

## **Supervisor Packet for March 2, 2021 General Meeting**

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

**7:00 p.m., March 2, 2021**

*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, 695-199

<i><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li><b>1. CALL TO ORDER</b></li> <li><b>2. PLEDGE OF ALLEGIANCE</b></li> <li><b>3. INVOCATION (CHAIR PEACOCK)</b></li> <li><b>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li><b>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<b>7:05 – 7:15</b>	<b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b>
	<b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>
<b>7:15 – 7:20</b>	<b>8. CONSENT AGENDA (5 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li><b>2. Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. February 2, 2021 Meeting Minutes</li> <li>b. Committee Meeting Minutes for February 2021                             <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> </ol> </li> <li>c. January 2021 Financial Statements</li> <li>d. February 2021 Property Manager Report</li> <li>e. February 2021 Facilities Monitor Report</li> </ol> </li> </ol>

<b>7:20-7:30</b>	<b>9. COMMITTEE REPORTS (10 Minutes)</b>
	<b>1. Treasurer's Review Committee</b> – Treasurer Nelson <b>2. Grounds/Security Committee</b> – Committee Chair Fannin <b>3. Management Committee</b> – Committee Chair Peacock <b>4. Strategic Planning Committee</b> – Committee Chair Brownlee
<b>7:30- 7:40</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>7:40-8:00</b>	<b>12. PROPERTY MANAGER (20 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> <b>1.</b> Property Management Report
<b>8:00–8:05</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> <b>1.</b> District Manager Report
<b>8:05 –8:15</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:15</b>	<b>ADJOURN</b>



Date: February 2, 2021

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, Sabrina Peacock  
Vice Chair, Robb Fannin (Absent)  
Secretary/Treasurer, Dave Nelson (Via Zoom)  
Supervisor, Virginia Gianakos  
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, Sabrina Peacock

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brownlee the Board approved the, February 2, 2021 Consent Agenda consisting of the: January 5, 2021 General Meeting Minutes, the January Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the December 2020 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor January 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board retroactively approved the decision made by Chair, Sabrina Peacock. To hire Edward Vargas as a temporary full time Maintenance employee at the rate of \$12 an hour and promoting Bryant Urbina, to interim Maintenance Team Lead at the rate of \$16

an hour per the District's job description to commence on January 25, 2021. Motion passed 4 to 0

3. On **MOTION** by Supervisor Gianakos and second by Supervisor Peacock, the Board approved to have District Manager, Adriana Urbina request a return to work physical from worker's comp for employee John Martini. She is also requested to send Temporary Maintenance employee, Edward Vargas to CentraCare for a pre-employment physical. Motion passed 4 to 0
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to upgrade the tennis courts lighting to LED bulbs not to exceed \$25,000. Motion passed 4 to 0
5. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to extend the General Meeting to 8:20PM. Motion passed 4 to 0

Meeting adjourned at 8:15PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, February 18, 2021, 1:00 pm*

**Chair:** *Supervisor Dave Nelson*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisor Dave Nelson, Adriana Urbina*

## Notice of Meetings – Treasurer's Review Committee

- The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.
- The Committee was informed of updates to the park restroom project and the playground project.
- The Committee was updated on status of worker's comp claim.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, February 17, 2021 at 12:30 PM.*

**Operations Manager:** *Property Manager, Mark Cooper*

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

Updates will be provided in this month's Property Manager Report.

# Management Committee Meeting Minutes

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**Date:** *Thursday, February 18, 2021 @ 1:00 pm*

**Chairperson:** *Chairman Sabrina Peacock*

**Operations Manager:** *District Manager, Adriana Urbina*

**In Attendance:** *Chairman Sabrina Peacock, 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 was informed of updates to the park restroom project and the playground project.
- The Committee was updated on status of worker's comp claim.



# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, February 16, 2021 @ 10:00 am.*

**Chairperson:** *Supervisor Marlon K Brownlee*

**Operations Manager:** *Property Manager, Mark Cooper*

The February Strategic Planning Committee meeting was canceled.

In March and April I will be seeking bids / cost estimates for projects that are or might be recommended for implementation next year. These projects /costs will be used to create next years' proposed CIP project recommendations to the Board of Supervisors.

It is anticipated that the Strategic Planning committee will commence meetings in May after next year's preliminary operational budget is formulated and the completion of the audit which will establish last year's carry over amount. Completion of these two tasks will yield the projected funds available for formulating recommendations of year's CIP projects.

