

Meeting Date
May 3, 2016



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

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	FY 2017 PROPOSED BUDGET FOR WILLOW CREEK COMMUNITY DEVELOPMENT DISTRICT
DEPT/OFFICE:	BUDGET OFFICE

Requested Action:

It is requested that the Board acknowledge receipt of the FY 2017 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 2017 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 2017 Proposed Budget for Willow Creek Community Development District

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

County Manager

Stockton Whitten

Assistant County Manager

Department Director/ Extension

Tom Rosenberg/62854



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 4, 2016

MEMORANDUM

TO: Tom Rosenberg, Budget Director

RE: Item II.D.2., Acknowledge FY Proposed Budget for Willow Creek Community Development District

The Board of County Commissioners, in regular session on May 3, 2016, acknowledged receipt of the FY 2017 proposed budget for Willow Creek Community Development District.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/ds

cc: County Manager
Finance

Willow Creek Community Development District

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

April 8, 2016

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 2017

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 2017 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,



Marielsa Delgado
District Accountant

Enclosure



*Proposed Budget
Fiscal Year 2017*

*Willow Creek Community
Development District*

March 4, 2016



***Willow Creek
Community Development District***

TABLE OF CONTENTS

General Fund

Budget

Narrative

Page 1

Page 2-3

Willow Creek

Community Development District

General Fund

<u>Description</u>	<u>Adopted Budget FY 2016</u>	<u>Actual Thru 1/31/2016</u>	<u>Projected Next 8 Months</u>	<u>Total Projected 9/30/2016</u>	<u>Proposed Budget FY 2017</u>
Revenues					
Developer Contributions	\$34,678	\$13,032	\$17,058	\$30,090	\$31,211
Total Revenues	\$34,678	\$13,032	\$17,058	\$30,090	\$31,211
Expenditures					
Administrative					
Supervisors	\$6,000	\$0	\$1,200	\$1,200	\$1,200
Fica	\$459	\$0	\$92	\$92	\$92
Engineering	\$2,000	\$0	\$2,000	\$2,000	\$2,000
Attorney	\$5,000	\$742	\$4,258	\$5,000	\$5,000
Annual Audit	\$2,500	\$2,400	\$0	\$2,400	\$2,500
Management Fees	\$10,000	\$3,333	\$6,667	\$10,000	\$10,000
Telephone	\$50	\$0	\$25	\$25	\$50
Postage	\$500	\$90	\$410	\$500	\$500
Insurance	\$5,794	\$5,350	\$0	\$5,350	\$5,794
Printing & Binding	\$500	\$48	\$452	\$500	\$500
Legal Advertising	\$1,300	\$196	\$1,733	\$1,929	\$2,500
Other Current Charges	\$350	\$86	\$264	\$350	\$350
Office Supplies	\$50	\$20	\$50	\$70	\$50
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Website Compliance	\$0	\$167	\$333	\$500	\$500
Total Administrative	\$34,678	\$12,607	\$17,483	\$30,090	\$31,211
Net Change in Fund Balance	\$0	\$425	(\$425)	\$0	\$0

Willow Creek

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2017

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
GENERAL FUND BUDGET
FISCAL YEAR 2017

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, 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.

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.

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.