

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT



**PROPOSED OPERATING BUDGET
OCTOBER 1, 2021 – SEPTEMBER 30, 2022**

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

BUDGET DEVELOPMENT:

FLORIDA STATUTE 189.418:

The total amount available from taxation and other sources, including balances brought forward for prior fiscal years, must equal the total of appropriations for expenditures and reserves.

(A Balanced Budget)

District Manager Summary

1. The new format of the Grand Haven Budget, separates expenses into Departments.
2. The District has established a new Special Revenue Fund for Capital Projects, that has its own Budget, Assessment and Reserves:
 - Transferred \$1,721,211 from General Fund reserves to start the SRF Budget for Capital Projects.
3. Lowered budgeted expenses in the General Fund:
 - Employee Health Insurance was adjusted downward from \$130,000 to \$106,000
 - Utilities-Water was adjusted downward from \$139,300 to \$115,000
 - Employee Payroll was adjusted downward from \$659,287 to \$607,333
4. Removed Landscape Enhancements from the General Fund and placed it in the Special Revenue Fund as a Capital project:
 - Adjusted downward from \$80,000 to \$0
 - Landscape Enhancement Projects = \$50,000
 - Firewise = \$30,000
5. The adjustments above lowered the Projected Budget & Assessment:
 - 197 Letter showed a maximum assessment of \$168.71 / 7.7% increase
 - New adjusted assessment is only a \$65.12 / 2.77% increase
6. Use of Fund Balance (Reserves) = \$294,665, which keeps the SRF “Capital” Budget at a net zero increase from prior year.
 - Fund Balance is built up when Revenues from Assessments exceed the actual Expenditures. The District intentionally budgets to keep assessments from dramatically going up or down from one year to the next. To stabilize assessments and keep them in line with CPI as much as possible, in some years when the expenditures are projected to exceed revenues, the District will intentionally use funds accumulated in reserves. FY2022 is one of those years.
 - The assessments for Capital Projects in FY 2021 was \$435.32 and remains the same for FY2022.

CHANGE IN ANNUAL ASSESSMENTS PER UNIT			
FY2021	O&M	SRF	Total
SINGLE FAMILY	\$1,916.59	\$435.32	\$2,351.91
FY2022	O&M	SRF	Total
SINGLE FAMILY	\$1,981.71	\$435.32	\$2,417.03
Difference	O&M	SRF	Total
\$ AMOUNT	\$65.12	\$0.00	\$65.12
PERCENTAGE			2.77%

