

Collier County Government First Budget Public Hearing FY 2014

Government Building F
3rd Floor Board Room
3299 Tamiami Tr., East
Naples, FL 34112

Leo E. Ochs, Jr.
County Manager

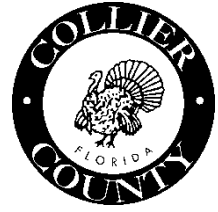
Mark Isackson
Director of Corporate
Financial Planning &
Management Services

Phone: 239-252-8973



**Presented by: Office of Management & Budget
September 5, 2013
5:05 P.M.**

Collier County Government



Communication & Customer Relations
3299 Tamiami Trail East, Suite 102
Naples, FL 34112-5746

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August 29, 2013

FOR IMMEDIATE RELEASE

NOTICE OF PUBLIC MEETING COLLIER COUNTY FY 14 TENTATIVE MILLAGE RATES AND TENTATIVE BUDGET AND PUBLIC HEARING FOR THE PELICAN BAY SERVICES DIVISION FY 14 BUDGET BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA

THURSDAY, SEPTEMBER 5, 2013
5:05 p.m.

Notice is hereby given that the *Collier County Board of County Commissioners* will meet *Thursday, September 5, 2013, at 5:05 p.m.* in the Board of County Commissioners chambers, located on the third floor of the Collier County Government Center, 3299 Tamiami Trail East, Naples to conduct the Pelican Bay Services Division FY 2014 Budget public hearing and the public hearing on the Collier County FY 2014 Tentative Millage Rates and Tentative Budget. The statutory notice for these meetings was contained within the notice of proposed taxes published and mailed by the Collier County Property Appraiser's office. In addition, the Board of County Commissioners will consider the following item:

Recommendation to accept selection committee rankings for the Request for Proposal (RFP) No. 13-6132 "Annual Audit Services" and direct the County Manager to negotiate a contract beginning with the highest ranked firm.

In regard to the public meeting:

All interested parties are invited to attend, and to register to speak and to submit their objections, if any, in writing, to the board/committee prior to the meeting if applicable. All registered public speakers will be limited to three minutes unless permission for additional time is granted by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations in order to participate in this proceeding, should contact the Collier County Facilities Management Department located at 3335 Tamiami Trail East, Naples, Florida 34112, or 239-252-8380 as soon as possible, but no later than 48 hours before the scheduled event. Such reasonable accommodations will be provided at no cost to the individual.

For more information, call Mark Isackson at (239) 252-8383.

-End-

**COLLIER COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA

Thursday, September 5, 2013, 5:05 p.m.

NOTICE: ALL PERSONS WISHING TO SPEAK ON ANY AGENDA ITEM MUST REGISTER PRIOR TO SPEAKING.

ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDINGS PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ALL REGISTERED PUBLIC SPEAKERS WILL BE LIMITED TO THREE (3) MINUTES UNLESS PERMISSION FOR ADDITIONAL TIME IS GRANTED BY THE CHAIRMAN.

1. ADVERTISED PUBLIC HEARING –

Executive Summary – Recommendation to accept selection committee rankings for Request for Proposal (RFP) No. 13-6132 “Annual Audit Services” and direct the County Manager to negotiate a contract beginning with the highest ranked firm

EXECUTIVE SUMMARY

Recommendation to accept selection committee rankings for Request for Proposal (RFP) No. 13-6132 “Annual Audit Services” and direct the County Manager to negotiate a contract beginning with the highest ranked firm.

OBJECTIVE: To secure an independent auditor according to Florida Statute 218.391 to conduct an annual financial audit, single audits and specific financial assistance and reporting as defined by Florida Statute 218.39 and contained in RFP No.13-6132.

CONSIDERATIONS: In June 2013, the County was notified by then current auditors Ernst & Young LLP, that the rate for a renewal contract would be a significant increase over the 2012 audit costs and not in accordance with the agreed upon escalation provision of their contract. Staff from the Clerk of Courts and the County’s Office of Management and Budget unsuccessfully attempted to negotiate a more modest increase.

Accordingly, the Purchasing Department issued RFP No.13-6132 entitled “Annual Audit Services” on June 20, 2013. Forty-one (41) firms downloaded the solicitation documents (out of a mailing of 721), and seven (7) companies submitted proposals.

According to Florida Statute 218.391, Auditor Selection Procedures, a selection committee made up of representation from all Constitutional Offices reviewed the proposals and ranked the companies in the following order:

			3 Year Price
1	Clifton Larson Allen, LLP	Fort Myers, FL	\$ 990,000
2	Cherry Bekaert, LLP	Orlando, FL	\$ 1,637,400
3	KPMG, LLP	Tampa, FL	\$ 1,545,000
4	McGladrey LLP	Naples, FL	\$ 1,514,535
5	Crowe Horwath LLP	Tampa, FL	\$ 1,485,000
6	Mauldin Jenkins, LLC	Bradenton, FL	\$ 1,392,400
7	Rehmann Robson LLC	Naples, FL	\$ 1,539,200

Staff recommends that the Board accept the Committee’s rankings for Request for Proposal No. 13-6132 Annual Audit Services and direct the County Manager to negotiate a contract beginning with the highest ranked firm. The negotiated contract will be brought back to the Board for final review and approval.

FISCAL IMPACT: The most responsive and lowest cost submission was Clifton Larson Allen, LLP with a 3 year cost of \$990,000, or \$330,000 annually. Major program audits above 15 would be provided at a rate of \$4,500 each. However, we do not expect to exceed 15 programs for the fiscal year 2013 audit. Budget is available in the General Fund, in the “Other General and Administrative” fund center, line item “County-Wide Auditing”. No budget amendment will be required by this action.

LEGAL CONSIDERATIONS: This item has been reviewed by the County Attorney, is approved as to form and legality, and requires majority vote for approval. -JAK

GROWTH MANAGEMENT IMPACT: There is no impact on the Growth Management Plan.

RECOMMENDATION: That the Board accepts the Committee's rankings for Request for Proposal No. 13-6132 "Annual Audit Services" and direct the County Manager to negotiate a contract beginning with the highest ranked firm.

PREPARED BY: Derek Johnssen, Assistant Finance Director Clerk of Courts

Attachments:

- Solicitation 13-6132 Annual Audit Services
- Rank Order



**Selection Committee
Final Ranking Sheet**

**RFP #: 13-6132
Title: Annual Audit Services**

Name of Firm	Cheryl Kimble	Jean Myers	Crystal Kinzel	Bruce Snauwaert	Melissa Blazier	Don Berry	Average	Final Rank
Clifton Larson Allen	1	1	1	1	1	2	1.16667	1
Cherry Bakaert CPA's and Advisors	3	3	3	5	2	1	2.83333	2
KPMG	2	4	4	3	3	6	3.66667	3
McGladrey LLP	4	5	5	2	4	4	4	4
Crowe Horwath LLP	7	2	2	6	5	7	4.83333	5
Mauldin Jenkins LLC	5	6	6	4	6	3	5	6
Rehmann Robson LLC	6	7	7	7	7	5	6.5	7

Purchasing Representative

Brenda Brihart, Procurement Strategist 8/5/2013

REQUEST FOR PROPOSAL

(In compliance with Florida Statute 218.391)



COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS

Solicitation 13-6132 Annual Audit Services

Joanne Markiewicz, Interim Purchasing Director

239-252-8975 (Telephone)

239-252-6480 (Fax)

joannemarkiewicz@colliergov.net (Email)

This proposal solicitation document is prepared in a Microsoft Word format. Any alterations to this document made by the Vendor may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Collier County Government.



Purchasing Department • 3327 Tamiami Trail East • Naples, Florida 34112-4901 • www.colliergov.net/purchasing

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Legal Notice

Sealed Proposals to provide audit services will be received until **12 Noon, Naples local time, on 7/18/13** at the Collier County Government, Purchasing Department, 3327 Tamiami Trail E, Naples, FL 34112.

Solicitation

13-6132 Annual Audit Services

Services to be provided may include, but not be limited to the following: conducting annual audit, single audits and specific financial assistance and reporting.

All statements shall be made upon the official proposal form which may be obtained on the Collier County Purchasing Department Online Bidding System website: www.colliergov.net/bid.

Collier County does not discriminate based on age, race, color, sex, religion, national origin, disability or marital status.

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA,

BY: /S/ Joanne Markiewicz
Interim Purchasing & General Services Director

This Public Notice was posted on the Collier County Purchasing Department website: www.colliergov.net/purchasing and in the Lobby of Purchasing Building "G", Collier County Government Center on 6/20/13.



Purchasing Department • 3301 Tamiami Trail East • Naples, Florida 34112 • www.colliergov.net/purchasing

Exhibit I: Scope of Work, Specifications and Response Format

As requested by the Collier County Board of County Commissioners (hereinafter, the "County"), the Collier County Board of County Commissioners Purchasing Department has issued this Request for Proposal (hereinafter, "RFP") with the intent of obtaining proposals from interested and qualified firms in accordance with the terms, conditions and specifications stated or attached. The results of this solicitation may be used by other County departments once awarded according to the Board of County Commissioners Purchasing Policy.

The terms vendor, supplier or consultant may be used interchangeably for "auditor" throughout the document.

Brief Description of Purchase

The County is interested in soliciting vendor proposals with the purpose of conducting an annual financial audit, single audits and specific financial assistance and reporting as described in the Scope of Work below. The County is seeking an independent certified public accounting firm to provide audit services, to include the provision of resources related to the implementation of pronouncements, changes in accounting procedures, laws, regulations and general reporting guidance. Historically, the County has spent approximately \$607,000 annually for its audit engagements.

Background

Collier County serves an area of 2,025 square miles and is a non-chartered county established under the constitution and the laws of the State of Florida. The permanent population has increased from approximately 38,000 residents in 1970 and, according to the University of Florida's Bureau of Economic and Business Research, the fiscal year (FY) 2012 population estimate is 323,785. Between FY 2003 and FY 2012, the population growth rate was 13.6%. The County is expected to sustain an annual growth rate of approximately 2.0% over the course of the next two decades.

The County's FY 2013 budget is \$881.9M. The fiscal year begins on October 1 and ends on September 30. Services being requested are for the FY beginning FY 2013. The Clerk of the Circuit Court maintains the funds and accounts of the Board of County Commissioners, the Clerk of the Circuit Court and the Supervisor of Elections. In addition to the Board of County Commissioners, this RFP covers the following constitutional offices:

- Clerk of the Circuit Court
- Property Appraiser
- Sheriff
- Supervisor of Elections
- Tax Collector

Each is responsible for the custody and accounting of funds of each of their respective offices.

Detailed information on the government and its finances can be found in Collier County's Comprehensive Annual Financial Report (CAFR) for fiscal year 2012 and in the County's Annual Adopted Budget for fiscal year 2013. Copies of prior year CAFRs and Budgets may be viewed on www.collierclerk.com and www.colliergov.net, respectively.

Collier County has received the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting award for 26 consecutive years and the GFOA Distinguished Budget Presentation Award for 28th Consecutive Years. The Clerk of Courts has received the GFOA Distinguished Budget Presentation Award for eleven (11) consecutive years.

Fund Structure

Collier County uses the following fund types in its fund financial reporting (as of September 30, 2012):

- General fund
- Special revenue funds
- Debt service funds
- Capital projects funds
- Enterprise funds
- Internal service funds
- Agency funds

Collier County also presented the following as major funds in the 2012 Comprehensive Annual Financial Report:

- General fund (governmental activities)
- Government facilities impact fee (governmental activities)
- County water and sewer (business-type)
- Solid waste disposal (business-type)

Budgetary Basis

Collier County Government prepares its budgets on a basis consistent with generally accepted accounting principles except as explained in Note 1, Summary of Significant Accounting Policies, of the 2012 Comprehensive Annual Financial Report.

Federal and State Financial Assistance

Detailed information can be obtained from the schedule of financial assistance in the County's Comprehensive Annual Financial Report, fiscal year 2012. Collier had 6 major federal programs totaling \$22,678,188 in expenditures and 7 major state programs totaling \$12,003,134 in expenditures. A copy of the most recent report can be viewed on www.collierclerk.com.

Pension Plans

Collier County participates in the Florida Retirement System, a multiple employer cost sharing defined benefit plan, administered by the State of Florida.

Reporting Entity

The Collier County Government is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100, *Defining the Financial Reporting Entity*. Using these criteria, management has included the Board, Constitutional Officers and all appropriate blended component units as the primary government.

Grants

Collier County is the recipient of several grants, from a variety of granting agencies, including funds through the American Recovery and Reinvestment Act of 2009.

Detailed Scope of Work

The auditor will provide and agree to:

- a. The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and the standards for financial audits set forth in the U.S. Government Accountability Office's Government Auditing Standards, and per the provisions of section 11.45, F.S.
- b. All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by Collier County of the need to extend the retention period. The auditor will be required to make working papers available, upon request, without charge, to any federal, state or Collier County agency upon request.
- c. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.
- d. The firm should provide an affirmative statement that it is independent of Collier County, including the Board and each County Officer, as defined by the U.S. Government Accountability Office's Government Auditing Standards. In addition, the firm shall give Collier County written notice of any professional relationships entered into during the period of this agreement.
- e. In addition, the resultant contract price will be inclusive of up to fifteen (15) major grant program audits, efforts toward the timely implementation of accounting standards, administrative fees, and travel and incidental costs.

Additionally, the successful auditor must meet the following requirements of this RFP:

- a. Audit the separate financial statements of the Board of County Commissioners and each Constitutional Officer and express an opinion on the fair presentation of the financial statements of each Constitutional Officer and the County as a whole based on GASB standards.
- b. Express an opinion on the fair presentation of its basic financial statements in accordance with generally accepted accounting principles. Per the requirements of GASB Statement No. 14 and GASB Statement No. 39, the basic financial statements of Collier County include the Board of County Commissioners and the Constitutional Officers along with blended and discretely presented component units.
- c. Provide an "in-relation-to" report on the combining information based on the auditing procedures applied during the audit on the basic financial statements. The auditor is not required to audit the statistical section of the report or express an opinion on the fair presentation of its combining information.
- d. Audit the individual financial statements of the Collier County Water and Sewer District for the purpose of expressing an opinion on the fair presentation of the financial statements.
- e. Audit the Statement of County Funded Court Related Functions required by Florida Statutes, Section 29.0085.
- f. Perform agreed-upon procedures for the Sheriff's Investigative Trust Fund Report.
- g. Review the Annual Financial Report with the Department of Financial Services in accordance with section 218.32, F.S.

- h. Attend at least three (3) public meetings to discuss the audit report. The partner-in-charge and audit manager may be required to attend these meetings.
- i. Be established as a legal entity status in the State of Florida and have performed continuous CPA services for a minimum of five (5) years.
- j. Affirm and place Florida licensed professional staff on the Collier County audit team.
- k. Capable of conducting research using inquiry access to the County's SAP Financial platform for the purposes of auditing the Board of County Commissioners, Clerk the Circuit Court and Supervisor of Elections. The Property Appraiser, Tax Collector and Sheriff maintain individual systems.
- l. Membership in the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.
- m. Meets the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (the Yellow Book) and Laws and Rules of Florida Board of Accountancy, Chapters 455 and 473, Florida Statutes (F.S.), and Florida Administrative Code.
- n. Affirms compliance with the Code of Ethics of the Collier County Board of County Commissioners or the State of Florida. A copy of the County and State Ethics Codes is available at the Human Resources Department, Collier County Government, 3303 Tamiami Trail East, Naples, Florida 34112-4961.
- o. Provide agenda for annual Interim and Audit Kick Off Meeting; meeting must occur by May 15th each year, subsequent to first year engagement.
- p. Begin interim audit work after the execution of the contract; generally this work should occur from June 1 – September 30, first year of engagement negotiable but no later than 9/30/xx if an interim is to be performed.
- q. Adhere to the audit timeline described below:

Timeline	Action
June 1 – Sept. 30	Interim field work, subsequent to first year
September 30	Fiscal year end
Sept. 30 – Oct. 30	Books are closed for Constitutional Officers
November	The general ledgers are provided to the independent auditor; begin field work on Constitutional Officers
Oct. 30 – Nov. 22	Financial statements for Constitutional Officers prepared.
Early December	Constitutional Exit interviews
Sept. 30 – Dec. 31	Books are closed for Board of County Commissioners and the general ledger is provided to the independent auditor; field work begins on the Board. First draft of County financial statements is provided to the independent auditor
January	Board field work complete
January	Comments provided by independent auditor regarding draft of financial statements
January	Final review of financial statements, conduct exit conference
February	Commence CAFR printing
Last Board Meeting in February	Presentation of CAFR to the Board of County Commissioners in conjunction with the Clerk of the Circuit Court

Notes:

The Clerk of Courts in his role as Chief Financial Officer oversees preparation of draft financial statements, notes and all required supplementary schedules and statistical data. The draft financial statements will be available to audit no later than December 31 of any given year. The auditor shall provide all recommendations, revisions and suggestions for improvement to the Clerk's Finance Department and Accounting no later than January 31.

The Finance Department will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Clerk of the Circuit Court within seven (7) working days. It is anticipated that this process will be completed and the final report delivered by early February.

Subsequent year's reporting schedules will be determined at time of audit committee meeting preceding the engagement year.

- r. Submit the final report to:
 - The Honorable Dwight E. Brock
 - Clerk of the Circuit Court
 - Finance and Accounting Department
 - 3299 Tamiami Trail East, Suite 403
 - Naples, Florida 34112-5746
- s. Provide the following reports to the County:
 - 1) Presentation of the financial statements in conformity with generally accepted accounting principles. In addition to the report for the County as a whole, a separate report is required for each of the five elected Constitutional Officers. Fifteen copies will need to be provided to each Constitutional office, the Finance and Accounting Office will incorporate the auditor issued opinions and reports and assemble the consolidated CAFR.
 - 2) Internal control structure based on the auditor's understanding of the control structure and assessment of control risk. A separate report is required for each of the five elected Constitutional Officers.
 - 3) Compliance with applicable laws and regulations. A separate report is required for each of the five (5) elected Constitutional Officers.
 - 4) Internal control structure used in administering federal, state, and local financial assistant programs.
 - 5) Compliance with laws and regulations related to major and non-major federal, state, and local financial assistant programs. These reports should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal and state financial assistance program transactions tested.
 - 6) Fair presentation of Supplementary Information Schedules of Federal, State, and Local financial assistance in relation to the County's financial statements taken as a whole.
 - 7) A separate report on the Collier County Water and Sewer District as to the fair presentation of the financial statements in accordance with generally accepted accounting principles. Ten (10) copies will be provided to the Finance and Accounting Department.

- 8) A separate report on the Sheriff's Investigative Fund Trust Report. Five (5) copies will be provided to the Sheriff's Office.
- 9) A separate report on the Collier Area Transit's National Transportation Database report. Five (5) copies will be provided to the Finance and Accounting Department.
- 10) Any other attestations as may be required by Florida Statutes or Florida Administrative Code. This includes, but is not limited to, the Statement of County Funded Court Related Functions.
- 11) Management letters for the Board of County Commissioners and all Constitutional Officers with required elements as required by the Rules of the Auditor General.
- 12) An immediate, written report of all irregularities and illegal acts of which they become aware. Such report shall be made to the elected official responsible for the operations of the unit of the County being audited and to the Audit Committee.
- 13) Inform Collier County's Audit Committee of each of the following:
 - i. The auditor's responsibility under generally accepted auditing standards
 - ii. Significant accounting policies
 - iii. Management judgments and accounting estimates
 - iv. Significant audit adjustments
 - v. Other information in documents containing audited financial statements
 - vi. Disagreements with management
 - vii. Management consultation with other accountants
 - viii. Major issues discussed with management prior to retention
 - ix. Difficulties encountered in performing the audit

The County will:

- a. Send its comprehensive annual financial report to the Government Finance Officers' Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is expected that the auditor will provide any special assistance necessary to ensure Collier County continues to meet the requirements of that program. Collier County has received this award for the last twenty-six fiscal cycles.
- b. Potentially prepare one or more official statements in connection with the sale of debt securities, which would contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
- c. Prepare the Schedule of Expenditures of Federal Awards and State Projects and related notes as part of the Comprehensive Annual Financial Report (CAFR).
- d. Schedule the Finance and Accounting Department staff and responsible management personnel to be available during the audit to assist the firm by providing information, documentation and explanations. The Clerk's Finance and Accounting Department will prepare the financial statements for the Clerk of the Circuit Court, Supervisor of Elections and the consolidated CAFR; other offices provide their own. Any additional information provided will be in the format maintained by the Clerk's Finance and Accounting Department. The preparation of confirmations will be the responsibility of the Clerk's Finance and Accounting Department for the Board of County Commissioners, Clerk of the Circuit Court, and Supervisor of Elections; other offices will prepare their own.
- e. Assist the auditor in performing audit tests as defined in contract negotiations.
- f. Provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to one telephone line, photocopying facilities, facsimile machine and wireless connectivity.
- g. Preparation of the CAFR report, including editing and printing shall be the responsibility of the Clerk's Finance and Accounting Department.

Term of Contract

The contract term, if an award(s) is/are made is intended to be for three (3) years with two (2) additional one (1) year renewal periods.

Prices shall remain firm for the initial term of this contract. Requests for consideration of a price adjustment, pursuant to a renewal period, must be made ninety (90) days prior to the contract anniversary date, in writing, to the Purchasing Director. Price requests will be considered using the past twelve (12) month (All Urban Consumers – South region) consumer price index (CPI) ending in the month prior to the request, to guide the County's decision making.

Surcharges, including travel, will not be accepted in conjunction with this contract, and such charges should be incorporated into the pricing structure.

Projected Solicitation Timetable

The following projected timetable should be used as a working guide for planning purposes only. The County reserves the right to adjust this timetable as required during the course of the RFP process.

Event	Date
Issue Solicitation Notice	6/20/13
Last Date for Receipt of Written Questions	7/2/13, 12 Noon, Naples Local Time
Solicitation Deadline Date and Time	7/18/13, 12 Noon, Naples Local Time
Anticipated Evaluation of Submittals	July – August 2013
Auditor Presentations (if requested by Selection Committee)	August 2013
Anticipated Completion of Contract Negotiations	August – September 2013
Anticipated Board of County Commissioner's Contract Approval Date	September 2013

Response Format

The Auditor understands and agrees to abide by all of the RFP specifications, provisions, terms and conditions of same, and all ordinances and policies of Collier County. The Vendor further agrees that if it is awarded a contract, the work will be performed in accordance with the provisions, terms and conditions of the contract.

To facilitate the fair evaluation and comparison of proposals, all proposals must conform to the guidelines set forth in this RFP.

Any portions of the proposal that do not comply with these guidelines must be so noted and explained in the Acceptance of Conditions section of the proposal. However, any proposal that contains such variances may be considered non-responsive.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Auditor's approach and ability to meet the County's needs, as stated in this RFP. All proposals should be presented as described in this RFP in PDF or Microsoft Word format with

Tabs clearly marked. If outlined in this RFP, the utilization of recycled paper for proposal submission is strongly encouraged.

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by an Auditor to include all listed items may result in the rejection of its proposal.

1. Tab I, Cover Letter / Management Summary

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s) and email(s) of the authorized contact person(s) concerning proposal. Submission of a signed Proposal is Auditor's certification that the Auditor will accept any awards as a result of this RFP.

2. Tab II, Experience and Capacity of Firm (25 points)

In this tab include:

- Provide information that documents your firm's qualifications to produce the required deliverables, including abilities, capacity, skill, financial strength, and number of years of experience in providing the required services.
- Provide specific details of Single Audit Experience and experience with Florida governments if any.
- Describe the various team members' successful experience in working with one another on previous projects.

3. Tab III, Business Plan (25 points)

In this tab, include:

- Describe the proposed role of the audit project team.
- Provide detailed plan of approach (including major tasks and sub-tasks) outlining the ability to furnish the required services.
- Provide audit time line and tasks for completion of the project, including the projected number of calendar days per task.
- Provide a copy of a report as an example of work product. This should be for one of the projects listed as a reference.

4. Tab IV, Specialized Expertise of Team Members (20 points)

In this tab, include:

- Describe the proposed contract team and the role to be played by each member of the team.
- Attach brief resumes of all proposed project team members who will be involved in the management of the total package of services, as well as the delivery of specific services.
- Attach resumes of any sub-consultants and attach letters of intent from stated sub-consultants must be included with proposal submission.

5. Tab V, Cost of Services to the County (20 points)

- Provide the costs associated with the scope of work in this format:

1. Complete price for Collier County audit scope of work for all constitutional officers and the Board of County Commissioners, inclusive of administrative fees, travel and incidental costs, for year one (1).	\$ _____
2. Complete price for up to fifteen (15) major grant program audits, inclusive of administrative fees, travel and incidental costs, for year one (1).	\$ _____
3. Complete price for Collier County audit scope of work for all constitutional officers and the Board of County Commissioners, inclusive of administrative fees, travel and incidental costs, for year two (2).	\$ _____
4. Complete price for up to fifteen (15) major grant program audits, inclusive of administrative fees, travel and incidental costs, for year two (2).	\$ _____
5. Complete price for Collier County audit scope of work for all constitutional officers and the Board of County Commissioners, inclusive of administrative fees, travel and incidental costs, for year three (3).	\$ _____
6. Complete price for up to fifteen (15) major grant program audits, inclusive of administrative fees, travel and incidental costs, for year three (3).	\$ _____
TOTAL AUDIT FEES for CONTRACT TERM (YEARS 1 – 3); Add lines 1 – 6 and enter TOTAL	\$ _____

- Provide additional single price for major program audit in the event that the County surpasses fifteen audits inclusive of administrative fees, travel and incidental costs.
- For additional work not included in this request for proposal, provide proposed hourly fee schedule rates for principals, staff and/or sub-consultants. Other miscellaneous projects may be quoted and negotiated separately from the annual audit services according to the Board’s Purchasing Policy.

Prior to the Selection Committee reviewing proposals, the following methodology will be applied to each vendor’s information provided in this area:

- The County shall total the proposer’s Cost of Services and create a ranking from lowest dollar to highest dollar. **Proposers who do not turn in responses in this format will not receive any points for this section.**
- The greatest number of points allowed in this criterion will be awarded to the proposer who has the lowest total cost.
- The lowest proposer’s total costs will be divided by the next lowest total costs which will then be multiplied by criteria points to determine the proposers points awarded. Each subsequent proposer’s point score will be calculated in the same manner.
- Points awarded will be extended to the whole number (per Microsoft Excel).

6. Tab VI, References

The County requests that the Auditor submits five (5) **completed** reference forms from clients whose projects are of a similar nature to this solicitation as a part of their proposal.

7. Tab VII, Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in this RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations. Exceptions taken by a Auditor may result in evaluation point deduction(s) and/or exclusion of proposal for Selection Committee consideration, depending on the extent of the exception(s). Such determination shall be at the sole discretion of the County and Selection Committee. It is expected that the consultant will sign the County's standard contract document.

8. Tab VIII, Required Form Submittals

- Attachment 2: Vendor Check List
- Attachment 3: Conflict of Interest Affidavit
- Attachment 4: Vendor Declaration Statement
- Attachment 5: Affidavit for Claiming Status as a Local Business
- Attachment 6: Immigration Affidavit Certification
- Attachment 7: Vendor Substitute W-9
- Attachment 8: Insurance and Bonding Requirements
- Attachment 9: Reference Questionnaire
- Other Materials

Exhibit IA: Auditor Selection Procedures

218.391 Auditor selection procedures.—

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. [218.39](#).

(2) The governing body of a charter county, municipality, special district, district school board, charter school, or charter technical career center shall establish an audit committee. Each noncharter county shall establish an audit committee that, at a minimum, shall consist of each of the county officers elected pursuant to s. 1(d), Art. VIII of the State Constitution, or a designee, and one member of the board of county commissioners or its designee. The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. [218.39](#); however, the audit committee may serve other audit oversight purposes as determined by the entity's governing body. The public shall not be excluded from the proceedings under this section.

(3) The audit committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the audit committee, and negotiate a contract, using one of the following methods:

(a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.

(b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.

(d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.

(5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. [218.39](#) and the needs of the governing body.

(6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.

(7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services.

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.

(c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

(8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.

History.—s. 65, ch. 2001-266; s. 1, ch. 2005-32.

Exhibit II: General RFP Instructions

1. Questions

Direct questions related to this RFP to the Collier County Purchasing Department Online Bidding System website: www.colliergov.net/bid. Vendors must clearly understand that the only official answer or position of the County will be the one stated on the Collier County Purchasing Department Online Bidding System website. For general questions, please call the referenced Procurement Strategist noted on the cover page.

2. Pre-Proposal Conference

The purpose of the pre-proposal conference is to allow an open forum for discussion and questioning with County staff regarding this RFP with all prospective Vendors having an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official, nor become part of the RFP. Only written responses to written questions will be considered official, and will be included as part of this RFP as an addendum.

All prospective Vendors are strongly encouraged to attend, as, this will usually be the only pre-proposal conference for this solicitation. If this pre-proposal conference is denoted as "mandatory", prospective Vendors must be present in order to submit a proposal response.

3. Compliance with the RFP

Proposals must be in strict compliance with this RFP. Failure to comply with all provisions of the RFP may result in disqualification.

4. Ambiguity, Conflict, or Other Errors in the RFP

It is the sole responsibility of the Vendor if the Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, to immediately notify the Procurement Strategist, noted herein, of such error in writing and request modification or clarification of the document prior to submitting the proposal. The Procurement Strategist will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the Purchasing Department.

5. Proposal, Presentation, and Protest Costs

The County will not be liable in any way for any costs incurred by any Vendor in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions, negotiations, or, if applicable, any protest procedures.

