

MARSHALL CREEK
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2019

Final Budget
(Adopted at 08/22/18 meeting)

Prepared by:



MARSHALL CREEK

Community Development District

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Operating Budget
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General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU JULY 2018	AUG- SEPT 2018	PROJECTED FY 2018	BUDGET FY 2019
REVENUES							
Interest - Investments	\$ 5,291	\$ 7,397	\$ 12,000	\$ 14,738	\$ 1,448	\$ 16,186	\$ 12,000
Shared Rev - Other Local Units	261,912	297,793	418,857	418,857	-	418,857	476,151
Interlocal Agreement - Other	280,220	310,955	356,097	296,748	59,349	356,097	356,097
FEMA Revenue	-	-	-	-	875,000	875,000	-
Other Physical Environment Rev	-	-	15,000	23,786	4,757	28,543	15,000
S/F Program Fees	37,123	47,174	37,000	30,041	6,959	37,000	37,000
S/F Swimming Program Fees	3,945	8,641	2,000	-	2,000	2,000	2,000
S/F Activity Fees	152	1,586	200	4,455	0	4,455	200
S/F Other Revenues	1,330	-	1,750	555	1,195	1,750	1,750
S/F Rental Fees	2,700	1,960	2,000	3,380	0	3,380	2,500
S/F Snack Bar Revenue	-	-	-	-	-	-	500
Tennis Merchandise Sales	9,341	12,951	14,000	10,053	3,947	14,000	14,000
Tennis Special Events&Socials	-	-	1,500	90	910	1,000	1,000
Tennis Lessons & Clinics	118,448	150,878	118,000	146,279	3,721	150,000	150,000
Tennis Ball Machine Rental Fee	2,311	3,282	4,000	2,120	1,380	3,500	3,500
Tennis Membership	39,704	22,472	26,000	38,455	-	38,455	40,000
Tennis Drinks & Snacks	308	363	500	-	-	-	-
Special Events	-	-	-	12,939	-	12,939	-
Interest - Tax Collector	946	948	-	3,710	-	3,710	-
Special Assmnts- Tax Collector	2,790,744	3,080,374	3,212,063	3,169,850	42,213	3,212,063	3,326,168
Special Assmnts- CDD Collected	189,130	29,582	12,399	11,366	1,033	12,399	11,994
Special Assmnts- Delinquent	25,277	11,668	-	12,659	26,057	38,716	-
Special Assmnts- Discounts	(78,754)	(99,576)	(96,362)	(104,666)	-	(104,666)	(99,785)
Allowance Uncollected Assem.	-	-	(25,000)	-	-	-	-
Sale of Surplus Equipment	5,400	-	-	-	-	-	-
Other Miscellaneous Revenues	3,289	1,512	1,100	72,951	-	72,951	1,100
Gate Bar Code/Remotes	2,955	3,580	2,200	2,973	496	3,469	3,200
Impact Fee	51,226	41,003	30,000	40,447	-	40,447	30,000

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General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2019 Adopted Budget

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	FY 2016	FY 2017	BUDGET FY 2018	THRU JULY 2018	AUG- SEPT 2018	PROJECTED FY 2018	BUDGET FY 2019
Billback - PPOA	100	25	-	-	-	-	-
Billback - Developer	1,891	708	-	-	-	-	-
Billback - Projects	100	-	-	-	-	-	-
TOTAL REVENUES	3,755,089	3,935,276	4,145,304	4,211,786	1,030,464	5,242,250	4,384,375

EXPENDITURES

Administrative

P/R-Board of Supervisors	5,460	6,783	6,500	5,396	1,104	6,500	6,500
ProfServ-Arbitrage Rebate	1,200	1,200	1,200	-	1,200	1,200	1,200
ProfServ-Dissemination Agent	2,000	5,000	3,000	-	3,000	3,000	3,000
ProfServ-Engineering	10,417	39,536	20,000	22,680	4,536	27,216	20,000
ProfServ-Legal Services	86,284	98,326	75,000	57,957	17,043	75,000	75,000
ProfServ-Mgmt Consulting Serv	49,072	55,000	58,000	48,333	9,667	58,000	60,320
ProfServ-Special Assessment	9,230	11,000	12,000	12,000	-	12,000	12,480
ProfServ-Trustee Fees	8,108	10,982	11,400	10,424	976	11,400	11,400
Auditing Services	3,725	3,725	3,725	3,725	-	3,725	3,725
Postage and Freight	3,141	4,226	3,500	2,782	718	3,500	3,500
Insurance - General Liability	24,046	23,150	25,465	28,123	-	28,123	28,012
Printing and Binding	3,661	3,530	4,000	3,097	903	4,000	4,000
Legal Advertising	4,132	2,536	3,000	1,684	1,316	3,000	3,000
Miscellaneous Services	12,701	29,127	6,000	6,163	1,233	7,396	6,000
Misc-Assessmnt Collection Cost	31,788	33,528	64,269	61,557	2,712	64,269	66,517
Shared Exp - Other Local Units	359,027	456,878	473,434	473,433	-	473,433	516,557
Office Supplies	347	424	500	347	153	500	500
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	614,514	785,126	771,168	737,876	44,561	782,437	821,886

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	FY 2016	FY 2017	BUDGET FY 2018	THRU JULY 2018	AUG- SEPT 2018	PROJECTED FY 2018	BUDGET FY 2019
Other Public Safety							
Payroll - Benefit	2,262	3,717	6,883	4,832	2,051	6,883	6,915
Payroll - Engineering	24,478	33,677	34,875	29,770	5,105	34,875	38,349
Payroll - Gate Maintenance	1,243	1,502	3,058	1,281	492	1,773	3,058
Payroll - Billback	269	139	-	-	-	-	-
Contracts-Security Services	243,017	260,198	290,249	241,485	21,597	263,082	264,272
Contracts-Roving Patrol	38,594	34,790	42,900	28,315	14,585	42,900	42,900
R&M-Gate	18,706	51,557	20,000	58,463	37,087	95,550	20,000
Misc-Bar Codes	4,091	4,074	3,100	3,100	-	3,100	4,100
Cap Outlay-Machinery and Equip	-	-	-	7,693	-	7,693	-
Total Other Public Safety	332,660	389,654	401,065	374,939	80,917	455,856	379,594
Field							
Payroll - Benefit	1,842	3,145	5,056	3,938	1,118	5,056	5,107
Payroll - Engineering	20,422	26,504	26,354	23,806	2,548	26,354	29,108
Payroll - Billback	369	136	-	-	-	-	-
Utility - Water & Sewer	1,500	2,974	2,000	-	2,000	2,000	2,000
Lease - Land	1,893	1,918	2,000	1,946	-	1,946	2,000
R&M-Bike Paths & Asphalt	658	-	2,500	80	2,420	2,500	2,500
R&M-Boardwalks	7,161	7,416	57,720	2,074	5,646	7,720	7,720
R&M-Buildings	10,759	13,425	10,000	7,839	2,161	10,000	50,000
R&M-Electrical	14,899	12,497	12,500	6,564	5,936	12,500	12,500
R&M-Fountain	4,357	3,663	4,000	4,493	56	4,549	4,000
R&M-Mulch	1,318	600	3,489	-	3,489	3,489	3,489
R&M-Roads & Alleyways	18,822	16,818	36,886	40,699	-	40,699	45,000
R&M-Sidewalks	19,759	21,932	20,000	9,494	10,506	20,000	20,000
R&M-Signage	919	7,845	8,000	5,062	2,938	8,000	8,000
Miscellaneous Services	2,645	-	-	-	-	-	-
Cap Outlay-Machinery and Equip	-	-	-	-	-	-	38,000
FEMA Boardwalk Expense	-	-	-	524,321	475,679	1,000,000	-
Total Field	137,202	118,873	190,505	630,316	514,497	1,144,813	229,424

