

Community Development District

**Board of Supervisor's Regular Meeting**

**November 16, 2017 at 8:30 a.m.**

505 Whiskey Creek Drive  
Marco Island, FL 34145

**AGENDA**

Note: Requests to address the Board on all subjects, which are not on today's agenda, will be accommodated under "Public Comments".

Any person who decides to appeal a decision of this Board will need a record of the proceedings pertaining there to and may need to ensure that a verbatim record of these proceedings is made at their expense.

Any person requiring special accommodations at this meeting because of a disability of physical impairment should contact the District Office at 239 -394-4346 at least five days prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience Questions and Comments on Agenda Items
5. Specific Items of Old Business
6. Specific Items of New Business
7. Staff Reports:
  - 1) District Counsel — Greg Urbancic**
  - 2) District Consultant - Neil Dorrill**
    - a) FEMA Application Update
    - b) Financial Statement ending September 30, 2017

**3) District Manager — Katie Maline**

- a) Post Hurricane Irma Update
  - b) Gate Access, Security Cards and Decals
  - c) Crawford Landscaping
  - d) Severn-Trent
8. Supervisors Request and Comments
  9. Audience Questions and Comments
  10. Schedule Next Meeting Date and Time
  11. Adjournment

# Community Development District

## Board of Supervisor's Regular Meeting

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1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience Questions and Comments on Agenda Items
5. Specific Items of Old Business
6. Specific Items of New Business
  - a. Resignation of Patricia Quartuccio
  - b. Appointment of Dawn Aitkenhead
7. Staff Reports:
  - 1) **District Counsel** — Greg Urbancic
  - 2) **District Consultant** - Neil Dorrill

- a) FEMA Application Update
- b) Cost of Living Increase — Dorrill Management
- c) Financial Statement ending September 30, 2017 3)

**District Manager — Katie Maline**

- a) Public Records Request Policy
  - b) Post Hurricane Irma Update
    - i) Bridge
    - ii) Street Lighting
    - iii) Catch Basins
  - c) Gate Access, Security Cards and Decals
    - i) Interior Plant Scapes
  - d) Crawford Landscaping
    - i) Regular Crew
    - ii) Hurricane Debris Clean Up Invoice
  - e) Severn-Trent
  - f) General Information
    - i) CYK Invoice
8. Supervisors Request and Comments
9. Audience Questions and Comments
10. Schedule Next Meeting Date and Time: **Thursday, December 21, 2017 at 8:30 a.m.**
11. Adjournment

# Request for Public Assistance #1449

Routing in Progress: FEMA Review (Step 5 of 6)

Request for Public Assistance Details		Grant
This 90-49 form notifies the State of the intent to participate in a given newly declared Grant. The Applicant details as well as key contacts are specified.		<p><b>4337 Hurricane Irma</b> Public Assistance Declared: September 10, 2017</p> <p>Emergency Deadline: March 11, 2018 Permanent Deadline: April 11, 2019</p> <p>Applicant</p> <p><b>Key Marco Community Development District</b> Collier County (6 Region)</p> <p>FIPS #: 021-UDB4K-00 Vendor #: Type: Special District Physical/Mailing: 2323 San Marco Road Marco Island, FL, 34145</p>
<b>Grant:</b>	4337 Hurricane Irma	
<b>County:</b>	Collier <b>Disaster Declared Within County</b>	
<b>Primary</b>	Leigh Briant	
<b>Contact:</b>	Consultant	
<b>Alternate</b>	William Dorrill	
<b>Authorized</b>	Katie Maline	
<b>Contact:</b>	Manager	
<b>Was PDA done:</b>	Y	
<b>Counties</b>	Collier	
<b>Affected:</b>		
<b>Subgrant</b>	<no value>	
<b>Agreement</b>		
<b>Status:</b>		

Workflow Summary

Current Step: 5) FEMA Review

# Invoice

Date	Estimate#
10/31/2017	233871

Bill To
Key Marco C/O Dorrill Management Group 5672 Strand Court, Suite #1 Naples, FL 34110

Service Address
2323 San Marco Road Marco Island, FL 34145

P.O. NO.	Terms	Project
	Due on receipt	1966-T&M

Description	Amount
Storm Clean-up-progress billing through October 31, 2017  Charges for storm clean-up include labor hours, machine hours, debris removal, and staking	\$32,296.00
<b>Total</b>	<b>\$32,296.00</b>

THANKS YOU FOR YOUR BUSINESS!!

Payment Options:

If paying by check, please send in the provided envelope.

If you would like to pay by credit card, please call Mary at 239-449-5013

Sign here to use the credit card already on file and return this in the provided envelope.

