

**Amelia Concourse
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.AmeliaConcourseCDD.com

April 9, 2024

Board of Supervisors
Amelia Concourse Community Development District
Staff/Supervisor Call In #: 1-877-304-9269 Code 3537070

Dear Board Members:

The Amelia Concourse Community Development District Workshop is scheduled to be held **Tuesday, April 16, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.**

Following is the agenda for the meeting:

- I. Call to Order
- II. Discussion of the Fiscal Year 2025 Budget
- III. Audience Comments
- IV. Next Scheduled Meeting – May 21, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center
- V. Adjournment

Amelia Concourse

Community Development District

*Proposed Budget
FY 2025*



Presented by:



Amelia Concourse
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments - On Roll	\$ 439,044	\$ 438,987	\$ 57	\$ 439,044	\$ 439,044
Interest income	5,000	8,269	7,000	15,269	5,000
Rental Revenue/Miscellaneous Revenue	500	825	500	1,325	500
Carry Forward Surplus	-	-	-	-	14,601
TOTAL REVENUES	\$ 444,544	\$ 448,080	\$ 7,557	\$ 455,638	\$ 459,145

EXPENDITURES:

Administrative

Supervisors	\$ 6,000	\$ 2,200	\$ 3,800	\$ 6,000	\$ 6,000
FICA Expense	459	168	291	459	459
Travel	300	-	300	300	300
Engineering	7,500	2,295	5,205	7,500	7,500
Attorney Fees	30,000	7,552	22,448	30,000	30,000
Annual Audit	4,350	-	4,350	4,350	4,350
Dissemination	11,130	5,765	5,365	11,130	11,798
Assessment Roll	7,950	7,950	-	7,950	8,427
Property Appraiser	5,000	4,481	-	4,481	5,000
Trustee Fees	10,000	6,063	3,938	10,000	10,000
Arbitrage	1,800	-	1,800	1,800	1,800
Management Fees	50,085	25,043	25,043	50,085	53,090
Information Technology	2,120	1,060	1,060	2,120	2,247
Website Maintenance	1,060	530	530	1,060	1,124
Telephone	500	104	396	500	500
Postage	1,000	44	956	1,000	1,000
Insurance	11,189	10,527	-	10,527	11,580
Printing and Binding	750	209	541	750	750
Legal Advertising	2,500	322	2,178	2,500	2,500
Other Current Charges	1,000	500	500	1,000	1,000
Office Supplies	100	2	98	100	100
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 154,968	\$ 74,990	\$ 78,797	\$ 153,787	\$ 159,699

Amelia Concourse
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
Operations & Maintenance					
<u>Contract Services:</u>					
Landscape Maintenance	\$ 32,988	\$ 16,101	\$ 16,887	\$ 32,988	\$ 32,988
Lake Maintenance	7,000	2,208	4,792	7,000	7,000
Management Company	30,000	-	-	-	-
Field Operations Management	-	7,000	7,000	14,000	22,000
<u>Repairs & Maintenance</u>					
Repairs & Maintenance	\$ 18,000	\$ 3,832	\$ 9,168	\$ 13,000	\$ 13,000
Irrigation Repairs	4,000	-	4,000	4,000	4,000
Landscape Contingency	10,000	3,565	6,435	10,000	10,000
<u>Utilities</u>					
Electric	\$ 35,000	\$ 12,868	\$ 22,132	\$ 35,000	\$ 35,000
Water & Sewer	19,000	5,111	9,889	15,000	15,000
TOTAL OPERATIONS & MAINTENANCE	\$ 155,988	\$ 50,685	\$ 80,303	\$ 130,988	\$ 138,988
Amenity Center					
Insurance	\$ 21,822	\$ 19,652	\$ 2,170	\$ 21,822	\$ 24,004
Facility Management	-	7,000	7,000	14,000	22,000
Pool Maintenance	16,000	8,918	7,082	16,000	18,318
Pool Chemicals	13,000	4,270	8,730	13,000	13,000
Pool Permits	530	-	530	530	530
Cable	2,000	487	1,513	2,000	2,200
Janitorial	6,300	4,620	1,680	6,300	9,841
Facility Maintenance	5,000	6,596	7,000	13,596	18,596
Pest Control	1,000	476	524	1,000	1,000
Refuse	660	355	395	750	750
Holiday Decorations	2,000	769	1,231	2,000	2,000
TOTAL AMENITY CENTER	\$ 68,312	\$ 53,144	\$ 37,855	\$ 90,998	\$ 112,239
Reserves					
Capital Reserve Fund	\$ 65,276	\$ -	\$ 65,276	\$ 65,276	\$ 48,218
TOTAL RESERVES	\$ 65,276	\$ -	\$ 65,276	\$ 65,276	\$ 48,218
TOTAL EXPENDITURES	\$ 444,544	\$ 178,819	\$ 262,230	\$ 441,049	\$ 459,145
Other Sources/(Uses)					
Interlocal Transfer In/(Out)	\$ -	\$ 12	\$ -	\$ 12	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ 12	\$ -	\$ 12	\$ -
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 269,273	\$ (254,673)	\$ 14,601	\$ 0

