

Meeting Date
August 18, 2015



AGENDA	
Section	Consent
Item No.	<i>II.D.2</i>

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	FY 2016 PROPOSED BUDGET FOR MAYFAIR COMMUNITY DEVELOPMENT DISTRICT
DEPT/OFFICE:	BUDGET OFFICE

Requested Action:

It is requested that the Board acknowledge receipt of the FY 2016 Proposed Budget for the Mayfair Community Development District.

Summary Explanation & Background:

In accordance with Florida Statute 190.008 (2)(b), the Mayfair Community Development District is submitting its FY 2016 Proposed Budget to the Brevard County Board of County Commissioners. The District will be scheduling a public hearing not less than 60 days from the date of the attached letter for adoption of the budget.

Fiscal Impact: There is no financial impact.

Clerk to the Board instruction:

Exhibits Attached: FY 2016 Proposed Budget for Mayfair Community Development District

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

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.2., Acknowledge Receipt of FY 2016 Proposed Budget for Mayfair Community Development District

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

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/ds

cc: Finance

Mayfair

Community Development District

Tom

5385 N Nob Hill Road, Sunrise, and Florida 33351 • (954) 721-8681 ~ Fax: (954) 721-9202

June 19, 2015

Brevard County Manager
Peggy Busacca
County Manager's Office
2725 Judge Fran Jamieson Way, Bldg. C
Viera, FL 32940

City of Melbourne Manager
Jack M. Schluckebier
Melbourne City Hall
900 E. Strawbridge Avenue
Melbourne, Florida 32901

Re: Mayfair Community Development District
Proposed Budget Fiscal Year 2016

Dear Sir/Madam:

In accordance with chapter 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 will schedule a public hearing no less than 60 days from the date of this letter for adoption of the same. Should you have any questions regarding the enclosed, please feel free to contact me.

Sincerely,



Maggie Phillips
District Accountant

enclosure



***Proposed Budget
Fiscal Year 2016***

***Mayfair Community
Development District***

June 2, 2015



**Mayfair
Community Development District**

TABLE OF CONTENTS

General Fund

Budget

Page 1

Narrative

Page 2-3

Mayfair
Community Development District

General Fund

<u>Description</u>	<u>Amended Budget FY2015</u>	<u>Actual Thru 4/30/2015</u>	<u>Projected Next 5 Months</u>	<u>Total Projected 9/30/2015</u>	<u>Proposed Budget FY2016</u>
Revenues					
Assessments	\$10,000	\$9,105	\$895	\$10,000	\$10,000
Developer Contributions	\$15,486	\$16,806	\$0	\$16,806	\$15,486
Total Revenues	\$25,486	\$25,911	\$895	\$26,806	\$25,486
Expenditures					
Administrative					
Attorney	\$6,000	\$2,775	\$3,225	\$6,000	\$6,000
Annual Audit	\$2,000	\$1,750	\$250	\$2,000	\$2,000
Management Fees	\$6,000	\$1,750	\$4,250	\$6,000	\$6,000
Website Compliance	\$0	\$0	\$0	\$0	\$500
Telephone	\$150	\$3	\$147	\$150	\$150
Postage	\$100	\$20	\$80	\$100	\$100
Insurance	\$5,150	\$5,150	\$0	\$5,150	\$5,794
Printing & Binding	\$100	\$202	\$25	\$227	\$100
Legal Advertising	\$100	\$192	\$625	\$817	\$900
Other Current Charges	\$500	\$144	\$103	\$246	\$250
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
First Quarter Operating	\$5,211	\$0	\$5,211	\$5,211	\$3,517
Total Expenditures	\$25,486	\$12,160	\$13,915	\$26,076	\$25,486
Unassigned Fund Balance	\$0	\$13,750	(\$13,021)	\$730	\$0

Mayfair
Community Development District
GENERAL FUND BUDGET

REVENUES:

Maintenance Assessments:

The District will Levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Developer Contributions

It is presently anticipated that the District will enter into a Funding Agreement with the Developer to Fund the remainder of the General Fund expenditures for the Fiscal Year not covered with the maintenance assessments collected.

EXPENDITURES:

Administrative:

Attorney

The District's legal counsel will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, resolutions etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services – South Florida, LLC.

Website Compliance

Per Section 189.069 F.S., all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated as required by the Statute.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationery, envelopes etc.

Mayfair
Community Development District
GENERAL FUND BUDGET

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that incurred during the year.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.