

Supervisor Packet for April 6, 2021 General Meeting

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

7:00 p.m., April 6, 2021

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

LSC CDD Staff

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

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	8. 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. March 2, 2021 Meeting Minutes b. Committee Meeting Minutes for March 2021 <ol style="list-style-type: none"> i. Treasurer’s Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. February 2021 Financial Statements d. March 2021 Property Manager Report e. March 2021 Facilities Monitor Report

7:20-7:35	9. AUDIT PRESENTATION FY 19-20 (15 Minutes)
7:35-7:45	10. COMMITTEE REPORTS (10 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer’s Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Peacock <ol style="list-style-type: none"> a. The Management Committee recommends a Motion to accept John Martini’s resignation as of March 30, 2021. b. The Management Committee recommends a Motion to formally promote Bryant Urbina to the Maintenance Team Lead Position. c. The Management Committee recommends a Motion to offer Edward Vargas the Full time maintenance position. Full time position will include full time PTO benefits and medical stipends. 4. Strategic Planning Committee – Committee Chair Brownlee
7:45- 7:55	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
7:55-8:05	12. PROPERTY MANAGER (10 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ol style="list-style-type: none"> 1. Property Management Report
8:05–8:10	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ol style="list-style-type: none"> 1. District Manager Report
8:10 –8:20	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:20	ADJOURN



Date: March 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
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, March 2, 2021 Consent Agenda consisting of the: February 2, 2021 General Meeting Minutes, the February Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the January 2021 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor February 2021 Activity Report [was distributed separately from the Supervisor Packet].
Motion passed 5 to 0
2. On **MOTION** by Supervisor Gianakos and second by Supervisor Nelson, the Board discussed purchasing bigger signage for the basketball courts rules. Motion was rescinded

3. On **MOTION** by Supervisor Gianakos and second by Supervisor Peacock, the Board approved to increase the playground project from \$184,555 to \$200,000. Motion passed 5 to 0
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to purchase 2 backless benches for the park in the amount of \$2,354.89. Motion passed 5 to 0
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board discussed having 2 tennis courts striped for pickle ball not to exceed \$1,000. Motion was rescinded
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved Residents Amy Soto & Kimberly Aguilar to hold a shredding event at the clubhouse parking lot on April 24, 2021 from 10AM to 12PM. Motion passed 5 to 0
7. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved to remove a dead tree branch from pond #24 not to exceed \$700. Motion passed 4 to 0 Supervisor Peacock abstained from voting
8. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved to allow a second week of swim lessons hosted by the YMCA only for Lake St. Charles residents. Motion passed 5 to 0
9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to extend the General Meeting to 8:25PM. Motion passed 5 to 0

Meeting adjourned at 8:17PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, March 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

Date: *Wednesday, March 16, 2021 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

The committee did not meet but supervisor Fannin was informed of the status of projects and activities.

To date, the playground project is still on track to start the week of April 12. The tree removal should occur the week of April 5 provided there are no issues with the tree permit. The playground concrete work is scheduled for the week of April 19. The playground should be completed by May 21 or 28 at the latest. The playground will be closed starting Monday April 12. An app announcement will be issued around April 9 to notify residents of the closing and to share the renderings and plan of the new playground and its estimated completion date.

I received information from the general contractor for the restroom site development that Hillsborough County has approved the project and in the process of writing the permit and its specific conditions. It should be in hand before April 12. Given this timing, it will be possible to complete the restroom at the same time as the playground- May 12 or 28.

Since both projects are anticipated to be completed at the same time, it would be nice to have a grand opening, ribbon-cutting event and invite the neighborhood. Planning a “picnic in the park” event for residents was suggested to the HOA since they have the authority to fund social activities. I believe they are working to make that happen.

The tennis court LED lights were installed, adjusted and work / look great.

