



Rizzetta & Company

# **Tara Community Development District**

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**Budget Proposal Packet for Fiscal Year 2016/2017**

**Presented by: Rizzetta & Company, Inc.**

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**Professionals in Community Management**

**The following are enclosed in this Budget Proposal Packet:**

- Proposed General Fund Budget, Reserve Fund Budget & Debt Service Fund Budget worksheets for Fiscal Year 2016/2017.
- Assessment Charts for current Fiscal Year 2015/2016 and Assessment Charts for Fiscal Year 2016/2017 if budget were to be adopted as proposed.
- General Fund Budget & Debt Service Fund Account Category Descriptions for Fiscal Year 2016/2017.

**THE BUDGET PROPOSAL PACKET FOR FISCAL YEAR 2016/2017 IS SIMPLY A PROPOSED BUDGET AND PROPOSED LEVEL OF ASSESSMENTS WHICH ARE DONE AS PART OF THE BUDGET PROCESS. THESE ARE NOT FINAL AND SHOULD NOT BE CONSTRUED AS FINAL, UNTIL AFTER THE BOARD OF SUPERVISORS HAS HELD A PUBLIC HEARING ON THE BUDGET AND ADOPTED THE FINAL BUDGET AND LEVIED ASSESSMENTS.**



Rizzetta & Company

Professionals in Community Management

**Proposed Budget  
Tara Community Development District  
General Fund  
Fiscal Year 2016/2017**

	Chart of Accounts Classification	Actual YTD through 03/31/16	Projected Annual Totals 2015/2016	Annual Budget for 2015/2016	Projected Budget variance for 2015/2016	Budget for 2016/2017	Budget Increase (Decrease) vs 2015/2016	Comments
1								
2	<b>REVENUES</b>							
3								
4	Interest Earnings							
5	Interest Earnings	\$ 321	\$ 642	\$ -	\$ 642	\$ -	\$ -	
6	Special Assessments							
7	Tax Roll*	\$ 489,984	\$ 489,984	\$ 484,965	\$ 5,019	\$ 553,847	\$ 68,882	
8	Other Miscellaneous Revenues							
9	Event Rental	\$ 423	\$ 846	\$ 750	\$ 96	\$ 750	\$ -	
10	Miscellaneous Revenues	\$ 267	\$ 534	\$ 300	\$ 234	\$ 300	\$ -	
11								
12	<b>TOTAL REVENUES</b>	<b>\$ 490,995</b>	<b>\$ 492,006</b>	<b>\$ 486,015</b>	<b>\$ 5,991</b>	<b>\$ 554,897</b>	<b>\$ 68,882</b>	
13								
14	Balance Forward from Prior Year	\$ 87,885	\$ 87,885	\$ 87,885	\$ -	\$ -	\$ (87,885)	
15								
16	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 578,880</b>	<b>\$ 579,891</b>	<b>\$ 573,900</b>	<b>\$ 5,991</b>	<b>\$ 554,897</b>	<b>\$ (19,003)</b>	
17								
18	<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>							
19								
20	<b>EXPENDITURES - ADMINISTRATIVE</b>							
21								
22	Legislative							
23	Supervisor Fees	\$ 7,263	\$ 14,526	\$ 16,000	\$ 1,474	\$ 16,000	\$ -	
24	Financial & Administrative							
25	Administrative Services	\$ 1,800	\$ 3,600	\$ 3,600	\$ -	\$ 3,600	\$ -	
26	Agenda Books	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ 3,600	Agendas for 12 mtgs
27	District Management	\$ 10,141	\$ 19,697	\$ 19,697	\$ -	\$ 21,450	\$ 1,753	
28	District Engineer	\$ 6,620	\$ 13,240	\$ 8,500	\$ (4,740)	\$ 8,500	\$ -	
29	Disclosure Report	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
30	Trustees Fees	\$ 3,771	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
31	Special Engineering Services	\$ -	\$ -	\$ 11,500	\$ 11,500	\$ 6,000	\$ (5,500)	Non-budgeted item for FY16-17
32	Financial and Revenue Collections	\$ 7,358	\$ 10,000	\$ 10,000	\$ -	\$ 9,147	\$ (853)	
33	Accounting Services	\$ 7,350	\$ 15,000	\$ 15,000	\$ -	\$ 14,100	\$ (900)	
