

**MARSHALL CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

**JUNE 5, 2024
AGENDA PACKAGE**

Call-in information 646-838-1601 and Conference ID: 857 497 025#



210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

Marshall Creek Community Development District

Board of Supervisors

Rich Luciano, Chairperson
Monique Perna, Vice Chairperson
Howard Entman, MD, Assistant Secretary
Kathy Moss, Assistant Secretary
Vacant, Assistant Secretary

Janice Eggleton Davis, District Manager
Michael Eckert, Esq., District Counsel
Ryan Stilwell, P.E., District Engineer
Jodi Moore, LCAM, General Manager

Regular Meeting Agenda Wednesday, June 5, 2024 – 4:00 p.m. Call-in - 646-838-1601 Conference ID – 857 497 025#

1. Roll Call
2. Audience Comments

The Audience Comment portion of the agenda is where individuals who are present may make remarks on matters that concern the District. Each individual is limited to three (3) minutes for such remarks. The Board of Supervisors or Staff are not obligated to provide an immediate response as some issues require research, discussion and deliberation. If the comment concerns a maintenance related item, it will need to be addressed with the General Manager outside of the context of the meeting.

3. **Organizational Matters**
 - A. Consideration of Candidates for Supervisor for Seat #3 (Term Expires 11/2026)
 - B. Oath of Office for Newly Elected Supervisor
 - C. Consideration of Resolution 2024-4, Election of Officers
4. **Approval of the Minutes of the May 15, 2024 Meeting**
 - A. Discussion of Open Items
5. **Engineer's Report** (To Be Sent Under Separate Cover)
6. **General Manager's Operations Report**
 - A. SJCSO Roving Patrol Violation Log
7. **District Manager's Report**
 - A. Distribution of Sweetwater Creek CDD Proposed Budget FY 2025
 - B. Discussion of Marshall Creek CDD Proposed Budget FY 2025
 - C. Consideration of Resolution 2024-5, Approving the Budget and Setting the Public Hearing
 - D. Discussion of Goals and Objectives
8. **Attorney's Report**
 - A. Proposals for District Management Services
9. **Supervisors' Requests**
10. **Adjournment**

District Office

Inframark Community Management
12574 Flagler Center Blvd. Suite 101
Jacksonville, FL 32258
904-436-4102

Meeting Location:

Marshall Creek Amenity Center
625 Palencia Club Drive
St. Augustine FL 32095

Third Order of Business

3A.

From: Jodi Moore <jmoore@vestapropertyservices.com>
Sent: Tuesday, May 28, 2024 11:46 AM
Cc: Denise Powers <dpowers@vestapropertyservices.com>; Jason Davidson <jdavidson@vestapropertyservices.com>; Davis, Janice <janice.davis@inframark.com>
Subject: FW: Joining the CDD board

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This message came from outside your organization. Please use caution when clicking links.

Report Suspicious

Supervisors,

Please find below an email from another interested party for the open CDD seat. I have provided her the information she requested.

Respectfully,



Your Community.
Our Commitment.

Jodi Moore
General Manager
P. 904.810.0520

Vesta Property Services
625 Palencia Club Drive
St. Augustine, FL 32095
www.VestaPropertyServices.com



[Careers](#) | [Request Proposal](#)



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From: Alicia La Maine <allisimmons55@gmail.com>
Sent: Saturday, May 25, 2024 1:19 PM
To: Jodi Moore <jmoore@vestapropertyservices.com>
Subject: Joining the CDD board

Good afternoon Jodi,

I have been to the meetings and recently heard about the opening on the CDD board However, I have not received the email or accidentally deleted it. Can you please resend

me what I need to sign up to see if I can become part of the committee please and thank you. I hope you have a wonderful holiday weekend.

Alicia La Maine

From: [Palencia Admin](#)
Cc: [Jodi Moore](#)
Subject: FW: Vacant Seat on MCCDD

All supervisors have been blind copied on this email to avoid any inadvertent violation of Sunshine Law.

Respectfully,
Denise Powers
Assistant General Manager
Marshall Creek CDD

From: Mary Pat Stritof <mpstritof@gmail.com>
Sent: Tuesday, May 21, 2024 11:21 AM
To: Palencia Admin <palenciaadmin@marshallcreekcdd.com>
Subject: Vacant Seat on MCCDD

I would like to put my name in for consideration for the vacant seat on the MCCDD board of directors.

Please let me know if you need anything else.

Thanks,

MP

Mary Pat Stritof
mpstritof@gmail.com
904-772-4339

From: [dougspa \(null\)](#)
To: [Palencia Admin](#)
Cc: [Howard Entman](#); [Rich Luciano](#); MONIQUEPERNAMCCDD@gmail.com; kjmossccd@gmail.com
Subject: MCCDD Board Seat
Date: Saturday, May 18, 2024 6:13:55 AM

Dear Board Members,

I'd value filling this position to assist with the community governance.

My goal in this position would be to learn the role and responsibilities of holding a seat and to see if any accomplishments made would warrant community support of my reelection.

As you may know, I've owned in Palencia since 2014, have spent a lot of time and effort to get the Market Street area in order, liaised with the CDD managers on an array of proactive and reactive items and believe this community has unique characteristics that should be preserved. I've run for a CDD seat once in the past but wasn't elected. I believe I was not elected because I spend most of my time in church activities at a small Bible church about 25 minutes from here and that limits me in having the votes from golf or tennis social groups who seem to be a good basis of people to campaign for votes. I do not have a criminal record, I've served two terms in different branches of the military, was deployed three times on two unique missions, hold two professional licenses, medical and real estate, in Florida, have retired from a corporate career leading medical research teams and don't believe I have anything that would exclude me from serving in this role. If you would like references I'd suggest the other HOA board members I have worked beside as they have experienced my navigating improvements and issues.

I would first need to know if I'd be allowed to remain in my two HOA President positions as I wouldn't want to leave them in short notice and would have to first find a suitable replacement.

Please feel free to call on me with questions or for time to meet and chat.

Best Regards...Doug Senecal
478-390-3531

From: [Palencia Admin](#)
Cc: [Jodi Moore](#)
Subject: FW: Vacant Seat on the MCCDD Board

All supervisors have been blind copied on this email to avoid any inadvertent violation of Sunshine Law.

Respectfully,
Denise Powers
Assistant General Manager
Marshall Creek CDD

From: Brian <bw7404@yahoo.com>
Sent: Friday, May 17, 2024 11:59 AM
To: Palencia Admin <palenciaadmin@marshallcreekcdd.com>
Subject: Fwd: Vacant Seat on the MCCDD Board

Good afternoon,
My name is Brian Walsh and I have extreme interest in the vacancy on the board. I have served on a homeowners Association before I have also served as the chief operating officer and chief financial officer for two different corporations. I have my undergraduate degree and masters degree in finance from Pennsylvania State University. I would love to hear more about the seat and to be considered to fill.

Thank you,
Brian Walsh

Sent from my iPhone

Begin forwarded message:

From: Palencia <news@palenciaonline.com>
Date: May 17, 2024 at 11:47:52 EDT
To: Brian <bw7404@yahoo.com>
Subject: Vacant Seat on the MCCDD Board
Reply-To: Palencia <news@palenciaonline.com>

[View this email in your browser](#)

3C

RESOLUTION 2024-4

**A RESOLUTION ELECTING OFFICERS OF THE
MARSHALL CREEK COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Marshall Creek Community Development District at a regular business meeting held on June 5, 2024 desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairperson
_____	Vice Chairperson
<u>Janice Eggleton Davis</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Bob Koncar</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 5th DAY OF JUNE, 2024.

Chairperson/Vice Chairperson

Janice Eggleton Davis
Secretary

Fourth Order of Business

**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 15, 2024 at 3:00 p.m. at Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Rich Luciano	Chairperson
Monique Perna	Vice Chairperson
Howard Entman	Assistant Secretary
Kathy Moss	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Bob Koncar	Regional Director, Inframark
Michael Eckert	District Counsel
Jodi Moore	General Manager
Denise Powers	Assistant General Manager
Jay King	Vesta
Tom Salmon	Director of Tennis
Members of the Public	

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Roll Call

- Mr. Luciano called the meeting to order, and the Board and staff identified themselves for the record. A quorum was established.
- Mr. Stevens's resignation was presented for acceptance.

On MOTION by Dr. Entman seconded by Ms. Perna, with all in favor, the resignation of Mr. Bob Stevens from Seat #3, Expiring November 2026 effective May 14, 2024, was accepted.

- District Counsel explained the law on filling vacancies.

May 15, 2024

- Vesta Property Service’s staff will post an eblast with a request for Letters of Interest due by May 24, 2024.
- Letters of Interest will be included in the June 5, 2024 agenda package.

SECOND ORDER OF BUSINESS

Audience Comments

- Terry Shaw, 151 N. River Drive, expressed appreciation to Supervisor Perna for working with the developer to improve the appearance of the front commercial area.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 20, 2024 Meeting

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, the minutes of the March 20, 2024 regular meeting were approved as presented.

A. Discussion of Open Items

- Dr. Entman inquired about who will prepare the goals and objectives.
 - Mr. Koncar noted Inframark has offered to prepare at no charge and will be discussed at the June meeting.
- Dr. Entman inquired about agenda item “Pool and Alcohol” being removed from the agenda.
 - Ms. Moore noted the conclusion of the discussion was maintaining the rule prohibiting alcohol at the pool;staff would not be checking bags.

FOURTH ORDER OF BUSINESS

Discussion of Preliminary FY 2025 Budget

- There was an extensive discussion on the budget. Dr. Entman conducted a presentation and presented a handout to the Board. Ms. Moore also distributed handouts on payroll five-year summary and an updated Fiscal Year 2025 through 2029 Capital Improvement Plan.

On MOTION by Ms. Perna seconded by Ms. Moss, with all in favor, adding \$75,000 to Field-FEMA Boardwalk Expense Fiscal Year 2024 projection; adding \$75,000 for Fiscal Year 2025 Budget; adjusting Reserves to get to a 9% increase and authorizing transmission to Sweetwater Creek CDD was approved.

FIFTH ORDER OF BUSINESS

Engineer’s Report

- The engineer’s report included in the agenda package was discussed.
- The Boardwalk was completed. Mr. Luciano thanked the resident who allowed use of driveway to store equipment for the Boardwalk repair project.
- The Palencia Village Drive pedestrian crosswalk push button to activate flashing beacons was approved by St. Johns County on April 15, 2024. Ms. Moore proposed staff install the signage and striping.
- Dr. Entman expressed his concerns about dealing with South Loop drainage for at least one year with no progress by the engineer. Per report, pricing should be ready prior to the June meeting.
- The Vale Drive sinking issue is being addressed by the vendor used previously on the same issue on the other side of the street. Per Dr. Entman, it is likely due to a cracked overflow drainage pipe that is depositing dirt into the wetlands, which requires the pipe to be repaired. The engineer is investigating to determine any potential blockage of outfalls.

SIXTH ORDER OF BUSINESS

General Manager’s Operations Report

- Ms. Moore noted a revised report was distributed.
- The cafe mold remediation project is underway. More mold was found than originally anticipated, therefore, the space is being fully gutted. They will be looking at what to do with that space in the future.
- The slide refurbishment was completed and looks good. The Splash Pad is functional after repairs by the maintenance team.
- Ms. Moore updated the Board regarding Comcast and noted individuals who were working with the POA will be on site May 17, 2024. The expected date for the

installation of items they will receive is May 23, 2024. Thereafter, they should be able to adjust the contracted services.

A. SJCSO Roving Patrol Violation Log

- There being no discussion, the next item followed.

C. Waterslide Emergency Expenditure Ratification Request Memo

- Mr. Luciano discussed his decision to cancel the April meeting.
- Discussion ensued on criteria for approving as an emergency. Ms. Moore noted that it did not need to be an emergency because it fell within the General Manager’s authority for non-continuing expenditures.

On MOTION by Ms. Perna seconded by Ms. Moss, with Ms. Perna, Ms. Moss, and Mr. Luciano voting AYE and Dr. Entman voting NAY, the waterslide emergency expenditure was ratified.

B. Consideration of Your Pie Proposal to Provide Food Delivery Services for Summer 2024

- Ms. Moore presented Your Pie Proposal included in the agenda package for summer food service to the pool deck. Ms. Moss made additional comments on the process. The Golf Club is another option once the room is repaired. Graze Craze was also approached, and vending machines were considered, and food trucks could be brought in some days. Ms. Moore noted Hampton Golf is also interested in possibly using the space for a “snack shack.”

On MOTION by Dr. Entman seconded by Ms. Perna, with all in favor, Your Pie Proposal to provide food delivery services for summer 2024 was approved.

