

MARSHALL CREEK

Community Development District

Operating and Debt Service Budget

Fiscal Year 2024

Adopted Budget

(08/16/2023)

Prepared by:



MARSHALL CREEK

Community Development District

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MARSHALL CREEK
Community Development District

Operating Budget
Fiscal Year 2024

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY- SEP - 2023	PROJECTED FY 2023	BUDGET FY 2024
REVENUES							
Interest - Investments	\$ 2,261	\$ 10,264	\$ 12,000	\$ 37,182	\$ 26,559	\$ 63,741	\$ 50,000
Shared Rev - Other Local Units	461,271	485,396	499,311	499,312	-	499,312	541,292
Interlocal Agreement - Other	341,736	344,921	335,227	195,549	139,678	335,227	351,990
Other Physical Environment Rev	20,000	24,000	24,000	16,000	1,000	17,000	-
S/F Swimming Program Fees	-	425	3,000	-	3,000	3,000	3,500
S/F Activity Fees	-	-	-	3,570	-	3,570	4,000
S/F Rental Fees	175	1,850	4,000	1,000	500	1,500	2,500
S/F Snack Bar Revenue	750	2,431	3,000	-	3,000	3,000	3,000
Tennis Merchandise Sales	21,195	25,332	19,000	14,782	5,896	20,678	25,000
Tennis Special Events&Socials	-	495	1,000	-	10,900	10,900	1,500
Tennis Lessons & Clinics	278,928	275,363	290,000	191,824	99,405	291,229	300,000
Tennis Ball Machine Rental Fee	4,728	6,271	6,000	6,547	21	6,568	6,500
Tennis Membership	52,528	59,318	46,000	80,702	-	80,702	65,000
Interest - Tax Collector	250	69	-	11,386	-	11,386	-
Special Assmnts- Tax Collector	3,424,410	3,457,544	3,438,203	3,170,602	267,601	3,438,203	3,433,348
Special Assmnts- Discounts	(118,298)	(118,741)	(137,528)	(121,970)	-	(121,970)	(137,334)
Other Miscellaneous Revenues	96,240	27,537	8,500	37,889	-	37,889	8,500
Gate Bar Code/Remotes	4,329	3,972	4,000	1,785	2,215	4,000	4,000
Impact Fee	34,926	15,587	10,000	7,872	95,542	103,414	286,625
TOTAL REVENUES	4,625,429	4,622,034	4,565,713	4,154,032	655,316	4,809,348	4,949,421

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY- SEP - 2023	PROJECTED FY 2023	BUDGET FY 2024
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	11,811	10,541	14,285	7,673	6,612	14,285	14,285
ProfServ-Arbitrage Rebate	600	4,200	1,200	600	1,200	1,800	1,800
ProfServ-Dissemination Agent	3,000	3,000	3,000	-	3,000	3,000	3,000
ProfServ-Engineering	12,082	12,408	25,000	6,562	18,438	25,000	25,000
ProfServ-Legal Services	51,038	44,050	75,000	54,235	20,765	75,000	75,000
ProfServ-Mgmt Consulting Serv	65,200	65,200	67,156	39,174	27,981	67,155	69,842
ProfServ-Special Assessment	15,750	15,750	16,223	16,223	-	16,223	16,872
ProfServ-Trustee Fees	11,815	9,525	11,400	7,363	4,037	11,400	11,400
Auditing Services	4,675	4,675	4,675	-	4,675	4,675	4,800
Postage and Freight	3,040	3,373	5,600	2,511	2,089	4,600	4,600
Insurance - General Liability	29,396	33,367	36,704	31,970	-	31,970	42,210
Printing and Binding	1,544	1,432	3,500	890	636	1,526	2,500
Legal Advertising	3,615	606	3,000	579	2,421	3,000	3,500
Miscellaneous Services	13,140	18,721	9,500	7,683	5,488	13,171	14,000
Misc-Assessmnt Collection Cost	35,581	34,404	68,764	60,973	5,352	66,325	68,667
Shared Exp - Other Local Units	435,513	468,832	545,762	545,762	-	545,762	521,042
Misc-Late Fees	-	428	-	-	-	-	-
Misc-Contingency	4,340	-	-	-	-	-	-
Office Supplies	705	630	1,474	617	441	1,058	1,474
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	703,020	731,317	892,418	782,990	103,135	886,125	880,167

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY- SEP - 2023	PROJECTED FY 2023	BUDGET FY 2024
<i>Other Public Safety</i>							
Payroll - Benefit	5,148	5,248	11,259	3,567	3,974	7,541	7,500
Payroll - Engineering	57,070	51,719	85,069	29,611	55,449	85,060	89,255
Payroll - Gate Maintenance	1,553	-	2,000	-	-	-	-
Payroll - Janitor	-	2,288	-	1,381	619	2,000	2,500
Contracts-Security Services	148,946	142,866	126,000	73,342	52,658	126,000	135,000
Contracts-Roving Patrol	43,280	46,140	50,000	30,137	19,863	50,000	56,100
R&M-Gate	20,808	32,089	15,000	21,483	6,414	27,897	30,000
Misc-Bar Codes	5,121	4,230	5,178	3,797	1,381	5,178	5,335
Total Other Public Safety	281,926	284,580	294,506	163,318	140,358	303,676	325,690
<i>Field</i>							
Payroll - Benefit	4,331	4,242	8,662	2,871	5,791	8,662	9,965
Payroll - Engineering	45,710	41,375	68,056	23,689	44,367	68,056	71,455
Expense Reimbursement	-	4,623	-	-	-	-	-
Lease - Land	2,052	2,113	2,094	-	2,094	2,094	2,115
R&M-Bike Paths & Asphalt	4,050	6,215	5,000	-	5,000	5,000	6,500
R&M-Boardwalks	6,097	11,383	25,000	5,927	118,686	124,613	25,000
R&M-Buildings	37,179	8,213	20,000	6,532	13,468	20,000	20,000
R&M-Electrical	7,293	7,364	6,000	5,244	756	6,000	6,180
R&M-Fountain	6,477	1,887	5,000	1,460	3,540	5,000	5,000
R&M-Mulch	4,500	-	7,000	-	7,000	7,000	7,350
R&M-Roads & Alleyways	186,965	40,295	30,000	51,661	-	51,661	140,000
R&M-Sidewalks	16,951	57,693	35,000	22,186	12,814	35,000	40,000
R&M-Signage	12,171	6,826	5,000	5,629	1,854	7,483	7,500
Total Field	333,776	192,229	216,812	125,199	215,370	340,569	341,065

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY- SEP - 2023	PROJECTED FY 2023	BUDGET FY 2024
<i>Landscape Services</i>							
Payroll-Salaries	70,631	77,165	78,736	39,920	38,816	78,736	82,672
Payroll-Administration	5,045	5,867	6,032	2,864	3,168	6,032	6,335
Payroll-Benefits	48,677	41,844	75,760	35,330	40,430	75,760	87,124
Payroll-General Staff	152,733	137,563	256,557	115,266	129,681	244,947	270,000
Payroll-Irrigation Staff	77,267	84,622	82,483	43,745	38,738	82,483	86,600
Payroll-IPM Staff	83,800	76,422	102,835	29,084	73,751	102,835	107,975
Payroll-Equipment Mechanic	30,996	40,865	36,421	20,737	15,684	36,421	38,242
Payroll Taxes	30,573	31,546	43,072	18,879	24,193	43,072	45,225
ProfServ-Info Technology	742	246	1,000	34	466	500	500
Contracts - Misc Labor	-	36,300	39,900	23,600	16,300	39,900	41,895
Communication-Telephone	3,412	3,588	3,720	2,164	1,556	3,720	3,900
Utility - Cable TV Billing	1,788	2,338	2,280	1,360	920	2,280	2,395
Electricity - General	2,970	3,734	3,200	1,352	1,848	3,200	3,360
Utility - Refuse Removal	8,607	10,882	13,000	6,605	6,395	13,000	13,650
Utility - Water & Sewer	2,994	2,194	2,000	1,178	822	2,000	2,100
Rentals - General	1,578	1,036	1,000	-	1,000	1,000	1,000
R&M-Buildings	1,771	2,913	6,000	1,006	4,994	6,000	6,000
R&M-Equipment	20,766	30,964	30,000	4,722	25,278	30,000	31,500
R&M-Grounds	26,390	15,675	22,000	5,187	16,813	22,000	23,100
R&M-Irrigation	29,208	32,569	23,000	12,420	10,580	23,000	24,150
R&M-Mulch	103,909	109,139	90,000	79,962	10,038	90,000	94,500
R&M-Pump Station	85,169	10,725	20,000	835	19,165	20,000	20,000
R&M-Trees and Trimming	10,395	19,565	15,000	30,450	4,500	34,950	35,000
Misc-Employee Meals	4,899	7,058	6,130	4,003	1,034	5,037	6,500