34	Auditing Services	\$ 4,100	\$ 4,100	\$ 4,000	\$ (100)	\$ 4,500	\$ 500	Need to do Audit RFP for FY16
35	Arbitrage Rebate Calculation	\$ -	\$ -	\$ 650	\$ 650	\$ 650	\$ -	
36	Public Officials Liability Insurance	\$ 2,350	\$ 2,350	\$ 2,600	\$ 250	\$ 2,600	\$ -	Current price plus 10%
37	Legal Advertising	\$ 178	\$ 356	\$ 1,500	\$ 1,144	\$ 750	\$ (750)	Reduced amount
38	Bank Fees	\$ 37	\$ 74	\$ 650	\$ 576	\$ 650	\$ -	
39	Dues, Licenses & Fees	\$ 259	\$ 518	\$ 650	\$ 132	\$ 650	\$ -	
40	Miscellaneous Mailings	\$ 2,036	\$ 4,072	\$ 5,000	\$ 928	\$ 5,000	\$ -	Newsletter writer/mailling
41	Website Hosting, Maintenance, Backup (and Email)	\$ 1,050	\$ 2,100	\$ -	\$ (2,100)	\$ 2,200	\$ 2,200	Email added for Field Mgr.
42	Legal Counsel							
43	District Counsel	\$ 14,421	\$ 28,842	\$ 16,000	\$ (12,842)	\$ 25,000	\$ 9,000	Continued need for Counsel
44	Special Legal Services							
45	Special Legal Counsel	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 10,000	\$ (10,000)	Non-budgeted item for FY16-17
46								
47	<b>Administrative Subtotal</b>	<b>\$ 69,734</b>	<b>\$ 123,475</b>	<b>\$ 140,347</b>	<b>\$ 16,872</b>	<b>\$ 139,397</b>	<b>\$ (950)</b>	
48								
49	<b>EXPENDITURES - FIELD OPERATIONS</b>							
50								
51	Electric Utility Services							
52	Utility Services	\$ 14,741	\$ 31,482	\$ 33,000	\$ 1,518	\$ 33,000	\$ -	Spent \$31,014 in FY14-15
53	Utility - Recreation Facilities	\$ 3,492	\$ 6,984	\$ 7,500	\$ 516	\$ 7,500	\$ -	Spent \$6925 in FY14-15
54	Gas Utility Services							
55	Utility Services	\$ 5,613	\$ 7,426	\$ 7,100	\$ (326)	\$ 7,500	\$ 400	Spent \$7500 in FY14-15
56	Water-Sewer Combination Services							
57	Utility Services	\$ 1,694	\$ 3,388	\$ 2,900	\$ (488)	\$ 3,000	\$ 100	Increase in water fees
58	Stormwater Control							
59	Fountain Service Repairs & Maintenance	\$ 637	\$ 1,274	\$ 500	\$ (774)	\$ 1,000	\$ 500	
60	Lake/Pond Bank Maintenance	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
61	Aquatic Maintenance	\$ 14,544	\$ 29,088	\$ 29,088	\$ -	\$ 30,000	\$ 912	Contract Price
62	Aquatic Enhancements	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ (20,000)	
63	Aquatic Plant Replacement/Removal	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
64	Stormwater System Maintenance	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	Routine maintenance items
65	Other Physical Environment							
66	Employee - Salaries	\$ 12,130	\$ 24,260	\$ 28,000	\$ 3,740	\$ 28,000	\$ -	Expenses lower due to FM out illness
67	Employee - P/R Taxes	\$ 928	\$ 1,700	\$ 1,700	\$ -	\$ 2,000	\$ 300	Anticipate add'l taxes
68	Employee - ADP Fees	\$ 1,219	\$ 2,438	\$ 2,600	\$ 162	\$ 2,600	\$ -	
69	General Liability/Property Insurance	\$ 7,968	\$ 7,968	\$ 10,500	\$ 2,532	\$ 9,200	\$ (1,300)	Current price plus 15%
70	Workers Compensation Insurance	\$ 1,559	\$ 1,559	\$ 2,500	\$ 941	\$ 3,600	\$ 1,100	Current price plus 15%
71	Entry & Fence Maintenance	\$ 237	\$ 474	\$ 1,500	\$ 1,026	\$ 1,500	\$ -	
72	Landscape Maintenance	\$ 68,925	\$ 137,850	\$ 119,200	\$ (18,650)	\$ 120,000	\$ 800	\$9,971.67 X 12months
73	Irrigation Maintenance	\$ 7,540	\$ 15,080	\$ 12,740	\$ (2,340)	\$ 13,800	\$ 1,060	
74	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
75	Tree Trimming & Removal Services	\$ 4,310	\$ 8,620	\$ 6,000	\$ (2,620)	\$ 6,000	\$ -	

