

OFFICE OF COMPTROLLER

INTEROFFICE MEMO

ORANGE COUNTY FLORIDA

Martha O. Haynie, CPA
County Comptroller
Finance and Accounting Department
Special Assessments
P O Box 38
Orlando, FL 32802
Telephone: 407-836-5770
Fax: 407-836-5753

Date: March 31, 2014
To: Katie Smith, Deputy Clerk
Through: Cheryl Gillespie, Agenda Development
From: Jim Moye, Chief Deputy Comptroller
Contact: Elizabeth Godwin, 407-836-5770
Subject: Request Number M14-033 for an MSBU for Waterford Trails Commercial Subdivision

04-01-14 P02:02 RCVD

04-01-14 P12:39 RCVD

Handwritten initials 'GH'

Applicant: Robert S. Harrell, Partner
Waterford Trails Partnership LLP, Developer

Type of Hearing: To establish a Municipal Service Benefit Unit (MSBU) for the maintenance of a retention pond.

Hearing Required by F. S.# Florida Statute Sections 125.01 (01) (q) and 197.3632. This public hearing may be scheduled any time prior to May 31, 2014. The resolution must be approved by May 31, 2014 to be included on the November 2014 real estate tax bill.

Advertising Requirements / Timeframe: Publish only one (1) time and must be published at least twenty (20) days prior to the public hearing with the tentative advertisement date as Sunday - April 13, 2014.

Notify Abutters: Special Assessments will mail public hearing notices to all of the affected property owners.

Estimated Time Required: One (1) minute

District: Commissioner Thompson, District 4

Hearing Controversial: No.

Katie Smith, Deputy Clerk
Request for Waterford Trails Commercial Subdivision
March 31, 2014
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Report: The estimated cost for this MSBU is \$74.70 per unit, per year for the 6 commercial lots and each lot will be assessed for 17.99 units for a total of \$1,343.85 per lot. This MSBU would be effective November 1, 2014.

Materials being submitted as backup for public hearing request:

1. Resolution – one (1) copy of the proposed resolution for maintenance of retention pond(s)

ADDITIONAL SPECIAL INSTRUCTIONS TO CLERK:

1. Notify Special Assessments Section / Finance and Accounting Department of public hearing date(s) to prepare public hearing notice. Special Assessments will e-mail the public hearing notice to the Clerk.
2. Copy distribution is noted on file folder(s) containing resolution(s) and / or agreement(s).
3. Mail the following documents to the Tax Collector, Property Appraiser, and Department of Revenue:
 - a. Certified copy of the adopted resolution(s)
 - b. Copy of the newspaper advertisements (entire page)
 - c. Certification or proofs of publication showing the dates of publication on form DR-413
4. **Send the original adopted resolution to the Special Assessments Section / Finance and Accounting Department.**

RESOLUTION
OF THE
BOARD OF COUNTY COMMISSIONERS
ESTABLISHING A
MUNICIPAL SERVICE BENEFIT UNIT
FOR MAINTENANCE OF
RETENTION POND(S)
IN

**Waterford Trails Commercial Subdivision
11/2014
with County Dedicated Easement**

WHEREAS, Section 125.01 (01) (q), Florida Statutes, grants Orange County the power to establish Municipal Service Benefit Units (hereinafter known as the "MSBU") for any part of the unincorporated areas of Orange County; and

WHEREAS, Section 197.3632, Florida Statutes, authorizes the levy, collection, and enforcement of non-ad valorem special assessments in the same manner as ad valorem taxes; and

WHEREAS, the Board of County Commissioners of Orange County, Florida, (hereinafter known as the "Board") is the governing board of Orange County, Florida (hereinafter known as the "County") pursuant to its charter; and

WHEREAS, the County has received a request, in writing, from Robert S. Harrell, Partner (hereinafter known as the "Developer") of Waterford Trails Partnership LLP for the establishment of such an MSBU in that portion of the unincorporated area of Orange County to be known as Waterford Trails Commercial Subdivision and which is more fully described below; and

