

Spencer Creek
Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2025

Preliminary Budget

Prepared by:



Spencer Creek
Community Development District

Budget Overview
Fiscal Year 2025

Table of Contents

	<u>Page #</u>
 <u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1 -2
Exhibit A - Allocation of Fund Balances	3
Budget Narrative	4 - 7
 <u>DEBT SERVICE BUDGETS</u>	
Series 2019	
Summary of Revenues, Expenditures and Changes in Fund Balances	8
Amortization Schedule	9 -10
Budget Narrative	11
 Series 2020	
Summary of Revenues, Expenditures and Changes in Fund Balances	12
Amortization Schedule	13 - 14
Budget Narrative	15
 Series 2021	
Summary of Revenues, Expenditures and Changes in Fund Balances	16 - 17
Amortization Schedule	18 - 19
Budget Narrative	20
 <u>SUPPORTING BUDGET SCHEDULES</u>	
Non-Ad Valorem Assessment Summary	21

Spencer Creek
Community Development District

Operating Budget
Fiscal Year 2025

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

<i>ACCOUNT DESCRIPTION</i>	ADOPTED	TOTAL	ANNUAL
	BUDGET	PROJECTED	BUDGET
	FY 2024	FY 2024	FY 2025
REVENUES			
Operations & Maintenance Assmts - On Roll	\$ 397,939	\$ 397,939	\$ 454,114
Rental Income	-	50.0	-
Other Miscellaneous Revenues	-	375	-
TOTAL REVENUES	\$ 397,939	\$ 398,364	\$ 454,114
EXPENDITURES			
Financial and Administrative			
Supervisor Fees	\$ 12,000	\$ 12,000	\$ 12,000
Onsite Staff	35,000	35,000	35,000
District Management	30,000	30,000	30,000
Field Management	12,000	12,000	12,000
Accounting Services	12,000	12,000	12,000
Website Admin Services	1,500	1,500	1,500
District Engineer	5,000	5,000	5,000
District Counsel	5,000	5,000	5,000
Trustees Fees	4,100	4,100	4,100
Auditing Services	4,100	4,100	4,100
Postage, Phone, Faxes, Copies	500	500	500
Mailings	500	500	500
Legal Advertising	2,500	2,500	2,500
Bank Fees	250	250	250
Dues, Licenses & Fees	175	175	175
Website ADA Compliance	1,500	1,500	1,500
Disclosure Report	4,200	4,200	4,200
Email Hosting	600	600	600
Total Financial and Administrative	\$ 130,925	\$ 130,925	\$ 130,925
Insurance			
General Liability	\$ -	\$ -	\$ 24,750
Public Officials Insurance	2,819	2,819	2,819
Property & Casualty Insurance	18,000	21,821	-
Total Insurance	\$ 20,819	\$ 24,640	\$ 27,569

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

<i>ACCOUNT DESCRIPTION</i>	ADOPTED	TOTAL	ANNUAL
	BUDGET	PROJECTED	BUDGET
	FY 2024	FY 2024	FY 2025
<i>Utility Services</i>			
Electric Utility Services	\$ 55,000	\$ 55,000	\$ 75,000
Amenity Internet	1,800	1,800	1,800
Water/Waste	6,000	6,000	4,000
<i>Total Utility Services</i>	\$ 62,800	\$ 62,800	\$ 80,800
<i>Amenity</i>			
Pool Monitor	\$ -	\$ -	\$ 12,000
Janitorial - Supplies/Other	9,000	9,000	9,000
Amenity Pest Control	1,000	1,000	1,000
Amenity R&M	17,500	17,500	10,000
Access Control R&M	2,500	2,500	2,500
Entrance Monuments, Gates, Walls R&M	1,500	1,500	1,500
Pool Maintenance - Contract	11,640	11,640	11,640
Pool Treatments & Other R&M	1,000	1,000	1,000
Security Monitoring Services	10,500	10,500	4,500
MISC Contingency	-	-	20,000
<i>Total Amenity</i>	\$ 54,640	\$ 54,640	\$ 73,140
<i>Landscape and Pond Maintenance</i>			
Landscape Maintenance - Contract	\$ 104,075	\$ 104,075	\$ 110,000
Landscaping - R&M	2,000	2,000	2,000
Landscaping - Mulch	10,000	10,000	15,000
Landscaping - Annuals	-	-	-
Landscaping - Plant Replacement Program	2,000	2,000	4,000
Irrigation Maintenance	1,500	3,175	1,500
Aquatics - Contract	-	-	9,180
Waterway Management Program	9,180	9,180	-
<i>Total Landscape and Pond Maintenance</i>	\$ 128,755	\$ 130,430	\$ 141,680
TOTAL EXPENDITURES	\$ 397,939	\$ 403,435	\$ 454,114