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY- SEP - 2023	PROJECTED FY 2023	BUDGET FY 2024
Office Equipment	346	-	500	102	398	500	500
Op Supplies - General	14,606	15,313	21,000	7,229	13,771	21,000	25,000
Op Supplies - Uniforms	2,990	1,822	5,000	-	5,000	5,000	5,000
Op Supplies - Fuel, Oil	15,064	20,482	15,000	10,347	8,612	18,959	20,000
Impr - Landscape	45,384	31,819	35,000	22,011	12,989	35,000	35,000
Cap Outlay-Machinery and Equip	3,097	3,150	8,000	8,277	-	8,277	8,500
Total Landscape Services	885,807	857,406	1,044,626	528,669	526,940	1,055,609	1,127,723
Utilities							
Electricity - Streetlighting	81,866	88,586	81,500	56,193	25,307	81,500	85,575
Utility - Water & Sewer	4,387	7,079	4,400	6,863	7,109	13,972	14,000
R&M-Lake	48,000	48,000	48,000	28,000	20,000	48,000	48,000
Total Utilities	134,253	143,665	133,900	91,056	52,416	143,472	147,575
Operation & Maintenance							
Payroll-Shared Personnel	296,999	280,031	335,227	137,707	197,520	335,227	351,990
ProfServ-Field Management	292,157	297,616	268,000	179,341	88,659	268,000	304,752
Communication - Telephone	476	838	1,700	596	1,104	1,700	1,700
Postage and Freight	237	494	438	230	208	438	450
Rentals - General	1,940	1,377	2,375	1,377	998	2,375	2,375
R&M-Vehicles	322	-	-	-	-	-	-
Printing and Binding	4,750	4,908	4,877	2,591	2,286	4,877	5,250
Misc-Connection Computer	1,425	2,712	2,000	1,036	964	2,000	2,500
Billback Expenses Developer	575	6,176	-	(7,596)	826	(6,770)	-
Staff Training & Development	-	-	-	-	-	-	2,500
Office Supplies	1,829	2,045	1,900	1,531	369	1,900	750
Op Supplies - General	8,380	9,385	8,000	3,424	4,576	8,000	8,000
Total Operation & Maintenance	609,090	605,582	624,517	320,237	297,510	617,747	680,267

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU APR-2023	PROJECTED MAY- SEP - 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<i>Parks and Recreation - General</i>							
ProfServ-Mgmt Consulting Serv	25,200	25,200	25,956	15,141	10,815	25,956	26,994
Insurance -Property & Casualty	95,894	58,488	64,337	52,473	-	52,473	73,988
Total Parks and Recreation - General	121,094	83,688	90,293	67,614	10,815	78,429	100,982
<i>Clubhouse</i>							
Contracts-Misc Labor	2,909	2,749	3,000	1,347	1,653	3,000	3,150
Contracts-Outside Fitness	9,375	14,981	16,000	4,649	1,751	6,400	5,500
R&M Air Conditioning	-	1,172	10,000	319	4,796	5,115	7,500
R&M-Buildings	6,654	-	-	-	-	-	5,000
R&M-Equipment	3,382	4,234	3,000	-	3,000	3,000	3,000
Special Events	27,451	35,863	30,000	33,873	6,362	40,235	50,000
Cap Outlay-Machinery and Equip	545	-	1,500	-	1,500	1,500	1,500
Cap Outlay-Clubhouse	152,307	6,716	10,000	4,872	5,128	10,000	10,000
Total Clubhouse	202,623	65,715	73,500	45,060	24,190	69,250	85,650
<i>Swimming Pool</i>							
Payroll-Salaries	97,866	103,370	98,639	51,108	47,531	98,639	103,570
Payroll-Hourly	35,777	42,541	47,712	25,686	22,026	47,712	50,097
Payroll-Lifeguards	36,650	45,245	40,000	314	39,686	40,000	42,000
Payroll-Benefits	20,701	39,545	27,075	27,233	-	27,233	28,425
Payroll-Engineering	45,108	41,055	68,056	23,575	44,481	68,056	71,455
Payroll-Janitor	6,990	10,348	13,312	6,214	7,098	13,312	13,975
Payroll Landscape	-	8,178	14,688	7,909	6,779	14,688	15,425
Payroll Taxes	12,407	13,951	15,275	5,555	9,720	15,275	16,035

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY- SEP - 2023	PROJECTED FY 2023	BUDGET FY 2024
ProfServ-Info Technology	4,659	711	1,500	254	496	750	2,500
Contracts-Landscape	4,361	5,506	5,000	805	4,195	5,000	5,000
Travel and Per Diem	23	68	200	27	173	200	200
Communication - Telephone	6,870	6,634	6,550	3,778	2,772	6,550	6,875
Utility - General	48,443	49,021	53,255	33,490	19,765	53,255	55,920
Utility - Cable TV Billing	3,496	4,251	4,200	2,853	1,347	4,200	4,410
Utility - Refuse Removal	3,288	2,462	2,905	1,840	1,065	2,905	3,050
R&M-Buildings	-	17,619	10,000	8,869	1,131	10,000	15,000
R&M-Pools	20,540	25,065	28,000	17,155	10,845	28,000	29,400
R&M Vandalism	4,667	-	-	-	-	-	-
R&M-Vehicles	426	284	500	-	500	500	500
Advertising	1,432	1,614	2,000	845	1,155	2,000	500
Miscellaneous Services	271	58	500	-	350	350	350
Misc-Employee Meals	4,385	4,456	4,470	3,106	1,364	4,470	4,695
Misc-Special Events	-	475	-	-	-	-	-
Misc-Training	-	1,143	1,500	80	1,420	1,500	1,500
Misc-Licenses & Permits	980	938	1,100	30	900	930	1,100
Office Supplies	3,450	2,580	3,500	1,316	1,684	3,000	3,000
Cleaning Supplies	650	1,072	1,500	537	388	925	1,500
Office Equipment	2,349	874	3,000	376	1,624	2,000	3,000
Snack Bar Expenses	-	135	1,000	-	1,000	1,000	1,000
Op Supplies - Spa & Paper	728	1,370	1,500	1,425	75	1,500	1,500
Op Supplies - Uniforms	1,721	942	1,500	-	1,500	1,500	1,500
Subscriptions and Memberships	1,231	6,769	6,500	7,230	-	7,230	7,500
Cap Outlay - Pool Furniture	7,989	-	-	5,510	-	5,510	15,000
Capital Outlay - Pool	-	17,890	10,000	1,140	8,860	10,000	10,000
Total Swimming Pool	377,458	456,170	474,937	238,260	239,930	478,190	515,982

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

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	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY- SEP - 2023	PROJECTED FY 2023	BUDGET FY 2024
<i>Tennis Court</i>							
Payroll-Salaries	113,689	122,404	130,000	63,483	66,517	130,000	136,500
Payroll-Hourly	43,884	47,964	43,186	26,382	16,804	43,186	43,405
Payroll-Benefits	27,997	30,413	35,170	19,400	15,770	35,170	40,445
Payroll-Engineering	33,811	31,333	51,042	17,681	33,361	51,042	53,595
Payroll-Commission	242,000	250,548	261,000	163,139	97,861	261,000	274,050
Payroll-Janitor	-	3,803	5,824	2,411	3,413	5,824	6,115
Payrol Landscape	-	3,109	4,900	2,686	2,214	4,900	4,925
Payroll Taxes	23,360	25,089	33,670	14,582	19,088	33,670	35,355
ProfServ-Info Technology	5,351	20,157	8,302	1,801	2,400	4,201	2,500
Contracts-Janitorial Services	3,378	-	-	-	-	-	-
Contracts-Landscape	1,285	812	1,300	405	895	1,300	5,000
Communication - Telephone	2,734	2,866	2,750	1,552	1,198	2,750	2,750
Utility - Cable TV Billing	2,827	2,541	2,460	1,730	730	2,460	2,585
Electricity - General	11,608	12,744	12,500	8,433	4,067	12,500	13,125
Utility - Refuse Removal	2,220	2,613	2,460	1,840	620	2,460	2,585
Utility - Water & Sewer	1,470	2,610	1,500	1,008	492	1,500	1,575
Rental/Lease - Vehicle/Equip	1,585	1,585	1,700	978	722	1,700	1,785
R&M-General	6,788	7,928	7,000	4,704	2,296	7,000	7,000
R&M-Court Maintenance	25,455	12,204	15,000	10,335	4,665	15,000	20,000
R&M-Vandalism	-	-	500	-	500	500	500
Printing and Binding	-	-	500	-	1,500	1,500	500
Advertising	1,371	1,351	1,520	830	170	1,000	500
Misc-Employee Meals	1,865	1,405	2,245	2,011	234	2,245	2,500
Special Events	374	719	1,000	6,218	420	6,638	1,000

