

Viera East
Community Development District

Workshop Agenda

August 10, 2023



Viera East CDD Workshop Meeting

**Thursday
August 10, 2023
7:00 p.m.**

**Faith Lutheran Church
5550 Faith Drive
Viera, Florida**

1. Roll Call
2. Fiscal Year 2024 Rules and Rates Workshop
3. Fiscal Year 2024 Budget Workshop
4. General Manager's Report
5. Restaurant Report
6. Lifestyle/ Marketing Report
7. Supervisor's Requests
8. Adjournment

SECTION II



Viera East Golf Club Rate Schedule
(Fiscal Year 2024)
Attachment "A", Chapter IV:

DAILY GOLF RATES

FALL SEASON (October 16, 2023 - December 31, 2023)

Weekday	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$68.10	\$45.60	\$54.50	\$36.50	\$47.70	\$31.90
Mid-Day	\$61.20	\$41.00	\$49.00	\$32.80	\$42.80	\$28.70
PM	\$51.40	\$34.40	\$41.10	\$27.50	\$36.00	\$24.10
Weekend	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$72.60	\$48.60	\$58.10	\$38.90	\$43.60	\$29.20
Mid-Day	\$66.80	\$44.70	\$53.40	\$35.80	\$40.10	\$26.80
PM	\$53.50	\$35.90	\$42.80	\$28.70	\$32.10	\$21.50

PEAK SEASON (January 1, 2024 - April 15, 2024)

Weekday	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$79.20	\$53.10	\$63.40	\$42.50	\$55.40	\$37.20
Mid-Day	\$72.60	\$48.60	\$58.10	\$38.90	\$50.80	\$34.00
PM	\$54.60	\$36.40	\$43.70	\$29.10	\$38.20	\$25.50
Twilight	\$43.50	\$29.10	\$34.80	\$23.30	\$30.50	\$20.40
Weekend	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$81.40	\$54.50	\$65.10	\$43.60	\$48.80	\$32.70
Mid-Day	\$74.70	\$50.10	\$59.80	\$40.10	\$44.80	\$30.10
PM	\$56.90	\$38.10	\$45.50	\$30.50	\$34.10	\$22.90
Twilight	\$45.80	\$30.70	\$36.60	\$24.60	\$27.50	\$18.40

SPRING SEASON (April 16, 2024 - May 31, 2024)

Weekday	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$68.10	\$45.60	\$54.50	\$36.50	\$47.70	\$31.90
Mid-Day	\$61.20	\$41.00	\$49.00	\$32.80	\$42.80	\$28.70
PM	\$51.40	\$34.40	\$41.10	\$27.50	\$36.00	\$24.10
Twilight	\$37.00	\$24.50	\$29.60	\$19.60	\$25.90	\$17.20
Weekend	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$72.60	\$48.60	\$58.10	\$38.90	\$43.60	\$29.20
Mid-Day	\$66.80	\$44.70	\$53.40	\$35.80	\$40.10	\$26.80
PM	\$53.50	\$35.90	\$42.80	\$28.70	\$32.10	\$21.50
Twilight	\$38.00	\$25.00	\$30.40	\$20.00	\$22.80	\$15.00

SUMMER SEASON (June 1, 2024 - October 15, 2024)

Weekday	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$61.50	\$40.60	\$49.20	\$32.50	\$43.10	\$28.40
Mid-Day	\$54.70	\$36.10	\$43.80	\$28.90	\$38.30	\$25.30
PM	\$50.20	\$33.20	\$40.20	\$26.60	\$35.10	\$23.20
Twilight	\$39.10	\$25.80	\$31.30	\$20.60	\$27.40	\$18.10
Weekend	PUBLIC	PUBLIC 9	Loyalty 18	Loyalty 9	CDD 18	CDD 9
AM	\$66.00	\$43.60	\$52.80	\$34.90	\$39.60	\$26.20
Mid-Day	\$60.30	\$39.80	\$48.20	\$31.80	\$36.20	\$23.90
PM	\$51.40	\$33.90	\$41.10	\$27.10	\$30.80	\$20.30
Twilight	\$40.20	\$26.50	\$32.20	\$21.20	\$24.10	\$15.90

- * Weekend rates effective Friday - Sunday
- * Weekday rates effective Monday - Thursday
- * All rates above include the cart fee and are per player
- * All Rates are subject to change at any time and applicable Florida sales tax
- * Active Military or Veterans 10% off Daily Rates
- * Replay Rates - Spring/Fall Season \$20, Season \$25, Off Season \$15
- * Viera East CDD Residents receive 30-40% off Public Rate.
- *Loyalty Program receives 20% off Public Rate.

Viera East Rate Schedule (Fiscal Year 2024)

