



Community Development District

**Proposed Annual Budget
Fiscal Year 2013**

August 9, 2012



Prepared by:



WWW.DMS-US.COM

Rivercrest
Community Development District

Proposed Annual Budget
Fiscal Year 2013

Table of Contents

Section 1: **Budget Introduction**

Section 2: **Operating Budget Fund Balance Projections**

Section 3: **Operating Budget Comparative Analysis**

Section 4: **General Fund 001 Descriptions**

Section 5: **Debt Service Fund 200**

Section 6: **Schedule of Annual Assessments**

Prepared by:



DMS
District Management Systems, Inc.
WWW.DMS-US.COM

**Rivercrest
Community Development District**

Budget Introduction

Fiscal Year 2013

Background Information

The Rivercrest 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. CDD’s 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 2013, which begins on October 1, 2012. 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.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities Financed by Non-Ad Valorem Assessments
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2007 Special Assessment Revenue Bonds

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, landscaping, entry signage & features, irrigation distribution facilities 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.

Prepared by:



WWW.DMS-US.COM

Rivercrest
Community Development District
Fiscal Year 2013 Proposed Annual Budget
General Fund

	Fiscal Year 2012 Final Annual Budget	Current Period Actuals Through 03/31/12	Projected Revenues & Expenditures 04/01/12 to 9/30/12	Total Actuals and Projections Through 09/30/12	Over/(Under) Budget Through 09/30/12	Fiscal Year 2013 Proposed Annual Budget	Increase / (Decrease) from FY 2012 to FY 2013
REVENUES							
Special Assessments							
Operations & Maintenance Assmts - Levied On Roll	1,123,050	1,059,501	63,549	1,123,050	-	1,123,050	-
Additions	4,092	-	4,092	4,092	-	4,092	-
Operations & Maintenance Assmts - Off Roll	-	1,132	-	1,132	1,132	-	-
Interest Earnings							
Interest Earnings	8,000	3,490	4,510	8,000	-	8,000	-
Other Miscellaneous Revenues							
Miscellaneous	1,500	775	725	1,500	-	1,499	(1)
Clubhouse Rentals	5,000	2,714	2,286	5,000	-	5,000	-
Total Revenues	\$ 1,141,642	\$ 1,067,612	\$ 75,162	\$ 1,142,774	\$ 1,132	\$ 1,141,641	\$ (1)
EXPENDITURES							
Legislative							
Supervisor Fees	12,000	4,200	7,800	12,000	-	12,000	-
Payroll Taxes	1,040	287	597	918	(122)	1,040	-
Total Legislative	\$ 13,040	\$ 4,487	\$ 8,397	\$ 12,918	\$ (122)	\$ 13,040	\$ -
Financial & Administrative							
District Manager	55,472	27,736	27,736	55,472	-	55,472	-
District Engineer	12,000	802	11,199	12,000	-	8,000	(4,000)
