

ST. JOHNS FOREST
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2019

Version 1 - Approved Tentative Budget

Prepared by:



ST. JOHNS FOREST

Community Development District

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St. Johns Forest
Community Development District

Operating Budget
Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET	THRU	MAY-	PROJECTED	BUDGET
			FY 2018	APR-2018	SEP-2018	FY 2018	FY 2019
REVENUES							
Interest - Investments	\$ 1,554	\$ 2,350	\$ 1,500	\$ 2,540	\$ -	\$ 2,540	\$ 1,500
Interest - Tax Collector	112	87	-	24	24	48	-
Special Assmnts- Tax Collector	213,523	213,523	213,523	208,315	5,208	213,523	213,523
Special Assmnts- Discounts	(8,064)	(8,027)	(8,541)	(8,185)	(356)	(8,541)	(8,541)
Settlements	1,800	600	-	-	-	-	-
TOTAL REVENUES	208,925	208,564	206,482	202,694	4,876	207,570	206,482

EXPENDITURES

Administrative

P/R-Board of Supervisors	6,800	4,600	6,000	2,800	3,000	5,800	6,000
FICA Taxes	520	352	459	214	230	444	459
ProfServ-Arbitrage Rebate	-	600	600	-	600	600	600
ProfServ-Dissemination Agent	-	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	2,415	4,725	4,000	1,995	2,005	4,000	4,000
ProfServ-Legal Services	23,718	18,409	20,000	3,619	11,381	15,000	15,000
ProfServ-Mgmt Consulting Serv	46,500	46,500	48,360	28,210	20,150	48,360	49,811
ProfServ-Special Assessment	5,000	5,000	5,000	5,000	-	5,000	5,200
ProfServ-Trustee Fees	-	4,171	4,400	3,971	429	4,400	4,400
Auditing Services	3,615	3,615	3,800	-	3,800	3,800	4,000
Postage and Freight	497	328	400	193	207	400	400
Insurance - General Liability	7,250	7,250	7,975	7,250	-	7,250	7,975
Printing and Binding	2,151	1,493	1,800	567	933	1,500	1,500
Legal Advertising	921	558	1,000	-	750	750	750
Miscellaneous Services	572	609	600	327	273	600	600
Misc-Assessmnt Collection Cost	2,373	(171)	4,270	3,450	820	4,270	4,270

ST. JOHNS FOREST

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU APR-2018	MAY- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
Misc-Web Hosting	750	750	1,000	583	417	1,000	1,000
Office Supplies	44	-	-	-	-	-	-
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	103,301	99,964	110,839	58,354	45,995	104,349	107,140
Field							
ProfServ-Field Management	4,500	6,000	6,000	3,500	2,500	6,000	6,500
Contracts-Lake and Wetland	10,380	10,570	13,000	6,176	6,824	13,000	13,000
Contracts-Landscape	22,740	30,051	55,000	20,467	24,533	45,000	55,000
Electricity - General	8,305	7,697	10,000	4,412	4,588	9,000	9,000
R&M-General	4,267	4,107	10,000	1,510	5,990	7,500	7,500
R&M-Fountain	4,790	2,023	6,000	2,136	3,864	6,000	6,000
R&M-Other Landscape	11,497	7,862	10,000	-	9,000	9,000	9,000
R&M-Streetlights	841	1,679	7,500	4,706	1,294	6,000	5,000
Capital Outlay	2,995	-	2,250	-	2,250	2,250	2,250
Total Field	70,315	69,989	119,750	42,907	60,843	103,750	113,250
TOTAL EXPENDITURES	173,616	169,953	230,589	101,261	106,838	208,099	220,390
Reserves							
Reserve -Entrance Signs/Columns	-	-	12,987	-	-	-	12,987
Reserve - Entry Fountain	-	-	2,821	-	-	-	2,821
Reserves-Stormwater&Roads	62,256	-	10,714	-	-	-	10,714
Reserve - Streetlights	-	-	3,478	14,700	-	14,700	3,478
Total Reserves	62,256	-	30,000	14,700	-	14,700	30,000
TOTAL EXPENDITURES & RESERVES	235,872	169,953	260,589	115,961	106,838	222,799	250,390