6. Delivery of Proposals

All proposals are to be delivered before 12 Noon, Naples local time, on or before 7/18/13 to:

Collier County Government
Purchasing Department
3327 Tamiami Trail E
Naples FL 34112
Attn: Joanne Markiewicz, Interim Purchasing Director

The County does not bear the responsibility for proposals delivered to the Purchasing Department past the stated date and/or time indicated, or to an incorrect address by Consultant's personnel or by the Consultant's outside carrier. However, the Purchasing/General Services Director, or designee, reserves the right to accept proposals received after the posted close time under the following conditions:

- The tardy submission of the proposal is due to the following circumstances, which may include but not be limited to: late delivery by commercial carrier such as Fed Ex, UPS or courier where delivery was scheduled before the deadline.
- The acceptance of said proposal does not afford any competing firm an unfair advantage in the selection process.

Vendors must submit one (1) paper copy clearly labeled "Master," and seven (7) disks (CD's/DVD's) with one copy of the proposal on each disk in Word, Excel or PDF. List the Solicitation Number and Title on the outside of the box or envelope.

7. Validity of Proposals

No proposal can be withdrawn after it is filed unless the Vendor makes their request in writing to the County prior to the time set for the closing of Proposals. All proposals shall be valid for a period of one hundred eighty (180) days from the submission date to accommodate evaluation and selection process.

8. Method of Source Selection

The County is using the Competitive Sealed Proposals methodology of source selection for this procurement, as authorized by Ordinance Number 87-25, and Collier County Resolution Number 2007-340 establishing and adopting the Collier County Purchasing Policy.

The County may, as it deems necessary, conduct discussions with qualified Vendors determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

9. Evaluation of Proposals

The County's procedure for selecting is as follows:

1. The Selection Committee shall be established in accordance with Florida Statute 218.391 to review all proposals submitted.
2. Request for Proposals issued.
3. Subsequent to the closing of proposals, the Procurement Strategist will review the proposals received and verify whether each proposal appears to be minimally responsive to the requirements of the published RFP.
4. Meetings will be open to the public and the Procurement Strategist shall publicly post prior notice of such meeting in the lobby of the Purchasing Building.
5. The committee members will review each Proposal individually and score each proposal based on the evaluation criteria stated herein.
6. Prior to the first meeting of the selection committee, the Procurement Strategist will post a notice announcing the date, time and place of the first committee meeting. Said notice shall be posted in the lobby of the Purchasing Building not less than three (3) working days prior to the meeting. The Procurement Strategist will also post prior notice of all subsequent

committee meetings and shall endeavor to post such notices at least one (1) day in advance of all subsequent meetings.

7. The committee will compile individual rankings, based on the evaluation criteria as stated herein, for each proposal to determine committee recommendations. The committee may at their discretion, schedule presentations or demonstrations from the top-ranked firm(s), make site visits, and obtain guidance from third party subject matter experts. The final recommendation will be decided based on review of scores and consensus of committee.

The County reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Vendor nor obligates the County in any manner.

Acceptance of the proposal does not guarantee issuance of any other governmental approvals. Proposals which include provisions requiring the granting of zoning variances shall not be considered.

10. References

The County reserves the right to contact any and all references pertaining to this solicitation and related proposal.

11. Proposal Selection Committee and Evaluation Factors

The County Manager shall appoint a Selection Committee to review all proposals submitted. The factors to be considered in the evaluation of proposal responses are listed below.

Tab II, Experience and Capacity of Firm	25
Tab III, Business Plan	25
Tab IV, Specialized Expertise of Team Members	20
Tab V, Cost of Services to the County	20
Local Vendor Preference	10
TOTAL	100

Tie Breaker: In the event of a tie, **both in individual scoring and in final ranking**, the firm with the lowest paid dollars by Collier County to the vendor (as obtained from the County's financial system) within the last five (5) years will receive the higher individual ranking. If there is a multiple firm tie in either individual scoring or final ranking, the firm with the lowest volume of work shall receive the higher ranking, the firm with the next lowest volume of work shall receive the next highest ranking and so on.

12. Acceptance or Rejection of Proposals

The right is reserved by the County to waive any irregularities in any proposal, to reject any or all proposals, to re-solicit for proposals, if desired, and upon recommendation and justification by Collier County to accept the proposal which in the judgment of the County is deemed the most advantageous for the public and the County of Collier.

Any proposal which is incomplete, conditional, obscure or which contains irregularities of any kind, may be cause for rejection. In the event of default of the successful Vendor, or their refusal to

enter into the Collier County contract, the County reserves the right to accept the proposal of any other Vendor or to re-advertise using the same or revised documentation, at its sole discretion.

Exhibit III: Collier County Purchase Order Terms and Conditions

(This is the County's standard purchase order terms and conditions; many of these terms will be incorporated in the final contract.)

1. Offer

This offer is subject to cancellation by the COUNTY without notice if not accepted by VENDOR within fourteen (14) days of issuance.

2. Acceptance and Confirmation

This Purchase Order (**including all documents attached to or referenced therein**) constitutes the entire agreement between the parties, unless otherwise specifically noted by the COUNTY on the face of this Purchase Order. Each delivery of goods and/or services received by the COUNTY from VENDOR shall be deemed to be upon the terms and conditions contained in this Purchase Order.

No additional terms may be added and Purchase Order may not be changed except by written instrument executed by the COUNTY. VENDOR is deemed to be on notice that the COUNTY objects to any additional or different terms and conditions contained in any acknowledgment, invoice or other communication from VENDOR, notwithstanding the COUNTY'S acceptance or payment for any delivery of goods and/or services, or any similar act by VENDOR.

3. Inspection

All goods and/or services delivered hereunder shall be received subject to the COUNTY'S inspection and approval and payment therefore shall not constitute acceptance. All payments are subject to adjustment for shortage or rejection. All defective or nonconforming goods will be returned pursuant to VENDOR'S instruction at VENDOR'S expense.

To the extent that a purchase order requires a series of performances by VENDOR, the COUNTY prospectively reserves the right to cancel the entire remainder of the Purchase Order if goods and/or services provided early in the term of the Purchase Order are non-conforming or otherwise rejected by the COUNTY.

4. Shipping and Invoices

a) All goods are FOB destination and must be suitably packed and prepared to secure the lowest transportation rates and to comply with all carrier

regulations. Risk of loss of any goods sold hereunder shall transfer to the COUNTY at the time and place of delivery; provided that risk of loss prior to actual receipt of the goods by the COUNTY nonetheless remain with VENDOR.

- b) No charges will be paid by the COUNTY for packing, crating or cartage unless otherwise specifically stated in this Purchase Order. Unless otherwise provided in Purchase Order, no invoices shall be issued nor payments made prior to delivery. Unless freight and other charges are itemized, any discount will be taken on the full amount of invoice.
- c) All shipments of goods scheduled on the same day via the same route must be consolidated. Each shipping container must be consecutively numbered and marked to show this Purchase Order number. The container and Purchase Order numbers must be indicated on bill of lading. Packing slips must show Purchase Order number and must be included on each package of less than container load (LCL) shipments and/or with each car load of equipment. The COUNTY reserves the right to refuse or return any shipment or equipment at VENDOR'S expense that is not marked with Purchase Order numbers. VENDOR agrees to declare to the carrier the value of any shipment made under this Purchase Order and the full invoice value of such shipment.
- d) All invoices must contain the Purchase Order number and any other specific information as identified on the Purchase Order. Discounts of prompt payment will be computed from the date of receipt of goods or from date of receipt of invoices, whichever is later. Payment will be made upon receipt of a proper invoice and in compliance with Chapter 218, Fla. Stats., otherwise known as the "Local Government Prompt Payment Act," and, pursuant to the Board of County Commissioners Purchasing Policy.

5. Time Is Of the Essence

Time for delivery of goods or performance of services under this Purchase Order is of the essence. Failure of VENDOR to meet delivery schedules or deliver within a reasonable time, as interpreted by the COUNTY in its sole judgment, shall entitle the COUNTY to seek all remedies available to it at law or in equity. VENDOR agrees to reimburse the COUNTY for any expenses incurred in enforcing its rights. VENDOR further agrees that undiscovered delivery of nonconforming goods and/or services is not a waiver of the COUNTY'S right to insist upon further compliance with all specifications.

6. Changes

The COUNTY may at any time and by written notice make changes to drawings and specifications, shipping instructions, quantities and delivery schedules within the general scope of this Purchase Order. Should any such change increase or decrease the cost of, or the time required for performance of the Purchase Order, an equitable adjustment in the price and/or delivery schedule will be negotiated by the COUNTY and VENDOR. Notwithstanding the foregoing, VENDOR has an affirmative obligation to give notice if the changes will decrease costs. Any claims for adjustment by VENDOR must be made within thirty (30) days from the date the change is ordered or within such additional period of time as may be agreed upon by the parties.

7. Warranties

VENDOR expressly warrants that the goods and/or services covered by this Purchase Order will conform to the specifications, drawings, samples or other descriptions furnished or specified by the COUNTY, and will be of satisfactory material and quality production, free from defects and sufficient for the purpose intended. Goods shall be delivered free from any security interest or other lien, encumbrance or claim of any third party. These warranties shall survive inspection, acceptance, passage of title and payment by the COUNTY.

8. Statutory Conformity

Goods and services provided pursuant to this Purchase Order, and their production and transportation shall conform to all applicable laws, including but not limited to

the Occupational Health and Safety Act, the Federal Transportation Act and the Fair Labor Standards Act, as well as any law or regulation noted on the face of the Purchase Order.

9. Advertising

No VENDOR providing goods and services to the COUNTY shall advertise the fact that it has contracted with the COUNTY for goods and/or services, or appropriate or make use of the COUNTY'S name or other identifying marks or property without the prior written consent of the COUNTY'S Purchasing Department.

10. Indemnification

VENDOR shall indemnify and hold harmless the COUNTY from any and all claims, including claims of negligence, costs and expenses, including but not limited to attorneys' fees, arising from, caused by or related to the injury or death of any person (including but not limited to employees and agents of VENDOR in the performance of their duties or otherwise), or damage to property (including property of the COUNTY or other persons), which arise out of or are incident to the goods and/or services to be provided hereunder.

11. Warranty of Non-Infringement

VENDOR represents and warrants that all goods sold or services performed under this Purchase Order are: a) in compliance with applicable laws; b) do not infringe any patent, trademark, copyright or trade secret; and c) do not constitute unfair competition.

VENDOR shall indemnify and hold harmless the COUNTY from and against any and all claims, including claims of negligence, costs and expense, including but not limited to attorneys' fees, which arise from any claim, suit or proceeding alleging that the COUNTY'S use of the goods and/or services provided under this Purchase Order are inconsistent with VENDOR'S representations and warranties in section 11 (a).

If any claim which arises from VENDOR'S breach of section 11 (a) has occurred, or is likely to occur, VENDOR may, at the COUNTY'S option, procure for the COUNTY

the right to continue using the goods or services, or replace or modify the goods or services so that they become non-infringing, (without any material degradation in performance, quality, functionality or additional cost to the COUNTY).

12. Insurance Requirements

The VENDOR, at its sole expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Purchase Order. Providing and maintaining adequate insurance coverage is a material obligation of the VENDOR. All insurance policies shall be executed through insurers authorized or eligible to write policies in the State of Florida.

13. Compliance with Laws

In fulfilling the terms of this Purchase Order, VENDOR agrees that it will comply with all federal, state, and local laws, rules, codes, and ordinances that are applicable to the conduct of its business. By way of non-exhaustive example, this shall include the American with Disabilities Act and all prohibitions against discrimination on the basis of race, religion, sex creed, national origin, handicap, marital status, or veterans' status. Further, VENDOR acknowledges and without exception or stipulation shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended. Failure by the awarded firm(s) to comply with the laws referenced herein shall constitute a breach of the award agreement and the County shall have the discretion to unilaterally terminate said agreement immediately. Any breach of this provision may be regarded by the COUNTY as a material and substantial breach of the contract arising from this Purchase Order.

14. Force Majeure

Neither the COUNTY nor VENDOR shall be responsible for any delay or failure in performance resulting from any cause beyond their control, including, but without limitation to war, strikes, civil disturbances and acts of nature. When VENDOR has knowledge of any actual or potential force majeure or other conditions which will delay

or threatens to delay timely performance of this Purchase Order, VENDOR shall immediately give notice thereof, including all relevant information with respects to what steps VENDOR is taking to complete delivery of the goods and/or services to the COUNTY.

15. Assignment

VENDOR may not assign this Purchase Order, nor any money due or to become due without the prior written consent of the COUNTY. Any assignment made without such consent shall be deemed void.

16. Taxes

Goods and services procured subject to this Purchase Order are exempt from Florida sales and use tax on real property, transient rental property rented, tangible personal purchased or rented, or services purchased (Florida Statutes, Chapter 212), and from federal excise tax.

17. Annual Appropriations

The COUNTY'S performance and obligation to pay under this Purchase Order shall be contingent upon an annual appropriation of funds.

18. Termination

This Purchase Order may be terminated at any time by the COUNTY upon 30 days prior written notice to the VENDOR. This Purchase Order may be terminated immediately by the COUNTY for breach by VENDOR of the terms and conditions of this Purchase Order, provided that COUNTY has provided VENDOR with notice of such breach and VENDOR has failed to cure within 10 days of receipt of such notice.

19. General

- a) This Purchase Order shall be governed by the laws of the State of Florida. The venue for any action brought to specifically enforce any of the terms and conditions of this Purchase Order shall be the Twentieth Judicial Circuit in and for Collier County, Florida
- b) Failure of the COUNTY to act immediately in response to a breach of this Purchase Order by VENDOR shall not constitute a waiver of breach. Waiver of the COUNTY by any default by VENDOR hereunder shall not be

deemed a waiver of any subsequent default by VENDOR.

- c) All notices under this Purchase Order shall be sent to the respective addresses on the face page by certified mail, return receipt requested, by overnight courier service, or by personal delivery and will be deemed effective upon receipt. Postage, delivery and other charges shall be paid by the sender. A party may change its address for notice by written notice complying with the requirements of this section.
- d) The Vendor agrees to reimbursement of any travel expenses that may be associated with this Purchase Order in accordance with Florida Statute Chapter

112.061, Per Diem and Travel Expenses for Public Officers, employees and authorized persons.

- e) In the event of any conflict between or among the terms of any Contract Documents related to this Purchase Order, the terms of the Contract Documents shall take precedence over the terms of the Purchase Order. To the extent any terms and /or conditions of this Purchase Order duplicate or overlap the Terms and Conditions of the Contract Documents, the provisions of the Terms and/or Conditions that are most favorable to the County and/or provide the greatest protection to the County shall govern.

Exhibit IV: Additional Terms and Conditions for RFP

1. Insurance Requirements

The Vendor shall at its own expense, carry and maintain insurance coverage from responsible companies duly authorized to do business in the State of Florida as set forth in the Insurance and Bonding attachment of this solicitation. The Vendor shall procure and maintain property insurance upon the entire project, if required, to the full insurable value of the scope of work.

The County and the Vendor waive against each other and the County's separate Vendors, Contractors, Design Consultant, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The Vendor and County shall, where appropriate, require similar waivers of subrogation from the County's separate Vendors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.

Collier County shall be responsible for purchasing and maintaining, its own liability insurance.

Certificates issued as a result of the award of this solicitation must identify "For any and all work performed on behalf of Collier County."

The General Liability Policy provided by Vendor to meet the requirements of this solicitation shall name Collier County, Florida, as an additional insured as to the operations of Vendor under this solicitation and shall contain a severability of interests provisions.

Collier County Board of County Commissioners shall be named as the Certificate Holder. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Collier County. The "Certificate Holder" should read as follows:

Collier County
Board of County Commissioners
Naples, Florida

The amounts and types of insurance coverage shall conform to the minimum requirements set forth in the Insurance and Bonding attachment, with the use of Insurance Services Office (ISO) forms and endorsements or their equivalents. If Vendor has any self-insured retentions or deductibles under any of the below listed minimum required coverage, Vendor must identify on the Certificate of Insurance the nature and amount of such self- insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be Vendor's sole responsibility.

Coverage(s) shall be maintained without interruption from the date of commencement of the Work until the date of completion and acceptance of the scope of work by the County or as specified in this solicitation, whichever is longer.

The Vendor and/or its insurance carrier shall provide 30 days written notice to the County of policy cancellation or non-renewal on the part of the insurance carrier or the Vendor. The Vendor shall also notify the County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by Vendor from its insurer and nothing contained herein shall relieve Vendor of this requirement to provide notice. In the event of a reduction in the aggregate limit of any policy to be provided by Vendor

hereunder, Vendor shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.

Should at any time the Vendor not maintain the insurance coverage(s) required herein, the County may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverage(s) and charge the Vendor for such coverage(s) purchased. If Vendor fails to reimburse the County for such costs within thirty (30) days after demand, the County has the right to offset these costs from any amount due Vendor under this Agreement or any other agreement between the County and Vendor. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverage(s) purchased or the insurance company or companies used. The decision of the County to purchase such insurance coverage(s) shall in no way be construed to be a waiver of any of its rights under the Contract Documents.

If the initial or any subsequently issued Certificate of Insurance expires prior to the completion of the scope of work, the Vendor shall furnish to the County renewal or replacement Certificate(s) of Insurance not later than ten (10) calendar days after the expiration date on the certificate. Failure of the Vendor to provide the County with such renewal certificate(s) shall be considered justification for the County to terminate any and all contracts.

2. Offer Extended to Other Governmental Entities

Collier County encourages and agrees to the successful vendor extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful vendor.

3. Additional Items and/or Services

Additional items and / or services may be added to the resultant contract, or purchase order, in compliance with the Purchasing Policy.

4. Use of Subcontractors

Bidders on any service related project, including construction, must be qualified and directly responsible for 80% or more of the solicitation amount for said work.

5. County's Right to Inspect

The County or its authorized Agent shall have the right to inspect the Vendor's facilities/project site during and after each work assignment the Vendor is performing.

6. Additional Terms and Conditions of Contract

Collier County has developed standard contracts/agreements, approved by the Board of County Commissioners (BCC). The selected Vendor shall be required to sign a Collier County contract within twenty one (21) days of Notice of Selection for Award.

The County reserves the right to include in any contract document such terms and conditions, as it deems necessary for the proper protection of the rights of Collier County. A sample copy of this contract is available upon request. The County will not be obligated to sign any contracts, maintenance and/or service agreements or other documents provided by the Vendor.

7. Payment Method

Payments are made in accordance with the Local Government Prompt Payment Act, Chapter 218, Florida Statutes. Vendor's invoices must include:

- Purchase Order Number
- Description and quantities of the goods or services provided per instructions on the County's purchase order or contract.

Invoices shall be sent to:

Board of County Commissioners
Clerk's Finance Department
ATTN: Accounts Payable
3299 Tamiami Trail E Ste 700
Naples FL 34112

Or emailed to: bccapclerk@collierclerk.com.

Collier County, in its sole discretion, will determine the method of payment for goods and/or services as part of this agreement, traditionally check, wire transfer or other cash equivalent. An additional separate discounted price for payments may be provided at the initial bid submittal if it is clearly marked as an "Additional Cash Discount."

Payment methods include:

- Traditional – payment by check, wire transfer or other cash equivalent.
- Standard – payment by purchasing card. Collier County's Purchasing Card Program is supported by standard bank credit suppliers (i.e. VISA and MasterCard), and as such, is cognizant of the Rules for VISA Merchants and MasterCard Merchant Rules. The County does not intend to use this payment method in conjunction with this solicitation.

The County may not accept any additional surcharges (credit card transaction fees) as a result of using the County's credit card for transactions relating to this solicitation. The County will entertain bids clearly stating pricing for standard payment methods. An additional separate discounted price for traditional payments may be provided at the initial bid submittal if it is clearly marked as an "Additional Cash Discount."

Upon execution of the Contract and completion of each month's work, payment requests may be submitted to the Project Manager on a monthly basis by the Contractor for services rendered for that prior month. Services beyond sixty (60) days from current monthly invoice will not be considered for payment without prior approval from the Project manager. All invoices should be submitted within the fiscal year the work was performed. (County's fiscal year is October 1 - September 30.) Invoices submitted after the close of the fiscal year will not be accepted (or processed for payment) unless specifically authorized by the Project Manager.

Payments will be made for articles and/or services furnished, delivered, and accepted, upon receipt and approval of invoices submitted on the date of services or within six (6) months after completion of contract. Any untimely submission of invoices beyond the specified deadline period is subject to non-payment under the legal doctrine of "laches" as untimely submitted. Time shall be deemed of the essence with respect to the timely submission of invoices under this agreement.

In instances where the successful contractor may owe debts (including, but not limited to taxes or other fees) to Collier County and the contractor has not satisfied nor made arrangement to satisfy these debts, the County reserves the right to off-set the amount owed to the County by applying the amount owed to the vendor or contractor for services performed or for materials delivered in association with a contract.

Invoices shall not reflect sales tax. After review and approval, the invoice will be transmitted to the Finance Division for payment. Payment will be made upon receipt of proper invoice and in compliance with Chapter 218 Florida Statutes, otherwise known as the "Local Government Prompt Payment Act." Collier County reserves the right to withhold and/or reduce an appropriate amount of any payment for work not performed or for unsatisfactory performance of Contractual requirements.

8. Environmental Health and Safety

All Vendors and Sub vendors performing service for Collier County are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Vendors and Sub vendors shall be responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. All firewall penetrations must be protected in order to meet Fire Codes.

Collier County Government has authorized OSHA representatives to enter any Collier County facility, property and/or right-of-way for the purpose of inspection of any Vendor's work operations. This provision is non-negotiable by any department and/or Vendor.

All new electrical installations shall incorporate NFPA 70E Short Circuit Protective Device Coordination and Arc Flash Studies where relevant as determined by the engineer.

All electrical installations shall be labeled with appropriate NFPA 70E arch flash boundary and PPE Protective labels.

9. Licenses

The Vendor is required to possess the correct Business Tax Receipt, professional license, and any other authorizations necessary to carry out and perform the work required by the project pursuant to all applicable Federal, State and Local Law, Statute, Ordinances, and rules and regulations of any kind. **Additionally, copies of the required licenses must be submitted with the proposal response indicating that the entity proposing, as well as the team assigned to the County account, is properly licensed to perform the activities or work included in the contract documents. Failure on the part of any Vendor to submit the required documentation may be grounds to deem Vendor non-responsive.** A Vendor, with an office within Collier County is also required to have an occupational license.

All State Certified contractors who may need to pull Collier County permits or call in inspections must complete a Collier County Contractor License registration form and submit the required fee. After registering the license/registration will need to be renewed thereafter to remain "active" in Collier County.

If you have questions regarding professional licenses contact the Contractor Licensing, Community Development and Environmental Services at (239) 252-2431, 252-2432 or 252-2909. Questions regarding required occupational licenses, please contact the Tax Collector's Office at (239) 252-2477.

10. Principals/Collusion

By submission of this Proposal the undersigned, as Vendor, does declare that the only person or persons interested in this Proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Proposal or in the contract to be entered into;

that this Proposal is made without connection with any person, company or parties making a Proposal, and that it is in all respects fair and in good faith without collusion or fraud.

11. Relation of County

It is the intent of the parties hereto that the Vendor shall be legally considered an independent Vendor, and that neither the Vendor nor their employees shall, under any circumstances, be considered employees or agents of the County, and that the County shall be at no time legally responsible for any negligence on the part of said Vendor, their employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

12. Termination

Should the Vendor be found to have failed to perform his services in a manner satisfactory to the County, the County may terminate this Agreement immediately for cause; further the County may terminate this Agreement for convenience with a thirty (30) day written notice. The County shall be sole judge of non-performance.

13. Lobbying

All firms are hereby placed on **NOTICE** that the Board of County Commissioners does not wish to be lobbied, either individually or collectively about a project for which a firm has submitted a Proposal.

Firms and their agents are not to contact members of the County Commission for such purposes as meeting or introduction, luncheons, dinners, etc. During the process, **from Proposal closing to final Board approval**, no firm or their agent shall contact any other employee of Collier County in reference to this Proposal, with the exception of the Purchasing Director or his designee(s). Failure to abide by this provision may serve as grounds for disqualification for award of this contract to the firm.

14. Certificate of Authority to Conduct Business in the State of Florida (Florida Statute 607.1501)

In order to be considered for award, firms must be registered with the Florida Department of State Divisions of Corporations in accordance with the requirements of Florida Statute 607.1501 and provide a certificate of authority (www.sunbiz.org/search.html) prior to execution of a contract. A copy of the document may be submitted with the solicitation response and the document number shall be identified. Firms who do not provide the certificate of authority at the time of response shall be required to provide same within five (5) days upon notification of selection for award. If the firm cannot provide the document within the referenced timeframe, the County reserves the right to award to another firm.

15. Single Proposal

Each Vendor must submit, with their proposal, the required forms included in this RFP. Only **one** proposal from a legal entity as a primary will be considered. A legal entity that submits a proposal as a primary or as part of a partnership or joint venture submitting as primary may not then act as a sub-consultant to any other firm submitting under the same RFP. If a legal entity is not submitting as a primary or as part of a partnership or joint venture as a primary, that legal entity may act as a sub-consultant to any other firm or firms submitting under the same RFP. All submittals in violation of this requirement will be deemed non-responsive and rejected from further consideration.

16. Survivability

Purchase Orders/Work Orders: The Consultant/Contractor/Vendor agrees that any Purchase Order that extends beyond the expiration date of the original Solicitation 13-6132 Annual Audit Service will survive and remain subject to the terms and conditions of that Agreement until the completion or termination of this Purchase Order.

17. Protest Procedures

Any actual or prospective Vendor to a Request for Proposal, who is aggrieved with respect to the former, shall file a written protest with the Purchasing Director prior to the due date for acceptance of proposals. All such protests must be filed with the Purchasing Director no later than 11:00 a.m. Collier County time on the final published date for the acceptance of the Request for Proposals.

The Board of County Commissioners will make award of contract in public session. Award recommendations will be posted outside the offices of the Purchasing Department on Wednesdays and Thursdays. Any actual or prospective respondent who desires to formally protest the recommended contract award must file a notice of intent to protest with the Purchasing Director within two (2) calendar days (excluding weekends and County holidays) of the date that the recommended award is posted.

Upon filing of said notice, the protesting party will have five (5) days to file a formal protest and will be given instructions as to the form and content requirements of the formal protest. A copy of the "Protest Policy" is available at the office of the Purchasing Director.

18. Public Entity Crime

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

19. Security and Background Checks

If required, Vendor / Contractor / Proposer shall be responsible for the costs of providing background checks by the Collier County Facilities Management Department, and drug testing for all employees that shall provide services to the County under this Agreement. This may include, but not be limited to, checking federal, state and local law enforcement records, including a state and FBI fingerprint check, credit reports, education, residence and employment verifications and other related records. Contractor shall be required to maintain records on each employee and make them available to the County for at least four (4) years.

20. Conflict of Interest

Vendor shall complete the Conflict of Interest Affidavit included as an attachment to this RFP document. Disclosure of any potential or actual conflict of interest is subject to County staff review and does not in and of itself disqualify a firm from consideration. These disclosures are intended to identify and or preclude conflict of interest situations during contract selection and execution.

21. Prohibition of Gifts to County Employees

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any County employee, as set forth in Chapter 112, Part III, Florida Statutes, the current Collier County Ethics Ordinance and County Administrative Procedure 5311. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with County staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the County for a specified period of time, including but not limited to: submitting bids, RFP, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

22. Immigration Affidavit Certification

Statutes and executive orders require employers to abide by the immigration laws of the United States and to employ only individuals who are eligible to work in the United States.

The Employment Eligibility Verification System (E-Verify) operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA), provides an Internet-based means of verifying employment eligibility of workers in the United States; it is not a substitute for any other employment eligibility verification requirements. The program will be used for Collier County formal Invitations to Bid (ITB) and Request for Proposals (RFP) including professional services and construction services.

Exceptions to the program:

- Commodity based procurement where no services are provided.
- Where the requirement for the affidavit is waived by the Board of County Commissioners

Vendors / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the vendor's/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. Vendors are also required to provide the Collier County Purchasing Department an executed affidavit certifying they shall comply with the E-Verify Program. The affidavit is attached to the solicitation documents. **If the Bidder/Vendor does not comply with providing both the acceptable E-Verify evidence and the executed affidavit the bidder's / vendor's proposal may be deemed non-responsive.**

Additionally, vendors shall require all subcontracted vendors to use the E-Verify system for all purchases not covered under the "Exceptions to the program" clause above.

For additional information regarding the Employment Eligibility Verification System (E-Verify) program visit the following website: <http://www.dhs.gov/E-Verify>. It shall be the vendor's responsibility to familiarize themselves with all rules and regulations governing this program.

Vendor acknowledges, and without exception or stipulation, any firm(s) receiving an award shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended and with the provisions contained within this affidavit. Failure by the awarded firm(s) to comply with the laws referenced herein or the provisions of this affidavit shall constitute a breach of the award agreement and the County shall have the discretion to unilaterally terminate said agreement immediately.

23. Collier County Local Preference Policy

Collier County provides an incentive to local business to enhance the opportunities of local businesses in the award of County contracts. In the evaluation of proposals, the County rewards Vendors for being a local business by granting a ten (10) points incentive in the evaluation criterion points.

A "local business" is defined as a business that has a valid occupational license issued by either Collier or Lee County for a minimum of one (1) year prior to a Collier County bid or proposal submission that authorizes the business to provide the commodities or services to be purchased, and a physical business address located within the limits of Collier or Lee Counties from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a vendor shall not be considered a "local business" unless it contributes to the economic development and well-being of either Collier or Lee County in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities, the support and increase to either Collier or Lee County's tax base, and residency of employees and principals of the business within Collier or Lee County. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid or proposal to be eligible for consideration as a "local business" under this section.

The vendor must complete and submit with their proposal response the *Affidavit for Claiming Status as a Local Business* which is included as part of this solicitation.

Failure on the part of a vendor to submit this Affidavit with their proposal response will preclude said Vendor from being considered for local preference under this solicitation.

