

**MARSHALL CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT  
JUNE 13, 2018**

**Marshall Creek Community Development District**  
**INFRAMARK, INFRASTRUCTURE MANAGEMENT SERVICES**  
210 North University Drive • Suite 702 • Coral Springs, Florida 33071  
Phone: (954) 603-0033 • Fax: (954) 345-1292

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June 6, 2018

Board of Supervisors  
Marshall Creek  
Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Marshall Creek Community Development District will be held **Wednesday, June 13, 2018** beginning at **4:00 p.m. at the Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida**. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Audience Comments**
- 3. Approval of the Minutes of the May 14, 2018 Workshop and May 16, 2018 Meeting**
  - A. Discussion of Open Items
- 4. Engineer's Report**
  - A. Boardwalk Repair Update
  - B. Ratification of Requisitions #50-#53
- 5. Operations Manager's Report**
  - A. SJCSO Off-Duty Roving Patrol Violation Report
  - B. Update on Pickleball Court
  - C. Consideration of Policy Regarding Outside Food and Beverage at the Pool
  - D. Consideration of FPL Proposals for LED Conversion
- 6. Manager's Report**
  - A. Discussion of Proposed Budget for FY 2019
  - B. Consideration of Resolution 2018-5 Approving the Budget and Setting the Public Hearing
- 7. Attorney's Report**
- 8. Supervisors' Requests**
- 9. Adjournment**

Enclosed for your review is a copy of the draft minutes of the May 14, 2018 workshop and May 16, 2018 meeting.

The Operations Manager's Report and SJCSO Off-Duty Roving Patrol Violation Report are enclosed for your review. Additionally, there will be discussion of a policy regarding outside food and beverage at the pool. Lastly, there will consideration of proposals from FPL for converting FPL-owned and District-owned lights to LED fixtures.

Marshall Creek CDD

June 6, 2018

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Under the Manager's Report enclosed for your review is a copy of the proposed FY 2019 budget. After your consideration, Resolution 2018-5 needs to be adopted to approve the tentative budget and set the public hearing.

The balance of the agenda is routine in nature. I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me at (904) 940-6044, extension 40592.

Sincerely,

*Janice Eggleton Davis*

Janice Eggleton Davis/ms  
District Manager

Cc: Jonathan Johnson  
Gabriel McKee  
Ryan Stilwell  
Hawley Smith, Jr.  
Brett Sealy

Katie Buchanan  
City of St. Augustine  
Helen Ciesla  
Kim Shine

Jennifer Gillis  
Warren Bloom  
Beth Grossman  
Walter O'Shea

## **Third Order of Business**

**MINUTES OF MEETING  
MARSHALL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Marshall Creek Community Development District and the Palencia POA was held on Monday, May 14, 2018 at 1:00 p.m. at the offices of Inframark, 175 Hampton Point Drive, Suite 4, St. Augustine, Florida.

Present for Marshall Creek CDD were:

Howard Hoffman	Chairman
Howard Entman	Vice Chairman
Scott Raybuck	Assistant Secretary
Jeff Riley	Assistant Secretary

Present for Palencia POA were:

Howard Entman	President
Laurelle Zamparelli	

Also present were:

Janice Eggleton Davis	District Manager
Bob Koncar	Inframark - General Manager
Chris Tarase	Inframark - Vice President

*The following is a summary of the discussions and actions taken at the May 14, 2018 Marshall Creek Board of Supervisors workshop.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

The workshop was called to order and the Boards identified themselves for the record.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Discussion of Management Services**

- Mr. Hoffman noted there are two separate groups and their hope is to find a common provider of services under two contracts.

- Hines is leaving December 1 and currently are in the process of creating a detailed scope of work.
- Dr. Entman noted if they were talking to May Management they would have to go through their own dog and pony show, but Inframark has been in Palencia longer than the Board members and does not need to be provided an extensive scope of work.
- Mr. Koncar addressed Management Services noting if the Board is looking to transition to one provider, Inframark does this at other communities.
- Discussion followed on the alternatives - POA, CDD, employees.
- Mr. Tarese inquired as to why they have 50 employees to begin with? Why is it structured the way it is now?
  - Mr. Hoffman responded when Hines decided to go into the property management business at this location, they hired the people directly as CDD employees.
  - Ms. Davis noted originally Hines owned the golf club and had an extensive landscaping team in place to manage that. She believes the intent was to control more closely how the landscaping looked and thought they could do that better with the employees they were managing directly as CDD employees.
- Discussion followed on onsite staff employed/provided by Inframark.
- Discussion followed on services offered by Inframark - website, e-blasts.
- Dr. Entman addressed his unease with the Board(s) providing the scope of work.
  - Ms. Davis noted Hines is creating a scope of work for what they provide to MCCDD and Palencia POA.
  - Discussion continued on a scope of work and a RFP.
- The ARB application review process was addressed with it being noted it is not currently contemplated to be part of the management services. The POA retains the services of two professionals to review the applications, while the manager will compile the packages and collect fees and deposits.
- POA services were discussed.
- District employees were addressed.

- Mr. Tarese outlined some ideas about providing service
- Dr. Entman noted they are not interested in bidding in the sense that they are going to line up the prices in descending order and take the cheapest price because it is a standard package. They have 1,500 homes and are interested in quality, improving the quality of the way the community looks. They do not want to lower the standard of customer service. They want to know from Inframark what they want to do for the community and what do they want to charge. As part of the process he would request a list of seven communities approximately the same size as Palencia managed by Inframark, along with the President / Chairman contact information for the POA, HOA, and/or CDD with regard to community management.
- Discussion followed on onsite personnel and workspace.
- Mr. Riley inquired if they still have a law firm working for them.
  - Mr. Hoffman responded absolutely.
  - Mr. Riley inquired why they cannot have the legal team find a professional RFP writer to draft it.
  - Mr. Hoffman addressed timing issues noting he feels it is a mistake to wait for the scope of services before talking with management companies.
  - Discussion continued on timing and transition.
- Mr. Koncar noted Inframark can assist with a framework that will cover the needs and then they can let the companies decide how they want to approach the work.
- Dr. Entman noted he does not want them to propose the framework. He wants them to propose what they are going to do and the other companies can do the same and provide proposals. Once they have the scope of work, the proposers can amend the proposals accordingly to address the scope of work.
- Mr. Hoffman noted he would be interested on how many people will be onsite staff.
- Discussion continued with the outcome being Inframark will provide some information within the next 30 days for the Board(s) to review.
- Discussion continued on transitioning and time constraints.
- Mr. Tarase noted it would be helpful to know the roles of the 50 employees.

May 14, 2018

Marshall Creek CDD

- Mr. Hoffman noted there are about 20 in landscaping, 25 in the amenities and five managers. They will provide a list.
- Mr. Riley inquired if they can ask Ms. Ciesla for copies of all automated records?
- Discussion followed on meetings with residents to address a transition to a new management company.
  - Mr. Tarase noted Inframark does meet and greet type meetings with residents, as well as, follow-up letters.
- A website was addressed and if there is a standard format.
- Discussion followed on FEMA claim management.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

There being no further discussion, the workshop was continued to Wednesday, May 16, 2018 at 9:00 a.m.

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Janice Eggleton Davis  
Secretary

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Howard Hoffman  
Chairman



# MINUTES

**MINUTES OF MEETING  
MARSHALL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Marshall Creek Community Development District was held on Wednesday, May 16, 2018 at 4:00 p.m. at the Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Howard Hoffman	Chairman
Howard Entman	Vice Chairman
Kirk Kemmish	Assistant Secretary
Scott Raybuck	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Katie Buchanan	District Counsel
Ryan Stilwell	District Engineer
Helen Ciesla	Property Manager
Beth Grossman	Assistant Property Manager
Roy Hutcherson	Director of Grounds & Engineering
Jim Smeland	Director of Landscape
Erin Gunia	Director of Amenities & Strategic Planning (via phone)
Tom Salmon	Director of Tennis
Mary Heath	Hines
Residents	

*The following is a summary of the discussions and actions taken at the May 16, 2018 Marshall Creek Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Hoffman called the meeting to order and Board and Staff identified themselves for the record.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
April 18, 2018 Meeting and April  
25, 2018 Continued Meeting**

On MOTION by Dr. Entman seconded by Mr. Kemmish, with all in favor, the minutes of the April 18, 2018 meeting and April 25, 2018 continued meeting with the POA were approved.

**A. Discussion of Open Items**

- Mr. Raybuck provided an update on RAMCO, with whom they have been meeting weekly.
  - The virtual gate issues have been corrected and has been up and running for two weeks with no calls.
  - Issues regarding the gate being down have improved substantially. They have also had some staffing changes.
  - A car separator has been added at the South Loop gate to enable cars to go one at time through the gate.
- The outstanding issue is with regard to the camera system at both the north and south gates.
  - Mr. Hutcherson noted there were issues of people going through the gates so cameras were installed to capture the incidents. The camera system is analog and RAMCO is proposing newer technology with fewer cameras, but more coverage.
  - Mr. Raybuck noted they would be tag reading cameras with enhancement software. The other suggestion is to add a site camera above which would provide an overview of the gatehouse area.
  - The total cost is \$20,000 for both sites.
  - Discussion continued on an upgraded camera system.

