

TOWN CENTER AT PALM COAST

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2024

Modified Tentative Budget

(Adopted 7/21/23)

Prepared by:



TOWN CENTER AT PALM COAST

Community Development District

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TOWN CENTER AT PALM COAST

Community Development District

Operating Budget

Fiscal Year 2024

TOWN CENTER AT PALM COAST

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
			BUDGET	THRU	JUL-	PROJECTED	BUDGET
			FY 2023	JUN-2023	SEP 2023	FY 2023	FY 2024
REVENUES							
Interest - Investments	1,729	2,742	\$ 2,500	\$ 24,952	\$ 8,317	\$ 12,000	\$ 15,000
Interest - Tax Collector	865	8	-	73	-	73	-
Special Assmnts- Tax Collector	1,288,666	1,390,241	1,390,241	1,360,888	29,353	1,390,241	1,390,006
Special Assmnts- Discounts	(47,853)	(52,181)	(55,610)	(51,867)	-	(51,867)	(55,600)
TOTAL REVENUES	1,243,407	1,340,810	1,337,131	1,334,046	37,670	1,350,447	1,349,406

EXPENDITURES

Administrative

P/R-Board of Supervisors	3,000	3,000	6,000	3,200	2,000	5,200	6,000
FICA Taxes	230	230	459	245	153	397	459
ProfServ-Arbitrage Rebate	600	600	600	600	-	600	600
ProfServ-Dissemination Agent	5,000	5,000	5,000	-	5,000	5,000	5,000
ProfServ-Engineering	3,956	9,549	5,500	3,319	2,181	5,500	7,000
ProfServ-Legal Services	6,938	5,081	11,000	2,214	8,786	11,000	11,000
ProfServ-Mgmt Consulting Serv	54,333	55,963	57,642	43,232	14,411	57,643	59,372
ProfServ-Special Assessment	5,925	5,925	5,925	5,925	-	5,925	6,105
ProfServ-Trustee Fees	7,218	9,639	9,640	3,427	6,213	9,640	9,640
Auditing Services	3,900	4,100	4,100	4,200	-	4,200	4,200
Website Compliance	-	1,553	1,553	1,745	-	1,745	1,553
Postage and Freight	795	815	1,494	712	782	1,494	1,100

TOWN CENTER AT PALM COAST

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU JUN-2023	JUL- SEP 2023	PROJECTED FY 2023	BUDGET FY 2024
Insurance - General Liability	12,780	12,780	14,058	10,230	-	10,230	11,253
Printing and Binding	699	434	1,400	281	1,119	1,400	1,000
Legal Advertising	3,873	4,464	2,600	1,101	1,499	2,600	4,500
Miscellaneous Services	298	-	500	-	500	500	200
Misc-Assessmnt Collection Cost	18,273	19,943	27,805	30,189	587	30,776	27,800
Misc-Contingency	2,357	191	5,000	3,563	1,437	5,000	5,000
Misc-Web Hosting	1,000	1,069	1,000	750	250	1,000	1,000
Office Supplies	375	375	500	345	155	500	450
Rental - Meeting Room	63	506	760	127	253	380	760
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	131,788	141,392	162,711	115,580	45,326	160,905	164,167
Field							
ProfServ-Administrative	36,000	36,000	36,000	27,000	2,000	29,000	36,000
Contracts-Lake and Wetland	60,406	62,838	66,000	49,805	16,602	66,407	66,407
Contracts-Landscape	433,749	467,867	490,000	339,678	150,322	490,000	461,922
Security Service - Sheriff	114,075	114,075	120,000	89,834	29,945	119,779	120,000
Electricity - General	3,100	4,573	5,000	4,721	1,574	6,295	6,500
Utility - Irrigation	56,046	81,732	65,000	45,775	15,258	61,033	70,000
Utility - Stormwater	3,473	3,480	3,500	3,746	-	3,746	4,000