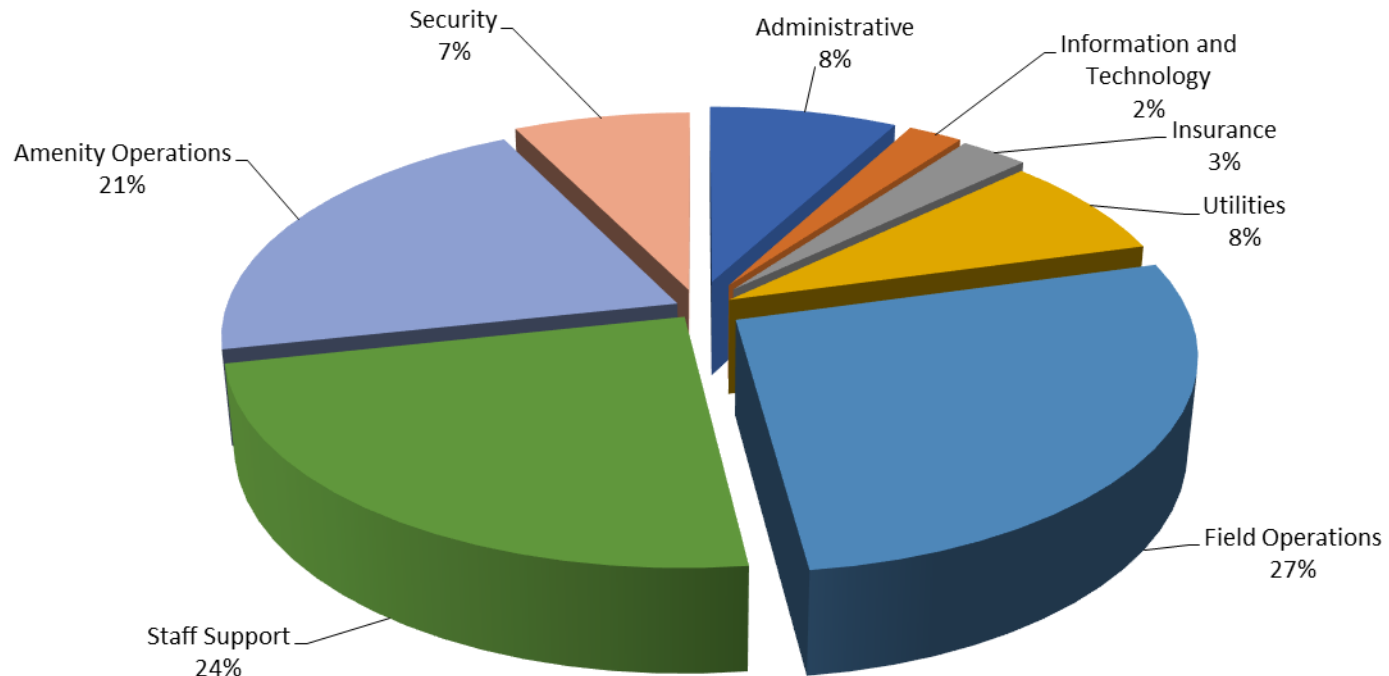
Competitive Bidding

The District Board of Supervisors went out for RFPs for competitive bidding on 4 major contracts. While the expenses for 3 out of the 4 contractors went up, the District was able to secure multi-year agreements which assists in keeping the costs more predictable and less volatile.

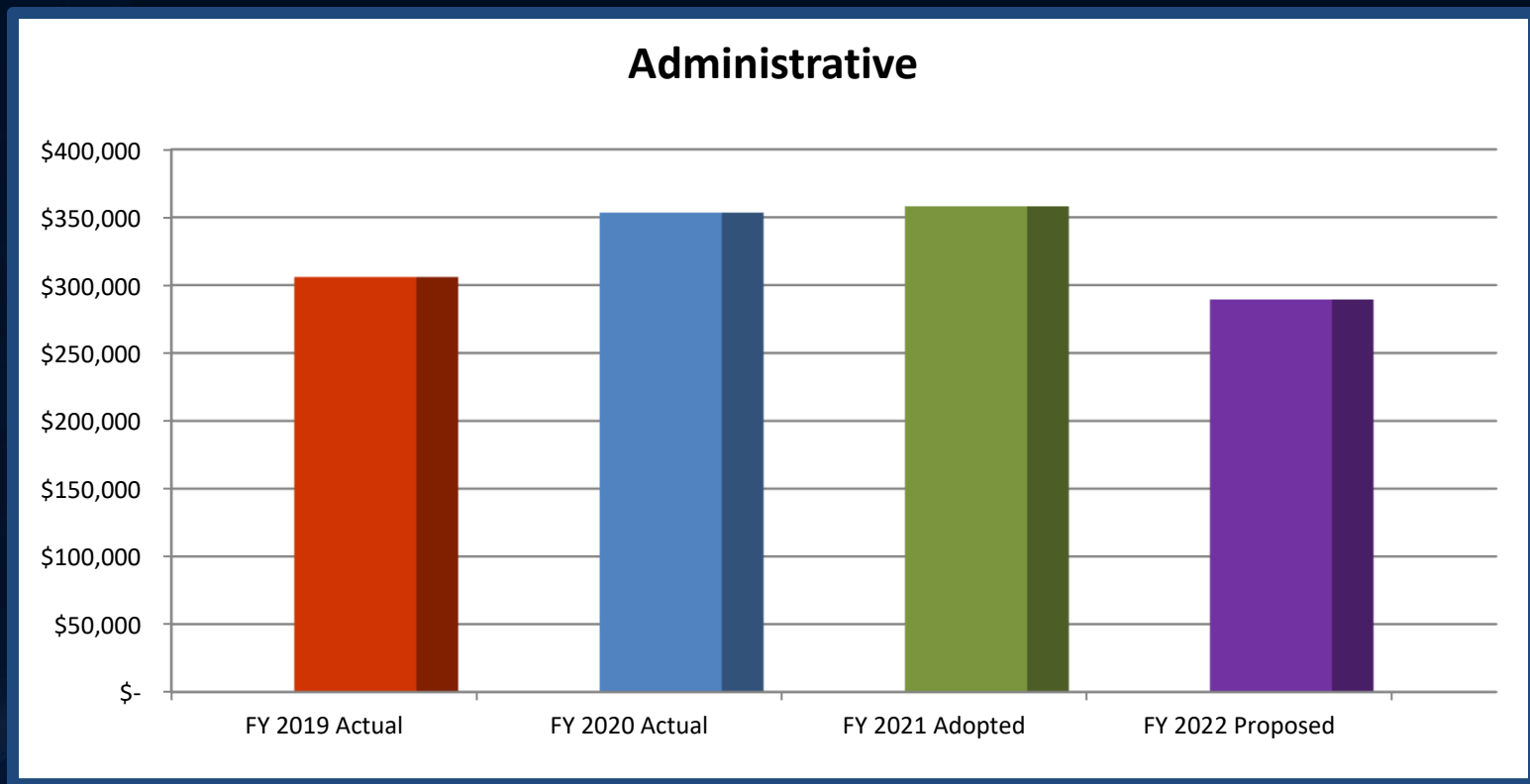
1. Landscape Maintenance: \$585,814
 - An increase of \$11,486
2. Amenity Management: \$592,786
 - An increase of \$40,786
 - From 2016 through FY2020, Vesta received no increase in their Management Contract. It remained at \$539,020 for 5 years. In 2020 the District Manager negotiated a lower contract amount due to Covid. \$516,762.
3. Security Guards (Gate Access control): \$204,375
 - An increase of \$6002
4. District Management Services: \$80,450
 - The District Manager, Howard “Mac” McGaffney, was hired by Vesta Property Services as their New Vice President of District Services overseeing DPFG, a District Management Firm owned and operated by Vesta.
 - The District went out to bid for District Manager.
 - The previous firm declined to bid.
 - As part of the proposal, Mac agreed to continue to personally manage Grand Haven for the foreseeable future. Mac has 13 years of historical experience and knowledge of the District that remains with Grand Haven and benefits the District.

