LSC CDD Resolution 2022-02

[Lake St. Charles District Proposed Budget FY 22-23]

Adopted by the Lake St. Charles Board of Supervisors per M06-07-2022-XX 6/7/2022

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR THE DISTRICT FOR FISCAL YEAR 2022/2023 AND SCHEDULING A HEARING DATE FOR PUBLIC CONSIDERATION OF THE SAME; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Lake St. Charles Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County Florida; and

WHEREAS, pursuant to Section 190.008(2)(a), Florida Statutes, the District Manager shall prepare a proposed budget for the ensuing fiscal year to be submitted to the Board of Supervisors for board approval; and

WHEREAS, the proposed budget includes at the direction of the Board of Supervisors an estimate of all necessary expenditures of the district for the ensuing fiscal year and an estimated of income to the district from taxes, assessments, and other revenues; and

WHEREAS, the District Manager has prepared and submitted to the District's Treasurer's Committee and to the Board of Supervisors a proposed operating budget for Fiscal Year 2022/2023; and

WHEREAS, the Board has considered the proposed budget and now desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A MEETING ASSEMBLED THIS SEVENTH DAY OF JUNE, 2022 THAT:

Section 1. The proposed budget for the District for the 2022/2023 fiscal year attached as Exhibit "A" is hereby approved as the basis for conducting a public hearing to adopt the same.

Section 2. A Public Hearing on the proposed budget as approved by the District's Board of Supervisors is hereby declared and set for a Special Meeting on AUGUST 23, 2022 at 7:00 pm, at 6801 Colonial Lake Drive Riverview, FL 33578.

Section 3. In accordance with Section 189.016, Florida Statutes, the District Manager is directed to post the tentatively approved budget on the District's website at least two (2) days before the budget hearing date provided for in Section 2.

Section 4. Notice of the public hearing provided for in Section 2 shall be published in

accordance with Section 190.008(2)(a), Florida Statutes, and other applicable law.

<u>Section 5</u>. The District's District Manager is directed to submit the proposed budget to Hillsborough County not less than sixty (60) days prior to its adoption.

<u>Section 6</u>. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 7TH DAY OF JUNE, 2022.

	LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT
	ROBERT FANNIN, CHAIR
ATTEST:	
DAVID NELSON, VICE-CH	A IDM A N

Exhibit A

	¥	·	c	В			•	М	'	·	0	•
a								Actuals Oct '21 - Apr '22	FY 22 Annual Budget	FY 23 Proposed Budget	FY 22 to FY 23 Increase (Decrease)	Comments
		Re	ven	ue/E	gax	ense	9					
			_	Rev	_		-					
0					3610)0 - I	nterest Earnings					
							rest - General Fund	133	180	180	0	
5					Tota	I 36	100 - Interest Earnings	133	180	180	0	
						Gen	eral Fund Assessment-O&M					
							General Fund Assessment Gross	949,107	958,146	1,283,257	325,111	Increase due to assessment increase
5							GF Prop Tax Interest	60	0	0	0	
,							GF Tax Collector Commissions	(18,248)	(19,163)	(25,665)	(6,502)	
,							GF Tax Payment Discount	(36,781)	(38,326)	(51,330)	(13,004)	
						Tota	al General Fund Assessment-O&M	894,139	900,657	1,206,262	305,605	
					Tota	I 36:	310 - Special Assessment	894,139	900,657	1,206,262	305,605	
ì					3631	1 - E	Excess Fees	7,512	7,512	0	(7,512)	Decrease due to unknown amount received from the County.
·					3690	0 -	Miscellanous Revenues					
٠						Oth	er Misc Revenue	684	3,305	1,200	(2,105)	Decrease due to unknown amount received from rewards
۰						Ren	tal	303	500	500	0	
,						Poo	l Snack Vending	0	475	475	0	
. ,						DEP	P Grant Reimbursements	0	276,542	231,998	(44,544)	Decrease due to actual timeline paymer
					Tota	I 369	900 - Miscellanous Revenues	987	288,334	234,173	(54,161)	
•				Tot	al R	eve	enue	902,770	1,196,683	1,440,615	243,932	
				Bud	gete	d Ca	ırryforward		309,287	309,287	0	Carryforward balance from FY 20 Audit
				Tota	l Re	venu	le		1,505,970	1,749,902	243,932	
	_											

