

**MARSHALL CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT**

**JULY 17, 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

Bob Koncar, District Management, Inframark  
Michael Eckert, Esq., District Counsel  
Ryan Stilwell, P.E., District Engineer  
Jodi Moore, LCAM, General Manager

### Budget Workshop and Regular Meeting Agenda Wednesday, July 17, 2024 Call-in - 646-838-1601 Conference ID – 857 497 025#

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#### Budget Workshop - 3:00 p.m.

1. Call to Order
2. Discussion of Approved Tentative Fiscal Year 2025 Budget
3. Adjournment

#### Regular Meeting - 4:00 p.m.

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 2024-6, Election of Officers
4. **Approval of the Minutes of the June 5, 2024 Meeting**
  - A. Discussion of Open Items
5. **Engineer's Report**
6. **General Manager's Operations Report**
  - A. SJCSO Roving Patrol Violation Log
  - B. Policy Redline – Amenities Facilities **(To Be Sent Under Separate Cover)**
  - C. Discussion of Modification of CDD Landscaping Around Ponds and Areas which Have Been Cut Back from Developer Maintenance Levels
7. **District Manager's Report**
  - A. Discussion of Goals and Objectives

#### 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

- B. Acceptance of the Annual Audit for FY 2023 Prepared by Berger, Toombs, Elam, Gaines & Frank
  - C. Acceptance of the June 2024 Financial Statements and Approval of the June 2024 Check Register and Invoices
- 8. Attorney's Report**
- A. Consideration of District Management Services Agreement with Vesta District 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

# **BUDGET WORKSHOP**

## **Second Order of Business**

**MARSHALL CREEK**  
Community Development District

***Operating and Debt Service Budget***

**Fiscal Year 2025**

**Approved Tentative 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
<b>REVENUES</b>							
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
<b>TOTAL REVENUES</b>	<b>4,621,036</b>	<b>5,008,323</b>	<b>4,949,421</b>	<b>3,653,904</b>	<b>992,824</b>	<b>4,646,728</b>	<b>4,823,519</b>

**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
<b>EXPENDITURES</b>							
<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
<b>Total Administrative</b>	<b>730,319</b>	<b>895,584</b>	<b>880,167</b>	<b>229,636</b>	<b>647,980</b>	<b>877,616</b>	<b>910,918</b>

**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
<b><i>Other Public Safety</i></b>							
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
<b><i>Total Other Public Safety</i></b>	<b>284,580</b>	<b>270,867</b>	<b>325,690</b>	<b>154,170</b>	<b>112,866</b>	<b>267,036</b>	<b>267,585</b>
<b><i>Field</i></b>							
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
<b>Total Field</b>	<b>192,229</b>	<b>227,848</b>	<b>341,065</b>	<b>155,442</b>	<b>317,724</b>	<b>473,166</b>	<b>539,572</b>
<b>Landscape Services</b>							
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
<b>Total Landscape Services</b>	<b>877,406</b>	<b>953,998</b>	<b>1,127,723</b>	<b>508,709</b>	<b>435,886</b>	<b>944,595</b>	<b>976,285</b>
<b>Utilities</b>							
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
<b>Total Utilities</b>	<b>143,665</b>	<b>147,364</b>	<b>147,575</b>	<b>89,518</b>	<b>53,567</b>	<b>143,085</b>	<b>152,554</b>
<b>Operation &amp; Maintenance</b>							
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
<b>Total Operation &amp; Maintenance</b>	<b>605,582</b>	<b>563,262</b>	<b>680,267</b>	<b>207,519</b>	<b>160,369</b>	<b>367,888</b>	<b>332,595</b>
<b>Parks and Recreation - General</b>							
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
<b>Total Parks and Recreation - General</b>	<b>83,688</b>	<b>78,429</b>	<b>100,982</b>	<b>121,007</b>	<b>11,247</b>	<b>132,254</b>	<b>137,786</b>
<b>Clubhouse</b>							
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
<b>Total Clubhouse</b>	<b>65,715</b>	<b>65,481</b>	<b>85,650</b>	<b>42,496</b>	<b>50,420</b>	<b>92,916</b>	<b>103,950</b>
<b>Swimming Pool</b>							
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
<b>Total Swimming Pool</b>	<b>456,170</b>	<b>506,035</b>	<b>515,982</b>	<b>222,507</b>	<b>202,750</b>	<b>425,257</b>	<b>523,423</b>
<b>Tennis Court</b>							
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
<b>Total Tennis Court</b>	<b>657,735</b>	<b>656,420</b>	<b>697,070</b>	<b>435,388</b>	<b>247,981</b>	<b>683,369</b>	<b>754,051</b>
<b>TOTAL EXPENDITURES</b>	<b>4,097,089</b>	<b>4,365,288</b>	<b>4,902,171</b>	<b>2,166,392</b>	<b>2,240,790</b>	<b>4,407,182</b>	<b>4,698,719</b>
<b>Reserves</b>							
Reserve - Field	75,000	-	47,250	-	-	-	124,800
<b>Total Reserves</b>	<b>75,000</b>	<b>-</b>	<b>47,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>124,800</b>
<b>TOTAL EXPENDITURES AND RESERVES</b>	<b>4,172,089</b>	<b>4,365,288</b>	<b>4,949,421</b>	<b>2,166,392</b>	<b>2,240,790</b>	<b>4,407,182</b>	<b>4,823,519</b>

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	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	-	-	-	-
Net change in fund balance	448,947	643,035	-	1,487,512	(1,247,966)	239,546	-
<b>FUND BALANCE, BEGINNING</b>	2,503,178	2,952,125	3,595,161	3,595,161	-	3,595,161	3,834,707
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,952,125</b>	<b>\$ 3,595,160</b>	<b>\$ 3,595,161</b>	<b>\$ 5,082,673</b>	<b>\$ (1,247,966)</b>	<b>\$ 3,834,707</b>	<b>\$ 3,834,707</b>

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

**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
<b>REVENUES</b>							
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)
<b>TOTAL REVENUES</b>	<b>51,106</b>	<b>51,075</b>	<b>50,807</b>	<b>47,148</b>	<b>-</b>	<b>47,148</b>	<b>50,807</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	527	494	1,058	942	-	942	1,058
<b>Total Administrative</b>	<b>527</b>	<b>494</b>	<b>1,058</b>	<b>942</b>	<b>-</b>	<b>942</b>	<b>1,058</b>
<b>TOTAL EXPENDITURES</b>	<b>527</b>	<b>494</b>	<b>1,058</b>	<b>942</b>	<b>-</b>	<b>942</b>	<b>1,058</b>
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
<b>TOTAL OTHER SOURCES (USES)</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49,749</b>
Net change in fund balance	50,579	50,581	49,749	46,206	-	46,206	49,749
<b>FUND BALANCE, BEGINNING</b>	143,380	193,960	244,539	244,539	-	244,539	290,745
<b>FUND BALANCE, ENDING</b>	<b>\$ 193,959</b>	<b>\$ 244,541</b>	<b>\$ 294,288</b>	<b>\$ 290,745</b>	<b>\$ -</b>	<b>\$ 290,745</b>	<b>\$ 340,494</b>

**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
<b>REVENUES</b>							
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)
<b>TOTAL REVENUES</b>	<b>1,135,297</b>	<b>1,158,171</b>	<b>1,118,220</b>	<b>1,048,769</b>	<b>101,734</b>	<b>1,150,503</b>	<b>1,113,003</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	11,588	10,866	23,291	20,687	2,604	23,291	23,188
<b>Total Administrative</b>	<b>11,588</b>	<b>10,866</b>	<b>23,291</b>	<b>20,687</b>	<b>2,604</b>	<b>23,291</b>	<b>23,188</b>
<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
<b>Total Debt Service</b>	<b>1,084,750</b>	<b>1,103,500</b>	<b>1,110,250</b>	<b>225,125</b>	<b>909,500</b>	<b>1,134,625</b>	<b>1,118,500</b>
<b>TOTAL EXPENDITURES</b>	<b>1,096,338</b>	<b>1,114,366</b>	<b>1,133,541</b>	<b>245,812</b>	<b>912,104</b>	<b>1,157,916</b>	<b>1,141,688</b>

**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)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance			(15,321)	-	-	-	(28,685)
<b>TOTAL OTHER SOURCES (USES)</b>			<b>(15,321)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(28,685)</b>
Net change in fund balance	38,959	43,805	(15,321)	802,957	(810,370)	(7,413)	(28,685)
<b>FUND BALANCE, BEGINNING</b>	516,919	555,878	599,683	599,683	-	599,683	592,270
<b>FUND BALANCE, ENDING</b>	<b>\$ 555,878</b>	<b>\$ 599,683</b>	<b>\$ 584,362</b>	<b>\$ 1,402,640</b>	<b>\$ (810,370)</b>	<b>\$ 592,270</b>	<b>\$ 563,585</b>
<b>PAR VALUE OF BONDS AFTER ANNUAL PRINCIPAL PAYMENT</b>							
	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	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET	THRU	April-	PROJECTED	BUDGET
			FY 2024	03/31/24	9/30/2024	FY 2024	FY 2025
<b>REVENUES</b>							
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)
<b>TOTAL REVENUES</b>	<b>984,677</b>	<b>998,064</b>	<b>979,462</b>	<b>928,296</b>	<b>94,529</b>	<b>1,022,825</b>	<b>978,862</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	10,146	9,526	20,393	18,157	2,236	20,393	20,393
<b>Total Administrative</b>	<b>10,146</b>	<b>9,526</b>	<b>20,393</b>	<b>18,157</b>	<b>2,236</b>	<b>20,393</b>	<b>20,393</b>
<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
<b>Total Debt Service</b>	<b>979,500</b>	<b>971,000</b>	<b>971,250</b>	<b>178,125</b>	<b>798,125</b>	<b>976,250</b>	<b>970,000</b>
<b>TOTAL EXPENDITURES</b>	<b>989,646</b>	<b>980,526</b>	<b>991,643</b>	<b>196,282</b>	<b>800,361</b>	<b>996,643</b>	<b>990,393</b>



**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)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance			(12,181)	-	-	-	(11,531)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	<b>(12,181)</b>	-	-	-	<b>(11,531)</b>
Net change in fund balance	(4,969)	17,538	(12,181)	732,014	(705,832)	26,182	(11,531)
<b>FUND BALANCE, BEGINNING</b>	795,826	790,856	808,395	808,395	-	808,395	834,577
<b>FUND BALANCE, ENDING</b>	<b>\$ 790,856</b>	<b>\$ 808,395</b>	<b>\$ 796,214</b>	<b>\$ 1,540,409</b>	<b>\$ (705,832)</b>	<b>\$ 834,577</b>	<b>\$ 823,046</b>

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
<b>REVENUES</b>							
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)
<b>TOTAL REVENUES</b>	<b>62,748</b>	<b>65,709</b>	<b>62,454</b>	<b>59,050</b>	<b>5,776</b>	<b>64,826</b>	<b>62,454</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	644	604	1,293	1,151	95	1,246	1,293
<b>Total Administrative</b>	<b>644</b>	<b>604</b>	<b>1,293</b>	<b>1,151</b>	<b>95</b>	<b>1,246</b>	<b>1,293</b>
<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
<b>Total Debt Service</b>	<b>60,820</b>	<b>59,872</b>	<b>58,924</b>	<b>21,962</b>	<b>15,000</b>	<b>36,962</b>	<b>57,976</b>
<b>TOTAL EXPENDITURES</b>	<b>61,464</b>	<b>60,476</b>	<b>60,217</b>	<b>23,113</b>	<b>15,095</b>	<b>38,208</b>	<b>59,269</b>

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

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

**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
<b>Inside Control Gate</b>									
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%
<b>Outside Control Gate</b>									
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%
<b>Golf Course</b>									
	\$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
<b>Inside Control Gate</b>												
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%
<b>Outside Control Gate</b>												
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%
<b>Commercial</b>												
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%

# **REGULAR MEETING**

## **Third Order of Business**

**3A.**

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

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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](http://www.VestaPropertyServices.com)



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**From:** Alicia La Maine <[allisimmons55@gmail.com](mailto:allisimmons55@gmail.com)>  
**Sent:** Saturday, May 25, 2024 1:19 PM  
**To:** Jodi Moore <[jmoore@vestapropertyservices.com](mailto: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](mailto:mpstritof@gmail.com)>  
**Sent:** Tuesday, May 21, 2024 11:21 AM  
**To:** Palencia Admin <[palenciaadmin@marshallcreekcdd.com](mailto: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](mailto:mpstritof@gmail.com)  
904-772-4339



**From:** [dougspa \(null\)](#)  
**To:** [Palencia Admin](#)  
**Cc:** [Howard Entman](#); [Rich Luciano](#); [MONIQUEPERNAMCCDD@gmail.com](mailto:MONIQUEPERNAMCCDD@gmail.com); [kjmossccd@gmail.com](mailto: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](mailto:news@palenciaonline.com)>  
**Date:** May 17, 2024 at 11:47:52 EDT  
**To:** Brian <[bw7404@yahoo.com](mailto:bw7404@yahoo.com)>  
**Subject:** Vacant Seat on the MCCDD Board  
**Reply-To:** Palencia <[news@palenciaonline.com](mailto:news@palenciaonline.com)>

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**From:** Laurelle <laurellez123@att.net>  
**Sent:** Saturday, June 22, 2024 5:31 PM  
**To:** Rich Luciano <richluciano.cdd@gmail.com>; Monique Perna <moniquepernamccdd@gmail.com>; Kathy Moss <kjmossccdd@gmail.com>; Howard Entman <hentmanmd@gmail.com>  
**Cc:** Jodi Moore <jmoore@vestapropertyservices.com>  
**Subject:** Board Position

[You don't often get email from laurellez123@att.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hello all,

While attending the NE Florida Community Associations Institute Annual Expo & Education event yesterday, I learned that Bob's seat has not yet been filled. The vacancy was announced shortly before we left the country for vacation. Although interested in serving, I didn't think that I would have the opportunity to interact with any of you before I expected it to be filled at the June 5th meeting. So now, here is another last-minute chance to express my interest & willingness to serve!

As a military child, then Air Force spouse, I have lived in 32 places, in 12 states with considerable exposure to diverse environments. We have now been a part of Palencia for about 8 years. During that time, I have probably attended 85-90% of Marshall Creek CDD & Palencia POA meetings and a fair number of Sweetwater CDD meetings. It has always been important to me to be aware and involved with my community, including trying to praise what goes well and offer suggestions for what does not. After a degree in Social Welfare, and medical office work, I retired after 30 years of federal service including US Air Force Financial Management and Treasury Inspector General.

I served on the PPOA from Dec 2017 to June 2020. I opted not to run for a second term because we had extensive travel plans and as a Poll worker, had 3 2-week election cycles that year. Of course, with the advent of COVID, none of that travel materialized. I maintained PPOA involvement, serving on the Finance Committee and then moving to the Covenant Enforcement Committee. (I'm also an AARP Tax-Aide volunteer...just completed my 30th season of tax preparation.)

I see this position as another opportunity to contribute to our community and help meet the challenges of balancing individual homeowner rights with the greater good for the neighborhood. Please let me know if you have any questions and if I am able to help.

