

Viera Stewardship District

313 Campus Street, Celebration, FL 34747, 321-939-4301

www.VieraStewardshipDistrict.org

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JUN 29 2020

County Manager's
Office

June 24, 2020

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

ATTN: Frank Abbate

County Manager

2725 Judge Fran Jamieson Way

Building C

Viera, FL 32940

**RE: Viera Stewardship District
Proposed Budget Fiscal Year 2021**

Dear Mr. Abbate:

In accordance with Section 190.008(2)(b), Florida Statutes, enclosed please find one copy of the District's proposed budget for Fiscal Year 2021 for purposes of disclosure and information only.

The District has scheduled a public hearing for Wednesday, August 26, 2020, at 9:30 a.m. at the Viera Builders Design Studio, 7350 Shoppes Drive, Viera, FL 32940, for adoption of same.

If you have any questions regarding the enclosed, please feel free to contact me.

Sincerely,



Brenda Burgess
Office Manager

Enclosure

**Viera Stewardship District
General Fund Budget
Fiscal Year 2021**

	Actuals for Fiscal Year 2019	Amended Fiscal Year 2020 Budget	Year-To-Date Budget May 31	Year-To-Date Actuals May 31	Projected Actuals for Fiscal Year 2020	Proposed Fiscal Year 2021 Budget
REVENUES						
Special Assessments – Direct Collected	\$184,563.80	\$84,189.23	\$84,189.23	\$84,189.23	\$84,189.23	\$111,539.72
Special Assessments – Tax Collector	\$197,603.24	\$380,221.17	\$380,221.17	\$379,273.37	\$380,221.17	\$393,032.65
Special Assessments – Discounts	-\$7,299.73	-\$15,208.84	-\$15,208.84	-\$14,445.82	-\$15,208.84	-\$15,721.29
Interest Income	\$429.41	\$400.00	\$266.67	\$291.48	\$319.90	\$400.00
Other financing sources	\$0.00	\$0.00	\$0.00	\$0.00	\$35,141.61	\$40,423.87
Use of Fund Balance	\$0.00	\$171,300.44	\$114,200.29	-\$11,454.68	\$126,889.89	\$81,020.30
Total Revenues	\$375,296.72	\$620,902.00	\$563,868.52	\$437,853.58	\$611,552.96	\$610,695.25
EXPENDITURES						
<i>Administrative</i>						
Annual Audit	\$3,200.00	\$3,500.00	\$2,333.33	\$0.00	\$3,200.00	\$3,600.00
Capital Outlay	\$0.00	\$100.00	\$66.67	\$0.00	\$0.00	\$100.00
Contingency	\$177.99	\$300.00	\$200.00	\$0.00	\$200.00	\$200.00
Dues, Licenses, and Subscriptions	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
FICA and Payroll Taxes	\$45.90	\$99.20	\$66.13	\$15.30	\$45.90	\$99.20
Insurance	\$11,263.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$12,000.00
Legal Advertising	\$3,321.88	\$3,000.00	\$2,000.00	\$5,575.92	\$6,500.00	\$3,000.00
Office Supplies	\$0.00	\$100.00	\$66.67	\$0.00	\$100.00	\$100.00
Other Current Charges	\$0.00	\$200.00	\$133.33	\$0.00	\$150.00	\$200.00
Postage	\$83.74	\$185.00	\$123.33	\$161.23	\$170.00	\$250.00
Printing & Binding	\$20.48	\$100.00	\$66.67	\$0.00	\$100.00	\$100.00
Professional Fees – Attorney	\$23,990.79	\$30,000.00	\$20,000.00	\$9,116.76	\$25,000.00	\$30,000.00
Professional Fees – Ecologist	\$10,486.49	\$10,000.00	\$6,666.67	\$6,887.90	\$10,000.00	\$10,000.00
Professional Fees – Engineer	\$1,916.77	\$12,350.00	\$8,233.33	\$1,043.27	\$9,000.00	\$10,000.00
Professional Fees – Manager	\$33,802.21	\$33,802.21	\$22,534.81	\$20,000.00	\$31,974.68	\$51,930.33
Professional Fees – Property Appraiser	\$711.00	\$1,400.00	\$1,400.00	\$1,391.50	\$711.00	\$1,430.00
Professional Fees – Tax Collector	\$3,112.63	\$7,604.41	\$7,604.41	\$7,297.93	\$3,112.63	\$7,860.65
Supervisor Fees	\$600.00	\$1,600.00	\$1,066.67	\$200.00	\$600.00	\$1,600.00
Telephone	\$0.00	\$100.00	\$66.67	\$0.00	\$100.00	\$100.00
Website	\$2,695.87	\$8,000.00	\$5,333.33	\$17.99	\$5,000.00	\$3,500.00
Total Administrative Expenditures	\$95,603.75	\$122,615.82	\$88,137.02	\$81,882.80	\$106,139.21	\$136,245.18
<i>Maintenance – Platted Lots/Subdivisions</i>						
Aquatic Weed Control for Drainage System	\$60,445.00	\$131,060.00	\$87,373.33	\$67,480.00	\$131,060.00	\$135,380.00
PCT Area Maintenance	\$5,320.00	\$24,808.60	\$16,539.07	\$4,455.00	\$10,000.00	\$5,000.00
Street Lighting	\$52,713.40	\$64,915.58	\$43,277.05	\$38,729.96	\$64,729.96	\$75,302.07
Subdivision Contingency	\$0.00	\$3,000.00	\$2,000.00	\$0.00	\$0.00	\$3,000.00
Total Subdivision Maintenance Expenditures	\$118,478.40	\$223,784.18	\$149,189.45	\$110,664.96	\$205,789.96	\$218,682.07
<i>Maintenance – Environmental (District-wide)</i>						
Aquatic Weed Control and Maintenance for Canals	\$111,702.00	\$136,002.00	\$90,668.00	\$128,320.00	\$136,002.00	\$126,268.00
Monitoring and Miscellaneous Work by Ecologist	\$6,967.59	\$10,000.00	\$6,666.67	\$670.00	\$10,000.00	\$10,000.00
Wetland/Habitat Maintenance in VWP, Stage 1	\$29,995.32	\$12,500.00	\$8,333.33	\$16,480.18	\$16,480.18	\$6,000.00
Wetland/Habitat Maintenance in VWP, Stage 2	\$0.00	\$98,000.00	\$65,333.33	\$44,779.11	\$98,000.00	\$100,000.00
Burrowing Owl Preserve and Bald Eagle CE	\$6,000.00	\$14,000.00	\$9,333.33	\$0.00	\$5,000.00	\$9,500.00
District-wide Contingency	\$2,907.50	\$4,000.00	\$2,666.67	\$0.00	\$0.00	\$4,000.00
Total Environmental Maintenance Expenditures	\$157,572.41	\$274,502.00	\$183,001.33	\$190,249.29	\$265,482.18	\$255,768.00
Total Expenditures	\$371,654.56	\$620,902.00	\$420,327.81	\$362,797.05	\$577,411.35	\$610,695.25
Excess Revenues (Expenditures)	\$3,642.16	\$0.00	\$143,340.72	\$75,056.53	\$34,141.61	\$0.00

