

***STONEBRIER  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Board Package***

***Special Meeting***

***Tuesday  
August 9, 2016  
8:00 a.m.***

***At the: Offices of  
Avid Management  
2906 Busch Lake Blvd.  
Tampa, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

Stonebrier

## Community Development District

Development Planning and Financing Group

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[X] 1060 Maitland Center Commons, Suite 340  
Maitland, Florida 32751  
949-388-9269

[ ] 15310 Amberly Drive, Suite 175  
Tampa, Florida 33647  
813-374-9105

July 28, 2016

Board of Supervisors  
**Stonebrier Community  
Development District**

Dear Board Members:

The Special Meeting of the Board of Supervisors of the Stonebrier CDD is scheduled for **Tuesday, August 9, 2016 at 8:00 a.m.** at the offices of **Avid Management, 2906 Busch Lake Boulevard, Tampa, Florida 33619.**

*The advanced copy of the agenda for the meeting is attached, along with associated documentation for your consideration. Any additional support material will be forward to you under separate cover or distributed at the meeting.*

The balance of the agenda is routine in nature and staff will present their reports at the meeting. In the meantime if you have any questions, please contact me.

Sincerely,

*Patricia Comings-Thibault*

Patricia Comings-Thibault  
District Manager

Enclosure

Cc: District Attorney  
District Engineer  
District Records  
Developer

District: STONEBRIER COMMUNITY DEVELOPMENT DISTRICT  
Date of Meeting: Tuesday August 9, 2016  
Time: 8:00 a.m.  
Location: Avid Management  
2906 Busch Lake Blvd.  
Tampa, Florida

Dial-in Number: 712-775-7031  
Guest Access Code: 109-516-380

## **AGENDA**

### **I. Roll Call**

### **II. Audience Comments**

### **III. Regular Agenda**

- A. Review and Discussion of the 2016-2017 Proposed Budget Exhibit 1
- B. PowerPoint Presentation 2016-2017 Proposed Budget Exhibit 2