Thank you for all that you do and for your consideration,  
Laurelle Zamparelli

**From:** [Jodi Moore](#)  
**To:** [Davis, Janice](#); [Baker, Kareen](#)  
**Cc:** [Howard Entman](#); [Kathleen Moss](#); [Monique Perna](#); [Rich Luciano](#)  
**Subject:** FW: Vacant Seat CDD  
**Date:** Monday, June 17, 2024 12:16:42 PM  
**Attachments:**

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Supervisors & Janice,

Good morning. Ms. Genevieve Mongon has reached out with a letter of interest for the vacant CDD seat. Please see the email below.

Thank you,



Your Community.  
Our Commitment.

**Jodi Moore**

General Manager  
P. 904.810.0520

Vesta Property Services  
625 Palencia Club Drive  
St. Augustine, FL 32095  
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**From:** Genevieve Mongon <gmongon@yahoo.com>  
**Sent:** Monday, June 17, 2024 11:21 AM  
**To:** Jodi Moore <jmoore@vestapropertyservices.com>  
**Subject:** Vacant Seat CDD

Hi! Rich reached out asking my willingness to fill the vacant

seat. I am interested but will not give up my POA seat. There could be a benefit to having a board member serve on both Boards not as a chair. This could help the working relationship between the two Boards in the future.

Could you inform the other members of the CDD and let them know they can reach out before the next meeting where they will be voting if they wish to speak to me?

They can use this email or my cell number below.

Thanks.

**Genevieve Mongon**

**(904) 866-1146**

**3C**

**RESOLUTION 2024-6**

**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 July 17, 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
- Bob Koncar Secretary
- Stephen Bloom Treasurer
- Bob Koncar Assistant Treasurer
- \_\_\_\_\_ Assistant Secretary
- \_\_\_\_\_ Assistant Secretary
- \_\_\_\_\_ Assistant Secretary

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF JULY, 2024.

\_\_\_\_\_  
Chairperson/Vice Chairperson

\_\_\_\_\_  
Secretary/Assistant 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, June 5, 2024 at 4:00 p.m. at Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Rich Luciano	Chairperson
Howard Entman	Assistant Secretary
Kathy Moss	Assistant Secretary

Also present were:

Bob Koncar	Regional Director, Inframark
Janice Eggleton Davis	District Manager
Michael Eckert	District Counsel
Ryan Stilwell	District Engineer
Jodi Moore	General Manager
Denise Powers	Assistant General Manager
Jason Davidson	Regional General Manager - Vesta
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.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

- Audience comments were received regarding the write-off of taxes and CDD fees for the commercial properties to make them viable; weeds and vines around the ponds; and the parking area behind the Amenity Center.

**THIRD ORDER OF BUSINESS**

**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**

June 5, 2024

- The Board discussed candidates' interests received for Supervisor to fill the vacant seat.

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, this item was tabled to the July 17, 2024 meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 15, 2024 Meeting**

On MOTION by Ms. Moss seconded by Dr. Entman, with all in favor, the minutes of the May 15, 2024 regular meeting were approved as presented.

**A. Discussion of Open Items**

- There being no discussion, the next order of business followed.

**FIFTH ORDER OF BUSINESS**

**Engineer's Report**

- Mr. Stilwell distributed the Consulting Engineer's Report for 2024.

On MOTION by Ms. Moss seconded by Dr. Entman, with all in favor, the 2024 Consulting Engineer's Report was accepted.

- The Board requested Mr. Stilwell obtain and provide them pricing to repair the deterioration (alligator cracking) on the road.
- Mr. Stilwell will report back on the best solution for the curbing entering the commercial area in front of the Publix parking lot.

**SIXTH ORDER OF BUSINESS**

**General Manager's Operations Report**

- Ms. Moore presented her report.
- The cafe mold remediation project is underway. The 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.
- Ms. Moore commented on the waterslide schedule.

June 5, 2024

- Comcast has begun their installation of the common area Wi-Fi at the Amenity and Tennis Center locations. Staff are awaiting dates for the additional installation of complimentary services.
- **A. SJCSO Roving Patrol Violation Log**
- There being no discussion, the next order of business followed.

**SEVENTH ORDER OF BUSINESS**

**District Manager's Report**

- **A. Distribution of Sweetwater Creek CDD Proposed Budget FY 2025**
- Mr. Koncar noted the Sweetwater Creek CDD proposed budget was provided by email.
- The joint meeting with Sweetwater CDD is scheduled for July 30, 2024, at 4:00 p.m., to be held at the Amenity Center.
- **B. Discussion of Marshall Creek CDD Proposed Budget FY 2025**
- Mr. Koncar provided a brief overview of the budget.

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, the proposed Fiscal Year 2025 Budget was approved as presented.

**C. Consideration of Resolution 2024-5, Approving the Budget and Setting the Public Hearing**

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, Resolution 2024-5, A Resolution of the Board of Supervisors of the Marshall Creek Community Development District Approving the Proposed Budget(s) for Fiscal Year 2024/2025 and Setting the Public Hearing to be held Wednesday, August 21, 2024 at 4:00 p.m. at Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida, Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date was adopted.

- **D. Discussion of Goals and Objectives**
- Mr. Koncar will initiate contact with each Board member to begin the process and will provide an update at the meeting in July.
- The Board discussed conducting a budget workshop.

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, a budget workshop was scheduled to be held Wednesday, July 17, 2024 at 3:00 p.m. prior to the July Board meeting.

**EIGHTH ORDER OF BUSINESS**

**Attorney’s Report**

- Mr. Eckert discussed the FEMA Grant repayment plan options.

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, special counsel was directed to apply for the FEMA Grant repayment plan for a term of 24 months with a monthly payment amount of \$11,939.87.

**A. Discussion of Proposals for District Management Services**

On MOTION by Dr. Entman seconded by Ms. Moss, with all in favor, Inframark’s contract is to be terminated as of August 30, 2024, and Mr. Eckert was authorized to negotiate a District Management Services Agreement with Vesta Property Services effective September 1, 2024 in accordance with the terms of the latest proposal.

**NINTH ORDER OF BUSINESS**

**Supervisors’ Requests**

- There being no requests from Supervisors, the next order of business followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Richard “Rich” Luciano  
Chairperson

# **Fifth Order of Business**



**PROJECT MEMORANDUM**

**TO:** Marshall Creek CDD Board Members  
**FROM:** Prosser, Inc. - Ryan Stilwell, PE  
**DATE:** July 10, 2024  
**RE:** July 2024 Engineer's Update

**South Loop Road Drainage Plan**

We have completed the engineering plan to add supplemental drainage to the area along the South loop. We have put the project out to bid to obtain pricing ahead of the August meeting.

End of Report

# **Sixth Order of Business**

# PALENCIA<sup>SM</sup>

*A Story of Discovery, Exploration, and Settlement*

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

**OPERATIONS REPORT  
July 2024**

## Policies

- Management completed a redline of the policy documents to incorporate information from passed Resolutions as well as some edits for clarity and consistency. The redline has been turned over to legal counsel for review.

## Website

- The new Marshall Creek CDD website and new Palencia Online websites are ready for roll out. We plan to activate them on July 15<sup>th</sup>.
- New features include an updated calendar for easier viewing, a lookup for which association or CDD an address belongs to.

## Café / Snack Bar

- United Water Restoration notified us they had completed remediation work on June 12<sup>th</sup>. The mold reinspection was completed on Remediation work has been completed on June 26<sup>th</sup> and unfortunately came back as having mold still present. The hygenist provided additional information to the remediation company and they returned to the facility to continue remediation.
- We were notified on July 2<sup>nd</sup> that United Water had completed all of the follow up work required. The hygenist visited the facility on July 8<sup>th</sup> and we expect the results of her follow up report by the end of the week. The second report will be done at the cost of United Water Restoration and not the CDD.

## Aquatics

- The lifeguards have been consistently following appropriate Red Cross recommendations for pool closures. We have had some resistance from residents, however generally everyone has been polite and understanding of the need to close the pool areas for safety. We have posted the policy that the lifeguards are following on the entry doors to the facility and pool area for residents to view.



## Comcast

- An audit of all phone lines has been completed and will be incorporated into the update of Comcast services when the next phase of complimentary offerings to the CDD are made available.

## Tennis

- Our first Junior Fund Day was held on Monday, June 17<sup>th</sup>. Two groups of kids came out to participate with one group from 9am-10am and the second group from 10am to 12pm.
- A second Junior Fun Day was held on July 1<sup>st</sup>.
- Great participation this year with Kids Clinics.
- Our second Ladies Camp was held and had 30 participants in the 3-day camp.
- Our Wimbledon – Whites and Woods Tennis Social will take place on Saturday, July 13<sup>th</sup>. All levels are welcome and wooden rackets will be used on some courts.
- Windscreen replacements were ordered and will be installed as needed.
- Joann Booher has been working diligently with Denise Powers on finalizing the EZ Facility set up for payment processing. The next phase is to activate the POS machines and our IT person will be visiting on July 11<sup>th</sup> to assist with final set up.
- The tennis group will be looking into adding a suggestion box to the Tennis Facility to allow patrons to share their ideas and thoughts.
- A new bench has been ordered for the Men's Room shower.
- Tom Salmon will be making some adjustments to the times the Pros are booking courts for lessons to ensure court availability to our patrons.

## Landscaping & Irrigation

- Jodi Moore and Jim Smeland are completing a thorough review of all landscaping areas in the community the week of July 8<sup>th</sup>.
- The crew are working to address some overgrowth along Boardwalk areas and Jim Smeland will be addressing trash cleanup in these areas as well.
- We are in extreme drought conditions and are following water restriction protocols. The crew are hand watering three days a week to mitigate the dry conditions.
- New plant material was installed at the North Loop Guard House.
- Replaced four shrub sprays that were damaged from vandalism on North Loop.
- The Oak Common pump station clay valve was serviced.
- A clean out of the inline filter at the South Loop irrigation well was completed.
- All flower beds were prepped with new potting mix, and replanted. There was a delay on the delivery of the new annuals, however the new mix turned out great on arrival.
- Vine cutbacks were completed along Lake 8 to mitigate overgrowth during the summer season.
- The Promenade wall along Lake L was trimmed and serviced.
- A 1" irrigation zone line break was repaired at Oak Common
- Inspections on all 29 battery controllers were completed.
- Monthly irrigation inspections were completed.

## Ponds

- The pond vendor has been diligently raking to mitigate conditions at Lake Y-2. This pond struggles due to its shallow depth.
- The ponds are extremely low due to lack of rain. We are under irrigation restrictions so as not to diminish their levels further.

## Gates

- There are no significant issues to report with the gates currently.

## Engineering/Maintenance

- Replaced 15 spindles on boardwalk #5 due to vandalism.
- Post caps that were replaced on Santa Teresa on June 21<sup>st</sup> were again broken off and thrown into the marsh. The crew have modified the posts to prevent further incidents.
- Curb pressure washing was completed along Shannon Point and Casa Del Sol areas.
- Sign-post painting was completed on Palencia Village Drive, North Loop, North River, South Loop, and the Market Street area.
- Two teak benches near Costa Del Sol were refinished.
- Several park bench repairs were completed.
- The dumpster gate at the maintenance building was repaired.
- Board replacements were completed at boardwalk #6.
- Thermoplastic striping was completed at the golf crossing on Promenade Point.
- Installation of the new flashing crosswalk lights for Palencia Village Drive was delayed due to some missing parts. The parts have been ordered. Striping of the crosswalk for this area is scheduled for the week of June 8<sup>th</sup>.
- Adult pool tiles were scrubbed.
- Guide wires were attached to the chandelier in the Village Green gazebo to protect it from wind.
- Sidewalk grinding was completed along North Loop near LaMesa.
- Repaired a light pole fixture, globe, and cage that was damaged due to vandalism.
- Storm drain clean outs were completed.

## Lifestyles

- On July 2<sup>nd</sup>, Joy Andrews – St. Johns County Administrator presented a state of the County in the Gathering Room.
- Moo's Coffee Truck visited on July 6<sup>th</sup> and a dollar off all beverage purchases was provided to residents.
- July 9<sup>th</sup> is Chick-fil-A food truck night!
- The Booked summer kids reading enrichment program is meeting on July 12<sup>th</sup> and July 26<sup>th</sup>.
- Live music with Kenny B and food trucks are happening on July 12<sup>th</sup> weather permitting.
- Thursday, July 18<sup>th</sup> and Thursday, July 25<sup>th</sup> will also have food trucks.
- 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.
- The management team is parsing resumes for the Amenity Director position and will begin interviewing in July. We request a Board member designee to participate in the interview process as this is a key position for MCCDD and we believe board input is essential.

**6A**

Date:	Improper Parking / Roadway Obstruction	Suspicious Activity or Traffic Violation	Adult Golf Cart Infraction	Juvenile Golf Cart Infraction	Suspicion of Illegal Substance	Model / Vacant Home Suspicious Activity	Child Mischief	Adult Mischief	Warning or Citation	Day of the Week	Officer	Notes
06/01/24										Saturday	Carson	
06/02/24			2						2	Sunday	Emert	2 verbal warnings golf cart stop sign violations
06/05/24		3							3	Wednesday	Wampler	Verbal warning excessive speed, citation expired tags, written warning excessive speed,
06/07/24		4							4	Friday	Carson	1 verbal warning excessive speed, 3 verbal warnings stop sign violation
06/08/24									0	Saturday	Fuentes	No warnings/citations, routine patrol
06/09/24	1	3							4	Sunday	Daniels	3 written warnings stop sign violation, 1 verbal warning items falling from pickup bed
06/11/24		3							3	Tuesday	Shumaker	3 written warnings stop sign violation
06/14/24									0	Friday	Cubbedge	No warnings/citations, 1 field contact. Routine patrol all areas.
06/15/24	1	4		1					6	Saturday	Perna	2 written warnings, excessive speed. 2 verbal warnings stop sign violation, 1 verbal warnings juvenile golf cart violation (not carrying permit) 1 verbal warning golf maintenance driving tractor on multi-use path
06/16/24		6							6	Sunday	Perna	4 written warnings stop sign violation, 2 verbal warnings stop sign violation.
06/18/24		3							3	Tuesday	Perna	1 written warning excessive speed, 2 written warnings stop sign violation, 1 field contact/report trespassing at Publix, 2 parking tickets boardwalk
06/20/24										Thursday	Emert	
06/22/24	1								1	Saturday	Bagby	1 warning no parking violation
06/23/24			1						1	Sunday	Carson	Verbal warning golf cart violation, 1 field contact residents verbal altercation, no report/arrests
06/24/24	1	5							6	Monday	Perna	2 written warnings, excessive speed. 2 written warnings, stop sign violation, 1 citation, stop sign violation, 1 parking citation, illegal parking, 1 field contact, solicitor
06/26/24		5							5	Wednesday	Perna	1 written warning excessive speed, 3 written warnings stop sign violation, 1 citation failure to yield at roundabout.
06/28/24									0	Friday	Adams	No warnings/citation. Inclement weather noted by officer. Visitor gates open, noted by officer
06/30/24		1							1	Sunday	Wampler	1 verbal wraning excessive speed
June 2024 Totals	0	37	3	1	0	0	0	0	45			
<b>2024 YTD total</b>	<b>28</b>	<b>360</b>	<b>15</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>4</b>	<b>391</b>			
<b>Month to Month Comparison</b>												
June 2023	1	53	2	1	0	0	0	0	57			
June 2024	0	37	3	1	0	0	0	0	54			

**6B.**

**TO BE SENT UNDER SEPARATE COVER**

## **Seventh Order of Business**

**7A**



**Marshall Creek Community Development District (“District”)  
Performance Measures/Standards & Annual Reporting Form**

**October 1, 2024 – September 30, 2025**

**1. Community Communication and Engagement**

**Goal 1.1: Public Meetings Compliance**

**Objective:** Hold at least twelve regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

**Measurement:** Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of twelve Board meetings were held during the fiscal year.

