

Community Development District

Board of Supervisors' Regular Meeting

Tuesday, June 6, 2018 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". Public Comments should be limited to 2 minutes.

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
 - a. Resignation of Johanna Parkes
 - b. Appointment of Jim Prange
 - c. Resolution 2018-03 - Re-Designating Officers
7. Reports:
 - a. District Counsel - Greg Urbancic
 - b. District Manager - Katie Maline
 - i. Financials
 1. 2018-2019 Proposed Budget
 2. Resolution 2018-04 - Approving Proposed Budget for FY 2018-2018 and Setting a Public Hearing for August 16, 2018
8. Supervisors Request and Comments
9. Audience Questions and Comments
10. Schedule Next Meeting Date and Time
11. Adjournment

Katie Maline

From: Johanna Parkes <rjparkes@comcast.net>
Sent: Thursday, May 17, 2018 11:43 AM
To: Katie Maline
Subject: Resignation from Key Marco CDD Board

It has been my pleasure to serve on the Key Marco COD Board for a number of years. It is with some regret that, due to life circumstances, I hereby resign my position on the COD Board. I will continue to be an interested resident as long as I live on Key Marco.

Sincerely,

Johanna Parkes

RESOLUTION 2018-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
RE-DESIGNATING THE OFFICERS OF THE DISTRICT;
PROVIDING FOR CONFLICT AND SEVERABILITY; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of Supervisors ("Board") of Key Marco Community Development District ("District") previously designated the officers of the District; and

WHEREAS, the Board now desires to re-designate and/or appoint certain persons to the offices specified in this Resolution.

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

Section 1. Designation of Officers. The following persons are appointed to the offices shown:

Chair	<u>Maureen McFarland</u>
Vice Chair	<u>Mary Beth Schewitz</u>
Treasurer	<u>Maureen McFarland</u>
Secretary	<u>Katie Maline</u>
Assistant Secretary	<u>Dawn Aitkenhead</u>
Assistant Secretary	<u>Corrie Grado</u>
Assistant Secretary	<u></u>

Section 2. Rescission of Prior Designations. All prior officer designations of the Board that are inconsistent with the designations set forth above are hereby rescinded.

Section 3. Severability. If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional, it being expressly found and declared that the remainder of this Resolution would have been adopted despite the invalidity of such section or part of such section.

Section 4. **Conflicts.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

Section 5. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the Board of Supervisors of Wentworth Estates Community Development District this 5th day of June, 2018.

Attest:

**KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT**

Katie Maline, Secretary

Maureen McFarland, Chair

RESOLUTION 2018-

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
APPROVING A PROPOSED BUDGET FOR FISCAL YEAR
2018-2019 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 2018-2019 prior to June 15, 2018, 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 2018-2019 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: _____, 2018
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 14th day of May, 2018, by the Board of Supervisors of Key Marco Community Development District, Collier County, Florida.

Attest:

**KEY MARCO LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Katie Maline, Secretary

Maureen McFarland, Chair

KEY MARCO

Community Development District

Annual Operating Budget

Fiscal Year 2019

Version 7 - Proposed Budget - 05/29/18

Prepared by:



Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU MAR-2018	PROJECTED APRIL- SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
REVENUES							
Interest- Investments Income	\$ 3,244	\$ 8,336	\$ -	\$ 6,690	\$ -	\$ 6,690	\$ 8,000
Interest- Tax Collector Investments			4,000	22		22	
Non-Ad Valorem Assessments	623,464	586,260	629,800	536,685	66,315	603,000	629,800
Non-Ad Valorem Assessments Discounts			(25,000)	(1,175)		(1,175)	(25,192)
Revenue Carry Forward			347,245				
Miscellaneous Revenues	5,129	288	100	466		466	
TOTAL REVENUES	631,838	594,884	956,145	542,688	66,315	609,003	\$12,505
EXPENDITURES							
<i>Administrative</i>							
Board of Supervisor Fees	5,015	4,800	4,000	1,800	2,000	3,800	9,600
FICA Taxes	31		500		153	153	734
ProfServ-Mgmt Consulting Service	54,080	31,283	80,000	40,750	39,250	80,000	72,000
Transcript Cost	1,180	1,710	1,000	865	865	1,730	2,400
Auditing Services	4,850	4,875	5,000	4,925		4,925	5,000
Accounting Services	15,000	10,450	7,200	5,338	7,075	12,413	14,150
ProfServ-Special Assessment	1,000	1,000	1,000	1,000		1,000	1,000
ProfServ-Property Appraiser	9,648	9,648	9,045	9,045		9,045	9,447
ProfServ-Tax Collector	12,469	11,725	13,000	5,956	1,326	7,282	13,000
ProfServ-Legal Services	18,420	40,754	25,000	12,010	12,010	24,020	25,000
ProfServ-Engineering		12,500	2,000		2,000	2,000	5,000
Postage	289	433	400	91	91	182	150
Computer Support	811	1,149	600	300	300	600	600
Insurance - General Liability	33,272	27,230	31,000	27,205		27,205	29,926
Miscellaneous-AssessmentCollection Cost				1,385	1,326	2,711	12,596
Legal Advertising	2,584	4,421	2,000	1,110	890	2,000	4,000
Office Supplies	519	490	400	396	396	792	500
Dues, Licenses, Subscriptions	200	175	200	265	265	530	275
Miscellaneous Expense / Bank Charges	799	660	500	365	365	730	750
Total Administrative	205,682	221,377	182,845	112,806	68,313	181,119	206,128
<i>Maintenance and Landscaping</i>							
Contractual Services	131,903	139,105	134,000	68,694	65,306	134,000	140,000
R&M-Trees and Trimming	47,320	7,680	25,000		2,500	2,500	15,000
Plant Replacement Program	8,667	10,899	20,000	7,690	7,690	15,380	10,000
Exotic Maintenance	599		13,000	116	116	232	13,000
Flower Program		2,817	5,000	1,825	1,825	3,650	5,000
Mulch Program	11,032	1,260	15,000	9,000	6,000	15,000	9,000
Total Maintenance and Landscaping	199,520	206,211	212,000	87,325	83,437	170,762	192,000
<i>Irrigation Services</i>							
Utility-Water	14,959	18,263	15,000	7,449	7,551	15,000	15,000
Land Lease	28,083	30,636	31,000	15,318	15,682	31,000	31,000
Utilities-Electric	5,470	4,377	5,000	1,814	1,814	3,628	5,000
Repairs & Maintenance	14,841	12,349	15,000	10,229	4,771	15,000	20,000
Total Irrigation Services	63,353	75,395	66,000	34,810	29,818	64,628	71,000

KEY MARCO

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU MAR-2018	APRIL- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
Capital Expenditures & Projects							
Bridge Repair				13,724	13,724	27,448	
Cap Outlay-Roads		1,865	230,000	4,901	4,901	9,802	50,000
Total Capital Expenditures & Projects		1,865	230,000	18,625	18,625	37,250	50,000
Lighting							
Utilities -Electric	15,252	17,562	15,000	12,004	12,004	24,008	24,000
R&M General	19,881	4,596	14,000	923	923	1,846	6,000
Misc-Holiday Lighting	4,485	1,345	3,000	1,750		1,750	3,000
Total Lighting	39,618	37,563	32,000	14,677	12,927	27,604	33,000
Access Control							
Contractual Services	77,624	83,448	84,000	42,023	41,977	84,000	86,520
Utilities-Electric	4,414	6,117	10,000	5,249	5,249	10,498	10,000
R&M Gate	4,456	6,809	5,000	9,221		9,221	3,580
R&M Gatehouse	20,438	10,350	8,000	2,750	5,250	8,000	5,000
Op Supplies - General		129	1,200	123	123	246	250
Total Access Control	106,931	106,853	108,200	59,366	52,599	111,965	105,350
TOTAL EXPENDITURES	615,105	649,264	831,045	327,609	265,719	593,328	657,478
Excess (deficiency) of revenues Over (under) expenditures	16,733	(54,380)	125,100	215,079	(199,404)	15,675	(44,870)
Net change in fund balance	16,733	(50,530)	125,100	215,079	(199,404)	15,675	(44,870)
FUND BALANCE, BEGINNING	844,120	860,853	810,323	810,323		810,323	825,998
FUND BALANCE, ENDING	\$ 860,853	\$ 810,323	\$ 935,423	\$ 1,025,402	\$ (199,404)	\$ 825,998	\$ 781,128

KEY MARCO

Community Development District

All funds

**Comparison of Assessment Rates
Fiscal Year 2019 vs. Fiscal Year 2018**

General Fund 001			Total
FY 2019	FY 2018	Percent Change	Units
\$4,700.00	\$4,700.00	0.0%	134