General Fund Budget Summary

FY 2022 Expenditure Summary: \$3,673,389



Administrative: \$289,452
8% of the Overall Budget = Decrease of \$68,577

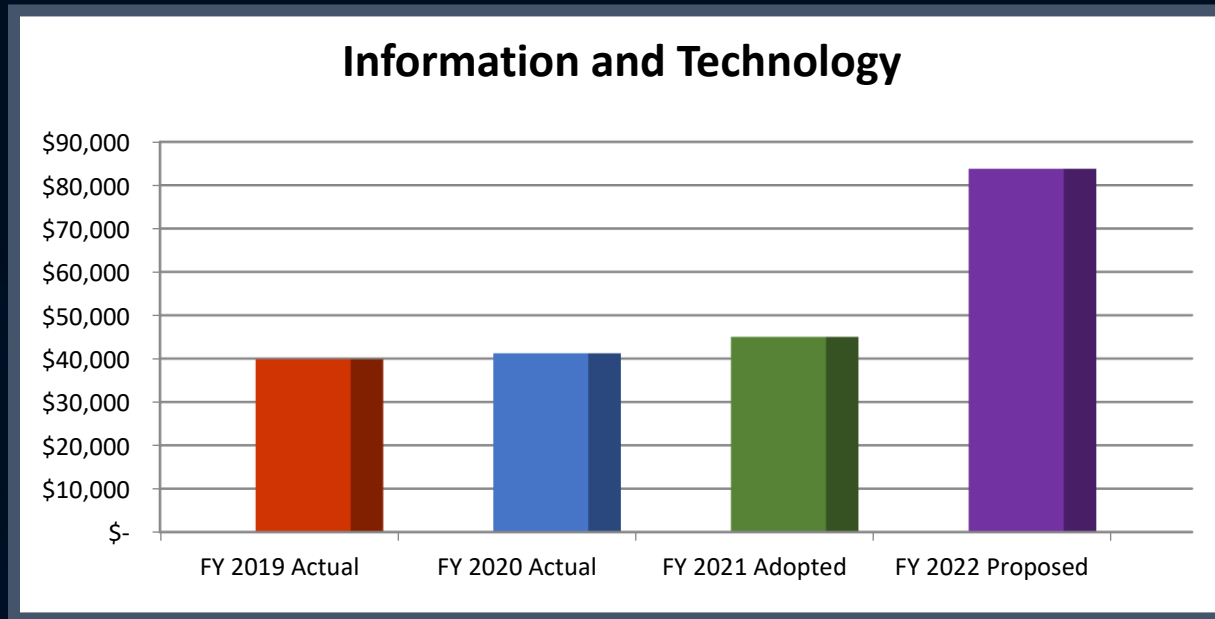


Administrative: \$289,452

Administrative	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Supervisors - regular meetings	\$ 9,600	\$ 11,200	\$ 12,000	\$ 12,000	\$ -
Supervisor - workshops	9,600	6,200	10,000	9,000	(1,000)
District Management Services					
District management	36,881	37,987	39,127	39,125	(2)
Administrative	9,816	10,110	10,413	10,400	(13)
Accounting	20,245	20,852	21,478	21,475	(3)
Assessment roll preparation	8,934	9,202	9,478	9,450	(28)
Disclosure report	2,000	-	-	-	-
Arbitrage rebate calculation	750	750	-	-	-
Office supplies	834	646	500	1,000	500
Postage	3,410	1,685	3,000	3,000	-
Trustee	4,771	-	-	-	-
Audit	11,300	11,300	11,300	11,300	-
Legal - general counsel	88,286	116,262	92,000	103,000	11,000
Engineering	12,602	13,165	30,000	30,000	-
Legal advertising	6,387	3,528	3,500	5,200	1,700
Bank fees	1,498	1,438	1,500	1,500	-
Dues & licenses	175	175	175	175	-
Website hosting & development	705	705	1,800	1,515	(285)
ADA website compliance	139	199	210	210	-
Communications: e-blast	459	459	500	500	
IT support	19,877	20,621	18,000	27,702	9,702
Property taxes	2,156	-	3,000	2,400	(600)
Tax collector	52,914	85,096	90,048	-	(90,048)
Contingencies	2,643	1,819	-	500	500
TOTAL ADMINISTRATIVE	\$ 253,068	\$ 268,303	\$ 267,981	\$ 289,452	\$ (68,577)