On MOTION by Mr. Kemmish seconded by Mr. Raybuck, with all in favor, gate cameras at \$20,000 were approved.

**FEMA and Boardwalk Repair Update**

- Mr. Stilwell reported the Boardwalk repair contractor is onsite.
- Ms. Ciesla noted there is a fence up to block all access.
- The anticipated completion is the end of the summer.

- Tolomato Boardwalk - Federal obligation was \$613,000 and the State obligation was \$102,000 for Hurricane Matthew. For Hurricane Irma it is an additional \$189,000.
- Ms. Ciesla outlined budgetary items related to FEMA.

**Golf Carts**

- Discussion followed on golf carts versus street-legal golf carts.

**FOURTH ORDER OF BUSINESS**

**Engineer's Report**

- A. Boardwalk Repair Update**
  - Previously addressed.
  
- B. Update on Pickleball Court**
  - St. Johns County and SJRWMD approval has been obtained for the plans.
    - The plans were put out to bid and three contractors submitted bids.
    - The base bid is the pickleball courts - pavement, fencing, retaining walls, and landscaping.
    - Three alternate items were separated out - shade structure, court lighting and rebound wall.
    - The bid from NIDY Sports Construction Co. did not include pricing for any of the alternate items which were in the plans, so it is not a responsive bid.
    - Court Surfaces of Florida, LLC and Sport Surfaces, LLC both had exclusions for permitting and engineered drawings. In speaking with them, Mr. Stilwell confirmed they were referring to the building permit for the shade structure and/or lighting.
  - Mr. Hoffman inquired if Mr. Salmon has seen the plans and if the practice wall concept is what he wants.
    - Mr. Salmon noted it is.
  - Discussion followed on the proposers.

On MOTION by Mr. Kemmish seconded by Dr. Entman, with all in favor, the Court Surfaces of Florida, LLC proposal for \$150,200 was approved.

- Discussion followed on Mr. Hutcherson managing the Pickleball Court project.
  
- **C. Approval of Requisition #49**
- Mr. Stilwell noted Requisition #49 is for the maintenance building close-out.
  - The CO was received Friday.
  - Mr. Hutcherson and Mr. Stilwell met prior to the meeting to do a final punch list walkthrough. The final 5% will not be released until Mr. Hutcherson is 100% top notch happy.
- Mr. Kemmish inquired if there are any penalties due the delay.
  - Mr. Stilwell noted there was not.
- Mr. Hutcherson noted the grand opening is planned for June 1<sup>st</sup>.

On MOTION by Dr. Entman seconded by Mr. Raybuck, with all in favor, Requisition #49 at \$2,049 was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of Proposed Budget for FY 2019**

- A. Tennis Budget**
- B. Landscape Budget**
- C. Field Operations**
- D. Swim & Fitness**
- Mr. Hoffman outlined the revenues.
- Ms. Ciesla outlined the FEMA associated line items.
- Discussion followed on platted lots for SCCDD.
- Other Public Safety
  - ❖ R&M-Gates will increase \$20,000 for the cameras.
- Field
  - ❖ Shows an increase due to the FEMA Boardwalk Expense.
  - ❖ Cap. Outlay - Machinery and Equip - \$78,000 is a pressure washer and a vehicle for transport. \$26,000 is for LED pole lights and \$12,000 for the equipment leases.

- ❖ \$40,000 should be re-categorized to R&M-Buildings under Parks and Recreation for Treehouse Park.
- ❖ R&M -Roads & Alleyways - increased \$10,000 to \$45,000 for street sweeping, curb pressure washing.
- Mr. Kemmish inquired if there are any significant road repairs planned for 2019.
  - Mr. Hutcherson noted the entry road is deteriorating.
  - Mr. Kemmish noted he is referring to Vale Drive.
  - Mr. Hoffman noted he thinks North End Road needs work. He suggested they put together a master plan to look at.
- Landscape
  - ❖ No changes.
- Mr. Raybuck inquired if the \$35,000 they are projecting under budget is savings or something they are not doing.
  - Mr. Smeland noted some of it is contingency.
- Utilities
  - ❖ Increase in electricity due to the Loop Road connection and additional lighting fixtures.
- Discussion followed on savings from LED's.
- Operation & Maintenance
  - ❖ No changes.
- Parks and Recreation - General
  - ❖ Insurance has to be placed on the Boardwalk so we need to increase Insurance-Property & Casualty by \$20,000.
- Swim & Fitness Clubhouse
  - ❖ Increase for Misc-Special Events from \$4,000 to \$15,000. Ms. Gunia noted the majority will go towards the Street Festival she would like to make an annual event.
    - Mr. Hoffman noted he hears a lot of good things about the activities.
- Swimming Pool
  - ❖ Cap Outlay - Machinery and Equip - increased by \$130,000 for refurbishment of the water slide.

- ❖ Cap Outlay - Pool Furniture - increased by \$10,000.
- Discussion followed on the food service equipment with Ms. Gunia noting there should not be a significant need for additional equipment.
- Tennis Courts
  - ❖ Increased by \$63,000
  - ❖ Lighting upgrades. Ms. Cisela noted they should have further information as she and Mr. Hutcherson met with FPL today and they should have a proposal next month.
- Total Expenditures would increase from \$4,145,304 to \$4,385,654.
  - ❖ The fee increase for Inside the Gate would be about 4%
  - ❖ The fee increase for Outside the Gate would be about 6%
- An unidentified speaker inquired why, if they have a \$1 Million reserve, would they raise the fees every year when they seem to have plenty of money.
  - Mr. Hoffman addressed the Reserve Study noting it suggested they need a lot more in reserves; they are not nearly funded to be able to replace the existing facilities. The infrastructure is aging and they would rather have a modest increase every year rather than a 25% increase next year.
  - Ms. Davis noted they did not add anything to reserves last year nor this year. The amount is actually Fund Balance on hand. Part of it is to have funds on hand until assessments begin to come in. There is only \$684,000 set aside for assigned reserves.
  - Dr. Entman noted they would also be expending funds for the Boardwalk repair while waiting for the FEMA reimbursement.
  - Discussion continued on assessment increases.
- An unidentified speaker inquired if there have been any plans for the exit from the new Publix.
  - Mr. Hoffman noted Mr. Kemmish has worked diligently for 18 months to try to get the County to pave Regalo Road.
  - Mr. Kemmish noted he spoke with Mr. Shinkre who is to get back with him on what they can really do.

- Discussion continued on the Publix exit, cross traffic and Regalo Road as a minor collector road.
- Mr. Stilwell will contact the Traffic Engineer for Publix to see what their plans are for the ingress and egress.

**SIXTH ORDER OF BUSINESS**

**Operations Manager's Report**

- Ms. Ciesla reported the fence on Sophia Terrace is completed.
  - Mr. Raybuck noted there has been a suggestion of putting deterrents on the Palencia side of the fence to discourage people from coming over the fence.
  - Ms. Buchanan noted she does not think the District should install any improvement with no real purpose other than to inflict pain and/or bodily harm.
- Ms. Ciesla reported the Splash Pad has been delayed due to the weather.

**A. SJSO Off-Duty Roving Patrol Violation**

- Ms. Ciesla reviewed the roving patrol report.
- An unidentified speaker noted there is a person who runs the three-way stop on Vale every morning. He requested a patrol car for this area.
- Ms. Ciesla reported on the radar signs.
  - Oak Common - 14,645
  - Average daily (posted speed limit is 25 mph) - 20 to 21 mph.
  - Peak speed was 49 mph.
  - North Loop Parkway - 10,816 vehicles
  - Average daily speed (posted speed limit is 30 mph) - 23 to 26 mph.
  - Peak speed was 57 mph.
- Ms. Ciesla recommended they move the signs to Vale Drive and Costa del Sol.

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Report on Number of Registered Voters - 2,320**

- Ms. Davis reported there are 2,320 registered voters within the District as of April 15<sup>th</sup>.

**EIGHTH ORDER OF BUSINESS**

**Attorney's Report**



There being no report, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Acceptance of the April 2018  
Financial Report and Approval of  
Check Register and Invoices**

- Dr. Entman inquired if it is time for 100% of the revenues to be in.
  - Ms. Davis noted if everyone paid the assessments yes.
  - Dr. Entman inquired about finding out who has not paid.
  - Ms. Buchanan noted they would have to monitor tax deed sales which is completely separate and apart from the District financially.
  - Ms. Davis noted there is 5.19% still outstanding for St. Johns County Tax Collector Collected. The tax certificate sale is usually done the first week of June.
  - There is a large portion of the outstanding tied to the large parcel out front which has still not sold.
- Mr. Raybuck inquired if the budget reflects they will only have 95% of revenues coming in.
  - Ms. Davis noted in the O&M budget there is a \$25,000 bad debt allowance. She noted the budget is also based on everyone paying early to receive the 4% discount.

