

Supervisor Packet for December 1, 2020 General Meeting

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**Lake St. Charles Community Development District
Board of Supervisors' General Meeting Agenda**

7:00 p.m., December 1, 2020

Lake St. Charles Clubhouse, 6801 Colonial Lake Dr., Riverview, Florida 33578

Board of Supervisors

Sabrina Peacock, Chair 951-8327
Robb Fannin, Vice Chair, 785-5423
Dave Nelson, Secretary/Treasurer, 293-7979
Virginia Gianakos, Supervisor, 293-4728
Marlon K, Brownlee, Supervisor, 813-485-5685

LSC CDD Staff

Adriana Urbina, District Manager, 741-9768
Mark Cooper, Property Manager, 990-7555
John Martini, Maintenance Staff, 365-0544
Bryant Urbina, Maintenance Staff, 526-2063
Luis Martinez, Facilities Monitor, 990-7250
Greg Gianakos, Maintenance Staff, 695-1995

<i>Time</i>	<i>Item</i>
7:00 – 7:05	<ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (CHAIR PEACOCK) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:15	6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	7. CONSENT AGENDA (5 Minutes)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. November 2, 2020 Meeting Minutes b. Committee Meeting Minutes for November 2020 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. October 2020 Financial Statements d. November 2020 Clubhouse Report

	<p>e. November 2020 Property Manager Report</p> <p>f. November 2020 Facilities Monitor Report</p>
7:20-7:50	9. COMMITTEE REPORTS (30 Minutes)
	<p>1. Treasurer's Review Committee – Treasurer Nelson</p> <p>a. CIP expense chart discussion.</p> <p>2. Grounds/Security Committee – Committee Chair Fannin</p> <p>a. Playground discussion</p> <p>3. Management Committee – Committee Chair Peacock</p> <p>4. Strategic Planning Committee – Committee Chair Brownlee</p>
7:50- 8:00	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:00 -8:05	12. PROPERTY MANAGER (5 Minutes)
	<p>Items for Consideration by Property Manager - Mark Cooper</p> <p>1. Property Management Report</p>
8:05–8:10	13. DISTRICT MANAGER (5 Minutes)
	<p>Items for Consideration by District Manager – Adriana Urbina</p> <p>1. District Manager Report</p>
8:10 –8:20	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:20	ADJOURN



Date: November 3, 2020

Time: 7:00 p.m.

Minutes of the Board of Supervisors
Lake St. Charles Community Development District
6801 Colonial Lake Drive
Riverview, FL 33578
813-741-9768

Supervisors:

Chair, Virginia Gianakos
Vice Chair, Dave Nelson
Secretary/Treasurer, Sabrina Peacock
Supervisor, Robb Fannin
Supervisor, Jim Simon
Supervisor, Marlon K. Brownlee

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair, Virginia Gianakos

Supervisor Simon turned over his seat to Supervisor Marlon Brownlee.

1. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin, the Board approved the FY 20-21 Board Officers to be Sabrina Peacock, Chair; Robert Fannin, Vice-Chair and David Nelson, Secretary/Treasurer. Robert Fannin, Sabrina Peacock and Dave Nelson are to be updated as authorized signers on the District's Centerstate Bank accounts. Virginia Gianakos is to be removed as an authorized signer on the District's Centerstate Bank accounts. The motion passed 5 to 0.
2. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin, the Board appointed Supervisor Fannin as Grounds and Security Committee Chair, Supervisor Peacock as Management Committee Chair, Supervisor Dave Nelson as Treasurer

Review Committee Chair, and Supervisor Brownlee as Strategic Planning Committee Chair. The motion passed 5 to 0.

Chair Gianakos turned over the meeting to the newly elected chair, Chair Peacock.