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU APR-2023	PROJECTED MAY- SEP - 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
Office Supplies	2,368	2,739	2,500	3,168	-	3,168	2,500
Office Equipment	670	354	1,500	-	250	250	5,000
Teaching Supplies	3,694	3,111	4,000	2,916	860	3,776	4,000
Op Supplies - Uniforms	641	155	500	-	500	500	500
COS - Start Up Inventory	13,313	14,717	13,000	12,510	391	12,901	15,000
Subscriptions and Memberships	673	690	1,776	690	1,040	1,730	1,775
Cap Outlay-Machinery and Equip	43,080	51,771	10,000	8,318	1,682	10,000	10,000
Total Tennis Court	617,491	657,735	658,805	379,211	280,660	659,871	697,070
TOTAL EXPENDITURES	4,266,538	4,078,087	4,504,314	2,741,614	1,891,324	4,632,938	4,902,171
<i>Reserves</i>							
Reserve - Field	-	75,000	61,400	-	-	-	47,250
Total Reserves	-	75,000	61,400	-	-	-	47,250
TOTAL EXPENDITURES AND RESERVES	4,266,538	4,153,087	4,565,714	2,741,614	1,891,324	4,632,938	4,949,421
Excess (deficiency) of revenues Over (under) expenditures	358,891	468,947	-	1,412,418	(1,236,008)	176,410	-
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	3,902	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	3,902	-	-	-	-	-	-
Net change in fund balance	362,793	468,947	-	1,412,418	(1,236,008)	176,410	-
FUND BALANCE, BEGINNING	2,140,380	2,503,178	2,972,125	2,972,125	-	2,972,125	3,148,535
FUND BALANCE, ENDING	\$ 2,503,173	\$ 2,972,125	\$ 2,972,125	\$ 4,384,543	\$ (1,236,008)	\$ 3,148,535	\$ 3,148,535

Exhibit "A"
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 3,148,535
Net Change in Fund Balance - Fiscal Year 2024	-
Reserves - Fiscal Year Additions FY 2024	47,250
Total Funds Available (Estimated) - 9/30/2024	3,195,785
 Assigned Fund Balance	
Operating Reserve - Operating Capital	1,225,543 ⁽¹⁾
Reserves - Field (Prior Years)	662,092
Reserves - Field - FY 2024	47,250
Reserves - Gate (Prior Years)	7,838
Reserves - Landscape (Prior Years)	39,986
Reserves - Park (Prior Years)	32,900
Reserves - Swim & Fitness Clubhouse (Prior Years)	18,558
Reserves - Swimming Pools (Prior Years)	132,635
Reserves - Tennis Courts (Prior Years)	24,853
	<u>966,112</u>
Total Allocation of Available Funds	2,191,655
 Total Unassigned (undesignated) Cash	 <u>\$ 1,004,131</u>

Notes

(1) Represents approximately 3 months of operating expenditures net of reserves.

Budget Narrative
Fiscal Year 2024

REVENUES

Interest – Investments

The District earns interest income on its accounts. Interest is calculated on the average monthly collected balance for the operating account.

Shared Revenue – Other Local Units

The District has a revised Interlocal agreement with the Sweetwater Creek CDD for shared facilities with certain costs, net of offsetting revenues, being allocated based upon the proportionate number of platted units in each District.

Interlocal Agreement - Other

The District has an Interlocal agreement with the Sweetwater Creek CDD to provide day-to-day staffing and operations management of the Sweetwater Creek CDD Amenity Center Building and Pool Facility located at 1865 North Loop parkway, St. Augustine, FL 32095.

Other Physical Environmental Rev

This is revenue generated from providing landscape maintenance services to the Sweetwater Creek CDD. The corresponding expense is included in Landscape-Payroll-IPM staff.

S/F Swimming Program Fees

This is revenue generated from Swim Programs such as Swim Lessons, Infant Swim Resource, and Palencia Cyclones Swim team.

S/F Activity Fees

This is revenue from community classes.

S/F Other Revenues

This is revenue that does not fall into any of the other revenue categories and includes any non-resident memberships.

S/F Rental Fees

This is revenue collected from room rentals.

Budget Narrative
Fiscal Year 2024

REVENUES (continued)

S/F Snack Bar Revenue

This is revenue collected from the snack bar.

Tennis Merchandise Sales

This is revenue collected from sales of racquets, grip, balls, string, apparel, shoes, etc.

Tennis Special Events & Socials

This is revenue brought in from several special tennis events held throughout the year as well as tennis socials.

Tennis Lessons & Clinics

This is revenue collected from private instruction by the professionals on staff, team practices, open clinics, etc. according per clinic schedule.

Tennis Ball Machine Rental Fee

This is revenue brought in from use of ball machine, either annual membership or hourly use

Tennis Membership

This is revenue collected from Non-Resident Fees for inclusion in MCCDD Tennis program. The membership rate for a single member is \$1,650 and for family membership \$2,750 annually.

Tennis Drinks & Snacks

This is revenue collected from soda machine.

Special Assessments – Tax Collector

The District will levy a Non-Ad Valorem assessment on all assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. This is the portion that will be collected through the Tax Collector.

Special Assessments – Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 3% of the anticipated Non-Ad Valorem assessments.

Budget Narrative
Fiscal Year 2024

REVENUES (continued)

Other Miscellaneous Revenues

This is the revenue generated from the sale of lanyards for the resident amenity access cards, replacement amenity access cards and Pinestraw sold to residents..

Gate Bar Code/Remotes

This is the revenue from the sales of controlled access gate decals.

Impact Fee

MCCDD expended funds to build and / or provide several facilities that have since been conveyed over to St. Johns County, the most notable being the St. Johns County Park at Palencia. St. Johns County allows the District to collect these impact fees directly from builders, and in return, the builders are given vouchers to use when applying for a building permit at St. Johns County. There is no off-setting expense for this revenue item.

EXPENDITURES

Expenditures - Administrative

Payroll - Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance plus payroll taxes and ADP fees. The amount for the fiscal year is based upon all Supervisors attending all meetings as well as ADP expenses.

Professional Service - Arbitrage Rebate

The District has an agreement with an American Municipal Tax-Exempt Compliance Corporation to annually calculate the District's Arbitrage Rebate Liability on the Series 2002 and Series 2015A Special Assessment Bonds. The budgeted amount for the fiscal year is based on an existing engagement letter.

Professional Service - Dissemination Agent (IMS)

The District is required by the Securities and Exchange Commission to comply with Rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service performed by Inframark – Infrastructure Management Services

Budget Narrative
Fiscal Year 2024

Expenditures – Administrative (continued)

Professional Service - Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for board meetings, and other specifically requested assignments.

Professional Service - Legal Services

The District's legal counsel provides general legal services to the District, i.e. attendance and preparation for monthly board meetings, review of operating and maintenance contracts, and other specifically requested assignments.

Professional Service - Management Consulting Services (IMS)

The District receives Management, Accounting, and Administrative services as part of a Management Agreement with Inframark- Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement with a moderate increase requested this year.

Professional Service - Special Assessment (IMS)

Administrative fee to prepare the District's Special Assessment Roll and maintain the lien books. The budgeted amount reflects a moderate increase requested this year.

Professional Service - Trustee

The District issued Series 2002, 2015A and 2016 Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee budget is increased per a notice from U.S. Bank, the Trustee.

Auditing Services

The District is required to conduct an annual audit of its financial records by an independent Certified Public Accounting Firm. Budget is based on an existing engagement letter with Berger, Toombs, Elam, Gaines & Frank.

Postage and Freight

Postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance - General Liability

The District's General Liability Insurance policy is with Preferred Governmental Insurance Trust that specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus anticipated market adjustments.

Budget Narrative
Fiscal Year 2024

Expenditures – Administrative (continued)

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for the monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

Bank charges, credit card fees and any other miscellaneous expenses that may be incurred during the year.

Miscellaneous - Assessment Collection Cost

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater.

Shared Expenditures - Other Local Units

The District has a revised Interlocal agreement with the Sweetwater Creek CDD for shared facilities with certain costs, net of offsetting revenues, being allocated based upon the proportionate number of platted units in each District.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

Expenditures - Other Public Safety

Payroll - Benefit

Provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for full time staff. Payroll service fees (ADP) are also included here.

Payroll - Engineering

The District's building engineering department has a staff of seven (7) full time employees who are allocated throughout this budget. The engineering departments maintenance allocation is **25%**.

Marshall Creek

Community Development District

General Fund

Budget Narrative

Fiscal Year 2024

Expenditures - Other Public Safety (continued)

Payroll - Gate Maintenance

This line item covers the compensation for staff to clean the building. Cleaning staff expense is shared with Guardhouses, Amenity Center and Sweetwater CDD. Maintenance allocation for the District's two (2) controlled access guardhouses is **20%**.

Payroll – Janitor

This line item covers the compensation for staff to clean the building. Cleaning staff expense is shared with Guardhouses, Amenity Center, Tennis and Sweetwater CDD. Maintenance allocation for the District's two (2) controlled access guardhouses is **20%**.

Contracts - Security Services

Envera Virtual Guard Systems contract started in August of 2019. The guard houses have 24/7 virtual coverage.

Contracts - Roving Patrol

The amount is for the roving St. Johns County patrol officers. The roving St. Johns County patrol officers are active between by early evening and early morning hours, 7 days a week. Average 95 hours per month.