**Achieved:** Yes  No

**Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to the District’s website, publishing in local newspaper of general circulation, and or via electronic communication.

**Standard:** 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

**Achieved:** Yes  No

**Goal 1.3: Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management’s records.

**Standard:** 100% of monthly website checks were completed by District Management or third-party vendor.

**Achieved:** Yes  No

**2. Infrastructure and Facilities Maintenance**

**Goal 2.1: Field Management:** Field manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District’s infrastructure.

**Measurement:** Field manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager’s reports, notes or other record keeping method.

**Standard:** 100% of site visits were successfully completed as described within District Management services agreement

**Achieved:** Yes  No

**Goal 2.2: District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District’s infrastructure and related systems.

**Measurement:** A minimum of one inspection completed per year as evidenced by district engineer’s report related to District’s infrastructure and related systems.

**Standard:** Minimum of one inspection was completed in the fiscal year by the District’s engineer.

**Achieved:** Yes  No

**3. Financial Transparency and Accountability**

**Goal 3.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year. *(or other deadline, as appropriate)*

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District’s website and/or within District records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District’s website.

**Achieved:** Yes  No

**Goal 3.2: Financial Reports**

**Objective:** Publish to the District’s website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years’ budgets, and financials are accessible to the public as evidenced by corresponding documents on the District’s website.

**Standard:** District’s website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

**Goal 3.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the District’s website for public inspection, and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District’s website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District’s website and transmitted to the State of Florida.

**Achieved:** Yes  No

**SIGNATURES:**

Chair/Vice Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Marshall Creek Community Development District

District Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Marshall Creek Community Development District

**7B.**

**Marshall Creek  
Community Development District**

**ANNUAL FINANCIAL REPORT**

**September 30, 2023**

**Marshall Creek Community Development District**

**ANNUAL FINANCIAL REPORT**

**September 30, 2023**

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# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

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Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

## REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors  
Marshall Creek Community Development District  
St. Johns County, Florida

### Report on Audit of the Financial Statements

#### *Opinion*

We have audited the financial statements of the governmental activities and each major fund of Marshall Creek Community Development District (the "District"), as of and for the year ended September 30, 2023, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Marshall Creek Community Development District as of September 30, 2023, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms  
Private Companies practice Section

Member FICPA

To the Board of Supervisors  
Marshall Creek Community Development District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including currently known information that may raise substantial doubt thereafter.

### ***Auditor's Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants PL

To the Board of Supervisors  
Marshall Creek Community Development District

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated June 20, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Marshall Creek Community Development District's internal control over financial reporting and compliance.

*Berger Toombs Elam  
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

June 20, 2024



**Marshall Creek Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2023**

Management's discussion and analysis of Marshall Creek Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by the private-sector. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities funded by the District include general government, physical environment, culture and recreation, and interest on long-term debt.

*Fund financial statements* present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Marshall Creek Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2023**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

*Fund financial statements* include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual**, is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the statement of revenues, expenditures, and changes in fund balances provide reconciliations to facilitate this comparison between governmental funds and governmental activities.

*Notes to financial statements* provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets, and long-term debt are some of the items included in the *notes to financial statements*.

**Financial Highlights:**

The following are the highlights of financial activity for the year ended September 30, 2023.

- The District's total assets and deferred outflows of resources exceeded total liabilities by \$6,410,809 (net position). Net investment in capital assets was \$1,961,568. Restricted net position was \$599,852. Unrestricted net position was \$3,849,389.
- Governmental activities revenues totaled \$7,255,974 while governmental activities expenses totaled \$6,492,755.

**Marshall Creek Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2023**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Financial Analysis of the District**

The following schedule provides a summary of the assets, liabilities and net position of the District.

**Net Position**

	<b>Governmental Activities</b>	
	<b>2023</b>	<b>2022</b>
Current assets	\$ 4,043,235	\$ 3,318,800
Restricted assets	1,424,571	1,401,508
Capital assets	16,966,682	18,273,106
Total Assets	<u>22,434,488</u>	<u>22,993,414</u>
Deferred outflows of resources	<u>182,610</u>	<u>203,885</u>
Current liabilities	1,808,622	1,777,751
Non-current liabilities	14,397,667	15,771,958
Total Liabilities	<u>16,206,289</u>	<u>17,549,709</u>
Net position-net investment in capital assets	1,961,568	1,994,976
Net position-restricted	599,852	506,528
Net position-unrestricted	3,849,389	3,146,086
Total Net Position	<u>\$ 6,410,809</u>	<u>\$ 5,647,590</u>

The decrease in capital assets is due to current year depreciation.

The decrease in non-current liabilities is the result of principal payments on the debt outstanding in the current year.

The increase in current assets is mainly related to revenues exceeding expenditures in the General Fund in the current year.

**Marshall Creek Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2023**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Financial Analysis of the District (Continued)**

The following schedule provides a summary of the changes in net position of the District.

**Change in Net Position**

	<b>Governmental Activities</b>	
	<b>2023</b>	<b>2022</b>
Program Revenues		
Charges for services	\$ 6,007,012	\$ 5,872,343
Grants and contributions	806,950	829,319
General Revenues		
Investment earnings	155,739	10,741
Miscellaneous revenues	286,273	71,096
Total Revenues	<u>7,255,974</u>	<u>6,783,499</u>
Expenses		
General government	816,467	730,847
Physical environment	3,233,896	3,224,423
Culture/recreation	1,586,789	1,524,042
Interest and other charges	855,603	919,141
Total Expenses	<u>6,492,755</u>	<u>6,398,453</u>
Change in Net Position	763,219	385,046
Net Position - Beginning of Year	<u>5,647,590</u>	<u>5,262,544</u>
Net Position - End of year	<u><u>\$ 6,410,809</u></u>	<u><u>\$ 5,647,590</u></u>

The increase in charges for services is related to the increase in special assessments in the current year.

The increase in miscellaneous revenues is related to the increase in impact fees in the current year.

The increase in general government is related primarily to the increase in legal fees in the current year.

The increase in culture/recreation is related to the increase in repairs and maintenance in the current year.

**Marshall Creek Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2023**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Capital Assets Activity**

The following schedule provides a summary of the District's capital assets as of September 30, 2023 and 2022.

<u>Description</u>	<u>Governmental Activities</u>	
	<u>2023</u>	<u>2022</u>
Land	\$ 1,964,522	\$ 1,964,522
Buildings	9,143,678	9,143,678
Improvements other than buildings	1,059,218	1,059,218
Infrastructure	29,418,772	29,418,772
Furniture and equipment	595,663	595,663
Accumulated depreciation	<u>(25,215,171)</u>	<u>(23,908,747)</u>
Total Capital Assets (Net)	<u>\$ 16,966,682</u>	<u>\$ 18,273,106</u>

During the year, depreciation was \$1,306,424.

**General Fund Budgetary Highlights**

The budget exceeded governmental expenditures primarily because payroll expenditures and capital outlay were less than expected.

The budget for the year ending September 30, 2023 was not amended.

**Debt Management**

Governmental Activities debt includes the following:

- In December 2002, the District issued \$18,615,000 Series 2002 Special Assessment Bonds. The bonds were issued to fund the 2002 project as well as retire the Bond Anticipation Note. The balance outstanding at September 30, 2023 was \$8,005,000.
- In March 2015, the District issued \$11,205,000 Series 2015A Capital Improvement and Refunding Special Assessment Bonds to refund the Series 2000A Series Bonds and pay a portion of the 2015A Project. At September 30, 2023, the outstanding balance was \$6,925,000.

**Marshall Creek Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2023**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Debt Management (Continued)**

- In May 2016, the District issued \$800,000 Series 2016 Special Assessment Bonds. The bonds were issued in exchange for \$800,000 of the Series 2002 Special Assessments Bonds. The balance outstanding at September 30, 2023 was \$695,000.

**Economic Factors and Next Year's Budget**

Marshall Creek Community Development District does not expect any economic factors to have a significant effect on operations in 2024.

**Request for Information**

The financial report is designed to provide a general overview of Marshall Creek Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Marshall Creek Community Development District, Inframark, LLC, 210 North University Drive, Suite 702, Coral Springs, Florida 33071.

**Marshall Creek Community Development District**  
**STATEMENT OF NET POSITION**  
**September 30, 2023**

	<u><b>Governmental Activities</b></u>
<b>ASSETS</b>	
Current Assets	
Cash and cash equivalents	\$ 1,561,292
Investments	2,154,993
Accounts receivable	94,905
Special assessments receivable	68,925
Due from other governments	134,976
Prepaid expenses	28,144
Total Current Assets	<u>4,043,235</u>
Non-Current Assets	
Restricted assets	
Investments	1,424,571
Capital assets, not being depreciated	
Land	1,964,522
Capital assets, being depreciated	
Buildings	9,143,678
Improvements other than buildings	1,059,218
Infrastructure	29,418,772
Furniture and equipment	595,663
Less: accumulated depreciation	<u>(25,215,171)</u>
Total Non-Current Assets	<u>18,391,253</u>
Total Assets	<u>22,434,488</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred amount on refunding, net	<u>182,610</u>
 <b>LIABILITIES</b>	
Current Liabilities	
Accounts payable and accrued expenses	129,278
Accrued interest	329,344
Bonds payable	<u>1,350,000</u>
Total Current Liabilities	<u>1,808,622</u>
Non-Current Liabilities	
Bonds payable, net	<u>14,397,667</u>
Total Liabilities	<u>16,206,289</u>
 <b>NET POSITION</b>	
Net investment in capital assets	1,961,568
Restricted for debt service	599,852
Unrestricted	<u>3,849,389</u>
Total Net Position	<u><u>\$ 6,410,809</u></u>

See accompanying notes.

**Marshall Creek Community Development District  
STATEMENT OF ACTIVITIES  
For the Year Ended September 30, 2023**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Revenues and Changes in Net Position</u>
				<u>Governmental Activities</u>
<b>Primary government</b>				
Governmental Activities				
General government	\$ (816,467)	\$ 635,178	\$ -	\$ (181,289)
Physical environment	(3,233,896)	1,702,175	806,950	(724,771)
Culture/recreation	(1,586,789)	1,475,069	-	(111,720)
Interest and other charges	(855,603)	2,194,590	-	1,338,987
Total Governmental Activities	<u>\$ (6,492,755)</u>	<u>\$ 6,007,012</u>	<u>\$ 806,950</u>	<u>321,207</u>
		<b>General Revenues</b>		
		Investment earnings		155,739
		Miscellaneous revenues		286,273
		Total General Revenues		<u>442,012</u>
		Change in Net Position		763,219
		Net Position - October 1, 2022		<u>5,647,590</u>
		Net Position - September 30, 2023		<u>\$ 6,410,809</u>

See accompanying notes.



**Marshall Creek Community Development District  
BALANCE SHEET –  
GOVERNMENTAL FUNDS  
September 30, 2023**

	General	2002 Debt Service	2015A Debt Service	2016 Debt Service	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,561,292	\$ -	\$ -	\$ -	\$ 1,561,292
Investments	2,154,993	-	-	-	2,154,993
Accounts receivable	94,905	-	-	-	94,905
Special assessments receivable	41,932	13,970	12,247	776	68,925
Due from other funds	-	8,322	7,295	462	16,079
Due from other governments	113,480	11,125	9,753	618	134,976
Prepaid expenses	28,144	-	-	-	28,144
Restricted assets					
Investments	-	566,267	779,100	79,204	1,424,571
Total Assets	<u>\$ 3,994,746</u>	<u>\$ 599,684</u>	<u>\$ 808,395</u>	<u>\$ 81,060</u>	<u>\$ 5,483,885</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable and accrued expenses	\$ 129,278	\$ -	\$ -	\$ -	\$ 129,278
Due to other funds	16,079	-	-	-	16,079
	<u>145,357</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>145,357</u>
Fund Balances:					
Nonspendable - prepaids	28,144	-	-	-	28,144
Restricted					
Debt service	-	599,684	808,395	81,060	1,489,139
Assigned					
Operating reserves	1,126,078	-	-	-	1,126,078
Capital projects	980,262	-	-	-	980,262
Unassigned	1,714,905	-	-	-	1,714,905
Total Fund Balances	<u>3,849,389</u>	<u>599,684</u>	<u>808,395</u>	<u>81,060</u>	<u>5,338,528</u>
Total Liabilities and Fund Balance	<u>\$ 3,994,746</u>	<u>\$ 599,684</u>	<u>\$ 808,395</u>	<u>\$ 81,060</u>	<u>\$ 5,483,885</u>

See accompanying notes.

**Marshall Creek Community Development District  
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES  
TO NET POSITION OF GOVERNMENTAL ACTIVITIES  
September 30, 2023**

Total Governmental Fund Balances	\$ 5,338,528
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets, land, \$1,964,522, buildings, \$9,143,678, improvements other than buildings, \$1,059,218, infrastructure, \$29,418,772, and equipment, \$595,663, net of accumulated depreciation, \$(25,215,171), used in governmental activities are not current financial resources and; therefore, are not reported at the fund level.	16,966,682
Deferred outflows of resources, deferred amount on refunding, net, are not current financial resources, and therefore, are not reported at the fund level.	182,610
Long-term liabilities, including bonds payable, \$(15,625,000), and bond premium, net, \$(112,667), are not due and payable in the current period and; therefore, are not reported at the fund level.	(15,747,667)
Accrued interest expense for long-term debt is not a current financial use and; therefore, is not reported in the funds.	<u>(329,344)</u>
Net Position of Governmental Activities	<u><u>\$ 6,410,809</u></u>

*See accompanying notes.*

**Marshall Creek Community Development District**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES – GOVERNMENTAL FUNDS**  
**For the Year Ended September 30, 2023**

	General	2002 Debt Service	2015A Debt Service	2016 Debt Service	Total Governmental Funds
Revenues					
Special assessments	\$3,369,127	\$ 1,148,193	\$ 984,016	\$ 62,381	\$ 5,563,717
Intergovernmental revenues	806,950	-	-	-	806,950
Charges for services	443,295	-	-	-	443,295
Investment earnings	128,386	9,978	14,048	3,327	155,739
Miscellaneous revenues	286,273	-	-	-	286,273
Total Revenues	<u>5,034,031</u>	<u>1,158,171</u>	<u>998,064</u>	<u>65,708</u>	<u>7,255,974</u>
Expenditures					
Current					
General government	816,467	-	-	-	816,467
Physical environment	2,188,003	-	-	-	2,188,003
Culture/recreation	1,326,258	-	-	-	1,326,258
Debt service					
Principal	-	670,000	595,000	15,000	1,280,000
Interest	-	433,500	376,000	44,872	854,372
Other	-	10,866	9,526	604	20,996
Total Expenditures	<u>4,330,728</u>	<u>1,114,366</u>	<u>980,526</u>	<u>60,476</u>	<u>6,486,096</u>
Net change in fund balances	703,303	43,805	17,538	5,232	769,878
Fund Balances - October 1, 2022	<u>3,146,086</u>	<u>555,879</u>	<u>790,857</u>	<u>75,828</u>	<u>4,568,650</u>
Fund Balances - September 30, 2023	<u>\$3,849,389</u>	<u>\$ 599,684</u>	<u>\$ 808,395</u>	<u>\$ 81,060</u>	<u>\$ 5,338,528</u>

See accompanying notes.