D. Policy Redline – Amenities Facilities

- The amenities facilities policy redline was reviewed, which was included in the agenda package. Policy edits by Sweetwater Creek CDD to add pickleball rules and a few other minor changes were included. Page 9, Section D, item #16 indicated no outside food vendors. District Counsel advised editing by adding “unless approved by the Board or the Property Manager.” It was noted that Sweetwater Creek had edited an old version of the policies rather than the current

May 15, 2024

joint policies (posted on the website). Ms. Perna suggested a further edit to adjust the Annual User Fee for Non-Resident Members.

- District Counsel recommended management staff evaluate the rates residents pay compared to rates in other communities. The Board requested to bring back redlined version to correct for June 5, 2024 meeting.

E. Consideration of Appropriating Funds to Replace Comcast Services

- The Chairperson added this item with the intent to give the Operations team the authority to obtain proposals from WaveFly and AT&T if they are unable to achieve significant savings with Comcast for TV, internet, and telephone. Ms. Moore remarked on update provided earlier on Comcast survey planned for May 17, 2024 and planned installation on May 23, 2024, after which she should be able to determine what services are needed, which services are available for free, and the services that can be canceled. Ms. Moore will use the information to negotiate with Comcast and bring it back to the next meeting if necessary.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Acceptance of the April 2024 Financial Statements and Approval of the April 2024 Check Register and Invoices

On MOTION by Ms. Perna seconded by Ms. Moss, with all in favor, the April 2024 financial statements were accepted, and the April 2024 check register and invoices were approved.

B. Discussion of General Election Qualifying Information

- Ms. Davis reviewed the general election qualifying information. She noted this was for the Board and its constituents' information and to meet statutory requirements to announce in a meeting.

C. Notice of Designation of Custodian of Public Records and Records Management Liaison Officer

- Ms. Davis discussed designations by the Secretary related to public records. Ms. Davis noted this item was for information only and no action was required by the Board.

D. Information on Number of Registered Voters – 2,651

May 15, 2024

- Ms. Davis noted there are 2,651 registered voters within the District as of April 15, 2024. She noted this was for the Board’s information and the record and to meet statutory requirements.

EIGHTH ORDER OF BUSINESS

Attorney’s Report

A. Discussion of Proposals for District Management Services

- Dr. Entman commented the budget process was a disaster this year. Vesta Property Services has offered to match Inframark’s proposed price which was significantly different. Vesta Property Services is willing to “disgorge Accounts Payables responsibilities” to District Management Services. An extensive discussion ensued.

Dr. Entman MOVED to select Vesta Property Services' as the new District Manager.

Dr. Entman withdrew his motion and requested this item be added to the June 5, 2024, agenda.

NINTH ORDER OF BUSINESS

Supervisors’ Requests

A. Discussion of FEMA’s Clawback (Supervisor Luciano)

- Supervisor Luciano discussed FEMA’s Clawback.

On MOTION by Dr. Entman seconded by Ms. Perna, with all in favor, Tony Ettore’s firm was authorized to negotiate with the State / FEMA in an amount not to exceed \$5,000.

B. Cancelling Board Meetings (Supervisor Entman)

- Dr. Entman discussed cancelling Board meetings.

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, the Board approved a policy to hold Board meetings unless the Board decides to cancel at a prior meeting or the meeting must be canceled for lack of a quorum was approved.

- It was noted that this was a policy change for now, and they were not amending the rules.

C. Approval of Emergency Expenditures (Supervisor Entman)

May 15, 2024

- This item was addressed under Agenda Item 6C.
- **D. Discussion of Requested Joint Workshop with Sweetwater CDD in Late July 2024 (Supervisor Perna)**
- The joint workshop with Sweetwater Creek was discussed. The Board agreed on three options; July 29, July 30 and July 31, 2024 at 4:00 p.m. Ms. Powers confirmed the room is available for those days. Ms. Davis will communicate with the District manager at Sweetwater CDD to finalize the date.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Moss seconded by Ms. Perna with all in favor, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Richard "Rich" Luciano
Chairperson

Fifth Order of Business

TO BE SENT UNDER SEPARATE COVER

Sixth Order of Business

PALENCIASM

A Story of Discovery, Exploration, and Settlement

**MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT**

**OPERATIONS REPORT
June 2024**

Café / Snack Bar

- Remediation work is still in progress. Ceiling tiles have been removed along with the insulation. The remaining work includes some backboards behind studs and drywall extending past the drop ceiling line.

Aquatics

- Waterslide Schedule
 - Beginning on May 25th the waterslide will be open Sunday through Thursday from 11am to 7pm. And on Friday and Saturdays from 11am to 7:45pm. This schedule will continue through August 11th.
 - August 12th through September 1st the slide will be open on Saturday and Sunday from 11am to 7pm.
 - The last day for the 2024 slide season will be on Labor Day, Monday, September 2nd from 11am to 7pm.
- Splash Pad
 - The splash pad has started to experience additional mechanical issues. Shane Mahn was able to troubleshoot the system to restart the pad over the Holiday weekend, however we are contacting vendors for additional repair work.
- The lifeguards have had a good start to the season. Despite our lead guard putting in notice just prior to the Holiday weekend the team has stepped up and we were able to fill some gaps with guards from other Vesta communities.

Comcast

- Comcast has begun their installation of the common area wifi at the Amenity and Tennis Center locations.
- We are awaiting dates for the additional installation of complementary services.

Tennis

- Joanne Booher has begun EZ Facility set up for the retail sales at the Tennis Facility.
- Beginning on June 3rd Tennis will move to their summer schedule. All clinics and events are posted on the website and will run through the 1st week in August.
- The last week in May is “transition week” with extra court maintenance and work on surrounding areas to prepare for the season.
- The first of the three ladies’ tennis day camps was full. The next one is scheduled for June 18, 19, &20th.
- Two Men’s Day camps are scheduled one in June and one in July.
- Monday Fun Day for the kids has been added to the schedule with all kids’ levels welcome. The first one will take place on June 17th.
- The Wimbledon Whites & Woods Social will be held on July 13th.
- A junior tournament was held on May 18th with over 60 kids participating.
- The tennis staff are excited to welcome Caroline Maxwell and Daniel Pace to their team. Caroline will be helping at the tennis desk and Daniel will be doing weekend maintenance and also filling in at the desk as needed.

Landscaping & Irrigation

- Prepped and had sod installed on North River. The sod is Bahia grass and will take some time to root. The team is hand watering daily to ensure its success.
- Blew off and serviced all Boardwalks and Playscapes.
- Installed new dog station trash cans.
- Sprayed for bed weeds.
- Installed irrigation valve and installed new irrigation for future plantings at Oak Common Park. Several fallen trees being held up by vines were removed from this area to prevent hazards. The team will be replanting four to five trees and wax myrtles to fill the area back in.
- Repaired a broken irrigation wire in Oak Common Park.
- Repaired multiple irrigation risers on North Loop due to vandalism.
- Conducted monthly irrigation inspections.
- Replaced irrigation solenoid on South Loop.
- Repaired zone lines at Treehouse Circle which were broken during sidewalk replacements.
- Troubleshoot low pressure on South Loop irrigation well. Replaced the inline filter and adjusted the pressure switch accordingly.

Ponds

- The pond vendor had gambusia stocked in Lakes Y-2 and L to help combat midge flies. This will also help mitigate the issue in future seasons.
- The pond levels came up significantly during recent rain.

Gates

- We experienced a number of issues with the virtual guards not answering at the South Gate during the month of May. Management is working with Eddie at Envera to understand the breakdown and prevent this in the future.

Engineering/Maintenance

- Curb pressure washing on Arnau Court and Casa del Sol.
- Boardwalk inspections were completed followed by repairs on #3, #6, and #5.
- Assisted in inflating beachballs and other items for Memorial Day weekend events.
- Completed lighting repairs on Promenade walk.
- Tennis area sidewalks were pressure washed.
- Performed lighting inspections and replacements.
- Storm drain clean outs were done through the community.
- HVAC maintenance was performed in both guard houses.
- The Village Green Fountain was completely power washed.
- Coordinated with Windriver Environmental to have an underground storm drain leak repaired near Vale Drive.
- Hauled off concrete debris from maintenance yard.
- Shane Mahn came in on Saturday, May 25th and on the Memorial Day Monday Holiday, May 27th to troubleshoot the splash pad.

Lifestyles

- The end of the school year party was a success. The family pool was filled with beachballs, inflatable crayons, globes, ice creams, and pencils. A cotton candy vendor was on the pool deck and handed out about 250 cones. There was a DJ and poolside games including mini golf.
- Residents enjoyed the Memorial Day Ice Cream Social event at the pool. Denise and Jodi handed out about 250 cups of ice cream and residents made sundaes from our fully stocked topping bar. DJ Andrew was a huge hit with the crowd.
- Items coming in May include:
 - May 17th Food Truck Friday
 - Pool & Foam Party on the last day of School, May 24th.
 - DJ party at the pool for Memorial Day
- The new website has been reviewed by Ross Ruben and he has been working with Neighborhood Connection on finalizing the design. The next phase will include content review by management.

Seventh Order of Business

7A

Sweetwater Creek

Community Development District

Proposed Budget FY 2025



June 6, 2024

Presented by:



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Sweetwater Creek
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments - Tax Roll	\$1,724,315	\$1,644,209	\$80,106	\$1,724,315	\$1,857,822
Fitness Center Revenue	2,000	1,680	845	2,525	2,000
Cost Sharing - Marshall Creek Revenue	-	-	-	-	-
Interest	5,000	21,137	15,000	36,137	25,000
Carry Forward Surplus	51,387	-	-	-	-
TOTAL REVENUES	\$1,782,702	\$1,667,026	\$95,951	\$1,762,977	\$1,884,822

EXPENDITURES:					
<i>General and Administrative</i>					
Supervisor Fees	\$9,600	\$6,000	\$4,000	\$10,000	\$12,000
Engineering Fees	20,000	10,312	9,688	20,000	20,000
District Counsel	55,000	35,764	35,764	71,528	63,599
Annual Audit	3,800	-	3,800	3,800	3,800
Assessment Roll	5,000	5,000	-	5,000	5,200
Arbitrage	500	-	500	500	500
Dissemination Agent	5,300	3,092	2,208	5,300	5,512
Trustee Fees	3,800	3,143	657	3,800	3,800
Management Fees	42,500	24,792	17,708	42,500	44,200
Information Technology	1,425	831	594	1,425	1,482
Website Maintenance	1,000	583	417	1,000	1,040
Telephone	742	197	130	327	742
Postage & Delivery	3,000	1,584	1,416	3,000	3,000
Public Official Insurance	4,497	4,938	-	4,938	5,172
Copies	4,100	1,050	850	1,900	2,500
Legal Advertising	2,000	646	1,354	2,000	2,000
Miscellaneous	1,500	318	100	418	1,500
Dues, Licenses & Subscriptions	175	175	-	175	175
Cost Share Expense - Marshall Creek	20,000	-	29,000	29,000	100,000
TOTAL GENERAL AND ADMINISTRATIVE	\$183,939	\$98,424	\$108,187	\$206,611	\$276,222

<i>Operations & Maintenance</i>					
<i>Utilities</i>					
Electric	\$75,000	\$44,069	\$31,500	\$75,569	\$78,000
<i>Other Physical Environment</i>					
General Insurance/Workers Comp	6,058	5,507	-	5,507	6,884
Landscape Maintenance	291,276	169,911	121,365	291,276	291,276
Landscape Improvements	50,000	33,544	16,456	50,000	50,000
Mulch	50,000	25,000	25,000	50,000	50,000
Lake Maintenance	22,000	11,021	7,690	18,711	22,000
Fountain Maintenance	1,500	-	500	500	1,500
Irrigation Repairs & Maintenance	39,000	13,646	25,034	38,680	39,000
Storm Clean-Up	2,000	-	-	-	10,000
Field Repairs & Maintenance	26,000	29,202	6,500	35,702	36,000
Tree Removals	14,000	3,686	10,314	14,000	14,000
Tree Pruning	-	-	-	-	15,000
Streetlight Repairs	2,250	-	1,000	1,000	2,250
Signage Repairs	1,000	-	500	500	1,000
Holiday Decoration	5,000	-	5,000	5,000	5,000
Miscellaneous Field Supplies	3,500	567	2,933	3,500	3,500
Guardhouse Maintenance	2,500	-	2,500	2,500	2,500
Playground Repairs & Maintenance	2,500	36	2,464	2,500	5,000
TOTAL OPERATIONS & MAINTENANCE	\$593,584	\$336,189	\$258,756	\$594,946	\$632,910