TOWN CENTER AT PALM COAST

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU JUN-2023	JUL- SEP 2023	PROJECTED FY 2023	BUDGET FY 2024
R&M-Trail Maintenance	-	-	5,000	-	5,000	5,000	5,000
Misc-Contingency	16,150	104,129	16,920	25,626	1,000	26,626	48,410
Cap Outlay - Streetlight Impr	266,448	266,448	267,000	199,836	66,612	266,448	267,000
Total Field	989,447	1,141,142	1,074,420	786,021	288,312	1,074,333	1,085,239
Reserves							
Reserve - Capital Projects	-	-	100,000	-	-	-	100,000
Total Reserves	-	-	100,000	-	-	-	100,000
TOTAL EXPENDITURES & RESERVES	1,121,235	1,282,534	1,337,131	901,601	333,638	1,235,238	1,349,406
Excess (deficiency) of revenues							
Over (under) expenditures	122,172	58,276	-	432,445	(295,968)	115,209	-
Net change in fund balance	122,172	58,276	-	432,445	(295,968)	115,209	-
FUND BALANCE, BEGINNING	770,598	892,770	951,047	951,047	-	951,047	1,066,256
FUND BALANCE, ENDING	\$ 892,770	\$ 951,047	\$ 951,047	\$ 1,383,492	\$ (295,968)	\$ 1,066,256	\$ 1,066,256

TOWN CENTER AT PALM COAST

Community Development District

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 1,066,256
Net Change in Fund Balance - Fiscal Year 2024	-
Reserves - Fiscal Year 2024 Additions	100,000
Total Funds Available (Estimated) - FY 2024	1,166,256

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital		312,351 ⁽¹⁾
Reserves - Others Prior Years		150,000
Capital Reserves Prior Years	100,000	
Fiscal Year 2023	100,000	
Fiscal Year 2024	100,000	300,000
	Subtotal	762,351

Total Allocation of Available Funds	762,351
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Total Unassigned (undesignated) Cash	\$ 403,905
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2024

REVENUES

Interest - Investments

The District earns interest income on their accounts held at Intracoastal Bank. Interest is earned on their operating and other investments accounts.

Special Assessment-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. This is for the portion that will be billed through the Tax Collector.

Special Assessment-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated on-roll Non-Ad Valorem assessments collected through the Tax Collector.

EXPENDITURES

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 of the meetings.

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Budget Narrative
Fiscal Year 2024

Expenditures – Administrative (continued)

FICA Taxes

Payroll taxes on Board of Supervisors’ compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total payroll expenditure

Professional Services-Arbitrage Rebate

The District has a proposal with a company that specializes in municipal and district arbitrage calculation to calculate the District's Arbitrage Rebate Liability on the Series 2005 Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services-Dissemination Agent

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

Professional Services-Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for board meetings, and other specifically requested assignments.

Professional Services-Legal Services

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, and other specifically requested assignments.

Budget Narrative

Fiscal Year 2024

Expenditures – Administrative (continued)**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management, with a moderate increase requested this year.

Professional Services-Special Assessment

Administrative fee for Inframark Infrastructure Management Services to prepare the District's Special Assessment Roll and maintain the lien books with a moderate increase requested this year.

Professional Services-Trustee Fees

The District issued this Series 2005 Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on current contracted fees.

Website Compliance

Inframark Infrastructure Management Services oversees the District's email accounts and provides assistance to Campus Suite regarding the website as necessary.

Budget Narrative

Fiscal Year 2024

Expenditures – Administrative (continued)**Postage & 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 Public Risk Insurance Agency. Public Risk Insurance Agency specializes in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium due to market uncertainty.

Printing & 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 Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This budget line is for bank charges and any other miscellaneous expenditure that may be incurred during the fiscal year.

Misc.-Assessment Collection Cost

The District reimburses the Flagler County Tax Collector for applicable necessary administrative costs. Per 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 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 is based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative

Fiscal Year 2024

Expenditures – Administrative (continued)**Misc.-Contingency**

This category provides funds for administrative expenses that may not have been budgeted anywhere else.

Misc-Web Hosting

Per Florida Statutes, the District is required to have and maintain a website. The requested increase reflects additional posting and maintenance requirements imposed by the Legislature effective October 1, 2016.

Office Supplies

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

Rental – Meeting Room

This budget line is for a room rental every other month for District meetings.

Annual District Filing Fee

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

Expenditures – Field**Professional Services-Administrative**

The District has a contract with Clint Smith Consulting, LLC. for services for the administration of field operations of the District and its contractors. Singhofen & Associates has a small continuing roll in providing field services.

Budget Narrative

Fiscal Year 2024

Expenditures – Field (continued)

Contracts-Lake and Wetland

The District has a permit obligation to comply with certain conditions for the establishment and maintenance of upland/wetland conservation areas and for maintenance of storm water management areas. The amount is based on current contracts with Solitude Lake Management LLC.