It is anticipated that recommendations for next year's CIP program will be presented to the Board at the July or August Board meeting.

Lake St. Charles CDD

Funds Statement

Nov '20 - Jan '21

	Nov '20	Dec '20	Jan '21	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	278,977	723,605	742,965	Cash
CenterState Bank Money Market	254,493	254,526	254,558	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
<b>Total Bank/Current Asset Accounts</b>	<b>535,003</b>	<b>979,664</b>	<b>999,056</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	278,977	723,605	742,965	
CenterState Bank Money Market	254,493	254,526	254,558	
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	
<b>Total Cash Accounts</b>	<b>535,003</b>	<b>979,664</b>	<b>999,056</b>	
<b>Debt Service</b>				
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	
<b>Total Debt Service Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FUND BALANCES</b>	<b>535,003</b>	<b>979,664</b>	<b>999,056</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,493	254,526	254,558	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,493	254,526	254,558	

# Lake St. Charles CDD

## Disbursement Authorization Report

January 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	01/05/2021	ADP	10000-CenterState Bank Checking	-8,742.27
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	188.17
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	349.98
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	485.54
				Full Time Hybrid Employee	1,081.60
				Property Maintenance Part-Time	28.18
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					8,742.27
Check	EFT/Auto	01/06/2021	TECO Electric	10000-CenterState Bank Checking	-2,611.43
				53100 - Electric Utility Svs	47.64
				53100 - Electric Utility Svs	53.92
				53100 - Electric Utility Svs	167.18
				53100 - Electric Utility Svs	818.90
				53100 - Electric Utility Svs	78.97
				53100 - Electric Utility Svs	1,072.95
				53100 - Electric Utility Svs	209.87
				53100 - Electric Utility Svs	43.74
				53100 - Electric Utility Svs	24.27
				53100 - Electric Utility Svs	21.98
				53100 - Electric Utility Svs	20.03
				53100 - Electric Utility Svs	19.59
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.32
				53100 - Electric Utility Svs	19.67
				53100 - Electric Utility Svs	19.50

# Lake St. Charles CDD Disbursement Authorization Report

January 2021

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.59
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	-123.33
TOTAL					2,611.43
Check	EFT/Auto	01/07/2021	TECO Electric	10000-CenterState Bank Checking	-88.01
				53100 - Electric Utility Svs	88.01
TOTAL					88.01
Check	EFT/Auto	01/07/2021	TECO Gas Company	10000-CenterState Bank Checking	-501.30
				53200 - Gas Utility Services	501.30
TOTAL					501.30
Check	EFT/Auto	01/08/2021	ADP	10000-CenterState Bank Checking	-128.70
				Payroll Service Charge	21.45
				Payroll Service Charge	107.25
TOTAL					128.70
Check	EFT/Auto	01/19/2021	ADP	10000-CenterState Bank Checking	-9,158.91
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	171.47
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	349.98
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	450.84
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	1,081.60
				Property Maintenance Part-Time	112.72

# Lake St. Charles CDD Disbursement Authorization Report

January 2021

	Type	Num	Date	Name	Account	Original Amount
TOTAL						9,158.91
	Check	EFT/Auto	01/20/2021	ADP	10000-CenterState Bank Checking	-163.10
					Payroll Service Charge	10.19
					Payroll Service Charge	101.96
					Supervisor Payroll Service	50.95
TOTAL						163.10
	Bill Pmt -Check	EFT/Auto	01/21/2021	Tampa Bay Times	10000-CenterState Bank Checking	-223.00
	Bill	AD#132284	12/30/2020		Legal Advertising	223.00
TOTAL						223.00
	Bill Pmt -Check	EFT/Auto	01/21/2021	Verizon Wireless	10000-CenterState Bank Checking	-43.84
	Bill	11-24-20 to 12-23-20	12/23/2020		Telephone	43.84
TOTAL						43.84
	Check	EFT/Auto	01/22/2021	ADP	10000-CenterState Bank Checking	-139.46
					Payroll Service Charge	12.68
					Payroll Service Charge	63.38
					Supervisor Payroll Service	63.40
TOTAL						139.46
	Bill Pmt -Check	EFT/Auto	01/27/2021	Solitude Lake Management	10000-CenterState Bank Checking	-225.00
	Bill	4th Quater Mitigatio	10/01/2020		Mitigation Maint Contract	225.00
TOTAL						225.00
	Bill Pmt -Check	EFT/Auto	01/27/2021	Solitude Lake Management	10000-CenterState Bank Checking	-243.00
	Bill	Lake aeration mainte	01/01/2021		Pond #9 Aeration Maint	243.00

