SHELL POINT COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS SPECIAL MEETING NOVEMBER 21, 2022

SHELL POINT COMMUNITY DEVELOPMENT DISTRICT AGENDA NOVEMBER 21, 2022, AT 2:00 P.M. THE OFFICES OF INFRAMARK LOCATED AT 2005 PAN AM CIRCLE, SUITE 300, TAMPA, FL 33607

District Board of Supervisors Chair Jeffery Hills

Vice - ChairRyan MotkoSupervisorNicholas DisterSupervisorAlberto VieraSupervisorSteve Luce

District Manager Inframark Bryan Radeliff

District Attorney Straley, Robin, Vericker John Vericker

District Engineer Stantec Tonja Stewart

All cellular phones and pagers must be turned off during the meeting

The Special Meeting will begin at 2:00 p.m.

Public workshops sessions may be advertised and held to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Dear Board Members:

The Special Meetings for the Shell Point Community Development District will be held on Thursday, November 21, 2022, at 2:00 p.m. at the offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

<u>Call In Number: 1-866-906-9330</u> <u>Access Code: 4863181#</u>

SPECIAL MEETING OF THE BOARD OF SUPERVISORS

- 1. CALL TO ORDER/ROLL CALL
- 2. PUBLIC COMMENT ON AGENDA ITEMS
- 3. BUSINESS ITEMS
 - A. Consideration of Resolution 2023-02; Adopting Amended Budget FY 2022......Tab 01
- 4. BOARD OF SUPERVISORS REQUESTS AND COMMENTS
- 5. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM
- 6. ADJOURNMENT

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Bryan Radcliff, District Manager

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SHELL POINT COMMUNITY DEVELOPMENT DISTRICT AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Shell Point Community Development District (the "**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within unincorporated Hillsborough County, Florida;

WHEREAS, the Board of Supervisors of the District (the "**Board**") adopted a General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022;

WHEREAS, pursuant to Section 189.016, Florida Statutes the Board desires to reallocate funds budgeted to reflect re-appropriated revenues and expenses during Fiscal Year 2021/2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

- 1. Amending the General Fund Budget for Fiscal Year 2021/2022. The General Fund Budget for Fiscal Year 2021/2022 is hereby amended as shown in Exhibit "A" attached hereto. The District Manager shall post the amended budget on the District's official website within 5 days after adoption and ensure it remains on the website for at least 2 years.
- 2. <u>Effective Date</u>. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21st DAY OF NOVEMBER 2022.

Attest:	Shell Point Community Development District
Name:	Name:
Secretary/Assistant Secretary	Chair / Vice Chair of the Board of Supervisors

Exhibit A: Amended General Fund Budget for Fiscal Year 2021/2022

Shell Point Community Development District

Amended Fiscal Year 2022 Final Annual Operating Budget

November 21, 2022

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607 Phone (813) 873-7300 ~ Fax (813) 873-7070

Shell Point Community Development District

Amended Fiscal Year 2022 Final Annual Operating Budget

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BUDGET INTRODUCTION

Background Information

The Shell Point Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a "solution" to the State's needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida's effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2022, which begins on October 1, 2021. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

Fund Number	Fund Name	Services Provided
001	General Fund	Operations and Maintenance of Community Facilities
201	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2019 Special Assessment Revenue Refunding Bonds

Facilities of the District

The District's existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.



