



Community Development District

Board of Supervisors
Regular Meeting
April 20, 2022

505 Whiskey Creek Drive, Marco Island, FL 34145

Anyone wishing to listen and participate in the meeting can do so by calling
1-888-468-1195, Participant Pin 636522.

Additionally, participants are encouraged to submit questions and comments to the District Manager in advance to facilitate the Board's consideration of such questions and comments during the meeting.

The agenda is as follows:

1. Call to Order/Roll Call
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes
 - a. February 15, 2022
5. Old Business
6. New Business
7. Attorney Report
8. Engineer Report
 - a. Bridge Paint
 - b. Pavement Repairs
 - c. Clubhouse Curve & Signage
 - d. Gatehouse Paver Replacement and Repair Grade
9. Supervisors' Requests
10. District Manager Report
 - a. Acceptance of Financials Ending March 31, 2022
 - b. Review of 2022-2023 Preliminary Budget
 - c. Resolution 2022 ___ - Setting Budget Hearing Date
11. Public Comments
12. Set Next Meeting Date:
 - a. June 23, 2022
13. Adjournment

1 **KEY MARCO COMMUNITY DEVELOPMENT DISTRICT**
2 **REGULAR MEETING**
3 **February 16, 2022**

4
5 **APPEARANCES:** Mary Beth Schewitz, Chair
6 Luanne Kerins, Co-Chair
7 Terri Stanton, Supervisor
8 Lynn Domenici, Supervisor
9 John Esposito, Supervisor

10
11 **ALSO PRESENT:** Katie Maline, District Manager/Secretary
12 Greg Urbancic, District Counsel (Via Speakerphone)
13 Dave Schmitt, District Engineer

14
15 **CALL TO ORDER/ROLL CALL**

16
17 The meeting was called to order at 8:37 a.m. All five Board members were in attendance.

18
19 **APPROVAL OF AGENDA**

20
21 No changes were made to the agenda. On a voice vote by Mrs. Schewitz and a second by Mrs.
22 Kerins, the agenda was unanimously approved as submitted.

23
24 **PUBLIC COMMENTS**

25
26 No public comment was received at this time. Mike McNees, the City Manager, is expected to
27 attend.

28
29 **APPROVAL OF DECEMBER 2021 MINUTES**

30
31 On Page 1, Line 16, the word “note” should read “not”.
32 On Line 58, the CDD did not request additional items to be added to the road, but rather
33 requested additional pricing for the items being discussed.
34 On a voice vote by Mrs. Schewitz and a second by Mr. Esposito, the December minutes were
35 unanimously approved as amended.

36
37 **OLD BUSINESS**

38
39 There was no old business discussed at this time.
40

41 **NEW BUSINESS**

42
43 There was no new business discussed at this time,
44

45 **ATTORNEY'S REPORT**

46
47 A. Legislative Issues

48
49 Mr. Urbancic reported that the Legislature was still in session, and there are a couple of bills
50 that he was watching for the district. One would be the ability of the district to hold virtual
51 meetings when there is a state of emergency declared. The second is a proposed change to the
52 limited waiver of sovereign immunity, which has failed several times, but has come up again.
53 Counsel will keep the Board advised.
54

55 **ENGINEER'S REPORT**

56
57 A. Bridge Paint

58
59 Mr. Schmitt advised that pricing has been obtained from an experienced specialist and the
60 proposal was provided to the Board. The costs for the evaluation of the work is between
61 \$5,000 to \$7,000. Mr. Schmitt expects to have some preliminary painting project costs for the
62 Board at the next meeting. The specialist will be asked about rail wraps and how they hold up
63 in a salt water environment.
64

65 After a discussion regarding the costs involved with this project and the options available, it was
66 agreed that an optional proposal would be sought which will take advantage of the knowledge
67 gained by other companies in repainting bridges.
68

69 Any action on this project will be postponed until further information is obtained.
70

71 B. Whiskey Creek Drive RPM's

72
73 Mr. Schmitt spoke to the company that did the original work on the reflective markers, and was
74 advised that the cost of them would be \$1,300 to \$1,400. Two options involved metal posts or
75 unpainted wooden ones, and option 2, the wood, would be approximately \$3,145. Two signs
76 will be put up as well on the curves.

