ ] as amended ON [ ] date
PBSD Projects Update

March 11, 2020

6b. Sidewalk Improvements
On 2/11/20, the Board of County Commissioners, approved staff’s ranking for RPS #20-7680, “Pelican Bay Sidewalks Improvements Design,” Agenda Item 16.F.1, and directed staff to bring back a negotiated contract with the top-ranked firm, Agnoli, Barber & Brundage, Inc. A contract in the amount of $319,962 is being prepared by the County’s Procurement Services Division for approval tentatively scheduled at an April BCC meeting.

6c. Lake 2-9 Lake Bank Restoration (St. Thomas/St. Maarten lake)
A pre-construction meeting will be held during the last week of March and work is scheduled to begin in April. Substantial completion is expected to take 90 days. The full vinyl sheet pile wall will be constructed as this material will provide the best value for long-term protection from erosion.

6d. Beach Dune Swale
Quotes received on 2/12/20 were unable to be accepted due to a line item bidding error. The project is out for re-bid and bids are due back on 3/16/20.

OTHER PROJECTS

IBMA Sign Repair and Replacement
Inspection was completed and punch list parts needed were ordered. A change order for the additional materials and labor will be processed for $12,063. Final completion is expected by early April.

Grovenor and Dorchester Drainage Maintenance
Four quotes were received ranging from $53,860 to $116,000. The project was awarded to D.N. Higgins in the amount of $53,860. Staff is negotiating with the Contractor to schedule a start date.

Thomas Jefferson C1 Pipes
Three quotes were received ranging from $26,837.50 to $44,781 to repair the pipes and roadway. The project was awarded to Quality Enterprises in the amount of $26,837.50. During excavation and dewatering, the contractor discovered that the pipes were damaged beyond repair and needed to be replaced. A change order was processed for $13,409 bringing the total cost of the project to $40,246.50. Work is at substantial completion.

Prepared by Lisa Jacob, 3/6/2020
MEMORANDUM

Date: February 10, 2020
To: PBSD Budget Committee
From: W. Neil Dorrill, PBSD Administrator

Re: FY 2020 Environmental Specialist Position

At the Budget Committee Meeting scheduled for the end of the month you had asked for a recommendation concerning the Environmental Specialist Position approved for FY 2020 budget.

History:
At the Regular PBSD Board meeting on April 3, 2019 Mr. Swider asked the Board to consider adding an Environmental Specialist Position to the budget to reduce consulting costs associated with ongoing data collection and monitoring of Clam Pass. The FY 2020 budget includes approximately $270,000 in monitoring the full board voted 9-1 (Ms. O'Brien dissenting) to recommend approval of the tentative budget to the BCC on May 8, 2019. The final budget was adopted on Sept. 5, 2019. Accordingly, staff posted the position in early October.

Approved Environmental Specialist

The Environmental Specialist position requires a Biological or Environmental Science, Zoology or Chemistry educational background. The range of duties for the Environmental Specialist include:
- Coordination of activities related to conservation, environmental planning, stormwater/waterways management, coastal zone management etc.
- Investigates complaints involving pollution, natural resources and documents findings and recommendations
- Develops water quality monitoring programs and activities for clearing and coastal permits
- Coordinates artificial reef, sea turtle protection plans
- Prepares and receives various forms
Proposed Associate Project Manager Alternative

The Associate Project Manager's position requires a degree in Engineering/Architecture, Construction, Business, IT or related field. By comparison similar duties for the Associate Project Manager include:

- Provide direction, guidance and assistance to contractors, vendors and work crews
- Monitor work in progress and complex project problems and provide technical assistance
- Review plans and specifications for accuracy
- Prepare and submit project budgets and monitor expenditures and charge orders
- Coordinate bidding and contracting services
- Prepare/coordinate Request for Proposals (RFP's) and making presentations to boards

The following table is a summary of current capital projects anticipated or scheduled during FY20:

<table>
<thead>
<tr>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>New sidewalk improvements</td>
</tr>
<tr>
<td>• Sidewalk design, bid opening/award and purchase of materials</td>
</tr>
<tr>
<td>• Bay Colony Dane Swale bid opening/award and NCC</td>
</tr>
<tr>
<td>• Replacement Operations/Maintenance Building master planning/design/permitting</td>
</tr>
<tr>
<td>• Lake 2-9 restoration, NCC and construction</td>
</tr>
<tr>
<td>• Street sign replacement evaluation of Phase II</td>
</tr>
</tbody>
</table>

In addition, the following maintenance projects are currently underway requiring assistance from the Project Manager utilizing outside contractors or vendors:

<table>
<thead>
<tr>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
</tr>
<tr>
<td>• Grosvenor/Dorchester drainage improvements</td>
</tr>
<tr>
<td>• Georgetown drainage repairs</td>
</tr>
<tr>
<td>• Asphalt sidewalk repairs</td>
</tr>
<tr>
<td>• Evaluation of pathway lighting enhancements</td>
</tr>
</tbody>
</table>
Finally, the following additional projects should be contemplated and planned in the next 2-3 years.

<table>
<thead>
<tr>
<th>Additional Projects Contemplated</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Accelerated lake bank restoration estimated at $2,000,000/yr</td>
</tr>
<tr>
<td>• Canopy tree replacement program $100,000/yr</td>
</tr>
<tr>
<td>• Clem Pass dredging planning, design, permitting</td>
</tr>
<tr>
<td>• Basin wide stormwater pipe evaluation</td>
</tr>
<tr>
<td>Colony</td>
</tr>
</tbody>
</table>

**Recommendation:**

Given the desire of the current board to move forward and accelerate on both capital and maintenance projects over the next 3-5 years the Associate Project Manager position would be a higher priority in stuffs’ opinion. Attached are copies of the current Environmental and job descriptions that are in pay range 13,879 with a salary of $49,602 to $78,311 specialist and Associate Project Manager.

