

Eastlake Oaks Community Development District

Severn Trent Services, Management Services Division

210 North University Drive, Suite 702, Coral Springs, Florida 33071

Telephone: (954) 753-5841 • Fax: (954) 345-1292

Via Federal Express

June 10, 2016

Mr. Mark Woodard
Pinellas County Administrator
315 Court Street
Clearwater, Florida 33756

RE: Proposed Operating Budget for Fiscal Year 2017

Dear Mr. Woodard:

In accordance with Chapter 190.008(2)(b) of the Florida Statutes, the District is required to 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 at least sixty (60) days prior to the Public Hearing.

The District's Public Hearing is scheduled as follows:

Date: Thursday, August 11, 2016
Time: 6:00 p.m.
Place: Holiday Inn Express
3990 Tampa Road
Oldsmar, FL

I am pleased to enclose the District's Proposed Operating Budget for Fiscal Year 2017 and request you post it to the County's website under Special Districts as required by Statute. If you have any questions or comments please feel free to contact me directly at 954-753-5841.

Sincerely,

Andrew Mendenhall, PMP

Andrew Mendenhall, PMP
District Manager

Enclosure

cc: District Files (agency)

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EASTLAKE OAKS
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2017

Version 1 - Approved Tentative Budget
(Approved 6/9/2016)

Prepared by:



EASTLAKE OAKS

Community Development District

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Eastlake Oaks
Community Development District

Operating Budget
Fiscal Year 2017

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	BUDGET FY 2016	THRU APR-16	MAY SEP-16	PROJECTED FY 2016	BUDGET FY 2017
REVENUES						
Interest - Investments	\$ 747	\$ 500	\$ 375	\$ 268	\$ 643	\$ 500
Net Incr (Decr) In FMV-Invest	7	-	-	-	-	-
Special Assmnts- Tax Collector	219,200	217,080	215,593	1,487	217,080	217,080
Special Assmnts- CDD Collected	761	754	-	754	754	754
Special Assmnts- Discounts	(7,861)	(8,713)	(7,912)	-	(7,912)	(8,713)
Other Miscellaneous Revenues	1,960	-	806	-	806	-
Pool Access Key Fee	5,775	500	125	89	214	300
TOTAL REVENUES	220,589	210,121	208,987	2,598	211,585	209,921
EXPENDITURES						
<i>Administrative</i>						
P/R-Board of Supervisors	5,600	7,000	4,000	2,000	6,000	7,000
FICA Taxes	428	536	306	153	459	536
Unemployment Compensation	-	-	106	-	106	-
ProfServ-Dissemination Agent	-	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	1,101	1,500	-	1,000	1,000	1,000
ProfServ-Legal Services	4,076	3,000	668	1,000	1,668	3,000
ProfServ-Mgmt Consulting Serv	48,008	48,008	28,005	20,003	48,008	49,449
ProfServ-Special Assessment	3,881	3,881	3,881	-	3,881	3,997
ProfServ-Trustee Fees	4,007	4,370	2,530	1,840	4,370	4,370
Auditing Services	4,350	4,350	4,350	-	4,350	4,350
Postage and Freight	364	500	190	136	326	500
Rental - Meeting Room	-	450	-	-	-	-
Insurance - General Liability	4,907	5,643	5,058	-	5,058	5,564
Printing and Binding	2,235	2,500	463	331	794	2,500
Legal Advertising	2,121	1,000	-	2,000	2,000	2,000
Miscellaneous Services	1,587	1,540	2,086	1,000	3,086	3,000
Misc-Assessmnt Collection Cost	2,957	4,342	4,194	45	4,239	4,342
Office Supplies	-	200	-	200	200	200
Annual District Filing Fee	175	175	175	-	175	175
Total Administrative	85,797	89,995	56,012	30,708	86,720	92,983
<i>Field</i>						
Contracts-Lake and Wetland	6,924	7,644	3,462	2,885	6,347	6,924
Contracts-Landscape	34,125	33,300	19,425	13,875	33,300	33,300
Contracts-Pools	8,546	8,340	4,865	3,475	8,340	8,340
Contracts-Cleaning Services	2,148	2,100	1,296	875	2,171	2,100
Electricity - Streetlighting	17,907	18,000	10,271	7,336	17,607	18,000
Utility - Water	3,846	5,000	3,056	2,183	5,239	5,500
R&M-Renewal and Replacement	-	1,500	-	-	-	-
R&M-Irrigation	1,040	5,000	-	1,000	1,000	5,000
R&M-Ponds	-	1,800	-	-	-	-
R&M-Pools	2,698	1,500	473	500	973	1,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	BUDGET FY 2016	THRU APR-16	MAY SEP-16	PROJECTED FY 2016	BUDGET FY 2017
Misc-Contingency	26,811	35,942	19,084	13,631	32,715	36,774
Capital Outlay	19,563	-	-	-	-	-
Total Field	123,608	120,126	61,932	45,761	107,693	116,938
TOTAL EXPENDITURES	209,405	210,121	117,944	76,468	194,412	209,921
Excess (deficiency) of revenues						
Over (under) expenditures	11,184	-	91,043	(73,870)	17,173	-
Net change in fund balance	11,184	-	91,043	(73,870)	17,173	-
FUND BALANCE, BEGINNING	191,227	202,411	202,411	-	202,411	219,584
FUND BALANCE, ENDING	\$ 202,411	\$ 202,411	\$ 293,454	\$ (73,870)	\$ 219,584	\$ 219,584