**Marshall Creek Community Development District  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
For the Year Ended September 30, 2023**

Net Change in Fund Balances - Total Governmental Funds	\$ 769,878
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets are allocated over their estimated useful lives as depreciation. This is the amount of depreciation in the current year.	(1,306,424)
Repayments of bond principal are expenditures in the governmental funds but the repayments reduce long-term liabilities in the Statement of Net Position.	1,280,000
Deferred outflows of resources for refunding debt is recognized as a component of interest on long term debt in the Statement of Activities, but not in the governmental funds. This is the current year period amortization amount.	(21,275)
Amortization of bond premium does not require the use of current resources and therefore, is not reported in the governmental funds. This is the amount of amortization in the current period.	14,291
In the Statement of Activities, interest is accrued on outstanding bonds; whereas in governmental funds, interest expenditures are reported when due. This is the change in accrued interest in the current period.	<div style="border-top: 1px solid black;">26,749</div>
Change in Net Position of Governmental Activities	<div style="border-top: 1px solid black; border-bottom: 3px double black;">\$ 763,219</div>

*See accompanying notes.*

**Marshall Creek Community Development District**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND**  
**For the Year Ended September 30, 2023**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance with Final Budget Positive (Negative)</b>
Revenues				
Special assessments	\$ 3,351,482	\$ 3,351,482	\$ 3,369,127	\$ 17,645
Intergovernmental revenues	834,538	834,538	806,950	(27,588)
Charges for services	372,000	372,000	443,295	71,295
Investment earnings	12,000	12,000	128,386	116,386
Miscellaneous revenues	46,500	46,500	286,273	239,773
Total Revenues	<u>4,616,520</u>	<u>4,616,520</u>	<u>5,034,031</u>	<u>417,511</u>
Expenditures				
Current				
General government	893,477	893,477	816,467	77,010
Physical environment	2,332,760	2,332,760	2,188,003	144,757
Culture/recreation	1,266,035	1,266,035	1,326,258	(60,223)
Capital outlay	74,500	74,500	-	74,500
Total Expenditures	<u>4,566,772</u>	<u>4,566,772</u>	<u>4,330,728</u>	<u>236,044</u>
Net Change in Fund Balances	<u>49,748</u>	<u>49,748</u>	<u>703,303</u>	<u>653,555</u>
Fund Balances - October 1, 2022	<u>2,933,944</u>	<u>2,933,944</u>	<u>3,146,086</u>	<u>212,142</u>
Fund Balances - September 30, 2023	<u>\$ 2,983,692</u>	<u>\$ 2,983,692</u>	<u>\$ 3,849,389</u>	<u>\$ 865,697</u>

See accompanying notes.

**Marshall Creek Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

**1. Reporting Entity**

The District was established on October 28, 1999, by Ordinance 99-54 of St. Johns County, Florida, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing or re-constructing, enlarging or extending, equipping, operating and maintaining water management, bridges or culverts, district roads, landscaping, street lights and other basic infrastructure projects within or without the boundaries of the Marshall Creek Community Development District. The District is governed by a five-member Board of Supervisors who are elected for four year terms. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Marshall Creek Community Development District (the primary government) as a local unit of special purpose government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the District has identified no component units.

**2. Measurement Focus and Basis of Accounting**

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

**Marshall Creek Community Development District**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**a. Government-wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments, charges for services, intergovernmental revenues and interest. Program revenues are netted with program expenses in the Statement of Activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

**b. Fund Financial Statements**

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**b. Fund Financial Statements (Continued)**

**Governmental Funds**

The District implemented the Governmental Accounting Standards Board Statement 54 – *Fund Balance Reporting and Governmental Fund Type Definitions*. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The classifications include non-spendable, restricted, committed, assigned and unassigned.

The District has various policies governing the fund balance classifications.

**Nonspendable Fund Balance** – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

**Restricted Fund Balance** – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

**Assigned Fund Balance** – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

**Unassigned Fund Balance** – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

**Fund Balance Spending Hierarchy** – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.



**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**b. Fund Financial Statements (Continued)**

**Governmental Funds (Continued)**

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. In addition, the proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

**3. Basis of Presentation**

**a. Governmental Major Funds**

General Fund – The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

2002 Debt Service Fund – Accounts for debt service requirements to retire the special assessment bonds which were used to finance the construction of District infrastructure improvements. The bond series is secured by a pledge of all available special assessment revenues in any fiscal year related to the improvements and a first lien on the special assessment revenues from the District lien on all acreage of benefited land.

2015A Debt Service Fund – Accounts for debt service requirements to retire the Series 2015A Capital Improvement and Refunding Special Assessment Bonds.

2016 Debt Service Fund – Accounts for debt service requirements to retire the Series 2016 Special Assessment Bonds.

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**3. Basis of Presentation (Continued)**

**b. Non-current Governmental Assets/Liabilities**

GASB Statement 34 requires that non-current governmental assets, such as infrastructure and improvements, and non-current governmental liabilities, such as general obligation bonds, be reported in the governmental activities column in the government-wide Statement of Net Position.

**4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity**

**a. Cash and Investments**

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Cash equivalents include time deposits and certificates of deposit with original maturities of three months or less and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity (Continued)**

**b. Restricted Net Position**

Certain net position of the District are classified as restricted on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation, or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted net position, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

**c. Capital Assets**

Capital assets, which include land, buildings, improvements other than buildings, infrastructure and equipment are reported in the governmental activities column in the government-wide statements.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure	15-30 years
Buildings	20-30 years
Improvements other than buildings	20-30 years
Furniture and equipment	2-10 years

**d. Deferred Outflows/Inflows of Resources**

Deferred outflows of resources represent a consumption of net position/fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District only has one item that qualifies for reporting in this category, deferred amount on refunding. Deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

Deferred inflows of resources represent an acquisition of fund balance that applies to a future period. Revenues that are not available at year end are the only deferred inflows of resources of the District.

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity (Continued)**

**e. Unamortized Bond Discounts and Premiums**

Bond premiums are presented on the government-wide financial statements. The costs are amortized over the life of the bonds using the straight line method of accounting. For financial reporting, the unamortized premiums are netted against the applicable long-term debt.

**f. Budgets**

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds.

**NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

**1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position**

“Total fund balances” of the District’s governmental funds, \$5,338,528, differs from “net position” of governmental activities, \$6,410,809, reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the Governmental Fund Balance Sheet. The effect of the differences is illustrated on the next page.

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)**

**1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)**

**Capital related items**

When capital assets (that are to be used in governmental activities) are purchased or constructed, the cost of those assets is reported as expenditures in governmental funds. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Land		\$ 1,964,522
Buildings		9,143,678
Improvements other than buildings		1,059,218
Infrastructure		29,418,772
Furniture and equipment		595,663
Accumulated depreciation		<u>(25,215,171)</u>
Total		<u>\$ 16,966,682</u>

**Deferred outflows of resources**

Deferred outflows of resources are not current financial resources, and therefore, are not recognized at the fund level.

Deferred amount on refunding, net		<u>\$ 182,610</u>
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**Long-term debt transactions**

Long-term liabilities applicable to the District’s governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position.

Balances at September 30, 2023 were:

Bonds payable		\$ (15,625,000)
Bond premium, net		<u>(122,667)</u>
Total		<u>\$ (15,747,667)</u>

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)**

**1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)**

**Accrued interest**

Accrued liabilities in the Statement of Net Position differ from the amount reported in governmental funds due to the accrued interest on bonds.

Accrued interest	\$ <u>(329,344)</u>
------------------	---------------------

**2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities**

The “net change in fund balances” for government funds, \$769,878, differs from the “change in net position” for governmental activities, \$763,219, reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

**Capital related items**

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the Statement of Activities, the costs of those assets are allocated over their estimated useful lives as depreciation. The following is the amount of depreciation and capital outlay.

Depreciation	\$ <u>(1,306,424)</u>
--------------	-----------------------

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)**

**2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities (Continued)**

**Long-term debt transactions**

Repayments of principal are reported as expenditures in the governmental funds and, thus, have the effect of reducing fund balance because current financial resources have been used.

Bond principal payments	\$ <u>1,280,000</u>
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Amortization of the bond premium does not require the use of current resources and therefore is not reported in governmental funds.

Amortization of bond premium	\$ <u>14,291</u>
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Some expenses reported at the government-wide level do not require the use of current financial resources, therefore, are not reported as expenditures at the fund level.

Net change in accrued interest payable	\$ 26,749
Decrease in deferred amount on refunding	<u>(21,275)</u>
Total	<u>\$ 5,474</u>

**Marshall Creek Community Development District**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2023**

**NOTE C – CASH AND INVESTMENTS**

All deposits are held in qualified public depositories and are included on the accompanying balance sheet and statement of net position as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned. The investment policy of the District follows the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2023, the District's bank balance was \$1,635,999 and the carrying value was \$1,561,292. The District controls its exposure to custodial credit risk because it maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

Investments

As of September 30, 2023, the District had the following investments and maturities.

<u>Investment</u>	<u>Maturity</u>	<u>Fair Value</u>
Goldman Sachs Financial Square Govt	36 days*	\$ 2,154,993
First American Government Obligation	24 days*	1,424,571
Total		<u>\$ 3,579,564</u>

\*Weighted average maturity

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investments listed above are Level 1 assets.



**Marshall Creek Community Development District**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2023**

**NOTE C – CASH AND INVESTMENTS (CONTINUED)**

Interest Rate Risk

The District monitors investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. As of September 30, 2023, the District's investments in First American Government Obligation Fund and Goldman Sachs Financial Square Govt were rated AAAM by Standard & Poor's.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one issuer. Of the District's total investments, 60% are invested in Goldman Sachs Financial Square Govt and 40% are invested in First American Government Obligation.

The types of deposits and investments and their level of risk exposure as of September 30, 2023 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary. In addition, the District has the ability to hold investments to maturity that have fair values less than cost. The District's investments are recorded at fair value.

**NOTE D – SPECIAL ASSESSMENT REVENUES**

Special assessment revenues recognized for the 2022-2023 fiscal year were levied in October 2022. All assessments are due and payable on November 1 or as soon as the assessment roll is certified and delivered to the Tax Collector. Per Section 197.162, Florida Statutes, discounts are allowed for early payment at the rate of 4% in November, 3% in December, 2% in January, and 1% in February. Assessments paid in March are without discount. All unpaid assessments become delinquent as of April 1. Virtually all unpaid assessments that were on the assessment roll certified and delivered to the Tax Collector are collected via the sale of tax certificates on or prior to June 1.

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE E – CAPITAL ASSETS**

Capital Asset activity for the year ended September 30, 2023 was as follows:

	Balance October 1, 2022	Additions	Deletions	Balance September 30, 2023
<u>Governmental Activities:</u>				
Capital assets, not being depreciated:				
Land	\$ 1,964,522	\$ -	\$ -	\$ 1,964,522
Capital assets, being depreciated:				
Buildings	9,143,678	-	-	9,143,678
Improvements other than buildings	1,059,218	-	-	1,059,218
Infrastructure	29,418,772	-	-	29,418,772
Furniture and equipment	595,663	-	-	595,663
Total Capital Assets Being Depreciated	<u>40,217,331</u>	<u>-</u>	<u>-</u>	<u>40,217,331</u>
Less accumulated depreciation for:				
Buildings	(4,993,740)	(307,922)	-	(5,301,662)
Improvements other than buildings	(452,463)	(41,538)	-	(494,001)
Infrastructure	(18,143,715)	(900,090)	-	(19,043,805)
Furniture and equipment	(318,829)	(56,874)	-	(375,703)
Total Accumulated Depreciation	<u>(23,908,747)</u>	<u>(1,306,424)</u>	<u>-</u>	<u>(25,215,171)</u>
Governmental Activities Capital Assets	<u>\$ 18,273,106</u>	<u>\$ (1,306,424)</u>	<u>\$ -</u>	<u>\$ 16,966,682</u>

Depreciation in the amount of \$1,045,893 was charged to physical environment and \$260,531 was charged to culture/recreation.

**NOTE F – LONG-TERM DEBT**

The following is a summary of activity in the long-term debt of the District for the year ended September 30, 2023:

Long-term debt at October 1, 2022	\$ 16,905,000
Principal payments	<u>(1,280,000)</u>
Long-term debt at September 30, 2023	15,625,000
Plus: bond premium, net	<u>112,667</u>
Total long-term debt, net at September 30, 2023	<u>\$ 15,737,667</u>

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE F – LONG-TERM DEBT (CONTINUED)**

Long-term debt is comprised of the following:

**Special Assessment and Capital Improvement Revenue Bonds**

\$18,615,000 Series 2002 Special Assessment Bonds due in annual principal installments beginning May 2004 and maturing May 1, 2032. Interest at a rate of 5% is due May and November beginning November 2003. \$ 8,005,000

\$11,205,000 Series 2015A Capital Improvement and Refunding Special Assessment Bonds due in annual installments beginning in May 2015 through May 2032. Interest from 3.5% to 5% due in May and November starting in May 2015. 6,925,000

\$800,000 Series 2016 Special Assessment Bonds due in annual installments beginning in May 2017 through May 2045. Interest at a rate of 6.32% is due May and November beginning November 2016. 695,000

Bonds Payable \$ 15,625,000

The issuance of the Series 2015A bonds resulted in a deferred amount of refunding which is reported as a deferred outflow in the Statement of Net Position.