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Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU JULY 2018	AUG- SEPT 2018	PROJECTED FY 2018	BUDGET FY 2019
Landscape							
Payroll-Salaries	149,236	191,320	185,079	152,668	32,711	185,379	201,591
Payroll-Other	3,725	10,837	12,000	6,047	1,953	8,000	12,000
Payroll-Administration	-	-	9,048	4,650	2,678	7,328	7,038
Payroll-Benefits	58,143	54,577	83,790	64,794	8,308	73,102	66,352
Payroll-General Staff	67,146	76,042	75,726	64,601	11,125	75,726	97,222
Payroll-Irrigation Staff	47,997	54,875	60,840	49,022	11,818	60,840	63,222
Payroll-IPM Staff	70,655	49,633	112,320	57,679	25,367	83,046	91,931
Payroll-Equipment Mechanic	21,808	20,193	26,000	15,029	7,135	22,164	27,272
Payroll - Billback	626	250	-	-	-	-	-
Payroll Taxes	25,630	27,912	40,955	25,021	7,528	32,549	34,391
ProfServ-Info Tchnology	-	-	-	-	-	-	1,000
Communication-Telephone	-	-	5,000	263	237	500	800
Utility - Cable TV Billing	-	-	960	160	760	920	3,520
Electricity - General	10,413	13,328	6,000	3,050	2,950	6,000	6,000
Utility - Refuse Removal	11,343	26,616	13,500	5,491	8,009	13,500	13,500
Utility - Water & Sewer	-	-	3,360	749	2,611	3,360	3,360
Rentals - General	1,866	3,120	1,500	1,966	207	2,173	1,500
R&M-Buildings	-	-	3,900	3,305	595	3,900	2,000
R&M-Equipment	16,072	12,357	30,000	16,504	13,496	30,000	30,000
R&M-Grounds	45,903	43,438	53,729	41,721	12,008	53,729	53,729
R&M-Irrigation	45,467	17,761	21,000	15,788	5,212	21,000	21,000
R&M-Mulch	74,381	42,654	79,360	41,490	37,870	79,360	79,360
R&M-Pump Station	19,971	34,669	20,000	1,585	18,415	20,000	15,000
R&M-Trees and Trimming	8,492	25,280	11,200	9,807	1,393	11,200	13,495
Misc-Employee Meals	2,869	3,137	10,090	1,305	8,785	10,090	7,000

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Billback - Developer	198	28	-	-	-	-	-
Office Equipment	-	-	2,400	22,664	-	22,664	4,000
Op Supplies - General	10,896	13,275	16,000	36,825	1,022	37,847	19,000
Op Supplies - Uniforms	2,815	1,644	7,408	2,640	4,768	7,408	7,408
Op Supplies - Fuel, Oil	11,207	7,886	12,500	15,007	3,001	18,008	12,500
Impr - Landscape	22,541	73,927	70,000	70,476	-	70,476	57,452
Cap Outlay-Machinery and Equip	65,542	67,432	63,300	61,585	1,715	63,300	67,977
Reserve - Landscaping	89,760	-	-	-	-	-	-
Total Landscape	884,702	872,191	1,036,965	791,892	231,677	1,023,569	1,020,620
Utilities							
Electricity - Streetlighting	73,532	81,141	67,000	68,324	7,374	75,698	82,356
Utility - Water & Sewer	2,151	2,351	3,600	2,334	1,266	3,600	3,600
R&M-Lake	46,586	55,208	53,080	49,675	8,580	58,255	53,080
Total Utilities	122,269	138,700	123,680	120,333	17,220	137,553	139,036
Operation & Maintenance							
Payroll-Shared Personnel	260,567	266,778	356,097	285,806	70,291	356,097	356,097
Payroll-Engineering	-	456	-	-	-	-	-
ProfServ-Field Management	148,087	169,296	232,060	189,923	39,349	229,272	229,272
Travel and Per Diem	245	407	400	409	-	409	400
Communication - Telephone	782	845	2,100	680	1,420	2,100	2,100
Postage and Freight	540	413	900	125	25	150	100
R&M-Vehicles	7,679	7,878	6,000	3,111	2,889	6,000	6,000
Printing and Binding	2,640	4,846	4,500	2,901	1,599	4,500	4,500
Misc-Connection Computer	1,453	1,378	3,700	1,775	1,925	3,700	3,700
Billback Expenses Developer	91	1,063	-	112	(112)	-	-
Office Supplies	740	1,107	1,500	1,067	433	1,500	1,500
Op Supplies - General	5,112	5,252	7,200	6,622	578	7,200	7,200
OP-Supplies – Buildings	-	-	300	-	300	300	300
Total Operation & Maintenance	427,936	459,719	614,757	492,531	118,697	611,228	611,169

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	FY 2016	FY 2017	BUDGET FY 2018	THRU JULY 2018	AUG- SEPT 2018	PROJECTED FY 2018	BUDGET FY 2019
<i>Parks and Recreation - General</i>							
ProfServ-Mgmt Consulting Serv	15,349	20,000	21,000	17,500	3,500	21,000	21,840
Insurance -Property & Casualty	56,597	65,357	83,143	63,871	19,272	83,143	103,143
Total Parks and Recreation - General	71,946	85,357	104,143	81,371	22,772	104,143	124,983
<i>Swim & Fitness Clubhouse</i>							
Contracts-Misc Labor	2,408	2,551	4,000	2,500	1,500	4,000	4,000
Contracts-Outside Fitness	-	12,358	5,000	7,655	-	7,655	10,000
R&M-Buildings	1,247	2,970	9,000	522	8,478	9,000	22,770
R&M-Equipment	4,458	83	5,000	-	5,000	5,000	5,000
Misc-Special Events	2,867	2,975	4,000	7,502	-	7,502	15,000
Cap Outlay-Machinery and Equip	-	-	3,500	-	3,500	3,500	3,500
Total Swim & Fitness Clubhouse	10,980	20,937	30,500	18,179	18,478	36,657	60,270
<i>Swimming Pool</i>							
Payroll-Salaries	33,780	47,945	52,149	43,560	8,357	51,917	60,042
Payroll-Hourly	54,908	51,552	41,000	40,017	983	41,000	63,855
Payroll-Lifeguards	19,946	25,036	35,200	14,600	20,600	35,200	38,000
Payroll-Benefits	11,227	21,753	26,854	20,605	9,331	29,936	31,415
Payroll-Engineering	17,123	24,884	31,410	21,926	7,594	29,520	29,108
Payroll-Janitor	7,857	6,760	8,200	6,074	426	6,500	8,000
Payroll-Billback	58	-	-	-	-	-	-
Payroll Taxes	8,022	10,172	10,718	8,104	2,445	10,549	13,189
ProfServ-Info Technology	977	294	1,800	302	1,498	1,800	6,300
ProfServ-Swim Pool Commission	1,852	9,385	2,500	2,952	-	2,952	1,800
Contracts-Landscape	94	3,055	3,500	-	3,500	3,500	3,500
Travel and Per Diem	204	188	700	70	430	500	500
Communication - Telephone	7,256	5,474	8,000	9,604	1,474	11,078	8,400

