

LAKE BERNADETTE
Community Development District

Annual Operating Budget

Fiscal Year 2021

Adopted Budget
(Adopted - 08/25/2020)

Prepared by:



LAKE BERNADETTE

Community Development District

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LAKE BERNADETTE
Community Development District

Operating Budget
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET	THRU	AUG-	PROJECTED	BUDGET
			FY 2020	JUL-2020	SEP-2020	FY 2020	FY 2021
REVENUES							
Interest - Investments	\$ 11,387	\$ 29,441	\$ 10,000	\$ 9,609	\$ 1,922	\$ 11,531	\$ 13,000
Room Rentals	2,637	993	1,700	547	109	656	750
Interest - Tax Collector	61	146	150	961	192	1,153	100
Special Assmnts- Tax Collector	886,030	850,219	841,303	841,303	-	841,303	783,865
Special Assmnts- Delinquent	42,562	-	-	-	-	-	-
Special Assmnts- Discounts	(27,899)	(28,589)	(33,652)	(29,463)	-	(29,463)	(31,355)
Other Miscellaneous Revenues	(1)	4,968	-	2,530	506	3,036	1,250
Newsletter Ad	100	-	-	-	-	-	-
Access Cards	428	217	450	183	37	220	175
Amenities Revenue	168	325	550	-	-	-	175
Insurance Premium Rebate	-	-	1,000	-	1,000	1,000	1,000
Recreation Membership	1,650	1,550	1,450	-	500	500	500
TOTAL REVENUES	917,123	859,270	822,951	825,670	4,266	829,936	769,460

EXPENDITURES

Administrative

P/R-Board of Supervisors	8,200	8,400	10,000	8,815	1,185	10,000	10,000
FICA Taxes	627	643	765	658	107	765	765
ProfServ-Engineering	11,217	8,153	9,000	8,624	1,725	10,349	10,000
ProfServ-Legal Services	2,283	3,945	7,120	630	126	756	3,000
ProfServ-Mgmt Consulting Serv	52,882	54,468	56,102	46,752	9,350	56,102	57,785
ProfServ-Property Appraiser	150	150	150	150	-	150	150
Professional Fees	6,392	4,540	8,400	-	8,400	8,400	8,400
Auditing Services	4,250	4,250	6,500	4,250	-	4,250	6,500
Postage and Freight	1,103	468	300	351	70	421	300
Insurance - General Liability	11,452	17,397	16,698	19,752	-	19,752	18,368
Printing and Binding	930	245	300	84	17	101	200
Legal Advertising	2,825	1,512	1,800	997	199	1,196	300
Miscellaneous Services	-	-	1,080	1,020	204	1,224	1,000
Misc-Bank Charges	1,123	1,109	-	-	-	-	-

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET	THRU	AUG-	PROJECTED	BUDGET
			FY 2020	JUL-2020	SEP-2020	FY 2020	FY 2021
Misc-Assessmnt Collection Cost	13,554	14,903	16,826	16,398	-	16,398	15,677
Misc-Taxes	2,347	1,988	2,400	2,526	-	2,526	2,500
Misc-Web Hosting	-	3,512	3,065	2,146	919	3,065	3,065
Office Supplies	2,053	395	500	-	125	125	250
Annual District Filing Fee	200	175	175	175	-	175	175
Total Administrative	121,588	126,253	141,181	113,328	22,427	135,755	138,435
Field							
Payroll-General Staff	87,995	87,897	88,550	73,667	14,883	88,550	88,550
Payroll - Vacation Liability	-	3,794	-	-	-	-	-
FICA Taxes	6,732	6,724	6,775	5,636	1,139	6,775	6,775
Life and Health Insurance	10,470	10,465	10,536	10,669	2,134	12,803	10,536
Workers' Compensation	4,210	1,037	4,631	-	4,631	4,631	4,631
Contracts-Janitorial Services	9,533	7,875	10,550	6,525	1,305	7,830	8,000
Contracts-Security Services	86	1,694	2,000	1,158	232	1,390	2,000
Contracts-Landscape	48,300	48,300	48,300	40,250	8,050	48,300	48,300
Contracts-Roving Patrol	14,280	10,280	20,800	7,360	1,472	8,832	12,000
Travel	410	336	600	232	368	600	600
Communication - Telephone	569	725	780	613	123	736	850
Utility - Cable TV Billing	2,697	2,842	3,000	1,564	313	1,877	2,000
Electricity - General	15,908	16,756	18,000	12,664	2,533	15,197	16,000
Electricity - Streetlighting	38,224	38,696	38,000	31,755	6,351	38,106	39,000
Utility - Water	25,964	8,489	20,232	8,622	1,724	10,346	15,000
Utility - Gas	11,835	7,420	16,000	4,666	933	5,599	9,628
Utility - Refuse Removal	695	504	500	340	68	408	500
R&M-Air Conditioning	447	28	2,900	2,390	100	2,490	2,500
R&M-Buildings	6,761	6,881	9,350	7,916	1,583	9,499	6,821
R&M-Equipment	23,435	13,468	15,000	17,328	3,466	20,794	40,000
R&M-Fitness Equipment	-	-	-	-	-	-	5,000
R&M-Other Landscape	26,027	25,453	20,000	17,219	3,444	20,663	35,000
R&M-Irrigation	8,390	7,368	3,000	4,975	995	5,970	7,879
R&M-Lake	24,633	16,730	27,000	14,610	2,922	17,532	18,072