The annual requirements to amortize the principal and interest of long-term debt outstanding as of September 30, 2023 are as follows:

Year Ending September 30,	Principal	Interest	Total
2024	\$ 1,350,000	\$ 790,424	\$ 2,140,424
2025	1,430,000	722,726	2,152,726
2026	1,510,000	651,028	2,161,028
2027	1,585,000	575,330	2,160,330
2028	1,675,000	495,816	2,170,816
2029-2033	7,580,000	1,135,172	8,715,172
2034-2038	165,000	136,512	301,512
2039-2043	225,000	77,736	302,736
2044-2045	105,000	10,112	115,112
Totals	<u>\$ 15,625,000</u>	<u>\$ 4,594,856</u>	<u>\$ 20,219,856</u>

**Marshall Creek Community Development District  
NOTES TO THE FINANCIAL STATEMENTS  
September 30, 2023**

**NOTE F – LONG-TERM DEBT (CONTINUED)**

Special Assessment Revenue Bonds, Series 2002

Depository Funds – The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

1. Reserve Fund – The 2002 Reserve Account was amended in May 2017 to equal \$50,000. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

	Reserve Balance	Reserve Requirement
Series 2002 Special Assessment Bonds	\$ 50,000	\$ 50,000

Special Assessment Revenue Bonds, Series 2015A

Depository Funds – The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

1. Reserve Fund – The 2015A Reserve Account is funded from the proceeds of the Bonds in an amount equal to 50% of the maximum annual debt service requirement. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

	Reserve Balance	Reserve Requirement
Series 2015A Special Assessment Bonds	\$ 479,250	\$ 479,250

Special Assessment Revenue Bonds, Series 2016

Depository Funds – The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

1. Reserve Fund – The 2016 Reserve Account is funded from legally available funds in an amount equal to 50% of the maximum annual debt service requirement. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

	Reserve Balance	Reserve Requirement
Series 2016 Special Assessment Bonds	\$ 31,330	\$ 30,693

**Marshall Creek Community Development District**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2023**

**NOTE G – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage over the past three years.

**NOTE H – INTERLOCAL AGREEMENT**

Under an Interlocal Agreement, Sweetwater Creek Community Development District (“SCCDD”) and the District are sharing the use of certain amenities and certain costs of those amenities. To avoid closing the Sweetwater Creek Amenity Center and security facilities (collectively with the Sweetwater Creek Amenity Center, the “Sweetwater Facilities”) to both District’s landowners, residents and fee payers, the agreement was amended a third time whereby, amongst other terms, the District agreed to operate and maintain the Sweetwater Facilities at its direct cost in a prior year. Certain end users within SCCDD contribute towards the cost of operating and maintaining the facilities. In June 2014, the District entered into the Restated and amended Interlocal Agreement with SCCDD whereby, amongst other conditions, the Districts agreed to each pay a percentage of the costs associated with the operation of the reciprocally used facilities. Also, the Districts agreed that the staffing needs for the facilities will be provided by the District. Reimbursements to the District totaled \$344,921 in the current year.



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## **INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Marshall Creek Community Development District  
St. Johns County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of Marshall Creek Community Development District, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated June 20, 2024.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Marshall Creek Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Marshall Creek Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Marshall Creek Community Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.



To the Board of Supervisors  
Marshall Creek Community Development District

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Marshall Creek Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Berger Toombs Elam Gaines &amp; Frank".

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

June 20, 2024



# Berger, Toombs, Elam, Gaines & Frank

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## MANAGEMENT LETTER

To the Board of Supervisors  
Marshall Creek Community Development District  
St. Johns County, Florida

### Report on the Financial Statements

We have audited the financial statements of the Marshall Creek Community Development District as of and for the year ended September 30, 2023, and have issued our report thereon dated June 20, 2024.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professionals Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 20, 2024, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the previous financial audit report.

### Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not Marshall Creek Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that Marshall Creek Community Development District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.



To the Board of Supervisors  
Marshall Creek Community Development District

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Marshall Creek Community Development District. It is management's responsibility to monitor the Marshall Creek Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same as of September 30, 2023.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### Specific Information

The information provided below was provided by management and has not been audited; therefore, we do not express an opinion or provide any assurance on the information.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Marshall Creek Community Development District reported:

- 1) The total number of district employees compensated in the last pay period of the District's fiscal year: 41
- 2) The total number of independent contractors to whom nonemployee compensation was paid in the last month of the District's fiscal year: 104
- 3) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$1,525,084
- 4) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: \$757,345
- 5) Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1, 2022, together with the total expenditures for such project: \$0
- 6) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes: The budget was not amended.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)8, Rules of the Auditor General, the Marshall Creek Community Development District reported:

- 1) The rate or rates of non-ad valorem special assessments imposed by the District: General Fund \$2,030 - \$44,676, Debt Service Fund \$600 - \$80,000.
- 2) The amount of special assessments collected by or on behalf of the District: Total special assessments collected was \$5,563,717.
- 3) The total amount of outstanding bonds issued by the District and the terms of such bonds: Series 2002, \$8,005,000, maturing May 2032, Series 2015A, \$6,925,000, maturing May 2032 and Series 2016, \$695,000, maturing May 2045.



To the Board of Supervisors  
Marshall Creek Community Development District

**Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

June 20, 2024



**Berger, Toombs, Elam,  
Gaines & Frank**

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**INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE  
WITH SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors  
Marshall Creek Community Development District  
St. Johns County, Florida

We have examined Marshall Creek Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2023. Management is responsible for Marshall Creek Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Marshall Creek Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Marshall Creek Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Marshall Creek Community Development District's compliance with the specified requirements.

In our opinion, Marshall Creek Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2023.

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

June 20, 2024

**7C**

**MARSHALL CREEK**  
**Community Development District**

**Financial Report**

**June 30, 2024**

**Prepared by**



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**MARSHALL CREEK**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**June 30, 2024**

**Balance Sheet**  
June 30, 2024

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL 004 - 2002 AREA CAPITAL RESERVES FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2016 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>						
Cash - Checking Account	\$ 3,335,057	\$ -	\$ -	\$ -	\$ -	\$ 3,335,057
Assessments Receivable	118,172	7,085	200,541	24,703	2,313	352,814
Allow-Doubtful Collections	(118,172)	(7,085)	(200,541)	(24,703)	(2,313)	(352,814)
Due From Other Districts	74,496	-	-	-	-	74,496
Due From Other Funds	-	293,581	76,787	54,631	4,272	429,271
Investments:						
Money Market Account	1,278,463	-	-	-	-	1,278,463
Mutual Funds (Gov. Fund)	559,791	-	-	-	-	559,791
Prepayment Account	-	-	19,676	-	22	19,698
Prepayment Account A	-	-	-	7,835	-	7,835
Reserve Fund	-	-	50,000	-	31,330	81,330
Reserve Fund A	-	-	-	478,563	-	478,563
Revenue Fund	-	-	453,043	-	50,427	503,470
Revenue Fund A	-	-	-	279,324	-	279,324
Sinking Fund A	-	-	-	2	-	2
Prepaid Items	25,695	-	-	-	-	25,695
<b>TOTAL ASSETS</b>	<b>\$ 5,273,502</b>	<b>\$ 293,581</b>	<b>\$ 599,506</b>	<b>\$ 820,355</b>	<b>\$ 86,051</b>	<b>\$ 7,072,995</b>
<b>LIABILITIES</b>						
Accounts Payable	\$ 52,602	\$ -	\$ 14,546	\$ -	\$ 808	\$ 67,956
Sales Tax Payable	178	-	-	-	-	178
Due To Other Funds	429,271	-	-	-	-	429,271
<b>TOTAL LIABILITIES</b>	<b>482,051</b>	<b>-</b>	<b>14,546</b>	<b>-</b>	<b>808</b>	<b>497,405</b>
<b>FUND BALANCES</b>						
<b>Nonspendable:</b>						
Prepaid Items	25,695	-	-	-	-	25,695
<b>Restricted for:</b>						
Debt Service	-	-	584,960	820,355	85,243	1,490,558
<b>Assigned to:</b>						
Operating Reserves	1,225,543	-	-	-	-	1,225,543
Reserves - Field	723,492	-	-	-	-	723,492
Reserves - Gate	7,838	-	-	-	-	7,838
Reserves - Landscape	39,986	-	-	-	-	39,986
Reserves - Park	32,900	-	-	-	-	32,900
Reserves - Swim&Fitness Clubh	18,558	-	-	-	-	18,558
Reserves - Swimming Pools	132,635	-	-	-	-	132,635
Reserves - Tennis Courts	24,853	-	-	-	-	24,853
<b>Unassigned:</b>	<b>2,559,951</b>	<b>293,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,853,532</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 4,791,451</b>	<b>\$ 293,581</b>	<b>\$ 584,960</b>	<b>\$ 820,355</b>	<b>\$ 85,243</b>	<b>\$ 6,575,590</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 5,273,502</b>	<b>\$ 293,581</b>	<b>\$ 599,506</b>	<b>\$ 820,355</b>	<b>\$ 86,051</b>	<b>\$ 7,072,995</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50,000	\$ 37,500	\$ 202,493	\$ 164,993
Shared Rev - Other Local Units	541,292	541,292	541,293	1
Interlocal Agreement - Other	351,990	263,993	5,447	(258,546)
S/F Swimming Program Fees	3,500	1,750	30	(1,720)
S/F Activity Fees	4,000	4,000	-	(4,000)
S/F Other Revenues	-	-	5,117	5,117
S/F Rental Fees	2,500	1,875	1,300	(575)
S/F Snack Bar Revenue	3,000	2,250	-	(2,250)
Tennis Merchandise Sales	25,000	18,750	17,236	(1,514)
Tennis Special Events&Socials	1,500	1,125	4,350	3,225
Tennis Lessons & Clinics	300,000	225,000	257,857	32,857
Tennis Ball Machine Rental Fee	6,500	4,875	6,485	1,610
Tennis Membership	65,000	65,000	89,947	24,947
Interest - Tax Collector	-	-	7,567	7,567
Special Assmnts- Tax Collector	3,433,348	3,433,348	3,369,858	(63,490)
Special Assmnts- Discounts	(137,334)	(137,334)	(123,451)	13,883
Other Miscellaneous Revenues	8,500	6,375	5,168	(1,207)
Gate Bar Code/Remotes	4,000	3,000	3,010	10
Impact Fee	286,625	214,969	113,814	(101,155)
<b>TOTAL REVENUES</b>	<b>4,949,421</b>	<b>4,687,768</b>	<b>4,507,521</b>	<b>(180,247)</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	14,285	10,714	7,355	3,359
ProfServ-Arbitrage Rebate	1,800	1,800	600	1,200
ProfServ-Dissemination Agent	3,000	3,000	-	3,000
ProfServ-Engineering	25,000	18,750	21,552	(2,802)
ProfServ-Legal Services	75,000	56,250	46,713	9,537
ProfServ-Mgmt Consulting	69,842	52,382	52,382	-
ProfServ-Special Assessment	16,872	16,872	16,872	-
ProfServ-Trustee Fees	11,400	3,800	9,927	(6,127)
Auditing Services	4,800	4,800	-	4,800
Postage and Freight	4,600	3,450	1,749	1,701
Insurance - General Liability	42,210	42,210	40,133	2,077
Printing and Binding	2,500	1,875	441	1,434
Legal Advertising	3,500	2,625	744	1,881
Miscellaneous Services	14,000	10,500	10,380	120
Misc-Assessment Collection Cost	68,667	68,667	64,894	3,773
Shared Exp - Other Local Units	521,042	521,042	521,042	-
Office Supplies	1,474	1,106	370	736

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>880,167</b>	<b>820,018</b>	<b>795,329</b>	<b>24,689</b>
<b><u>Other Public Safety</u></b>				
Payroll-Benefits	7,500	5,625	3,733	1,892
Payroll-Engineering	89,255	66,941	43,925	23,016
Payroll-Janitor	2,500	1,875	1,789	86
Contracts-Security Services	135,000	101,250	87,208	14,042
Contracts-Roving Patrol	56,100	42,075	40,392	1,683
R&M-Gate	30,000	22,500	21,060	1,440
Misc-Bar Codes	5,335	4,001	2,668	1,333
<b>Total Other Public Safety</b>	<b>325,690</b>	<b>244,267</b>	<b>200,775</b>	<b>43,492</b>
<b><u>Field</u></b>				
Payroll-Benefits	9,965	7,474	8,151	(677)
Payroll-Engineering	71,455	53,591	43,925	9,666
Lease - Land	2,115	2,115	2,283	(168)
R&M-Bike Paths & Asphalt	6,500	6,500	-	6,500
R&M-Boardwalks	25,000	25,000	80,304	(55,304)
R&M-Buildings	20,000	15,000	1,062	13,938
R&M-Electrical	6,180	4,635	6,689	(2,054)
R&M-Fountain	5,000	3,750	379	3,371
R&M-Mulch	7,350	7,350	-	7,350
R&M-Roads & Alleyways	140,000	105,000	36,450	68,550
R&M-Sidewalks	40,000	30,000	61,141	(31,141)
R&M-Signage	7,500	4,650	2,098	2,552
Cap Outlay-Machinery and Equip	-	-	23,210	(23,210)
<b>Total Field</b>	<b>341,065</b>	<b>265,065</b>	<b>265,692</b>	<b>(627)</b>
<b><u>Landscape Services</u></b>				
Payroll-Salaries	82,672	62,004	65,653	(3,649)
Payroll-Administrative	6,335	4,751	1,913	2,838
Payroll-Benefits	87,124	65,343	44,960	20,383
Payroll-General Staff	270,000	202,500	154,560	47,940
Payroll-Irrigation Staff	86,600	64,950	70,548	(5,598)
Payroll-IPM Staff	107,975	80,981	19,941	61,040
Payroll-Equipment Mechanic	38,242	28,681	37,276	(8,595)
Payroll Taxes	45,225	33,919	26,415	7,504
ProfServ-Info Technology	500	375	-	375
Contracts-Misc Labor	41,895	31,421	29,700	1,721
Communication - Telephone	3,900	2,925	3,853	(928)
Utility - Cable TV Billing	2,395	1,796	2,228	(432)
Electricity - General	3,360	2,520	2,836	(316)

