



# Northwood CDP

# Initial Budget Workshop Fy 2008

Prepared by:



**District Management Services, LLC**





# **Community Development District**



## **Definition**

**A Community Development District is an independent, local unit of Special-Purpose Government charged with planning, financing, constructing and/or acquiring, operating and maintaining community-wide infrastructure in large planned developments.**

# Community Development Districts

## Special Powers

*The District may finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain the following basic infrastructure:*

- ◆ *Water management and control*
- ◆ *Water supply, sewer, and wastewater management, reclamation, and reuse*
- ◆ *Bridges, culverts, roads, street lights*
- ◆ *Public transportation facilities and equipment*
- ◆ *Parking improvements, and related signage*
- ◆ *Conservation areas, mitigation areas, and wildlife habitats*
- ◆ *Other public improvements as agreed upon by the local government having jurisdiction*

# Community Development Districts

## Board of Supervisors

- ◆ *Community Development Districts have a Board-Manager form of government with the Board formulating public policy and the Manager carrying it out.*
- ◆ *The Board consists of five members called Supervisors. The Board serves as the governing body of the District and sets public policies implemented by staff.*
- ◆ *Initially Supervisors are appointed by the landowners in the formative petition, later elected by the landowners, and finally elected by and from qualified electors of the District.*

# Community Development Districts

## Organizational Structure

### Board of Supervisors

- *Chairman*
  - *Charlie Meeks*      *Exp 11/08*
- *Vice Chairman*
  - *Linda Stachewicz*      *Exp 11/10*
- *Assistant Secretary's*
  - *Barbara Cruz*      *Exp 11/10*
  - *David Wenck*      *Exp 11/08*
  - *Eric DeGama*      *Exp 11/08*

### Staff

- *District Manager*
  - *Brian Lamb*
  - *Peter Altman*
  - *Allison Martin (Ops)*
- *District Counsel*
  - *Tracy Robin*
- *District Engineer*
  - *Robert Valentine*

# Community Development Districts

## Board of Supervisors

- ◆ *After all Supervisors are elected by qualified electors they all serve staggered four-year terms.*
  - ◆ *The Board may also exercise the District's specific general and special powers as enumerated in Florida Statute 190.*
  - ◆ *Characteristics of effective Boards include:*
    - ◆ *Governing*
    - ◆ *Involving the Community*
    - ◆ *Understanding the Community*
    - ◆ *Setting direction*
    - ◆ *Making decisions*
    - ◆ *Valuing teamwork*
- “government of the people, by the people, for the people”

# Community Development Districts

## Board of Supervisors

### *Challenges for District Supervisors and Staff:*

- ◆ *“Fast food” attitude towards government service*
- ◆ *The “empowered 20%”*
- ◆ *Agenda of the unimportant*
- ◆ *Politics vs. government*
- ◆ *Courage to decide*
- ◆ *Teamwork*

