

**Westchester
Special Dependent District
June 20, 2023 Budget Hearing
AGENDA PACKAGE**

WESTCHESTER SPECIAL DEPENDENT DISTRICT.

Governing Body Members

Cyndi Moses, Vice President
Jessica Weiss, Secretary
Alain de Delva, Trustee
Tim Schultz, Trustee
Hernando Donosso, Trustee
Bryan Coward, Trustee
Kim Ankney, Trustee

Staff

Andrew P. Mendenhall, PMP, District Manager
Andrew Cohen, District Counsel

Budget Public Hearing Agenda

Tuesday, June 20, 2023 – 6:30 p.m.

- 1. Roll Call**
- 2. Audience Comments**
- 3. Fiscal Year 2023 Budget Public Hearing**
 - A. Public Hearing to Consider Adoption of the Budget for Fiscal Year 2024
 - B. Consideration of Resolution 2023-05, Adopting the Budget for Fiscal Year 2024
- 4. Adjournment**

District Office:
Inframark, Community Management Services
210 North University Drive, Suite 702
Coral Springs, Florida 33071
954-603-0033

Meeting Location:
Maureen B. Gauzza Regional Library
11211 Countryway Boulevard
Tampa, Florida 33626
813-273-3652

Third Order of Business

3A.

ESTIMATING FUND BALANCE

DISTRICT: WESTCHESTER SDD
 PERIOD ENDING: FY 2023

BUDGET CATEGORIES	Adopted FY 23 BUDGET	ACTUAL	PROJECT	TOTAL
REVENUES				
363.10 SPECIAL ASSESSMENTS (Note A)	\$88,054	\$82,933	\$2,243	\$85,176
366.00 DONATIONS				\$0
361.00 INTEREST	\$40	\$6,483	\$91	\$6,574
TOTAL GROSS REVENUES	\$88,094	\$89,416	\$2,334	\$91,750
MINUS 5%	-\$4,405			
PLUS:				
384.00 DEBT PROCEEDS				\$0
389.00 BEGINNING FUND BALANCE (Note B)	\$19,247	\$19,247	\$0	\$19,247
TOTAL REVENUES	\$102,936	\$108,663	\$2,334	\$110,997

EXPENDITURES:	Adopted FY 23 BUDGET	ACTUAL	PROJECT	TOTAL
31.00 PROFESSIONAL SERVICES	\$14,600	\$10,548	\$4,052	\$14,600
32.00 ACCOUNTING AND AUDITING	\$2,400	\$2,400	\$0	\$2,400
34.00 OTHER CONTRACTUAL SERVICES	\$40,340	\$27,856	\$13,932	\$41,788
40.00 TRAVEL AND PER DIEM				\$0
41.00 COMMUNICATION SERVICES	\$770	\$546	\$189	\$735
42.00 TRANSPORTATION SERVICES				\$0
43.00 UTILITY SERVICES	\$11,000	\$8,668	\$3,569	\$12,237
44.00 RENTALS AND LEASES				\$0
45.00 INSURANCE	\$5,975	\$5,728	\$0	\$5,728
46.00 REPAIR AND MAINTENANCE	\$33,505	\$1,400	\$80	\$1,480
47.00 PRINTING AND BINDING	\$50	\$1	\$49	\$50
49.00 OTHER CHARGES AND OBLIGATIONS	\$3,936	\$2,559	\$1,465	\$4,024
51.00 OFFICE SUPPLIES	\$50	\$0	\$50	\$50
52.00 OPERATING SUPPLIES				\$0
54.00 BOOKS AND PUBLICATIONS				\$0
TOTAL OP EXPENDITURES	\$112,626	\$59,706	\$23,386	\$83,092

CAPITAL OUTLAY	Adopted FY 23 BUDGET	ACTUAL	PROJECT	TOTAL
61.00 LAND				\$0
62.00 BUILDINGS				\$0
63.00 IMPROVEMENTS	\$0	\$0	\$0	\$0
64.00 MACHINERY AND EQUIPMENT				\$0
TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

DEBT SERVICE	Adopted FY 23 BUDGET	ACTUAL	PROJECT	TOTAL
71.00 PRINCIPAL				\$0
72.00 INTEREST				\$0
73.00 OTHER DEBT SERVICE COSTS				\$0
TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