On MOTION by Dr. Entman seconded by Mr. Raybuck, with all in favor, the April 2018 financials were accepted and Check Register and Invoices were approved.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Kemmish seconded by Mr. Raybuck, with all in favor, the meeting was adjourned.

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Janice Eggleton Davis  
Secretary

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Howard Hoffman  
Chairman

## **Fourth Order of Business**

**4B**

Exhibit D  
Form of Requisition

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2015A

The undersigned, a Responsible Officer of Marshall Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Trust Indenture from the District to US Bank, as trustee (the "Trustee"), dated as of March 31, 2015 (the "indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

A Requisition Number: 50

Subject: Professional Services from April 1, 2018 to April 30, 2018  
(See Attached Invoice #39811)

B Name of Payee: Prosser, Inc.  
13901 Sutton Park Drive S.  
Suite 200  
Jacksonville, FL 32224

C Amount Payable: \$1,580.00

D Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, of, state Costs of Issuance, if applicable):

E Fund or Account from which disbursement to be made:  
Construction Fund

The undersigned hereby certifies that:

1.  obligations in the stated amount set forth above have been incurred by the District,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;

3. each disbursement set forth above was incurred in connection with the Acquisition and/or Construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE  
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

Ryan P. Stilwell, P.E. \_\_\_\_\_

  
\_\_\_\_\_  
Consulting Engineer



May 15, 2018

Project No: 100101.73

Invoice No: 39811

Marshall Creek CDD  
Attn: Accounts Payable  
210 N. University Drive  
Suite 702  
Coral Springs, FL 33071

Project 100101.73 MCCDD/2015 Construction Bond

**Professional Services from April 1, 2018 to April 30, 2018**

Task 4: Bidding & Construction

For services including closeout documentation on Maintenance Building.

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal	2.00	160.00	320.00	
Construction Project Manager	12.00	105.00	1,260.00	
Totals	14.00		1,580.00	
<b>Total Labor</b>				<b>1,580.00</b>
		<b>Total this Task</b>		<b>\$1,580.00</b>
		<b>Total this Invoice</b>		<b>\$1,580.00</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
39671	4/11/2018	2,049.00
<b>Total</b>		<b>2,049.00</b>

Exhibit D  
Form of Requisition

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2015A

The undersigned, a Responsible Officer of Marshall Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Trust Indenture from the District to US Bank, as trustee (the "Trustee"), dated as of March 31, 2015 (the "indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- A Requisition Number: 51
- Subject: Professional Services from February 1, 2018 to February 28, 2018  
(See Attached Invoice #39506 - Reimbursement as paid by MCCDD)
- B Name of Payee: Marshall Creek CDD  
210 N. University Drive  
Suite 702  
Coral Springs, FL 33071
- C Amount Payable: \$2,420.04
- D Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, of, state Costs of Issuance, if applicable):
- E Fund or Account from which disbursement to be made:  
Construction Fund

The undersigned hereby certifies that:

1.  obligations in the stated amount set forth above have been incurred by the District,
- or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;

3. each disbursement set forth above was incurred in connection with the Acquisition and/or Construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

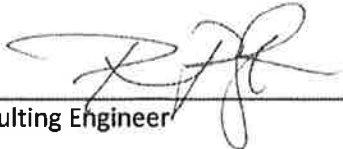
MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT

By:   
Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE  
REQUESTS ONLY

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

Ryan P. Stilwell, P.E.

  
Consulting Engineer



# PROSSER

March 12, 2018  
 Project No: 100101.76  
 Invoice No: 39506

Marshall Creek CDD  
 Attn: Accounts Payable  
 210 N. University Drive  
 Suite 702  
 Coral Springs, FL 33071

Project 100101.76 MCCDD/Pickleball Courts  
Professional Services from February 1, 2018 to February 28, 2018

Fee and Expense Billing  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 1: Site Plan/Preliminary Eng/Plan	2,700.00	100.00	2,700.00	2,700.00	0.00
Task 2: Final Engineering/Constr. Plans	9,600.00	25.00	2,400.00	0.00	2,400.00
Task 3: Permitting	7,500.00	0.00	0.00	0.00	0.00
Task 4A: Bidding	2,500.00	0.00	0.00	0.00	0.00
Task 5: Surveying (Provided by Bradshaw)	2,750.00	100.00	2,750.00	2,750.00	0.00
<b>Total Fee</b>	<b>25,050.00</b>		<b>7,850.00</b>	<b>5,450.00</b>	<b>2,400.00</b>
		<b>Total Fee</b>			<b>2,400.00</b>

**Reimbursable Expenses**

Mileage-DOT Allowable (.445)				11.13	
Mileage-Additional (.12/mile)				3.00	
Blueprints/Reproduction				3.30	
<b>Total Reimbursables</b>			<b>1.15 times</b>	<b>17.43</b>	<b>20.04</b>
			<b>Total this Task</b>		<b>\$2,420.04</b>
			<b>Total this Invoice</b>		<b>\$2,420.04</b>

Received  
 Coral Springs, FL

MAR 15 2018

INFRAMARK

Exhibit D  
Form of Requisition

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2015A

The undersigned, a Responsible Officer of Marshall Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Trust Indenture from the District to US Bank, as trustee (the "Trustee"), dated as of March 31, 2015 (the "indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- A Requisition Number: 52
- Subject: Professional Services from March 1, 2018 to March 31, 2018  
(See Attached Invoice #39669)
- B Name of Payee: Prosser, Inc.  
13901 Sutton Park Drive S.  
Suite 200  
Jacksonville, FL 32224
- C Amount Payable: \$7,275.37
- D Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, of, state Costs of Issuance, if applicable):
- E Fund or Account from which disbursement to be made:  
Construction Fund

The undersigned hereby certifies that:

1.  obligations in the stated amount set forth above have been incurred by the District,

or

- this requisition is for Costs of Issuance payable from the Acquisition and Construction fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;

3. each disbursement set forth above was incurred in connection with the Acquisition and/or Construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

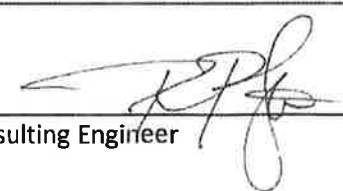
MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT

By:   
Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE  
REQUESTS ONLY

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

Ryan P. Stilwell, P.E.

  
Consulting Engineer

# PROSSER

Received  
Coral Springs, FL

APR 16 2018

April 11, 2018

Project No: 100101.76  
Invoice No: 39669

Marshall Creek CDD  
Attn: Accounts Payable  
210 N. University Drive  
Suite 702  
Coral Springs, FL 33071

INFRAMARK

Project 100101.76 MCCDD/Pickleball Courts

Professional Services from March 1, 2018 to March 31, 2018

Fee and Expense Billing

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 1: Site Plan/Preliminary Eng/Plan	2,700.00	100.00	2,700.00	2,700.00	0.00
Task 2: Final Engineering/Constr. Plans	9,600.00	80.00	7,680.00	2,400.00	5,280.00
Task 3: Permitting	7,500.00	10.00	750.00	0.00	750.00
Task 4A: Bidding	2,500.00	0.00	0.00	0.00	0.00
Task 5: Surveying (Provided by Bradshaw)	2,750.00	100.00	2,750.00	2,750.00	0.00
<b>Total Fee</b>	<b>25,050.00</b>		<b>13,880.00</b>	<b>7,850.00</b>	<b>6,030.00</b>
		<b>Total Fee</b>			<b>6,030.00</b>

**Reimbursable Expenses**

Mileage-DOT Allowable (.445)				28.04	
Mileage-Additional (.12/mile)				7.56	
Blueprints/Reproduction				165.77	
Permits				1,044.00	
<b>Total Reimbursables</b>			<b>1.0 times</b>	<b>1,245.37</b>	<b>1,245.37</b>
			<b>Total this Task</b>		<b>\$7,275.37</b>
			<b>Total this Invoice</b>		<b>\$7,275.37</b>

Exhibit D  
Form of Requisition

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2015A

The undersigned, a Responsible Officer of Marshall Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Trust Indenture from the District to US Bank, as trustee (the "Trustee"), dated as of March 31, 2015 (the "indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- A Requisition Number: 53
- Subject: Professional Services  
(See Attached Invoice #347)
- B Name of Payee: Stephen C. McCullar  
1329-C Kingsley Avenue  
Orange Park, FL 32073
- C Amount Payable: \$3,600.00
- D Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, of, state Costs of Issuance, if applicable):
- E Fund or Account from which disbursement to be made:  
Construction Fund

The undersigned hereby certifies that:

1.  obligations in the stated amount set forth above have been incurred by the District,  
or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;

3. each disbursement set forth above was incurred in connection with the Acquisition and/or Construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

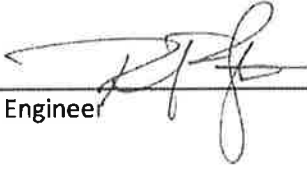
MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT

By:   
Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE  
REQUESTS ONLY

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

Ryan P. Stilwell, P.E.

