



## MEMO

To: Keith Dallas, Chairman, Pelican Bay Services Division

From: W. Neil Dorrill, Division Administrator

A handwritten signature in black ink, appearing to be "W. Neil Dorrill", written over the printed name.

RE: Division Management First Year Summary

Date: June 3, 2010

During the course of the past year the following key areas were completed as part of the managers work plan or board direction:

- Negotiated an innovative strategy to jointly develop a community improvement plan with the Foundation
- Negotiated a resolution of the FY 2009 transfer of \$111,000 from Collier County to the Division
- Completed an interior renovation of the district administrative office at no cost to the district
- Completed extensive tree pruning, lake bank restoration and crosswalk projects on time and within budget
- Achieved a return of surplus property revenues for the past three years
- Developed a white paper and suggested approach to explore a return to independent district status
- Achieved Clam Bay water quality certification of employees and protocols
- Resolved an employee termination and appeal
- Established initial capital improvement finance alternatives

The RFP and contract for management services requires attendance at the monthly board meeting and necessary compensated time equivalent to six hours / week.

Over the course of the past several months in addition to the necessary Board and Committee meetings there are an average of four additional meetings or twenty hours of non-compensated time required to address the community's needs. As we move into the project implementation phase, I don't see the time requirements changing.

For these reasons I am requesting the board consider an increase in the minimum compensation hours from six to eight hours / week. This would result in an increased monthly expense of \$1,580.00.

**Recommendation:**

To increase the monthly hours and compensation for management services as outlined above.