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
Utility - Refuse Removal	13,650	10,238	11,013	(775)
Utility - Water & Sewer	2,100	1,575	1,970	(395)
Rentals - General	1,000	750	-	750
R&M-Buildings	6,000	4,500	2,863	1,637
R&M-Equipment	31,500	23,625	10,533	13,092
R&M-Grounds	23,100	17,325	6,075	11,250
R&M-Irrigation	24,150	18,113	16,015	2,098
R&M-Mulch	94,500	70,875	62,729	8,146
R&M-Pump Station	20,000	15,000	20,524	(5,524)
R&M-Trees and Trimming	35,000	26,250	14,050	12,200
Misc-Employee Meals	6,500	4,875	3,605	1,270
Office Equipment	500	375	-	375
Op Supplies - General	25,000	18,750	8,237	10,513
Op Supplies - Uniforms	5,000	3,750	2,402	1,348
Op Supplies - Fuel, Oil	20,000	15,000	9,815	5,185
Impr - Landscape	35,000	26,250	25,151	1,099
Cap Outlay-Machinery and Equip	8,500	6,375	3,899	2,476
<b>Total Landscape Services</b>	<b>1,127,723</b>	<b>845,792</b>	<b>658,764</b>	<b>187,028</b>
<b>Utilities</b>				
Electricity - Streetlights	85,575	64,181	74,313	(10,132)
Utility - Water & Sewer	14,000	10,500	4,014	6,486
R&M-Lake	48,000	36,000	43,508	(7,508)
<b>Total Utilities</b>	<b>147,575</b>	<b>110,681</b>	<b>121,835</b>	<b>(11,154)</b>
<b>Operation &amp; Maintenance</b>				
Payroll-Shared Personnel	351,990	263,993	6,324	257,669
ProfServ-Field Management	304,752	228,564	236,419	(7,855)
Training/Staff Development	2,500	1,875	-	1,875
Communication - Telephone	1,700	1,275	-	1,275
Postage and Freight	450	338	540	(202)
Rentals - General	2,375	1,781	1,377	404
Printing and Binding	5,250	3,938	4,131	(193)
Misc-Connection Computer	2,500	1,875	1,871	4
Billback Expenses Developer	-	-	1,108	(1,108)
Office Supplies	750	563	951	(388)
Op Supplies - General	8,000	6,000	4,869	1,131
<b>Total Operation &amp; Maintenance</b>	<b>680,267</b>	<b>510,202</b>	<b>257,590</b>	<b>252,612</b>
<b>Parks and Recreation</b>				
ProfServ-Mgmt Consulting	26,994	20,246	20,246	-
Insurance -Property & Casualty	73,988	73,988	105,260	(31,272)
<b>Total Parks and Recreation</b>	<b>100,982</b>	<b>94,234</b>	<b>125,506</b>	<b>(31,272)</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Clubhouse</u></b>				
Contracts-Misc Labor	3,150	2,363	1,280	1,083
Contracts-Outside Fitness	5,500	4,125	12,910	(8,785)
R&M-Air Conditioning	7,500	5,625	379	5,246
R&M-Buildings	5,000	3,750	7,399	(3,649)
R&M-Equipment	3,000	2,250	117	2,133
Special Events	50,000	37,500	35,333	2,167
Cap Outlay-Machinery and Equip	1,500	1,125	-	1,125
Cap Outlay-Clubhouse	10,000	7,500	3,864	3,636
<b>Total Clubhouse</b>	<b>85,650</b>	<b>64,238</b>	<b>61,282</b>	<b>2,956</b>
<b><u>Swimming Pool</u></b>				
Payroll-Salaries	103,570	77,677	2,458	75,219
Payroll-Hourly	50,097	37,573	57,341	(19,768)
Payroll-Lifeguards	42,000	31,500	-	31,500
Payroll-Benefits	28,425	21,319	20,922	397
Payroll-Engineering	71,455	53,591	36,855	16,736
Payroll-Janitor	13,975	10,481	11,468	(987)
Payroll-Landscape	15,425	11,569	10,650	919
Payroll Taxes	16,035	12,026	4,694	7,332
ProfServ-Info Technology	2,500	1,875	800	1,075
Contracts-Lifeguard Services	-	-	5,001	(5,001)
Contracts-Landscape	5,000	3,750	500	3,250
Travel and Per Diem	200	150	-	150
Communication - Telephone	6,875	5,156	5,844	(688)
Utility - General	55,920	41,940	44,310	(2,370)
Utility - Cable TV Billing	4,410	3,308	2,868	440
Utility - Refuse Removal	3,050	2,288	2,212	76
R&M-Buildings	15,000	11,250	21,836	(10,586)
R&M-Pools	29,400	22,050	30,886	(8,836)
R&M-Vehicles	500	375	-	375
Advertising	500	375	1,246	(871)
Miscellaneous Services	350	263	-	263
Misc-Employee Meals	4,695	3,521	3,024	497
Misc-Training	1,500	1,125	-	1,125
Misc-Licenses & Permits	1,100	825	925	(100)
Office Supplies	3,000	2,250	3,492	(1,242)
Cleaning Supplies	1,500	1,125	394	731
Office Equipment	3,000	2,250	2,111	139
Snack-Bar Expenses	1,000	750	-	750
Op Supplies - Spa & Paper	1,500	1,125	719	406
Op Supplies - Uniforms	1,500	1,125	1,097	28

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Subscriptions and Memberships	7,500	5,625	11,899	(6,274)
Cap Outlay - Pool Furniture	15,000	11,250	8,264	2,986
Capital Outlay - Pool	10,000	7,500	596	6,904
<b>Total Swimming Pool</b>	<b>515,982</b>	<b>386,987</b>	<b>292,412</b>	<b>94,575</b>
<b><u>Tennis Court</u></b>				
Payroll-Salaries	136,500	102,375	87,018	15,357
Payroll-Hourly	43,405	32,554	42,524	(9,970)
Payroll-Benefits	40,445	30,334	22,610	7,724
Payroll-Engineering	53,595	40,196	22,113	18,083
Payroll-Commission	274,050	205,538	233,450	(27,912)
Payroll-Janitor	6,115	4,586	3,368	1,218
Payroll-Landscape	4,925	3,694	3,598	96
Payroll Taxes	35,355	26,516	19,033	7,483
ProfServ-Info Technology	2,500	1,875	4,523	(2,648)
Contracts-Landscape	5,000	3,750	350	3,400
Communication - Telephone	2,750	2,063	2,381	(318)
Utility - Cable TV Billing	2,585	1,939	2,747	(808)
Electricity - General	13,125	9,844	9,759	85
Utility - Refuse Removal	2,585	1,939	2,627	(688)
Utility - Water & Sewer	1,575	1,181	1,741	(560)
Rental/Lease - Vehicle/Equip	1,785	1,339	1,189	150
R&M-General	7,000	5,250	34,421	(29,171)
R&M-Court Maintenance	20,000	15,000	3,006	11,994
R&M-Vandalism	500	375	-	375
Printing and Binding	500	375	539	(164)
Advertising	500	375	1,246	(871)
Misc-Employee Meals	2,500	1,875	1,428	447
Special Events	1,000	750	4,363	(3,613)
Office Supplies	2,500	1,875	2,562	(687)
Office Equipment	5,000	3,750	-	3,750
Teaching Supplies	4,000	2,900	2,219	681
Op Supplies - Uniforms	500	500	243	257
COS - Start Up Inventory	15,000	15,000	9,067	5,933
Subscriptions and Memberships	1,775	1,775	975	800
Cap Outlay-Machinery and Equip	10,000	7,900	22,632	(14,732)
<b>Total Tennis Court</b>	<b>697,070</b>	<b>527,423</b>	<b>541,732</b>	<b>(14,309)</b>
<b><u>Reserves</u></b>				
Reserve - Field	47,250	47,250	-	47,250
<b>Total Reserves</b>	<b>47,250</b>	<b>47,250</b>	<b>-</b>	<b>47,250</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>4,949,421</b>	<b>3,916,157</b>	<b>3,320,917</b>	<b>595,240</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	771,611	1,186,604	414,993
Net change in fund balance	\$ -	\$ 771,611	\$ 1,186,604	\$ 414,993
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>3,604,847</b>	<b>3,604,847</b>	<b>3,604,847</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 3,604,847</b>	<b>\$ 4,376,458</b>	<b>\$ 4,791,451</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

Account Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL					
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Actual Thru 6/30/2024	Projected Next 3 Mths	FY2024 Total	Adopted Budget	% of Budget	
<b>Revenues</b>																		
Interest - Investments	\$ 5,436	\$ 7,334	\$ 17,998	\$ 26,688	\$ 18,511	\$ 44,742	\$ 25,029	\$ 35,124	\$ 21,630	\$ 4,167	\$ 4,167	\$ 4,167	\$ 202,492	\$ 12,501	\$ 214,993	\$ 50,000	430%	
Shared Rev - Other Local Units	-	-	-	-	-	-	-	541,293	-	-	-	-	541,293	-	541,293	541,292	100%	
Interlocal Agreement - Other	5,447	-	-	-	-	-	-	-	-	-	-	-	5,447	-	5,447	351,990	2%	
S/F Swimming Program Fees	10	-	(10)	-	-	-	-	-	30	875	875	875	30	2,625	2,655	3,500	76%	
S/F Activity Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	0%	
S/F Other Revenues	-	-	-	-	-	-	-	4,987	130	-	-	-	5,117	-	5,117	-	0%	
S/F Rental Fees	400	-	-	100	100	200	300	200	-	208	208	208	1,300	624	1,924	2,500	77%	
S/F Snack Bar Revenue	-	-	-	-	-	-	-	-	-	250	250	250	-	750	750	3,000	25%	
Tennis Merchandise Sales	2,360	1,151	3,692	1,309	883	1,716	2,366	1,809	1,950	2,083	2,083	2,083	17,236	6,249	23,485	25,000	94%	
Tennis Special Events&Socials	-	-	-	-	-	-	500	3,850	-	375	-	-	4,350	375	4,725	1,500	315%	
Tennis Lessons & Clinics	36,496	28,276	29,172	26,199	30,141	25,500	31,383	27,659	23,032	25,000	25,000	25,000	257,857	75,001	332,858	300,000	111%	
Tennis Ball Machine Rental Fee	208	116	3,232	1,040	696	336	224	457	176	542	542	542	6,485	1,626	8,111	6,500	125%	
Tennis Membership	47,153	1,800	1,725	6,308	2,200	1,950	3,086	25,350	375	-	-	-	89,947	-	89,947	65,000	138%	
Interest - Tax Collector	-	-	-	-	-	-	7,567	-	-	-	-	-	7,567	-	7,567	-	0%	
Special Assmnts- Tax Collector	-	496,160	858,263	1,236,968	480,206	110,547	-	-	187,714	-	-	-	3,369,858	63,490	3,433,348	3,433,348	100%	
Special Assmnts- Discounts	-	(20,274)	(34,274)	(49,362)	(17,407)	(2,128)	-	-	(6)	-	-	-	(123,451)	-	(123,451)	(137,334)	90%	
Other Miscellaneous Revenues	27,329	837	192	4,216	386	458	69	(28,323)	4	708	708	708	5,168	2,124	7,292	8,500	86%	
Gate Bar Code/Remotes	289	356	362	248	155	399	319	394	488	333	333	333	3,010	999	4,009	4,000	100%	
Impact Fee	26,356	-	-	58,424	29,034	-	-	-	-	23,885	23,885	23,885	113,814	71,655	185,469	286,625	65%	
<b>Total Revenues</b>	<b>151,484</b>	<b>517,457</b>	<b>880,352</b>	<b>1,310,437</b>	<b>544,905</b>	<b>183,720</b>	<b>70,843</b>	<b>612,800</b>	<b>235,523</b>	<b>58,426</b>	<b>58,051</b>	<b>58,051</b>	<b>4,507,520</b>	<b>238,019</b>	<b>4,745,539</b>	<b>4,949,421</b>	<b>96%</b>	
<b>Expenditures</b>																		
<b>Administrative</b>																		
P/R-Board of Supervisors	1,259	(129)	1,143	861	106	1,154	1,224	981	754	1,190	1,190	1,190	7,355	3,568	10,923	14,285	76%	
ProfServ-Arbitrage Rebate	-	-	600	-	-	-	-	-	-	-	-	-	600	-	600	1,800	33%	
ProfServ-Dissemination Agent	(3,000)	-	3,000	-	-	-	-	-	-	-	-	-	-	-	-	3,000	0%	
ProfServ-Engineering	-	3,860	4,040	913	2,637	2,555	3,426	2,168	1,954	2,083	2,083	2,083	21,552	6,250	27,802	25,000	111%	
ProfServ-Legal Services	-	8,526	6,119	5,201	6,390	7,124	-	3,338	10,017	6,250	6,250	6,250	46,713	18,752	65,465	75,000	87%	
ProfServ-Mgmt Consulting	5,820	5,820	5,820	5,820	5,820	5,820	5,820	5,820	5,820	5,820	5,820	5,820	52,382	17,458	69,840	69,842	100%	
ProfServ-Special Assessment	-	-	16,872	-	-	-	-	-	-	-	-	-	16,872	-	16,872	16,872	100%	
ProfServ-Trustee Fees	-	-	120	700	-	1,886	-	4,409	2,813	3,800	3,800	-	9,927	7,601	17,528	11,400	154%	
Auditing Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,800	0%	
Postage and Freight	133	94	250	554	146	293	99	156	59	383	383	383	1,785	1,148	2,933	4,600	64%	
Insurance - General Liability	20,067	10,033	-	-	10,033	-	-	-	-	-	-	-	40,133	-	40,133	42,210	95%	
Printing and Binding	-	-	144	55	97	-	89	55	-	208	208	208	441	623	1,064	2,500	43%	
Legal Advertising	-	75	78	192	173	78	-	-	150	292	292	292	744	878	1,622	3,500	46%	
Miscellaneous Services	1,099	2,175	890	1,258	964	984	881	1,142	987	1,167	1,167	1,167	10,380	3,501	13,881	14,000	99%	
Misc-Assessment Collection Cost	-	9,518	16,480	23,718	9,256	2,168	-	-	3,754	-	-	-	64,894	-	64,894	68,667	95%	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	TOTAL					
													Actual Thru 6/30/2024	Projected Next 3 Mths	FY2024 Total	Adopted Budget	% of Budget	
Shared Exp - Other Local Units	-	-	-	-	-	-	-	521,042	-	-	-	-	-	521,042	-	521,042	521,042	100%
Office Supplies	44	-	146	-	60	-	60	60	-	123	123	123	-	370	369	739	1,474	50%
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	-	175	-	175	175	100%
<b>Total Administrative</b>	<b>25,597</b>	<b>39,972</b>	<b>55,702</b>	<b>39,272</b>	<b>35,682</b>	<b>22,062</b>	<b>11,599</b>	<b>539,171</b>	<b>26,308</b>	<b>21,316</b>	<b>21,316</b>	<b>17,516</b>	<b>795,365</b>	<b>60,148</b>	<b>855,513</b>	<b>880,167</b>	<b>97%</b>	
<b>Other Public Safety</b>																		
Payroll-Benefits	50	385	291	329	314	635	438	564	727	625	625	625	3,733	1,875	5,608	7,500	75%	
Payroll-Engineering	1,504	3,756	8,160	4,034	4,988	5,305	4,811	6,493	4,873	7,438	7,438	7,438	43,925	22,313	66,238	89,255	74%	
Payroll-Janitor	211	186	256	173	181	186	180	254	163	208	208	208	1,789	625	2,414	2,500	97%	
Contracts-Security Services	20,955	10,477	10,477	10,477	7,548	4,619	-	7,548	15,106	11,250	11,250	11,250	87,208	33,749	120,957	135,000	90%	
Contracts-Roving Patrol	3,794	3,313	5,571	4,099	4,620	4,363	6,779	4,385	3,468	4,675	4,675	4,675	40,392	14,025	54,417	56,100	97%	
R&M-Gate	11,315	625	826	1,324	946	1,456	1,614	2,191	764	2,500	2,500	2,500	21,060	7,501	28,561	30,000	95%	
Misc-Bar Codes	-	-	-	-	1,296	-	-	1,372	-	445	445	445	2,668	1,335	4,003	5,335	75%	
<b>Total Other Public Safety</b>	<b>37,829</b>	<b>18,742</b>	<b>25,581</b>	<b>20,436</b>	<b>19,893</b>	<b>16,564</b>	<b>13,822</b>	<b>22,807</b>	<b>25,101</b>	<b>27,141</b>	<b>27,141</b>	<b>27,141</b>	<b>200,775</b>	<b>81,423</b>	<b>282,198</b>	<b>325,690</b>	<b>87%</b>	
<b>Field</b>																		
Payroll-Benefits	330	382	273	323	387	1,070	1,314	1,668	2,406	830	830	830	8,151	2,492	10,643	9,965	107%	
Payroll-Engineering	1,504	3,756	8,160	4,034	4,988	5,305	4,811	6,493	4,873	5,955	5,955	5,955	43,925	17,864	61,789	71,455	86%	
Rentals - General	-	-	-	-	-	-	-	197	(197)	-	-	-	-	-	-	-	0%	
Lease - Land	-	-	-	-	-	-	2,283	-	-	-	-	-	2,283	-	2,283	2,115	108%	
R&M-Bike Paths & Asphalt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,500	0%	
R&M-Boardwalks	5,660	150	150	372	1,319	164	61,828	1,342	9,319	-	-	-	80,304	-	80,304	25,000	321%	
R&M-Buildings	-	-	-	-	-	-	-	111	951	1,667	1,667	1,667	1,062	5,001	6,063	20,000	30%	
R&M-Electrical	-	-	189	198	(50)	1,053	5,148	122	30	515	515	515	6,689	1,546	8,235	6,180	133%	
R&M-Fountain	-	-	58	-	-	45	90	-	186	417	417	417	379	1,251	1,630	5,000	33%	
R&M-Mulch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,350	0%	
R&M-Roads & Alleyways	2,289	110	1,321	3,289	9,952	1,669	1,439	3,571	12,811	11,667	11,667	11,667	36,450	35,002	71,452	140,000	51%	
R&M-Sidewalks	2,121	-	249	10,413	1,055	27,125	19,794	385	-	3,333	3,333	3,333	61,141	10,000	71,141	40,000	178%	
R&M-Signage	20	26	248	975	829	-	-	-	-	1,275	1,575	-	2,098	2,850	4,948	7,500	66%	
Cap Outlay-Machinery and Equip	-	-	20,889	2,321	-	-	-	-	-	-	-	-	23,210	-	23,210	-	0%	
<b>Total Field</b>	<b>11,924</b>	<b>4,424</b>	<b>31,537</b>	<b>21,925</b>	<b>18,480</b>	<b>36,431</b>	<b>96,707</b>	<b>13,889</b>	<b>30,379</b>	<b>25,659</b>	<b>25,959</b>	<b>24,384</b>	<b>265,692</b>	<b>76,006</b>	<b>341,698</b>	<b>341,065</b>	<b>100%</b>	
<b>Landscape Services</b>																		
Payroll-Salaries	5,180	5,380	8,070	5,520	5,902	5,640	5,952	9,203	14,807	6,889	6,889	6,889	65,653	20,668	86,321	82,672	104%	
Payroll-Administrative	237	480	300	-	275	250	90	145	136	528	528	528	1,913	1,584	3,497	6,335	55%	
Payroll-Benefits	3,918	3,360	2,486	3,092	2,724	6,338	8,490	5,193	9,360	7,260	7,260	7,260	44,960	21,781	66,741	87,124	77%	
Payroll-General Staff	8,151	16,680	26,435	16,588	15,701	15,693	16,012	21,864	17,436	22,500	22,500	22,500	154,560	67,500	222,060	270,000	82%	
Payroll-Irrigation Staff	3,499	7,164	10,686	7,394	7,232	7,542	7,723	11,591	7,717	7,217	7,217	7,217	70,548	21,651	92,199	86,600	106%	
Payroll-IPM Staff	569	1,440	2,335	1,606	1,398	1,536	1,404	4,713	4,940	8,998	8,998	8,998	19,941	26,994	46,935	107,975	43%	