If you have any questions, please don’t hesitate to contact me.

cc: Sean Callahan, Executive Director Corp. Bus.
    Chad Coleman, Operations Manager
Project Manager, Associate

Class Code: 13879

Bargaining Unit: General/Non-Union

SAALRY RANGE

$23.89 - $37.65 Hourly
$1,911.23 - $3,011.90 Biweekly
$49,692.00 - $78,311.00 Annually

PURPOSE OF CLASSIFICATION:
The purpose of this classification is to manage and coordinate activities of general construction and technical projects for an assigned division.

ESSENTIAL FUNCTIONS:
Provides direction, guidance and assistance to contractors and work crews on routine projects; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspect completed work; confers with contractors and work crews, assists with complex/problem situations, and provides technical expertise. Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; interprets construction plans and specifications; researches code books as needed; initiates any actions necessary to correct deviations or violations. Consults with division management or other officials to review status of routine division projects, review/resolve problems, receive advice/direction, and provide recommendations. Reviews construction plans, designs, and specifications pertaining to routine projects; develops designs, drawings, or maps associated with proposed or approved projects; makes recommendations concerning improvements, modifications, design strategies, structural systems, or other aspects of project development. Prepares and administers project budgets; submits justifications for budget requests; monitors expenditures to ensure compliance with approved budget. Prepares project schedules; monitors progress of project in meeting established schedule. Coordinates process for bidding and contracting of services; prepares Requests For Proposal (RFPs) for engineering services, design services, construction services, inspection services, maintenance services, or other services; prepares bid packages; conducts pre-bid and pre-construction meetings; issues addendums to clarify questionable issues; participates in negotiations of scope of services and fees for professional services agreements; makes recommendations to Boards regarding selection of vendors and awarding of contracts.
complies language for contracts and specifications packages. Coordinates acquisition and/or maintenance of required permitting; researches federal, state, and local code requirements; coordinates efforts between multiple divisions, co-applicants, and consultants to prepare application documents; develops programs and reports as required by permit. Oversees, administers, and coordinates work performed by consultants, contractors, or other service providers; administers annual maintenance contracts; monitors work to ensure compliance with terms of contract; reviews invoices and payment requests submitted by consultants/contractors. Performs technical work in supporting business applications including planning, design, analysis, implementation, integration, and management of technical systems for a department/division. Recommends information technology strategies, policies, and procedures by evaluating departmental/divisional outcomes; identifying problems; evaluating trends; anticipating requirements. Understands current and future technological goals and ongoing IT issues to ensure project success. Manages projects during design and construction phases; attends regular project progress meetings; prepares, reviews, and processes change orders for changes to contracted scope of work; processes purchase order requisitions, work orders, and invoices; reviews project progress reports submitted by contractors; monitors adherence to project schedules. Conducts inspections, monitors work, and maintains records to ensure quality control; inspects quality of construction work and materials; coordinates final inspections with contractors and engineers; coordinates project acceptance with other County divisions or government agencies. Prepares executive summaries for presentation to Board of County Commissioners, Planning Commission, or other officials. Provides technical advice, information, and assistance concerning engineering issues, project management issues, design/construction activities, and other issues to contractors, consultants, County staff, public agencies, or others; responds to questions or complaints; assists in resolving engineering problems, project development issues, or conflicts involving project participants; recommends solutions to problems. Coordinates projects and work activities with other divisions, consultants, contractors, subcontractors, utility companies, state agencies, outside agencies, or others as needed; coordinates with utility engineering staff to identify location of existing utilities and conduct utility work. Coordinates public education activities relating to division projects, services, and activities; coordinates neighborhood programs involving participation of residents, such as resident traffic teams; speaks to property owners and community organizations and provides information regarding projects and activities; develops press releases and public information materials for distribution. Participates in legal activities relating to project; attends hearings during court proceedings and provides depositions; meets with County Attorneys to discuss cases. Prepares/submit requests for review/changes to ordinances or resolutions. Prepares or completes various forms, reports, correspondence, executive summaries, requests for proposals, requests for qualifications, schedules, flow charts, progress/status reports, budget documents, cost estimates, purchase order requisitions, notices to proceed, work orders, change orders, punch lists, agendas, action plans, permit applications, permit reports, grant proposals, drawings, designs, maps, or other documents. Receives various forms, reports, correspondence, statistical reports, schedules, bid proposals, drawings, construction plans, design plans, flow charts, permit applications, contracts, change orders, progress reports, budget reports, invoices, payment requests, insurance certificates, inspection reports, technical study reports, laboratory reports, photographs, master plans, specifications, standards, product literature, codes, policies, procedures, trade publications, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. Maintains files/records of project documentation, contracts, construction drawings, and
other divisional records.

Operates a motor vehicle, personal computer, drafting tools, survey instruments, camera, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, graphics, computer-aided design (CAD), email, Internet, or other computer programs.

Monitors inventory of division equipment and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement materials.

Communicates with supervisor, County officials, employees, other divisions, attorneys, engineers, designers, consultants, contractors, developers, vendors/suppliers, utility companies, state/federal agencies, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings and hearings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new construction methods, materials, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

**ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or picking up/delivering project documents.

Provides assistance to other employees or divisions as needed.