### **IV. Staff Reports**

- A. Manager
- B. Attorney
- C. Engineer

### **V. Adjournment**

# EXHIBIT 1

**STATEMENT 1  
STONEBRIER CDD  
PROPOSED BUDGET FOR FY 2017  
GENERAL FUND (O&M)**

	<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 ADOPTED</b>	<b>FY 2016 YTD - MARCH</b>	<b>FY 2017 PROPOSED</b>	<b>VARIANCE 2016 TO 2017</b>
<b>I. REVENUE</b>						
SPECIAL ASSESSMENTS ON-ROLL (Gross)	\$ 378,005	\$ 351,777	\$ 426,757	\$ 388,630	\$ 425,294	\$ (1,463)
SPECIAL ASSESSMENTS OFF-ROLL-Developer (Net)	-	-	-	-	-	-
SPECIAL ASSESSMENTS FOR RESERVES	-	14,525	-	-	-	-
CONTINGENCY CARRYFORWARD (FY 2009 - FY 2014)	-	93,797	-	-	-	-
INTEREST	103	-	900	289	-	(900)
MISCELLANEOUS	-	4,120	-	-	-	-
FUND BALANCE FORWARD	-	710	123,599	-	112,389	(11,210)
DISCOUNTS	-	-	(17,782)	-	-	17,782
<b>TOTAL REVENUE</b>	<b>378,108</b>	<b>464,929</b>	<b>533,474</b>	<b>388,919</b>	<b>537,683</b>	<b>4,209</b>
<b>II. EXPENDITURES</b>						
<b>ADMINISTRATIVE</b>						
SUPERVISOR COMPENSATION	3,200	8,600	12,000	5,600	12,000	-
PAYROLL TAXES	264	710	918	428	918	-
PAYROLL SERVICES	1,217	808	809	394	650	(159)
MANAGEMENT CONSULTING SERVICES	30,000	30,000	31,375	15,687	31,375	-
GENERAL ADMINISTRATIVE	3,600	3,600	3,765	1,883	3,765	-
GENERAL MASS MAILING	756	-	-	288	-	-
AUDITING	3,500	3,600	3,700	3,700	5,500	1,800
ASSESSMENT ADMINISTRATION	6,500	6,500	6,800	6,800	6,800	-
COUNTY ASSESSMENT COLLECTION FEES - 4%	-	-	17,782	-	-	(17,782)
MISCELLANEOUS (Bank Service Fees & Reserve Study)	-	1,555	600	24	250	(350)
REGULATORY AND PERMIT FEES	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	865	759	1,000	159	850	(150)
ENGINEERING SERVICES	1,100	1,198	2,500	7,597	7,500	5,000
LEGAL SERVICES	35,029	31,461	15,000	12,246	20,000	5,000
WEBSITE DEVELOPMENT AND HOSTING	-	-	1,300	759	1,680	380
INSURANCE	5,665	5,665	6,373	5,665	6,232	(141)
MISCELLANEOUS SERVICES	-	-	-	96	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>91,871</b>	<b>94,631</b>	<b>104,097</b>	<b>61,501</b>	<b>97,695</b>	<b>(6,402)</b>
<b>DEBT SERVICE ADMINISTRATION</b>						
TRUSTEE FEES	3,180	3,717	3,718	3,717	3,718	-
DISSEMINATION AGENT	1,500	1,500	1,500	-	1,500	-
ARBITRAGE	1,000	500	500	-	500	-
TRUST FUND ACCOUNTING	3,500	3,500	3,660	1,830	3,660	-
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>9,180</b>	<b>9,217</b>	<b>9,378</b>	<b>5,547</b>	<b>9,378</b>	<b>-</b>
<b>FIELD OPERATIONS</b>						
PROPERTY TAXES (Streetlights)	14,490	14,490	15,000	14,490	15,000	-
ENTRY & WALLS MAINTENANCE	-	300	3,500	-	3,500	-
ELECTRICITY- (IRRIGATION SYSTEM)	8,748	7,572	13,800	2,738	12,500	(1,300)
POND & LAKE MAINTENANCE	18,816	18,718	19,000	8,508	20,016	1,016
MITIGATION MONITORING	1,915	2,300	2,200	-	2,200	-
MITIGATION MAINTENANCE	3,300	3,300	5,200	-	5,200	-
LANDSCAPE MAINTENANCE	139,080	155,838	186,717	82,109	189,208	2,491
LANDSCAPE REPLENISHMENT	13,926	39,545	20,000	6,093	20,000	-
LANDSCAPE IRRIGATION	709	5,507	4,000	6,074	4,000	-
MISC REPAIRS & PRESSURE WASHING	1,100	16,955	7,000	675	12,908	5,908
SIGNAGE	-	1,446	-	-	-	-
CAPITAL PROJECTS	-	4,809	50,000	9,700	50,000	-
MISC FIELD EXPENSE	-	-	-	1,188	-	-
SPECIAL EVENTS	-	-	-	1,299	-	-
CONTINGENCY	-	-	2,299	-	2,512	213
<b>TOTAL FIELD OPERATIONS</b>	<b>202,084</b>	<b>270,780</b>	<b>328,716</b>	<b>132,874</b>	<b>337,044</b>	<b>8,328</b>
<b>RENEWAL &amp; REPLACEMENT RESERVE</b>	<b>-</b>	<b>74,531</b>	<b>91,283</b>	<b>-</b>	<b>93,566</b>	<b>2,283</b>
<b>TOTAL EXPENDITURES</b>	<b>303,135</b>	<b>449,159</b>	<b>533,474</b>	<b>199,922</b>	<b>537,683</b>	<b>4,209</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>74,973</b>	<b>15,770</b>	<b>-</b>	<b>188,997</b>	<b>-</b>	<b>(0)</b>
FUND BALANCE - BEGINNING	452,234	527,207	408,928	509,186	509,186	100,258
Increase in Reserve for Renewal & Replacement	-	74,531	91,283	-	93,566	2,283
Decrease Contingency CarryForward/Fund Balance Forward	-	(93,797)	(123,599)	-	(112,389)	11,210
FB APPROPRIATED - RESERVE & REPLACEMENT	-	(14,525)	-	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 527,207</b>	<b>\$ 509,186</b>	<b>\$ 376,612</b>	<b>\$ 698,183</b>	<b>\$ 490,363</b>	<b>\$ 113,751</b>

<b>FUND BALANCE APPROPRIATION</b>	
One Quarter Operating Capital	\$ 84,261 (not inclusive of renewal & replace)
FY 2015 Reserve for Renewal & Replacement	74,531
FY 2016 Reserve for Renewal & Replacement	91,283
FY 2017 Reserve for Renewal & Replacement	93,566
Unassigned Fund Balance	146,722
	<u>\$ 490,363</u>

<b>SPECIAL ASSESSMENTS:</b>	
SPECIAL ASSESSMENTS - ON-ROLL	\$ 462,276
DISCOUNT	(18,491)
COLLECTION FEES	(18,491)
<b>NET ASSESSMENTS:</b>	<b>\$ 425,294</b>

**STATEMENT 2  
STONEBRIER CDD  
GENERAL FUND (O&M)  
Proposed FY 2017**

**1. O&M ASSESSMENT ALLOCATION - If "All" Assessments On-Roll.**

Table a - EXPENDITURES	Refer To	Net Amount	Less: Fund Balance Forward (FBF)	Total Assmt NET after FBF	Total ERU	Assmt NET / ERU
Administrative & Debt Service (less county collection) [A]	STMT 1	\$ 107,073	34,371	\$ 72,702	506.0	\$ 143.68
Field Operations + Reserves [B]	STMT 1	\$ 430,610	78,018	\$ 352,592	583.1	\$ 604.69
<b>Total Expenditures</b>		<b>\$ 537,683</b>	<b>112,389</b>	<b>\$ 425,294</b>		

