



Rizzetta & Company

**Paseo**

**Community Development District**

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**Approved Proposed Budget  
for  
Fiscal Year 2023/2024**

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Rizzetta & Company

**Approved Proposed Budget  
Paseo Community Development District  
General Fund  
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 04/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs	Comments
1								
2	<b>REVENUES</b>							
3								
4	Interest Earnings							
5	Interest Earnings	\$ 17,360	\$ 50,000	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	Projected due to FL Class
6	Special Assessments							
7	Tax Roll*	\$ 1,709,607	\$ 1,709,607	\$ 1,708,748	\$ 859	\$ 1,917,903	\$ 209,155	
8	Other Miscellaneous Revenues							
9	Miscellaneous Revenues	\$ 9,457	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	
10								
11	<b>TOTAL REVENUES</b>	<b>\$ 1,736,424</b>	<b>\$ 1,769,607</b>	<b>\$ 1,708,748</b>	<b>\$ 60,859</b>	<b>\$ 2,027,903</b>	<b>\$ 319,155</b>	
12								
13	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 1,736,424</b>	<b>\$ 1,769,607</b>	<b>\$ 1,708,748</b>	<b>\$ 60,859</b>	<b>\$ 2,027,903</b>	<b>\$ 319,155</b>	
14								
15	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</b>							
16								
17	<b>EXPENDITURES - ADMINISTRATIVE</b>							
18								
19	Legislative							
20	Supervisor Fees	\$ 4,800	\$ 11,000	\$ 12,000	\$ 1,000	\$ 12,000	\$ -	\$ 200.00 per meeting per Supervisor for 12 meetings per year.
21	Financial & Administrative							
22	Administrative Services	\$ 5,528	\$ 9,477	\$ 9,476	\$ (1)	\$ -	\$ (9,476)	Removed due to Coordinator addition
23	District Management	\$ 22,522	\$ 38,609	\$ 37,914	\$ (695)	\$ 100,957	\$ 63,043	
24	District Engineer	\$ 40,221	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -	
25	Disclosure Report	\$ 5,250	\$ 5,250	\$ 5,000	\$ (250)	\$ 5,000	\$ -	
26	Trustees Fees	\$ 4,041	\$ 4,041	\$ 5,000	\$ 959	\$ 4,040	\$ (960)	Trustees fees
27	Assessment Roll	\$ 5,408	\$ 5,408	\$ 5,408	\$ -	\$ 5,624	\$ 216	
28	Financial & Revenue Collections	\$ 3,154	\$ 5,407	\$ 5,408	\$ 1	\$ 5,624	\$ 216	
29	Accounting Services	\$ 14,420	\$ 24,720	\$ 24,720	\$ -	\$ 25,709	\$ 989	
30	Auditing Services	\$ -	\$ 3,825	\$ 3,825	\$ -	\$ 3,825	\$ -	As per Grau and Associates Agreement
31	Arbitrage Rebate Calculation	\$ 450	\$ 450	\$ 450	\$ -	\$ 450	\$ -	As per Agreement with AMTEC
32	Miscellaneous Mailings	\$ -	\$ 1,400	\$ 450	\$ (950)	\$ 450	\$ -	
33	Public Officials Liability Insurance	\$ 3,948	\$ 3,948	\$ 4,408	\$ 460	\$ 4,343	\$ (65)	As per Egis' estimate
34	Legal Advertising	\$ 393	\$ 393	\$ 300	\$ (93)	\$ 400	\$ 100	
35	Dues, Licenses & Fees							Department of Economic Opportunity Special District Filing Fee. Current actual includes permit fees for entry.
36	Tax Collector /Property Appraiser Fees	\$ 1,175	\$ 1,175	\$ 175	\$ (1,000)	\$ 175	\$ -	Lee County Property Appraiser Fees \$ 1.00 per parcel.
37	Website Hosting, Maintenance, Backup (and Email)	\$ 1,146	\$ 1,146	\$ 1,146	\$ -	\$ 1,146	\$ -	ADASC Agreement \$1200, Technology Services \$ 2,640.00
38	Legal Counsel							
39	District Counsel	\$ 29,870	\$ 51,206	\$ 47,000	\$ (4,206)	\$ 49,350	\$ 2,350	
40								
41	<b>Administrative Subtotal</b>	<b>\$ 146,805</b>	<b>\$ 210,934</b>	<b>\$ 206,160</b>	<b>\$ (4,774)</b>	<b>\$ 262,933</b>	<b>\$ 56,773</b>	
42								
43	<b>EXPENDITURES - FIELD OPERATIONS</b>							
44								
45	Security Operations							
46	Access System	\$ 8,022	\$ 13,752	\$ 21,360	\$ 7,608	\$ 34,300	\$ 12,940	TEM Agreements Kiosk Lease, Visitor Management Cloud Software, and overnight remote guard fees