Signed

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Date

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Coleman, Yovanovich & Koester, P.A.  
Northern Trust Bank Building  
4001 Tamiami Trail North, Suite 300  
Naples, Florida 34103-3556  
Telephone: (239) 435-3535  
Fax: (239) 435-1218

Key Marco CDD  
c/o Katie Maline  
505 Whiskey Creek Drive  
Marco Island FL 34145

Page: 1  
September 30, 2017  
File No: 3944-001M  
Statement No: 106

Attn: Katie Maline

Gen Rep

SENT VIA EMAIL TO: dee@dmgfl.com, Leigh@dmgfl.com and  
katie@managerkeymarcohoa.org

Fees

09/15/2017	GLU	Review and respond to email correspondence from Katie Maline on board meeting	32.50
09/19/2017	GLU	Review and respond to email correspondence from Katie Maline and Maureen McFarland regarding new supervisor questions; Brief research on same.	<u>162.50</u>
		Professional Fees through 09/30/2017	195.00
		Total Current Work	195.00
		Payment	
		Total Payments Through 10/27/2017	2,323.75
		Balance Due	<u>\$195.00</u>

Total Current Work

# Invoice

Dorrill Management Group, Inc.  
5572 Strand Court, Suite 1  
Naples, FL 34110

Invoice #: 4017  
Invoice Date: 11/1/2017

Key Marco CDD  
5672 Strand Court, Suite 1  
Naples FL. 34110

Description	Amount	
Management Fee	1,287.50	
Accounting Services	618.00	
Management COL Increase-Oct 2017	87.50	
Accounting Services COL Increase-Oct 2017	18.00	
Please remit to above address.	Total	\$2,011.00
	Payments/Credits	\$0.00
	Balance Due	\$2,011.00



**Key Marco Community Dev District  
Financial Statements**

**Twelve Months Ended September 30, 2017**

**Key Marco Community Dev District**  
**BALANCE SHEET**  
**September 30, 2017**  
**General Fund**

**ASSETS**

**Current Assets**

Cash in bank	\$	882,900.41	
Accounts Receivable		323.85	

**Total Current Assets** \$ 883,224.26

**Fixed Assets**

Land		1,969,203.29	
Buildings		143,369.43	
Accum Depr- Buildings		(106,307.37)	
Improvements		882,684.49	
Accum Depr - Improvements		(660,871.25)	
Infrastructure		6,511,876.05	
Accum Depr - Infrastructure		(3,998,354.89)	
Machinery & Equipment		123,059.68	
Accum Depr - Mach & Equip		(26,662.96)	

**Total Fixed Assets** 4,837,996.47

**Total Assets** \$ 5,771,770.71

**liabilities**

<b>Accounts Payable</b>	\$	76,751.25	

**Total Liabilities** \$ 76,751.25

**Fund Balance**

Residual Equity Transfers In		36,950.09	
Fund Balance - Unreserved		5,661,899.14	
Excess Revenues (Expenditures)		(54,379.75)	