Attachment "A", Chapter IV: Rates, Fees & Charges

	Viera East CDD Resident		Florida Resident/Non-Resident	
Green Fees				
18 Holes	See Daily Rate Schedule Page 2		See Daily Rate Schedule Page 2	
Walking Rates (Mon-Thurs after 2:00 PM except Holidays) (No Walking Jan 1- March 31)	\$18.00		\$18.00	
9 Holes (AM League Play Only)	\$21.00		\$22.00	
Golf Cart Fees				
18 Holes	Pre-Pay \$17.00 all others \$23.00		Pre-Pay \$17.00 all others \$23.00	
9 Holes	\$14.00		\$14.00	
Miscellaneous				
Rental Clubs 18 Holes	\$15 - \$50		\$15 - \$50	
Range Balls (Does Not Include Sales Tax)				
Bulk 10 Warm Up Baskets	N/A		N/A	
Bulk 10 Small Baskets	N/A		N/A	
Warm Up Basket 15 Practice Balls	\$2.90		\$3.20	
Small Basket 30 Practice Balls	\$5.70		\$6.40	
Medium Basket 60 Practice Balls	\$8.60		\$9.50	
Large Basket 90 Practice Balls	\$10.50		\$11.60	
Annual Season Pass Range Plan	\$397.50		\$437.25	
Junior Rates (16 years and under)				
Riding	50% off morning rate / after 12:00 \$5.00 off the rate		50% off morning rate / after 12:00 \$5.00 off the rate	
Walking (Mon-Thurs; except holidays and January 1 - March 31)	25% off adult walking rates		25% off adult walking rates	
Corporate Golf Card				
	\$2,968* (25 foursomes @ \$28 plus tax per round)		\$2,968* (25 foursomes @ \$28 plus tax)	
Loyalty Program				
	CURRENT RATE	2% CASH DISCOUNT	CURRENT RATE	3% CASH DISCOUNT
Single	N/A	N/A	\$109.00	N/A
League after 5:00 PM (May 16 - Nov 15)				
9 Holes	\$24.00		\$24.00	
	\$19.00		\$19.00	
Season Pass *				
	CURRENT RATE	2% CASH DISCOUNT	CURRENT RATE	2% CASH DISCOUNT
4 Months - Green Feesw/ Trail Fee	\$1,758.01	\$1,722.85	\$2,198.08	\$2,154.12
4 Months - Green Fees with Annual Cart	\$2,041.56	\$2,000.73	\$2,551.95	\$2,500.91
4 Months - Green Fees (Daily Cart Fee \$16)	\$1,077.49	\$1,055.94	\$1,440.43	\$1,411.62
6 Months - Green Feesw/ Trail Fee	\$2,461.21	\$2,411.99	\$3,077.08	\$3,015.54
6 Months - Green Fees with Annual Cart	\$2,858.18	\$2,801.02	\$3,572.73	\$3,501.28
6 Months - Green Fees (Daily Cart Fee \$16)	\$1,508.49	\$1,478.32	\$2,016.61	\$1,976.28
12 Months - Green Feesw/ Trail Fee	\$3,516.02	\$3,445.70	\$4,395.03	\$4,307.13
12 Months - Green Fees with Annual Cart	\$4,083.12	\$4,001.46	\$5,103.90	\$5,001.82
12 Months - Green Fees (Daily Cart Fee \$16)	\$2,154.98	\$2,111.88	\$2,880.87	\$2,823.25

\$15 Surcharge applies to all prepay programs for Sat, Sun & Holiday play before 2 PM October through March or before 12 PM April through September

All rates are subject to change at any time

Non-Resident Prepaid Customers (having previously paid the \$750 recreation fee) pay an additional up charge not to exceed the current years assessment for the golf course

* Rate includes Florida state sales tax of 6%

**Viera East Golf Club Range of Rates
FISCAL YEAR 2024**



Attachement "A", Chapter IV: Rates, Fees & Charges

	Range of Rates
Green Fees	
18 Holes	\$1-\$85
Cart Rental	
Cart/pp/9 holes	\$5-\$14
Cart/pp/18 Holes	\$7-\$20
Cart/public/18 holes	\$7-\$20
Miscellaneous	
Rental Clubs	\$15-\$50
Driving Range	\$1-\$25
League Play	
9 Holes w/ Cart	\$10-\$25
Junior Golf Fee	
18 Holes	\$11-\$50
Prepaid Season Pass	
12 Months	\$2,000-\$5,500
6 Months	\$1,500-\$3,500
4 Months	\$1,000-\$2,750

SECTION III

Viera East

Community Development District

Proposed Budget

FY 2024



Viera East
Community Development District
 Restaurant- Hook and Eagle
 Proposed Operating Budget
 Fiscal Year 2024

	Adopted	Actual	Projected	Total	Proposed
Actual	Budget	Thru	Next	Projected	Budget
FY 2022	FY 2023	6/30/23	3 Months	@ 9/30/23	FY 2024

Revenues

Food Sales	\$245,091	\$290,000	\$270,991	\$92,637	\$363,628	\$334,093
Snack Sales	\$781	\$20,000	\$5,967	\$1,989	\$7,956	\$10,000
Beverage Sales	\$37,644	\$29,250	\$4,696	\$1,565	\$6,261	\$31,005
Beer Sales	\$141,813	\$169,000	\$135,199	\$45,066	\$180,266	\$179,140
Wine Sales	\$9,309	\$11,700	\$35,448	\$11,816	\$47,264	\$12,402
Liquor Sales	\$80,447	\$87,000	\$91,248	\$30,416	\$121,665	\$92,220
Total Revenues	\$515,085	\$606,950	\$543,550	\$183,490	\$727,039	\$658,860