Budget Narrative
Fiscal Year 2025

REVENUES

Interest-Investments

The District earns interest on its operating accounts.

Operations & Maintenance Assessments – On Roll

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

Developer Contributions

The district will direct bill and collect non-ad valorem assessments on assessable property in order to pay for the debt service expenditures during the fiscal year.

Other Miscellaneous Revenues

Additional revenue sources not otherwise specified by other categories.

Special Assessments-Discounts

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

EXPENDITURES

Financial and Administrative

Supervisor Fees

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. The amount for the Fiscal Year is based upon four supervisors attending 14 meetings.

Onsite Staff

The district may incur expenses for employees or other staff members needed for recreational facilities such as clubhouse staff.

District Management

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.

Field Management

The District has a contract with Inframark Infrastructure Management Services. for services in the administration and operation of the Property and its contractors.

Administration

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Financial and Administrative (continued)

Recording Secretary

Inframark provides recording services with near verbatim minutes.

Construction Accounting

Accounting services as described within the Accounting Services but specifically regarding construction.

Financial/Revenue Collections

Service includes all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a collection agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Rentals and Leases

The anticipated cost of rental expenses including but not limited to renting meeting room space for district board meetings.

Data Storage

Cost of server maintenance and technical support for CDD related IT needs.

Accounting Services

Services including the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Dissemination Agent/Reporting

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. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Website Administration Services

The cost of web hosting and regular maintenance of the District's website by Inframark Management Services.

District Engineer

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

District Counsel

The District's attorney provides general legal services to the District, i.e., attendance and preparation for Board meetings, review of contracts, agreements, resolutions, and other research as directed or requested by the BOS District Manager.

Trustee Fees

The District pays US Bank an annual fee for trustee services on the Series 2014 and Series 2015 Bonds. The budgeted amount for the fiscal year is based on previous year plus any out-of-pocket expenses.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Financial and Administrative (continued)

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is an estimate based on prior year costs.

Postage, Phone, Faxes, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Mailings

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

Professional Services – Arbitrage Rebate

The District is required to annually calculate the arbitrage rebate liability on its Series 2013A and 2020 bonds.

Legal Advertising

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

Bank Fees

This represents the cost of bank charges and other related expenses that are incurred during the year.

Dues, Licenses and Fees

This represents the cost of the District's operating license as well as the cost of memberships in necessary organizations.

Onsite Office Supplies

This represents the cost of supplies used to prepare agenda packages, create required mailings, and perform other special projects. The budget for this line item also includes the cost for supplies in the District office.

Website ADA Compliance

Cost of maintaining district website's compliance with the Americans with Disabilities Act of 1990.

Disclosure Report

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Annual Stormwater Report

Cost to produce annual report on CDD stormwater infrastructure.

Miscellaneous Administrative

All other administrative costs not otherwise specified above.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Insurance

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Egis Insurance Advisors, LLC. The budgeted amount allows for a projected increase in the premium.

Public Officials Insurance

The District will incur expenditures for public officials' liability insurance for the Board and Staff and may incur a 10% premium increase.

Property & Casualty Insurance

The District will incur fees to insure items owned by the district for its property needs.

Deductible

District's share of expenses for insured property when a claim is filed.

EXPENDITURES

Utility Services

Electric Utility Services

Electricity for accounts with the local Utilities Commissions for the swim club, parks, and irrigation. Fees are based on historical costs for metered use.

Streetlights

Local Utility Company charges electricity usage (maintenance fee). The budget is based on historical costs.

Lighting Replacement

Cost of replacing defective lights and bulbs in CDD facilities.

Decorative Light Maintenance

Cost of replacement and repair of decorative lighting fixtures.

Amenity Internet

Internet service for clubhouse and other amenity locations.