  
Consulting Engineer

Stephen C. McCullar, Registered Architect  
1329-C Kingsley Avenue  
Orange Park, FL 32073

# Invoice

Phone # 904 537- 6432

Date 5/24/2018  
Invoice # 347

Bill To
Marshall Creek Maintenance Facility 1865 North Loop Parkway St. Augustine, FL 32095 Attn: Roy Hutcherson

Description	Amount
Architectural and engineering services for 6,750 sq. ft. warehouse building with approximately 1500 sq. ft. of office and support facilities. A mechanical and storage loft will be constructed above the offices. Also included is a separate 900 sq. ft. fertilizer and pesticide storage building and a 15' x 30' covered mulch, coquina and soil storage open bay structure.	3,600.00
Final Billing: Completion of Phase IV, Construction Administration	
<b>Total</b>	<b>\$3,600.00</b>

## **Fifth Order of Business**



**Marshall Creek CDD**  
**May 1 – 31, 2018 Operations Report**

**Operations Management Team**

- E-blasts Sent Included the Following:
  - i. On Behalf of the Amenities/Fitness Centers – Upcoming Events, Family Outing with Jaguars, Start of Aqua Aerobics, Fitness and Wellness Updates, Reminders Regarding Pool Use for Upcoming Summer Season, Swim Lessons Being Offered, and New Landscaping Installed at Sweetwater Creek Fitness Center.
  - ii. On Behalf of the Management Office – Commencement of Boardwalk Construction and Grand Opening of the New Maintenance Building
- Coordinated With Maintenance on Installation of Replacement Fence Along Sophia Terrace
- Coordinated With Vendor on Splash Pad Project
- Met With SJCSO Commander on Trespass Warning Enforcement
- Continue to Administer SJC Off-Duty Deputies Patrols Program to Include Scheduling, Logs, and Payments

**Landscape Maintenance**

- Preventative/Seasonal Applications Throughout Community
  - i. Applied a Fertilizer to All Bermuda Turf and Ornamental Beds
  - ii. Applied a Fertilizer with Plant Protectant to All St. Augustine and Bahia Turf
- Parks:
  - i. Replaced Missing Cap on Open Pipe in North River Drive
  - ii. Removed Bees Nest in Vale Drive/Senora Court
- Repaired 2 Irrigation Mainlines and 1 Irrigation Pump

**Engineering**

- Guardhouses:
  - i. North Loop Parkway
    - Adjusted Exit Gate Arm Mount
    - Repaired Leaking A/C Unit inside Guard Shack
    - Replaced Lighting – on Visitor Gate and in Restroom
    - Power Washed Tile Roof
  - ii. Repaired South Loop Parkway Resident Gate Arm (Sticking/Closing on Its Own)
  - iii. Replaced Lights and Repaired Sticking Issue With Entrance Gate at Los Calinas
- Installed No Outlet Sign at Corner of North Loop Parkway and Costa Del Sol Drive
- Power Washed District Sidewalk - North End Street to North Loop Parkway Guardhouse

**Swim and Fitness Facilities**

- Activities Underway:
  - i. Beginning of Swim Lessons
  - ii. Continuation of Swim Team
  - iii. Addition of New Class – Therapeutic Yoga
- Held Grand Opening for New Snack Bar Vendor
- Started the Summer Camp 2018 Season at Full Capacity
- Hosted Successful Food Truck Friday With Dive-In Movie Night
- Completed Lifeguard Hirings for Summer Season

- Maintenance Issues Addressed by Engineering at the Amenity Facilities, As Identified Below:
  - i. At the MCCDD Center -
    - Repaired Women’s Steam Room Leak and Exposed Wiring
    - Repaired Handicap Toilet in Men’s Outside Restroom
    - To the Snack Bar Area - Repaired Plumbing Leaks and Painted Window Trim
  - ii. At the SCCDD Center -
    - Mounted Hand Sanitizer Dispenser
    - Cleaned Entrance Fountain
    - Repaired Metal Fence Topper

**Tennis Center**

- The First Week of Junior Camp/Clinics Began With Our Best Turnout Ever - 25+ Juniors Participating in the Program.
- Preparing for the Upcoming “Wimbledon Whites & Woods” Social, Which is Scheduled for July 7<sup>th</sup>.

**5A**

## SJSO Off-Duty Roving Patrol Violation Log

Date:	Improper Parking / Roadway Obstruction	Suspicious Activity or Traffic Violation	Adult Golf Cart Infraction	Juvenile Golf Cart Infraction	Warning or Citation	Day of the Week	Notes
05/03/18		2			1 verbal & 1 written warning	Thursday	1 verbal warning for excessive speed, 1 written warning for stop sign violation
05/05/18		1			1 verbal warning	Saturday	1 verbal warning for careless driving
05/13/18	1	1			2 verbal warnings	Friday	1 verbal warning expired tag, 1 verbal warning improper parking.
05/20/18		1			1 written warning	Sunday	1 written warning for stop sign violation
05/25/18	2	5			5 verbal warnings, 2 written warnings	Friday	3 verbal warnings for excessive speed, 1 verbal warning for faulty equipment, 1 careless, 2 written warning for improper parking.
05/29/18		2			2 verbals warnings	Tuesday	2 Verbal warnings for faulty equipment
05/30/18		5			3 written warnings and 2 verbal warnings	Wednesday	3 written and 2 verbal warnings for stop sign violation
May 2018 Totals	3	17	0	0			
<b>2018 YTD total</b>	<b>8</b>	<b>99</b>	<b>2</b>	<b>2</b>			
<b>Month to Month Comparison</b>							
May 2017 Totals	5	19	4	0			
May 2018 Totals	3	17	0	0			

**5D**

# NEW LT-1 TARIFF

**Approved by the PSC on March 28, 2017, this tariff provides for the installation of FPL owned LED lights at no upfront cost to customers\*.**

- The Tariff allows us to offer a variety of LED street and area light solutions in a variety of different scenarios:
  - Convert HPS lights currently under SL-1
  - Convert customer owned and maintained lights to LED
  - Install new LED street and area lights
- Monthly fixture, maintenance, and energy charges are determined based on the fixture chosen by the customer
- Customers may pay additional monthly charges for dedicated light poles, underground construction and conversions

### **Highlights:**

- Marshall Creek CDD will save \$152.91 per month on electric bills associated with the 287 lights which will be converted to LED – 3000K.
- Brand new LED fixture will be installed.
- 8-10 week installation/conversion period from the date of contract commencement.

### **Benefits of LED's**

- Dark Sky Compliant
- Superior Color Rendition
- High Coloring Index (CRI)
- High Energy Savings
- Type 3 Distribution
- More light going towards the street and less towards the house



# LED Lighting Plan

## Marshall Creek CDD

### Going Green

This plan reduces power consumption by:  
and that eliminates:  
or removing:

97,608 kWh / year  
69 metric tons of CO<sub>2</sub> every year<sup>1</sup>  
15 cars from the road<sup>2</sup>

<b>TOTAL</b>	<b>287</b>		<b>\$ 2,495.44</b>	<b>\$ 2,342.53</b>	<b>\$ (152.91)</b>
--------------	------------	--	--------------------	--------------------	--------------------

Installation Details		Existing	Proposed	Variance
<b>1</b>	select fixture:	<b>SL1 - HPS0150</b>	<b>American Rev 73 Watt 3000K</b>	
	select pole:			
	<b>Fixture*</b>	\$ 58.24	\$ 76.86	\$ 18.62
	<b>Pole</b>			
	<b>Maintenance</b>	\$ 27.02	\$ 24.64	\$ (2.38)
Quantity:	14			
Conversion:	Yes			
Full/Hybrid:	Full			
	<b>Energy**</b>	\$ 55.10	\$ 23.89	\$ (31.21)
	<b>Total</b>	\$ 140.36	\$ 125.39	\$ (14.97)

Installation Details		Existing	Proposed	Variance
<b>2</b>	select fixture:	<b>SL1 - HPS0100</b>	<b>American Rev 39 Watt 3000K</b>	
	select pole:			
	<b>Fixture*</b>	\$ 1,102.92	\$ 1,498.77	\$ 395.85
	<b>Pole</b>			
	<b>Maintenance</b>	\$ 518.70	\$ 480.48	\$ (38.22)
Quantity:	273			
Conversion:	Yes			
Full/Hybrid:	Full			
	<b>Energy**</b>	\$ 733.46	\$ 237.89	\$ (495.57)
	<b>Total</b>	\$ 2,355.08	\$ 2,217.14	\$ (137.94)

\* Includes fixture fee and \$.98 monthly conversion fee

\*\* Includes Non-fuel Energy Charge, Fuel, Conservation, Capacity, Environmental, and Storm charges