Restaurant Expenditures

Restaurant Manager Contract	\$65,000	\$65,000	\$48,750	\$16,250	\$65,000	\$65,000
Salaries	\$137,201	\$164,037	\$137,993	\$40,000	\$177,993	\$183,610
Administrative Fee	\$6,420	\$8,832	\$5,523	\$1,841	\$7,364	\$8,034
FICA Expense	\$15,530	\$12,166	\$17,050	\$5,683	\$22,733	\$15,217
Health Insurance	\$14,627	\$20,243	\$7,774	\$2,591	\$10,365	\$8,813
Workers Compensation	\$2,168	\$3,048	\$2,058	\$686	\$2,744	\$2,336
Unemployment	\$4,739	\$5,408	\$4,842	\$1,614	\$6,455	\$5,750
Telephone	\$3,228	\$3,200	\$3,540	\$1,180	\$4,720	\$5,250
Utilities	\$11,301	\$12,000	\$8,914	\$2,971	\$11,886	\$10,000
Pest Control	\$1,069	\$1,200	\$932	\$311	\$1,243	\$1,200
Merchant Fees	\$0	\$0	\$18,980	\$6,327	\$25,307	\$25,000
Equipment Lease	\$1,394	\$1,300	\$1,428	\$476	\$1,904	\$1,500
Repairs	\$7,016	\$7,500	\$9,141	\$3,047	\$12,188	\$7,500
Kitchen Equipment/Supplies	\$6,844	\$3,000	\$997	\$332	\$1,329	\$3,000
Paper & Plastic Supplies	\$9,067	\$10,000	\$9,833	\$3,278	\$13,111	\$10,000
Operating Supplies	\$25,849	\$30,000	\$17,244	\$5,748	\$22,991	\$25,000
First Aid	\$206	\$500	\$0	\$0	\$0	\$500
Entertainment	\$14,105	\$10,000	\$13,656	\$4,552	\$18,208	\$14,400
Delivery/Gas	\$3,857	\$5,000	\$5,601	\$1,867	\$7,468	\$6,000
Uniforms	\$474	\$1,000	\$0	\$400	\$400	\$750
Dues & License	\$4,799	\$5,000	\$6,700	\$2,233	\$8,933	\$5,000
Total Restaurant Expenditures	\$334,893	\$368,434	\$320,955	\$101,388	\$422,343	\$403,860

Cost of Goods Sold

Food Cost	\$105,765	\$124,000	\$125,029	\$35,000	\$160,029	\$130,000
Snack Cost	\$7,657	\$10,000	\$2,595	\$865	\$3,460	\$5,000
Beverage Cost	\$19,777	\$11,700	\$13,461	\$4,000	\$17,461	\$15,000
Beer Cost	\$61,958	\$59,150	\$60,768	\$18,000	\$78,768	\$70,000
Wine Cost	\$4,224	\$4,095	\$3,594	\$1,050	\$4,644	\$5,000
Liquor Cost	\$25,650	\$26,100	\$32,834	\$7,500	\$40,334	\$30,000
Total Cost of Goods Sold	\$225,031	\$235,045	\$238,282	\$66,415	\$304,697	\$255,000

Total Revenues	\$515,085	\$606,950	\$543,550	\$183,490	\$727,039	\$658,860
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Total Expenditures	\$559,923	\$603,479	\$559,237	\$167,803	\$727,039	\$658,860
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Operating Income (Loss)	(\$44,838)	\$3,471	(\$15,687)	\$15,687	\$0	\$0
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Non Operating Revenues/(Expenditures)

Interfund Transfer Out- Golf Course	\$0	(\$3,471)	\$0	\$0	\$0	\$0
Interfund Transfer In- Golf Course	\$0	\$0	\$0	\$0	\$0	\$0

Total Non Operating Revenues/(Expenditures)	\$0	(\$3,471)	\$0	\$0	\$0	\$0
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Net Non Operating Income / (Loss)	(\$44,838)	\$0	(\$15,687)	\$15,687	\$0	\$0
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Viera East

Community Development District

Food & Beverage Operating Budget

Revenues:

Food

Represents all food sales for Hook and Eagle Tavern. Also includes all catering and banquet sales.

Wine

Represents all wine sales for Hook and Eagle Tavern. Also includes all catering and banquet sales.

Beer

Represents all beer sales for Hook and Eagle Tavern. Also includes all catering and banquet sales.

Beverage

Represents all non-alcoholic beverage sales for Hook and Eagle Tavern. Also includes all catering and banquet sales.

Liquor

Represents all liquor sales for Hook and Eagle Tavern. Also includes all catering and banquet sales.

Expenditures:

Restaurant Manager Contract

Salaries & Wages

The District currently has a 1 full time and 30 part time employees to handle the Golf operations of the District. The proposed amount includes a 7% cost of living increase for qualifying full time employees.

Administration Fee

Represents fee to Applied Business Solutions for administration of pay and benefits. Applied Business Solutions charges an administration fee of \$14 per employee.

FICA

Represents the estimated amount due for Social Security (6.2%) and Medicare (1.45%) based upon the proposed salaries and wages.

Viera East

Community Development District

Food & Beverage Operating Budget

Health Insurance

Full time District Employee's are eligible for the following health benefits.

Provider	Policy Number	Insurance Description
United Healthcare	591637	Accidental Death, Dental, Vision, Life, and Long Term Disability
Health First	114619	Health
Colonial Life	E3682663	Life, Accident, Short Term Disability
Combined	007394312	Accident and Disability

Workers Compensation

The District provides Workers Compensation Insurance for each of its employee's based upon statutory requirements and rates determined by Applied Business Solutions.

Unemployment

The District pays State and Federal unemployment for each employee based upon current rate structures.

Telephone

The District has internet and TV services through Charter Communications for Hook & Eagle Tavern.

Vendor	Monthly Amount	Annual Amount
Charter Communications	\$ 421	\$ 5,052
Contengency		\$ 198
Total		\$ 5,250

Utilities

The District has accounts with City of Cocoa and FPL for utilities in Hook & Eagle Tavern.

Vendor	Account	Monthly Amount	Annual Amount
FPL	03449-33189	\$ 750	\$ 9,000
City of Cocoa	150351-112664	\$ 200	\$ 2,400
Contingency			\$ 600
Total			\$ 12,000

Viera East

Community Development District

Food & Beverage Operating Budget

Pest Control

The estimated costs for Ecolab Pest Elimination to provide monthly pest control services.

Vendor	Monthly Amount	Annual Amount
Ecolab Pest Elimination	\$ 95	\$ 1,141
Contingency		\$ 59
Total		\$ 1,200

Equipment Lease

The estimated cost to Ecolab for the dish machine rental.

Vendor	Monthly Amount	Annual Amount
Ecolab	\$ 107	\$ 1,281
Contingency		\$ 219
Total		\$ 1,500

Repairs

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Kitchen Equipment/Supplies

Represents various operating supplies purchased such as thermometers, silverware, microwave, storage cabinets, etc.

