LSC CDD Resolution 2023-04

[Lake St. Charles District Budget and Assessment Roll Adoption]

Approved by the Lake St. Charles BOS of Supervisors per M09-12-2023-0x 9/12/2023

RESOLUTION No. 2023-04 OF THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Lake St. Charles Community Development District (the "District") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Hillsborough County, Florida (the "County"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (the "Board") of the District hereby determines to undertake various operations and maintenance activities described in the District's budget(s) for Fiscal Year 2023-2024 ("Budget"), attached hereto as Exhibit "A" and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District's Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("Uniform Method"); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Budget; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Lake St. Charles Community Development District (the "Assessment Roll") attached to this Resolution as Exhibit "B" and incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on platted property to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to unplatted property; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

WHEREAS, prior to the adoption of the proposed annual budget of the District (the "Proposed Budget"), the District filed a copy of the Proposed budget with Hillsborough County Clerk of the Circuit Court as Clerk to Hillsborough on June 16, 2023; and

WHEREAS, the District ratified Resolution 2023-02 approving the Proposed Budget for FY 23-24 and set September 12, 2023 as the date for a public hearing thereon and caused notice of such public hearing to be published pursuant to section 190.008(2)(b), Florida Statutes; and

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A SPECIAL BUDGET HEARING MEETING ASSEMBLED THIS TWELVTH DAY OF SEPTEMBER, 2023 THAT:

- **1. Budget:** The District Manager's Proposed FY23-24 Budget with revisions and recommended by the Treasurer's Review Committee, which is Attachment A hereto, is hereby adopted in accordance with the provision of section 190.008(2)(a), Florida Statutes and incorporated herein by reference.
- **2. Appropriations:** There is hereby appropriated out of the revenues of the District for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (the "Fiscal Year"), the sum of one million, two hundred eighty-three thousand, two hundred fifty seven Dollars (\$1,283,257) to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, appropriated in the following fashion:

OPERATION & MAINTANANCE \$ 783,826 CAPITAL IMPROVEMENT \$ 422,436

TOTAL \$ 1,206,262

- **3. Supplemental Appropriations:** The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:
- a. The Board may authorize a transfer of the unexpended balance or portion thereof any appropriation item.
- b. The Board may authorize an appropriation from the non-appropriated balance of any fund.
- c. The Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or non-appropriated balance.
- **4. BENEFIT.** The provision of the services, facilities, and operations as described in **Exhibit** "A" confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in **Exhibits** "A" and "B," and is hereby found to be fair and reasonable.
- 5. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with Exhibits "A" and "B." The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

6. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

- A. Uniform Method Assessments. The collection of the operation and maintenance special assessments on platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in Exhibits "A" and "B."
- B. Future Collection Methods. The decision to collect special assessments by any particular method e.g., on the tax roll or by direct bill does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.
- **7. ASSESSMENT ROLL.** The District's Assessment Roll, attached to this Resolution as **Exhibit** "**B**," is hereby certified. That portion of the District's Assessment Roll which includes developed lands and platted lots is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds there from shall be paid to the Lake St. Charles Community Development District.

8. ASSESSMENT ROLL AMENDMENT.

- A. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.
- B. The District adopts its assessment roll for the assessment levy as prepared by the District Manager and will be submitted electronically to the Hillsborough County Property Appraiser and Tax Collector on August 29, 2023 File SD051.xls. The District Manager has received certification for receipt of this levy and said assessment roll by the Hillsborough County Property Appraiser and Tax Collector, in accordance with the applicable provisions of law, as required by Chapters 170, 190, and 197, Florida Statutes,
- **9. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.
- 10. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Lake St. Charles Community Development District

LAKE ST. CHARLES COMMUNITY

STATE OF FLORIDA COUNTY OF HILLSBOROUGH COUNTY

I, Virginia Gianakos, Vice-Chair of the District, DO HEREBY CERTIFY that the above Resolution adopted by the Lake St. Charles Conseptember 12, 2023, as the same appears of recommunity Development District.	ove and foregoing is mmunity Developmer	a true and correct copy of at District, at its meeting of
WITNESS my hand and official seal this	day of	, 2023.
	Virginia Gianako	s. Vice-Chair