Sweetwater Creek
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<u>Amenities</u>					
<u>Administrative</u>					
Property & Casualty Insurance	\$37,581	\$36,496	\$0	\$36,496	\$43,218
Payroll - Salaried	86,268	685	-	685	-
Payroll - Hourly	91,375	1,638	-	1,638	-
Payroll - Benefits	16,775	301	-	301	-
Payroll Taxes	14,730	264	-	264	-
Professional Services - Engineering	71,457	1,281	-	1,281	-
Professional Services - Information Technology	1,890	34	-	34	-
Travel & Per Diem	200	69	-	69	-
Training	400	477	-	477	-
Facility Management	-	155,641	100,455	256,096	266,340
Performance Incentive	-	-	-	-	10,000
Licenses & Permits	400	414	350	764	770
Subscriptions & Memberships	500	638	845	1,482	2,040
Office Supplies	3,000	1,685	1,315	3,000	3,000
Office Equipment	2,500	1,737	763	2,500	2,500
Communication - Telephone/Internet/TV	12,000	3,964	3,317	7,281	12,000
Internet/Telephone - Guard House	5,821	2,410	1,715	4,125	4,500
<u>Field</u>				-	
Field Management Fees	89,040	51,940	37,100	89,040	92,602
General Utilities	75,000	40,108	28,649	68,757	78,000
Refuse Removal	5,200	4,110	2,600	6,710	6,725
Security	60,000	36,287	17,140	53,427	41,137
Janitorial Services	13,978	24,631	17,415	42,046	43,467
Operating Supplies - Spa & Paper	4,000	2,438	1,410	3,848	4,000
Operating Supplies - Uniforms	500	-	500	500	500
Cleaning Supplies	12,500	4,847	4,847	9,694	12,500
Amenity Landscape Maintenance & Improvements	29,500	18,871	9,815	28,686	22,872
Gate Repairs & Maintenance	2,500	495	2,005	2,500	2,500
Dog Park Repairs & Maintenance	6,000	720	500	1,220	6,000
Park Mulch	5,000	2,200	2,800	5,000	5,000
Miscellaneous Field Supplies	4,100	236	3,864	4,100	4,100
Buildings Repairs & Maintenance	15,000	81,683	1,500	83,183	30,000
Pest Control	1,800	2,311	406	2,717	1,800
Pool Maintenance - Contract	25,349	9,360	7,800	17,160	19,469
Pool Repairs & Maintenance	3,000	2,538	462	3,000	3,000
Pool Chemicals	3,800	15,147	10,274	25,421	30,000
Signage & Amenity Repairs	300	500	-	500	300
Special Events	2,000	289	1,711	2,000	2,000
Park Repair & Maintenance	-	20,426	-	20,426	10,000
Pickleball Repair & Maintenance	-	1,688	1,000	2,688	3,000
<u>Fitness</u>				-	
Professional Services - Outside Fitness	55,515	28,300	24,572	52,872	55,515
Fitness Equipment Repairs & Maintenance	7,000	2,710	3,171	5,880	7,000
Fitness Equipment Rental	35,000	20,868	15,265	36,132	36,635
Miniature Golf Course Maintenance	500	-	-	-	500
Miscellaneous Fitness Supplies	6,300	948	2,852	3,800	6,300
Capital Outlay - Machinery & Equipment	6,400	7,680	-	7,680	6,400
TOTAL AMENITIES	\$814,179	\$589,061	\$306,417	\$895,478	\$875,690
TOTAL EXPENDITURES	\$1,591,702	\$1,023,674	\$673,360	\$1,697,034	\$1,784,822
<u>Other Sources/Uses</u>					
Capital Reserve	(\$191,000)	(\$191,000)	\$0	(\$191,000)	(\$100,000)
TOTAL OTHER SOURCES/(USES)	\$(191,000)	\$(191,000)	\$-	\$(191,000)	\$(100,000)
EXCESS REVENUES (EXPENDITURES)	\$-	\$452,352	\$(577,409)	\$(125,057)	\$-

Sweetwater Creek
Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Fitness Center Revenue

The onsite fitness center provides various services that are fee based. Trainer will provide \$5 fee for each session to the district.

Interest

The District earns interest on the monthly average collected balance for each of their investment accounts. The amount is based upon the estimated average balance of funds available during the fiscal year.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 12 meetings.

Engineering

The District's engineer, Matthews Design Group LLC, will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

District Counsel

The District's Attorney, Kilinski Van Wyk PLLC, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

Assessment Roll Administration

The District has contracted with Governmental Management Services to maintain the assessment roll and annually certify for collection a Non-Ad Valorem assessment for operating and debt service expenses, calculate, collect, record and transmit prepaid assessments, maintain the District's lien book along with various other responsibilities.

Dissemination Agent

The District is required to prepare an annual disclosure report in accordance with the Continuing Disclosure Agreement and Rule 15(c)(2)-12(b)(5) promulgated by Securities and Exchange Commission. The annual report is filed on the Municipal Securities Rulemaking Board (EMMA) website.

Trustee Fees

The District pays monthly fees plus reimbursable expenses to US Bank as Trustee for the District Series 2019A Special Assessment Revenue Bonds.

Management Fees

The District has contracted with Governmental Management Services, LLC to provide management, accounting and recording secretary services. These services include, but not limited to, advertising, recording, and transcribing of Board meetings, administrative services, budget preparation, financial reporting, and assisting with annual audits.

Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. contracted with Governmental Management Services, LLC.

Telephone

New internet and Wi-Fi service for Office. Represents expense for telephone internet and Wi-Fi Service and conference calls for the office that are reimbursable by the district.

Postage and Delivery

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

Sweetwater Creek
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon estimated premium.

Copies

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

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices and public hearings, bidding etc. for the District based on statutory guidelines.

Miscellaneous

This includes monthly bank charges, amortization schedules, office supplies and any other miscellaneous expenses that incur during the year.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Cost Share Expense - Marshall Creek

The District has an interlocal agreement with Marshall Creek Community Development District for shared facilities with certain costs, net of off-setting revenues. The net is then allocated based upon the proportionate number of platted units in each District.

Expenditures - Field Operations

Utilities:

Electric Services

The District has the following electric accounts with Florida Power & Light Company for general purposes. Additional streetlights may be added as phases are initiated.

Description	Monthly	Annual
661 ENSENADA DR #IRR	\$111	\$1,332
STREET LIGHTS # PALENCIA N PH	\$5,100	\$61,200
166 TORCIDO BLVD #IRR	\$42	\$504
166 PANTANO VISTA WAY # FOUNTAIN	\$313	\$3,756
1504 LAS CALINAS BLVD #IRR	\$154	\$1,848
43 PRIVADO CT #LITE	\$32	\$384
537 ENSENADA DR #IRR	\$38	\$456
2036 LAS CALINAS BLVD #IRR	\$65	\$780
97 ONDA LN # IRR	\$74	\$888
1329 LAS CALINAS BLVD #IRR	\$88	\$1,056
1802 N LOOP PKWY #LGT	\$12	\$144
499 ENSENADA DR #IRR	\$12	\$144
633 GLORIETA DR #IRR	\$18	\$216
2064 LAS CALINAS BLVD #IRR	\$22	\$264
336 RIO DEL NORTE RD # IRR	\$40	\$480
711 ENREDE LN	\$379	\$4,548
Total	\$6,500	\$78,000

Other Physical Environment:

General Insurance

Represents the cost of annual coverage of general liability insurance. Coverage is provided by Egis Insurance who specializes in providing insurance coverage to governmental agencies.

Landscape Maintenance

The District has a contract with Duval Landscape Maintenance to maintain the landscaping located within the District. These services include monthly landscape maintenance such as mowing, weeding, edging, blowing debris and shrubs and groundcover pruning, as well as: fertilization, insect control, weed control, and irrigation inspections.

Landscape Improvements

Represents the cost of improving or replacing any landscaping located within the common areas of the District.

Mulch

The District will incur expenses related to providing ground covering.

Lake Maintenance

The District has contracted with Future Horizons Inc for the 24 ponds that require monthly maintenance and includes miscellaneous expenses.

Description	Monthly	Annual
Future Horizons	\$1,538	\$18,456
Contingency	\$295	\$3,544
Total	\$1,833	\$22,000

Sweetwater Creek
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Field Operations (continued)

Fountain Maintenance

The District will incur expenses related to fountain maintenance.

Irrigation Repairs & Maintenance

The District will incur expenditures related to the maintenance of the irrigation systems.

Storm Clean-Up

Represents the estimated costs of Storm Clean-Up throughout the fiscal year.

Field Repairs & Maintenance

Represents estimated costs for the general repairs and maintenance of various facilities throughout the District.

Tree Removals

This item represents the estimated costs of removing any trees throughout the fiscal year.

Tree Pruning

This item represents the estimated costs of trimming Palm trees and Crepe Myrtles within the district.

Streetlight Repairs

The District will incur costs related to the repair and maintenance of streetlights not maintained by FPL within the District.

Signage Repair

The District will incur costs related to the repair and maintenance of the signage within the District.

Holiday Decoration

Represents an estimated cost for seasonal holiday decorations.

Miscellaneous Field Supplies

The District may incur costs for field maintenance supplies purchased on debit card for operations.

Guardhouse Maintenance

Represents the cost of maintenance for the guardhouse.

Playground Repairs & Maintenance

This District will incur costs related to the maintenance of its playground. This line item includes the cost of resealing the playground.

Expenditures – Amenities

Administrative:

Property & Casualty Insurance

The District's property and casualty insurance coverage is provided by EGIS Insurance who specializes in providing insurance coverage to governmental agencies.

Facility Management

The District has contracted with Riverside Management Services to provide onsite amenity management and oversee the daily safety and enjoyment of residents by providing newsletters, communication, and email blasts. Management and staff will plan and execute special events throughout the year and monitor use and condition of Fitness Center and assist with budget process.

Performance Incentive

Bonus pool available for the Board to award performance incentive bonus to on-site staff as designated by Board policy.

Licenses & Permits

This line item is the cost for the licensing and permits necessary for operation of the Swim and Fitness Center (i.e. Pool Operating

Subscriptions & Memberships

The District purchases supplies from Amazon for the district, Pandora music for amenity center and, Court reserve \$125.

Description	Monthly	Annual
Amazon Membership	\$15	\$180
Pandora Music	\$29	\$348
Court Reserve	\$125	\$1,500
Contingency	\$1	\$12
Total	\$170	\$2,040

Office Equipment

This cost allocation represents the purchase of office equipment such as filing cabinets, printers, etc.

Communication – Telephone/Internet/TV

The District has an agreement with Comcast for this service. Additional monies budgeted for Marshall Creek Fitness Center Business Voice Edge and Village Key for quarterly monitoring with phone line.

Description	Monthly	Annual
Village Key (Quarterly)	\$20	\$240
Comcast	\$659	\$7,908
Marshall Creek Comcast	\$111	\$1,332
Contingency	\$210	\$2,520
Total	\$1,000	\$12,000

Sweetwater Creek
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Amenities (Continued)

Internet/Telephone - Guard House

This line item is for the Comcast service agreement for internet and telephone for the guard house location. The charge is \$333.83 per month. Additional monies were budgeted for the Las Calinas Guardhouse at \$113.39 per month.

Description	Monthly	Annual
Comcast	\$343	\$4,116
Contingency	\$32	\$384
Total	\$375	\$4,500

Field:

Field Management

The District has contracted with Riverside Management Services to provide onsite field management of contracts for the District Services such as landscape and lake maintenance. Services to include onsite inspections, meetings with contractors and monitoring of utility accounts.

General Utilities

County Utility Department for amenity purposes.

Description	Monthly	Annual
FP&L – 1187 Las Calinas Blvd #LITE	\$184	\$2,208
FP&L – 1865 N Loop Parkway	\$4,500	\$54,000
FP&L – 491 Ensenada Drive #PARK	\$38	\$456
TECO – 1865 N Loop Parkway	\$80	\$960
Florida Natural Gas – 1865 N Loop Parkway	\$50	\$600
St John’s Utility Dept – 1187 Las Calinas Blvd	\$34	\$408
St John’s Utility Dept – 1865 N Loop Parkway	\$879	\$10,548
St John’s Utility Dept – 491 Ensenada Park	\$16	\$192
Contingency	\$719	\$8,628
Total	\$6,500	\$78,000

Refuse Removal

The District has contracted with Republic Services for trash removal.

Security

The District has contracted with Hidden Eyes DBA Envera Services for security gate monitoring

Description	Monthly	Annual
Hidden Eyes DBA Envera	\$5,000	\$60,000

Janitorial Services

The District has contracted with Marshall Creek CDD staffing services to provide commercial cleaning services for the amenities.

Operating Supplies - Spa & Paper

Represents expenses for restroom paper products, trash bags and other similar items.

Operating Supplies - Uniforms

Costs that will be incurred for uniforms for employees

Cleaning Supplies

Represents expenses for cleaning supplies.

Amenity Landscape Maintenance & Improvements

Represents costs for maintaining amenity center landscaping and any improvements to the landscape.

Gate Repairs & Maintenance

Represents estimated costs of repairing and/or maintaining the District's gates.

Dog Park Repairs & Maintenance

Represents the cost for maintaining and repairing the District Dog Park.

Park Mulch

Cost for mulch used in the park.