47	Guard & Gate Facility Maintenance/Transponders	\$ 19,498	\$ 33,425	\$ 19,100	\$ (14,325)	\$ 35,000	\$ 15,900	Gate repairs
48	Guardhouse Maintenance							Rodent Services \$ 40.00 per quarter plus cleaning services \$ 916 per month. Quarterly pest control \$ 30.00 plus allowance for supplies
49	Misc. Operating Supplies	\$ 1,903	\$ 3,262	\$ 10,680	\$ 7,418	\$ 11,272	\$ 592	Supplies needed for guardhouse toner, paper, etc.
50	Security Services and Patrols	\$ 1,377	\$ 2,361	\$ 1,820	\$ (541)	\$ 1,820	\$ -	120 hours per week with Weiser Security Services plus holiday pay removing the night shift with remote guard for overnight shift.
51	Electric Utility Services							
52	Utility - Entry Gate System	\$ 8,516	\$ 14,599	\$ 12,300	\$ (2,299)	\$ 15,500	\$ 3,200	Based on AVG Actual
53	Utility - Trash Compactor	\$ 283	\$ 485	\$ 370	\$ (115)	\$ 520	\$ 150	Based on AVG Actual
54	Utility - Fountains	\$ 52,819	\$ 90,547	\$ 76,300	\$ (14,247)	\$ 90,000	\$ 13,700	Based on AVG Actual
55	Utility - Irrigation	\$ 35,478	\$ 60,819	\$ 42,800	\$ (18,019)	\$ 35,000	\$ (7,800)	Based on AVG Actual
56	Utility - Street Lights	\$ 12,304	\$ 21,093	\$ 20,310	\$ (783)	\$ 21,200	\$ 890	Based on AVG Actual
57	Garbage/Solid Waste Control Services							
58	Garbage - Compactor/Recycling	\$ 38,462	\$ 65,935	\$ 74,700	\$ 8,765	\$ 72,575	\$ (2,125)	Based on actual
59	Stormwater Control							
60	Fountain Service Repairs & Maintenance	\$ 23,827	\$ 40,846	\$ 24,000	\$ (16,846)	\$ 32,300	\$ 8,300	
61	Fountain Maintenance Contract							Quarterly Maintenance @ \$ 2,200 per quarter plus pressure washing at \$ 425 per quarter. As per new agreement with Superior.
62	Aquatic Maintenance	\$ 4,464	\$ 7,653	\$ 11,145	\$ 3,492	\$ 10,500	\$ (645)	Solitude Agreement including increase of 4%
63	Water Use/Quality Monitoring	\$ 16,391	\$ 28,099	\$ 28,346	\$ 248	\$ 29,552	\$ 1,205	Johnson Engineer Water Use Permit/Monitoring and Reporting
64	Lake/Pond Bank Maintenance	\$ 8,040	\$ 13,783	\$ 12,480	\$ (1,303)	\$ 12,660	\$ 180	
65	Preserve/Wetland Monitoring & Maintenance	\$ 1,895	\$ 3,249	\$ 5,000	\$ 1,751	\$ 5,000	\$ -	Earth Tech Environmental agreement \$ 20,000 plus Native Vegetation Trimming Once a year at \$ 26,130
66	Other Physical Environment	\$ 17,151	\$ 29,402	\$ 45,530	\$ 16,128	\$ 46,130	\$ 600	
67	General Liability Insurance	\$ 6,781	\$ 6,781	\$ 7,471	\$ 690	\$ 8,110	\$ 639	As per Egis' estimate
68	Property Insurance	\$ 22,520	\$ 22,520	\$ 23,917	\$ 1,397	\$ 32,892	\$ 8,975	As per Egis' estimate
69	Entry & Walls Maintenance	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	
70	Landscape Maintenance							As per Agreement with Pinnacle. Includes cost of servicing Pet Stations and all Esperanza CDD parcels.
71	Irrigation Repairs	\$ 180,242	\$ 305,710	\$ 306,822	\$ 1,112	\$ 319,096	\$ 12,274	
72	Hurricane Related Expenses	\$ 20,827	\$ 35,703	\$ 50,000	\$ 14,297	\$ 30,000	\$ (20,000)	Est.
73	Landscape - Mulch	\$ 179,356	\$ 179,356	\$ -	\$ (179,356)	\$ -	\$ -	
74	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 26,784	\$ 72,000	\$ 45,216	\$ 53,568	\$ (18,432)	As per Golden Gulf Proposal
75	Landscape - Annual Flower Replacement	\$ 20,021	\$ 34,322	\$ 40,000	\$ 5,678	\$ 40,000	\$ -	
76	Landscape Pest Control	\$ 4,670	\$ 8,400	\$ 15,000	\$ 6,600	\$ 8,000	\$ (7,000)	Switch to perennials per Board
77	Landscape Inspection Services	\$ 2,785	\$ 4,774	\$ 77,880	\$ 73,105	\$ 77,880	\$ -	OTC Injections as per Pinnacle bid.
78	Field Manager/Staffing Costs	\$ 5,950	\$ 10,200	\$ 10,200	\$ -	\$ 11,200	\$ 1,000	
79	Road & Street Facilities	\$ 33,850	\$ 58,029	\$ 76,124	\$ 18,095	\$ 80,389	\$ 4,265	
80	Gate Phone	\$ 4,350	\$ 7,457	\$ 5,400	\$ (2,057)	\$ 9,288	\$ 3,888	Gate/Field Manager Phone/Kiosk Internet

