

MINUTES

PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS' MEETING

September 07, 2016

A meeting of the Board of Supervisors of the Port LaBelle Community Development District was called to order at 5:35 p.m. on Wednesday, September 7, 2016 by Vice Chairman, Jeff Perry who verified a quorum was present and the meeting had been legally advertised.

Those present at the meeting were:

Jeff Perry – Vice Chair & Board Member
Mike Jordan – Treasurer & Board Member
David Capitanio – Board Member
Nancy Imhoff – Board Member
Judi Kennington-Korf – General Manager
Lupe Taylor – District Secretary
Jeff Daniels – Field Supervisor
Andy Higginbotham – District Accountant
Robert Pritt – District Attorney
Han Mouthaan – Resident

Absent from the meeting were:

Jason Martinez, Chairman (Excused)

The meeting opened with prayer led by Ms. Kennington-Korf followed by the Pledge of Allegiance.

Consent Agenda: Verification of proper meeting notice; Verification of a quorum; Approval of meeting minutes July 28, 2016

Upon motion duly made by Supervisor Jordan seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Consent Agenda was adopted as presented.

Vice Chairman Perry asked if there was any public comment, there was none.

Ms. Kennington-Korf advised Vice Chairman Perry roll call had to be taken before starting the Tentative Budget Hearing.

Vice Chairman Perry called roll.

- David Capitanio
- Nancy Imhoff
- Jeff Perry
- Michael Jordan

Attorney Pritt commented roll call will be taken for the record, to make sure that the Board is in compliance with Florida Statutes.

Tentative Budget Public Hearing

Item A. Open Proposed 2016-2017 Budget Public Hearing

Vice Chairman Perry opened the 2016-2017 Tentative Budget Public Hearing

Item B. Review and discuss General Fund Operating Budget and estimated millage rate. Review and discuss Capital Projects Fund Budget.

Ms. Kennington-Korf advised the public hearing provides an opportunity to review and discuss freely any and all aspects of the proposed Tentative 2016-2017 General Fund millage rate and budget; and the Capital Projects Fund budget. This meeting was advertised on the TRIM notice for Glades and Hendry County. The District must provide a proposed millage rate to the Property Appraiser of Glades and Hendry County for the TRIM notice per Statute before August 4th.

During the July 28ths proposed tentative budget public hearing, several options were presented to the Board. During this meeting, the same three options were presented to the Board. Each option included: \$50,000 designated for road improvements, \$10,000 contingency and \$100,000 is designated as assigned emergency.

- a. Option A: Millage Rate: 4.8270% No payroll increases
Budget: \$846,661.17 which is \$128.52 higher than last year.
- b. Option B: Millage Rate: 4.8928% Increases for CDD staff
Budget: 852,336.00 is \$5,674.83 higher than option A.
- c. Option C: Millage Rate: 5.1607% Restricted overtime and increases
(June 1 – September 30 at 1 hour per day)
Budget: 875,415.22 which is \$28,754.05 higher that Option A.

The differences among the options presented relate specifically to employee compensation and for additional man hours during the height of rainy season June 1 – September 30; up to 1 hour per day, per employee). For the benefit of the audience, overtime begins when an employee works more than 40 hours in a work week. Option C provides up to five hours of overtime per employee per week during the restricted overtime period. The Board chose Option C during the Proposed Tentative Budget public hearing the difference between the proposed tentative budget of \$875,415.22 and the current year budget of \$846,532.65 is \$28,882.57.

Ms Kennington-Korf for the record:

- The proposed 2016-17 GF tentative millage rate is 5.1607
- The proposed 2016-17 GF tentative budget is \$875,415.22.
- The percentage of the millage rate represents an increase of 10.8469% over the rollback rate of 4.6557. The increase is due to an increase in man hours and increased wages.
- The proposed Capital Projects Fund tentative budget is \$1,920,399.30.

Once adopted, the tentative millage rate and budget will be advertised in the paper of record as a Notice of proposed tax increase along with a Budget summary advertisement.