Performs other related duties as required.

In the event of declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

**PERFORMANCE APPTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems and to exercise independent judgment to apply broader aspects of established practices and procedures to problems and situations not falling clearly or concisely within the limitations of accepted standards or precedents.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and
materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of color, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, traffic hazards, or bright/dim light.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in Civil Engineering, Construction Management, Landscape Architecture, Environmental Engineering, Architecture, Business Administration, Information Technology, Computer Science or a related field of study; supplemented by one (1) year previous experience and/or training that includes project management, construction supervision, budget administration, contract administration, and experience in specific area of assignment, which may include utility engineering, transportation engineering, traffic engineering, landscape design/management, environmental program administration, stormwater management, facilities management, solid waste engineering project management (solid waste processing, disposal, transfer, and recycling facilities), information technology or other area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida Driver’s License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CHA 5803. Fingerprinting required.

**SUPPLEMENTAL INFORMATION:**

BCC118
Exempt
Environmental Specialist, Senior

Class Code: 25545

Bargaining Unit: General/Non-Union

COLLIER COUNTY Revision Date: 08/17/2018

SALARY RANGE

$23.89 - $37.65 Hourly
$1,911.23 - $3,011.96 Biweekly
$49,692.00 - $78,311.00 Annually

PURPOSE OF CLASSIFICATION:

The purpose of this classification is to plan and implement an environmental protection program within an assigned unit/section, which may involve pollution control, hazardous waste management, planning/development, natural resources, transportation, or a related area.

ESSENTIAL FUNCTIONS:

Provides direction, training, guidance and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Interprets, applies, and enforces the provisions of environmental regulations and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches codes/regulations issues as needed; initiates any actions necessary to correct deviations or violations.

Provides information and technical assistance concerning environmental regulations, hazardous waste management, waste disposal procedures, pollution control/prevention, storage tanks, small quantity hazard waste generation, natural resources, site development plans, waterway management, regulatory violations, or other issues; meets with and discusses problem areas with property owners, contractors, developers, and the public; recommends solutions to problems; provides data to customers upon request.

Coordinates environmental activities relating to pollution control, pollution prevention, environmental planning, conservation, land development, stormwater management, waterway management, coastal zone management, or related issues; provides a contact to County residents for environmental and pollution concerns.

Investigates complaints regarding pollution, hazardous waste, natural resources, conservation, beaches/waterways, or other environmental issues; investigates fish kills; documents findings of investigations and makes corrective recommendations; updates complainant with information regarding complaint; monitors status of complaints to ensure resolution; notifies appropriate authorities of unit problems or incidents as appropriate.
Develops water quality monitoring program; provides technical assistance in the
development of water/sediment sampling projects; performs reconnaissance of proposed
water quality monitoring stations; coordinates and conducts water sampling projects;
collects surface water and ground water samples; schedules and coordinates sampling
activities; analyzes algal communities using microscope; prepares sample equipment for
use.
Serves as Quality Assurance and Quality Control Officer for water quality monitoring
programs; reviews and validates laboratory results; coordinates field audit with state
regulatory agencies.
Performs inspections of sludge disposal sites and sludge transportation vehicles; notifies
sludge transporters of violations; prepares certified warning letters for non-compliance;
reviews sludge transportation licenses and notifies license-holders of expiration.
Performs inspections of wastewater treatment plant facilities to ensure compliance with
applicable regulations; collects effluent samples at wastewater treatment plants; assists
with collection of surface water samples; makes recommendations to plant operators
concerning needed plant improvements.
Performs inspections of above-ground storage tanks and underground storage tanks;
conducts inspections of small quantity hazardous waste generators as needed; performs
waste audit computations; performs air quality monitoring.
Performs inspections of businesses to review hazardous waste management/disposal;
monitors household hazardous waste facilities; conducts on-site visits to household
hazardous waste facilities to pick up receipts of hazardous wastes; converts amounts of
hazardous wastes to pounds; prepares reports for calculation of reviewed receipts of
hazardous wastes from businesses; picks up/transport household hazardous wastes from
residents' homes to waste site as needed.
Coordinates petroleum cleanup contract and pollutant storage tank contract activities;
performs site inspections and monitors activities; participates in contract negotiation;
reviews staff reports; reviews and approves technical reports and invoices; prepares
enforcement documents.
Performs inspections of commercial landscape projects and stormwater management plans;
reviews landscape plans and storm management plans; inspects irrigation systems;
inspects drainage areas and verifies flow paths; negotiates use of landscape materials with
landscape architects; ensures compliance with right-of-way ordinance requirements.
Coordinates environmental permitting involving transportation projects, stormwater
projects, and projects of other divisions; reviews environmental permit applications to
obtain permits; initiates environmental audits for projects; coordinates with consultants and
agencies regarding wetland delineation for projects; works with consultants for off-site
mitigation of projects impacting wetlands and wildlife; performs threatened/endangered
species surveys for projects requiring agency approval; prepares pollution prevention plans
for transportation.
Conducts inspections of conservation/preservation areas; evaluates condition of land and
habitat; assesses value and quality of habitat; prepares environmental mitigation plans.
Reviews zoning petitions and site development plans for compliance with applicable codes
and regulations; performs site inspections related to permit applications and petitions;
provides written responses to petition reviews; issues environmental permits; evaluates
compliance of plans and projects with parking and handicapped access regulations; reviews
and issues clearing permits for vegetation removal; reviews and issues permits for coastal
activities/construction; reviews for variances structures seaward of coastal construction
setback line; reviews and issues permits for site alteration in environmentally sensitive
areas; reviews environmental impact statements; reviews boat dock variance petitions;
reviews protected species management plans and exotic vegetation management plans;
accepts or rejects on-site deviations from approved plans; prepares staff reports, executive
summaries, and resolutions; makes presentations to County Commissioners, Environmental
Advisory Board, and Planning Commission; performs plant/animal identifications for staff as
needed.
Provides support for development of County natural resource management policy; acquires
and analyzes data to assess impact on natural resources; produces geographic data to facilitate analysis; converts geographic coordinate systems in data sets; collects GPS coordinate to locate data and converts GPS data to analyzable formats; edits computerized mapping drawings for use in geographical information system (GIS); prepares data in wide variety of formats.