Sales tax and franchise fees not included

## **Sixth Order of Business**



**6A.**

**MARSHALL CREEK**  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2019**

Version 3 - Proposed Budget:  
6/6/2018 10:00

Prepared by:



**MARSHALL CREEK**

Community Development District

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**MARSHALL CREEK**  
Community Development District

**Operating Budget**  
Fiscal Year 2019

# MARSHALL CREEK

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>REVENUES</b>							
Interest - Investments	\$ 5,291	\$ 7,397	\$ 12,000	\$ 8,635	\$ 3,365	\$ 12,000	\$ 12,000
Shared Rev - Other Local Units	261,912	297,793	418,857	418,858	-	418,858	476,151
Interlocal Agreement - Other	280,220	310,955	356,097	207,723	148,374	356,097	356,097
FEMA Revenue	-	-	-	17,710	857,290	875,000	-
Other Physical Environment Rev	-	-	15,000	3,000	94,661	97,661	15,000
S/F Program Fees	37,123	47,174	37,000	36,852	148	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	1,065	0	1,065	200
S/F Other Revenues	1,330	-	1,750	-	1,750	1,750	1,750
S/F Rental Fees	2,700	1,960	2,000	1,980	300	2,280	2,500
S/F Snack Bar Revenue	-	-	-	-	-	-	500
Tennis Merchandise Sales	9,341	12,951	14,000	6,416	7,584	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	102,149	47,851	150,000	150,000
Tennis Ball Machine Rental Fee	2,311	3,282	4,000	1,810	1,690	3,500	3,500
Tennis Membership	39,704	22,472	26,000	34,855	1,145	36,000	40,000
Tennis Drinks & Snacks	308	363	500	-	-	-	-
Special Events	-	-	-	12,379	-	12,379	-
Interest - Tax Collector	946	948	-	3,552	-	3,552	-
Special Assmnts- Tax Collector	2,790,744	3,080,374	3,212,063	3,041,230	170,833	3,212,063	3,360,291
Special Assmnts- CDD Collected	189,130	29,582	12,399	7,233	5,166	12,399	12,399
Special Assmnts- Delinquent	25,277	11,668	-	12,659	-	12,659	-
Special Assmnts- Discounts	(78,754)	(99,576)	(96,362)	(107,640)	-	(107,640)	(100,809)
Allowance Uncollected Assem.	-	-	(25,000)	-	-	-	(25,000)
Sale of Surplus Equipment	5,400	-	-	-	-	-	-
Other Miscellaneous Revenues	3,289	1,512	1,100	8,251	2,591	10,842	1,100
Gate Bar Code/Remotes	2,955	3,580	2,200	1,768	630	2,398	3,200
Impact Fee	51,226	41,003	30,000	29,332	668	30,000	30,000

# MARSHALL CREEK

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET	THRU	MAY	PROJECTED	BUDGET
			FY 2018	APR-2018	SEPT-2018	FY 2018	FY 2019
Billback - PPOA	100	25	-	-	-	-	-
Billback - Developer	1,891	708	-	-	-	-	-
Billback - Projects	100	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>3,755,089</b>	<b>3,935,276</b>	<b>4,145,304</b>	<b>3,849,907</b>	<b>1,346,956</b>	<b>5,196,863</b>	<b>4,392,879</b>

### EXPENDITURES

#### Administrative

P/R-Board of Supervisors	5,460	6,783	6,500	3,843	2,657	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	16,377	3,623	20,000	20,000
ProfServ-Legal Services	86,284	98,326	75,000	36,635	38,365	75,000	75,000
ProfServ-Mgmt Consulting Serv	49,072	55,000	58,000	33,833	24,167	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	2,101	1,399	3,500	3,500
Insurance - General Liability	24,046	23,150	25,465	24,852	613	25,465	28,012
Printing and Binding	3,661	3,530	4,000	1,919	2,081	4,000	4,000
Legal Advertising	4,132	2,536	3,000	1,263	1,737	3,000	3,000
Miscellaneous Services	12,701	29,127	6,000	4,450	1,550	6,000	6,000
Misc-Assessmnt Collection Cost	31,788	33,528	64,269	58,925	5,344	64,241	67,106
<b>Shared Exp - Other Local Units</b>	<b>359,027</b>	<b>456,878</b>	<b>473,434</b>	<b>473,433</b>	<b>-</b>	<b>473,433</b>	<b>486,971</b>
Office Supplies	347	424	500	231	269	500	500
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>614,514</b>	<b>785,126</b>	<b>771,168</b>	<b>680,461</b>	<b>90,706</b>	<b>771,139</b>	<b>792,889</b>

# MARSHALL CREEK

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>Other Public Safety</b>							
Payroll - Benefit	2,262	3,717	6,883	4,183	2,700	6,883	6,915
Payroll - Engineering	24,478	33,677	34,875	21,055	13,820	34,875	38,349
Payroll - Gate Maintenance	1,243	1,502	3,058	919	854	1,773	3,058
Payroll - Billback	269	139	-	-	-	-	-
Contracts-Security Services	243,017	260,198	290,249	164,605	98,477	263,082	264,272
Contracts-Roving Patrol	38,594	34,790	42,900	22,365	20,535	42,900	42,900
R&M-Gate	18,706	51,557	20,000	49,605	45,945	95,550	20,000
Misc-Bar Codes	4,091	4,074	3,100	2,061	1,039	3,100	4,100
Cap Outlay-Machinery and Equip	-	-	-	7,693	-	7,693	-
<b>Total Other Public Safety</b>	<b>332,660</b>	<b>389,654</b>	<b>401,065</b>	<b>272,486</b>	<b>183,370</b>	<b>455,856</b>	<b>379,594</b>
<b>Field</b>							
Payroll - Benefit	1,842	3,145	5,056	3,409	1,647	5,056	5,107
Payroll - Engineering	20,422	26,504	26,354	16,834	9,520	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	-	2,000	2,000	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	-	7,720	7,720	7,720
R&M-Buildings	10,759	13,425	10,000	5,387	4,613	10,000	50,000
R&M-Electrical	14,899	12,497	12,500	6,118	6,382	12,500	12,500
R&M-Fountain	4,357	3,663	4,000	4,106	56	4,162	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	34,142	2,744	36,886	45,000
R&M-Sidewalks	19,759	21,932	20,000	7,231	12,769	20,000	20,000
R&M-Signage	919	7,845	8,000	2,706	5,294	8,000	8,000
Miscellaneous Services	2,645	-	-	-	-	-	-
Cap Outlay-Machinery and Equip	-	-	-	-	-	-	38,000
FEMA Boardwalk Expense	-	-	-	12,230	987,770	1,000,000	-
<b>Total Field</b>	<b>137,202</b>	<b>118,873</b>	<b>190,505</b>	<b>92,243</b>	<b>1,048,424</b>	<b>1,140,667</b>	<b>229,424</b>

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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>Landscape</b>							
Payroll-Salaries	149,236	191,320	185,079	108,602	76,777	185,379	201,591
Payroll-Other	3,725	10,837	12,000	6,047	1,953	8,000	12,000
Payroll-Administration	-	-	9,048	2,891	4,437	7,328	7,038
Payroll-Benefits	58,143	54,577	83,790	51,393	21,709	73,102	66,352
Payroll-General Staff	67,146	76,042	75,726	46,600	29,126	75,726	97,222
Payroll-Irrigation Staff	47,997	54,875	60,840	35,124	25,716	60,840	63,222
Payroll-IPM Staff	70,655	49,633	112,320	38,431	44,615	83,046	91,931
Payroll-Equipment Mechanic	21,808	20,193	26,000	9,884	12,280	22,164	27,272
Payroll - Billback	626	250	-	-	-	-	-
Payroll Taxes	25,630	27,912	40,955	17,592	14,957	32,549	34,391
ProfServ-Info Tchnology	-	-	-	-	-	-	1,000
Communication-Telephone	-	-	5,000	183	317	500	800
Utility - Cable TV Billing	-	-	960	-	920	920	3,520
Electricity - General	10,413	13,328	6,000	2,332	3,668	6,000	6,000
Utility - Refuse Removal	11,343	26,616	13,500	4,755	8,745	13,500	13,500
Utility - Water & Sewer	-	-	3,360	-	3,360	3,360	3,360
Rentals - General	1,866	3,120	1,500	1,616	557	2,173	1,500
R&M-Buildings	-	-	3,900	956	2,944	3,900	2,000
R&M-Equipment	16,072	12,357	30,000	7,845	22,155	30,000	30,000
R&M-Grounds	45,903	43,438	53,729	24,895	28,834	53,729	53,729
R&M-Irrigation	45,467	17,761	21,000	13,959	7,041	21,000	21,000
R&M-Mulch	74,381	42,654	79,360	40,656	38,704	79,360	79,360
R&M-Pump Station	19,971	34,669	20,000	-	20,000	20,000	15,000
R&M-Trees and Trimming	8,492	25,280	11,200	3,000	8,200	11,200	13,495
Misc-Employee Meals	2,869	3,137	10,090	513	9,577	10,090	7,000