77 ***Katie, difficult to hear parts of this.

78 Mr. Schmitt will negotiate with the contractor as the district already has the posts and the signs
79 that can be used to reduce the costs. The supervisors agreed that the RPMs would be
80 necessary as well as the signs as outlined on the plan.

81 On a voice vote by Mrs. Schewitz and a second by Mr. Esposito, the Board approved a contract
82 not to exceed \$3,200 to cover the RPMs and signage installation in the curved areas as marked.
83 The Motion carried four to one with Terri Stanton dissenting.

84

85 **SUPERVISORS REQUESTS**

86

87 No supervisor requests were received at this time.

88

89 **DISTRICT MANAGER’S REPORT**

90

91 A. Acceptance of Financial Statement/Year Ending September 30, 2021

92

93 Mrs. Maline will try to determine what the “suspense account” is about and will discuss
94 removing it from the books with the CPA.

95

96 On a voice vote by Mrs. Schewitz and a second by Mr. Esposito, the Board unanimously
97 approved the financials for the year ending September 30, 2021.

98

99 B. Acceptance of Financial Statements for the period from October 1, 2021 through
100 December 31, 2021

101

102 On a voice vote by Mrs. Schewitz and a second by Mr. Esposito the Board unanimously
103 approved the Financials through December 31, 2021.

104

105 C. YMCA Tour De Marco

106

107 Mrs. Maline reported that on February 27, 2022, the YMCA would begin their annual Tour de
108 Marco, a one-day biking event.

109

110 In response to a question, Mrs. Maline advised that all landscaping work is now the
111 responsibility of the HOA.

112

113 **PUBLIC COMMENT**

114 Mr. Krutisch asked a question about budget issues, and was advised that this will be addressed
115 at the April meeting, where budget items will be discussed.

116

117 **NEXT MEETING DATE**

118 The next meeting will be held on April 20, 2022.

119

120

121

122 **SUNSHINE LAW DISCUSSION**

123

124 At the Manager's request, Mr. Urbancic noted that as Mr. McNees did not attend today's
125 meeting, it was important to advise the Board that no discussions can be held with each other
126 on any topic that might reasonably and foreseeably come before them for action at a meeting.
127 Discussions include email, text messages or any other form of communication and must be
128 avoided. Additionally, a liaison cannot be used to contact someone on the Board about an issue
129 that can only be addressed in an open meeting.

130 If anyone has a question in this regard, they should contact Mrs. Maline or Mr. Urbancic.

131

132 **ADJOURNMENT**

133 On a voice vote by Mrs. Schewitz and a second by Mr. Esposito the meeting was adjourned at
134 9:20 a.m. on a unanimous vote of the Board.

135

136

137

Key Marco Community Development District

Balance Sheet

As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Money Market	460,048.85
Fifth Third Public Fund	431,432.88
Total Checking/Savings	<u>891,481.73</u>
Other Current Assets	
Prepaid Expenses	3,705.95
Total Other Current Assets	<u>3,705.95</u>
Total Current Assets	<u>895,187.68</u>
TOTAL ASSETS	<u>895,187.68</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deposits and Prepaid Items	3,705.95
Total Other Current Liabilities	<u>3,705.95</u>
Total Current Liabilities	<u>3,705.95</u>
Total Liabilities	3,705.95
Equity	
Opening Balance Equity	813,660.58
Retained Earnings	-18,309.77
Suspense Account	-4,425.48
Unassigned Fund Balance	-899.11
Net Income	101,455.51
Total Equity	<u>891,481.73</u>
TOTAL LIABILITIES & EQUITY	<u>895,187.68</u>