Coordinates the County's artificial reef and water way programs; manages County mitigation projects; applies for reef permits and related permits; dives and maps artificial reef areas; plots drawings on navigation charts; records channel depths; records water levels at County project areas; surveys waterways to identify needed maintenance; recommends boat speed zones, channel marker placements, and manatee protection measures; approves materials for placement on reefs; assists with stranded marine mammal activities; coordinates waterway repairs with U.S. Coast Guard; conducts wildlife and vegetation surveys; removes exotic vegetation from County property; installs artificial reef buoys and public information signs; replaces damaged waterway signs; selects contractors for program activities and monitors work performed by contractors; approves payments to contractors.

Coordinates the County's sea turtle protection program, beach renourishment program, and inlet management plans; coordinates required state/county permits and permit renewals; conducts annual zoning of beaches for GIS record profiles; sets stakes and measures width of beaches; conducts helicopter reconnaissance of beaches to assist with monitoring; conducts beach compaction studies; coordinates beach raking; prepares scientific proposals for sand source studies; conducts surveys and performs exotic plant removal from dunes; establishes annual beach lighting protocol; conducts follow-up beach light inspections; provides technical assistance for alternative beach nourishment; monitors beaches for quality assurance of sea turtle protection program; monitors sea turtle activities on beaches; conducts nesting surveys; communicates with media regarding sea turtle events; conducts stranding/salvage on sick/dead sea turtles; coordinates delivery of live strandings to rehabilitative facilities; performs field/laboratory necropsies on dead turtles; provides historical and analytical data regarding sea turtle activities to state/federal agencies upon request.

Performs environmental monitoring on County-managed property; collects water samples for sulfide analysis; measures salinity and pH in surface and pore water; measures extreme storm effects on Clam Bay NRPA; applies herbicides to maintain exotic plant control in Clam Bay; assists with wetland delineation for permitting.

Performs follow-up inspections to ensure proper response to non-compliance problems and correction of deficiencies.

Conducts environmental code enforcement to protect County resources; investigates complaints and violations; conducts inspections of property; gathers evidence of violations and makes photographs of violations; researches property ownership; issues violation notices and citations to violators; posts notices on site or at courthouse; reviews violations with violators and negotiates resolution of problems; reviews mitigation plans; determines whether to prosecute code violations; prosecutes cases before Boards or in court as needed; presents evidence and provides testimony; coordinates enforcement activities with other agencies/divisions as needed.

Compiles and provides to the public guidelines on hazardous waste management, applicable federal, state and local regulations, and requirements to meet compliance.

Writes/drafts amendments to local codes as appropriate; assists with development of environmental ordinances, amendments, policies, and procedures.

Prepares technical reports, biological reports, inspection reports, non-compliance reports, violation notices, and other records; submits required reports to regulatory agencies or other individuals.

Performs administrative tasks; reviews invoices for payment; prepares invoices to bill for program services; assists with development of budgets for assigned programs; applies for grants relating to division programs; develops brochures for public distribution; maintains public information telephone hotline.

Maintains computer database of division data; enters information regarding environmental
complaints, non-compliance issues, or other data; locates and plots complaints on topographic maps; generates reports and graphs of division data.

Conducts research of division files, legal/property records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Compiles and/or monitors various administrative and/or statistical data; makes applicable calculations; analyzes data and identifies trends; summarizes data and prepares reports, charts, or presentations.

Prepares or completes various forms, reports, correspondence, invoices, budget projections, chain of custody forms, activity reports, inspection/re-inspection reports, audit reports, agendas, complaint reports, incident notification forms, violation notices, citations, project summaries, data summaries, sludge transportation reports, wastewater treatment plant reports, storage tank registration forms, household hazardous waste receipt reports, petition reviews, staff reports, executive summaries, resolutions, code amendments, permits, environmental impact statements, wildlife survey reports, biological reports, project monitoring reports, vehicle maintenance reports, maps, brochures, or other documents.

Receives various forms, reports, correspondence, invoices, chain of custody forms, activity reports, complaint reports, sludge transportation reports, transportation manifests, inspection reports, program reports, discharge reports, cleanup reports, assessment reports, laboratory reports, wastewater treatment plant permits, site assessments, closure assessments, storage tank records, hazardous waste receipts, statistical data, environmental impact statements, site development plans, landscape plans, work scopes, mitigation technical reports, permit applications, petitions, variances, environmental audits, groundwater monitoring reports, protected species monitoring reports, notices to mariners, nautical charts, mitigation plans, property cards, deeds, plats, maps, photographs, surveys, material safety data sheets, hazardous material guides, scientific/technical reports, textbooks, professional publications, laws, codes, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, photography, graphics, computerized mapping, geographical information system (GIS), e-mail, Internet, or other computer programs; provides current information for publication at County web sites.