Table b - Assessments for Administrative Expenditures		Lot Frontage				Total
Land Use Type		SF 50'	SF 60'	SF 65'	SF 75'	
ERU per unit	C	1.00	1.00	1.00	1.00	
Number of Units	D	278	37	129	62	506
Total ERUs	C*D=E	278	37	129	62	506
<b>Total Assessments - Admin (net)</b>	E*A=F	<b>\$ 39,943</b>	<b>\$ 5,316</b>	<b>\$ 18,535</b>	<b>\$ 8,908</b>	<b>\$ 72,702</b>
<b>Total Assessments / Unit</b>	F/D = H	<b>\$ 143.68</b>	<b>\$ 143.68</b>	<b>\$ 143.68</b>	<b>\$ 143.68</b>	

Table c - Assessments for Field Operations & Rsrsv Study Expenditures		SF 50'	SF 60'	SF 65'	SF 75'	Total
ERU per unit	C	1.00	1.20	1.30	1.50	
Number of Units	D	278	37	129	62	506
Total ERUs	C*D=E	278	44	168	93	583
<b>Assessment Per Unit-Field (net)</b>	E*B=F	<b>\$ 168,102</b>	<b>\$ 26,848</b>	<b>\$ 101,406</b>	<b>\$ 56,236</b>	<b>\$ 352,592</b>
<b>Total Assessments - Field (net)</b>	F/D = I	<b>\$ 604.69</b>	<b>\$ 725.63</b>	<b>\$ 786.10</b>	<b>\$ 907.03</b>	

Current Fiscal Year Assessment Allocation*(FY 2017)		SF 50'	SF 60'	SF 65'	SF 75'	Total
Total Assessment (NET)	G	\$ 208,046	\$ 32,164	\$ 119,940	\$ 65,144	<b>\$ 425,294</b>
Total Assessment (NET)/Unit	H+I	\$ 748	\$ 869	\$ 930	\$ 1,051	

**2. ADMINISTRATION AND FIELD OPERATIONS ASSESSMENTS**

Table d - On Roll Assmt: Platted Property							
Land Use (Lot Frontage)	Platted Units	Assmt NET / Unit	Plus: Cty Fees & Pmt Disc. / Unit	Gross Assmt / Unit	Total NET Assmt	Total Cty Fees & Pmt Disc.	Total GROSS Assmt
50'	278	\$ 748.37	\$ 65.08	\$ 813.45	\$ 208,046	\$ 18,092.24	\$ 226,137.76
60'	37	\$ 869.30	\$ 75.60	\$ 944.90	\$ 32,164	\$ 2,797.20	\$ 34,961.38
65'	129	\$ 929.77	\$ 80.85	\$ 1,010.62	\$ 119,940	\$ 10,429.65	\$ 130,370.07
75'	62	\$ 1,050.71	\$ 91.37	\$ 1,142.08	\$ 65,144	\$ 5,664.94	\$ 70,808.82
<b>Total/weigh. Avg.</b>	<b>506</b>				<b>\$ 425,294</b>	<b>\$ 36,984.03</b>	<b>\$ 462,278.03</b>

\* Any differences are due to rounding, which are inconsequential enough to be ignored in most cases.

Prior Fiscal Year Assessments Allocation* (FY 2016)		SF 50'	SF 60'	SF 65'	SF 75'	Total
Total Assessment (net)		\$ 192,073.00	\$ 29,613.00	\$ 110,305.00	\$ 59,801.00	<b>\$ 391,792</b>
Total Assessment (net)/Unit		\$ 691	\$ 800	\$ 855	\$ 965	

Net Change In Assessments (Current compared with Prior)*		SF 50'	SF 60'	SF 65'	SF 75'	Total
Total Assessments	Increase	\$ 15,970	\$ 2,551	\$ 9,630	\$ 5,343	<b>\$ 33,500</b>
\$ Change per unit	(Decrease)	\$ 57	\$ 69	\$ 75	\$ 86	

# EXHIBIT 2

# STONEBRIER COMMUNITY DEVELOPMENT DISTRICT



**PROPOSED OPERATING BUDGET  
OCTOBER 1, 2016 – SEPTEMBER 30, 2017**



# A YEAR IN REVIEW

1. Pressure Washing of the District owned curbs, monument and pillars to enrich the beauty of the District.
2. The purchase of District signage to be utilized by both the HOA and the District to improve communication.
3. Installation of Holiday Lighting and the enhancement of lighting at the front entrance
4. The repair and maintenance of the District owned water irrigation wells in order to advance sustainability
5. Various landscape enhancements and improvements have been completed or are in progress at the neighborhood entrance, roundabout and various village entrances.
6. Stormwater management and erosion control of various ponds
7. The District has been working closely with the master homeowner's association to update architectural review forms, exchange information, and othersie ensure that the two entities are working toward common goals.