ESTIMATING FUND BALANCE

NON-OPERATING	Adopted FY 23 BUDGET	ACTUAL	PROJECT	TOTAL
90.93 BUDGET TRANSFERS (Note C)		DO NOT USE		
90.99 RESERVE FOR FUTURE CAPITAL (Note C)				
90.99 RESERVE FOR CONTINGENCY (Note C)	\$0			
TOTAL NON-OPERATING	\$0			
TOTAL EXPEND AND NON-OPERATING	\$112,626	\$59,706	\$23,386	\$83,092

SUMMARY OF FY 22 FUND BALANCE	ACTUAL	PROJECT	TOTAL
FY 22 REVENUE: TOTAL =	\$108,663	\$2,334	\$110,997
MINUS: FY 22 EXPENDITURES: TOTAL =	\$59,706	\$23,386	\$83,092
ESTIMATED FUND BALANCE =	\$48,957	-\$21,052	\$27,905

NOTES:

- (A) In "ACTUAL" column, use actual amount deposited to district account by Tax Collector's Office.
- (B) In "ACTUAL" column, enter the total fund balance amount from FY 22 Annual Financial Report. This includes all amounts even those reserved for capital projects.
- (C) There can be NO direct expenditures from any of these categories.

ESTIMATING FUND BALANCE

DISTRICT NAME WESTCHESTER SDD

BUDGET CATEGORIES	FY 24 BUDGET
REVENUES	
363.10 SPECIAL ASSESSMENTS	\$81,850
366.00 DONATIONS	
361.00 INTEREST	\$150
TOTAL GROSS REVENUES	\$82,000
MINUS 5%	-\$4,100
PLUS:	
384.00 DEBT PROCEEDS	
389.90 EST BEGINNING FUND BALANCE	\$27,905
TOTAL REVENUES	\$105,805

EXPENDITURES:	FY 24 BUDGET
31.00 PROFESSIONAL SERVICES	\$14,600
32.00 ACCOUNTING AND AUDITING	\$2,400
34.00 OTHER CONTRACTUAL SERVICES	\$41,795
40.00 TRAVEL AND PER DIEM	\$0
41.00 COMMUNICATION SERVICES	\$770
43.00 UTILITY SERVICES	\$12,500
44.00 RENTALS AND LEASES	\$0
45.00 INSURANCE	\$6,301
46.00 REPAIR AND MAINTENANCE	\$23,528
47.00 PRINTING AND BINDING	\$50
49.00 OTHER CHARGES AND OBLIGATIONS	\$2,175
51.00 OFFICE SUPPLIES	\$50
52.00 OPERATING SUPPLIES	\$0
54.00 BOOKS AND PUBLICATIONS	\$0
TOTAL OP EXPENDITURES	\$104,168

CAPITAL OUTLAY	FY 24 BUDGET
61.00 LAND	
62.00 BUILDINGS	
63.00 IMPROVEMENTS	
64.00 MACHINERY AND EQUIPMENT	
TOTAL CAPITAL OUTLAY	\$0

DEBT SERVICE	FY 24 BUDGET
71.00 PRINCIPAL	
72.00 INTEREST	
73.00 OTHER DEBT SERVICE COSTS	
TOTAL DEBT SERVICE	\$0

NON-OPERATING	FY 24 BUDGET
99.01 BUDGET TRANSFERS	\$1,637
99.02 RESERVE FOR FUTURE CAPITAL	\$0
99.03 RESERVE FOR CONTINGENCY	\$0
TOTAL NON-OPERATING	\$1,637
TOTAL EXPEND AND NON-OPERATING	\$105,805

Revenues Minus Expenditures Equals **\$0**

ESTIMATING FUND BALANCE

BACKUP SCHEDULES
Show in the area below, how line items are calculated:

363.10	SPECIAL ASSESSMENTS	Single family - (\$67.77 x 368 units); non-single family parcels w/frontage - (\$14 x 5,830 units); non-single family parcels embedded w/other non-single family parcels - (\$67.77 x 11 units)
361.00	INTEREST	Based on 0.58% APY
31.00	PROFESSIONAL SERVICES	Legal fees (\$216.67 x 12); Management fees (\$1,000 x 12 months)
32.00	ACCOUNTING AND AUDITING	Prepare FY 23 audited statement (\$2,400)
34.00	OTHER CONTRACTUAL SERVICES	See Schedule #1
41.00	COMMUNICATION SERVICES	Postage (\$100); Wetsite Hosting (\$167.50 x 4)
43.00	UTILITY SERVICES	Water utilities (\$1,041.67 x 12)
45.00	INSURANCE	Commercial liability insurance
46.00	REPAIR AND MAINTENANCE	See Schedule #2
47.00	PRINTING AND BINDING	Agenda packages
49.00	OTHER CHARGES AND OBLIGATIONS	Legal ads (\$1,900); Annual District filing fee (\$175); Misc-Contingency (\$100)
51.00	OFFICE SUPPLIES	Miscellaneous supplies
99.03	RESERVE FOR CONTINGENCY	n/a