Budget Narrative
Fiscal Year 2017**REVENUES****Interest - Investments**

The District earns interest on its operating and investment accounts.

Special Assessments - Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessment - District Collected

The District will collect a Non- Ad Valorem assessment on all the un-platted parcels within the District in support of the overall fiscal year budget.

Special Assessments - Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non - Ad Valorem assessments.

Pool Access Key Fee

Revenue from the pool access keys.

EXPENDITURES**Administrative****P/R - Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all six of the meetings.

FICA Taxes

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2 - 12(b) - (5), which relates additional reporting requirements for unrelated bond issues and is performed by Prager and Sealy. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services - Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services - Legal Services

The District's Attorney, Buchanan Ingersoll & Rooney PC, provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Budget Narrative
Fiscal Year 2017**EXPENDITURES****Administrative** (continued)**Professional Services - Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Professional Services - Special Assessment

The District will be billed annually for calculating and levying the annual operating and maintenance, and debt service assessments, as provided by Severn Trent Management Services.

Professional Services - Trustee

The District pays US Bank an annual fee for trustee services on the Series 2008 Bond.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance - General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust. The budgeted amount allows for a projected increase in the premium due to market uncertainty.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This includes monthly bank charges and any other miscellaneous expenses that may be incurred during the year.

Miscellaneous - Assessment Collection Costs

The District reimburses the Pinellas County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The fiscal year budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative
Fiscal Year 2017**EXPENDITURES****Administrative** (continued)**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

Field**Contracts - Lake and Wetland**

Scheduled maintenance consists of monthly inspections and treatment of aquatic weeds and algae within CDD water ponds.

Contracts - Landscape

The District currently has a contract with Landscape Maintenance Professional, Inc. to maintain the landscaping, edging, pruning, and fertilization of the common areas within the District. The amount is based on proposed contract amounts and prior year's costs.

Contracts - Pools

Scheduled maintenance consists of monthly inspections and treatment of pool within CDD. The District change the contract with Pip's Pool Service for a monthly fee of \$595.

Contracts - Cleaning Services

Scheduled maintenance consists of 12 times per year. Cleaning services provided for the District's common areas. The District has currently a contract Prestige Janitorial Service for a monthly fee of \$175.

Electricity - Street lighting

The District will incur electrical usage of streetlights within the District.

Utility - Water

The District currently has utility accounts with the City of Oldsmar. Usage consists of water, sewer and reclaimed water services.

R&M - Irrigation

Unscheduled maintenance to irrigation system which includes; inspections, adjustments to controller and irrigation heads, minor system repairs and replacement of system components and purchase of irrigation supplies.

R&M - Pools

This includes any repairs and maintenance that may be incurred during the year by the District.

Field (continued)**Miscellaneous - Contingency**

This contingency represents the potential excess of unscheduled maintenance expenses not included in budget categories or not anticipated in specific line items.

Budget Narrative
Fiscal Year 2017

OTHER FINANCING SOURCES (USES)

Operating Transfers - Out

Transfer from the General Fund to Debt Service Fund to cover the annual payment for the line of credit and bonds.

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2017	\$ 219,584
Net Change in Fund Balance - Fiscal Year 2017	-
Reserves - Fiscal Year 2017 Additions	-
Total Funds Available (Estimated) - 9/30/2017	219,584

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	52,480 ⁽¹⁾
Reserves - Ponds	28,830
Reserves - Recreation Facilities	28,330
Subtotal	<u>109,640</u>
Total Allocation of Available Funds	109,640

