

2021



TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021
PROPOSED ANNUAL OPERATING BUDGET

APRIL 9, 2020



TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021 PROPOSED ANNUAL OPERATING BUDGET

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APRIL 9, 2020

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Touchstone 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 2021, which begins on October 1, 2020. 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
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2018 Special Assessment Revenue Bonds
201	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2019 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, 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.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget	Current Period Actuals 10/1/19 - 2/29/20	Projected Revenues & Expenditures 3/1/20 to 9/30/20	Total Actuals and Projections Through 9/30/20	Over/(Under) Budget Through 9/30/20
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance Assmts-Tax Roll	102,318.70	204,486.92	9,956.35	214,443.27	112,124.57
Operations & Maintenance Assmts-Off Roll	112,124.57	0.00	0.00	0.00	(112,124.57)
TOTAL SPECIAL ASSESSMENTS	214,443.27	204,486.92	9,956.35	214,443.27	0.00
INTEREST EARNINGS					
Interest Earnings	0.00	99.00	0.00	99.00	99.00
TOTAL INTEREST EARNINGS	0.00	99.00	0.00	99.00	99.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	351,890.87	38,772.74	0.00	38,772.74	(313,118.13)
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	351,890.87	38,772.74	0.00	38,772.74	(313,118.13)
TOTAL REVENUES	\$566,334.14	\$243,259.66	\$9,956.35	\$253,216.01	(\$313,118.13)
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	0.00	0.00	0.00	0.00	0.00
TOTAL LEGISLATIVE	0.00	0.00	0.00	0.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	45,000.00	18,750.00	26,250.00	45,000.00	0.00
District Engineer	7,500.00	0.00	2,000.00	2,000.00	(5,500.00)
Disclosure Report	8,400.00	0.00	7,350.00	7,350.00	(1,050.00)
Trustees Fees	8,500.00	1,678.08	6,321.92	8,000.00	(500.00)
Accounting Services	1,500.00	625.00	3,125.00	3,750.00	2,250.00
Auditing Services	6,500.00	0.00	0.00	0.00	(6,500.00)
Postage, Phone, Faxes, Copies	1,000.00	106.28	93.72	200.00	(800.00)
Public Officials Insurance	2,500.00	2,306.00	0.00	2,306.00	(194.00)
Legal Advertising	2,500.00	0.00	1,000.00	1,000.00	(1,500.00)
Bank Fees	500.00	30.00	70.00	100.00	(400.00)
Dues, Licenses & Fees	200.00	175.00	0.00	175.00	(25.00)
Miscellaneous Fees	300.00	0.00	0.00	0.00	(300.00)
Office Supplies	0.00	0.00	0.00	0.00	0.00
Website Administration	1,500.00	2,125.00	1,050.00	3,175.00	1,675.00
TOTAL FINANCIAL & ADMINISTRATIVE	85,900.00	25,795.36	47,260.64	73,056.00	(12,844.00)
LEGAL COUNSEL					
District Counsel	9,500.00	2,316.62	2,683.38	5,000.00	(4,500.00)
TOTAL LEGAL COUNSEL	9,500.00	2,316.62	2,683.38	5,000.00	(4,500.00)
ELECTRIC UTILITY SERVICES					
Electric Utility Services	156,834.14	10,169.64	18,199.36	28,369.00	(128,465.14)
TOTAL ELECTRIC UTILITY SERVICES	156,834.14	10,169.64	18,199.36	28,369.00	(128,465.14)
WATER-SEWER COMBINATION SERVICES					
Water Utility Services	25,000.00	0.00	0.00	0.00	(25,000.00)
Waterway Management Misc.	7,500.00	0.00	0.00	0.00	(7,500.00)
TOTAL WATER-SEWER COMBINATION SERVICES	32,500.00	0.00	0.00	0.00	(32,500.00)
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	12,000.00	0.00	0.00	0.00	(12,000.00)
General Liability Insurance	3,000.00	2,819.00	0.00	2,819.00	(181.00)
Landscape Maintenance - Contract	125,000.00	37,014.37	46,755.63	83,770.00	(41,230.00)
Repairs & Maintenance	20,000.00	2,956.15	4,137.85	7,094.00	(12,906.00)
Plant Replacement Program	25,000.00	9,772.76	14,907.24	24,680.00	(320.00)
Waterway Management Services	55,000.00	2,565.00	10,215.00	12,780.00	(42,220.00)
Irrigation Maintenance	16,600.00	1,252.50	1,751.50	3,004.00	(13,596.00)
TOTAL OTHER PHYSICAL ENVIRONMENT	256,600.00	56,379.78	77,767.22	134,147.00	(122,453.00)
ROAD & STREET FACILITIES					
Pavement and Drainage Repairs & Maintenance	25,000.00	0.00	0.00	0.00	(25,000.00)
TOTAL ROAD & STREET FACILITIES	25,000.00	0.00	0.00	0.00	(25,000.00)
RESERVE					
Capital Reserve	0.00	0.00	12,644.01	12,644.01	12,644.01
TOTAL RESERVE	0.00	0.00	12,644.01	12,644.01	12,644.01
TOTAL EXPENDITURES	\$566,334.14	\$94,661.40	\$158,554.61	\$253,216.01	(\$313,118.13)
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$148,598.26	(\$148,598.26)	\$0.00	\$0.00