**Total Fund Balance** 5,644,469.48

**Total Liabilities and Fund Balance** 5 771,770.71

**Key Marco Community Dev District**  
**STATEMENT OF REVENUE AND EXPENSE**  
**General Fund**

	One Month Ended September 30, 2017	Current Period Budget	Current Period Variance	Twelve Months September 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Revenue</b>							
Non Ad Valorem Assessments	0.00	\$ 0.00	\$ 0.00	\$ 586,260.00	\$ 603,000.00	(16,740.00)	\$ 603,000.00
Interest Income	837.32	179.13	658.19	8,335.76	2,150.00	6,185.76	2,150.00
Revenue Carry Forward	0.00	1,583.37	(1,583.37)	0.00	19,000.00	(19,000.00)	19,000.00
Other Miscellaneous Revenues	0.00	16.63	(16.63)	288.19	200.00	88.19	200.00
<b>Total Revenues</b>	<b>837.32</b>	<b>1,779.13</b>	<b>(941.81)</b>	<b>594,883.95</b>	<b>624,350.00</b>	<b>(29,466.05)</b>	<b>624,350.00</b>
<b>Expenditures</b>							
<i>Professional &amp; Administrative</i>							
Board of Supervisor Fees	200.00	333.37	133.37	4,800.00	4,000.00	(800.00)	4,000.00
Payroll Tax Expense	0.00	41.63	41.63	0.00	500.00	500.00	500.00
Management Fees	1,250.00	4,500.00	3,250.00	31,283.35	54,000.00	22,716.65	54,000.00
Transcription Services	290.00	0.00	(290.00)	1,710.00	1,000.00	(710.00)	1,000.00
Audit Fees	0.00	416.63	416.63	4,875.00	5,000.00	125.00	5,000.00
Accounting Fees	600.00	1,250.00	650.00	10,450.00	15,000.00	4,550.00	15,000.00
Special Assessment Roll Prep	0.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00
Property Appraiser Fees	0.00	0.00	0.00	9,648.00	10,000.00	352.00	10,000.00
Tax Collector Fees	0.00	0.00	0.00	11,725.20	13,000.00	1,274.80	13,000.00
Legal Fees	195.00	0.00	(195.00)	40,754.07	10,000.00	(30,754.07)	4,10,000.00
Engineering Fees	29.50	0.00	(29.50)	12,499.50	2,000.00	(10,499.50)	2,000.00
Postage & Courier	41.83	33.37	(8.46)	433.34	400.00	(33.34)	400.00
Computer Services	56.25	0.00	(56.25)	1,148.76	600.00	(548.76)	600.00
Rentals & Leases	25.00	125.00	100.00	675.71	1,500.00	824.29	1,500.00
insurance - General	0.00	450.00	450.00	27,230.00	31,000.00	3,770.00	31,000.00
Legal Advertising	189.00	0.00	(189.00)	4,420.70	2,000.00	(2,420.70)	2,000.00
Office Supplies	0.00	0.00	0.00	490.40	400.00	(90.40)	400.00
Subscriptions & Dues	0.00	0.00	0.00	175.00	200.00	25.00	200.00
Bank Charges	42.65	0.00	(42.65)	623.53	0.00	(623.53)	0.00
Miscellaneous Expense	36.02	41.63	5.61	36.02	500.00	463.98	500.00
<b>Total Expenditures</b>	<b>2,955.25</b>	<b>7,191.63</b>	<b>4,236.38</b>	<b>163,978.58</b>	<b>152,100.00</b>	<b>(11,878.58)</b>	<b>152,100.00</b>

**Key Marco Community Dev District  
STATEMENT OF REVENUE AND EXPENSE  
General Fund**

	One Month Ended September 30, 2017	Current Period Budget	Current Period Variance	Twelve Months September 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Expenditures</b>							
<b>Field Management Services</b>							
Field Management Services	6,264.47	0.00	(6,264.47)	53,264.47	0.00	(53,264.47)	0.00
Rentals & Leases	0.00	41.63	41.63	0.00	500.00	500.00	500.00
Contractual Services	323.85	208.37	(115.48)	4,133.85	2,500.00	(1,633.85)	2,500.00
<b>Total Expenditures</b>	<b>6,588.32</b>	<b>250.00</b>	<b>(6,338.32)</b>	<b>57,398.32</b>	<b>3,000.00</b>	<b>(54,398.32)</b>	<b>3,000.00</b>
<b>Expenditures</b>							
<b>Landscaping</b>							
Insurance - Workers Comp	0.00	0.00	0.00	150.00	0.00	(150.00)	0.00
Electric Services	0.00	0.00	0.00	876.64	0.00	(876.64)	0.00
Contractual Services	11,392.00	11,166.63	(225.37)	139,104.79	134,000.00	(5,104.79)	134,000.00
Tree Trimming	2,880.00	2,083.37	(796.63)	7,680.00	25,000.00	17,320.00	25,000.00
Chemicals	0.00	0.00	0.00	2,372.00	0.00	(2,372.00)	0.00
Flower Program	0.00	416.63	416.63	2,816.90	5,000.00	2,183.10	5,000.00
Mulch Program	0.00	1,250.00	1,250.00	1,260.00	15,000.00	13,740.00	15,000.00
Plant Replacement Program	0.00	1,666.63	1,666.63	10,898.50	20,000.00	9,101.50	20,000.00
FEMA Expenses	40,905.00	0.00	(40,905.00)	40,905.00	0.00	(40,905.00)	0.00
Land Lease	2,553.00	2,583.37	30.37	30,636.00	31,000.00	364.00	31,000.00
Miscellaneous Expense	146.96	83.37	(63.59)	146.96	1,000.00	853.04	1,000.00
<b>Total Expenditures</b>	<b>57,876.96</b>	<b>19,250.00</b>	<b>(38,626.96)</b>	<b>236,846.79</b>	<b>231,000.00</b>	<b>(5,846.79)</b>	<b>231,000.00</b>
<b>Expenditures</b>							
<b>Environmental Services</b>							
<b>Expenditures</b>							
<b>Lighting</b>							
Electric Services	1,929.69	1,125.00	(804.69)	17,561.54	13,500.00	(4,061.54)	13,500.00
Repairs & Maint - General	0.00	416.63	416.63	4,596.00	5,000.00	404.00	5,000.00
Holiday Lighting	0.00	250.00	250.00	1,345.00	3,000.00	1,655.00	3,000.00
<b>Total Expenditures</b>	<b>1,929.69</b>	<b>1,791.63</b>	<b>(138.06)</b>	<b>23,502.54</b>	<b>21,500.00</b>	<b>(2,002.54)</b>	<b>21,500.00</b>

