



Rizzetta & Company

Copperstone Community Development District

Board of Supervisors' Workshop Meeting April 30, 2024

**District Office:
2700 S. Falkenburg Road, Suite 2745
Riverview, Florida 33578
813-533-2950**

copperstonecdd.org

COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT AGENDA

Copperstone Clubhouse located at 8145 115th Ave. E, Parrish, FL 34219

Board of Supervisors	Tom Fretz Adam Bailey Ryan Stulman Michael Fondario Gerard Litrenta	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Attorney	Mark Barnebey	Blalock Walters
District Engineer	Antonio Serbia	Halff Associates, Inc.

All Cellular phones and pagers must be turned off while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813)-533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview, Florida · (813) 533-2950

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.copperstonecdd.org

**Board of Supervisors
Copperstone Community
Development District**

April 24, 2024

REVISED FINAL AGENDA

Dear Board Members:

The workshop meeting of the Board of Supervisors of the Copperstone Community Development District will be held on **Tuesday, April 30, 2024, at 6:30 p.m.** at the Copperstone Clubhouse located at 8145 115th Ave E., Parrish, Florida 34219. The following is the final agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
- 4. BUSINESS ITEMS**
 - A.** Consideration of Resolution 2024-03, Approving
Fiscal Year 2024-2025 Proposed Budget
and Setting a Public Hearing.....Tab 1
- 5. BUSINESS ADMINISTRATION**
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,

Matthew Huber

Matthew Huber
District Manager

Tab 1

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED PRELIMINARY 2024/2025 BUDGET AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Copperstone Community Development (“District”) was established by the Manatee County Commission, Florida; and

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the Copperstone Community Development District (the “Board”) the proposed operating budget for the Copperstone Community Development District Fiscal Year 2024/2025 (“Proposed Budget”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager to the District Budget to provide a budget for the operation, maintenance, and capital improvement of the District for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____, 2024

HOUR: ____:____ p.m., or as soon thereafter as may be heard

LOCATION: Copperstone Clubhouse
8145 115th Ave. E.
Parrish, FL 34219

3. **TRANSMITTAL OF PROPOSED BUDGET AMENDMENT TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County in accordance with Chapter 189, Florida Statutes.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, shall be posted within five (5) days after adoption, and shall remain on the website for at least two (2) years. If the District does not have its own website, the District's Secretary is directed to transmit the approved budget to the manager or administrator of Manatee County for posting on the County website.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 30th DAY OF APRIL 2024.

ATTEST:

**COPPERSTONE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Exhibit A



Rizzetta & Company

Copperstone Community Development District

www.copperstonecdd.org

Proposed Budget Fiscal Year 2024-2025

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Proposed Budget
Copperstone Community Development District
General Fund
Fiscal Year 2024/2025