Amelia Concourse
Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Special Assessments-Tax Roll

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year. The assessment may either be invoiced directly to the property owner or placed on the Nassau County Tax Roll.

Interest Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

Rental Revenue/Miscellaneous Revenue

Income received from residents for rental of clubroom or patio and other miscellaneous revenue.

Expenditures - Administrative

Supervisors Fees

Florida Statutes allow each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon four supervisors attending an estimated 4 annual meetings.

FICA Taxes

FICA expense represents the Employer's (District's) share of Social Security and Medicare taxes withheld from the fee paid to the Board of Supervisors.

Travel

Expenses the Board of Supervisors may incur due to attending a CDD meeting or other District related travel expenses.

Engineering

The District's engineer Yuro & Associates will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

Attorney

The District's legal counsel Kilinski Van Wyk, PLLC will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Annual Audit

The District is required annually to conduct an audit of its financial records by Berger, Toombs, Elam, Gaines & Frank, an Independent Certified Public Accounting Firm.

Assessment Roll Administration

The District's assessment roll administration, Governmental Management Services, LLC will provide services to prepare assessment rolls to district property owners, prepare estoppel letters, administration of optional principal prepayments, and maintain lien book for Series 2007, Series 2016, and Series 2019A Bonds.

Property Appraiser

The Nassau County Board of Commissioners provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Board of Commissioners for necessary administrative costs incurred to provide this service. Per the 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 budget for Board of Commissioners costs was based on a unit price per parcel.

Trustee Fees

The District issued Series 2007, 2016, & 2019A Capital Improvement Revenue Bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2007, 2016, & 2019A Capital Improvement Revenue Bonds.

Management Fees

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

Amelia Concourse
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Information Technology

Represents costs related to the District’s information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District’s website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

The cost of telephone and fax machine service.

Postage and Delivery

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Insurance General Liability

The District’s General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Printing and Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

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

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Community Affairs for \$175.

Expenditures - Field (Contract Services)

Landscape Maintenance

The District has contracted with Bright View Landscaping Services to provide landscaping and irrigation maintenance services to all the common areas within the District. Includes plant maintenance at the Social Hall.

Vendor	Description	Monthly	Annual
Bright View	Landscape Maintenance	\$ 2,749	\$ 32,988

Lake Maintenance

The District has contracted with Solitude Lake Maintenance. to provide monthly water management services to all the lakes throughout the District.

Vendor	Description	Monthly	Annual
Solitude	Lake Maintenance	\$ 493	\$ 5,916
	Contingency		1,084
Total			\$ 7,000

Field Operations Management

The District is contracted with Governmental Management Services, LLC to provide onsite field management of contracts for District Services such as landscape and lake maintenance. Services to include weekly site inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

Vendor	Description	Monthly	Annual
GMS, LLC	Management Fees	\$ 1,833	\$ 22,000

Amelia Concourse
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Field (Repairs & Maintenance)

Repairs & Maintenance

Represents any funds that will be used to make repairs, replacements and maintenance to facility or equipment in the District.

Irrigation Repairs

Represents any funds that are paid for repairs to the irrigation system of the District.

