

2024

BUCKHEAD TRAILS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024

FINAL ANNUAL OPERATING BUDGET



June 8, 2023

BUCKHEAD TRAILS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024

FINAL ANNUAL OPERATING BUDGET

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June 8, 2023

BUCKHEAD TRAILS

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Longleaf 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.

<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
203	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2005 Special Assessment Refunding Revenue Bonds
204	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2006 Special Assessment Refunding Revenue Bonds

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.

BUCKHEAD TRAILS

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2023 Final Operating Budget	Fiscal Year 2024 Actual Budget
REVENUES		
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES		
Special Assessments- Tax Collector Revenue	0.00	201,125.00
Special Assessments- Developer Collected	0.00	0.00
Developer Contributions	3,555.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	\$3,555.00	\$201,125.00
TOTAL REVENUES	\$3,555.00	\$201,125.00
EXPENDITURES		
SUPERVISOR FEE		
Supervisor Fee	0.00	3,000.00
TOTAL SUPERVISOR FEE	0.00	3,000.00
FINANCIAL & ADMINISTRATIVE		
Administrative Services	0.00	4,500.00
District Manager	0.00	25,000.00
District Engineer	0.00	9,500.00
Trustee Fees	0.00	6,500.00
Recording Secretary	0.00	2,400.00
Organizational Meeting/Initial Set Up	0.00	4,000.00
Construction Accounting	0.00	9,000.00
Dissemination Services	0.00	4,200.00
Financial & Revenue Collections	500.00	1,200.00
Rentals & Leases	175.00	600.00
Office Supplies	0.00	100.00
Technology Services	0.00	600.00
Accounting Services	0.00	9,000.00
Auditing Services	0.00	6,000.00
Postage, Phone, Faxes, Copies	0.00	500.00
Public Officials Insurance	700.00	5,000.00
Legal Advertising	0.00	3,500.00
Bank Fees	500.00	200.00
Dues, Licenses & Fees	0.00	175.00
Miscellaneous Fees	0.00	250.00
Website Development & Maintenance	0.00	1,200.00
ADA Website Compliance	0.00	1,800.00
TOTAL FINANCIAL & ADMINISTRATIVE	1,875.00	95,225.00
LEGAL COUNSEL		
District Counsel	1,000.00	15,000.00
TOTAL LEGAL COUNSEL	1,000.00	15,000.00
OTHER PHYSICAL ENVIRONMENT		
Aquatic - Other	0.00	0.00
Aquatic Maintenance - Contract	0.00	38,000.00
Debris Cleanup	0.00	9,000.00
General Liability Insurance	0.00	5,000.00
Facility Janitorial R&M - Contract	0.00	0.00
Facility Janitorial Supplies/Other	0.00	0.00
Irrigation Maintenance	0.00	0.00
Landscape Maintenance - Pond Banks	0.00	25,000.00
Landscape - Plant Replacement Program	0.00	0.00
Landscape Maintenance - Contract	0.00	0.00
Pool - R&M	0.00	0.00
Wildlife Control	0.00	6,400.00
TOTAL OTHER PHYSICAL ENVIRONMENT	0.00	83,400.00

FISCAL YEAR 2024
FINAL OPERATING BUDGET

BUCKHEAD TRAILS

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2023 Final Operating Budget	Fiscal Year 2024 Actual Budget
PARKS & RECREATION		
Access Control Fob Distribution	0.00	0.00
Access Control Maintenance & Fobs	0.00	0.00
Amenity Furniture	0.00	0.00
Amenity R&M	0.00	0.00
Contingency-Misc	0.00	0.00
Dog Waste Station Service & Supplies	0.00	0.00
HVAC	0.00	0.00
Lighting Maintenance	0.00	0.00
Pest Control - Amenity	0.00	0.00
Pool - Contract	0.00	0.00
Pool - Permits	0.00	0.00
Repairs & Maintenance (General)	0.00	0.00
Special Events	0.00	0.00
Telephone/Internet Services	100.00	0.00
TOTAL PARKS & RECREATION	100.00	0.00
ROAD & STREET FACILITIES		
Sidewalk/Pavement/Drainage Repair	0.00	0.00
TOTAL ROAD & STREET FACILITIES	0.00	0.00
WATER - SEWER COMBINATION SERVICES		
Utility - Water/Sewer	0.00	0.00
TOTAL WATER - SEWER COMBINATION SERVICES	0.00	0.00
ELECTRIC UTILITY SERVICES		
Utility - Electric	0.00	0.00
Utility - Streetlights	0.00	0.00
TOTAL ELECTRIC UTILITY SERVICES	0.00	0.00
CONTINGENCY		
Miscellaneous Contingency	0.00	4,500.00
TOTAL CONTINGENCY	0.00	4,500.00
TOTAL EXPENDITURES	\$2,975.00	\$201,125.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$580.00	\$0.00