	Chart of Accounts Classification	Actual YTD through 02/29/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
1	REVENUES							
2								
3	Interest Earnings							
4	Interest Earnings	\$ 42	\$ 101	\$ -	\$ 101	\$ -	\$ -	
5	Special Assessments							
6	Tax Roll	\$555,290	\$555,290	\$550,692	\$ 4,598	\$550,692	\$ -	
7								
8	TOTAL REVENUES	\$555,332	\$555,391	\$550,692	\$ 4,699	\$550,692	\$ -	
9								
10	Balance Forward from Prior Year	\$ -	\$ -	\$ 60,000	\$ (60,000)	\$ -	\$ (60,000)	See Reserve Fund Tab
11								
12	TOTAL REVENUES & BALANCE FORWARD	\$555,332	\$555,391	\$610,692	\$ (55,301)	\$550,692	\$ (60,000)	
13								
14	EXPENDITURES - ADMINISTRATIVE							
15								
16	Legislative							
17	Supervisor Fees	\$ 5,000	\$ 14,000	\$ 14,000	\$ -	\$ 14,000	\$ -	5 paid supervisors - 12 Meetings, 2 Workshops
18	Financial & Administrative							
19	Accounting Services	\$ 5,963	\$ 14,310	\$ 14,310	\$ -	\$ 14,310	\$ -	Based on Rizzetta Contract eff 10/01/23
20	Administrative Services	\$ 1,687	\$ 4,050	\$ 4,050	\$ -	\$ 4,050	\$ -	Based on Rizzetta Contract eff 10/01/23
21	Arbitrage Rebate Calculation	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
22	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	Based on Rizzetta Contract eff 10/01/23
23	Auditing Services	\$ -	\$ 3,185	\$ 3,185	\$ -	\$ 3,185	\$ -	BTEG&F contract - \$3,185
24	Disclosure Report	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	
25	District Engineer	\$ 5,281	\$ 24,750	\$ 25,000	\$ 250	\$ 25,000	\$ -	
26	District Management	\$ 8,513	\$ 20,430	\$ 29,970	\$ 9,540	\$ 20,430	\$ (9,540)	Based on Rizzetta Contract eff 10/01/23
27	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	Annual State Filing Fee
28	Financial & Revenue Collections	\$ 500	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	Based on Rizzetta Contract eff 10/01/23
29	Legal Advertising	\$ 213	\$ 511	\$ 500	\$ (11)	\$ 1,500	\$ 1,000	RFP for repairs & Admin related items
30	Miscellaneous Mailings	\$ -	\$ 1,106	\$ 1,000	\$ (106)	\$ 1,200	\$ 200	Mailed budget notices
31	Public Officials Liability Insurance	\$ 3,458	\$ 3,458	\$ 4,070	\$ 612	\$ 3,850	\$ (220)	Estimated increase from prior FY actuals
32	Tax Collector Fees	\$ -	\$ -	\$ 300	\$ 300	\$ -	\$ (300)	
33	Trustees Fees	\$ 7,071	\$ 8,081	\$ 6,100	\$ (1,981)	\$ 8,100	\$ 2,000	Based on FY23-24 actuals
34	Website Hosting, Maintenance, Backup	\$ 2,038	\$ 5,541	\$ 5,450	\$ (91)	\$ 5,450	\$ -	
35	Legal Counsel							
36	District Counsel	\$ 19,902	\$ 42,265	\$ 40,000	\$ (2,265)	\$ 35,000	\$ (5,000)	Based on current working items
37	Litigation Services	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 40,000	\$ (20,000)	Based on Counsel's advice
38								
39	Administrative Subtotal	\$ 64,801	\$150,062	\$216,310	\$ 6,248	\$184,450	\$ (31,860)	

Proposed Budget
Copperstone Community Development District
General Fund
Fiscal Year 2024/2025