The DEP lake grant is well underway and we hope to have approval of the work plan sometime in April or May. The anticipated commencement of related activities is expected to start in June. We are required to conduct an informational meeting for the stakeholders (residents) to explain the project, its technology, and expected outcome and conduct a Q & A afterwards. We have permission to do this live and with power point via zoom. It is intended that the power point presentation will be posted on our app for current and future residents to access.

The Hillsborough County grant will be completed around April 15 the benches are scheduled to arrive around April 15 and at that time the volunteers should be present to landscape the area and assemble and install the benches. Photographs will be taken and are a required submittal to complete the grant.

I have received pricing for all of the potential projects for next year’s CIP. Strategic Planning Committee will start this month to determine the budget and prioritize the projects for recommendation to the Board.

Management Committee Meeting Minutes

Date: *Thursday, March 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

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

Chairperson: *Supervisor Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The March Strategic Planning Committee meeting was canceled.

The committee will meet in April to commence planning, evaluation and prioritization of next year's CIP projects

Lake St. Charles CDD
Funds Statement
Dec '20 - Feb '21

	Dec '20	Jan '21	Feb '21	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	723,605	742,965	716,747	Cash
CenterState Bank Money Market	254,526	254,558	254,588	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	979,664	999,056	972,868	
Cash (Checking/Savings)				
CenterState Bank Checking	723,605	742,965	716,747	
CenterState Bank Money Market	254,526	254,558	254,588	
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	979,664	999,056	972,868	
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	979,664	999,056	972,868	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,526	254,558	254,588	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,526	254,558	254,588	

Lake St. Charles CDD Disbursement Authorization Report

February 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	03/02/2021	ADP	10000-CenterState Bank Checking	-9,984.44
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,629.98
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	570.99
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	42.27
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,984.44
Check	EFT/Auto	03/05/2021	TECO Electric	10000-CenterState Bank Checking	-2,824.00
				53100 - Electric Utility Svs	58.30
				53100 - Electric Utility Svs	57.15
				53100 - Electric Utility Svs	174.72
				53100 - Electric Utility Svs	832.50
				53100 - Electric Utility Svs	76.70
				53100 - Electric Utility Svs	1,109.61
				53100 - Electric Utility Svs	226.05
				53100 - Electric Utility Svs	46.71
				53100 - Electric Utility Svs	24.66
				53100 - Electric Utility Svs	22.06
				53100 - Electric Utility Svs	20.15
				53100 - Electric Utility Svs	19.67
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	19.49
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	19.87
				53100 - Electric Utility Svs	20.15

Lake St. Charles CDD Disbursement Authorization Report

February 2021

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.58
				53100 - Electric Utility Svs	19.49
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	-1.00
TOTAL					<u>2,824.00</u>
Check	EFT/Auto	03/08/2021	TECO Electric	10000-CenterState Bank Checking	-83.22
				53100 - Electric Utility Svs	83.22
TOTAL					<u>83.22</u>
Check	EFT/Auto	03/08/2021	TECO Gas Company	10000-CenterState Bank Checking	-581.26
				53200 - Gas Utility Services	581.26
TOTAL					<u>581.26</u>
Check	EFT/Auto	03/16/2021	ADP	10000-CenterState Bank Checking	-10,296.18
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	157.10
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,629.98
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	514.53
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	42.27
TOTAL					<u>10,296.18</u>
Bill Pmt -Check	EFT/Auto	03/19/2021	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
Bill	Monthly Maintenance	01/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL					<u>7,467.50</u>

