

Meeting Date
<b>APRIL 28, 2015</b>



AGENDA	
Section	<b>CONSENT</b>
Item No.	<i>II.C.2</i>

**AGENDA REPORT**  
*BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS*

SUBJECT:	<b>FY 2016 PROPOSED BUDGET FOR WILLOW CREEK COMMUNITY DEVELOPMENT DISTRICT</b>
DEPT/OFFICE:	BUDGET OFFICE

Requested Action:  
 It is requested that the Board acknowledge receipt of the FY 2016 Proposed Budget for Willow Creek Community Development District.

Summary Explanation & Background:  
 In accordance with Florida Statute 190.008 (2)(b), the Willow Creek Community Development District is submitting its FY 2016 Proposed Budget to the Brevard County Board of County Commissioners. The District will schedule a public hearing no 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: Maintain for records retention

Exhibits Attached: FY 2016 Proposed Budget for Willow Creek Community Development District

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

April 29, 2015

MEMORANDUM

TO: Tom Rosenberg, Budget Director

RE: Item II.C.2., Acknowledge Fiscal Year 2016 Proposed Budget for Willow Creek Community Development District

The Board of County Commissioners, in regular session on April 28, 2015, acknowledged receipt of the Fiscal Year 2016 proposed budget for Willow Creek Community Development District.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/kg

cc: Finance

**Willow Creek**  
**Community Development District**



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

March 31, 2016

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

Ms. Wanda Wells  
Titusville City Clerk  
555 South Washington Avenue  
Titusville, FL 32796

Re: Willow Creek Community Development District  
Proposed Budget Fiscal Year 2016

Dear Madams:

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

/mp

Enclosure



***Proposed Budget  
Fiscal Year 2016***

***Willow Creek Community  
Development District***

***March 6, 2015***



**Willow Creek  
Community Development District**

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# Willow Creek

## Community Development District

## General Fund

<u>Description</u>	<u>Adopted Budget FY 2015</u>	<u>Actual Thru 1/31/2015</u>	<u>Projected Next 8 Months</u>	<u>Total Projected 9/30/2015</u>	<u>Proposed Budget FY 2016</u>
<b>Revenues</b>					
Developer Contributions	\$34,549	\$4,937	\$23,847	\$28,784	\$34,678
<b>Total Revenues</b>	<b>\$34,549</b>	<b>\$4,937</b>	<b>\$23,847</b>	<b>\$28,784</b>	<b>\$34,678</b>
<b>Expenditures</b>					
<u>Administrative</u>					
Supervisors	\$6,000	\$400	\$2,000	\$2,400	\$6,000
Fica	\$459	\$31	\$153	\$184	\$459
Engineering	\$2,000	\$0	\$1,000	\$1,000	\$2,000
Attorney	\$5,000	\$465	\$4,535	\$5,000	\$5,000
Annual Audit	\$2,500	\$0	\$2,400	\$2,400	\$2,500
Management Fees	\$10,000	\$3,333	\$6,667	\$10,000	\$10,000
Telephone	\$50	\$0	\$25	\$25	\$50
Postage	\$500	\$3	\$497	\$500	\$500
Insurance	\$5,665	\$5,150	\$0	\$5,150	\$5,794
Printing & Binding	\$500	\$14	\$236	\$250	\$500
Legal Advertising	\$1,300	\$516	\$784	\$1,300	\$1,300
Other Current Charges	\$350	\$66	\$284	\$350	\$350
Office Supplies	\$50	\$0	\$50	\$50	\$50
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
<b>Total Administrative</b>	<b>\$34,549</b>	<b>\$10,153</b>	<b>\$18,631</b>	<b>\$28,784</b>	<b>\$34,678</b>
<b>Net Change in Fund Balance</b>	<b>\$0</b>	<b>(\$5,216)</b>	<b>\$5,216</b>	<b>\$0</b>	<b>\$0</b>

**Willow Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**  
ADOPTED GENERAL FUND BUDGET  
FISCAL YEAR 2016

**REVENUES:**

**Developer Contributions**

*It is presently anticipated that the District will enter into a Funding Agreement with the Developer to Fund all General Operating Expenditures for the Fiscal Year.*

**EXPENDITURES:**

**Administrative:**

**Supervisor Fees**

*The Florida Statutes allows each board member to receive \$200 per meeting no to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 12 annual meetings.*

**FICA Expense**

*Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.*

**Engineering Fees**

*The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.*

**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 and maintenance contracts, 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. These services are further outlined in Exhibit "A" of the Management Agreement.*

**Willow Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**  
ADOPTED GENERAL FUND BUDGET  
FISCAL YEAR 2016

**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, stationary, envelopes etc.

**Insurance**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance 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 are incurred during the year.

**Office Supplies**

Miscellaneous office supplies.

**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.

**Capital Outlay**

Represents any minor capital expenditures the District may need to make during the Fiscal Year such as a file cabinet for District files.