	Chart of Accounts Classification	Actual YTD through 02/29/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
40								
41	EXPENDITURES - FIELD OPERATIONS							
42	Electric Utility Services							
43	Utility Services	\$ 5,091	\$ 12,518	\$ 12,650	\$ 132	\$ 12,650	\$ -	
44	Stormwater Control							
45	Aquatic Maintenance	\$ 11,284	\$ 27,582	\$ 27,600	\$ 18	\$ 27,600	\$ -	
46	Aquatic Plant Replacement	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
47	Fountain Service Repairs & Maintenance	\$ 10,694	\$ 25,666	\$ 10,000	\$ (15,666)	\$ 10,000	\$ -	One time epairs this year, not likely next year
48	Fountain Aeration Repairs and Maintenance	\$ 3,577	\$ 8,585	\$ 3,090	\$ (5,495)	\$ 3,090	\$ -	
49	Lake/Pond Bank Maintenance	\$ 4,200	\$ 10,080	\$ 17,500	\$ 7,420	\$ 5,000	\$ (12,500)	Major repairs to come from reserve fund
50	Midge Fly Treatments	\$ 6,180	\$ 14,832	\$ 12,730	\$ (2,102)	\$ 12,730	\$ -	Not expected to exceed contracted amt
51	Other Physical Environment							
52	General Liability Insurance	\$ 3,988	\$ 3,988	\$ 5,380	\$ 1,392	\$ 5,380	\$ -	
53	Irrigation Management Inspections	\$ 4,470	\$ 12,024	\$ 12,024		\$ 12,024	\$ -	Per Board's direction based on 60% of - \$20,040
54	Irrigation Repairs	\$ 654	\$ 19,070	\$ 22,500	\$ 3,430	\$ 19,485	\$ (3,015)	Less repairs expected next FY
55	Landscape - Mulch	\$ -	\$ 11,250	\$ 17,086	\$ 5,836	\$ 17,086	\$ -	Per Board's direction based on 60% of - \$28,476 Cepra Proposal 3/31/23
56	Landscape Maintenance	\$ 49,131	\$ 117,914	\$ 125,426	\$ 7,512	\$ 125,426	\$ -	Per Board's direction based on 60% of - \$192,384
57	Landscape Miscellaneous - Pump Inspection	\$ -	\$ -	\$ 4,104	\$ 4,104	\$ 4,104	\$ -	Per Board's direction based on 60% of - \$6,840
58	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ -	\$ 8,500	\$ 8,500	\$ 5,606	\$ (2,894)	
59	Property Insurance	\$ 6,066	\$ 6,066	\$ 4,595	\$ (1,471)	\$ 6,066	\$ 1,471	Estimated increase on actuals
60	Tree Trimming Services - Pruning	\$ -	\$ -	\$ 3,197	\$ 3,197	\$ 3,197	\$ -	Per Board's direction based on 60% of - \$5,328
61	Road & Street Facilities							
62	Decorative Street Light Maintenance and Repair	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	
63	Contingency							
64	Miscellaneous Contingency	\$ 1,600	\$ 3,840	\$ 2,000	\$ (1,840)	\$ 2,000	\$ -	
65	Pond Bank Erosion Loan	\$ 10,451	\$ 67,122	\$ 80,000	\$ 12,878	\$ 88,798	\$ 8,798	Pond Bank Erosion Loan (5 years remaining)
66	Pond Bank Erosion Repairs	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ (20,000)	Pond bank project paid from Reserve Funds
67								
68	Field Operations Subtotal	\$117,386	\$340,536	\$394,382	\$ 20,968	\$366,242	\$ (28,140)	
69								
70	TOTAL EXPENDITURES	\$182,187	\$490,599	\$610,692	\$ 27,215	\$550,692	\$ (60,000)	
71								
72	EXCESS OF REVENUES OVER EXPENDITURES	\$215,044	\$ 64,792	\$ -	\$ (28,086)	\$ -	\$ -	

**Proposed Budget
Copperstone Community Development District
Reserve Fund
Fiscal Year 2024/2025**

	Chart of Accounts Classification	Actual YTD through 02/29/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024 4	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
1								
2	REVENUES							
3	Interest Earnings							
4	Interest Earnings	\$ 2,900	\$ 6,960	\$0	\$ 6,960	\$ -	\$ -	
5	Special Assessments							
6	Tax Roll	\$85,468	\$ 85,468	\$ 85,468	\$ -	\$ 85,468	\$ -	
7								
8	TOTAL REVENUES	\$88,368	\$ 92,428	\$ 85,468	\$ 6,960	\$ 85,468	\$ -	
9								
10	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	
11								
12	TOTAL REVENUES & BALANCE FORWARD	\$88,368	\$ 92,428	\$ 85,468	\$ 6,960	\$105,468	\$ 20,000	
13								
14	EXPENDITURES							
15								
16	Contingency							
17	Bridge Repairs	\$ 6,750	\$ 16,200	\$ 45,000	\$ 28,800	\$ 45,000	\$ -	Bridge Repairs
18	Capital Reserves	\$ -	\$ -	\$ 40,468	\$ 40,468	\$ 60,468	\$ 20,000	Pond Bank Project
19								
20	TOTAL EXPENDITURES	\$ 6,750	\$ 16,200	\$ 85,468	\$ 69,268	\$105,468	\$ 20,000	
21								
22	EXCESS OF REVENUES OVER EXPENDITURES	\$81,618	\$ 76,228	\$ -	\$ 76,228	\$ -	\$ -	