FISCAL YEAR 2020 BUDGET ANALYSIS

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget	Total Actuals and Projections Through 9/30/20	Over/(Under) Budget Through 9/30/20	Fiscal Year 2021 Proposed Operating Budget	Increase / (Decrease) from FY 2020 to FY 2021
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance Assmts-Tax Roll	102,318.70	214,443.27	112,124.57	307,524.26	205,205.56
Operations & Maintenance Assmts-Off Roll	112,124.57	0.00	(112,124.57)	258,809.88	146,685.31
TOTAL SPECIAL ASSESSMENTS	214,443.27	214,443.27	0.00	566,334.14	351,890.87
INTEREST EARNINGS					
Interest Earnings	0.00	99.00	99.00	0.00	0.00
TOTAL INTEREST EARNINGS	0.00	99.00	99.00	0.00	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	351,890.87	38,772.74	(313,118.13)	0.00	(351,890.87)
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	351,890.87	38,772.74	(313,118.13)	0.00	(351,890.87)
TOTAL REVENUES	\$566,334.14	\$253,216.01	(\$313,118.13)	\$566,334.14	\$0.00
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	0.00	0.00	0.00	0.00	0.00
TOTAL LEGISLATIVE	0.00	0.00	0.00	0.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	45,000.00	45,000.00	0.00	45,000.00	0.00
District Engineer	7,500.00	2,000.00	(5,500.00)	7,500.00	0.00
Disclosure Report	8,400.00	7,350.00	(1,050.00)	8,400.00	0.00
Trustees Fees	8,500.00	8,000.00	(500.00)	8,000.00	(500.00)
Accounting Services	1,500.00	3,750.00	2,250.00	3,750.00	2,250.00
Auditing Services	6,500.00	0.00	(6,500.00)	6,000.00	(500.00)
Postage, Phone, Faxes, Copies	1,000.00	200.00	(800.00)	1,000.00	0.00
Public Officials Insurance	2,500.00	2,306.00	(194.00)	2,500.00	0.00
Legal Advertising	2,500.00	1,000.00	(1,500.00)	2,500.00	0.00
Bank Fees	500.00	100.00	(400.00)	500.00	0.00
Dues, Licenses & Fees	200.00	175.00	(25.00)	200.00	0.00
Miscellaneous Fees	300.00	0.00	(300.00)	300.00	0.00
Office Supplies	0.00	0.00	0.00	0.00	0.00
Email Hosting	0.00	0.00	0.00	600.00	600.00
ADA Website Vendor	0.00	0.00	0.00	1,500.00	1,500.00
Website Administration	1,500.00	3,175.00	1,675.00	1,800.00	300.00
TOTAL FINANCIAL & ADMINISTRATIVE	85,900.00	73,056.00	(12,844.00)	89,550.00	3,650.00
LEGAL COUNSEL					
District Counsel	9,500.00	5,000.00	(4,500.00)	9,500.00	0.00
TOTAL LEGAL COUNSEL	9,500.00	5,000.00	(4,500.00)	9,500.00	0.00
ELECTRIC UTILITY SERVICES					
Electric Utility Services	156,834.14	28,369.00	(128,465.14)	100,000.00	(56,834.14)
TOTAL ELECTRIC UTILITY SERVICES	156,834.14	28,369.00	(128,465.14)	100,000.00	(56,834.14)
WATER-SEWER COMBINATION SERVICES					
Water Utility Services	25,000.00	0.00	(25,000.00)	25,000.00	0.00
Waterway Management Misc.	7,500.00	0.00	(7,500.00)	0.00	(7,500.00)
TOTAL WATER-SEWER COMBINATION SERVICES	32,500.00	0.00	(32,500.00)	25,000.00	(7,500.00)
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	12,000.00	0.00	(12,000.00)	12,000.00	0.00
General Liability Insurance	3,000.00	2,819.00	(181.00)	3,000.00	0.00
Landscape Maintenance - Contract	125,000.00	83,770.00	(41,230.00)	150,000.00	25,000.00
Mulch	0.00	0.00	0.00	25,000.00	25,000.00
Repairs & Maintenance	20,000.00	7,094.00	(12,906.00)	20,000.00	0.00
Plant Replacement Program	25,000.00	24,680.00	(320.00)	25,000.00	0.00
Wetland Maintenance	0.00	0.00	0.00	10,000.00	10,000.00
Waterway Management Services	55,000.00	12,780.00	(42,220.00)	20,000.00	(35,000.00)
Irrigation Maintenance	16,600.00	3,004.00	(13,596.00)	16,600.00	0.00
TOTAL OTHER PHYSICAL ENVIRONMENT	256,600.00	134,147.00	(122,453.00)	281,600.00	25,000.00
ROAD & STREET FACILITIES					
Drainage Repairs & Maintenance	25,000.00	0.00	(25,000.00)	25,000.00	0.00
TOTAL ROAD & STREET FACILITIES	25,000.00	0.00	(25,000.00)	25,000.00	0.00
RESERVE					
Capital Reserve	0.00	12,644.01	12,644.01	35,684.14	35,684.14
TOTAL RESERVE	0.00	12,644.01	12,644.01	35,684.14	35,684.14
TOTAL EXPENDITURES	\$566,334.14	\$253,216.01	(\$313,118.13)	\$566,334.14	\$0.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FISCAL YEAR 2021
PROPOSED ANNUAL OPERATING BUDGET

