



Rizzetta & Company

# **Long Lake Ranch Community Development District**

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## **Board of Supervisors' Meeting May 7, 2020**

**District Office:  
9428 Camden Field Parkway  
Riverview, FL 33578  
813-533-2950**

**[www.longlakeranchcdd.org](http://www.longlakeranchcdd.org)**

# **LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd., Lutz, FL 33558

<b>Board of Supervisors</b>	James Koford	Chair
	William Pellan	Vice Chair
	Andrew Kimpland	Assistant Secretary
	Michael Leonard	Assistant Secretary
	John Twomey	Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Sarah Sandy	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Phil Chang	Johnson Engineering

**All cellular phones must be placed on mute during conference, except for participating in the meeting discussion.**

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.

**LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 9428 CAMDEN FIELD PKWY • RIVERVIEW, FL 33578**  
[www.longlakeranchcdd.org](http://www.longlakeranchcdd.org)

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April 30, 2020

**Board of Supervisors  
Long Lake Ranch Community  
Development District**

**REVISED AGENDA**

Dear Board Members:

The meeting of the Board of Supervisors of the Long Lake Ranch Community Development District will be held on **Thursday, May 7, 2020 at 6:30 PM** by means of communications media technology via telephonic pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A. Landscaping & Irrigation**
    - i. Field Inspection Report.....Tab 1
    - ii. Yellowstone April 24, 2020 Inspection.....Tab 2
    - iii. Consideration of Yellowstone Proposals
      - a. Bahia Replacement.....Tab 3
      - b. Foxtail Pool Drain Rock.....Tab 4
      - c. Primrose Annual Replacement Aquatics Services.....Tab 5
      - d. Top Choice Application.....Tab 6
    - iv. Ratification of Yellowstone Proposal for Spring – Summer Annuals.....Tab 7
    - v. Ratification of Yellowstone Proposal for Palm OTC Injections...Tab 8
  - B. Aquatic Services**
  - C. District Engineer**
  - D. District Counsel**
  - E. Clubhouse Manager.....Tab 9**
  - F. District Manager**
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Meeting held on March 5, 2020.....Tab 10**
  - B. Consideration of Minutes of Budget Workshop Meeting Held on March 5, 2020.....Tab 11**
  - C. Consideration of Operations & Maintenance Expenditures for February and March 2020.....Tab 12**
- 5. BUSINESS ITEMS**
  - A. Consideration of Termination of Cost Share Agreement.....Tab 13**
  - B. Consideration of Amenity Proposals.....Tab 14**
  - C. Presentation of Johnson Engineering ADA Assessment Report.....Tab 15**
  - D. Consideration of Resolution 2020-05; Re-designating District Secretary.....Tab 16**
  - E. Presentation of Fiscal Year 2020-2021 Proposed Budget.....Tab 17**
    - 1. Option 1: Consideration of Resolution 2020-04; Approving Proposed Budget and Setting the Public Hearing.....Tab 18a**
    - 2. Option 2: Consideration of Resolution 2020-04; Approving Proposed Budget; Setting Public Hearing on the Budget; Declaring O&M Assessments; Setting Public Hearing on the O&M Assessments.....Tab 18b**

F. Consideration of Resolution 2020-06; Notice of Qualifying Period  
for General Election.....Tab 19

6. AUDIENCE COMMENTS

7. SUPERVISOR REQUESTS

8. 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) 933-5571.

Sincerely,  
*Bryan Radcliff*  
Bryan Radcliff  
District Manager

## **Tab 10**

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MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

## LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Long Lake Ranch Community Development District was held on **Thursday, March 5, 2020 at 6:00 p.m.** at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

Present and constituting a quorum:

James Koford	<b>Board Supervisor; Chair</b>
Bill Pellan	<b>Board Supervisor; Vice Chair</b>
Andrew Kimpland	<b>Board Supervisor; Assistant Secretary</b>
Michael Leonard	<b>Board Supervisor; Assistant Secretary</b>
John Twomey	<b>Board Supervisor; Assistant Secretary</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co, Inc.</b>
Sarah Sandy	<b>District Counsel; Hopping Green &amp; Sams (via phone)</b>
Phil Chang	<b>District Engineer; Johnson Engineering</b>
Justin Lawrence	<b>Clubhouse Manager</b>

Audience

## FIRST ORDER OF BUSINESS

## Call to Order

Mr. Radcliff called the meeting to order and called the roll, confirming a quorum.

## SECOND ORDER OF BUSINESS

## Audience Comments

A resident commented on fence work within the district. Another resident commented on some damaged trees at Sunlake just North of Roseatte.

## THIRD ORDER OF BUSINESS

## Staff Reports

**A. Field Manager – Landscape and Irrigation****1. Field Inspection Report**

Mr. Radcliff presented the Field Inspection Report to the Board. Topics discussed were grass needed at Pavilion around patio, status of the Jasmine installation, and a “line of sight” issue at Nightshade and Sunlake.

**B. Aquatics Services**

No report presented.

**C. District Engineer**

Mr. Chang presented his District Engineer's Report to the Board. Topics discussed included ADA compliance and status of a water leak in the parking lot. The Board approved a motion to authorize Mr. Chang to conduct research and prepare a report on ADA compliance issues within the District.

On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved Mr. Chang to conduct research and prepare a report on ADA compliance issues within the District, for the Long Lake Ranch Community Development District.

**D. District Counsel**

No report presented.

(Mr. Chang left the meeting at 6:51 p.m.)

**E. Clubhouse Manager**

Mr. Lawrence presented his Clubhouse Manager's Report to the Board.

**F. Mr. Radcliff reminded the Board the next meeting is scheduled for Thursday, April 2, 2020 at 6:00 p.m. at the Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd., Lutz FL 33558.**

The Proposed Budget meeting will be May 7, 2020 and the Final Budget meeting will be July 9, 2020.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Audit Review committee  
Meeting held on February 6,  
2019**

The Board approved the Minutes of the Audit Review Committee Meeting held on February 6, 2019, as presented.

On a motion by Mr. Pellan, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the Audit Committee Minutes from February 6, 2019, as presented, for the Long Lake Ranch Community Development District.