Water/Waste

The District charges each new water/sewer system customer an Accrued Guaranteed Revenue Fee (AGRF) for wastewater service in accordance with the adopted rate schedule.

Gas

Cost of natural gas for CDD facilities. Regular fuel costs (automobile etc.)

Facility A/C & Heating R&M

Cost of repairs and regular maintenance of Air Conditioning and central heating of CDD facilities.

Utilities – Other

Utility expenses not otherwise specified in above categories.

Budget Narrative

Fiscal Year 2025

EXPENDITURES

Amenity**Pool Monitor**

Cost of staff members to facilitate pool safety services.

Janitorial – Contract

Cost of janitorial labor for CDD Facilities.

Janitorial Supplies/Other

Cost of janitorial supplies for CDD Facilities.

Garbage Dumpster – Rental and Collection

Cost of dumpster rental and trash collection at CDD facilities.

Amenity Pest Control

Cost of exterminator and pesticides at CDD amenities and facilities.

Amenity R&M

Cost of repairs and regular maintenance of CDD amenities.

Amenity Furniture R&M

Cost of repairs and maintenance to amenity furniture.

Access Control R&M

Cost of repairs and maintenance to electronic locks, gates, and other security fixtures.

Key Card Distribution

Cost of providing keycards to residents to access CDD Facilities.

Recreation/Park Facility Maintenance

Cost of upkeep and repairs to all parks and recreation facilities in the CDD

Athletic Courts and Field Maintenance

Cost of upkeep and repairs for athletic fields and courts (ex. Basketball Courts) on CDD property.

Park Restroom Maintenance

Upkeep and cleaning of park restrooms on CDD property.

Playground Equipment and Maintenance

Cost of acquisition and upkeep of playground equipment for CDD parks.

Clubhouse Office Supplies

Cost of supplies for clubhouse clerical duties (pens, paper, ink, etc.)

Clubhouse IT Support

Cost of IT services and for clubhouse operational needs.

Dog Waste Station Service & Supplies

Cost of cleaning and resupplying dog waste stations.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Amenity (Continued)

Entrance Monuments, Gates, Walls R&M

Cost of repairs and regular maintenance for entryways, walls, and gates.

Sidewalk, Pavement, Signage R&M

Cost of repairs and regular maintenance to sidewalks, pavements, and signs.

Trail/Bike Path Maintenance

Cost of upkeep to bike paths and trails on CDD property.

Boardwalk and Bridge Maintenance

Cost of upkeep for boardwalks and bridges on CDD property.

Pool and Spa Permits

Cost of permits required for CDD pool and spa operation as required by law.

Pool Maintenance – Contract

Cost of Maintenance for CDD pool facilities.

Pool Treatments & Other R&M

Cost of chemical pool treatments and similar such maintenance.

Security Monitoring Services

Cost of CDD security personnel and equipment.

Special Events

Cost of holiday celebrations and events hosted on CDD property.

Community Activities

Cost of recreational events hosted on CDD property.

Holiday Decorations

Cost of decorations for major holidays (i.e., Christmas)

Miscellaneous Amenity

Amenity Expenses not otherwise specified.

EXPENDITURES

Landscape and Pond Maintenance

R&M – Stormwater System

Cost of repairs and regular maintenance to the CDD's stormwater and drainage infrastructure.

Landscape Maintenance - Contract

Landscaping company to provide maintenance consisting of mowing, edging, trimming, blowing, fertilizing, and applying pest and disease control chemicals to turf throughout the District.

Landscaping - R&M

Cost of repairs and regular maintenance to landscaping equipment.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Landscape and Pond Maintenance (Continued)

Landscaping – Plant Replacement Program

Cost of replacing dead or damaged plants throughout the district.

Irrigation Maintenance

Purchase of irrigation supplies. Unscheduled maintenance consists of major repairs and replacement of system components including weather station and irrigation lines.

Aquatics – Contract

Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Wetlands Maintenance and Monitoring

Cost of upkeep and protection of wetlands on CDD property.

Aquatics – Plant Replacement

The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

Waterway Management Program

Cost of maintaining waterways and rivers on district property.

Debris Cleanup

Cost of cleaning up debris on district property.

Wildlife Control

Management of wildlife on district property.

