

LSC CDD Resolution 2023-06

[Lake St. Charles District FY 23-24 Budget
Amendment]

Approved by the Lake St. Charles BOS of Supervisors per M12-05-2023-xx

12/05/2023

RESOLUTION No. 2023-06
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 of the State of Florida created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes (the “Act”); and

WHEREAS, pursuant to 189.016(6)(c), Florida Statutes, a budget amendment is required if total appropriations increase; and

WHEREAS, the District approved FY 22-23 Carryover of \$198,079

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS DECEMBER 5, 2023 AMENDS THE FY 23-24 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 23-24 AMENDED ADOPTED BUDGET

A. Budget Amendment Revenue:

1. The Budget is amended to reflect a carryover amount of \$198,079.

B. Budget Amendment Carryover Allocation:

1. To fund unassigned CIP projects. \$198,079.

C. Budget Amendment Expense

1. Decrease of \$9 to General Insurance (Crime) #44
2. Decrease of \$644 to General Insurance (General Liability) #45
3. Decrease of \$52 to General Insurance (Public Officials) #46
4. Increase of \$1,800 to Travel Per Diem #56
5. Increase of \$1,000 to Facility Monitor Mileage Reimbursement #65
6. Increase of \$35,700 to Landscape Maintenance Contract #78
7. Increase of \$3,000 to Mulch #81
8. Increase of \$7,011 to Property Insurance Contract #87
9. Increase of \$13,632 to Lake Buoy & Nano Bubbler Buy-Out #94
10. Increase of \$112 to Auto Liability #97
11. Decrease of \$70,130 to Future CIP Projects & Reserves Line #130

D. Effective Date. This Resolution shall become effective upon its adoption.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT
STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY**

Marlon Brownlee, Chair

EXHIBIT A

AMENDED ADOPTED FY 23-24 BUDGET

Lake St. Charles CDD
Amended Adopted FY 23-24 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 23-24 Annual Budget	FY 23-24 Monthly Budget	Comments
2							Revenue/Expense			
3							Revenue			
4							36100 - Interest Earnings			
5							Interest - General Fund	180	15	
6							Total 36100 - Interest Earnings	180	15	
7							General Fund Assessment-O&M			
8							General Fund Assessment Gross	1,283,257	106,938	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(25,665)	(2,139)	
11							GF Tax Payment Discount	(51,330)	(4,278)	
12							Total General Fund Assessment-O&M	1,206,262	100,522	
13							Total 36310 - Special Assessment	1,206,262	100,522	
14							36311 - Excess Fees			
15							36900 - Miscellaneous Revenues			
16							Other Misc Revenue	1,200	100	
17							Rental	1,500	125	
18							Pool Snack Vending	475	40	
19							DEP Grant Reimbursements	46,108	3,842	
20							Total 36900 - Miscellaneous Revenues	49,283	4,107	
21							Total Revenue	1,255,725	104,644	
22							Budgeted Carryforward	493,231		General Fund Balance Carryforward per FY22 Audit
23							Total Revenue	1,748,956		
24							Expense			
25							5110 - Legislative			
26							Employer Taxes	1,460	122	
27							Special District Fees	175	15	
28							Supervisor Fees	12,000	1,000	
29							Supervisor Payroll Service	900	75	
30							Total 5110 - Legislative	14,535	1,211	
31							51300 - Financial & Admin			
32							Accounting Services	500	42	
33							Auditing Services	14,000	1,167	
34							Banking & Investment Mgmt Fees	200	17	
35							District F&A Employees			
36							District Manager	69,230	5,769	
37							Medical Stipend	2,400	200	