	Fiscal Year 2021 Final Operating Budget	Current Period Actuals 10/1/20 - 3/31/21	Projected Revenues & Expenditures 4/1/20 to 9/30/21	Total Actuals and Projections Through 9/30/21	Over/(Under) Budget Through 9/30/21
Revenues					
SPECIAL ASSESSMENTS Operations & Maintenance Assmts-Tax Roll	261 412 22	096 = 44 90	T4 96T 1T	061 410 00	0.00
TOTAL SPECIAL ASSESSMENTS	361,412.00	286,544.83	74,867.17	361,412.00	
INTEREST EARNINGS	\$361,412.00	\$286,544.83	\$74,867.17	\$361,412.00	\$0.00
Interest Earnings	0.00	23.19	0.00	23.19	23.19
TOTAL INTEREST EARNINGS	\$0.00	\$23.19	\$0.00	\$23.19	\$23.19
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES Developer Contributions	0.00	30,331.25	0.00	30,331.25	30,331.25
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	\$0.00	\$30,331.25	\$0.00	\$30,331.25	\$30,331.25
TOTAL REVENUES	\$361,412.00	\$316,899.27	\$74,867.17	\$391,766.44	\$30,354.44
EXPENDITURES LEGISLATIVE					
Supervisor Fees	4,000.00	1,600.00	1,600.00	3,200.00	(800.00)
TOTAL LEGISLATIVE	\$4,000.00	\$1,600.00	\$1,600.00	\$3,200.00	(\$800.00)
FINANCIAL & ADMINISTRATIVE					
District Manager	30,000.00	15,000.00	15,000.00	30,000.00	0.00
District Engineer Disclosure Report	3,000.00 4,200.00	511.00 1,050.00	2,489.00 3,150.00	3,000.00 4,200.00	0.00
Trustee Fees	4,000.00	1,683.60	2,416.40	4,100.00	100.00
Accounting Services	0.00	700.00	(700.00)	0.00	0.00
Auditing Services Postage, Phone, Faxes, Copies	5,000.00 250.00	1,000.00	3,800.00 232.50	4,800.00 250.00	(200.00) 0.00
Public Officials Insurance	2,537.00	17.50 2,421.00	116.00	2,537.00	0.00
Legal Advertising	2,500.00	1,180.86	1,319.14	2,500.00	0.00
Bank Fees	250.00	15.00	235.00	250.00	0.00
Dues, Licenses, & Fees	175.00	22,398.58	0.00	22,398.58	22,223.58
Email Hosting Vendor Website Maintenance	600.00 1,500.00	0.00 750.00	600.00 750.00	600.00 1,500.00	0.00
ADA Website Compliance	1,500.00	0.00	1,500.00	1,500.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	\$55,512.00	\$46,727.54	\$30,908.04	\$77,635.58	\$22,123.58
LEGAL COUNSEL					
District Counsel	3,500.00	2,528.75	971.25	3,500.00	0.00
TOTAL LEGAL COUNSEL	\$3,500.00	\$2,528.75	\$971.25	\$3,500.00	\$0.00
ELECTRIC UTILITY SERVICES Electric Utility Services	100,000.00	29,798.52	30,201.48	60,000.00	(40,000.00)
TOTAL ELECTRIC UTILITY SERVICES	\$100,000.00	\$29,798.52	\$30,201.48	\$60,000.00	(\$40,000.00)
GARBAGE/SOLID WASTE CONTROL SERVICES					
Garbage Collection	2,700.00	0.00	2,700.00	2,700.00	0.00
TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES	\$2,700.00	\$0.00	\$2,700.00	\$2,700.00	\$0.00
WATER-SEWER COMBINATION SERVICES Water Utility Services	15,000.00	128.76	14,871.24	15,000.00	0.00
TOTAL WATER-SEWER COMBINATION SERVICES	\$15,000.00	\$128.76	\$14,871.24	\$15,000.00	\$0.00
OTHER PHYSICAL ENVIRNOMENT	4-3,	4	+- 4)=/ 4	Ţ -0 ,000.00	7,110
Property & Casualty Insurance	7,500.00	18,578.00	0.00	18,578.00	11,078.00
Waterway Management Program - Contract	12,000.00	8,778.00	3,222.00	12,000.00	0.00
Waterway Improvements & Repairs Landscape Maintenance - Contract	1,000.00	3,120.00	2,880.00 61,060.00	6,000.00	5,000.00
Mulch & Tree Trimming	15,000.00	48,940.00 0.00	15,000.00	15,000.00	0.00
Plant Replacement	5,000.00	4,170.86	829.14	5,000.00	0.00
Irrigation Maintenance	1,500.00	0.00	1,500.00	1,500.00	0.00
Pool Maintenance - Contract	12,000.00	0.00	7,200.00	7,200.00	(4,800.00)
Pool Maintenance - Other Entrance, Monument & Wall Maintenance & Repair	2,000.00 4,000.00	500.00 0.00	1,500.00 4,000.00	2,000.00 4,000.00	0.00
Amenity Center Pest Control	1,200.00	0.00	1,200.00	1,200.00	0.00
Amenity Center Maintenance & Repair	3,000.00	0.00	3,000.00	3,000.00	0.00
Amenity Center Cleaning & Supplies	6,500.00	3,095.95	3,404.05	6,500.00	0.00
Capital Outlay TOTAL OTHER PHYSICAL ENVIRNOMENT	0.00	3,957.50	42.50	4,000.00	4,000.00
	\$180,700.00	\$91,140.31	\$104,837.69	\$195,978.00	\$15,278.00
TOTAL EXPENDITURES	361,412.00	171,923.88	186,089.70	358,013.58	(3,398.42)
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	0.00	144,975.39	(111,222.53)	33,752.86	33,752.86