**FIFTH ORDER OF BUSINESS****Consideration of Operations and  
Maintenance Expenditures for  
January 2020**

The Board approved the Operations and Maintenance Expenditures for January 2020 (\$71,954.42). The Board also requested pool service proposals for the next meeting.

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for January 2020 (\$71,954.42), for the Long Lake Ranch Community Development District.

**SIXTH ORDER OF BUSINESS****Consideration of Trellis  
Repair/Replacement Proposals**

The Board approved a motion to select the proposal from Allied Wrecking for demolishing and removal of four (4) pergolas from the District.

On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved the proposal from Allied Wrecking for demolishing and removal of four (4) pergolas from the District, for the Long Lake Ranch Community Development District.

**SEVENTH ORDER OF BUSINESS****Consideration of the Aquatics  
Agreement**

The Board approved the updated Aquatics Agreement including fish stocking.

On a motion by Mr. Leonard, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the updated Aquatics Agreement including fish stocking, for the Long Lake Ranch Community Development District.

**EIGHTH ORDER OF BUSINESS****Consideration of Easement  
Encroachment Agreement**

Ms. Sandy presented the Easement Encroachment Agreement to the Board. A conversation ensued between the Board, District Counsel, and the District Engineer. The Board approved the Easement Encroachment Agreement, subject to only requiring payment of fees incurred to date (\$1363.50) and remaining fees paid as incurred.



On a motion by Mr. Pellan, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the Easement Encroachment Agreement, subject to only requiring payment of fees incurred to date (\$1363.50) and remaining fees paid as incurred.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

A resident commented on the status of some mailbox repairs at the pavilion.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Koford:

- a. Commented on the status of an illegally parked vehicle in the District.
- b. Requested addition towing signs be installed.
- c. Commented on the desire to have more respect and/or decorum from residents at Board meetings.

Mr. Pellan requested proposals for internet, cable and phone.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors adjourned the meeting at 7:25 p.m. for the Long Lake Ranch Community Development District.

Assistant Secretary

Chair / Vice Chair

## **Tab 11**

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

The Budget Workshop meeting of the Board of Supervisors of the Long Lake Ranch Community Development District was held on **Thursday, March 5, 2020 at 3:00 p.m.** at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

**Present:**

James Koford	<b>Board Supervisor; Chair</b>
Bill Pellam	<b>Board Supervisor; Vice Chair</b>
Andrew Kimpland	<b>Board Supervisor; Assistant Secretary</b>
Michael Leonard	<b>Board Supervisor; Assistant Secretary</b>
John Twomey	<b>Board Supervisor; Assistant Secretary</b>

**Also present were:**

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co, Inc.</b>
Sarah Sandy	<b>District Counsel; Hopping Green &amp; Sams</b> <i>(via telephone)</i>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Radcliff called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Discussion of Fiscal Year 2020-2021 Proposed Budget**

Mr. Radcliff reviewed a first draft of the Proposed Budget for FY 20/21. After reviewing all line items, the Board discussed the different options available and made the subsequent changes.

**THIRD ORDER OF BUSINESS**

**Adjournment**

Mr. Radcliff adjourned the meeting at 5:14 p.m. for the Long Lake Ranch Community Development District Workshop.

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

## **Tab 14**



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# **Long Lake Ranch Community Development District**

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## **Proposal for Amenity Management Services**

**Presented by: Rizzetta & Company, Inc.**

**3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614  
813.514.0400**

**[rizzetta.com](http://rizzetta.com)**

## Table of Contents

	<u>Page</u>
<b>About Rizzetta Amenity Services</b>	<b>2</b>
<b>Rizzetta Amenity Services Management Team</b>	<b>3</b>
<b>Scope of Services</b>	<b>5</b>
<b>Schedule of Fees</b>	<b>8</b>



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## About Rizzetta Amenity Services

### **AMENITY MANAGEMENT SERVICES:**

Rizzetta Amenity Services, Inc., ("Consultant") is an affiliate of Rizzetta & Company, Inc., which offers an extensive menu of amenity management services for both Community Development Districts and Community Associations.

We provide professional onsite management services for amenity facilities in both Community Development Districts and Community Associations. Our amenity management services are customized and cost effective to meet our client's needs. We offer creative and diverse programs which include numerous activities for both children and adults. We currently manage over thirty amenity facilities throughout Florida with combined annual operating budgets in excess of four million dollars.

Please see our complete listing of amenity management services below:

- ✓ **Pre-Opening Services**
- ✓ **Onsite Management Services**
- ✓ **Recreation Management Services**
- ✓ **Lifestyle Programming and Activities**



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## Rizzetta Amenity Services Management Team



### **Scott V. Smith, Regional Manager, Community Services**

Scott Smith is the Regional Manager, Community Services for Rizzetta & Company Inc. He is responsible for the management and oversight of the Community Services Department, this includes all Field Services and Amenity Services for the company.

Mr. Smith most recently served as Manager, Business Development where he was responsible for market share growth, client relations, branding and marketing.

Prior to that he served as Amenity Services Manager overseeing and supporting the amenity management staff. He also served as onsite Director of Operations for the MiraBay Home Owners Association. Mr. Smith started with the company in 2006 as an Associate District Manager in the Wesley Chapel office.

Prior to joining Rizzetta & Company, Inc., Mr. Smith worked for Universal Studios Florida as a General Operations and Procedures trainer for 4 years. Following this, Mr. Smith worked as a Sales Manager for both The Florida Aquarium and Yacht Starship in Tampa, Florida where he was responsible for securing private event contracts for the corporate and convention markets. During this time he worked closely with Visit Tampa Bay and partners to help promote Tampa as a destination for potential convention groups.

Mr. Smith attended Full Sail, Center for the Recording Arts in Winter Park, FL. with a major in Film and Video Production. He is also a Licensed Real Estate Agent in the State of Florida.