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Utility - Cable TV Billing	-	-	-	-	-	-	1,624
Utility - General	45,303	45,425	55,000	44,548	7,452	52,000	57,000
Utility - Refuse Removal	1,223	1,736	1,500	1,128	672	1,800	2,000
R&M-Buildings	31,723	20,480	15,000	20,189	-	20,189	30,000
R&M-Pools	91,357	139,674	89,800	53,861	35,939	89,800	30,000
R&M-Vehicles	-	-	500	-	500	500	500
Advertising	1,320	1,330	2,640	1,100	400	1,500	1,800
Miscellaneous Services	-	-	1,500	374	1,126	1,500	1,500
Misc-Employee Meals	2,750	3,555	4,000	580	3,140	3,720	3,770
Misc-Training	940	600	2,000	823	1,177	2,000	3,000
Misc-Licenses & Permits	1,458	30	1,600	992	608	1,600	2,000
Office Supplies	1,168	3,124	1,600	1,532	68	1,600	1,750
Cleaning Supplies	1,091	846	2,500	983	1,517	2,500	2,000
Office Equipment	59	2,001	2,000	508	1,492	2,000	2,500
Snack Bar Expenses	-	-	-	-	-	-	1,500
Op Supplies - Spa & Paper	975	233	2,000	1,224	776	2,000	2,250
Op Supplies - Uniforms	700	1,525	2,500	2,300	200	2,500	2,500
Op Supplies - Summer Camp	12,158	14,639	16,000	7,214	8,786	16,000	16,000
Subscriptions and Memberships	362	1,182	800	445	755	1,200	1,200
Cap Outlay-Machinery and Equip	3,299	771	5,000	8,587	-	8,587	90,000
Cap Outlay - Pool Furniture	1,477	988	8,000	8,953	100	9,053	18,000
Total Swimming Pool	360,667	444,637	435,971	323,155	121,346	444,501	535,003
Tennis Court							
Payroll-Salaries	117,306	114,389	122,570	101,191	21,379	122,570	122,500
Payroll-Hourly	34,246	38,326	36,000	29,891	6,109	36,000	36,000
Payroll-Benefits	23,041	22,168	23,557	26,488	5,298	31,786	28,346
Payroll-Engineering	12,842	18,663	34,853	16,445	5,950	22,395	23,831
Payroll-Commission	103,543	129,413	103,000	120,800	9,200	130,000	135,000
Payroll-Janitor	158	-	-	-	-	-	-

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Payroll Taxes	19,275	20,875	19,920	17,260	3,758	21,018	23,026
ProfServ-Administrative	-	-	1,000	-	1,000	1,000	1,000
ProfServ-Info Technology	5,207	6,086	6,000	6,966	1,393	8,359	7,000
Contracts-Janitorial Services	1,795	6,000	6,000	5,040	960	6,000	6,000
Communication - Telephone	5,914	6,783	5,500	6,090	1,218	7,308	6,000
Utility - Cable TV Billing	1,622	1,776	1,400	1,531	357	1,888	1,738
Electricity - General	12,777	14,474	13,000	11,967	2,533	14,500	14,500
Utility - Refuse Removal	1,214	1,736	1,100	1,492	8	1,500	1,800
Utility - Water & Sewer	2,881	1,188	1,500	1,061	439	1,500	1,500
Rental/Lease - Vehicle/Equip	1,689	1,585	1,700	1,321	379	1,700	1,700
R&M-General	3,813	5,924	6,000	4,742	1,258	6,000	6,000
R&M-Court Maintenance	12,693	15,155	12,000	12,324	676	13,000	12,000
R&M-Vandalism	-	-	500	-	500	500	500
Printing and Binding	140	1,169	1,500	185	1,315	1,500	1,000
Advertising	1,320	1,320	1,500	1,100	400	1,500	1,500
Misc-Employee Meals	1,215	1,657	1,900	144	1,538	1,682	1,900
Misc-Special Events	285	283	1,000	683	-	683	1,000
Misc-Training	-	-	500	405	95	500	500
Misc-Licenses & Permits	-	187	250	-	250	250	250
Office Supplies	3,147	3,056	3,000	2,572	428	3,000	3,000
Office Equipment	51	780	3,000	514	2,486	3,000	3,000
Teaching Supplies	3,146	3,821	3,000	2,768	232	3,000	3,000
Op Supplies - Uniforms	438	195	500	494	6	500	500
COS - Start Up Inventory	6,550	10,998	14,000	7,812	4,188	12,000	10,000
Subscriptions and Memberships	530	590	800	590	210	800	800
Cap Outlay-Machinery and Equip	5,411	5,231	10,000	17,257	-	17,257	45,000
Reserve - Tennis Court	6,300	-	-	-	-	-	-
Total Tennis Court	388,549	433,828	436,550	399,133	73,562	472,695	499,891
TOTAL EXPENDITURES	3,351,425	3,749,022	4,145,304	3,969,725	1,243,727	5,213,452	4,421,876

Annual Operating and Debt Service Budget
Fiscal Year 2019

MARSHALL CREEK

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU JULY 2018	PROJECTED AUG- SEPT 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<i>Reserves</i>							
Reserve - Tennis Court	-	9,530	-	-	-	-	-
Total Reserves	-	9,530	-	-	-	-	-
TOTAL EXPENDITURES AND RESERVES	3,351,425	3,758,552	4,145,304	3,969,725	1,243,727	5,213,452	4,421,876
Excess (deficiency) of revenues							
Over (under) expenditures	403,664	176,724	-	242,061	(213,263)	28,798	(37,501)
OTHER FINANCING SOURCES (USES)							
Sale of General Capital Assets	15,511	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	15,511	-	-	-	-	-	(37,501)
Net change in fund balance	419,175	176,724	-	242,061	(213,263)	28,798	(37,500)
FUND BALANCE, BEGINNING	1,240,611	1,659,786	1,837,090	1,837,090	1,837,090	1,837,090	1,865,888
FUND BALANCE, ENDING	\$ 1,659,786	\$ 1,836,510	\$ 1,837,090	\$ 2,079,151	\$ 1,623,827	\$ 1,865,888	\$ 1,828,387

Exhibit "A"
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 1,865,888
Net Change in Fund Balance - Fiscal Year 2019	(37,501)
Reserves - Fiscal Year Additions FY 2019	-
Total Funds Available (Estimated) - 9/30/2019	1,828,387
 <u>ALLOCATION OF AVAILABLE FUNDS</u>	
<i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	736,979 ⁽¹⁾
Reserves - Gates (Prior Year)	7,838
Reserve - Parks (Prior Year)	32,900
Reserves - Field (Prior Year)	440,675
Reserves - Landscaping (Prior Year)	39,986
Reserves - Swim & Fitness Clubhouse (Prior Year)	18,558
Reserves - Swimming Pools (Prior Year)	132,635
Reserves - Tennis Courts (Prior Year)	18,153
Subtotal	<u>684,045</u>
Total Allocation of Available Funds	<u>1,421,024</u>
Total Unassigned (undesignated) Cash	<u>\$ 407,363</u>

Notes

(1) Note: Represents approximately 2 months of operating expenditures net of reserves.

Budget Narrative
Fiscal Year 2019**REVENUES****Interest – Investments**

The District earns interest income on their checking account with BB&T Bank. 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.

FEMA Boardwalk Revenue

Revenue from FEMA to repair boardwalk from Hurricane Irma and Matthew.

Other Physical Environmental Rev

This is revenue generated from providing landscape maintenance services to the Augustine Island Association. The corresponding expense is included in Landscape-Payroll-IPM staff.