A vendor who misrepresents the Local Preference status of its firm in a proposal or bid submitted to the County will lose the privilege to claim Local Preference status for a period of up to one year.



Attachment 1: Vendor's Non-Response Statement

The sole intent of the Collier County Purchasing Department is to issue solicitations that are clear, concise and openly competitive. Therefore, we are interested in ascertaining reasons for prospective Vendors not wishing to respond to this solicitation. If your firm is not responding to this RFP, please indicate the reason(s) by checking the item(s) listed below and return this form via email or fax, noted on the cover page, or mail to Collier County Government, Purchasing Department, 3327 Tamiami Trail E, Naples, FL 34112.

We are not responding to Solicitation 13-6132 Annual Audit Services for the following reason(s):

- Services requested not available through our company.
- Our firm could not meet specifications/scope of work.
- Specifications/scope of work not clearly understood or applicable (too vague, rigid, etc.)
- Project is too small.
- Insufficient time allowed for preparation of response.
- Incorrect address used. Please correct mailing address:

Other reason(s): _____

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Representative Signature: _____

Representative Name: _____ Date _____



Attachment 2: Vendor Check List

IMPORTANT: THIS SHEET MUST BE SIGNED. Please read carefully, sign in the spaces indicated and return with your Proposal. Vendor should check off each of the following items as the necessary action is completed:

- The Proposal has been signed.
- All applicable forms have been signed and included, along with licenses to complete the requirements of the project.
- Any addenda have been signed and included.
- The mailing envelope has been addressed to:
Collier County Government
Purchasing Department
3327 Tamiami Trail E
Naples FL 34112
Attn: Joanne Markiewicz, Interim Purchasing Director
- The **mailing envelope must be sealed and marked** with Solicitation 13-6132 Annual Audit Service and 7/18/13.
- The Proposal will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposal cannot be considered.)

ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Representative Signature: _____

Representative Name: _____ Date _____



Attachment 3: Conflict of Interest Affidavit

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Purchasing/General Services Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

Firm: _____

Signature and Date: _____

Print Name _____

Title of Signatory _____

State of _____

County of _____

SUBSCRIBED AND SWORN to before me this _____ day of _____,
20_____,

by _____, who is personally known to me to be the
_____ for the Firm, OR who produced the following
identification _____.

Notary Public

My Commission Expires _____



Attachment 4: Vendor Declaration Statement

BOARD OF COUNTY COMMISSIONERS
Collier County Government Complex
Naples, Florida 34112

RE: Solicitation: 13-6132 Annual Audit Service

Dear Commissioners:

The undersigned, as Vendor declares that this proposal is made without connection or arrangement with any other person and this proposal is in every respect fair and made in good faith, without collusion or fraud.

The Vendor agrees, if this proposal is accepted, to execute a Collier County document for the purpose of establishing a formal contractual relationship between the firm and Collier County, for the performance of all requirements to which the proposal pertains. The Vendor states that the proposal is based upon the proposal documents listed by **Solicitation: 13-6132 Annual Audit Service.**

(Proposal Continued on Next Page)

PROPOSAL CONTINUED

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____ day of _____, 20
in the County of _____, in the State of _____.

Firm's Legal Name: _____

Address: _____

City, State, Zip Code: _____

Florida Certificate of
Authority Document Number: _____

Federal Tax Identification
Number _____

CCR # or CAGE Code _____

Telephone: _____

FAX: _____

Signature by:
(Typed and written) _____

Title: _____

Additional Contact Information

Send payments to:
(required if different from above) _____
Company name used as payee

Contact name: _____

Title: _____

Address: _____

City, State, ZIP _____

Telephone: _____

FAX: _____

Email: _____

**Office servicing Collier
County to place orders**
(required if different from above)

Contact name: _____

Title: _____

Address: _____

City, State, ZIP _____

Telephone: _____ Email _____



Attachment 5: Affidavit for Claiming Status as a Local Business

Solicitation: 13-6132 Annual Audit Service (Check Appropriate Boxes Below)

State of Florida (Select County if Vendor is described as a Local Business

- Collier County
- Lee County

Vendor affirms that it is a local business as defined by the Purchasing Policy of the Collier County Board of County Commissioners and the Regulations Thereto. As defined in Section XI of the Collier County Purchasing Policy;

A "local business" is defined as a business that has a valid occupational license issued by either Collier or Lee County for a minimum of one (1) year prior to a Collier County bid or proposal submission that authorizes the business to provide the commodities or services to be purchased, and a physical business address located within the limits of Collier or Lee Counties from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a vendor shall not be considered a "local business" unless it contributes to the economic development and well-being of either Collier or Lee County in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities, the support and increase to either Collier or Lee County's tax base, and residency of employees and principals of the business within Collier or Lee County. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid or proposal to be eligible for consideration as a "local business" under this section.

Vendor must complete the following information:

Year Business Established in Collier County or Lee County: _____

Number of Employees (Including Owner(s) or Corporate Officers): _____

Number of Employees Living in Collier County or Lee (Including Owner(s) or Corporate Officers): _____

If requested by the County, vendor will be required to provide documentation substantiating the information given in this affidavit. Failure to do so will result in vendor's submission being deemed not applicable.

Vendor Name: _____ Date: _____

Collier or Lee County Address: _____

Signature: _____ Title: _____

STATE OF FLORIDA

COLLIER COUNTY LEE COUNTY

Sworn to and Subscribed Before Me, a Notary Public, for the above State and County, on this _____ Day of _____, 20____.

Notary Public

My Commission Expires: _____

(AFFIX OFFICIAL SEAL)



Attachment 6: Immigration Affidavit Certification

Solicitation: 13-6132 Annual Audit Service

This Affidavit is required and should be signed, notarized by an authorized principal of the firm and submitted with formal Invitations to Bid (ITB's) and Request for Proposals (RFP) submittals. Further, Vendors / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the vendor's/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. **Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program, may deem the Vendor / Bidder's proposal as non-responsive.**

Collier County will not intentionally award County contracts to any vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").

Collier County may consider the employment by any vendor of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by Collier County.

Vendor attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the Vendor's / Bidder's proposal.

Company Name _____

Print Name _____ Title _____

Signature _____ Date _____

State of _____

County of _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____, 20____, by

_____ who has produced _____ as identification.
(Print or Type Name) (Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.



**Attachment 7: Vendor Substitute W – 9
Request for Taxpayer Identification Number and Certification**

In accordance with the Internal Revenue Service regulations, Collier County is required to collect the following information for tax reporting purposes from individuals and companies who do business with the County (including social security numbers if used by the individual or company for tax reporting purposes). Florida Statute 119.071(5) require that the county notify you in writing of the reason for collecting this information, which will be used for no other purpose than herein stated. Please complete all information that applies to your business and return with your quote or proposal.

1. General Information (provide all information)

Taxpayer Name _____ <i>(as shown on income tax return)</i>	
Business Name _____ <i>(if different from taxpayer name)</i>	
Address _____	City _____
State _____	Zip _____
Telephone _____	FAX _____ Email _____
Order Information	Remit / Payment Information
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
FAX _____	FAX _____
Email _____	Email _____

2. Company Status (check only one)

<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Tax Exempt (Federal income tax-exempt entity under Internal Revenue Service guidelines IRC 501 (c) 3)	<input type="checkbox"/> Limited Liability Company	
Enter the tax classification <i>(D = Disregarded Entity, C = Corporation, P = Partnership)</i>		

3. Taxpayer Identification Number (for tax reporting purposes only)

Federal Tax Identification Number (TIN) _____
(Vendors who do not have a TIN, will be required to provide a social security number prior to an award of the contract.)

4. Sign and Date Form

Certification: *Under penalties of perjury, I certify that the information shown on this form is correct to my knowledge.*

Signature _____	Date _____
Title _____	Phone Number _____



Attachment 8: Insurance and Bonding Requirements

Insurance / Bond Type	Required Limits
1. <input checked="" type="checkbox"/> Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements
2. <input checked="" type="checkbox"/> Employer's Liability	<u>\$100,000</u> single limit per occurrence
3. <input checked="" type="checkbox"/> Commercial General Liability (Occurrence Form) patterned after the current ISO form	Bodily Injury and Property Damage <u>\$1,000,000</u> single limit per occurrence, \$2,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability
4. <input checked="" type="checkbox"/> Indemnification	To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless Collier County, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph. This section does not pertain to any incident arising from the sole negligence of Collier County.
4. <input type="checkbox"/> Automobile Liability	\$ _____ Each Occurrence; Bodily Injury & Property Damage, Owned/Non-owned/Hired; Automobile Included
5. <input checked="" type="checkbox"/> Other insurance as noted:	<input type="checkbox"/> Watercraft \$ _____ Per Occurrence <input type="checkbox"/> United States Longshoreman's and Harborworker's Act coverage shall be maintained where applicable to the completion of the work. \$ _____ Per Occurrence <input type="checkbox"/> Maritime Coverage (Jones Act) shall be maintained where applicable to the completion of the work. \$ _____ Per Occurrence <input type="checkbox"/> Aircraft Liability coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the Services under this Agreement. \$ _____ Per Occurrence <input type="checkbox"/> Pollution \$ _____ Per Occurrence <input checked="" type="checkbox"/> Professional Liability <u>\$1,000,000</u> Per Occurrence <ul style="list-style-type: none"> • \$ 500,000 each claim and in the aggregate • \$1,000,000 each claim and in the aggregate • \$2,000,000 each claim and in the aggregate <input type="checkbox"/> Valuable Papers Insurance \$ _____ Per Occurrence

6. Bid bond Shall be submitted with proposal response in the form of certified funds, cashiers' check or an irrevocable letter of credit, a cash bond posted with the County Clerk, or proposal bond in a sum equal to 5% of the cost proposal. All checks shall be made payable to the Collier County Board of County Commissioners on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation.
7. Performance and Payment Bonds For projects in excess of \$200,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.
8. Vendor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Vendor shall provide County with certificates of insurance meeting the required insurance provisions.
9. Collier County must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.
10. The Certificate Holder shall be named as Collier County Board of County Commissioners, OR, Board of County Commissioners in Collier County, OR Collier County Government, OR Collier County. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Collier County.
11. **Thirty (30) Days Cancellation Notice** required.

Vendor's Insurance Statement

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of this solicitation.

Name of Firm _____ Date _____

Vendor Signature _____

Print Name _____

Insurance Agency _____

Agent Name _____ Telephone Number _____



Attachment 9: Reference Questionnaire

Solicitation: 13-6132 Annual Audit Service		
Reference Questionnaire for:		
(Name of Company Requesting Reference Information)		
(Name of Individuals Requesting Reference Information)		
Name:	Company:	
(Evaluator completing reference questionnaire)	(Evaluator's Company completing reference)	
Email:	FAX:	Telephone:

Collier County is implementing a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: _____ Completion Date: _____

Project Budget: _____ Project Number of Days: _____

Change Orders - Dollars Added : _____ Change Orders - Days Added: _____

Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	
2	Ability to maintain project schedule (complete on-time or early).	
3	Quality of work.	
4	Quality of consultative advice provided on the project.	
5	Professionalism and ability to manage personnel.	
6	Close out project process (final product turnover; invoices; manuals or going forward documentation, etc.)	
7	Ability to verbally communicate and document information clearly and succinctly.	
8	Ability to manage risks and unexpected project circumstances.	
9	Ability to follow County policies, procedures, rules, regulations, etc.	
10	Overall comfort level with hiring the company in the future (customer satisfaction).	
TOTAL SCORE OF ALL ITEMS		

Please FAX this completed survey to: _____ By _____



Office of the County Manager
Leo E. Ochs, Jr.

3299 Tamiami Trail East, Suite 202 • Naples Florida 34112-5746 • (239) 252-8383 • FAX: (239) 252-4010

Memorandum

TO: Board of County Commissioners
FROM: Leo Ochs, County Manager
DATE: August 29, 2013
RE: FY 14 Budget Public Hearing Documents

Attached are the documents for the Pelican Bay budget public hearing and the Collier County budget public hearing scheduled for September 5, 2013 at 5:05 p.m.

The budget public hearings provide the public with two opportunities for input on the budget and tax rates. The final public hearing is scheduled for September 19, 2013, 5:05 p.m.

In the interim, if you have any questions, please contact me at your convenience.

c: Mark Isackson, Director Corporate Financial Planning
Division Administrators
OMB Staff

COLLIER COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA

Thursday, September 5, 2013, 5:05 P.M.

NOTICE: ALL PERSONS WISHING TO SPEAK ON ANY AGENDA ITEM MUST REGISTER PRIOR TO SPEAKING.

ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDINGS PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ALL REGISTERED PUBLIC SPEAKERS WILL BE LIMITED TO THREE (3) MINUTES UNLESS PERMISSION FOR ADDITIONAL TIME IS GRANTED BY THE CHAIRMAN.

1. **PLEDGE OF ALLEGIANCE**

2. **ADVERTISED PUBLIC HEARING** – Pelican Bay Services Division Budget Hearing:
 - A. Executive Summary – Fiscal Year 2014 Pelican Bay Services Division Budget

 - B. Public Comment

 - C. Resolution Approving the Special Assessment Roll and Levying the Special Assessment against the Benefited Properties within the Pelican Bay Municipal Service Taxing and Benefit Unit.

3. **ADJOURN**

EXECUTIVE SUMMARY

Recommendation to adopt the attached Resolution Approving the Special Assessment Roll and levying the Special Assessment against the benefited properties within the Pelican Bay Municipal Service Taxing and Benefit Unit.

OBJECTIVE: That the Board of County Commissioners adopts the Resolution approving the Special Assessment Roll and levying the Special Assessment against the benefited properties within the Pelican Bay Municipal Service Taxing and Benefit Unit.

CONSIDERATION: The attached Resolution provides for Board approval of the preliminary assessment roll as the final assessment roll, adopting same as the Non-ad valorem Assessment Roll for purposes of utilizing the Uniform Method of collection pursuant to Section 197.3632, Florida Statutes, within the Pelican Bay Municipal Service Taxing and Benefit Unit for maintenance of the water management system, beautification of recreational facilities and median areas, and maintenance of conservation and preserve areas, and establishment of Capital Reserve Funds for ambient noise management, the maintenance of conservation or preserve areas, including the restoration of the mangrove forest, U.S. 41 berms, street signage replacements within the median areas and landscaping improvements to U.S. 41 entrances, all within the Pelican Bay Municipal Service Taxing and Benefit Unit.

FISCAL IMPACT: The total assessment identified in the roll is **\$2,689,600.00** for maintenance of the water management system, beautification of recreation facilities and median areas and maintenance of conservation and preserve areas. This equates to **\$353.184** per residential unit based on **7615.29** assessable units.

The total assessment identified for the establishment of Capital Reserve Funds for ambient noise management, maintenance and restoration of the conservation or preserve area, including restoration of the mangrove forest, U.S. 41 berm improvements within the District, street sign replacement within the median areas, landscaping improvements and U.S. 41 entrance improvements within the District identified in the roll is **\$342,300.00** which equates to **\$44.949** per residential unit based on **7615.29** assessable units.

The recording fees for recording the Assessment Roll and Resolution are estimated to be approximately \$7,300 and are available in Pelican Bay Water Management Fund 109.

LEGAL CONSIDERATIONS: This item is approved as to form and legality, and requires majority vote for Board approval.—SRT

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GROWTH MANAGEMENT IMPACT: There is no Growth Impact associated with this Executive Summary

RECOMMENDATION: That the Board of County Commissioners adopts the Resolution approving the Special Assessment Roll and levying the Special Assessment against the benefited properties within the Pelican Bay Municipal Service Taxing and Benefit Unit.

Prepared by: Mary McCaughtry, Operations Analyst

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RESOLUTION NO. 2013 - _____

A RESOLUTION APPROVING THE PRELIMINARY ASSESSMENT ROLL AS THE FINAL ASSESSMENT ROLL AND ADOPTING SAME AS THE NON-AD VALOREM ASSESSMENT ROLL FOR PURPOSES OF UTILIZING THE UNIFORM METHOD OF COLLECTION PURSUANT TO SECTION 197.3632, FLORIDA STATUTES, WITHIN THE PELICAN BAY MUNICIPAL SERVICE TAXING AND BENEFIT UNIT FOR MAINTENANCE OF THE WATER MANAGEMENT SYSTEM, BEAUTIFICATION OF RECREATIONAL FACILITIES AND MEDIAN AREAS, AND MAINTENANCE OF CONSERVATION OR PRESERVE AREAS, AND ESTABLISHMENT OF CAPITAL RESERVE FUNDS FOR AMBIENT NOISE MANAGEMENT, MAINTENANCE OF CONSERVATION OR PRESERVE AREAS, INCLUDING THE RESTORATION OF THE MANGROVE FOREST PRESERVE, U.S. 41 BERMS, STREET SIGNAGE REPLACEMENTS WITHIN THE MEDIAN AREAS AND LANDSCAPING IMPROVEMENTS TO U.S. 41 ENTRANCES, ALL WITHIN THE PELICAN BAY MUNICIPAL SERVICE TAXING AND BENEFIT UNIT.

WHEREAS, the Pelican Bay Improvement District (hereinafter "District") was created and operated pursuant to the provisions of Chapter 74-462, Laws of Florida, as amended, and was vested with the power and authority to levy and collect special assessments and charges against real property with the District; and

WHEREAS, the Board of County Commissioners of Collier County, Florida, on June 19, 1990 succeeded to the principal functions of the Pelican Bay Improvement District pursuant to Chapter 74-462, Laws of Florida; and

WHEREAS, the Pelican Bay Improvement District completed construction of certain water management improvements in accordance with the Plan of Reclamation of the Pelican Bay Improvement District and such improvements are currently in operation; and

WHEREAS, the District's Board of Supervisors adopted a plan of dissolution for the District transferring title to all property owned by the District to Collier County, including the water management system; and

WHEREAS, the Board of County Commissioners adopted Ordinance No. 2002-27, as amended, creating the Pelican Bay Municipal Service Taxing and Benefit Unit (hereinafter called "Unit") which permits the levy of special assessments; and

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WHEREAS, the Preliminary Assessment Roll for maintenance of the water management system, beautification of recreational facilities and median areas, and maintenance of conservation or preserve areas, and establishment of Capital Reserve Funds for ambient noise management, maintenance of conservation or preserve areas, U.S. 41 berms, street signage replacements within the median areas and landscaping improvements to U.S. 41 entrances, all within the Pelican Bay Municipal Service Taxing and Benefit Unit has been filed with the Clerk to the Board; and

WHEREAS, the Board of County Commissioners on July 09, 2013 adopted **Resolution No. 2013-156** fixing the date, time and place for the public hearing to approve the Preliminary Assessment Roll and to adopt the Non-ad Valorem Assessment Roll to utilize the uniform method of collection pursuant to Section 197.3632, Florida Statutes;

WHEREAS, said public hearing was duly advertised and regularly held, at The Collier County Government Center, Board Room, W. Harmon Turner Building, 3299 East Tamiami Trail, Naples, Florida, commencing at **5:05 P.M. on Thursday, September 5, 2013.**

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that:

SECTION ONE. The Board, having met to receive and consider the written objections of the property owners and other interested persons appearing before the Board as to the propriety and advisability of confirming and adopting the Pelican Bay Municipal Service Taxing and Benefit Unit Preliminary Assessment roll, as to the amounts shown thereon to be assessed against the lots and parcels of land to be benefited and as to the equalization of such assessments on a basis of justice and right, does hereby confirm such Preliminary Assessment Roll and make it final and adopt same as the final Non-ad Valorem Assessment Roll for the purpose of using the uniform method of collection.

The total special assessment for maintenance of the water management system and the beautification of the recreational areas and median areas, and maintenance of conservation or

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preserve areas is \$2,689,600.00 which equates to \$353.184 per Equivalent Residential Unit based on 7615.29 assessable units.

The total assessment for the establishment of Capital Funds for ambient noise management, maintenance and restoration of the conservation or preserve areas, U.S. 41 berm improvements within the Unit, street sign replacement within the median areas, landscaping improvements and U.S. 41 entrance improvements within the Unit, utilizes an Equivalent Residential Unit based methodology. The total assessment for these Capital Funds for the maintenance and restoration and landscaping improvements is \$342,300.00 which equates to \$44.949 per Equivalent Residential Unit based on 7615.29 assessable units. The total assessments against the benefited properties are described and set forth in the Preliminary Assessment Roll (Non-ad Valorem Assessment Roll) attached hereto as Exhibit "A" and incorporated herein. The Board hereby confirms the special assessments and the attached Exhibit "A" is the Final Assessment Roll (Non-ad Valorem Assessment Roll).

SECTION TWO. Such assessments are hereby found and determined to be levied in direct proportion to the special and positive benefits to be received by the properties listed in the Preliminary Assessment Roll (Non-ad Valorem Assessment Roll), which is attached hereto as Exhibit "A" and are located within the Pelican Bay Municipal Service Taxing and Benefit Unit which is described as follows:

A tract of land being in portions of Sections 32 and 33, Township 48 South, Range 25 East; together with portions of Sections 4, 5, 8 and 9, Township 49 South, Range 25 East, Collier County, Florida, being one and the same as the lands encompassed by the Pelican Bay Improvement District, the perimeter boundary of same more particularly described as follows: Commencing at the Southeast corner of said Section 33; thence South 89 degrees 59 minutes 50 seconds West along the South line of Section 33 a distance of 150.02 feet to a point on the West right-of-way line of U.S. 41 (State Road 45), said point also being the Point of Beginning; thence Southerly along the West right-of-way line of said U. S. 41 (State Road 45) the following courses: South 00 degrees 58 minutes 36 seconds East a distance of 2.49 feet; thence South 00 degrees 55 minutes 41 seconds East a distance of 3218.29 feet; thence South 01 degrees 00 minutes 29 seconds East a distance of 3218.56 feet; thence South 00 degrees 59 minutes 03 seconds East a distance of 2626.21 feet; thence South 01 degrees 00 minutes 18 seconds East a distance of 2555.75 feet to a point on the

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North right-of-way line of Pine Road as recorded in D.B. 50, Page 490, among the Public Records of said Collier County; thence departing said U.S. 41 (State Road 45) South 89 degrees 09 minutes 45 seconds West along said North right-of-way line a distance of 2662.61 feet; thence South 00 degrees 51 minutes 44 seconds East a distance of 70.00 feet to a point on the North line of Seagate Unit 1 as recorded in Plat Book 3, Page 85 among said Public Records; thence South 89 degrees 09 minutes 45 seconds West along said North line of Seagate Unit 1 and the South line of said Section 9 a distance of 2496.67 feet to the Southwest corner of said Section 9; thence continue South 89 degrees 09 minutes 45 seconds West a distance of 225 feet more or less to a point on the mean high water line established May 15, 1968; thence a Northwesterly direction along said mean high water line a distance 15716 feet more or less; thence departing said mean high water line South 80 degrees 29 minutes 30 seconds East and along the Southerly line of Vanderbilt Beach Road (State Road 862) as recorded in D.B. 15, Page 121 among said Public Records a distance of 7385 feet more or less to a point on said West right-of-way line of U. S. 41 (State Road 45); thence South 00 degrees 58 minutes 36 seconds East along said West right-of-way line a distance of 2574.36 feet to the Point of Beginning.

SECTION THREE. Upon adoption of this Resolution any assessment may be paid at the Office of the Clerk within thirty (30) days thereafter, all assessments shall be collected pursuant to Sections 197.3632 and 197.3635, Florida Statutes, or any successor statutes authorizing the collection of such assessments on the same bill as Ad Valorem Taxes, which shall be billed with the Ad Valorem Taxes that become payable on November 1, 2013 and delinquent on April 1, 2014.

SECTION FOUR. The assessment shall be final and conclusive as to each lot or parcel assessed and any objections against the making of any assessable improvements not so made shall be considered as waived, and if any objection shall be made and overruled or shall not be sustained, the adoption of this resolution approving the final assessment shall be the final adjudication of the issues presented unless proper steps shall be taken in a court of competent jurisdiction to secure relief within twenty (20) days from the adoption of this Resolution.

SECTION FIVE. All assessments shall constitute a lien upon the property so assessed from the date of confirmation of this Resolution of the same nature and to the same extent as the lien for general county taxes falling due in the same year or years in which such assessment falls due, and any assessment not paid when due shall be collected pursuant to Chapter 197, Florida Statutes, in the same manner as property taxes are collected.

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SECTION SIX. The Clerk is hereby directed to record this Resolution and all Exhibits attached hereto in the Official Records of Collier County.

SECTION SEVEN. This Resolution shall become effective immediately upon its passage.

THIS RESOLUTION ADOPTED this ____ day of **September 2013**, after motion, second and majority vote.

ATTEST:
DWIGHT E. BROCK, Clerk

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____
, Deputy Clerk

By: _____
GEORGIA A. HILLER, ESQ.
CHAIRWOMAN

Approved as to form and legality:

Jeffrey A. Klatzkow
County Attorney

(SR)

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(or)

PELICAN BAY SERVICES DISTRICT
FY 2014 ASSESSMENT

Total	\$ 2,689,600.00	\$ 342,300.00	\$ 3,031,900.00
Per Unit	\$ 353.18418603	\$ 44.94904331	\$ 398.13322933

Commercial	Folio #	Acres	Units	Factor	O&M	Capital	Total	
Ritz Carlton	00168360008	26.22	150.77	5.75	\$ 53,249.58	\$ 6,776.97	\$ 60,026.55	
Public Library	00169000006	1.69	9.72	5.75	\$ 3,432.95	\$ 436.90	\$ 3,869.85	
Fire Station	00178682008	3.63	20.87	5.75	\$ 7,370.95	\$ 938.09	\$ 8,309.04	
Fifth Third Bank	32435500101	0.84	4.83	5.75	\$ 1,705.88	\$ 217.10	\$ 1,922.98	
Market Place Parcel 1	64030000252	4.1	23.68	5.75	\$ 8,328.08	\$ 1,059.90	\$ 9,387.98	
Market Place Parcel 2 (Albertson's)	64030000508	5.23	30.07	5.75	\$ 10,620.25	\$ 1,351.62	\$ 11,971.87	
Market Place Parcel 3	64030001002	6.38	36.69	5.75	\$ 12,958.33	\$ 1,649.18	\$ 14,607.51	
Market Place Parcel 4 (World Savings)	64030001109	1.03	6.92	5.75	\$ 2,090.85	\$ 266.10	\$ 2,356.95	
Market Place Parcel 5 (Ruby Tuesday's)	64030001206	1.11	6.38	5.75	\$ 2,253.32	\$ 286.77	\$ 2,540.09	
Market Place vacant parcel	64380000355	2.19	12.59	5.75	\$ 4,446.59	\$ 565.91	\$ 5,012.50	
Pelican Bay Financial Center	64380000601	4.03	23.17	5.75	\$ 8,183.28	\$ 1,041.47	\$ 9,224.75	
HMA, Wachovia	66270040009	9.98	57.4	5.75	\$ 20,272.77	\$ 2,580.08	\$ 22,852.85	
SunTrust	66270120000	4.66	26.8	5.75	\$ 9,465.34	\$ 1,204.63	\$ 10,669.97	
Waterside Shops	66270160002	23.15	126.70	5.43	\$ 44,395.26	\$ 5,650.09	\$ 50,045.35	
Morgan Stanley	66270200001	3.07	17.65	5.75	\$ 6,233.70	\$ 793.35	\$ 7,027.05	
Morgan Stanley (additional land)	66270200108	0.63	3.62	5.75	\$ 1,278.53	\$ 162.72	\$ 1,441.24	
Philharmonic Ctr for the Arts	66270240003	6.5	37.38	5.75	\$ 13,202.02	\$ 1,680.20	\$ 14,882.22	
Comerica Bldg	66270240100	2	11.5	5.75	\$ 4,081.62	\$ 516.91	\$ 4,598.53	
Waterside Shops (Saks parcel)	66270240207	0.71	4.08	5.75	\$ 1,440.99	\$ 183.39	\$ 1,624.38	
Waterside Shops (Jacobson's parcel)	66270240304	0	0	0.00	\$ -	\$ -	\$ -	
Waterside Shops (US Trust parcel)	66270240401	1	5.75	5.75	\$ 2,030.81	\$ 258.46	\$ 2,289.27	
Waterside Shops (Barnes Noble parcel)	66270240508	1.25	7.19	5.75	\$ 2,539.39	\$ 323.18	\$ 2,862.57	
Waterside Shops (Nordstrom's parcel)	66270240605	1.29	7.42	5.75	\$ 2,620.63	\$ 333.52	\$ 2,954.15	
St. Williams	66272380004	6.26	36	5.75	\$ 12,714.63	\$ 1,618.17	\$ 14,332.80	
Registry Hotel	475 units	17.8125	161.5	9.07	\$ 57,039.25	\$ 7,259.27	\$ 64,298.52	0.34 per unit
Inn at Pelican Bay	100 Units	2.5	14.38	5.75	\$ 5,078.79	\$ 646.37	\$ 5,725.16	0.1438 per unit
Other								
PBSD (water plant)	66330200022	12	12	1.00	\$ 4,238.21	\$ 539.39	\$ 4,777.60	
County Park	66679080505	14.88	14.88	1.00	\$ 5,255.38	\$ 668.84	\$ 5,924.22	
The Club at Pelican Bay								
	66330042002	2.13	2.13	1.00	\$ 752.28	\$ 95.74	\$ 848.02	
	66330043001	6.64	6.64	1.00	\$ 2,345.14	\$ 296.46	\$ 2,641.60	
	66330043056	0.71	0.71	1.00	\$ 250.76	\$ 31.91	\$ 282.67	
	66330080006	69.33	69.33	1.00	\$ 24,486.28	\$ 3,116.32	\$ 27,602.60	
10 acres club and maintenance facility		10	57.5	5.75	\$ 20,308.09	\$ 2,584.57	\$ 22,892.66	
	66330200008	3	3	1.00	\$ 1,059.55	\$ 134.85	\$ 1,194.40	
	66330200051	1.43	1.43	1.00	\$ 505.05	\$ 64.28	\$ 569.33	
	66530120009	0	0	1.00	\$ -	\$ -	\$ -	
	66674441453	135.22	135.22	1.00	\$ 47,757.57	\$ 6,078.01	\$ 53,835.58	
	66330041003	1.01	1.01	1.00	\$ 356.72	\$ 45.40	\$ 402.11	
	66330280000	0.57	0.57	1.00	\$ 201.31	\$ 25.62	\$ 226.94	
	66330321008	0.04	0.04	1.00	\$ 14.13	\$ 1.80	\$ 15.93	
	66432580204	0.57	0.57	1.00	\$ 201.31	\$ 25.62	\$ 226.94	
	66674440357	0	0	1.00	\$ -	\$ -	\$ -	
	66674440454	0	0	1.00	\$ -	\$ -	\$ -	
Residential								
Gulf Bay residential acres (Waterpark Place C)	81210001753	3.55	43.95	12.38	\$ 15,522.44	\$ 1,975.51	\$ 17,497.96	
Gulf Bay residential acres (Waterpark Place D)	81210002257	4.39	54.35	12.38	\$ 19,195.56	\$ 2,442.98	\$ 21,638.54	
Total per acre calculated parcels		402.7326	1,244.29		\$ 439,463.65	\$ 55,929.65	\$ 495,393.20	
Total Residential		979.5284	6,371.00		\$ 2,260,136.45	\$ 286,370.35	\$ 2,546,506.80	
Total ERU's			7,615.29		\$ 2,689,600.00	\$ 342,300.00	\$ 3,031,900.00	