Total Unassigned (undesignated) Cash \$ 109,944

Notes

(1) Represents approximately 3 months of operating expenditures

Eastlake Oaks
Community Development District

Debt Service Budget
Fiscal Year 2017

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	BUDGET FY 2016	THRU APR-16	MAY- SEP-16	PROJECTED FY 2016	BUDGET FY 2017
REVENUES						
Interest - Investments	\$ 20	\$ 20	\$ 31	\$ 22	\$ 53	\$ 20
Special Assmnts- Tax Collector	135,828	135,828	134,431	1,397	135,828	135,828
Special Assmnts- Discounts	(4,886)	(5,433)	(4,934)	-	(4,934)	(5,433)
TOTAL REVENUES	130,962	130,415	129,528	1,419	130,947	130,415
EXPENDITURES						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	1,764	2,717	2,590	28	2,618	2,717
Total Administrative	1,764	2,717	2,590	28	2,618	2,717
<i>Debt Service</i>						
Principal Debt Retirement	115,000	120,000	-	120,000	120,000	120,000
Principal Line of Credit/Note	-	9,671	-	-	-	9,671
Interest Expense	14,733	9,960	4,980	4,980	9,960	4,980
Total Debt Service	129,733	139,631	4,980	124,980	129,960	134,651
TOTAL EXPENDITURES	131,497	142,348	7,570	125,008	132,578	137,368
Excess (deficiency) of revenues Over (under) expenditures	(535)	(11,933)	121,958	(123,589)	(1,631)	(6,953)
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	-	(11,933)	-	-	-	(6,953)
TOTAL OTHER SOURCES (USES)	-	(11,933)	-	-	-	(6,953)
Net change in fund balance	(535)	(11,933)	121,958	(123,589)	(1,631)	(6,953)
FUND BALANCE, BEGINNING	13,637	13,102	13,102	-	13,102	11,471
FUND BALANCE, ENDING	\$ 13,102	\$ 1,169	\$ 135,060	\$ (123,589)	\$ 11,471	\$ 4,518

EASTLAKE OAKS

Community Development District

Series 2008 Debt Service Fund

AMORTIZATION SCHEDULE

Period Ending	Outstanding	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/1/2016	120,000		4.15%	2,490	2,490	
5/1/2017	120,000	120,000	4.15%	2,490	122,490	124,980
		\$ 120,000		\$ 4,980	\$ 124,980	\$ 124,980

EASTLAKE OAKSCommunity Development District

AMORTIZATION SCHEDULE
NOTES PAYABLE

DATE	PAYMENT	BALANCE
		\$156,500.00
4/1/1999	\$7,500.27	\$148,999.73
4/1/2000	\$4,068.85	\$144,930.88
5/1/2001	\$4,770.57	\$140,160.31
5/1/2002	\$6,793.31	\$133,367.00
5/1/2003	\$15,479.00	\$117,888.00
5/1/2004	\$6,000.00	\$111,888.00
5/1/2005	\$6,000.00	\$105,888.00
5/1/2006	\$6,500.00	\$99,388.00
5/1/2007	\$7,000.00	\$92,388.00
5/1/2008	\$7,500.00	\$84,888.00
5/1/2009	\$8,000.00	\$76,888.00
5/1/2010	\$8,500.00	\$68,388.00
5/1/2011	\$9,500.00	\$58,888.00
5/1/2012	\$10,000.00	\$48,888.00
5/1/2013	\$10,500.00	\$38,388.00
5/1/2014	\$11,500.00	\$26,888.00
5/1/2015	\$12,500.00	\$14,388.00
5/1/2016	\$9,671.00	\$4,717.00

Budget Narrative
Fiscal Year 2017**REVENUES****Interest - Investments**

The District earns interest income on their trust accounts with US Bank.

Special Assessments - Tax Collector

The District will levy a Non - Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

Special Assessments - Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non - Ad Valorem assessments.

EXPENDITURES**Administrative****Miscellaneous - Assessment Collection Cost**

The District reimburses the Pinellas County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The FY2017 budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt service.

Principal Line of Credit/Note

The District pays an annual note payment in order to pay down/retire Line of Credit.

Interest Expense

The District pays interest expense on the debt service bonds twice a year.

OTHER FINANCING SOURCES (USES)**Interfund Transfer - In**

Transfer from the General Fund to Debt Service Fund to cover the annual payment for the line of credit and bonds.

Eastlake Oaks

Community Development District

Supporting Budget Schedule

Fiscal Year 2017

EASTLAKE OAKS

Community Development District

All Funds

**Comparison of Assessment Rates
Fiscal Year 2017 vs. Fiscal Year 2016**

General Fund			Debt Service			Total Assessments per Unit			Units
FY 2017	FY 2016	Percent Change	FY 2017	FY 2016	Percent Change	FY 2017	FY 2016	Percent Change	
\$753.75	\$753.75	0.0%	\$481.66	\$481.66	0%	\$1,235.41	\$1,235.41	0.0%	289
									289