WHEREAS, the Board has determined that the establishment of an MSBU as requested by the Developer, the purpose of which is to provide for minimum maintenance **of the Waterford Trails Commercial Property Owners Association (hereinafter known as the "Association") owned retention ponds with a drainage easement dedicated to Orange County as noted in Plat Book 78, Pages 111 through 113 for Waterford Trails Commercial Subdivision and in the General Notes #6 on Page 111 which states, "6. Tract "A" is dedicated to the Waterford Trails Commercial Property Owners Association a Florida Not For Profit Corporation and is subject to an existing drainage easement dedicated to Orange County for joint use of the retention pond as recorded in OR Book 6050, Page 1204 of the current public records of Orange County Florida"**, together with the other information pertaining to the operation of the proposed MSBU submitted therewith, to be feasible, necessary to facilitate the services desired, and in the public interest, and that the properties within Waterford Trails Commercial Subdivision will be benefited, now and in the future, and that the MSBU should be created; and

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

1. The foregoing "WHEREAS" clauses are presumed to be true and correct and are hereby incorporated into the text of the resolution.

RECORDING DEPARTMENT: RETURN TO FINANCE & ACCOUNTING SPECIAL ASSESSMENTS

2. There is hereby established and created the **Waterford Trails Commercial Subdivision 11/2014 MSBU**, subject to final adjustment and approval as provided for in Section 197.3632, Florida Statutes, the boundaries of which appear on the recorded plat of **Waterford Trails Commercial Subdivision**, Plat Book **78**, Pages **111 through 113**, Section **24**, Township **22**, Range **31**, and Lots **1 through 6**, Public Records of Orange County, Florida. The purpose of such MSBU is to provide for collection and disbursement by the County of such funds to be used by the County as may be necessary for the payment of administrative costs and appropriate reserves for cash balance and the minimum maintenance services to be performed on the retention pond located on Tract "**A**" of **Waterford Trails Commercial Subdivision**, which pond is owned by the Association and has an easement dedicated to Orange County as indicated in General Note 6 on the plat thereof and constructed in accordance with standards approved by the Orange County Public Works Division. The Developer and the Association understands that this MSBU is created solely for the purpose of maintaining the retention pond located on Tract "A" of Waterford Trails Commercial Subdivision, and that no other ponds or infrastructure improvements located within the Waterford Trails Commercial Subdivision may be maintained, constructed, reconstructed, improved, or repaired with the non-ad valorem special assessments collected from this MSBU and used by the County.

3. The County shall perform or cause to be performed minimum maintenance services in the retention pond area, which maintenance may include but not limited to mowing, weed control, mosquito control, maintenance and repair of the structural integrity of control devices, and periodic major repairs and improvements to the retention area, and/or equipment/tools and their maintenance and replacement needed for services described herein. Such maintenance shall not include curb and paved roadway maintenance and repair, signage maintenance and repair, or maintenance of or replacement of landscaping improvements. The County may subcontract with any party for the performance of the maintenance services described.

4. Upon completion of construction of the retention pond and the placement of the pond into operation, the Board shall determine the estimated non-ad valorem special assessment amount required to pay the expense of maintaining and operating the retention pond in the MSBU. This non-ad valorem special assessment is levied for the first time as of **November 1, 2014**, and will be levied each and every year thereafter until discontinued by the Board. The Board may increase or decrease the amount of the non-ad valorem special assessment by twenty percent (20%) each and every year thereafter to any affected property based on the benefit, which the Board will provide or has provided to the property with the revenues generated by the non-ad valorem special assessments. It is the intent of the County that the Uniform Method for the levy, collection, and enforcement of non-ad valorem special assessments, as Section 197.3632, Florida Statutes, grants, shall be used for collecting the non-ad valorem special assessments. One and one half dollars (\$1.50) for each lot or parcel of land shall be added by the Board to cover the costs of administering the MSBU and the total amount so determined shall be specially assessed against the real property of the freeholders in the MSBU as provided hereafter. Additional amounts will be added to provide for reimbursement of necessary administrative costs incurred by the Property Appraiser and Tax Collector for the collection of non-ad valorem special assessments subject to the provision of Section 197.3632, Florida Statutes, and for the establishment and maintenance of a reserve for cash balance for the purpose of paying expenses from October 1 of the ensuing fiscal year until the time when the revenue for that year are expected to be available and a cash reserve for periodic major repairs and improvements to the retention pond. Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The County may spend from its general fund, such sums as may be necessary to operate, maintain, and administer the MSBU hereby created and the County will be reimbursed to such extent at such time as such non-ad valorem special assessments have been collected. The estimated annual cost of operating, maintaining, and administering the MSBU, including the establishment and maintenance of an appropriate reserve for cash balance and periodic major repairs and improvements as needed on

