

# **KEY MARCO**

Community Development District

## ***Annual Operating Budget***

**Fiscal Year 2020**

Version 1 - Adopted Budget  
(Adopted 08/21/19)

Prepared by:



**KEY MARCO**

Community Development District

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**Key Marco**

Community Development District

**Operating Budget**

Fiscal Year 2020

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	2018	BUDGET	THRU	MAR	PROJECTED	BUDGET
	FY 2016	FY 2017	2018	FY 2019	FEB-2019	SEP-2019	FY 2019	FY 2020
<b>REVENUES</b>								
Interest - Investments Income	\$ 3,244	\$ 8,336	\$ 14,896	\$ 8,000	\$ 7,152	\$ 10,013	\$ 17,165	\$ 15,000
Hurricane Irma FEMA Refund	-	-	-	-	20,834	-	20,834	-
Interest - Tax Collector Investments	-	-	40	-	226	45	271	200
Non-Ad Valorem Assessments	623,464	586,260	629,800	629,800	540,500	89,300	629,800	328,143
Non-Ad Valorem Assessments Discounts	-	-	(18,377)	(25,192)	(20,727)	-	(20,727)	(13,126)
Revenue Carry Forward	-	-	466	-	-	-	-	-
Hurricane Irma Insurance Claim Payout	-	-	-	-	-	-	-	-
Insurance Reimbursements	-	-	70,024	-	-	-	-	-
User Facility Revenue	-	-	-	-	2,038	2,853	4,891	4,000
Miscellaneous Revenues	5,129	288	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>631,838</b>	<b>594,884</b>	<b>696,849</b>	<b>612,608</b>	<b>550,023</b>	<b>102,211</b>	<b>652,234</b>	<b>334,217</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
Board of Supervisor Fees	5,015	4,800	7,200	9,600	2,400	7,200	9,600	4,800
FICA Taxes	31	-	414	734	184	551	735	367
ProfServ-Mgmt Consulting Service	54,080	31,283	76,750	72,000	31,000	41,000	72,000	30,369
Field Mgmt Svcs / Contractual Svcs	44,887	57,398	-	-	-	-	-	-
Transcript Cost	1,180	1,710	1,735	2,400	635	889	1,524	2,400
Auditing Services	4,850	4,875	4,925	5,000	-	5,000	5,000	5,000
Accounting Services	15,000	10,450	13,163	14,150	5,896	8,254	14,150	-
ProfServ-Special Assessment	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Property Appraiser	9,648	9,648	9,045	9,447	567	8,880	9,447	4,922
ProfServ-Tax Collector	12,469	11,725	7,249	12,596	10,395	2,201	12,596	6,563
ProfServ-Legal Services	18,420	40,754	29,023	25,000	12,631	17,683	30,314	25,000
ProfServ-Engineering	-	12,500	7,500	5,000	-	5,000	5,000	5,000
Postage	289	433	287	150	72	101	173	175
Rentals & Leases (Robert Flinn)	-	676	300	300	226	316	542	300
Computer Support	811	1,149	993	600	250	350	600	600
Printing & Binding	627	-	-	-	-	-	-	-
Insurance - General Liability	33,272	27,230	27,845	29,926	26,788	-	26,788	29,926
Legal Advertising	2,584	4,421	2,958	4,000	1,743	2,257	4,000	4,000
Office Supplies	519	490	476	500	110	154	264	300
Dues, Licenses, Subscriptions	200	175	265	275	175	100	275	275
Miscellaneous Expense / Bank Charges	799	660	949	750	311	435	746	700
<b>Total Administrative</b>	<b>205,682</b>	<b>221,377</b>	<b>192,077</b>	<b>193,428</b>	<b>94,383</b>	<b>100,372</b>	<b>194,755</b>	<b>121,697</b>
<i>Maintenance and Landscaping</i>								
Contractual Services	131,903	139,105	142,898	140,000	58,988	82,583	141,571	-
Insurance Workers Comp	-	150	-	-	-	-	-	-
Electric Services	-	877	-	-	-	-	-	-
Chemicals	-	2,372	-	-	-	-	-	-
R&M-Trees and Trimming	47,320	7,680	32,330	15,000	2,258	3,161	5,419	-
R&M-Pressure Washing	-	-	-	-	3,165	4,431	7,596	-
Plant Replacement Program	8,667	10,899	26,078	10,000	8,966	1,034	10,000	-
Exotic Maintenance	599	-	116	13,000	12,232	768	13,000	-
Flower Program	-	2,817	1,863	5,000	2,415	2,585	5,000	-
Mulch Program	11,032	1,260	11,848	9,000	9,484	0	9,484	-
Misc-FEMA Expense	-	-	150,911	-	5,000	-	5,000	-
Miscellaneous Contingency	-	-	-	-	-	-	-	5,000
<b>Total Maintenance and Landscaping</b>	<b>199,520</b>	<b>165,159</b>	<b>366,044</b>	<b>192,000</b>	<b>102,508</b>	<b>94,562</b>	<b>197,070</b>	<b>5,000</b>

