



## AGENDA REQUEST

**TO:** Board of Supervisors  
Brownwood Community Development District

**FROM:** Barbara E. Kays, Budget Director

**DATE:** 9/6/2018

**SUBJECT:** **Adoption of Resolution 18-11: Fiscal Year 2018-19 Final Budget**

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**ISSUE:** Adoption of Resolution 18-11 to approve the Fiscal Year 2018-19 Final Budget.

### **ANALYSIS/INFORMATION:**

The District Manager prepared and submitted the Fiscal Year 2018-19 Proposed Budget to the Board at the June 14, 2018 meeting. The Board approved the Fiscal Year 2018-19 Proposed Budget and proposed maintenance assessment rates at the June 14, 2018 meeting and adopted Resolution 18-06 setting a public hearing for September 6, 2018 to approve the Fiscal Year 2018-19 Final Budget.

The Proposed Budget was submitted to the local governing authorities for a period of 60 days prior to approval for public review and comment. The Proposed Budget was also made available to the public at the Village Center District Administration Office and on the District's website.

Section 190.021 of Florida Statutes provides that a Maintenance Special Assessment and Benefit Special Assessment may be assessed upon each piece of property within the boundaries of the District benefited by the approved maintenance and capital improvement program of the District. The Maintenance Assessment Rates shall be levied based on the schedule attached as an exhibit to this Resolution and is based on square footage. Resolution 18-04 approved May 17, 2018 by the Board changed Chapter II rules providing for the Assessment Schedule and Methodology to be the most equitable distribution of assessments. The attached assessment schedule reflects the updated methodologies in accordance to the recent rate rule changes.

The Fiscal Year 2018-19 operating budget is \$1,542,637, a \$59,144 increase over the current year original budget. This budget increase is due mainly to the Mill & Overlay project on Brownwood Boulevard and Project Wide Fees.

**STAFF RECOMMENDATION:** Staff recommends the Board adopt Resolution 18-11 to approve the Fiscal Year 2018-19 Final Budget in the amount of \$1,542,637.

### **MOTION:**

**Move to adopt Resolution 18-11 to approve the Fiscal Year 2018-19 Final Budget in the amount of \$1,542,637.**

### **ATTACHMENTS:**

Description	Type
☐ <a href="#">Resolution 18-11: Fiscal Year 2018-19 Final Budget</a>	Cover Memo

**RESOLUTION 18-11**

**A RESOLUTION TO APPROPRIATE FUNDS AND ADOPT THE FINAL BUDGET OF THE BROWNWOOD COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019**

**WHEREAS**, the District Manager has prepared and submitted to the Board of Supervisors (the “Board”), the District’s proposed operating budget for the forthcoming Fiscal Year 2018-19; and,

**WHEREAS**, the Board approved the Fiscal Year 2018-19 Proposed Budget at a public meeting on June 14, 2018 and set September 6, 2018 as the date for a public hearing with notice of the budget hearing published pursuant to section 190.008(2) (a), Florida Statutes; and

**WHEREAS**, the District Board submitted to the local governing authorities, for purposes of disclosure and information only, the Fiscal Year 2018-19 Proposed Budget at least 60 days prior to adoption; and

**WHEREAS**, Section 190.021 Florida Statutes provides that a Maintenance Special Assessment and Benefit Special Assessments may be assessed upon each piece of property within the boundaries of the District benefited by the approve maintenance and capital improvement program of the District, such levy representing the amount of assessments for District purposes necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District; and

**WHEREAS**, a public hearing has been held on this 6<sup>th</sup> day of September, 2018 at which members of the general public were accorded the opportunity to speak prior to the approval of the final budget;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BROWNWOOD COMMUNITY DEVELOPMENT DISTRICT;**