Schedule #1

Other Contractual Services	Lakes and Wetland services (\$273.60 x 12 months); Landscape services (\$2,954.33 x 12 months); Irrigation services (\$255 x 12 months)
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Schedule #2

Repair and Maintenance	R&M-General \$23,188; Fertilizer services (\$20 x 12 months); Misc-Contingency \$100
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WESTCHESTER
Special Dependent District

Annual Operating and Debt Service Budget
Fiscal Year 2024

Modified Tentative Budget:
(Printed on 6/12/23 at 8:15 AM)

Prepared by:



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Westchester
Special Dependent District

Operating Budget
Fiscal Year 2024

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUNE - SEPT-2023	PROJECTED FY 2023	BUDGET FY 2024
REVENUES						
Interest - Investments	\$ 75	\$ 40	\$ 182	\$ 91	\$ 273	\$ 150
Interest - Tax Collector	7	-	6,301	-	6,301	-
Special Assmnts- Tax Collector	74,947	88,054	85,811	2,243	88,054	81,850
Special Assmnts- Delinquent	-	-	-	-	-	-
Special Assmnts- Discounts	(2,871)	(4,405)	(2,878)	-	(2,878)	(4,100)
Other Miscellaneous Revenues	565	-	-	-	-	-
TOTAL REVENUES	72,723	83,689	89,416	2,334	91,750	77,900
OTHER FUNDING SOURCES						
Use of Fund Balance (Carry-over Balance)	-	(28,937)	-	-	-	27,905
TOTAL OTHER FUNDING SOURCES	-	(28,937)	-	-	-	27,905
TOTAL REVENUE AND OTHER FUNDING	72,723	54,752	89,416	2,334	91,750	105,805
EXPENDITURES						
<i>Administrative</i>						
ProfServ-Legal Services	1,015	2,600	2,548	52	2,600	2,600
ProfServ-Mgmt Consulting Serv	12,000	12,000	8,000	4,000	12,000	12,000
Auditing Services	2,400	2,400	2,400	-	2,400	2,400
Contract-Website Hosting	670	670	503	168	671	670
Postage and Freight	61	100	43	22	65	100
Insurance - General Liability	5,532	5,975	5,728	-	5,728	6,301
Printing and Binding	86	50	1	49	50	50
Legal Advertising	1,603	1,900	480	1,420	1,900	1,900
Misc-Assessmnt Collection Cost	1,442	1,761	1,784	45	1,829	1,637
Misc-Contingency	48	100	120	-	120	100
Office Supplies	-	50	-	50	50	50
Annual District Filing Fee	175	175	175	-	175	175
Total Administrative	25,032	27,781	21,782	5,805	27,587	27,983
<i>Field</i>						
Contracts-Lake and Wetland	3,093	3,188	2,181	1,094	3,275	3,283
Contracts-Landscape	34,158	34,092	23,635	11,817	35,452	35,452
Contracts-Irrigation	3,060	3,060	2,040	1,020	3,060	3,060
Utility - Water	10,525	11,000	8,668	3,569	12,237	12,500
R&M-General	6,431	33,165	389	-	389	23,188
R&M-Fertilizer	240	240	160	80	240	240
Misc-Contingency	315	100	851	-	851	100
Total Field	57,822	84,845	37,924	17,581	55,505	77,823
<i>Non-Operating</i>						
Reserve - Contingency	-	-	-	-	-	-
Total Non-Operating	-	-	-	-	-	-
TOTAL EXPENDITURES	82,854	112,626	59,706	23,386	83,092	105,805

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUNE - SEPT-2023	PROJECTED FY 2023	BUDGET FY 2024
Revenues minus Expenditures	(10,131)	(57,874)	29,710	(21,052)	8,658	0
Net change in fund balance	(10,131)	(28,937)	29,710	(21,052)	8,658	(27,905)
FUND BALANCE, BEGINNING	29,379	19,247	19,247	-	19,247	27,905
FUND BALANCE, ENDING	\$ 19,247	\$ (9,690)	\$ 48,957	\$ (21,052)	\$ 27,905	\$ 0

Budget Narrative
Fiscal Year 2024

REVENUES

Interest-Investments

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

Special Assessments-Tax Collector

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

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for timely payment of assessments. The budgeted amount for the fiscal year is at 5% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative**Professional Services-Legal Services**

The District's Attorney, Persson and Cohen 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. Also includes cost of Information Technology (GASB 54 Compliant Software System), transcription services, records management, and long-term offsite records storage. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the management agreement.

