

| |
|------------------------|
| Meeting Date |
| August 18, 2015 |



| AGENDA | |
|----------|---------------|
| Section | Consent |
| Item No. | <i>II.D.3</i> |

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

| | |
|--------------|---------------------------------------------------------------|
| SUBJECT: | FY 2016 PROPOSED BUDGET FOR VIERA STEWARDSHIP DISTRICT |
| DEPT/OFFICE: | BUDGET OFFICE |

Requested Action:

It is requested that the Board acknowledge receipt of the FY 2016 Proposed Budget for Viera Stewardship District.

Summary Explanation & Background:

In accordance with Florida Statute 190.008 (2)(b), the Viera Stewardship District is submitting its FY 2016 Proposed Budget to the Brevard County Board of County Commissioners. The District has scheduled a public hearing for Monday, August 31, 2015 for adoption of the budget.

Fiscal Impact: There is no financial impact.

Clerk to the Board instruction:

Exhibits Attached: FY 2016 Proposed Budget for Viera Stewardship District

| | | | | | | | | | |
|-------------------------------------------|--------------------------|------------------------------------|---------------------------------|-----|--------------------------|----|--------------------------|----|--------------------------|
| Contract /Agreement (If attached): | | Reviewed by County Attorney | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | PR | <input type="checkbox"/> |
| County Manager | Deputy County Manager | | Department Director / Extension | | | | | | |
| Stockton Whitten | Assistant County Manager | | Tom Rosenberg | | 52854 | | | | |





Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972

August 19, 2015

MEMORANDUM

TO: Tom Rosenberg, Budget Director

RE: Item II.D.3., Acknowledge Receipt of FY 2016 Proposed Budget for Viera Stewardship District

The Board of County Commissioners, in regular session on August 18, 2015, acknowledged receipt of the FY 2016 proposed budget for the Viera Stewardship District.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/ds

cc: Finance

Viera Stewardship District

610 Sycamore Street, Suite 140, Celebration, FL 34747, 321-939-4301

www.VieraStewardshipDistrict.org

July 1, 2015

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

ATTN: Stockton Whitten

County Manager

2725 Judge Fran Jamieson Way

Building C

Viera, FL 32940

**RE: Viera Stewardship District
Proposed Budget Fiscal Year 2016**

Dear Mr. Whitten:

In accordance with Section 190.008(2)(b), Florida Statutes, enclosed please find one copy of the District's proposed budget for Fiscal Year 2016 for purposes of disclosure and information only.

The District has scheduled a public hearing for Monday, August 31, 2015, at 9:00 a.m. at the Viera Discovery Center, 7350 Shoppes Drive, Suite 102, Viera, FL 32940, for adoption of the same.

If you have any questions regarding the enclosed, please feel free to contact me.

Sincerely,



Brenda Burgess
Office Manager

Enclosure

RECEIVED

JUL - 6 2015

County Manager's Office

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Fiscal Year 2016 Budget

| | Proposed Fiscal Year 2016 Budget |
|-----------------------------------------------------|---------------------------------------------|
| REVENUES | |
| Special Assessments -- Direct Collected | \$ 189,253 |
| Special Assessments -- Tax Collector | \$ 36,693 |
| Special Assessments -- Discounts | \$ (1,468) |
| Other financing sources -- use of fund balance | \$ 42,416 |
| Total Revenues | \$ 266,894 |
| EXPENDITURES | |
| <i>Administrative</i> | |
| Annual Audit | \$ 3,000 |
| Capital Outlay | \$ 250 |
| Contingency | \$ 478 |
| Dues, Licenses, & Subscriptions | \$ 175 |
| FICA and Payroll Taxes | \$ 50 |
| Insurance | \$ 14,000 |
| Legal Advertising | \$ 2,000 |
| Office Supplies | \$ 250 |
| Other Current Charges | \$ 500 |
| Postage | \$ 500 |
| Printing & Binding | \$ 500 |
| Professional Fees -- Attorney | \$ 30,000 |
| Professional Fees -- Ecologist | \$ 9,200 |
| Professional Fees -- Engineer | \$ 12,350 |
| Professional Fees -- Management | \$ 42,000 |
| Professional Fees -- Tax Collector | \$ 734 |
| Supervisor Fees | \$ 800 |
| Telephone | \$ 300 |
| Total Administrative Expenditures | \$ 117,086 |
| <i>Maintenance -- Platted Lots/Subdivisions</i> | |
| Aquatic Weed Control for Drainage System | \$ 13,800 |
| PCT Area Maintenance | \$ 24,809 |
| Street Lighting | \$ 17,120 |
| Subdivision Contingency | \$ 3,269 |
| Total Subdivision Maintenance Expenditures | \$ 58,998 |
| <i>Maintenance -- Environmental (District-wide)</i> | |
| Aquatic Weed Control and Maintenance for Canals | \$ 15,700 |
| Inspections and Miscellaneous Work by Ecologist | \$ 6,500 |
| Compliance Reporting | \$ - |
| Wetland/Habitat Maintenance in VWP, Stage 1 | \$ 35,000 |
| Relocation of Burrowing Owl Preserve | \$ 15,000 |
| Conservation Area Fencing | \$ 15,000 |
| District-wide Contingency | \$ 3,610 |
| Total Environmental Maintenance Expenditures | \$ 90,810 |
| Total Expenditures | \$ 266,894 |
| Excess Revenues (Expenditures) | \$ (0) |