Miscellaneous Field Supplies

This represents any Field Supplies expense that is purchased with Debit card cannot be otherwise categorized.

Buildings Repairs & Maintenance

The District may incur costs for various repairs and maintenance to the Amenity Center.

Pest Control

The District has contracted with Turner Pest Control to provide services to its buildings.

Pool Maintenance - Contract

Represents monthly water management costs for pool chemical services contracted with Poolsure.

Description	Monthly	Annual
PoolSure	\$1,920	\$23,044
Contingency	\$192	\$2,305
Total	\$2,112	\$25,349

Sweetwater Creek
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Amenities (Continued)

Pools Repairs & Maintenance
Represents any costs for pool maintenance services and repairs.

Pool Chemicals
Represents extra cost for pool chemicals purchased for amenity pool by amenity manager.

Signage & Amenity Repairs
Cost for sign purchases and replacements.

Special Events
Social and Promotional events for Swim & Fitness held on property, such as the Easter and the Halloween events.

Fitness:

Professional Service - Outside Fitness
This category encompasses the Adult Fitness classes that are taught by fitness staff throughout the year.

Fitness Equipment Repairs & Maintenance
This category provides funds for any fitness equipment repair related expenses.

Fitness Equipment Rental
The District has a lease agreement with Geneva Capital for rental of fitness equipment for the Fitness facility. Currently renting spin bikes from Frank A Flori.

Description	Monthly	Annual
Geneva Capital	\$2,414	\$28,968
Frank A Flori DBA Chariman's Enterprise	\$503	\$7,667
Total	\$2,917	\$36,635

Miniature Golf Course Maintenance
The District will incur costs related to the maintenance of the miniature golf course within the District.

Miscellaneous Fitness Supplies
Represents estimated costs for non-capitalizable fitness supplies, such as therapy bands, etc.

Capital Outlay - Machinery & Equipment
Represents any expenses for any fitness machinery or equipment that may be purchased.

Capital Reserve Transfer
Funds collected and reserved for major repairs and/or maintenance to the pool and amenity building.

Sweetwater Creek Community Development District

Proposed Budget Debt Service Series 2019 Special Assessment Revenue Bonds

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments - Tax Roll	\$741,613	\$706,372	\$33,804	\$740,176	\$740,977
Special Assessments - Prepayments	\$-	\$10,898	\$-	\$10,898	\$-
Interest Income	6,300	18,563	17,000	35,563	30,000
Carry Forward Surplus ⁽¹⁾	155,434	\$165,359	-	165,359	193,390
TOTAL REVENUES	\$903,347	\$901,191	\$50,804	\$951,996	\$964,367
EXPENDITURES:					
<i>Series 2019 - A1</i>					
Interest - 11/1	\$85,328	\$85,328	\$-	\$85,328	\$81,650
Interest - 5/1	85,328	-	85,328	85,328	81,650
Principal - 5/1	355,000	-	355,000	355,000	360,000
Prepayment 5/1	-	-	10,000	10,000	-
<i>Series 2019 - A2</i>					
Interest - 11/1	46,475	46,475	\$-	\$46,475	44,200
Interest - 5/1	46,475	-	46,475	46,475	44,200
Principal - 5/1	125,000	-	125,000	125,000	130,000
Special Call - 5/1	-	-	5,000	5,000	-
TOTAL EXPENDITURES	\$743,606	\$131,803	\$626,803	\$758,606	\$741,700
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
TOTAL EXPENDITURES	\$743,606	\$131,803	\$626,803	\$758,606	\$741,700
EXCESS REVENUES (EXPENDITURES)	\$159,741	\$769,388	\$(575,999)	\$193,390	\$222,667

⁽¹⁾ Carry Forward is Net of Reserve Requirement

A-1 Interest Due 11/1/25	\$78,050
A-2 Interest Due 11/1/25	41,925
	\$119,975

Sweetwater Creek Community Development District

SERIES 2019A-1 AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/1/24	\$ 5,980,000.00	\$ -	\$ 81,650.00	\$ 81,650.00
5/1/25	\$ 5,980,000.00	\$ 360,000.00	\$ 81,650.00	
11/1/25	\$ 5,620,000.00	\$ -	\$ 78,050.00	\$ 519,700.01
5/1/26	\$ 5,620,000.00	\$ 365,000.00	\$ 78,050.00	
11/1/26	\$ 5,255,000.00	\$ -	\$ 74,171.88	\$ 517,221.89
5/1/27	\$ 5,255,000.00	\$ 375,000.00	\$ 74,171.88	
11/1/27	\$ 4,880,000.00	\$ -	\$ 69,953.13	\$ 519,125.01
5/1/28	\$ 4,880,000.00	\$ 385,000.00	\$ 69,953.13	
11/1/28	\$ 4,495,000.00	\$ -	\$ 65,381.25	\$ 520,334.38
5/1/29	\$ 4,495,000.00	\$ 395,000.00	\$ 65,381.25	
11/1/29	\$ 4,100,000.00	\$ -	\$ 60,443.75	\$ 520,825.00
5/1/30	\$ 4,100,000.00	\$ 405,000.00	\$ 60,443.75	
11/1/30	\$ 3,695,000.00	\$ -	\$ 54,621.88	\$ 520,065.63
5/1/31	\$ 3,695,000.00	\$ 415,000.00	\$ 54,621.88	
11/1/31	\$ 3,675,000.00	\$ -	\$ 48,656.25	\$ 518,278.13
5/1/32	\$ 3,280,000.00	\$ 430,000.00	\$ 48,656.25	
11/1/32	\$ 2,850,000.00	\$ -	\$ 42,475.00	\$ 521,131.25
5/1/33	\$ 2,850,000.00	\$ 440,000.00	\$ 42,475.00	
11/1/33	\$ 2,410,000.00	\$ -	\$ 36,150.00	\$ 518,625.00
5/1/34	\$ 2,410,000.00	\$ 455,000.00	\$ 36,150.00	
11/1/34	\$ 1,955,000.00	\$ -	\$ 29,325.00	\$ 520,475.00
5/1/35	\$ 1,955,000.00	\$ 470,000.00	\$ 29,325.00	
11/1/35	\$ 1,485,000.00	\$ -	\$ 22,275.00	\$ 521,600.00
5/1/36	\$ 1,485,000.00	\$ 480,000.00	\$ 22,275.00	
11/1/36	\$ 1,005,000.00	\$ -	\$ 15,075.00	\$ 517,350.00
5/1/37	\$ 1,005,000.00	\$ 495,000.00	\$ 15,075.00	
11/1/37	\$ 510,000.00	\$ -	\$ 7,650.00	\$ 517,725.00
5/1/38	\$ 510,000.00	\$ 510,000.00	\$ 7,650.00	
			\$	\$ 517,650.00
		\$ 5,980,000.00	\$ 1,371,756.25	\$ 7,351,756.28

Sweetwater Creek Community Development District

SERIES 2019A-2 AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/1/24	\$ 2,295,000.00	\$ -	\$ 44,200.00	\$ 44,200.00
5/1/25	\$ 2,295,000.00	\$ 130,000.00	\$ 44,200.00	\$ -
11/1/25	\$ 2,165,000.00	\$ -	\$ 41,925.00	\$ 216,125.00
5/1/26	\$ 2,165,000.00	\$ 130,000.00	\$ 41,925.00	\$ -
11/1/26	\$ 2,035,000.00	\$ -	\$ 39,650.00	\$ 211,575.00
5/1/27	\$ 2,035,000.00	\$ 135,000.00	\$ 39,650.00	\$ -
11/1/27	\$ 1,900,000.00	\$ -	\$ 37,287.50	\$ 211,937.50
5/1/28	\$ 1,900,000.00	\$ 140,000.00	\$ 37,287.50	\$ -
11/1/28	\$ 1,760,000.00	\$ -	\$ 34,837.50	\$ 212,125.00
5/1/29	\$ 1,760,000.00	\$ 145,000.00	\$ 34,837.50	\$ -
11/1/29	\$ 1,615,000.00	\$ -	\$ 32,300.00	\$ 212,137.50
5/1/30	\$ 1,615,000.00	\$ 150,000.00	\$ 32,300.00	\$ -
11/1/30	\$ 1,465,000.00	\$ -	\$ 29,300.00	\$ 211,600.00
5/1/31	\$ 1,465,000.00	\$ 160,000.00	\$ 29,300.00	\$ -
11/1/31	\$ 1,305,000.00	\$ -	\$ 26,100.00	\$ 215,400.00
5/1/32	\$ 1,305,000.00	\$ 165,000.00	\$ 26,100.00	\$ -
11/1/32	\$ 1,140,000.00	\$ -	\$ 22,800.00	\$ 213,900.00
5/1/33	\$ 1,140,000.00	\$ 170,000.00	\$ 22,800.00	\$ -
11/1/33	\$ 970,000.00	\$ -	\$ 19,400.00	\$ 212,200.00
5/1/34	\$ 970,000.00	\$ 180,000.00	\$ 19,400.00	\$ -
11/1/34	\$ 790,000.00	\$ -	\$ 15,800.00	\$ 215,200.00
5/1/35	\$ 790,000.00	\$ 185,000.00	\$ 15,800.00	\$ -
11/1/35	\$ 605,000.00	\$ -	\$ 12,100.00	\$ 212,900.00
5/1/36	\$ 605,000.00	\$ 195,000.00	\$ 12,100.00	\$ -
11/1/36	\$ 410,000.00	\$ -	\$ 8,200.00	\$ 215,300.00
5/1/37	\$ 410,000.00	\$ 200,000.00	\$ 8,200.00	\$ -
11/1/37	\$ 210,000.00	\$ -	\$ 4,200.00	\$ 212,400.00
5/1/38	\$ 210,000.00	\$ 210,000.00	\$ 4,200.00	\$ -
			\$	\$ 214,200.00
		\$ 2,295,000.00	\$ 736,200.00	\$ 3,031,200.00

Sweetwater Creek
Community Development District
Proposed Budget
Capital Reserve Fund

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Interest Income	\$1,866	\$4,068	\$5,000	\$9,068	\$5,000
Miscellaneous Income	-	4,000	-	4,000	-
Carry Forward Balance	263,780	264,580	-	264,580	439,291
TOTAL REVENUES	\$265,646	\$272,648	\$5,000	\$277,648	\$444,291
EXPENDITURES:					
Capital Outlay	\$-	\$11,420	\$-	\$11,420	\$30,000
Repair & Maintenance	79,024	14,459	-	14,459	21,317
Other Current Charges	525	353	200	553	600
Reserve Study	-	2,925	-	2,925	-
TOTAL EXPENDITURES	\$79,549	\$29,157	\$200	\$29,357	\$51,917
Other Sources/(Uses)					
Transfer in/(Out)	\$191,000	\$191,000	\$-	\$191,000	\$100,000
TOTAL OTHER SOURCES/(USES)	\$191,000	\$191,000	\$-	\$191,000	\$100,000
EXCESS REVENUES (EXPENDITURES)	\$377,097	\$434,491	\$4,800	\$439,291	\$492,374

**Sweetwater Creek
Community Development District
Assessment Schedule - O&M**

FY2024

Net O&M Assessments	\$1,724,315.23
Collection fees (6%)	\$110,062.67
Gross Assessments	\$1,834,377.91

Product	Assessable				Total Net		
	Units	ERU/Unit	ERU's	% ERUs	Assessments	Net O&M	Gross O&M
Up to 63' Lot	469	1.00	469.00	58.17%	\$ 1,003,043.53	\$ 2,138.69	\$ 2,275.20
64-73' Lot	166	1.16	192.56	23.88%	\$ 411,825.29	\$ 2,480.88	\$ 2,639.23
80-88' Lot	42	1.40	58.80	7.29%	\$ 125,754.71	\$ 2,994.16	\$ 3,185.28
90' Lot	4	1.43	5.72	0.71%	\$ 12,233.28	\$ 3,058.32	\$ 3,253.53
Marsh (less than 15K sq ft)	6	1.40	8.40	1.04%	\$ 17,964.96	\$ 2,994.16	\$ 3,185.28
Marsh (15K-30K sq ft)	35	1.43	50.05	6.21%	\$ 107,041.21	\$ 3,058.32	\$ 3,253.53
Marsh (30K and greater)	6	1.50	9.00	1.12%	\$ 19,248.17	\$ 3,208.03	\$ 3,412.80
McCann Lots	8	1.59	12.72	1.58%	\$ 27,204.08	\$ 3,400.51	\$ 3,617.56
Total ERU's	736		806.25		\$ 1,724,315.23		

FY2025

Net O&M Assessments	\$1,857,821.60
Collection fees (6%)	\$118,584.36
Gross Assessments	\$1,976,405.95

Product	Assessable				Total Net			Increase
	Units	ERU/Unit	ERU's	% ERUs	Assessments	Net O&M	Gross O&M	
Up to 63' Lot	469	1.00	469.00	58.17%	\$ 1,080,704.90	\$ 2,304.27	\$ 2,451.36	\$ 176.16
64-73' Lot	166	1.16	192.56	23.88%	\$ 443,711.17	\$ 2,672.96	\$ 2,843.57	\$ 204.34
80-88' Lot	42	1.40	58.80	7.29%	\$ 135,491.36	\$ 3,225.98	\$ 3,431.90	\$ 246.62
90' Lot	4	1.43	5.72	0.71%	\$ 13,180.45	\$ 3,295.11	\$ 3,505.44	\$ 251.91
Marsh (less than 15K sq ft)	6	1.40	8.40	1.04%	\$ 19,355.91	\$ 3,225.98	\$ 3,431.90	\$ 246.62
Marsh (15K-30K sq ft)	35	1.43	50.05	6.21%	\$ 115,328.96	\$ 3,295.11	\$ 3,505.44	\$ 251.91
Marsh (30K and greater)	6	1.50	9.00	1.12%	\$ 20,738.47	\$ 3,456.41	\$ 3,677.03	\$ 264.24
McCann Lots	8	1.59	12.72	1.58%	\$ 29,310.38	\$ 3,663.80	\$ 3,897.66	\$ 280.09
Total ERU's	736		806.25		\$ 1,857,821.60			

7B.