FY17ProposedBudgetV1.xlsx Page 4 of 9

	٧			h	•	н		r	۰	
	_									
à						Actuals Oct '21 - Apr'22	FY 22 Annual Budget	FY 23 Proposed Budget	FY 22 to FY 23 Increase (Decrease)	Comments
39		Ex	pen	se						
40			511	0 - Lo	egislative					
41				Em	ployer Taxes	601	1,460	1,460	0	
42				Spe	cial District Fees	175	175	175	0	
43				Sup	pervisor Fees	7,015	12,000	12,000	0	
44				Sup	pervisor Payroll Service	567	900	900	0	
45			Tota	al 51	10 - Legislative	8,358	14,535	14,535	0	
46			513	00 - I	Financial & Admin					
47				Acc	ounting Services	452	500	500	0	
48				Aud	liting Services	13,500	13,500	13,500	0	
49				Ban	king & Investment Mgmt Fees	185	200	200	0	
50				Dist	trict F&A Employees					
51					District Manager	31,416	58,734	67,873	9,139	2% pay increase effective Oct' 22
52					Medical Stipend	1,400	2,400	2,400	0	
53					Payroll Service Charge	228	465	465	0	
54					Payroll Taxes - Employer Taxes	2,559	4,400	4,400	0	
55					Performance Stipend	0	1,000	0	(1,000)	Included in salary
56				Tota	al District F&A Employees	35,603	66,999	75,138	8,139	Increase due to pay increase
57				Due	es, Licenses & Fees	483	500	500	0	
58				Gen	neral Insurance					
59					Crime	585	600	600	0	
60					General Liability	3,917	3,917	3,917	0	
61					Public Officials Liability & EP	3,219	3,219	3,219	0	
62				Tota	al General Insurance	7,721	7,736	7,736	0	
63				Leg	al Advertising	1,959	3,000	2,600	(400)	decrease due to less newspaper ads
64				Loc	al/Other Taxes	3,329	3,396	3,396	0	
65				Offi	ce Supplies	692	1,000	1,000	0	
66				Pos	tage	271	750	250	(500)	decrease due to less mail outs
67				Prin	nter Supplies	926	2,000	2,000	0	

FY17ProposedBudgetV1.xlsx Page 5 of 9

	*	c		h e	н	1	r	0	
	_								
3					Actuals Oct '21 - Apr '22	FY 22 Annual Budget	FY 23 Proposed Budget	FY 22 to FY 23 Increase (Decrease)	Comments
68				Professional Development	30	1,000	1,000	0	
69				Technology Services/Upgrades	4,855	5,000	2,000	(3,000)	Decrease due to no new purchases
70				Telephone	1,828	3,600	3,600	0	
71				Travel Per Diem	0	200	200	0	
72				Website Development & Monitor	2,186	2,650	2,650	0	
73				otal 51300 - Financial & Admin	74,019	112,031	116,270	4,239	Increase due to required internet in park and pay increase for DM
74			51	400 - Legal Counsel					
75				District Counsel	1,155	8,000	8,000	0	
76			To	tal 51400 - Legal Counsel	1,155	8,000	8,000	0	
77			52	100 - Law Enforcement					
78				Car Maintenance & Repairs	254	1,000	1,000	0	
79				Car Gas	498	1,500	2,000	500	
80			_	otal 52100 - Law Enforcement	752	2,500	3,000	500	
81				100 - Electric Utility Svs	22,798	46,500	46,500	0	
82				200 - Gas Utility Services	3,415	4,000	4,000	0	
83				400 - Garbage/Solid Waste Svc	1,335	2,880	2,880	0	
84			-	600 - Water/Sewer Services	2,893	9,800	9,800	0	
85			53	900 - Physical Environment					
86				Entry & Walls Maintenance	0	2,000	2,000	0	
87		_		Ford F250 Maintenance & Repair	333	2,000	2,000	0	
88		\dashv		Fountain in Lake	550	3,000	3,000	0	
89		\dashv		Gas - Equipment	26	400	400	0	
90	\dashv	\dashv		Gas - Truck	730	1,800	1,800	0	
91				Irrigation Maintenance	11,690	15,800	10,000	(5,800)	Decrease due to less irrigation repairs
92				Landscape Maintenance Contract	45,701	92,299	150,000	57,701	increase per contract
93				Misc. Landscape -Temporary Staff	0	0	3,000	3,000	
94				Misc. Landscape - Maintenance	10,923	10,500	10,500	0	