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PELICAN BAY SERVICES DISTRICT
FY 2014 ASSESSMENT

	ERU's	Maintenance	Capital	Total
Total Budget	\$	\$ 2,689,600.00	\$ 342,300.00	\$ 3,031,900.00
Per Unit	\$	\$ 353,184.1860	\$ 44.9490433	\$ 398.133
Ritz Carlton	150.77	\$ 53,249.58	\$ 6,776.97	\$ 60,026.55
Registry	161.50	\$ 57,039.25	\$ 7,259.27	\$ 64,298.52
Inn @ PB	14.38	\$ 5,078.79	\$ 646.37	\$ 5,725.16
The Club @ PB	278.15	\$ 98,238.18	\$ 12,502.58	\$ 110,740.76
St. Williams	36.00	\$ 12,714.63	\$ 1,618.17	\$ 14,332.80
PBSD - water plant	12.00	\$ 4,238.21	\$ 539.39	\$ 4,777.60
County Park	14.88	\$ 5,255.38	\$ 668.84	\$ 5,924.22
Public Library	9.72	\$ 3,432.95	\$ 436.90	\$ 3,869.85
Fire Station	20.87	\$ 7,370.95	\$ 938.09	\$ 8,309.04
Philharmonic	37.38	\$ 13,202.02	\$ 1,680.20	\$ 14,882.22
Fifth Third Bank	4.83	\$ 1,705.88	\$ 217.10	\$ 1,922.98
Market Place	115.23	\$ 40,697.41	\$ 5,179.48	\$ 45,876.89
Pelican Bay Financial Center	23.17	\$ 8,183.28	\$ 1,041.47	\$ 9,224.75
HMA, Wachovia	57.40	\$ 20,272.77	\$ 2,580.08	\$ 22,852.85
SunTrust	26.80	\$ 9,465.34	\$ 1,204.63	\$ 10,669.97
Morgan Stanley	21.27	\$ 7,512.23	\$ 956.07	\$ 8,468.29
Comerica Bldg	11.50	\$ 4,061.62	\$ 516.91	\$ 4,578.53
Waterside Shops	150.14	\$ 53,027.07	\$ 6,748.65	\$ 59,775.72
Future residential (acreage)	98.30	\$ 34,718.01	\$ 4,418.49	\$ 39,136.50
Residential units	6,371.00	\$ 2,250,136.45	\$ 286,370.35	\$ 2,536,506.80
rounding		\$	\$	\$
Total ERU's	7,615.29	\$ 2,689,600.00	\$ 342,300.00	\$ 3,031,900.00

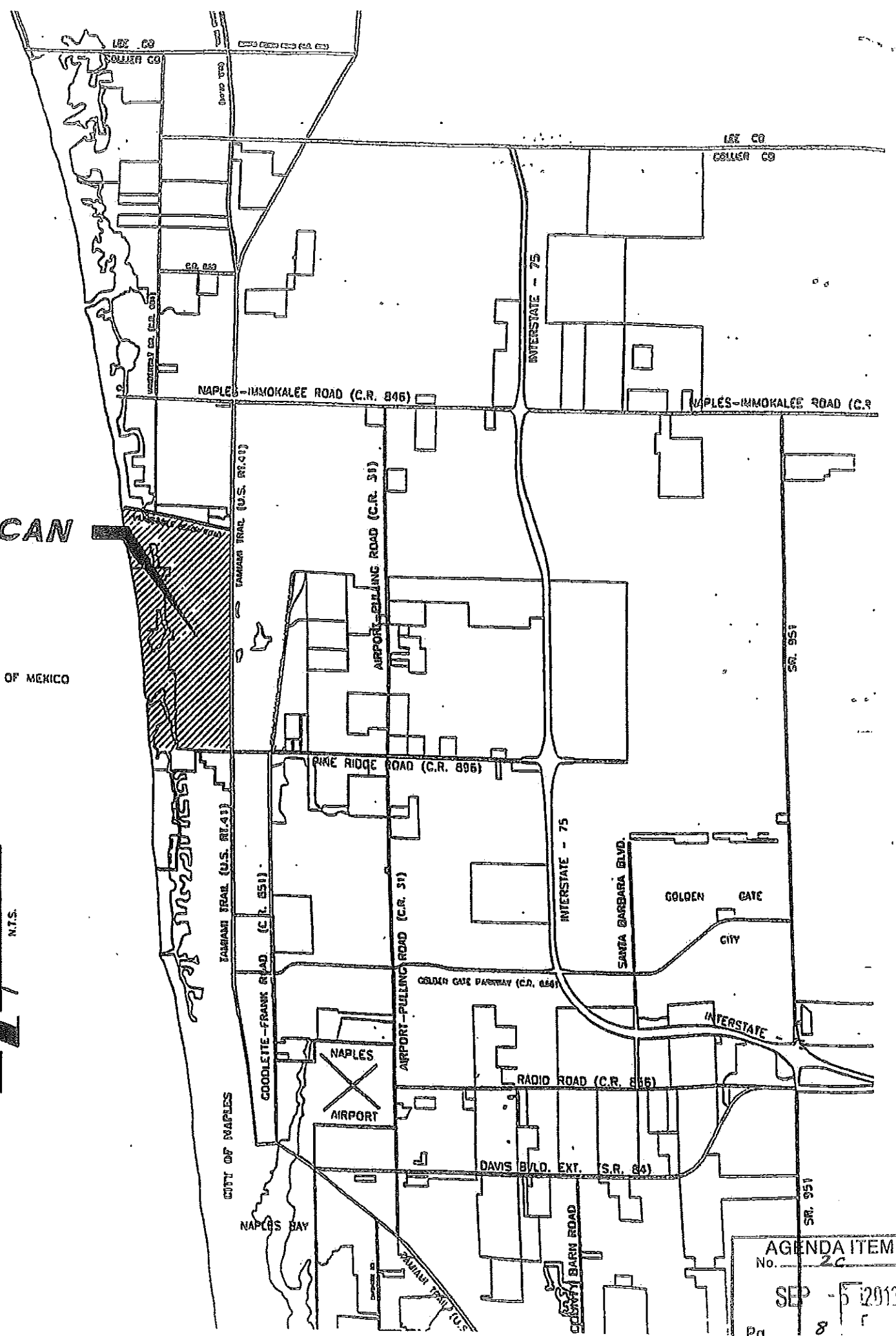
Reconciliation:

FY 2013 ERU's	7,617.29
Trieste unit 2004 combined with unit 200	(1.00)
Unit Ten replat combined lots 31 & 32	(1.00)
FY 2014 ERU's	7,615.29

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PELICAN BAY

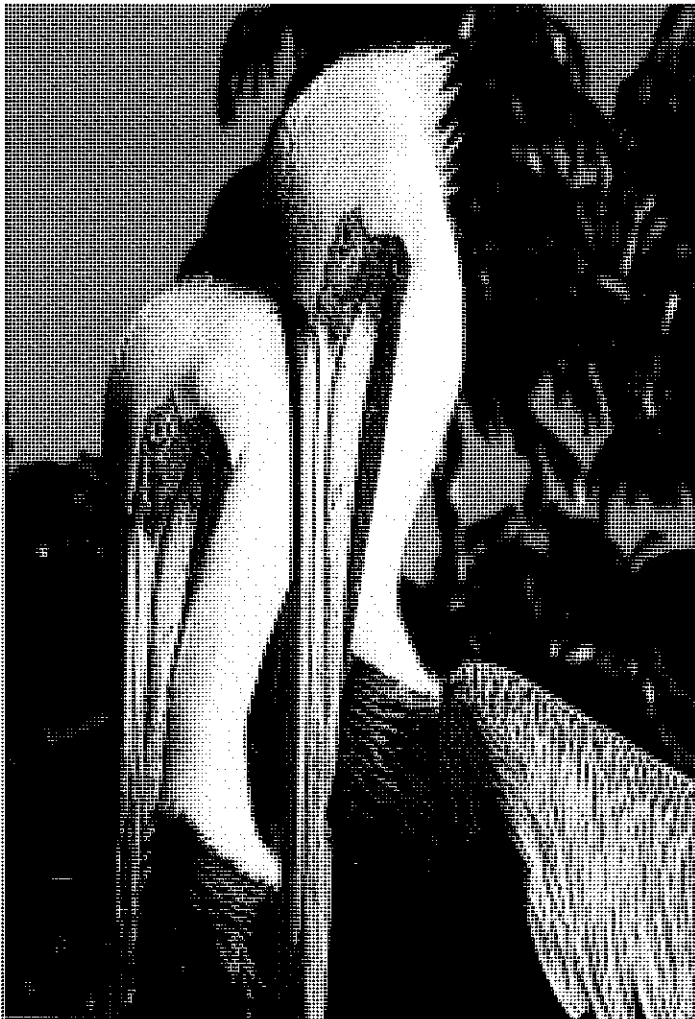
GULF OF MEXICO



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Collier County

Pelican Bay Services Division



PROPOSED BUDGET

Fiscal Year 2014

**Collier County Government
Fiscal Year 2014 Recom'd Budget**

Office of the County Manager

Pelican Bay Services

Department Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Personal Services	1,023,545	1,124,200	1,121,700	1,133,100	-	1,133,100	0.8%
Operating Expense	1,213,939	1,305,000	1,239,500	1,379,800	-	1,379,800	5.7%
Indirect Cost Reimburs	89,800	93,800	93,800	85,900	-	85,900	(8.4%)
Capital Outlay	96,538	38,000	31,900	17,500	-	17,500	(53.9%)
Net Operating Budget	2,423,822	2,561,000	2,486,900	2,616,300	-	2,616,300	2.2%
Trans to Property Appraiser	39,295	81,900	57,400	81,600	-	81,600	(0.4%)
Trans to Tax Collector	58,072	93,000	76,000	96,200	-	96,200	3.4%
Trans to 320 Clam Bay Cap Fd	-	-	100,000	-	-	-	na
Trans to 322 Pel Bay Irr and Land	436,500	241,700	241,700	210,000	-	210,000	(13.1%)
Trans to 408 Water/Sewer Fd	13,400	13,400	13,400	15,900	-	15,900	18.7%
Reserves For Contingencies	-	113,800	-	128,400	-	128,400	12.8%
Reserves For Capital	-	1,126,700	-	1,273,000	-	1,273,000	13.0%
Reserve for Attrition	-	(16,200)	-	(16,100)	-	(16,100)	(0.6%)
Total Budget	2,971,089	4,215,300	2,975,400	4,405,300	-	4,405,300	4.5%

Appropriations by Program	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Pelican Bay Community Beautification (109)	1,651,307	1,712,500	1,683,300	1,714,700	-	1,714,700	0.1%
Pelican Bay Street Lighting (778)	204,159	244,300	216,600	247,900	-	247,900	1.5%
Pelican Bay Water Management (109)	568,356	604,200	567,000	653,700	-	653,700	8.2%
Total Net Budget	2,423,822	2,561,000	2,486,900	2,616,300	-	2,616,300	2.2%
Total Transfers and Reserves	547,267	1,654,300	488,500	1,789,000	-	1,789,000	8.1%
Total Budget	2,971,089	4,215,300	2,975,400	4,405,300	-	4,405,300	4.5%

Department Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Ad Valorem Taxes	420,964	440,700	419,400	445,500	-	445,500	1.1%
Delinquent Ad Valorem Taxes	27	-	-	-	-	-	na
Special Assessments	2,480,542	2,573,800	2,498,700	2,689,600	-	2,689,600	4.5%
Charges For Services	-	1,500	-	1,500	-	1,500	0.0%
Miscellaneous Revenues	39,650	-	2,900	-	-	-	na
Interest/Misc	14,771	22,500	13,700	24,100	-	24,100	7.1%
Trans frm Property Appraiser	521	-	-	-	-	-	na
Trans frm Tax Collector	25,451	-	-	-	-	-	na
Carry Forward	1,446,100	1,327,800	1,443,300	1,402,600	-	1,402,600	5.6%
Less 5% Required By Law	-	(151,000)	-	(158,000)	-	(158,000)	4.6%
Total Funding	4,428,027	4,215,300	4,378,000	4,405,300	-	4,405,300	4.5%

Department Position Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Pelican Bay Water Management (109)	2.19	2.19	2.19	2.19	-	2.19	0.0%
Pelican Bay Community Beautification (109)	12.42	12.42	12.42	12.42	-	12.42	0.0%
Pelican Bay Street Lighting (778)	1.39	1.39	1.39	1.39	-	1.39	0.0%
Total FTE	16.00	16.00	16.00	16.00	-	16.00	0.0%

Office of the County Manager

**Pelican Bay Services
Pelican Bay Water Management (109)**

Mission Statement

To provide for the efficient and timely delivery of Water Management services to the Pelican Bay Community by providing for the necessary maintenance for the community's storm water system to assure its efficient operation in the transporting and treatment of the storm water. In addition, the Division tries to maintain the highest aesthetic appearance while maintaining the delicate balance of the ecosystem.

Program Summary	FY 2014 Total FTE	FY 2014 Budget	FY 2014 Revenues	FY 2014 Net Cost
Water Management Program	2.19	653,700	744,000	-90,300
Includes the routine maintenance of the Pelican Bay Water Management System of approximately 3.5 miles of berm separating the developed property from the Clam Pass System. The system functions as a storm water treatment facility by removing nutrients and pollutants, thus improving the quality of storm water before it is discharged into Clam Bay.				
Current Level of Service Budget	2.19	653,700	744,000	-90,300

Program Performance Measures	FY 2012 Actual	FY 2013 Budget	FY 2013 Forecast	FY 2014 Budget
Aquatic plants planted	10,000	10,000	10,000	10,000
Forty-three lakes maintained/treated - times per year	52	52	52	52
Water quality testing - number of parameters	3,576	3,576	3,576	4,689

Program Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Personal Services	169,735	177,800	177,400	184,200	-	184,200	3.6%
Operating Expense	314,121	340,300	324,500	376,900	-	376,900	10.8%
Indirect Cost Reimburs	84,500	85,100	85,100	80,300	-	80,300	(5.6%)
Capital Outlay	-	1,000	-	12,300	-	12,300	1,130.0%
Net Operating Budget	568,356	604,200	587,000	653,700	-	653,700	8.2%
Total Budget	568,356	604,200	587,000	653,700	-	653,700	8.2%
Total FTE	2.19	2.19	2.19	2.19	-	2.19	0.0%

Program Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Special Assessments	642,129	695,000	667,200	742,500	-	742,500	6.8%
Charges For Services	-	1,500	-	1,500	-	1,500	0.0%
Miscellaneous Revenues	600	-	1,600	-	-	-	na
Interest/Misc	13	-	-	-	-	-	na
Total Funding	642,742	696,500	668,800	744,000	-	744,000	6.8%

Forecast FY 2013:

Operating expenses decreased by 4.6% mostly due to lower than anticipated costs for chemicals that are now being used and applied differently in compliance with regulations. A budget amendment to transfer \$100,000 to the Clam Bay Restoration fund, for renovations to the south berm, was completed in FY 2012 but was not transferred in that fiscal year. The transfer to correct this discrepancy was made in F Y 2013.

Current FY 2014:

Operating expenses are increasing by 10.8% due to increases in contractual salary and administrative services, the contractual exotic removal program and engineering services for the water quality program in conjunction with a 9% decrease in chemical costs.

Office of the County Manager

**Pelican Bay Services
Pelican Bay Water Management (109)**

Revenues:

The assessment revenue is based on an equivalent residential unit (ERU) of \$97.49 for Water Management, which is \$6.24 more than FY 2013 ERU rate. The combined ERU rate is unchanged.

Office of the County Manager

**Pelican Bay Services
Pelican Bay Community Beautification (109)**

Mission Statement

To provide for the efficient and timely delivery of Water Management services to the Pelican Bay Community by providing for the necessary maintenance for the community's storm water system to assure its efficient operation in the transporting and treatment of the storm water. In addition, the Division tries to maintain the highest aesthetic appearance while maintaining the delicate balance of the ecosystem.

Program Summary	FY 2014 Total FTE	FY 2014 Budget	FY 2014 Revenues	FY 2014 Net Cost
Beautification Program	12.42	1,714,700	1,947,100	-232,400
Includes the routine maintenance of 2,873,750 square feet of right-of-way and community parks - including pruning, cutting, pesticide and fertilizer programs. Also annuals are changed two times per year and mulch is applied to 661,750 square feet of plant beds three times per year. The Beautification Department is also responsible for street sweeping, street trash pick-up, and a sign maintenance program which includes traffic and entrance signs.				
Current Level of Service Budget	12.42	1,714,700	1,947,100	-232,400

Program Performance Measures	FY 2012 Actual	FY 2013 Budget	FY 2013 Forecast	FY 2014 Budget
Boulevards swept - times per year	52	52	52	52
Chemical weed control - times per year	24	24	24	24
Fertilizer applied - times per year	4	4	2	2
Flower plantings - times per year	2	2	2	2
Irrigation systems checked - times per year	12	12	12	12
Mulch application - times per year	3	3	3	3
Streets swept - single family areas	12	12	12	12

Program Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Personal Services	752,005	840,300	837,300	837,900	-	837,900	(0.3%)
Operating Expense	802,764	836,200	814,100	872,600	-	872,600	4.4%
Capital Outlay	96,538	36,000	31,900	4,200	-	4,200	(88.3%)
Net Operating Budget	1,651,307	1,712,500	1,683,300	1,714,700	-	1,714,700	0.1%
Total Budget	1,651,307	1,712,500	1,683,300	1,714,700	-	1,714,700	0.1%
Total FTE	12.42	12.42	12.42	12.42	-	12.42	0.0%

Program Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Special Assessments	1,838,413	1,878,800	1,831,500	1,947,100	-	1,947,100	3.6%
Miscellaneous Revenues	20,720	-	-	-	-	-	na
Interest/Misc	38	-	-	-	-	-	na
Total Funding	1,859,171	1,878,800	1,831,500	1,947,100	-	1,947,100	3.6%

Forecast FY 2013:

Overall there was a 2% decrease in forecasted expenses to budget.

Current FY 2014:

Operating expenses increased 4.4% primarily impacted by \$10,800 administrative services and \$31,900 for enhanced tree trimming program.

Office of the County Manager

Pelican Bay Services

Pelican Bay Community Beautification (109)

Revenues:

The assessment revenue is based on an equivalent residential unit (ERU) of \$255.65 for Community Beautification which is \$9.00 more than the FY 2013 ERU rate. The combined ERU rate is unchanged.

**Collier County Government
Fiscal Year 2014 Recom'd Budget**

Office of the County Manager

**Pelican Bay Services
Reserves & Transfers (109)**

Program Summary	FY 2014 Total FTE	FY 2014 Budget	FY 2014 Revenues	FY 2014 Net Cost
Reserve & Transfers	-	999,400	676,700	322,700
Current Level of Service Budget	-	999,400	676,700	322,700

Program Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Trans to Property Appraiser	39,295	72,900	52,400	72,700	-	72,700	(0.3%)
Trans to Tax Collector	49,611	79,300	66,400	82,700	-	82,700	4.3%
Trans to 320 Clam Bay Cap Fd	-	-	100,000	-	-	-	na
Trans to 322 Pel Bay Irr and Land	436,500	241,700	241,700	210,000	-	210,000	(13.1%)
Trans to 408 Water/Sewer Fd	13,400	13,400	13,400	15,900	-	15,900	18.7%
Reserves For Contingencies	-	102,300	-	116,100	-	116,100	13.5%
Reserves For Capital	-	603,900	-	518,100	-	518,100	(14.2%)
Reserve for Attrition	-	(16,200)	-	(16,100)	-	(16,100)	(0.6%)
Total Budget	538,805	1,097,300	473,900	999,400	-	999,400	(8.9%)

Program Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Interest/Misc	12,281	15,800	7,000	15,200	-	15,200	(3.8%)
Trans frm Property Appraiser	521	-	-	-	-	-	na
Trans frm Tax Collector	22,234	-	-	-	-	-	na
Carry Forward	1,268,900	951,600	1,033,700	796,800	-	796,800	(16.3%)
Less 5% Required By Law	-	(128,700)	-	(135,300)	-	(135,300)	5.1%
Total Funding	1,303,937	838,700	1,040,700	676,700	-	676,700	(19.3%)

**Collier County Government
Fiscal Year 2014 Recom'd Budget**

Office of the County Manager

**Pelican Bay Services
Pelican Bay Street Lighting (778)**

Mission Statement

To maintain the Pelican Bay Street Lighting system as a well-balanced functional system that provides a consistently lighted roadway appearance within the community.

Program Summary	FY 2014 Total FTE	FY 2014 Budget	FY 2014 Revenues	FY 2014 Net Cost
Street Lighting Program	1.39	247,900	445,500	-197,600
Includes the routine maintenance of the Pelican Bay roadway street lighting system including all up-lighting at the Pelican Bay entrances and bike path lighting. Street Lights consist of concrete poles and metal Halide lamps.				
Reserves/Transfers	-	789,600	592,000	197,600
Current Level of Service Budget	1.39	1,037,500	1,037,500	-

Program Performance Measures	FY 2012 Actual	FY 2013 Budget	FY 2013 Forecast	FY 2014 Budget
% of Lights repaired within 24 hours	100	100	100	100
Light posts inspected	26	26	26	26

Program Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Personal Services	101,805	106,100	107,000	111,000	-	111,000	4.6%
Operating Expense	97,054	128,500	100,900	130,300	-	130,300	1.4%
Indirect Cost Reimburs	5,300	8,700	8,700	5,600	-	5,600	(35.6%)
Capital Outlay	-	1,000	-	1,000	-	1,000	0.0%
Net Operating Budget	204,159	244,300	216,600	247,900	-	247,900	1.5%
Trans to Property Appraiser	-	9,000	5,000	8,900	-	8,900	(1.1%)
Trans to Tax Collector	8,461	13,700	9,600	13,500	-	13,500	(1.5%)
Reserves For Contingencies	-	11,500	-	12,300	-	12,300	7.0%
Reserves For Capital	-	522,800	-	754,900	-	754,900	44.4%
Total Budget	212,620	801,300	231,200	1,037,500	-	1,037,500	29.5%
Total FTE	1.39	1.39	1.39	1.39	-	1.39	0.0%

Program Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Ad Valorem Taxes	420,964	440,700	419,400	445,500	-	445,500	1.1%
Delinquent Ad Valorem Taxes	27	-	-	-	-	-	na
Miscellaneous Revenues	18,330	-	1,300	-	-	-	na
Interest/Misc	2,439	6,700	6,700	8,900	-	8,900	32.8%
Trans frm Tax Collector	3,217	-	-	-	-	-	na
Carry Forward	177,200	378,200	409,600	605,800	-	605,800	61.0%
Less 5% Required By Law	-	(22,300)	-	(22,700)	-	(22,700)	1.8%
Total Funding	622,177	801,300	837,000	1,037,500	-	1,037,500	29.5%

Forecast FY 2013:

Operating expenses decreased by 21% due to lower costs for electricity and emergency repairs and maintenance.

Office of the County Manager

**Pelican Bay Services
Pelican Bay Street Lighting (778)**

Current FY 2014:

The net operating budget for FY 2014 is in line with the FY 2013 budget. Indirect cost reimbursement decreased by 35.6% and reserves will be increased for future construction and improvement of the street lighting system as identified in the Pelican Bay Community Improvement Plan.

Revenues:

This fund had a millage rate of .0857 in FY 2013 and it is requested to remain the same. Revenue will be derived from the FY 2013 taxable value of \$5,197,797,456. This will generate \$445,500 in ad valorem taxes.

**Collier County Government
Fiscal Year 2014 Recom'd Budget**

Office of the County Manager Capital

Pelican Bay Capital

Department Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Operating Expense	951,816	773,500	3,594,900	496,400	-	496,400	(35.8%)
Capital Outlay	-	11,000	11,000	78,500	-	78,500	613.6%
Net Operating Budget	951,816	784,500	3,605,900	574,900	-	574,900	(26.7%)
Trans to Property Appraiser	5,379	9,300	9,300	7,000	-	7,000	(24.7%)
Trans to Tax Collector	8,844	14,200	14,200	10,600	-	10,600	(25.4%)
Reserves For Contingencies	-	16,000	-	7,600	-	7,600	(52.5%)
Reserves For Capital	-	6,700	-	21,200	-	21,200	216.4%
Total Budget	966,039	830,700	3,629,400	621,300	-	621,300	(25.2%)

Appropriations by Program	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Clam Bay Restoration (320)	189,843	153,500	486,000	152,500	-	152,500	(0.7%)
Pelican Bay Hardscape & Landscape Improvements (322)	761,973	631,000	3,119,900	422,400	-	422,400	(33.1%)
Total Net Budget	951,816	784,500	3,605,900	574,900	-	574,900	(26.7%)
Total Transfers and Reserves	14,223	46,200	23,500	46,400	-	46,400	0.4%
Total Budget	966,039	830,700	3,629,400	621,300	-	621,300	(25.2%)

Department Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Special Assessments	442,213	458,800	440,400	342,300	-	342,300	(25.4%)
Miscellaneous Revenues	54,901	-	-	-	-	-	na
Interest/Misc	19,576	26,500	11,300	26,600	-	26,600	0.4%
Trans fm 109 Pel Bay MSTBU	436,500	241,700	341,700	210,000	-	210,000	(13.1%)
Trans fm 111 MSTD Gen Fd	34,000	32,300	32,300	32,300	-	32,300	0.0%
Carry Forward	2,864,600	95,700	2,832,200	28,500	-	28,500	(70.2%)
Less 5% Required By Law	-	(24,300)	-	(18,400)	-	(18,400)	(24.3%)
Total Funding	3,851,791	830,700	3,657,900	621,300	-	621,300	(25.2%)

CIP Category / Project Title	FY 2013 Adopted	FY 2013 Amended	FY 2013 Forecasted	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Pelican Bay Capital								
Clam Bay Ecosystem Enhancements	-	212,859	212,900	-	-	-	-	-
Clam Bay Restoration	153,500	273,010	273,100	152,500	-	-	-	-
Lake Aeration	-	-	-	78,500	-	-	-	-
North Berm Restoration	-	-	-	328,900	-	-	-	-
Pelican Bay Hardscape Upgrades	496,000	2,904,016	2,848,200	-	-	-	-	-
Pelican Bay Lake Bank Enhance	85,000	192,776	192,800	-	-	-	-	-
Pelican Bay Traffic Sign Renovation	50,000	78,920	78,900	15,000	-	-	-	-
X-fers/Reserves - Fund 320	29,600	29,600	6,900	35,600	21,200	21,200	21,200	21,200
X-fers/Reserves - Fund 322	16,600	16,600	16,600	10,800	-	-	-	-
Pelican Bay Capital	830,700	3,707,781	3,629,400	621,300	21,200	21,200	21,200	21,200
Department Total Project Budget	830,700	3,707,781	3,629,400	621,300	21,200	21,200	21,200	21,200

**Collier County Government
Fiscal Year 2014 Recom'd Budget**

Office of the County Manager Capital

**Pelican Bay Capital
Clam Bay Restoration (320)**

Program Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Operating Expense	189,843	142,500	475,000	152,500	-	152,500	7.0%
Capital Outley	-	11,000	11,000	-	-	-	(100.0%)
Net Operating Budget	189,843	153,500	486,000	152,500	-	152,500	(0.7%)
Trans to Property Appraiser	1,482	2,700	2,700	2,700	-	2,700	0.0%
Trans to Tax Collector	2,449	4,200	4,200	4,100	-	4,100	(2.4%)
Reserves For Contingencies	-	16,000	-	7,600	-	7,600	(52.5%)
Reserves For Capital	-	6,700	-	21,200	-	21,200	216.4%
Total Budget	193,775	183,100	492,900	188,100	-	188,100	2.7%

Program Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Special Assessments	122,463	134,400	129,000	133,200	-	133,200	(0.9%)
Miscellaneous Revenues	1,414	-	-	-	-	-	na
Interest/Misc	2,432	800	1,000	800	-	800	0.0%
Trans fm 109 Pel Bay MSTBU	-	-	100,000	-	-	-	na
Trans fm 111 MSTD Gen Fd	34,000	32,300	32,300	32,300	-	32,300	0.0%
Carry Forward	292,800	22,400	259,100	28,500	-	28,500	27.2%
Less 5% Required By Law	-	(6,800)	-	(6,700)	-	(6,700)	(1.5%)
Total Funding	452,910	183,100	521,400	188,100	-	188,100	2.7%

CIP Category / Project Title	FY 2013 Adopted	FY 2013 Amended	FY 2013 Forecasted	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Pelican Bay Capital								
Clam Bay Ecosystem Enhancements	-	212,859	212,900	-	-	-	-	-
Clam Bay Restoration	153,500	273,010	273,100	152,500	-	-	-	-
X-fers/Reserves - Fund 320	29,600	29,600	6,900	35,600	21,200	21,200	21,200	21,200
Pelican Bay Capital	183,100	515,469	492,900	188,100	21,200	21,200	21,200	21,200
Program Total Project Budget	183,100	515,469	492,900	188,100	21,200	21,200	21,200	21,200

Notes:

On December 11, 2102 The BCC reinstated the ongoing management responsibilities of Clam Pass to the PBSD.