Lake St. Charles CDD Disbursement Authorization Report

February 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	03/19/2021	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-850.00
Bill	Supply and install 2	03/02/2021		Fountain in Lake	850.00
TOTAL					<u>850.00</u>
Bill Pmt -Check	EFT/Auto	03/19/2021	Brandon Business Machines	10000-CenterState Bank Checking	-140.00
Bill	Scanning and printer	03/03/2021		Technology Services/Upgrades	140.00
TOTAL					<u>140.00</u>
Bill Pmt -Check	EFT/Auto	03/19/2021	Cushion Solutions, Inc.	10000-CenterState Bank Checking	-289.45
Bill	29592 Inv #	03/04/2021		Pool Maintenance Repairs	289.45
TOTAL					<u>289.45</u>
Bill Pmt -Check	EFT/Auto	03/19/2021	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
Bill	Dec Pond Mainten	12/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					<u>1,575.00</u>
Bill Pmt -Check	EFT/Auto	03/19/2021	Tuscan & Company, PA	10000-CenterState Bank Checking	-12,000.00
Bill	116728 Inv #	02/26/2021		Auditing Services	12,000.00
TOTAL					<u>12,000.00</u>
Bill Pmt -Check	EFT/Auto	03/19/2021	Verizon Wireless	10000-CenterState Bank Checking	-44.44
Bill	12-24-20 to 01-23-21	01/23/2021		Telephone	44.44
TOTAL					<u>44.44</u>
Bill Pmt -Check	EFT/Auto	03/19/2021	Verizon Wireless	10000-CenterState Bank Checking	-44.44

Lake St. Charles CDD Disbursement Authorization Report

February 2021

Type	Num	Date	Name	Account	Original Amount
Bill	01-24-21 to 02-23-21	02/23/2021		Telephone	44.44
TOTAL					<u>44.44</u>
Bill Pmt -Check	EFT/Auto	03/22/2021	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
Bill	Monthly Maintenance	03/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL					<u>7,467.50</u>
Bill Pmt -Check	EFT/Auto	03/22/2021	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
Bill	Mar Pond Mainten	03/01/2021		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					<u>1,575.00</u>
Bill Pmt -Check	EFT/Auto	03/25/2021	Hardeman Landscape Nursery, Inc	10000-CenterState Bank Checking	-4,394.00
Bill	Concrete for pond sl	03/05/2021		58003-Future CIP Projects & Res	4,394.00
TOTAL					<u>4,394.00</u>
Check	EFT/Auto	03/26/2021	ADP	10000-CenterState Bank Checking	-141.62
				Payroll Service Charge	11.80
				Payroll Service Charge	70.82
				Supervisor Payroll Service	59.00
TOTAL					<u>141.62</u>
Check	EFT/Auto	03/30/2021	ADP	10000-CenterState Bank Checking	-8,826.59
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	157.10
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,280.00
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	478.42

Lake St. Charles CDD
Disbursement Authorization Report

February 2021

Type	Num	Date	Name	Account	Original Amount
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	42.27
TOTAL					<u>8,826.59</u>
Check	EFT/Auto	03/31/2021	ADP	10000-CenterState Bank Checking	-130.85
				Payroll Service Charge	18.69
				Payroll Service Charge	112.16
TOTAL					<u>130.85</u>

Treasurer's Report - CenterState Account
February 2021
02/1/21 - 02/28/21

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						742,965.40
02/02/2021	EFT/Auto	ADP	P.E. 01-30-21	9,471.62		733,493.78
02/04/2021			Deposit		12,852.90	746,346.68
02/04/2021	EFT/Auto	TECO Electric	06980007400 Acct #	2,818.90		743,527.78
02/04/2021			Deposit		30.06	743,557.84
02/05/2021	EFT/Auto	TECO Electric	221005960721 Acct #	91.66		743,466.18
02/05/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	703.30		742,762.88
02/09/2021			Deposit		29.12	742,792.00
02/12/2021	EFT/Auto	ADP	573624854 Inv #	130.85		742,661.15
02/16/2021	EFT/Auto	ADP	P.E. 02-13-21	10,289.54		732,371.61
02/22/2021	EFT/Auto	Ameriscape Services		504.00		731,867.61
02/22/2021	EFT/Auto	Brandon Electric Inc.	11443 Inv #	258.14		731,609.47
02/22/2021	EFT/Auto	Buckeye Cleaning Center	90302418 Inv #	62.73		731,546.74
02/22/2021	EFT/Auto	Egis Insurance & Risk Advisors, LLC	Inv# 12773	83.00		731,463.74
02/22/2021	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#180	96.80		731,366.94
02/22/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00534602	225.00		731,141.94
02/22/2021	EFT/Auto	Staples	6011 1000 4086 310	30.43		731,111.51
02/22/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4256	560.84		730,550.67
02/22/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4255	1,600.00		728,950.67
02/22/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4274	975.35		727,975.32
02/22/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4277	557.05		727,418.27
02/22/2021	EFT/Auto	Ameriscape Services	INV# 141781	7,467.50		719,950.77
02/24/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00547855	1,575.00		718,375.77
02/24/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4291	1,600.00		716,775.77
02/24/2021	EFT/Auto	ADP	991000146955 Inv #	56.79		716,718.98
02/26/2021	EFT/Auto	ADP	574700692 Inv #	141.62		716,577.36
02/28/2021			Interest		169.47	716,746.83
				39,300.12	13,081.55	716,746.83