R&M - Gate

The cost of repairing and maintaining the South Loop Parkway and North Loop Parkway controlled access guardhouses, including six total mechanical gate arm motors, two control boards, telephone/fax costs, lighting, plumbing, and HVAC units.

Miscellaneous - Bar Codes

The cost of controlled access bar code decals.

Expenditures - Field

Payroll - Benefit

Provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for full time staff. Payroll service fees (ADP) are also included here.

Payroll - Engineering

The District's building engineering department has a staff seven (7) full time employees who are allocated throughout this budget. The engineering department's maintenance allocation for the District's two (2) controlled access guardhouses is **20%**.

Budget Narrative
Fiscal Year 2024

Expenditures - Field (continued)

Lease - Land

This is the land lease for the Boardwalk which was deeded to the District.

R&M - Bike Paths & Asphalt

The budgeted amount is for purchase of materials for repairs of cracked or broken areas of asphalt along the bike/cart paths.

R&M - Boardwalks

The budgeted amount is for purchase of materials for repairs of broken or misshapen boards on the boardwalk areas. This also includes the portable restroom lease at the Tolomato boardwalk.

R&M - Buildings (Park Buildings & Structures)

The budgeted amount is the purchase of paint, stain, fasteners, miscellaneous equipment and lumber used at the parks for playground repairs and cleaning. This also includes the Facilities Maintenance Software (FMX).

R&M - Electrical (Streetlights)

The budgeted amount-for lamps, ballasts, lighting fixtures, wiring, and miscellaneous electrical components for District decorative light poles and fixtures in various locations.

R&M - Fountain (Village Center Fountain)

The budgeted amount is for chemicals for water treatment for the two fountains at the Village Green, pump repairs, cleaning equipment and chemicals, and miscellaneous pump controller repairs.

R&M - Mulch

Replenishment of playground mulch. This is outsourced once per year.

R&M - Roads & Alleyways(includesStorm Water and Street Sewer Line Jetting and Repairs)

The budgeted amount is for lift station submersible pump replacement, annual lift station cleanouts, and miscellaneous repairs on lift station controls, street maintenance repairs including asphalt repairs and maintenance and chemicals for rust staining removal. FY 2024 includes four (4) outsourced street sweepings. Also, includes street striping. The District engineering department contracts with a specialized storm water sewer jetting service to clean dirt, sediment and silt from storm water drains that become clogged and sewer line jetting and repairs.

Marshall Creek

Community Development District

General Fund

Budget Narrative

Fiscal Year 2024

Expenditures - Field (continued)

R&M - Sidewalks

The budgeted amount is for repair of broken or cracked concrete, concrete supplies, and contractor support.

R&M - Signage (Community Signage)

The budget amount is for repair of damaged or worn (sun-bleached) decorative street signage and poles found throughout the District's roadways, parks, and boardwalks. Amount also includes repair of District's monument signs at entrances of neighborhoods and monuments at front entrance at US-1, the roundabout, the tennis facility and both guardhouses.

Reserve – Field

This amount is for Field related costs not covered under other areas of the field budget.

Expenditures - Landscape

Payroll - Salaries

The compensation for staff that is paid a salary such as Director of Landscape.

Payroll - Other

This expense line is for costs associated with a temporary employment service used during peak growing season. They may also assist with special projects.

Payroll – Administration

The compensation for a PT administrative (one day a week) person shared with the engineering department. Duties are, but not limited to, payroll, invoices, and staff support.

Payroll - Benefits

Provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for full time staff. Payroll service fees (ADP) are also included here.

Payroll - General Staff

The compensation for mow crew personnel (5-full time) responsible for over 60 acres of turf and 1 part-time responsible for property wide trash pickup, blowing off playscapes, parks and boardwalks. This staff also manages all doggi stations.

Marshall Creek

Community Development District

General Fund

Budget Narrative

Fiscal Year 2024

Expenditures – Landscape (continued)

Payroll - Irrigation Staff

The compensation for two staff responsible for maintenance of over 400 zones (8,000 + sprinkler heads) and 10 wells and 10 pumps. Irrigation staff is also responsible for all hand watering.

Payroll - IPM Staff

The compensation for two staff members responsible for Integrated Pest Management (plant protectants, bed weeds/fertilization for 25 acres of plant material and all turf protectants/fertilization for 60+ acres of turf). Responsibilities include pruning and trimming, mulch replenishment.

Payroll - Equipment Mechanic

The compensation for Equipment Mechanic

Payroll - Taxes

Payroll taxes for Landscape staff.

ProfServ-Info Technology

This item is to cover the costs of computer services.

Contracts – Misc. Labor

This category provides funds for expenses of third-party service vendors for IPM services.

Communication – Telephone

This item covers telephone and fax machine expenses.

Utility – Cable TV Billing

Comcast internet service.

Electricity - General (Utility)

Electric service for maintenance building.

Utility - Refuse Removal

This item covers the debris removal and trash pick-up service for the maintenance building provided by Republic Services.

Budget Narrative
Fiscal Year 2024

Expenditures – Landscape (continued)

Utility – Water & Sewer

This item covers water and sewer service provided by St. Johns County Utility Department.

Rentals - General

Includes special equipment such as, trencher, sod cutter, and hot pressure washer.

R & M - Buildings

This line item encompasses the repair and maintenance costs for the Landscape building including pest control, security, cleaning supplies and HVAC.

R & M - Equipment

The parts and supplies for preventative maintenance and repair of vehicles, utility carts, trailers and equipment.

R & M - Grounds

The plant protectants and fertilizer to treat 60 + acres of turf, 25 + acres of ornamentals /beds weeds. Bermuda, Bahia, Zoysia, and St. Augustine sod replacements.

R & M - Irrigation

The parts, tools, supplies to service and repair 400 + zones of sprinklers comprised of 8000 + sprinkler heads and 10 wells and 10 pumps. Irrigation staff is also responsible for all hand watering.

R & M - Mulch

The pine straw and mulch to replenish areas such as beds, native grasses, wood lines. To be maintained at a 3-4" layer.

R & M - Pump Station

The parts, supplies and outsourcing costs to repair 10 wells / 10 pumps.

R & M - Trees & Trimming

The costs to outsource removal of dead trees, pruning of palms trees as well as clean-up of fallen trees and storm clean- up.

Marshall Creek

Community Development District

General Fund

Budget Narrative

Fiscal Year 2024

Expenditures – Landscape (continued)

Miscellaneous - Employee Meals (Employee Relations)

Landscape and Engineering employee rewards, such as employee of the month, 100-day accident-free safety award and holiday lunches.

Office Equipment

Miscellaneous office equipment expense.

Operating Supplies - General

Office supplies, safety supplies, tag renewal, doggy pot supplies to include replacing two additional doggy pots per year, licenses, training, hand tools, \$50 per month cell phone expense for Director/ \$30 for Management Supervisor, paint, hardware and coffee supplies.

Operating Supplies – Uniforms

This line item is for the uniforms, rain suits, winter jackets and hats supplied to staff.

Operating Supplies - Fuel, Oil

This line item is budgeted for gas and diesel for equipment. Also, includes oil and grease associated with equipment preventative maintenance program.

Improvements - Landscape

The replacement of trees / ornamentals lost due to frost and disease, planned improvements to existing Landscaping, four flower change outs, and soil amendments.

Capital Outlay - Machinery and Equipment

Replacement of vehicles, utility carts and equipment including finance payments.

Expenditures - Utilities

Electricity - Streetlighting

The District is responsible for various community electrical charges which include: street lighting, lighting the monument signs in the neighborhoods (22) parks, lift stations, pumps stations, irrigation controllers, and the main entrance.

Utility - Water & Sewer

This line item is for the water/consumption for the Village Green fountain.

Budget Narrative
Fiscal Year 2024

Expenditures – Utilities (continued)

R & M - Lake

The professional services that provide regular visits to monitor/treat lakes, mitigation areas, and littoral plantings. Included are potential services to mechanically remove dead floating plant material as well as repair/replacement of tools + equipment used for in-house removal. Includes fish barriers and grass carp.

Expenditures - Operations and Maintenance

Payroll - Shared Personnel

The District agrees to provide day-to-day staffing and operations management of the Sweetwater Creek CDD Amenity Center Building and Pool Facility located at 1865 North Loop parkway, St. Augustine, FL 32095.

Professional Service - Field Management

The District has a personnel leasing agreement with FirstService Residential which provides daily, onsite management of the District's staff and assets. A full listing of the scope of services provided by FirstService to the District is attached.

Communication - Telephone

Includes a portion of General Manager, Assistant Manager and Director of Engineering cell service.

Postage and Freight

This line item is the postage expense for any mailing of miscellaneous correspondence to residents and staff.

Rentals-General

This line item is for rental of storage space for the District.

Printing and Binding

The District's portion of a comprehensive communications package provided via the Palencia On-Line; includes e-mailings of various events, updates and surveys, and updating of the District's employee handbook. Includes the Neighborhood Publications URL web-site support.

Miscellaneous - Connection Computer

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office).