MARSHALL CREEK
Community Development District

Operating and Debt Service Budget

Fiscal Year 2025

Proposed Budget

Prepared by:



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MARSHALL CREEK
Community Development District

Operating Budget
Fiscal Year 2025

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
REVENUES							
Interest - Investments	\$ 10,264	\$ 116,869	\$ 50,000	\$ 140,446	\$ 80,272	\$ 220,718	\$ 200,000
Shared Rev - Other Local Units	484,398	499,312	541,292	-	541,292	541,292	569,762
Interlocal Agreement - Other	344,921	333,004	351,990	5,447	-	5,447	-
Other Physical Environment Rev	24,000	17,000	-	-	-	-	-
S/F Swimming Program Fees	425	25	3,500	-	-	-	500
S/F Activity Fees		4,445	4,000	-	-	-	-
S/F Other Revenues					4,937	4,937	13,000
S/F Rental Fees	1,850	1,000	2,500	1,100	1,400	2,500	2,000
S/F Snack Bar Revenue	2,431		3,000	-	-	-	-
Tennis Merchandise Sales	25,332	23,471	25,000	13,477	11,523	25,000	25,000
Tennis Special Events&Socials	495	920	1,500	500	1,000	1,500	1,500
Tennis Lessons & Clinics	275,363	321,695	300,000	207,166	92,834	300,000	350,000
Tennis Ball Machine Rental Fee	6,271	8,317	6,500	5,852	648	6,500	8,000
Tennis Membership	59,318	83,422	65,000	64,222	24,178	88,400	85,000
Interest - Tax Collector	69	11,517	-	7,567	-	7,567	-
Special Assmnts- Tax Collector	3,457,544	3,438,203	3,433,348	3,182,143	251,205	3,433,348	3,675,913
Special Assmnts- Discounts	(118,741)	(120,150)	(137,334)	(123,445)	-	(123,445)	(128,657)
Other Miscellaneous Revenues	27,537	41,832	8,500	33,487	(28,337)	5,150	2,500
Gate Bar Code/Remotes	3,972	3,017	4,000	2,128	1,872	4,000	4,000
Impact Fee	15,587	224,424	286,625	113,814	10,000	123,814	15,000
TOTAL REVENUES	4,621,036	5,008,323	4,949,421	3,653,904	992,824	4,646,728	4,823,519

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	10,541	14,442	14,285	5,619	8,666	14,285	15,025
ProfServ-Arbitrage Rebate	4,200	600	1,800	600	1,200	1,800	1,800
ProfServ-Dissemination Agent	3,000	3,000	3,000	-	3,000	3,000	3,000
ProfServ-Engineering	12,408	27,926	25,000	17,430	7,570	25,000	25,000
ProfServ-Legal Services	44,050	123,725	75,000	33,359	41,641	75,000	75,000
ProfServ-Mgmt Consulting Serv	65,200	62,156	69,842	40,741	29,101	69,842	60,000
ProfServ-Special Assessment	15,750	16,223	16,872	16,872	-	16,872	9,000
ProfServ-Trustee Fees	9,525	10,186	11,400	2,706	8,694	11,400	11,400
Auditing Services	4,675	5,300	4,800	-	5,000	5,000	5,000
Postage and Freight	3,373	3,565	4,600	1,471	3,129	4,600	3,600
Insurance - General Liability	33,367	33,948	42,210	40,133	-	40,133	44,146
Printing and Binding	1,432	1,411	2,500	296	1,204	1,500	2,000
Legal Advertising	606	1,888	3,500	594	2,906	3,500	3,500
Miscellaneous Services	18,721	12,392	14,000	8,250	6,750	15,000	15,000
Misc-Assessmnt Collection Cost	34,404	32,121	68,667	61,140	7,527	68,667	73,505
Shared Exp - Other Local Units	467,834	545,762	521,042	-	521,042	521,042	562,766
Misc-Late Fees	428	-	-	-	-	-	-
Office Supplies	630	764	1,474	250	550	800	1,000
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	730,319	895,584	880,167	229,636	647,980	877,616	910,918

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
<i>Other Public Safety</i>							
Payroll - Benefit	5,248	5,321	7,500	2,443	849	3,292	4,375
Payroll - Engineering	51,719	50,993	89,255	34,058	24,434	58,492	90,000
Payroll - Janitor	2,288	2,219	2,500	1,371	1,043	2,414	2,500
Contracts-Security Services	142,866	125,729	135,000	64,554	43,833	108,387	90,710
Contracts-Roving Patrol	46,140	52,412	56,100	32,539	23,561	56,100	50,000
R&M-Gate	32,089	29,100	30,000	17,909	17,332	35,241	25,000
Misc-Bar Codes	4,230	5,093	5,335	1,296	1,814	3,110	5,000
<i>Total Other Public Safety</i>	284,580	270,867	325,690	154,170	112,866	267,036	267,585
<i>Field</i>							
Payroll - Benefit	4,242	6,119	9,965	4,078	1,450	5,528	9,965
Payroll - Engineering	41,375	40,795	71,455	33,758	24,136	57,894	75,000
Expense Reimbursement	4,623	-	-	-	-	-	-
Lease - Land	2,113	2,934	2,115	-	2,115	2,115	2,192
R&M-Bike Paths & Asphalt	6,215	4,930	6,500	-	5,000	5,000	6,000
R&M-Boardwalks	11,383	11,633	25,000	7,980	78,902	86,882	25,000
R&M-Buildings	8,213	7,139	20,000	-	11,600	11,600	35,000
R&M-Electrical	7,364	6,816	6,180	4,841	996	5,837	7,000
R&M-Fountain	1,887	3,550	5,000	103	2,455	2,558	3,000
R&M-Mulch	-	-	7,350	-	7,350	7,350	7,500
R&M-Roads & Alleyways	40,295	79,062	140,000	18,717	66,283	85,000	221,915
R&M-Sidewalks	57,693	47,445	40,000	60,657	38,284	98,941	60,000
R&M-Signage	6,826	5,675	7,500	2,098	4,153	6,251	7,000
FEMA Boardwalk Expense	-	11,750	-	-	75,000	75,000	75,000

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Cap Outlay -Machinery and Equipment	-	-	-	23,210	-	23,210	5,000
Total Field	192,229	227,848	341,065	155,442	317,724	473,166	539,572
Landscape Services							
Payroll-Salaries	77,165	77,522	82,672	42,214	39,866	82,080	79,625
Payroll-Administration	5,867	5,474	6,335	1,868	660	2,528	-
Payroll-Benefits	41,844	56,593	87,124	30,408	13,428	43,836	61,880
Payroll-General Staff	137,563	230,096	270,000	123,040	96,192	219,232	207,753
Payroll-Irrigation Staff	84,622	82,237	86,600	54,559	39,746	94,305	88,356
Payroll-IPM Staff	76,422	35,366	107,975	11,008	30,556	41,564	63,700
Payroll-Equipment Mechanic	40,865	37,255	38,242	29,424	22,593	52,017	48,213
Payroll-Janitorial	-	-	-	-	-	-	5,000
Payroll Taxes	31,546	35,277	45,225	20,550	15,810	36,360	41,153
ProfServ-Info Technology	246	34	500	-	300	300	400
Contracts - Misc Labor	36,300	40,100	41,895	23,100	16,500	39,600	41,000
Communication-Telephone	3,588	3,420	3,900	2,578	2,076	4,654	3,500
Utility - Cable TV Billing	2,338	2,435	2,395	1,717	762	2,479	2,100
Electricity - General	3,734	3,871	3,360	2,560	1,829	4,389	4,500
Utility - Refuse Removal	10,882	10,078	13,650	8,905	6,671	15,576	15,650
Utility - Water & Sewer	2,194	2,542	2,100	1,529	842	2,371	2,205
Rentals - General	1,036	-	1,000	-	585	585	1,000
R&M-General	3,150	-	-	-	-	-	-
R&M-Buildings	2,913	3,815	6,000	2,603	207	2,810	5,000
R&M-Equipment	30,964	18,242	31,500	8,525	9,931	18,456	25,000
R&M-Grounds	47,494	32,650	23,100	5,669	7,936	13,605	23,100

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
R&M-Irrigation	32,569	24,427	24,150	12,056	10,885	22,941	24,150
R&M-Mulch	109,139	110,942	94,500	62,606	30,000	92,606	94,500
R&M-Pump Station	10,725	5,079	20,000	20,524	2,000	22,524	18,000
R&M-Trees and Trimming	39,565	31,100	35,000	8,875	26,475	35,350	30,000
Employee Relations	7,058	4,032	6,500	3,605	2,895	6,500	3,000
Office Equipment	-	552	500	-	300	300	500
Op Supplies - General	15,313	12,897	25,000	5,346	20,247	25,593	20,000
Op Supplies - Uniforms	1,822	-	5,000	2,402	2,500	4,902	4,000
Op Supplies - Fuel, Oil	20,482	21,773	20,000	7,021	4,866	11,887	20,000
Impr - Landscape	-	51,189	35,000	15,772	21,228	37,000	35,000
Cap Outlay-Machinery and Equip	-	15,000	8,500	245	8,000	8,245	8,000
Total Landscape Services	877,406	953,998	1,127,723	508,709	435,886	944,595	976,285
Utilities							
Electricity - Streetlighting	88,586	90,216	85,575	57,699	27,876	85,575	89,854
Utility - Water & Sewer	7,079	9,148	14,000	3,091	3,539	6,630	14,700
R&M-Lake	48,000	48,000	48,000	28,728	22,152	50,880	48,000
Total Utilities	143,665	147,364	147,575	89,518	53,567	143,085	152,554
Operation & Maintenance							
Payroll-Shared Personnel	280,031	249,282	351,990	11,595	-	11,595	-
ProfServ-Field Management	297,616	302,895	304,752	185,627	150,302	335,929	313,884
Staff Training & Development	-	-	2,500	-	1,000	1,000	1,000
Communication - Telephone	838	980	1,700	-	600	600	600
Postage and Freight	494	294	450	452	180	632	450
Rentals - General	1,377	2,361	2,375	984	1,377	2,361	2,361

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Printing and Binding	4,908	4,554	5,250	2,989	2,229	5,218	4,500
Misc-Connection Computer	2,712	1,714	2,500	1,151	1,141	2,292	2,300
Billback Expenses Developer	6,176	(6,662)	-	1,108	-	1,108	-
Office Supplies	2,045	1,843	750	392	72	464	500
Op Supplies - General	9,385	6,001	8,000	3,221	3,468	6,689	7,000
Total Operation & Maintenance	605,582	563,262	680,267	207,519	160,369	367,888	332,595
Parks and Recreation - General							
ProfServ-Mgmt Consulting Serv	25,200	25,956	26,994	15,747	11,247	26,994	22,000
Insurance -Property & Casualty	58,488	52,473	73,988	105,260	-	105,260	115,786
Total Parks and Recreation - General	83,688	78,429	100,982	121,007	11,247	132,254	137,786
Clubhouse							
Contracts-Misc Labor	2,749	1,617	3,150	425	2,049	2,474	3,000
Contracts-Outside Fitness	14,981	13,946	5,500	9,297	6,764	16,061	24,950
R&M Air Conditioning	1,172	319	7,500	379	702	1,081	6,500
R&M-Buildings	-	-	5,000	2,699	7,801	10,500	5,000
R&M-Equipment	4,234	305	3,000	77	1,500	1,577	3,000
Special Events	35,863	43,093	50,000	27,409	22,591	50,000	45,000
Employee Relations	-	-	-	-	-	-	5,000
Cap Outlay-Machinery and Equip	-	-	1,500	-	1,500	1,500	1,500
Cap Outlay-Clubhouse	6,716	6,201	10,000	2,210	7,513	9,723	10,000
Total Clubhouse	65,715	65,481	85,650	42,496	50,420	92,916	103,950
Swimming Pool							
Payroll-Salaries	103,370	95,203	103,570	5,409	-	5,409	65,000