a rotation basis established by Public Works, is **\$8,060.89 which represents 73.5% of the commercial development runoff that will be discharged to Tract "A" as shown in Exhibit "B" of this resolution**, and the estimated annual non-ad valorem special assessment to each freeholder is **\$74.70 per unit as shown in Exhibit "A" of this resolution**. Proceeds of collection of such non-ad valorem special assessments as provided hereinafter are to be put into a special revenue fund of the County to the credit of the MSBU, and are to be used only by the district as provided herein.

5. Upon completion of construction of the retention pond and the placement of the pond into operation, and for each and every year thereafter, a non-ad valorem special assessment roll setting forth a description of each lot or parcel of land subject to the non-ad valorem special assessments in the MSBU as provided herein, including homesteads, shall be prepared by the Property Appraiser and delivered to the Board, which shall levy a non-ad valorem special assessment upon such lots or parcels as may be necessary to pay the estimated expense of the maintenance of the retention pond and the administration of the MSBU. Such sums shall be assessed against the real property of each individual freeholder on a pro rata basis, and not on an ad valorem basis, so that each freeholder shall, at all times, pay an equal amount toward such maintenance. After the adoption of the non-ad valorem special assessment roll by the Board, the Property Appraiser shall extend the non-ad valorem special assessments upon the non-ad valorem special assessment roll, which roll shall be fully completed prior to the time said Board sits as the Board of Tax Adjustment, during which time such non-ad valorem special assessment may be protested, reviewed, equalized, and adjusted to conform to the provisions of Sections 197.3632 and 197.3635, Florida Statutes. After adjournment as the Board of Tax Adjustment, said Board shall certify said non-ad valorem special assessment roll in the same manner and at the same time as the County Tax Roll is certified and delivered to the Tax Collector, and the non-ad valorem special assessments shall be collected in the same manner and shall have the same priority rights, discounts for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for non-payment, and be subject to the same delinquent interest and penalties, and be treated in all respects the same as County ad valorem taxes. From the proceeds of said non-ad valorem special assessments, the Board shall pay the costs of having a non-ad valorem special assessment roll made and extended. The Tax Collector's office shall receive all fees and costs of sale as provided by law for the collection of ad valorem taxes, advertising, sale of lands, and issuance and sale of certificates. The Uniform Method for the levy, collection, and enforcement of non-ad valorem special assessments, Section 197.3632, Florida Statutes, shall be used.

6. The Board intends that non-ad valorem special assessments authorized by this resolution be collected pursuant to the Uniform Assessment Collection Act, Sections 197.3632 and 197.3635, Florida Statutes. The Board authorizes utilization of this Uniform Method of collection for all affected parcels. The non-ad valorem special assessment will be listed on the non-ad valorem special assessment roll for all affected parcels and will be included in the notice of proposed property taxes and the tax notice for each affected parcel. These non-ad valorem special assessments will be subject to all collection provisions applicable to ad valorem taxes, including discount for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, issuance of and sale of tax certificates and tax deeds for non-payment, and commissions of the Property Appraiser and the Tax Collector, as provided by Florida Law. If a contract is signed between a subcontractor for maintenance service and Orange County, the effective date of enactment of the contract will coincide with the receipt of the collection of the MSBU non-ad valorem special assessments.

7. In the event of division or splitting of any of the tax parcels or lots assessed herein, any such newly subdivided or split parcels shall be included in the MSBU non-ad valorem special assessments.

8. Each property owner affected by this resolution has been provided first class mail notice of the potential for loss of his or her title when the Uniform Method of collection is used and that all affected property owners have a right to appear at the hearing and to file written objections with the Board. Each property owner affected by this resolution has been provided first class mail notice of the time and place of the public hearing at which this resolution was adopted. However, under Section 119.07, Florida Statutes, certain records may be noted as exempt and confidential. This public record exemption may cause certain property owners not to receive the above first class mail notice, however, a public hearing notice conforming to the provisions of Section 197.3632, Florida Statutes, has been published in a newspaper of general circulation within Orange County.