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY- SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
Excess (deficiency) of revenues							
Over (under) expenditures	(26,947)	38,611	(54,107)	86,733	(101,962)	(15,229)	(43,908)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(54,107)	-	-	-	(43,908)
TOTAL OTHER SOURCES (USES)	-	-	(54,107)	-	-	-	(43,908)
Net change in fund balance	(26,947)	38,611	(54,107)	86,733	(101,962)	(15,229)	(43,908)
FUND BALANCE, BEGINNING	308,815	281,866	320,477	320,477	-	320,477	305,248
FUND BALANCE, ENDING	\$ 281,868	\$ 320,477	\$ 266,370	\$ 407,210	\$ (101,962)	\$ 305,248	\$ 261,340

ST. JOHNS FOREST

Community Development District

Exhibit "A" Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 305,248
Net Change in Fund Balance - Fiscal Year 2019	(43,908)
Reserves - Fiscal Year 2019	30,000
Total Funds Available (Estimated) - 9/30/2019	291,340

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital		55,097 ⁽¹⁾
Reserves - Entrance Signs & Columns (Prior Years inc'l 2018)	87,447	
Reserves - Entrance Signs & Columns (Fiscal Year 2019)	12,987	100,434
Reserves - Entry Fountain (Prior Years inc'l 2018)	18,993	
Reserves - Entry Fountain (Fiscal Year 2019)	2,821	21,814
Reserves - Stormwater & Roads (Prior Years inc'l 2018)	51,428	
Reserves - Stormwater & Roads (Fiscal Year 2019)	10,714	62,142
Reserves - Streetlights (Prior Years inc'l 2018)	5,240	
Reserves - Streetlights (Fiscal Year 2019)	3,478	8,718
	Subtotal	248,205

Total Allocation of Available Funds	248,205
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Total Unassigned (undesignated) Cash	\$ 43,135
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2019**REVENUES****Interest-Investments**

The District earns interest on the monthly average collected balance for its operating accounts and investments.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the fiscal year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES**Expenditures - Administrative****P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance.

FICA Taxes

Payroll taxes on Board of Supervisors' compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total payroll expenditure.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for board meetings when requested, and other specifically requested assignments.

Professional Services-Legal Services

The District's Attorney, Hopping, Green & Sams, provides general legal services to the District, i.e., attendance and preparation for Board meetings, review and/or preparation of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Budget Narrative
Fiscal Year 2019**Expenditures - Administrative (continued)****Professional Services - Arbitrage Rebate Calculation**

The District uses a company who specializes in municipal and district arbitrage calculation to calculate the District's Arbitrage Rebate Liability on the Series 2016 Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with Rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues.

Professional Services – Trustee Fees

The District issued the Series 2016 Special Assessment Bonds that are deposited with a Trustee to handle all Trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

Professional Services-Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark - Infrastructure Management Services. Also included are costs for records management and storage and Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement with a modest increase this year.

Professional Services-Special Assessment

Administrative costs for Inframark to prepare the District's Special Assessment Roll and maintain lien books.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The District currently has an engagement with Berger, Toombs, Elam, Gaines & Frank for these services.

Postage and Freight

Postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance Agency, Inc. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium due to market uncertainty.

Budget Narrative
Fiscal Year 2019**Expenditures - Administrative (continued)****Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This includes monthly bank charges and any other miscellaneous expenses that may be incurred during the year.

Miscellaneous-Assessment Collection Costs

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The fiscal year budget is based on a maximum of 2% of the anticipated assessment collections.

Misc-Web Hosting

Per Florida Statutes, the District is required to have and maintain a website and Inframark provides this service to the District. Additional requirements were imposed effective October 1, 2016.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Florida Department of Economic Opportunity.

Expenditures - Field**ProfServ-Field Management**

The District has engaged Inframark for field services and management of its contractors.

Contracts-Lake and Wetland

The District has a permit obligation to comply with certain conditions for the establishment and maintenance of upland/wetland conservation areas and for maintenance of storm water management areas. Aquagenix currently maintains the 11 ponds for a monthly fee of \$882.30.

Budget Narrative
Fiscal Year 2019**Expenditures – Field (continued)****Contracts-Landscape**

The District currently has an agreement with Duval Landscape Maintenance for landscape services for the common areas owned by the District. The agreement includes landscape maintenance, irrigation system inspection, pest control and fertilization services, seasonal color program and mulching program.

Electricity – General

The District incurs electrical usage for lighting and entry fountain.

R&M-General

The District will incur repair and maintenance costs of the District's property. (Pressure wash monument signs, columns, curbs, sidewalks, etc.)

R&M-Fountain

The District currently uses with Rick Arsenault Certified Pool Consultant to maintain the fountains at the entrance. Their monthly fee is approximately \$160 for fountain maintenance. There are additional charges for supplies such as shock, foam fighter, chlorine and acid and additional repairs to the equipment.