SHELL POINT COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2021 Final Operating Budget	Total Actuals and Projections Through 9/30/21	Over/(Under) Budget Through 9/30/21	Fiscal Year 2022 Final Operating Budget	Increase / (Decrease) from FY 2021 to FY 2022
Revenues					
SPECIAL ASSESSMENTS	262.442.42	-6		262 442 22	
Operations & Maintenance Assmts-Tax Roll TOTAL SPECIAL ASSESSMENTS	361,412.00	361,412.00	0.00	361,412.00	0.00
INTEREST EARNINGS	\$361,412.00	\$361,412.00	\$0.00	\$361,412.00	\$0.00
Interest Earnings	0.00	23.19	23.19	0.00	0.00
TOTAL INTEREST EARNINGS	\$0.00	\$23.19	\$23.19		
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	0.00	30,331.25	30,331.25	0.00	0.00
Contributions Carried Forward Fund Balance TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0.00 \$0.00	0.00 \$30,331.25	0.00 \$30,331.25	64,448.00 \$64,448.00	64,448.00 \$64,448.00
TOTAL REVENUES	\$361,412.00	\$391,766.44	\$30,354.44	\$425,860.00	\$64,448.00
EXPENDITURES	φ301,412.00	φ391,/00.44	φ ₃ 0,354.44	φ425,800.00	e04,446.00
LEGISLATIVE					
Supervisor Fees	4,000.00	3,200.00	(800.00)	4,000.00	0.00
TOTAL LEGISLATIVE	\$4,000.00	\$3,200.00	(\$800.00)	\$4,000.00	\$0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	30,000.00	30,000.00	0.00	41,512.00	11,512.00
District Engineer Disclosure Report	3,000.00 4,200.00	3,000.00 4,200.00	0.00	3,000.00 4,200.00	0.00
Trustee Fees	4,000.00	4,100.00	100.00	4,100.00	100.00
Accounting Services	0.00	0.00	0.00	0.00	0.00
Auditing Services	5,000.00	4,800.00	(200.00)	4,900.00	(100.00)
Postage, Phone, Faxes, Copies Public Officials Insurance	250.00 2,537.00	250.00 2,537.00	0.00	250.00 2,663.00	0.00 126.00
Legal Advertising	2,500.00	2,500.00	0.00	2,500.00	0.00
Bank Fees	250.00	250.00	0.00	250.00	0.00
Dues, Licenses, & Fees	175.00	22,398.58	22,223.58	15,488.00	15,313.00
Email Hosting Vendor	600.00	600.00	0.00	600.00	0.00
Website Maintenance ADA Website Compliance	1,500.00	1,500.00	0.00	1,500.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	1,500.00	1,500.00	0.00	1,500.00	
LEGAL COUNSEL	\$55,512.00	\$77,635.58	\$22,123.58	\$82,463.00	\$26,951.00
District Counsel	3,500.00	3,500.00	0.00	3,500.00	0.00
TOTAL LEGAL COUNSEL	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00
ELECTRIC UTILITY SERVICES	10,0	10/0		10,0	,
Electric Utility Services	100,000.00	60,000.00	(40,000.00)	87,431.00	(12,569.00)
TOTAL ELECTRIC UTILITY SERVICES	\$100,000.00	\$60,000.00	(\$40,000.00)	\$87,431.00	(\$12,569.00)
GARBAGE/SOLID WASTE CONTROL SERVICES					
Garbage Collection	2,700.00	2,700.00	0.00	2,700.00	0.00
TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES	\$2,700.00	\$2,700.00	\$0.00	\$2,700.00	\$0.00
WATER-SEWER COMBINATION SERVICES Water Utility Services	15,000.00	15,000.00	0.00	15,000.00	0.00