Mr. Smith can be reach at the following office location:

**Citrus Park Office  
12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: 813.933.5571  
Email: [ssmith@rizzetta.com](mailto:ssmith@rizzetta.com)**



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### **Gregg Gruhl, Manager, Amenity Services**

Gregg Gruhl is the Manager, Amenity Services for Rizzetta & Company, Inc., and oversees and supports the onsite facility management staff for Rizzetta Amenity Services, Inc. (RASI). He was named to the position in April 2016. Mr. Gruhl most recently served as Clubhouse and Amenity Manager for the Country Walk community in Wesley Chapel, Florida. Mr. Gruhl started with Rizzetta Amenity Services in May of 2011 as a Clubhouse and Amenity Manager for the Carriage Point community in Gibsonton, Florida.

Prior to joining Rizzetta Amenity Services Mr. Gruhl served as the Region 3 Tennis Program Coordinator for USTA Florida where he developed the strategic marketing for Adult & Junior League tennis in the USTA Florida Section Region 3 including more than 30 tennis leagues and involving more than 7,000 players.

Prior to that Mr. Gruhl was also the Chief Operating Officer and founding partner of GL Sports Entertainment planning and directing event operations as well as sponsorship sales. He has a wide variety of event experience that ranges from the USTA Pro Circuit, ABA, AVP and Indy Car to MMA, Boxing and Soccer.

In 2005 Mr. Gruhl opened the \$12 million dollar Sports & Field Athletic Club in Wesley Chapel assuming a double duty role by not only being the General Manager of the facility, but also the General Manager of the Tampa Bay Strong Dogs a member of the American Basketball Association. A team owned by Sports & Field.

Mr. Gruhl is also a former Athletic Director of Tampa's prestigious Harbour Island Athletic Club, after serving 22 years as the Director of Tennis at Northdale Golf and Tennis Club. Mr. Gruhl received his Bachelor of Arts from the University of South Florida in 1981. He is one of 3 Founders of the CHAMPS Middle School Foundation.

Mr. Gruhl can be reach at the following office location:

**Citrus Park Office  
12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: 813.933.5571  
Email: [ggruhl@rizzetta.com](mailto:ggruhl@rizzetta.com)**



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## Scope of Services

### INTRODUCTION:

Rizzetta Amenity Services, Inc. ("Consultant"), at the request of the Long Lake Ranch Community Development District ("District") is providing a proposal for professional Amenity Management Services. These services are listed by the following categories:

- **MANAGEMENT**
- **PERSONNEL**
- **RESPONSIBILITIES**
- **ADDITIONAL SERVICES**
- **LITIGATION SUPPORT SERVICES**

A detailed description of these services is provided below:

### MANAGEMENT:

Rizzetta Amenity Services, Inc. shall provide expert general management and oversight of the contract with the District within the agreed to scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight and evaluation.

As required, the Consultant will attend meetings to provide any updates or address concerns. The Consultant will be available to any board member for open and direct communications regarding any questions they may have.

### PERSONNEL:

The Consultant shall provide onsite staff that will be assigned to the District. A general description of these positions is provided below:

1. **Clubhouse Manager/Maintenance:** Shall be employed as a full time (part time in option 3.), hourly position to oversee and supervise the amenity facilities. They are the onsite representative of the Consultant and the first point of contact with the residents on a day to day basis for the District. The Clubhouse Manager shall have the responsibilities of overseeing all outside maintenance services, performing light maintenance tasks as needed, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors and District Manager.
2. **Clubhouse Attendant:** Shall be employed as a part time hourly position to support the Clubhouse Manager and daily operations of the Amenity Facility.



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3. **Seasonal Pool Monitors: (Only listed in option 3.)** Shall be employed a part time hourly position to monitor the pool and Amenity Facility. Primary focus will be the pool and surrounding areas during peak season. This is typically Memorial Day weekend through Labor Day weekend.

## RESPONSIBILITIES:

The onsite management personnel will be responsible for the following services, a detailed description of these services is provided below:

- Clubhouse Manager reports directly to the CDD District Manager.
- Full knowledge/awareness of security systems, procedures and policies for securing community facilities.
- Monitor the guest and visitor policies.
- Issue resident access cards.
- Enforce the rules and regulations of the facility.
- Empty trash receptacles.
- Restocking paper products in restrooms as needed.
- Swimming Pool: Blow off entire pool deck, arrange furniture and adjust umbrellas.
- Control cobwebs around the Clubhouse.
- Clean outdoor furniture as needed.
- Inspect all Parks, Tennis, Basketball and play Courts and pick up debris.
- Oversee the maintenance of the community parks and dock. Check playground equipment for damage and compliance.
- Monitor and assess street signs, monuments and informational signs for needed repair or replacement.
- Check, repair and replace lighting.
- Inspect all Doggie Stations throughout community.
- Check all common area landscape for debris and report any issues to the District Manager.
- Perform touch up painting as needed for interior and exterior of Clubhouse.
- Perform minor repairs to equipment and facilities as needed.
- Notify residents of upcoming events, meetings and general information.
- Display flexibility in handling after hours emergency calls.
- Complete incident report documents as needed and forward to the District Manager.
- Assist the District Manager in reviewing bid documents for contractual services.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.
- Responsible processing all rental requests for private events. This includes collection of fees/deposits, completion of all rental documents and scheduling.
- Responsible for day to day operations, budgeting, managing vendor contracts and supervision.
- Assess property damage, neglect and depreciation and estimate costs associated with repair and/or replacement.
- When requested, attend Board meetings.
- Assist District Manager in preparation of annual district operating budget.



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- Work with outside vendors and additional onsite staff to ensure community meets quality maintenance standards set by Board of Supervisors.
- Serve as the onsite representative of the District for the residents.

#### **ADDITIONAL SERVICES:**

In addition to the Amenity Management Services described above, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include but are not limited to attendance at additional meetings, District presentations and vendor responses.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.

#### **LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

If any litigation support services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.