Paper & Plastic Supplies

Represents various operating supplies purchased such as paper towels, plastic utensils, paper plates, etc.

Operating supplies

Represents various operating supplies purchased

First Aid

Cost of work gloves, ear plugs, support belts, and other first aid supplies needed during the fiscal year.

Viera East

Community Development District

Food & Beverage Operating Budget

Delivery/Gas

The District has an account with Florida City Gas for natural gas for Hook & Eagle Tavern. Also includes any fuel surcharges for deliveries to the restaurant.

Vendor	Account	Monthly Amount	Annual Amount
Florida City Gas	83490-45156	\$ 400	\$ 4,800
Contingency- Delivery Fees			\$ 1,200
Total			\$ 6,000

Uniforms

The District is in contract with Unifirst to supply uniforms for the Golf Course Maintenance staff. Unifirst comes to the District weekly to deliver clean uniforms to the staff.

Dues and License

Represents the cost of all restaurant operating licenses through DPBR.

COGS:

Food

Represents food supplies purchased for the restaurant or catering events.

Snack

Represents snacks purchased for the restaurant.

Beer

Represents beer purchased for the restaurant.

Wine

Represents wine purchased for the restaurant.

Liquor

Represents liquor purchased for the restaurant.

Other Sources and Uses:

Transfer In- Golf Course

Represents the Golf Course's obligated amount to transfer to Food & Beverage should there be a shortfall in the operating account.

**Viera East
Community Development District
Golf Course
Proposed Operating Budget
Fiscal Year 2024**

	Actual FY 2022	Adopted Budget FY 2023	Actual Thru 6/30/23	Projected Next 3 Months	Total Projected @ 9/30/23	Proposed Budget FY 2024
<i>Revenues</i>						
Greens Fees	\$1,728,908	\$1,775,027	\$1,550,324	\$281,586	\$1,831,910	\$1,863,778
Gift Cards- Sales	\$11,750	\$25,000	\$22,180	\$4,375	\$26,555	\$25,750
Gift Cards- Usage	(\$16,406)	(\$25,000)	(\$14,900)	(\$2,620)	(\$17,520)	(\$25,750)
Season Advance/Trail Fees	\$265,534	\$240,000	\$104,786	\$56,570	\$161,356	\$150,000
Associate Memberships	\$27,025	\$42,000	\$19,908	\$2,291	\$22,199	\$42,000
Driving Range	\$94,307	\$80,000	\$80,825	\$10,431	\$91,256	\$82,400
Golf Lessons	\$3,800	\$2,100	\$3,335	\$1,495	\$4,830	\$2,163
Merchandise Sales	\$119,370	\$115,000	\$102,973	\$21,324	\$124,297	\$118,450
Assessments -Recreation Operating	\$18,232	\$18,239	\$13,674	\$4,558	\$18,232	\$18,239
Miscellaneous Income	\$12,553	\$15,000	\$45,798	\$3,183	\$48,982	\$15,000
Total Revenues	\$2,265,073	\$2,287,366	\$1,928,903	\$383,194	\$2,312,096	\$2,292,030
<i>General Expenditures</i>						
Other Contractual Services	\$14,865	\$15,000	\$15,981	\$5,327	\$21,309	\$20,000
Telephone	\$1,759	\$2,500	\$1,597	\$532	\$2,129	\$2,500
Postage	\$0	\$2,000	\$0	\$0	\$0	\$0
Utilities	\$4,360	\$5,500	\$3,441	\$1,147	\$4,588	\$5,400
Repairs & Maintenance	\$16,421	\$15,000	\$13,804	\$4,601	\$18,405	\$15,000
Marketing- Golf Marketing	\$19,721	\$35,000	\$12,902	\$4,301	\$17,203	\$35,000
Bank Charges	\$82,269	\$40,000	\$39,194	\$13,065	\$52,258	\$45,000
Office Supplies	\$4,768	\$4,500	\$3,526	\$1,175	\$4,701	\$4,500
Operating Supplies	\$3,464	\$4,000	\$1,707	\$569	\$2,275	\$4,000
Dues, Licenses & Subscriptions	\$10,228	\$9,500	\$430	\$143	\$573	\$9,500
Drug Testing- All departments	\$0	\$500	\$0	\$0	\$0	\$500
Training, Education & Employee Relations	\$1,153	\$3,000	\$2,599	\$866	\$3,465	\$9,000
Contractual Security	\$4,005	\$3,000	\$3,719	\$1,240	\$4,959	\$4,000
IT Services	\$9,732	\$3,000	\$4,812	\$1,604	\$6,416	\$3,000
Total Golf Course Expenditures	\$172,744	\$142,500	\$103,711	\$34,570	\$138,281	\$157,400
<i>Golf Operations:</i>						
Salaries	\$232,919	\$247,235	\$204,024	\$68,008	\$272,032	\$306,020
Administrative Fee	\$15,893	\$18,767	\$9,987	\$3,329	\$13,316	\$12,876
FICA Expense	\$17,363	\$18,913	\$16,107	\$5,369	\$21,475	\$22,509
Health Insurance	\$10,255	\$12,353	\$10,590	\$3,530	\$14,121	\$12,632
Workers Compensation	\$3,781	\$4,846	\$3,191	\$1,064	\$4,255	\$5,890
Unemployment	\$5,434	\$10,853	\$5,503	\$1,834	\$7,338	\$10,828
Golf Printing	\$1,574	\$2,500	\$0	\$0	\$0	\$2,500
Utilities	\$21,417	\$22,500	\$17,125	\$5,708	\$22,833	\$22,500
Repairs	\$1,647	\$1,000	\$3,620	\$1,207	\$4,827	\$1,000
Pest Control	\$1,072	\$1,300	\$777	\$259	\$1,036	\$1,300
Supplies	\$11,452	\$12,000	\$14,839	\$4,946	\$19,785	\$12,000
Uniforms	\$0	\$1,500	\$0	\$0	\$0	\$1,500
Training, Education & Employee Relations	\$0	\$2,000	\$0	\$0	\$0	\$9,000
Cart Lease	\$85,796	\$87,763	\$64,562	\$21,521	\$86,083	\$87,000
Cart Maintenance	\$6,153	\$5,000	\$539	\$180	\$719	\$5,000
Driving Range	\$8,028	\$10,000	\$3,772	\$1,257	\$5,030	\$10,000
Total Golf Operation Expenditures	\$422,784	\$458,530	\$354,636	\$118,212	\$472,848	\$522,555