S/F Program Fees

This is revenue generated from summer camps.

S/F Swimming Program Fees

This is revenue generated from Swim Programs such as Swim Lessons, Infant Swim Resource, and Nease High School 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 the rental of the pool pavilion area as well as the pool deck and meeting room after operating hours.

Budget Narrative
Fiscal Year 2019**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. In 2017 the membership rate increased for a single member from \$1000 to \$1350 and for family from \$1,500 to \$2,350 annually. Membership rate will remain the same.

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 – CDD Collected

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 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 3% of the anticipated Non-Ad Valorem assessments.

Budget Narrative
Fiscal Year 2019**REVENUES (continued)****Allowance for Uncollected Assessments**

This is an allowance for assessments related to delinquent parcels.

Other Miscellaneous Revenues

This is the revenue generated from the sale of lanyards for the resident amenity access cards and replacement amenity access cards.

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. However, the Board agreed to reduce their payroll to \$100 per meeting. The amount for the fiscal year is based upon all Supervisors attending all meetings.

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 2019**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.

Printing and Binding

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

Budget Narrative
Fiscal Year 2019**Expenditures – Administrative (continued)****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 five (5) full time who are allocated throughout this budget. The engineering departments maintenance allocation is **25%**. The Director's compensation is shared evenly with Engineering and Landscape.

Budget Narrative
Fiscal Year 2019**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%**. FY 2019 reflects a 3% increase. The current security contractor is Ramco Protective Services.

Contracts - Security Services

This amount is for staffing of two (2) controlled access guardhouses. Budget number reflected includes staffing the North Loop Parkway controlled access guardhouses 24 hrs /day, 7 days a week, and the South Loop Parkway controlled access guardhouse 16 hrs/day, 7 days per week (Virtual Guard in effect 11pm – 7am). The current security contractor is Ramco Protective Services.

Contracts - Roving Patrol

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

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, two CCTV systems, 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 five (5) full time who are allocated throughout this budget. The engineering department's maintenance allocation for the District's two (2) controlled access guardhouses is **20%**. The Director's compensation is shared evenly with Engineering and Landscape.

Budget Narrative
Fiscal Year 2019**Expenditures - Field (continued)****Utility - Water and Sewer (Storm Water and Street Sewer Line Jetting and Repairs)**

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.

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 purchase of paint, stain, fasteners, miscellaneous equipment and lumber used at the parks for playground repairs and cleaning. \$40,000 to replace Treehouse Park wooden playscape with a low maintenance style similar to Vale Park.

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 in May.

R&M - Roads & Alleyways

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 2019 includes seven (7) outsourced street sweepings @ \$1,481 each.

Budget Narrative
Fiscal Year 2019**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. Also, includes street striping.

Capital Outlay – Machinery and Equipment

This budget amount includes the following for FY 2019: added \$26k to upgrade street pole light fixtures along Palencia Village Drive and \$12k for a 36 month lease at \$1000/mth for a truck(\$18K)/trailer pressure washer(\$12K) unit to clean street curbs

FEMA Boardwalk Expense

Funds received from FEMA to repair boardwalk.

Expenditures - Landscape**Payroll - Salaries**

The compensation for staff with Supervisor responsibilities such as Director of Landscape, IPM Coordinator, two Crew Leaders and 50% of Director of Engineering and Maintenance.

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 - 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 (**3-full time and 2-part time**) responsible for over 60 acres of turf. 8% increase to better align to market standard.

Budget Narrative
Fiscal Year 2019**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 three 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. 50% of the additional staff person will be offset by \$15,000 revenue from Augustine Island.

Payroll - Equipment Mechanic

The compensation for Equipment Mechanic.

Payroll – Administration

Will assist both Landscape and Engineering departments one day per week. Duties are, but not limited to, payroll, invoices, and staff support.

Payroll - Taxes

Payroll taxes for Landscape staff and 50% of Director of Engineering.

Communication – Telephone

This item covers Telephone and Fax Machine expenses.

Utility – Cable TV Billing

Some type of internet service – Lifestream or AT&T to be used for irrigation controls.

Electricity - General (Utility)

Electric service for new maintenance facility.

Utility - Refuse Removal

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

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.

Budget Narrative
Fiscal Year 2019**Expenditures – Landscape (continued)****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 9 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. (Pine straw and spreading service. \$6,375 / load- 11 loads and \$4,003 for a trailer of pine straw. (Landscape department to spread). This also includes mulching the Promenade condos twice yearly, total \$1,200.

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 131 palms as well as clean-up of fallen trees and storm clean- up.

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

Purchase a new time clock.

Budget Narrative
Fiscal Year 2019**Expenditures – Landscape (continued)****Operating Supplies - General**

Office supplies, safety supplies, tag renewal, doggy pot supplies to include adding two additional doggy pots (\$4,700), licenses, training, hand tools, \$50 per month cell phone expense for Director/ \$30 for Supervisor, paint, hardware and coffee supplies. Additional \$3,000 for an annual Community Appreciation Event.

Operating Supplies - Uniforms

Shirts and pants for each staff at \$325 per year. Supply rain suits, winter jackets and hats for staff and managers. Supply shirts and pants for managers.

Operating Supplies - Fuel, Oil

This is budgeted at \$3.28 per gallon for regular and \$2.48 per gallon for diesel and based on previous year usage. 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. One of the 2019 major projects include sodding the lake bank along Promenade wall and Holiday Décor for Roundabout (\$20K).

Capital Outlay - Machinery and Equipment

Replacement of vehicles, utility carts and equipment including finance payments. Budgeted amount is for 12 months of a 36 month finance for a wheel loader, a chipper and a new club car. New for 2019 - \$4,676.60 for a Lesco HPS Chariot Ride on Spreader.

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.

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 planned/permitted installation of desirable fish such as Grass Carp, Bass, and Bream.

Budget Narrative
Fiscal Year 2019**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 (HPPM)

The District has a personnel leasing agreement thru December 2018 with Hines Palencia Property Management which provides daily, onsite management of the District's staff and assets. A full listing of the scope of services provided by HPPM to the District is attached.

Travel and Per Diem

Travel expenses for onsite management team to pick up various operational and repair supplies from local, greater-Jacksonville vendors.

Communication - Telephone

The District has an out-of-state emergency telephone service. Includes a portion of property managers and engineer's cell phone expense (35%).

Postage and Freight

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

R&M - Vehicles

This line item is for the repair and maintenance costs of the engineering department club carts.

Printing and Binding

The District's portion of a comprehensive communications package provided via the Palencia Project; includes e-mailings of various events, updates and surveys, and updating of the District's employee handbook. The District also provides printed temporary gate passes for visitors, guests and construction vehicles. 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).

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.

Budget Narrative
Fiscal Year 2019

Expenditures - Operations and Maintenance (continued)

Operating Supplies - General

The budgeted amount is for uniforms, and tool repair/purchase/rental.

Operating Supplies - Buildings

Contingency for Tropical Storm / Hurricane preparedness supplies.

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. Addition of \$20,000 budgeted to insure Tolomato Boardwalk as required by FEMA.

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.

Expenditures - Swim & Fitness Clubhouse (continued)

Budget Narrative
Fiscal Year 2019**Expenditures - Swim & Fitness Clubhouse (continued)****R&M - Buildings**

This category provides funds for any HVAC related expenses and holiday décor which includes lighting and wreaths (\$19K).

R&M - Equipment

This category provides funds for repair related expenses of equipment, new equipment for classes, new TV's, chairs and tables for meeting room, heaters flood lights, generator, tree light wraps, bounce house, lifeguard stand, etc.