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Payroll-Hourly	42,541	45,365	50,097	43,123	29,110	72,233	75,800
Payroll-Lifeguards	45,245	34,811	42,000	-	-	-	-
Payroll-Benefits	39,545	46,069	28,425	18,632	15,379	34,011	30,000
Payroll-Engineering	41,055	40,580	71,455	28,582	19,783	48,365	75,000
Payroll-Janitor	10,348	10,694	13,975	9,003	6,465	15,468	12,500
Payroll Landscape	8,178	12,428	15,425	8,249	7,176	15,425	39,000
Payroll Taxes	13,951	12,832	16,035	3,628	2,689	6,317	7,000
ProfServ-Info Technology	711	754	2,500	700	1,800	2,500	1,800
Contracts-Lifeguard Services				3,993	43,507	47,500	52,250
Contracts-Landscape	5,506	805	5,000	500	4,500	5,000	3,500
Travel and Per Diem	68	27	200	-	-	-	100
Communication - Telephone	6,634	6,985	6,875	4,717	2,747	7,464	6,700
Utility - General	49,021	55,250	55,920	34,488	29,333	63,821	63,821
Utility - Cable TV Billing	4,251	5,030	4,410	1,781	1,771	3,552	3,900
Utility - Refuse Removal	2,462	3,196	3,050	1,704	1,356	3,060	3,202
R&M-Buildings	17,619	13,229	15,000	18,584	(5,428)	13,156	20,000
R&M-Pools	27,213	31,106	29,400	21,963	7,796	29,759	25,000
R&M-Vehicles	284	-	500	-	-	-	-
Advertising	1,614	1,470	500	871	770	1,641	1,500
Miscellaneous Services	58	-	350	-	350	350	350
Employee Relations	4,456	3,184	4,695	2,860	1,735	4,595	1,500
Misc-Special Events	475	-	-	-	-	-	-
Misc-Training	1,143	160	1,500	-	1,500	1,500	1,000
Misc-Licenses & Permits	938	980	1,100	-	1,100	1,100	1,000
Office Supplies	2,580	2,149	3,000	1,312	1,688	3,000	2,500

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Cleaning Supplies	1,072	945	1,500	211	826	1,037	2,000
Office Equipment	874	1,368	3,000	200	1,800	2,000	2,000
Snack Bar Expenses	135	650	1,000	-	-	-	-
Op Supplies - Spa & Paper	1,370	2,134	1,500	255	803	1,058	-
Op Supplies - Uniforms	942	765	1,500	1,037	463	1,500	1,000
Subscriptions and Memberships	6,769	10,427	7,500	10,705	4,981	15,686	11,000
Capital Improvements	-	60,789	-	-	-	-	-
Cap Outlay - Pool Furniture	-	1,140	15,000	-	8,750	8,750	10,000
Capital Outlay - Pool	15,742	5,510	10,000	-	10,000	10,000	5,000
Total Swimming Pool	456,170	506,035	515,982	222,507	202,750	425,257	523,423
Tennis Court							
Payroll-Salaries	122,404	114,555	136,500	71,186	53,607	124,793	97,336
Payroll-Hourly	47,964	48,086	43,405	30,130	23,748	53,878	96,800
Payroll-Benefits	30,413	30,045	40,445	16,717	7,747	24,464	30,045
Payroll-Engineering	31,333	30,435	53,595	17,329	12,594	29,923	60,000
Payroll-Commission	250,548	281,688	274,050	186,741	106,642	293,383	297,500
Payroll-Janitor	3,803	4,143	6,115	2,762	2,112	4,874	5,000
Payrol Landscape	3,109	4,211	4,925	2,839	2,086	4,925	19,500
Payroll Taxes	25,089	25,228	35,355	14,969	11,497	26,466	32,000
ProfServ-Info Technology	20,157	4,745	2,500	4,523	645	5,168	4,500
Contracts-Landscape	812	405	5,000	350	2,650	3,000	2,500
Communication - Telephone	2,866	3,089	2,750	2,089	1,518	3,607	2,300
Utility - Cable TV Billing	2,541	3,207	2,585	1,793	971	2,764	2,250
Electricity - General	12,744	12,390	13,125	8,363	5,564	13,927	13,125
Utility - Refuse Removal	2,613	3,157	2,585	1,697	1,363	3,060	2,585

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 04/30/24	May- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Utility - Water & Sewer	2,610	1,733	1,575	918	657	1,575	1,575
Rental/Lease - Vehicle/Equip	1,585	1,771	1,785	925	644	1,569	1,785
R&M-General	25,623	6,779	7,000	33,345	(9,686)	23,659	30,000
R&M-Court Maintenance	12,204	19,520	20,000	2,701	10,000	12,701	15,000
R&M-Vandalism	-	-	500	-	500	500	250
Printing and Binding	-	-	500	539	200	739	500
Advertising	1,351	1,455	500	871	375	1,246	500
Misc-Employee Meals	1,405	2,056	2,500	1,428	922	2,350	1,500
Special Events	719	1,213	1,000	2,690	500	3,190	1,000
Office Supplies	2,739	4,154	2,500	1,548	495	2,043	2,000
Office Equipment	354	-	5,000	-	2,916	2,916	2,500
Teaching Supplies	3,111	5,023	4,000	1,700	2,300	4,000	3,500
Op Supplies - Uniforms	155	578	500	204	94	298	500
COS - Start Up Inventory	14,717	19,476	15,000	5,836	4,520	10,356	14,000
Subscriptions and Memberships	690	690	1,775	975	800	1,775	1,500
Cap Outlay-Machinery and Equip	34,076	26,588	10,000	20,220	-	20,220	12,500
Total Tennis Court	657,735	656,420	697,070	435,388	247,981	683,369	754,051
TOTAL EXPENDITURES	4,097,089	4,365,288	4,902,171	2,166,392	2,240,790	4,407,182	4,698,719
Reserves							
Reserve - Field	75,000	-	47,250	-	-	-	124,800
Total Reserves	75,000	-	47,250	-	-	-	124,800
TOTAL EXPENDITURES AND RESERVES	4,172,089	4,365,288	4,949,421	2,166,392	2,240,790	4,407,182	4,823,519

Excess (deficiency) of revenues

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 04/30/24	PROJECTED May- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
Over (under) expenditures	448,947	643,035	-	1,487,512	(1,247,966)	239,546	-
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-
Net change in fund balance	448,947	643,035	-	1,487,512	(1,247,966)	239,546	-
FUND BALANCE, BEGINNING	2,503,178	2,952,125	3,595,161	3,595,161	-	3,595,161	3,834,707
FUND BALANCE, ENDING	\$ 2,952,125	\$ 3,595,160	\$ 3,595,161	\$ 5,082,673	\$ (1,247,966)	\$ 3,834,707	\$ 3,834,707

Exhibit "A"
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2025	\$ 3,834,707
Net Change in Fund Balance - Fiscal Year 2025	-
Reserves - Fiscal Year Additions FY 2025	124,800
Total Funds Available (Estimated) - 9/30/2025	3,959,507
 <i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	783,120 ⁽¹⁾
Reserves - Field (Prior Years)	723,492 ⁽²⁾
Reserves - Field - FY 2024	-
Reserves - Field - FY 2025	124,800 ⁽³⁾
Reserves - Gate (Prior Years)	7,838 ⁽²⁾
Reserves - Landscape (Prior Years)	39,986 ⁽²⁾
Reserves - Park (Prior Years)	32,900 ⁽²⁾
Reserves - Swim & Fitness Clubhouse (Prior Years)	18,558 ⁽²⁾
Reserves - Swimming Pools (Prior Years)	132,635 ⁽²⁾
Reserves - Tennis Courts (Prior Years)	24,853 ⁽²⁾
	<u>1,105,062</u>
Total Allocation of Available Funds	1,888,182
 Total Unassigned (undesignated) Cash	 \$ <u>2,071,325</u>

Notes

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

Budget Narrative
Fiscal Year 2025

REVENUES

Interest – Investments

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

Shared Revenue – Other Local Units

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

S/F Swimming Program Fees

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

S/F Activity Fees

This is revenue from community events and classes for which residents are charged a participation fee.

S/F Other Revenues

This is the revenue generated from the resident amenity access cards, guest passes, non-resident full memberships, gate incident fees, and other any other revenue that does not correspond with another line item.

S/F Rental Fees

This is revenue collected from room rentals.

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.

Budget Narrative
Fiscal Year 2025

REVENUES (continued)

Tennis Ball Machine Rental Fee

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

Tennis Membership

This is revenue collected from Non-Resident Fees for inclusion in MCCDD Tennis program. The membership rate for a single member is \$1,800 and for family membership \$3,000 annually.

Special Assessments – Tax Collector

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

Special Assessments – Discounts

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

Other Miscellaneous Revenues

This is the revenue generated that does not correspond with another line item.

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.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Expenditures - Administrative

Payroll - Board of Supervisors

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

Professional Service - Arbitrage Rebate

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

Professional Service - Dissemination Agent (IMS)

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

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.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Administrative (continued)

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.

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.

Marshall Creek

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

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**

25% of the cost to provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for staff of the Engineering Department. Payroll service fees (ADP) are also included here.

Payroll - Engineering

The District's building engineering department has a staff of seven (7) full time employees who are allocated throughout this budget. Allocation is 30% of the Engineering department payroll.

Payroll – Janitor

This line item covers the compensation for staff to clean the North and South Guardhouses, Amenity Center, Tennis Center and Maintenance Building. Allocation is **10%** of Janitorial payroll.

Contracts - Security Services

Envera Virtual Guard Systems new contract started in November 2023 for the North and South Guardhouses. The guard houses have 24/7 virtual coverage.

Contracts - Roving Patrol

The amount is for the roving St. Johns County patrol officers. The roving St. Johns County patrol officers are active between by early evening and early morning hours, for an average of 85 hours per month.

R&M - Gate

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

Miscellaneous - Bar Codes

The cost of controlled access bar code decals.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures - Field

Payroll - Benefit

75% of the cost to provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for staff. Payroll service fees (ADP) are also included here.

Payroll - Engineering

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

Lease - Land

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

R&M - Bike Paths & Asphalt

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

R&M - Boardwalks

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

R&M - Buildings (Park Buildings & Structures)

The budgeted amount is the purchase of paint, stain, fasteners, miscellaneous equipment and lumber used at the parks for playground repairs and cleaning.

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.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures - Field (continued)

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

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

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.

Capital Outlay – Machinery and Equipment

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

Expenditures - Landscape

Payroll - Salaries

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

Payroll - Benefits

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

Payroll - General Staff

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

Marshall Creek

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

Expenditures – Landscape (continued)**Payroll - Irrigation Staff**

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

Payroll - IPM Staff

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

Payroll - Equipment Mechanic

The compensation for one Equipment Mechanic.

Payroll - Janitor

This line item covers the compensation for staff to clean the North and South Guardhouses, Amenity Center, Tennis Center and Maintenance Building Allocation is 20% of Janitorial payroll.

Payroll - Taxes

Payroll taxes for Landscape staff.

ProfServ-Info Technology

This item is to cover the costs of computer services.

Contracts – Misc. Labor

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

Communication – Telephone

This item covers telephone and fax machine expenses.

Utility – Cable TV Billing

Comcast internet service.

Electricity - General (Utility)

Electric service for maintenance building.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Landscape (continued)

Utility - Refuse Removal

This item covers the debris removal and trash pick-up service for the maintenance 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.

R & M - Buildings

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

R & M - Equipment

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

R & M - Grounds

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

R & M - Irrigation

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

R & M - Mulch

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

R & M - Pump Station

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

R & M - Trees & Trimming

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

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Landscape (continued)

Miscellaneous - Employee Relations

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

Office Equipment

Miscellaneous office equipment expense.

Operating Supplies - General

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

Operating Supplies – Uniforms

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

Operating Supplies - Fuel, Oil

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

Improvements - Landscape

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

Capital Outlay - Machinery and Equipment

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

Expenditures - Utilities

Electricity - Streetlighting

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

Utility - Water & Sewer

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

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Utilities (continued)

R & M - Lake

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

Expenditures - Operations and Maintenance

Professional Service - Field Management

The District has a personnel leasing agreement with Vesta Property Services which provides daily, onsite management of the District's staff and assets. A full listing of the scope of services is located in the agreement.

Communication - Telephone

\$50 per month cell phone expense for Director of Engineering.