Lake St. Charles CDD
Amended Adopted FY 23-24 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 23-24 Annual Budget	FY 23-24 Monthly Budget	Comments
38							Payroll Service Charge	465	39	
39							Payroll Taxes - Employer Taxes	4,400	367	
40							Performance Stipend	0	0	
41							Total District F&A Employees	76,495	6,375	
42							Dues, Licenses & Fees	500	42	
43							General Insurance			
44							Crime	651	54	\$9 Decrease due to policy change
45							General Liability	4,358	363	\$64 Decrease due to policy change
46							Public Officials Liability & EP	3,581	298	\$52 Decrease due to policy change
47							Total General Insurance	8,590	716	
48							Legal Advertising	3,000	250	
49							Local/Other Taxes	3,933	328	
50							Office Supplies	1,000	83	
51							Postage	250	21	
52							Printer Supplies	2,000	167	
53							Professional Development	1,000	83	
54							Technology Services/Upgrades	5,000	417	
55							Telephone	3,600	300	
56							Travel Per Diem	2,000	167	\$1,800 Increase for mileage reimbursemnt PM
57							Website Development & Monitor	2,650	221	
58							Total 51300 - Financial & Admin	124,718	10,393	
59							51400 - Legal Counsel			
61							Total 51400 - Legal Counsel	15,000	1,250	
62							52100 - Law Enforcement			
65							Facility Monitor Mileage Reimbursement	2,000	167	\$1,000 increase mileage reimbursemnt for FM
66							Total 52100 - Law Enforcement	2,000	167	
67							53100 - Electric Utility Svs	55,000	4,583	
68							53200 - Gas Utility Services	5,600	467	
69							53400 - Garbage/Solid Waste Svc	5,000	417	
70							53600 - Water/Sewer Services	9,800	817	
71							53900 - Physical Environment			
72							Entry & Walls Maintenance	2,000	167	
73							Ford F250 Maintenance & Repair	3,000	250	
74							Fountain in Lake	3,000	250	
75							Gas - Equipment	400	33	
76							Gas - Truck	1,800	150	

Lake St. Charles CDD
Amended Adopted FY 23-24 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 23-24 Annual Budget	FY 23-24 Monthly Budget	Comments
77							Irrigation Maintenance	15,800	1,317	
78							Landscape Maintenance Contract	173,100	14,425	\$35,700 Increase due to contract
79							Misc. Landscape -Temporary Staff	3,000	250	
80							Misc. Landscape- Maintenance	16,762	1,397	
81							Mulch	13,500	1,125	\$3,000 Increase due install fee
82							New Plantings	8,000	667	
83							Pond & Stormwater Maint Contract	16,319	1,360	
84							Pond #9,22,23, & 24 Aeration Maintenance	1,501	125	
85							Lake#27 Aeration Maint	2,500	208	
86							Fountain Maint #21	580	48	
87							Property Insurance Contract	25,696	2,141	\$7,011 Increase due to actual policy rate change
88							Sod Replacement	4,000	333	
89							Mitigation Maint Contract	1,063	89	
91							Midge Survey	1,500	125	
92							Lake Buoy Monitoring	3,450	288	
93							Lake Buoy Maintenance	5,000	417	
94							Lake Buoy & Nano Bubbler Buy-Out	13,632	1,136	\$13,632 Increase due to equipment buy-out
95							Total 53900 - Physical Environment	315,603	26,300	
96							57200 - Parks & Recreation			
97							Auto Liability	1,013	84	\$112 Increase due to actual policy rate change
98							Club Facility Maintenance			
99							Club Facility Maintenance	5,000	417	
100							Clubhouse Supplies	2,300	192	
101							Locks/Keys	100	8	
102							Pool Snack Vending Items	300	25	
103							Total Club Facility Maintenance	7,700	642	
104							District Employees Payroll Exp			
106							Employer Workman Comp	9,360	780	
107							Facilities Monitor	48,119	4,010	
108							Medical Stipends	6,000	500	
109							Payroll Service Charge	2,500	208	
110							Payroll Taxes - Employer Taxes	16,500	1,375	
111							Full Time Maintenance Employee	36,067	3,006	
112							Property Maintenance Part-Time	1,658	138	
113							Property Maintenance Team Lead	42,708	3,559	
114							Property Manager	69,230	5,769	
115							Grant Management (Reimbursed)	12,167	1,014	