Information and Technology

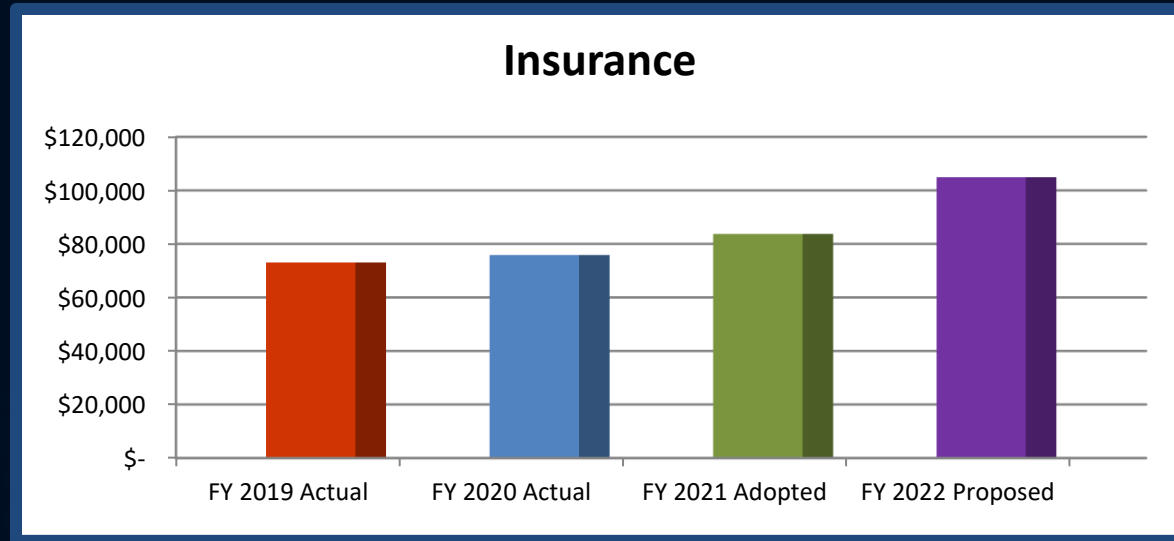
2% of the Overall Budget = Increase of \$38,789



Information and Technology	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
IT support	19,877	20,621	18,000	26,670	8,670
Village Center and Creeside telephone & fax	4,313	4,435	10,000	6,546	(3,454)
Cable/internet-village center/creekside	14,356	14,800	14,500	9,782	(4,718)
Wi-Fi for gates				4,894	
Landlines/hot spots for gates and cameras				26,400	
Cell phones				7,282	
Website hosting & development	705	705	1,800	1,515	(285)
ADA website compliance	139	199	210	210	-
Communications: e-blast	459	459	500	500	-
TOTAL INFORMATION AND TECHNOLOGY	39,849	41,219	45,010	83,799	213

Insurance: \$104,935

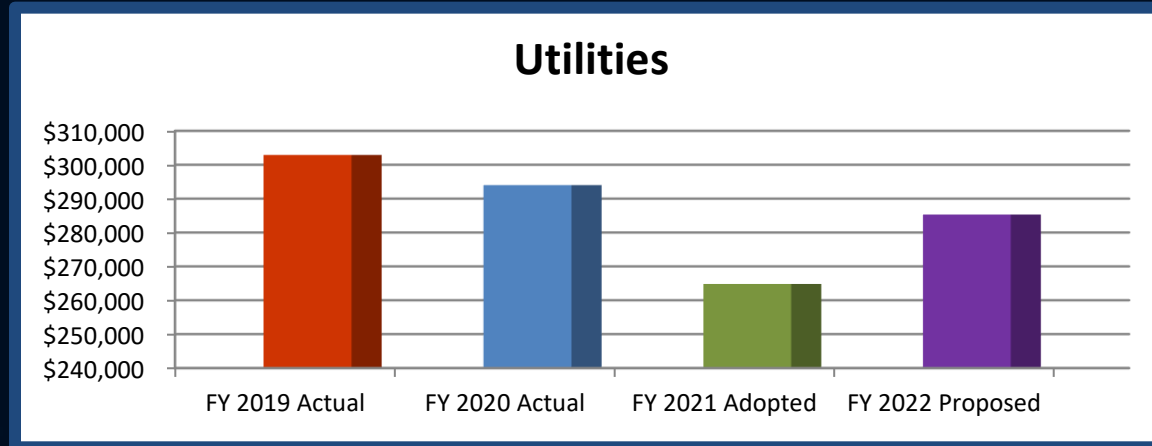
3% of the Overall Budget = Increase of \$21,222



