

Reserve
Community Development District

Approved Proposed Budget
FY 2025



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Reserve
Community Development District
Approved Proposed Budget
Water and Sewer Fund

Description	Adopted Budget FY2024	Actuals Thru 2/29/24	Projected Next 7 Months	Projected Thru 9/30/24	Approved Proposed Budget FY 2025	Actuals Thru 2/28/23	Variance %
REVENUES:							
Water Revenue	\$ 820,000	\$424,216	\$509,059	\$933,275	\$1,000,000	\$395,665	7%
Sewer Revenue	795,000	373,449	\$448,139	821,588	900,000	358,452	4%
Misc. Income	5,500	13,197	\$15,836	29,033	5,500	2,845	364%
Interest Income	30,000	29,330	\$35,196	64,527	50,000	38,464	-24%
Rental Income	6,000	4,000	\$5,600	9,600	6,000	3,400	18%
Connection Fees	-	63,231	-	63,231	-	3,310	1810%
TOTAL REVENUES	\$1,656,500	\$907,423	\$1,013,830	\$1,921,253	\$1,961,500	\$802,136	
EXPENSES							
Administrative:							
Supervisor Fees	\$10,000	\$3,200	\$5,600	\$8,800	\$10,000	\$3,600	-11%
FICA Taxes	765	245	428	673	765	275	-11%
Engineer Fees	20,000	8,171	11,440	19,611	20,000	10,951	-25%
Attorney	10,000	4,224	5,914	10,138	12,000	4,992	-15%
Special Counsel	-	3,160	4,423	7,583	10,000	-	
Annual Audit	7,100	-	7,100	7,100	7,100	1,500	-100%
Trustee Fees	4,000	-	-	-	-	-	
Management Fees	42,000	17,500	24,500	42,000	44,100	17,500	0%
Information Technology	1,500	625	875	1,500	1,575	625	0%
Website Administration	1,000	417	583	1,000	1,050	417	0%
Telephone	150	-	150	150	150	-	
Postage & Delivery	2,500	674	1,826	2,500	2,500	785	-14%
Rentals & Leases	1,200	500	700	1,200	1,260	500	0%
General Liability and Public Officials Insurance	50,861	18,818	26,346	45,164	50,861	15,440	22%
Printing & Binding	1,200	640	896	1,536	1,200	397	61%
Legal Advertising	2,000	2,229	3,121	5,350	2,000	-	
Bank Fees and Other Charges	6,000	3,081	4,314	7,395	6,000	2,648	16%
Office Supplies	500	465	651	1,117	500	258	80%
Dues, Licenses & Subscriptions	175	175	-	175	175	175	0%
TOTAL ADMINISTRATIVE	\$160,951	\$64,124	\$98,866	\$162,991	\$171,236	\$60,063	

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Description	Adopted Budget FY2024	Actuals Thru 2/29/24	Projected Next 7 Months	Projected Thru 9/30/24	Approved Proposed Budget FY 2025	Actuals Thru 2/28/23	Variance %
Operations & Maintenance							
Plant and Field Operations							
Salaries/Benefits	\$ 115,057	\$39,944	\$55,921	\$95,865	\$ -	\$40,181	-1%
FICA	8,802	3,056	4,278	7,334	-	3,074	-1%
Workers Comp Insurance	6,511	3,850	-	3,850	-	4,201	-8%
Plant Management	-	60,000	105,000	165,000	240,000	-	
Consulting Services/Utility Billing	113,080	55,434	66,521	121,955	130,900	47,285	17%
Telephone	10,000	4,384	6,137	10,520	8,800	4,051	8%
Answering Service	1,500	509	713	1,222	1,500	580	-12%
Postage	19,200	7,819	10,946	18,765	19,200	7,359	6%
Electric	55,000	10,971	15,360	26,331	31,564	22,402	-51%
Bulk Water/Sewer Purchase	825,000	329,246	460,944	790,190	866,250	351,956	-6%
Repairs & Maintenance	12,000	12,813	37,500	50,313	60,000	4,289	199%
Condo Expenses	6,100	1,369	4,737	6,106	6,100	2,153	-36%
Office Supplies	1,000	237	331	568	1,000	98	141%
Operating Supplies	25,000	15,053	21,074	36,127	40,000	8,467	78%
Chemicals	45,000	20,105	28,147	48,252	55,000	19,800	2%
Filter Media	2,500	-	-	-	-	-	
Dues & Licenses	2,500	-	-	-	-	-	
Capital Outlay	-	-	150,000	150,000	125,000	-	
Total Plant and Field Operations	\$1,248,250	\$515,213	\$967,610	\$1,532,399	\$1,585,314	\$515,896	
TOTAL EXPENSES	\$1,409,201	\$579,337	\$1,066,476	\$1,695,389	\$1,756,550	\$575,959	
OPERATING INCOME	\$247,299	\$328,086	\$(52,646)	\$225,864	\$204,950	\$226,177	
Non-Operating Income/(Expenses)							
Renewal & Replacement	\$ -	\$165,469	\$-	\$165,469	\$ -	\$-	
Total Non-Operating Income/(Expenses)	\$-	\$165,469	\$-	\$165,469	\$-	\$-	
Debt Service Expenses							
Principal Expense	\$ 185,000	\$-	\$-	\$-	\$ -	\$75,000	
Interest Expense	24,781	-	-	-	-	12,197	
Total Debt Service Expenses	\$209,781	\$-	\$-	\$-	\$-	\$87,197	
EXCESS REVENUES (EXPENSES)	\$37,518	\$493,555	\$(52,646)	\$391,333	\$204,950	\$138,980	

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Budget Narrative
Fiscal Year 2025

REVENUES

Water Revenue

The estimated amount that will be billed to users of the potable water system of the District based upon average monthly consumption, current utility rates in effect and projected number of users during the fiscal year.

