

TOWN CENTER AT PALM COAST

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2021

Adopted Budget

(Meeting 7/17/20)

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 2021

TOWN CENTER AT PALM COAST

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP 2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES							
Interest - Investments	4,942	11,862	\$ 4,000	\$ 4,336	\$ 445	\$ 4,781	\$ 4,000
Interest - Tax Collector	48	355	-	31	-	31	-
Special Assmnts- Tax Collector	1,078,813	1,122,601	1,124,304	1,082,288	42,016	1,124,304	1,283,857
Special Assmnts- CDD Collected	-	-	-	-	-	-	-
Special Assmnts- Discounts	(35,568)	(39,514)	(44,971)	(42,093)	-	(42,093)	(51,354)
Settlements	6,659	-	-	-	-	-	-
TOTAL REVENUES	1,054,894	1,095,304	1,083,333	1,044,562	42,461	1,087,023	1,236,503

EXPENDITURES

Administrative

P/R-Board of Supervisors	5,200	5,800	6,000	2,800	3,200	6,000	6,000
FICA Taxes	398	444	459	214	245	458	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	150	4,019	3,000	975	1,865	2,840	3,000
ProfServ-Legal Services	10,647	9,921	11,000	2,574	6,414	8,988	11,000
ProfServ-Mgmt Consulting Serv	49,750	51,250	52,750	39,562	13,188	52,750	54,333
ProfServ-Special Assessment	5,512	5,750	5,925	5,925	-	5,925	5,925
ProfServ-Trustee Fees	13,441	9,426	9,500	8,160	-	8,160	9,600
Auditing Services	3,800	3,800	4,000	3,800	-	3,800	4,000
Postage and Freight	1,099	1,547	1,450	966	512	1,478	1,494

TOWN CENTER AT PALM COAST

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET	THRU	JUL-	PROJECTED	BUDGET
			FY 2020	JUN-2020	SEP 2020	FY 2020	FY 2021
Insurance - General Liability	14,021	12,780	14,058	12,780	-	12,780	14,058
Printing and Binding	538	705	1,400	303	721	1,024	1,400
Legal Advertising	1,219	1,922	1,800	64	1,507	1,571	1,854
Miscellaneous Services	10	36	500	35	34.67	70	500
Misc-Assessmnt Collection Cost	16,246	15,982	22,486	20,803	840	21,643	25,677
Misc-Contingency	220	2,579	5,000	2,255	2,255	4,510	5,000
Misc-Web Hosting	1,000	1,000	1,000	167	-	167	1,000
Office Supplies	231	231	500	242	92	334	500
Rental - Meeting Room	-	-	400	253	127	380	400
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	129,257	132,967	147,003	102,053	36,599	138,651	151,973
Field							
ProfServ-Administrative	36,000	36,000	36,000	27,000	9,000	36,000	36,000
Contracts-Lake and Wetland	57,600	57,675	59,400	43,875	15,525	59,400	59,400
Contracts-Landscape	440,191	454,778	465,000	302,294	162,706	465,000	465,000
Security Service - Sheriff	-	-	-	-	-	-	150,000
Electricity - General	2,513	2,811	5,000	2,191	743	2,934	5,000
Utility - Irrigation	50,980	59,056	60,000	53,026	3,786	56,812	60,000
Utility - Stormwater	1,865	2,489	3,000	2,758	-	2,758	3,000

TOWN CENTER AT PALM COAST

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP 2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
R&M-Trail Maintenance	-	241	5,000		2,500	2,500	5,000
Misc-Contingency	10,382	4,683	35,930	35,159	771	35,930	34,130
Cap Outlay - Streetlight Impr	266,448	266,448	267,000	199,836	66,612	266,448	267,000
Capital Outlay	-	5,842	-	-	-	-	-
Total Field	865,979	890,023	936,330	666,139	261,644	927,783	1,084,530
TOTAL EXPENDITURES	995,236	1,022,990	1,083,333	768,192	298,243	1,066,434	1,236,503
Excess (deficiency) of revenues Over (under) expenditures	59,658	72,314	-	276,370	(255,782)	20,589	-
Net change in fund balance	59,658	72,314	-	276,370	(255,782)	20,589	-
FUND BALANCE, BEGINNING	561,065	620,723	693,037	693,037	-	693,037	713,626
FUND BALANCE, ENDING	\$ 620,723	\$ 693,037	\$ 693,037	\$ 969,407	\$ (255,782)	\$ 713,626	\$ 713,626

TOWN CENTER AT PALM COAST

Community Development District

Exhibit "A" Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 713,626
Net Change in Fund Balance - Fiscal Year 2021	-
Reserves - Fiscal Year 2021 Additions	-
Total Funds Available (Estimated) - FY 2021	713,626

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital	308,505 ⁽¹⁾
Reserves - Others	150,000
Subtotal	<u>458,505</u>
Total Allocation of Available Funds	458,505

Total Unassigned (undesignated) Cash	<u>\$ 255,122</u>
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2021

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.