Debt Service

Fiscal Year 2024/2025

Chart of Accounts Classification	Series 2019	Budget for 2024/2025
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$355,423.27	\$355,423.27
TOTAL REVENUES	\$355,423.27	\$355,423.27
EXPENDITURES		
Administrative		
Debt Service Obligation	\$355,423.27	\$355,423.27
Administrative Subtotal	\$355,423.27	\$355,423.27
TOTAL EXPENDITURES	\$355,423.27	\$355,423.27
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Manatee County Collection Costs (3%) and Early Payment Discounts (4%):

7.0%

GROSS ASSESSMENTS

\$382,175.56

Notes:

Tax Roll Collection Costs for Manatee County are 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less any Prepaid Assessments Received.

COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2024/2025 O&M Budget:		\$636,160.00	2023/2024 O&M Budget:	\$636,160.00
Collection Costs:	3%	\$20,521.29	2024/2025 O&M Budget:	\$636,160.00
Early Payment Discounts:	4%	\$27,361.72		
2024/2025 Total:		<u><u>\$684,043.01</u></u>	Total Difference:	<u><u>\$0.00</u></u>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
Townhome 20'	Series 2019 Debt Service	\$244.44	\$244.44	\$0.00	0.00%
	Operations/Maintenance	\$1,099.75	\$1,099.75	\$0.00	0.00%
	Total	\$1,344.19	\$1,344.19	\$0.00	0.00%
Single Family 55'	Series 2019 Debt Service	\$672.20	\$672.20	\$0.00	0.00%
	Operations/Maintenance	\$1,099.75	\$1,099.75	\$0.00	0.00%
	Total	\$1,771.95	\$1,771.95	\$0.00	0.00%
Single Family 65'	Series 2019 Debt Service	\$794.41	\$794.41	\$0.00	0.00%
	Operations/Maintenance	\$1,099.75	\$1,099.75	\$0.00	0.00%
	Total	\$1,894.16	\$1,894.16	\$0.00	0.00%

COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$636,160.00
COLLECTION COSTS @	3%	\$20,521.29
EARLY PAYMENT DISCOUNT @	4%	\$27,361.72
TOTAL O&M ASSESSMENT		\$684,043.01

UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT		
LOT SIZE	O&M	SERIES 2019 DEBT SERVICE ⁽¹⁾	EAU FACTOR ⁽²⁾	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	O&M ⁽²⁾	SERIES 2019 DEBT SERVICE ⁽³⁾	TOTAL ⁽⁴⁾
Townhome 20'	118	115	1.00	118.00	18.97%	\$129,770.22	\$1,099.75	\$244.44	\$1,344.19
Single Family 55'	368	366	1.00	368.00	59.16%	\$404,707.12	\$1,099.75	\$672.20	\$1,771.95
Single Family 65'	136	136	1.00	136.00	21.86%	\$149,565.67	\$1,099.75	\$794.41	\$1,894.16
Total	622	617		622.00	100.00%	\$684,043.01			

LESS: Manatee County Collection Costs (3%) and Early Payment Discounts (4%):

(\$47,883.01)

Net Revenue to be Collected:

\$636,160.00

⁽¹⁾ Reflects the number of total lots with Series 2019 debt outstanding.

⁽²⁾ This assessment table reflects an equal per unit O&M assessment approved by the Board of Supervisors.

⁽³⁾ Annual debt service assessment per lot adopted in connection with the Series 2019 bond issue. Annual assessment includes principal, interest, Manatee County collection costs and early payment discounts.

⁽⁴⁾ Annual assessment that will appear on November 2024 Manatee County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

GENERAL FUND BUDGET **ACCOUNT CATEGORY DESCRIPTION**

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second way is by Off Roll collection.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Master Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous fees throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

RESERVE FUND BUDGET **ACCOUNT CATEGORY DESCRIPTION**

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County. The second way is by Off Roll collection.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET **ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.