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Fiscal Year 2016

REVENUES:

Special Assessments – District Collected: The District will direct bill and collect non-ad valorem assessments on undeveloped property within the District and certain platted lots that may not be part of the property appraiser's records that are certified to the District at the time the budget is adopted.

Special Assessments – Tax Collector: The District will levy non-ad valorem assessments on all platted property within the District that will appear on the real estate tax bill to be collected by the Brevard County Tax Collector.

Special Assessments – Discounts: Pursuant to Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated non-ad valorem assessments.

Other Financing Sources: Excess fund balance can be transferred to the fiscal year budget to keep from increasing non-ad assessments.

EXPENDITURES:

Administrative

Annual Audit: The District is required to conduct an annual audit of its financial records by an independent certified public accounting firm. The fee is based on previous costs plus 20%.

Capital Outlay: This category includes larger items not included in office supplies, such as a filing cabinet to hold District records.

Contingency: This category includes miscellaneous administrative expenses that may be incurred throughout the year.

Dues, Licenses, & Subscriptions: The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity (*formerly the Department of Community Affairs*). This is the only expense under this category for the District.

FICA Expenses: These represent the employer's payroll taxes on Supervisor fees because the IRS considers Supervisors to be employees of the District. The amount budgeted contemplates one Supervisor being compensated for four meetings.

Insurance: The District will obtain General Liability and Public Officials liability insurance, including worker's compensation, from Public Risk Insurance Agency (PRIA), which provides coverage for Board members and staff operating in the course of their roles serving the District. The budgeted amount is based on the previous year's premium.

Legal Advertising: The District is required to advertise various notices, including the annual meeting schedule, Board meetings and workshops, public hearings, requests for proposals, and

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Fiscal Year 2016

other notices in a newspaper of general circulation within the County. The District advertises in the Florida Today.

Office Supplies: Miscellaneous office supplies include the purchase of file folders, binders, envelopes and other items necessary to provide services on behalf of the District.

Other current charges: This represents any bank fees or miscellaneous charges incurred during the year.

Postage: This includes mailing agenda packages, any overnight or expedited deliveries, and all correspondence on behalf of the District, including invoices and payments to vendors.

Printing & Binding: This includes the costs associated with printing and binding agenda packages, printing checks, stationery and other printed materials for the District.

Professional Fees – Attorney: The District's legal counsel will be providing general legal services to the District, i.e., attending and preparing for Board meetings, reviewing operation and maintenance contracts, and other work performed at the direction of the Board. Hopping Green & Sams serves as legal counsel.

Professional Fees – Ecologist: The District is required, pursuant to the Development Order, to retain and fund an independent environmental biologist or ecologist as a member of the District's staff, to provide independent scientific advice and recommendations regarding scientific issues that relate to the implementation of the Habitat Management Plan and the achievement of the goals and objectives of the Habitat Management Plan within the Viera Wilderness Park. Zev Cohen & Associates serves as the environmental professional.

Professional Fees – Engineer: The District's Engineer will be providing general engineering services to the District, i.e., attending and preparing for Board meetings, reviewing invoices and construction requisitions, and other work performed at the direction of the Board. B.S.E. Consultants serves as the engineer.

Professional Fees – Management: The District receives management, accounting, assessment, and administrative services as part of a management agreement with Moyer Management Group. These services are outlined in Exhibit A of the management agreement. The fees are outlined in Exhibit B of the management agreement.