Summary of Revenues, Expenditures and Changes in Fund Balances  
Fiscal Year 2020 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	2018	BUDGET	THRU	MAR	PROJECTED	BUDGET
				FY 2019	FEB-2019	SEP-2019	FY 2019	FY 2020
<b>Irrigation Services</b>								
Contractual Services	-	9,770	1,934	6,100	624	874	1,498	-
Utility-Water	14,959	18,263	22,921	15,000	18,131	25,383	43,514	-
Land Lease	28,083	30,636	30,636	31,000	12,765	17,871	30,636	-
Utilities-Electric	5,470	4,377	6,219	5,000	2,990	4,186	7,176	-
Repairs & Maintenance	14,841	12,349	25,811	20,000	10,339	14,475	24,814	-
<b>Total Irrigation Services</b>	<b>63,353</b>	<b>75,395</b>	<b>87,521</b>	<b>77,100</b>	<b>44,849</b>	<b>62,789</b>	<b>107,638</b>	<b>-</b>
<b>Capital Expenditures &amp; Projects</b>								
Street Light Project	-	-	5,000	-	-	-	-	-
Bridge Repair	-	-	15,124	-	-	-	-	-
Cap Outlay-Roads	-	1,865	28,950	50,000	5,375	-	5,375	50,000
<b>Total Capital Expenditures &amp; Projects</b>	<b>-</b>	<b>1,865</b>	<b>49,074</b>	<b>50,000</b>	<b>5,375</b>	<b>-</b>	<b>5,375</b>	<b>50,000</b>
<b>Lighting</b>								
Capital outlay / LED Lighting	-	14,060	-	-	-	-	-	-
Utilities-Electric	15,252	17,562	24,187	24,000	2,478	3,469	5,947	7,500
R&M General	19,881	4,596	6,547	6,000	3,649	5,109	8,758	6,000
Misc-Holiday Lighting	4,485	1,345	3,588	3,000	250	2,750	3,000	3,000
<b>Total Lighting</b>	<b>39,618</b>	<b>37,563</b>	<b>34,322</b>	<b>33,000</b>	<b>6,377</b>	<b>11,328</b>	<b>17,705</b>	<b>16,500</b>
<b>Access Control</b>								
Contractual Services	77,624	83,448	83,057	86,520	35,837	50,683	86,520	86,520
Utilities	4,414	6,117	8,360	10,000	2,637	3,692	6,329	7,500
R&M Gate	4,456	6,809	6,785	3,580	2,448	3,427	5,875	10,000
R&M Gatehouse	20,438	10,350	13,722	5,000	1,210	3,790	5,000	25,000
Op Supplies - General	-	129	796	250	1,134	1,588	2,722	2,000
Capital Outlay	-	-	10,000	-	-	-	-	-
<b>Total Access Control</b>	<b>106,931</b>	<b>106,853</b>	<b>122,720</b>	<b>105,350</b>	<b>43,266</b>	<b>63,180</b>	<b>106,446</b>	<b>131,020</b>
<b>Maintenance: Landscape/Hardscape</b>								
Capital Outlay	-	-	46,300	-	-	-	-	-
<b>Total Maintenance: Landscape/Hardscape</b>	<b>-</b>	<b>-</b>	<b>46,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Roadway Services</b>								
Repairs & Maintenance	-	-	4,812	-	-	-	-	10,000
<b>Total Roadway Services</b>	<b>-</b>	<b>-</b>	<b>4,812</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES</b>	<b>615,105</b>	<b>608,212</b>	<b>902,870</b>	<b>650,878</b>	<b>296,758</b>	<b>332,230</b>	<b>628,988</b>	<b>334,217</b>
<b>Hurricane Irma Expenses</b>								
Misc-FEMA Expenses	-	41,052	-	-	-	-	-	-
<b>Total Hurricane Irma Expenses</b>	<b>-</b>	<b>41,052</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>615,105</b>	<b>649,264</b>	<b>902,870</b>	<b>650,878</b>	<b>296,758</b>	<b>332,230</b>	<b>628,988</b>	<b>334,217</b>
Excess (deficiency) of revenues								
Over (under) expenditures	16,733	(54,380)	(206,021)	(38,270)	253,265	(230,019)	23,246	0
Net change in fund balance	16,733	(50,530)	(206,021)	(38,270)	253,265	(230,019)	23,246	0
<b>FUND BALANCE, BEGINNING</b>	<b>844,120</b>	<b>860,853</b>	<b>810,321</b>	<b>604,300</b>	<b>604,300</b>	<b>-</b>	<b>604,300</b>	<b>627,546</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 860,853</b>	<b>\$ 810,321</b>	<b>\$ 604,300</b>	<b>\$ 566,030</b>	<b>\$ 857,565</b>	<b>\$ (230,019)</b>	<b>\$ 627,546</b>	<b>\$ 627,546</b>