Wastewater Revenue

The estimated amount that will be billed to users of the wastewater system of the District based upon average monthly consumption, current utility rates in effect and projected number of users during the fiscal year.

Misc. Income

The District charges a 10% late penalty on delinquent monthly utility accounts up to a maximum of \$2,160 per meter.

Interest Income

The District invests its excess funds with the Florida State Board of Administration. Also includes interest earned on bond funds invested in Money Market account.

Rental Income

The District owns an office condo which will be used by other entities. A monthly rental fee will be charged for the use of the space.

Expenses - Administrative

Supervisors Fees

The District anticipates 10 meetings per year with five board members in attendance and each receiving \$200.00 per meeting plus payroll taxes.

FICA Taxes

The District anticipates 10 meetings per year with five board members in attendance and each receiving \$200.00 per meeting plus payroll taxes.

District Engineering Fees

The District currently has a contract with Kimley-Horn and Associates to provide engineering services. The contract includes the preparation of an engineering report, attendance of monthly board meetings, reviewing requisitions and invoices, etc.

District Attorney Fees

The District has a contract with Torcivia, Donlan, Goldey & Ruben, PA as legal counsel to the District. The contract includes general legal services, preparation and attendance of monthly meetings, agreement and contract review, etc.

District Special Counsel

The District has a contract with Gray Robinson PS as special legal counsel to the District for matters relating to to the Utility and FDEP enforcement.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The District currently has a contract with Grau and Associates.

District Management Fees

The following services are provided to the District by a Management contract with GMS-South Florida, LLC. The services provided are further outlined in Exhibit of the contract.

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services – South Florida, LLC.

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Expenses - Administrative (continued)

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated monthly.

Telephone

Telephone and fax machine, amount based on prior years' cost.

Postage and Delivery

Mailing of agenda packages, overnight deliveries, correspondence, etc., based on prior years cost.

Rentals & Leases

The District will be charged \$100.00 per month for office rent from GMS-South Florida, LLC where the District's administrative offices are located.

Insurance General Liability

Egis Insurance & Risk Advisors, who specializes in providing local governments with insurance coverage currently, holds the District's insurance policy. The District's coverage includes General Liability, Workers' Comp, Property, Plant and Automobile.

Printing and Binding

Accounts Payable checks, stationery, envelopes, photocopies, etc.

Legal Advertising

Represents cost associated with legal advertising requirements of the District for monthly meetings, public hearings, notice to

Bank Fees and Other Charges

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

Office Supplies

Miscellaneous Office Supplies based on prior years' cost.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175.00.

Expenses - Plant & Field Operations

Plant Management

The District has contracted with **Walsh Environmental Services, Inc.** to staff and maintain the plant, provide field sampling and reporting needed to control and compliance with FEDP permit requirements.

Consulting Services

The District will contract the following services related to the operations of the District's water and Wastewater utility system, includes payroll and benefits:

<u>Description</u>		<u>Amount</u>
Utility Billing Manager	\$6,753 per month	\$81,036
District Consultants (Fromm & Morgan)		\$30,000
Contingency		\$19,864
	Total	\$130,900

Telephone

Telephone and fax machine, amount based on prior years' cost.

<u>Description</u>	<u>Montly</u>	<u>Amount</u>
Comcast/Phone/Fax/Internet	\$470 avg	\$5,640
T. Perkins Cell Reimb	\$100	\$1,200
Contingency		\$1,960
	Total	\$8,800

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Expenses- Plant and Field Operations (continued)

Answering Service

The District has contracted with A Personal Answering Service to handle the off-hours calls. The rate averages \$100 per month.

Postage

The District currently contracts with InfoSend to print and mail the monthly Utility invoices to the customers.

Electric

The District currently has the following utility accounts with Florida Power & light:

Account	Location
07958-53373	9710 Reserve Blvd #LS
18601-58268	Plantation Lakes Dr. # Lift Station 7
20545-80333	9491 Brandywine Ln #LS
23613-27766	2160 NW Reserve Park Trace
23843-26761	Commerce Lakes D #LS S-3
28708-21028	Club House Dr - LS
38178-27003	5860 Legends Dr #LS
38208-21092	9541 Legends Dr #Lift Station
38258-26013	7855 Legends Dr #LS
48958-26008	Legends Dr #Lift Sta S1 T-8
52582-41529	1916 Perfect Drive LS
65271-37274	8350 Mulligan Rd #Lift
72514-30166	8795 Champions Way #Lift
88950-40098	0857 Links Way #Lift Station
94346-01549	2002 Dogleg Dr #Lift Station
98516-72221	8501 NW Commerce Center Dr Lift Station

Bulk Water/Sewer Purchase

The District has an interconnect agreement with the St. Lucie West Services District to provide bulk potable water and bulk sewer. The District has reserved 500,000 gallons per day of water capacity and 360,000 per day of sewer capacity. The amount budgeted includes a \$760.31 monthly base charge and average usage of 310,000 GPD for water and 233,000 GPD for sewer.

Repairs & Maintenance

Represents any repairs and maintenance cost the District may incur. The amount for the Fiscal Year is based on historical costs.

Condo Expenses

This represents the costs associated with the office condo owned by the District. Expenses include Condo Fees, electric and cleaning costs.

Office Supplies

Any supplies needed for normal operations of the District Utility Billing office.

Operating Supplies

Purchase of supplies for the District. Amount based on the following items:

Description	Amount
General Supplies	\$25,000
Oil/Gas	\$5,000
Misc.	\$10,000
Total	\$40,000

Chemicals

Represents all necessary chemicals for the utility plant.

Capital Outlay

Any Capital improvement for the utility plant.