3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin the Board approved the, November 3, 2020 Consent Agenda consisting of the: October 6, 2020 General Meeting Minutes, the October Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the September 2020 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor October 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
4. On **MOTION** by Supervisor Peacock and second by Supervisor Nelson, the Board approved Resolution 2021-01, Lake St. Charles District FY 20-21 Budget Amendment. Motion passed 5 to 0
5. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to waive Policy #3200-**3200.7 Allocation of Cash Back Rewards**. \$1,474.03 is to be deposited into the District's Checking account (Operations & Maintenance) for funding of this Fiscal year projects. Motion passed 5 to 0
6. On **MOTION** by Supervisor Fannin and second by Supervisor Nelson the Board approved Vertex's Aeration project in the amount of \$103,384. Motion passed 5 to 0
7. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved the Park Security project for the North and South end of the District's park, in the amount of \$103,281. Motion passed 5 to 0
8. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to have Property Manager, Mark Cooper apply for a Hillsborough County Community Grant in the amount of \$5,000 to help the funding of the a new community plaza. Motion passed 5 to 0

AI: District Manager, Adriana Urbina to submit legal ads for the scheduling of committee meetings.

9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to schedule a public hearing for the rule amendment workshop at the January Board of Supervisors Meeting. Motion passed 5 to 0
10. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos the Board approved the purchase of a recognition plaque to honor past Supervisors and past

staff members, not to exceed \$300 and to be funded from the Professional Development Line. Motion passed 5 to 0

Meeting adjourned at 8:25PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, November 18, 2020, 2:00 pm*

Chair: *Supervisor Dave Nelson*

Operations Manager: *Adriana Urbina*

Committee Members: *Supervisor Dave Nelson, Adriana Urbina & Mark Cooper*

Notice of Meetings – Treasurer's Review Committee

Meeting was cancelled. Waiting on updated playground information.

	A	B	C	D
1	Fiscal Year 21 - October 1 , 2020 - September 30, 2021			
2	Projects	Cost Estimate	Proposal Cost	Actual Cost
3	Park gates / fencing / access control			\$110,562.00
4	Park restrooms	\$116,093.69		\$113,412.52
5	Park Playground	\$200,000.00		\$190,000.00
6	Lake #27 Aeration pond #20,23,24 fountain in Pond #21	\$100,000.00		\$102,303.89
7	RESERVE FUNDING			
8	Additional Funding of Reserve Account - balance with funding if any: \$254,000			
9	TOTAL EXPENDITURE			\$516,278.41
10	Burton target of FY 20 - available project funds = \$301,377 Actual budget funds available are 905,682 assessment income - O &M budgeted at \$621,710 = \$283.972			\$283,972.00
11	Verified carryover \$221,332 + \$5,000 Grant Reimbursement + \$7,300 Excess fees + \$1,474 CC rewards = \$235,106			\$235,106.00
12		TOTAL Funds Available		\$519,078.00
13	Completed projects	Unassigned Funds		\$2,799.59
14	Pending Projects			
15	Projects underway			
16	Other possible projects			

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, November 18th 2020 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

Committee Members: *Supervisor Rob Fannin & Property Manager Mark Cooper*

Meeting was cancelled. Awaiting updated playground information.

New Park Playground Proposal Cost Evaluation

Company	Mulch	Hardeman Concrete	Edging	Fencing including removal	Old playground removal	Synthetic turf and sub base prep	Components	Installation	Drawings	Permit	Freight	Total	Removal of clubhouse playground
Miracle option 1	\$19,052.00 455 c.y.	\$17,960.00 1,389 s.f.	\$4,040.00 8"	\$10,300.00	inc.	\$6,074.00	\$98,065.00	\$31,417.00			\$0.00	\$186,908.00	
MIRACLE option 2	\$21,480.00 537 CY	\$17,960.00 1,389 S.F.	\$4,040.00 12" 400 L.F.	\$10,300.00	inc. in install	\$6,409.00	\$87,356.01	\$31,417.00			\$2,472.99	\$181,435.00	
GAMETIME	\$16,098	\$17,455	\$5,115.00	\$10,300.00	\$4,825.00	\$10,693.20	\$100,568.00	\$41,925.00	\$1,990.00	\$1,400.00	\$9,499.82	\$219,869	
	@ 8"	1,573 s.f.	8"										
Suggestions to get to budget:Delete concrete inside play area -\$6,594. Remove synthetic turf and base - \$10,693.20 and remove saucer swing - \$5,790												\$202,611.80	
GAMETIME OPTION 2	\$16,098.00	\$17,960.00	\$5,115.00	\$10,300.00	\$4,825.00	\$10,693.20	\$80,978.09	\$36,115.00			\$11,262.86	\$193,347.15	
	8"	1,389 s.f.	8"										\$1,829.27
BURKE OPTION 1	\$17,702.44	\$10,861	\$5,196.00	\$10,300.00	\$4,268.29	N/A	\$117,558.00	\$47,863.61	\$1,890.24	\$731.71	\$12,182.93	\$228,554.22	\$1,829.27
		805 s.f.											
BURKE OPTION 2	\$17,702.44	\$10,861.00	inc.	\$10,300.00	\$4,268.29	N/A	\$98,447.00	\$36,248.59	\$1,890.24	\$731.71	\$6,091.00	\$186,540.27	
BURKE OPTION #3	\$14,690.24	\$17,960.00	inc.	\$10,300.00	\$4,268.29	\$4,968.29	\$94,399.86	\$35,385.66	\$1,890.24	\$731.71	\$8,378.05	\$192,972.34	
	12"		12" 388 L.F.										
Witt Fence				\$10,300.00									