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## Schedule of Fees

### Option One:

#### **AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-monthly monthly, payable pursuant to the following schedule for the period of **October 1, 2020 to September 30, 2021**

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#### **SERVICES (*October 1, 2020 to September 30, 2021*)**

##### **Full Time Personnel (40 hours per week)**

-Clubhouse Manager/Maintenance

##### **Part time Personal (16 hours per week)**

-Clubhouse Attendant

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	<b>ANNUAL</b>
Budgeted Personnel Total <b>(1)</b>	\$ 72,977.00
General Management and Oversight <b>(2)</b>	\$ 9,900.00
<b>Total Services Costs:</b>	<b>\$ 82,877.00</b>



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**Option Two:**

**AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-monthly monthly, payable pursuant to the following schedule for the period of **October 1, 2020 to September 30, 2021**

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**SERVICES (*October 1, 2020 to September 30, 2021*)**

**Full Time Personnel (40 hours per week)**

-Clubhouse Manager/Maintenance

**Part time Personal (8 hours per week)**

-Clubhouse Attendant

Clubhouse office not staffed on Mondays

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	<b>ANNUAL</b>
Budgeted Personnel Total <b>(1)</b>	\$ 67,299.00
General Management and Oversight <b>(2)</b>	\$ 9,900.00
<b>Total Services Costs:</b>	<b>\$ 77,199.00</b>



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**Option Three:**

**AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-monthly monthly, payable pursuant to the following schedule for the period of **October 1, 2020 to September 30, 2021**

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**SERVICES (*October 1, 2020 to September 30, 2021*)**

**Part Time Personnel (25 hours per week)**

-District Coordinator/Maintenance

**Part time Personal (56 hours per week for 15 weeks)**

-Seasonal Pool Monitors

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	<b>ANNUAL</b>
Budgeted Personnel Total <b>(1)</b>	\$ 38,808.00
General Management and Oversight <b>(2)</b>	\$ 9,900.00
<b>Total Services Costs:</b>	<b>\$ 49,139.00</b>



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(1). These budgeted costs reflect full personnel levels required to perform the services outlined in this proposal. Personnel costs includes: All direct costs related to the personnel for wages, benefits (Full Time only), applicable payroll-related taxes, workers' compensation, payroll administration and processing, background checks and drug testing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

(3). Operating Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This operating deposit is defined as one month of maximum total services costs.

The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

**Uniforms:** Personnel shall wear community specific shirts provided by the District if required.

**Cell Phone:** Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

**Office Equipment:** Personnel will require a dedicated computer, printer and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District. (All office supplies, including printer cartridges, shall be provided by the District).

**Mileage Reimbursement:** Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.



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### **ADDITIONAL AND LITIGATION SUPPORT SERVICES:**

Additional and Litigation Support Services will be billed hourly pursuant to the current hourly rates shown below:

<b>Job Title:</b>	<b>Hourly Rate:</b>
Principal	\$300.00
Vice President	\$250.00
Chief Financial Officer	\$250.00
Director	\$225.00
Information Technology Manager	\$225.00
Regional District Manager	\$200.00
Financial Services Manager	\$200.00
Accounting Manager	\$200.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Senior Helpdesk Support Engineer	\$175.00
Financial Analyst	\$150.00
Senior Field Services Manager	\$150.00
Senior Accountant	\$150.00
Field Services Manager	\$125.00
Community Association Coordinator	\$100.00
Financial Associate	\$100.00
Staff Accountant	\$100.00
Accounting Clerk	\$ 85.00
Administrative Assistant	\$ 85.00



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## **Tab 16**

**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG  
LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT  
REDESIGNATING THE SECRETARY OF THE DISTRICT, AND  
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Long Lake Ranch Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Eric Dailey as Secretary pursuant to Resolution 2016-12; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS  
OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT:**

Section 1.     Bob Schleifer is appointed Secretary

Section 2.     This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF MAY, 2020.**

**CHAPEL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**ASSISTANT SECRETARY**

## **Tab 17**



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# **Long Lake Ranch Community Development District**

[longlakeranchcdd.org](http://longlakeranchcdd.org)

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**Proposed Budget for Fiscal Year 2020-2021**

**Presented by: Rizzetta & Company, Inc.**

12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: 813-933-5571

[rizzetta.com](http://rizzetta.com)

## TABLE OF CONTENTS

	<u>Page</u>
<b>General Fund Budget Account Category Descriptions</b>	<b>1</b>
<b>Reserve Fund Budget Account Category Descriptions</b>	<b>7</b>
<b>Debt Service Fund Budget Account Category Descriptions</b>	<b>8</b>
<b>General Fund Budget for Fiscal Year 2020-2021</b>	<b>9</b>
<b>Reserve Fund Budget for Fiscal Year 2020-2021</b>	<b>11</b>
<b>Debt Service Fund Budget for Fiscal Year 2020-2021</b>	<b>14</b>
<b>Assessments Charts for Fiscal Year 2020-2021</b>	<b>15</b>



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## 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 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 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.



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**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.



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**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.



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**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.



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**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.



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**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.



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## 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.



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## **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.



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**Proposed Budget**  
**Long Lake Ranch Community Development District**  
**General Fund**  
**Fiscal Year 2020/2021**