R&M-Other Landscape

This budget line item is for holiday décor within the District.

R&M-Streetlights

The District will incur costs for the repair and maintenance of the District's street lights and landscape lights.

Capital Outlay

This represents any additional capital outlay that may not have been provided for in the budget.

Expenditures – Reserves**Reserves – Entrance Signs & Columns**

This contributes to the reserve for replacement of the District's entrance signs and columns.

Reserves – Entry Fountain

This contributes to the reserve for replacement of the District's entry fountain.

Budget Narrative

Fiscal Year 2019

Expenditures – Reserves (continued)

Reserves – Stormwater and Roads

This contributes to the reserve for replacement of the District’s stormwater system and roads.

Reserves - Streetlights

This contributes to the reserve for replacement of the District’s street lights and landscape lights.

St. Johns Forest
Community Development District

Debt Service Budgets
Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	APR- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
REVENUES							
Interest - Investments	\$ 97	\$ 369	\$ 100	\$ 167	\$ 202	\$ 369	\$ 100
Special Assmnts- Tax Collector	14,871	290,260	290,260	279,628	10,632	290,260	290,260
Special Assmnts- Prepayment	21,699	-	-	-	-	-	-
Special Assmnts- Discounts	81	(10,911)	(11,610)	(11,116)	(494)	(11,610)	(11,610)
TOTAL REVENUES	36,748	279,718	278,750	268,679	10,340	279,019	278,750
EXPENDITURES							
<i>Administrative</i>							
ProfServ-Arbitrage Rebate	600	-	-	-	-	-	-
ProfServ-Dissemination Agent	1,000	-	-	-	-	-	-
Misc-Assessmnt Collection Cost	178	5,587	5,805	4,618	1,187	5,805	5,805
Total Administrative	1,778	5,587	5,805	4,618	1,187	5,805	5,805
<i>Debt Service</i>							
Principal Debt Retirement	-	160,000	165,000	-	165,000	165,000	170,000
Debt Retirement Series A	3,715,000	-	-	-	-	-	-
Principal Prepayments	-	30,000	-	-	-	-	-
Interest Expense	15,244	109,380	105,806	52,853	52,853	105,706	102,405
Cost of Issuance	257,695	-	-	-	-	-	-
Underwriter	55,275	-	-	-	-	-	-
Total Debt Service	4,043,214	299,380	270,806	52,853	217,853	270,706	272,405
TOTAL EXPENDITURES	4,044,992	304,967	276,611	57,471	219,040	276,511	278,210

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED APR- SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
Excess (deficiency) of revenues							
Over (under) expenditures	(4,008,244)	(25,249)	2,139	211,208	(208,700)	2,509	540
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	533,460	-	-	-	-	-	-
Bond Premium	7,265	-	-	-	-	-	-
Proceeds of Refunding Bonds	3,685,000	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	2,139	-	-	-	540
TOTAL OTHER SOURCES (USES)	4,225,725	-	2,139	-	-	-	540
Net change in fund balance	217,481	(25,249)	2,139	211,208	(208,700)	2,509	540
FUND BALANCE, BEGINNING	-	217,481	192,232	192,232	-	192,232	194,741
FUND BALANCE, ENDING	\$ 217,481	\$ 192,232	\$ 194,371	\$ 403,440	\$ (208,700)	\$ 194,741	\$ 195,281