Fiscal Year 2021 Revenue and Assessment Summary

	Number of acres	Number of lots	Proposed 2021 O&M assessment (per unit)	Total Assessment Revenue	Totals on Assessment Roll or Direct Collect
Platted lots tax collector, residential		2,718.00	\$135.40	\$368,017.20	\$368,017.20
Platted lots tax collector, commercial	43.41	6.00	\$576.26	\$25,015.45	\$25,015.45
Platted lots direct collect	-	103	\$135.40	\$13,946.20	\$13,946.20
Total lots		2,761.41			
Undeveloped direct collect	7,215.68		\$13.5252	\$97,593.52	\$97,593.52
Totals		9,977.09			\$504,572.36
less discounts					-\$15,721.29
plus interest income					\$400.00
plus other financing sources					\$40,423.87
plus transfer in fund balance					\$81,020.30
Total anticipated revenue					\$610,695.25

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Budget for Fiscal Year 2021

Line Item Narrative

REVENUES:

Special Assessments – District Collected: The District will direct bill and collect non-ad valorem assessments on undeveloped property within the District and certain platted lots that may not be part of the property appraiser's records that are certified to the District at the time the budget is adopted.

Special Assessments – Tax Collector: The District will levy non-ad valorem assessments on all platted property within the District that will appear on the real estate tax bill to be collected by the Brevard County Tax Collector.

Special Assessments – Discounts: Pursuant to Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated non-ad valorem assessments.

Interest Income: The District earns interest on non-ad valorem assessments levied on the real estate tax bills that are paid after the due date. The anticipated budget amount is based on previous fiscal years.