Key Marco Community Development District

Profit & Loss

March 2022

	<u>Mar 22</u>
Income	
Interest Income	41.46
Road Use Fee Revenue	1,112.87
	<hr/>
Total Income	1,154.33
	<hr/>
Gross Profit	1,154.33
Expense	
ADMINISTRATION	
Attorney Fees	335.00
Engineering Fees	7,096.25
Management Fees	4,583.00
Rentals & Leases	30.00
Supervisor Expenses	2,000.00
	<hr/>
Total ADMINISTRATION	14,044.25
	<hr/>
Total Expense	14,044.25
	<hr/>
Net Income	-12,889.92
	<hr/> <hr/>

**Key Marco Community Development District
Reconciliation Detail
Fifth Third Money Market, Period Ending 03/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						460,044.95
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	03/31/2022			X	3.90	3.90
Total Deposits and Credits					3.90	3.90
Total Cleared Transactions					3.90	3.90
Cleared Balance					3.90	460,048.85
Uncleared Transactions						
Deposits and Credits - 1 item						
General Journal	09/30/2020	2020-01			0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					0.00	0.00
Register Balance as of 03/31/2022					3.90	460,048.85
Ending Balance					3.90	460,048.85

Key Marco Community Development District
Reconciliation Detail
Fifth Third Public Fund, Period Ending 03/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						441,401.02
Cleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	03/16/2022	1140	Hole Montes	X	-7,096.25	-7,096.25
Bill Pmt -Check	03/16/2022	1141	John Esposito	X	-400.00	-7,496.25
Bill Pmt -Check	03/16/2022	1144	Lynn Domenici	X	-400.00	-7,896.25
Bill Pmt -Check	03/16/2022	1147	Terri Stanton	X	-400.00	-8,296.25
Bill Pmt -Check	03/16/2022	1139	Coleman, Yovanovic...	X	-335.00	-8,631.25
Bill Pmt -Check	03/16/2022	1146	Robert Flinn Record...	X	-30.00	-8,661.25
Total Checks and Payments					-8,661.25	-8,661.25
Deposits and Credits - 3 items						
Deposit	02/28/2022			X	3,686.76	3,686.76
Deposit	03/31/2022			X	37.56	3,724.32
Deposit	03/31/2022			X	1,112.87	4,837.19
Total Deposits and Credits					4,837.19	4,837.19
Total Cleared Transactions					-3,824.06	-3,824.06
Cleared Balance					-3,824.06	437,576.96
Uncleared Transactions						
Checks and Payments - 7 items						
Check	09/28/2020	2689S	Collier County Utilities		-116.88	-116.88
Check	09/30/2020	50006	Luanne Kerins		-184.70	-301.58
Bill Pmt -Check	11/08/2021	1118	Naples Daily News		-199.50	-501.08
Bill Pmt -Check	11/18/2021	1121	Coleman, Yovanovic...		-260.00	-761.08
Bill Pmt -Check	03/16/2022	1142	Key Marco Commun...		-4,583.00	-5,344.08
Bill Pmt -Check	03/16/2022	1145	Mary Beth Schewitz		-400.00	-5,744.08
Bill Pmt -Check	03/16/2022	1143	Luanne Kerins		-400.00	-6,144.08
Total Checks and Payments					-6,144.08	-6,144.08
Deposits and Credits - 1 item						
General Journal	09/30/2020	2020-01			0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-6,144.08	-6,144.08
Register Balance as of 03/31/2022					-9,968.14	431,432.88
Ending Balance					-9,968.14	431,432.88