FY17ProposedBudgetV1.xlsx Page 6 of 9

Actuals Oct FY 22 Annual Proposed Increase (Decrease)	Comments
Actuals Oct FY 22 Annual Proposed Increase	Comments
95 Mulch 10,765 10,500 10,500)
96 New Plantings 0 8,000 8,000 0	
97 Pond & Stormwater Maint Contract 8,163 14,280 13,720 (560	increase per contract
98 Pond Aeration Maint #9,22,23, & 24, 1,341 1,341 1,296 (45)	increase per contract
99 Lake Aeration Maint #27 2,236 2,236 2,160 (76	increase per contract
100 Fountain Maint Site #21 384 518 500 (18	increase per contract
101 Property Insurance Contract 15,542 15,542 0	Increase due to park restroom building and upgraded playground
102 Sod Replacement 225 4,000 4,000 (
103 Mitigation Maint Contract 691 900 932 32	increase per contract
104 Midge Survey 0 1,500 1,500 0	
105 Total 53900 - Physical Environment 109,300 186,616 240,850 54,234	
106 57200 - Parks & Recreation	
107 Auto Liability 758 755 755)
108 Club Facility Maintenance	
109 Club Facility Maintenance 1,533 5,000 5,000 0)
110 Clubhouse Supplies 832 2,300 2,300 0)
111 Locks/Keys 25 100 100 0)
112 Pool Snack Vending Items 0 300 300 0	
113 Total Club Facility Maintenance 2,389 7,700 7,700 0	
114 District Employees Payroll Exp	
115 Employer Workman Comp 5,313 9,360 9,360 0	
116 Facilities Monitor 21,914 38,032 47,175 9,143	2% pay increase effective Oct '22 Includes increase from previous fiscal year and performance stipend
117 Medical Stipends 3,500 6,000 6,000 (
118 Payroll Service Charge 1,632 2,500 2,500 (
119 Payroll Taxes - Employer Taxes 7,763 16,500 16,500 (

FY17ProposedBudgetV1.xlsx Page 7 of 9

	٧		c	D		,		Н		r	0	
								Actuals Oct '21 - Apr '22	FY 22 Annual Budget	FY 23 Proposed Budget	FY 22 to FY 23 Increase (Decrease)	Comments
120							Performance Stipend	0	2,600	0	(2,600)	Decrease due to performance stipend included in all staff salary
121							Full-time Maintenance Employee	14,544	25,460	26,458	998	2% pay increase effective Oct '22 Includes performance stipend
122							Property Maintenance Part-Time	1,063	1,510	1,625	115	2% pay increase effective Oct '22 Includes performance stipend
123							Property Maintenance Team Lead	19,580	33,946	35,132	1,186	2% pay increase effective Oct '22 Includes performance stipend
124							Property Manager	37,824	65,558	67,872	2,314	2% pay increase effective Oct '22 Includes performance stipend
125							Recreational Assistants		9,500	10,000	500	Increase due to minimum wage increase Increase due to HCSO requested coverage
126							Hillsborough County Off Duty		2,900	2,900	0	(5 hours per month)
127						Tota	al District Employees Payroll Exp	113,134	213,866	225,522	11,656	increase due to 2% pay increases
128						Doc	k Maintenance	169	400	400	0	
129						Natı	ure Path/Trail Maintenance/Drainage	0	1,800	1,800	0	
130						Parl	k Facility Maintenance	1,016	7,000	7,000	0	
131						Parl	ks & Rec Cell Phones	1,875	2,500	2,500	0	
132						Play	ground Maintenance	93	2,000	2,000	0	
133						Poo	l Maintenance Contract	8,625	21,100	21,100	0	
134						Poo	l Maintenance Repairs	4,932	12,000	12,000	0	
135						Sec	System Monitoring Contract	129	240	240	0	
136						Sec	urity Repairs	100	5,000	5,000	0	
137					Tota	al 572	200 - Parks & Recreation	133,220	274,361	286,017	11,656	
138					5800	03-Fı	uture CIP Projects & Reserves	97,073	330,881	496,515	165,634	FY21-22 CIP Project
139				58004-Lake Water Quality Project				31,192	204,579	212,248	7,669	Increase due to actual timeline payments
140				Tota	ıl Ex	pens	se	454,317	1,196,683	1,440,615	243,932	
141			Budgeted Carryforward						309,287	309,287	0	Carryforward balance from FY 21 Audit

FY17ProposedBudgetV1.xlsx Page 8 of 9

Lake St. Charles Community Development District

FY 22-23 Proposed Budget

	·	c	D		b		н	ı	r	o	·
ı							Actuals Oct '21 - Apr '22	FY 22 Annual Budget		FY 22 to FY 23 Increase (Decrease)	Comments
142			Tota	l Rev	enu	e		1,505,970	1,749,902	243,932	
143			Reve	enue	Les	s Expenses		0	0		

FY17ProposedBudgetV1.xlsx Page 9 of 9