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET	THRU	AUG-	PROJECTED	BUDGET
			FY 2020	JUL-2020	SEP-2020	FY 2020	FY 2021
R&M-Pest Control	750	110	700	1,479	296	1,775	750
R&M-Pools	21,975	22,962	27,000	25,834	250	26,084	22,469
R&M-Wetland Monitoring	9,190	2,700	5,000	5,000	-	5,000	5,000
R&M - Pressure Washing	-	-	6,000	580	116	696	6,000
Road/Sidewalk Maintenance	18,759	21,032	11,260	5,025	250	5,275	5,000
Miscellaneous Services	-	279	500	5,813	1,163	6,976	2,500
Misc-News Letters	1,350	700	1,500	900	600	1,500	1,500
Misc-Contingency	4,522	13,570	3,340	171	34	205	1,500
Office Supplies	5,147	10,365	2,200	2,496	499	2,995	4,500
Cleaning Supplies	3,103	3,119	3,762	2,691	538	3,229	4,500
Op Supplies - Uniforms	-	427	500	188	38	226	400
Subscriptions and Memberships	-	2,345	1,004	2,495	499	2,994	7,000
Capital Outlay	137,063	324,098	180,000	131,764	48,236	180,000	126,000
Reserve - Clubhouse/Cabana	48,344	-	1,000	760	150	910	2,300
Reserve - Court Amenities	-	-	500	1,750	-	1,750	500
Reserve-Lake Embankm/Drainage	-	-	50,000	52,825	-	52,825	15,000
Reserve - Roadways	76,968	3,669	1,000	1,000	-	1,000	1,000
Reserve - Swimming Pools	3,889	-	20,000	11,112	8,888	20,000	20,000
Total Field	698,661	729,138	681,770	522,042	120,324	642,366	605,560
TOTAL EXPENDITURES	820,249	855,391	822,951	635,370	142,752	778,122	743,995
Excess (deficiency) of revenues							
Over (under) expenditures	96,874	3,879	-	190,300	(138,486)	51,814	25,465
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	-	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-
Net change in fund balance	96,874	3,879	-	190,300	(138,486)	51,814	25,465
FUND BALANCE, BEGINNING	1,005,944	1,102,818	1,106,697	1,106,697	-	1,106,697	1,158,511
FUND BALANCE, ENDING	\$ 1,102,818	\$ 1,106,697	\$ 1,106,697	\$ 1,296,997	\$ (138,486)	\$ 1,158,511	\$ 1,183,976

Budget Narrative
Fiscal Year 2021**REVENUES****Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts.

Room Rentals

The District receives fees for clubhouse rentals.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Access Cards

The District receives fees for pool access cards and keys.

Insurance Premium Rebate

Over payment of insurance premiums.

Recreation Membership

The District receives fees for non-resident memberships.

EXPENDITURES**Administrative****P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon supervisors attending all the meetings.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Budget Narrative
Fiscal Year 2021**EXPENDITURES - Administrative (continued)****Professional Services-Legal Services**

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Professional Services-Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Professional Services-Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budgeted amount for property appraiser costs is based on a flat fee of \$150.

Professional Fees

This includes the cost for project management.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter, including for a moderate increase.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Budget Narrative
Fiscal Year 2021**EXPENDITURES - Administrative (continued)****Miscellaneous-Bank Charges**

This includes monthly bank charges.

Miscellaneous-Assessment Collection Costs

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Miscellaneous-Web Hosting

This includes website maintenance.