Management Committee Meeting Minutes

Date: *Thursday, November 19, 2020 @ 1:00 pm*

Chairperson: *Chairman Sabrina Peacock*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Sabrina Peacock, Property Manager, Mark Cooper, District Manager, Adriana Urbina,*

Notice of Meetings – Management Committee

- The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.
- The Committee Chair was informed that we are awaiting updates to playground and fencing projects.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, November 17th 2020 @ 10:00 am.*

Chairperson: *Supervisor Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee meeting was canceled.

Lake St. Charles CDD

Funds Statement

Aug '20 - Oct '20

	Aug '20	Sept '20	Oct '20	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	285,382	238,152	192,621	Cash
CenterState Bank Money Market	254,398	254,430	254,462	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,533	1,533	1,533	Assigned
SunTrust Money Market	0	0	0	Committed/Assigned
Suncoast FCU	0	0	0	Restricted
Investment Cost of Issuance	0	0	0	Restricted
Investment Reserve	0	0	0	Restricted
Investment Revenue	0	0	0	Restricted
Investment Redemption	0	0	0	Restricted
Investment Prepayment	0	0	0	Restricted
Investment Interest	0	0	0	Restricted
Investment SBA	0	0	0	Committed/Assigned
Total Bank/Current Asset Accounts	541,313	494,115	448,616	
Cash (Checking/Savings)				
CenterState Bank Checking	285,382	238,152	192,621	
CenterState Bank Money Market	254,398	254,430	254,462	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,533	1,533	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	541,313	494,115	448,616	
Debt Service				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
Total Debt Service Fund Balances	0	0	0	
TOTAL FUND BALANCES	541,313	494,115	448,616	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,398	254,430	254,462	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,398	254,430	254,462	

Lake St. Charles CDD Disbursement Authorization Report

October 2020

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	10/06/2020	Alley Cat Pest Control	10000-CenterState Bank Checking	-85.00
Bill	pest control	09/18/2020		Club Facility Maintenance	85.00
TOTAL					85.00
Bill Pmt -Check	EFT/Auto	10/06/2020	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-556.60
Bill	HOA/CDD Discussions	09/01/2020		District Counsel	363.00
Bill	Tamburello Easement	09/01/2020		District Counsel	193.60
TOTAL					556.60
Bill Pmt -Check	EFT/Auto	10/06/2020	Pope's Water Systems, Inc.	10000-CenterState Bank Checking	-815.00
Bill	66478 Inv #	09/10/2020		Irrigation Maintenance	815.00
TOTAL					815.00
Bill Pmt -Check	EFT/Auto	10/06/2020	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
Bill	Sept Pond Mainten	09/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					1,575.00
Check	EFT/Auto	10/06/2020	TECO Electric	10000-CenterState Bank Checking	-81.72
				53100 - Electric Utility Svs	81.72
TOTAL					81.72
Check	EFT/Auto	10/09/2020	ADP	10000-CenterState Bank Checking	-122.56
				Payroll Service Charge	20.43
				Payroll Service Charge	102.13
TOTAL					122.56