Operates/utilizes and maintains specialized equipment or tools associated with work activities, which may include a motor vehicle, boat, diving equipment, centrifugal pump, submersible pump, global positioning system (GPS), camera, digital camera, flow meter, chlorine meter, microscope, multi-probe, level, architectural scale, binoculars, compass, herbicide sprayer, water sampler, measuring devices, testing instruments, shovel, auger, or two-way radio; calibrates field instruments.

Monitors inventory of division equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials; obtains product information and competitive price quotes for prospective purchases.

Coordinates projects and work activities with those of other divisions, consultants, contractors, local municipalities, regulatory agencies, outside agencies, or others as needed.

Communicates with supervisor, County boards/officials, employees, other divisions, sludge transportation companies, contractors, developers, landscape architects, engineers, consultants, attorneys, court personnel, customers, the public, community organizations, local municipalities, regulatory agencies, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings, serves on committees, and makes presentations as needed; participates in workshops and County exhibits; prepares displays for presentations and displays.

Assists with coordination of County hazardous waste collection events; transports and sets up barricades for events.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an
AWARENESS OF NEW METHODS, TRENDS, AND ADVANCES IN THE PROFESSION; READS PROFESSIONAL
LITERATURE; MAINTAINS PROFESSIONAL AFFILIATIONS; ATTENDS WORKSHOPS AND TRAINING SESSIONS AS
APPROPRIATE.

ADDITIONAL FUNCTIONS
Performs general/clerical tasks, which may include answering telephone calls, typing
documents, making copies, sending/receiving faxes, filling documentation, or processing
incoming/outgoing mail.

Provides assistance to other employees or divisions as needed.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called
to work during days or hours other than those for which they are regularly scheduled.

PERFORMANCE APPTIDUDES
Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using
established criteria. Includes exercising discretion in determining actual or probable
consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or
interpretation to others regarding the application of procedures and standards to specific
situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate,
maneuver and/or control the actions of equipment, machinery, tools, and/or materials used
in performing essential functions.

Verbal Ability: Requires the ability to utilize a wide variety of reference, descriptive,
advisey and/or design data and information.

Mathematical Ability: Requires the ability to perform addition, subtraction, multiplication
and division; ability to calculate decimals and percentages; may include ability to perform
mathematical operations with fractions; may include ability to compute discount, interest,
and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as
motivation, incentive, and leadership, and to exercise independent judgment to apply facts
and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity
in situations involving the evaluation of information against sensory, judgmental, or
subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE
Physical Ability: Tasks require the ability to exert very moderate physical effort in light
work, typically involving some combination of stooping, kneeling, crouching and crawling,
and which may involve some lifting, carrying, pushing and/or pulling of objects and
materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or
shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability
to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse
environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain,
temperature extremes, hazardous materials, traffic hazards, water hazards, bright/dim
light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

MINIMUM QUALIFICATIONS:
Bachelor's degree in Environmental Science, Environmental Resource Management, Natural
Sciences, Chemistry, Biology, Geology, Zoology, or closely related field; supplemented by
three (3) years previous experience and/or training that includes pollution control, water
classification, wastewater treatment operations, water sample analysis,
environmental assessment, ecological impact analysis, wetland permitting, environmental permitting, waterway management, artificial reef building, coastal zone management, environmental code enforcement, computerized mapping, and/or personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid OSHA Certified Hazardous Material Operations certification. May require possession and maintenance of valid U.S. Coast Guard Boating Safety certification. May require possession and maintenance of valid Advanced Open Water Diving certification. May require possession and maintenance of valid Federal Department of Environmental Protection (FDEP) Certified Tank Inspector certification. May require possession and maintenance of valid Limited Lawn & Ornamental Pest Control Applicator's License. Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Fingerprinting required.

SUPPLEMENTAL INFORMATION:

BCC118
Exempt
<table>
<thead>
<tr>
<th>Fund</th>
<th>Pelican Bay Landscape, Safety, Lake &amp; Beach Projects</th>
<th>Clay Bay Capital Projects</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operating Fund</td>
<td>Street Lighting</td>
<td>322</td>
</tr>
<tr>
<td></td>
<td>309</td>
<td>738</td>
<td>202</td>
</tr>
<tr>
<td>Assets</td>
<td></td>
<td></td>
<td>813</td>
</tr>
<tr>
<td>Cash and investments</td>
<td>5,101,017.31</td>
<td>2,193,519.96</td>
<td>4,220,129.01</td>
</tr>
<tr>
<td>Interest receivable</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trade receivable, net</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due from other governments</td>
<td>-</td>
<td>-</td>
<td>136,252.77</td>
</tr>
<tr>
<td>Total assets</td>
<td>5,101,017.31</td>
<td>2,193,519.96</td>
<td>4,356,379.78</td>
</tr>
<tr>
<td>Liabilities and fund balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liabilities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>64,053.52</td>
<td>7,105.56</td>
<td>27,108.52</td>
</tr>
<tr>
<td>Wages payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total liabilities</td>
<td>64,053.52</td>
<td>7,105.56</td>
<td>27,108.52</td>
</tr>
<tr>
<td>Fund balances:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund balance</td>
<td>5,036,963.79</td>
<td>2,184,410.40</td>
<td>4,292,267.26</td>
</tr>
<tr>
<td>Total liabilities and fund balances</td>
<td>5,101,017.31</td>
<td>2,193,519.96</td>
<td>4,395,575.78</td>
</tr>
<tr>
<td><strong>Fund Balance at the end of the period</strong></td>
<td>5,036,963.79</td>
<td>2,184,410.40</td>
<td>4,292,267.26</td>
</tr>
<tr>
<td>Unspent balance of projects:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small projects under ES90X</td>
<td>-</td>
<td>-</td>
<td>285,250.80</td>
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<tr>
<td>50206-MP20 Landscape improvement</td>
<td>-</td>
<td>-</td>
<td>378,872.21</td>
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<tr>
<td>50216-Beach Renourishment</td>
<td>-</td>
<td>-</td>
<td>878,889.89</td>
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<tr>
<td>50240-MP20 Field Operation Center Improvements</td>
<td>-</td>
<td>-</td>
<td>316,413.56</td>
</tr>
<tr>
<td>50254-Hurricane Irene</td>
<td>-</td>
<td>-</td>
<td>620,860.44</td>
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<tr>
<td>50820-MP20 Lake Rock Restoration</td>
<td>-</td>
<td>-</td>
<td>1,132,679.98</td>
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<tr>
<td>51300-Clay Bay Restoration</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total unspent balance of major projects</td>
<td>-</td>
<td>-</td>
<td>3,595,051.88</td>
</tr>
<tr>
<td>Budgeted reserves:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>99100-Reserve for contingencies</td>
<td>115,100.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>99100-Reserve for disaster relief</td>
<td>480,000.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>99200-Reserve for capital fund</td>
<td>-</td>
<td>-</td>
<td>500,000.00</td>
</tr>
<tr>
<td>99300-Reserve for capital outlay</td>
<td>200,000.00</td>
<td>500,000.00</td>
<td>-</td>
</tr>
<tr>
<td>99400-Reserve for future construction and improvement</td>
<td>1,554,800.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>99500-Reserve for cash</td>
<td>291,100.00</td>
<td>291,100.00</td>
<td>-</td>
</tr>
<tr>
<td>Total budgeted reserves</td>
<td>1,287,100.00</td>
<td>1,274,200.00</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Budgeted commitments at the end of the period</td>
<td>1,187,100.00</td>
<td>1,174,000.00</td>
<td>4,000,001.88</td>
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<tr>
<td>Projected excess (deficit) fund balance</td>
<td>3,749,665.29</td>
<td>409,610.40</td>
<td>256,363.38</td>
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</tbody>
</table>
### PELICAN BAY

**INCOME STATEMENT**

**OPERATING FUND - 109**

February 29, 2020

**UNAUDITED**

<table>
<thead>
<tr>
<th>Adopted</th>
<th>Amended</th>
<th>Revenues and Charges Forward</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Special assessments 4,605,700.00</td>
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<tr>
<td></td>
<td></td>
<td>Interest 7,300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>miscellaneous 36,900.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>transfers to 36,900.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>negative 0% of estimated revenue (242,700.00)</td>
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<tr>
<td></td>
<td></td>
<td>budgeted carryforward 3,475,360.00</td>
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<tr>
<td></td>
<td></td>
<td>Total revenue 6,160,460.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures and Reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td>personnel services 1,905,820.00</td>
</tr>
<tr>
<td>13001: Lake &amp; Stormwater management administration 207,250.00</td>
</tr>
<tr>
<td>13002: Lake &amp; Stormwater Management field operations 674,700.00</td>
</tr>
<tr>
<td>13003: Right of way beautification-fiel 102,350.00</td>
</tr>
<tr>
<td>Total operating 2,684,200.00</td>
</tr>
<tr>
<td>capital outlay 170,200.00</td>
</tr>
<tr>
<td>transfers out 227,100.00</td>
</tr>
<tr>
<td>total expenditures 3,081,500.00</td>
</tr>
</tbody>
</table>

Bakeded reserves 115,100.00

Total expenditures + reserves 3,196,600.00

EXCESS OF REVENUES OVER EXPENDITURES - 2,718,061.00
### INCOME STATEMENT

#### STREET LIGHTING - 778
February 29, 2020

<table>
<thead>
<tr>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>Committed to</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES AND CARRYFORWARD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Current Ad Valorem Taxes</td>
<td>608,400.00</td>
<td>608,400.00</td>
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<td>-</td>
<td>264,710.75</td>
<td>250,150.27</td>
<td>28,893.77</td>
<td>11,796.51</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Miscellaneous revenue</td>
<td>2,300.00</td>
<td>2,300.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>7,500.00</td>
<td>7,500.00</td>
<td>-</td>
<td>-</td>
<td>3,061.32</td>
<td>3,066.11</td>
<td>3,032.19</td>
<td>3,798.88</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Insurance refunds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Negative 5% of estimated revenue</td>
<td>(30,000.00)</td>
<td>(30,000.00)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Budgeted carryforward</td>
<td>1,518,000.00</td>
<td>1,518,000.00</td>
<td>-</td>
<td>-</td>
<td>3,049.37</td>
<td>288,759.86</td>
<td>295,000.96</td>
<td>34,602.45</td>
<td>(1,236.11)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total revenues carryforward** | 2,235,900.00 | 2,235,900.00 | - | - | 3,049.37 | 288,759.86 | 295,000.96 | 34,602.45 | (1,236.11) | - | - | - | - | - | - |