EXPENDITURES

Contingency/Reserves

Contingency

Funds set aside for projects, as determined by the district's board.

Capital Improvements

Funding of major projects and building improvements to CDD property.

R&M Other Reserves

The board may set aside monetary reserves for necessary for maintenance projects as needed.

Spencer Creek
Community Development District

Debt Service Budgets
Fiscal Year 2025

**Series 2019 Bonds
Fiscal Year 2025**

REVENUES		
CDD Debt Service Assessments	\$	531,403
TOTAL REVENUES	\$	531,403
EXPENDITURES		
Series 2019 May Bond Principal Payment	\$	155,000
Series 2019 May Bond Interest Payment	\$	189,897
Series 2019 November Bond Interest Payment	\$	186,506
TOTAL EXPENDITURES	\$	531,403
EXCESS OF REVENUES OVER EXPENDITURES	\$	-
ANALYSIS OF BONDS OUTSTANDING		
Bonds Outstanding - Period Ending 11/1/2024	\$	7,495,000
Principal Payment Applied Toward Series 2019 Bonds	\$	325,000
Bonds Outstanding - Period Ending 11/1/2025	\$	7,170,000

Spencer Creek

Community Development District

Series 2019 Debt Service

Spencer Creek CDD Special Assessment Bonds, Series 2019

Period Ending	Bond Balance	Principal	Coupon	Interest	Debt Service
5/1/2025	\$ 7,495,000	\$ 155,000	4.375%	\$ 189,897	\$ 344,897
11/1/2025	\$ 7,340,000			\$ 186,506	\$ 186,506
5/1/2026	\$ 7,340,000	\$ 165,000	4.375%	\$ 186,506	\$ 351,506
11/1/2026	\$ 7,175,000			\$ 182,897	\$ 182,897
5/1/2027	\$ 7,175,000	\$ 170,000	4.375%	\$ 182,897	\$ 352,897
11/1/2027	\$ 7,005,000			\$ 179,178	\$ 179,178
5/1/2028	\$ 7,005,000	\$ 180,000	4.375%	\$ 179,178	\$ 359,178
11/1/2028	\$ 6,825,000			\$ 175,241	\$ 175,241
5/1/2029	\$ 6,825,000	\$ 185,000	4.375%	\$ 175,241	\$ 360,241
11/1/2029	\$ 6,640,000			\$ 171,194	\$ 171,194
5/1/2030	\$ 6,640,000	\$ 195,000	5.000%	\$ 171,194	\$ 366,194
11/1/2030	\$ 6,445,000			\$ 166,319	\$ 166,319
5/1/2031	\$ 6,445,000	\$ 205,000	5.000%	\$ 166,319	\$ 371,319
11/1/2031	\$ 6,240,000			\$ 161,194	\$ 161,194
5/1/2032	\$ 6,240,000	\$ 215,000	5.000%	\$ 161,194	\$ 376,194
11/1/2032	\$ 6,025,000			\$ 155,819	\$ 155,819
5/1/2033	\$ 6,025,000	\$ 230,000	5.000%	\$ 155,819	\$ 385,819
11/1/2033	\$ 5,795,000			\$ 150,069	\$ 150,069
5/1/2034	\$ 5,795,000	\$ 240,000	5.000%	\$ 150,069	\$ 390,069
11/1/2034	\$ 5,555,000			\$ 144,069	\$ 144,069
5/1/2035	\$ 5,555,000	\$ 250,000	5.000%	\$ 144,069	\$ 394,069
11/1/2035	\$ 5,305,000			\$ 137,819	\$ 137,819
5/1/2036	\$ 5,305,000	\$ 265,000	5.000%	\$ 137,819	\$ 402,819
11/1/2036	\$ 5,040,000			\$ 131,194	\$ 131,194
5/1/2037	\$ 5,040,000	\$ 280,000	5.000%	\$ 131,194	\$ 411,194
11/1/2037	\$ 4,760,000			\$ 124,194	\$ 124,194
5/1/2038	\$ 4,760,000	\$ 295,000	5.000%	\$ 124,194	\$ 419,194
11/1/2038	\$ 4,465,000			\$ 116,819	\$ 116,819
5/1/2039	\$ 4,465,000	\$ 310,000	5.000%	\$ 116,819	\$ 426,819
11/1/2039	\$ 4,155,000			\$ 109,069	\$ 109,069
5/1/2040	\$ 4,155,000	\$ 325,000	5.250%	\$ 109,069	\$ 434,069
11/1/2040	\$ 3,830,000			\$ 100,538	\$ 100,538
5/1/2041	\$ 3,830,000	\$ 340,000	5.250%	\$ 100,538	\$ 440,538
11/1/2041	\$ 3,490,000			\$ 91,613	\$ 91,613
5/1/2042	\$ 3,490,000	\$ 360,000	5.250%	\$ 91,613	\$ 451,613
11/1/2042	\$ 3,130,000			\$ 82,163	\$ 82,163
5/1/2043	\$ 3,130,000	\$ 380,000	5.250%	\$ 82,163	\$ 462,163
11/1/2043	\$ 2,750,000			\$ 72,188	\$ 72,188
5/1/2044	\$ 2,750,000	\$ 400,000	5.250%	\$ 72,188	\$ 472,188
11/1/2044	\$ 2,350,000			\$ 61,688	\$ 61,688
5/1/2045	\$ 2,350,000	\$ 420,000	5.250%	\$ 61,688	\$ 481,688
11/1/2045	\$ 1,930,000			\$ 50,663	\$ 50,663
5/1/2046	\$ 1,930,000	\$ 445,000	5.250%	\$ 50,663	\$ 495,663
11/1/2046	\$ 1,485,000			\$ 38,981	\$ 38,981
5/1/2047	\$ 1,485,000	\$ 470,000	5.250%	\$ 38,981	\$ 508,981
11/1/2047	\$ 1,015,000			\$ 26,644	\$ 26,644

