



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Barbara E. Kays, Budget Director

DATE: 1/8/2020

SUBJECT: **Adoption of Resolution 20-07: District Operations Annex**

ISSUE:

Adoption of Resolution 20-07 to appropriate funds within the Fiscal Year 2019-20 Village Center Community Development District Budget to provide funds for the new District Operations Annex.

ANALYSIS/INFORMATION:

Additional staffing space is needed to accommodate the workload generated by the growth of The Villages in the southern area and the District was provided the opportunity to lease office space behind the new Fire Station. Earlier the Board of Supervisors approved a lease agreement for the District Operations Annex to be utilized by Property Management (DPM) and Community Watch Departments (CW).

The Fiscal Year 2019-20 estimated costs include one-time set-up costs of \$73,916 for furniture and equipment in addition to \$125,000 for office lease and related expenses along with recurring costs of \$63,223 for janitorial, utilities, copier and technology expenses based on nine months. Funds are available in the General Fund Working Capital to fund the total estimated cost of \$262,139.

Attached is Resolution 20-07 to appropriate funds within the Fiscal Year 2019-20 Budget and authorizes the use of General Fund Working Capital to pay for these additional costs.

STAFF RECOMMENDATION: Staff recommends that the Village Center Community Development District Board adopt Resolution 20-07 to appropriate funds within the Fiscal Year 2019-20 Budget from General Fund Working Capital for the District Operations Annex expenses.

MOTION: Move to adopt Resolution 20-07 to amend the Fiscal Year 2019-20 Village Center Community Development District Budget to provide funds in the amount of \$262,139 from General Fund Working Capital for the new District Operations Annex expenses.

ATTACHMENTS:

Description	Type
□ Resolution 20-07	Cover Memo

RESOLUTION 20-07

A RESOLUTION AMENDING THE VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020 FOR THE DISTRICT OPERATIONS ANNEX PROJECT

WHEREAS; staff has identified a need for additional office space to accommodate the growth of the District for the Property Management and Community Watch Departments; and,

WHEREAS; the Board of Supervisors approved the lease agreement for the District Operations Annex; and,

WHEREAS; the Fiscal Year 2019-20 estimated costs include one-time set-up costs of \$73,916 for furniture and equipment in addition to \$125,000 for office lease and related expenses along with recurring costs of \$63,223 for janitorial, utilities, copier and technology expenses based on nine months for a total of \$262,139; and,

WHEREAS; funds are available from General Fund Working Capital to provide for the estimated cost of the District Operations Annex.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT THAT THE FISCAL YEAR 2019-20 GENERAL FUND BUDGET BE AMENDED AS FOLLOWS;

SOURCES:

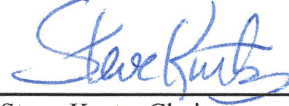
20-001.669901	Working Capital	\$ 262,139
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DISBURSEMENTS:

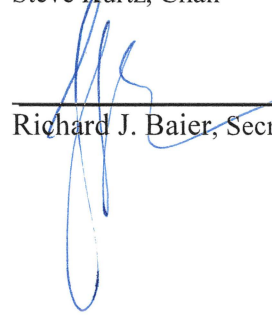
20-001-01-03-000.513341	Janitorial Services	\$ 30,000
20-001-01-03-000.513343	Systems Management Support	\$ 3,150
20-001-01-03-000.513413	Cable	\$ 765
20-001-01-03-000.513431	Electricity	\$ 17,000
20-001-01-03-000.513432	Natural Gas	\$ 500
20-001-01-03-000.513433	Water & Sewer	\$ 3,600
20-001-01-03-000.513441	Office Lease	\$ 125,000
20-001-01-03-000.513462	Building/Structure Maintenance	\$ 4,025
20-001-01-03-000.513522	Operating Supplies	\$ 700
20-001-01-03-000.513524	Non-Capital FF&E	\$ 58,600
20-001-01-03-000.513525	Non-Capital Hardware/Software	\$ 15,316
20-001-50-51-000.539442	Equipment Rental	\$ 3,483

Adopted this 8th day of January, 2020.

VILLAGE CENTER COMMUNITY
DEVELOPMENT DISTRICT



Steve Kurtz, Chair



Richard J. Baier, Secretary