**Proposed Budget  
Tara Community Development District  
General Fund  
Fiscal Year 2016/2017**

	Chart of Accounts Classification	Actual YTD through 03/31/16	Projected Annual Totals 2015/2016	Annual Budget for 2015/2016	Projected Budget variance for 2015/2016	Budget for 2016/2017	Budget Increase (Decrease) vs 2015/2016	Comments
112	Landscape - Mulch	\$ -	\$ -	\$ 22,950	\$ 22,950	\$ 16,800	\$ (6,150)	2 mulchings per year
113	Landscape Annuals	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 6,000	\$ 3,000	March/July/Oct.
118	Fire Ant Treatment/Fertilizer/Weed Control	\$ 3,761	\$ 7,522	\$ 11,425	\$ 3,903	\$ 8,000	\$ (3,425)	Reduced based on last years expenses
119	Special Events	\$ 51	\$ 102	\$ 500	\$ 398	\$ 500	\$ -	
120	Parks & Recreation							
121	Computer Support, Maintenance & Repair	\$ 30	\$ 60	\$ 1,000	\$ 940	\$ 1,000	\$ -	
122	Facility Supplies	\$ 78	\$ 156	\$ 1,000	\$ 844	\$ 1,000	\$ -	
123	Office Supplies	\$ 698	\$ 1,396	\$ 2,000	\$ 604	\$ 2,000	\$ -	
124	Pool Service Contract	\$ 2,700	\$ 5,400	\$ 5,400	\$ -	\$ 5,500	\$ 100	Val-Pak might affect chem prices
125	Pool Repairs	\$ 869	\$ 1,738	\$ 2,500	\$ 762	\$ 2,500	\$ -	
126	Facility A/C & Heating Maintenance & Repair	\$ -	\$ -	\$ 650	\$ 650	\$ 1,000	\$ 350	
127	Telephone Fax, Internet	\$ 1,480	\$ 2,960	\$ 2,800	\$ (160)	\$ 3,000	\$ 200	
128	Maintenance & Repair - Interior Clubhouse	\$ 608	\$ 1,216	\$ 3,500	\$ 2,284	\$ 3,000	\$ (500)	
129	Maintenance & Repairs - Exterior Clubhouse	\$ 2,202	\$ 4,404	\$ 2,500	\$ (1,904)	\$ 2,000	\$ (500)	
130	Clubhouse - Facility Janitorial Service	\$ 1,374	\$ 2,748	\$ 3,000	\$ 252	\$ 3,000	\$ -	
131	Tennis Court Maintenance & Supplies	\$ 348	\$ 696	\$ 1,000	\$ 304	\$ 1,000	\$ -	
132	Security System Monitoring & Maintenance	\$ 1,970	\$ 3,940	\$ 1,500	\$ (2,440)	\$ 4,000	\$ 2,500	
177	Furniture Repair/Replacement	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,000	\$ (500)	
198	Contingency							
200	Capital Outlay	\$ 38,558	\$ 77,116	\$ 60,000	\$ (17,116)	\$ 63,000	\$ 3,000	See Capital Improvement tab
201	Miscellaneous Contingency	\$ 3,800	\$ 7,600	\$ 15,000	\$ 7,400	\$ 15,000	\$ -	
202							\$ -	
203	Field Operations Subtotal	\$ 204,064	\$ 396,645	\$ 433,553	\$ 36,908	\$ 415,500	\$ (18,053)	
204								
205	Contingency for County TRIM Notices							
206								
207	<b>TOTAL EXPENDITURES</b>	\$ 273,798	\$ 520,120	\$ 573,900	\$ 53,780	\$ 554,897	\$ (19,003)	
208								
209	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	\$ 305,082	\$ 59,771	\$ -	\$ (47,789)	\$ -	\$ -	
210								