# Stonebrier Community Development District

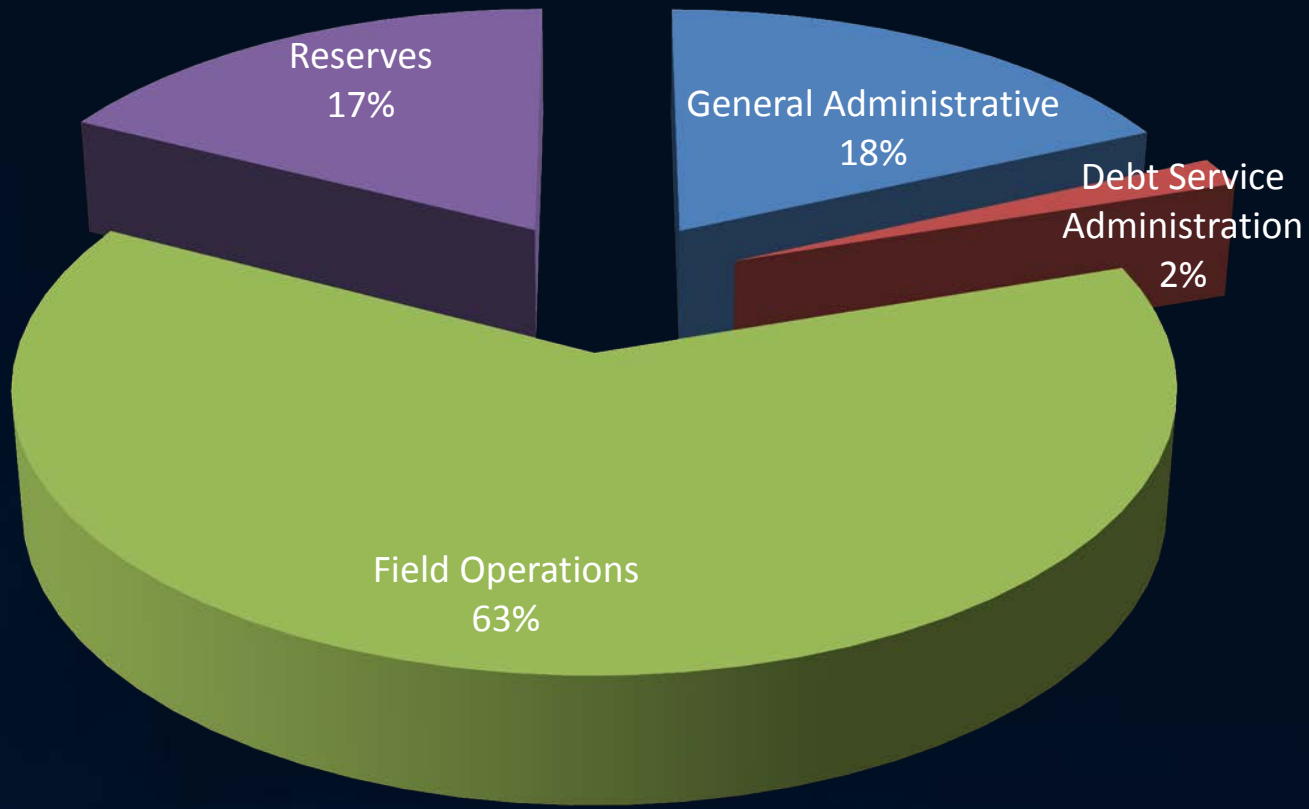
## **BOARD BUDGET DEVELOPMENT:**

1. Review of Actual Expenditures of Prior Fiscal Years
2. Review of Contracts and Service Level Provided
3. Consideration of Future Service Needs