# Lake St. Charles CDD Disbursement Authorization Report

January 2021

	Type	Num	Date	Name	Account	Original Amount
TOTAL						243.00
	Bill Pmt -Check	EFT/Auto	01/27/2021	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
	Bill	1805-135597 Inv #	01/08/2021		Park Facility Maintenance	75.00
TOTAL						75.00
	Bill Pmt -Check	EFT/Auto	01/27/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,355.59
	Bill	LED light Board and	01/04/2021		Pool Maintenance Repairs	1,355.59
TOTAL						1,355.59
	Bill Pmt -Check	EFT/Auto	01/27/2021	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
	Bill	Jan Pond Mainten	01/01/2021		Pond & Stormwater Maint	1,110.00
					Pond & Stormwater Maint	465.00
TOTAL						1,575.00
	Bill Pmt -Check	EFT/Auto	01/27/2021	SunTrust Credit Card	10000-CenterState Bank Checking	-22,562.56
	Bill	February CC Statemen	02/24/2021		13500 - SunTrust Visa Card	22,562.56
TOTAL						22,562.56

**Treasurer's Report - CenterState Account**  
**January 2021**  
**01/1/21 - 01/31/21**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>723,605.23</b>
01/05/2021	EFT/Auto	ADP	P.E. 01-02-21	8,742.27		714,862.96
01/06/2021	EFT/Auto	TECO Electric	06980007400 Acct #	2,611.43		712,251.53
01/07/2021	EFT/Auto	TECO Electric	221005960721 Acct #	88.01		712,163.52
01/07/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	501.30		711,662.22
01/07/2021			Deposit		66,898.13	778,560.35
01/08/2021	EFT/Auto	ADP	571287262 Inv #	128.70		778,431.65
01/08/2021			Deposit		14.51	778,446.16
01/13/2021			Deposit		29.12	778,475.28
01/19/2021	EFT/Auto	ADP	P.E. 01-16-21	9,158.91		769,316.37
01/20/2021	EFT/Auto	ADP	572478644 Inv #	163.10		769,153.27
01/21/2021	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#132284	223.00		768,930.27
01/21/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	43.84		768,886.43
01/22/2021	EFT/Auto	ADP	572795303 Inv #	139.46		768,746.97
01/26/2021			Deposit		43.63	768,790.60
01/27/2021	EFT/Auto	Solitude Lake Management	INV PI-A00488013	225.00		768,565.60
01/27/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00534600	243.00		768,322.60
01/27/2021	EFT/Auto	Chris's Portable Toilets	1805-135597 Inv #	75.00		768,247.60
01/27/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4243	1,355.59		766,892.01
01/27/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00534601	1,575.00		765,317.01
01/27/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	22,562.56		742,754.45
01/29/2021			Deposit		14.51	742,768.96
01/31/2021			Interest		196.44	742,965.40
				<b>47,836.17</b>	<b>67,196.34</b>	<b>742,965.40</b>

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through January 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Jan '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
3							<b>Revenue/Expense</b>					
4							<b>Revenue</b>					
5							<b>36100 - Interest Earnings</b>					
6							Interest - General Fund	629	1,450	(821)		470
7							<b>Total 36100 - Interest Earnings</b>	629	1,450	(821)		470
8							<b>General Fund Assessment-O&amp;M</b>					
9							General Fund Assessment Gross	910,636	958,146	(47,510)		898,432
10							GF Prop Tax Interest	0	0	0		175
11							GF Tax Collector Commissions	(17,485)	(19,163)	1,678		(17,252)
12							GF Tax Payment Discount	(36,362)	(38,326)	1,964		(35,844)
13							<b>Total General Fund Assessment-O&amp;M</b>	856,788	900,657	(43,869)		845,511
14												
15							<b>Total 36310 - Special Assessment</b>	856,788	900,657	(43,869)		845,511
16							<b>36311 - Excess Fees</b>	7,307	0	7,307		7,460
17							<b>36900 - Miscellaneous Revenues</b>			0		
18							Other Misc Revenue	7,215	1,200	6,015		87
19							Rental	0	500	(500)		587
20							Pool Snack Vending	0	475	(475)		0
21							<b>Total 36900 - Miscellaneous Revenues</b>	7,215	2,175	5,040		674
22							<b>Total Revenue</b>	871,939	904,282	(32,343)		854,116
23												
25							<b>Expense</b>					
26							<b>5110 - Legislative</b>					
27							Employer Taxes	334	1,460	(1,126)		334
28							Special District Fees	175	175	0		175
29							Supervisor Fees	4,000	12,000	(8,000)		4,000
30							Supervisor Payroll Service	305	900	(595)		295
31							<b>Total 5110 - Legislative</b>	4,814	14,535	(9,721)		4,804



