

**MINUTES OF MEETING  
AMENITY AUTHORITY COMMITTEE**

A Workshop of the Amenity Authority Committee was held on Wednesday, August 23, 2017 at 1:30 p.m. at the District Office Board Room, 984 Old Mill Run, The Villages, Florida, 32162.

Committee members present and constituting a quorum:

Carl Bell	Chairman
Ann Forrester	Vice Chairman
John Wilcox	Committee Member
Lowell Barker	Committee Member

Staff Present:

Janet Tutt	District Manager
Richard Baier	Assistant District Manager
Diane Tucker	Administrative Operations Manager
Barbara Kays	Budget Director
John Rohan	Recreation Director
Sam Wartinbee	District Property Management Director
Brittany Wilson	Assistant to District Manager
Jennifer McQueary	District Clerk
Candice Lovett	Deputy District Clerk

**FIRST ORDER OF BUSINESS:                      Call to Order**

A.      Roll Call

Chairman Bell called the workshop to order at 1:38 p.m. and stated for the record that four (4) Committee Members were present. Don Deakin and Gary Moyer were absent.

B.      Pledge of Allegiance

The Chairman led the Pledge of Allegiance.

C.      Observation of a Moment of Silence

The Committee and all those in attendance observed a moment of silence for those who have served our Country and community.

D.      Welcome Meeting Attendees

The Board welcomed all residents in attendance.

E. Audience Comments

There were no audience comments.

**SECOND ORDER OF BUSINESS:          Review of Fiscal Year 2017/2018 RAD/Mulberry Fitness Fund Final Budget**

1) FY 17-18 Final RAD Fund Budget

A. Form 1 – Revenues and Expenditures Adjustments

Barbara Kays, Budget Director, advised that Staff has presented the final Recreation Amenities Division (RAD) and Mulberry Fitness Fund Budgets for Fiscal Year 2017/2018 and began with a review of the RAD Budget. Ms. Kays advised that the following highlighted line items have been adjusted since the approval of the proposed budget by the Village Center Community Development District (VCCDD) Board in June:

- Professional Services: All of these line items are part of the cost allocation process. This year a comprehensive review of the various methodologies was completed following the recent purchase of the amenities south of CR 466 by the Sumter Landing Community Development District (SLCDD). Once the Boards have adopted their budgets Staff will provide the Committee with a copy of the cost allocation methodologies.
- Administrative Services: The line item decreased to \$1,369,017 from the proposed budget of \$1,506,670, which is a difference of \$137,653. This line item includes costs relating to the District Manager's Office, the Office of Management and Budget, the Finance Department, the District Clerk Department and other general administrative governmental services.
- Community Watch Services: The line item decreased to \$2,506,880 from the proposed budget of \$2,750,195 which is a difference of \$243,315.

Janet Tutt, District Manager, stated that since Nehemiah Wolfe has joined Community Watch, a review of some of the challenges within the department has occurred and to address some of those concerns, a full-time dispatch staff has been incorporated into the budget. District Management believes that adding full-time dispatch staff will correct turnover and consistency issues. Also, included within

the budget are the funds to complete the necessary training and certification of the dispatch staff because it is critical that calls are handled appropriately when working with the other law enforcement agencies.

- Property Management Services: The line item decreased to \$729,998 from the proposed budget of \$751,082 which is a difference of more than \$21,000. This line item includes both District Property Management (DPM) and landscape management. The cost allocation took into account the reorganization of DPM and closely reviewed the time expended by the Landscape Supervisors who have purview over the landscape contracts and other large special projects.
- Recreation Services: The line item decreased to \$2,840,962 from \$3,093,644 which is a difference of approximately \$253,000.

John Wilcox inquired if the funding for the license plate recognition software continues to be funded in the budget. Ms. Tutt stated there is no additional funding included in Fiscal Year 2017/2018 budget. The project is in the final testing stages; including review of the camera lights and addressing some cameras that require replacement. The software is being reviewed to ensure everything is functioning properly and all necessary Interlocal Agreements have now been approved.

Chairman Bell stated that there was an issue with the connectivity with the Lady Lake Police Department. Ms. Tutt stated the issue is in the process of being resolved.

- Deed Compliance Services: The line item decreased to \$75,534 from the budgeted amount of \$80,713 which is a decrease of approximately \$5,000 due to some budget adjustments made.
- Technology Services: The line item decreased to \$250,811 from the budgeted amount of \$319,753, which is a \$68,942 decrease from the 10% placeholder amount budgeted.

Chairman Bell requested confirmation that technology services are being funded appropriately to ensure the District is current. Ms. Tutt stated that the funding is appropriate.