2017 Expenditure Summary: \$537,683

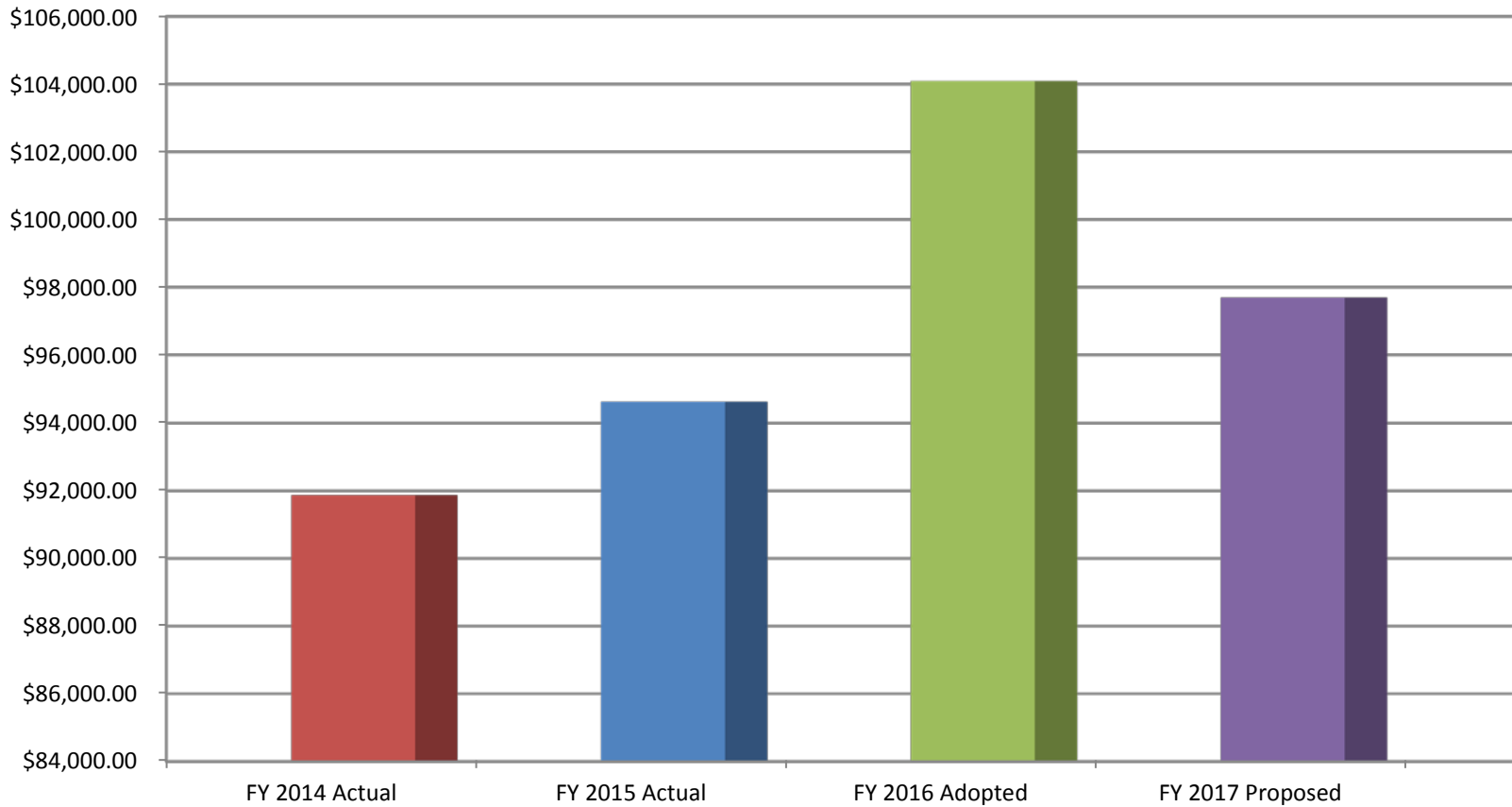
# STONEBRIER CDD

- 2017 Expenditure Summary: \$537,683



# STONEBRIER CDD

- Administrative: \$97,695



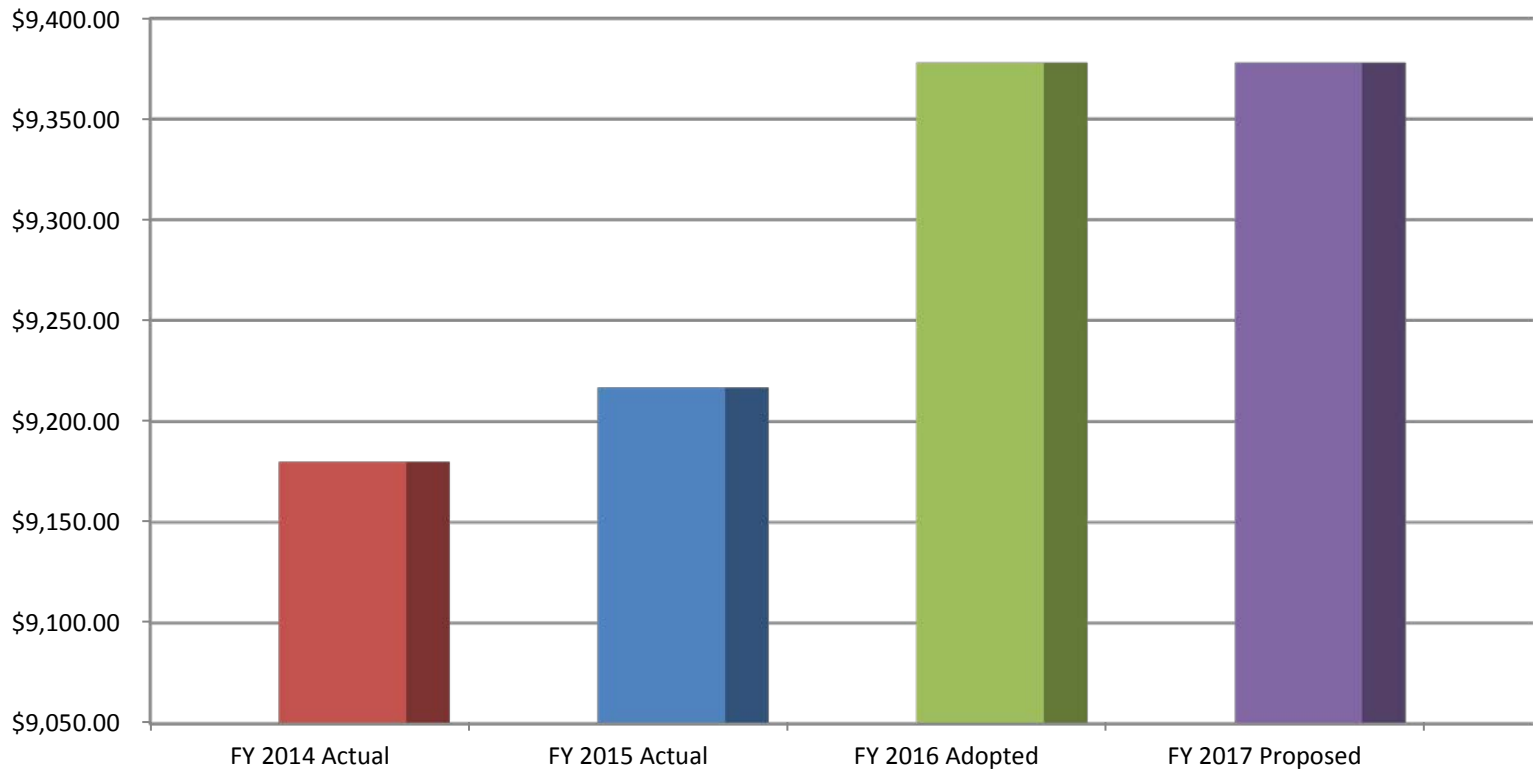
# STONEBRIER CDD

Administrative-18%: \$97,695

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	VARIANCE
	ACTUAL	ACTUAL	ADOPTED	YTD - MARCH	PROPOSED	2016 TO 2017
ADMINISTRATIVE						
SUPERVISOR COMPENSATION	3,200	8,600	12,000	5,600	12,000	-
PAYROLL TAXES	264	710	918	428	918	-
PAYROLL SERVICES	1,217	808	809	394	650	(159)
MANAGEMENT CONSULTING SERVICES	30,000	30,000	31,375	15,687	31,375	-
GENERAL ADMINISTRATIVE	3,600	3,600	3,765	1,883	3,765	-
GENERAL MASS MAILING	756	-	-	288	-	-
AUDITING	3,500	3,600	3,700	3,700	5,500	1,800
ASSESSMENT ADMINISTRATION	6,500	6,500	6,800	6,800	6,800	-
COUNTY ASSESSMENT COLLECTION FEES - 4%	-	-	17,782	-	-	(17,782)
MISCELLANEOUS (Bank Service Fees & Reserve Study)	-	1,555	600	24	250	(350)
REGULATORY AND PERMIT FEES	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	865	759	1,000	159	850	(150)
ENGINEERING SERVICES	1,100	1,198	2,500	7,597	7,500	5,000
LEGAL SERVICES	35,029	31,461	15,000	12,246	20,000	5,000
WEBSITE DEVELOPMENT AND HOSTING	-	-	1,300	759	1,680	380
INSURANCE	5,665	5,665	6,373	5,665	6,232	(141)
MISCELLANEOUS SERVICES	-	-	-	96	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>91,871</b>	<b>94,631</b>	<b>104,097</b>	<b>61,501</b>	<b>97,695</b>	<b>(6,402)</b>