Insurance	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Insurance: general liability & public officials	\$ 10,227	\$ 10,482	\$ 11,896	\$ 18,900	\$ 7,004
Insurance: property	58,904	60,463	65,117	78,435	13,318
Insurance: auto general liability	920	1,800	2,000	4,000	2,000
Flood insurance	3,000	3,100	4,700	3,600	(1,100)
TOTAL INSURANCE	\$ 73,051	\$ 75,845	\$ 83,713	\$ 104,935	\$ 21,222

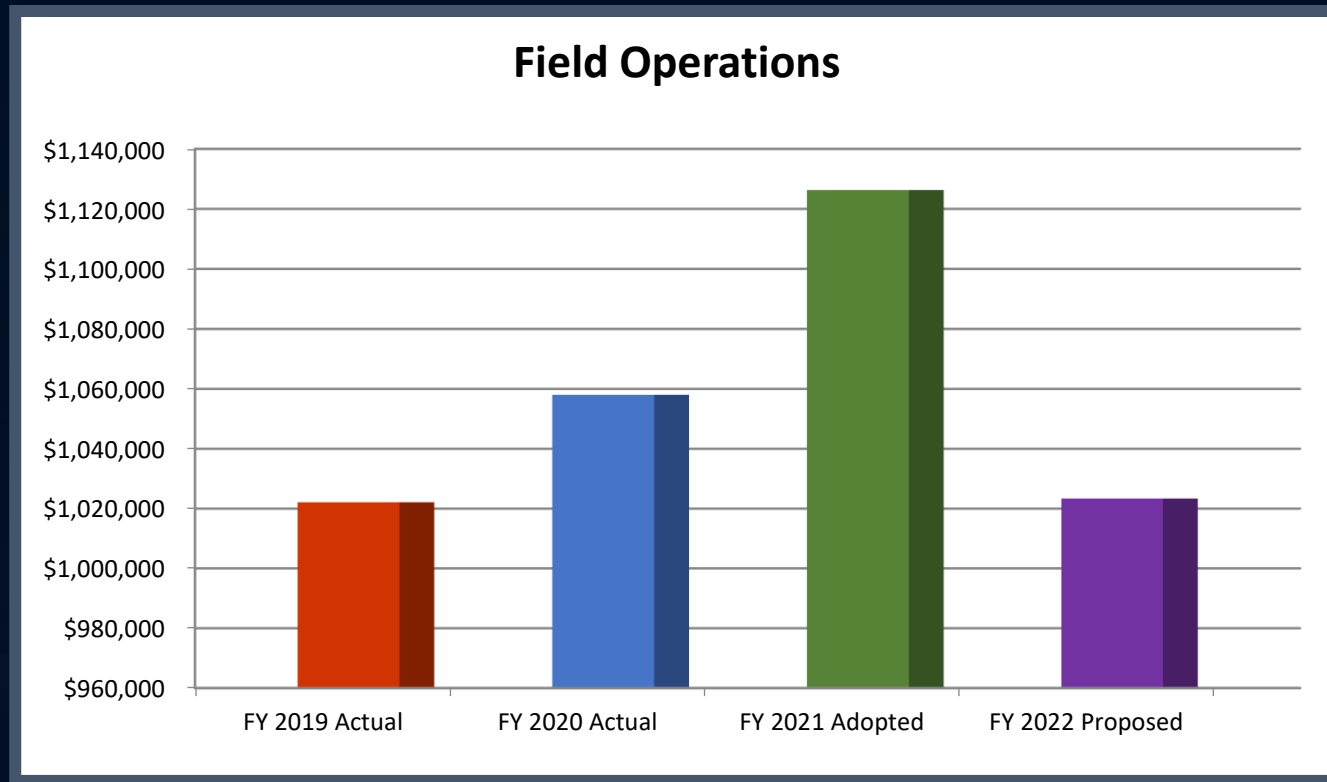
Utilities: \$285,300

8% of the Overall Budget = Increase of \$20,500



	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Electric					
Electric services - #12316, 85596, 65378	\$ 5,138	\$ 5,147	\$ 4,300	\$ 5,200	\$ 900
Electric- Village Center - #18308	31,015	22,689	31,500	31,500	-
Electric - Creekside - #87064, 70333	21,333	17,919	21,500	21,500	-
Street lights ¹	20,289	20,320	20,000	20,000	-
Propane - spas/café	39,225	25,135	38,750	40,600	1,850
Garbage - amenity facilities	10,460	12,323	11,000	15,200	4,200
Water/sewer					
Water services ²	122,640	132,639	98,750	115,000	16,250
Water - Village Center - #324043-44997	11,005	12,301	13,500	13,000	-
Water - Creekside - #324043-45080	6,986	6,285	10,000	7,300	(2,700)
Pump house shared facility	34,788	39,219	15,500	15,500	-
TOTAL UTILITIES	\$ 302,879	\$ 293,977	\$ 264,800	\$ 285,300	\$ 20,500