Budget Narrative

Fiscal Year 2024

*Expenditures - Operations and Maintenance (continued)***Miscellaneous - Connection Computer**

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office).

Office Supplies

The District incurs the expense of office supplies for the day-to-day operations which includes supplies for the resident access card system. Also includes the room charge and any copies made for the District's monthly Board meetings.

Operating Supplies - General

The budgeted amount is for uniforms for the engineering department, tool repair/purchase/rental and for certification training of engineering staff .

*Expenditures - Parks and Recreation - General***Professional Service - Management Consulting Service (IMS)**

The District receives Management, Accounting, and Administrative services as part of a Management Agreement with Inframark – Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement with a moderate increase this year.

Insurance - Property & Casualty

The District's Property and Casualty Insurance policy is with Preferred Governmental Insurance Trust that specializes in providing insurance coverage to governmental agencies.

*Expenditures - Swim & Fitness Clubhouse***Contracts - Miscellaneous Labor (Miscellaneous Outside Services)**

This category provides funds for administrative expenses of third-party service vendors such as Comcast, Turner Pest Control, Village Key & Alarm.

ProfServ-Outside Fitness

This category encompasses the Adult Fitness classes that are taught by fitness staff. Also includes, the Les Mills program which offers over 200 virtual classes for our patrons.

Budget Narrative

Fiscal Year 2024

Expenditures - Swim & Fitness Clubhouse (continued)

R&M - Buildings

This category provides funds for any HVAC related expenses.

R&M - Equipment

This category provides funds for repair related expenses of equipment, new equipment for classes, heaters, flood lights, generator, shop vac, and miscellaneous organizational supplies and cleaning equipment.

R&M – Air Conditioning

This category provides funds for any HVAC related expenses.

Miscellaneous - Special Events

This category provides funds for community events that are held throughout the year.

Capital Outlay – Machinery and Equipment

This category provides funds for the purchase/ replacement of large appliances for the building.

Capital Outlay - Clubhouse

This category provides funds for the replacement/addition/maintenance of items located in the amenity center.

Expenditures - Swimming Pool

Payroll - Salaries

This item encompasses compensation for the Amenity Center Director and any full time staff. Amenity Center director's compensation is shared evenly with Sweetwater Creek CDD.

Payroll - Hourly

This allocation encompasses compensation for Front Desk staff.

Payroll - Lifeguards

This line item encompasses compensation for Lifeguards.

Budget Narrative
Fiscal Year 2024

Expenditures – Swimming Pool (continued)

Payroll - Benefits

This category provides funds for employee benefits to include workers' comp, medical, and dental, short-term and long-term disability. ADP payroll processing is also included.

Payroll - Engineering

The District's building engineering department has a staff of seven (7) employees who are allocated throughout this budget. The engineering department's maintenance allocation for the District's swimming pools and fitness center buildings repairs is **20%**.

Payroll - Janitor

This line item covers the compensation for staff to clean the building. Cleaning staff expense is shared with guard gates, Tennis and Sweetwater CDD.

Payroll – Landscape

This line item encompasses the landscaping labor for the amenity center (mowing, trimming, enhancements, turf care, tree trimming and parking lot islands).

Payroll Taxes

Payroll taxes for Swim and Fitness Staff.

Professional Service - Information Technology

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office).

Contracts - Landscape

This line item is for enhancements, turf care, and tree trimming in and around the adult, family pools and parking lot islands.

Travel and Per Diem

Travel expenses for various operational supplies (mileage).

Communication - Telephone

This item covers Telephone and Fax Machine Expenses.

Budget Narrative
Fiscal Year 2024

Expenditures – Swimming Pool (continued)

Utility - General

This line item covers water service provided by St. Johns County Utility Department, electric service provided by Florida Power and Light and gas and tank rental provided by Florida Propane Partners.

Utility – Cable TV Billing

Comcast Internet Service.

Utility - Refuse Removal

This item encompasses the trash removal provided by Republic Services. This cost is split between Swim & Fitness and Tennis evenly.

R&M - Buildings

This line item encompasses the repair and maintenance costs for the Amenity facility.

R&M - Pools

This budget item provides funds for the repair and maintenance costs for two pools and a splash pad. Those costs include chemicals, equipment for maintenance, and repairs.

R&M Vehicles

This line encompasses the repair and maintenance of the swim/fitness utility cart.

Advertising

This line item covers advertising expenses related to recruiting. Budgeting is based on previous year's expenses as well as any anticipated increases. The District's portion of a comprehensive communications package provided via the Palencia Online; includes e-mailings of various events, updates and surveys, and updating of the District's employee handbook. This also covers job advertisements online.

Miscellaneous Services

This is for Life Safety inspections such as the annual inspection of fire alarms and extinguishers.

Budget Narrative
Fiscal Year 2024

Expenditures – Swimming Pool (continued)

Miscellaneous - Employee Meals (Employee Relations)

Employee rewards such as employee of the month, 100-day accident-free safety award, holiday lunches and staff appreciation.

Miscellaneous - Training

This is for the material costs associated with annual CPR/First Aid/AED Training.

Miscellaneous - Licenses & Permits

This budget item allocates for the licensing and permits necessary for operation of the Swim and Fitness Center (i.e. Pool Operating Permits).

Office Supplies

This includes office supplies to operate the facility.

Cleaning Supplies

This line item covers supplies necessary for cleaning the building, spa and paper supplies used in the swim and Fitness Center (i.e. shampoo, conditioner, body wash, soap, etc.)

Office Equipment

This is for costs associated with procuring office equipment, furniture and /or fixtures.

Snack Bar Expenses

This is for supplies related to snack bar concessions.

OP Supplies - Spa & Paper

This budget item covers all spa and paper supplies used in the Swim and Fitness Center (e.g. shampoo, conditioner, body wash, soap, etc.).

Operating Supplies - Uniforms

This is for uniform purchases for Lifeguard and Front Desk personnel throughout the year.

Subscriptions & Memberships

This includes the Pandora for Businesses for Satellite Radio subscription, Sign-Up Genius, Poster My Wall and the Amenity Access Software, which is used for the check-in process at the Amenity and Fitness Center(s).

Budget Narrative
Fiscal Year 2024

Expenditures – Swimming Pool (continued)

Capital Outlay - Pool Furniture

This allocation is to cover replacement of all pool furniture and umbrellas that will be needed in the coming pool season, as the volume of residents using the furniture grows. Includes any additional maintenance as required.

Capital Outlay - Pool

This allocation is to cover replacement of any outside furniture and maintenance as needed.

Expenditures - Tennis Court

Payroll - Salaries

This is compensation paid to the full-time staff which includes the tennis professionals and maintenance staff.

Payroll - Hourly

This is the compensation paid to the part-time shop and maintenance staff.

Payroll - Benefits

Provide health care and other benefits (medical, dental, life, short-term and long-term disability, and workers' compensation insurance) for full time staff – tennis professionals and maintenance staff. Payroll service fees (ADP) are also included.

Payroll - Engineering

The District's building engineering department has a staff of seven (7) full time employees who are allocated throughout this budget. The engineering department's maintenance allocation for the District's tennis facility repairs is **15%**.

Payroll - Commission

Commissions paid to pro staff based on lesson revenue and racket stringing.

Payroll - Janitor

This line item covers the compensation for staff to clean the building. Cleaning staff expense is shared with Tennis, Guard gates and Sweetwater CDD.

Payroll – Landscape

This line item encompasses the landscaping labor for the Tennis center (mowing, trimming, enhancements, turf care, tree trimming and parking lot islands).

Budget Narrative
Fiscal Year 2024

Expenditures – Tennis Court (continued)

Payroll Taxes

Payroll taxes for Tennis staff.

Professional Services - Administrative

Administrative support from administrative staff.

Professional Services - Information Technology

The District incurs the expense for IT support for the computer systems including the tennis point-of-sale system. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office, Club Systems and BadgePass). This also includes new software for the check-in process at the buildings. This software will have monthly fees and comes with key fobs for patrons. This replaces the current amenity card system.

Contracts - Janitorial Services

This line item is for Janitorial Services provided by staff.

Contracts - Landscaping

This line item is for enhancements, turf care, and tree trimming in and around the tennis courts and parking lot islands.

Communication - Telephone

Comcast phone lines plus long distance.

Utility - Cable TV Billing

Comcast – established based on run rate.

Electricity - General

Electricity – FPL. Primary expense related to court lighting.

Utility - Refuse Removal

This item encompasses the trash removal provided by Republic Services. This cost is split between Swim & Fitness and Tennis evenly.

Utility - Water & Sewer

This item covers water and sewer service provided by St. Johns County Utility Department.

Budget Narrative
Fiscal Year 2024

Expenditures – Tennis Court (continued)

Rental/Lease - Vehicle/Equipment

Periodically need to rent maintenance equipment, e.g., cherry picker to change court light bulbs, etc. Also, includes rental of an ice machine.

R&M - General

This item encompasses the repair and maintenance costs for the tennis facility.

R&M - Court Maintenance

This line consists of court material, court tools, court machine maintenance, etc.

R&M - Vandalism

This line consists of repairs from any vandalism of District's assets.

