



***BEACH
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Workshop Meeting

***Wednesday
April 26, 2023
5:00 p.m.***

***Location:
12788 Meritage Blvd.,
Jacksonville, FL 32246***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Beach Community Development District

250 International Parkway, Suite 208
Lake Mary FL 32746
321-263-0132

Board of Supervisors
Beach Community Development District

Dear Board Members:

The Workshop Meeting of the Board of Supervisors of the Beach Community Development District is scheduled for **Wednesday, April 26, 2023, at 5:00 p.m.** at the **12788 Meritage Blvd., Jacksonville, FL 32246.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or dmcinnes@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

David McInnes

David McInnes
District Manager

Cc: Attorney
Engineer
District Records

District: **BEACH COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Wednesday, April 26, 2023

Time: 5:00 PM

Location: 12788 Meritage Blvd.,
Jacksonville, FL 32246

Call-in Number: +1 (929) 205-6099

Meeting ID: 7055714830#

Workshop Agenda

I. Roll Call

II. Discussion Items

A. FY 2024 Proposed Budget & Capital Reserve Budget

Exhibit 1

B. General Matters Regarding the District

III. Adjournment

EXHIBIT 1

**BEACH COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023-2024 DRAFT PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | 10/01/2022- 12/31/2022 | 10/01/2022- 3/31/2022 | FY 2024 PROPOSED | |
|---|---------------------|---------------------|---------------------|---------------------------|--------------------------|---------------------|---|
| REVENUES | | | | | | | |
| ASSESSMENTS (on roll and off roll) | \$ 1,369,865 | \$ 1,557,617 | \$ 1,619,245 | \$ 1,265,148 | \$ 1,476,933 | | |
| OTHER ASSESSMENTS | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| OTHER INCOME & OTHER FINANCING SOURCES | \$ 32,638 | \$ 43,182 | \$ 5,000 | \$ 6,592 | \$ 11,959 | | |
| CARRYFORWARD | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| INTEREST INCOME | \$ - | \$ 50 | \$ - | \$ 4 | \$ 12 | | |
| NET REVENUES | \$ 1,402,503 | \$ 1,600,849 | \$ 1,624,245 | \$ 1,271,744 | \$ 1,488,904 | | |
| GENERAL & ADMINISTRATIVE EXPENSES | | | | | | | |
| TRUSTEE FEES | \$ 16,750 | \$ 14,375 | \$ 8,000 | \$ 2,200 | \$ 8,200 | \$ 9,500 | \$4K flat fee per bond series + extra fees |
| SUPERVISOR FEES-REGULAR MEETINGS | \$ 5,600 | \$ 8,400 | \$ 10,000 | \$ 1,600 | \$ 4,400 | \$ 12,000 | |
| SUPERVISOR FEES-WORKSHOPS | \$ - | \$ - | \$ 2,000 | \$ 600 | \$ 1,000 | \$ 2,000 | |
| DISTRICT MANAGEMENT | \$ 35,000 | \$ 39,958 | \$ 42,000 | \$ 10,500 | \$ 21,000 | \$ 43,680 | 4% increase |
| ENGINEERING | \$ 55 | \$ 1,416 | \$ 2,500 | \$ - | \$ 1,073 | \$ 5,000 | |
| DISSEMINATION AGENT | \$ 4,000 | \$ 3,042 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,600 | 4% increase |
| DISTRICT COUNSEL | \$ 12,728 | \$ 10,440 | \$ 7,500 | \$ 5,879 | \$ 9,450 | \$ 18,000 | 65.5 hours for FY |
| ASSESSMENT ADMINISTRATION | \$ 5,000 | \$ 11,292 | \$ 5,500 | \$ 1,375 | \$ 2,750 | \$ 5,720 | 4% increase |
| REAMORTIZATION SCHEDULE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| ARBITRAGE REBATE CALCULATION | | \$ - | \$ - | \$ - | \$ - | | Done on Series 2015 bonds in 5/2020 for period of 5/5/2015-5/5/2020. No record of one for 2013 bonds |