	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Jan '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	1,000	13,500	(12,500)		1,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	16,429	53,394.00	(36,965)		16,109
38							Medical Stipend	800	2,400	(1,600)		600
39							Payroll Service Charge	171	465	(294)		165
40							Payroll Taxes - Employer Taxes	1,348	4,400	(3,052)		1,308
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>18,748</b>	<b>61,659</b>	<b>(42,911)</b>		<b>18,182</b>
43							Dues, Licenses & Fees	30	500	(470)		194
44							General Insurance					
45							Crime	565	600	(35)		510
46							General Liability	3,785	3,868	(83)		3,605
47							Public Officials Liability & EP	3,110	3,179	(69)		2,962
48							<b>Total General Insurance</b>	<b>7,460</b>	<b>7,647</b>	<b>(187)</b>		<b>7,077</b>
49							Legal Advertising	223	2,600.00	(2,377)		977
50							Local/Other Taxes	3,229	3,396.00	(167)		3,197
51							Office Supplies	149	1,000.00	(851)		127
52							Postage	8	250.00	(242)		94
53							Printer Supplies	551	2,000.00	(1,449)		1,363
54							Professional Development	79	1,000.00	(921)		79
55							Technology Services/Upgrades	848	2,000.00	(1,152)		200
56							Telephone	826	3,100.00	(2,274)		861
57							Travel Per Diem	0	200.00	(200)		0
58							Website Development & Monitor	1,823	2,650.00	(827)		1,750
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>34,974</b>	<b>102,202</b>	<b>(67,228)</b>		<b>35,100</b>
60							<b>51400 - Legal Counsel</b>					

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through January 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Jan '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
61							District Counsel	1,229	8,000	(6,771)		133
62							<b>Total 51400 - Legal Counsel</b>	1,229	8,000	(6,771)		133
63							<b>52100 - Law Enforcement</b>					
64							Car Maintenance & Repairs	20	1,000	(980)		0
65							Car Gas	127	1,500	(1,373)		140
66							<b>Total 52100 - Law Enforcement</b>	147	2,500	(2,353)		140
67							<b>53100 - Electric Utility Svs</b>	10,838	39,500.00	(28,662)		11,359
68							<b>53200 - Gas Utility Services</b>	1,519	4,000.00	(2,481)		1,563
69							<b>53400 - Garbage/Solid Waste Svc</b>	498	2,880.00	(2,382)		489
70							<b>53600 - Water/Sewer Services</b>	1,689	9,800.00	(8,111)		842
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	0	2,000.00	(2,000)		2,204
73							Ford F250 Maintenance & Repair	1,074	2,000.00	(926)		452
74							Fountain in Lake	500	3,000.00	(2,500)		0
75							Gas - Equipment	54	400.00	(346)		18
76							Gas - Truck	202	1,800.00	(1,598)		223
77							Irrigation Maintenance	1,635	10,000.00	(8,365)		4,683
78							Landscape Maintenance Contract	22,403	89,610.00	(67,208)		29,000
79							Misc. Landscape-Temporary Staff	28	3,000.00	(2,972)		0
80							Misc. Landscape Maintenance	4,607	10,500.00	(5,893)		3,883
81							Mulch	0	10,500.00	(10,500)		0
82							New Plantings	0	8,000.00	(8,000)		0
83							Pond & Stormwater Maint Contract	4,725	18,900.00	(14,175)		6,300
84							Pond#9 Aeration Maintenance	243	500.00	(257)		243
85							Property Insurance Contract	13,672	12,000.00	1,672		12,430
86							Sod Replacement	0	4,000.00	(4,000)		95
87							Mitigation Maint Contract	225	900.00	(675)		450
88							Midge Treatment Contract	0	0	0		29,304
89							<b>Total 53900 - Physical Environment</b>	49,368	177,110	(127,742)		89,284