| **EXPENDITURES AND RESERVES** | | | | | | | | | | | | | | | |
| Personal Services | 122,200.00 | 122,200.00 | 12,010.00 | 2,615.97 | 5,777.88 | 10,555.62 | 7,431.20 | 5,507.65 | - | - | - | - | - | - |
| Operating | 212,000.00 | 212,000.00 | 34,191.00 | 5,982.00 | 6,739.67 | 6,006.02 | 7,375.54 | 8,276.65 | - | - | - | - | - | - |
| Street Lighting Operations | 212,000.00 | 212,000.00 | 34,191.00 | 5,982.00 | 6,739.67 | 6,006.02 | 7,375.54 | 8,276.65 | - | - | - | - | - | - |
| Total operating | 334,200.00 | 334,200.00 | 58,201.00 | 11,597.97 | 12,517.55 | 16,561.64 | 14,806.74 | 13,784.30 | - | - | - | - | - | - |
| Capital outlay | 1,000.00 | 1,000.00 | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers out | 24,000.00 | 24,000.00 | - | - | 5,357.09 | 5,053.58 | 5,378.88 | 305.93 | - | - | - | - | - | - |
| Total expenditures | 479,200.00 | 479,200.00 | 69,051.09 | 16,554.97 | 17,875.13 | 21,939.56 | 15,892.62 | 14,090.23 | - | - | - | - | - | - |

| **Budgeted reserves** | | | | | | | | | | | | | | | |
| 050000 Reserve for capital outlay | 50,000.00 | 50,000.00 | - | - | - | - | - | - | - | - | - | - | - | - |
| 999999 Reserve for future construction and improvement | 2,154,000.00 | 2,154,000.00 | - | - | - | - | - | - | - | - | - | - | - | - |
| 598888 Reserve for cash | 150,000.00 | 150,000.00 | - | - | - | - | - | - | - | - | - | - | - | - |

**Total reserves** | 2,374,000.00 | 2,374,000.00 | - | - | 96,564.00 | 22,125.99 | 27,617.05 | 56,679.59 | 33,290.01 | 19,521.16 | - | - | - | - |

**Excess of resources over expenditures** | 7,705,900.00 | 7,705,900.00 | - | - | 96,564.00 | 22,125.99 | 27,617.05 | 56,679.59 | 33,290.01 | 19,521.16 | - | - | - | - |

**Projected carryforward as of 02/29/20** | 7,705,900.00 | 7,705,900.00 | - | - | 96,564.00 | 22,125.99 | 27,617.05 | 56,679.59 | 33,290.01 | 19,521.16 | - | - | - | - |

**Fund balance as of 02/29/20** | 450,410.80 | 450,410.80 | - | - | 96,564.00 | 22,125.99 | 27,617.05 | 56,679.59 | 33,290.01 | 19,521.16 | - | - | - | - |

% Budgeted variance

- **Current Ad Valorem Taxes**: 11.9%
- **Other**: 22.8%
## PELICAN BAY

### INCOME STATEMENT

**PELICAN BAY LANDSCAPE, SAFETY, LAKE & BEACH PROJECTS - 322**

February 29, 2020

*UNAUDITED*

### REVENUES AND CARRYFORWARD

<table>
<thead>
<tr>
<th>Category</th>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>Covenants</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total Expenditure</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special assessments</td>
<td>378,000.00</td>
<td>378,000.00</td>
<td>-</td>
<td>-</td>
<td>733,180.95</td>
<td>1,684,549.91</td>
<td>2,052,285.28</td>
<td>19,150.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7,754,446.56</td>
<td>604,915.99</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer in</td>
<td>520,000.00</td>
<td>520,000.00</td>
<td>-</td>
<td>-</td>
<td>24,457.46</td>
<td>110,000.00</td>
<td>105,682.54</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>501,270.00</td>
</tr>
<tr>
<td>Relevance of estimated revenue</td>
<td>(20,422.00)</td>
<td>(20,422.00)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Budgeted carryforward</td>
<td>330,714.00</td>
<td>330,714.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total revenues + carryforward</td>
<td>5,798,738.00</td>
<td>5,798,738.00</td>
<td>-</td>
<td>-</td>
<td>6,067.93</td>
<td>580,006.90</td>
<td>1,334,338.73</td>
<td>2,666,339.30</td>
<td>19,150.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,433,848.61</td>
<td>4,734,786.54</td>
</tr>
</tbody>
</table>

### EXPENDITURES AND RESERVES

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected carryforward</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>1,146,995.15</td>
<td>3,412,301.91</td>
</tr>
<tr>
<td>50306-PSDI Landscape Improvement</td>
<td>2,112,109.15</td>
<td>1,171,606.44</td>
</tr>
<tr>
<td>50309-PSDI irrigation</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50308-Lake Aeration</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50326-Bay Enhancement</td>
<td>120,000.00</td>
<td>-</td>
</tr>
<tr>
<td>50344-PSDI Field Operations Center Improvements</td>
<td>121,000.00</td>
<td>-</td>
</tr>
<tr>
<td>50354-Hurricane 2005</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50377-PSDI Asset Management</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50384-PSDI Roadway Safety</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50386-Sidewalk Maintenance/Enhancement</td>
<td>20,000.00</td>
<td>-</td>
</tr>
<tr>
<td>50390-PSDI Lake Beach Restoration</td>
<td>502,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>506,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Transfers out</td>
<td>28,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>534,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Budgeted reserves</td>
<td>500,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Total expenditures + reserves</td>
<td>5,798,738.00</td>
<td>-</td>
</tr>
</tbody>
</table>

### EXCESS OF REVENUE OVER EXPENDITURES

<table>
<thead>
<tr>
<th>Projected carryforward</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,412,301.91</td>
<td>2,265,306.76</td>
</tr>
</tbody>
</table>