**BROWNWOOD COMMUNITY DEVELOPMENT DISTRICT**  
**Brownwood - Summary**  
**FY 2018-19 Budget**

18-19 Object Codes	50-151-50	2016-17 Actual	2017-18 Original Budget	2017-18 Amended Budget	2017-18 9-Month Actual	2018-19 Final Budget
	<b>SOURCES</b>					
<b>325200</b>	<b>Special Assessments-Serv.Charg</b>	<b>1,717,099</b>	<b>1,724,078</b>	<b>1,724,078</b>	<b>1,724,078</b>	<b>1,605,754</b>
325214	CAM & Road Maintenance Asses	1,717,099	1,724,078	1,724,078	1,724,078	1,605,754
<b>338000</b>	<b>Shared Revenues From Other Loc</b>	<b>15,600</b>				
338095	Refund - General Fund - VCCD	15,600				
<b>341900</b>	<b>Other General Government Chg &amp;</b>	<b>8,319</b>			<b>1,209</b>	
341905	Property Damage Reimbursemen	7,268				
341908	Electric Reimbursement	50			29	
341910	Sales Tax Collection Allowan	24			51	
341999	Misc Revenue	977			1,129	
<b>361100</b>	<b>Interest</b>	<b>12,542</b>	<b>6,100</b>	<b>6,100</b>	<b>21,580</b>	<b>13,750</b>
361101	Int Income - CFB	314	100	100	718	750
361102	Int Income - Cash Equiv	12,228	6,000	6,000	20,862	13,000
<b>361300</b>	<b>Net Inc(Dec) Fair Value Invest</b>	<b>16,562</b>			<b>6,871</b>	
361304	FMIvT-Unrealized Gain/Loss	1,256			242	
361306	FLGIT-Unrealized Gain/Loss	2,003			17	
361307	LTP Unrealized Gain/Loss	13,303			6,612	
<b>361400</b>	<b>Gain or Loss on Sale of Invest</b>					
<b>362000</b>	<b>Rental Royalties</b>	<b>22,625</b>	<b>20,800</b>	<b>20,800</b>	<b>20,240</b>	<b>14,956</b>
362003	Ground Lease (T)	800	800	800	815	831
362012	Rents & Leases/T-S	21,825	20,000	20,000	19,425	14,125
<b>499995</b>	<b>TOTAL REVENUE</b>	<b>1,792,747</b>	<b>1,750,978</b>	<b>1,750,978</b>	<b>1,773,978</b>	<b>1,634,460</b>
<b>669900</b>	<b>Budget Funding Sources</b>		<b>(267,485)</b>	<b>(214,189)</b>		<b>(91,823)</b>
669901	(Add)/Use-Working Capital		(267,485)	(214,189)		(111,635)
669904	(Add)/Use-Roads R&R					19,812
<b>499998</b>	<b>TOTAL SOURCES</b>	<b>1,792,747</b>	<b>1,483,493</b>	<b>1,536,789</b>	<b>1,773,978</b>	<b>1,542,637</b>

	<b>DISBURSEMENTS</b>					
<b>500310</b>	<b>Professional Services</b>	<b>321,426</b>	<b>338,423</b>	<b>353,423</b>	<b>248,470</b>	<b>358,996</b>
539311	Management Fees	299,549	301,543	301,543	226,159	321,718
539312	Engineering Services	2,577	8,500	8,500	4,777	8,500
514313	Legal Services	2,558	4,000	4,000	2,231	4,000
539318	Technology Services	3,591	5,564	5,564	4,172	5,531
539319	Other Professional Services	13,151	18,816	33,816	11,131	19,247
<b>500320</b>	<b>Accounting &amp; Auditing</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>3,000</b>	<b>4,000</b>
539322	Auditing Services	4,000	4,000	4,000	3,000	4,000
<b>500340</b>	<b>Other Contractual Services</b>	<b>77,763</b>	<b>76,903</b>	<b>76,903</b>	<b>57,734</b>	<b>77,446</b>
539341	Janitorial Services	74,846	75,661	75,661	56,820	75,661
539343	Systems Management Support	2,706	1,242	1,242	914	1,785
539349	Misc Contractual Services	211				
<b>500410</b>	<b>Comm. &amp; Freight Service</b>		<b>100</b>	<b>100</b>		<b>100</b>
539412	Postage		100	100		100
<b>500430</b>	<b>Utilities Services</b>	<b>66,159</b>	<b>89,697</b>	<b>89,697</b>	<b>47,703</b>	<b>75,456</b>
539431	Electricity	35,046	48,148	48,148	26,717	37,192
539433	Water & Sewer	6,391	6,074	6,074	3,858	7,088
539434	Irrigation Water	21,723	32,325	32,325	15,128	27,877
539436	Solid Waste	2,999	3,150	3,150	2,000	3,299
<b>500440</b>	<b>Rentals &amp; Leases</b>	<b>1,170</b>	<b>1,188</b>	<b>1,188</b>	<b>720</b>	<b>1,188</b>
539444	Storage Unit Rental	1,170	1,188	1,188	720	1,188
<b>500450</b>	<b>Insurance</b>	<b>54,662</b>	<b>59,035</b>	<b>59,035</b>	<b>51,990</b>	<b>57,189</b>
539451	Casualty & Liability Insuran	54,662	59,035	59,035	51,990	57,189