Other Financing Sources: The District receives cost-sharing funds from Central Viera Community Association contributing 26.51% and Viera East Community Development District contributing 10% for the previous fiscal year's canal maintenance services performed by A. Duda & Sons, pursuant to the Master Service Agreement for Canal Maintenance dated July 26, 2019.

Use of Fund Balance: The District may transfer carryforward surplus to the fiscal year budget to keep from increasing non-ad valorem assessments.

EXPENDITURES:

Administrative

Annual Audit: The District is required to conduct an annual audit of its financial records by an independent certified public accounting firm. The fee is based on costs provided in the engagement letter. Berger, Toombs, Elam, Gaines & Frank serves as the District's auditing firm.

Capital Outlay: This category includes larger items not included in office supplies, such as a filing cabinet to hold District records.

Contingency: This category includes miscellaneous administrative expenses that may be incurred throughout the year, such as accounting and payroll software.

Dues, Licenses, and Subscriptions: The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity. This is the only expense under this category.

FICA and Payroll Taxes: These represent the employer's payroll taxes on Supervisor fees because the IRS considers Supervisors to be employees of the District. The amount budgeted contemplates two Supervisors being compensated for four meetings.

Insurance: The District will obtain General Liability and Public Officials liability insurance, including worker's compensation, from Egis Insurance and Risk Advisors, which provides coverage for Board

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Budget for Fiscal Year 2021

members and staff operating in the course of their roles serving the District. The budgeted amount is based on the previous year's premium.

Legal Advertising: The District is required to advertise various notices, including the annual meeting schedule, Board meetings and workshops, public hearings, requests for proposals, and other notices in a newspaper of general circulation within the County. The District advertises in the Florida Today.

Office Supplies: Miscellaneous office supplies include the purchase of file folders, binders, envelopes and other items necessary to provide services on behalf of the District.

Other current charges: This represents any bank fees or miscellaneous charges incurred during the year.

Postage: This includes mailing agenda packages, any overnight or expedited deliveries, and all correspondence on behalf of the District, including invoices and payments to vendors, as well as charges from the property appraiser for mailing the real estate tax bills.

Printing & Binding: This includes the costs associated with printing and binding agenda packages, printing checks, stationery and other printed materials for the District.

Professional Fees – Attorney: The District's legal counsel will be providing general legal services to the District, i.e., attending and preparing for Board meetings, reviewing operation and maintenance contracts, and other work performed at the direction of the Board. Hopping Green & Sams serves as legal counsel.

Professional Fees – Ecologist: The District is required, pursuant to the Development Order, to retain and fund an independent environmental biologist or ecologist as a member of the District's staff, to provide independent scientific advice and recommendations regarding scientific issues that relate to the implementation of the Habitat Management Plan and the achievement of the goals and objectives of the Habitat Management Plan within the Viera Wilderness Park. Zev Cohen & Associates serves as the environmental professional.

Professional Fees – Engineer: The District's Engineer will be providing general engineering services to the District, i.e., attending and preparing for Board meetings, reviewing invoices and construction requisitions, and other work performed at the direction of the Board. B.S.E. Consultants serves as the engineer.

Professional Fees – Manager: The District receives management, accounting, assessment, and administrative services as part of a management agreement with Moyer Management Group. These services are outlined in Exhibit A of the management agreement. The fees are outlined in Exhibit B of the management agreement.

Professional Fees – Property Appraiser: The District has an agreement with the Brevard County Property Appraiser to place its non-ad valorem assessments on the County tax roll. The anticipated budget amount is based on \$.50 per lot for all property records they maintain.

Professional Fees – Tax Collector: The District has an agreement with the Brevard County Tax Collector who collects the District's non-ad valorem assessments on the County tax roll. The budget amount is based on 2% of gross non-ad valorem assessments from the previous fiscal year.

Supervisor Fees: Chapter 190, Florida Statutes, provides compensation for members of the Board of Supervisors for meeting attendance, in the amount of \$200.00 per meeting, not to exceed \$4,800.00 per fiscal year. The amount budgeted contemplates two Supervisors being compensated for four meetings.

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Budget for Fiscal Year 2021

Telephone: In the course of District activities, long-distance charges and facsimile fees may be incurred.

Website: This line item is for costs associated with the District's website, including annual domain name renewal and hosting, and quarterly auditing and monthly maintenance.

Maintenance – Platted Lots/Subdivisions

Aquatic Weed Control for the Drainage System: The District has a contract with Ecor Industries for maintenance of stormwater lakes for aquatic weed and hydrilla control, and inspections. No other maintenance or repairs are anticipated for fiscal year 2020.