Miscellaneous-Taxes

This includes stormwater fees.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

Field**Payroll-General Staff**

Payroll for employees utilized in the field for operations and maintenance of District assets.

FICA Taxes

Payroll taxes for employees.

Life and Health Insurance

Insurance for employees.

Budget Narrative
Fiscal Year 2021**EXPENDITURES - Field (continued)****Workers' Compensation**

Workers' compensation for employees.

Contracts-Janitorial Services

Expenses incurred for cleaning services for the District.

Contracts-Security Service

Expenses incurred for security services for the District.

Contracts-Landscape

The District currently has a contract with a landscape firm to provide landscaping services for the District.

Contracts-Roving Patrol

Expenses incurred for roving patrols for the District.

Travel

Reimbursement for mileage of field services personnel.

Communication-Telephone

Telephone charges incurred by the district.

Utility-Cable TV Billing

Cable TV usage for District.

Electricity-General

Electricity usage for District facilities and assets.

Electricity-Streetlighting

Streetlighting usage for District facilities and assets.

Utility-Water

Water irrigation usage for District facilities and assets.

Utility-Gas

Gas usage for District facilities and assets.

Budget Narrative
Fiscal Year 2021**EXPENDITURES – Field (continued)****Utility-Refuse Removal**

Refuse removal for District facilities.

R&M-Air Conditioning

The District periodically implements needed repairs to ensure maintenance of the air conditioning system.

R&M-Buildings

The District periodically implements needed repairs to ensure maintenance of the District buildings.

R&M-Equipment

The District periodically implements needed repairs to ensure maintenance of the District equipment.

R&M-Fitness Equipment

The District periodically implements needed repairs to ensure maintenance of the fitness equipment by Coastal Fitness.

R&M-Other Landscape

The District periodically adds items to enhance the landscape.

R&M-Irrigation

The District periodically implements needed repairs to ensure maintenance of the irrigation system.

R&M-Lake

This includes repairs and maintenance of the lakes to ensure proper flow and function of the storm water system.

R&M-Pest Control

This includes periodic application of pesticides to District facilities to ensure a pest free, safe and healthy environment.

R&M-Pools

The District currently utilizes a pool maintenance company to ensure the proper operations and maintenance of the swimming pools.

R&M-Wetland Monitoring

Expenses incurred for Wetland Monitoring and for needed maintenance.

R&M-Pressure Washing

Expenses incurred for Pressure cleaning of the district.

Budget Narrative
Fiscal Year 2021**EXPENDITURES – Field (Continued)****Miscellaneous Services**

The District will utilize contingency funds as needed for unforeseen and/or emergency expenditures.

Office Supplies

The District will provide necessary consumable supplies to operate District facilities.

Cleaning Supplies

The District will provide necessary consumable cleaning supplies to operate District facilities.

Operating Supplies-Uniforms

The District will provide uniforms for clubhouse staff.

Capital Outlay

The District will replace existing equipment or purchase new equipment for District facilities.

Reserve-Clubhouse/Cabana

The District will set aside funds to ensure repair and/or replacement of the clubhouse and cabana.

Reserve-Court Amenities

The District will set aside funds to ensure repair and/or replacement of the court amenities.

Reserve-Lake Embankment/Drainage

The District will set aside funds to ensure repair and/or replacement of the lake embankment and drainage.

Reserve-Roadways

The District will set aside funds to ensure repair and/or replacement of the roadways.

Reserve-Swimming Pools

The District will set aside funds to ensure repair and/or replacement of the swimming pools.

LAKE BERNADETTE

Community Development District

Exhibit "A" Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Anticipated Fund Balance-Fiscal Year 2021	\$ 1,158,511
Net Change in Fund Balance-Fiscal Year 2021	25,465
Reserves-Fiscal Year 2021 Additions	38,800
Total Funds Available (Estimated) - 09/30/2021	1,222,776

ALLOCATION OF AVAILABLE FUNDS

Nonspendable Fund Balance

Deposits	835
Subtotal	<u>835</u>

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	144,799 ⁽¹⁾
Reserves - Clubhouse/Cabana (prior years)	66,536 ⁽²⁾
FY 2020 Funding	1,000
FY 2020 Funding (Expenses)	(760)
FY 2021 Funding	2,300
	<u>69,076</u>
Reserves - Court Amenities	5,880 ⁽²⁾
FY 2020 Funding	500
FY 2020 Funding (Expenses)	(1,750)
FY 2021 Funding	500
	<u>5,130</u>
Reserves - Lake Embank/Drainage	76,612 ⁽²⁾
FY 2020 Funding	50,000
FY 2020 Funding (Expenses)	(52,825)
FY 2021 Funding	15,000
	<u>88,787</u>
Reserves - Roadways	18,693 ⁽²⁾

