



AGENDA REPORT
May 21, 2019

**Acknowledge receipt of the FY 2020 Proposed Budget for Willow Creek
Community Development District**

SUBJECT:

Acknowledge receipt of the FY 2020 Proposed Budget for Willow Creek Community Development District

FISCAL IMPACT:

N/A

DEPT/OFFICE:

Budget

REQUESTED ACTION:

It is requested that the Board acknowledge receipt of the FY 2020 Proposed Budget for the Willow Creek Community Development District.

SUMMARY EXPLANATION and BACKGROUND:

In accordance with Florida Statute 190.008 (2) (b), at least 60 days prior to adoption, the district board shall submit to the local governing authorities having jurisdiction over the area included in the district, for purposes of disclosure and information only, the proposed annual budget for the ensuing fiscal year and any proposed long-term financial plan or program of the district for future operations.

CLERK TO THE BOARD INSTRUCTIONS:

Maintain necessary documents for records retention

ATTACHMENTS:

Description

- **Willow Creek Community Dvlp District FY2020 Proposed Budget**



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

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

May 22, 2019

M E M O R A N D U M

TO: Jill Hayes, Budget Office Director

RE: Item F.30., Acknowledge Receipt of FY 2020 Proposed Budget for Willow Creek Community Development District

The Board of County Commissioners, in regular session on May 21, 2019, acknowledged receipt of the FY 2020 proposed budget for the Willow Creek Community Development District.

Your continued cooperation is always appreciated.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK**

Tammy Rowe, Deputy Clerk

/kp

cc: Finance

Willow Creek Community Development District

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

April 8, 2019

Mr. Stockton Whitten
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

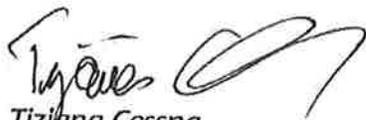
Re: Willow Creek Community Development District
Proposed Budget Fiscal Year 2020

Dear Mr. Whitten and Ms. Wells,

In accordance with chapter 190.008 (2) (b), Florida Statutes, enclosed please find one copy of the District's proposed budget for Fiscal Year 2020 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,


Tiziana Cessna
District Accountant

Enclosure

RECEIVED

APR 11 2019

County Manager's
Office

RECEIVED

APR 16 2019

BUDGET OFFICE

***Proposed Budget
Fiscal Year 2020***

***Willow Creek Community
Development District***

April 5, 2019



Willow Creek

Community Development District

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Willow Creek

Community Development District

General Fund

Description	Adopted Budget FY 2019	Actual Thru 2/28/2019	Projected Next 7 Months	Total Projected 9/30/2019	Approved Budget FY 2020
Revenues					
Developer Contributions	\$32,829	\$12,007	\$20,391	\$32,398	\$33,329
Total Revenues	\$32,829	\$12,007	\$20,391	\$32,398	\$33,329
Expenditures					
Administrative					
Supervisor Fees	\$2,400	\$0	\$2,000	\$2,000	\$2,400
Fica Expenditures	\$184	\$0	\$153	\$153	\$184
Engineering Fees	\$2,000	\$0	\$2,000	\$2,000	\$2,000
Attorney Fees	\$5,000	\$294	\$4,706	\$5,000	\$5,000
Annual Audit	\$2,500	\$2,500	\$0	\$2,500	\$2,500
Management Fees	\$10,000	\$2,500	\$7,500	\$10,000	\$10,000
Website Compliance	\$500	\$208	\$292	\$500	\$1,000
Telephone	\$25	\$0	\$25	\$25	\$25
Postage	\$300	\$3	\$297	\$300	\$300
Insurance	\$6,325	\$5,750	\$575	\$6,325	\$6,325
Printing & Binding	\$450	\$13	\$437	\$450	\$450
Legal Advertising	\$2,500	\$526	\$1,974	\$2,500	\$2,500
Other Current Charges	\$420	\$344	\$76	\$420	\$420
Office Supplies	\$50	\$1	\$49	\$50	\$50
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Total Administrative	\$32,829	\$12,314	\$20,084	\$32,398	\$33,329
Excess Revenues/(Expenditures)	\$0	(\$308)	\$308	\$0	\$0

REVENUES:

Developer Contributions

The District entered 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 four supervisors attending the estimated 3 annual meetings.

FICA Expenditures

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 Fees

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.

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.

Administrative: (continued)

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.

Printing & Binding

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

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.