AMORTIZATION SCHEDULE
Capital Improvement Revenue Bonds

Period Ending	Outstanding Balance	Principal	Coupon Rate	Interest	Debt Service
11/1/2018	\$3,335,000		2.000%	\$51,203	
5/1/2019	\$3,335,000	\$170,000	2.000%	\$51,203	\$272,405
11/1/2019	\$3,165,000		2.000%	\$49,503	
5/1/2020	\$3,165,000	\$170,000	2.000%	\$49,503	\$269,005
11/1/2020	\$2,995,000		2.000%	\$47,803	
5/1/2021	\$2,995,000	\$175,000	2.000%	\$47,803	\$270,605
11/1/2021	\$2,820,000		2.000%	\$46,053	
5/1/2022	\$2,820,000	\$180,000	2.000%	\$46,053	\$272,105
11/1/2022	\$2,640,000		2.000%	\$44,253	
5/1/2023	\$2,640,000	\$185,000	2.300%	\$44,253	\$273,505
11/1/2023	\$2,455,000		2.300%	\$42,125	
5/1/2024	\$2,455,000	\$190,000	2.600%	\$42,125	\$274,250
11/1/2024	\$2,265,000		2.600%	\$39,655	
5/1/2025	\$2,265,000	\$195,000	2.800%	\$39,655	\$274,310
11/1/2025	\$2,070,000		2.800%	\$36,925	
5/1/2026	\$2,070,000	\$200,000	3.000%	\$36,925	\$273,850
11/1/2026	\$1,870,000		3.000%	\$33,925	
5/1/2027	\$1,870,000	\$205,000	3.200%	\$33,925	\$272,850
11/1/2027	\$1,665,000		3.200%	\$30,645	
5/1/2028	\$1,665,000	\$210,000	3.600%	\$30,645	\$271,290
11/1/2028	\$1,455,000		3.600%	\$26,865	
5/1/2029	\$1,455,000	\$220,000	3.600%	\$26,865	\$273,730
11/1/2029	\$1,235,000		3.600%	\$22,905	
5/1/2030	\$1,235,000	\$230,000	3.600%	\$22,905	\$275,810
11/1/2030	\$1,005,000		3.600%	\$18,765	
5/1/2031	\$1,005,000	\$235,000	3.600%	\$18,765	\$272,530
11/1/2031	\$770,000		3.600%	\$14,535	
5/1/2032	\$770,000	\$245,000	3.800%	\$14,535	\$274,070
11/1/2032	\$525,000		3.800%	\$9,880	
5/1/2033	\$525,000	\$255,000	3.800%	\$9,880	\$274,760
11/1/2033	\$270,000		3.800%	\$5,035	
5/1/2034	\$270,000	\$265,000	3.800%	\$5,035	\$275,070
Total		\$3,330,000		\$1,040,145	\$4,370,145

Budget Narrative
Fiscal Year 2019

REVENUES

Interest-Investments

The District earns interest income on its trust accounts with US Bank.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the fiscal year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Expenditures - Administrative

Miscellaneous-Assessment Collection Cost

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The fiscal year budget is based on a maximum of 2% of the anticipated assessment collections.

Expenditures – Debt Service

Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt.

Interest Expense

The District pays interest expense on the debt twice during the year.

St. Johns Forest

Community Development District

Supporting Budget Schedules

Fiscal Year 2019

Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2019 vs. Fiscal Year 2018

Platted	General Fund *			Debt Service			Total Assessments per Unit			Units
	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	
<u>Phase I</u>										
SF 60'	\$384.77	\$384.77	0.0%	\$705.79	\$705.79	0.0%	\$1,090.56	\$1,090.56	0.0%	34
SF 70'	\$384.77	\$384.77	0.0%	\$772.88	\$772.88	0.0%	\$1,157.65	\$1,157.65	0.0%	57
SF 80'	\$384.77	\$384.77	0.0%	\$981.75	\$981.75	0.0%	\$1,366.52	\$1,366.52	0.0%	62
Commercial	\$8,825.45	\$8,825.46	0.0%	\$0.00	\$0.00	n/a	\$8,825.45	\$8,825.46	0.0%	22.937
<u>Phase II</u>										
SF 60'	\$384.77	\$384.77	0.0%	\$790.03	\$790.03	0.0%	\$1,174.80	\$1,174.80	0.0%	65
SF 70'	\$384.77	\$384.77	0.0%	\$926.75	\$926.75	0.0%	\$1,311.52	\$1,311.52	0.0%	15
SF 80'	\$384.77	\$384.77	0.0%	\$1,128.78	\$1,128.78	0.0%	\$1,513.55	\$1,513.55	0.0%	37
<u>Phase III</u>										
SF 70'	\$384.77	\$384.77	0.0%	\$926.75	\$926.75	0.0%	\$1,311.52	\$1,311.52	0.0%	57
SF 80'	\$384.77	\$384.77	0.0%	\$1,320.50	\$1,320.50	0.0%	\$1,705.27	\$1,705.27	0.0%	56
<u>Phase IV</u>										
SF 60'	\$384.77	\$384.77	0.0%	\$948.27	\$948.27	0.0%	\$1,333.04	\$1,333.04	0.0%	87
SF 70'	\$384.77	\$384.77	0.0%	\$1,038.52	\$1,038.52	0.0%	\$1,423.29	\$1,423.29	0.0%	62
										554.937

* General Fund assessments to cover administrative and maintenance costs are levied equally to all types since all unit types receive similar benefit. For example, Administrative costs (audit fees, liability insurance, advertising, collection costs, etc.) and Field expenses for maintenance of the entry features and landscaping benefit all regardless of lot size.