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Feb '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3			Revenue/Expense									
4			Revenue									
5					36100 - Interest Earnings							
6					Interest - General Fund		828	1,450	(622)			639
7					Total 36100 - Interest Earnings		828	1,450	(622)			639
8					General Fund Assessment-O&M							
9					General Fund Assessment Gross		924,076	958,146	(34,070)			915,514
10					GF Prop Tax Interest		30	0	30			175
11					GF Tax Collector Commissions		(17,748)	(19,163)	1,415			(17,586)
12					GF Tax Payment Discount		(36,687)	(38,326)	1,639			(36,191)
13					Total General Fund Assessment-O&M		869,671	900,657	(30,986)			861,912
14												
15					Total 36310 - Special Assessment		869,671	900,657	(30,986)			861,912
16					36311 - Excess Fees		7,307	0	7,307			7,460
17					36900 - Miscellaneous Revenues				0			
18					Other Misc Revenue		7,244	1,200	6,044			832
19					Rental		0	500	(500)			1,058
20					Pool Snack Vending		0	475	(475)			0
21					Total 36900 - Miscellaneous Revenues		7,244	2,175	5,069			1,890
22					Total Revenue		885,050	904,282	(19,232)			871,901
23												
25					Expense							
26					5110 - Legislative							
27					Employer Taxes		418	1,460	(1,043)			418
28					Special District Fees		175	175	0			175
29					Supervisor Fees		5,000	12,000	(7,000)			5,000
30					Supervisor Payroll Service		364	900	(536)			295
31					Total 5110 - Legislative		5,956	14,535	(8,579)			5,888

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Feb '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	13,000	13,500	(500)		1,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	20,536	53,394.00	(32,858)		20,136
38							Medical Stipend	1,000	2,400	(1,400)		800
39							Payroll Service Charge	201	465	(264)		206
40							Payroll Taxes - Employer Taxes	1,696	4,400	(2,704)		1,651
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	23,434	61,659	(38,225)		22,792
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							Total General Insurance	7,460	7,647	(187)		7,077
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	178	1,000.00	(822)		127
52							Postage	16	250.00	(234)		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	892	2,000.00	(1,108)		200
56							Telephone	1,138	3,100.00	(1,962)		1,131
57							Travel Per Diem	0	200.00	(200)		0
58							Website Development & Monitor	1,923	2,650.00	(727)		1,800
59							Total 51300 - Financial & Admin	52,154	102,202	(50,048)		40,032