# STONEBRIER CDD

- Debt Service Administration: \$9,378



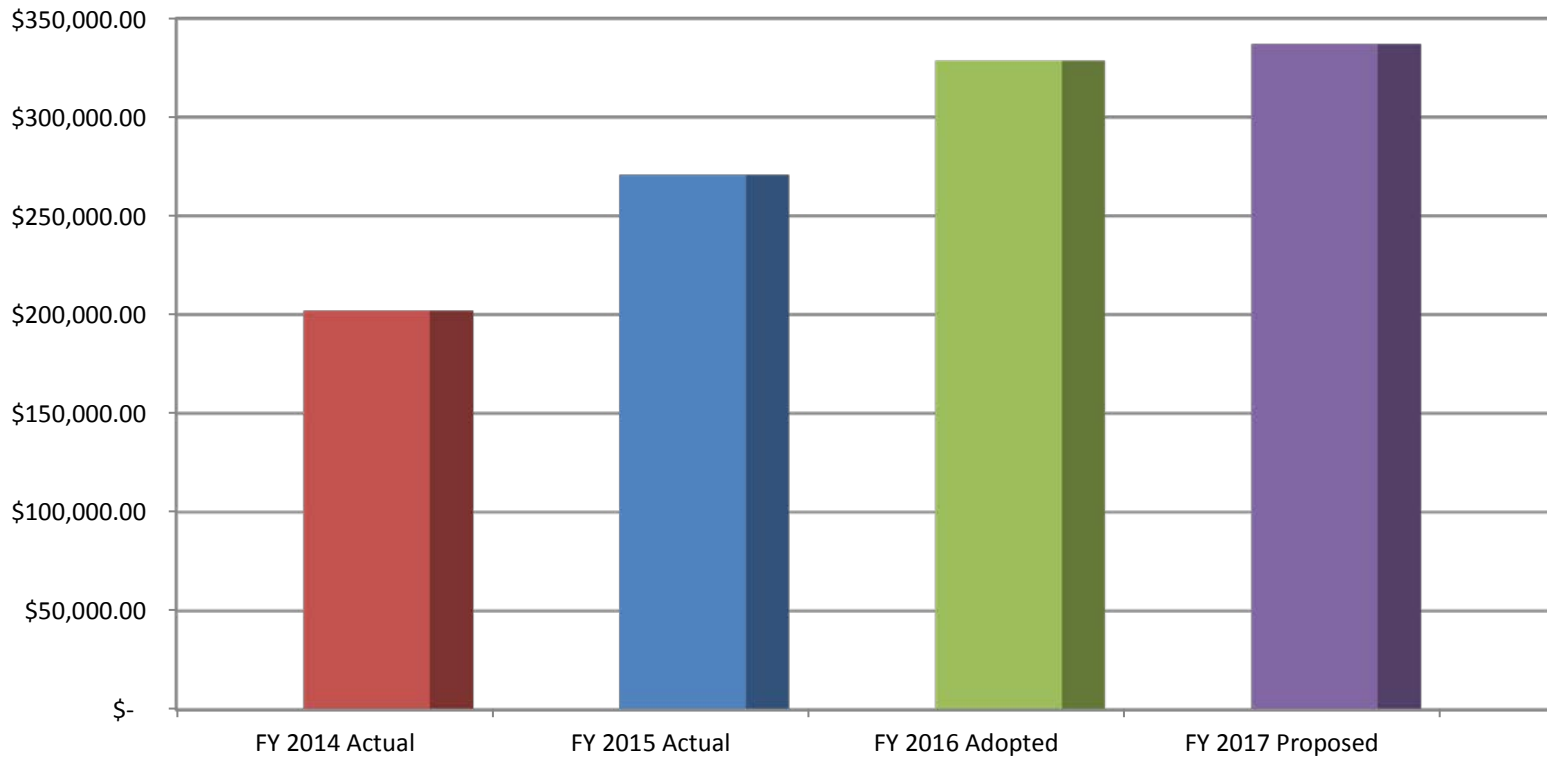
# STONEBRIER CDD

- Debt Service Administration-2%: \$9,378

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	VARIANCE
	ACTUAL	ACTUAL	ADOPTED	YTD - MARCH	PROPOSED	2016 TO 2017
<b>DEBT SERVICE ADMINISTRATION</b>						
TRUSTEE FEES	3,180	3,717	3,718	3,717	3,718	-
DISSEMINATION AGENT	1,500	1,500	1,500	-	1,500	-
ARBITRAGE	1,000	500	500	-	500	-
TRUST FUND ACCOUNTING	3,500	3,500	3,660	1,830	3,660	-
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>9,180</b>	<b>9,217</b>	<b>9,378</b>	<b>5,547</b>	<b>9,378</b>	<b>-</b>