**Tara Budget  
Tara Community Development District  
Reserve Fund  
Fiscal Year 2016/2017**

	Chart of Accounts Classification	Actual YTD through 03/31/16	Projected Annual Totals 2015/2016	Annual Budget for 2015/2016	Projected Budget variance for 2015/2016	Budget for 2016/2017	Budget Increase (Decrease) vs 2015/2016	Comments
1								
2	<b>REVENUES</b>							
3	Interest Earnings	140	280	0	\$ 280	\$ -	\$ -	
4	Special Assessments							
5	Tax Roll*	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	\$ 16,300	\$ 300	
12								
13	<b>TOTAL REVENUES</b>	\$ 16,140	\$ 16,280	\$ 16,000	\$ 280	\$ 16,300	\$ 300	
14								
15	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16								
17	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	\$ 16,140	\$ 16,280	\$ 16,000	\$ 280	\$ 16,300	\$ 300	
18								
19	<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>							
20								
21	<b>EXPENDITURES</b>							
22								
23	Contingency							
24	Capital Reserves		\$ -	\$ -	\$ -	\$ -	\$ -	
26								
27	<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28								
29	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	\$ 16,140	\$ 16,280	\$ 16,000	\$ 280	\$ 16,300	\$ 300	
30								

**Capital Improvements**

Gardens	\$ 34,500.00
Sod tailfeather-linger lodge	\$ 12,900.00
Lot Park	\$ 4,500.00
Storeroom	\$ 11,000.00
	<u>\$ 62,900.00</u>

**Tara Community Development District  
Debt Service  
Fiscal Year 2016/2017**

Chart of Accounts Classification	Series 2012A-1	Series 2012A-2	Budget for 2016/2017
<b>REVENUES</b>			
Special Assessments			
Net Special Assessments <sup>(1)</sup>	\$156,027.32	\$51,660.93	\$207,688.25
<b>TOTAL REVENUES</b>	<b>\$ 156,027.32</b>	<b>\$ 51,660.93</b>	<b>\$ 207,688.25</b>
<b>EXPENDITURES</b>			
Administrative			
Financial & Administrative			
Bank Fees			\$ -
Debt Service Obligation	\$ 156,027.32	\$ 51,660.93	\$ 207,688.25
Administrative Subtotal	\$ 156,027.32	\$ 51,660.93	\$ 207,688.25
<b>TOTAL EXPENDITURES</b>	<b>\$ 156,027.32</b>	<b>\$ 51,660.93</b>	<b>\$ 207,688.25</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Manatee County Collection Costs and Early Payment Discounts:

7.0%

Gross assessments

\$ 223,320.70

**Notes:**

Tax Roll Collection Costs for Manatee County is 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.

**Tara Community Development District**

**FISCAL YEAR 2016/2017 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

2016/2017 O&M Budget	\$553,847.00
Manatee County 7% Collection Cost:	\$41,687.41
2016/2017 Total:	<u>\$595,534.41</u>

2015/2016 O&M Budget	\$500,965.00
2016/2017 O&M Budget	\$553,847.00
Total Difference:	<u>\$52,882.00</u>

	<b>PER UNIT ANNUAL ASSESSMENT</b>		<b>Proposed Increase / Decrease</b>	
	2015/2016	2016/2017	\$	%
Debt Service - Multi-Family	\$141.76	\$141.76	\$0.00	0.00%
Operations/Maintenance - Multi-Family	\$214.70	\$237.36	\$22.66	10.55%
<b>Total</b>	<b>\$356.46</b>	<b>\$379.12</b>	<b>\$22.66</b>	<b>6.36%</b>
Debt Service - Standard	\$175.11	\$175.11	\$0.00	0.00%
Operations/Maintenance - Standard	\$650.60	\$719.28	\$68.68	10.56%
<b>Total</b>	<b>\$825.71</b>	<b>\$894.39</b>	<b>\$68.68</b>	<b>8.32%</b>
Debt Service - Deluxe	\$216.80	\$216.80	\$0.00	0.00%
Operations/Maintenance - Deluxe	\$761.20	\$841.56	\$80.36	10.56%
<b>Total</b>	<b>\$978.00</b>	<b>\$1,058.36</b>	<b>\$80.36</b>	<b>8.22%</b>
Debt Service - Estates	\$266.83	\$266.83	\$0.00	0.00%
Operations/Maintenance - Estates	\$975.90	\$1,078.92	\$103.02	10.56%
<b>Total</b>	<b>\$1,242.73</b>	<b>\$1,345.75</b>	<b>\$103.02</b>	<b>8.29%</b>
Debt Service - Golf Club	\$46,450.12	\$46,450.12	\$0.00	0.00%
Operations/Maintenance - Golf Club	\$28,190.56	\$31,166.37	\$2,975.81	10.56%
<b>Total</b>	<b>\$74,640.68</b>	<b>\$77,616.49</b>	<b>\$2,975.81</b>	<b>3.99%</b>