Forecast FY 2013:

Expenditures are increasing due to projects that were rolled-over from the previous year, which include south berm and estuary restoration. A budget amendment to transfer \$100,000 from the Pelican Bay Water Management fund, for renovations to the south berm, was completed in FY 2012 but was not transferred in that fiscal year. The transfer to correct this discrepancy was made in F Y 2013.

Current FY 2014:

Funded projects for this year will be for the continuing mangrove maintenance program and the increase in funds is available from previously FY 2013 budget funds.

Revenues:

The total assessment revenue is based on an equivalent residential unit (ERU) of \$398.13 which is the same as the FY 2013 rate. The portion of the special assessment in Clam Bay Restoration is \$17.49 versus FY 2012's assessment of \$17.64, which is a decrease of .9%, in addition to the transfer of \$32,300 from the County Unincorporated Fund 111.

Office of the County Manager Capital

Pelican Bay Capital

Pelican Bay Hardscape & Landscape Improvements (322)

Program Budgetary Cost Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Operating Expense	761,973	631,000	3,119,900	343,900	-	343,900	(45.5%)
Capital Outlay	-	-	-	78,500	-	78,500	na
Net Operating Budget	761,973	631,000	3,119,900	422,400	-	422,400	(33.1%)
Trans to Property Appraiser	3,897	6,600	6,600	4,300	-	4,300	(34.8%)
Trans to Tax Collector	6,395	10,000	10,000	6,500	-	6,500	(35.0%)
Total Budget	772,264	647,600	3,136,500	433,200	-	433,200	(33.1%)

Program Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Forecast	FY 2014 Current	FY 2014 Expanded	FY 2014 Recom'd	FY 2014 Change
Special Assessments	319,749	324,400	311,400	209,100	-	209,100	(35.5%)
Miscellaneous Revenues	53,487	-	-	-	-	-	na
Interest/Misc	17,144	25,700	10,300	25,800	-	25,800	0.4%
Trans fm 109 Pel Bay MSTBU	436,500	241,700	241,700	210,000	-	210,000	(13.1%)
Carry Forward	2,572,000	73,300	2,573,100	-	-	-	(100.0%)
Less 5% Required By Law	-	(17,500)	-	(11,700)	-	(11,700)	(33.1%)
Total Funding	3,398,881	647,600	3,136,500	433,200	-	433,200	(33.1%)

CIP Category / Project Title	FY 2013 Adopted	FY 2013 Amended	FY 2013 Forecasted	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Pelican Bay Capital								
Lake Aeration	-	-	0	78,500	-	-	-	-
North Berm Restoration	-	-	0	328,900	-	-	-	-
Pelican Bay Hardscape Upgrades	496,000	2,904,016	2,848,200	-	-	-	-	-
Pelican Bay Lake Bank Enhance	85,000	192,776	192,800	-	-	-	-	-
Pelican Bay Traffic Sign Renovation	50,000	78,920	78,900	15,000	-	-	-	-
X-fers/Reserves - Fund 322	16,600	16,600	16,600	10,800	-	-	-	-
Pelican Bay Capital	647,600	3,192,312	3,136,500	433,200	-	-	-	-
Program Total Project Budget	647,600	3,192,312	3,136,500	433,200	-	-	-	-

Forecast FY 2013:

Expenditures are increasing due to projects that were rolled-over from the previous year for the Community Improvement Projects, which will add additional crosswalks, while also enhancing existing crosswalks and pathways; and renovate medians and turn lanes for safety improvements. Lake bank enhancements are also continuing to be done.

Current FY 2014:

Includes \$329,900 for north berm improvements, \$78,500 for lake aeration in addition to upgrades of \$15,000 being utilized for the Community Improvement Plan (CIP).

Revenues:

The total assessment revenue is based on an equivalent residential unit (ERU) of \$398.13 which is the same as the FY 2013 rate. The portion of the special assessment in Pelican Bay Hardscape and Landscape Improvements is \$27.50 versus FY 2013 assessment of \$42.59 which is a decrease of 35%. This meets the funding requirements necessary to meet the PBSB board's schedule for projects included in the CIP.



Office of the County Manager

Leo E. Ochs, Jr.

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To: Board of County Commissioners

From: Leo E. Ochs, Jr., County Manager

Date: August 29, 2013

Subject: September 5, 2013 Budget Hearing-FY 2014 Tentative Millage Rates and Amended Tentative Budget

The timeline for approval of Collier County's FY 2014 budget has progressed to the first public budget hearing set for Thursday evening September 5, 2013 at 5:05 p.m. In accordance with the State's Truth in Millage (TRIM) Statutory guidelines, required notice for this meeting was provided within the Notice of Proposed Taxes distributed recently through the Property Appraiser's Office. Notice of this hearing was also provided with Board adoption of the Resolution setting the Maximum Millage Rates on July 9, 2013.

Fiscal year 2014 budget planning culminated with Board approval of budget policy on February 26, 2013. Based upon this guidance, staff presented for review and consideration the proposed FY 2014 budget which was the subject of workshop discussions on June 20, 2013.

Following discussions on the proposed budget in June, the Property Appraiser updated preliminary June taxable value numbers with certified taxable values dated July 1, 2013. At the Board meeting of July 9, 2013, the Board adopted the required resolution establishing proposed millage rates as the maximum property tax rates to be levied in FY 2014 and reaffirmed the September public hearing dates for the budget approval process. Conforming to TRIM procedures, the Board received its tentative FY 2014 budget on July 15, 2013. This tentative budget reflects July 1st certified taxable values; Board action since the June workshop and necessary FY 2013 revenue or expense forecast adjustments by fund.

The public budget hearings in September must follow a specific format pursuant to TRIM guidelines. Your agenda for the first hearing contains the specific sequence of agenda items to be covered. Prior to approval of the amended tentative budget, there will be a review and discussion of fund resolutions which provide the mechanism for amending the July Tentative Budget. These resolutions which describe the budget changes by fund solely pertain to the Tax Collector's appropriation which was received in August, as well as minor fund level adjustments that occur as a matter of normal operations or are necessary in accordance with previous Board action. No other adjustments to the July Tentative Budget were made. Board members will note that each resolution amending the July Tentative Budget contains specific numerical descriptions of the fund impact. A narrative description is also provided within the "Summary of Changes".

Budget appropriations contained within the September 5, 2013 budget resolutions have no impact on the Board's millage neutral guidance and do not impede intended growth in General Fund contingency and cash flow reserves pursuant to budget policy.

Cumulative changes from the FY 2014 July Tentative Budget as contained within the enabling resolutions total \$17,602,900 of which \$17,430,100 is the Tax Collector's appropriation. These actions affect the gross budget which includes all interfund transfers and other internal money shifts. There are no changes to the maximum millage rates set by the Board on July 9, 2013.

Information Requests from the June Budget Workshops

The Board during discussions at the June Budget Workshop directed staff to prepare information on a number of topics including the following:

- Proposed Compensation Adjustment
- Proposed Language for a General Reserve Policy
- Financing Capital Asset and System Acquisition
- Constitutional Officer Capital Needs
- Integrated Solid Waste Strategy
- Property Valuation of Sub-Surface Rights
- Hours of Operation for Libraries and Domestic Animal Services/ Museum Maintenance Position

In addition to the items listed above, the Board is scheduled to conduct a series of workshops in the coming months beginning in October to discuss a number of issues that were part of the budget workshop discussion including Enterprise Asset Management, Landscaping Capital and Maintenance, Conservation Collier Land Maintenance, and Rural Economic Development.

One important note concerning the Board's required actions at the first hearing on September 5th and the budget itself. The Collier County Budget is a planning tool and as such is subject to continual amendment and change after adoption as part of normal operations, necessary budget management and/or as may be directed by the Board through the budget amendment process. The budget is flexible by nature and is managed closely throughout the fiscal year. The items presented in this packet as follow-up to Board discussion in June do not necessarily equate to an immediate budget change as part of the adopted budget. Rather, separate review by the Board may be in order at subsequent meetings with any fiscal impact addressed as part of a budget amendment.

For example, the Board may direct that proposed adjustments in the compensation plan for employees be incorporated into the adopted budget simply as a matter of logistics for implementation. This would be accomplished as a resolution which the Board would adopt as part of the second public budget hearing on September 19, 2013. Conversely, items covering capital asset financing or reserve policy language may be best handled at subsequent discussions by the Board as part of Budget Policy in the case of Reserves or as part of subsequent Board discussions concerning the 800 MHz System and/or Helicopter Acquisition in the case of capital asset financing where fiscal impact can be addressed on a specific case by case basis. Of course this remains the Board's pleasure and is simply offered as a matter of procedure knowing the rigid nature of our September Budget Hearing process.

The following is a brief synopsis of certain follow-up information items from the Board Workshop. Attachments to this cover memo contain specific information for Board review.

Proposed Compensation Adjustment

Funding for a modest 1.5% COLA adjustment was discussed by the Board during the June Workshop. While generally supportive of a compensation adjustment to address eroded earnings due to CPI increases, as well as payroll health insurance and pension increases, the Board requested that consideration be given to other options designed to provide equal salary adjustments to each employee net of employee health insurance premium contributions so that the result would approximate a 1.5% wage adjustment to the agency average salary. Attached under cover of this memorandum is a worksheet which shows the impact of applying a \$1,000 base salary adjustment to each health insurance salary tier. This approach is not only affordable within current budgetary parameters, it provides those employees within the lower salary tiers a net compensation increase which is greater than those employees in the higher salary tiers. Further, the increased cost for health insurance annually is covered and equalized without further erosion of base salaries in the lower tiers. The total cost for this approach agency wide is \$3,754,000 including the constitutional officers. Funding for this plan would represent a reduction to reserves within each respective fund appropriating salaries and would be implemented via a resolution adopted by the Board at the September 19, 2013 final budget hearing.

Draft Policy Language Covering Certain Agency Wide Fund Reserves

Members of the Finance Committee along with financial representatives from the County's enterprise operations have collaborated in the formulation of the attached draft reserve policy which integrates industry best practices with the unique operating and geographical risk characteristics associated with Collier County. It is suggested that this policy language be reviewed with the intent of incorporating all or part of the language into the FY 2015 budget policy which will be considered by the Board in February 2014.

Financing Capital Asset and System Acquisition

Members of the Finance Committee generally concur that there are circumstances where financing certain high value less risky equipment or systems add value especially knowing that the County's population will be generally increasing within the foreseeable future and the current method of pay-go for assets tends to place the burden on existing County residents. With this in mind, the Committee and our financial advisors from Public Financial Management (PFM) discussed establishing some general decision parameters through which recommendations to finance a particular asset or a group of like assets can be made. Financing a single asset or a group of like assets should be considered on a case by case basis as each asset acquisition is planned and this fiscal information should be presented to the Board as part of the fiscal impact at the time of initial review.

For example, a full vetting of neither the 800 MHz system nor the EMS helicopter has yet to occur and while certain budgetary assumptions are included within the FY 2014 proposed document, the budgets flexibility allows for changes especially knowing that General Fund transfers are managed closely and with great scrutiny. Should a decision to finance these eventual assets or others be made during the FY, budget adjustments can be made. Attached is a sample decision tree which is intended to be used as a guideline in determining an appropriate fiscal approach to asset acquisition. This decision mechanism has five distinct criteria to consider, including: Asset Cost/Value, Useful Life, Liquidity Impact, Type of Asset, and Comparative Borrowing Cost. It is yet another tool to use in the decision making process.

Constitutional Officer Capital Needs

With discussion on the Annual Update and Inventory Report (AUIR) fast approaching, capital priority requirements of the Agency – including our Constitutional partners will certainly be discussed. A couple of items received attention by the Board. Regarding space for the Supervisor of Elections (SOE), staff at Facilities Management since the June Workshop has been in contact with the SOE’s office and the following status is offered.

Initially, the SOE offered two options to meet their current space requirements. Preference is given to a single floor location containing approximately 40,000 sq. ft. The alternative is to lease a 10,000 sq. ft. warehouse, consolidate equipment and modify the main campus location. Facilities offered the following information to the SOE:

FOR SALE:			
Description	Sq. Ft.	Cost	Location
Warehouse & High End Offices (plus additional 2.71 acres)	58,484 sf	\$5,900,000	3705 Westview Drive
Metal Warehouse (Needs major renovation)	40,075 sf	\$599,000	4723 Exchange Ave.
Former KIA Dealership (Showroom, garage bays, some offices)	11,608 sf	\$3,100,000	1472 Airport Road
Former Social Security Office	10,300 sf	\$1,500,000	3174 East Tamiami Trail

WAREHOUSE SPACE FOR LEASE:		
Sq. Ft.	Cost	Location
22,630 sf	\$5.75/sf	3573 Mercantile Ave.
16,842 sf	\$4.00-\$7.30/sf	2100 Trade Center Way
15,424 sf	\$11.25/sf	3565 Plover Ave.
14,900 sf	\$5.00-\$5.75/sf	3390 Mercantile Ave.
12,100 sf	\$6.00/sf	3627 Exchange Ave.
11,604 sf	\$10.00/sf	11315 E. Tamiami Trail
11,030 sf	\$10.00/sf	3696 Enterprise Ave.
11,000 sf	\$10.00/sf	1040 Collier Center Way
10,600 sf	\$8.00/sf	1443 Rail Head
10,568 sf	\$7.04/sf	4431 Corporate Square
10,187 sf	\$6.50-\$8.00/sf	4535 Domestic Ave.
9,916 sf	\$6.96/sf	2169 Trade Center Way

The SOE is still considering the options above and it is expected that some accommodation regarding space needs will be made and brought to the Board for consideration.

Second, Sheriff Rambosk and his staff are discussing their capital requirements as part of the AUIR and knowing that \$1,000,000 has been set aside for future construction of the Orange Tree sub-station, they will consider their current capital allocations and report back if changes are required after discussions with their internal planning group. This would include any necessity to re-allocate existing dollars to outfit the second floor of the Special Operations Center located at the Naples Municipal Airport.

Integrated Solid Waste Strategy

Attached under separate cover is a comprehensive report on the County's current efforts in this area.

Property Valuation of Sub-Surface Rights

Attached is correspondence from Property Appraiser Abe Skinner identifying the process in Collier County for valuating subsurface rights.

Hours of Operation for Libraries and Domestic Animal Services/Museum Maintenance Position

A report from the Public Services Division is included for Board information.



**Proposed
Compensation
Adjustment**

FY 2014 Salary Adjustment and Health Insurance Premium Contribution Recommendations

OBJECTIVE: To provide an equal salary adjustment for each employee that, net of the increase in the employee premium contribution, approximates the value of a 1.5% adjustment to the agency average salary.

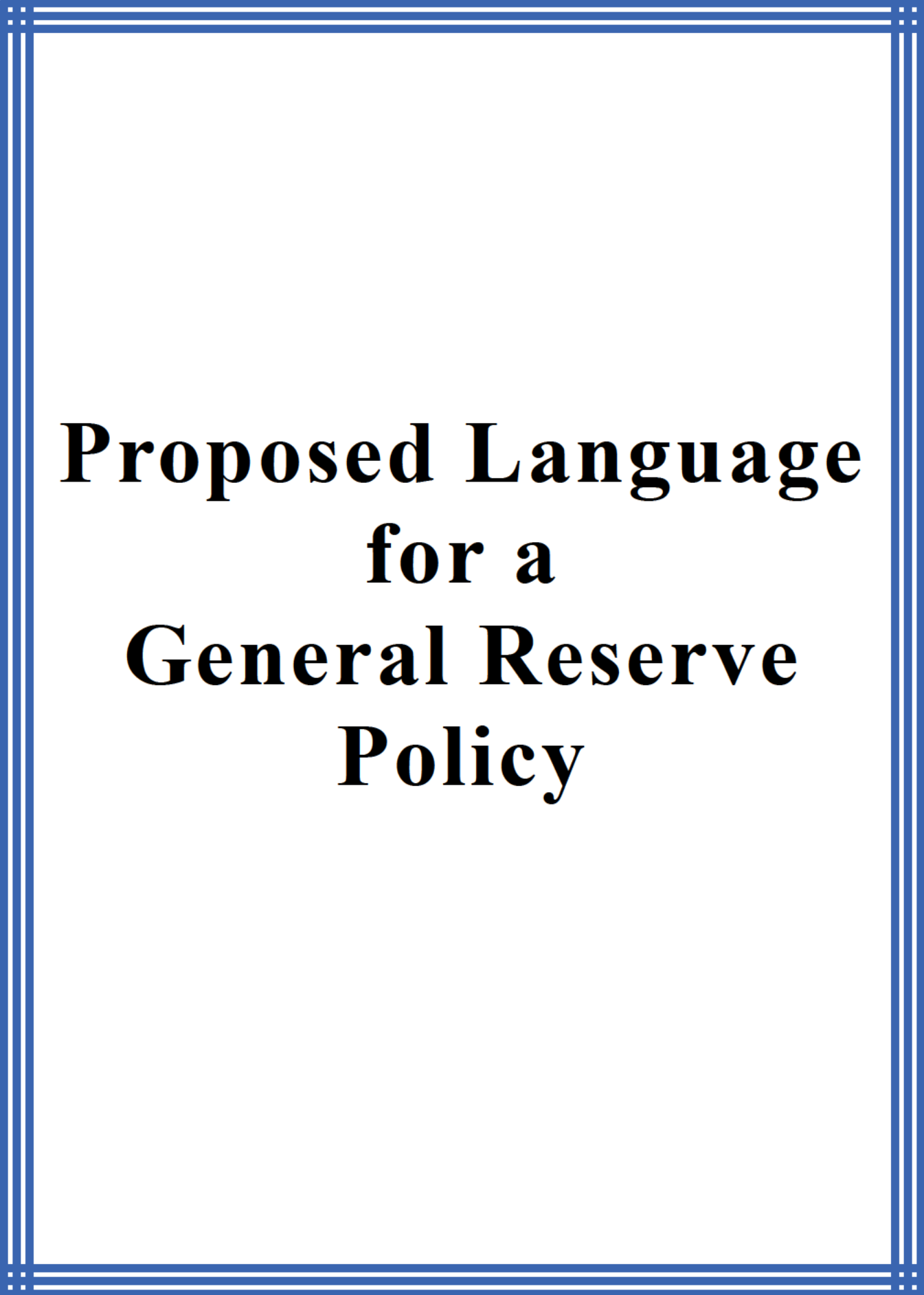
- Average Annual Salary for CM Agency Employees = \$53,000
- A 1.5% adjustment to the avg. annual salary = \$795
- Annual Employee Health Insurance Premium Contributions are Allocated based on the following 4 Salary Tiers:

Premium Tiers	Salary Range	Avg. salary for Tier	# of EE's. per Tier	% of Group total	Avg. annual premium contribution in \$ and %	Projected FY 2014 annual contribution increase
Tier 1	Less than \$25,000	\$23,864	8	.6%	\$2706 / 20%	\$108 or \$120
Tier 2	\$25,001 - \$50,000	\$39,023	747	54.9%	\$3330 / 24%	\$128 or \$140
Tier 3	\$50,001 - \$75,000	\$59,608	437	32.1%	\$3840 / 28%	\$148 or \$163
Tier 4	Over \$75,000	\$89,955	169	12.4%	\$4360 / 32%	\$168 or \$185

RECOMMENDATION:

Increase each employee's base salary by \$1000, resulting in the following net change to annual salaries after accounting for increased employee health insurance premium contribution:

	Tier 1	Tier 2	Tier 3	Tier 4
Annual Salary Adjustment	\$1000	\$1000	\$1000	\$1000
Less Add. Prem. Contr.	\$120	\$140	\$163	\$185
Net Avg. Annual Increase	\$880	\$860	\$837	\$815
Net % incr. on avg. salary for tier	3.7%	2.2%	1.4%	.91%



**Proposed Language
for a
General Reserve
Policy**

Collier County Reserve Policy for Budget Purposes

Suggested Implementation as part of the FY 2015 Budget Policy

Finance Committee Endorsement – August 23, 2013.

General: Reserve is a budget/policy term referring to resources set aside to provide a buffer against risk. Likewise reserves may also be referred to as a portion of fund balance – only on the expense side of the equation. Reserves are the cornerstone of financial flexibility and provide government with options for responding to unexpected issues and a buffer against shocks and other forms of risk. It is essential for governments to maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, natural disasters and unanticipated expenditures. As such, budgeted reserves serve to protect beginning cash position in a fund and are an essential component of Collier County’s overall financial management strategy and a key factor in external agency measurement of Collier County’s financial strength. Various bond rating agencies recognize that the best reserve policies provide both specificity and flexibility accomplishing one or more of at least the following three criteria:

- establishing a target level of reserves or a reserve floor
- specifying the appropriate circumstances for drawing down reserves
- directing the replenishment of reserves

Rating agencies have long cited the importance to credit quality of local government’s development of and adherence to policies that ensure adequate operating reserves. In general, rating agencies view positively higher reserve levels, although local governments can maintain high ratings with lower reserve levels if other indicators of financial flexibility such as revenue raising ability, stable revenue structure, expenditure flexibility and conservative budgeting practices are strong.

Florida State Statutes: In all respects, budgeted reserves shall conform to requirements of Florida State Statutes.

Recommended Budgeted Reserve Position for the General Fund: The Governmental Finance Officers Association (GFOA) recommends as a baseline, or floor, that general fund reserves be set at 16% of regular operating revenues or 2 months of regular operating expenses. This would put Collier County’s General Fund reserve floor (minimum) in the \$40M-\$45M range. Collier County has never attained a General Fund budgeted reserve position higher than the current FY 2014 proposed position of \$29,398,700. While Collier County is vulnerable to extreme weather events given its coastal location, the County’s revenue sources are typically stable and expenditure patterns are not volatile. In addition, the County’s total all funds reserve position is stable and would be used in the event of a significant weather event or other natural disaster. This suggests a less aggressive reserve position with a floor or minimum of 8% of operating expenses and a ceiling or maximum not to exceed 20% of operating expenses. Applying these percentages to our current FY 2014 proposed budget, the reserve floor and ceiling would total \$23,195,700 and \$57,989,300, respectively.

Replenishment of reserves that may drop below the targeted floor (minimum) would occur in succeeding budget cycles in such amounts as deemed prudent under existing economic conditions as approved by the Board. The goal will be to recover at least 25% of the reserve shortfall in year one; 25% in year two; and the remaining shortfall in year three.

Recommended Budgeted Reserve Position for Other General Governmental Funds including the Unincorporated Area General Fund: The Unincorporated Area General Fund is primarily an operating fund with minimal capital transfer requirements. Thus the reserve requirements for this MSTD should be set at a minimum of 2.5% of operating expenses with a ceiling or maximum of no more than one month's expenses. Reserve requirements for other General Governmental Funds including those that receive significant transfer revenue from the General Fund will be sized sufficient to cover operations during the first month or until the first General Fund transfer is scheduled pursuant to the Transfer Schedule.

Recommended Budgeted Reserve Position for Enterprise Funds, including the Collier County Water-Sewer District Fund (408, 412, 414) and the Solid and Hazardous Waste Management Funds (470, 471, 472, 473, 474)

Collier County Water-Sewer District (CCWSD): Like a General Fund reserve, a utility system reserve may be measured as a percent of regular revenues or regular expenditures, depending on the predictability or volatility of each. The Collier County Water-Sewer District reserve policies should be based on sound fiscal principles designed to enable the utility to maintain continuity of operations in adverse conditions and avoid user rate shock (rate stabilization). In addition, various bond rating agencies, particularly Fitch Ratings, recognizes that the best reserve policies provide both specificity and flexibility, accomplishing one or more of at least three main criteria:

- Establishing a target level of reserves,
- Specifying the appropriate circumstances for drawing down reserves, and
- Directing the replenishment of reserves

For enterprise funds, the GFOA recommends starting with an assumption of 90 days, and adjusting based on relevant risks with 45 days as a bare minimum, and recognizes the difference between enterprise funds that are supported from the general government and those that are not. The utility system, with gross assets of approximately \$1.2 billion, should maintain a reserve necessary to ensure the maintenance of life sustaining services to the public during non-routine and unforeseen disaster situations such as hurricanes or other related weather events, other environmental or natural disasters, or other events that cause disruptions in public services, such as system failures and line breaks. Collier County lies within a coastal zone highly susceptible to hurricane and storm damage to water and sewer treatment facilities, transmission lines and distribution/collection mains. Many of the buried water and wastewater lines sit in sandy soil that is prone to shifting during heavy rain events. Uncertainty in economic markets with regards to cost of construction materials, interest rates, personnel and health costs add to the risk factors facing the utility. In the CCWSD, user fee revenue is used to support the operating budget as well as the capital repair and rehabilitation program for the horizontal (in-ground) and vertical (above ground) assets.

Reserves can be classified as either "restricted" or "unrestricted":

- Restricted reserves - are those established for specific purposes only, such as reserves for debt required by bond covenants, as well as reserves for growth in the impact fee funds that can be utilized only for growth related projects.
- Unrestricted reserves – are available to ensure continuity of services as identified above.

Unrestricted reserves in the CCWSD include reserves for contingencies (i.e. "rainy day" significant unforeseen events which historically have included a water main break on US41 for \$4 million, refund of prior year customer overcharges \$1.6 million, and a recent break in a 36" wastewater force main), reserves for cash flow in the event of revenue disruptions, or reserves for capital for necessary but unforeseen repair and rehabilitation projects.

At a minimum, the unrestricted reserves should be budgeted either at a level of 5 to 15% of budgeted revenues (revenues are fairly stable, but may be subject to temporary disruptions from hurricanes or natural disasters), or no less than two months (60 days) of operating expense (operating expenses are more volatile given aging utility infrastructure and unforeseen events). For the FY2014 proposed budget, the following table demonstrates that the CCWSD unrestricted reserves total 58 days.

<u>Net Operating Budget:</u>	<u>\$000s</u>
Operating Fund 408	\$65,474.2
Capital Repair/Rehad Funds 412/414	63,788.0
Total Operating Budget (Annual)	<u>\$129,262.2</u>
Total Operating Budget (Per Day)	\$354.1
<u>Unrestricted Reserves:</u>	
Operating Fund 408	\$16,309.0
Capital Repair/Rehab Funds 412/414	4,295.6
Total Unrestricted Reserves	<u>\$20,604.6</u>
Days of Reserve Availability	58
<u>Policy Recommendation:</u>	
Maximum (two months)	60

Replenishment of unrestricted reserves that may drop below the targeted floor (45 days) or \$15.9M using proposed FY 2014 numbers would occur in succeeding budget cycles in such amounts as deemed prudent under existing economic conditions as approved by the Board.

Solid and Hazardous Waste Management Enterprise Funds: The Solid and Hazardous Waste program in Collier County includes the operation of the solid and hazardous waste disposal program, the recycling program, and the management of the mandatory residential curbside collections program. These funds also include both restricted capital reserves (for landfill closure) and unrestricted operating and capital reserves. The department is responsible for the right of way disaster debris removal on County roads and monitoring project for Collier County in the event of a natural disaster, such as the Hurricane Wilma (Category 3, dry storm cash flow exposure of \$25 million) event in the 4th quarter of 2005. As such, the Solid Waste System should maintain unrestricted reserves of 60 to 90 days of operating expenditures to be used to ensure the maintenance of services to the public during non-routine and unforeseen disaster situations such as hurricanes and other weather-related events, as well as other environmental or other natural disasters that cause disruptions in public services.

<u>Net Operating Budget:</u>	<u>\$000s</u>
Disposal/Collections Operating Funds 470 & 473	\$31,851.5
Capital Fund 474	5,657.5
Total Operating Budget (Annual)	<u>\$37,509.0</u>
Total Operating Budget (Per Day)	\$102.8
<u>Unrestricted Reserves:</u>	
Operating Fund Total	<u>\$7,570.1</u>
Days of Reserve Availability	74
<u>Policy Recommendation:</u>	
Minimum (two months)	60
Maximum (three months)	90

Replenishment of unrestricted reserves that may drop below the targeted floor (60 days) or \$6.1M would occur in succeeding budget cycles in such amounts as deemed prudent under existing economic conditions as approved by the Board.

Growth Management Division - Planning & Regulation Enterprise Fund 113 and Enterprise Fund 131: Fund 113, referred to as the Building Department Fund, collects revenues primarily related to building permit activities, including building permits, structural, electrical, plumbing, and mechanical inspections, plans reviews, and the licensing and oversight of building contractors. Targeted reserves for this fund shall be 6 months of the total operating budget of the current fiscal year. The Growth Management Division/Planning & Regulation Fee Schedule, adopted by resolution by the Board of County Commissioners, provides the guidelines to implement fee adjustments if total reserves rise or fall below established thresholds.

Fund 131, referred to as the Land Development Services Fund, collects revenues primarily related to land development permit activities, including planning and zoning, engineering, and environmental and natural resources. Targeted reserves for this fund shall be 9 months of the total operating budget of the current fiscal year. The extra 3 months of targeted reserves required in comparison to Fund 113 reflects the unpredictable nature and length of processing time for land development related activities.

Internal Service Funds

As with general governmental funds, Internal Service Funds have three basic categories of reserves as well: restricted, designated, and contingency.