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						Actuals Oct '22 - Apr '23	FY 23 Annual Budget	FY 24 Proposed Budget	FY 23 to FY 24 Increase (Decrease)	Comments
Re	ever	nue/E	Ехре	ense)					
		Re	ven	ue						
			3610	00 - II	nterest Earnings					
				Inter	rest - General Fund	816	180	180	0	
			Tota	al 361	100 - Interest Earnings	816	180	180	0	
				Gen	eral Fund Assessment-O&M					
					General Fund Assessment Gross	1,267,688	1,283,257	1,283,257	0	
					GF Prop Tax Interest	597	0	0	0	
					GF Tax Collector Commissions	(24,384)	(25,665)	(25,665)	0	
					GF Tax Payment Discount	(48,498)	(51,330)	(51,330)	0	
				Tota	Il General Fund Assessment-O&M	1,195,402	1,206,262	1,206,262	0	
			Tota	al 363	310 - Special Assessment	1,195,402	1,206,262	1,206,262	0	
			363 ⁻	11 - E	Excess Fees	7,226	7,226	0	(7,226)	Decrease due to unknown amount received from County
			369	00 - 1	Miscellanous Revenues					
				Othe	er Misc Revenue	6,165	8,060	1,200	(6,860)	Decrease due to unknown donations a rewards received
				Ren	tal	985	500	1,500	1,000	Increase due to increase in CH rentals
				Poo	I Snack Vending	0	475	475	0	
				DEP	Grant Reimbursements	0	231,998	46,108	(185,890)	Decrease due to actual timeline payme
			Tota	al 369	900 - Miscellanous Revenues	7,150	248,259	49,283	(198,976)	
		Total Revenue		1,210,594	1,461,927	1,255,725	(206,202)			
		Buc	Budgeted Carryforward				309,287	493,231	183,944	Carryforward balance from FY 22 Audi
		Tota	al Re	venu	е		1,771,214	1,748,956	(22,258)	
	R	Rever	Tot	Total F Budgete	Revenue 36100 - I Inter Total 367 Gen Total 363 36311 - E 36900 - I Other Ren Poo DEP Total 363 Total Reve	36100 - Interest Earnings Interest - General Fund Total 36100 - Interest Earnings General Fund Assessment-O&M General Fund Assessment Gross GF Prop Tax Interest GF Tax Collector Commissions GF Tax Payment Discount Total General Fund Assessment-O&M Total 36310 - Special Assessment 36311 - Excess Fees 36900 - Miscellanous Revenues Other Misc Revenue Rental Pool Snack Vending DEP Grant Reimbursements Total 36900 - Miscellanous Revenues	Revenue 36100 - Interest Earnings 816	Revenue 36100 - Interest Earnings 180	Revenue 36100 - Interest Earnings 180	Revenue

Lake St. Charles Community Development District
FY 23-24 Proposed Budget

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1					Actuals Oct	FY 23 Annual Budget	FY 24 Proposed Budget	FY 23 to FY 24 Increase (Decrease)	Comments
39		Expe	ense						
40		5	110 -	Legislative					
41			Er	mployer Taxes	568	1,460	1,460	0	
42			Sp	pecial District Fees	175	175	175	0	
43			Sı	upervisor Fees	6,800	12,000	12,000	0	
44			Sı	upervisor Payroll Service	529	900	900	0	
45		Т	otal 5	110 - Legislative	8,072	14,535	14,535	0	
46		5	1300	- Financial & Admin					
47			Ac	counting Services	0	500	500	0	
48			Αι	uditing Services	8,000	13,500	14,000	500	Increase per contract
49			Ва	anking & Investment Mgmt Fees	15	200	200	0	
50			Di	strict F&A Employees					
51				District Manager	39,112	67,873	69,230	1,357	2% pay increase effective Oct' 23
52				Medical Stipend	1,500	2,400	2,400	0	
53				Payroll Service Charge	293	465	465	0	
54				Payroll Taxes - Employer Taxes	3,148	4,400	4,400	0	
55				Performance Stipend	0	0	0	0	
56			To	otal District F&A Employees	44,053	75,138	76,495	1,357	Increase due to pay increase
57			Dι	ues, Licenses & Fees	173	500	500	0	
58			Ge	eneral Insurance					
59				Crime	629	629	660	31	Estimated 5% increase
60	$\sqcup \bot$			General Liability	4,211	4,211	4,422	211	Estimated 5% increase
61				Public Officials Liability & EP	3,460	3,460	3,633	173	Estimated 5% increase
62			To	otal General Insurance	8,300	8,300	8,715	415	
63			Le	egal Advertising	1,682	3,000	3,000	0	
64			Lo	ocal/Other Taxes	3,934	3,933	3,933	0	
65			01	fice Supplies	270	1,000	1,000	0	
66				ostage	0	250	250	0	
67			Pr	inter Supplies	1,242	2,000	2,000	0	

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Lake St. Charles Community Development District FY 23-24 Proposed Budget