Professional Fees – Tax Collector: The District has an agreement with the Brevard County Tax Collector to place its non-ad valorem assessments on the County tax roll. The anticipated budget amount is based on 2% of gross non-ad valorem assessments.

Supervisor Fees: Chapter 190, Florida Statutes, provides compensation for members of the Board of Supervisors for meeting attendance, in the amount of \$200 per meeting, not to exceed \$4,800 per fiscal year. The amount budgeted contemplates one Supervisor being compensated for four meetings.

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Fiscal Year 2016

Telephone: In the course of regular District activities, long-distance charges and facsimile fees are incurred.

Maintenance – Platted Lots/Subdivisions

- **Aquatic Weed Control for the Drainage System:** The District maintains stormwater lakes that will require aquatic weed and hydrilla control, maintenance and inspections. No other maintenance or repairs are anticipated for fiscal year 2016. The budgeted amount represents monthly fees plus unscheduled treatments or maintenance, for \$13,800 annually.
- **PCT Area Maintenance:** Hand trimming and thinning will be performed on the Preferred Cover-type Tree canopy area, at a monthly cost plus unscheduled maintenance, for \$24,808.60 annually.
- **Street Lighting:** The District leases street lights from Florida Power & Light. Monthly lease and electrical costs are based on historical figures and estimated for future development to be complete within the fiscal year, for \$17,120 annually.
- **Subdivision Contingency:** This category includes any unforeseen maintenance or expenses within platted lots not listed above that may be incurred within the fiscal year.

Maintenance – Environmental (District-wide)

- **Aquatic Weed Control and Maintenance of the Canal:** The community canal is 6,000 linear feet and will require aquatic weed control and mowing, as well as any unscheduled or emergency repairs to the community canal.
 - Aquatic weed control of the canal on a quarterly basis at a fee of \$600 per quarter, or \$2,400 annually.
 - Quarterly mowing of the community canal at a fee of \$2,700 per quarter, or \$10,800 annually.
 - Contingency of \$2,500 for erosion, emergency repairs, and other mowing as needed.
 - TOTAL: \$15,700
- **Inspections and Miscellaneous Work by Ecologist:** The District's Ecologist will perform various inspections and miscellaneous work at an estimated cost of \$6,500.
- **Compliance Reporting:** The District's Ecologist is required to periodically issue a report dealing with the District's compliance with The Viera Company's requirements in the Development Order. This report was provided in fiscal year 2015, so the estimated cost for fiscal year 2016 is \$0.
- **Wetland/Habitat Maintenance in Viera Wilderness Park (VWP), Stage 1:** Maintenance of the Viera Wilderness Park is prescribed in the Annual Utilization Program (AUP) and consists of the following items:

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Fiscal Year 2016

- Herbicide application in the wetland enhancement areas at a cost of \$10,000
 - Excavation of pepper trees and roller chopping the wetland enhancement areas at a cost of \$17,200
 - Contingency of \$5,000 for any additional costs related to prescribed burns, if needed, in addition to what is already performed by A. Duda & Sons
 - Fencing as may be required by SJRWMD at an estimate of \$2,800
 - TOTAL: \$35,000
- **Relocation of Burrowing Owl Preserve:** The District anticipates having to relocate burrowing owls, at an estimated cost of \$15,000.
 - **Conservation Area Fencing:** The District anticipates having to install fencing around the conservation area, at an estimated cost of \$15,000.
 - **District-wide Contingency:** This category includes any unforeseen maintenance or expenses within the District not listed above that may be incurred within the fiscal year.

Non-Ad Valorem Assessment Summary Fiscal Year 2016

| | Number of units | Proposed 2016 O&M assessment (per unit) | Total Assessment Revenue |
|-------------------------|--------------------|--------------------------------------------------|--------------------------------|
| Platted lots | 416 | \$ 135.40 | \$ 56,326.40 |
| Undeveloped acreage | 12,541 | \$ 13.5252 | \$ 169,619.53 |
| Discounts | | 4% | \$ (1,468.00) |
| Other financing sources | | | \$ 42,416.00 |
| Totals | 12,957 | | \$ 266,893.93 |

Note 1: Undeveloped Acreage does not include Stage 1 of the Viera Wilderness Park.

Note 2: Only 271 platted lots will be collected through the tax collector. The remaining lots will be direct collected.