Restricted reserves for Internal Service funds reflect amounts that are intended for and must be used to meet a specific purpose. The restriction can be set by legal agreement, statute, regulations, and/or mandatory reserves.

Collier County is self-insured and is subject to mandatory reserves for losses. Each year an actuarial study is completed for each of the County's self-insurance funds and the present value of all outstanding losses is determined. This amount represents the first level of restricted reserves for our Risk Management Funds. A margin based upon a confidence interval is then added to this base amount to assure that the estimate is sufficient to meet future claim payments. The Board of County Commissioners has traditionally adopted, as contained within budget policy, a 75% confidence interval.

The Group Life and Health Insurance Fund within Risk Management has additional statutory reserve requirements that are calculated each year and added to the restricted reserve category.

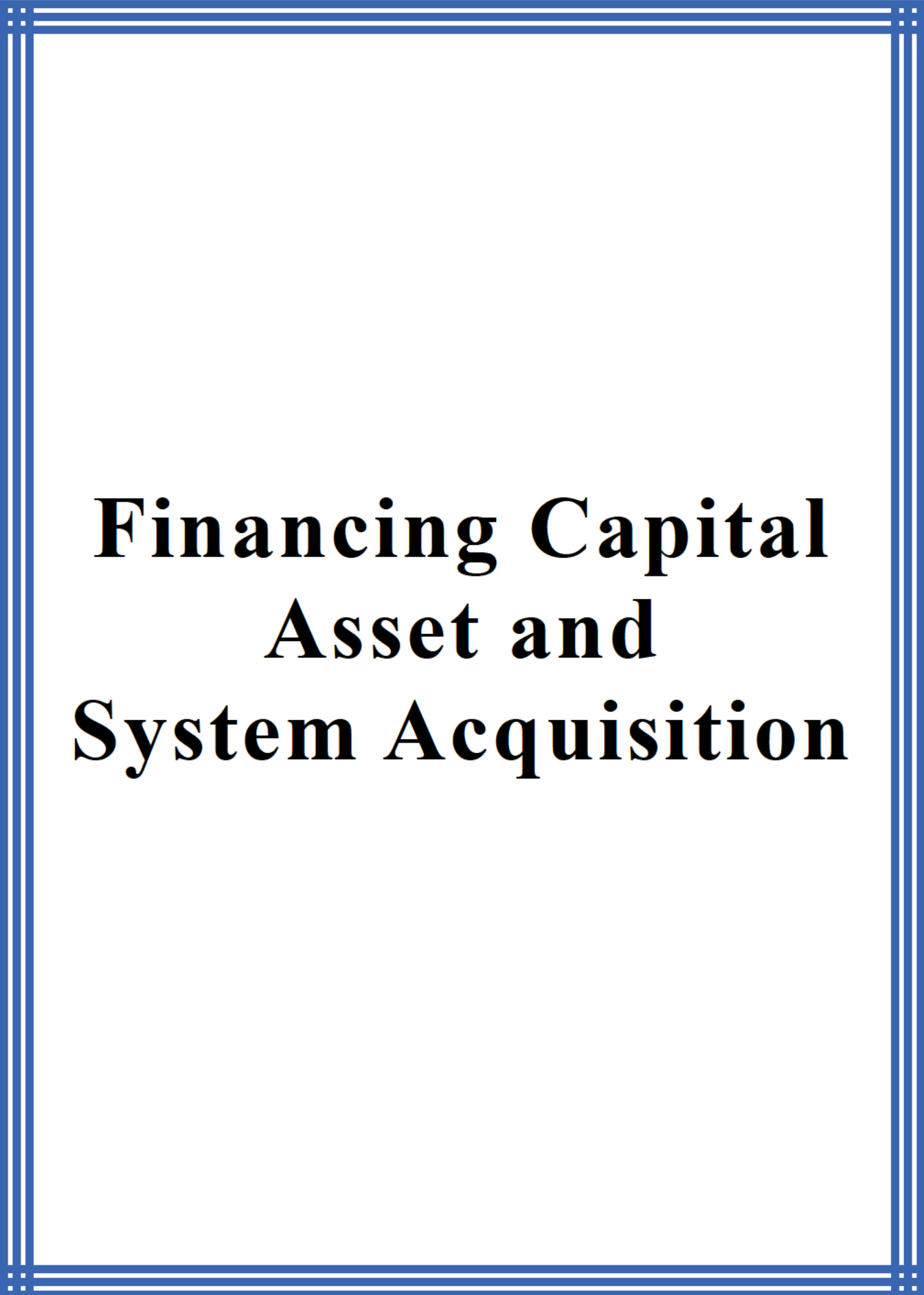
The Information Technology Capital Fund's restricted reserve amounts are determined by the total of committed capital projects they have in progress at the end of the year. Once the projects are completed, any remaining funds may be reappropriated.

Designated reserves are established to provide funds for a specific purpose where the actual cost is unknown.

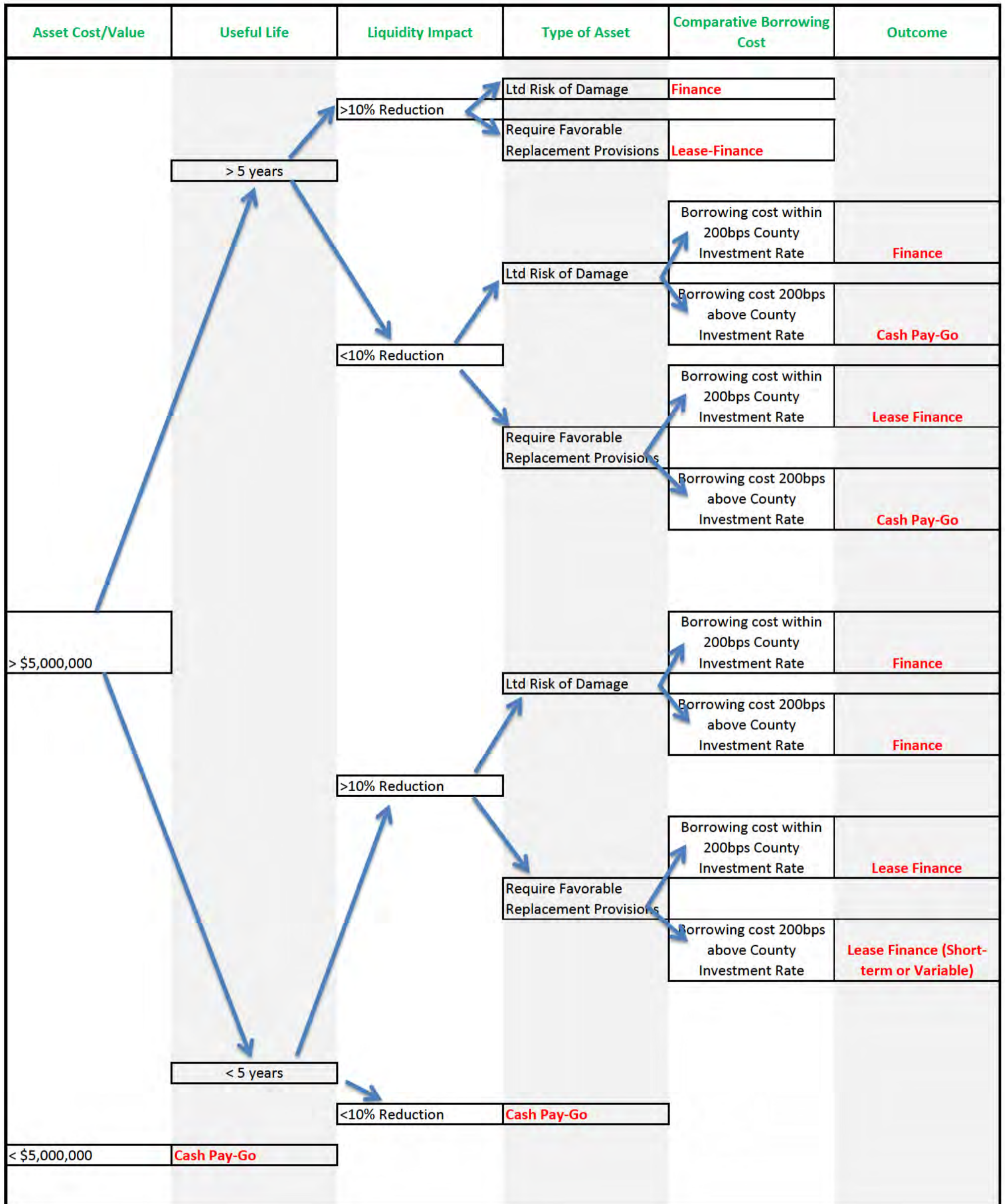
Within the Risk Management's restricted reserve balance, the Board has designated \$5,000,000 for wind deductible maximum limits coverage for potential catastrophic losses associated with named storm events.

In order to establish sufficient cash flow for the Internal Service Funds, a benchmark of 90 days of the prior year's working capital is calculated.

Contingency reserves represent amounts available for appropriation by the Board to meet any lawful, unanticipated need of that fund. These reserve amounts are limited by Florida Statutes and cannot exceed 10% of the total appropriations of the fund.



**Financing Capital
Asset and
System Acquisition**





Integrated Solid Waste Strategy



MEMORANDUM

TO: Leo E. Ochs, Jr.
County Manager

THROUGH: G. George Yilmaz, Ph.D., P.E., P.H.,
Administrator, Public Utilities Division

FROM: Dan Rodriguez, CFM, M.B.A.
Director, Solid and Hazardous Waste Department

DATE: August 23, 2013

SUBJECT: Zero Waste and Integrated Solid Waste Management Strategy (ISWMS) –
response to request for report made at the June 20, 2013, Board of
County Commissioners' Budget Workshop

The Integrated Solid Waste Management Strategy included several concepts of the Zero Waste Charette in 2003, along with zero waste philosophy and options presented to the Board by Mr. Bob Krasowski in multiple meetings including a BCC Workshop that included experts in the field participating during same time frame. The Zero Waste philosophy included a "whole stream approach" and "maximizes recycling, minimizes waste, reduces consumption, and ensures that products are made to be reused and recycled back into nature or the marketplace."

Integrated solid waste management planning has been going on in a meaningful way since 2000, when the county was under a consent order for a number of violations. Violations included off-site landfill odors; an insufficient leachate and gas collection and management system; unacceptable off-site litter and dust emissions; and, the risk of unlined, unkempt disposal cells 1 and 2 and a gun range potentially creating environmental and public health risks to multiple private and public potable water supply wells downstream. I am pleased to report that the gun range was remediated, with 15 tons of lead removed, and the reclamation of disposal cells 1 and 2 was recently completed. All the above challenges have been overcome today through effective contract management, enforcement, and leadership. Currently all said challenges are sustained at compliance level one (from level three). Furthermore, we moved from noncompliant concurrency to sustainable compliance with the Solid Waste Sub-Element of the Growth Management Plan.



The county has transitioned from a reactive solid waste management program with less than two years of disposal capacity; to a proactive, integrated solid waste management program with approximately 55 years of disposal capacity (the FY2012 AUIR projects zero capacity in FY2067), given the current recycling and diversion rates are sustained and improved. The Integrated Solid Waste Management Strategy (Strategy) was developed and presented to the Board several times. The first time established the foundation to move forward with an integrated master plan, and with rate studies to enable environmentally sound and cost effective solid and hazardous waste management services.

The Integrated Solid Waste Management Strategy includes the following milestones.

- Developed the means to divert construction and demolition materials (C&D), white goods (appliances), yard debris and other wastes, as much as possible, to allow only disposal of municipal solid waste in the Collier County Landfill. The Collier County Landfill is designed and permitted as a Class I landfill. Class I landfills have the most stringent design, management, and regulatory requirements when compared to Class II and Class III landfills.
- Initiate and implement single-stream recycling pilot program and, thereafter, sustain a countywide single-stream residential curbside recycling program using the yellow-topped roll carts.
- Initiate open market commercial single-stream recycling driven by the commercial-customer base allowing them to choose their recycling hauler.
- Optimize the permissible disposal capacity of the Collier County Landfill through vertical expansion to gain additional airspace capacity.
- Initiate and implement a gas-to-energy facility.

Enduring Guiding Principles provide a common framework for solid waste management policy.

- Environmental and Growth Management Plan compliance
- Landfill disposal (airspace) preservation
- Operational excellence
- Best-value service

Options included in the Strategy are weighed against proven best management practices and evaluated against specific criteria.

- Where has it been done before, and how successfully?
- Is it commercially proven in the United States and permitted in Florida?
- How would it integrate with Collier County?
- What is the impact on future disposal capacity?
- What would it take to implement?

Nearly 30 specific options are included in the Strategy under four components.

- Source reduction, materials reuse and recycling
- Diversion
- Optimizing existing assets and resources
- Obtaining additional facilities

The need for a sustainable, integrated solid waste management strategy is critical because, as the county continues to grow, so does the quantity of solid waste to be managed. The goal for the Strategy is to ensure environmental compliance, airspace preservation, operational excellence, and best value service for the next 50 years and beyond.

The following charts show the progress made in the four component areas since 2006.

Source Reduction, Materials Reuse, and Recycling		Goal Achieved	Goal On-going
Short Term (1 to 3 years)	Enhance recycling at County facilities and schools	X	
	Enhance commercial recycling education and enforcement	X	
	Promote residential multifamily recycling	X	
	Enhance residential single family recycling	X	
	Implement construction and demolition debris recycling	X	
	Implement events/venue driven recycling	X	
Intermediate term (3-10 Years)	Develop a materials recovery facility (MRF) as part of the Resource Recovery Business Park		X
	Implement commercial electronics recycling	X	
	Promote the establishment of infrastructure for pallets and construction, industrial, household and hazardous materials reuse	X	
	Explore carpet recycling	X	
Long Term (> 10 Years)	Continue to evaluate and implement new options as the waste stream changes and source reduction, materials reuse and recycling opportunities present themselves		X

Diversion		Goal Achieved	Goal On-going
Short Term (1 to 3 years)	Maintain current diversion strategy	X	
	Negotiate a contract amendment with WMIF for increased out-of-County solid waste disposal (LOA Amendment #6)	X	
	Issue an RFP for partial out-of-County solid waste disposal, if required	X	
Intermediate term (3-10 Years)	Develop and expand transfer stations to include purchase of new sites	X	
	Evaluate feasibility of purchasing additional alternative out-of-County solid waste disposal capacity	X	
Long Term (> 10 Years)	Continue to evaluate and implement new options as the waste stream changes and source reduction, materials reuse and recycling opportunities present themselves		X

Optimize Existing Assets and Resources		Goal Achieved	Goal On-going
Short Term (1 to 3 years)	Vertically expand the Collier County Landfill (permitting phase completed)	X	
	Renegotiate Landfill Operating Agreement (Amendments #3, #4, #5, & #6)	X	
	Commence Alternate Daily Cover Pilot Project	X	
Intermediate term (3-10 Years)	Horizontally expand the Collier County Landfill to the south within the current landfill site		X
Long Term (> 10 Years)	Continue to evaluate and implement new options as they emerge and the waste stream changes and as asset and optimization opportunities present themselves		X

Obtain Additional Facilities		Goal Achieved	Goal On-going
Short Term (1 to 3 years)	Conduct the feasibility and siting analysis for transfer stations, recycling centers and an additional landfill site	X	
	Increase the Airspace Recovery Fund for the additional landfill	X	
Intermediate term (3-10 Years)	Procure additional transfer station sites and recycling centers	X	
	Develop a materials recovery facility (MRF) and Solid Waste Park north of the Collier County Landfill site		X
	Horizontally expand the Landfill		X
	Procure, permit and construct an additional landfill		X
Long Term (> 10 Years)	Continue to evaluate and implement new options as the waste stream changes and source reduction, materials reuse and recycling opportunities present themselves		X

In addition to the successes outlined in the Strategy, the following specific objectives were accomplished to increase recycling and preserve natural resources.

- Implementation of residential single stream recycling.
- Implementation of multi-family and commercial single stream recycling.
- Construction of the environmental compliance building at the Collier County Landfill.
- Reclamation of two landfill disposal cells.
- Construction of the Landfill Gas-to-Energy Facility.
- Construction of the Marco Island and North Collier Recycling Drop-off Centers.
- Construction of the Household Hazardous Waste Collection Facility at the Collier County Landfill.

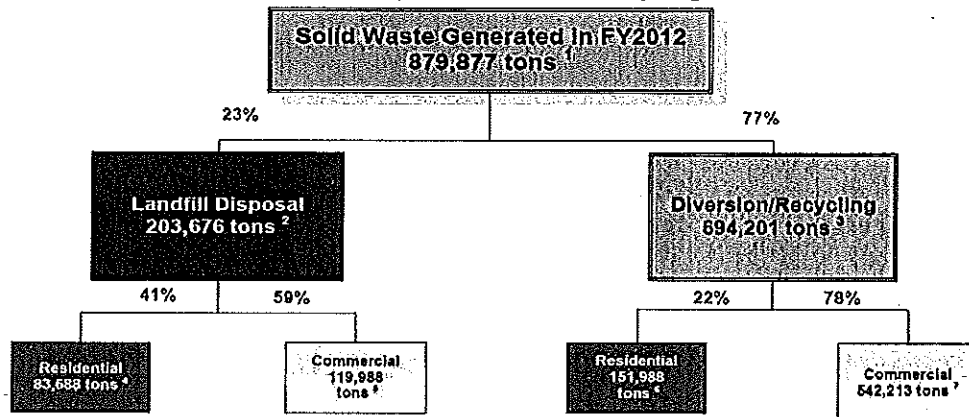
The recycling drop-off centers and the new household hazardous waste collection facility are critical infrastructure providing valuable environmental protection resources in light of the fact the county is collecting some 1.7 million pounds of household hazardous waste annually.

The following chart shows the results of the Board-directed successful activities.

Thursday, November 29, 2012



**Chart 1: FY 2012 Solid Waste Generation Reconciliation
Landfill Disposal vs. Diversion/Recycling ***



Notes:

- * All data rounded to nearest ton, causing minor rounding errors in some cases
- 1) Solid Waste Generated combines Collier County Landfill (Landfill) and Immokalee Transfer Station (ITS) scalehouse data for FY 2012 and Florida Department of Environmental Protection (FDEP) reports for calendar year 2011 for Recovered Materials (Recyclables) and Construction & Demolition Debris (C&D) county-wide.
- 2) Landfill Disposal includes Landfill scalehouse data for FY 2012, not including Cover Soil used at the Landfill.
- 3) Diversion/Recycling includes 251,646 tons of C&D, 263,652 tons of Collected Recyclables and 136,146 tons of yard waste, as reported to the FDEP for calendar year 2011, as well as C&D, Bio-Mass, Biosolids, and all waste delivered to CCLF and ITS in 2012.
- 4) Residential landfill disposal tonnage is all Residential MSW.
- 5) Commercial landfill disposal tonnage includes Commercial MSW and Non-MSW delivered to the Landfill.
- 6) Residential diversion/recycling tonnage includes Residential Collected Recyclables, Residential Bio-Mass, Residential C&D, Residential MSW delivered to ITS, and other Residential Diverted/Recycled materials.
- 7) Commercial diversion/recycling tonnage includes C&D, Commercial Bio-Mass, Biosolids, Commercial Collected Recyclables, Commercial Other Diverted/Recycled materials, and Commercial MSW and Non-MSW delivered to the Landfill and ITS.

One driver to continue the forward motion of the Strategy is to meet or exceed the 75 percent recycling goal set by the state.

Florida has established a goal of recycling or diverting 75 percent of the generated waste stream from burial in a landfill by the year 2020. To reach that goal, proactive steps are being taken to manage recyclable materials generated not only in the residential market, but in the commercial market as well. To that end, the Board in July 2004 adopted Collier County Ordinance 2004-50 to make one item only, as minimum mandatory recycling criteria on non-residential properties. Next steps have been monitoring market driven non-mandatory single stream commercial recycling for businesses operating in Collier County, and assessing benefits of making single stream a requirement for commercial business who are not participating.

Ordinance 2004-50 was amended in October 2009 with the Collier County Recycling Ordinance 2009-56 requiring a more extensive recycling program for multi-family properties to provide recycling services to residents. In addition, requiring recycling at temporary events and event venues continues serve our customers well. Since the adoption of the ordinance in 2004, the private sector markets for recycling collection and hauling have expanded substantially with the introduction of single-stream yellow-top dumpsters. Collier County's current recycling rate is at 51 percent and with above mentioned initiative plan to meet the State goal of 75%.

With the continued support and guidance of the Board and the County Manager, the Solid and Hazardous Waste Management Department will continue to provide effective and efficient waste management services that plan for future demands, reduce solid waste stream flow, increase public awareness of the environment, and the importance of recycling, and strive to exceed customer expectations.

June 20, 2013

that the other divisions use the model that he adopted.

And I believe he's already been working with Mr. Casalanguida in growth management, using the template in that division. So they are moving in that direction, and the county manager has indicated that he is going to come back to us with that information and make that presentation at a workshop.

COMMISSIONER NANCE: That's great, because I think it is essential, and it's really going to keep us exactly where we need to be.

CHAIRWOMAN HILLER: Right.

COMMISSIONER NANCE: A third point I would like to make is, I'm very, very interested and excited about a potential for our irrigation quality reuse water program. It is -- the work that public utilities is going to do in this area is going to affect many other cost centers that we have and expenses that we have long term in the county.

You know, we're going to have a landscape workshop coming up, but the use of this reuse water and the comparison and impact that it makes on reverse osmosis water that we have to make today and how much of that reverse osmosis water that we manufacture actually ends up being used for irrigation, which is a very, very bad thing. It's a very wasteful energy.

I'm really looking forward to understanding where we are with the irrigation quality reuse water program, what we can do to maximize that under this enterprise management system so that everybody pays a fair share for its full development.

But I think it's essential for our sustainability. And, you know, if we want to protect our environmental assets and enjoy them for the future, we certainly need to maximize that.

Two things of a constructively critical nature. One of them is, looking at some of your capital improvement programs, I noted an item, Project No. 177, which is a bio-solids reuse facility. In my view, programs and interests like this are something that really should be

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best if we could have that done by the private sector.

I think we have a lot of people that are pioneering this sort of thing, and it's a chance for us to take advantage of that without generating another agency of government.

And, finally, the only other remark that I have is, our recycling centers and the costs infrastructure and associations, I would just like to make a constructively critical remark and remind everyone that our recycling centers are handling things that we no longer want, it's garbage.

And I think we need to really critically look at our costs of our infrastructure, how we're approaching it. It doesn't have to be an artistic or a sensory experience when we throw things away. And we need to really hone in on our unit cost for providing that service and getting those things removed from our community.

And other than that, very nice. Thank you very much.

CHAIRWOMAN HILLER: I believe we have a public speaker.

MR. MILLER: Yes, ma'am. We just did have one registered speaker come forward. Bob Krasowski.

MR. KRASOWSKI: Good afternoon, Commissioners. Bob Krasowski, for the record.

I'd like to ask Mr. Yilmaz to touch on the zero waste workshop design charette that was performed here in approximately 2003; it's so long ago I can't actually remember.

But this was an effort from -- put together by the public, and we, the few people that were involved, secured funding to an extent that we were promised 10,000, it dropped to \$5,000, we threw in 2,000 of our own money to have the workshop design charette, which was a two-day event, and we brought in zero wasters, engineers, people with PhDs in economics from the State of Washington, from California, which is very progressive, especially compared to what we were doing at the time, and some people from Delaware and Upstate New York.

And over the course of two days, we heard presentations from the

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county and the city, what they were doing, and then also the -- we heard from the zero wasters. Then we had workshops. And we also visited all the facilities, landfill and recycling, that was going on at the time.

And a lot of the county people attended, like Jim DeLony, who was our -- I believe our solid waste director at the time. Jim Mudd, who was our public utilities director at the time, was there. I have it all on videotape. And I actually made a condensed version of it and distributed it through the County Commissioners and the school board members, because later on my wife is a teacher, and I evaluated the school board system and approached them with different things they could do.

But you never hear anything about that. And as far as I'm concerned, that was the nexus of the evaluation of options and assigning values to certain behaviors in the solid waste department that led to Jim DeLony -- to many other things, you know, but also to how Jim DeLony then assessed the landfill value. He put sort of like an imaginary bubble over the landfill and then identified each square yard as having a value, because once you filled that up, then you had to move to another landfill or do something else. So that was factored into analysis, and it's very useful in the way we manage the landfill.

So I'd like to hear from my good friend Dr. George Yilmaz, who I spoke to many, many times prior to the design charette who contributed and helped carry forward the actual activity and the aftermath and hear from him.

And the reason -- the main reason I'm bringing this up as opposed to just glorifying myself is that this is the type of project that I envision to hold -- which I will do, public again -- on the beach renourishment issue, the beach -- coastal zone beach management that incorporates the needs of the public, but the needs of the wildlife, nature, the turtles, and all that stuff, because, man, we have come to a dead end, and it's been a lot of bad thinking and practice that has

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brought us to where we're at today. So we need something like this.

But, George, if you could chime in on that for a moment.

MR. OCHS: George, hold on.

Madam Chair, do you want to get into this right now, or would you like us to prepare a report --

CHAIRWOMAN HILLER: I would love a report.

MR. OCHS: -- and provide that to the board?

CHAIRWOMAN HILLER: I think that's more appropriate, because this is off subject with respect to what we're addressing right now, which is the budget. But it's definitely something we would appreciate, if you could prepare a report for it, and let us know what was done and how it succeeded and how it could be applied.

MR. YILMAZ: Yes, ma'am.

CHAIRWOMAN HILLER: That would be very, very good.

MR. YILMAZ: And my appreciation goes to Mr. Bob Krasowski and all the options that was found to be feasible, proven where construed and have been incorporated into a process, and credit goes to this gentleman and his leadership.

CHAIRWOMAN HILLER: Great.

MR. YILMAZ: And we thank you for that.

CHAIRWOMAN HILLER: Thank you, Bob.

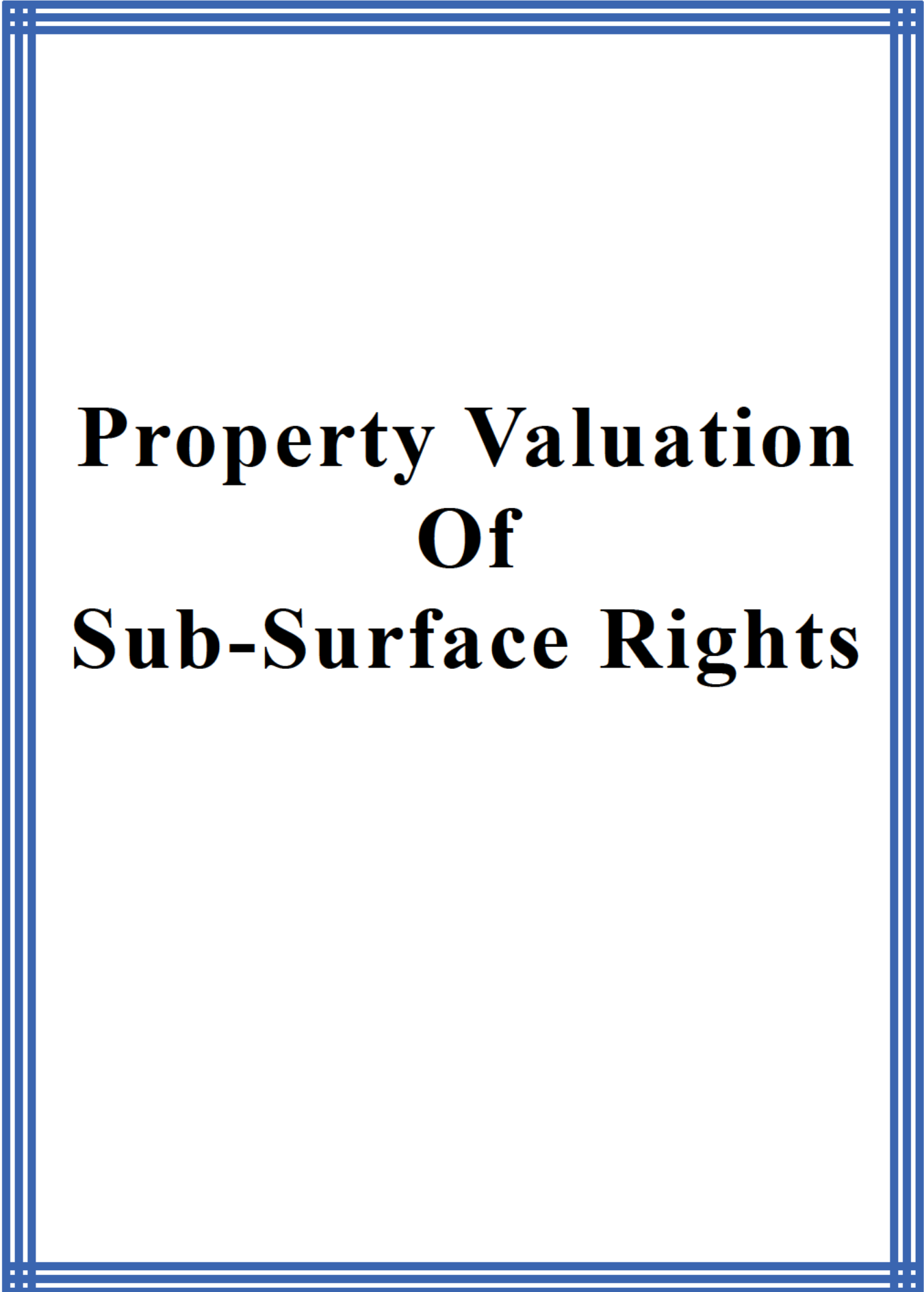
MR. KRASOWSKI: Thank you, very much. Thank George very much. I don't know if a report's necessary after that.

CHAIRWOMAN HILLER: Well, I think it would be beneficial for us, because any tool that, you know, allows us to do better is something worthy of us reviewing. So since the county manager has offered and George is willing, I think it would be beneficial. And, you know, who knows how it could be applied in other arenas. So thank you.