Proposed Budget  
Paseo Community Development District  
General Fund  
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 04/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs	Comments
81	Street Light Decorative Light Maintenance	\$ 4,313	\$ 7,394	\$ 20,000	\$ 12,606	\$ 15,000	\$ (5,000)	
82	Sidewalk Repair & Maintenance	\$ 23,569	\$ 40,404	\$ 3,700	\$ (36,704)	\$ 40,000	\$ -	For discussion with Board
83	Street Sign Repair & Replacement	\$ 1,189	\$ 2,038	\$ 4,000	\$ 1,962	\$ 4,000	\$ -	
84	Roadway Repair & Maintenance	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
85	Storm Sewer Cleanin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	To be included in asset review projects
86	Street/Sidewalk Cleaning	\$ 6,600	\$ 28,600	\$ 28,600	\$ -	\$ 28,600	\$ -	Annual pressure washing of sidewalks and cut outs
87	Parks & Recreation				\$ -			
88	Misc. Maintenance and Repair	\$ 11,527	\$ 19,761	\$ 5,000	\$ (14,761)	\$ 5,000	\$ -	Need to discuss Holiday Décor with Board
89	Contingency							
90	Capital Projects -See list	\$ 19,500	\$ 33,429	\$ 100,000	\$ 66,571	\$ 230,160	\$ 130,160	To be discussed
91	Capital Projects - Sod Replacement	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	
92	Capital Projects - Asset Review Projects	\$ 74,714	\$ 145,000	\$ 50,000	\$ (95,000)	\$ 161,307	\$ 111,307	To be discussed
93								
94	<b>Field Operations Subtotal</b>	<b>\$ 979,451</b>	<b>\$ 1,588,125</b>	<b>\$ 1,502,588</b>	<b>\$ (85,537)</b>	<b>\$ 1,764,970</b>	<b>\$ 226,082</b>	
95								
96	<b>Contingency for County TRIM Notice</b>							
97								
98	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,126,256</b>	<b>\$ 1,799,059</b>	<b>\$ 1,708,748</b>	<b>\$ (90,311)</b>	<b>\$ 2,027,903</b>	<b>\$ 319,155</b>	
99								
100	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 610,168</b>	<b>\$ (29,452)</b>	<b>\$ (0)</b>	<b>\$ (29,452)</b>	<b>\$ -</b>	<b>\$ 0</b>	