***PRELIMINARY - BUDGET
FISCAL YEAR 2022-2023***

***KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT***

April 20, 2022

DRAFT #1 March 22, 2022

KEY MARCO

Community Development District

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KEY MARCO

Community Development District

General Fund

DESCRIPTION	Adopted Budget FY 2021-2022	Actual Thru 3/31/2022	Projected Next 6 Months	Total Projected 9/30/2022	Proposed Budget FY 2022-2023
REVENUES					
Maintenance Assessments - Levy	\$254,600	\$207,100	\$47,500	\$254,600	\$214,400
Maintenance Assessments - Discounts (4%)	(\$10,184)	(\$4,940)	(\$1,900)	(\$6,840)	(\$8,040)
Road Use Fee	\$5,000	\$3,623	\$1,377	\$5,000	\$5,000
Interest Income	\$1,300	\$184	\$200	\$384	\$500
FEMA Proceeds	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$250,716	\$205,967	\$47,177	\$253,144	\$211,860
EXPENDITURES					
Administrative					
Supervisors Fees	\$5,000	\$2,000	\$3,000	\$5,000	\$5,000
Fica Taxes	\$0	\$0	\$0	\$0	\$0
Engineering Fees	\$12,000	\$7,708	\$5,000	\$12,708	\$9,000
Attorney Fees	\$5,000	\$4,502	\$3,000	\$7,502	\$5,000
Management Fees	\$55,000	\$27,498	\$27,500	\$54,998	\$10
Property Appraiser Admin Costs	\$6,365	\$0	\$0	\$0	\$1,020
Assessments Rolls	\$1,000	\$1,000	\$0	\$1,000	\$1,000
Tax Collector (2% Commission)	\$5,098	\$3,988	\$950	\$4,938	\$5,098
Accounting Services	\$0	\$0	\$0	\$0	\$0
Audit Fees	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Postage	\$0	\$21	\$0	\$21	\$0
Rentals & Leases	\$300	\$130	\$180	\$310	\$360
Insurance - General Liability	\$30,000	\$28,234	\$0	\$28,234	\$30,000
Legal Advertising	\$1,000	\$399	\$500	\$899	\$1,000
Bank Fees	\$0	\$0	\$0	\$0	\$0
Transcribing Costs	\$1,000	\$295	\$400	\$695	\$1,000
Computer Support	\$600	\$300	\$300	\$600	\$600
Office Supplies	\$300	\$69	\$0	\$69	\$300
Dues, Licenses, Subscriptions	\$175	\$175	\$0	\$175	\$175
TOTAL ADMINISTRATIVE	\$127,838	\$76,318	\$45,830	\$122,148	\$64,563
	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Capital Expenditures & Projects					
Roads	\$50,000	\$13,778	\$0	\$0	\$50,000
Solar Streetlighting	\$12,000	\$0	\$0	\$0	\$12,000
Bridge Reserves	\$18,000	\$0	\$0	\$0	\$18,000
Bridge Inspection Reserves	\$5,000	\$0	\$0	\$0	\$5,000
Bridge Painting	\$17,000	\$0	\$0	\$0	\$27,000
Gatehouse Gates	\$3,000	\$0	\$0	\$0	\$0
Gatehouse Paver Replacement	\$0	\$0	\$0	\$0	\$20,000
TOTAL CAPITAL EXPENDITURES & PROJECTS	\$105,000	\$13,778	\$0	\$0	\$132,000

KEY MARCO

Community Development District

General Fund

DESCRIPTION	Adopted Budget FY 2021-2022	Actual Thru 3/31/2022	Projected Next 6 Months	Total Projected 9/30/2022	Proposed Budget FY 2022-2023
Lighting					
Utilities-Electric	\$0	\$0	\$0	\$0	\$0
R&M - General	\$0	\$0	\$0	\$0	\$0
Misc.-Holiday Lighting	\$0	\$0	\$0	\$0	\$0
TOTAL LIGHTING	\$0	\$0	\$0	\$0	\$0
Access Control					
Contractual Services	\$0	\$0	\$0	\$0	\$0
Utilities-Electric	\$0	\$0	\$0	\$0	\$0
R&M-Gate	\$0	\$0	\$0	\$0	\$0
R&M-Gatehouse	\$0	\$0	\$0	\$0	\$0
Operating Supplies-General	\$0	\$0	\$0	\$0	\$0
TOTAL ACCESS CONTROL	\$0	\$0	\$0	\$0	\$0
Road Maintenance					
Repairs & Maintenance Catch Basins & Culverts	\$12,000	\$0	\$0	\$0	\$12,000
TOTAL FIELD	\$12,000	\$0	\$0	\$0	\$12,000
TOTAL EXPENDITURES	\$244,838	\$90,096	\$45,830	\$122,148	\$208,563
EXCESS REVENUES (EXPENDITURES)	\$5,878	\$115,871	\$1,347	\$130,995	\$3,297
NET CHANGE IN FUND BALANCE	\$5,878	\$115,871	\$1,347	\$130,995	\$3,297
FUND BALANCE - BEGINNING	\$627,546	\$627,546	\$0	\$627,546	\$758,541
FUND BALANCE - ENDING	\$633,424	\$743,417	\$1,347	\$758,541	\$761,838