MR. KRASOWSKI: Design charette.

CHAIRWOMAN HILLER: Got it. We got it.

MR. KRASOWSKI: Okay.



**Property Valuation
Of
Sub-Surface Rights**



COLLIER COUNTY PROPERTY APPRAISER

ABE SKINNER, CFA

July 5, 2013

RECEIVED
Office of the County Manager

JUL 09 2013
Action Copies to Made, Ed.

Leo Ochs, Jr.
County Manager
3299 Tamiami Trail East Ste 202
Naples, Florida 34112-5746

RE: Letter Dated June 24, 2013

Dear ^{LEO} ~~Mr. Ochs:~~

This letter is response to your letter dated June 24, 2013 request for information concerning valuation of subsurface rights.

I Hope the enclosed information is what you need.

Sincerely,

Abe Skinner, CFA
Collier County Property Appraiser

- FLA.STATUE 193.481- Explains in detail Assessment of oil, mineral and subsurface rights.
- FLA. ADMINSTRATIVE CODE 12D-5.011- Explains the methodology that may apply to lease transactions.
- The Appraiser shall, upon the request of the owner of real property who owns mineral, oil, gas or other subsurface mineral rights to the same property, separately assess the subsurface mineral right as a separate item on the tax roll.
- The Property Appraiser does not value Pits as a mineral extraction. Collier County Pits are dug for Fill, and therefore Collier County has no mineral Pit mining operation. Once the Fill is removed from the Earth, it is then valued to the recipient property that is in the process of establishing site improvements to become a developable state.
- Tangible Taxes as applied to oil, gas and mineral extraction are assessed to the Business Operator/Owner for equipment and supplies to conduct such business in Collier County.
- The Collier County Property Appraiser requests in writing, the following information.
 1. Annual production for each well stated in number of barrels as of 01/01/2013.
 2. Production decline rate for each well.
 3. Working interest percentage for each well.
 4. Lease operating cost and expense for each well.
 5. A detailed income and expense statements.

To assure accuracy, the Oil Well Operators production of monthly number in barrels is matched/checked against the State of Florida Oil and Gas Production Report. The Report is generated thru the Department of Environmental Protection Agency under the Bureau of Mining and Mineral Regulation.

- Collier County as of 6/26/2013 has 15 producing oil wells
 - Bear Island – 4
 - Raccoon Point -9
 - Corkscrew Sanctuary -2
- 40 additional wells thru out Collier County are abandoned, non-producing or capped off.
2 Wild Cat oil wells are projected for the 2014 tax year.

The taxable value for the last 5 years was \$134,917,997.

**Hours of Operation
For Libraries and
Domestic Animal
Services/Museum
Maintenance
Position**

PUBLIC SERVICES DIVISION BUDGET FOLLOW UP

LIBRARY: In 2009, the Library system faced the challenge of opening a new regional library while simultaneously cutting more than \$271k in operating costs from the budget. As a result of this, staffing at the Estates and Golden Gate City branches were combined under a single manager and hours at the Estates branch were reduced from 50 hours to 36 hours per week. Operating hours were also reduced at several other branches at that time.

At present, the Estates branch continues to share staff with the Golden Gate City branch. Any efforts to increase hours at that location without increasing the budget would require transferring staff from the Golden Gate City branch (or another location) and a corresponding reduction in operating hours at that location. Traffic at the Golden Gate City branch has always been heavier than the Estates branch, even in the days when both sites were more "fully" staffed and both sites had longer operating hours.

In order to re-institute Friday and Saturday hours at the Estates Branch without adversely affecting operating hours elsewhere, two additional full time positions would be required.

DOMESTIC ANIMAL SERVICES: In order to provide 7 day a week service at the Naples Shelter, 2 new full time positions at an annualized cost of \$106,100 would need to be added. In order to provide Sunday hours at no additional cost, the shelter would need to close on another day of the week. This is not a preferred solution as it inconveniences our customers during the week.

MUSEUM: For more than 13 years, the Museum had a full time maintenance person on site, which was responsible for functions not performed by the Facilities Management Department. Examples of these duties include maintaining all museum exhibits, making minor exigent repairs and maintaining the grounds and plantings at each site. This person was at the museum sites continuously through the day, every day and was able to identify and address issues before they became problems.

In 2010, the maintenance staff person elected early retirement pursuant to a voluntary force reduction initiative and the position was eliminated. Similarly, Facilities Management experienced reductions in resources, further impairing their ability to absorb any of these duties at that time.

Subsequent to the elimination of the position, the Museum began using temporary laborers to meet the most essential needs. In anticipation of the Board funding the re-establishment of the full time maintenance position in the FY 14 budget, other operating expenses within the budget request in the amount of \$29,400 have been eliminated, meaning that the net cost of re-instating this position is \$21,100 annually. This position will also assist with set up and take down for after hours rental events.

The Museum's FY 14 budget request contains funds for advertising and marketing through outsource providers. In both instances, the vendors bring expertise to the Museum system that would be difficult to obtain in a single hired position.

8/24/13

COLLIER COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA

Thursday, September 5, 2013, 5:05 p.m.

NOTICE: ALL PERSONS WISHING TO SPEAK ON ANY AGENDA ITEM MUST REGISTER PRIOR TO SPEAKING.

ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDINGS PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ALL REGISTERED PUBLIC SPEAKERS WILL BE LIMITED TO THREE (3) MINUTES UNLESS PERMISSION FOR ADDITIONAL TIME IS GRANTED BY THE CHAIRMAN.

1. ADVERTISED PUBLIC HEARING – BCC – Fiscal Year 2014 Tentative Budget

- A. Discussion of Tentative Millage Rates and Increases Over the Rolled Back Millage Rates
- B. Review and Discussion of Changes to the Tentative Budget
- C. Public Comments and Questions
- D. Announcement of Tentative Millage Rates and Percentage Changes in Property Tax Rates
- E. Resolution to Adopt the Tentative Millage Rates
- F. Resolution to Adopt the Amended Tentative Budget
- G. Announcement of Final Public Hearing as Follows:

Final Public Hearing on the FY 2013-14 Collier County Budget

Thursday, September 19, 2013

5:05 p.m.

Collier County Government Center

W. Harmon Turner Building (F)

Third Floor, Boardroom

Naples, Florida

2. ADJOURN

Collier County, Florida Property Tax Rates FY 2014 Proposed					
Exhibit A					
Fund Title	Fund No.	Prior Year Millage Rate	Rolled Back Millage Rate	Proposed Millage Rate	% Change Frm. Rolled Back
General Fund	001	3.5645	3.4785	3.5645	2.47%
Water Pollution Control	114	0.0293	0.0286	0.0293	2.45%
		3.5938	3.5071	3.5938	2.47%
Unincorporated Area General Fund	111	0.7161	0.7024	0.7161	1.95%
Golden Gate Community Center	130	0.1990	0.1939	0.1909	-1.55%
Victoria Park Drainage	134	0.0479	0.0458	0.0479	4.59%
Naples Park Drainage	139	0.0090	0.0085	0.0085	0.00%
Vanderbilt Beach MSTU	143	0.5000	0.4897	0.5000	2.10%
Isle of Capri Fire	144	2.0000	1.9830	2.0000	0.86%
Ochopee Fire Control	146	4.0000	4.0755	4.0000	-1.85%
Collier County Fire	148	2.0000	1.8067	2.0000	10.70%
Goodland/Horr's Island Fire MSTU	149	1.2760	1.3342	1.2760	-4.36%
Sabal Palm Road MSTU	151	0.1000	0.0416	0.1000	140.38%
Golden Gate Parkway Beautification	153	0.4753	0.4583	0.4583	0.00%
Lely Golf Estates Beautification	152	2.0000	1.9355	2.0000	3.33%
Hawksridge Stormwater Pumping MSTU	154	0.0500	0.0482	0.0482	0.00%
Radio Road Beautification	158	0.3210	0.3185	0.3185	0.00%
Forest Lakes Roadway & Drainage MSTU	159	1.1551	1.1527	1.1610	0.72%
Immokalee Beautification MSTU	162	0.9354	0.9162	0.9162	0.00%
Bayshore Avalon Beautification	163	2.3754	2.3604	2.3604	0.00%
Haldeman Creek Dredging	164	0.7735	0.7348	0.7348	0.00%
Rock Road	165	3.0000	2.9672	3.0000	1.11%
Radio Road East MSTU	166	0.2401	0.2306	0.2306	0.00%
Conservation Collier	172	0.1651	0.1610	0.0000	-100.00%
Forest Lakes Debt Service	259	2.8449	2.8391	2.8390	0.00%
Radio Road East Debt Service	266	0.2319	0.2227	0.2193	-1.53%
Conservation Collier Debt Service (2005)	272	0.0849	0.0828	0.0000	-100.00%
Collier County Lighting	760	0.1631	0.1578	0.1631	3.36%
Pelican Bay MSTBU	778	0.0857	0.0849	0.0857	0.94%
Aggregate Millage Rate		4.3214	4.2222	4.1518	-1.67%

Exhibit A					
Collier County, Florida Property Tax Dollars FY 2014 Proposed					
Fund Title	Fund No.	Prior Year Adjusted Tax Dollars	Current Year Rolled Back Tax Dollars	Proposed Tax Dollars	% Change Frm. Rolled Back
General Fund	001	206,110,252	211,224,461	216,446,627	2.47%
Water Pollution Control	114	1,713,838	1,736,674	1,779,180	2.45%
		207,824,090	212,961,135	218,225,807	2.47%
Unincorporated Area General Fund	111	25,602,482	26,181,591	26,692,251	1.95%
Golden Gate Community Center	130	282,170	286,349	281,919	-1.55%
Victoria Park Drainage	134	1,236	1,235	1,292	4.62%
Naples Park Drainage	139	7,758	7,790	7,790	0.00%
Vanderbilt Beach MSTU	143	952,027	954,352	974,425	2.10%
Isle of Capri Fire	144	1,012,509	1,020,654	1,029,404	0.86%
Ochopee Fire Control	146	1,242,744	1,249,556	1,226,407	-1.85%
Collier County Fire	148	274,889	275,655	305,147	10.70%
Goodland/Horr's Island Fire MSTU	149	93,695	94,006	89,906	-4.36%
Sabal Palm Road MSTU	151	914	913	2,194	140.31%
Lely Golf Estates Beautification	152	185,395	185,829	192,021	3.33%
Golden Gate Parkway Beautification	153	245,375	246,067	246,067	0.00%
Hawksridge Stormwater Pumping MSTU	154	2,645	2,646	2,646	0.00%
Radio Road Beautification	158	306,850	308,219	308,219	0.00%
Forest Lakes Roadway & Drainage MSTU	159	149,835	149,903	150,983	0.72%
Immokalee Beautification MSTU	162	274,148	277,402	277,402	0.00%
Bayshore Avalon Beautification	163	837,350	840,240	840,240	0.00%
Haldeman Creek Dredging	164	51,401	51,645	51,645	0.00%
Rock Road	165	30,070	30,278	30,613	1.11%
Radio Road East MSTU	166	81,520	83,199	83,199	0.00%
Conservation Collier	172	9,657,155	9,776,380	0	-100.00%
Forest Lakes Debt Service	259	369,028	369,212	369,199	0.00%
Radio Road East Debt Service	266	78,736	80,349	79,122	-1.53%
Conservation Collier Debt Service (2005)	272	4,966,036	5,027,853	0	-100.00%
Collier County Lighting	760	620,446	624,322	645,291	3.36%
Pelican Bay MSTBU	778	440,396	441,293	445,451	0.94%
Total Taxes Levied		255,590,900	261,528,073	252,558,640	
Aggregate Taxes		250,177,100	256,050,659	252,110,319	

**Collier County, Florida
Taxable Property Values
For FY 2014**

Fund Title	Fund No.	Prior Year Gross Taxable Value	Current Year Adjusted Taxable Value	Current Year Gross Taxable Value	% Change
<u>County Wide Taxable Values</u>					
General Fund	001	58,492,762,303	59,972,601,105	60,722,857,859	3.81%
Water Pollution Control	114	58,492,762,303	59,972,601,105	60,722,857,859	3.81%
<u>Dependent Districts and MSTU's</u>					
Unincorporated Area General Fund	111	36,026,786,779	36,742,716,862	37,274,474,478	3.46%
Golden Gate Community Center	130	1,417,939,719	1,455,128,882	1,476,787,032	4.15%
Victoria Park Drainage	134	25,800,371	26,970,405	26,977,258	4.56%
Naples Park Drainage	139	861,946,039	911,102,184	916,454,600	6.32%
Vanderbilt Beach MSTU	143	1,904,053,751	1,944,209,380	1,948,849,572	2.35%
Isle of Capri Fire	144	506,254,523	510,583,446	514,702,011	1.67%
Ochopee Fire Control	146	310,685,963	304,932,334	306,601,844	-1.31%
Collier County Fire	148	137,444,344	152,152,652	152,573,507	11.01%
Goodland/Horr's Island Fire MSTU	149	73,429,053	70,224,928	70,458,981	-4.04%
Sabal Palm Road MSTU	151	9,137,285	21,944,403	21,944,403	140.16%
Lely Golf Estates Beautification	152	92,697,303	95,787,728	96,010,647	3.57%
Golden Gate Parkway Beautification	153	516,253,177	535,348,974	536,912,682	4.00%
Hawksridge Stormwater Pumping MSTU	154	52,900,675	54,845,616	54,891,794	3.76%
Radio Road Beautification	158	955,918,992	963,491,650	967,719,885	1.23%
Forest Lakes Roadway & Drainage MSTU	159	129,715,669	129,980,985	130,045,455	0.25%
Immokalee Beautification MSTU	162	293,080,859	299,236,129	302,774,662	3.31%
Bayshore Avalon Beautification	163	352,508,901	354,744,318	355,973,519	0.98%
Haldeman Creek Dredging	164	66,452,318	69,950,913	70,284,334	5.77%
Rock Road	165	10,023,393	10,134,089	10,204,176	1.80%
Radio Road East MSTU	166	339,525,637	353,479,952	360,794,734	6.26%
Conservation Collier	172	58,492,762,303	59,972,601,105	60,722,857,859	3.81%
Forest Lakes Debt Service	259	129,715,669	129,980,985	130,045,455	0.25%
Radio Road East Debt Service	266	339,525,637	353,479,952	360,794,734	6.26%
Conservation Collier Debt Service (2005)	272	58,492,762,303	59,972,601,105	60,722,857,859	3.81%
Collier County Lighting	760	3,804,083,724	3,932,311,161	3,956,415,218	4.00%
Pelican Bay MSTBU	778	5,138,804,912	5,189,882,510	5,197,797,456	1.15%

**SUMMARY OF CHANGES
TO THE FY 2014 TENTATIVE BUDGET**

<u>FUND TITLE/(NUMBER)</u>	<u>NET CHANGE TO FUND TOTAL</u>	<u>EXPLANATION</u>
General Fund (001) Major funding sources are Ad Valorem, Half Cent Sales Tax, and State Revenue Sharing	\$0	Per direction by the BCC on July 9, 2013, the Airport Authority budget has been adjusted to reflect efficiencies projected in a presentation to the Board in the regular BCC meeting. Also shared expense for equipment purchase with Isle of Capri Fire Department.
Tax Collector Fund (070) Major funding sources are Commissions	\$17,430,100	Adjustment reflects proposed budget submitted by the Tax Collector to the Department of Revenue pursuant to state statutes on August 1, subsequent to the development of the FY 14 (July) Tentative Budget.
Bayshore/Gateway Triangle Redevelopment CRA (187) Major funding sources are transfers from both General Funds (001) and (111)	(\$67,100)	The \$67,100 change reflects a reduction in carryforward resulting from the transfer out to Bayshore Debt Service Fund (287) in FY13 for the required principal prepayment associated with land sale proceeds. Other changes decrease reserves and increase the transfer out to Bayshore Debt Service Fund (287) to establish debt service reserves at the level that will be required by the end of FY14 per the loan agreement.
Bayshore/Gateway Triangle Redevelopment CRA Taxable Note (287) Major funding source is a transfer from Bayshore/Gateway Triangle CRA Fund (187)	\$175,000	The change provides for an increase to the transfer from Bayshore/Gateway Triangle CRA Fund (187) to establish debt service reserves at \$600,000 in accordance with the loan agreement plus \$25,000 for contingencies.
Parks & Recreation Cap Improv Projects (306) Major funding sources are Boater Improvement/Boater Registration fees and a Loan Repayment from Planning (131)	\$0	Reprioritizing of Projects.
Isle of Capri Fire Impact Fees (373) Major source of funding is Impact Fees	\$40,000	Shared expense for equipment purchase with General Fund (001) and General Governmental Facilities Impact Fee Fund (390)
General Governmental Buildings Impact Fees (390) Major source of funding is Impact Fees	\$0	Shared expense for equipment purchase with Isle of Capri Fire Department.
Airport Authority (495) Major source of funding is fuel sales.	(\$115,000)	Per direction by the BCC on July 9, 2013, the Airport Authority budget has been adjusted to reflect efficiencies projected in a presentation to the Board in the regular BCC meeting.
Freedom Memorial (620) Major source of funding is donations	\$139,900	Due to the Clerk's audit, all FY2013 solicitations of funds and expenditures have been terminated until the TDC grant is resolved. This lead to an increase in Carryforward and Interest in FY2014. Those funds have been placed in Reserves until further notice.
Total	<u>\$17,602,900</u>	
Gross Budget at July meeting	<u>\$1,291,894,100</u>	
Gross Amended Tentative Budget	<u><u>\$1,309,497,000</u></u>	

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 GENERAL FUND (001)

<u>Appropriation Unit</u>	<u>Requested FY 14 Budget</u>	<u>Changes Increase (Decrease)</u>	<u>FY 14 Tentative Budget</u>	<u>% Budget Change</u>
Personal Services	27,701,700	0	27,701,700	0.0%
Operating Expenses	29,201,500	0	29,201,500	0.0%
Capital Outlay	401,600	0	401,600	0.0%
Grants and Aid	2,462,300	0	2,462,300	0.0%
Remittances	5,070,300	0	5,070,300	0.0%
Advance/Repay to 146 Ochopee Fire	0	0	0	N/A
Advance/Repay to 385 Law Enf	1,700,000	0	1,700,000	0.0%
Advance/Repay to 390 Gov't Fac	630,000	0	630,000	0.0%
Advance/Repay to 495 Airp Ops	382,900	(115,000)	267,900	-30.0%
Trans to Clerk Of Courts	5,635,500	0	5,635,500	0.0%
Trans to Sheriff	131,973,300	0	131,973,300	0.0%
Trans to Property Appraiser	5,222,500	0	5,222,500	0.0%
Trans to Tax Collector	12,100,000	0	12,100,000	0.0%
Trans to Superv of Elections	3,117,300	0	3,117,300	0.0%
Trans to 101 Transp Op Fd	15,548,500	0	15,548,500	0.0%
Trans to 111 Unincorp Gen Fd	139,700	0	139,700	0.0%
Trans to 123 Serv for Seniors	151,700	0	151,700	0.0%
Trans to 146 Ochopee Fire Fd	440,700	0	440,700	0.0%
Trans to 170 Adoption Awareness	0	0	0	N/A
Trans to 186 Immok Redev Fd	266,300	0	266,300	0.0%
Trans to 187 Bayshore Redev Fd	785,000	0	785,000	0.0%
Trans to 188 800 MHz Fd	576,400	0	576,400	0.0%
Trans to 198 Museum	200,000	0	200,000	0.0%
Trans to 708 Hum Serv Match	8,200	0	8,200	0.0%
Trans to 710 Pub Serv Match	0	0	0	N/A
Trans to 215 Debt Serv Fd	0	0	0	N/A
Trans to 216 Debt Serv Fd	0	0	0	N/A
Trans to 298 Sp Ob Bd '10	3,657,700	0	3,657,700	0.0%
Trans to 301 Co Wide Cap Fd	10,758,700	0	10,758,700	0.0%
Trans to 313 Gas Tax Cap Fd	8,768,800	0	8,768,800	0.0%
Trans to 324 Stormw Op Fd	0	0	0	N/A
Trans to 325 Stormw Cap Fd	4,730,100	0	4,730,100	0.0%
Trans to 373 Isle of Capri Fire	0	20,000	20,000	N/A
Trans to 427 Transp Disadv Fd	2,378,100	0	2,378,100	0.0%
Trans to 490 EMS Fd	11,335,100	0	11,335,100	0.0%
Trans to 491 EMS Grant Fd	3,800,000	0	3,800,000	0.0%
Trans to 652 Leg Aid Soc	42,800	0	42,800	0.0%
Trans to 681 Court Services	1,199,600	0	1,199,600	0.0%
Reserves For Contingencies	6,698,700	95,000	6,793,700	1.4%
Reserves For Cash Flow	22,700,000	0	22,700,000	0.0%
Reserve for Attrition	(439,600)	0	(439,600)	0.0%
Total Appropriation	319,345,400	0	319,345,400	0.0%

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 GENERAL FUND (001)

<u>Revenues</u>	Requested FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Tentative <u>Budget</u>	% Budget <u>Change</u>
Ad Valorem Taxes	216,446,600	0	216,446,600	0.0%
Delinquent Ad Valorem Taxes	300,000	0	300,000	0.0%
Licenses & Permits	273,500	0	273,500	0.0%
Intergovernmental Revenues	935,000	0	935,000	0.0%
State Revenue Sharing	7,800,000	0	7,800,000	0.0%
State Sales Tax	31,000,000	0	31,000,000	0.0%
Fed Payment In Lieu of Taxes	700,000	0	700,000	0.0%
Charges For Services	10,886,400	0	10,886,400	0.0%
Fines & Forfeitures	479,000	0	479,000	0.0%
Miscellaneous Revenues	278,500	0	278,500	0.0%
Interest/Misc	439,000	0	439,000	0.0%
Indirect Service Charge	6,851,300	0	6,851,300	0.0%
Reimb From Other Depts	575,000	0	575,000	0.0%
Trans frm Clerk of Courts	100,000	0	100,000	0.0%
Trans frm Property Appraiser	500,000	0	500,000	0.0%
Trans frm Tax Collector	5,000,000	0	5,000,000	0.0%
Trans fm 002 Def Im Fee	52,300	0	52,300	0.0%
Trans fm 111 MSTD Gen Fd	247,600	0	247,600	0.0%
Trans fm 113 Comm Dev Fd	0	0	0	N/A
Trans fm 114 Pollutn Ctrl Fd	0	0	0	N/A
Trans fm 116 Misc Grants	98,700	0	98,700	0.0%
Trans fm 118 TDC Capital Fund	38,400	0	38,400	0.0%
Trans fm 195 TDC Cap Fd	160,000	0	160,000	0.0%
Trans fm 220 Debt Service	1,300	0	1,300	0.0%
Trans fm 306 Pk & Rec Cap	0	0	0	N/A
Trans fm 313 Gas Tax Cap Fd	0	0	0	N/A
Trans fm 408 Water / Sewer Fd	0	0	0	N/A
Trans fm 441 Goodland Water	0	0	0	N/A
Trans fm 470 Solid Waste Fd	0	0	0	N/A
Trans fm 473 Mand Collect Fd	0	0	0	N/A
Trans fm 516 Prop & Cas Ins	0	0	0	N/A
Trans fm 518 Workers Comp	900,000	0	900,000	0.0%
Carry Forward	48,801,900	0	48,801,900	0.0%
Less 5% Required By Law	(13,519,100)	0	(13,519,100)	0.0%
Total Revenues	319,345,400	0	319,345,400	0.0%

Changes in Expenditures

Reduction in transfer to Airport	(115,000)
Shared expense for equipment purchase with fd 373.	20,000
Increase in Reserves	95,000
Total Expenditure increase (decrease)	0

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 TAX COLLECTOR FUND (070)

<u>Appropriation Unit</u>	Tentative FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Amended Tentative <u>Budget</u>	% Budget <u>Change</u>
Personal Services	0	9,649,600	9,649,600	N/A
Operating Expenses	0	1,846,200	1,846,200	N/A
Capital Outlay	0	28,100	28,100	N/A
Grants and Aid	0	5,906,200	5,906,200	N/A
Total Appropriation	<u>0</u>	<u>17,430,100</u>	<u>17,430,100</u>	N/A
 <u>Revenues</u>				
Charges for Services	0	17,180,100	17,180,100	N/A
Miscellaneous Revenues	0	250,000	250,000	N/A
Interest/Misc	0	0	0	N/A
Net cost General Fund	0	0	0	N/A
Total Revenues	<u>0</u>	<u>17,430,100</u>	<u>17,430,100</u>	N/A

Note: Tax Collector's budget submittal requirement is August 1, 2013.

Grants and Aid is made up of all funds to be reverted or turned back to various taxing authorities

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 BAYSHORE/GATEWAY TRIANGLE CRA FUND (187)

<u>Appropriation Unit</u>	Tentative FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Amended Tentative <u>Budget</u>	% Budget <u>Change</u>
Personal Services	256,300	0	256,300	0.0%
Operating Expenses	194,900	0	194,900	0.0%
Capital Outlay	0	0	0	N/A
Grants and Aid	20,000	0	20,000	0.0%
Trans to CRA Debt Fund (287)	797,800	107,900	905,700	13.5%
Reserves	537,500	(175,000)	362,500	-32.6%
Total Appropriation	1,806,500	(67,100)	1,739,400	-3.7%
 <u>Revenues</u>				
Miscellaneous Revenues	317,000	0	317,000	0.0%
Interest/Misc	5,000	0	5,000	0.0%
Trans from Gen'l Fund (001)	785,000	0	785,000	0.0%
Trans Unincorp Gen'l Fund (111)	157,700	0	157,700	0.0%
Trans Bayshore Beaut Fund (163)	125,500	0	125,500	0.0%
Trans Halderman Creek Fund (164)	11,300	0	11,300	0.0%
Carry Forward	421,100	(67,100)	354,000	-15.9%
Less 5% Required By Law	(16,100)	0	(16,100)	0.0%
Total Revenues	1,806,500	(67,100)	1,739,400	-3.7%

Note: The reduction in carryforward reflects an increase in transfer out to Bayshore Debt Service Fund (287) in FY13 for required principal prepayment associated with land sale proceeds in the amount of \$67,100. The balance of the change allows for an increase to the transfer out to Bayshore Debt Service Fund (287) to establish debt service reserves at the level that will be required by the end of FY14 per the loan agreement.

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 BAYSHORE CRA NOTE FUND (287)

<u>Appropriation Unit</u>	Tentative FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Amended Tentative <u>Budget</u>	% Budget <u>Change</u>
Debt Service - Operating Exp	1,000	0	1,000	0.0%
Debt Service - Principal	504,000	0	504,000	0.0%
Debt Service - Interest	325,000	0	325,000	0.0%
Reserves for Contingency	0	25,000	25,000	N/A
Reserves for Debt Service	450,000	150,000	600,000	33.3%
Total Appropriation	1,280,000	175,000	1,455,000	13.7%
 <u>Revenues</u>				
Interest/Misc	4,100	0	4,100	0.0%
Trans Bayshore CRA Fund (187)	797,800	107,900	905,700	13.5%
Carry Forward	478,500	67,100	545,600	14.0%
Less 5% Required By Law	(400)	0	(400)	0.0%
Total Revenues	1,280,000	175,000	1,455,000	13.7%

Note: The increase in carryforward reflects an increase in transfer in from Bayshore/Gateway Triangle CRA Fund (187) in FY13 for required principal prepayment associated with land sale proceeds in the amount of \$67,100. The balance of the change allows for an increase to the transfer in from Bayshore/Gateway Triangle CRA Fund (187) to establish debt service reserves at the level that will be required by the end of FY14 per the loan agreement.

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 PARKS & RECREATION CAPITAL IMPROVEMENT PROJECTS FUND (306)

<u>Appropriation Unit</u>	Requested FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Tentative <u>Budget</u>	% Budget <u>Change</u>
Operating Expenses	340,000	0	340,000	0.0%
Capital Outlay	160,000	0	160,000	0.0%
Trans to Tax Collector	12,000	0	12,000	0.0%
Trans to Gen Fd (001)	0	0	0	N/A
Trans to Pub Serv Match (710)	0	0	0	N/A
Trans to Debt Serv (298)	321,800	0	321,800	0.0%
Reserve for Contingencies	20,200	0	20,200	0.0%
Reserve for Boater Improve	571,700	0	571,700	0.0%
Total Appropriation	1,425,700	0	1,425,700	0.0%
 <u>Revenues</u>				
Licenses and Permits	412,000	0	412,000	0.0%
Misc Revenue	1,120,000	0	1,120,000	0.0%
Interest/Misc	37,900	0	37,900	0.0%
Repay from Planning (131)	400,000	0	400,000	0.0%
Reimb from Other Dept	0	0	0	N/A
Carryforward	(521,700)	0	(521,700)	0.0%
Less 5% Required by Law	(22,500)	0	(22,500)	0.0%
Total Revenues	1,425,700	0	1,425,700	0.0%

<u>Changes in Project Expenditure Budgets</u>	Forecast FY13 Changes <u>Increase (Decrease)</u>	Tentative Budget FY14 Changes <u>Increase (Decrease)</u>
NCRP Sun-N-Fun (Rusting) Tower		140,000
East Naples Skate Park		120,000
Caxambas Conversion		(75,000)
Margood Cottages		(25,000)
Cindy Mysels Pk Parking Expansion		(25,000)
Coconut Circle Playground		(20,000)
IMSC ADA Kiddie Pool		(50,000)
Tony Rosbough Irrigation Well		(25,000)
Margood Park Kayak Launch		(20,000)
Athletic Court Resurfacing		(20,000)
Total Project Changes	0	0

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 ISLE OF CAPRI FIRE IMPACT FEE FUND (373)

<u>Appropriation Unit</u>	Requested FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Tentative <u>Budget</u>	% Budget <u>Change</u>
Operating Expenses	0	0	0	N/A
Capital Outlay	0	0	0	N/A
Reserves for Capital	9,300	40,000	49,300	430.1%
Total Appropriation	<u>9,300</u>	<u>40,000</u>	<u>49,300</u>	430.1%
 <u>Revenues</u>				
Interest/Misc	100	0	100	0.0%
Impact Fees	1,000	0	1,000	0.0%
Trans fm Gen Fund (001)	0	20,000	20,000	N/A
Trans fm Gen Gov't Fac Im Fee (390)	0	20,000	20,000	N/A
Carryforward	8,300	0	8,300	0.0%
Less 5% Required by Law	(100)	0	(100)	0.0%
Total Revenues	<u>9,300</u>	<u>40,000</u>	<u>49,300</u>	430.1%
	-		-	

Shared expense for equipment purchase.