Miscellaneous - Special Events

This category provides funds for community events that are held throughout the year (i.e. Dive in Movies & Winter Community Holiday activities, bands for Food Truck Friday, rentals for Senior Events, Street Festival, Tapas nights etc).

Capital Outlay - Machinery and Equipment

This category provides funds for the purchase/ replacement of a washer and dryer and large appliances for the building or Snack Bar.

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. Increase is reflective of adjusting amenity director and assistant manager's salaries to industry standards.

Payroll - Hourly

This allocation encompasses compensation for Front Desk and Summer Camp Counselors. . This includes an increase in operating hours and weeks to better accommodate classes, rentals and pool access for the residents. In addition, hours were added to support special events.

Payroll - Lifeguards

This line item encompasses compensation for Lifeguards as well as the hiring of a Head Lifeguard position which equates to the most of the increase.

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.

Budget Narrative
Fiscal Year 2019**Expenditures – Swimming Pool (continued)****Payroll - Engineering**

The District's building engineering department has a staff of five (5) 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%**. The Director's compensation is shared evenly with Engineering and Landscape.

Payroll - Janitor

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

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). 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 residents.

Professional Service-Swimming Pool Commissions

This line is the commissions paid to swim instructors.

Contracts - Landscape

Re-furbish landscape under 2 story pool slide, update planters, Trim trees around pool deck and parking lot islands (shared expense w/Tennis).

Travel and Per Diem

Travel expenses for onsite swim and fitness staff to pick-up various operational and repair supplies from local, greater-Jacksonville vendors, such as pool supplies and training classes.

Communication - Telephone

This item covers Telephone and Fax Machine Expenses. The budgeted amount is based on an average AT&T Bill of \$580 per month.

Utility - General

This line item covers water service provided by St. Johns County Utility Department and electric service provided by Florida Power and Light. The average cost of both bills is approximately \$4,400 per month. The budgeted amount is based on last year's expenses as well as projected increases for service as well as projected increases due to the increased hours and additional weeks of operation.

Budget Narrative
Fiscal Year 2019**Expenditures – Swimming Pool (continued)****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. This includes repairing the floor in the aerobics room, new paint/wallpaper for the locker rooms, updating the breezeway for Snack Bar eating.

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 Project; 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.

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. Also included in this item are any other professional development courses such as new certifications for aerobics instructors. Also included in this item are any other professional development courses such as new certifications for aerobics instructors. The increase reflects the need for more certifications for instructors to provide more exercise classes at the Amenities Building.

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). This also includes a possible license needed for the Snack Bar.

Budget Narrative
Fiscal Year 2019**Expenditures – Swimming Pool (continued)****Office Supplies**

This item allocates funds for Summer Camp, Aquatics, and supplies. These items include but are not limited to: food, golf and tennis lessons, travel and entry for field trips, and arts and crafts.

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 computer, monitor, printer, fax machine.

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.

Operating Supplies - Summer Camp

This item allocates funds for Summer, Aquatics, and Holiday (i.e. Spring Break and Christmas Break) Camp supplies. These items include but are not limited to food, arts and crafts, transportation, entrance into locations for field trips, vendors and more.

Subscriptions & Memberships

This is for Sirius Satellite Radio Subscription at \$400 per year and ASCAP (American Society of Composers) at \$400 per year.

Capital Outlay - Machinery and Equipment

This allocates funds for any capital expenses incurred throughout the year. Planned repair for FY2019 is refurbishing the slide (\$130K). Equipment for the Snack Bar, meeting room, shelving, vacuums, cables, blowers, ladders etc.

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 and the restaining/treatment of the teak furniture. There are three different sets of pool furniture at the facility that all need to be maintained yearly and replaced roughly every three years.

Budget Narrative
Fiscal Year 2019**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 five (5) who are allocated throughout this budget. The engineering department's maintenance allocation for the District's swimming pools and fitness center buildings repairs is **15%**. The Director's compensation is shared evenly with Engineering and Landscape.

Payroll - Commission

Commissions paid to pro staff based on lesson revenue.

Payroll - Janitor

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

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, and Club Systems).

Contracts - Janitorial Services

This line item is for contracted Janitorial Services with High Tech Cleaning Service.

Budget Narrative
Fiscal Year 2019**Expenditures – Tennis Court (continued)****Communication - Telephone**

Jive 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 Waste. 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.

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

General Maintenance needs (i.e. – light bulbs, carpet repair, and landscape planters).

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 via the Palencia Project; 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.

Budget Narrative
Fiscal Year 2019**Expenditures – Tennis Court (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 - Special Events

Social and Promotional events for Tennis held on property.

Miscellaneous - Training

This is for continuing education and professional development for staff.

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 – prepping for addition to pro staff.

OP Supplies - Uniforms

Staff uniform assistance.

COS - Start Up Inventory

This is for Inventory/Merchandise, in FY2019.

Subscriptions and Memberships

NFPTA, PTR, USPTA, etc

Capital Outlay - Machinery and Equipment

Professionally re-surface two of the ten courts. For FY2019 install LED Lighting on two courts (\$35K).

Budget Narrative
Fiscal Year 2019

FULL LISTING OF OPERATIONS MANAGEMENT SCOPE OF SERVICES

Lessee

Marshall Creek Community Development District

Lessor

Hines Palencia Property Management, LLC

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)
Staff Accountant (reports to Property Manager)
Administrative Assistant (reports to Property Manager)

Budget Narrative
Fiscal Year 2019

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)

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

Budget Narrative

Fiscal Year 2019

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

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

- Resident relations
- Payroll processing of 40 – 50 District employees
- On-site accounts payables / bookkeeping
- Operations analysis
- Budget preparation and management

Budget Narrative

Fiscal Year 2019

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 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU JULY 2018	PROJECTED AUG- SEPT 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
REVENUES							
Special Assmnts- Tax Collector	\$ -	\$ -	\$ 50,952	\$ 49,757	\$ 1,195	\$ 50,952	\$ 51,149
Special Assmnts- CDD Collected	-	-	1,667	1,668	-	1,668	1,668
Special Assmnts- Discounts	-	-	(2,039)	(1,710)	-	(1,710)	(2,046)
TOTAL REVENUES	-	-	50,580	49,715	1,195	50,910	50,771
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	-	-	1,019	961	-	961	1,023
Total Administrative	-	-	1,019	961	-	961	1,023
TOTAL EXPENDITURES	-	-	1,019	961	-	961	1,023
Excess (deficiency) of revenues Over (under) expenditures	-	-	49,561	48,754	1,195	49,949	49,748
Net change in fund balance	-	-	49,561	48,754	1,195	49,949	49,748
FUND BALANCE, BEGINNING	-	-	-	-	-	-	49,949
FUND BALANCE, ENDING	\$ -	\$ -	\$ 49,561	\$ 48,754	\$ 1,195	\$ 49,949	\$ 99,697