TOTAL WATER-SEWER COMBINATION SERVICES	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
OTHER PHYSICAL ENVIRNOMENT	\$10,000.00	ψ13,000100	ψοισσ	\$13,000.00	ψοιου
Property & Casualty Insurance	7,500.00	18,578.00	11,078.00	20,436.00	12,936.00
On-Site Personnel	0.00	0.00	0.00	2,975.00	0.00
Waterway Management Program - Contract	12,000.00	12,000.00	0.00	18,680.00	6,680.00
Waterway Improvements & Repairs	1,000.00	6,000.00	5,000.00	1,000.00	0.00
Landscape Maintenance - Contract Mulch & Tree Trimming	110,000.00 15,000.00	110,000.00 15,000.00	0.00	132,056.00 15,000.00	22,056.00 0.00
Plant Replacement	5,000.00	5,000.00	0.00	5,000.00	0.00
Irrigation Maintenance	1,500.00	1,500.00	0.00	1,500.00	0.00
Pool Maintenance - Contract	12,000.00	7,200.00	(4,800.00)	14,400.00	2,400.00
Pool Maintenance - Other	2,000.00	2,000.00	0.00	2,000.00	0.00
Entrance, Monument & Wall Maintenance & Repair Amenity Center Pest Control	4,000.00 1,200.00	4,000.00 1,200.00	0.00	4,000.00 1,113.00	0.00 (87.00)
Amenity Center Pest Control Amenity Center Maintenance & Repair	3,000.00	3,000.00	0.00	6,306.00	3,306.00
Amenity Center Cleaning & Supplies	6,500.00	6,500.00	0.00	6,300.00	(200.00)
Capital Outlay	0.00	4,000.00	4,000.00	0.00	0.00
TOTAL OTHER PHYSICAL ENVIRNOMENT	\$180,700.00	\$195,978.00	\$15,278.00	\$230,766.00	\$47,091.00
TOTAL EXPENDITURES	361,412.00	358,013.58	(3,398.42)	425,860.00	61,473.00



GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Miscellaneous Administration

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.



GENERAL FUND 001

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the Districts official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity

Garbage/Solid Waste Control Services

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

Water-Sewer Combination Services

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.



GENERAL FUND 001

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Property Taxes

This item is for property taxes assessed to lands within the District.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Pool Maintenance

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

Clubhouse Maintenance

This item provides for operations, maintenance, and supplies to the District's Amenity Center.



DEBT SERVICE FUND SERIES 2019

REVENUES		
CDD Debt Service Assessments	\$	950,381
TOTAL REVENUES	\$	950,381
EXPENDITURES		
Series 2019 May Interest Payment	\$	355,191
Series 2019 November Principal Payment	\$	240,000
Series 2019 November Interest Payment	\$	355,191
TOTAL EXPENDITURES		950,381
EXCESS OF REVENUES OVER EXPENDITURES	\$	-
ANALYSIS OF BONDS OUTSTANDING		
Bonds Outstanding - Period Ending 11/1/2021	\$	13,980,000
Principal Payment Applied Toward Series 2019	\$	240,000
Bonds Outstanding - Period Ending 11/1/2022	\$	13,740,000