**MARSHALL CREEK**

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
Billback - Developer	198	28	-	-	-	-	-
Office Equipment	-	-	2,400	21,957	-	21,957	4,000
Op Supplies - General	10,896	13,275	16,000	28,571	9,276	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	7,739	4,761	12,500	12,500
Impr - Landscape	22,541	73,927	70,000	65,511	4,489	70,000	57,452
Cap Outlay-Machinery and Equip	65,542	67,432	63,300	52,823	10,477	63,300	67,977
Reserve - Landscaping	89,760	-	-	-	-	-	-
<b>Total Landscape</b>	<b>884,702</b>	<b>872,191</b>	<b>1,036,965</b>	<b>596,515</b>	<b>420,363</b>	<b>1,016,878</b>	<b>1,020,620</b>
<b>Utilities</b>							
Electricity - Streetlighting	73,532	81,141	67,000	48,001	27,697	75,698	82,356
Utility - Water & Sewer	2,151	2,351	3,600	1,776	1,824	3,600	3,600
R&M-Lake	46,586	55,208	53,080	32,515	20,693	53,208	53,080
<b>Total Utilities</b>	<b>122,269</b>	<b>138,700</b>	<b>123,680</b>	<b>82,292</b>	<b>50,214</b>	<b>132,506</b>	<b>139,036</b>
<b>Operation &amp; Maintenance</b>							
Payroll-Shared Personnel	260,567	266,778	356,097	207,723	148,374	356,097	356,097
Payroll-Engineering	-	456	-	-	-	-	-
ProfServ-Field Management	148,087	169,296	232,060	151,333	77,939	229,272	229,272
Travel and Per Diem	245	407	400	531	-	531	400
Communication - Telephone	782	845	2,100	438	1,662	2,100	2,100
Postage and Freight	540	413	900	86	-	86	100
R&M-Vehicles	7,679	7,878	6,000	2,704	3,296	6,000	6,000
Printing and Binding	2,640	4,846	4,500	1,645	2,855	4,500	4,500
Misc-Connection Computer	1,453	1,378	3,700	1,264	2,436	3,700	3,700
Billback Expenses Developer	91	1,063	-	771	-	-	-
Office Supplies	740	1,107	1,500	-	822	1,500	1,500
Op Supplies - General	5,112	5,252	7,200	5,073	2,127	7,200	7,200
OP-Supplies – Buildings	-	-	300	-	300	300	300
<b>Total Operation &amp; Maintenance</b>	<b>427,936</b>	<b>459,719</b>	<b>614,757</b>	<b>371,568</b>	<b>239,811</b>	<b>611,286</b>	<b>611,169</b>

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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
<b><i>Parks and Recreation - General</i></b>							
ProfServ-Mgmt Consulting Serv	15,349	20,000	21,000	12,250	8,750	21,000	21,840
Insurance -Property & Casualty	56,597	65,357	83,143	63,871	19,272	83,143	103,143
<b>Total Parks and Recreation - General</b>	<b>71,946</b>	<b>85,357</b>	<b>104,143</b>	<b>76,121</b>	<b>28,022</b>	<b>104,143</b>	<b>124,983</b>
<b><i>Swim &amp; Fitness Clubhouse</i></b>							
Contracts-Misc Labor	2,408	2,551	4,000	1,356	2,644	4,000	4,000
Contracts-Outside Fitness	-	12,358	5,000	4,848	652	5,500	10,000
R&M-Buildings	1,247	2,970	9,000	392	8,608	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	4,991	-	4,991	15,000
Cap Outlay-Machinery and Equip	-	-	3,500	-	3,500	3,500	3,500
<b>Total Swim &amp; Fitness Clubhouse</b>	<b>10,980</b>	<b>20,937</b>	<b>30,500</b>	<b>11,587</b>	<b>20,404</b>	<b>31,991</b>	<b>60,270</b>
<b><i>Swimming Pool</i></b>							
Payroll-Salaries	33,780	47,945	52,149	28,224	23,693	51,917	60,042
Payroll-Hourly	54,908	51,552	41,000	17,088	23,912	41,000	63,855
Payroll-Lifeguards	19,946	25,036	35,200	-	35,200	35,200	38,000
Payroll-Benefits	11,227	21,753	26,854	22,386	7,550	29,936	31,415
Payroll-Engineering	17,123	24,884	31,410	15,568	13,952	29,520	29,108
Payroll-Janitor	7,857	6,760	8,200	4,446	2,054	6,500	8,000
Payroll-Billback	58	-	-	-	-	-	-
Payroll Taxes	8,022	10,172	10,718	3,920	6,629	10,549	13,189
ProfServ-Info Technology	977	294	1,800	237	1,563	1,800	6,300
ProfServ-Swim Pool Commission	1,852	9,385	2,500	1,186	614	1,800	1,800
Contracts-Landscape	94	3,055	3,500	-	3,500	3,500	3,500
Travel and Per Diem	204	188	700	23	477	500	500
Communication - Telephone	7,256	5,474	8,000	6,594	2,406	9,000	8,400

# MARSHALL CREEK

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
Utility - Cable TV Billing	-	-	-	-	-	-	1,624
Utility - General	45,303	45,425	55,000	31,426	20,574	52,000	57,000
Utility - Refuse Removal	1,223	1,736	1,500	865	935	1,800	2,000
R&M-Buildings	31,723	20,480	15,000	12,547	2,453	15,000	30,000
R&M-Pools	91,357	139,674	89,800	43,123	46,677	89,800	30,000
R&M-Vehicles	-	-	500	-	500	500	500
Advertising	1,320	1,330	2,640	770	730	1,500	1,800
Miscellaneous Services	-	-	1,500	224	1,276	1,500	1,500
Misc-Employee Meals	2,750	3,555	4,000	311	3,409	3,720	3,770
Misc-Training	940	600	2,000	-	2,000	2,000	3,000
Misc-Licenses & Permits	1,458	30	1,600	37	1,563	1,600	2,000
Office Supplies	1,168	3,124	1,600	473	1,127	1,600	1,750
Cleaning Supplies	1,091	846	2,500	493	2,007	2,500	2,000
Office Equipment	59	2,001	2,000	397	1,603	2,000	2,500
Snack Bar Expenses	-	-	-	-	-	-	1,500
Op Supplies - Spa & Paper	975	233	2,000	818	1,182	2,000	2,250
Op Supplies - Uniforms	700	1,525	2,500	566	1,934	2,500	2,500
Op Supplies - Summer Camp	12,158	14,639	16,000	1,322	14,678	16,000	16,000
Subscriptions and Memberships	362	1,182	800	60	1,140	1,200	1,200
Cap Outlay-Machinery and Equip	3,299	771	5,000	4,476	524	5,000	90,000
Cap Outlay - Pool Furniture	1,477	988	8,000	8,953	100	9,053	18,000
<b>Total Swimming Pool</b>	<b>360,667</b>	<b>444,637</b>	<b>435,971</b>	<b>206,533</b>	<b>225,962</b>	<b>432,495</b>	<b>535,003</b>
<b>Tennis Court</b>							
Payroll-Salaries	117,306	114,389	122,570	74,078	48,492	122,570	122,500
Payroll-Hourly	34,246	38,326	36,000	20,336	15,664	36,000	36,000
Payroll-Benefits	23,041	22,168	23,557	19,428	4,129	23,557	28,346
Payroll-Engineering	12,842	18,663	34,853	11,676	10,719	22,395	23,831
Payroll-Commission	103,543	129,413	103,000	86,214	43,786	130,000	135,000
Payroll-Janitor	158	-	-	-	-	-	-