**Viera East
Community Development District
Golf Course
Proposed Operating Budget
Fiscal Year 2024**

	Actual FY 2022	Adopted Budget FY 2023	Actual Thru 6/30/23	Projected Next 3 Months	Total Projected @ 9/30/23	Proposed Budget FY 2024
<i>Merchandise Sales:</i>						
Cost of Goods Sold	\$72,700	\$80,000	\$96,918	\$32,306	\$129,224	\$90,000
Total Merchandise Sales	\$72,700	\$80,000	\$96,918	\$32,306	\$129,224	\$90,000
<i>Golf Course Maintenance:</i>						
Salaries	\$424,243	\$433,512	\$333,862	\$111,287	\$445,149	\$466,847
Administrative Fees	\$7,632	\$8,176	\$4,662	\$1,554	\$6,217	\$5,368
FICA Expense	\$31,791	\$32,900	\$26,654	\$8,885	\$35,539	\$37,693
Employee Insurance	\$31,096	\$41,298	\$20,261	\$6,754	\$27,015	\$38,695
Workers Compensation	\$6,722	\$9,420	\$5,524	\$1,841	\$7,365	\$9,328
Unemployment	\$4,116	\$7,165	\$3,783	\$1,261	\$5,044	\$7,160
Fire Alarm System	\$0	\$4,000	\$0	\$0	\$0	\$0
Utilities/Water	\$26,324	\$26,200	\$23,758	\$7,919	\$31,677	\$30,000
Repairs	\$34,608	\$48,000	\$43,312	\$14,437	\$57,749	\$48,000
Fuel & Oil	\$44,064	\$40,000	\$28,756	\$9,585	\$38,341	\$40,000
Pest Control	\$1,440	\$1,500	\$1,506	\$502	\$2,007	\$1,800
Irrigation/Drainage	\$9,544	\$30,000	\$8,717	\$2,906	\$11,622	\$20,000
Sand and Topsoil	\$14,669	\$26,500	\$11,006	\$3,669	\$14,674	\$26,500
Flower/Mulch	\$5,295	\$7,000	\$6,949	\$2,316	\$9,265	\$7,000
Fertilizer	\$163,821	\$175,000	\$110,854	\$36,951	\$147,805	\$175,000
Seed/Sod	\$0	\$16,500	\$1,368	\$456	\$1,824	\$10,000
Trash Removal	\$2,518	\$3,000	\$1,917	\$639	\$2,556	\$3,000
Contingency	\$11,317	\$6,000	\$13,531	\$4,510	\$18,042	\$7,500
First Aid	\$779	\$800	\$332	\$111	\$442	\$800
Operating Supplies	\$13,669	\$15,000	\$14,548	\$4,849	\$19,397	\$20,000
Training	\$2,871	\$2,000	\$4,766	\$1,589	\$6,355	\$9,000
Janitorial Supplies	\$56	\$1,000	\$353	\$118	\$471	\$1,000
Janitorial Services	\$11,372	\$20,000	\$11,892	\$3,964	\$15,856	\$20,000
Soil & Water Testing	\$1,663	\$1,000	\$0	\$0	\$0	\$1,000
Uniforms	\$10,898	\$10,000	\$8,219	\$2,740	\$10,959	\$10,000
Equipment Rental	\$403	\$2,000	\$3,321	\$1,107	\$4,428	\$2,000
Equipment Lease	\$164,173	\$187,550	\$127,638	\$42,546	\$170,184	\$187,550
Small Tools	\$0	\$500	\$0	\$0	\$0	\$0
Total Golf Course Maintenance	\$1,025,083	\$1,156,021	\$817,488	\$272,496	\$1,089,985	\$1,185,241
<i>Administrative Expenditures:</i>						
Legal Fees	\$5,886	\$1,500	\$2,041	\$680	\$2,721	\$1,500
Engineering	\$6,590	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$900	\$600	\$450	\$150	\$600	\$600
Dissemination	\$1,000	\$1,000	\$750	\$250	\$1,000	\$1,000
Trustee Fees	\$8,178	\$4,100	\$3,296	\$1,099	\$4,394	\$4,100
Annual Audit	\$1,500	\$1,500	\$1,125	\$375	\$1,500	\$1,500
Golf Course Administrative Services	\$56,280	\$56,280	\$42,210	\$14,070	\$56,280	\$56,280
Insurance	\$92,124	\$111,000	\$75,594	\$25,198	\$100,792	\$133,663
Property Taxes	\$13,596	\$15,000	\$9,936	\$3,312	\$13,248	\$15,000
Total Administrative Expenditures	\$186,054	\$190,980	\$135,401	\$45,134	\$180,534	\$213,643
<i>Reserves:</i>						
Renewal & Replacement	\$0	\$252,806	\$0	\$252,806	\$252,806	\$116,691
Total Reserves	\$0	\$252,806	\$0	\$252,806	\$252,806	\$116,691
Total Revenues	\$2,265,073	\$2,287,366	\$1,928,903	\$383,194	\$2,312,096	\$2,292,030
Total Expenditures	\$1,879,366	\$2,280,837	\$1,508,154	\$755,524	\$2,263,678	\$2,285,530
Operating Income (Loss)	\$385,707	\$6,529	\$420,749	(\$372,330)	\$48,419	\$6,500