Lake St. Charles CDD

Disbursement Authorization Report

October 2020

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	10/13/2020	ADP	10000-CenterState Bank Checking	-10,974.50
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,455.18
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	530.75
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	1,081.60
				Property Maintenance Part-Time	42.27
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					10,974.50
Bill Pmt -Check	EFT/Auto	10/16/2020	Verizon Wireless	10000-CenterState Bank Checking	-43.66
Bill	08-24-20 to 09-23-20	09/23/2020		Telephone	43.66
TOTAL					43.66
Bill Pmt -Check	EFT/Auto	10/16/2020	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
Bill	Monthly Maintenance	10/01/2020		Landscape Maintenance Contract	7,467.50
TOTAL					7,467.50
Bill Pmt -Check	EFT/Auto	10/16/2020	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-5,137.64
Bill	WC Policy#100120567	10/01/2020		Employer Workman Comp	5,137.64
TOTAL					5,137.64
Bill Pmt -Check	EFT/Auto	10/16/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-498.97
Bill	Spa motor repair	10/07/2020		Pool Maintenance Repairs	498.97

Lake St. Charles CDD Disbursement Authorization Report

October 2020

	Type	Num	Date	Name	Account	Original Amount
TOTAL						498.97
	Bill Pmt -Check	EFT/Auto	10/16/2020	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-21,865.00
	Bill	Policy#100120567	10/01/2020		Crime	565.00
					General Liability	3,785.00
					Public Officials Liability & EP	3,110.00
					Property Insurance Contract	13,672.00
					Auto Liability	733.00
TOTAL						21,865.00
	Bill Pmt -Check	EFT/Auto	10/16/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-506.55
	Bill	Spa motor repair	10/07/2020		Pool Maintenance Repairs	506.55
TOTAL						506.55
	Bill Pmt -Check	EFT/Auto	10/16/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-95.85
	Bill	Spa motor repair	10/07/2020		Pool Maintenance Repairs	95.85
TOTAL						95.85
	Bill Pmt -Check	EFT/Auto	10/19/2020	SunTrust Credit Card	10000-CenterState Bank Checking	-1,880.76
	Bill	September CC Stateme	09/24/2020		13500 - SunTrust Visa Card	1,880.76
TOTAL						1,880.76
	Bill Pmt -Check	EFT/Auto	10/22/2020	Chris's Portable Toilets	10000-CenterState Bank Checking	-150.00
	Bill	1805-130362 Inv #	09/08/2020		Park Facility Maintenance	75.00
	Bill	1805-131665 Inv #	10/08/2020		Park Facility Maintenance	75.00
TOTAL						150.00
	Bill Pmt -Check	EFT/Auto	10/22/2020	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-568.70

Lake St. Charles CDD

Disbursement Authorization Report

October 2020

	Type	Num	Date	Name	Account	Original Amount
	Bill	HOA/CDD Discussions	10/06/2020		District Counsel	568.70
TOTAL						568.70
	Bill Pmt -Check	8519	10/06/2020	Department of State - Bureau of Election	10000-CenterState Bank Checking	-30.00
	Bill	Oath of Office	10/06/2020		Dues, Licenses & Fees	30.00
TOTAL						30.00

Treasurer's Report - CenterState Account
September 2020
10/1/20 - 10/31/20

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						238,151.59
10/06/2020	8519	Department of State - Bureau of Election	Oath of Office Filing	30.00		238,121.59
10/06/2020	EFT/Auto	Alley Cat Pest Control	1075 Acct #	85.00		238,036.59
10/06/2020	EFT/Auto	Persson & Cohen, P.A.		556.60		237,479.99
10/06/2020	EFT/Auto	Pope's Water Systems, Inc.	66478 Inv #	815.00		236,664.99
10/06/2020	EFT/Auto	Solitude Lake Management	INV# PI-A00468457	1,575.00		235,089.99
10/06/2020	EFT/Auto	TECO Electric	221005960721 Acct #	81.72		235,008.27
10/09/2020	EFT/Auto	ADP	563586345 Inv #	122.56		234,885.71
10/13/2020	EFT/Auto	ADP	P.E. 10-10-20	10,974.50		223,911.21
10/13/2020	001058	Lake St. Charles Master Association, Inc.			278.30	224,189.51
10/16/2020	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	43.66		224,145.85
10/16/2020	EFT/Auto	Ameriscape Services	INV# 140177	7,467.50		216,678.35
10/16/2020	EFT/Auto	Egis Insurance & Risk Advisors, LLC	WC Policy#100120567	5,137.64		211,540.71
10/16/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4150	498.97		211,041.74
10/16/2020	EFT/Auto	Egis Insurance & Risk Advisors, LLC	Policy#100120567	21,865.00		189,176.74
10/16/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4151	506.55		188,670.19
10/16/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4152	95.85		188,574.34
10/19/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	1,880.76		186,693.58
10/22/2020	EFT/Auto	Chris's Portable Toilets		150.00		186,543.58
10/22/2020	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#25266	568.70		185,974.88
10/27/2020		Deposit			6,646.10	192,620.98
				52,455.01	6,924.40	192,620.98