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Jan '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
90							<b>57200 - Parks &amp; Recreation</b>					
91							<b>Auto Liability</b>	733	755	(22)		715
92							<b>Club Facility Maintenance</b>					
93							<b>Club Facility Maintenance</b>	2,432	5,000	(2,568)		1,104
94							<b>Clubhouse Supplies</b>	142	2,300	(2,158)		340
95							<b>Locks/Keys</b>	0	100	(100)		0
96							<b>Pool Snack Vending Items</b>	0	300	(300)		0
97							<b>Total Club Facility Maintenance</b>	2,574	7,700	(5,126)		1,443
98							<b>District Employees Payroll Exp</b>					
99							<b>Employer Workman Comp</b>	5,138	9,000	(3,862)		5,700
100							<b>Facilities Monitor</b>	11,066	35,963.00	(24,897)		10,848
101							<b>Medical Stipends</b>	2,000	6,000.00	(4,000)		1,500
102							<b>Payroll Service Charge</b>	881	2,500.00	(1,619)		833
103							<b>Payroll Taxes - Employer Taxes</b>	3,682	13,500.00	(9,818)		3,843
104							<b>Performance Stipend</b>	0	2,600.00	(2,600)		0
105							<b>Full-Time Hybrid Employee</b>	8,639	28,122.00	(19,483)		7,765
106							<b>Property Maintenance Part-Time</b>	380	1,480.00	(1,100)		331
107							<b>Property Maintenance Team Lead</b>	7,495	30,651.00	(23,156)		9,247
108							<b>Property Manager</b>	19,776	64,272.00	(44,496)		19,386
109							<b>Recreational Assistants</b>	0	8,500.00	(8,500)		0
110							<b>Total District Employees Payroll Exp</b>	59,056	202,588	(143,532)		59,452
111							<b>Dock Maintenance</b>	185	400.00	(215)		0
112							<b>Drainage/ Nature Path/Trail Maintenance</b>	0	1,800.00	(1,800)		100
113							<b>Park Facility Maintenance</b>	628	6,000.00	(5,372)		1,044
114							<b>Parks &amp; Rec Cell Phones</b>	684	1,700.00	(1,016)		457
115							<b>Playground Maintenance</b>	333	2,000.00	(1,667)		0
116							<b>Pool Maintenance Contract</b>	4,800	19,600.00	(14,800)		6,400
117							<b>Pool Maintenance Repairs</b>	3,510	12,000.00	(8,490)		2,986
118							<b>Sec System Monitoring Contract</b>	0	240.00	(240)		60
119							<b>Security Repairs</b>	0	5,000.00	(5,000)		2,862

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through January 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Jan '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
120							<b>Total 57200 - Parks &amp; Recreation</b>	72,503	259,783	(187,280)		75,519
121							<b>58003- Future CIP Projects and Reserves</b>	184,979	283,972.00	(98,993)		13,477
122							<b>Total Expense</b>	362,557	904,282	(541,725)		232,711
123							<b>Revenue Less Expenses</b>	509,382	0	509,382		621,404
124							<b>Other Revenue/Expense</b>					
125							<b>Other Revenue</b>					
126							<b>SunTrust Credit Card Rewards</b>	1,474				
127							<b>FY 19-20 Carryover</b>	221,332		221,332		
128							<b>Total Other Revenue</b>	222,806	0	221,332		
129												
130							<b>Other Expense</b>					
131							<b>Unassigned CIP Projects</b>	0	221,332	(221,332)		
132							<b>Funding for District's Reserve Acct</b>	0	0	0		
133							<b>Total Other Expense</b>	0	221,332	(221,332)		
134							<b>Net Other Income</b>	221,332	(221,332)	221,332		
135							<b>Net Income</b>	730,714	(221,332)	730,714		

**Lake St. Charles CDD**  
**Property Manager Expense Report**

January 2021

	Type	Date	Memo	Account	Amount
<b>Ace Hardware</b>					
	Credit Card Charge	01/13/2021	Flex Tape	Club Facility Maintenance	12.99
	Credit Card Charge	01/19/2021	Gloves	Clubhouse Supplies	26.09
<b>Amazon.com</b>					
	Credit Card Charge	01/04/2021	cat5 connector	Misc. Landscape Maintenance	8.89
	Credit Card Charge	01/20/2021	Water transfer pump	Misc. Landscape Maintenance	108.44
<b>Home Depot</b>					
	Credit Card Charge	01/19/2021	Herbicide	Misc. Landscape Maintenance	207.33
<b>Winn Dixie</b>					
	Credit Card Charge	01/07/2021	Water	Clubhouse Supplies	43.92
				<b>TOTAL</b>	<b>407.66</b>