Budget Narrative
Fiscal Year 2018

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 Budgets
Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU JULY 2018	PROJECTED AUG- SEPT 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
REVENUES							
Interest - Investments	\$ 282	\$ 2,415	\$ 250	\$ 2,999	\$ 600	3,599	\$ 250
Special Assmnts- Tax Collector	1,036,373	1,210,968	1,172,946	1,145,560	27,386	1,172,946	1,173,275
Special Assmnts- Prepayment	93,960	66,503	-	28,102	-	28,102	-
Special Assmnts- CDD Collected	237,128	52,089	38,056	38,056	-	38,056	38,056
Special Assmnts- Delinquent	1,200	-	-	-	61,072	61,072	-
Special Assmnts- Discounts	(30,196)	(40,074)	(46,918)	(39,373)	-	-	(46,931)
TOTAL REVENUES	1,338,747	1,291,901	1,164,334	1,175,344	89,058	1,303,775	1,164,650
EXPENDITURES							
<i>Administrative</i>							
ProfServ-Legal Services	15,938	14,996	-	7,500	-	7,500	-
ProfServ-Trustee	5,638	5,446	-	18,500	-	18,500	-
Misc-Assessmnt Collection Cost	11,660	13,071	23,459	22,124	548	22,672	23,466
Total Administrative	33,236	33,513	23,459	48,124	548	48,672	23,466
<i>Debt Service</i>							
Principal Debt Retirement	860,000	272,285	550,000	550,000	-	550,000	580,000
Principal Prepayments	-	-	-	40,000	-	40,000	-
Interest Expense	956,650	819,513	600,750	599,750	-	599,750	571,250
DS Costs-Miscellaneous	-	-	-	-	-	-	-
Total Debt Service	1,816,650	1,091,798	1,150,750	1,189,750	-	1,189,750	1,151,250
TOTAL EXPENDITURES	1,849,886	1,125,311	1,174,209	1,237,874	548	1,238,422	1,174,716

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU JULY 2018	PROJECTED AUG- SEPT 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
Excess (deficiency) of revenues							
Over (under) expenditures	(511,139)	166,590	(9,875)	(62,530)	88,510	65,353	(10,066)
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	800,000	-	-	-	-	-	-
Operating Transfers - Out	(99,970)	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	(9,875)	-	-	-	(10,066)
TOTAL OTHER SOURCES (USES)	700,030	-	(9,875)	-	-	-	(10,066)
Net change in fund balance	188,891	166,590	(9,875)	(62,530)	88,510	65,353	(10,066)
FUND BALANCE, BEGINNING	73,147	262,038	428,628	428,628	428,628	428,628	493,981
FUND BALANCE, ENDING	\$ 262,038	\$ 428,628	\$ 418,753	\$ 366,098	\$ 517,138	\$ 493,981	\$ 483,915

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2018	\$ 11,425,000	5.000%	\$ 285,625		
5/1/2019	\$ 11,425,000	5.000%	\$ 285,625	\$ 580,000	\$ 1,151,250
11/1/2019	\$ 10,845,000	5.000%	\$ 271,125		
5/1/2020	\$ 10,845,000	5.000%	\$ 271,125	\$ 610,000	\$ 1,152,250
11/1/2020	\$ 10,235,000	5.000%	\$ 255,875		
5/1/2021	\$ 10,235,000	5.000%	\$ 255,875	\$ 640,000	\$ 1,151,750
11/1/2021	\$ 9,595,000	5.000%	\$ 239,875		
5/1/2022	\$ 9,595,000	5.000%	\$ 239,875	\$ 675,000	\$ 1,154,750
11/1/2022	\$ 8,920,000	5.000%	\$ 223,000		
5/1/2023	\$ 8,920,000	5.000%	\$ 223,000	\$ 710,000	\$ 1,156,000
11/1/2023	\$ 8,210,000	5.000%	\$ 205,250		
5/1/2024	\$ 8,210,000	5.000%	\$ 205,250	\$ 745,000	\$ 1,155,500
11/1/2024	\$ 7,465,000	5.000%	\$ 186,625		
5/1/2025	\$ 7,465,000	5.000%	\$ 186,625	\$ 780,000	\$ 1,153,250
11/1/2025	\$ 6,685,000	5.000%	\$ 167,125		
5/1/2026	\$ 6,685,000	5.000%	\$ 167,125	\$ 820,000	\$ 1,154,250
11/1/2026	\$ 5,865,000	5.000%	\$ 146,625		
5/1/2027	\$ 5,865,000	5.000%	\$ 146,625	\$ 860,000	\$ 1,153,250
11/1/2027	\$ 5,005,000	5.000%	\$ 125,125		
5/1/2028	\$ 5,005,000	5.000%	\$ 125,125	\$ 905,000	\$ 1,155,250
11/1/2028	\$ 4,100,000	5.000%	\$ 102,500		
5/1/2029	\$ 4,100,000	5.000%	\$ 102,500	\$ 950,000	\$ 1,155,000

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2029	\$ 3,150,000	5.000%	\$ 78,750		
5/1/2030	\$ 3,150,000	5.000%	\$ 78,750	\$ 1,000,000	\$ 1,157,500
11/1/2030	\$ 2,150,000	5.000%	\$ 53,750		
5/1/2031	\$ 2,150,000	5.000%	\$ 53,750	\$ 1,050,000	\$ 1,157,500
11/1/2031	\$ 1,100,000	5.000%	\$ 27,500		
5/1/2032	\$ 1,100,000	5.000%	\$ 27,500	\$ 1,100,000	\$ 1,155,000
			\$ 4,737,500	\$ 11,425,000	\$ 16,162,500

MARSHALL CREEK

Community Development District

Series 2015 A Debt Service Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU JULY 2018	PROJECTED AUG- SEPT 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
REVENUES							
Interest - Investments	\$ 786	\$ 1,486	\$ 200	\$ 1,779	\$ 356	\$ 2,135	\$ 200
Special Assmnts- Tax Collector	1,033,891	1,018,999	1,033,891	1,021,728	12,163	1,033,891	1,029,143
Special Assmnts- Prepayment	-	23,818	-	-	-	-	-
Special Assmnts- CDD Collected	-	-	-	-	-	-	-
Special Assmnts- Discounts	(29,974)	(33,721)	(41,356)	(35,117)	-	(35,117)	(41,166)
Other Miscellaneous Revenues	-	-	-	-	-	-	-
TOTAL REVENUES	1,004,703	1,010,582	992,735	988,390	12,519	1,000,909	988,177
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	11,435	10,998	20,678	19,732	243	20,678	20,583
Total Administrative	11,435	10,998	20,678	19,732	243	20,678	20,583
<i>Debt Service</i>							
Principal Debt Retirement	455,000	470,000	490,000	490,000	-	490,000	505,000
Principal Prepayments	15,000	-	-	25,000	-	25,000	-
Interest Expense Series A	523,575	506,900	490,450	489,825	-	489,825	472,050
Total Debt Service	993,575	976,900	980,450	1,004,825	-	1,004,825	977,050
TOTAL EXPENDITURES	1,005,010	987,898	1,001,128	1,024,557	243	1,025,503	997,633

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU JULY 2018	PROJECTED AUG- SEPT 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
Excess (deficiency) of revenues							
Over (under) expenditures	(307)	22,684	(8,393)	(36,167)	12,276	(24,594)	(9,456)
OTHER FINANCING SOURCES (USES)							
Operating Transfers-Out	(409)	(758)	-	(165)	-	(165)	-
Contribution to (Use of) Fund Balance	-	-	(8,393)	-	-	-	(9,456)
TOTAL OTHER SOURCES (USES)	(409)	(758)	(8,393)	(165)	-	(165)	(9,456)
Net change in fund balance	(716)	21,926	(8,393)	(36,332)	12,276	(24,759)	(9,456)
FUND BALANCE, BEGINNING	812,377	811,661	833,587	833,587	-	833,587	808,828
FUND BALANCE, ENDING	\$ 811,661	\$ 833,587	\$ 825,194	\$ 797,255	\$ 12,276	\$ 808,828	\$ 799,372