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					Actuals Oct	FY 23 Annual Budget	FY 24 Proposed Budget	FY 23 to FY 24 Increase (Decrease)	Comments
68			F	Professional Development	0	1,000	1,000	0	
69			T	echnology Services/Upgrades	378	5,000	5,000	0	
70			T	elephone	1,768	3,600	3,600	0	
71			Т	ravel Per Diem	0	200	200	0	
72			٧	Vebsite Development & Monitor	2,425	2,650	2,650	0	
73		Т	Γotal	51300 - Financial & Admin	72,240	120,771	123,043		Increases due to estimated 5% contract increase and pay increase for DM
74		5	1400	- Legal Counsel					
75				District Counsel	270	8,000	15,000	7,000	Increase due to encroaching properties
76		Т	Total	51400 - Legal Counsel	270	8,000	8,000	0	
77		5	2100	- Law Enforcement					
78			C	Car Maintenance & Repairs	231	3,500	0	(3,500)	Decrease due to car being sold
79			C	Car Gas	515	2,000	0	(2,000)	Decrease due to car being sold
80			F	acility Monitor Mileage Reimbursement		0	1,000	1,000	
81		Т	Γotal	52100 - Law Enforcement	745	5,500	0	(4,500)	
82		5	3100	- Electric Utility Svs	22,783	50,000	55,000	5,000	10 %Increase due to electric rates
83		5	3200	- Gas Utility Services	3,280	5,600	5,600	0	
84		5	3400	- Garbage/Solid Waste Svc	954	2,880	5,000	2,120	increase due to additional dumpster
85		5	3600	- Water/Sewer Services	6,068	9,800	9,800	0	
86		5	3900	- Physical Environment					
87			E	intry & Walls Maintenance	2,020	2,000	2,000	0	
88			F	ord F250 Maintenance & Repair	2,722	3,000	3,000	0	
89			F	ountain in Lake	0	3,000	3,000	0	
90			C	Sas - Equipment	68	400	400	0	
91			C	Gas - Truck	522	1,800	1,800	0	
92			li	rrigation Maintenance	2,153	4,679	15,800	11,121	Increase due to irrigation not being included as part on new contract

Lake St. Charles Community Development District
FY 23-24 Proposed Budget

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1						Actuals Oct '22 - Apr '23	FY 23 Annual Budget	FY 24 Proposed Budget	FY 23 to FY 24 Increase (Decrease)	Comments
93				Lan	dscape Maintenance Contract	67,898	148,521	137,400	(11,121)	Decrease due to new company
94				Mis	c. Landscape -Temporary Staff	0	3,000	3,000	0	
95				Mis	c. Landscape - Maintenance	12,648	16,762	16,762	0	
96				Mul	ch	32	10,500	10,500	0	
97				New	<i>y</i> Plantings	807	2,500	8,000	,	Increase due to planting scheduled for the fiscal year
98				Pon	d & Stormwater Maint Contract	6,420	15,414	16,319	905	Estimated 5% increase
99				Pon	d Aeration Maint #9,22,23, & 24,	714	1,429	1,501		Estimated 5% increase
100				Lak	e Aeration Maint #27	1,190	2,381	2,500	119	Estimated 5% increase
101				Fou	ntain Maint Site #21	276	552	580		Estimated 5% increase
102				Pro	perty Insurance Contract	17,795	17,795	18,685	890	Estimated 5% increase
103				Sod	Replacement	0	4,000	4,000	0	
104				Miti	gation Maint Contract	506	1,012	1,063	51	Estimated 5% increase
105				Mid	ge Survey	0	1,500	1,500	0	
106				Lak	e Buoy Monitoring	0	0	3,450	3,450	Increase due to required monitoring of lake buoys
107		Ш		Lak	e Buoy Maintenance	0	0	5,000	5,000	Increase due to maint. That may be required for buoys
108			To	tal 53	900 - Physical Environment	115,771	240,245	256,260	7,565	
109			572	200 - I	Parks & Recreation					
110				Aut	o Liability	901	901	901	0	
111				Clul	b Facility Maintenance					
112		\bot			Club Facility Maintenance	3,591	5,000	5,000	0	
113		\bot			Clubhouse Supplies	1,069	2,300	2,300	0	
114	_				Locks/Keys	505	100	100	0	
115		$\perp \perp$			Pool Snack Vending Items	0	300	300	0	
116			Total Club Facility Maintenance		5,165	7,700	7,700	0		
117				Dist	rict Employees Payroll Exp					
118				1	Employer Workman Comp	6,451	9,360	9,360	0	

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Lake St. Charles Community Development District FY 23-24 Proposed Budget