Lowell Barker referred to the Deed Compliance Services line item 2015/2016 Actual expenditures of \$78,929 and actual revenues of \$8,425 and stated that the remaining columns are blank and requested clarification. Ms. Kays stated the amounts provided for Fiscal Year 2015/2016 are final. The District does estimate or forecast deed compliance fine revenue. Any surplus funds received will be identified in the actual column once the fiscal year has been completed.

- System Management Support: An increase of \$6,000 has been budgeted from \$385,461 to \$393,280, for the licensing costs for the gate cameras.

- Irrigation Water: The line item was decreased from the proposed budget of \$263,958 to \$202,488 or \$61,470, which was the result of an input error that was identified during review.

Vice Chairman Bell requested clarification of the gate camera license costs. Brittany Wilson, Assistant to the District Manager, advised the licensing costs apply to the Ocularus program which provides Community Watch with the ability to use an IP address to view the cameras in live stream.

- Landscape Maint. – Recurring: The line item was decreased from the proposed budget of \$1,606,413 to \$1,544,976 or \$61,470, which was the result of an input error that was identified during review.
- Printing and Binding: The line item was decreased from the proposed budget of \$364,640 to \$221,640. The estimate included in the proposed budget for the expenses relating to the printing for the Recreation News was \$333,000. Staff advised the Committee at the time it was reviewing the proposed budget, that the costs were elevated based as a placeholder for budgetary purposes and was based on the 37%/63% rooftop methodology. Ms. Kays stated the costs related to Recreation News for Fiscal Year 2017/2018 has been reduced to \$190,000. Staff is working with the Daily Sun to review all aspects of the Recreation News.

Vice Chairman Forrester stated that she is pleased that Staff will continue to review alternatives for the Recreation News because she has received more comments from the residents on the issue of Recreation News than any other issue the Committee has previously addressed, including the multi-modal paths. Ms. Tutt stated that depending on the outcome of the discussions, the Recreation News could remain the same as it currently is for the budgeted amount; however, the best case scenario would be that the recommendations presented by the Recreation Department will result in a better product.

Mr. Wilcox concurred with Vice Chairman Forrester's comments and stated he is hopeful that changes can be made relatively quickly, possible by the first of 2018. Residents have indicated that they do not believe there is a need to republish the information in the Recreation News on a weekly basis.

Mr. Barker stated that the increased population of The Villages will continue to increase the size of the Recreation News.

Ms. Tutt stated that she understands and appreciates the comments that are being received, but stated when discussions have occurred with the resident lifestyle groups or clubs, many of them have not

wanted to be the club that will not be included in the weekly Recreation News printed. Currently, the Recreation News is available on line, and it has been identified in the District's survey and statistics, that residents do not utilize the on-line version.

- Infrastructure: There has been an increase of \$45,377 to the final budget amount of \$1,190,838 for the Maxicom irrigation conversion project. Originally 100% of the Maxicom irrigation conversion project cost was budgeted to District 2, but once a breakdown was received it identified a portion of the project was the responsibility of RAD. This cost has also been added to the RAD Capital Project List and will be funded through the General R&R.

Chairman Bell requested clarification of the Maxicom project. Sam Wartinbee, District Property Management (DPM) stated that the improvement is being completed to the existing hydraulic system along El Camino Real. The RAD Fund is responsible for the portion of the irrigation system from Morse North Circle to the west edge of the Freedom Pointe area. The Maxicom system is monitored 24 hours per day, seven (7) days per week and has the ability to detect broken irrigation heads.

- The total proposed budgeted disbursements for Fiscal Year 2017/2018 were \$43,161,724 and the final recommended budget is \$42,220,138 which is a decrease of almost \$942,000. In comparison of the final Fiscal Year 2017/2018 budget with the original Fiscal Year 2016/2017 budget of \$41,780,980 there is only a \$510,000 increase or 1.2%.

## 2) Working Capital & Reserve Balances

Ms. Kays advised the following:

- The estimated ending balance for the Working Capital is \$10,056,740, which is an increase of approximately \$560,000 and is a result of the RAD Fund's revenues exceeding the expenditures.

Vice Chairman Forrester stated the ending Working Capital balance includes the transfer to the General R&R of \$2 million, as requested by the Committee.

- The General R&R estimated ending balance is \$13,657,846 which identifies the \$2 million transfer from Working Capital and the reduction of \$1,801,468 for the budgeted capital expenditures.

3) Settlement Proceeds

Ms. Kays advised that the estimated uncommitted settlement agreement funds balance as of June 30, 2017 is \$6,013,811.57 and the estimated ending balance as of December 2020 is \$12,921,711.57.

Vice Chairman Forrester clarified that any additional funds the Committee decides to expend will be subtracted from these amounts. Ms. Kays stated the cost for the Hacienda Trail/Other Multi-Modal Paths does not include the cost for the portion of trail along El Camino Real.