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 GENERAL GOVERNMENTAL BUILDINGS IMPACT FEE FUND (390)

<u>Appropriation Unit</u>	Requested FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Tentative <u>Budget</u>	% Budget <u>Change</u>
Operating Expenses	0	0	0	N/A
Capital Outlay	0	0	0	N/A
Repay Loan to 471 Solid Waste	630,000	0	630,000	0.0%
Trans to 216 Debt Service Fd	0	0	0	N/A
Trans to 298 Debt Service Fd	4,334,500	0	4,334,500	0.0%
Trans to 373 Isle of Capri Fire Im Fee	0	20,000	20,000	N/A
Reserves for Debt Service	2,681,300	(20,000)	2,661,300	-0.7%
Total Appropriation	7,645,800	0	7,645,800	0.0%
 <u>Revenues</u>				
Interest/Misc	10,400	0	10,400	0.0%
Impact Fees	1,200,000	0	1,200,000	0.0%
Deferred Impact Fees	39,400	0	39,400	0.0%
Advance fm Gen Fund (001)	630,000	0	630,000	0.0%
Advance fm Co Wide Cap (301)	2,464,400	0	2,464,400	0.0%
Carryforward	3,364,000	0	3,364,000	0.0%
Less 5% Required by Law	(62,400)	0	(62,400)	0.0%
Total Revenues	7,645,800	0	7,645,800	0.0%

Shared expense for equipment purchase.

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 COLLIER COUNTY AIRPORT AUTHORITY (495)

<u>Appropriation Unit</u>	Tentative FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Amended Tentative <u>Budget</u>	% Budget <u>Change</u>
Personal Services	1,125,000	(113,100)	1,011,900	-10.1%
Operating Expenses	653,100	0	653,100	0.0%
Indirect Cost reimburs	180,200	0	180,200	0.0%
Aviation Fuel	1,761,100	0	1,761,100	0.0%
Capital Outlay	0	0	0	N/A
Reserve for Attrition	<u>(17,000)</u>	<u>1,200</u>	<u>(15,800)</u>	<u>-7.1%</u>
Total Appropriation	3,702,400	(111,900)	3,590,500	-3.0%
 <u>Revenues</u>				
Charges for Services	702,900	0	702,900	0.0%
Aviation Fuel Sales	2,631,600	0	2,631,600	0.0%
Miscellaneous Revenues	10,000	0	10,000	0.0%
Interest/Misc	600	0	600	0.0%
Advance/Repay fm 001 Gen Fd	379,800	(111,900)	267,900	-29.5%
Trans fm 496 Airport Grants	0	0	0	N/A
Carry Forward	144,700	0	144,700	0.0%
Less 5% Required By Law	<u>(167,200)</u>	<u>0</u>	<u>(167,200)</u>	<u>0.0%</u>
Total Revenues	3,702,400	(111,900)	3,590,500	-3.0%
	-		-	
 Total FTE	 15.80	 (1.80)	 14.00	 -11.4%

Per direction by the BCC on July 9th, 2013, the Airport Authority budget has been adjusted to reflect efficiencies projected in a presentation to the Board in the regular BCC meeting.

BUDGET RESOLUTION
 CHANGES TO THE FY 2014 TENTATIVE BUDGET
 FREEDOM MEMORIAL FUND (620)

<u>Appropriation Unit</u>	Tentative FY 14 <u>Budget</u>	Changes <u>Increase (Decrease)</u>	FY 14 Amended Tentative <u>Budget</u>	% Budget <u>Change</u>
Operating Expenses	3,800	0	3,800	0.0%
Capital Outlay	38,900	0	38,900	0.0%
Reserves	0	139,900	139,900	N/A
Total Appropriation	<u>42,700</u>	<u>139,900</u>	<u>182,600</u>	<u>327.6%</u>
 <u>Revenues</u>				
Miscellaneous Revenues	45,000	0	45,000	0.0%
Interest/Misc	0	600	600	N/A
Carryforward	0	139,300	139,300	N/A
Less 5% Required By Law	<u>(2,300)</u>	<u>0</u>	<u>(2,300)</u>	<u>0.0%</u>
Total Revenues	<u>42,700</u>	<u>139,900</u>	<u>182,600</u>	<u>327.6%</u>
	-		-	

Due to the Clerk's audit, all FY 2013 solicitations of funds and expenditures have been terminated until the Tourist Development Council grant is resolved. This will lead to an increase in carryforward and interest in FY 2014. Those funds have been placed in Reserve for Contingencies until further resolution.

RESOLUTION NO. 2013- _____

**A RESOLUTION ADOPTING THE
TENTATIVE MILLAGE RATES FOR FY 2013-14**

WHEREAS, Section 200.065, Florida Statutes, provides the procedure for fixing the millage rates; and

WHEREAS, Section 129.03, Florida Statutes, sets forth the procedure for preparation and adoption of the budget; and

WHEREAS, the Board of County Commissioners has received and examined the tentative budgets for each of the County's funds; and

WHEREAS, on July 9, 2013, the Board of County Commissioners adopted Resolution No. 2013-161 approving the County's proposed millage rates and setting the public hearings for adoption of the tentative and final millage rates; and

WHEREAS, pursuant to Section 200.065, Florida Statutes, an advertised public hearing was held on September 5, 2013 to adopt the tentative millage rates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that the FY 2013-14 Tentative Millage Rates as set forth in Exhibit "A" attached hereto and incorporated herein, are hereby adopted as the Tentative Millage Rates for FY 2013-14, pursuant to Sections 129.03 and 200.065, Florida Statutes, as amended.

This Resolution adopted this 5th day of September, 2013, after motion, second and majority vote.

ATTEST:
DWIGHT E. BROCK, Clerk

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Georgia A. Hiller, Esq.
Chairwoman

Approved as to form and legality:

Jeffrey A. Klatzkow, County Attorney

Exhibit A					
Collier County, Florida Property Tax Rates FY 2014 Proposed					
Fund Title	Fund No.	Prior Year Millage Rate	Rolled Back Millage Rate	Proposed Millage Rate	% Change Frm. Rolled Back
General Fund	001	3.5645	3.4785	3.5645	2.47%
Water Pollution Control	114	0.0293	0.0286	0.0293	2.45%
		3.5938	3.5071	3.5938	2.47%
Unincorporated Area General Fund	111	0.7161	0.7024	0.7161	1.95%
Golden Gate Community Center	130	0.1990	0.1939	0.1909	-1.55%
Victoria Park Drainage	134	0.0479	0.0458	0.0479	4.59%
Naples Park Drainage	139	0.0090	0.0085	0.0085	0.00%
Vanderbilt Beach MSTU	143	0.5000	0.4897	0.5000	2.10%
Isle of Capri Fire	144	2.0000	1.9830	2.0000	0.86%
Ochopee Fire Control	146	4.0000	4.0755	4.0000	-1.85%
Collier County Fire	148	2.0000	1.8067	2.0000	10.70%
Goodland/Horr's Island Fire MSTU	149	1.2760	1.3342	1.2760	-4.36%
Sabal Palm Road MSTU	151	0.1000	0.0416	0.1000	140.38%
Golden Gate Parkway Beautification	153	0.4753	0.4583	0.4583	0.00%
Lely Golf Estates Beautification	152	2.0000	1.9355	2.0000	3.33%
Hawksridge Stormwater Pumping MSTU	154	0.0500	0.0482	0.0482	0.00%
Radio Road Beautification	158	0.3210	0.3185	0.3185	0.00%
Forest Lakes Roadway & Drainage MSTU	159	1.1551	1.1527	1.1610	0.72%
Immokalee Beautification MSTU	162	0.9354	0.9162	0.9162	0.00%
Bayshore Avalon Beautification	163	2.3754	2.3604	2.3604	0.00%
Haldeman Creek Dredging	164	0.7735	0.7348	0.7348	0.00%
Rock Road	165	3.0000	2.9672	3.0000	1.11%
Radio Road East MSTU	166	0.2401	0.2306	0.2306	0.00%
Conservation Collier	172	0.1651	0.1610	0.0000	-100.00%
Forest Lakes Debt Service	259	2.8449	2.8391	2.8390	0.00%
Radio Road East Debt Service	266	0.2319	0.2227	0.2193	-1.53%
Conservation Collier Debt Service (2005)	272	0.0849	0.0828	0.0000	-100.00%
Collier County Lighting	760	0.1631	0.1578	0.1631	3.36%
Pelican Bay MSTBU	778	0.0857	0.0849	0.0857	0.94%
Aggregate Millage Rate		4.3214	4.2222	4.1518	-1.67%

Exhibit A					
Collier County, Florida Property Tax Dollars FY 2014 Proposed					
Fund Title	Fund No.	Prior Year Adjusted Tax Dollars	Current Year Rolled Back Tax Dollars	Proposed Tax Dollars	% Change Frm. Rolled Back
General Fund	001	206,110,252	211,224,461	216,446,627	2.47%
Water Pollution Control	114	1,713,838	1,736,674	1,779,180	2.45%
		207,824,090	212,961,135	218,225,807	2.47%
Unincorporated Area General Fund	111	25,602,482	26,181,591	26,692,251	1.95%
Golden Gate Community Center	130	282,170	286,349	281,919	-1.55%
Victoria Park Drainage	134	1,236	1,235	1,292	4.62%
Naples Park Drainage	139	7,758	7,790	7,790	0.00%
Vanderbilt Beach MSTU	143	952,027	954,352	974,425	2.10%
Isle of Capri Fire	144	1,012,509	1,020,654	1,029,404	0.86%
Ochopee Fire Control	146	1,242,744	1,249,556	1,226,407	-1.85%
Collier County Fire	148	274,889	275,655	305,147	10.70%
Goodland/Horr's Island Fire MSTU	149	93,695	94,006	89,906	-4.36%
Sabal Palm Road MSTU	151	914	913	2,194	140.31%
Lely Golf Estates Beautification	152	185,395	185,829	192,021	3.33%
Golden Gate Parkway Beautification	153	245,375	246,067	246,067	0.00%
Hawksridge Stormwater Pumping MSTU	154	2,645	2,646	2,646	0.00%
Radio Road Beautification	158	306,850	308,219	308,219	0.00%
Forest Lakes Roadway & Drainage MSTU	159	149,835	149,903	150,983	0.72%
Immokalee Beautification MSTU	162	274,148	277,402	277,402	0.00%
Bayshore Avalon Beautification	163	837,350	840,240	840,240	0.00%
Haldeman Creek Dredging	164	51,401	51,645	51,645	0.00%
Rock Road	165	30,070	30,278	30,613	1.11%
Radio Road East MSTU	166	81,520	83,199	83,199	0.00%
Conservation Collier	172	9,657,155	9,776,380	0	-100.00%
Forest Lakes Debt Service	259	369,028	369,212	369,199	0.00%
Radio Road East Debt Service	266	78,736	80,349	79,122	-1.53%
Conservation Collier Debt Service (2005)	272	4,966,036	5,027,853	0	-100.00%
Collier County Lighting	760	620,446	624,322	645,291	3.36%
Pelican Bay MSTBU	778	440,396	441,293	445,451	0.94%
Total Taxes Levied		255,590,900	261,528,073	252,558,640	
Aggregate Taxes		250,177,100	256,050,659	252,110,319	

RESOLUTION NO. 2013- _____

**A RESOLUTION ADOPTING THE
TENTATIVE BUDGETS FOR FY 2013-14**

WHEREAS, Section 200.065, Florida Statutes, provides the procedure for fixing the millage rates; and

WHEREAS, Section 129.03, Florida Statutes, sets forth the procedure for preparation and adoption of the budget; and

WHEREAS, the Board of County Commissioners has received and examined the tentative budgets for each of the County's funds; and

WHEREAS, on July 9, 2013, the Board of County Commissioners adopted Resolution No. 2013-161 approving the County's proposed millage rates and setting the public hearings for adoption of the tentative and final millage rates; and

WHEREAS, pursuant to Section 200.065, Florida Statutes, an advertised public hearing was held on September 5, 2013 to adopt the tentative millage rates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that the FY 2013-14 Tentative Budgets as amended by the budget summaries attached hereto and incorporated herein, are hereby adopted as the Tentative Budgets for FY 2013-14, pursuant to Sections 129.03 and 200.065, Florida Statutes, as amended.

This Resolution adopted this 5th day of September, 2013, after motion, second and majority vote.

ATTEST:
DWIGHT E. BROCK, Clerk

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Georgia A. Hiller, Esq.
Chairwoman

Approved as to form and legality:

Jeffrey A. Klatzkow, County Attorney

Collier County Government
Fiscal Year 2014 Tentative Budget

Collier County, Florida
Fiscal Year 2013/2014
Summary of Budget by Fund

Fund Title	Fund No.	FY 12/13 Adopted Budget	FY 13/14 Tentative Budget	% Budget Change
General Fund				
General Fund	(001)	309,925,100	319,345,400	3.04%
Utility Impact Fee Deferral Program	(002)	12,100	52,300	332.23%
Emergency Disaster	(003)	500,000	491,100	-1.78%
Economic Development	(007)	469,200	782,700	66.82%
Constitutional Officer Funds:				
Clerk of Circuit Court	(011)	7,412,000	8,305,900	12.06%
Sheriff	(040)	131,973,300	131,973,300	0.00%
Property Appraiser	(060)	6,303,500	6,434,100	2.07%
Tax Collector	(070)	16,977,700	17,430,100	2.66%
Supervisor of Elections	(080)	3,233,600	3,117,300	-3.60%
Supervisor of Elections Grants	(081)	0	0	N/A
Subtotal Constitutional Officers		165,900,100	167,260,700	0.82%
Special Revenue Funds				
Transportation	(101)	16,187,200	18,741,100	15.78%
Right of Way Permitting	(102)	456,900	497,800	8.95%
Affordable Housing	(105)	0	633,000	N/A
Impact Fee Administration	(107)	1,260,700	1,108,100	-12.10%
Pelican Bay MSTBU	(109)	3,414,000	3,367,800	-1.35%
Unincorporated Areas General Fund MSTU	(111)	38,866,300	39,435,100	1.46%
Landscaping Projects	(112)	307,600	163,000	-47.01%
Community Development	(113)	12,961,000	14,974,700	15.54%
Water Pollution Control	(114)	3,046,000	3,316,100	8.87%
Sheriff Grants	(115)	213,000	215,500	1.17%
Miscellaneous Grants	(116)	0	179,300	N/A
Natural Resources Grants	(117)	0	13,800	N/A
Emergency Management Grants	(118)	0	38,400	N/A
Parks & Recreation Food Service Grants	(119)	0	63,200	N/A
Community Development Block Grants	(121)	0	0	N/A
Services for Seniors	(123)	0	344,200	N/A
ARRA Grants	(125)	0	32,800	N/A
Metro Planning-MPO	(128)	5,000	38,300	666.00%
Library Grants	(129)	0	583,900	N/A
Golden Gate Community Center	(130)	1,060,200	1,053,100	-0.67%
Planning Services	(131)	4,104,100	6,845,400	66.79%
Pine Ridge Industrial Park Capital	(132)	5,200	757,300	14463.46%
Victoria Park Drainage MSTU	(134)	29,300	28,700	-2.05%
Naples Production Park Capital	(138)	3,600	35,600	888.89%
Naples Park Drainage MSTU&BU	(139)	69,000	76,400	10.72%
Pine Ridge Industrial Pk Maintenance MSTU&BU	(140)	200	300	50.00%
Naples Production Park MSTU&BU	(141)	900	54,500	5955.56%
Pine Ridge Industrial Park MSTU&BU	(142)	1,812,700	1,822,500	0.54%
Vanderbilt Beach Beautification MSTU	(143)	5,009,900	5,367,400	7.14%
Isle of Capri Municipal Rescue & Fire Services	(144)	1,334,900	1,273,900	-4.57%
Ochopee Fire Control District MSTU	(146)	1,804,200	1,836,500	1.79%
Collier County Fire Control MSTU	(148)	277,800	328,700	18.32%
Goodland/Horr's Isle Fire Control District	(149)	93,200	93,500	0.32%
Sabal Palm Road Extension MSTU&BU	(151)	154,000	98,300	-36.17%
Lely Golf Estates Beautification MSTU	(152)	507,200	346,500	-31.68%

Collier County Government
Fiscal Year 2014 Tentative Budget

Collier County, Florida
Fiscal Year 2013/2014
Summary of Budget by Fund

Fund Title	Fund No.	FY 12/13 Adopted Budget	FY 13/14 Tentative Budget	% Budget Change
Special Revenue Funds (Cont'd)				
Golden Gate Beautification MSTU	(153)	774,800	784,100	1.20%
Hawksridge Stormwater System MSTU	(154)	71,000	73,300	3.24%
Radio Road Beautification MSTU	(158)	592,000	732,100	23.67%
Forest Lakes Roadway & Drainage MSTU	(159)	2,457,300	2,239,800	-8.85%
Immokalee Beautification MSTU	(162)	755,700	441,200	-41.62%
Bayshore Beautification MSTU	(163)	4,038,200	2,845,400	-29.54%
Haldeman Creek Dredging MSTU	(164)	192,900	232,400	20.48%
Rock Road MSTU	(165)	32,300	35,700	10.53%
Radio Road East Beautification MSTU	(166)	180,800	132,100	-26.94%
Adoption Awareness	(170)	0	0	N/A
Teen Court	(171)	82,200	80,700	-1.82%
Conservation Collier	(172)	12,954,300	4,938,400	-61.88%
Driver Education	(173)	272,000	282,200	3.75%
Conservation Collier Maintenance	(174)	31,571,300	33,003,800	4.54%
Juvenile Assessment Center	(175)	0	0	N/A
Court IT Fee	(178)	935,700	1,342,600	43.49%
Conservation Collier Projects	(179)	940,500	95,500	-89.85%
Domestic Animal Services Donations	(180)	77,700	100,200	28.96%
Court Maintenance Fund	(181)	3,505,400	4,693,500	33.89%
TDC Beach Park Facilities	(183)	8,760,400	9,029,300	3.07%
Tourism Marketing	(184)	4,698,600	7,404,100	57.58%
TDC Engineering	(185)	663,300	643,300	-3.02%
Immokalee Redevelopment CRA	(186)	734,100	572,100	-22.07%
Bayshore/Gateway Triangle CRA	(187)	2,169,700	1,739,400	-19.83%
800 MHz Fund	(188)	1,126,500	1,203,700	6.85%
Wireless E-911	(189)	0	0	N/A
Miscellaneous Florida Statutes	(190)	36,400	65,000	78.57%
SHIP	(191)	0	0	N/A
Public Guardianship	(192)	197,900	193,000	-2.48%
Tourist Development	(193)	324,900	635,000	95.44%
Tourist Development	(194)	1,586,300	1,712,500	7.96%
Tourist Development Beaches	(195)	32,359,400	30,540,900	-5.62%
Economic Disaster Recovery	(196)	1,320,900	790,500	-40.15%
Museum	(198)	1,823,500	1,923,200	5.47%
E-911 System	(199)	937,500	933,000	-0.48%
Administrative Services Grants	(703)	0	200	N/A
Administrative Services Grant Match	(704)	0	200	N/A
Housing Grants	(705)	0	0	N/A
Human Services Grants	(707)	0	376,800	N/A
Human Services Grant Match	(708)	0	167,000	N/A
Public Services Grants	(709)	0	0	N/A
Public Services Grant Match	(710)	0	0	N/A
Transportation Grants	(711)	0	11,100	N/A
Transportation Grant Match	(712)	10,036,300	8,045,200	-19.84%
Bureau of Emergency Services Grants	(713)	0	0	N/A
Bureau of Emergency Services Grant Match	(714)	0	0	N/A
Immokalee CRA Grants	(715)	0	0	N/A
Collier County Lighting	(760)	612,800	636,000	3.79%
Pelican Bay Lighting	(778)	801,300	1,037,500	29.48%
Subtotal Special Revenue Funds		220,608,000	223,476,700	1.30%

Collier County Government
Fiscal Year 2014 Tentative Budget

Collier County, Florida
Fiscal Year 2013/2014
Summary of Budget by Fund

Fund Title	Fund No.	FY 12/13 Adopted Budget	FY 13/14 Tentative Budget	% Budget Change
Debt Service Funds				
Sales Tax Revenue Bonds, Series 2002	(210)	0	0	N/A
Gas Tax Revenue Refunding Bds, 2003,2005	(212)	14,321,500	14,157,900	-1.14%
State Infrastructure Bank (SIB) Loan	(213)	0	0	N/A
Sales Tax Revenue Refunding Bonds, 2003	(215)	415,400	4,100	-99.01%
Sales Tax Revenue Refunding Bonds, 2005	(216)	2,760,900	5,500	-99.80%
Sales Tax Rev Bds Reserve, 2002,2003,2005	(217)	10,401,500	0	-100.00%
Caribbean Gardens G.O. Bond	(220)	8,900	1,300	-85.39%
Naples Pk Drainage Assessment Bds, 1997	(226)	31,200	5,700	-81.73%
Pine Ridge/ Naples Production Park, 1993	(232)	1,897,400	1,865,600	-1.68%
Forest Lakes Limited G.O. Bonds, 2007	(259)	749,400	1,484,300	98.07%
Radio Rd E MSTU G.O. Bonds, 2012	(266)	141,700	150,400	6.14%
Conservation Collier Limited G.O. Bds, 2005A	(272)	5,986,400	76,000	-98.73%
Conservation Collier Limited G.O. Bds, 2008	(273)	0	34,900	N/A
Bayshore CRA Letter of Credit, Series 2009	(287)	3,030,200	1,455,000	-51.98%
Special Obligation Bonds, Series 2010,2010B	(298)	18,908,900	22,284,300	17.85%
Commercial Paper Loans	(299)	500	0	-100.00%
Subtotal Debt Service Funds		58,653,900	41,525,000	-29.20%
Capital Projects/Expenditures Funds				
County-Wide Capital Projects	(301)	7,327,900	11,502,300	56.97%
Parks Capital Improvements	(306)	3,815,300	1,425,700	-62.63%
Library Capital Projects	(307)	0	368,800	
Growth Management Capital	(310)	0	85,300	N/A
Road Construction Operations	(312)	2,660,500	2,671,900	0.43%
Road Construction	(313)	30,841,500	35,229,600	14.23%
Museum Capital	(314)	200,000	0	-100.00%
Clam Bay Restoration	(320)	183,100	188,100	2.73%
Pelican Bay Irrigation/Landscaping	(322)	647,600	433,200	-33.11%
Stormwater Operations	(324)	1,242,400	1,235,100	-0.59%
Stormwater Capital Improvement Projects	(325)	5,651,700	6,319,400	11.81%
Road Impact District 1, N Naples	(331)	5,760,100	2,665,200	-53.73%
Road Impact District 2, E Naples & GG City	(333)	2,402,500	1,063,000	-55.75%
Road Impact District 3, City of Naples	(334)	293,400	405,600	38.24%
Road Impact District 4, S County & Marco	(336)	9,248,400	10,180,800	10.08%
Road Impact District 6, Golden Gate Estates	(338)	3,579,500	1,592,400	-55.51%
Road Impact District 5, Immokalee Area	(339)	876,300	1,220,800	39.31%
Road Assessment Receivable	(341)	419,100	431,300	2.91%
Regional Park Impact Fee - Incorporated Areas	(345)	193,500	249,300	28.84%
Community & Regional Park Impact Fee	(346)	11,160,600	15,637,500	40.11%
EMS Impact Fee	(350)	647,900	644,500	-0.52%
Library Impact Fee	(355)	1,565,300	1,649,700	5.39%
Community Park Impact Fee - Naples/ Urban	(368)	187,000	157,200	-15.94%
Ochopee Fire Impact Fees	(372)	14,900	15,900	6.71%
Isle of Capri Fire Impact Fees	(373)	7,700	49,300	540.26%
Correctional Facilities Impact Fees	(381)	2,640,000	3,238,300	22.66%
Law Enforcement Impact Fees	(385)	3,094,300	3,134,600	1.30%
General Government Building Impact Fee	(390)	7,437,900	7,645,800	2.80%
Subtotal Capital Funds		102,098,400	109,440,600	7.19%

Collier County Government
Fiscal Year 2014 Tentative Budget

Collier County, Florida
Fiscal Year 2013/2014
Summary of Budget by Fund

Fund Title	Fund No.	FY 12/13 Adopted Budget	FY 13/14 Tentative Budget	% Budget Change
Enterprise Funds				
County Water Sewer Operating	(408)	127,035,300	126,703,700	-0.26%
County Water Sewer Assessment Capital	(409)	11,100	27,000	143.24%
County Water Sewer Debt Service	(410)	37,860,900	39,283,100	3.76%
County Water Impact Fees	(411)	8,736,500	11,220,700	28.43%
County Water Capital Projects	(412)	27,354,100	27,863,200	1.86%
County Sewer Impact Fees	(413)	9,666,000	11,752,000	21.58%
County Sewer Capital Projects	(414)	49,572,100	40,220,400	-18.86%
County Water Sewer Bond Proceeds Fund	(415)	0	0	N/A
County Water Sewer Grants	(416)	0	400	N/A
County Water Sewer Grant Match	(417)	0	300	N/A
Collier Area Transit Grants	(424)	0	0	N/A
Collier Area Transit Grant Match	(425)	477,500	442,700	-7.29%
Collier Area Transit	(426)	2,707,700	2,879,200	6.33%
Transportation Disadvantaged	(427)	2,448,700	2,511,800	2.58%
Transportation Disadvantaged Grant	(428)	0	700	N/A
Transportation Disadvantaged Grant Match	(429)	79,400	84,000	5.79%
Goodland Water District	(441)	522,200	0	-100.00%
Solid Waste Disposal	(470)	18,585,500	18,673,000	0.47%
Landfill Closure	(471)	3,016,100	3,015,500	-0.02%
Solid Waste Disposal Grants	(472)	0	0	N/A
Mandatory Collection	(473)	27,410,100	26,510,900	-3.28%
Solid Waste Capital Projects	(474)	6,513,400	6,005,000	-7.81%
Solid Waste Grant	(475)	0	0	N/A
Solid Waste Grant Match	(476)	0	0	N/A
EMS	(490)	22,058,600	22,747,000	3.12%
EMS Grants and Capital	(491)	800,000	3,880,000	385.00%
First Responder	(492)	0	600	N/A
EMS Grant	(493)	0	0	N/A
Airport Authority Operations	(495)	4,104,500	3,590,500	-12.52%
Airport Authority Capital	(496)	138,000	15,500	-88.77%
Immokalee Airport Capital	(497)	456,500	69,200	-84.84%
Airport Authority Grant	(498)	0	0	N/A
Airport Authority Grant Match	(499)	3,500	6,700	91.43%
Subtotal Enterprise Funds		349,557,700	347,503,100	-0.59%
Internal Service Funds				
Information Technology	(505)	5,437,700	6,090,900	12.01%
Information Technology Capital	(506)	123,000	868,200	605.85%
Property & Casualty	(516)	13,470,300	14,591,400	8.32%
Group Health	(517)	49,680,500	47,653,700	-4.08%
Workers Compensation	(518)	5,979,800	5,468,300	-8.55%
Fleet Management	(521)	10,794,900	10,247,600	-5.07%
Subtotal Internal Service Funds		85,486,200	84,920,100	-0.66%

**Collier County Government
Fiscal Year 2014 Tentative Budget**

**Collier County, Florida
Fiscal Year 2013/2014
Summary of Budget by Fund**

Fund Title	Fund No.	FY 12/13 Adopted Budget	FY 13/14 Tentative Budget	% Budget Change
Trust and Agency Funds				
Confiscated Property Trust.	(602)	374,100	228,900	-38.81%
Crime Prevention	(603)	1,098,800	1,232,000	12.12%
University Extension	(604)	58,500	85,800	46.67%
GAC Land Trust	(605)	1,101,200	1,120,400	1.74%
GAC Road Trust	(606)	0	76,600	N/A
Parks and Recreation Donations	(607)	21,200	11,000	-48.11%
Law Enforcement Trust	(608)	758,600	722,000	-4.82%
Domestic Violence Trust	(609)	0	349,200	N/A
Animal Control Trust	(610)	186,300	182,100	-2.25%
Combined E-911	(611)	4,753,300	4,095,000	-13.85%
Library Trust Fund	(612)	588,500	716,400	21.73%
Drug Abuse Trust	(616)	4,100	4,100	0.00%
Freedom Memorial	(620)	180,700	182,600	1.05%
Countryside Wall	(630)	0	0	N/A
Law Library	(640)	69,300	68,800	-0.72%
Legal Aid Society	(652)	108,400	108,400	0.00%
Office of Utility Regulation	(669)	1,189,900	1,375,700	15.61%
Deposit Fund	(670)	0	0	N/A
Caracara Prairie Preserve	(674)	0	1,837,300	N/A
Court Administration	(681)	2,432,900	2,303,000	-5.34%
Subtotal Trust Funds		12,925,800	14,699,300	13.72%
Total Budget by Fund		1,306,136,500	1,309,497,000	0.26%
Less:				
Internal Services		71,567,400	71,763,000	0.27%
Interfund Transfers		352,667,100	341,788,700	-3.08%
Net County Budget		881,902,000	895,945,300	1.59%