	Chart of Accounts Classification	Actual YTD through 01/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
1								
2	<b>REVENUES</b>							
3								
14	Special Assessments							
15	Tax Roll*	\$ 949,418	\$ 949,418	\$ 944,970	\$ 4,448	\$ 879,787	\$ (65,183)	+ \$240,550 Reserves = \$1,120,337
31								includes \$20k in Capital Outlay
32	<b>TOTAL REVENUES</b>	<b>\$ 949,418</b>	<b>\$ 949,418</b>	<b>\$ 944,970</b>	<b>\$ 4,448</b>	<b>\$ 879,787</b>	<b>\$ (65,183)</b>	
33								
34	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35								
36	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 949,418</b>	<b>\$ 949,418</b>	<b>\$ 944,970</b>	<b>\$ 4,448</b>	<b>\$ 879,787</b>	<b>\$ (65,183)</b>	
37								
38	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</b>							
39								
40	<b>EXPENDITURES - ADMINISTRATIVE</b>							
41								
42	Legislative							
43	Supervisor Fees	\$ 1,400	\$ 4,200	\$ 7,000	\$ 2,800	\$ 5,200	\$ (1,800)	\$4800 + \$400 (2 payees)
44	Financial & Administrative							
45	Administrative Services	\$ 1,500	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	
46	District Management	\$ 6,167	\$ 18,501	\$ 18,500	\$ (1)	\$ 18,500	\$ -	
47	District Engineer	\$ 3,295	\$ 9,885	\$ 10,000	\$ 115	\$ 17,000	\$ 7,000	Expecting more work
48	Disclosure Report	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	
49	Trustees Fees	\$ 9,706	\$ 9,706	\$ 9,500	\$ (206)	\$ 10,500	\$ 1,000	
50	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
51	Financial & Revenue Collections	\$ 1,200	\$ 3,600	\$ 3,600	\$ -	\$ 3,600	\$ -	
52	Accounting Services	\$ 5,900	\$ 17,700	\$ 17,700	\$ -	\$ 17,700	\$ -	
53	Auditing Services	\$ -	\$ -	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	
54	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 1,500	\$ 1,000	\$ 1,000	\$ (500)	
59	Public Officials Liability Insurance	\$ 2,306		\$ 2,370	\$ 2,370	\$ 2,537	\$ 167	Slight policy increase
60	Legal Advertising	\$ 573	\$ 1,719	\$ 2,000	\$ 281	\$ 1,500	\$ (500)	
62	Dues, Licenses & Fees	\$ 175	\$ 525	\$ 175	\$ (350)	\$ 175	\$ -	
66	Website Hosting, Maintenance, Backup (and	\$ 1,476	\$ 4,428	\$ 4,070	\$ (358)	\$ 2,800	\$ (1,270)	\$1537.48 + \$1200
67	Legal Counsel							
68	District Counsel	\$ 6,214	\$ 18,642	\$ 20,000	\$ 1,358	\$ 20,000	\$ -	
73								
74	<b>Administrative Subtotal</b>	<b>\$ 52,412</b>	<b>\$ 105,906</b>	<b>\$ 119,465</b>	<b>\$ 13,559</b>	<b>\$ 123,562</b>	<b>\$ 4,097</b>	
75								
76	<b>EXPENDITURES - FIELD OPERATIONS</b>							
77								
81	Security Operations							
89	Security Monitoring Services	\$ 3,918	\$ 11,754	\$ 15,000	\$ 3,246	\$ 17,000	\$ 2,000	Addressing Trend



**Proposed Budget**  
**Long Lake Ranch Community Development District**  
**General Fund**  
**Fiscal Year 2020/2021**

	Chart of Accounts Classification	Actual YTD through 01/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
90	Electric Utility Services							
91	Utility Services	\$ 22,475	\$ 67,425	\$ 40,000	\$ (27,425)	\$ 44,000	\$ 4,000	Addressing Trend
92	Street Lights	\$ 47,821	\$ 143,463	\$ 150,000	\$ 6,537	\$ 147,500	\$ (2,500)	
103	Water-Sewer Combination Services							
104	Utility Services	\$ 7,489	\$ 22,467	\$ 30,000	\$ 7,533	\$ 33,000	\$ 3,000	
111	Stormwater Control							
113	Aquatic Maintenance	\$ 9,840	\$ 29,520	\$ 29,520	\$ -	\$ 29,520	\$ -	Per contract
114	Fountain Service Repairs & Maintenance	\$ 190	\$ 570	\$ 3,500	\$ 2,930	\$ 2,500	\$ (1,000)	\$2400 per contract + repair costs
115	Lake/Pond Bank Maintenance	\$ 1,200	\$ 3,600	\$ 10,000	\$ 6,400	\$ 2,000	\$ (8,000)	Costs outside of contract
117	Mitigation Area Monitoring & Maintenance	\$ -	\$ -	\$ 1,800	\$ 1,800	\$ 2,000	\$ 200	
118	Aquatic Plant Replacement	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 2,500	\$ (2,500)	
119	Stormwater System Maintenance	\$ 407	\$ 1,221	\$ 1,000	\$ (221)	\$ 500	\$ (500)	
123	Fish Stocking	\$ -	\$ -	\$ 21,000	\$ 21,000	\$ 11,100	\$ (9,900)	Previously Midge Fly Trtmt
125	Other Physical Environment							
130	General Liability Insurance	\$ 2,819		\$ 2,888	\$ 2,888	\$ 3,101	\$ 213	Slight policy increase
131	Property Insurance	\$ 11,676		\$ 11,675	\$ 11,675	\$ 12,844	\$ 1,169	Slight policy increase
134	Entry & Walls Maintenance	\$ 4,447	\$ 13,341	\$ 2,000	\$ (11,341)	\$ 6,000	\$ 4,000	Expecting more work
135	Landscape Maintenance	\$ 59,034	\$ 177,102	\$ 181,000	\$ 3,898	\$ 184,000	\$ 3,000	Per contract
142	Holiday Decorations	\$ -	\$ -	\$ 13,200	\$ 13,200	\$ 5,000	\$ (8,200)	
144	Irrigation Repairs	\$ 1,830	\$ 5,490	\$ 5,000	\$ (490)	\$ 2,500	\$ (2,500)	
145	Landscape - Mulch	\$ 23,046	\$ 69,138	\$ 75,000	\$ 5,862	\$ 50,000	\$ (25,000)	
146	Landscape - Annuals	\$ 15,880	\$ 47,640	\$ 22,000	\$ (25,640)	\$ 17,500	\$ (4,500)	
147	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 10,000	\$ (10,000)	
150	Field Services	\$ 2,800	\$ 8,400	\$ 8,400	\$ -	\$ 8,400	\$ -	Per contract
152	Fire Ant Treatment	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
153	Road & Street Facilities							
158	Sidewalk Repair & Maintenance	\$ 400	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
160	Street Sign Repair & Replacement	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	new
161	Roadway Repair & Maintenance	\$ 2,020	\$ 6,060	\$ 1,000	\$ (5,060)	\$ 1,000	\$ -	
162	Parks & Recreation							
167	Management Contract	\$ 17,117	\$ 51,351	\$ 69,000	\$ 17,649	\$ 75,350	\$ 6,350	Option #1 from RASI
170	Pool Permits	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
171	Maintenance & Repair	\$ 920	\$ 2,760	\$ 5,000	\$ 2,240	\$ 10,000	\$ 5,000	
172	Facility Supplies	\$ 1,805	\$ 5,415	\$ 9,000	\$ 3,585	\$ 6,500	\$ (2,500)	
176	Pest Control	\$ 820	\$ 2,460	\$ 2,460	\$ -	\$ 2,460	\$ -	
178	Computer Support, Maintenance & Repair	\$ 242	\$ 726	\$ 500	\$ (226)	\$ 1,000	\$ 500	
180	Clubhouse - Facility Janitorial Service	\$ 2,640	\$ 7,920	\$ 7,200	\$ (720)	\$ 8,000	\$ 800	Per contract
182	Pool Service Contract	\$ 6,800	\$ 20,400	\$ 20,400	\$ -	\$ 20,400	\$ -	Per contract
183	Pool Repairs	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 1,500	\$ (1,000)	
187	Facility A/C & Heating Maintenance & Repair	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	
189	Telephone Fax, Internet	\$ 2,441	\$ 7,323	\$ 7,000	\$ (323)	\$ 7,000	\$ -	
194	Office Supplies	\$ 97	\$ 291	\$ 500	\$ 209	\$ 500	\$ -	