Contracts-Landscape

The District currently has a contract with Verdego, LLC. to provide landscape management of the common areas within the District.

Security Service – Sheriff

The District has an interlocal agreement with the City of Palm Coast for law enforcement security services every month.

Electricity-General

The District pays for electrical usage for District facilities and assets on FPL Company schedule.

Utility-Irrigation

Irrigation water usage for District facilities and assets on City of Palm Coast Company schedule.

Utility-Stormwater

This budget line item represents City of Palm Coast stormwater utility fees.

Budget Narrative

Fiscal Year 2024

Expenditures – Field (continued)**R&M-Trail Maintenance**

This budget line item represents sidewalk repairs and one decorative paver installation repair.

Misc.-Contingency

This represents any additional field expenses that may not have been anticipated in the budget.

Capital Outlay-Streetlight Improvements

The District will pay for Streetlight infrastructure. The District pays a premium for 20 years for District streetlights to FPL Company.

Reserve – Capital/Maintenance

The District is building a reserve for future capital projects.

TOWN CENTER AT PALM COAST

Community Development District

Debt Service Budgets

Fiscal Year 2024

TOWN CENTER AT PALM COAST

Community Development District

Series 2005 Debt Service Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL- SEP 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
REVENUES							
Interest - Investments	94	189	\$ 500	\$ 12,733	\$ 4,244	\$ 16,977	\$ 10,000
Special Assmnts- Tax Collector	1,775,606	1,768,979	1,646,586	1,518,106	128,480	1,646,586	1,493,394
Special Assmnts- Prepayment	-	1,933,611	-	491,837	-	491,837	-
Special Assmnts- Discounts	(65,935)	(66,396)	(65,863)	(57,859)	-	(57,859)	(59,736)
TOTAL REVENUES	1,709,765	3,636,383	1,581,223	1,964,817	132,724	2,097,541	1,443,659
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	25,178	25,376	32,932	34,728	2,570	37,298	29,868
Total Administrative	25,178	25,376	32,932	34,728	2,569.60	37,298	29,868
<i>Debt Service</i>							
Principal Debt Retirement	660,000	700,000	685,000	645,000	-	645,000	685,000
Principal Prepayments	-	1,085,000	-	1,331,785	-	1,331,785	-
Interest Expense	1,021,200	981,600	874,500	849,000	-	849,000	784,800
Total Debt Service	1,681,200	2,766,600	1,559,500	2,825,785	-	2,825,785	1,469,800
TOTAL EXPENDITURES	1,706,378	2,791,976	1,592,432	2,860,513	2,570	2,863,083	1,499,668

TOWN CENTER AT PALM COAST

Community Development District

Series 2005 Debt Service Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL- SEP 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
Excess (deficiency) of revenues							
Over (under) expenditures	3,387	844,407	(11,209)	(895,696)	130,155	(765,541)	(56,009)
OTHER FINANCING SOURCES (USES)							
Interfund Transfer- In	151,979	-	-	-	-	-	-
Operating Transfers-Out	(62)	(175,978)	-	(61,197)	-	(61,197)	-
Contribution to (Use of) Fund Balance	-	-	(11,209)	-	-	-	(56,009)
TOTAL OTHER SOURCES (USES)	151,917	(175,978)	(11,209)	(61,197)	-	(61,197)	(56,009)
Net change in fund balance	155,304	668,429	(11,209)	(956,893)	130,155	(826,738)	(56,009)
FUND BALANCE, BEGINNING	1,685,993	1,841,297	2,509,726	2,509,726	-	2,509,726	1,682,988
FUND BALANCE, ENDING	\$ 1,841,297	\$ 2,509,726	\$ 2,498,517	\$ 1,552,833	\$ 130,155	\$ 1,682,988	\$ 1,626,978

**TOWN CENTER AT PALM COAST COMMUNITY DEVELOPMENT DISTRICT
CAPITAL IMPROVEMENT REV BONDS SER 2005**

Debt Service Schedule (After 11/01/2022 Payment Date)