Viera East
Community Development District
 Golf Course
 Proposed Operating Budget
 Fiscal Year 2024

	Actual FY 2022	Adopted Budget FY 2023	Actual Thru 6/30/23	Projected Next 3 Months	Total Projected @ 9/30/23	Proposed Budget FY 2024
<i>Non Operating Revenues/(Expenditures):</i>						
Assessments -Recreation Debt Service	\$682,778	\$560,250	\$420,193	\$140,057	\$560,250	\$560,250
Interest Income	\$202	\$1,000	\$6,145	\$400	\$6,545	\$1,000
Reserve Funding- Transfer Out (PY Excess)	(\$6,694)	\$0	\$0	\$0	\$0	\$0
Interfund Transfer In- Restaurant	(\$450,000)	\$3,471	\$0	\$0	\$0	\$0
Interfund Transfer Out- Restaurant	\$0	\$0	\$0	\$0	\$0	\$0
Gain on Sale of Asset	\$300	\$0	\$0	\$0	\$0	\$0
Interest Expense	(\$140,425)	(\$101,250)	(\$75,938)	(\$25,313)	(\$101,250)	(\$77,750)
Principal Expense	(\$445,000)	(\$470,000)	(\$352,500)	(\$117,500)	(\$470,000)	(\$490,000)
Total Non Operating Revenues/(Expenditures)	(\$358,839)	(\$6,529)	(\$2,099)	(\$2,355)	(\$4,455)	(\$6,500)
Net Non Operating Income / (Loss)	\$26,869	\$0	\$418,650	(\$374,686)	\$43,964	\$0

Viera East

Community Development District

Recreational Operating Budget

Revenues:

Greens Fees

Estimated revenue for public paid rounds of golf.

Gift Card- Sales

Estimated amount of gift cards sold that can be used for discounted rounds of golf, merchandise or restaurant purchases. The full amount of the sale is recorded as revenue at the time of purchase.

Gift Card- Usage

Estimated usage of gift cards once purchased. Once the gift cards have been used at the District, the amount used is recorded against the revenue.

Season Advance/Trail Fees

Estimated revenue of customers who purchase memberships to the District golf course in advance for the year.

Associate Memberships

Estimated costs of all associate memberships sold. The associate membership costs \$79 and lasts for one year. The membership gets the member a 20% discount on golf rounds and other discounts on range balls, apparel, and USGA handicap service.

Driving Range

Estimated revenue from the District's driving range.

Golf Lessons

Estimated revenue from golfing lessons given at the golf course. The District leases the golf instruction program to the Mike Hogan Golf Academy.

Merchandise Sales

Estimated revenue of clothing, equipment, and supplies sold in the District's Pro Shop.

Assessments- Recreation Operations

The District will levy Non-Ad Valorem assessments in all the assessable property within the District to help fund all of the General Operating Expenditures for the fiscal year.

Miscellaneous Income

Estimated annual revenue for various miscellaneous charges billed and collected by the District.

Viera East

Community Development District

Recreational Operating Budget

General Expenditures:

Other Contractual Services

Contractual Services include the following contracts:

Vendor	Monthly Amount	Annual Amount
BrightHouse (Cable & Internet)	\$ 781	\$ 9,373
Waste Management (Dumpster Removal)	\$ 701	\$ 8,411
Great America Financial	\$ 120	\$ 1,444
Apple Storage	\$ 12	\$ 146
Amazon Prime	\$ 15	\$ 182
Contingency		\$ 444
Total Annual Budget		<u>\$20,000</u>

Telephone

Represents regular telephone lines, credit card, and Internet access. A portion of expenses related to the District are transferred to General Fund.

Vendor	Monthly Amount	Annual Amount
Cricket	\$ 194	\$ 2,328
Contingency		\$ 172
Total		<u>\$ 2,500</u>

Postage

Mailing payroll checks, checks for vendors, overnight deliveries and any other required correspondence that is directly related to the golf course. A portion of expenses related to the District are transferred to General Fund.

Printing & Binding

Printing of computerized checks, brochures, correspondence, promotional cards, stationary, rack cards, envelopes, etc. A portion of expenses related to the District are transferred to General Fund.

Viera East

Community Development District

Recreational Operating Budget

Utilities

The District has the following utility accounts related to the operations:

Vendor	Account	Monthly Amount	Annual Amount
FPL	10579-42334	\$ 180	\$ 2,160
FPL	91273-57086	\$ 30	\$ 360
City of Cocoa	313093-70192	\$ 125	\$ 1,500
City of Cocoa	150351-141774	\$ 75	\$ 900
Contingency			\$ 480
Total			\$ 5,400

Repairs & Maintenance

Any miscellaneous repairs and maintenance, including electrical, plumbing, hardware, locksmiths, painting and HVAC. A portion of expenses related to the District are transferred to General Fund.

Marketing- Golf Marketing

Represents advertising for the golf course in the Yellow Pages, newspapers, periodicals, brochures and magazines, rack cards and holders, and promotional organizations. A portion of expenses related to the District are transferred to General Fund.

Bank Charges

Bank charges related to credit card usage, as well as account service charges for the operating checking account fund

Office Supplies

Any office supplies that may need to be purchased during the fiscal year, i.e., paper, minute books, file folders, labels, paper clips, etc.