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	32	1,450	(1,418)		61
7							Total 36100 - Interest Earnings	32	1,450	(1,418)		61
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	0	958,146	(958,146)		0
10							GF Prop Tax Interest	0	0	0		0
11							GF Tax Collector Commissions	0	(19,163)	19,163		0
12							GF Tax Payment Discount	0	(38,326)	38,326		0
13							Total General Fund Assessment-O&M	0	900,657	(900,657)		0
14												
15							Total 36310 - Special Assessment	0	900,657	(900,657)		0
16							36311 - Excess Fees	0	0	0		7,460
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	6,924.40	1,200	5,724		29
19							Rental	0.00	500	(500)		327
20							Pool Snack Vending	0.00	475	(475)		0
21							Total 36900 - Miscellaneous Revenues	6,924	2,175	4,749		356
22							Total Revenue	6,957	904,282	(897,325)		7,877
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	83.50	1,460	(1,377)		84
28							Special District Fees	0.00	175	(175)		175
29							Supervisor Fees	1,000.00	12,000	(11,000)		1,000
30							Supervisor Payroll Service	0.00	900	(900)		60
31							Total 5110 - Legislative	1,084	14,535	(13,452)		1,319

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	0	13,500	(13,500)		1,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	2,053.60	53,394.00	(51,340)		4,027
38							Medical Stipend	200.00	2,400	(2,200)		0
39							Payroll Service Charge	20.43	465	(445)		33
40							Payroll Taxes - Employer Taxes	172.40	4,400	(4,228)		308
41							Performance Stipend	0.00	1,000	(1,000)		0
42							Total District F&A Employees	2,446	61,659	(59,213)		4,368
43							Dues, Licenses & Fees	30.00	500	(470)		10
44							General Insurance					
45							Crime	565.00	600	(35)		510
46							General Liability	3,785.00	3,868	(83)		3,605
47							Public Officials Liability & EP	3,110.00	3,179	(69)		2,962
48							Total General Insurance	7,460	7,647	(187)		7,077
49							Legal Advertising	0.00	2,600.00	(2,600)		0
50							Local/Other Taxes	0.00	3,396.00	(3,396)		1
51							Office Supplies	0.00	1,000.00	(1,000)		67
52							Postage	0.00	250.00	(250)		3
53							Printer Supplies	0.00	2,000.00	(2,000)		47
54							Professional Development	0.00	1,000.00	(1,000)		79
55							Technology Services/Upgrades	0.00	2,000.00	(2,000)		0
56							Telephone	0.00	3,100.00	(3,100)		43
57							Travel Per Diem	0.00	200.00	(200)		0
58							Website Development & Monitor	0.00	2,650.00	(2,650)		63
59							Total 51300 - Financial & Admin	9,936	102,202	(92,266)		12,758
60							51400 - Legal Counsel					

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							District Counsel	569	8,000	(7,431)		0
62							Total 51400 - Legal Counsel	569	8,000	(7,431)		0
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	0	1,000	(1,000)		0
65							Car Gas	0	1,500	(1,500)		18
66							Total 52100 - Law Enforcement	0	2,500	(2,500)		18
67							53100 - Electric Utility Svs	81.72	39,500.00	(39,418)		2,838
68							53200 - Gas Utility Services	0.00	4,000.00	(4,000)		309
69							53400 - Garbage/Solid Waste Svc	0.00	2,880.00	(2,880)		0
70							53600 - Water/Sewer Services	0.00	9,800.00	(9,800)		0
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	0.00	2,000.00	(2,000)		0
73							Ford F250 Maintenance & Repair	0.00	2,000.00	(2,000)		0
74							Fountain in Lake	0.00	3,000.00	(3,000)		0
75							Gas - Equipment	0.00	400.00	(400)		0
76							Gas - Truck	0.00	1,800.00	(1,800)		73
77							Irrigation Maintenance	0.00	10,000.00	(10,000)		589
78							Landscape Maintenance Contract	7,467.50	89,610.00	(82,143)		7,250
79							Misc. Landscape-Temporary Staff	0.00	3,000.00	(3,000)		0
80							Misc. Landscape Maintenance	0.00	10,500.00	(10,500)		190
81							Mulch	0.00	10,500.00	(10,500)		0
82							New Plantings	0.00	8,000.00	(8,000)		0
83							Pond & Stormwater Maint Contract	0	18,900.00	(18,900)		1,575
84							Pond#9 Aeration Maintenance	0.00	500.00	(500)		0
85							Property Insurance Contract	13,672.00	12,000.00	1,672		12,430
86							Sod Replacement	0.00	4,000.00	(4,000)		95
87							Mitigation Maint Contract	0.00	900.00	(900)		225
88							Midge Treatment Contract	0	0	0		9,768
89							Total 53900 - Physical Environment	21,140	177,110	(155,971)		32,194