**Lake St. Charles CDD
Amended Adopted FY 23-24 Budget**

	A	B	C	D	E	F	G	M	Q	R
1								FY 23-24 Annual Budget	FY 23-24 Monthly Budget	Comments
116							Recreational Assistants	11,000	917	
117							Hills Cnty Off Duty Sheriff	0	0	
118							Total District Employees Payroll Exp	255,309	21,276	
119							Dock Maintenance	400	33	
120							Drainage/ Nature Path/Trail Maintenance	4,225	352	
121							Park Facility Maintenance	7,000	583	
122							Parks & Rec Cell Phones	2,500	208	
123							Playground Maintenance	2,000	167	
124							Pool Maintenance Contract	24,675	2,056	
125							Pool Maintenance Repairs	12,000	1,000	
127							Sec System Monitoring Contract	400	33	
128							Security Repairs	5,000	417	
129							Total 57200 - Parks & Recreation	322,222	26,852	
130							58003- Future CIP Projects & Reserves	352,306	29,359	\$70,130 decrease due to funding for other line items
131							58004- Lake Water Quality Project	33,941	2,828	
132							Total Expense	1,255,725	104,644	
133							Budgeted Carryforward	493,231		General Fund Balance Carryforward per FY22 Audit
134							Total Revenue	1,748,956		
135							Revenue Less Expenses	0	0	
142										
143										
144										
145							OTHER REVENUE - FY 22-23 CARRYOVER (Oct, 20-Sept, 21)	198,079	16,507	
146							Total Unassigned Revenue	198,079		
147							OTHER EXPENSES			

**Lake St. Charles CDD
Amended Adopted FY 23-24 Budget**

	A	B	C	D	E	F	G	M	Q	R
1								FY 23-24 Annual Budget	FY 23-24 Monthly Budget	Comments
148							Additional funding for unassigned CIP projects	198,079	16,507	\$198,079 needed to fund emerging projects.
149							TOTAL	198,079		

	A	B	C	D	E	F	G	H
1	FY 16 Carryover Allocation Worksheet - Required/Priority Projects Prior to Bond Payoff							
2								
3		Total FY 15 Carryover for Allocation	\$37,346					
4								
5	Priority	<u>Name of Project</u>	<u>Cost to be Funded from Carryover</u>	<u>Additional Funding in the O&M Budget</u>	<u>Total Project Cost</u>	<u>Carryover \$'s Remaining for Allocation</u>	<u>Approved by Separate Board Motion</u>	<u>Comments</u>
6	1	Funding for District's Reserve account	\$10,972	\$0	\$200,000	\$26,374	Yes	\$10,972 needed to full fund the District's Reserve account per Board Policy 3200
7	2	Additional funding for the access control system	\$401	\$17,599	\$18,000	\$25,973	Yes	O&M line item #144 funded at\$ 17,599 with the remainder \$401 to be funded from carryover for a total of \$18,000.
8	3	Replacement of front, back and side doors from the District Clubhouse.	\$15,671	\$17,329	\$33,000	\$10,302	No	O&M line item #145 funded at\$ 17,329 with the remainder \$15,671 to be funded from carryover for a total of \$33,000.
9	4	Cypress/ Oak tree removal and replacement	\$10,000	\$0	\$10,000	\$302	No	\$8,500 to be spent on the removal of the cypress trees and \$1,500 to be spent on the trees required as replacements.
10	5	To Be Determined	\$302	\$0	\$0	\$0	No	Funds available for clubhouse flooring project in the event that the clubhouse door replacement project is lower in estimated cost.
11		TOTAL	\$37,346	\$34,928	\$261,000			
12								
13		FY 16 Unfunded Projects						
14	6	Clubhouse Flooring	\$6,300					