Disclosure Report	5,000	1,000	4,000	5,000	-	5,000	-
Trustees Fees	4,000	1,750	1,750	3,500	(500)	3,500	(500)
Auditing Services	9,500	9,500	-	9,500	-	9,500	-
Arbitrage Rebate Calculation	3,150	-	3,000	3,000	(150)	3,000	(150)
Postage, Phone, Faxes, Copies	250	-	-	-	(250)	250	-
Public Officials Insurance	1,515	1,520	1,520	3,040	1,525	3,040	1,525
Legal Advertising	500	49	350	399	(101)	500	-
Bank Fees	250	-	30	30	(220)	250	-
Dues, Licenses & Fees	175	175	-	175	-	175	-
Miscellaneous Administrative Fees	1,500	1,571	1,570	3,141	1,641	3,150	1,650
Office Supplies	100	108	108	216	116	216	116
Website Administration	100	250	2,650	2,900	2,800	2,900	2,800
Total Financial & Administrative	\$ 93,512	\$ 44,460	\$ 53,913	\$ 98,373	\$ 4,861	\$ 94,953	\$ 1,441
Legal Counsel							
District Counsel	12,000	6,000	6,000	12,000	-	12,000	-
Total Legal Counsel	\$ 12,000	\$ 6,000	\$ 6,000	\$ 12,000	\$ -	\$ 12,000	\$ -
Electric Utility Services							
Electric Utility Services-Pumps	18,000	6,051	9,000	15,051	(2,949)	15,051	(2,949)
Electric Utility Services-Streetlights	156,000	70,221	72,000	142,221	(13,779)	142,500	(13,500)
Electric Utility Services-Clubhouse	25,000	13,108	14,000	27,108	2,108	27,108	2,108
Total Electric Utility Services	\$ 199,000	\$ 89,381	\$ 95,000	\$ 184,381	\$ (14,619)	\$ 184,659	\$ (14,341)
Garbage/Solid Waste Control Services							
Garbage Collection	4,000	2,392	2,500	4,892	892	4,892	892
Total Garbage/Solid Waste Control Services	\$ 4,000	\$ 2,392	\$ 2,500	\$ 4,892	\$ 892	\$ 4,892	\$ 892
Water-Sewer Combination Services							
Water Utility Services	10,000	3,296	5,000	8,296	(1,704)	8,296	(1,704)
Water & Wastewater County Fee	1,500	1,304	-	1,304	(196)	1,304	(196)
Total Water-Sewer Combination Services	\$ 11,500	\$ 4,599	\$ 5,000	\$ 9,599	\$ (1,901)	\$ 9,599	\$ (1,900)
Other Physical Environment							
Field Manager	50,400	23,507	25,161	48,668	(1,732)	50,400	-
Property & Liability Insurance	13,883	8,593	8,607	17,200	3,317	17,200	3,317
Fountain Maintenance/Park Maintenance	12,500	590	11,910	12,500	-	5,000	(7,500)
Entry & Wall Maintenance and Improvement	15,000	2,760	12,240	15,000	-	15,000	-
Landscape Maintenance - Contract	217,108	107,089	110,019	217,108	-	217,108	-
Landscape Maintenance - Other	20,000	10,206	9,794	20,000	-	15,000	(5,000)
Landscape Maintenance-Seasonal Color Program	9,100	-	9,100	9,100	-	5,000	(4,100)
Plant Replacement Program	15,000	331	14,669	15,000	-	20,000	5,000
Waterway Mgt. Program - Contract	17,220	8,970	8,250	17,220	-	17,220	-
Waterway Mgt. Program - Other	5,000	8,040	8,000	16,040	11,040	12,000	7,000
Waterway Mgt. Program - Erosion Control	5,000	-	5,000	5,000	-	5,000	-