(3,922,267.25) | Fund balance as of 2/29/20
# Pelican Bay Income Statement

## Claim Bay Capital Project Fund - 320

**February 29, 2020**

(UAUNITED)

### Reserves and Carryforward

<table>
<thead>
<tr>
<th>Adopted Budget</th>
<th>Financial Budget</th>
<th>Commitments</th>
<th>December</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total Expenditures</th>
<th>Variance</th>
<th>% Budget Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Assessments</td>
<td>198,000.00</td>
<td>159,163.00</td>
<td>-</td>
<td>-</td>
<td>76,066.50</td>
<td>84,057.55</td>
<td>24,461.00</td>
<td>4,841.01</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>131,174.90</td>
<td>(16,855.10)</td>
<td>81.7%</td>
</tr>
<tr>
<td>Interest</td>
<td>300.00</td>
<td>300.00</td>
<td>-</td>
<td>-</td>
<td>368.25</td>
<td>412.28</td>
<td>452.36</td>
<td>349.20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,072.05</td>
<td>1,872.05</td>
<td>197.3%</td>
</tr>
<tr>
<td>Transfer by</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,926.93</td>
<td>-</td>
<td>(1,503.00)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>409.02</td>
<td>9,310.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Negative 3% of estimated revenue</td>
<td>19,900.00</td>
<td>19,900.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>9,810.00</td>
<td>(10,090.00)</td>
</tr>
<tr>
<td>Budgeted carryforward</td>
<td>7,500.00</td>
<td>165,163.03</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>144,173.03</td>
<td>144,173.03</td>
</tr>
</tbody>
</table>

### Total Reserve & Carryforward

146,700.00 | 153,163.03 | - | - | 319.00 | 60,782.92 | 79,680.82 | 29,784.30 | 4,841.01 | - | - | - | - | - | - | 184,173.03 | 144,173.03 | 100.2% |

### Expenditures and Reserves

#### Projects:

| 51000-Cam-By-Restoration | 150,100.00 | 104,000.00 | 63,753.55 | - | 7,400.00 | 8,410.00 | (1,563.36) | - | - | - | - | - | - | - | 140,500.00 | 228,005.20 | 63.4% |

#### Total Operating

150,100.00 | 104,000.00 | 63,753.55 | - | 7,400.00 | 8,410.00 | (1,563.36) | - | - | - | - | - | - | - | 140,500.00 | 228,005.20 | 63.4% |

#### Transfers out

46,390.00 | 46,390.00 | - | - | - | 5,133.74 | - | (5,133.74) | 57.12 | - | - | - | - | - | - | 41,256.26 | 2,082.52 | 95.6% |

#### Total Expenditures

196,500.00 | 150,100.00 | 63,753.55 | - | - | 5,133.74 | (5,133.74) | 57.12 | - | - | - | - | - | - | - | 181,756.26 | 228,005.20 | 64.6% |

#### Budgeted Reserve

196,500.00 | 150,100.00 | 63,753.55 | - | - | 5,133.74 | (5,133.74) | 57.12 | - | - | - | - | - | - | - | 181,756.26 | 228,005.20 | 64.6% |

#### Total Reserve + Reserve

196,500.00 | 150,100.00 | 63,753.55 | - | - | 5,133.74 | (5,133.74) | 57.12 | - | - | - | - | - | - | - | 181,756.26 | 228,005.20 | 64.6% |

### Excess of Revenue over Expenditures

- | - | 350.00 | 75,097.00 | 29,784.30 | 15,145.48 | 6,920.03 | - | - | - | - | - | - | - | 135,771.92 | - | - |
Clam Bay Update-March 2020

Clam Bay. Several areas of stressed mangroves, identified in the 2019 annual report, will be among the topics discussed at the March Clam Bay Committee meeting. Other needs include replacing a canoe trail sign at marker 6 and developing a proposal for addressing the treatment and removal of scaevola, a type 1 exotic, in the coastal scrub so funds for this purpose can be requested in the FY21 budget.

Clam Pass. In February the tidal ratios at markers 4 and 14 were above 6. While these ratios indicate the flow into and out of Clam Pass is good, they were lower in February 2020 than any month since June 2019. In contrast the February ratios at markers 26 and 32 in northern Clam Bay were higher than the ratios for any month in 2019.

Information on the approximate number of days/weeks needed to complete each activity to dredge Clam Pass was requested on August 22, 2019. This information is expected to be available for the Clam Bay Committee meeting on March 12, 2020.

Water Quality.
Total phosphorus and total nitrogen. Water quality data on Total Nitrogen for November 2018 through July 2019 are good with only 9 of 81 samples exceeding the allowable limit. Total Phosphorus results for the same months are problematic with 68 of 81 samples exceeding the upper limit. The 2019 Water Quality Report is expected to be available for the March Clam Bay Committee meeting. A top priority for 2020 is to develop strategies for addressing the high phosphorus levels in Clam Bay.

Copper. Copper results for October 2019 through December 2019 are excellent with only one of 27 water samples exceeding the allowable limit.

FDEP Water Quality Findings. Water quality data for Clam Bay analyzed by Florida’s Department of Environmental Protection in its recent report on water quality in Collier County’s waterways have been requested from FDEP.

Beach Renourishment. Results of the County’s annual beach survey are expected in April 2020. A staff member from the County’s Coastal Zone Management Division is expected to provide an update on the County’s beach resiliency program at the Clam Bay Committee meeting in May.

Clam Bay Committee. The Clam Bay Committee will meet on March 12, 2020 at 1:30pm in PBSO’s office.

Prepared by Susan O’Brien  
March 4, 2020