**Proposed Budget**  
**Long Lake Ranch Community Development District**  
**General Fund**  
**Fiscal Year 2020/2021**

	Chart of Accounts Classification	Actual YTD through 01/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
195	Furniture Repair/Replacement	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 1,500	\$ (3,500)	
198	Playground Equipment and Maintenance	\$ -		\$ 5,000	\$ 5,000	\$ 1,000	\$ (4,000)	
201	Athletic/Park Court/Field Repairs	\$ 8	\$ 24	\$ 5,000	\$ 4,976	\$ 5,000	\$ -	Possibly Reduce..
213	Dog Waste Station Supplies	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000	
218	Contingency							
220	Miscellaneous Contingency	\$ 3,647	\$ 10,941	\$ 9,462	\$ (1,479)	\$ 7,650	\$ (1,812)	
222	Capital Outlay	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ (20,000)	Moved to Reserve
223								
224	<b>Field Operations Subtotal</b>	<b>\$ 253,829</b>	<b>\$ 716,802</b>	<b>\$ 825,505</b>	<b>\$ 108,703</b>	<b>\$ 756,225</b>	<b>\$ (69,280)</b>	
225								
228	<b>TOTAL EXPENDITURES</b>	<b>\$ 306,241</b>	<b>\$ 822,708</b>	<b>\$ 944,970</b>	<b>\$ 122,262</b>	<b>\$ 879,787</b>	<b>\$ (65,183)</b>	
229								
230	<b>EXCESS OF REVENUES OVER</b>	<b>\$ 643,177</b>	<b>\$ 126,710</b>	<b>\$ -</b>	<b>\$ 126,710</b>	<b>\$ -</b>	<b>\$ -</b>	
231								

Proposed Budget  
Long Lake Ranch Community Development District  
Reserve Fund  
Fiscal Year 2020-2021

	Chart of Accounts Classification	Actual YTD through 01/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll*	\$ 175,938	\$ 175,938	\$ 175,938	\$ -	\$ 240,550	\$ 64,612	
12								
13	<b>TOTAL REVENUES</b>	<b>\$ 175,938</b>	<b>\$ 175,938</b>	<b>\$ 175,938</b>	<b>\$ -</b>	<b>\$ 240,550</b>	<b>\$ 64,612</b>	
14								
16								
17	<b>TOTAL REVENUES AND BALANCE</b>	<b>\$ 175,938</b>	<b>\$ 175,938</b>	<b>\$ 175,938</b>	<b>\$ -</b>	<b>\$ 240,550</b>	<b>\$ 64,612</b>	
18								
19	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to</b>							
20								
21	<b>EXPENDITURES</b>							
22								
23	Contingency							
24	Capital Reserves	\$ -	\$ -	\$ 175,938	\$ 175,938	\$ 240,550	\$ 64,612	
26								
27	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175,938</b>	<b>\$ 175,938</b>	<b>\$ 240,550</b>	<b>\$ 64,612</b>	
28								
29	<b>EXCESS OF REVENUES OVER</b>	<b>\$ 175,938</b>	<b>\$ 175,938</b>	<b>\$ -</b>	<b>\$ 175,938</b>	<b>\$ -</b>	<b>\$ -</b>	
30								

**Budget Template**  
**Long Lake Ranch Community Development District**  
**Debt Service**  
**Fiscal Year 2020/2021**

Chart of Accounts Classification	Series 2014A-1	Series 2015A-1	Series 2016	Budget for 2020/2021
<b>REVENUES</b>				
Special Assessments				
Net Special Assessments <sup>(1)</sup>	\$318,901.24	\$236,100.99	\$193,531.31	\$748,533.54
<b>TOTAL REVENUES</b>	<b>\$318,901.24</b>	<b>\$236,100.99</b>	<b>\$193,531.31</b>	<b>\$748,533.54</b>
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Financial & Administrative				
Debt Service Obligation	\$318,901.24	\$236,100.99	\$193,531.31	\$748,533.54
<b>Administrative Subtotal</b>	<b>\$318,901.24</b>	<b>\$236,100.99</b>	<b>\$193,531.31</b>	<b>\$748,533.54</b>
<b>TOTAL EXPENDITURES</b>	<b>\$318,901.24</b>	<b>\$236,100.99</b>	<b>\$193,531.31</b>	<b>\$748,533.54</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

**Gross assessments:**

**\$795,635.14**

<sup>(1)</sup> Maximum Annual Debt Service less any Prepaid Assessments received.