| AUDIT | \$ 5,600 | \$ 7,296 | \$ 6,000 | \$ - | \$ - | \$ 3,450 | |
| WEBSITE | \$ 2,100 | \$ 3,396 | \$ 1,515 | \$ 1,665 | \$ 1,875 | \$ 2,150 | Campus Suite for Website Hosting & VGlobal Tech for email service |
| LEGAL ADVERTISING | \$ 2,732 | \$ 3,575 | \$ 1,750 | \$ 2,343 | \$ 3,331 | \$ 7,000 | |
| DUES, LICENSES & FEES | \$ 175 | \$ 175 | \$ 175 | \$ 175 | \$ 175 | \$ 175 | |
| GENERAL LIABILITY INSURANCE | \$ 3,096 | \$ 3,381 | \$ 4,057 | \$ - | \$ - | \$ - | |
| PUBLIC OFFICIAL INSURANCE | \$ 2,543 | \$ 2,632 | \$ 2,895 | \$ - | \$ - | \$ - | |
| PROPERTY INSURANCE | \$ 71,874 | \$ 74,212 | \$ 89,054 | \$ 88,097 | \$ 88,097 | \$ 101,312 | Assume 15% increase |
| OFFICE MISCELLANEOUS | \$ 1,595 | \$ 3,502 | \$ 2,000 | \$ 858 | \$ 6,337 | \$ 3,500 | |
| TOTAL GENERAL & ADMINISTRATIVE EXPENSES | \$ 168,848 | \$ 187,092 | \$ 187,446 | \$ 117,792 | \$ 150,188 | \$ 216,087 | |
| FIELD EXPENSES | | | | | | | |
| FIELD MANAGEMENT | \$ 16,170 | \$ 3,618 | \$ 133,553 | \$ 28,808 | \$ 47,976 | \$ 139,333 | \$110909 + \$28424 (part time maintenance) |
| LAKE MAINTENANCE | \$ 13,680 | \$ 17,392 | \$ 21,600 | \$ 4,557 | \$ 9,858 | \$ 23,500 | 10% increase (add'tl ponds plus fish stocking) |
| LANDSCAPING (INCLUDING MATERIALS) | \$ 356,176 | \$ 380,742 | \$ 402,792 | \$ 105,447 | \$ 185,753 | | RFP will determine this cost |
| MULCH AND PINE STRAW--NEW LINE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 68,400 | \$31200 for mulch--need pine straw amount |
| IRRIGATION (REPAIRS) | \$ 10,074 | \$ 5,541 | \$ 10,000 | \$ 1,923 | \$ 4,648 | \$ 10,000 | |
| ELECTRIC - STREET LIGHTS/IRRIGATION-JEA/AMENITY ELECTRIC/WATER AND SEWER/AMENITY GAS/GUARD HOUSE | \$ 143,317 | \$ 201,461 | \$ 188,475 | \$ 77,285 | \$ 112,325 | \$ 291,000 | Combine with line #59 (under Amenity Expenses) plus 15% + line #68 (Amenity Gas) + line #82 (Guard House Utilities) |
| RIGHT OF WAY / LAKE MOWING | \$ - | \$ - | \$ 2,500 | \$ - | \$ - | \$ - | 12/27: Per Ron, no vendor |
| ENTRY WATER FEATURE | \$ 7,485 | \$ 3,185 | \$ 7,500 | \$ - | \$ - | \$ - | Combine with line #54 (Swimming Pool Feature) |
| CARRYFORWARD REPLENISH | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| CONTINGENCY - HURRICANE EXPENSES/STORM CLEAN UP | \$ - | \$ - | \$ 8,000 | \$ - | \$ - | \$ 10,000 | |
| COMMUNITY MAINTENANCE | \$ 7,433 | \$ 1,521 | \$ 8,000 | \$ 1,630 | \$ 11,888 | \$ 8,000 | Question: Can this be combined with line #56 (Amenity General Maintenance & Repairs) |
| CAPITAL IMPROVEMENTS | \$ - | \$ - | \$ 39,080 | \$ - | \$ 3,575 | \$ - | This will be moved to Capital Reserve Fund |
| TOTAL FIELD EXPENSES | \$ 554,335 | \$ 613,460 | \$ 821,500 | \$ 219,650 | \$ 376,023 | \$ 550,233 | |
| AMENITY EXPENSES | | | | | | | |
| AMENITY MANAGEMENT | \$ 154,751 | \$ 216,750 | \$ 154,556 | \$ 27,544 | \$ 49,162 | \$ 128,551 | \$92013 (Clubhouse manager) + \$36538 (clubhouse attendants) |
| LIFEGUARD--NEW LINE | \$ - | \$ - | \$ - | \$ 114 | \$ 114 | \$ 23,305 | Contract price plus 20% for add'tl hours |
| AMENITY/FITNESS CENTER STAFFING--NEW LINE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 53,040 | Additional FT employee - board's discretion |
| SWIMMING POOL CHEMICALS | \$ 56,949 | \$ 46,629 | \$ - | \$ 3,048 | \$ 7,240 | \$ 28,600 | New Line for funding next FY. Line has been used in the past |

| | | | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|-----------------------|---|
| SWIMMING POOL/ENTRY WATER FEATURE REPAIR--NEW LINE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25,529 | \$7500 from line #42 (Entry Water Feature) + difference between \$46629 and \$28600 from line #53 (Swimming Pool Chemicals) |
| SWIMMING POOL INSPECTION/PERMIT | \$ - | \$ 851 | \$ - | \$ - | \$ - | \$ 850 | |
| AMENITY GENERAL MAINTENANCE & REPAIRS | \$ 16,883 | \$ 20,040 | \$ 21,510 | \$ 1,254 | \$ 5,092 | \$ 30,000 | Can community maintenance be added to here for total of \$38K? |
| HOLIDAY DECORATIONS--NEW LINE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | Return with better estimate |
| AMENITY CLEANING | \$ 23,510 | \$ 8,472 | \$ - | \$ 4,532 | \$ 6,725 | \$ 25,000 | Part-time (3 days per week) |
| AMENITY ELECTRIC/WATER AND SEWER | \$ 52,306 | \$ 31,767 | \$ 60,000 | \$ - | \$ 25,036 | \$ - | Combine with expense line under field operations (Line #40) |
| AMENITY GATES/CONTROL ACCESS | \$ 8,337 | \$ 9,444 | \$ 5,000 | \$ 2,388 | \$ 6,289 | \$ 12,000 | Includes entry gate plus other entry points |
| AMENITY GATE REPAIRS--NEW LINE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,000 | |
| AMENITY WEBSITE/COMPUTER EQUIPMENT | \$ 7,205 | \$ 5,117 | \$ 1,590 | \$ 375 | \$ 1,215 | \$ - | \$1695 for website per contract + new computer |
| AMENITY INTERNET/CABLE | \$ 11,911 | \$ 12,874 | \$ 10,000 | \$ 3,311 | \$ 6,808 | \$ 15,000 | Increase based on previous year + |
| AMENITY DUES & LICENSES | \$ 850 | \$ - | \$ 850 | \$ - | \$ 459 | \$ - | |
| AMENITY SECURITY | \$ - | \$ - | \$ 800 | \$ - | \$ 2,160 | \$ 30,000 | \$30K added after adoption of FY 2023 budget |
| FITNESS EQUIPMENT MAINTENANCE | \$ 23,463 | \$ 8,643 | \$ 10,000 | \$ - | \$ 687 | \$ 2,000 | |
| LIFESTYLES PROGRAMMING | \$ 18,927 | \$ 28,238 | \$ 25,000 | \$ 3,865 | \$ 9,814 | \$ 30,000 | |
| AMENITY GAS | \$ 431 | \$ 472 | \$ 600 | \$ 146 | \$ 371 | \$ - | Combine with expense line under field operations (Line #40) |
| TENNIS COURT MAINTENANCE - 4 CLAY COURTS | \$ 1,995 | \$ 11,438 | \$ 14,500 | \$ 882 | \$ 939 | \$ 5,500 | Ron's suggested amount |
| LANDSCAPING MAINTENANCE OF AMENITY CENTER | \$ 76,000 | \$ 45,060 | \$ 68,400 | \$ - | \$ 25,333 | \$ - | Combine with Landscape Maintenance |
| LANDSCAPE IMPROVEMENT | \$ - | \$ 2,902 | \$ 2,500 | \$ - | \$ - | \$ 3,000 | |
| AMENITY IRRIGATION (REPAIRS) | \$ 2,242 | \$ 166 | \$ 1,500 | \$ - | \$ - | \$ - | |