TOUCHSTONE

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.

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.

Office Supplies

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

Website Administration

Cost of maintenance and administration of the District's website

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.

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COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

ELECTRIC UTILITY SERVICES

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity needs.

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.

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.

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.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND SERIES 2018

REVENUES

CDD Debt Service Assessments	\$	330,900
TOTAL REVENUES	\$	330,900

EXPENDITURES

Series 2018 June Bond Principal Payment	\$	95,000
Series 2018 June Bond Interest Payment	\$	118,781
Series 2018 December Bond Interest Payment	\$	117,119
TOTAL EXPENDITURES	\$	330,900
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 12/15/2020	\$	5,185,000
Principal Payment Applied Toward Series 2018 Bonds	\$	95,000
Bonds Outstanding - Period Ending 12/15/2021	\$	5,090,000

* Semi-annual Payments are made on 6/15 and 12/15 of each year.
FY 2021 payments are 6/15/21 and 12/15/21

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2019

REVENUES

CDD Debt Service Assessments	\$	565,613
TOTAL REVENUES	\$	565,613

EXPENDITURES

Series 2019 June Bond Interest Payment	\$	187,806
Series 2019 December Bond Principal Payment	\$	190,000
Series 2019 December Bond Interest Payment	\$	187,806
TOTAL EXPENDITURES	\$	565,613
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 12/15/2020	\$	9,620,000
Principal Payment Applied Toward Series 2019 Bonds	\$	190,000
Bonds Outstanding - Period Ending 12/15/2021	\$	9,430,000

* Semi-annual Payments are made on 6/15 and 12/15 of each year.
FY 2021 payments are 6/15/21 and 12/15/21

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS

Lot Size	EAU Value	Unit Count	FISCAL YEAR 2020			FISCAL YEAR 2021			Assessment Variance from Previous Year ⁽²⁾
			Debt Service Per Unit	O&M Per Unit	FY 2020 Total Assessment ⁽¹⁾	Debt Service Per Unit	O&M Per Unit	FY 2021 Total Assessment ⁽¹⁾	
SERIES 2018 - PHASES 1 & 2									
Townhome	0.51	162	\$ 468.34	\$ 301.15	\$ 769.49	\$ 468.34	\$ 301.15	\$ 769.49	\$ -
SF 35'	1.00	93	\$ 910.65	\$ 583.69	\$ 1,494.34	\$ 910.65	\$ 583.69	\$ 1,494.34	\$ -
SF 40'	1.14	124	\$ 1,040.75	\$ 667.52	\$ 1,708.27	\$ 1,040.75	\$ 667.52	\$ 1,708.27	\$ -
SF 50'	1.43	51	\$ 1,300.93	\$ 834.11	\$ 2,135.04	\$ 1,300.93	\$ 834.11	\$ 2,135.04	\$ -
Subtotal		430							
SERIES 2019 - PHASES 3 - 7									
Townhome	0.51	74	\$ 468.39	\$ 301.15	\$ 769.54	\$ 468.39	\$ 301.15	\$ 769.54	\$ -
SF 35'	1.00	196	\$ 910.76	\$ 583.69	\$ 1,494.45	\$ 910.76	\$ 583.69	\$ 1,494.45	\$ -
SF 40'	1.14	219	\$ 1,040.87	\$ 667.52	\$ 1,708.39	\$ 1,040.87	\$ 667.52	\$ 1,708.39	\$ -
SF 50'	1.43	127	\$ 1,301.08	\$ 834.11	\$ 2,135.19	\$ 1,301.08	\$ 834.11	\$ 2,135.19	\$ -
Subtotal		616							
TOTAL		1046							

Notations:

⁽¹⁾ Annual assessments are adjusted for collection costs and early payment discounts of 6%.

⁽²⁾ An increase in assessments creates a positive figure; conversely, a decrease in assessments creates a negative figure.