# STONEBRIER CDD

- Field Operations: \$337,044





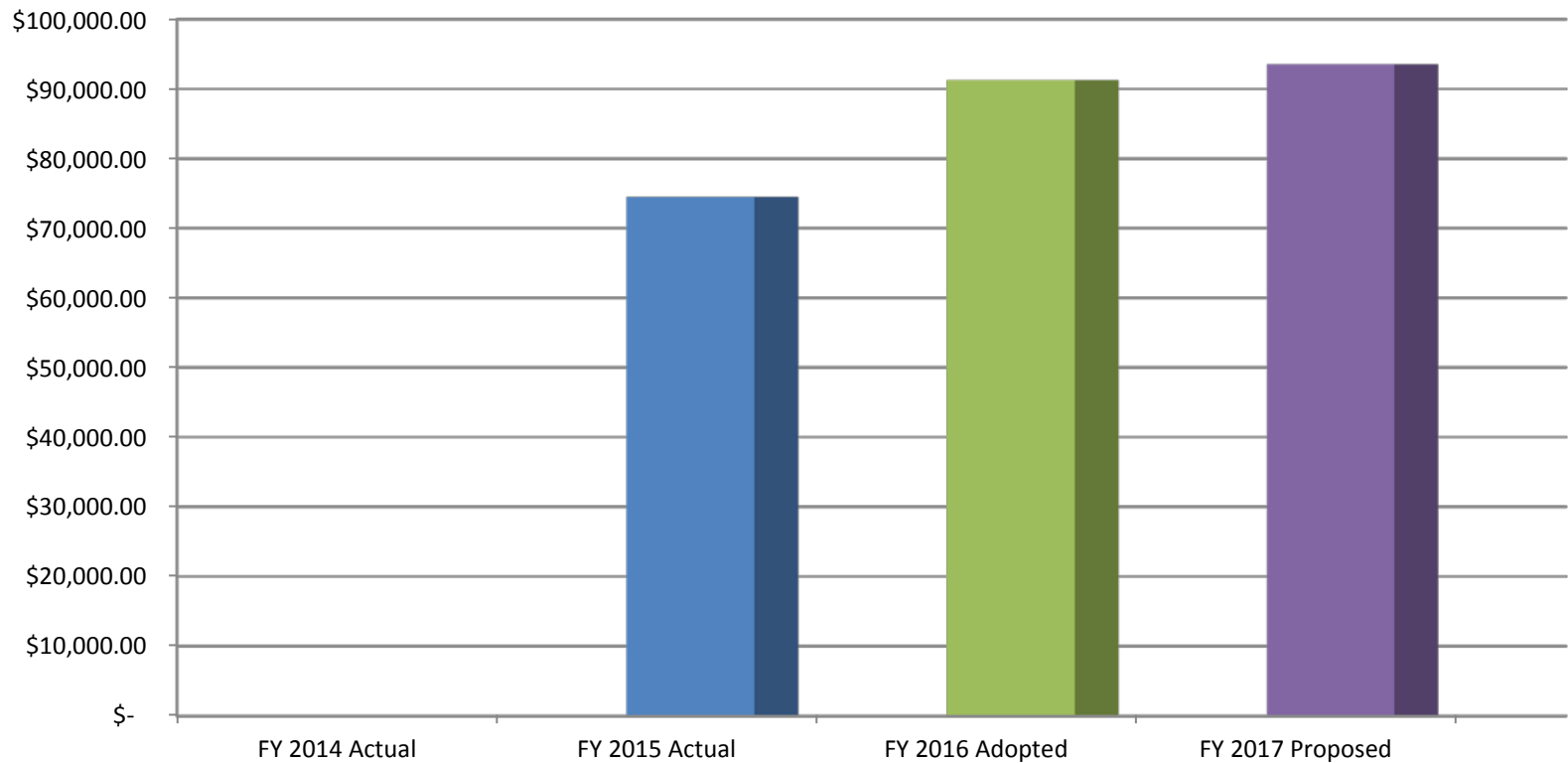
# STONEBRIER CDD

- Field Operations-63%: \$337,044

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	VARIANCE
	ACTUAL	ACTUAL	ADOPTED	YTD - MARCH	PROPOSED	2016 TO 2017
<b>FIELD OPERATIONS</b>						
PROPERTY TAXES (Streetlights)	14,490	14,490	15,000	14,490	15,000	-
ENTRY & WALLS MAINTENANCE	-	300	3,500	-	3,500	-
ELECTRICITY- (IRRIGATION SYSTEM)	8,748	7,572	13,800	2,738	12,500	(1,300)
POND & LAKE MAINTENANCE	18,816	18,718	19,000	8,508	20,016	1,016
MITIGATION MONITORING	1,915	2,300	2,200	-	2,200	-
MITIGATION MAINTENANCE	3,300	3,300	5,200	-	5,200	-
LANDSCAPE MAINTENANCE	139,080	155,838	186,717	82,109	189,208	2,491
LANDSCAPE REPLENISHMENT	13,926	39,545	20,000	6,093	20,000	-
LANDSCAPE IRRIGATION	709	5,507	4,000	6,074	4,000	-
MISC REPAIRS & PRESSURE WASHING	1,100	16,955	7,000	675	12,908	5,908
SIGNAGE	-	1,446	-	-	-	-
CAPITAL PROJECTS	-	4,809	50,000	9,700	50,000	-
MISC FIELD EXPENSE	-	-	-	1,188	-	-
SPECIAL EVENTS	-	-	-	1,299	-	-
CONTINGENCY	-	-	2,299	-	2,512	213
<b>TOTAL FIELD OPERATIONS</b>	<b>202,084</b>	<b>270,780</b>	<b>328,716</b>	<b>132,874</b>	<b>337,044</b>	<b>8,328</b>

# STONEBRIER CDD

- Reserves: \$93,556



# STONEBRIER CDD

- Reserves-17%: \$93,556

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	VARIANCE
	ACTUAL	ACTUAL	ADOPTED	YTD - MARCH	PROPOSED	2016 TO 2017
<b>RENEWAL &amp; REPLACEMENT RESERVE</b>	-	74,531	91,283	-	93,566	2,283

# STONEBRIER CDD

Net Change In Assessments (2017 compared with 2016)*			SF 50'	SF 60'	SF 65'	SF 75'	Total				
Total Assessments	Increase (Decrease)	\$	15,970	\$	2,551	\$	9,630	\$	5,343	\$	33,500
\$ Change per unit		\$	57	\$	69	\$	75	\$	86		
% change				8.30%		8.66%		8.73%		8.93%	

# STONEBRIER CDD

- QUESTIONS?



**Real Estate Consulting Services:**

Land Secured Public Financing  
School District  
Reimbursement and Credit  
Fiscal Impact  
Service Districts  
Municipal District Services  
Development Impact Fee  
Redevelopment District  
Affordable Housing Financing  
Other Public Financing  
Compliance  
Entitlement Analysis  
Cash Flow Feasibility Analysis

Disclosure Services  
Engineering Services  
Project Management Services  
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Property Tax Appeals  
CDD Management Services  
Look Back Diagnostic Review  
Lender Services  
Asset Management Services  
Portfolio Management Services  
Economic Impact  
Market Analysis

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San Juan Capistrano, CA 92675  
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**Sacramento, CA**

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F: (916) 480-0499

**Las Vegas, NV**

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F: (702) 629-5497

**Boise, ID**

950 West Bannock, 11th Floor  
Boise, ID 83702  
P: (208) 319-3576  
F: (208) 439-7339

**Phoenix, AZ**

3302 East Indian School Road  
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F: (602) 381-1203

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F: (512) 732-0297

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F: (321) 263-0136

**Tampa, FL**

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**Research Triangle, NC**

1340 Environ Way, Suite 328  
Chapel Hill, NC 27517  
P: (919) 321-0232  
F: (919) 869-2508

**Charleston, SC**

4000 S. Faber Place Drive, Suite 300  
N. Charleston, SC 29405  
P: (843) 277-0021  
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