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							57200 - Parks & Recreation					
91							Auto Liability	733.00	755	(22)		715
92							Club Facility Maintenance					
93							Club Facility Maintenance	117.06	5,000	(4,883)		208
94							Clubhouse Supplies	0.00	2,300	(2,300)		45
95							Locks/Keys	0.00	100	(100)		0
96							Pool Snack Vending Items	0.00	300	(300)		0
97							Total Club Facility Maintenance	117	7,700	(7,583)		253
98							District Employees Payroll Exp					
99							Employer Workman Comp	5,137.64	9,000	(3,862)		5,700
100							Facilities Monitor	1,383.20	35,963.00	(34,580)		2,712
101							Medical Stipends	500.00	6,000.00	(5,500)		0
102							Payroll Service Charge	102.13	2,500.00	(2,398)		163
103							Payroll Taxes - Employer Taxes	530.75	13,500.00	(12,969)		896
104							Performance Stipend	0.00	2,600.00	(2,600)		0
105							Full-Time Hybrid Employee	1,081.60	28,122.00	(27,040)		1,769
106							Property Maintenance Part-Time	42.27	1,480.00	(1,438)		83
107							Property Maintenance Team Lead	1,455.18	30,651.00	(29,196)		2,298
108							Property Manager	2,472.00	64,272.00	(61,800)		4,846
109							Recreational Assistants	0.00	8,500.00	(8,500)		0
110							Total District Employees Payroll Exp	12,705	202,588	(189,883)		18,467
111							Dock Maintenance	0.00	400.00	(400)		0
112							Drainage/ Nature Path/Trail Maintenance	0.00	1,800.00	(1,800)		100
113							Park Facility Maintenance	75.00	6,000.00	(5,925)		354
114							Parks & Rec Cell Phones	0.00	1,700.00	(1,700)		0
115							Playground Maintenance	0.00	2,000.00	(2,000)		0
116							Pool Maintenance Contract	0.00	19,600.00	(19,600)		1,600
117							Pool Maintenance Repairs	1,101.37	12,000.00	(10,899)		404
118							Sec System Monitoring Contract	0.00	240.00	(240)		60
119							Security Repairs	0.00	5,000.00	(5,000)		324

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Total 57200 - Parks & Recreation	14,731	259,783	(245,052)		22,276
121							58003- Future CIP Projects and Reserves	0	283,972.00	(283,972)		0
122							Total Expense	47,541	904,282	(856,741)		71,713
123							Revenue Less Expenses	(40,585)	0	(40,585)		(63,836)
124							Other Revenue/Expense					
125							Other Revenue					
126							SunTrust Credit Card Rewards	1,474				
127							FY 19-20 Carryover	221,332		221,332		
128							Total Other Revenue	222,806	0	221,332		
129												
130							Other Expense					
131							Unassigned CIP Projects	0	221,332	(221,332)		
132							Funding for District's Reserve Acct	0	0	0		
133							Total Other Expense	0	221,332	(221,332)		
134							Net Other Income	221,332	(221,332)	221,332		
135							Net Income	180,747	(221,332)	180,747		

Lake St. Charles CDD
Property Manager Expense Report
October 2020

Cintas Fire Protection

Credit Card Charge	10/14/2020	Fire Extinguisher Inspec	Club Facility Maintenance	117.06
TOTAL				117