Paseo Community Development District

Debt Service

Fiscal Year 2023/2024

Chart of Accounts Classification	Series 2018	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
(1) Net Special Assessments	\$772,663.63	\$772,663.63
<b>TOTAL REVENUES</b>	<b>\$772,663.63</b>	<b>\$772,663.63</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$772,663.63	\$772,663.63
<b>Administrative Subtotal</b>	<b>\$772,663.63</b>	<b>\$772,663.63</b>
Principal Balloon Payment		
<b>TOTAL EXPENDITURES</b>	<b>\$772,663.63</b>	<b>\$772,663.63</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Lee County Collection Early Payment Discounts (4%): 4.00%

**Gross assessments \$804,857.95**

**Notes:**

Tax Roll Early Payment Discount for Lee County is 4.0% of Tax Roll.

Budgeted net of tax roll assessments. See Assessment Table.

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

**PASEO COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$2,228,842.49
Early Payment Discount @	4%	\$92,868.44
Tax Collector Fee (\$1.84 per parcel) <sup>(1)</sup>		\$2,108.64
2023/2024 Total		<u>\$2,323,819.57</u>

2022/2023 O&M Budget	\$1,940,687.04
2023/2024 O&M Budget	\$2,228,842.49
Total Difference	<u>\$288,155.45</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
<b>Bond Series 2018 Debt Service - Multi-Family</b>	\$524.34	\$524.34	\$0.00	0.00%
Operations/Maintenance	\$1,801.96	\$1,706.90	-\$95.06	-5.00%
Capital Project Assessment	\$0.00	\$355.83	\$355.83	N/A <sup>(2)</sup>
<b>Total</b>	<b>\$2,326.30</b>	<b>\$2,587.07</b>	<b>\$260.77</b>	<b>11.00%</b>
<hr/>				
<b>Bond Series 2018 Debt Service - Single Family</b>	\$1,048.67	\$1,048.67	\$0.00	0.00%
Operations/Maintenance	\$1,697.56	\$1,605.97	-\$91.59	-5.00%
Capital Project Assessment	\$0.00	\$355.83	\$355.83	N/A <sup>(2)</sup>
<b>Total</b>	<b>\$2,746.23</b>	<b>\$3,010.47</b>	<b>\$264.24</b>	<b>10.00%</b>
<hr/>				
<b>Bond Series 2018 Debt Service - Villa</b>	\$1,048.67	\$1,048.67	\$0.00	0.00%
Operations/Maintenance	\$1,697.56	\$1,605.97	-\$91.59	-5.00%
Capital Project Assessment	\$0.00	\$355.83	\$355.83	N/A <sup>(2)</sup>
<b>Total</b>	<b>\$2,746.23</b>	<b>\$3,010.47</b>	<b>\$264.24</b>	<b>10.00%</b>

<sup>(1)</sup> Lee County collection costs changed from \$1.45 per parcel/line to \$1.84 per parcel/line.

<sup>(2)</sup> Capital Project Assessment covers budgeted expenses associated with capital projects planned for Fiscal Year 2023-2024.