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.

Budget Narrative

Fiscal Year 2021

Expenditures – Administrative (continued)**Professional Services-Arbitrage Rebate**

The District has an agreement 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.

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.

Budget Narrative

Fiscal Year 2021

Expenditures – Administrative (continued)**Professional Services-Special Assessment**

Administrative fee for Inframark Infrastructure Management Services to prepare the District's Special Assessment Roll and maintain the lien books.

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.

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.

Budget Narrative

Fiscal Year 2021

Expenditures – Administrative (continued)**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.

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.

Budget Narrative
Fiscal Year 2021

Expenditures – Administrative (continued)

Rental – Meeting Room

The District will rent a room to conduct their semi-monthly meetings for a fee.

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.

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 Aquatic Systems and EMS.

Contracts-Landscape

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

Electricity-General

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

Budget Narrative

Fiscal Year 2021

Expenditures – Field (continued)

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.

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.

TOWN CENTER AT PALM COAST

Community Development District

Debt Service Budgets

Fiscal Year 2021

TOWN CENTER AT PALM COAST

Community Development District

Series 2005 Debt Service Fund

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP 2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES							
Interest - Investments	4,583	11,264	\$ 3,000	\$ 14,064	\$ 1,188	\$ 15,252	\$ 8,000
Special Assmnts- Tax Collector	1,814,786	1,888,449	1,857,770	1,788,343	69,427	1,857,770	1,768,979
Special Assmnts- Prepayment	-	1,219,817	-	-	-	-	-
Special Assmnts- Discounts	(59,832)	(66,472)	(74,311)	(69,554)	-	(69,554)	(70,759)
TOTAL REVENUES	1,759,537	3,053,058	1,786,459	1,732,853	70,615	1,803,468	1,706,220
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	27,328	26,883	37,155	34,377	1,389	35,766	35,380
Total Administrative	27,328	26,883	37,155	34,377	1,389	35,766	35,380
<i>Debt Service</i>							
Principal Debt Retirement	585,000	620,000	660,000	615,000	-	615,000	700,000
Principal Prepayments	340,000	-	-	1,225,000	-	1,225,000	-
Interest Expense	1,214,100	1,168,800	1,131,600	1,094,850	-	1,094,850	981,600
Total Debt Service	2,139,100	1,788,800	1,791,600	2,934,850	-	2,934,850	1,681,600
TOTAL EXPENDITURES	2,166,428	1,815,683	1,828,755	2,969,227	1,389	2,970,616	1,716,980

TOWN CENTER AT PALM COAST

Community Development District

Series 2005 Debt Service Fund

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP 2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
Excess (deficiency) of revenues							
Over (under) expenditures	(406,891)	1,237,375	(42,296)	(1,236,374)	69,226	(1,167,148)	(10,760)
OTHER FINANCING SOURCES (USES)							
Operating Transfers-Out	(114,521)	(339,297)	-	(40)	-	(40)	-
Contribution to (Use of) Fund Balance	-	-	(42,296)	-	-	-	(10,760)
TOTAL OTHER SOURCES (USES)	(114,521)	(339,297)	(42,296)	(40)	-	(40)	(10,760)
Net change in fund balance	(521,412)	898,078	(42,296)	(1,236,414)	69,226	(1,167,188)	(10,760)
FUND BALANCE, BEGINNING	2,561,883	2,040,471	2,938,549	2,938,549	-	2,938,549	1,771,361
FUND BALANCE, ENDING	\$ 2,040,471	\$ 2,938,549	\$ 2,896,253	\$ 1,702,135	\$ 69,226	\$ 1,771,361	\$ 1,760,602

