

**FOUR SEASONS AT CRYSTALSPRINGS
COMMUNITY DEVELOPMENT DISTRICT**

District Office ♦ 2005 Pan Am Circle ♦ Suite 300 ♦ Tampa, Florida 33607 ♦ (813) 873-7300 ♦ Fax (813) 873-7070

June 9, 2023

Board of County Commissioners
20 North Main Street, Room 263
Brooksville, FL 34601



**Re: Four Seasons at Crystal Springs Community Development District
Proposed Fiscal Year 2024 Annual Operations Budget**

To Whom it May Concern,

Pursuant to Section 190.008 (2)(b) of the Florida Statutes, please find attached the Proposed Fiscal Year 2024 Operations Budget for the Four Seasons at Crystal Springs Community Development District, as prepared by District Management. A Public Hearing on the proposed budget has been approved by the District's Board and is hereby set for August 11, 2023.

If you have any questions, feel free to contact me at 813-873-7300.

Thank you,

Monica Alvarez
Administrative Assistant

Enclosure: FY 2024 Budget

2024

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024
PROPOSED ANNUAL OPERATING
BUDGET



June 9, 2023

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024 PROPOSED ANNUAL OPERATING BUDGET

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June 9, 2023

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Four Seasons at Crystal Springs Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2024, which begins on October 1, 2023. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2023 Final Operating Budget	Current Period Actuals 10/1/22 - 2/28/23	Projected Revenues & Expenditures 3/1/23 to 9/30/23	Total Actuals and Projections Through 9/30/23	Over/(Under) Budget Through 9/30/23
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance - Tax Roll	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	18,988.00	5,219.00	13,769.00	18,988.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	18,988.00	5,219.00	13,769.00	18,988.00	0.00
TOTAL REVENUES	\$18,988.00	\$5,219.00	\$13,769.00	\$18,988.00	\$0.00
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	0.00	0.00	0.00	0.00	0.00
TOTAL LEGISLATIVE	0.00	0.00	0.00	0.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Engineer	500.00	0.00	500.00	500.00	0.00
District Manager	6,000.00	2,500.00	3,500.00	6,000.00	0.00
ADA Website Compliance	2,900.00	0.00	1,500.00	1,500.00	(1,400.00)
Postage and Freight	25.00	7.00	18.00	25.00	0.00
Public Officials Insurance	2,819.00	0.00	2,663.00	2,663.00	(156.00)
Legal Advertising	675.00	196.00	54.00	250.00	(425.00)
Bank Fees	250.00	0.00	175.00	175.00	(75.00)
Email Hosting	544.00	0.00	544.00	544.00	0.00
Website Administration	1,153.00	625.00	0.00	625.00	(528.00)
Dues, Licenses, Subscriptions	175.00	175.00	2,725.00	2,900.00	2,725.00
TOTAL FINANCIAL & ADMINISTRATIVE	15,041.00	3,503.00	11,679.00	15,182.00	141.00
LEGAL COUNSEL					
District Counsel	500.00	0.00	500.00	500.00	0.00
TOTAL LEGAL COUNSEL	500.00	0.00	500.00	500.00	0.00
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	3,447.00	0.00	0.00	3,256.00	(191.00)
TOTAL OTHER PHYSICAL ENVIRONMENT	3,447.00	0.00	0.00	3,256.00	(191.00)
TOTAL EXPENDITURES	\$18,988.00	\$3,503.00	\$12,179.00	\$18,938.00	(\$50.00)
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$1,716.00	\$1,590.00	\$50.00	\$50.00

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2023 Final Operating Budget	Current Period Actuals 10/1/22 - 2/28/23	Projected Revenues & Expenditures 3/1/23 to 9/30/23	Total Actuals and Projections Through 9/30/23	Over/(Under) Budget Through 9/30/23	Fiscal Year 2024 Proposed Operating Budget	Increase / (Decrease) from FY 2023 to FY 2024
REVENUES							
SPECIAL ASSESSMENTS							
Operations & Maintenance - Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES							
Developer Contributions	18,988.00	5,219.00	13,769.00	18,988.00	0.00	18,988.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	18,988.00	5,219.00	13,769.00	18,988.00	0.00	18,988.00	0.00
TOTAL REVENUES	\$18,988.00	\$5,219.00	\$13,769.00	\$18,988.00	\$0.00	\$18,988.00	\$0.00
EXPENDITURES							
LEGISLATIVE							
Supervisor Fees	0.00	0.00	0.00	0.00	0.00	800.00	800.00
TOTAL LEGISLATIVE	0.00	0.00	0.00	0.00	0.00	800.00	800.00
FINANCIAL & ADMINISTRATIVE							
District Engineer	500.00	0.00	500.00	500.00	0.00	500.00	0.00
District Manager	6,000.00	2,500.00	3,500.00	6,000.00	0.00	6,000.00	0.00
ADA Website Compliance	2,900.00	0.00	1,500.00	1,500.00	(1,400.00)	1,500.00	(1,400.00)
Postage and Freight	25.00	7.00	18.00	25.00	0.00	25.00	0.00
Public Officials Insurance	2,819.00	0.00	2,663.00	2,663.00	(156.00)	3,100.00	281.00
Legal Advertising	675.00	196.00	54.00	250.00	(425.00)	675.00	0.00
Bank Fees	250.00	0.00	175.00	175.00	(75.00)	250.00	0.00
Email Hosting	544.00	0.00	544.00	544.00	0.00	544.00	0.00
Website Administration	1,153.00	625.00	0.00	625.00	(528.00)	1,128.00	(25.00)
Dues, Licenses, Subscriptions	175.00	175.00	2,725.00	2,900.00	2,725.00	175.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	15,041.00	3,503.00	11,679.00	15,182.00	141.00	13,897.00	(1,144.00)
LEGAL COUNSEL							
District Counsel	500.00	0.00	500.00	500.00	0.00	500.00	0.00
TOTAL LEGAL COUNSEL	500.00	0.00	500.00	500.00	0.00	500.00	0.00
OTHER PHYSICAL ENVIRONMENT							
Property & Casualty Insurance	3,447.00	0.00	0.00	3,256.00	(191.00)	3,791.00	344.00
TOTAL OTHER PHYSICAL ENVIRONMENT	3,447.00	0.00	0.00	3,256.00	(191.00)	3,791.00	344.00
TOTAL EXPENDITURES	\$18,988.00	\$3,503.00	\$12,179.00	\$18,938.00	(\$50.00)	\$18,988.00	\$0.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$1,716.00	\$1,590.00	\$50.00	\$50.00	\$0.00	\$0.00

FISCAL YEAR 2024
PROPOSED ANNUAL OPERATING BUDGET

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Miscellaneous Administration

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the District's official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity

Garbage/Solid Waste Control Services

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

Water-Sewer Combination Services

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

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GENERAL FUND 001

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Property Taxes

This item is for property taxes assessed to lands within the District.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Pool Maintenance

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

Clubhouse Maintenance

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

Security System

This item is for the alarm system and monitoring at the clubhouse.