PASEO COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$1,764,801.05	TRASH COMPACTOR ASSESSMENT <sup>(1)</sup>		\$72,574.80	CAPITAL PROJECT ASSESSMENT		\$391,466.64
EARLY PAYMENT DISCOUNTS	4.0%	\$73,533.38	EARLY PAYMENT DISCOUNTS @	4.0%	\$3,023.95	EARLY PAYMENT DISCOUNTS @	4.0%	\$16,311.11
TAX COLLECTOR FEE (\$1.84 PER PARCEL) <sup>(6)</sup>		\$2,108.64						
<b>TOTAL O&amp;M ASSESSMENT</b>		<u>\$1,840,443.07</u>	<b>TOTAL TRASH COMPACTOR ASSESSMENT</b>		<u>\$75,598.75</u>	<b>TOTAL CAPITAL PROJECT ASSESSMENT</b>		<u>\$407,777.75</u>

LOT SIZE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT			ALLOCATION OF TRASH COMPACTOR ASSESSMENT <sup>(2)</sup>			ALLOCATION OF CAPITAL PROJECT ASSESSMENT <sup>(3)</sup>			PER LOT ANNUAL ASSESSMENT						
	O&M	SERIES 2018 DEBT SERVICE <sup>(1) (2)</sup>	EAU FACTOR	TOTAL	% TOTAL	TOTAL	EAU FACTOR	TOTAL	% TOTAL	TOTAL	EAU FACTOR	TOTAL	% TOTAL	TOTAL	O&M	CAPITAL PROJ. ASSESSMENT	SERIES 2018 DEBT SERVICE <sup>(4)</sup>	TOTAL <sup>(5)</sup>
				EAU's	EAU's	O&M BUDGET		EAU's	EAU's	TRASH COMP.		EAU's	EAU's	CAPITAL PROJ.				
Multi-Family (A-1)	271	268	1.00	271.00	23.65%	\$435,218.21	1.00	271.00	36.18%	\$27,352.82	1.00	271.00	23.65%	\$96,429.12	\$1,706.90	\$355.83	\$524.34	\$2,587.07
Multi-Family (A-2)	478	477	1.00	478.00	41.71%	\$767,654.26	1.00	478.00	63.62%	\$48,245.93	1.00	478.00	41.71%	\$170,085.31	\$1,706.90	\$355.83	\$524.34	\$2,587.07
Single Family (A-1)	137	135	1.00	137.00	11.95%	\$220,018.06	0.00	0.00	0.00%	\$0.00	1.00	137.00	11.95%	\$48,748.30	\$1,605.97	\$355.83	\$1,048.67	\$3,010.47
Single Family (A-2)	184	184	1.00	184.00	16.06%	\$295,498.71	0.00	0.00	0.00%	\$0.00	1.00	184.00	16.06%	\$65,472.17	\$1,605.97	\$355.83	\$1,048.67	\$3,010.47
Villa (A-2)	76	76	1.00	76.00	6.63%	\$122,053.82	0.00	0.00	0.00%	\$0.00	1.00	76.00	6.63%	\$27,042.85	\$1,605.97	\$355.83	\$1,048.67	\$3,010.47
	<u>1146</u>	<u>1140</u>		<u>1146.00</u>	<u>100.00%</u>	<u>\$1,840,443.07</u>		<u>749.00</u>	<u>100.00%</u>	<u>\$75,598.75</u>		<u>1146.00</u>	<u>100.00%</u>	<u>\$407,777.75</u>				

LESS: Lee County Collection Costs (\$1.84 per parcel / line) and Early Payment Discounts (4%):

(\$75,642.02)

(\$3,023.95)

(\$16,311.11)

Net Revenue to be Collected:

\$1,764,801.05

\$72,574.80

\$391,466.64

(1) Reflects 4 (four) Series 2018 Multi-Family prepayments and 2 (two) Single Family prepayments.

(2) Reflects the number of total lots with Series 2018 debt outstanding.

(3) Only the Multi-Family units have access to the trash compactor, therefore are the only units benefiting from that service.

(4) Annual debt service assessment per lot adopted in connection with the Series 2018 bond issues. Annual assessment includes principal, interest, Lee County collection costs and early payment discounts.

(5) Annual assessment that will appear on November 2023 Lee County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

(6) Lee County collection costs changed from \$1.45 per parcel/line to \$1.84 per parcel/line.



## 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.

**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.



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**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 service 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 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 prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent 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. The Collection Agent also maintains and updates the District's lien book(s) annually and 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 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.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights 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.



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**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.



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**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.

**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.

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### 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.