**BROWNWOOD COMMUNITY DEVELOPMENT DISTRICT**  
**Brownwood - Summary**  
**FY 2018-19 Budget**

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<b>500460</b>	<b>Repairs &amp; Maintenance Services</b>	<b>459,019</b>	<b>661,887</b>	<b>700,183</b>	<b>463,437</b>	<b>671,050</b>
539461	Equipment Maintenance				461	
539462	Building/Structure Maintenanc	101,535	143,819	143,819	113,773	179,249
539463	Landscape Maint.- Recurring	271,739	339,765	339,765	208,692	291,410
539464	Landscape Maint.-Non-Recurri	2,280	47,600	85,896	81,506	40,500
539468	Irrigation Repair	4,339	7,500	7,500	2,420	4,500
539469	Other Maintenance	79,126	123,203	123,203	56,585	155,391
<b>500490</b>	<b>Other Current Chg &amp; Obligation</b>	<b>210,337</b>	<b>216,212</b>	<b>216,212</b>	<b>161,688</b>	<b>227,400</b>
539491	Bank Charges		100	100		100
539493	Permits & Licenses	175	175	175	175	175
539497	Legal Advertising	1,413	2,000	2,000	573	2,000
539498	Project Wide Fees	192,501	198,437	198,437	148,829	209,125
539499	Misc Current Charges	16,248	15,500	15,500	12,111	16,000
<b>500520</b>	<b>Operating Supplies</b>	<b>9</b>	<b>500</b>	<b>500</b>	<b>3,489</b>	<b>12,500</b>
539522	Operating Supplies	9	500	500	45	500
539524	Non-Capital FF&E				3,444	12,000
<b>500600</b>	<b>Capital Outlay</b>					<b>19,812</b>
539633	Infrastructure					19,812
<b>500900</b>	<b>Other Uses</b>	<b>35,404</b>	<b>35,548</b>	<b>35,548</b>	<b>26,662</b>	<b>37,500</b>
539912	Trans to Oth Roads	35,404	35,548	35,548	26,662	37,500
<b>599999</b>	<b>TOTAL DISBURSEMENTS</b>	<b>1,229,949</b>	<b>1,483,493</b>	<b>1,536,789</b>	<b>1,064,893</b>	<b>1,542,637</b>

**BROWNWOOD**  
**Combined Assessment Allocation Worksheet**  
**for the Year Ending September 30, 2019**

Building Name	Owner	SF Bldg	% Brownwood	FY 18-19 CAM Assessment (Main Square area only)	FY 18-19 ROAD Assessment (All BW)	% Project Wide Portion (All BW)	FY18-19 Estimated Project Wide Allocation	FY 18-19 TOTAL CAM/PW & Road Assessment
				100%				
				4.60000	0.10000		\$ 235,906	
Palace Hotel	VOC	29,454	10.1691%	135,488.40	2,945.40	7.8545%	18,529.24	156,963.04
Manly Building	VOC	7,290	2.5169%	33,534.00	729.00	1.9440%	4,586.01	38,849.01
Rose Building	VOC	10,415	3.5958%	47,909.00	1,041.50	2.7774%	6,552.05	55,502.55
Wiechens Building	VOC	6,192	2.1378%	28,483.20	619.20	1.6512%	3,895.28	32,997.68
Schmid House	VOC	5,246	1.8112%	24,131.60	524.60	1.3989%	3,300.09	27,956.29
Bunk House	VOC	18,376	6.3444%	84,529.60	1,837.60	4.9003%	11,560.10	97,927.30
Barnstorm Theater	VOC	53,278	18.3945%	245,078.80	5,327.80	14.2076%	33,516.58	283,923.18
Parr Building	VOC	6,254	2.1592%	28,768.40	625.40	1.6678%	3,934.44	33,328.24
Keller Building	VOC	12,276	4.2384%	56,469.60	1,227.60	3.2736%	7,722.62	65,419.82
Berning Building	VOC	5,553	1.9172%	25,543.80	555.30	1.4808%	3,493.30	29,592.40
Ruby Building	VOC	14,822	5.1174%	68,181.20	1,482.20	3.9526%	9,324.42	78,987.82
Haroldson Building	VOC	13,147	4.5391%	60,476.20	1,314.70	3.5059%	8,270.63	70,061.53
Reyes Cigar Factory	VOC	30,459	10.5161%	140,111.40	3,045.90	8.1225%	19,161.46	162,318.76
Brownwood Building	VOC	22,955	7.9253%	105,593.00	2,295.50	6.1214%	14,440.75	122,329.25
Sumter Building	VOC	18,952	6.5433%	87,179.20	1,895.20	5.0539%	11,922.45	100,996.85
Thompson Building	VOC	12,120	4.1845%	55,752.00	1,212.00	3.2320%	7,624.48	64,588.48
Public Works Building	VOC	6,673	2.3039%	30,695.80	667.30	1.7795%	4,197.95	35,561.05
Goedken's Garage	VOC	10,500	3.6252%	48,300.00	1,050.00	2.8000%	6,605.37	55,955.37
Lester's Bait & Tackle	VOC	5,679	1.9607%	26,123.40	567.90	1.5144%	3,572.56	30,263.86
<b>VOC Subtotal</b>		<b>289,641</b>	<b>100.0000%</b>	<b>1,332,348.60</b>	<b>28,964.10</b>	<b>77.2384%</b>	<b>182,209.78</b>	<b>1,543,522.48</b>
Grand Traverse Plaza	VSP	66,200		-	6,620.00	17.6535%	41,645.67	48,265.67
Brownwood Health Center	VSP	19,155		-	1,915.50	5.1081%	12,050.31	13,965.81
<b>TOTALS</b>	<b>CAM</b>	<b>289,641</b>	<b>100%</b>	<b>1,332,349</b>	<b>37,500</b>	<b>100.0000%</b>	<b>235,906</b>	<b>1,605,754</b>
	<b>ROAD/PW</b>	<b>374,996</b>						