Vice Chairman Forrester confirmed that once the RAD Fund receives the December 2020 annuity no additional settlement funds will be received. Ms. Kays stated that Vice Chairman Forrester is correct.

4) Project Consideration List

Ms. Kays advised that the RAD Fund Project Consideration List has been updated to include the Power Corridor Trail retrofitting project.

Ms. Tutt advised that Kimley-Horn & Associates (KHA) is in the process of preparing their scope of work and the other items necessary to provide a cost estimate to the Committee for consideration of approval of the project.

Vice Chairman Bell stated that he has received requests for corn hole and dart boards at the recreation centers and inquired if those items would be a significant expense. John Rohan, Director of Recreations & Parks, stated that corn hole is not a significant expense and Staff can review sites to house the boards at so that residents can sign them out and use them portably. Mr. Rohan stated that the dart boards would also not be a large expense.

Mr. Barker stated that he continues to receive calls from residents requesting additional petanque courts and inquired if additional courts are being considered. Mr. Rohan stated that additional property needs to be identified so that additional courts can be designed. Once the Committee takes action to secure additional property Staff will then begin reviewing the locations for programming.

Ms. Kays advised that the departmental budget Form 1's have been provided for the Committee's review.

5) FY 17/18 Final Mulberry Fitness Fund Budget Overview

Ms. Kays advised that the Management Fees and Technology Services line items included adjustments which were a result of the cost allocation process:

- Management Fees: The final budget of \$30,792 realized a decrease of \$1,640 from the proposed budgeted amount of \$32,431.
- Technology Services: The final budget of \$547 realized a decrease of \$249 from the proposed budgeted amount of \$796.
- The estimated ending balance for Working Capital is \$97,307 and the General R&R Reserve balance will remain \$25,000.
- The budget includes a usage of Working Capital of \$20,913.

6) Reminder: September AAC Meeting

Ms. Kays advised that at the Wednesday, September 6, 2017 at 9:00 a.m. meeting Staff will request that the Committee recommend adoption of the Fiscal Year 2017/2018 RAD and Mulberry Fitness Fund budgets to the Village Center Community Development District (VCCDD).

7) Reminder: September VCCDD Meeting

The VCCDD Board will hold a public hearing and meet to adopt the final Fiscal Year 2017/2018 will be held at 2:00 p.m. on September 9, 2017.

Vice Chairman Bell inquired if any of the Committee Members will have an issue with recommending adoption of the Fiscal Year 2017/2018 budget. The Committee provided a consensus of its intention to recommend adoption of the Fiscal Year 2017/2018 RAD and Mulberry Fitness Fund Budgets.

Vice Chairman Forrester inquired if the Committee decides to proceed with additional projects if the budget would then be amended. Ms. Kays stated that settlement fund projects are not budgeted. Staff would include the costs on the committed balance of the Settlement Proceed listing and provide the Committee with an update at a later date.

**THIRD ORDER OF BUSINESS:                      Staff Reports**

Ms. Tutt thanked Ms. Kays and the budget Staff for their efforts during the budget process.

**FOURTH ORDER OF BUSINESS:                      District Counsel Reports**

District Counsel is not in attendance.

**FIFTH ORDER OF BUSINESS:                      Supervisor Comments**

The Committee thanked Staff for their diligent efforts during the budget process.

Chairman Bell inquired if the District's investable balances are nearing the rate of inflation.

Mr. Wilcox stated that the Districts are very close to meeting inflation with the investment earnings.

The Committee thanked the residents who attended the workshop.

Ms. Tutt introduced the Board to Richard Baier, Assistant District Manager, to the Board and advised that Mr. Baier will be overseeing the activities of the District Property Management, Utilities Operations, Information Technology and Golf Maintenance Departments. Ms. Tutt stated that the District is happy to have Mr. Baier on board.

Chairman Bell inquired if the gate camera replacement program is on schedule or if there are concerns about the existing gate mechanisms. Mr. Wartinbee stated the gate camera replacement program is being budgeted and advised that the mechanical operations of the gates is the most current technology and Staff has not identified a better alternative.

Vice Chairman Forrester requested that all residents be cognizant of the gates and advised that in the first nine (9) months of the fiscal year the District has received \$21,219 in gate repair revenue north of CR 466.



**SIXTH ORDER OF BUSINESS:                      Adjourn**

The Committee adjourned the workshop at 2:28 p.m.

<b>On MOTION by Ann Forrester, seconded by John Wilcox, with all in favor, the Committee adjourned the meeting.</b>
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Janet Y. Tutt  
Secretary

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Carl Bell  
Chairman