TOWN CENTER AT PALM COAST

Community Development District

Series 2005 Debt Service Fund

AMORTIZATION SCHEDULE
CAPITAL IMPROVEMENT REVENUE BONDS

DATE	BALANCE	RATE	PRINCIPAL	PREPAYMENT	INTEREST	TOTAL
11/01/21	16,360,000	6.00%	-		490,800	
05/01/22	16,360,000	6.00%	700,000		490,800	1,681,600
11/01/22	15,660,000	6.00%	-		469,800	
05/01/23	15,660,000	6.00%	745,000		469,800	1,684,600
11/01/23	14,915,000	6.00%	-		447,450	
05/01/24	14,915,000	6.00%	785,000		447,450	1,679,900
11/01/24	14,130,000	6.00%	-		423,900	-
05/01/25	14,130,000	6.00%	835,000		423,900	1,682,800
11/01/25	13,295,000	6.00%			398,850	
05/01/26	13,295,000	6.00%	885,000		398,850	1,682,700
11/01/26	12,410,000	6.00%	-		372,300	
05/01/27	12,410,000	6.00%	940,000		372,300	1,684,600
11/01/27	11,470,000	6.00%	-		344,100	
05/01/28	11,470,000	6.00%	1,000,000		344,100	1,688,200
11/01/28	10,470,000	6.00%	-		314,100	
05/01/29	10,470,000	6.00%	1,060,000		314,100	1,688,200
11/01/29	9,410,000	6.00%	-		282,300	

TOWN CENTER AT PALM COAST

Community Development District

Series 2005 Debt Service Fund

AMORTIZATION SCHEDULE
CAPITAL IMPROVEMENT REVENUE BONDS

DATE	BALANCE	RATE	PRINCIPAL	PREPAYMENT	INTEREST	TOTAL
05/01/30	9,410,000	6.00%	1,120,000		282,300	1,684,600
11/01/30	8,290,000	6.00%	-		248,700	
05/01/31	8,290,000	6.00%	1,190,000		248,700	1,687,400
11/01/31	7,100,000	6.00%	-		213,000	
05/01/32	7,100,000	6.00%	1,260,000		213,000	1,686,000
11/01/32	5,840,000	6.00%	-		175,200	
05/01/33	5,840,000	6.00%	1,335,000		175,200	1,685,400
11/01/33	4,505,000	6.00%	-		135,150	
05/01/34	4,505,000	6.00%	1,415,000		135,150	1,685,300
11/01/34	3,090,000	6.00%	-		92,700	
05/01/35	3,090,000	6.00%	1,500,000		92,700	1,685,400
11/01/35	1,590,000	6.00%	-		47,700	
05/01/36	1,590,000	6.00%	1,590,000		47,700	1,685,400
Total			\$ 16,360,000	\$ 1,225,000	\$ 8,912,100	

Budget Narrative
Fiscal Year 2021

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 2021

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 2021

TOWN CENTER AT PALM COAST

Community Development District

All Funds

Comparison of Non-Ad Valorem Assessment Rates Fiscal Year 2021 vs. Fiscal Year 2020

Product	General Fund			Debt Service			Total Assessments per Unit		
	FY 2021 Fund	FY 2020 Fund	Percent Change	FY 2021 Fund	FY 2020 Fund	Percent Change	FY 2021 Fund	FY 2020 Fund	Percent Change
Residential	\$242.38	\$212.26	14.2%	\$381.07	\$381.07	0.0%	\$623.46	\$593.33	5.1%
Office	\$151.49	\$132.66	14.2%	\$238.17	\$238.17	0.0%	\$389.66	\$370.83	5.1%
Retail	\$181.79	\$159.19	14.2%	\$285.81	\$285.81	0.0%	\$467.59	\$445.00	5.1%
Assisted Living	\$60.60	\$53.06	14.2%	\$95.27	\$95.27	0.0%	\$155.86	\$148.33	5.1%
Non-Retail Comm	\$121.19	\$106.13	14.2%	\$190.54	\$190.54	0.0%	\$311.73	\$296.67	5.1%

Product	Tax Collector		Direct Billed		Total	Prepaid	EAU	TOTAL	%
	GF Units	DS Units	GF Units	DS Units	Units	Units	FACTOR	EAU's	TOTAL EAU's
Residential	2880.461	2304.461	0.000	0.000	2880.461	576.000	2.00	5,760.92	54.38%
Office (1)	1278.441	1263.441	0.000	0.000	1278.441	0.000	1.25	1,598.05	15.08%
Retail (1)	1511.654	1419.154	0.000	0.000	1511.654	107.500	1.50	2,267.48	21.40%
Assisted Living	407.000	407.000	0.000	0.000	407.000	0.000	0.50	203.50	1.92%
Non-Retail Comm	763.721	763.721	0.000	0.000	763.721	0.000	1.00	763.72	7.21%
	6841.277	6157.777	0.000	0.000	6841.277	683.500		10,593.68	100.00%

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