**Budget Narrative**  
Fiscal Year 2020

**Revenue**

**Interest – Investments**

The District earns interest on the monthly average collected balance on their Operating Account.

**Special Assessment – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year.

**Special Assessment - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of CDD assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Expenditures**

*Expenditures – Administrative*

**P/R Board of Supervisors**

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for a meeting attendance and to receive \$200 per meeting plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending each of the six scheduled meetings.

**FICA Taxes**

Payroll taxes for supervisor salaries are calculated as 7.65% of payroll.

**Professional Services-Management Consulting Service**

The District receives Management, Accounting & Administrative services as part of a Management agreement with Inframark Infrastructure Management Services.

**Transcript Cost**

The District receives Transcription services from Pam Arsenault for meeting and landowner minutes.

**Auditing Services**

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm, currently, Grau & Associates.

**Professional Services-Special Assessment**

Administrative costs for preparation of the District's assessment roll are prepared by AJC Associates, Inc. The annual fee for fiscal year 2019 – 2020 was \$1,000.

**Professional Services -Property Appraiser**

The Property Appraiser 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 Property Appraiser 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.

**Budget Narrative**  
Fiscal Year 2020

*Expenditures – Administrative (continued)*

**Professional Services-Legal Services**

The District's legal counsel Coleman, Yovanovich & Koester, P.A. will be providing general legal services to the District, i.e. review operating and maintenance contracts, email correspondences etc. Fees are based on prior year legal expenses.

**Professional Services-Engineering**

The District's engineer Fishking & Associates will be providing general engineering services to the District, i.e. road consulting and other related services.

**Insurance-General Liability**

The District's General Liability, Commercial Property & Public Officials Liability Insurance policy is with Public Risk Insurance Agency. The Public Risk Insurance Agency provides insurance coverage to governmental agencies.

**Office Supplies**

Miscellaneous office supplies required to prepare agenda packages.

**Annual District Filing Fee**

The District is required to pay a \$175 annual fee to the Department of Economic Opportunity Division of Community Development.

*Expenditures – Maintenance and Landscaping*

**Miscellaneous Contingency**

Includes all miscellaneous items related to the Field but not otherwise included in the budget.

*Access Control*

**Contractual Services**

Securitas Security Services USA, Inc is the district's vendor for Guard Services and their current fee is \$6,822 monthly. Also included in contractual services are year-end bonuses.

**Utilities**

Contains all invoicing pertaining to Utilities for the Guard House.

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<b><u>Amount</u></b>
Beginning Fund Balance - Fiscal Year 2020	\$ 627,546
Net Change in Fund Balance - Fiscal Year 2020	0
Reserves - Fiscal Year 2020 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2020</b>	<b>627,546</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	41,777
	<u>41,777</u>
Subtotal	<u>41,777</u>
<b>Total Allocation of Available Funds</b>	<b>41,777</b>

**Total Unassigned (undesignated) Cash** **\$ 585,769**

**Note:**

The only anticipated expenses to be used from reserves is the first 1.5 months of landscaping and irrigation expenses before these responsibilities turn over to the Key Marco Association.



**Key Marco**

Community Development District

**Supporting Budget Schedules**

Fiscal Year 2020

**Comparison of Assessment Rates  
Fiscal Year 2020 vs. Fiscal Year 2019**

<b>General Fund 001</b>			<b>Total</b>
<b>FY 2020</b>	<b>FY 2019</b>	<b>Percent Change</b>	<b>Units</b>
\$2,448.83	\$4,700.00	-47.9%	134