Net Assessment	\$201,000
Discounts 4%	\$8,040
Gross Assessment	\$192,960

<i>Unit Type</i>	<i># of Units</i>	<i>Gross Per Unit</i>	<i>Gross Total</i>
Single Family Home	134	\$1,600	\$214,400
	134		\$214,400

KEY MARCO

Community Development District

EXHIBIT "A"

Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>AMOUNT</u>
Beginning Fund Balance - Fiscal Year 2022	\$758,541
Net Change in Fund Balance - Fiscal Year 2021	\$0
Reserves - Fiscal Year 2021 Additions	\$0
TOTAL FUNDS AVAILABLE (ESTIMATED) - 9/30/2022	\$758,541
 <u>ALLOCATION OF AVAILABLE FUNDS</u>	
Assigned Fund Balance	
Operating Reserve - First Quarter Operating Capital	\$102,000
	Subtotal <u>\$102,000</u>
TOTAL ALLOCATION OF AVAILABLE FUNDS	\$102,000
TOTAL UNAASIGNED (UNDESIGNATED) CASH	<u>\$656,541</u>

RESOLUTION 2022-_____

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
APPROVING A PROPOSED BUDGET FOR FISCAL YEAR
2022-23 AND SETTING A PUBLIC HEARING THEREON
PURSUANT TO FLORIDA LAW; PROVIDING FOR
SEVERABILITY; PROVIDING FOR CONFLICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (the “Board”) of Key Marco Community Development District (the “District”) a proposed budget for Fiscal Year 2022-23 prior to June 15, 2022, a copy of which is attached hereto and made a part hereof as Exhibit “A”, and

WHEREAS, the Board has considered said proposed budget and desires to set the required public hearing thereon.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Recitals. The foregoing recitals are true and correct and incorporated herein as if written into this Section.

Section 2. Proposed Budget. The proposed Budget submitted by the District Manager for Fiscal Year 2022-23 and attached hereto as Exhibit “A” is hereby approved as the basis for conducting a public hearing to adopt said budget.

Section 3. Public Hearing. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE:	June 23, 2022
HOUR:	8:30 a.m.
LOCATION:	Key Marco Community Center 505 Whiskey Creek Drive Marco Island, Florida 34145

Section 4. Submittal to Local Governing Authorities. The District Manager is hereby directed to submit a copy of the proposed budget to the City of Marco Island and Collier County at least sixty (60) days prior to the hearing date set forth above.

Section 5. Notice. Notice of this public hearing on the budget shall be published in a newspaper of general circulation in the area of the district once a week for two (2) consecutive weeks, except that the first publication shall not be fewer than fifteen (15) days prior to the date of the public hearing. The notice shall further contain a designation of the day, time, and place of the public hearing. At the time and place designated in the notice, the Board shall hear all objections

to the budget as proposed and may make such changes as the board deems necessary. Further, in accordance with Section 189.016, Florida Statutes the proposed budget will be posted on the District's website at least two (2) days prior to budget public hearing.

Section 6. Severability. Should any sentence, section, clause, part or provision of this Resolution be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Resolution as a whole, or any part thereof, other than the part declared invalid.

Section 7. Conflicts. All Sections or parts of Sections of any Resolutions or actions of the Board in conflict are hereby repealed to the extent of such conflict.

Section 8. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 20th day of April, 2022, by the Board of Supervisors of Key Marco Community Development District, Collier County, Florida.

Attest:

**KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT**

Katie Maline, Secretary

Mary Beth Schewitz, Chair

Exhibit "A"