LAKE BERNADETTE

Community Development District

FY 2020 Funding	1,000	
FY 2020 Funding (Expenses)	(1,000)	
FY 2021 Funding	1,000	19,693
Reserves - Swimming Pools	46,459 ⁽²⁾	
FY 2020 Funding	20,000	
FY 2020 Funding (Expenses)	(11,112)	
FY 2021 Funding	20,000	75,347
	Subtotal	403,667

Total Allocation of Available Funds	403,667
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Total Unassigned (undesignated) Cash	\$ 819,110
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Notes

(1) Represents approximately 3 months of operating expenditures

(2) Reserve balance as of January 31, 2020, includes FY 2020 expenses

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET	THRU	PROJECTED	BUDGET
			FY 2020	JUL-2020	FY 2020	FY 2021
REVENUES						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	4,106	4,110	4,116	4,113	4,113	4,116
Special Assmnts- Discounts	(132)	(138)	(165)	(142)	(142)	(165)
TOTAL REVENUES	3,974	3,972	3,951	3,971	3,971	3,951
EXPENDITURES						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	80	79	82	79	79	82
Total Administrative	80	79	82	79	79	82
TOTAL EXPENDITURES	80	79	82	79	79	82
Excess (deficiency) of revenues						
Over (under) expenditures	3,894	3,893	3,869	3,892	3,892	3,869
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	3,894	-	3,869	-	-	3,869
TOTAL OTHER SOURCES (USES)	3,894	-	3,869	-	-	3,869
Net change in fund balance	3,894	3,893	3,869	3,892	3,892	3,869
FUND BALANCE, BEGINNING	1	3,895	7,788	7,788	7,788	11,680
FUND BALANCE, ENDING	\$ 3,895	\$ 7,788	\$ 11,657	\$ 11,679	\$ 11,680	\$ 15,549

Note:

1) 15 year assessment began on FY 2018 making FY 2032 the last assessable year.

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET FY 2020	THRU JUL-2020	PROJECTED FY 2020	BUDGET FY 2021
REVENUES						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	2,856	1,970	1,932	1,932	1,932	1,932
Special Assmnts- Discounts	(92)	(66)	(77)	(68)	(68)	(77)
TOTAL REVENUES	2,764	1,904	1,855	1,864	1,864	1,855
EXPENDITURES						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	54	38	39	38	38	39
Total Administrative	54	38	39	38	38	39
<i>Field</i>						
R&M-Roads	-	-	39	-	-	-
Total Field	-	-	39	-	-	-
TOTAL EXPENDITURES	54	38	78	38	38	39
Excess (deficiency) of revenues Over (under) expenditures	2,710	1,866	1,777	1,826	1,826	1,816
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	-	-	1,777	-	-	1,816
TOTAL OTHER SOURCES (USES)	-	-	1,777	-	-	1,816
Net change in fund balance	2,710	1,866	1,777	1,826	1,826	1,816
FUND BALANCE, BEGINNING	(1)	2,709	4,575	4,575	4,575	6,401
FUND BALANCE, ENDING	\$ 2,709	\$ 4,575	\$ 6,352	\$ 6,400	\$ 6,401	\$ 8,217

Note:

1) 15 year assessment began on FY 2018 making FY 2032 the last assessable year.

LAKE BERNADETTE
Community Development District

Supporting Budget Schedules
Fiscal Year 2021

LAKE BERNADETTE

Community Development District

Comparison of Assessment Rates Fiscal Year 2021 vs. Fiscal Year 2020

Product	General Fund 001 (O&M)			General Fund 002 (O&M)			General Fund 003 (O&M)			Total Assessments per Unit			Units
	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	
Double Eagle Court	\$875.83	\$940.00	-6.8%	\$98.00	\$98.00	0%	\$0.00	\$0.00	n/a	\$973.83	\$1,038.00	-6.2%	42
Janine Drive	\$875.83	\$940.00	-6.8%	\$0.00	\$0.00	n/a	\$69.00	\$69.00	0%	\$944.82	\$1,009.00	-6.4%	28
All Remaining Neighborhoods	\$875.83	\$940.00	-6.8%	\$0.00	\$0.00	n/a	\$0.00	\$0.00	n/a	\$875.83	\$940.00	-6.8%	825
													895