Postage and Freight

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

Rentals-General

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

Printing and Binding

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

Miscellaneous - Connection Computer

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

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.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures - Operations and Maintenance (continued)

Operating Supplies - General

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

Expenditures - Parks and Recreation - General

Professional Service - Management Consulting Service (IMS)

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

Insurance - Property & Casualty

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

Expenditures - Swim & Fitness Clubhouse

Contracts - Miscellaneous Labor (Miscellaneous Outside Services)

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

ProfServ-Outside Fitness

This category encompasses the Adult Fitness classes that are taught by fitness staff. Also includes, the Les Mills licensing and virtual program.

R&M – Air Conditioning

This category provides funds for any HVAC related expenses.

R&M - Buildings

This category provides for repairs and maintenance to the Amenity Center (Clubhouse) building). .

R&M - Equipment

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

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures - Swim & Fitness Clubhouse (continued)

Miscellaneous - Special Events

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

Annual Employee Appreciation

Funds for the holiday/annual appreciation event held for the CDD employees each December.

Capital Outlay – Machinery and Equipment

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

Capital Outlay - Clubhouse

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

Expenditures - Swimming Pool

Payroll - Salaries

This item encompasses compensation for the Amenity Center Director.

Payroll - Hourly

This allocation encompasses compensation for Front Desk staff.

Payroll - Benefits

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

Payroll - Engineering

The District's building engineering department has a staff of seven (7) employees who are allocated throughout this budget. The engineering department's allocation for the District's swimming pools and Amenities Center building repairs is **25%** of Engineering payroll.

Payroll - Janitor

50% of Janitor payroll to cover the compensation for staff to clean the Amenities Center . Cleaning staff expense is shared with guard gates, Tennis and Maintenance Building.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Swimming Pool (continued)

Payroll – Landscape

6% allocation of the total landscaping payroll to cover the landscaping labor for the amenity center (mowing, trimming, enhancements, turf care, tree trimming and parking lot islands).

Payroll Taxes

Payroll taxes for Amenity Center Staff.

Professional Service - Information Technology

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

Contracts - Landscape

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

Travel and Per Diem

Travel expenses for various operational supplies (mileage).

Communication - Telephone

This item covers Telephone and Fax Machine Expenses.

Utility - General

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

Utility – Cable TV Billing

Comcast Internet Service.

Utility - Refuse Removal

This item encompasses the trash removal provided by Republic Services. This cost is split between the Amenities Center and Tennis Center evenly.

R&M - Buildings

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

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Swimming Pool (continued)

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.

Advertising

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

Miscellaneous Services

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

Miscellaneous - Employee Relations

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

Miscellaneous - Training

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

Miscellaneous - Licenses & Permits

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

Office Supplies

This includes office supplies to operate the facility.

Cleaning Supplies

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

Office Equipment

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

Snack Bar Expenses

This is for supplies related to snack bar concessions.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Swimming Pool (continued)

Operating Supplies - Uniforms

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

Subscriptions & Memberships

This includes the Pandora for Businesses for music subscription, lifestyles software, online applications and the Amenity Access Software, which is used for the check-in process at the Amenity and Fitness Center(s).

Capital Outlay - Pool Furniture

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

Capital Outlay - Pool

This allocation is to cover repairs and replacement pools, splashpad, waterslide, pergolas, and decking.

Expenditures - Tennis Court

Payroll - Salaries

This is compensation paid to the full-time staff which includes the Tennis Director and two Tennis Pros.

Payroll - Hourly

This is the compensation paid to the Pro 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 payroll. The Engineering Department has a staff of seven (7) full time employees who are allocated throughout this budget. The engineering department's maintenance allocation for the District's tennis facility repairs is **20%**.

Payroll - Commission

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

Marshall Creek

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

Expenditures – Tennis Court (continued)**Payroll - Janitor**

20% of the Janitor Payroll the compensation for staff to clean the Tennis building. Cleaning staff expense is shared with Tennis, Guardhouses and Maintenance Building.

Payroll – Landscape

3% allocation of the total landscape payroll for landscaping labor for the Tennis center (mowing, trimming, enhancements, turf care, tree trimming and parking lot islands).

Payroll Taxes

Payroll taxes for Tennis staff.

Professional Services - Information Technology

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

Contracts - Landscaping

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

Communication - Telephone

Comcast phone lines.

Utility - Cable TV Billing

Comcast cable and internet.

Electricity - General

Electricity – FPL. Primary expense related to court lighting.

Utility - Refuse Removal

This item encompasses the trash removal provided by Republic Services. This cost is split between Amenities Center and Tennis evenly.

Utility - Water & Sewer

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

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Tennis Court (continued)

Rental/Lease - Vehicle/Equipment

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

R&M - General

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

R&M - Court Maintenance

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

R&M - Vandalism

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

Printing and Binding

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

Advertising

The costs associated ads to recruit new staff.

Miscellaneous - 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.

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.

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Tennis Court (continued)

OP Supplies - Uniforms

Staff uniform assistance.

COS - Start Up Inventory

This is for Inventory/Merchandise,

Subscriptions and Memberships

NFPTA, PTR, USPTA, etc.

Capital Outlay - Machinery and Equipment

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

Budget Narrative
Fiscal Year 2025

FULL LISTING OF OPERATIONS MANAGEMENT SCOPE OF SERVICES

Lessee

Marshall Creek Community Development District

Lessor

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

General Manager
Assistant General Manager (reports to General Manager)

Relationship to Other Positions

Reports To

District Board of Supervisors

Coordinates with

District Manager, Inframark – Infrastructure Management Services

Supervises

District Staff (Amenities Center, Tennis, Landscape Maintenance, and General Maintenance)

Marshall Creek
Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Operations Management Team Functions

Manage all on-site District personnel (Amenities Center, Tennis, Landscape Maintenance, and General Maintenance), including, but not limited to:

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

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

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

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

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

Budget Narrative
Fiscal Year 2025

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

- Resident relations
- Payroll processing of 45 District employees
- On-site accounts payables / bookkeeping
- Operations analysis
- Budget preparation and management

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

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

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

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

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 03/31/24	PROJECTED April- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2024
REVENUES							
Special Assmnts- Tax Collector	\$ 52,924	\$ 52,924	\$ 52,924	\$ 49,051		\$ 49,051	\$ 52,924
Special Assmnts- Discounts	(1,818)	(1,849)	(2,117)	(1,903)		(1,903)	(2,117)
TOTAL REVENUES	51,106	51,075	50,807	47,148	-	47,148	50,807
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	527	494	1,058	942	-	942	1,058
Total Administrative	527	494	1,058	942	-	942	1,058
TOTAL EXPENDITURES	527	494	1,058	942	-	942	1,058
Excess (deficiency) of revenues Over (under) expenditures	50,579	50,581	49,749	46,206	-	46,206	49,749
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
	-	-	-	-	-	-	49,749
TOTAL OTHER SOURCES (USES)			-	-	-	-	49,749
Net change in fund balance	50,579	50,581	49,749	46,206	-	46,206	49,749
FUND BALANCE, BEGINNING	143,380	193,960	244,539	244,539	-	244,539	290,745
FUND BALANCE, ENDING	\$ 193,959	\$ 244,541	\$ 294,288	\$ 290,745	\$ -	\$ 290,745	\$ 340,494

Budget Narrative
Fiscal Year 2025

REVENUE

Special Assessments - Tax Collector

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

Special Assessments - CDD Collected

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

Special Assessments - Discounts

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

EXPENDITURES

Expenditures - Administrative

Misc - Assessment Collection Cost

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

MARSHALL CREEK
Community Development District

Debt Service Budget
Fiscal Year 2025

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 03/31/24	PROJECTED April- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
REVENUES							
Interest - Investments	\$ 34	\$ 9,978	\$ 250	\$ 13,859	\$ 13,859	27,718	
Special Assmnts- Tax Collector	1,164,552	1,163,115	1,164,552	1,076,677	87,875	1,164,552	1,159,378
Special Assmnts- Prepayment	10,705	25,724	-			-	-
Special Assmnts- Discounts	(39,994)	(40,646)	(46,582)	(41,767)		(41,767)	(46,375)
TOTAL REVENUES	1,135,297	1,158,171	1,118,220	1,048,769	101,734	1,150,503	1,113,003
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	11,588	10,866	23,291	20,687	2,604	23,291	23,188
Total Administrative	11,588	10,866	23,291	20,687	2,604	23,291	23,188
<i>Debt Service</i>							
Principal Debt Retirement	620,000	660,000	710,000	-	710,000	710,000	755,000
Principal Prepayments	-	10,000	-	25,000		25,000	-
Interest Expense	464,750	433,500	400,250	200,125	199,500	399,625	363,500
Total Debt Service	1,084,750	1,103,500	1,110,250	225,125	909,500	1,134,625	1,118,500
TOTAL EXPENDITURES	1,096,338	1,114,366	1,133,541	245,812	912,104	1,157,916	1,141,688

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 03/31/24	PROJECTED April- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
Excess (deficiency) of revenues							
Over (under) expenditures	38,959	43,805	(15,321)	802,957	(810,370)	(7,413)	(28,685)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance			(15,321)	-	-	-	(28,685)
TOTAL OTHER SOURCES (USES)			(15,321)	-	-	-	(28,685)
Net change in fund balance	38,959	43,805	(15,321)	802,957	(810,370)	(7,413)	(28,685)
FUND BALANCE, BEGINNING	516,919	555,878	599,683	599,683	-	599,683	592,270
FUND BALANCE, ENDING	\$ 555,878	\$ 599,683	\$ 584,362	\$ 1,402,640	\$ (810,370)	\$ 592,270	\$ 563,585
PAR VALUE OF BONDS AFTER ANNUAL PRINCIPAL PAYMENT							
	11/1/2022	11/1/2023	11/1/2024				11/1/2025
Series 2002 Bonds:	\$ 8,675,000	\$ 8,005,000	\$ 7,270,000	-			\$ 6,515,000

MARSHALL CREEK

Community Development District

Series 2002 Debt Service Fund

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	EXTRAORDINARY REDEMPTION	TOTAL
11/1/2024	\$ 7,270,000	5.000%	\$ 181,750			
5/1/2025	\$ 7,270,000	5.000%	\$ 181,750	\$ 755,000		\$ 1,118,500
11/1/2025	\$ 6,515,000	5.000%	\$ 162,875			
5/1/2026	\$ 6,515,000	5.000%	\$ 162,875	\$ 795,000		\$ 1,120,750
11/1/2026	\$ 5,720,000	5.000%	\$ 143,000			
5/1/2027	\$ 5,720,000	5.000%	\$ 143,000	\$ 840,000		\$ 1,126,000
11/1/2027	\$ 4,880,000	5.000%	\$ 122,000			
5/1/2028	\$ 4,880,000	5.000%	\$ 122,000	\$ 880,000		\$ 1,124,000
11/1/2028	\$ 4,000,000	5.000%	\$ 100,000			
5/1/2029	\$ 4,000,000	5.000%	\$ 100,000	\$ 925,000		\$ 1,125,000
11/1/2029	\$ 3,075,000	5.000%	\$ 76,875			
5/1/2030	\$ 3,075,000	5.000%	\$ 76,875	\$ 975,000		\$ 1,128,750
11/1/2030	\$ 2,100,000	5.000%	\$ 52,500			
5/1/2031	\$ 2,100,000	5.000%	\$ 52,500	\$ 1,025,000		\$ 1,130,000
11/1/2031	\$ 1,075,000	5.000%	\$ 26,875			
5/1/2032	\$ 1,075,000	5.000%	\$ 26,875	\$ 1,075,000		\$ 1,128,750
			\$ 1,731,750	\$ 7,270,000		\$ 9,001,750

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 03/31/24	PROJECTED April- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
REVENUES							
Interest - Investments	\$ 46	\$ 14,048	\$ 600	\$ 19,919	\$ 19,919	\$ 39,838	
Special Assmnts- Tax Collector	1,019,648	1,019,648	1,019,648	945,038	74,610	1,019,648	1,019,648
Special Assmnts- Discounts	(35,017)	(35,632)	(40,786)	(36,661)		(36,661)	(40,786)
TOTAL REVENUES	984,677	998,064	979,462	928,296	94,529	1,022,825	978,862
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	10,146	9,526	20,393	18,157	2,236	20,393	20,393
Total Administrative	10,146	9,526	20,393	18,157	2,236	20,393	20,393
<i>Debt Service</i>							
Principal Debt Retirement	565,000	595,000	625,000	-	625,000	625,000	655,000
Principal Prepayments	10,000	-	-	5,000		5,000	-
Interest Expense	404,500	376,000	346,250	173,125	173,125	346,250	315,000
Total Debt Service	979,500	971,000	971,250	178,125	798,125	976,250	970,000
TOTAL EXPENDITURES	989,646	980,526	991,643	196,282	800,361	996,643	990,393