Printing and Binding

The District's portion of a comprehensive communications package provided by Neighborhood Publications; includes e-mailings of various events, updates and surveys, and updating of the District's employee handbook.

Advertising

The costs associated with newspaper ads to recruit new staff.

Miscellaneous - Employee Meals (Employee Relations)

Employee rewards such as employee of the month, 100-day accident-free safety award, holiday lunches and staff appreciation.

Miscellaneous - Special Events

Social and Promotional events for Tennis held on property.

Miscellaneous - Training

This is for continuing education and professional development for staff.

Utility - Refuse Removal

This item encompasses the trash removal provided by Republic Services. This cost is split between Swim & Fitness and Tennis evenly.

Utility - Water & Sewer

This item covers water and sewer service provided by St. Johns County Utility Department.

Marshall Creek

Community Development District

General Fund

Budget Narrative

Fiscal Year 2024

Expenditures – Tennis Court (continued)

Miscellaneous - Licenses & Permits

USTA membership, etc.

Office Supplies

This is for office materials, paper and other office supplies.

Office Equipment

This is for costs associated with procuring computer, monitor, printer, fax machine, etc. items.

Teaching Supplies

This is for balls and teaching aids .

OP Supplies - Uniforms

Staff uniform assistance.

COS - Start Up Inventory

This is for Inventory/Merchandise,

Subscriptions and Memberships

NFPTA, PTR, USPTA, etc

Capital Outlay - Machinery and Equipment

Professionally re-surface two of the ten courts. Drainage improvements.

Budget Narrative
Fiscal Year 2024

FULL LISTING OF OPERATIONS MANAGEMENT SCOPE OF SERVICES

Lessee

Marshall Creek Community Development District

Lessor

First Service Residential

Purpose

Provide day-to-day operations management of the Marshall Creek Community Development District (the "District") property while emphasizing positive response to concerns of District residents

Operations Management Team Composition

Property Manager
Assistant Property Manager (reports to Property Manager)

Relationship to Other Positions

Reports To

District Board of Supervisors

Coordinates with

District Manager, Inframark – Infrastructure Management Services

Supervises

District Staff (Swim & Fitness, Tennis, Landscape Maintenance, and General Maintenance)

Budget Narrative
Fiscal Year 2024

Operations Management Team Functions

Manage all on-site District personnel (Swim & Fitness, Tennis, Landscape Maintenance, And General Maintenance), including, but not limited to:

- Recruiting
- Training
- Performance Evaluation
- Payroll Administration
- Safety
- Benefits / Workers Compensation

Administer activities (and coordinate administration with the Maintenance Manager) related to the physical operation of the District property, including, but not limited to, supervising District contracts regarding:

- Operations
- Cleaning
- Repair
- Controlled Access Guardhouses / Roving Patrol

Administer activities related to District, including, but not limited to:

- Appropriately administer all Marshall Creek CDD Policies and Procedures and District-related DRI/PUD entitlements
- Amenities (Swim & Fitness and Tennis) management / oversight
- Landscape Maintenance management / oversight
- Controlled Access / Roving Patrol contract administration
- Street Light (decorative) maintenance and repair administration
- Street Sign maintenance and repair administration
- Street, sidewalk and curb maintenance and repair administration
- Storm water system maintenance and repair administration
- Maintenance and repair administration of over 5,100 linear feet of raised boardwalks (including the Tolomato River Boardwalk at Palencia), over 8 miles of multi-use paths, and over 6 acres of playgrounds and passive parks equipment
- On-site District Liaison with the St. Johns River Water Management District coordinating use of over 421 acres of wetland and upland conservation areas

Budget Narrative
Fiscal Year 2024

Manage fiscal activities of the District property including, but not limited to:

- Resident relations
- Payroll processing of 50 District employees
- On-site accounts payables / bookkeeping
- Operations analysis
- Budget preparation and management

On-site Management of District response to resident and public inquiries and concerns, including, but not limited to:

- Responding to telephone, e-mail and on-site inquiries
- Guiding tour groups

Coordinate all emergency procedures regarding District facilities and operations, including, but not limited to:

- Establishing plans
- Implementing practice
- Monitoring equipment
- Executing plan in live emergencies (tropical storms, hurricanes, wildfires, etc.)
- Direct and assist with any St. Johns County Emergency Operations Center-mandated evacuations, bomb searches and life safety alarms as deemed reasonable and prudent
- Assist St. Johns County Sheriff and / or Fire Rescue emergency authorities and response teams as requested

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU APR-2023	PROJECTED MAY- SEP - 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
REVENUES							
Special Assmnts- Tax Collector	\$ 52,285	\$ 52,924	\$ 52,924	\$ 48,805	\$ 4,119	\$ 52,924	\$ 52,924
Special Assmnts- Discounts	(1,806)	(1,818)	(2,117)	(1,877)	-	(1,877)	(2,117)
TOTAL REVENUES	50,479	51,106	50,807	46,928	4,119	51,047	50,807
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	570	527	1,058	939	-	939	1,058
Total Administrative	570	527	1,058	939	-	939	1,058
TOTAL EXPENDITURES	570	527	1,058	939	-	939	1,058
Excess (deficiency) of revenues							
Over (under) expenditures	49,909	50,579	49,749	45,989	4,119	50,108	49,749
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
	-	-	49,748	-	-	-	49,749
TOTAL OTHER SOURCES (USES)			49,748	-	-	-	49,749
Net change in fund balance	49,909	50,579	49,749	45,989	4,119	50,108	49,749
FUND BALANCE, BEGINNING	93,471	143,380	193,959	193,959	-	193,959	244,067
FUND BALANCE, ENDING	\$ 143,380	\$ 193,959	\$ 243,708	\$ 239,948	\$ 4,119	\$ 244,067	\$ 293,816

Budget Narrative
Fiscal Year 2023

REVENUE

Special Assessments - Tax Collector

The District will levy a Non-Ad Valorem assessment on assessable property within the Series 2002 Special Assessment Area of the District to fund the 2002 Area Capital Reserves. This is the portion that will be collected with the Tax Collector.

Special Assessments - CDD Collected

The District will levy a Non-Ad Valorem assessment on assessable property within the Series 2002 Special Assessment Area of the District to fund the 2002 Area Capital Reserves. This is the estimated portion that will be collected directly from the developer and other landowners removed from the tax roll with the Tax Collector per the direction of the Board.

Special Assessments - Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Expenditures - Administrative

Misc - Assessment Collection Cost

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater.

MARSHALL CREEK
Community Development District

Debt Service Budget
Fiscal Year 2024

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET	THRU	MAY-	PROJECTED	BUDGET
	FY 2021	FY 2022	FY 2023	APR-2023	SEP - 2023	FY 2023	FY 2024
REVENUES							
Interest - Investments	\$ 26	\$ 34	\$ 250	\$ 24	\$ 17	41	\$ 250
Special Assmnts- Tax Collector	1,154,575	1,164,552	1,164,552	1,072,588	91,964	1,164,552	1,164,552
Special Assmnts- Prepayment	-	10,705	-	-	-	-	-
Special Assmnts- Discounts	(39,885)	(39,994)	(46,582)	(41,262)	-	(41,262)	(46,582)
TOTAL REVENUES	1,114,716	1,135,297	1,118,220	1,031,350	91,981	1,123,331	1,118,220
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	11,996	11,588	23,291	20,627	1,839	22,466	23,291
Total Administrative	11,996	11,588	23,291	20,627	1,839	22,466	23,291
<i>Debt Service</i>							
Principal Debt Retirement	580,000	620,000	660,000	-	660,000	660,000	710,000
Principal Prepayments	35,000	-	-	10,000	-	10,000	-
Interest Expense	494,625	464,750	433,750	216,875	216,625	433,500	400,250
Total Debt Service	1,109,625	1,084,750	1,093,750	226,875	876,625	1,103,500	1,110,250
TOTAL EXPENDITURES	1,121,621	1,096,338	1,117,041	247,502	878,464	1,125,966	1,133,541

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU APR-2023	PROJECTED MAY- SEP - 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
Excess (deficiency) of revenues							
Over (under) expenditures	(6,905)	38,959	1,179	783,848	(786,483)	(2,635)	(15,321)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance			-	-	-	-	(15,321)
TOTAL OTHER SOURCES (USES)			-	-	-	-	(15,321)
Net change in fund balance	(6,905)	38,959	-	783,848	(786,483)	(2,635)	(15,321)
FUND BALANCE, BEGINNING	523,825	516,920	555,879	555,879	-	555,879	553,244
FUND BALANCE, ENDING	\$ 516,920	\$ 555,879	\$ 557,058	\$ 1,339,727	\$ (786,483)	\$ 553,244	\$ 537,923

