

2024

**HILLCREST PRESERVE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2024**  
**FINAL ANNUAL OPERATING BUDGET**



June 1st, 2023

# HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2024 FINAL OPERATING BUDGET

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June 1st, 2023

# HILLCREST PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### BUDGET INTRODUCTION

#### **Background Information**

The Hillcrest Preserve 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 2024, which begins on October 1, 2023. 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.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
001	General Fund	Operations and Maintenance of Community Facilities
200	Debt Service Fund	
201	Debt Service Fund	

#### **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.

# HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## ADMINISTRATION DETAIL

October 1st 2023 - September 30th 2024

### EXPENDITURES - ADMINSTRATIVE

#### FINANCIAL & ADMINISTRATIVE

Supervisor Fees	12,000.00
District Manager	25,000.00
District Engineer	9,500.00
Organizational Meeting/Initial Set up	4,000.00
Administration Services	4,500.00
Recording Secretary	2,400.00
ADA Website Set Up/Compliance	1,800.00
Website Maintenance	1,200.00
Accounting Services	9,000.00
Construction Accounting	0.00
Assessment Roll Preparation	0.00
Financial & Revenue Collections	1,200.00
Auditing Services	0.00
Dissemination Services	0.00
Arbitrage Rebate Reporting	0.00
Postage, Phone, Faxes, Copies	500.00
Public Officials Insurance	2,500.00
Legal Advertising	3,500.00
Bank Fees	200.00
Dues, Licenses, & Fees	175.00
Rentals and Leases	600.00
Office Supplies	100.00
Technology Services	600.00
Miscellaneous Fees	250.00

#### LEGAL COUNSEL

District Counsel	8,500.00
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#### TOTAL ADMINSTRATIVE

**\$87,525.00**

# HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## SITE OPERATIONS

October 1st 2023 - September 30th 2024

<b>EXPENDITURES - FIELD OPERATIONS</b>	
<b>ELECTRIC UTILITY SERVICES</b>	
Electric Utility Services - Streetlights	75,000.00
Electric Utility Services - All Others	15,000.00
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>\$90,000.00</b>
<b>GARBAGE/SOLID WASTE SERVICES</b>	
Garbage Recreation Center	1,500.00
<b>TOTAL GARBAGE/SOLID WASTE SERVICES</b>	<b>\$1,500.00</b>
<b>WATER-SEWER COMBINATION SERVICES</b>	
Water Utility Services	7,500.00
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	<b>\$7,500.00</b>
<b>STORMWATER CONTROL</b>	
Stormwater System Maintenance	15,000.00
Wetland Monitoring/Maintenance	6,500.00
Annual Stormwater Report	3,500.00
<b>TOTAL STORMWATER CONTROL</b>	<b>\$25,000.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>	
Property & Casualty Insurance	12,500.00
General Liability Insurance	3,200.00
Entry & Wall Maintenance	5,000.00
Landscape Maintenance	125,000.00
Irrigation Maintenance	12,000.00
Landscape Mulch	5,000.00
Landscape Annuals	5,000.00
Plant Replacement Program	5,000.00
Miscellaneous Landscape	1,000.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$173,700.00</b>
<b>ROAD &amp; STREET FACILITIES</b>	
Pavement & Drainage Maintenance	1,000.00
<b>TOTAL ROAD &amp; STREET FACILITIES</b>	<b>\$1,000.00</b>
<b>PARKS AND RECREATION</b>	
Field Services	12,000.00
Facility Maintenance	5,000.00
On Site Staff	0.00
Pool Permits	500.00
Facility Janitorial Services	6,000.00
Facility Janitorial Supplies	1,500.00
Pool Service Contract	14,000.00
Pool Repairs	500.00
Facility A/C Maintenance	600.00
Telephone/Internet Services	750.00
Playground Equipment Maintenance	500.00
Access Control Maintenance	750.00
Dog Waste Station Service and Supplies	650.00
Holiday Decorations	0.00
Event Services & Supplies	0.00
<b>TOTAL PARKS AND RECREATION</b>	<b>\$42,750.00</b>
<b>Contingency</b>	
Miscellaneous Contingency	2,500.00
<b>TOTAL CONTINGENCY</b>	<b>\$2,500.00</b>
<b>TOTAL SITE OPERATIONS</b>	<b>\$343,950.00</b>

# HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## REVENUE COLLECTION

### Fiscal Year 2024 FINAL Operating Budget

*October 1st 2023 - September 30th 2024*

GENERAL FUND REVENUES	
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	
Operations & Maintenance Assmts-On Tax Roll	0.00
Operations & Maintenance Assmts-Off Tax Roll	431,475.00
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$431,475.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	
Landowner/Private Contributions	0.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$0.00</b>
<b>OTHER MISCELLANEOUS REVENUES</b>	
Miscellaneous GF 001	0.00
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>\$0.00</b>
<b>TOTAL REVENUES</b>	<b>\$431,475.00</b>

**Notations:**

**(1) Revenues shown exclude County 2% collection cost and 4% early payment discount.**

# HILLCREST PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### 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.

# HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## 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 District's 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.



# HILLCREST PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### 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.