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 03/31/24	PROJECTED April- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
Excess (deficiency) of revenues							
Over (under) expenditures	(4,969)	17,538	(12,181)	732,014	(705,832)	26,182	(11,531)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance			(12,181)	-	-	-	(11,531)
TOTAL OTHER SOURCES (USES)	-	-	(12,181)	-	-	-	(11,531)
Net change in fund balance	(4,969)	17,538	(12,181)	732,014	(705,832)	26,182	(11,531)
FUND BALANCE, BEGINNING	795,826	790,856	808,395	808,395	-	808,395	834,577
FUND BALANCE, ENDING	\$ 790,856	\$ 808,395	\$ 796,214	\$ 1,540,409	\$ (705,832)	\$ 834,577	\$ 823,046

PAR VALUE OF BONDS AFTER ANNUAL PRINCIPAL PAYMENT				
	11/1/2022	11/1/2023	11/1/2024	11/1/2025
Series 2015 Bonds:	\$ 7,520,000	\$ 6,925,000	\$ 6,295,000	\$ 5,640,000

MARSHALL CREEK

Community Development District

Series 2015 Debt Service Fund

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	EXTRAORDINARY REDEMPTION	TOTAL
11/1/2024	\$ 6,295,000		\$ 157,500			
5/1/2025	\$ 6,295,000	5.00%	\$ 157,500	\$ 655,000	\$	970,000
11/1/2025	\$ 5,640,000		\$ 141,000			
5/1/2026	\$ 5,640,000	5.00%	\$ 141,000	\$ 690,000	\$	972,000
11/1/2026	\$ 4,950,000		\$ 123,750			
5/1/2027	\$ 4,950,000	5.00%	\$ 123,750	\$ 725,000	\$	972,500
11/1/2027	\$ 4,225,000		\$ 105,625			
5/1/2028	\$ 4,225,000	5.00%	\$ 105,625	\$ 765,000	\$	976,250
11/1/2028	\$ 3,460,000		\$ 86,500			
5/1/2029	\$ 3,460,000	5.00%	\$ 86,500	\$ 800,000	\$	973,000
11/1/2029	\$ 2,660,000		\$ 66,500			
5/1/2030	\$ 2,660,000	5.00%	\$ 66,500	\$ 845,000	\$	978,000
11/1/2030	\$ 1,815,000		\$ 45,375			
5/1/2031	\$ 1,815,000	5.00%	\$ 45,375	\$ 885,000	\$	975,750
11/1/2031	\$ 930,000		\$ 23,250			
5/1/2032	\$ 930,000	5.00%	\$ 23,250	\$ 930,000	\$	976,500
			\$ 1,499,000	\$ 6,295,000	\$ 5,000	\$ 7,794,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 03/31/24	PROJECTED April- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
REVENUES							
Interest - Investments	\$ 328	\$ 3,328	\$ 400	\$ 1,464	\$ 1,046	\$ 2,510	\$ 400
Special Assmnts- Tax Collector	64,640	64,640	64,640	59,910	4,730	64,640	64,640
Special Assmnts- Discounts	(2,220)	(2,259)	(2,586)	(2,324)	-	(2,324)	(2,586)
TOTAL REVENUES	62,748	65,709	62,454	59,050	5,776	64,826	62,454
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	644	604	1,293	1,151	95	1,246	1,293
Total Administrative	644	604	1,293	1,151	95	1,246	1,293
<i>Debt Service</i>							
Principal Debt Retirement	15,000	15,000	15,000	-	15,000	15,000	15,000
Interest Expense	45,820	44,872	43,924	21,962		21,962	42,976
Total Debt Service	60,820	59,872	58,924	21,962	15,000	36,962	57,976
TOTAL EXPENDITURES	61,464	60,476	60,217	23,113	15,095	38,208	59,269

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 03/31/24	PROJECTED April- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
Excess (deficiency) of revenues							
Over (under) expenditures	1,284	5,233	2,237	35,937	(9,319)	26,618	3,185
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	2,237	-	-	-	3,185
TOTAL OTHER SOURCES (USES)	-	-	2,237	-	-	-	3,185
Net change in fund balance	1,284	5,233	2,237	35,937	(9,319)	26,618	3,185
FUND BALANCE, BEGINNING	74,544	75,828	81,061	81,062		81,062	107,680
FUND BALANCE, ENDING	\$ 75,828	\$ 81,061	\$ 83,298	\$ 116,999	\$ (9,319)	\$ 107,680	\$ 110,865

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2024	\$ 680,000	6.320%	\$ 21,488		
5/1/2025	\$ 680,000	6.320%	\$ 21,488	\$ 15,000	\$ 57,976
11/1/2025	\$ 665,000	6.320%	\$ 21,014		
5/1/2026	\$ 665,000	6.320%	\$ 21,014	\$ 15,000	\$ 57,028
11/1/2026	\$ 650,000	6.320%	\$ 20,540		
5/1/2027	\$ 650,000	6.320%	\$ 20,540	\$ 20,000	\$ 61,080
11/1/2027	\$ 630,000	6.320%	\$ 19,908		
5/1/2028	\$ 630,000	6.320%	\$ 19,908	\$ 20,000	\$ 59,816
11/1/2028	\$ 610,000	6.320%	\$ 19,276		
5/1/2029	\$ 610,000	6.320%	\$ 19,276	\$ 20,000	\$ 58,552
11/1/2029	\$ 590,000	6.320%	\$ 18,644		
5/1/2030	\$ 590,000	6.320%	\$ 18,644	\$ 20,000	\$ 57,288
11/1/2030	\$ 570,000	6.320%	\$ 18,012		
5/1/2031	\$ 570,000	6.320%	\$ 18,012	\$ 25,000	\$ 61,024
11/1/2031	\$ 545,000	6.320%	\$ 17,222		
5/1/2032	\$ 545,000	6.320%	\$ 17,222	\$ 25,000	\$ 59,444
11/1/2032	\$ 520,000	6.320%	\$ 16,432		
5/1/2033	\$ 520,000	6.320%	\$ 16,432	\$ 25,000	\$ 57,864
11/1/2033	\$ 495,000	6.320%	\$ 15,642		
5/1/2034	\$ 495,000	6.320%	\$ 15,642	\$ 30,000	\$ 61,284
11/1/2034	\$ 465,000	6.320%	\$ 14,694		
5/1/2035	\$ 465,000	6.320%	\$ 14,694	\$ 30,000	\$ 59,388

Amortization Schedule
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2035	\$ 435,000	6.320%	\$ 13,746		
5/1/2036	\$ 435,000	6.320%	\$ 13,746	\$ 35,000	\$ 62,492
11/1/2036	\$ 400,000	6.320%	\$ 12,640		
5/1/2037	\$ 400,000	6.320%	\$ 12,640	\$ 35,000	\$ 60,280
11/1/2037	\$ 365,000	6.320%	\$ 11,534		
5/1/2038	\$ 365,000	6.320%	\$ 11,534	\$ 35,000	\$ 58,068
11/1/2038	\$ 330,000	6.320%	\$ 10,428		
5/1/2039	\$ 330,000	6.320%	\$ 10,428	\$ 40,000	\$ 60,856
11/1/2039	\$ 290,000	6.320%	\$ 9,164		
5/1/2040	\$ 290,000	6.320%	\$ 9,164	\$ 40,000	\$ 58,328
11/1/2040	\$ 250,000	6.320%	\$ 7,900		
5/1/2041	\$ 250,000	6.320%	\$ 7,900	\$ 45,000	\$ 60,800
11/1/2041	\$ 205,000	6.320%	\$ 6,478		
5/1/2042	\$ 205,000	6.320%	\$ 6,478	\$ 50,000	\$ 62,956
11/1/2042	\$ 155,000	6.320%	\$ 4,898		
5/1/2043	\$ 155,000	6.320%	\$ 4,898	\$ 50,000	\$ 59,796
11/1/2043	\$ 105,000	6.320%	\$ 3,318		
5/1/2044	\$ 105,000	6.320%	\$ 3,318	\$ 50,000	\$ 56,636
11/1/2044	\$ 55,000	6.320%	\$ 1,738		
5/1/2045	\$ 55,000	6.320%	\$ 1,738	\$ 55,000	\$ 58,476
			\$ 569,432	\$ 680,000	\$ 1,249,432

Budget Narrative
Fiscal Year 2025

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 2025

Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the 2015 and 2016 Bond Series Fiscal Year 2025 vs. Fiscal Year 2024									
Product	General Fund			Series 2015 & 2016 Debt Service			Total Assessments per Unit		
	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change
Inside Control Gate									
Oak Common I	\$2,430	\$2,302	5.58%	\$750	\$750	0.00%	\$3,180	\$3,051	4.21%
Parkside I & II	\$2,430	\$2,302	5.58%	\$900	\$900	0.00%	\$3,330	\$3,201	4.01%
Trellis Park, Mission Park, TreeHouse Park (9 Lots)	\$2,430	\$2,302	5.58%	\$1,149	\$1,149	0.00%	\$3,579	\$3,451	3.72%
Oak Common II & III	\$2,430	\$2,302	5.58%	\$1,199	\$1,199	0.00%	\$3,629	\$3,501	3.67%
Marshall Creek Bluff	\$2,430	\$2,302	5.58%	\$1,399	\$1,399	0.00%	\$3,829	\$3,701	3.47%
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,430	\$2,302	5.58%	\$1,499	\$1,499	0.00%	\$3,929	\$3,801	3.38%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,430	\$2,302	5.58%	\$1,899	\$1,899	0.00%	\$4,329	\$4,201	3.06%
North River I, II, & III, Alimara, & Leaning Tree	\$2,430	\$2,302	5.58%	\$2,399	\$2,399	0.00%	\$4,829	\$4,700	2.73%
Outside Control Gate									
Village Center Homes (VC 1)	\$2,209	\$2,026	9.00%	\$600	\$600	0.00%	\$2,808	\$2,626	6.95%
Promenade Condos	\$2,209	\$2,026	9.00%	\$900	\$900	0.00%	\$3,108	\$2,926	6.23%
Palencia Village 2, 3, 4 & 2A	\$2,209	\$2,026	9.00%	\$1,199	\$1,199	0.00%	\$3,408	\$3,226	5.65%
Village Lakes	\$2,209	\$2,026	9.00%	\$1,010	\$1,010	0.00%	\$3,219	\$3,036	6.01%
Avila Condo & Village Square Res.	\$2,209	\$2,026	9.00%	\$700	\$700	0.00%	\$2,908	\$2,726	6.69%
Promenade Pointe	\$2,209	\$2,026	9.00%	\$2,399	\$2,399	0.00%	\$4,608	\$4,425	4.12%
Golf Course									
	\$48,947	\$44,012	11.21%	\$80,000	\$80,000	0.00%	\$128,947	\$124,012	3.98%

Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the Restructured 2002 Bond Series Fiscal Year 2024 vs. Fiscal Year 2023												
Product	General Fund			2002 Capital Reserves			Series 2002 Debt Service			Total Assessments per Unit		
	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change
Inside Control Gate												
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,430	\$2,302	5.58%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,930	\$3,802	3.38%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,430	\$2,302	5.58%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,330	\$4,202	3.06%
Costa Del Sol	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
Marshall Creek Bluff II - EV-3A	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
Village Center 5 (South Loop Lots)	\$2,430	\$2,302	5.58%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,630	\$3,502	3.67%
Trellis Park (North River Loop Lot)	\$2,430	\$2,302	5.58%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,330	\$4,202	3.06%
North River I, II, & III, Alimara, & Leaning Tree	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
The Reserve Phase II	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
Santa Teresa	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
Outside Control Gate												
Palencia Village Townhomes I	\$2,209	\$2,026	9.00%	\$31	\$31	0.00%	\$719	\$719	0.00%	\$2,959	\$2,776	6.57%
Palencia Village 2, 3, 4 & 2A	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Village Lakes East (Residential MNO)	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Village Lofts (Live/Work)	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Townhomes II (VC-3)	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Avila Condo & Village Square Res.	\$2,209	\$2,026	9.00%	\$29	\$29	0.00%	\$671	\$671	0.00%	\$2,909	\$2,726	6.69%
Augustine Island	\$2,209	\$2,026	9.00%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,709	\$3,526	5.17%
Promenade Pointe	\$2,209	\$2,026	9.00%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,609	\$4,426	4.12%
Commercial												
Commercial (Office/Retail)	\$0.37	\$0.33	11.21%	\$0.04	\$0.04	0.00%	\$0.93	\$0.93	0.00%	\$1.34	\$1.30	2.86%
Neighborhood Commercial	\$1.42	\$1.30	9.49%	\$0.02	\$0.02	0.00%	\$0.45	\$0.45	0.00%	\$1.89	\$1.77	6.96%

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RESOLUTION 2024-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2024/2025 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, 2024, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); 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 2024/2025 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 21, 2024

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 5th DAY OF JUNE, 2024.

ATTEST:

**MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Janice Eggleton Davis
Secretary

Chairperson/Vice Chairperson

Exhibit A: Proposed Budget