Prepared by:



Rivercrest
Community Development District
Fiscal Year 2013 Proposed Annual Budget
General Fund

	Fiscal Year 2012 Final Annual Budget	Current Period Actuals Through 03/31/12	Projected Revenues & Expenditures 04/01/12 to 9/30/12	Total Actuals and Projections Through 09/30/12	Over/(Under) Budget Through 09/30/12	Fiscal Year 2013 Proposed Annual Budget	Increase / (Decrease) from FY 2012 to FY 2013
Waterway Mgt. Program-Aquatic Plantings	7,500	-	7,500	7,500	-	7,500	-
Irrigation Repairs & Maintenance	6,000	19,978	14,000	33,978	27,978	15,000	9,000
Irrigation System Capital Improvement	15,000	20,799	10,000	30,799	15,799	15,000	-
Well Monitoring and Maintenance	3,500	5,610	5,610	11,220	7,720	7,500	4,000
Miscellaneous Repairs & Maintenance	1,500	688	812	1,500	-	1,500	-
Payroll Taxes	4,200	2,930	1,925	4,855	655	4,855	655
Workers' Comp./Employee Liability Insurance	3,959	680	3,279	3,959	-	3,959	-
Total Other Physical Environment	\$ 421,870	\$ 220,771	\$ 265,875	\$ 486,647	\$ 64,777	\$ 434,242	\$ 12,372
Road & Street Facilities							
Decorative Light Maintenance	15,000	350	14,650	15,000	-	5,000	(10,000)
Pavement & Signage Repairs	3,500	14,019	11,000	25,019	21,519	5,000	1,500
Total Road & Street Facilities	\$ 18,500	\$ 14,369	\$ 25,650	\$ 40,019	\$ 21,519	\$ 10,000	\$ (8,500)
Parks & Recreation							
Parks & Recreation Staff	50,473	26,183	24,290	50,473	-	35,000	(15,473)
Security Patrol - Contract	50,000	24,253	25,747	50,000	-	50,000	-
Clubhouse Telephone & Internet	4,500	9,244	1,380	10,624	6,124	4,500	-
Pool - Contract	11,147	3,270	7,877	11,147	-	11,147	-
Pool - Other	2,000	190	1,811	2,000	-	1,000	(1,000)
Pool Repairs & Maintenance	5,000	3,240	1,760	5,000	-	6,000	1,000
Clubhouse Supplies	5,000	3,106	1,894	5,000	-	6,000	1,000
Clubhouse Facility Repairs & Maintenance	7,500	3,443	4,057	7,500	-	7,500	-
Club Facility	6,500	4,846	1,654	6,500	-	6,500	-
Community Activities	10,000	4,483	5,517	10,000	-	10,000	-
Community Event Insurance	2,500	-	2,500	2,500	-	1,200	(1,300)
Maintenance Vehicle Maintenance and Registration	1,500	-	1,500	1,500	-	500	(1,000)
Security System	1,700	300	1,400	1,700	-	1,000	(700)
Surveillance System Maintenance and Upgrade	12,000	19,300	-	19,300	7,300	15,000	3,000
Parks & Rec Staff Payroll Taxes	4,200	3,785	1,858	5,643	1,443	5,643	1,443
Workers' Compensation Insurance	1,700	653	1,047	1,700	-	1,700	-
Multi Purpose Field Improvements	25,000	-	25,000	25,000	-	25,000	-
Capital Improvement Engineering and Design	17,500	6,850	10,650	17,500	-	15,566	(1,934)
Capital Improvements	100,000	-	100,000	100,000	-	125,000	25,000
Total Parks & Recreation	\$ 318,220	\$ 113,146	\$ 219,940	\$ 333,087	\$ 14,867	\$ 328,256	\$ 10,036
Reserves							
Designated Capital Reserve	50,000	-	50,000	50,000	-	50,000	-
Total Reserves	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -
Total Expenditures	\$ 1,141,642	\$ 499,607	\$ 732,274	\$ 1,231,915	\$ 90,273	\$ 1,141,641	\$ -
Excess of Revenues Over (Under) Expenditures	\$ -	\$ 568,005	\$ (657,113)	\$ (89,141)	\$ (89,141)	\$ -	\$ (1)

Prepared by:



WWW.DMS-US.COM

Rivercrest
Community Development District
Fiscal Year 2013 Proposed Annual Budget Descriptions
General Fund 001

Legislative

Supervisor's Fees & Related Payroll Taxes

The amount paid to each Supervisor for the time devoted to the District business and monthly meetings. The amount permitted is \$200.00 per meeting for each member of the Board.

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 Report

This is required of the District as part of the bond indentures.

Trustee Fees

This is required of the District as part of 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.

Other Professional Services

Fees related to a capital asset replacement evaluation study.

Arbitrage Rebate Calculation

This is required of the District as part of the bond indentures.

Travel Per Diem

This applies at the current rate of mileage reimbursement for official District business.

Postage, Phone, Faxes, Copies

Cost of materials and service to produce agendas and conduct day-to-day business of the District.

Rentals & Leases

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.

Miscellaneous Administrative Fees

To provide for unbudgeted administrative expenses.

Office Supplies

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

Website Administration

This is for maintenance and administration of the District's official website.

Legal Counsel

District Counsel

Requirements for legal services estimated annual expenditures on an as needed basis and also cover such items as attendance at scheduled meetings of the Board of Supervisors, contract preparation and review, etc.

Legal Counsel

This category provides for independent legal counsel related to the assessments on properties outside of the current District boundaries.

Electric Utility Services

Electric Utility Services - Streetlights

This item is for streetlights and other common element electricity needs.

Electric Utility Services - Pumps

This item is for electric utility services to the pool pumps.

Electric Utility Services - Clubhouse

This item is for streetlights surrounding the Clubhouse facility.

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, recreation facility and the pool.

Water & Wastewater County Fee

This item is an impact fee for wastewater services remitted to the County.

Other Physical Environment

Field Manager & Related Payroll Taxes

As a part of the contract with the consulting managers contract, the DISTRICT will retain the services of a Field Manager. The Field Manager is responsible for the day-to-day field operations. These responsibilities include, but are not limited to, preparing and bidding of services and commodities, contract administration, hiring and maintaining qualified personnel, preparation of and implementation of operating schedules and policies, insuring compliance with all operating permits, prepare and implement field operating budgets, provide information/education to public regarding District programs. The fee for this service is reviewed annually.