Field Operations: \$1,010,396
27% of the Overall Budget = Decrease of \$115,871

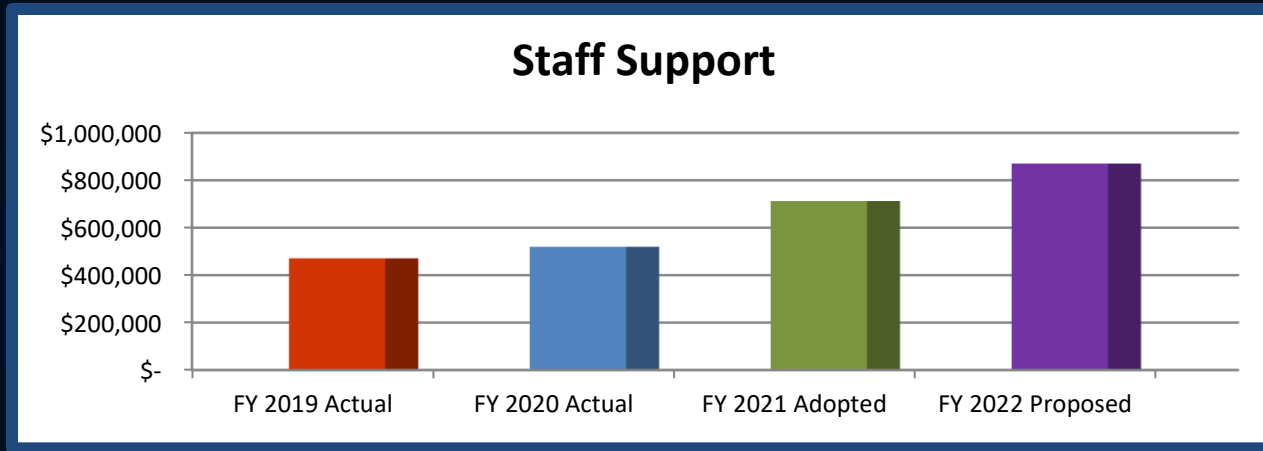


Field Operations: \$1,010,396

Field Operations	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Stormwater system					
Aquatic contract	47,688	48,781	44,615	51,438	6,823
Aquatic contract: lake watch	3,996	3,122	4,076	4,076	-
Aquatic contract: aeration maintenance	-	-	4,000	4,000	-
Lake bank spraying	4,371	1,457	6,128	6,128	-
Stormwater system repairs & maintenance	-	-	15,000	15,000	-
Property maintenance					-
Horticultural consultant	9,600	10,000	9,600	9,600	-
Landscape enhancement	19,376	147,541	112,220	-	(112,220)
Landscape repairs & replacement	58,502	17,695	20,000	20,000	-
Landscape maintenance contract services	530,841	548,503	574,328	585,814	11,486
Landscape maintenance: croquet	28,400	31,600	50,800	50,800	-
Tree maintenance (Oak tree pruning)	78,200	-	35,000	35,000	-
Optional flower rotation	-	17,550	20,000	20,000	-
Irrigation repairs & replacement	17,931	33,523	20,000	22,000	2,000
Roads & bridges repairs	-	-	15,000	15,000	-
Sidewalk repairs & replacement	28,203	47,671	20,000	-	(20,000)
Street light maintenance	1,824	2,447	15,000	15,000	-
Vehicle repairs & maintenance	1,038	1,551	5,000	5,000	-
Office supplies: field operations	18,687	17,642	12,000	14,000	2,000
Holiday lights	9,414	8,427	9,000	9,000	-
CERT operations	271	478	500	500	-
Community maintenance	145,926	110,674	110,000	98,040	(11,960)
Storm clean-up	16,972	5,584	20,000	26,000	6,000
Miscellaneous contingency	873	3,797	4,000	4,000	-
TOTAL FIELD OPERATIONS	1,022,113	1,058,043	1,126,267	1,010,396	(115,871)