Vice Chairman Perry after reviewing and discussing the overall budget and options, the Board will keep Option C as selected at the July 28th meeting.

Item C. Public comment

Vice Chairman Perry asked if there was any public comment, there were none.

Item D. Consider adoption of Resolution 2016-3 approving the 2016-17 Proposed General Fund Millage Rate and Resolution 2016-4 approving the 2016-17 General Fund Operating and Proposed Capital Projects Fund Budget

Upon motion duly made by Vice Chairman Perry, seconded by Supervisor Jordan and unanimously carried, it was RESOLVED AND APPROVED In compliance with §200.065(2)(c), the Port LaBelle Community Development District adopts Resolution 2016-3, a tentative millage rate levy of 5.1607% for fiscal year October 1, 2016 – September 30, 2017

Ms. Kennington-Korf for the record the motion passed at 6:25 PM

Upon motion duly made by Supervisor Capitanio, seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED In compliance with §200.065(2)(c), the Port LaBelle Community Development District adopts Resolution 2016-4, a tentative General Fund budget of \$875,415.22 funded by ad valorem taxes and other general revenue and a tentative Capital Projects Fund budget of \$1,920,399.30 funded by restricted reserves held by the District for fiscal year October 1, 2016 – September 30, 2017

Ms Kennington-Korf for the record the motion passed at 6:27 PM

Item E. Announce the Final Budget Public Hearing Date.

Ms. Kennington-Korf advised the Board the date for Final Budget public hearings was set for September 20, 2016 at 5:30 PM in the District office.

Item F. Close Public Hearing

Vice Chairman Perry announced the Public Hearing was adjourned at 6:28 PM.

General Manager's Report

Item A. Capital Equipment, truck for Field Supervisor

Ms. Kennington-Korf advised that during the July 28th meeting the Board authorized using General Funds to acquire a new truck for the Field Supervisor from the State bidders list. The truck is available on State bid for approximately \$26,000 (\$5,000 less than anticipated) however; the vehicle cannot be delivered within the current fiscal year. Delivery will take 90-120 days, for this reason authorization is requested to allow for the acquisition of the vehicle in 2015-2016 and delivery in 2016-2017. The funds would be encumbered for expenditure in 2016-2017.

Upon motion duly made by Vice Chairman Perry, seconded by Supervisor Capitanio and unanimously carried, it was RESOLVED AND APPROVED the District approves extending the timeframe of 90-120 days for using the General Fund to purchase a truck from the state bidders list which will be expensed in 2016-2017

Item B. PLCDD Office Building Lease

Ms. Kennington-Korf advised of an interest in leasing the PLCDD office building. A 5-year lease agreement is favorable. There are several improvements that need to be made before the building can be occupied.

Assessment of the building, estimated costs:

1. Air conditioner, routine service and check up	\$500
Diagnosis TBD	
2. Electric & Lighting, replace light bulbs and switch plates	\$125
3. Plumbing, miscellaneous and leaky urinal	\$ 50
4. Flooring, (2,128 sf)	\$TBD
Tile (3.50 - \$5.50 for tile) plus installation	
To be negotiated.	

If an agreement is reached, it is likely the prospective tenant will need to provide notice to their current landlord. There should be ample time to address the needed improvements.

Upon motion duly made by Supervisor Capitanio, seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the District approves the lease agreement with Rizing Starz Child Care subject to a successful credit background check and meeting the terms of the agreement, a 5-year lease with a 3% escalator each year.

General Counsel Report

Attorney Pritt advised the board chairman can make a motion, in the State of Florida all board members have the same right.

Field Supervisor's Report

Field Supervisor Daniels we are having a heavy rain year, mowing is on cycle 6 we have one more cycle due for this year. Housing is improving we have 16 homes under construction at this time.

Other Business

No other business at this time

There being no further business to come before the Board, the meeting was adjourned at 6:48 p.m.



Jason Martinez, Chairman

ATTEST:



Maria Taylor, Recording Secretary