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

Account Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL				
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Actual Thru 6/30/2024	Projected Next 3 Mths	FY2024 Total	Adopted Budget	% of Budget
Payroll-Equipment Mechanic	1,769	3,936	6,191	4,165	3,693	3,935	3,815	5,794	3,977	3,187	3,187	3,187	37,276	9,560	46,836	38,242	122%
Payroll Taxes	512	2,763	4,256	2,781	2,688	2,716	2,684	4,134	3,881	3,769	3,769	3,769	26,415	11,307	37,722	45,225	83%
ProfServ-Info Technology	-	-	-	-	-	-	-	-	-	-	42	42	-	126	126	500	25%
Contracts-Misc Labor	-	-	9,900	3,300	3,300	6,600	-	6,600	-	3,491	3,491	3,491	29,700	10,473	40,173	41,895	96%
Communication - Telephone	-	-	1,617	322	-	639	638	316	321	325	325	325	3,853	975	4,828	3,900	124%
Utility - Cable TV Billing	196	196	196	239	413	32	446	271	239	200	200	200	2,228	600	2,828	2,395	118%
Electricity - General	495	351	308	301	1,047	293	366	(766)	441	280	280	280	2,836	840	3,676	3,360	109%
Utility - Refuse Removal	222	227	1,702	3,018	1,321	1,485	1,681	394	964	1,138	1,138	1,138	11,013	3,415	14,428	13,650	106%
Utility - Water & Sewer	211	267	-	303	207	198	343	228	213	175	175	175	1,970	525	2,495	2,100	119%
Rentals - General	-	-	-	-	-	-	-	-	-	83	83	83	-	249	249	1,000	25%
R&M-Buildings	-	-	1,008	81	157	821	629	-	166	500	500	500	2,863	1,499	4,362	6,000	73%
R&M-Equipment	631	376	2,101	3,829	1,113	201	695	483	1,104	2,625	2,625	2,625	10,533	7,875	18,408	31,500	58%
R&M-Grounds	2,691	1,952	80	946	-	-	180	-	226	1,925	1,925	1,925	6,075	5,775	11,850	23,100	51%
R&M-Irrigation	2,023	761	1,230	4,134	1,410	1,207	1,401	1,732	2,117	2,013	2,013	2,013	16,015	6,039	22,054	24,150	91%
R&M-Mulch	53,533	-	9,033	-	41	-	-	123	-	7,875	7,875	7,875	62,729	23,626	86,355	94,500	91%
R&M-Pump Station	4,649	-	-	7,375	8,500	-	-	-	-	1,667	1,667	1,667	20,524	5,001	25,525	20,000	128%
R&M-Trees and Trimming	-	-	375	4,000	5,000	-	(500)	-	5,175	2,917	2,917	2,917	14,050	8,751	22,801	35,000	65%
Misc-Employee Meals	-	-	265	1,048	2,149	-	143	-	-	542	542	542	3,605	1,626	5,231	6,500	80%
Office Supplies	-	44	(44)	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Office Equipment	-	-	-	-	-	-	-	-	-	42	42	42	-	126	126	500	25%
Op Supplies - General	1,176	-	733	635	1,597	579	627	2,232	659	2,083	2,083	2,083	8,237	6,250	14,487	25,000	58%
Op Supplies - Uniforms	-	-	-	-	-	2,402	-	-	-	417	417	417	2,402	1,251	3,653	5,000	73%
Op Supplies - Fuel, Oil	1,502	-	1,013	152	58	2,662	1,634	1,272	1,522	1,667	1,667	1,667	9,815	5,001	14,816	20,000	74%
Impr - Landscape	-	-	5,085	3,370	6,539	400	4,544	400	4,813	2,917	2,917	2,917	25,151	8,751	33,902	35,000	97%
Cap Outlay-Machinery and Equip	-	-	-	-	-	245	3,654	-	-	708	708	708	3,899	2,124	6,023	8,500	71%
<b>Total Landscape Services</b>	<b>91,164</b>	<b>45,377</b>	<b>95,361</b>	<b>74,199</b>	<b>72,465</b>	<b>61,414</b>	<b>62,651</b>	<b>75,922</b>	<b>80,214</b>	<b>93,980</b>	<b>93,980</b>	<b>93,980</b>	<b>658,764</b>	<b>281,943</b>	<b>940,707</b>	<b>1,127,723</b>	<b>83%</b>
<b>Utilities</b>																	
Electricity - Streetlights	8,354	8,380	8,132	8,238	8,170	8,126	8,299	8,226	8,388	7,131	7,131	7,131	74,313	21,393	95,706	85,575	112%
Utility - Water & Sewer	461	570	570	586	22	-	882	363	560	1,167	1,167	1,167	4,014	3,501	7,515	14,000	54%
R&M-Lake	4,000	4,000	4,200	4,900	4,100	4,000	7,528	4,000	6,780	4,000	4,000	4,000	43,508	12,000	55,508	48,000	116%
<b>Total Utilities</b>	<b>12,815</b>	<b>12,950</b>	<b>12,902</b>	<b>13,724</b>	<b>12,292</b>	<b>12,126</b>	<b>16,709</b>	<b>12,589</b>	<b>15,728</b>	<b>12,298</b>	<b>12,298</b>	<b>12,298</b>	<b>121,835</b>	<b>36,894</b>	<b>158,729</b>	<b>147,575</b>	<b>108%</b>
<b>Operation &amp; Maintenance</b>																	
Payroll-Shared Personnel	6,024	300	-	-	-	-	-	-	-	29,333	29,333	29,333	6,324	87,999	94,323	351,990	27%
ProfServ-Field Management	25,396	25,396	25,396	32,427	24,562	25,396	27,054	25,396	25,396	25,396	25,396	25,396	236,419	76,188	312,607	304,752	103%
Training/Staff Development	-	-	-	-	-	-	-	-	-	208	208	208	-	624	624	2,500	25%
Communication - Telephone	-	-	-	-	-	-	-	-	-	142	142	142	-	426	426	1,700	25%
Postage and Freight	362	-	35	35	20	-	-	-	88	38	38	38	540	114	654	450	145%
Rentals - General	197	197	197	197	197	-	-	-	394	198	198	198	1,377	596	1,973	2,375	83%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	TOTAL					
													Actual Thru 6/30/2024	Projected Next 3 Mths	FY2024 Total	Adopted Budget	% of Budget	
Printing and Binding	382	470	537	382	386	386	696	398	494	438	438	438	4,131	1,314	5,445	5,250	104%	
Misc-Connection Computer	-	317	-	317	200	-	1,037	-	-	208	208	208	1,871	624	2,495	2,500	100%	
Billback Expenses Developer	273	-	302	533	-	-	-	-	-	-	-	-	1,108	-	1,108	-	0%	
Office Supplies	-	-	-	-	27	365	540	-	19	63	63	63	951	189	1,140	750	152%	
Op Supplies - General	201	42	578	954	1,445	-	13	541	1,094	667	667	667	4,869	2,000	6,869	8,000	86%	
<b>Total Operation &amp; Maintenance</b>	<b>32,835</b>	<b>26,722</b>	<b>27,045</b>	<b>34,845</b>	<b>26,837</b>	<b>26,147</b>	<b>29,340</b>	<b>26,335</b>	<b>27,485</b>	<b>56,691</b>	<b>56,691</b>	<b>56,691</b>	<b>257,590</b>	<b>170,074</b>	<b>427,664</b>	<b>680,267</b>	<b>63%</b>	
<b><u>Parks and Recreation</u></b>																		
ProfServ-Mgmt Consulting	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	20,246	6,754	27,000	26,994	100%	
Insurance -Property & Casualty	52,037	26,018	-	-	27,205	-	-	-	-	-	-	-	105,260	-	105,260	73,988	142%	
<b>Total Parks and Recreation</b>	<b>54,287</b>	<b>28,268</b>	<b>2,250</b>	<b>2,250</b>	<b>29,455</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>125,506</b>	<b>6,754</b>	<b>132,260</b>	<b>100,982</b>	<b>131%</b>	
<b><u>Clubhouse</u></b>																		
Contracts-Misc Labor	-	-	-	425	199	(199)	-	-	855	263	263	263	1,280	789	2,069	3,150	66%	
Contracts-Outside Fitness	840	775	1,365	1,050	915	1,474	2,878	2,069	1,544	458	458	458	12,910	1,374	14,284	5,500	260%	
R&M-Air Conditioning	-	-	106	129	144	-	-	-	-	625	625	625	379	1,875	2,254	7,500	30%	
R&M-Buildings	-	-	-	-	-	-	2,699	4,619	81	417	417	417	7,399	1,251	8,650	5,000	173%	
R&M-Equipment	77	-	-	-	-	-	-	-	40	250	250	250	117	750	867	3,000	29%	
Special Events	3,455	6,733	1,279	7,238	1,803	3,300	5,618	2,813	3,093	4,167	4,167	4,167	35,333	12,500	47,833	50,000	96%	
Cap Outlay-Machinery and Equip	-	-	-	-	-	-	-	-	-	125	125	125	-	375	375	1,500	25%	
Cap Outlay-Clubhouse	-	-	1,627	-	96	-	488	300	1,353	833	833	833	3,864	2,499	6,363	10,000	64%	
<b>Total Clubhouse</b>	<b>4,372</b>	<b>7,508</b>	<b>4,377</b>	<b>8,842</b>	<b>3,157</b>	<b>4,575</b>	<b>11,683</b>	<b>9,801</b>	<b>6,966</b>	<b>7,138</b>	<b>7,138</b>	<b>7,138</b>	<b>61,282</b>	<b>21,413</b>	<b>82,695</b>	<b>85,650</b>	<b>97%</b>	
<b><u>Swimming Pool</u></b>																		
Payroll-Salaries	(1,634)	3,667	265	160	-	-	-	-	-	8,631	8,631	8,631	2,458	25,893	28,351	103,570	27%	
Payroll-Hourly	2,763	2,948	9,305	6,102	6,172	6,145	6,881	9,404	7,620	4,175	4,175	4,175	57,341	12,524	69,865	50,097	139%	
Payroll-Lifeguards	-	-	-	-	-	-	-	-	-	3,500	3,500	3,500	-	10,500	10,500	42,000	25%	
Payroll-Benefits	2,469	2,056	1,685	1,993	1,962	8,229	264	320	1,942	2,369	2,369	2,369	20,922	7,105	28,027	28,425	99%	
Payroll-Engineering	1,504	3,130	6,800	3,362	4,157	4,421	4,009	5,411	4,060	5,955	5,955	5,955	36,855	17,864	54,719	71,455	77%	
Payroll-Janitor	422	1,299	1,789	1,210	1,261	1,300	1,259	1,777	1,150	1,165	1,165	1,165	11,468	3,494	14,962	13,975	107%	
Payroll-Landscape	565	593	1,780	1,187	1,187	1,187	1,187	1,780	1,187	1,285	1,285	1,285	10,650	3,858	14,508	15,425	94%	
Payroll Taxes	263	461	732	467	472	470	526	719	583	1,336	1,336	1,336	4,694	4,007	8,701	16,035	54%	
ProfServ-Info Technology	150	-	-	200	350	-	100	-	-	208	208	208	800	624	1,424	2,500	57%	
Contracts-Lifeguard Services	-	-	-	-	-	-	3,993	-	1,008	-	-	-	5,001	-	5,001	-	0%	
Contracts-Landscape	-	-	-	-	-	-	500	-	-	417	417	417	500	1,251	1,751	5,000	35%	
Travel and Per Diem	-	-	-	-	-	-	-	-	-	17	17	17	-	51	51	200	26%	
Communication - Telephone	442	501	761	1,050	356	321	1,286	955	172	573	573	573	5,844	1,719	7,563	6,875	110%	
Utility - General	5,671	4,218	6,098	8,166	2,439	1,502	6,394	4,826	4,996	4,660	4,660	4,660	44,310	13,980	58,290	55,920	104%	
Utility - Cable TV Billing	295	188	402	299	296	3	299	597	491	368	368	368	2,868	1,106	3,974	4,410	90%	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	TOTAL				
													Actual Thru 6/30/2024	Projected Next 3 Mths	FY2024 Total	Adopted Budget	% of Budget
Utility - Refuse Removal	622	220	216	216	-	215	215	508	-	254	254	254	2,212	762	2,974	3,050	98%
R&M-Buildings	-	1,530	539	2,202	2,605	(109)	12,560	613	1,895	1,250	1,250	1,250	21,836	3,749	25,585	15,000	171%
R&M-Pools	1,962	2,703	4,859	4,202	3,908	2,125	2,291	2,713	6,123	2,450	2,450	2,450	30,886	7,350	38,236	29,400	130%
R&M-Vehicles	-	-	-	-	-	-	-	-	-	42	42	42	-	126	126	500	25%
Advertising	125	169	203	125	125	125	125	125	125	42	42	42	1,246	127	1,373	500	275%
Miscellaneous Services	-	-	-	-	-	-	-	-	-	29	29	29	-	87	87	350	25%
Misc-Employee Meals	-	-	108	823	1,863	-	171	-	59	391	391	391	3,024	1,173	4,197	4,695	89%
Misc-Training	-	-	-	-	-	-	-	-	-	125	125	125	-	375	375	1,500	25%
Misc-Licenses & Permits	-	-	-	-	-	-	-	-	925	92	92	92	925	276	1,201	1,100	109%
Office Supplies	107	94	203	166	293	151	516	339	1,622	250	250	250	3,492	749	4,241	3,000	141%
Cleaning Supplies	-	-	82	79	50	-	111	7	64	125	125	125	394	374	768	1,500	51%
Office Equipment	-	-	-	-	200	-	600	652	659	250	250	250	2,111	750	2,861	3,000	95%
Snack-Bar Expenses	-	-	-	-	-	-	-	-	-	83	83	83	-	249	249	1,000	25%
Op Supplies - General	-	(90)	90	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Op Supplies - Spa & Paper	-	-	-	-	58	-	334	-	327	125	125	125	719	375	1,094	1,500	73%
Op Supplies - Uniforms	-	-	-	-	-	-	1,037	-	60	125	125	125	1,097	375	1,472	1,500	98%
Subscriptions and Memberships	1,085	-	1,739	60	693	7,110	641	407	165	625	625	625	11,899	1,876	13,775	7,500	184%
Cap Outlay - Pool Furniture	-	-	-	-	-	-	-	3,669	4,595	1,250	1,250	1,250	8,264	3,750	12,014	15,000	80%
Capital Outlay - Pool	-	-	-	-	-	-	-	-	596	833	833	833	596	2,499	3,095	10,000	31%
<b>Total Swimming Pool</b>	<b>16,811</b>	<b>23,687</b>	<b>37,656</b>	<b>32,069</b>	<b>28,447</b>	<b>33,195</b>	<b>45,299</b>	<b>34,822</b>	<b>40,424</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>292,412</b>	<b>128,998</b>	<b>421,410</b>	<b>515,982</b>	<b>82%</b>
<b>Tennis Court</b>																	
Payroll-Salaries	4,531	9,429	13,988	9,864	9,573	9,699	9,489	13,175	7,269	11,375	11,375	11,375	87,018	34,124	121,142	136,500	89%
Payroll-Hourly	2,055	3,946	6,294	4,256	3,949	3,797	3,884	7,322	7,022	3,617	3,617	3,617	42,524	10,852	53,376	43,405	123%
Payroll-Benefits	1,821	1,870	1,084	1,691	1,486	4,280	4,485	2,928	2,965	3,370	3,370	3,370	22,610	10,110	32,720	40,445	81%
Payroll-Engineering	903	1,878	4,080	2,017	2,494	2,653	2,406	3,247	2,436	4,466	4,466	4,466	22,113	13,399	35,512	53,595	66%
Payroll-Commission	29,282	26,240	25,845	21,145	27,800	22,528	30,858	29,960	19,792	22,838	22,838	22,838	233,450	68,514	301,964	274,050	110%
Payroll-Janitor	211	371	511	346	361	372	360	508	330	510	510	510	3,368	1,532	4,900	6,115	80%
Payroll-Landscape	189	379	568	379	379	379	379	568	379	410	410	410	3,598	1,231	4,829	4,925	98%
Payroll Taxes	1,293	2,251	2,749	1,931	2,073	1,877	2,048	2,967	1,844	2,946	2,946	2,946	19,033	8,838	27,871	35,355	79%
ProfServ-Administrative	-	-	-	-	-	-	-	136	(136)	-	-	-	-	-	-	-	0%
ProfServ-Info Technology	-	1,508	-	1,508	-	-	1,508	-	-	208	208	208	4,523	625	5,148	2,500	206%
Contracts-Landscape	-	-	-	-	-	205	145	-	-	417	417	417	350	1,251	1,601	5,000	32%
Communication - Telephone	298	-	330	582	293	-	586	292	-	229	229	229	2,381	687	3,068	2,750	112%
Utility - Cable TV Billing	277	277	277	320	-	320	320	641	313	215	215	215	2,747	643	3,390	2,585	131%
Electricity - General	1,058	1,108	1,118	1,134	1,077	1,032	1,235	942	1,055	1,094	1,094	1,094	9,759	3,282	13,041	13,125	99%
Utility - Refuse Removal	622	220	216	216	-	215	208	508	422	215	215	215	2,627	645	3,272	2,585	127%
Utility - Water & Sewer	114	116	-	238	157	125	168	152	670	131	131	131	1,741	392	2,133	1,575	135%
Rental/Lease - Vehicle/Equip	-	132	132	132	132	132	264	132	132	149	149	149	1,189	446	1,635	1,785	92%
R&M-General	209	434	225	267	18,635	3,621	10,616	-	415	583	583	583	34,421	1,750	36,171	7,000	517%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	TOTAL				
													Actual Thru 6/30/2024	Projected Next 3 Mths	FY2024 Total	Adopted Budget	% of Budget
R&M-Court Maintenance	-	-	487	273	1,940	-	305	-	-	1,667	1,667	1,667	3,006	5,000	8,006	20,000	40%
R&M-Vandalism	-	-	-	-	-	-	-	-	-	42	42	42	-	126	126	500	25%
Printing and Binding	-	-	-	126	-	413	-	-	-	42	42	42	539	126	665	500	133%
Advertising	125	169	203	125	125	125	125	125	125	42	42	42	1,246	127	1,373	500	275%
Misc-Employee Meals	-	-	-	288	1,062	-	78	-	-	208	208	208	1,428	624	2,052	2,500	82%
Special Events	-	-	-	240	-	2,450	1,616	-	58	83	83	83	4,363	250	4,613	1,000	461%
Office Supplies	173	203	203	44	227	344	545	253	569	208	208	208	2,562	623	3,185	2,500	127%
Office Equipment	-	-	-	-	-	-	-	-	-	417	417	417	-	1,251	1,251	5,000	25%
Teaching Supplies	-	-	719	262	719	-	519	-	-	-	650	450	2,219	1,100	3,319	4,000	83%
Op Supplies - Uniforms	16	59	48	-	-	-	82	39	-	-	-	-	243	1	244	500	49%
COS - Start Up Inventory	1,016	1,212	1,108	-	979	-	2,221	1,493	1,038	-	-	-	9,067	-	9,067	15,000	60%
Subscriptions and Memberships	-	-	325	325	325	-	-	-	-	-	-	-	975	-	975	1,775	55%
Cap Outlay-Machinery and Equip	-	3,573	-	16,648	-	-	-	-	2,412	2,100	-	-	22,632	2,101	24,733	10,000	247%
<b>Total Tennis Court</b>	<b>44,193</b>	<b>55,375</b>	<b>60,510</b>	<b>64,357</b>	<b>73,786</b>	<b>54,567</b>	<b>74,450</b>	<b>65,388</b>	<b>49,110</b>	<b>57,582</b>	<b>56,132</b>	<b>55,932</b>	<b>541,732</b>	<b>169,650</b>	<b>711,382</b>	<b>697,070</b>	<b>102%</b>
<b>Total Expenditures</b>	<b>331,827</b>	<b>263,025</b>	<b>352,921</b>	<b>311,919</b>	<b>320,494</b>	<b>269,331</b>	<b>364,510</b>	<b>802,974</b>	<b>303,965</b>	<b>347,055</b>	<b>345,905</b>	<b>340,330</b>	<b>3,320,953</b>	<b>1,033,303</b>	<b>4,354,256</b>	<b>4,902,171</b>	<b>89%</b>
<b>Reserves</b>																	
Reserve - Field	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,250	0%
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,250</b>	<b>0%</b>
<b>Total Expenditures &amp; Reserves</b>	<b>331,827</b>	<b>263,025</b>	<b>352,921</b>	<b>311,919</b>	<b>320,494</b>	<b>269,331</b>	<b>364,510</b>	<b>802,974</b>	<b>303,965</b>	<b>347,055</b>	<b>345,905</b>	<b>340,330</b>	<b>3,320,953</b>	<b>1,033,303</b>	<b>4,354,256</b>	<b>4,949,421</b>	<b>88%</b>
Excess (deficiency) of revenues																	
Over (under) expenditures	\$ (180,344)	\$ 254,432	\$ 527,431	\$ 998,518	\$ 224,411	\$ (85,611)	\$ (293,667)	\$ (190,174)	\$ (68,442)	\$ (288,629)	\$ (287,854)	\$ (282,279)	1,186,567	(795,284)	391,283	-	0%
<b>Fund Balance, Beginning (Oct 1, 2023)</b>													<b>3,604,847</b>	<b>-</b>	<b>3,604,847</b>	<b>3,604,847</b>	
<b>Fund Balance, Ending</b>													<b>\$ 4,791,414</b>	<b>\$ (795,284)</b>	<b>\$ 3,996,130</b>	<b>\$ 3,604,847</b>	