Staff Support: \$870,590

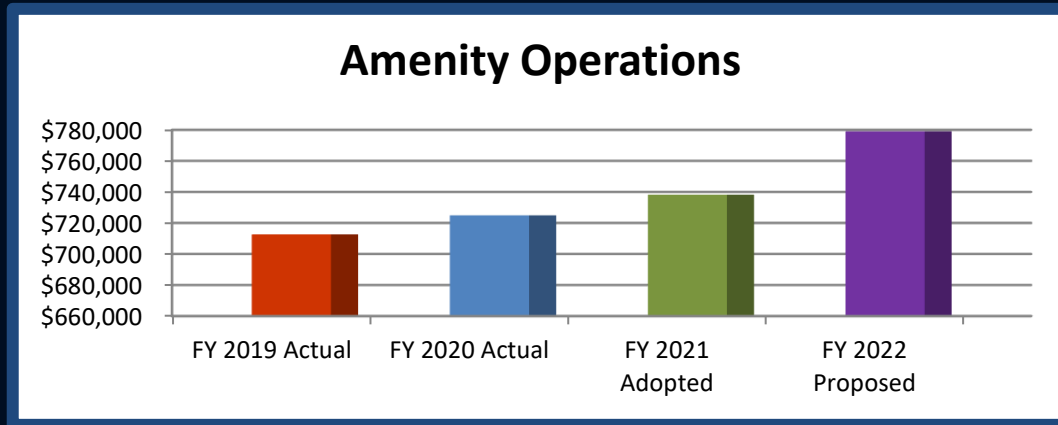
24% of the Overall Budget = Increase of \$157,990



Staff Support	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Payroll	\$ 355,163	\$ 381,818	\$ 520,345	\$ 607,333	\$ 86,988
Merit pay/bonus	7,335	18,026	20,000	25,000	5,000
Payroll taxes	27,997	30,986	67,905	79,257	11,352
Health insurance	40,483	50,156	65,000	106,000	41,000
Insurance: workers' compensation	27,637	26,002	26,500	30,000	3,500
Payroll services	3,616	3,708	4,100	6,250	2,150
Mileage reimbursement/Vehicle Allowance	8,569	8,635	8,750	16,750	8,000
TOTAL STAFF SUPPORT	\$ 470,800	\$ 519,331	\$ 712,600	\$ 870,590	\$ 157,990

Amenity Operations: \$779,081

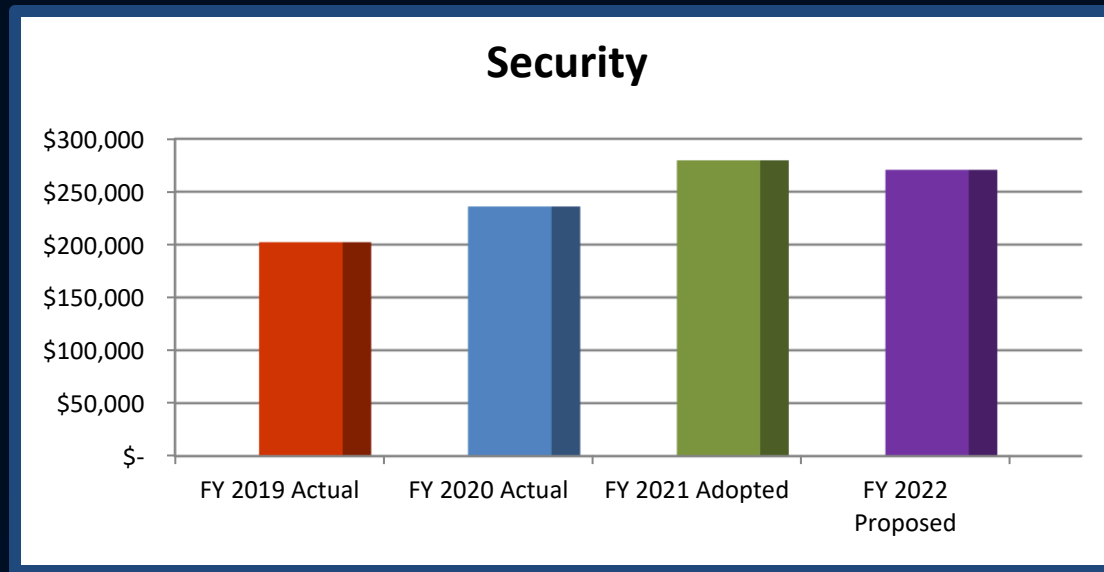
21% of the Overall Budget = Increase of \$40,880



Amenity Operations	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Amenity Management	\$ 539,020	\$ 516,762	\$ 552,000	\$ 592,786	\$ 40,786
A/C maintenance and service	50	2,235	3,750	3,900	150
Fitness equipment service	9,229	3,559	7,500	7,500	-
Cable/internet	14,356	14,800	14,500	14,700	200
Music licensing	3,203	3,321	3,350	3,520	170
Village center telephone, fax	4,313	4,435	10,000	4,800	(5,200)
Creekside telephone, fax	9,066	10,850	10,000	11,600	1,600
Pool/spa permits	875	875	875	875	-
Pool chemicals	14,174	14,332	13,176	15,500	2,324
Pest control	3,142	2,904	3,050	3,900	850
Amenity maintenance	107,499	147,527	110,000	110,000	-
Special events	7,723	3,282	10,000	10,000	-
TOTAL AMENITY	\$ 712,650	\$ 724,882	\$ 738,201	\$ 779,081	\$ 40,880

