

Reserve
Community Development District

Adopted Budget
FY 2025



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Community Development District
Adopted Budget
Water and Sewer Fund

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Adopted Budget FY 2025	Actuals Thru 4/30/23	Variance %
REVENUES:							
Water Revenue	\$ 820,000	\$614,604	\$439,003	\$1,053,606	\$1,000,000	\$566,689	8%
Sewer Revenue	795,000	536,516	383,226	919,742	900,000	509,190	5%
Misc. Income	5,500	24,659	17,614	42,273	5,500	5,297	366%
Interest Income	30,000	38,316	27,369	65,685	50,000	57,604	-33%
Rental Income	6,000	6,200	4,429	10,629	6,000	5,000	24%
Connection Fees	-	87,122	-	87,122	-	3,310	2532%
TOTAL REVENUES	\$1,656,500	\$1,307,417	\$871,640	\$2,179,057	\$1,961,500	\$1,147,090	
EXPENSES							
Administrative:							
Supervisor Fees	\$10,000	\$4,400	\$4,000	\$8,400	\$10,000	\$5,000	-12%
FICA Taxes	765	337	306	643	765	383	-12%
Engineer Fees	20,000	8,171	5,837	14,008	20,000	11,971	-32%
Attorney	10,000	6,576	4,697	11,273	12,000	6,192	6%
Special Counsel	-	12,416	8,868	21,284	10,000	-	
Annual Audit	7,100	2,000	1,429	3,429	7,100	1,500	33%
Trustee Fees	4,000	-	-	-	-	-	
Management Fees	42,000	24,500	17,500	42,000	44,100	24,500	0%
Information Technology	1,500	875	625	1,500	1,575	875	0%
Website Administration	1,000	583	417	1,000	1,050	583	0%
Telephone	150	-	150	150	150	-	
Postage & Delivery	2,500	778	556	1,333	2,500	1,532	-49%
Rentals & Leases	1,200	700	500	1,200	1,260	700	0%
General Liability and Public Officials Insurance	50,861	26,346	-	26,346	50,861	21,616	22%
Printing & Binding	1,200	813	581	1,394	1,200	498	63%
Legal Advertising	2,000	2,589	1,849	4,438	2,000	298	
Bank Fees and Other Charges	6,000	4,784	3,417	8,202	6,000	3,728	28%
Office Supplies	500	498	356	854	500	293	70%
Dues, Licenses & Subscriptions	175	175	-	175	175	175	0%
TOTAL ADMINISTRATIVE	\$160,951	\$96,541	\$51,087	\$147,628	\$171,236	\$79,844	

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Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Adopted Budget FY 2025	Actuals Thru 4/30/23	Variance %
Operations & Maintenance							
Plant and Field Operations							
Salaries/Benefits	\$ 115,057	\$53,344	38,103	\$91,446	\$ -	\$54,863	-3%
FICA	8,802	4,081	2,915	6,996	-	4,223	-3%
Workers Comp Insurance	6,511	3,850	-	3,850	-	4,201	-8%
Plant Management	-	97,177	69,412	166,590	240,000	-	
Consulting Services/Utility Billing	113,080	82,744	59,103	141,847	130,900	70,010	18%
Telephone	10,000	6,973	4,981	11,954	10,000	5,696	22%
Answering Service	1,500	713	509	1,223	1,500	791	-10%
Postage	19,200	9,870	9,870	19,741	19,200	10,315	-4%
Electric	55,000	34,612	24,723	59,335	55,000	32,787	6%
Bulk Water/Sewer Purchase	825,000	466,378	333,127	799,505	866,250	503,764	-7%
Repairs & Maintenance	12,000	52,750	37,678	90,428	60,000	4,989	957%
Condo Expenses	6,100	3,735	2,668	6,402	6,100	3,165	18%
Office Supplies	1,000	312	223	534	1,000	196	59%
Operating Supplies	25,000	19,701	14,072	33,773	40,000	12,467	58%
Chemicals	45,000	27,004	21,217	48,221	55,000	28,157	-4%
Filter Media	2,500	-	-	-	-	-	
Dues & Licenses	2,500	-	-	-	-	650	
Capital Outlay	-	-	150,000	150,000	125,000	-	
Total Plant and Field Operations	\$1,248,250	\$863,243	\$768,601	\$1,631,845	\$1,609,950	\$736,274	
TOTAL EXPENSES	\$1,409,201	\$959,784	\$819,688	\$1,779,472	\$1,781,186	\$816,118	
OPERATING INCOME	\$247,299	\$347,633	\$51,952	\$399,585	\$180,314	\$330,972	
Non-Operating Income/(Expenses)							
Renewal & Replacement	\$ -	\$202,533	\$-	\$202,533	\$ -	\$328,912	
Total Non-Operating Income/(Expenses)	\$-	\$202,533	\$-	\$202,533	\$-	\$328,912	
Debt Service Expenses							
Principal Expense	\$ 185,000	\$-	\$-	\$-	\$ -	\$105,000	
Interest Expense	24,781	-	-	-	-	17,077	
Total Debt Service Expenses	\$209,781	\$-	\$-	\$-	\$-	\$122,077	
EXCESS REVENUES (EXPENSES)	\$37,518	\$145,100	\$51,952	\$197,052	\$180,314	\$537,807	

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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 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 bidders, etc.

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>Monthly</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 #LSS-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.