Worker's Compensation Insurance

This item is a state mandated insurance benefit provided to employees injured on the job.

Waterway Mgt Program - Contract

This item is for the contract that maintains 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.

Rivercrest
Community Development District
Fiscal Year 2013 Proposed Annual Budget Descriptions
General Fund 001

Waterway Mgt Program - Other

This item is for the maintenance of the multiple waterways in the District.

Waterway Mgt Program - Erosion Control

This category is for the erosion issues that are not under contract that may occur along the banks of the multiple waterways in the District.

Property & Liability Insurance

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

Fountain Maintenance/Park Maintenance

This item addresses maintenance as needed to the common area fountains and parks.

Entry & Walls Maintenance

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

Landscape Maintenance - Contract

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.

Landscape Maintenance - Other

Landscape fees that do not fall within the scope of services covered under the landscape contract.

Landscape Maintenance - OLM

Landscape maintenance consulting

Irrigation Repairs & Maintenance

This item addresses irrigation repair/capitalized items.

Well Monitoring and Maintenance

This item covers the monitoring and maintenance of District wells.

Miscellaneous Maintenance

To provide for unbudgeted repairs and maintenance.

Plant Replacement Program

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

Road & Street Facilities

Decorative Light Maintenance

This item is to maintain the decorative light fixtures throughout the community.

Pavement & Signage Repairs

This item is for miscellaneous repairs to the roads, sidewalks, and signs as needed.

Street Sweeping

This item is for sweeping the roadways within the District.

Parks & Recreation

Security Patrol - Contract

This item is for the contractual service of the Sheriff's office or a private vendor to provide random patrols of the District assets and the community as a whole.

Parks & Recreation Staff & Taxes

This item is intended to fund management of the club facilities and employee staffing for maintenance, cleaning, coordination of events and other functions.

Club Facility

This item is for the purchase of equipment and furniture of the Clubhouse facility as well as other items related to the Clubhouse that are outside of the scope of maintaining the facility.

Clubhouse Facility Maintenance

This item is for the monthly cleaning and repairs of the Clubhouse facility.

Clubhouse Telephone & Internet

This item is related to the cost of the monthly telephone service provided within the Clubhouse facility.

Clubhouse Supplies

This item is for the basic commodities and other items for Clubhouse events.

Pool Repairs & Maintenance

This item relates to repairs and maintenance costs necessary to preserve the existing condition of the pool.

Pool Maintenance - Contract

The District contracts with a professional pool firm to provide service through a public bid process. This fee includes the contract only.

Pool Maintenance - Other

Pool Area fees that do not fall within the scope of services covered under the pool contract.

Park Facility Maintenance

This item is for repairs to the tennis courts, volleyball courts and other park infrastructure.

Community Activities

This item is intended to fund District held functions such as Fall, Winter, Spring & Summer Festivals or other events that may be deemed beneficial to the character and quality of life within the community.

Security System

This item is for the alarm system and monitoring at the clubhouse.

Capital Improvements

This item is for any capital improvements during the year within the program.

Operating Reserve

This item relates to a line of credit utilized for the purpose of first quarter funding.

Capital Reserve

This item is for the general replacement of District assets.

Interest

This item relates to interest corresponding with the line of credit established for first quarter funding.

Rivercrest
Community Development District
Fiscal Year 2013 Proposed Annual Budget
Debt Service Fund

	Fiscal Year 2012 Final Annual Budget	Fiscal Year 2013 Proposed Annual Budget
REVENUES		
Debt Service Assessments Levied on Roll	492,798	494,923
Total Revenues	\$ 492,798	\$ 494,923
EXPENDITURES		
Series 2007A Bond May 1 Principal Payment	205,000	215,000
Series 2007A Bond May 1 Interest Payment	145,821	141,977
Series 2007A Bond Nov. 1 Interest Payment	141,977	137,946
Excess of Revenues Over Expenditures	\$ 492,798	\$ 494,923

ANALYSIS OF BONDS OUTSTANDING		
Series 2007A Bonds Outstanding - Period Ending 11/1/2012	6,520,000	
Principal Payment Applied Toward Series 2007A Bonds	215,000	
Series 2007 Bonds Outstanding - Period Ending 11/1/2013	\$ 6,305,000	

Prepared By:



WWW.DMS-US.COM

**Rivercrest
Community Development District
Fiscal Year 2013 Proposed Annual Budget
Cash Projections as of March 31, 2012**