Operating Supplies

Represents various operating supplies purchased

Viera East

Community Development District

Recreational Operating Budget

Dues, Licenses & Subscriptions

The following represents the estimated cost for license, membership subscriptions and permit renewals for the fiscal year:

Vendor	Description	Annual Amount
City of Rockledge	Business License	\$ 200
Florida State Golf Association	Membership	\$ 150
Florida State Golf Association	Handicap fees	5000
Brevard County	Business Tax License	\$ 82
FL Space	Membership	\$ 805
Cocoa Beach Regional Chapter	Membership	\$ 535
US Golf Association	Membership	\$ 150
Amazon Prime	Membership	\$ 156
GCSAA	Gold Membership	\$ 435
Contingency		\$ 1,987
Total		\$ 9,500

Training, Education & Employee Relations

Costs incurred in sending District personnel to any training seminars or having personnel trained on site for different aspects to more efficiently and effectively operate the golf course. Also, any expense incurred for staff meetings and help wanted ads.

Contractual Security

Security system costs for the maintenance and clubhouse alarm systems.

IT Services

Costs related to District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Golf Operations Expenditures:

Salaries & Wages

The District currently has a 1 full time and 30 part time employees to handle the Golf operations of the District. The proposed amount includes a 7% cost of living increase for qualifying full time employees.

Administration Fee

Represents fee to Applied Business Solutions for administration of pay and benefits. Applied Business Solutions charges an administration fee of \$14 per employee.

FICA

Represents the estimated amount due for Social Security (6.2%) and Medicare (1.45%) based upon the proposed salaries and wages.

Viera East

Community Development District

Recreational Operating Budget

Health Insurance

Full time District Employee's are eligible for the following health benefits.

Provider	Policy Number	Insurance Description
United Healthcare	591637	Accidental Death, Dental, Vision, Life, and Long Term Disability
Health First	114619	Health
Colonial Life	E3682663	Life, Accident, Short Term Disability
Combined	007394312	Accident and Disability

Workers Compensation

The District provides Workers Compensation Insurance for each of its employee's based upon statutory requirements and rates determined by Applied Business Solutions.

Unemployment

The District pays State and Federal unemployment for each employee based upon current rate structures.

Golf Printing

Printing for materials needed for the course.

Utilities

Estimated cost of basic utilities for Golf operations:

Vendor	Account	Monthly Amount	Annual Amount
FPL	03449-33189	\$ 585	\$ 7,020
FPL	07938-52104	\$ 925	\$ 11,100
City of Cocoa	150351-112664	\$ 100	\$ 1,200
Banleaco		\$ 202	\$ 2,421
Contingency			\$ 759
Total			\$ 22,500

Repairs

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Pest Control

The estimated costs for Ecolab Pest Elimination to provide monthly pest control services.

Vendor	Monthly Amount	Annual Amount
Ecolab Pest Elimination	\$ 95	\$ 1,141
Contingency		\$ 159
Total		\$ 1,300

Supplies

Estimated costs of miscellaneous supplies that the District may need to purchase for golf operations.

Viera East

Community Development District

Recreational Operating Budget

Uniforms

The estimated costs of uniforms for pro shop personnel. Once hired, all employees get a District golf shirt to wear during work hours.

Training, Education & Employee Relations

The District will incur the cost of the Assistant Pro Program and any training deemed necessary for the Pro Shop staff or cart facility personnel, for example, cart mechanics training and any help wanted ads.

Fuel

Costs for gasoline for all golf carts from Glover Oil Company.

Cart Lease

The expense related to leasing of carts for golf course.

Vendor	Monthly Amount	Annual Amount
The Huntington National	\$ 6,553	\$ 78,635
The Huntington National	\$ 355	\$ 4,260
Yamaha Lease	\$ 164	\$ 1,968
Golf Cart	\$ 127	\$ 1,524
Contingency		\$ 613
Total		\$ 87,000

Cart Maintenance

The expense related to any repairs and maintenance of the golf carts that are incurred during the year.

Driving Range Supplies

Any expenses incurred related to the driving range operation, for example range balls, tokens, buckets, bag stands, clock rope and sand/water buckets.

Merchandise Sales

Cost of Goods Sold

Represents cost of clothing, equipment, and supplies sold in the Pro Shop.

Golf Course Maintenance:

Salaries & Wages

The District currently has 10 full-time and 4 part-time employee's to handle the golf course maintenance. The proposed amount includes a 7% cost of living increase for qualifying full time employees.

Viera East

Community Development District

Recreational Operating Budget

Administration Fee

Represents fee to Applied Business Solutions for administration of pay and benefits. Applied Business Solutions charges an administration fee of \$14 per employee.

FICA

Represents the estimated amount due for Social Security (6.2%) and Medicare (1.45%) based upon the proposed salaries and wages.

Health Insurance

Full time District Employee's are eligible for the following health benefits.

Provider	Policy Number	Insurance
United Healthcare	591637	Health, Accidental Death, Dental, Vision, Life, and Long Term Disability
Colonial Life	E3682663	Life, Accident, Short Term Disability
Combined	007394312	Accident and Disability

Workers Compensation

The District provides Workers Compensation Insurance for each of its employee's based upon statutory requirements and rates determined by Applied Business Solutions.

Unemployment

The District pays State and Federal unemployment for each employee based upon current rate structures.

Fire and Burglary Alarm System

The District is in contract with ADT to provide monthly fire and burglary alarm system monitoring and maintenance. The services will be split between the Golf Course and Operations.

Utilities/Water

Estimated costs of basic utilities for the maintenance staff:

Vendor	Account	Monthly Amount	Annual Amount
FPL	83490-45156	\$ 2,000	\$ 24,000
City of Cocoa	313093-70192	\$ 422	\$ 5,064
Contingency			\$ 936
Total			<u>\$ 30,000</u>

Fuel & Oil

Costs related to fuel purchased for maintenance machinery that occur during the fiscal year.

Viera East

Community Development District

Recreational Operating Budget

Pest Control

The estimated costs for Ecolab Pest Elimination to provide monthly pest control services.