9. It is understood and agreed between the County and the Developer that (if applicable) as the Waterford Trails Commercial Subdivision expands, the additional Additions, Phases, Sections, Units, and/or etc., as the case may be, may be permitted to join into this Resolution under the same terms and conditions as represented herein, by presenting an appropriate amendatory resolution to the Board for consideration.

10. The Board of County Commissioners shall be the governing board of this Municipal Service Benefit Unit.

ADOPTED THIS _____ DAY OF _____, 2014

ORANGE COUNTY, FLORIDA

BY: _____
ORANGE COUNTY MAYOR

DATE: _____

ATTEST: Martha O. Haynie, County Comptroller
as Clerk of the Board of County Commissioners

BY: _____
DEPUTY CLERK

Waterford Trails Commercial Subdivision
Exhibit "A" – Tract "A"

Parcel ID Number	Lot Number	Cost Per Lot	Total Lots	Total Revenue Per Unit	Divide By Per Lot Amount	Number Of Units To Assess	Total Revenue Per Parcel
24-22-31-8971-01-000	1	1,343.48	1	1,343.48	74.70	17.99	1,343.85
24-22-31-8971-02-000	2	1,343.48	1	1,343.48	74.70	17.99	1,343.85
24-22-31-8971-03-000	3	1,343.48	1	1,343.48	74.70	17.99	1,343.85
24-22-31-8971-04-000	4	1,343.48	1	1,343.48	74.70	17.99	1,343.85
24-22-31-8971-05-000	5	1,343.48	1	1,343.48	74.70	17.99	1,343.85
24-22-31-8971-06-000	6	1,343.48	1	1,343.48	74.70	17.99	1,343.85
Totals		1,343.48	6	8,060.88	74.70	107.94	8,063.10

THE CIVIL DESIGN GROUP, INC.

JANUARY 24, 2013

8969 Charles E. Limpus Road
Orlando, Florida 32836
Phone 407-876-3996
Fax 407-876-4279
WFOGLE@cfdg.com

Orange County Public Works
4200 S. John Young Parkway
Orlando, Florida 32839

RE: Waterford Trails Commercial Subdivision Pond "A" runoff Calculations.

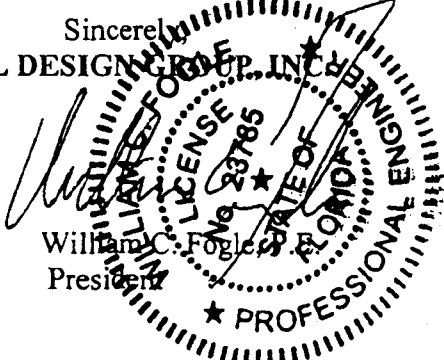
To Whom it May Concern:

Based on the stormwater calculations I have prepared for the proposed site and existing contributing areas of the Avalon Blvd R/W drainage area, the Commercial Development drainage area and the Retention pond tract drainage area. We have calculated that the commercial development runoff plus 50 % of the retention pond runoff represents 73.5% of the total runoff discharged to the Pond "A". We have also calculated that the Avalon Blvd R/W runoff plus 50 % of the Retention pond runoff represents 26.5% of the total runoff to Pond "A".

The runoff volumes were calculated for the 25 year 24 hour design storm event with 8.6 inches of total rainfall utilizing the SCS unit hydrograph method to determine runoff volumes.

See attached drainage calculations for additional information on methodology.

If you have any questions or require any additional information regarding this proposal, please do not hesitate to contact me.

Sincerely,
THE CIVIL DESIGN GROUP, INC.

William C. Foglesong
President

Stormwater Runoff Calculations
For
Pond A Waterford Trails Commercial Development

Total Drainage Area to Pond "A" = 16.24 Acres

Drainage area from Commercial Development = 10.36 acres

Drainage area from Avalon Blvd Right of Way = 2.73 acres

Drainage area for Pond "A" = 1.57 acres

Drainage area surrounding pond within pond easement = 1.58 acres

Calculate direct runoff in inches from 25 year 24 hour design storm for the various basins discharging to pond "A".