# Community Development Districts

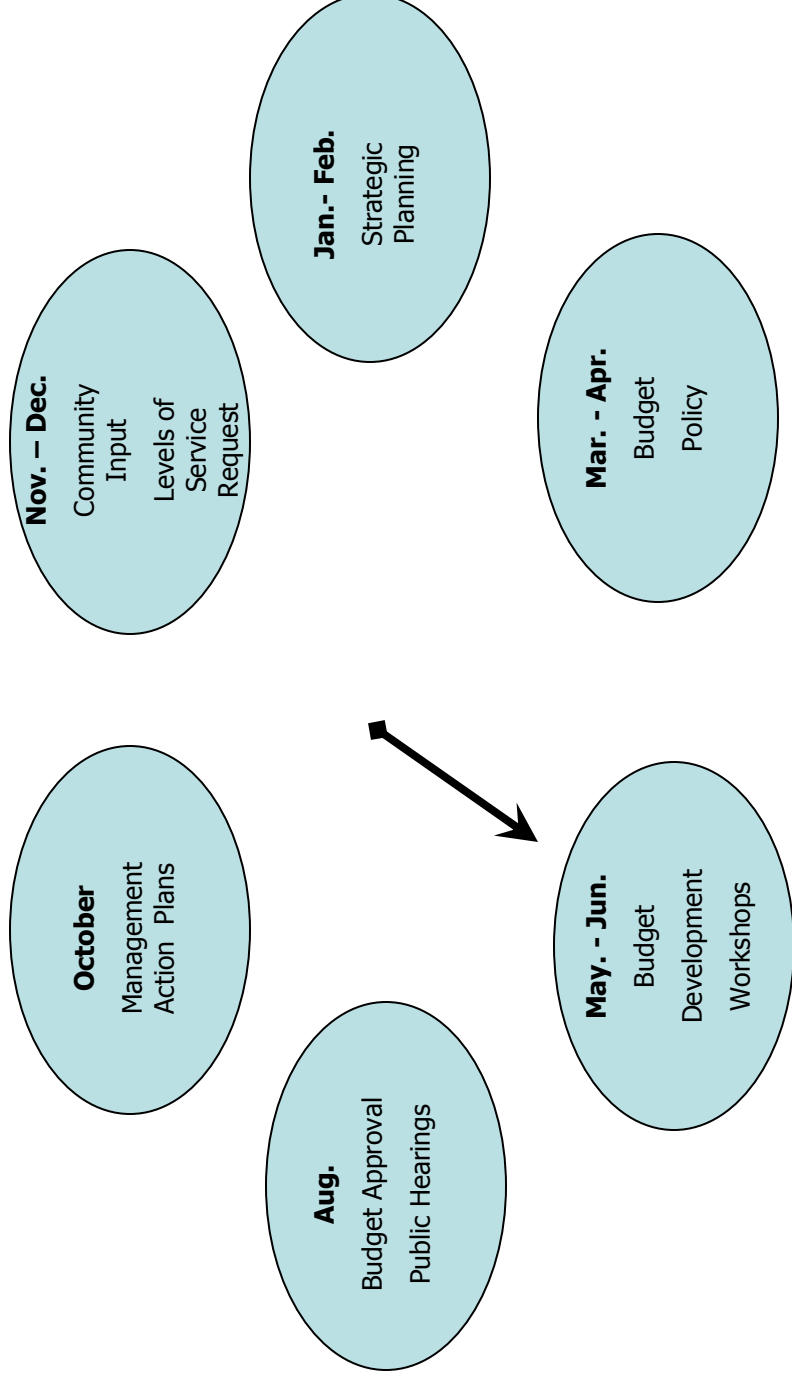
## Budget & Annual Financial Reporting Requirements

- ◆ *The Annual Financial Audit Report is filed with the Auditor General. An independent certified public accountant, who is in full compliance with the professional and licensing requirements of the State Board of Accountancy (Chapter 473, Florida Statutes), must prepare the Annual Financial Audit Report and express an opinion on the following:*
  - ◆ *Whether the special district's financial statements conform with generally accepted accounting principles*
  - ◆ *Whether the special district's financial statements fairly present the district's financial position, changes in the special district's financial position and the results of its operations*

# Strategic Planning Cycle

## Budget Development Strategy

“Government should be a rudder, not an engine”





# **Community Development Districts**



## **Program Services**

*Administration*

*Debt Service*

*Community Appearance Program*

*Waterway Management Program*

*Parks & Recreation Program*

*Security Services*

*Street Lighting Program*

# Community Development Districts

## Levels of Service

### Mandatory

*This service is required by regulatory permit or other authority*

### Essential

*Those services funded above the mandatory level and considered important to the residents of the community*

### Discretionary

*Those services funded and which can be reviewed for sufficiency, based on the service commitment by the community and the cost of the service being provided*

# Community Development Districts

## Levels of Service Commitment

### PROGRAM

*Administration*

*Debt Service*

*Street Lighting Program*

*Waterway Management Program*

*Community Appearance Program*

*Trash Removal Services*

*Parks & Recreation Program*

*Security Services*

### Commitment

*Mandatory*

*Mandatory*

*Mandatory*

*Mandatory*

*Essential*

*Mandatory*

*Essential*

*Discretionary*

# Community Development Districts

## *Budget Planning Step 1 – Mission and Objectives*

### Recommended Approach

- Review, Discuss, and Approve the Mission
- Review, Discuss, and Approve Objectives
- Discuss Strategic Value Planning, what has occurred to date, future considerations, importance to the community, current budget details and future activities
- Discuss Timeline and Meeting Schedule

# Community Development Districts

## *Budget Planning Step 1 - Mission and Objectives*

### Mission Statement

Preserve and enhance property owner value and resident quality of life by promptly and efficiently providing services and capital improvements which answer the needs of the community within Northwood and maintain its position as a premier community.