TARA COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2016/2017 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET  
COLLECTION COSTS @ 7.0%  
TOTAL O&M ASSESSMENT

\$553,847.00  
\$41,887.41  
\$595,534.41

UNITS ASSESSED <sup>(1)</sup>

LOT SIZE	SERIES 2012	
	O&M	DEBT SERVICE <sup>(2)</sup>
Multi-Family	524	493
Standard	232	230
Deluxe	163	160
Estates	126	120
Golf Club	1	1
	<u>1046</u>	<u>1004</u>

LESS: Manatee County Collection Costs and Early Payment Discounts  
Net Revenue to be Collected

827.86  
\$595,534.41  
(\$41,887.41)  
\$553,847.00

TOTAL	SERIES 2012A-1		TOTAL
	DEBT SERVICE ASSESSMENT	DEBT SERVICE ASSESSMENT	
	\$52,504.50	\$17,393.18	
	\$30,256.50	\$10,018.80	
	\$26,058.20	\$8,628.80	
	\$24,055.20	\$7,984.40	
	\$34,895.91	\$11,554.21	
	<u>\$187,771.31</u>	<u>\$55,549.39</u>	
	<u>(\$11,743.89)</u>	<u>(\$3,888.46)</u>	
	<u>\$156,027.32</u>	<u>\$51,660.93</u>	

O&M	PER LOT ANNUAL ASSESSMENT			
	2012A-1		2012A-2	
	SERVICE <sup>(3)</sup>	SERVICE <sup>(3)</sup>	SERVICE <sup>(3)</sup>	TOTAL <sup>(4)</sup>
	\$237.36	\$108.50	\$35.26	\$379.12
	\$719.28	\$131.55	\$43.58	\$894.39
	\$841.56	\$162.87	\$53.93	\$1,058.36
	\$1,078.92	\$200.46	\$66.37	\$1,345.75
	<u>\$31,166.37</u>	<u>\$34,895.91</u>	<u>\$11,554.21</u>	<u>\$77,616.49</u>

(1) Reflects forty-two (42) Series 2012 prepayments.

(2) Reflects the number of total lots with Series 2012 debt outstanding.

(3) Annual debt service assessment per lot adopted in connection with the Series 2012A-1 and 2012A-2 bond issue. Annual assessment includes principal, interest, Manatee County collection costs and early

(4) Annual assessment that will appear on November 2016 Manatee County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

## **GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION**

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### **REVENUES:**

**Operations & Maintenance Assessments:** The District levies Non-Ad Valorem Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second is for lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Funding Agreement:** The District may enter into funding agreements to provide for a source of revenue for certain expenditures.

**Developer Contribution:** The District may, similar to a funding agreement, receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Facility Rental:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Interlocal Agreement:** The District may enter into interlocal agreements with other governmental entities to provide for revenue for certain expenditures.

**Miscellaneous:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

### **EXPENDITURES – ADMINISTRATIVE:**

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to day operation of District matters. These items include but are not limited to mailing and preparation of agenda packages, overnight deliveries, facsimiles and long distance phone calls. Also, each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8). Finally, this line item also includes a cost for the storage of all the District's official records, supplies and files.



**District Manager:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day administrative needs. The cost to maintain the minutes of all Board meetings, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Financial Consulting Services:** The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses. Also, additional financial consulting services include, but are not limited to responding to bondholder questions, prepayment analysis, long term pay-offs and true-up analysis. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** The District has contracted for maintenance of accounting records. These services include, but are not limited to accounts payable, accounts receivable and preparation of financial reports for the district. This also includes all preparations necessary for the fiscal year end audits to be done.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.



**Dues, Licenses & Subscriptions:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Development and Maintenance:** The District may incur fees as they relate to the development and ongoing maintenance of its own website.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

### **EXPENDITURES - FIELD OPERATIONS:**

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Electric Service-Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Gas-Recreation Facility:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage Collection-Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Water-Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Water-Recreation Facility:** The District may incur water and sewer charges for its recreation facilities

**Water-Pool:** The District may incur charges for water for its pool if metered separately.



**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the Districts boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Aquatic Contract:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Mitigation Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Lake/Pond Repair:** Expense related to repair and maintenance for inlet pipes, outfalls and weir structures for the storm water drainage system.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, that may or may not have been required by other governmental entities.