<u>Date</u>	<u>Principal</u>	<u>Rate</u>	<u>Interest</u>	<u>Total</u>	<u>Annual</u>
11/1/2023			392,400	392,400	1,449,150
5/1/2024	685,000	6.000%	392,400	1,077,400	
11/1/2024			371,850	371,850	1,449,250
5/1/2025	730,000	6.000%	371,850	1,101,850	
11/1/2025			349,950	349,950	1,451,800
5/1/2026	770,000	6.000%	349,950	1,119,950	
11/1/2026			326,850	326,850	1,446,800
5/1/2027	820,000	6.000%	326,850	1,146,850	
11/1/2027			302,250	302,250	1,449,100
5/1/2028	870,000	6.000%	302,250	1,172,250	
11/1/2028			276,150	276,150	1,448,400
5/1/2029	925,000	6.000%	276,150	1,201,150	
11/1/2029			248,400	248,400	1,449,550
5/1/2030	980,000	6.000%	248,400	1,228,400	
11/1/2030			219,000	219,000	1,447,400
5/1/2031	1,040,000	6.000%	219,000	1,259,000	
11/1/2031			187,800	187,800	1,446,800
5/1/2032	1,105,000	6.000%	187,800	1,292,800	
11/1/2032			154,650	154,650	1,447,450
5/1/2033	1,175,000	6.000%	154,650	1,329,650	
11/1/2033			119,400	119,400	1,449,050
5/1/2034	1,250,000	6.000%	119,400	1,369,400	
11/1/2034			081,900	081,900	1,451,300
5/1/2035	1,325,000	6.000%	081,900	1,406,900	
11/1/2035			042,150	042,150	1,449,050
5/1/2036	1,405,000	6.000%	042,150	1,447,150	
	13,080,000		6,145,500	20,282,250	

Budget Narrative

Fiscal Year 2024

REVENUES**Interest-Investments**

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

Special Assessment-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. This is for the portion that will be billed through the Tax Collector.

Special Assessment-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated on-roll Non-Ad Valorem assessments collected through the Tax Collector.

EXPENDITURES**Expenditures – Administrative****Misc.-Assessment Collection Cost**

The District reimburses the Flagler County Tax Collector for applicable necessary administrative costs. Per 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 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 all collection costs is based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative

Fiscal Year 2024

Expenditures – Debt Service

Principal Debt Retirement

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

Interest Expense

The District pays interest expense on the debt twice during the year.

TOWN CENTER AT PALM COAST

Community Development District

Supporting Budget Schedules

Fiscal Year 2024

TOWN CENTER AT PALM COAST

Community Development District

All Funds

Comparison of Non-Ad Valorem Assessment Rates Fiscal Year 2024 vs. Fiscal Year 2023

Product	General Fund			Debt Service			Total Assessments per Unit		
	FY 2024 Fund	FY 2023 Fund	Percent Change	FY 2024 Fund	FY 2023 Fund	Percent Change	FY 2024 Fund	FY 2023 Fund	Percent Change
Residential	\$262.47	\$262.47	0.0%	\$381.07	\$381.07	0.0%	\$643.55	\$643.54	0.0%
Office	\$164.04	\$164.04	0.0%	\$238.17	\$238.17	0.0%	\$402.22	\$402.21	0.0%
Retail	\$196.85	\$196.85	0.0%	\$285.81	\$285.81	0.0%	\$482.66	\$482.66	0.0%
Assisted Living	\$65.62	\$65.62	0.0%	\$95.27	\$95.27	0.0%	\$160.89	\$160.89	0.0%
Non-Retail Comm	\$131.24	\$131.23	0.0%	\$190.54	\$190.54	0.0%	\$321.77	\$321.77	0.0%

Product	Tax Collector		Direct Billed		Total	Total	Prepaid	EAU	TOTAL
	GF Units	DS Units	GF Units	DS Units	O&M Units	DS Units	Units	FACTOR	EAU's
Residential	2879.461	1762.622	0.000	0.000	2879.461	2760.622	998.000	2.00	5,758.92
Office (1)	1278.441	1155.263	0.000	0.000	1278.441	1170.263	0.000	1.25	1,598.05
Retail (1)	1511.654	1322.774	0.000	0.000	1511.654	1420.274	112.500	1.50	2,267.48
Assisted Living	407.000	397.060	0.000	0.000	407.000	397.060	0.000	0.50	203.50
Non-Retail Comm	763.721	685.801	0.000	0.000	763.721	685.801	0.000	1.00	763.72
	6840.277	5323.521	0.000	0.000	6840.277	6434.021	1110.500		10,591.68

Note (1) - Moved 15 units from Office to Retail product due to conversion of Lots 2,3 and 4 of Phase I.