Spencer Creek

Community Development District

Series 2019 Debt Service

Continued

Period Ending	Bond Balance	Principal	Coupon	Interest	Debt Service
5/1/2048	\$ 1,015,000	\$ 495,000	5.250%	\$ 26,644	\$ 521,644
11/1/2048	\$ 520,000			\$ 13,650	\$ 13,650
5/1/2049	\$ 520,000	\$ 520,000	5.250%	\$ 13,650	\$ 533,650
		\$ 7,495,000		\$ 5,849,303	\$ 13,344,303

Budget Narrative
Fiscal Year 2025

REVENUES

Interest-Investments

The District earns interest on its operating accounts.

Operations & Maintenance Assessments – On Roll

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

Developer Contributions

The district will direct bill and collect non-ad valorem assessments on assessable property in order to pay for the debt service expenditures during the fiscal year.

Other Miscellaneous Revenues

Additional revenue sources not otherwise specified by other categories.

Special Assessments-Discounts

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

EXPENDITURES

Debt Service

Principal Debt Retirement

The district pays regular principal payments to annually to pay down/retire the debt.

Interest Expense

The District Pays interest Expenses on the debt twice a year.

Spencer Creek

Community Development District

Supporting Budget Schedules

Fiscal Year 2025

**Assessment Summary
Fiscal Year 2025 vs. Fiscal Year 2024**

ASSESSMENT ALLOCATION

Assessment Area One- Series 2019										
Product	Units	General Fund			Debt Service Series 2019			Total Assessments per Unit		
		FY 2025	FY 2024	Dollar Change	FY 2025	FY 2024		FY 2025	FY 2024	Dollar Change
Single Family 40'	70	\$ 1,080.16	\$ 946.54	\$ 133.62	\$ 1,276.60	\$ 1,276.60	\$ -	\$ 2,356.76	\$ 2,223.14	\$ 133.62
Single Family 50'	239	\$ 1,350.19	\$ 1,183.17	\$ 167.02	\$ 1,595.75	\$ 1,595.75	\$ -	\$ 2,945.94	\$ 2,778.92	\$ 167.02
Single Family 60'	51	\$ 1,620.24	\$ 1,419.81	\$ 200.43	\$ 1,914.90	\$ 1,914.90	\$ -	\$ 3,535.14	\$ 3,334.71	\$ 200.43
Estate Lot	1	\$ 2,160.32	\$ 1,893.08	\$ 267.24	\$ -	\$ -	\$ -	\$ 2,160.32	\$ 1,893.08	\$ 267.24
	361									