**Notes:**

Tax Roll Collection Costs (2%) and Early Payment Discount (4%) for Pasco County are a total 6% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

**LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2020/2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2020/2021 O&M Budget		\$1,120,337.00
Pasco County Collection Cost:	2%	\$23,836.96
Early Payment Discount:	4%	\$47,673.91
2020/2021 Total:		<u>\$1,191,847.87</u>

2019/2020 O&M Budget	\$1,120,908.00
2020/2021 O&M Budget	\$1,120,337.00
Total Difference:	<u><u>-\$571.00</u></u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Series 2014A-1 Debt Service - Townhome/Attached	\$637.76	\$637.76	\$0.00	0.00%
Operations/Maintenance - Townhome/Attached	\$1,254.67	\$1,254.65	-\$0.02	0.00%
<b>Total</b>	<b>\$1,892.43</b>	<b>\$1,892.41</b>	<b>-\$0.02</b>	<b>0.00%</b>
Series 2014A-1 Debt Service - Single Family 45'	\$850.34	\$850.34	\$0.00	0.00%
Operations/Maintenance - Single Family 45'	\$1,384.69	\$1,384.06	-\$0.63	-0.05%
<b>Total</b>	<b>\$2,235.03</b>	<b>\$2,234.40</b>	<b>-\$0.63</b>	<b>-0.03%</b>
Series 2014A-1 Debt Service - Single Family 55'	\$1,062.93	\$1,062.93	\$0.00	0.00%
Operations/Maintenance - Single Family 55'	\$1,449.70	\$1,448.77	-\$0.93	-0.06%
<b>Total</b>	<b>\$2,512.63</b>	<b>\$2,511.70</b>	<b>-\$0.93</b>	<b>-0.04%</b>
Series 2014A-1 Debt Service - Single Family 65'	\$1,169.22	\$1,169.22	\$0.00	0.00%
Operations/Maintenance - Single Family 65'	\$1,514.71	\$1,513.47	-\$1.24	-0.08%
<b>Total</b>	<b>\$2,683.93</b>	<b>\$2,682.69</b>	<b>-\$1.24</b>	<b>-0.05%</b>
Series 2015A-1 Debt Service - Townhome/Attached	\$637.76	\$637.76	\$0.00	0.00%
Operations/Maintenance - Townhome/Attached	\$1,254.67	\$1,254.65	-\$0.02	0.00%
<b>Total</b>	<b>\$1,892.43</b>	<b>\$1,892.41</b>	<b>-\$0.02</b>	<b>0.00%</b>
Series 2015A-1 Debt Service - Single Family 45'	\$850.34	\$850.34	\$0.00	0.00%
Operations/Maintenance - Single Family 45'	\$1,384.69	\$1,384.06	-\$0.63	-0.05%
<b>Total</b>	<b>\$2,235.03</b>	<b>\$2,234.40</b>	<b>-\$0.63</b>	<b>-0.03%</b>
Series 2015A-1 Debt Service - Single Family 55'	\$1,062.93	\$1,062.93	\$0.00	0.00%
Operations/Maintenance - Single Family 55'	\$1,449.70	\$1,448.77	-\$0.93	-0.06%
<b>Total</b>	<b>\$2,512.63</b>	<b>\$2,511.70</b>	<b>-\$0.93</b>	<b>-0.04%</b>
Series 2015A-1 Debt Service - Single Family 65'	\$1,169.22	\$1,169.22	\$0.00	0.00%
Operations/Maintenance - Single Family 65'	\$1,514.71	\$1,513.47	-\$1.24	-0.08%
<b>Total</b>	<b>\$2,683.93</b>	<b>\$2,682.69</b>	<b>-\$1.24</b>	<b>-0.05%</b>
Series 2016 Debt Service - Single Family 45'	\$850.04	\$850.04	\$0.00	0.00%
Operations/Maintenance - Single Family 45'	\$1,384.69	\$1,384.06	-\$0.63	-0.05%
<b>Total</b>	<b>\$2,234.73</b>	<b>\$2,234.10</b>	<b>-\$0.63</b>	<b>-0.03%</b>
Series 2016 Debt Service - Single Family 55'	\$1,062.55	\$1,062.55	\$0.00	0.00%
Operations/Maintenance - Single Family 55'	\$1,449.70	\$1,448.77	-\$0.93	-0.06%
<b>Total</b>	<b>\$2,512.25</b>	<b>\$2,511.32</b>	<b>-\$0.93</b>	<b>-0.04%</b>
Series 2016 Debt Service - Single Family 65'	\$1,168.80	\$1,168.80	\$0.00	0.00%
Operations/Maintenance - Single Family 65'	\$1,514.71	\$1,513.47	-\$1.24	-0.08%
<b>Total</b>	<b>\$2,683.51</b>	<b>\$2,682.27</b>	<b>-\$1.24</b>	<b>-0.05%</b>

**LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2020-2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

**ALLOCATION OF O&M ASSESSMENT**

<b>TOTAL ADMINISTRATIVE BUDGET</b>				<b>\$123,562.00</b>	<b>TOTAL FIELD BUDGET</b>				<b>\$996,775.00</b>
<b>COLLECTION COSTS @ 2.0%</b>				<b>\$2,628.98</b>	<b>COLLECTION COSTS @ 2.0%</b>				<b>\$21,207.98</b>
<b>EARLY PAYMENT DISCOUNT @ 4.0%</b>				<b>\$5,257.96</b>	<b>EARLY PAYMENT DISCOUNT @ 4.0%</b>				<b>\$42,415.96</b>
<b>TOTAL O&amp;M ASSESSMENT</b>				<b>\$131,448.94</b>	<b>TOTAL O&amp;M ASSESSMENT</b>				<b>\$1,060,398.94</b>
<b>TOTAL</b>	<b>% TOTAL</b>	<b>ADMIN</b>	<b>ADMIN</b>		<b>TOTAL</b>	<b>% TOTAL</b>	<b>FIELD</b>	<b>FIELD</b>	
<b>EAUs</b>	<b>EAUs</b>	<b>PER PARCEL</b>	<b>PER LOT</b>		<b>EAUs</b>	<b>EAUs</b>	<b>PER PARCEL</b>	<b>PER LOT</b>	
Phases 1 - 2									
Townhome/Attached	116	116	0	0	0.85	116.00	13.65%	\$17,938.91	\$154.65
Single Family 45'	86	86	0	0	0.95	86.00	10.12%	\$13,299.54	\$154.65
Single Family 55'	144	142	0	0	1.00	144.00	16.94%	\$22,269.00	\$154.65
Single Family 65'	35	35	0	0	1.05	35.00	4.12%	\$5,412.60	\$154.65
<b>Total - Phases 1 - 2</b>	<b>381</b>	<b>379</b>	<b>0</b>	<b>0</b>					
Phase 3									
Townhome/Attached	83	0	83	0	0.85	83.00	9.76%	\$12,835.60	\$154.65
Single Family 45'	28	0	28	0	0.95	28.00	3.29%	\$4,330.08	\$154.65
Single Family 55'	110	0	110	0	1.00	110.00	12.94%	\$17,011.04	\$154.65
Single Family 65'	49	0	49	0	1.05	49.00	5.76%	\$7,577.64	\$154.65
<b>Total - Phase 3</b>	<b>270</b>	<b>0</b>	<b>270</b>	<b>0</b>					
Phase 4									
Single Family 45'	61	0	0	60	0.95	61.00	7.18%	\$9,433.39	\$154.65
Single Family 55'	62	0	0	62	1.00	62.00	7.29%	\$9,588.04	\$154.65
Single Family 65'	76	0	0	76	1.05	76.00	8.94%	\$11,753.08	\$154.65
<b>Total - Phase 4</b>	<b>199</b>	<b>0</b>	<b>0</b>	<b>198</b>					
<b>850</b>	<b>379</b>	<b>270</b>	<b>198</b>		<b>850.00</b>	<b>100.00%</b>	<b>\$131,448.94</b>	<b>819.40</b>	<b>100.00%</b>
								<b>\$1,060,398.94</b>	