**MARSHALL CREEK**

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
Payroll Taxes	19,275	20,875	19,920	12,447	8,571	21,018	23,026
ProfServ-Administrative	-	-	1,000	-	1,000	1,000	1,000
ProfServ-Info Technology	5,207	6,086	6,000	5,478	522	6,000	7,000
Contracts-Janitorial Services	1,795	6,000	6,000	3,540	2,460	6,000	6,000
Communication - Telephone	5,914	6,783	5,500	3,979	1,521	5,500	6,000
Utility - Cable TV Billing	1,622	1,776	1,400	816	913	1,729	1,738
Electricity - General	12,777	14,474	13,000	8,495	6,005	14,500	14,500
Utility - Refuse Removal	1,214	1,736	1,100	1,229	271	1,500	1,800
Utility - Water & Sewer	2,881	1,188	1,500	700	800	1,500	1,500
Rental/Lease - Vehicle/Equip	1,689	1,585	1,700	924	776	1,700	1,700
R&M-General	3,813	5,924	6,000	3,053	2,947	6,000	6,000
R&M-Court Maintenance	12,693	15,155	12,000	10,129	2,871	13,000	12,000
R&M-Vandalism	-	-	500	-	500	500	500
Printing and Binding	140	1,169	1,500	-	1,500	1,500	1,000
Advertising	1,320	1,320	1,500	770	730	1,500	1,500
Misc-Employee Meals	1,215	1,657	1,900	218	1,464	1,682	1,900
Misc-Special Events	285	283	1,000	3,529	-	3,529	1,000
Misc-Training	-	-	500	192	308	500	500
Misc-Licenses & Permits	-	187	250	-	250	250	250
Office Supplies	3,147	3,056	3,000	2,225	775	3,000	3,000
Office Equipment	51	780	3,000	38	2,962	3,000	3,000
Teaching Supplies	3,146	3,821	3,000	1,603	1,397	3,000	3,000
Op Supplies - Uniforms	438	195	500	255	245	500	500
COS - Start Up Inventory	6,550	10,998	14,000	4,882	7,118	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	6,700	3,300	10,000	45,000
Reserve - Tennis Court	6,300	-	-	-	-	-	-
<b>Total Tennis Court</b>	<b>388,549</b>	<b>433,828</b>	<b>436,550</b>	<b>283,524</b>	<b>172,206</b>	<b>455,730</b>	<b>499,891</b>
<b>TOTAL EXPENDITURES</b>	<b>3,351,425</b>	<b>3,749,022</b>	<b>4,145,304</b>	<b>2,673,330</b>	<b>2,479,482</b>	<b>5,152,691</b>	<b>4,392,879</b>

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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY SEPT-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<i>Reserves</i>							
Reserve - Tennis Court	-	9,530	-	-	-	-	-
<b>Total Reserves</b>	<b>-</b>	<b>9,530</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND RESERVES</b>	<b>3,351,425</b>	<b>3,758,552</b>	<b>4,145,304</b>	<b>2,673,330</b>	<b>2,479,482</b>	<b>5,152,691</b>	<b>4,392,879</b>
Excess (deficiency) of revenues							
Over (under) expenditures	403,664	176,724	-	1,176,577	(1,132,526)	44,172	(0)
<b>OTHER FINANCING SOURCES (USES)</b>							
Sale of General Capital Assets	15,511	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>15,511</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>
Net change in fund balance	419,175	176,724	-	1,176,577	(1,132,526)	44,172	(0)
<b>FUND BALANCE, BEGINNING</b>	1,240,611	1,659,786	1,837,090	1,837,090	1,837,090	1,837,090	1,881,262
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,659,786</b>	<b>\$ 1,836,510</b>	<b>\$ 1,837,090</b>	<b>\$ 3,013,667</b>	<b>\$ 704,564</b>	<b>\$ 1,881,262</b>	<b>\$ 1,881,261</b>

**Exhibit "A"**  
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 1,881,262
Net Change in Fund Balance - Fiscal Year 2019	(0)
Reserves - Fiscal Year Additions FY 2019	-
<b>Total Funds Available (Estimated) - 9/30/2019</b>	<b>1,881,261</b>
 <u>ALLOCATION OF AVAILABLE FUNDS</u>	
<i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	1,098,220 <sup>(1)</sup>
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>
<b>Total Allocation of Available Funds</b>	<b><u>1,782,265</u></b>
<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 98,997</u></b>

Notes

(1) Note: Represents approximately 3 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 2018 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 plus 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 \$11,250 for boardwalk insurance, required by FEMA and \$20,000 budgeted to insure Tolomato Boardwalk.

*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.

**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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY SEPT-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>REVENUES</b>							
Special Assmnts- Tax Collector	\$ -	\$ -	\$ 50,952	\$ 47,738	\$ 3,214	\$ 50,952	\$ 50,753
Special Assmnts- CDD Collected	-	-	1,667	1,668	(1)	1,667	1,668
Special Assmnts- Discounts	-	-	(2,039)	(1,757)	-	(1,757)	(2,030)
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>50,580</b>	<b>47,649</b>	<b>3,213</b>	<b>50,862</b>	<b>50,390</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	-	-	1,019	920	64	1,019	1,015
<b>Total Administrative</b>	<b>-</b>	<b>-</b>	<b>1,019</b>	<b>920</b>	<b>64</b>	<b>1,019</b>	<b>1,015</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>1,019</b>	<b>920</b>	<b>64</b>	<b>1,019</b>	<b>1,015</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	49,561	46,729	3,149	49,843	49,375
Net change in fund balance	-	-	49,561	46,729	3,149	49,843	49,375
<b>FUND BALANCE, BEGINNING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49,843</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,561</b>	<b>\$ 46,729</b>	<b>\$ 3,149</b>	<b>\$ 49,843</b>	<b>\$ 99,218</b>

**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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY SEPT-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>REVENUES</b>							
Interest - Investments	\$ 282	\$ 2,415	\$ 250	\$ 1,377	\$ -	1,377	\$ 250
Special Assmnts- Tax Collector	1,036,373	1,210,968	1,172,946	1,099,078	73,868	1,172,946	1,166,524
Special Assmnts- Prepayment	93,960	66,503	-	6,343	-	6,343	-
Special Assmnts- CDD Collected	237,128	52,089	38,056	38,056	-	38,056	38,056
Special Assmnts- Delinquent	1,200	-	-	-	-	-	-
Special Assmnts- Discounts	(30,196)	(40,074)	(46,918)	(40,448)	(41,185)	(41,185)	(46,661)
Other Miscellaneous Revenues	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,338,747</b>	<b>1,291,901</b>	<b>1,164,334</b>	<b>1,104,406</b>	<b>32,683</b>	<b>1,177,537</b>	<b>1,158,169</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
ProfServ-Legal Services	15,938	14,996	-	7,500	10,208	17,708	-
ProfServ-Trustee	5,638	5,446	-	18,500	5,446	23,946	-
Misc-Assessmnt Collection Cost	11,660	13,071	23,459	21,173	22,313	43,486	23,330
<b>Total Administrative</b>	<b>33,236</b>	<b>33,513</b>	<b>23,459</b>	<b>47,173</b>	<b>37,967</b>	<b>85,140</b>	<b>23,330</b>
<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	300,375	300,375	600,750	571,250
DS Costs-Miscellaneous	-	-	-	-	-	-	-
<b>Total Debt Service</b>	<b>1,816,650</b>	<b>1,091,798</b>	<b>1,150,750</b>	<b>340,375</b>	<b>850,375</b>	<b>1,190,750</b>	<b>1,151,250</b>
<b>TOTAL EXPENDITURES</b>	<b>1,849,886</b>	<b>1,125,311</b>	<b>1,174,209</b>	<b>387,548</b>	<b>888,342</b>	<b>1,275,890</b>	<b>1,174,580</b>

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

<u>ACCOUNT DESCRIPTION</u>	<u>ACTUAL FY 2016</u>	<u>ACTUAL FY 2017</u>	<u>ADOPTED BUDGET FY 2018</u>	<u>ACTUAL THRU APR-2018</u>	<u>PROJECTED MAY SEPT-2018</u>	<u>TOTAL PROJECTED FY 2018</u>	<u>ANNUAL BUDGET FY 2019</u>
Excess (deficiency) of revenues							
Over (under) expenditures	(511,139)	166,590	(9,875)	716,858	(855,659)	(98,353)	(16,411)
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	800,000	-	-	-	-	-	-
Operating Transfers - Out	(99,970)	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	(9,875)	-	-	-	(16,411)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>700,030</b>	<b>-</b>	<b>(9,875)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(16,411)</b>
Net change in fund balance	188,891	166,590	(9,875)	716,858	(855,659)	(98,353)	(16,411)
<b>FUND BALANCE, BEGINNING</b>	73,147	262,038	428,628	428,628	428,628	428,628	330,275
<b>FUND BALANCE, ENDING</b>	<b>\$ 262,038</b>	<b>\$ 428,628</b>	<b>\$ 418,753</b>	<b>\$ 1,145,486</b>	<b>\$ (427,031)</b>	<b>\$ 330,275</b>	<b>\$ 313,864</b>

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

**MARSHALL CREEK**

Community Development District

Series 2002 Debt Service Fund

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

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

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR 2018	PROJECTED MAY SEPT 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>REVENUES</b>							
Interest - Investments	\$ 786	\$ 1,486	\$ 200	\$ 1,195	\$ -	\$ 800	\$ 200
Special Assmnts- Tax Collector	1,033,891	1,018,999	1,033,891	980,271	53,620	1,033,891	1,031,492
Special Assmnts- Prepayment	-	23,818	-	-	-	-	-
Special Assmnts- CDD Collected	-	-	-	-	-	-	-
Special Assmnts- Discounts	(29,974)	(33,721)	(41,356)	(36,076)	-	(36,076)	(41,260)
Other Miscellaneous Revenues	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,004,703</b>	<b>1,010,582</b>	<b>992,735</b>	<b>945,390</b>	<b>53,620</b>	<b>998,615</b>	<b>990,432</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	11,435	10,998	20,678	18,884	1,072	20,678	20,630
<b>Total Administrative</b>	<b>11,435</b>	<b>10,998</b>	<b>20,678</b>	<b>18,884</b>	<b>1,072</b>	<b>20,678</b>	<b>20,630</b>
<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	245,225	245,225	490,450	472,050
<b>Total Debt Service</b>	<b>993,575</b>	<b>976,900</b>	<b>980,450</b>	<b>270,225</b>	<b>735,225</b>	<b>1,005,450</b>	<b>977,050</b>
<b>TOTAL EXPENDITURES</b>	<b>1,005,010</b>	<b>987,898</b>	<b>1,001,128</b>	<b>289,109</b>	<b>736,297</b>	<b>1,026,128</b>	<b>997,680</b>