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2018	\$ 9,750,000		\$ 236,025		
5/1/2019	\$ 9,750,000	3.50%	\$ 236,025	\$ 505,000	\$ 977,050
11/1/2019	\$ 9,245,000		\$ 227,188		
5/1/2020	\$ 9,245,000	3.50%	\$ 227,188	\$ 525,000	\$ 979,375
11/1/2020	\$ 8,720,000		\$ 218,000		
5/1/2021	\$ 8,720,000	5.00%	\$ 218,000	\$ 550,000	\$ 986,000
11/1/2021	\$ 8,170,000		\$ 204,250		
5/1/2022	\$ 8,170,000	5.00%	\$ 204,250	\$ 575,000	\$ 983,500
11/1/2022	\$ 7,595,000		\$ 189,875		
5/1/2023	\$ 7,595,000	5.00%	\$ 189,875	\$ 605,000	\$ 984,750
11/1/2023	\$ 6,990,000		\$ 174,750		
5/1/2024	\$ 6,990,000	5.00%	\$ 174,750	\$ 635,000	\$ 984,500
11/1/2024	\$ 6,355,000		\$ 158,875		
5/1/2025	\$ 6,355,000	5.00%	\$ 158,875	\$ 665,000	\$ 982,750
11/1/2025	\$ 5,690,000		\$ 142,250		
5/1/2026	\$ 5,690,000	5.00%	\$ 142,250	\$ 700,000	\$ 984,500
11/1/2026	\$ 4,990,000		\$ 124,750		
5/1/2027	\$ 4,990,000	5.00%	\$ 124,750	\$ 735,000	\$ 947,750
11/1/2027	\$ 4,255,000		\$ 106,375		
5/1/2028	\$ 4,255,000	5.00%	\$ 106,375	\$ 770,000	\$ 944,250
11/1/2028	\$ 3,485,000		\$ 87,125		
5/1/2029	\$ 3,485,000	5.00%	\$ 87,125	\$ 810,000	\$ 943,750

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2029	\$ 2,675,000		\$ 66,875		
5/1/2030	\$ 2,675,000	5.00%	\$ 66,875	\$ 850,000	\$ 941,250
11/1/2030	\$ 1,825,000		\$ 45,625		
5/1/2031	\$ 1,825,000	5.00%	\$ 45,625	\$ 890,000	\$ 936,750
11/1/2031	\$ 935,000		\$ 23,375		
5/1/2032	\$ 935,000	5.00%	\$ 23,375	\$ 935,000	\$ 4,945,675
			\$ 4,010,675	\$ 9,750,000	\$ 17,521,850

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET	THRU	AUG-	PROJECTED	BUDGET
			FY 2018	JULY 2018	SEPT 2018	FY 2018	FY 2019
REVENUES							
Interest - Investments	\$ 26	\$ 330	\$ 100	\$ 622	\$ 124	\$ 150	\$ 100
Special Assmnts- Tax Collector	-	65,699	66,660	65,875	785	66,660	65,650
Special Assmnts- CDD Collected	-	25,280	-	11,818	-	11,818	-
Special Assmnts- Discounts	-	(2,174)	(2,666)	(2,264)	-	(2,264)	(2,626)
TOTAL REVENUES	26	89,135	64,094	76,051	909	76,364	63,124
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	-	709	1,333	1,272	16	1,288	1,313
Total Administrative	-	709	1,333	1,272	16	1,288	1,313
<i>Debt Service</i>							
Principal Debt Retirement	-	10,000	10,000	10,000	-	10,000	10,000
Interest Expense	-	50,560	49,928	49,928	-	49,928	49,296
Cost of Issuance	67,640	-	-	-	-	-	-
Total Debt Service	67,640	60,560	59,928	59,928	-	59,928	59,296
TOTAL EXPENDITURES	67,640	61,269	61,261	61,200	16	61,216	60,609

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU JULY 2018	AUG- SEPT 2018	PROJECTED FY 2018	BUDGET FY 2019
Excess (deficiency) of revenues							
Over (under) expenditures	(67,614)	27,866	2,833	14,851	894	15,148	2,515
OTHER FINANCING SOURCES (USES)							
Interfund Transfers-In	99,970	-	-	-	-	-	-
Bond Proceed	800,000	-	-	-	-	-	-
Operatomg Transfers-Out	(800,000)	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	2,833	-	-	-	2,515
TOTAL OTHER SOURCES (USES)	99,970	-	2,833	-	-	-	2,515
Net change in fund balance	32,357	27,866	2,833	14,851	894	15,148	2,515
FUND BALANCE, BEGINNING	-	32,357	60,223	60,223	-	60,223	75,371
FUND BALANCE, ENDING	\$ 32,357	\$ 60,223	\$ 63,056	\$ 75,074	\$ 894	\$ 75,371	\$ 77,886

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2018	\$ 780,000	6.320%	\$ 24,648		
5/1/2019	\$ 780,000	6.320%	\$ 24,648	\$ 10,000	\$ 59,296
11/1/2019	\$ 770,000	6.320%	\$ 24,332		
5/1/2020	\$ 770,000	6.320%	\$ 24,332	\$ 10,000	\$ 58,664
11/1/2020	\$ 760,000	6.320%	\$ 24,016		
5/1/2021	\$ 760,000	6.320%	\$ 24,016	\$ 15,000	\$ 63,032
11/1/2021	\$ 745,000	6.320%	\$ 23,542		
5/1/2022	\$ 745,000	6.320%	\$ 23,542	\$ 15,000	\$ 62,084
11/1/2022	\$ 730,000	6.320%	\$ 23,068		
5/1/2023	\$ 730,000	6.320%	\$ 23,068	\$ 15,000	\$ 61,136
11/1/2023	\$ 715,000	6.320%	\$ 22,594		
5/1/2024	\$ 715,000	6.320%	\$ 22,594	\$ 15,000	\$ 60,188
11/1/2024	\$ 700,000	6.320%	\$ 22,120		
5/1/2025	\$ 700,000	6.320%	\$ 22,120	\$ 15,000	\$ 59,240
11/1/2025	\$ 685,000	6.320%	\$ 21,646		
5/1/2026	\$ 685,000	6.320%	\$ 21,646	\$ 20,000	\$ 63,292
11/1/2026	\$ 665,000	6.320%	\$ 21,014		
5/1/2027	\$ 665,000	6.320%	\$ 21,014	\$ 20,000	\$ 62,028
11/1/2027	\$ 645,000	6.320%	\$ 20,382		
5/1/2028	\$ 645,000	6.320%	\$ 20,382	\$ 20,000	\$ 60,764
11/1/2028	\$ 625,000	6.320%	\$ 19,750		
5/1/2029	\$ 625,000	6.320%	\$ 19,750	\$ 20,000	\$ 59,500