**Employee-Salaries:** The District may incur salary expenses for a field manager of site superintendent who oversees daily activity within the field operations of the District's facilities.

**Employee-P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee-Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Employee-Health Insurance:** Expenses related to providing health insurance coverage if the District elects to offer same.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Casualty Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch and irrigation repairs.

**Irrigation Repairs & Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Clock Maintenance Contract:** Expenses incurred for such things as entry clocks if they exist.



**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Miscellaneous Maintenance:** Expenses which may not fit into any defined category in this section of the budget.

**Employees-Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees P/R Taxes:** Expenses related to an employers portion of payroll taxes such as FICA, etc.

**Employee-Workers' Comp:** Expenses related to Workers' Comp Insurance

**Employees-Health Insurance:** Expenses related to health insurance coverage for employees if the District elects to over same.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Clubhouse Facility Maintenance:** The District may incur expenses to maintain its recreation facilities.

**Clubhouse Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Clubhouse Facility Landscaping:** The District may wish to budget separately for this item from its other landscaping needs.

**Clubhouse Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Clubhouse Facility Irrigation:** The District may wish to budget separately for this item from its other irrigation needs.

**Pool/Water Park/Fountain Repairs and Maintenance:** Expenses related to the repair and maintenance of swimming pools and other water features to include service contracts, repair and replacement

**Security System:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Off Duty Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Contract:** The District may incur expenses for providing security at entries, neighborhood patrols etc.

**Guard & Gate Facility Maintenance:** The District may choose to have its entry gates manned with personnel. Also, any ongoing gate repairs and maintenance would be included in this line item.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Capital Improvements:** Monies collected and allocated for various projects as they relate to public improvements.

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.



## **RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION**

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### **REVENUES:**

**Operations & Maintenance Assessments:** The District levies Non-Ad Valorem Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second is for lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Funding Agreement:** The District may enter into funding agreements to provide for a source of revenue for certain expenditures.

**Developer Contribution:** The District may, similar to a funding agreement, receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Facility Rental:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Interlocal Agreement:** The District may enter into interlocal agreements with other governmental entities to provide for revenue for certain expenditures.

**Miscellaneous:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

### **EXPENDITURES - FIELD OPERATIONS:**



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**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## **DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### **REVENUES:**

**Debt Service Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

### **EXPENDITURES:**

**Bank Fees:** The District may incur bank service charges during the year.

**Interest Payment:** The District may incur interest payments on the debt related to its various bond issues.

**Principal Payment:** This would be the portion of the payment to satisfy the repayment of the bond issue debt.



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# TARA COMMUNITY DEVELOPMENT DISTRICT 1

DISTRICT OFFICE · 3800 COLONIAL BLVD · SUITE 103 · FT. MYERS, FLORIDA 33966

June 26, 2016

Clerk of the Board of County Commissioners  
Manatee County  
PO Box 1000  
Bradenton, FL 34206-1000

Received By  
Manatee County Attorney's  
Office

Date 5/31/16  
Time 10:00am  
☐ Rec'd By Mail  
☐ Rec'd By Hand Delivery  
☐ Rec'd By Fax  
Time Sensitive ☐ Y ☐ N ☐ U

Re: Tara Community Development District 1  
Fiscal Year 2016-2017 Budget

Dear Sir/Madam:

Enclosed please find the Fiscal Year 2016/2017 budget (the "Proposed Budget") approved by the Board of Supervisors of the Tara Community Development District 1 (the "Board") for the purpose of setting a hearing to consider public comment and testimony on same. The public hearing on the Proposed Budget has been scheduled for July 26, 2016 at 9:00 a.m., at Tara Community Center, located at 7340 Tara Preserve Lane, Bradenton, FL 34203. Transmittal of the enclosed Proposed Budget is being made for purposes of disclosure and information, in accordance with the requirement set forth in Section 190.008(b), *Florida Statutes*, and posting on the website of Manatee County (at least two days prior to the public hearing) pursuant to Section 189.016, *Florida Statutes*.

Should you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

*Matthew Huber*

Matthew Huber  
District Manager

Cc: John Schmidt, Chairman  
John Vericker, District Counsel

Enclosure

*To - Jan Brewer  
Fr - Mickey Palmer*

*Jan - Not sure who  
in your shop is handling  
these, since Greg Wright's  
departure.*

RECEIVED

MAY 31 2016

FMD

*5-31-16*