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

<u>ACCOUNT DESCRIPTION</u>	<u>ACTUAL FY 2016</u>	<u>ACTUAL FY 2017</u>	<u>ADOPTED BUDGET FY 2018</u>	<u>ACTUAL THRU APR 2018</u>	<u>PROJECTED MAY SEPT 2018</u>	<u>TOTAL PROJECTED FY 2018</u>	<u>ANNUAL BUDGET FY 2019</u>
Excess (deficiency) of revenues							
Over (under) expenditures	(307)	22,684	(8,393)	656,281	(682,677)	(27,513)	(7,248)
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-Out	(409)	(758)	-	(165)	-	(165)	-
Contribution to (Use of) Fund Balance	-	-	(8,393)	-	-	-	(7,248)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>(409)</b>	<b>(758)</b>	<b>(8,393)</b>	<b>(165)</b>	<b>-</b>	<b>(165)</b>	<b>(7,248)</b>
Net change in fund balance	(716)	21,926	(8,393)	656,116	(682,677)	(27,678)	(7,248)
<b>FUND BALANCE, BEGINNING</b>	812,377	811,661	833,587	833,587	-	833,587	805,909
<b>FUND BALANCE, ENDING</b>	<b>\$ 811,661</b>	<b>\$ 833,587</b>	<b>\$ 825,194</b>	<b>\$ 1,489,703</b>	<b>\$ (682,677)</b>	<b>\$ 805,909</b>	<b>\$ 798,661</b>

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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET	THRU	MAY	PROJECTED	BUDGET
			FY 2018	APR - 2018	SEPT 2018	FY 2018	FY 2019
<b>REVENUES</b>							
Interest - Investments	\$ 26	\$ 330	\$ 100	\$ 308	\$ -	\$ 150	\$ 100
Special Assmnts- Tax Collector	-	65,699	66,660	63,202	3,458	66,660	65,650
Special Assmnts- CDD Collected	-	25,280	-	11,818	-	11,818	-
Special Assmnts- Discounts	-	(2,174)	(2,666)	(2,326)	-	(2,326)	(2,626)
<b>TOTAL REVENUES</b>	<b>26</b>	<b>89,135</b>	<b>64,094</b>	<b>73,002</b>	<b>3,458</b>	<b>76,302</b>	<b>63,124</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	-	709	1,333	1,218	69	1,287	1,313
<b>Total Administrative</b>	<b>-</b>	<b>709</b>	<b>1,333</b>	<b>1,218</b>	<b>69</b>	<b>1,287</b>	<b>1,313</b>
<i>Debt Service</i>							
Principal Debt Retirement	-	10,000	10,000	-	10,000	10,000	10,000
Interest Expense	-	50,560	49,928	24,964	24,964	49,928	49,296
Cost of Issuance	67,640	-	-	-	-	-	-
<b>Total Debt Service</b>	<b>67,640</b>	<b>60,560</b>	<b>59,928</b>	<b>24,964</b>	<b>34,964</b>	<b>59,928</b>	<b>59,296</b>
<b>TOTAL EXPENDITURES</b>	<b>67,640</b>	<b>61,269</b>	<b>61,261</b>	<b>26,182</b>	<b>35,033</b>	<b>61,215</b>	<b>60,609</b>

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

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET	THRU	MAY	PROJECTED	BUDGET
			FY 2018	APR - 2018	SEPT 2018	FY 2018	FY 2019
Excess (deficiency) of revenues							
Over (under) expenditures	(67,614)	27,866	2,833	46,820	(31,575)	15,087	2,515
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfers-In	99,970	-	-	-	-	-	-
Bond Proceed	800,000	-	-	-	-	-	-
Operatomg Transfers-Out	(800,000)	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	2,833	-	-	-	2,515
<b>TOTAL OTHER SOURCES (USES)</b>	<b>99,970</b>	<b>-</b>	<b>2,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,515</b>
Net change in fund balance	32,357	27,866	2,833	46,820	(31,575)	15,087	2,515
<b>FUND BALANCE, BEGINNING</b>	-	32,357	60,223	60,223	-	60,223	75,310
<b>FUND BALANCE, ENDING</b>	<b>\$ 32,357</b>	<b>\$ 60,223</b>	<b>\$ 63,056</b>	<b>\$ 107,043</b>	<b>\$ (31,575)</b>	<b>\$ 75,310</b>	<b>\$ 77,824</b>

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		

**MARSHALL CREEK**

Community Development District

Series 2016 Avila Bond Debt Service Fund

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 2018	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change
<b>Inside Control Gate</b>												
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	1.91%
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	1.91%
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	1.91%
The Reserve Phase II	\$2,292	\$2,204	3.98%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,692	\$4,604	1.91%
Santa Teresa	\$2,292	\$2,204	3.98%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,692	\$4,604	1.91%
<b>Outside Control Gate</b>												
Palencia Village Townhomes I	\$1,960	\$1,846	6.17%	\$31	\$31	0.00%	\$719	\$719	0.00%	\$2,710	\$2,596	4.39%
Palencia Village 2, 3, 4 & 2A	\$1,960	\$1,846	6.17%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,160	\$3,046	3.74%
Village Lakes East (Residential MNO)	\$1,960	\$1,846	6.17%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,160	\$3,046	3.74%
Village Lofts (Live/Work)	\$1,960	\$1,846	6.17%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,160	\$3,046	3.74%
Townhomes II (VC-3)	\$1,960	\$1,846	6.17%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,160	\$3,046	3.74%
Avila Condo & Village Square Res.	\$1,960	\$1,846	6.17%	\$29	\$29	0.00%	\$671	\$671	0.00%	\$2,660	\$2,546	4.48%
Augustine Island	\$1,960	\$1,846	6.17%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,460	\$3,346	3.41%
Promenade Pointe	\$1,960	\$1,846	6.17%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,360	\$4,246	2.68%
<b>Commercial</b>												
Commercial (Office/Retail)	\$0.30	\$0.30	0.96%	\$0.04	\$0.04	0.00%	\$0.93	\$0.93	0.00%	\$1.27	\$1.27	0.23%
Neighborhood Commercial	\$1.25	\$1.18	5.29%	\$0.02	\$0.02	0.00%	\$0.45	\$0.45	0.00%	\$1.72	\$1.65	3.79%

**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
<b>Inside Control Gate</b>									
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	2.62%
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%	\$3,692	\$3,604	2.44%
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,292	\$2,204	3.98%	\$1,499	\$1,499	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%	\$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	1.91%
<b>Outside Control Gate</b>									
Village Center Homes (VC 1)	\$1,960	\$1,846	6.17%	\$600	\$600	0.00%	\$2,559	\$2,445	4.66%
Promenade Condos	\$1,960	\$1,846	6.17%	\$900	\$900	0.00%	\$2,859	\$2,745	4.15%
Palencia Village 2, 3, 4 & 2A	\$1,960	\$1,846	6.17%	\$1,199	\$1,199	0.00%	\$3,159	\$3,045	3.74%
Village Lakes	\$1,960	\$1,846	6.17%	\$1,010	\$1,010	0.00%	\$2,970	\$2,856	3.99%
Avila Condo & Village Square Res.	\$1,960	\$1,846	6.17%	\$700	\$700	0.00%	\$2,659	\$2,545	4.48%
Promenade Pointe	\$1,960	\$1,846	6.17%	\$2,399	\$2,399	0.00%	\$4,359	\$4,245	2.68%
<b>Golf Course</b>	<b>\$41,362</b>	<b>\$40,447</b>	<b>5.29%</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>0.00%</b>	<b>\$121,362</b>	<b>\$120,447</b>	<b>0.76%</b>

**6B.**

**RESOLUTION 2018-5**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2018/2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Marshall Creek Community Development District (“**District**”) prior to June 15, 2018, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2018 and ending September 30, 2019 (“**Fiscal Year 2018/2019**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 22, 2018

HOUR: 4:00 p.m.

LOCATION: Marshall Creek Amenity Center  
625 Palencia Club Drive  
St. Augustine, Florida

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

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

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

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

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

**PASSED AND ADOPTED THIS 13<sup>th</sup> DAY OF JUNE, 2018.**

ATTEST:

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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