Auditing Services

The District is 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.

Contracts-Website Hosting

CDD website services (hosting, support, and training) and CDD ongoing PDF accessibility services to comply with new State Statutes. Innersync Studio, LTD manages the website.

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.

Printing and Binding

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

Legal Advertising

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

Budget Narrative
Fiscal Year 2024

EXPENDITURES

Administrative (Continue)**Miscellaneous-Assessment Collection Costs**

The District reimburses the Hillsborough County Tax Collector for 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 budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Miscellaneous-Contingency

This is for miscellaneous expenses that the District may incur.

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 to pay an annual fee of \$175 to the Florida Department of Economic Opportunity.

Field**Contracts-Lake and Wetland**

The District has a contract with Solitude Lake Management, LLC to maintain the lakes for the District.

Contracts-Landscape

The District has a contract with FL Landscapes & Lawns and Brightview Landscape Service, Inc. to maintain the landscape for the District.

Contracts-Irrigation

The District has a contract with FL Landscapes & Lawns and Brightview Landscape Service, Inc. to maintain the irrigation for the District.

Utility - Water

The District has monthly water expenses with B.O.C.C.

R&M-General

This is to cover non-contractual expenses of the District.

R&M-Fertilizer

This fertilizer service is by FL Landscapes & Lawns for the District.

Misc-Contingency

This is for miscellaneous expenses the District may incur.

Westchester
Special Dependent District

Supporting Budget Schedule
Fiscal Year 2024

**Comparison of Assessments Rates
Fiscal Year 2024 vs. Fiscal Year 2023**

Category	Product	General Fund 001			# of
		FY 2024	FY 2023	% Chg	Units/FF
1	Single Family	\$67.77	\$67.77	0%	368
2	Non-Single Family parcels with frontage on Countryway Blvd. within the boundaries of Westchester	\$14.00	\$14.00	0%	4454
3	Owned by HOAs, POAs, and Exempt Entities	\$0.00	\$0.00	n/a	21
4	Non-Single Family Parcels Embedded within Other Non-Single Family Parcels	\$67.77	\$67.77	0%	11
					4,854

3B.

**RESOLUTION 2023-05
FIXING SPECIAL ASSESSMENT FOR THE YEAR 2023 AND ADOPTING FY 2024 BUDGET**

Upon the motion by Trustee _____, seconded by Trustee _____, the following Resolution was adopted by _____ votes to _____ votes.

WHEREAS, WESTCHESTER SPECIAL DEPENDENT DISTRICT is a special dependent District duly established and operating pursuant to Ordinance #05-3, and,

WHEREAS, Ordinance #05-3 provided that the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has the right, power, and authority to levy a special assessment against all parcels of property situated within the District for purposes including but not limited to: MAINTAINING AND IMPROVING PUBLIC RIGHTS-OF-WAY AND COMMON PROPERTY; and

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has determined that the assessment for the year 2023 shall be in the amount of \$ _____; and,

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has had a duly advertised public hearing on the 20th day of June, 2023; and,

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has presented the proposed assessment and proposed budget to the residents and property owners of WESTCHESTER SPECIAL DEPENDENT DISTRICT at the public hearing; and,

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has heard discussion and comments from the public, if any.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTCHESTER SPECIAL DEPENDENT DISTRICT, THIS 20TH DAY OF June 2023:

1. That the above recitation of findings of fact is hereby incorporated into this Resolution.
2. The Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT approves the proposed budget for FY 24.
3. The Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT approves the proposed assessment of \$ _____ for year 2023. The assessments levied shall be pursuant to the following chart:
4. Upon adoption, this Resolution shall be transmitted by the Trustees, along with the approved budget and all other materials required by Hillsborough County to the Board of County Commissioners for their approval.

PRESIDENT: _____
Signature

ATTEST: _____
Signature