Landscape Contingency

Represents additional landscape services not provided in contracted services. Services include, but are not limited to, installing mulch, remove trees, and seasonal flower rotation.

Expenditures – Field (Utilities)

Electric

The cost of electricity for Amelia Concourse CDD for the following accounts with FPL:

<u>Location</u>	<u>Meter Number</u>	<u>Monthly</u>	<u>Annual</u>
85200 Amaryllis Ct	66164-80262	\$ 731	\$ 8,773
85200 Amaryllis Ct St Lights	69397-29510	759	9,109
95016 Daisy Ln # Entry Light	47823-07021	33	391
100 Amaryllis Ct	10995-48073	1,242	14,908
Contingency			1,819
Total			\$ 35,000

Water & Sewer

The cost of water, sewer, and irrigation services for Amelia Concourse CDD for the following accounts with JEA:

<u>Location</u>	<u>Meter Number</u>	<u>Monthly</u>	<u>Annual</u>
85190 Amaryllis Ct	67891789	\$ 342	\$ 4,107
85200 Amaryllis Ct	67891709	313	3,760
85200 Amaryllis Ct - Sewer	67891712	109	1,307
85200 Amaryllis Ct - Water	67891712	64	767
Contingency			5,059
Total			\$ 15,000

Expenditures – Amenity Center

Insurance

The District has issued a Property Insurance policy with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

Facility Management

Represents the cost to staff the Amenity Center, oversee maintenance contracts related to the Amenity Center such as janitorial and pool maintenance, conduct various special events throughout the year, administer rental program, issue access cards to new residents, respond to resident requests, etc.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
GMS, LLC	Management Fees	\$ 1,833	\$ 22,000

Pool Maintenance

The District has contracted with GMS, LLC for pool cleaning, water testing, treatment, checking chemicals and back washing of the Amenity Center pool.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
GMS, LLC	Pool Maintenance	\$ 1,527	\$ 18,318

Amelia Concourse
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Amenity Center (Continued)

Pool Chemicals

The District has contracted with Hawkins Inc. for chemicals needed to maintain Amenity Center pool.

Vendor	Description	Monthly	Annual
Hawkins Inc.	Pool Chemicals	\$ 1,083	\$ 13,000

Pool Permits

Represents the estimated cost for pool permits.

Cable

The District has contracted with AT&T for cable and internet services.

Vendor	Description	Monthly	Annual
AT&T	Cable & Internet	\$ 165	\$ 1,980
	Contingency		220
Total			\$ 2,200

Janitorial

The District will contract with GMS, LLC to provide janitorial services for the Amenity Center.

Vendor	Description	Monthly	Annual
GMS, LLC	Janitorial Services	\$ 820	\$ 9,841

Facility Maintenance

The cost of routine repairs and maintenances of the District’s common areas and Amenity Center.

Pest Control

The estimated costs for Nadar’s Pest Control to provide monthly pest control services.

Refuse

Garbage disposal services provided by Meridian Waste.

Vendor	Description	Monthly	Annual
Meridian Waste	Refuse	\$ 63	\$ 750

Holiday Decorations

The cost to install holiday lights around the CDD.

Expenditures – Reserves

Capital Reserve Fund

Money set aside for future replacements of capital related items

Amelia Concourse
Community Development District
Proposed Budget
Capital Reserve Fund

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Interest Income	\$ 2,500	\$ 4,644	\$ 3,500	\$ 8,144	\$ 5,000
Capital Reserve Funding - Transfer In	65,276	-	65,276	65,276	48,218
Carry Forward Balance	133,830	-	133,830	133,830	137,251
TOTAL REVENUES	\$ 201,606	\$ 4,644	\$ 202,606	\$ 207,251	\$ 190,468
EXPENDITURES:					
Capital Outlay	\$ 20,000	-	\$ 20,000	\$ 20,000	\$ 20,000
Repair and Replacements	50,000	-	50,000	50,000	50,000
TOTAL EXPENDITURES	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
Other Sources/(Uses)					
Transfer in/(Out)	\$ -	-	-	-	-
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
EXCESS REVENUES (EXPENDITURES)	\$ 131,606	\$ 4,644	\$ 132,606	\$ 137,251	\$ 120,468