Security: \$270,675

7% of the Overall Budget = Decrease of \$9,048



Security	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Gate access control staffing	150,418	181,906	198,373	204,375	6,002
Additional guards	7,609	-	15,000	8,000	(7,000)
Guardhouse facility maintenance	7,776	13,348	21,000	16,000	(5,000)
Gate communication devices	19,579	21,735	20,000	21,000	1,000
Gate operating supplies	13,901	15,040	22,000	16,000	(6,000)
Fire & security system	2,949	3,940	3,350	5,300	1,950
TOTAL SECURITY	202,232	235,969	279,723	270,675	(9,048)

Special Revenue Fund (SRF)

Previously known as “Infrastructure Reinvestment or Capital Plan”

1. The District created a new Budget called the Special Revenue Fund (SRF) to ensure and separate monies set aside in reserves which would be used to offset assessments related to future Capital projects. This budget separates Capital expenditures from Operations and Maintenance (O&M) expenditures in the General Fund.
2. In Previous Years, monies set aside in reserves for Capital expenditures was used to offset rising costs in O&M.
3. To start up the new SRF Fund, the District will transfer \$1,860,766 from the General Fund reserves (fund balance) to start the new Budget from which all Capital Projects will be funded.
4. Total Capital Projects for FY2022 = \$1,082,025
 - \$1,082,025 in new projects for FY2022
 - \$58,600 in estimated projects that will Carry Forward from FY2021
 - Use of Fund Balance (Reserves) = \$294,665, which keeps the budget at a net zero increase from prior year.
 - Fund Balance is built up when Revenues from Assessments exceed the actual Expenditures. The District intentionally budgets to keep assessments from dramatically going up or down from one year to the next. To stabilize assessments and keep them in line with CPI as much as possible, in some years when the expenditures are projected to exceed revenues, the District will intentionally use funds accumulated in reserves. FY2022 is one of those years.
 - The assessments for Capital Projects in FY 2021 was \$435.32 and remains the same for FY2022.

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2022 PROPOSED	Variance 2021-2022
Capital Projects	\$ 612,432	\$ 771,081	\$ 1,027,702	\$1,082,025	(\$54,434)

Capital Projects for FY2022 = \$1,082,025

Item	Priority	Description	Budgeted Cost
1	RES	Concrete Curbing Replacement Plan	100,000
2	C	Sidewalk Replacement Plan-materials only	50,000
3	E	Paving Project: The Crossings, Village Center North/South Parking Lots	272,000
4	R	Village Center North-Parking Lot Expansion - 1x cost to construct	250,000
5	R	Phase 3 Bathroom Renovation	150,000
6	E	Additional Trailer	5,000
7	C	Planned-Pool Heater Replacements (4), Creekside	45,000
8	E	Planned-Street Light Replacement (10)	60,000
9	RES	High Speed Commercial Copier / Scanner / Printer-Replacement	11,425
10	E	Landscape Projects	50,000
11	C	Firewise Project	30,000
12		Total capital projects for FY2022	\$ 1,023,425
13			
14		Carry over projects from FY2021	
15	CF	Croquet Court Expansion - Cost for Shade Canopies	20,000.00
16	CF	Pickleball Expansion	30,000.00
17	CF	Rubber Tile Flooring-Creekside Fitness Center	8,600.00
18		⁽¹⁾ Represents carry over projects from FY2021 paid via fund balance	58,600.00
19			
20		Total Capital Projects for FY 2022	\$ 1,082,025
	Priority		
	C	Critical	
	E	Essential	
	RES	Reserve Study	
	R	Requested	
	CF	Carryforward	
	*Total approximate value of All Assets owned and maintained by the District=\$40,000,000		

Capital Projects for FY2022 = \$1,082,025

FISCAL YEAR 2022	
	FY 2022
	PROPOSED
REVENUES	
Assessment Levy: Infrastructure Reinvestment (net of allowance discount)	\$ 781,860
Interest & Miscellaneous	5,500
TOTAL REVENUES	787,360
EXPENDITURES	
Professional & Administrative	
Tax Collector	
Infrastructure Reinvestment	
General Infrastructure Replacement / Repair (Statement 4)	
General Infrastructure Replacement / Repair (Statement 4)	1,082,025
TOTAL EXPENDITURES	1,082,025
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(294,665)
OTHER FINANCING SOURCES & USES	
Transfer In	1,721,211
TOTAL OTHER FINANCING SOURCES & USES	1,721,211
NET CHANGE IN FUND BALANCE	1,426,546
FUND BALANCE	
Fund Balance - Beginning	-
Net Change in Fund Balance	1,426,546
Fund Balance Ending	1,426,546
Analysis of Fund Balance	
Committed: Future Capital Improvements	1,069,910
Assigned: 3 months working capital	356,637
FUND BALANCE - ENDING	\$ 1,426,546