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					Actuals Oct '22 - Apr '23	FY 23 Annual Budget	FY 24 Proposed Budget	FY 23 to FY 24 Increase (Decrease)	Comments
119				Facilities Monitor	27,122	47,175	48,119	944	2% pay increase effective Oct' 23
120				Medical Stipends	2,900	6,000	6,000	0	
121				Payroll Service Charge	1,579	2,500	2,500	0	
122				Payroll Taxes - Employer Taxes	8,623	16,500	16,500	0	
123				Full-time Maintenance Employee	14,302	35,360	36,067	707	2% pay increase effective Oct ¹ 23
124				Property Maintenance Part-Time	1,654	1,625	1,658	33	2% pay increase effective Oct' 23
125				Property Maintenance Team Lead	24,133	41,871	42,708	837	2% pay increase effective Oct' 23
126				Property Manager	39,112	67,872	69,230	1,358	2% pay increase effective Oct' 23
127				Grant Management Reimbursed	12,000	24,333	12,167	(12,166)	Decrease due to actual timeline payments
128				Recreational Assistants	0	10,000	11,000	1,000	Increase due to minimum wage increase Decrease due to no longer using this
129				Hillsborough County Off Duty	222	2,900	0	(2,900)	service
130			Tota	al District Employees Payroll Exp	138,099	265,496	255,309	(10,187)	increase due to 2% pay increases
131			Doc	k Maintenance	0	400	400	0	
132			Natı	ure Path/Trail Maintenance/Drainage	2,042	4,225	4,225	0	
133			Parl	k Facility Maintenance	2,657	7,000	7,000	0	
134			Parl	ks & Rec Cell Phones	2,565	2,500	2,500	0	
135			Play	ground Maintenance	1,529	2,000	2,000	0	
136			Poo	l Maintenance Contract	7,876	23,500	24,675	1,175	Estimated 5% increase
137			Poo	l Maintenance Repairs	210	12,000	12,000	0	
138			Sec	System Monitoring Contract	206	400	400	0	
139			Sec	urity Repairs	1,968	5,000	5,000	0	
140		Tota	l 572	200 - Parks & Recreation	163,220	331,122	322,110	(9,012)	
141		5800)3-Fı	uture CIP Projects & Reserves	411,307	485,559	422,436	(63,123)	FY23-24 CIP Project

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à						Actuals Oct	FY 23 Annual Budget		FY 23 to FY 24 Increase (Decrease)	Comments
142				58004-	-Lake Water Quality Project	150,779	187,915	33,941	(153,974)	Decrease due to actual timeline payments
143			Tota	l Expe	nse	804,710	1,461,927	1,255,725	(213,652)	
144			Bud	geted (Carryforward		309,287	493,231	183,944	Carryforward balance from FY 22 Audit
145			Total Revenue			1,771,214	1,748,956	(29,708)		
146			Reve	enue L	ess Expenses		0	0		

Exhibit B

Assessment Adjustments and Summary FY 23-24

	No Operating & Maintenance Fees						
Folio Number	Land Use Code	Total					
0739885000	7510 RESIDENTIAL HOA	\$0					
0739885010	7510 RESIDENTIAL HOA	\$0					
0739885020	7510 RESIDENTIAL HOA	\$0					
0739913128	7510 RESIDENTIAL HOA	\$0					
0739913502	7510 RESIDENTIAL HOA	\$0					
0739913504	8900 MUNICIPAL	\$0					
0739913506	7510 RESIDENTIAL HOA	\$0					
0739914732	8900 MUNICIPAL	\$0					
0739914933	7510 RESIDENTIAL HOA	\$0					
0739914978	7510 RESIDENTIAL HOA	\$0					
0740900550	8600 COUNTY OWNED	\$0					
0741246600	7510 RESIDENTIAL HOA	\$0					
0741246602	8900 MUNICIPAL	\$0					
0741246604	7510 RESIDENTIAL HOA	\$0					
0741247182	7510 RESIDENTIAL HOA	\$0					
0741247184	8900 MUNICIPAL	\$0					
0741247186	8900 MUNICIPAL	\$0					
0741247188	8600 COUNTY OWNED	\$0					
0761510730	8900 MUNICIPAL	\$0					
0761510732	7510 RESIDENTIAL HOA	\$0					

		Total	Rev FY 23-24
40	Townhomes (per townhome)	\$1,500	\$60,000
785	Single Family Homes (per home)	\$1,500	\$1,177,500
10.83	Acres Commercial Property (per acre)	\$4,225	\$45,757
		Total	\$1,283,257

0740900500	BRE Mariner LAKE ST CHARLES LLC	\$32,490	7.69
	Lake St. Charles Medical Center LLP (Strip		
0740900560	Center)	\$6,929	1.64
0740900570	NCJ Investment Co. (Conv store/gas)	\$6,338	1.5
	Total	\$45,757	10.83