# Community Development Districts

## *Budget Planning Step 1 - Mission and Objectives*

### Objectives

The following objectives support the mission statement and provide the basis for the capital programs and service levels required. Objectives determine the general level of funding and resulting assessments required.

# Community Development Districts

## *Budget Planning Step 1 – Mission and Objectives*

- Provide community appearance services at defined levels in the most cost effective manner.
- Provide water management services at defined levels in the most cost effective manner.
- Maintain street lighting at defined standards; aesthetic value.
- Provide security and patrol services to the community to enhance safety and quality of life.
- Identify, plan, and execute capital programs to maintain and enhance the existing infrastructure to hold its position as a “premier” community.  
(Explore various financing mechanisms.)
- Identify and execute programs to restore, maintain, and enhance preserve areas in a cost effective manner.
- Continue working relationships with key County staff and personnel to increase the ability to achieve objectives.

# Community Development Districts

## *Budget Planning Step 1 – Mission and Objectives*

### Strategic Value Plan

Devise interrelated, comprehensive, multi-year programs, based upon the mission statement, that provide the necessary upkeep, additions, and enhancements to infrastructure to accomplish the stated objectives.

### Mission Statement

Preserve and enhance property owner value and resident quality of life by promptly and efficiently providing services and capital improvements which answer the needs of the community within Northwood and maintain its position as a premier community.

### Objectives

The following objectives support the mission statement and provide the basis for the capital programs and service levels required. Objectives determine the general level of funding and resulting assessments required.

# Community Development Districts

## *Budget Planning Step 1 – Mission and Objectives*

### Proposed Timeline and Meeting Schedule:

#### May 29th, 2007

- Establishment of Mission, Objectives and Introduction to Strategic Value Planning
- Review Current Budget Details and Status
- Public Input Regarding Current Program Service Levels
- Presentation of FY 2008 Budget and Service Level Options.

#### July 10<sup>th</sup>, 2007      7pm

- Discussion Workshop and Evaluation

#### August 7<sup>th</sup>, 2007      7pm

- Public Hearing and Final Budget Approval.



# **Community Development Districts**

**OPEN DISCUSSION & SERVICE LEVEL REQUEST**

## **BUDGET SECTIONS**

*Legislative, Administration & Legal*

*Operations*

*Debt Service Requirements*

*Assessment Table*

# REVENUES

	FY 2007 Annual Budget	Current Period Actual Through 3/31/07	Projected Revenues & Expenditures 3/1/07 - 9/30/07	Total Actuals and Projections Through 9/30/07	Over/(Under) Budget Through 9/30/07	Fiscal Year 2008 Proposed Budget	Increase / (Decrease) from FY 2007 to FY 2008
<b>REVENUES</b>							
Carry-Forward Funds							
Carry-Forward Funds	177,115.00	0.00	60,000.00	60,000.00	(117,115.00)	0.00	(177,115.00)
Special Assessments							
Special Assessments - On Roll	511,337.00	442,804.00	72,133.00	514,937.00	3,600.00	617,723.75	106,386.75
Interest Income							
Interest Income - Investments	0.00	7,602.00	0.00	7,602.00	7,602.00	0.00	0.00
Other Miscellaneous Revenues							
Other Miscellaneous Revenues	0.00	81.00	0.00	81.00	81.00	0.00	0.00
<b>Total Revenues</b>	<b>688,452.00</b>	<b>450,487.00</b>	<b>132,133.00</b>	<b>582,620.00</b>	<b>(105,832.00)</b>	<b>617,723.75</b>	<b>(70,728.25)</b>

# ADMINISTRATION

## EXPENDITURES

### Legislative

#### Supervisor Fees

17,224.00 8,198.00 9,026.00 17,224.00 0.00 18,083.20 861.20

### Financial & Administrative

#### District Engineer

4,000.00 466.00 1,200.00 1,666.00 (2,334.00) 1,749.30 (2,250.70)