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2029	\$ 605,000	6.320%	\$ 19,118		
5/1/2030	\$ 605,000	6.320%	\$ 19,118	\$ 25,000	\$ 63,236
11/1/2030	\$ 580,000	6.320%	\$ 18,328		
5/1/2031	\$ 580,000	6.320%	\$ 18,328	\$ 25,000	\$ 61,656
11/1/2031	\$ 555,000	6.320%	\$ 17,538		
5/1/2032	\$ 555,000	6.320%	\$ 17,538	\$ 25,000	\$ 60,076
11/1/2032	\$ 530,000	6.320%	\$ 16,748		
5/1/2033	\$ 530,000	6.320%	\$ 16,748	\$ 25,000	\$ 58,496
11/1/2033	\$ 505,000	6.320%	\$ 15,958		
5/1/2034	\$ 505,000	6.320%	\$ 15,958	\$ 30,000	\$ 61,916
11/1/2034	\$ 475,000	6.320%	\$ 15,010		
5/1/2035	\$ 475,000	6.320%	\$ 15,010	\$ 30,000	\$ 60,020
11/1/2035	\$ 445,000	6.320%	\$ 14,062		
5/1/2036	\$ 445,000	6.320%	\$ 14,062	\$ 35,000	\$ 63,124
11/1/2036	\$ 410,000	6.320%	\$ 12,956		
5/1/2037	\$ 410,000	6.320%	\$ 12,956	\$ 35,000	\$ 60,912
11/1/2037	\$ 375,000	6.320%	\$ 11,850		
5/1/2038	\$ 375,000	6.320%	\$ 11,850	\$ 35,000	\$ 58,700
11/1/2038	\$ 340,000	6.320%	\$ 10,744		
5/1/2039	\$ 340,000	6.320%	\$ 10,744	\$ 40,000	\$ 61,488
11/1/2039	\$ 300,000	6.320%	\$ 9,480		
5/1/2040	\$ 300,000	6.320%	\$ 9,480	\$ 40,000	\$ 58,960
11/1/2040	\$ 260,000	6.320%	\$ 8,216		

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
5/1/2041	\$ 260,000	6.320%	\$ 8,216	\$ 45,000	\$ 61,432
11/1/2041	\$ 215,000	6.320%	\$ 6,794		
5/1/2042	\$ 215,000	6.320%	\$ 6,794	\$ 50,000	\$ 63,588
11/1/2042	\$ 165,000	6.320%	\$ 5,214		
5/1/2043	\$ 165,000	6.320%	\$ 5,214	\$ 50,000	\$ 60,428
11/1/2043	\$ 115,000	6.320%	\$ 3,634		
5/1/2044	\$ 115,000	6.320%	\$ 3,634	\$ 55,000	\$ 62,268
11/1/2044	\$ 60,000	6.320%	\$ 1,896		
5/1/2045	\$ 60,000	6.320%	\$ 1,896	\$ 60,000	\$ 63,792
			\$ 869,316	\$ 780,000	\$ 1,649,316

Budget Narrative
Fiscal Year 2018

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 2019

MARSHALL CREEK

Community Development District

All Funds

Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the Restructured 2002 Bond Series												
Fiscal Year 2019 vs. Fiscal Year 2018												
Product	General Fund			2002 Capital Reserves			Series 2002 Debt Service			Total Assessments per Unit		
	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change
Inside Control Gate												
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,292	\$2,204	3.98%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,792	\$3,704	2.37%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,292	\$2,204	3.98%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,192	\$4,104	2.14%
Costa Del Sol	\$2,292	\$2,204	3.98%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,692	\$4,604	1.90%
Marshall Creek Bluff II - EV-3A	\$2,292	\$2,204	3.98%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,692	\$4,604	1.90%
Village Center 5 (South Loop Lots)	\$2,292	\$2,204	3.98%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,492	\$3,404	2.58%
Trellis Park (North River Loop Lot)	\$2,292	\$2,204	3.98%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,192	\$4,104	2.14%
North River I, II, & III, Alimara, & Leaning Tree	\$2,292	\$2,204	3.98%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,692	\$4,604	1.90%
The Reserve Phase II	\$2,292	\$2,204	3.98%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,692	\$4,604	1.90%
Santa Teresa	\$2,292	\$2,204	3.98%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,692	\$4,604	1.90%
Outside Control Gate												
Palencia Village Townhomes I	\$1,915	\$1,846	3.76%	\$31	\$31	0.00%	\$719	\$719	0.00%	\$2,665	\$2,596	2.67%
Palencia Village 2, 3, 4 & 2A	\$1,915	\$1,846	3.76%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,115	\$3,046	2.28%
Village Lakes East (Residential MNO)	\$1,915	\$1,846	3.76%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,115	\$3,046	2.28%
Village Lofts (Live/Work)	\$1,915	\$1,846	3.76%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,115	\$3,046	2.28%
Townhomes II (VC-3)	\$1,915	\$1,846	3.76%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,115	\$3,046	2.28%
Avila Condo & Village Square Res.	\$1,915	\$1,846	3.76%	\$29	\$29	0.00%	\$671	\$671	0.00%	\$2,615	\$2,546	2.72%
Augustine Island	\$1,915	\$1,846	3.76%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,415	\$3,346	2.07%
Promenade Pointe	\$1,915	\$1,846	3.76%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,315	\$4,246	1.63%
Commercial												
Commercial (Office/Retail)	\$0.29	\$0.30	-3.27%	\$0.04	\$0.04	0.00%	\$0.93	\$0.93	0.00%	\$1.26	\$1.27	-0.77%
Neighborhood Commercial	\$1.21	\$1.18	2.66%	\$0.02	\$0.02	0.00%	\$0.45	\$0.45	0.00%	\$1.68	\$1.65	1.90%

MARSHALL CREEK

Community Development District

All Funds

Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the 2015 and 2016 Bond Series Fiscal Year 2019 vs. Fiscal Year 2018									
Product	General Fund			Series 2015 & 2016 Debt Service			Total Assessments per Unit		
	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change
Inside Control Gate									
Oak Common I	\$2,292	\$2,204	3.98%	\$750	\$750	0.00%	\$3,042	\$2,954	2.97%
Parkside I & II	\$2,292	\$2,204	3.98%	\$900	\$900	0.00%	\$3,192	\$3,104	2.83%
Trellis Park, Mission Park, TreeHouse Park (9 Lots)	\$2,292	\$2,204	3.98%	\$1,149	\$1,149	0.00%	\$3,442	\$3,354	2.61%
Oak Common II & III	\$2,292	\$2,204	3.98%	\$1,199	\$1,199	0.00%	\$3,492	\$3,404	2.58%
Marshall Creek Bluff	\$2,292	\$2,204	3.98%	\$1,399	\$1,399	0.00%	\$3,691	\$3,604	2.43%
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,292	\$2,204	3.98%	\$1,499	\$1,499	0.00%	\$3,791	\$3,704	2.37%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,292	\$2,204	3.98%	\$1,899	\$1,899	0.00%	\$4,191	\$4,104	2.14%
North River I, II, & III, Alimara, & Leaning Tree	\$2,292	\$2,204	3.98%	\$2,399	\$2,399	0.00%	\$4,691	\$4,603	1.90%
Outside Control Gate									
Village Center Homes (VC 1)	\$1,915	\$1,846	3.76%	\$600	\$600	0.00%	\$2,515	\$2,445	2.84%
Promenade Condos	\$1,915	\$1,846	3.76%	\$900	\$900	0.00%	\$2,815	\$2,745	2.53%
Palencia Village 2, 3, 4 & 2A	\$1,915	\$1,846	3.76%	\$1,199	\$1,199	0.00%	\$3,114	\$3,045	2.28%
Village Lakes	\$1,915	\$1,846	3.76%	\$1,010	\$1,010	0.00%	\$2,925	\$2,856	2.43%
Avila Condo & Village Square Res.	\$1,915	\$1,846	3.76%	\$700	\$700	0.00%	\$2,615	\$2,545	2.72%
Promenade Pointe	\$1,915	\$1,846	3.76%	\$2,399	\$2,399	0.00%	\$4,314	\$4,245	1.63%
Golf Course	\$40,043	\$40,447	2.66%	\$80,000	\$80,000	0.00%	\$120,043	\$120,447	-0.34%