**Key Marco Community Dev District  
STATEMENT OF REVENUE AND EXPENSE  
General Fund**

	One Month Ended September 30, 2017	Current Period Budget	Current Period Variance	Twelve Months September 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Expenditures</b>							
<i>Access Control</i>							
Utility Services	517.39	833.37	315.98	6,116.81	10,000.00	3,883.19	10,000.00
Operating Supplies	128.90	0.00	(128.90)	128.90	0.00	(128.90)	0.00
Repairs & Maint - Parts	3,051.85	416.63	(2,635.22)	6,809.12	5,000.00	(1,809.12)	5,000.00
Repairs & Maint - Gatehouse	378.19	0.00	(378.19)	10,350.30	2,000.00	(8,350.30)	2,000.00
Contractual Services	6,413.05	7,000.00	586.95	83,448.05	84,000.00	551.95	34,000.00
<b>Total Expenditures</b>	<b>10,489.38</b>	<b>8,250.00</b>	<b>(2,239.38)</b>	<b>106,853.18</b>	<b>101,000.00</b>	<b>(5,853.18)</b>	<b>101,000.00</b>
<b>Expenditures</b>							
<i>Roadway</i>							
Repairs & Maint - Parts	0.00	833.37	833.37	1,865.00	10,000.00	8,135.00	10,000.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>833.37</b>	<b>833.37</b>	<b>1,865.00</b>	<b>10,000.00</b>	<b>8,135.00</b>	<b>10,000.00</b>
<b>Expenditures</b>							
<i>Irrigation</i>							
Electric Services	288.23	416.63	128.40	4,377.25	5,000.00	622.75	5,000.00
Utilities - Water	999.61	1,250.00	250.39	18,262.83	15,000.00	(3,262.83)	15,000.00
Repairs & Maint - General	901.00	1,250.00	349.00	12,348.81	15,000.00	2,651.19	15,000.00
Contractual Services	234.00	0.00	(234.00)	9,770.40	6,100.00	(3,670.40)	5,100.00
<b>Total Expenditures</b>	<b>2,422.84</b>	<b>2,916.63</b>	<b>493.79</b>	<b>44,759.29</b>	<b>41,100.00</b>	<b>(3,659.29)</b>	<b>41,100.00</b>
<b>Total Operating Expenditures</b>	<b>82,262.44</b>	<b>40,483.26</b>	<b>(41,779.18)</b>	<b>635,203.70</b>	<b>559,700.00</b>	<b>(75,503.70)</b>	<b>559,700.00</b>

**Key Marco Community Dev District  
STATEMENT OF REVENUE AND EXPENSE  
General Fund**

	One Month Ended September 30, 2017	Current Period Budget	Current Period Variance	Twelve Months September 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
Capital Outlay	0.00	0.00	0.00	3,800.00	0.00	(3,800.00)	0.00
LED Lighting	0.00	0.00	0.00	10,260.00	10,000.00	(260.00)	
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,060.00</b>	<b>10,000.00</b>	<b>(4,060.00)</b>	
<i>Expenditures</i>							
<i>Other Fees &amp; Charges</i>							
Revenue Reserve	0.00	2,083.37	2,083.37	0.00	25,000.00	25,000.00	
Contingency Reserve	0.00	2,470.87	2,470.87	0.00	29,650.00	29,650.00	
<b>Total Expenditures</b>	<b>0.00</b>	<b>4,554.24</b>	<b>4,554.24</b>	<b>0.00</b>	<b>54,650.00</b>	<b>54,650.00</b>	
<b>Total All Expenditures</b>	<b>82,262.44</b>	<b>45,037.50</b>	<b>(37,224.94)</b>	<b>649,263.70</b>	<b>624,350.00</b>	<b>(24,913.70)</b>	<b>624,350.00</b>
<b>Excess Revenues (Expenditures)</b>	<b>(81,425.12)</b>	<b>\$ 43,258.37</b>	<b>\$ (124,683.49)</b>	<b>\$ (54,379.75)</b>	<b>\$ 0.00</b>	<b>\$ 54,379.75</b>	<b>\$ 0.00</b>