| PEST CONTROL | \$ 1,088 | \$ 1,242 | \$ 1,200 | \$ 209 | \$ 660 | \$ 1,600 | |
| AMENITY FIRE SYSTEM MONITORING | \$ 3,416 | \$ 3,095 | \$ 1,500 | \$ 309 | \$ 1,406 | \$ 1,425 | |
| ALARM | \$ - | \$ - | \$ 500 | \$ - | \$ - | \$ - | |
| TRASH COLLECTION | \$ 2,586 | \$ 1,603 | \$ 2,292 | \$ 324 | \$ 1,069 | \$ 2,300 | |
| TOTAL AMENITY EXPENSES | \$ 462,850 | \$ 454,803 | \$ 382,298 | \$ 48,301 | \$ 150,579 | \$ 431,700 | |
| ACCESS CONTROL /GATE HOUSE | | | | | | | |
| GUARD SERVICE | \$ 120,689 | \$ 177,018 | \$ 222,400 | \$ 61,500 | \$ 120,240 | \$ 232,000 | FY 2023 amount plus additions to contract on annual basis |
| GUARD HOUSE SUPPLIES | \$ - | \$ 214 | \$ 800 | \$ - | \$ 535 | \$ - | |
| GUARD HOUSE UTILITIES | \$ 4,284 | \$ 4,254 | \$ 3,800 | \$ 733 | \$ 1,481 | \$ - | Combine with expense line under field operations (Line #40) |
| GUARD HOUSE REPAIR & MAINTENANCE | \$ - | \$ 273 | \$ 1,000 | \$ 2,869 | \$ 3,133 | \$ - | |
| BAR CODE EXPENSE | \$ 4,458 | \$ 4,409 | \$ 5,000 | \$ 768 | \$ 1,696 | \$ - | |
| TOTAL ACCESS CONTROL/GATE HOUSE EXPENSES | \$ 129,431 | \$ 186,168 | \$ 233,000 | \$ 65,870 | \$ 127,085 | \$ 232,000 | |
| TOTAL EXPENSES | \$ 1,315,464 | \$ 1,441,523 | \$ 1,624,244 | \$ 451,613 | \$ 803,875 | \$ 1,430,020 | |
| TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES | \$ 87,039 | \$ 159,326 | \$ 1 | \$ 820,131 | \$ 685,029 | \$ (1,430,020) | |
| FUND BALANCE - BEGINNING - AUDITED FOR 2021/UNAUDITED FOR 2022 | \$ 102,606 | \$ 150,634 | \$ 309,960 | \$ 245,728 | \$ 238,292 | \$ 238,292 | |
| USE OF FUND BALANCE FORWARD | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| INCREASE OF FUND BALANCE | \$ 48,028 | \$ 159,326 | \$ 1 | \$ 820,131 | \$ 685,029 | \$ (1,430,020) | |
| FUND BALANCE - ENDING - (2021 ACTUAL; OTHERS PROJECTED) | \$ 150,634 | \$ 309,960 | \$ 309,961 | \$ 1,065,859 | \$ 923,321 | \$ (1,191,728) | |
| COMMITTED | | | | | | | |
| NON SPENDABLE DEPOSITS | \$ 7,260 | \$ 886 | \$ 886 | \$ 886 | \$ 886 | \$ 886 | |
| CAPITAL RESERVES | | \$ 109,319 | \$ 109,319 | \$ 109,319 | \$ 109,319 | \$ - | move this to newly established Capital Reserve Fund |
| ASSIGNED | | | | | | | |
| 2 MONTHS WORKING CAPITAL | | \$ - | \$ - | \$ 301,551 | \$ 301,551 | \$ (238,337) | Actual 10/2022 and 11/2022 expenses = \$301,551 |
| UNASSIGNED | \$ 143,374 | \$ 199,755 | \$ 199,756 | \$ 676,441 | \$ 511,565 | \$ - | |
| FUND BALANCE - ENDING - (2021 ACTUAL; OTHERS PROJECTED) | \$ 150,634 | \$ 309,960 | \$ 309,961 | \$ 1,088,197 | \$ 923,321 | \$ - | |