**PER UNIT ASSESSMENTS**

	SERIES 2014A-1	SERIES 2015A-1	SERIES 2016	
O&M	DEBT SERVICE <sup>(4)</sup>	DEBT SERVICE <sup>(5)</sup>	SERVICE <sup>(6)</sup>	TOTAL <sup>(7)</sup>
\$1,254.65	\$637.76	\$0.00	\$0.00	\$1,892.41
\$1,384.06	\$850.34	\$0.00	\$0.00	\$2,234.40
\$1,448.77	\$1,062.93	\$0.00	\$0.00	\$2,511.70
\$1,513.47	\$1,169.22	\$0.00	\$0.00	\$2,682.69
\$1,254.65	\$0.00	\$637.76	\$0.00	\$1,892.41
\$1,384.06	\$0.00	\$850.34	\$0.00	\$2,234.40
\$1,448.77	\$0.00	\$1,062.93	\$0.00	\$2,511.70
\$1,513.47	\$0.00	\$1,169.22	\$0.00	\$2,682.69
\$1,384.06	\$0.00	\$0.00	\$850.04	\$2,234.10
\$1,448.77	\$0.00	\$0.00	\$1,062.55	\$2,511.32
\$1,513.47	\$0.00	\$0.00	\$1,168.80	\$2,682.27

LESS Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

**(\$7,886.94)**

**(\$63,623.94)**

**\$123,562.00**

**\$996,775.00**

<sup>(1)</sup> Reflects the number of total lots with Series 2014A-1 debt outstanding.

<sup>(2)</sup> Reflects the number of total lots with Series 2015A-1 debt outstanding.

<sup>(3)</sup> Reflects the number of total lots with Series 2016 debt outstanding.

<sup>(4)</sup> Annual debt service assessment per lot adopted in connection with the Series 2014 bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

<sup>(5)</sup> Annual debt service assessment per lot adopted in connection with the Series 2015 bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

<sup>(6)</sup> Annual debt service assessment per lot adopted in connection with the Series 2016 bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

<sup>(7)</sup> Annual assessment that will appear on November 2020 Pasco County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

## **Tab 18**

## RESOLUTION 2020-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Long Lake Ranch Community Development District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2021/2021**"); 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 LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2021 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: July 9, 2020

HOUR: 6:00 p.m.

LOCATION: Long Lake Ranch Amenity Center  
19037 Long Lake Ranch Boulevard  
Lutz, Florida 33558

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

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, and shall remain on the website for at least 45 days.



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

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

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

**PASSED AND ADOPTED THIS 21nd DAY OF MAY, 2020.**

ATTEST:

**LONG LAKE RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

## RESOLUTION 2020-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Long Lake Ranch Community Development District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

**WHEREAS**, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

**WHEREAS**, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT:**

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, which is on file and available for public inspection at the "**District's Office**," 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2020, and pursuant to Chapter 170, Florida

Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

**3. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for \_\_\_\_\_, **2020 at \_\_\_\_\_.m.** The hearing may be conducted remotely, pursuant to \_\_\_\_\_ media technology and/or by telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: Long Lake Ranch Amenity Center  
19037 Long Lake Ranch Blvd.  
Lutz, Florida 33558

**4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

**5. 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 3 and shall remain on the website for at least 45 days.

**6. PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Pasco County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

**7. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

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

**PASSED AND ADOPTED THIS 7th DAY OF MAY, 2020.**

ATTEST:

**LONG LAKE RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

## **Tab 19**

## RESOLUTION 2020-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE OSCEOLA COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Long Lake Ranch Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

**WHEREAS**, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Pasco County Supervisor of Election ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT:**

1. **GENERAL ELECTION SEATS.** This year, Seat 1, currently held by John Twomey, Seat 2, currently held by Michael Leonard and Seat 3, currently held by Andrew Kimpland are scheduled for the General Election in November 2020. The District Manager is hereby authorized to notify the Supervisor as to what seats are subject to the General Election for the current election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Pasco County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for individuals elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same

within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity of unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**LONG LAKE RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Chairperson/Vice Chairperson

ATTEST:

\_\_\_\_\_  
Secretary/Assistant Secretary

**Exhibit A**  
**Notice of Qualifying Period**

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES  
FOR THE BOARD OF SUPERVISORS OF THE  
LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Long Lake Ranch Community Development District will commence at noon on June 8, 2020, and close at noon on June 12, 2020. Candidates must qualify for the office of Supervisor with the Pasco County Supervisor of Elections located at the Central Pasco Professional Center, 4111 Land O' Lakes Boulevard, Room 105, Land O' Lakes, Florida 34639; Ph. (813) 929-2788. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a "qualified elector" of the District, as defined in Section 190.003, *Florida Statutes*. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Pasco County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Long Lake Ranch Community Development District has three seats up for election, specifically Seats 1, 2, and 3. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2020, and in the manner prescribed by law for general elections.

For additional information, please contact the Osceola County Supervisor of Elections.

**Publish on or before May 25, 2020.**