- Monthly fees of \$10,000.00 for 72 current ponds, or \$120,000.00.
- Bi-monthly fees of \$130.00 for natural area in Loren Cove South Phase 1, or \$780.00.
- Quarterly fees of \$1,400.00 for the natural area in Adelaide northwest corner, or \$5,600.00.
- Anticipated monthly fees of \$750.00 for anticipated ponds coming online within the fiscal year, or \$9,000.00.
- TOTAL: \$135,380.00

PCT Area Maintenance: Hand trimming and thinning will be performed by Tropic-Care of Florida on the Preferred Cover-type Tree canopy area, at a monthly cost, plus unscheduled maintenance, for \$5,000.00 annually.

Street Lighting: The District leases street lights from Florida Power & Light. Monthly lease and electrical costs are based on historical figures and estimated for future development to be complete within the fiscal year, for \$75,302.07 annually.

Subdivision Contingency: This category includes any unforeseen maintenance or expenses within platted lots not listed above that may be incurred within the fiscal year. The subdivision contingency is anticipated to be \$3,000.00.

Maintenance – Environmental (District-wide)

Aquatic Weed Control and Maintenance for Canals: The community canals require aquatic weed control (herbicide applications and mechanical cleaning) and mowing, as well as any unscheduled or emergency repairs to the community canals.

- Aquatic weed control of the canals provided by Ecor Industries on a quarterly basis at a fee of \$1,075.00 per quarter, or \$4,300.00 annually.
- Quarterly mowing of the community canal in Strom Park provided by Tropic-Care of Florida at a fee of \$2,700.00 per quarter, or \$10,800.00 annually.
- Quarterly mowing of the Adelaide north canal provided by Tropic-Care of Florida at a fee of \$2,600.00 per quarter, or \$10,400.00 annually.
- Canal maintenance provided by A. Duda & Sons in the estimated amount of \$98,268.00.
- Contingency of \$2,500.00 for erosion, emergency repairs, and other mowing as needed.
- TOTAL: \$126,268.00

Monitoring and Miscellaneous Work by Ecologist: The District's Ecologist will perform the first annual monitoring event, and compile/submit a monitoring report to the U.S. Army Corps of Engineers for Viera Wilderness Park (VWP) Stage 2 mitigation area, and perform various inspections of Villages 1 and 2 PCT management areas, and other miscellaneous work at an estimated cost of \$10,000.00.

VIERA STEWARDSHIP DISTRICT

General Fund Budget

Proposed Budget for Fiscal Year 2021

Wetland/Habitat Maintenance in Viera Wilderness Park (VWP), Stage 1: Maintenance of the Viera Wilderness Park is prescribed in the Annual Utilization Program (AUP) and consists of the following:

- Targeted spraying in the conservation district at a cost of \$6,000.00.
- TOTAL: \$6,000.00

Wetland/Habitat Maintenance in Viera Wilderness Park (VWP), Stage 2: Maintenance of the Viera Wilderness Park is prescribed in the Annual Utilization Program (AUP) and consists of the following items:

- Mechanical removal of Brazilian pepper in VWP Stage 2 (rural district and conservation district) at a cost of \$2,500.00 per week for 30 weeks, or \$75,000.00.
- Mowing/mulching and tractor spraying for cogon grass in the conservation district and the rural district at a cost of \$4,500.00 for two weeks, or \$9,000.00.
- Targeted spraying in the fall with a ground crew of mitigation areas in the conservation district at a cost of \$16,000.00.
- TOTAL: \$100,000.00

Maintenance of Burrowing Owl Preserve and Bald Eagle Conservation Easement: The District anticipates having to maintain this preserve area for the following items:

- Maintenance of burrowing owl preserve (222 acres) at a cost of \$4,500.00.
- Annual monitoring and reporting by the environmental professional at a cost of \$5,000.00.
- TOTAL: \$9,500.00

District-wide Contingency: This category includes any unforeseen maintenance or expenses within the District not listed above that may be incurred within the fiscal year. District-wide contingency is anticipated to be \$4,000.00.

Fiscal Year 2021 Revenue and Assessment Summary

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less discounts					-\$15,721.29
plus interest income					\$400.00
plus other financing sources					\$40,423.87
plus transfer in fund balance					\$81,020.30
Total anticipated revenue					\$610,695.25

Note 1: Undeveloped Acreage does not include Stage 1 of the Viera Wilderness Park or other areas that are undevelopable.

Note 2: Undeveloped Acreage is an estimate based on total acres in the VSD less platted and undevelopable acres.