Vendor	Monthly Amount	Annual Amount
Ecolab Pest Elimination	\$ 143	\$ 1,716
Contingency		\$ 84
Total		\$ 1,800

Irrigation/Drainage

Estimated irrigation and drainage maintenance expenditures that may occur during the fiscal year.

Sand/Topsoil

Cost related to sand and topsoil expenditures that may occur during the fiscal year. The District buys all supplies from Golf Specialties, Inc. Some supplies may include top-dress sand, divot sand, and shell rock for the golf course.

Flowers/Mulch

Estimated cost of flowers and mulch for the golf course and clubhouse.

Turf Nutrition Program

Estimated costs of fertilizer, herbicide, insecticide, fungicide and other chemicals needed for the golf course.

Seed/Sod

Cost of seed and sod expenditures for the golf course that may occur during the fiscal year.

Trash Removal

Estimated costs for trash removal services to empty dumpster(s) once a month by Waste Management at the golf course:

Vendor	Monthly Amount	Annual Amount
Waste Management, Inc.	\$ 213	\$ 2,556
Contingency		\$ 444
Total		\$ 3,000

Contingencies

Funding of unanticipated costs.

First Aid

Cost of work gloves, ear plugs, support belts, and other first aid supplies needed during the fiscal year.

Viera East

Community Development District

Recreational Operating Budget

Office Supplies

Any office supplies that may need to be purchased during the fiscal year, i.e., paper, minute books, file folders, labels, paper clips, etc.

Operating Supplies

Represents various operating supplies purchased

Training

Training seminars for golf course maintenance staff.

Janitorial Supplies

Costs of janitorial supplies that may occur during the fiscal year.

Soil & Water Testing

Costs for soil and water testing that may occur during the fiscal year.

Uniforms

The District is in contract with Unifirst to supply uniforms for the Golf Course Maintenance staff. Unifirst comes to the District weekly to deliver clean uniforms to the staff.

Vendor	Monthly Amount	Annual Amount
Unifirst	\$ 800	\$ 9,600
Contingency		\$ 400
Total		\$ 10,000

Equipment Rental

Rental of larger capital items required for Course Maintenance.

Equipment Lease

The District currently has the following equipment leases for the golf course:

Vendor	Monthly Amount	Annual Amount
The Huntington National	\$ 6,541	\$ 78,494
The Huntington National	\$ 1,066	\$ 12,792
The Huntington National	\$ 5,116	\$ 61,392
The Huntington National	\$ 281	\$ 3,371
The Huntington National	\$ 726	\$ 8,718
Wells Fargo Financial	\$ 652	\$ 7,830
Dex Imaging	\$ 169	\$ 2,031
Contingency		\$ 12,923
Total		\$ 187,550

Viera East

Community Development District

Recreational Operating Budget

Small Tools

Represents small tools purchased for golf course maintenance.

Administrative Expenditures:

Legal Fees

The District's attorney will be providing general legal services to the District that are directly related to operations of the golf course, i.e., reviewing contracts, agreements, resolutions, rule amendments, etc.

Arbitrage

The District will contract with an Independent certified public accounting firm to annually calculate the District's Arbitrage Rebate Liability on Special Assessments Revenue Bonds.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c212(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Trustee Fees

The District issued Special Revenue Assessment Refunding Bonds, Series 2012 bonds that are deposited with a Trustee at U.S Bank.

Annual Audit

The District is required to annually have its financial records audited by an independent Certified Public Accounting Firm.

Golf Course Administrative Services

Cost of Administrative services provided for the CDD.

Description	Annual Amount
Base	\$ 75,000
10% of Maintenance Supervisor	\$ (7,280)
50% of Labor Position	\$ (11,440)
Total	\$ 56,280

Viera East
Community Development District
Recreational Operating Budget

Insurance

EGIS Insurance and Risk Advisors provide the District's general liability, property, and crime insurance coverage. EGIS Insurance and Risk Advisors also provide a three year pollution policy.

Description	Annual Amount
General Liability	\$ 26,605
Property	\$ 107,058
Total	<u>\$ 133,663</u>

Property Taxes

This amount is an estimate of property taxes that will need to be paid throughout this fiscal year.

Reserves

Renewal & Replacement

The golf course transfers 2% of its monthly revenues to the Capital Reserve Fund to help fund for equipment replacement and other capital expenditures estimated for the fiscal year.

Viera East
Community Development District
Recreation Fund Debt Service - Series 2012
Amortization Schedule

Date	Bond Balance	Interest	Principal	Interest	Fiscal Year Total
11/01/19	3,305,000			\$ 78,412.50	\$ 559,231.25
05/01/20	3,305,000	4.375%	\$410,000	\$ 78,412.50	
11/01/20	2,895,000			\$ 70,212.50	\$ 558,625.00
05/01/21	2,895,000	4.625%	\$425,000	\$ 70,212.50	
11/01/21	2,470,000			\$ 60,915.63	\$ 556,128.13
05/01/22	2,470,000	5.000%	\$445,000	\$ 60,915.63	
11/01/22	2,025,000			\$ 50,625.00	\$ 556,540.63
05/01/23	2,025,000	5.000%	\$470,000	\$ 50,625.00	
11/01/23	1,555,000			\$ 38,875.00	\$ 559,500.00
05/01/24	1,555,000	5.000%	\$490,000	\$ 38,875.00	
11/01/24	1,065,000			\$ 26,625.00	\$ 555,500.00
05/01/25	1,065,000	5.000%	\$520,000	\$ 26,625.00	
11/01/25	545,000			\$ 13,625.00	\$ 560,250.00
05/01/26	545,000	5.000%	\$545,000	\$ 13,625.00	\$ 558,625.00
			\$3,305,000	\$ 678,581.26	\$ 4,464,400.01