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	EXTRAORDINARY REDEMPTION	TOTAL
11/1/2022	\$ 8,675,000	5.000%	\$ 216,875		\$ 10,000	
5/1/2023	\$ 8,665,000	5.000%	\$ 216,625	\$ 660,000		\$ 1,093,500
11/1/2023	\$ 8,005,000	5.000%	\$ 200,125			
5/1/2024	\$ 8,005,000	5.000%	\$ 200,125	\$ 710,000		\$ 1,110,250
11/1/2024	\$ 7,295,000	5.000%	\$ 182,375			
5/1/2025	\$ 7,295,000	5.000%	\$ 182,375	\$ 755,000		\$ 1,119,750
11/1/2025	\$ 6,540,000	5.000%	\$ 163,500			
5/1/2026	\$ 6,540,000	5.000%	\$ 163,500	\$ 805,000		\$ 1,132,000
11/1/2026	\$ 5,735,000	5.000%	\$ 143,375			
5/1/2027	\$ 5,735,000	5.000%	\$ 143,375	\$ 840,000		\$ 1,126,750
11/1/2027	\$ 4,895,000	5.000%	\$ 122,375			
5/1/2028	\$ 4,895,000	5.000%	\$ 122,375	\$ 890,000		\$ 1,134,750
11/1/2028	\$ 4,005,000	5.000%	\$ 100,125			
5/1/2029	\$ 4,005,000	5.000%	\$ 100,125	\$ 930,000		\$ 1,130,250
11/1/2029	\$ 3,075,000	5.000%	\$ 76,875			
5/1/2030	\$ 3,075,000	5.000%	\$ 76,875	\$ 975,000		\$ 1,128,750
11/1/2030	\$ 2,100,000	5.000%	\$ 52,500			
5/1/2031	\$ 2,100,000	5.000%	\$ 52,500	\$ 1,025,000		\$ 1,130,000
11/1/2031	\$ 1,075,000	5.000%	\$ 26,875			
5/1/2032	\$ 1,075,000	5.000%	\$ 26,875	\$ 1,075,000		\$ 1,128,750
			\$ 2,136,250	\$ 8,005,000		\$ 10,141,250

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET	THRU	MAY-	PROJECTED	BUDGET
	FY 2021	FY 2022	FY 2023	APR-2023	SEP - 2023	FY 2023	FY 2024
REVENUES							
Interest - Investments	\$ 39	\$ 46	\$ 600	\$ 26	\$ 19	\$ 45	\$ 600
Special Assmnts- Tax Collector	1,009,667	1,019,648	1,019,648	940,287	79,361	1,019,648	1,019,648
Special Assmnts- Prepayment	9,476	-	-	-	-	-	-
Special Assmnts- Discounts	(34,879)	(35,017)	(40,786)	(36,172)	-	(36,172)	(40,786)
TOTAL REVENUES	984,303	984,677	979,462	904,141	79,380	983,521	979,462
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	10,464	10,146	20,393	18,082	1,587	19,669	20,393
Total Administrative	10,464	10,146	20,393	18,082	1,587	19,669	20,393
<i>Debt Service</i>							
Principal Debt Retirement	540,000	565,000	595,000	-	595,000	595,000	625,000
Principal Prepayments	-	10,000	-	-	-	-	-
Interest Expense	431,750	404,500	376,000	188,000	188,000	376,000	346,250
Total Debt Service	971,750	979,500	971,000	188,000	783,000	971,000	971,250
TOTAL EXPENDITURES	982,214	989,646	991,393	206,082	784,587	990,669	991,643

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET	THRU	MAY-	PROJECTED	BUDGET
			FY 2023	APR-2023	SEP - 2023	FY 2023	FY 2024
Excess (deficiency) of revenues							
Over (under) expenditures	2,089	(4,969)	(11,931)	698,059	(705,207)	(7,148)	(12,181)
OTHER FINANCING SOURCES (USES)							
Operating Transfers-Out	(12)	-	-	-	-	-	-
Contribution to (Use of) Fund Balance			(11,931)	-	-	-	(12,181)
TOTAL OTHER SOURCES (USES)	(12)	-	(11,931)	-	-	-	(12,181)
Net change in fund balance	2,077	(4,969)	(11,931)	698,059	(705,207)	(7,148)	(12,181)
FUND BALANCE, BEGINNING	793,749	795,825	790,857	790,857	-	790,857	783,709
FUND BALANCE, ENDING	\$ 795,825	\$ 790,857	\$ 778,926	\$ 1,488,916	\$ (705,207)	\$ 783,709	\$ 771,527

MARSHALL CREEK

Community Development District

Series 2015 Debt Service Fund

Amortization Schedule Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2022	\$ 7,520,000		\$ 188,000		
5/1/2023	\$ 7,520,000	5.00%	\$ 188,000	\$ 595,000	\$ 971,000
11/1/2023	\$ 6,925,000		\$ 173,125		
5/1/2024	\$ 6,925,000	5.00%	\$ 173,125	\$ 625,000	\$ 971,250
11/1/2024	\$ 6,300,000		\$ 157,500		
5/1/2025	\$ 6,300,000	5.00%	\$ 157,500	\$ 660,000	\$ 975,000
11/1/2025	\$ 5,640,000		\$ 141,000		
5/1/2026	\$ 5,640,000	5.00%	\$ 141,000	\$ 690,000	\$ 972,000
11/1/2026	\$ 4,950,000		\$ 123,750		
5/1/2027	\$ 4,950,000	5.00%	\$ 123,750	\$ 725,000	\$ 972,500
11/1/2027	\$ 4,225,000		\$ 105,625		
5/1/2028	\$ 4,225,000	5.00%	\$ 105,625	\$ 765,000	\$ 976,250
11/1/2028	\$ 3,460,000		\$ 86,500		
5/1/2029	\$ 3,460,000	5.00%	\$ 86,500	\$ 800,000	\$ 973,000
11/1/2029	\$ 2,660,000		\$ 66,500		
5/1/2030	\$ 2,660,000	5.00%	\$ 66,500	\$ 845,000	\$ 978,000
11/1/2030	\$ 1,815,000		\$ 45,375		
5/1/2031	\$ 1,815,000	5.00%	\$ 45,375	\$ 885,000	\$ 975,750
11/1/2031	\$ 930,000		\$ 23,250		
5/1/2032	\$ 930,000	5.00%	\$ 23,250	\$ 930,000	\$ 976,500
			\$ 2,221,250	\$ 7,520,000	\$ 9,741,250

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET	THRU	MAY-	PROJECTED	BUDGET
			FY 2023	APR-2023	SEP - 2023	FY 2023	FY 2024
REVENUES							
Interest - Investments	\$ 19	\$ 328	\$ 400	\$ 1,602	\$ 1,144	\$ 2,746	\$ 400
Special Assmnts- Tax Collector	63,860	64,640	64,640	59,609	-	59,609	64,640
Special Assmnts- Discounts	(2,206)	(2,220)	(2,586)	(2,293)	-	(2,293)	(2,586)
TOTAL REVENUES	61,673	62,748	62,454	58,918	1,144	60,062	62,454
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	664	644	1,293	1,146	-	1,146	1,293
Total Administrative	664	644	1,293	1,146	-	1,146	1,293
<i>Debt Service</i>							
Principal Debt Retirement	10,000	15,000	15,000	-	15,000	15,000	15,000
Interest Expense	46,452	45,820	44,872	22,436	22,436	44,872	43,924
Total Debt Service	56,452	60,820	59,872	22,436	37,436	59,872	58,924
TOTAL EXPENDITURES	57,116	61,464	61,165	23,582	37,436	61,018	60,217

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2024 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU APR-2023	PROJECTED MAY- SEP - 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
Excess (deficiency) of revenues							
Over (under) expenditures	4,557	1,284	1,289	35,336	(36,292)	(956)	2,237
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	1,289	-	-	-	2,237
TOTAL OTHER SOURCES (USES)	-	-	1,289	-	-	-	2,237
Net change in fund balance	4,557	1,284	1,289	35,336	(36,292)	(956)	2,237
FUND BALANCE, BEGINNING	69,988	74,545	75,829	75,830		75,830	74,874
FUND BALANCE, ENDING	\$ 74,545	\$ 75,829	\$ 77,118	\$ 111,166	\$ (36,292)	\$ 74,874	\$ 77,111