BUCKHEAD TRAILS 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.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

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.

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.

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

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.

Security System

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

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND SERIES 2020

REVENUES		
CDD Debt Service Assessments	\$	867,563
TOTAL REVENUES	\$	867,563
EXPENDITURES		
Series 2020 May Bond Principal Payment	\$	345,919
Series 2020 May Bond Interest Payment	\$	180,000
Series 2020 November Bond Interest Payment	\$	341,644
TOTAL EXPENDITURES	\$	867,563
EXCESS OF REVENUES OVER EXPENDITURES	\$	-
ANALYSIS OF BONDS OUTSTANDING		
Bonds Outstanding - Period Ending 11/ 1/2023	\$	12,355,000
Principal Payment Applied Toward Series 2020 Bonds	\$	345,919
Bonds Outstanding - Period Ending 11/ 1/2024	\$	12,009,081

* Series 2020 Bonds Principal and Debt Service obligation to be established at issuance

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS ⁽¹⁾

SERIES 2022 ASSESSMENT AREA								
			FISCAL YEAR 2023			FISCAL YEAR 2024		
Lot Size	Series 2022 Unit Count	O&M Unit Count	Debt Service Per Unit	O&M Per Unit ⁽¹⁾	FY 2023 TOTAL	Debt Service Per Unit	O&M Per Unit ⁽¹⁾	FY 2024
SINGLE FAMILY 40	18	18	\$1,276.31	\$720.00	\$1,996.31	\$1,276.31	\$110.21	\$1,386.53
SINGLE FAMILY 45	122	122	\$1,435.85	\$810.00	\$2,245.85	\$1,435.85	\$123.99	\$1,559.84
SINGLE FAMILY 50	47	47	\$1,595.39	\$900.00	\$2,495.39	\$1,595.39	\$137.76	\$1,733.16
SINGLE FAMILY 52	237	237	\$1,659.21	\$936.00	\$2,595.21	\$1,659.21	\$143.28	\$1,802.48
SINGLE FAMILY 60	136	136	\$1,914.47	\$1,080.00	\$2,994.47	\$1,914.47	\$165.32	\$2,079.79
SUBTOTAL	560	560						

SERIES 2023 ASSESSMENT AREA								
			FISCAL YEAR 2023			FISCAL YEAR 2024		
Lot Size	Series 2023 Unit Count	O&M Unit Count	Debt Service Per Unit	O&M Per Unit ⁽¹⁾	FY 2023 TOTAL	Debt Service Per Unit	O&M Per Unit ⁽¹⁾	FY 2024
SINGLE FAMILY 40	244	244	\$0.00	\$720.00	\$720.00	\$0.00	\$110.21	\$110.21
SINGLE FAMILY 45	122	122	\$0.00	\$810.00	\$810.00	\$0.00	\$123.99	\$123.99
SINGLE FAMILY 50	502	502	\$0.00	\$900.00	\$900.00	\$0.00	\$137.76	\$137.76
SINGLE FAMILY 52	108	108	\$0.00	\$936.00	\$936.00	\$0.00	\$143.28	\$143.28
SINGLE FAMILY 60	58	58	\$0.00	\$1,080.00	\$1,080.00	\$0.00	\$165.32	\$165.32
SUBTOTAL	1,034	1,034						