#### Arbitrage Rebate Calculations

4,000.00 1,400.00 1,800.00 3,200.00 (800.00) 3,360.00 (640.00)

#### Dissemination Agent

1,000.00 1,000.00 0.00 1,000.00 0.00 1,000.00 0.00

#### Collection Agent

8,000.00 3,832.00 0.00 3,832.00 (4,148.00) 0.00 (8,000.00)

#### District Manager

46,573.00 23,288.00 31,012.67 54,300.67 7,723.67 51,500.00 4,923.00

#### Auditing Services

8,200.00 7,500.00 0.00 7,500.00 (700.00) 7,873.00 (325.00)

#### Trustee's Fees

3,130.00 2,641.00 2,641.00 3,282.00 132.00 3,300.00 350.00

#### Technology Services

900.00 250.00 0.00 250.00 (250.00) 0.00 (500.00)

#### Property Appraiser

150.00 0.00 150.00 150.00 0.00 150.00 0.00

#### Postage, Phone, Faxes, Copies

2,050.00 812.00 650.00 1,462.00 (588.00) 1,300.00 (550.00)

#### Rentals & Leases

1,800.00 900.00 0.00 900.00 (900.00) 0.00 (1,800.00)

#### Public Officials Insurance

8,000.00 7,030.00 0.00 7,030.00 (970.00) 4,500.00 (3,500.00)

#### Printing & Binding

2,000.00 1,580.00 420.00 2,000.00 0.00 2,000.00 0.00

#### Legal Advertising

900.00 579.00 150.00 729.00 229.00 900.00 0.00

#### Bank Fees

600.00 65.00 450.00 515.00 (85.00) 450.00 (150.00)

#### Office Supplies

450.00 336.00 0.00 336.00 (114.00) 500.00 50.00

#### Dues, Licenses, & Fees

175.00 175.00 0.00 175.00 0.00 175.00 0.00

#### Capital Outlay

900.00 0.00 0.00 0.00 (500.00) 900.00 0.00

### Legal Counsel

#### District Counsel

2,000.00 6,172.00 2,200.00 8,372.00 6,372.00 5,000.00 3,000.00



# Debt Service Requirements

## Northwood Community Development District

### Fiscal Year 2008 Proposed Budget Debt Service Fund

#### REVENUES

##### Special Assessment

Debt Service Assessments	299,090.00
<b>Total Revenues</b>	<b>299,090.00</b>

#### EXPENDITURES

##### Principal

Bond Principal - Series 1995	145,000.00
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##### Interest

Bond Interest - Series 1995	154,090.00
<b>Total Expenditures</b>	<b>299,090.00</b>

**Excess of Revenues Over (Under) Expenditures**

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# ASSESSMENT LEVELS

## Northwood Community Development District

### Schedule of Proposed Fiscal Year 2008 Annual Assessments

#### Annual Assessments <sup>(1)</sup>

Lot Size	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2008 Total	FY 2007 Total	Inc/(Dec) in Annual Assessment
PARCEL 1A	50	\$530	\$1,030	\$1,560	1,432	129
PARCEL 1B	50	\$509	\$1,030	\$1,539	1,409	130
PARCEL 2	82	\$509	\$1,030	\$1,539	1,409	130
PARCEL 3A	26	\$530	\$1,030	\$1,560	1,432	129
PARCEL 3B	41	\$530	\$1,030	\$1,560	1,432	129
PARCEL 4	116	\$509	\$1,030	\$1,539	1,409	130
PARCEL 5	33	\$530	\$1,030	\$1,560	1,432	129
PARCEL 6	56	\$509	\$1,030	\$1,539	1,409	130
PARCEL 7	79	\$509	\$1,030	\$1,539	1,168	371
PARCEL 8	53	\$509	\$1,030	\$1,539	1,409	130
PARCEL 9	52	\$509	\$1,030	\$1,539	1,409	130
<b>Total</b>	<b>638</b>					

<sup>(1)</sup> Adjusted for collection costs and early payment discounts of 6%.

<sup>(2)</sup> \$10,000 in adjustment O&M impact per parcel = aprx \$17.00



# PROGRAM RECOMENDATIONS