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2022	\$ 710,000	6.320%	\$ 22,436		
5/1/2023	\$ 710,000	6.320%	\$ 22,436	\$ 15,000	\$ 59,872
11/1/2023	\$ 695,000	6.320%	\$ 21,962		
5/1/2024	\$ 695,000	6.320%	\$ 21,962	\$ 15,000	\$ 58,924
11/1/2024	\$ 680,000	6.320%	\$ 21,488		
5/1/2025	\$ 680,000	6.320%	\$ 21,488	\$ 15,000	\$ 57,976
11/1/2025	\$ 665,000	6.320%	\$ 21,014		
5/1/2026	\$ 665,000	6.320%	\$ 21,014	\$ 15,000	\$ 57,028
11/1/2026	\$ 650,000	6.320%	\$ 20,540		
5/1/2027	\$ 650,000	6.320%	\$ 20,540	\$ 20,000	\$ 61,080
11/1/2027	\$ 630,000	6.320%	\$ 19,908		
5/1/2028	\$ 630,000	6.320%	\$ 19,908	\$ 20,000	\$ 59,816
11/1/2028	\$ 610,000	6.320%	\$ 19,276		
5/1/2029	\$ 610,000	6.320%	\$ 19,276	\$ 20,000	\$ 58,552
11/1/2029	\$ 590,000	6.320%	\$ 18,644		
5/1/2030	\$ 590,000	6.320%	\$ 18,644	\$ 20,000	\$ 57,288
11/1/2030	\$ 570,000	6.320%	\$ 18,012		
5/1/2031	\$ 570,000	6.320%	\$ 18,012	\$ 25,000	\$ 61,024
11/1/2031	\$ 545,000	6.320%	\$ 17,222		
5/1/2032	\$ 545,000	6.320%	\$ 17,222	\$ 25,000	\$ 59,444
11/1/2032	\$ 520,000	6.320%	\$ 16,432		
5/1/2033	\$ 520,000	6.320%	\$ 16,432	\$ 25,000	\$ 57,864
11/1/2033	\$ 495,000	6.320%	\$ 15,642		
5/1/2034	\$ 495,000	6.320%	\$ 15,642	\$ 30,000	\$ 61,284

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2034	\$ 465,000	6.320%	\$ 14,694		
5/1/2035	\$ 465,000	6.320%	\$ 14,694	\$ 30,000	\$ 59,388
11/1/2035	\$ 435,000	6.320%	\$ 13,746		
5/1/2036	\$ 435,000	6.320%	\$ 13,746	\$ 35,000	\$ 62,492
11/1/2036	\$ 400,000	6.320%	\$ 12,640		
5/1/2037	\$ 400,000	6.320%	\$ 12,640	\$ 35,000	\$ 60,280
11/1/2037	\$ 365,000	6.320%	\$ 11,534		
5/1/2038	\$ 365,000	6.320%	\$ 11,534	\$ 35,000	\$ 58,068
11/1/2038	\$ 330,000	6.320%	\$ 10,428		
5/1/2039	\$ 330,000	6.320%	\$ 10,428	\$ 40,000	\$ 60,856
11/1/2039	\$ 290,000	6.320%	\$ 9,164		
5/1/2040	\$ 290,000	6.320%	\$ 9,164	\$ 40,000	\$ 58,328
11/1/2040	\$ 250,000	6.320%	\$ 7,900		
5/1/2041	\$ 250,000	6.320%	\$ 7,900	\$ 45,000	\$ 60,800
11/1/2041	\$ 205,000	6.320%	\$ 6,478		
5/1/2042	\$ 205,000	6.320%	\$ 6,478	\$ 50,000	\$ 62,956
11/1/2042	\$ 155,000	6.320%	\$ 4,898		
5/1/2043	\$ 155,000	6.320%	\$ 4,898	\$ 50,000	\$ 59,796
11/1/2043	\$ 105,000	6.320%	\$ 3,318		
5/1/2044	\$ 105,000	6.320%	\$ 3,318	\$ 50,000	\$ 56,636
11/1/2044	\$ 55,000	6.320%	\$ 1,738		
5/1/2045	\$ 55,000	6.320%	\$ 1,738	\$ 55,000	\$ 58,476
			\$ 613,356	\$ 695,000	\$ 1,308,356

Budget Narrative
Fiscal Year 2023

REVENUE

Special Assessments - Tax Collector

The District will levy a Non-Ad Valorem assessment on all assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year. This is the portion that will be collected with the Tax Collector.

Special Assessments - CDD Collected

The District will levy a Non-Ad Valorem assessment on all assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year. This is the estimated portion that will be collected directly from the developer and other landowners removed from the tax roll with the Tax Collector per the direction of the Board.

Special Assessments - Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Expenditures - Administrative

Misc - Assessment Collection Cost

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater.

MARSHALL CREEK

Community Development District

Supporting Budget Schedules

Fiscal Year 2024

Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the 2015 and 2016 Bond Series Fiscal Year 2024 vs. Fiscal Year 2023									
Product	General Fund			Series 2015 & 2016 Debt Service			Total Assessments per Unit		
	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change
Inside Control Gate									
Oak Common I	\$2,302	\$2,302	0.00%	\$750	\$750	0.00%	\$3,051	\$3,051	0.00%
Parkside I & II	\$2,302	\$2,302	0.00%	\$900	\$900	0.00%	\$3,201	\$3,201	0.00%
Trellis Park, Mission Park, TreeHouse Park (9 Lots)	\$2,302	\$2,302	0.00%	\$1,149	\$1,149	0.00%	\$3,451	\$3,451	0.00%
Oak Common II & III	\$2,302	\$2,302	0.00%	\$1,199	\$1,199	0.00%	\$3,501	\$3,501	0.00%
Marshall Creek Bluff	\$2,302	\$2,302	0.00%	\$1,399	\$1,399	0.00%	\$3,701	\$3,701	0.00%
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,302	\$2,302	0.00%	\$1,499	\$1,499	0.00%	\$3,801	\$3,801	0.00%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,302	\$2,302	0.00%	\$1,899	\$1,899	0.00%	\$4,201	\$4,201	0.00%
North River I, II, & III, Alimara, & Leaning Tree	\$2,302	\$2,302	0.00%	\$2,399	\$2,399	0.00%	\$4,700	\$4,700	0.00%
Outside Control Gate									
Village Center Homes (VC 1)	\$2,026	\$2,030	-0.18%	\$600	\$600	0.00%	\$2,626	\$2,630	-0.14%
Promenade Condos	\$2,026	\$2,030	-0.18%	\$900	\$900	0.00%	\$2,926	\$2,930	-0.13%
Palencia Village 2, 3, 4 & 2A	\$2,026	\$2,030	-0.18%	\$1,199	\$1,199	0.00%	\$3,226	\$3,229	-0.12%
Village Lakes	\$2,026	\$2,030	-0.18%	\$1,010	\$1,010	0.00%	\$3,036	\$3,040	-0.12%
Avila Condo & Village Square Res.	\$2,026	\$2,030	-0.18%	\$700	\$700	0.00%	\$2,726	\$2,730	-0.14%
Promenade Pointe	\$2,026	\$2,030	-0.18%	\$2,399	\$2,399	0.00%	\$4,425	\$4,429	-0.08%
Golf Course									
	\$44,012	\$44,676	-1.49%	\$80,000	\$80,000	0.00%	\$124,012	\$124,676	-0.53%

Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the Restructured 2002 Bond Series Fiscal Year 2024 vs. Fiscal Year 2023												
Product	General Fund			2002 Capital Reserves			Series 2002 Debt Service			Total Assessments per Unit		
	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change
Inside Control Gate												
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,302	\$2,302	0.00%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,802	\$3,802	0.00%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,302	\$2,302	0.00%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,202	\$4,202	0.00%
Costa Del Sol	\$2,302	\$2,302	0.00%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,702	\$4,702	0.00%
Marshall Creek Bluff II - EV-3A	\$2,302	\$2,302	0.00%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,702	\$4,702	0.00%
Village Center 5 (South Loop Lots)	\$2,302	\$2,302	0.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,502	\$3,502	0.00%
Trellis Park (North River Loop Lot)	\$2,302	\$2,302	0.00%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,202	\$4,202	0.00%
North River I, II, & III, Alimara, & Leaning Tree	\$2,302	\$2,302	0.00%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,702	\$4,702	0.00%
The Reserve Phase II	\$2,302	\$2,302	0.00%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,702	\$4,702	0.00%
Santa Teresa	\$2,302	\$2,302	0.00%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,702	\$4,702	0.00%
Outside Control Gate												
Palencia Village Townhomes I	\$2,026	\$2,030	-0.18%	\$31	\$31	0.00%	\$719	\$719	0.00%	\$2,776	\$2,780	-0.13%
Palencia Village 2, 3, 4 & 2A	\$2,026	\$2,030	-0.18%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,226	\$3,230	-0.12%
Village Lakes East (Residential MNO)	\$2,026	\$2,030	-0.18%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,226	\$3,230	-0.12%
Village Lofts (Live/Work)	\$2,026	\$2,030	-0.18%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,226	\$3,230	-0.12%
Townhomes II (VC-3)	\$2,026	\$2,030	-0.18%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,226	\$3,230	-0.12%
Avila Condo & Village Square Res.	\$2,026	\$2,030	-0.18%	\$29	\$29	0.00%	\$671	\$671	0.00%	\$2,726	\$2,730	-0.14%
Augustine Island	\$2,026	\$2,030	-0.18%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,526	\$3,530	-0.11%
Promenade Pointe	\$2,026	\$2,030	-0.18%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,426	\$4,430	-0.08%
Commercial												
Commercial (Office/Retail)	\$0.33	\$0.34	-1.49%	\$0.04	\$0.04	0.00%	\$0.93	\$0.93	0.00%	\$1.30	\$1.31	-0.38%
Neighborhood Commercial	\$1.30	\$1.30	-0.47%	\$0.02	\$0.02	0.00%	\$0.45	\$0.45	0.00%	\$1.77	\$1.77	-0.35%