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Feb '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	1,326	8,000	(6,674)		133
62							Total 51400 - Legal Counsel	1,326	8,000	(6,674)		133
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	63	1,000	(937)		0
65							Car Gas	216	1,500	(1,284)		181
66							Total 52100 - Law Enforcement	278	2,500	(2,222)		181
67							53100 - Electric Utility Svs	13,748	39,500.00	(25,752)		14,010
68							53200 - Gas Utility Services	2,222	4,000.00	(1,778)		2,071
69							53400 - Garbage/Solid Waste Svc	666	2,880.00	(2,214)		652
70							53600 - Water/Sewer Services	2,017	9,800.00	(7,783)		1,488
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	0	2,000.00	(2,000)		2,204
73							Ford F250 Maintenance & Repair	1,074	2,000.00	(926)		444
74							Fountain in Lake	500	3,000.00	(2,500)		0
75							Gas - Equipment	86	400.00	(314)		18
76							Gas - Truck	265	1,800.00	(1,535)		443
77							Irrigation Maintenance	2,283	10,000.00	(7,717)		4,769
78							Landscape Maintenance Contract	37,338	89,610.00	(52,273)		29,000
79							Misc. Landscape-Temporary Staff	0	3,000.00	(3,000)		0
80							Misc. Landscape Maintenance	4,827	10,500.00	(5,673)		4,170
81							Mulch	0	10,500.00	(10,500)		0
82							New Plantings	0	8,000.00	(8,000)		174
83							Pond & Stormwater Maint Contract	7,875	18,900.00	(11,025)		7,875
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	450	900.00	(450)		450

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Feb '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							Midge Treatment Contract	0	0	0		29,304
89							Total 53900 - Physical Environment	68,612	177,110	(108,498)		91,618
90							57200 - Parks & Recreation					
91							Auto Liability	733	755	(22)		715
92							Club Facility Maintenance					
93							Club Facility Maintenance	2,462	5,000	(2,538)		1,893
94							Clubhouse Supplies	936	2,300	(1,364)		483
95							Locks/Keys	0	100	(100)		0
96							Pool Snack Vending Items	0	300	(300)		0
97							Total Club Facility Maintenance	3,398	7,700	(4,302)		2,376
98							District Employees Payroll Exp					
99							Employer Workman Comp	5,221	9,000	(3,779)		5,700
100							Facilities Monitor	13,832	35,963.00	(22,131)		13,560
101							Medical Stipends	2,500	6,000.00	(3,500)		2,000
102							Payroll Service Charge	1,064	2,500.00	(1,436)		1,052
103							Payroll Taxes - Employer Taxes	4,798	13,500.00	(8,702)		5,057
104							Performance Stipend	0	2,600.00	(2,600)		0
105							Full-Time Hybrid Employee	10,079	28,122.00	(18,043)		9,871
106							Property Maintenance Part-Time	465	1,480.00	(1,015)		387
107							Property Maintenance Team Lead	14,051	30,651.00	(16,600)		11,563
108							Property Manager	24,720	64,272.00	(39,552)		24,232
109							Recreational Assistants	0	8,500.00	(8,500)		0
110							Total District Employees Payroll Exp	76,729	202,588	(125,859)		73,422
111							Dock Maintenance	185	400.00	(215)		0
112							Drainage/ Nature Path/Trail Maintenance	0	1,800.00	(1,800)		100
113							Park Facility Maintenance	1,179	6,000.00	(4,821)		1,585
114							Parks & Rec Cell Phones	795	1,700.00	(905)		457
115							Playground Maintenance	333	2,000.00	(1,667)		0
116							Pool Maintenance Contract	8,000	19,600.00	(11,600)		8,000

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Feb '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Pool Maintenance Repairs	6,578	12,000.00	(5,422)		5,042
118							Sec System Monitoring Contract	0	240.00	(240)		60
119							Security Repairs	100	5,000.00	(4,900)		5,806
120							Total 57200 - Parks & Recreation	98,031	259,783	(161,752)		97,564
121							58003- Future CIP Projects and Reserves	184,979	283,972.00	(98,993)		29,045
122							Total Expense	429,991	904,282	(474,291)		282,682
123							Revenue Less Expenses	455,059	0	455,059		589,220
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	676,391	(221,332)	676,391		

Lake St. Charles CDD
Property Manager Expense Report

February 2021

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Architectural Fountains, Inc.					
	Bill	03/02/2021	Supply and install 2 light Fountain in Lake		850.00
Buckeye Cleaning Center					
	Bill	03/12/2021	Hand sink soap	Clubhouse Supplies	62.73
				TOTAL	912.73