Operating Cash / Investments	\$ 1,068,902
Subtotal: Liquid Cash Position	\$ 1,020,142
Add: Anticipated Tax Revenue Collections	\$ 63,549
Add: Interest Earnings	\$ 4,510
Add: Miscellaneous	\$ 725
Add: Clubhouse Rentals	\$ 2,286
Add: Developer Contribution	\$ -
Less: Current Liabilities	\$ (36,236)
Less: Projected Expenditures Through Fiscal Year End	\$ (732,274)
Projected Cash Balance on September 30, 2012 ⁽²⁾	\$ 322,702

Notations:

⁽¹⁾ As illustrated above, current cash projections indicate that the District will have approximately \$484K in surplus funds available at the end of the fiscal year 2012. The fiscal year 2013 budget provides for a monthly burn rate of \$85K/month. Generally, it is recommended that the District retain a 3-month operating reserve, which is achieved at this monthly rate for a sum of \$256K. If our projections are accurate at the end of the fiscal year, \$228K may be utilized towards capital expenditures in future years or may be used to reduce annual assessments on a per unit basis.

⁽²⁾ This budget contemplates that \$50K will be set aside in the fiscal year 2013 for the purpose of providing capital reserves. This represents an additional \$50K that can be programmed for the renewal and replacement of major community assets.

Prepared by:



WWW.DMS-US.com

Rivercrest
Community Development District
Proposed Annual Budget
Fiscal Year 2013 Annual Assessments
Annual Assessments ⁽¹⁾

RESIDENTIAL PRODUCT TYPE										
Product Type	DS Unit Count	O&M Unit Count	Fiscal Year 2012			Fiscal Year 2013			Annual Assmt Variance ⁽²⁾	
			Debt Service Per Unit	O&M Per Unit	Fiscal Year 2012 Total Assessment	Debt Service Per Unit	O&M Per Unit	Fiscal Year 2013 Total Assessment	Total Increase / (Decrease) in Annual Assmt	% Increase / (Decrease), Relative to Prev Year
Townhouse	114	114	\$167	\$380	\$547	\$167	\$380	\$547	\$0	0.0%
Single Family 30'	122	122	\$267	\$607	\$874	\$267	\$607	\$874	\$0	0.0%
Single Family 30' - Additional Units	17	17	\$267	\$607	\$874	\$267	\$607	\$874	\$0	0.0%
Single Family 40'	549	549	\$333	\$758	\$1,091	\$333	\$758	\$1,091	\$0	0.0%
Single Family 50'	202	202	\$416	\$948	\$1,364	\$416	\$948	\$1,364	\$0	0.0%
Single Family 60'	275	275	\$500	\$1,138	\$1,638	\$500	\$1,138	\$1,638	\$0	0.0%
Single Family 70'	96	96	\$582	\$1,326	\$1,908	\$582	\$1,326	\$1,908	\$0	0.0%
Total	1,375	1,375								

COMMERCIAL/RELIGIOUS PRODUCT TYPE										
Product Type	DS Unit Count	O&M Unit Count	Fiscal Year 2012			Fiscal Year 2013			Annual Assmt Variance ⁽²⁾	
			Debt Service Per Unit	O&M Per Unit	Fiscal Year 2012 Total Assessment	Debt Service Per Unit	O&M Per Unit	Fiscal Year 2013 Total Assessment	Total Increase / (Decrease) in Annual Assmt	% Increase / (Decrease), Relative to Prev Year
Commercial	9.55	9.55	\$1,665	\$3,790	\$5,455	\$1,665	\$3,790	\$5,455	\$0	0.0%
Religious ⁽³⁾	3.47	0.00	\$1,665	\$0	\$1,665	\$1,665	\$0	\$1,665	\$0	0.0%
Commercial - 301	3.59	3.59	\$1,665	\$3,790	\$5,455	\$1,665	\$3,790	\$5,455	\$0	0.0%
Total	16.61	13.14								

Notations:

⁽¹⁾ Annual assessments are adjusted for collection costs and early payment discounts of 8%.

⁽²⁾ A positive figure denotes an increase in assessments; conversely, a negative figures denotes a decrease in assessments.

⁽³⁾ The Religious Product Type is not exempt from debt service assessments but qualifies for relief from O&M assessments as deemed appropriate by the Board.

Prepared By:



WWW.DMS-US.COM