See attached ADICPR Basin hydrographs calculations for volume in inches of direct runoff from each basin.

Calculate Volume of runoff in acre feet for each subbasin.

Volume of runoff Commercial site = $(8" * 10.36 \text{ acres}) / 12 \text{ in/ft} = 6.90 \text{ ac-ft}$

Volume of runoff Avalon Blvd R/W = $(8.36" * 2.73 \text{ acres}) / 12 \text{ in/ft} = 1.90 \text{ ac-ft}$

Volume of runoff from Pond = $(8.36" * 1.57) / 12 \text{ in/ft} + (5.83" * 1.58 \text{ acres}) / 12 \text{ in/ft} = 1.85 \text{ ac-ft}$

Calculate volume of runoff for the commercial development plus 50% of the pond volume.

Volume for commercial site plus 50% of pond = $6.90 + 0.925 = 7.825 \text{ ac-ft}$

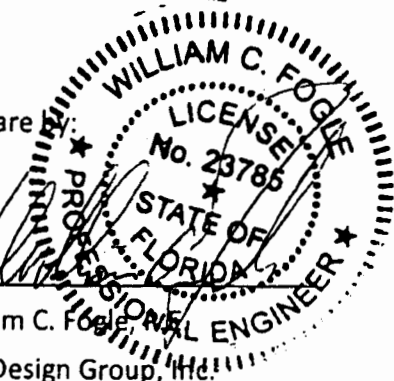
Volume for Avalon Blvd plus 50% of pond = $1.90 + 0.925 = 2.825 \text{ ac-ft}$

Calculate total volume of runoff = $7.825 + 2.825 = 10.65 \text{ ac-ft}$

Calculate percentage of pond volume contributed by the Commercial development plus 50% of the pond runoff and from the Avalon R/w plus 50% of the pond runoff.

Commercial % = $7.825 \text{ ac-ft} / 10.65 \text{ ac-ft} = 73.5\%$

Avalon R/W % = $2.825 \text{ ac-ft} / 10.65 \text{ ac-ft} = 26.5\%$

Prepare by:  WILLIAM C. FOGLE
LICENSE No. 23785
STATE OF FLORIDA
PROFESSIONAL ENGINEER

William C. Fogle
Civil Design Group, Inc.

20 January 2013



Interoffice Memorandum

January 29, 2013

RECEIVED
JAN 30 2013
DEVELOPMENT ENGINEERING
DIVISION

TO: Diana Almodovar, P. E., Manager, Development Engineering Division

FROM: Rodney Lynn, P.E., CFM, Chief Engineer, Roads & Drainage Division 

SUBJ: **Waterford Trails Joint Use MSBU pond**

On January 14, 2013 Deodat Budhu provided you with a memo which identified the information needed by developers who wish to utilize joint use retention ponds. Roads and Drainage recently received a request from Ralph Singleton thru Joe Kunkel. Mr. Singleton representing the Waterford Trails development requested the joint use of a pond that takes runoff from Avalon Blvd. Mr. Bill Fogle is the engineer representing the developer and he has provided the information and data as identified in the memo from Deo.

Attached is a copy of the information provided by Mr. Fogle along with a copy of the Retention Pond Maintenance worksheet prepared by Roads and Drainage staff. Based on the information provided by the developer's engineer, the Waterford Trails development will be responsible for 73.5 percent of the total maintenance costs. The total annual maintenance costs are \$10,967.20. Therefore, the Waterford Trails commercial development is responsible for \$8060.89.

To aid in future requests such as this I would suggest that we meet with Mark Massaro to discuss the complete process from beginning to end in establishing requested MSBUs.

Let me know if you have any questions or need additional information.

RJL/sjm

Attachment

cc: Mark Massaro, P.E., Director, Public Works
Joe Kunkel, P.E., Deputy Director, Public Works
Deodat Budhu, P.E., Manager, Roads and Drainage Division
Jeff Charles, Drainage Coordinator, Roads and Drainage Division