**Marshall Creek****Notes to the Financial Statements**

Community Development District

**Balance Sheet**

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**Assets**

- ▶ Cash - This includes Valley National Bank and Bank United Regular Operating Checking.
- ▶ Assessments Receivable - Delinquent assessments for FY2017-FY2021.
- ▶ Allow-Doubtful Collections - Delinquent assessments for FY2017-FY2021.
- ▶ Due From Other Districts - Sweetwater Creek shared expenses.
- ▶ Due From Other Funds - Assessment funds received by the General Fund for the Capital Reserve Fund and Debt Service Funds.
- ▶ Prepaid Items - Prepaid expenses for FY 2024.

**Liabilities**

- ▶ Accounts Payable - Invoices received that will be paid in following month.
- ▶ Accrued Expenses - Utilities and contracted expenses that will be paid in following month.
- ▶ Sales Tax Payable - Taxes due to the State of Florida for revenue collected at the District.
- ▶ Due To Other Funds - Assessments received for the Capital Reserve fund and Debt Service Funds.

**Fund Balance**

- ▶ In the General Fund, the District has assigned Reserves for Operations, and Repair and Replacement.

*The notes are intended to provide additional information helpful when reviewing the financial statements.*

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**Budget Analysis - Significant Variances**

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<b><u>Revenues</u></b>				
Interest-Investment	\$ 50,000	\$ 202,492	405%	Interest earned on investment.
Interlocal Agreement - Other	\$ 351,990	\$ 5,447	2%	Interlocal agreement with Sweetwater Creek CDD for staffing.
Tennis Lessons & Clinics	\$ 300,000	\$ 257,857	86%	Tennis lessons revenue through June.
Tennis Ball Machine Rental Fee	\$ 6,500	\$ 6,485	100%	Tennis ball machine rental revenue through June.
Tennis Membership	\$ 65,000	\$ 89,947	138%	Tennis membership revenue.
Special Assmnts - Tax Collector	\$ 3,433,348	\$ 3,369,858	98%	Assessments collections through June.
Other Miscellaneous Revenue	\$ 8,500	\$ 5,168	61%	Includes: Non-Resident memberships, Access cards, guest fees, and other miscellaneous revenues.
<b><u>Expenditures</u></b>				
<b><u>Administrative</u></b>				
Insurance-General Liability	\$ 42,210	\$ 40,133	95%	Public Risk for FY 2024. Preferred Governmental Insurance Trust.
<b><u>Other Public Safety</u></b>				
R&M-Gate	\$ 30,000	\$ 21,060	70%	Gate related utilities and repairs.
<b><u>Field</u></b>				
R&M-Boardwalks	\$ 25,000	\$ 80,304	321%	Pressure treated lumber for repairs. Includes contract for Tolomato South Boardwalk Repair Project.
R&M-Sidewalks	\$ 40,000	\$ 61,141	153%	Sidewalk repairs. Includes Golf cart path repair.
Cap Outlay-Machinery and Equip	\$ -	\$ 23,210	NA	Replacement utility cart for engineering.
<b><u>Landscape Services</u></b>				
Payroll-Irrigation Staff	\$ 86,600	\$ 70,548	81%	Payroll is current through June 2024.
Payroll-Equipment Mechanic	\$ 38,242	\$ 37,276	97%	Payroll is current regarding equipment mechanic through June 2024.
Contracts-Misc Labor	\$ 41,895	\$ 29,700	71%	Monthly lawn maintenance.
R&M-Pump Station	\$ 20,000	\$ 20,524	103%	Includes Flow Certification, 3HP sub pump, Aquifer installation for well and pump.

The notes are intended to provide additional information helpful when reviewing the financial statements.

<b>Budget Analysis - Significant Variances</b>
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<b>Account Name</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>	<b>Explanation</b>
<b><u>Parks and Recreation</u></b>				
Insurance-Property & Casualty	\$ 73,988	\$ 105,260	142%	Significant increase in property insurance premium.
<b><u>Clubhouse</u></b>				
Contracts-Outside Fitness	\$ 5,500	\$ 12,910	235%	Includes payments for fitness instructors.
<b><u>Swimming Pool</u></b>				
Payroll-Hourly	\$ 50,097	\$ 57,341	114%	Swim/Fitness payroll increase during season.
R&M-Buildings	\$ 15,000	\$ 21,836	146%	Supplies for building repairs. Includes slide deposit.
R&M-Pools	\$ 29,400	\$ 30,886	105%	Purchases for pool maintenance supplies.
<b><u>Tennis Court</u></b>				
R&M-General	\$ 7,000	\$ 34,421	492%	Supplies and repair expenses for tennis court area. Includes Tennis Court Light Pole deposit.
Cap-Outlay-Machinery and Equip	\$ 10,000	\$ 22,632	226%	Includes repair to tennis court fence; installation of breakers, conduit and wiring; resurface courts 5 and 6.

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The notes are intended to provide additional information helpful when reviewing the financial statements.

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	52,924	52,924	51,945	(979)
Special Assmnts- Discounts	(2,117)	(2,117)	(1,903)	214
<b>TOTAL REVENUES</b>	<b>50,807</b>	<b>50,807</b>	<b>50,042</b>	<b>(765)</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	1,058	1,058	1,000	58
<b>Total Administration</b>	<b>1,058</b>	<b>1,058</b>	<b>1,000</b>	<b>58</b>
<b>TOTAL EXPENDITURES</b>	<b>1,058</b>	<b>1,058</b>	<b>1,000</b>	<b>58</b>
Excess (deficiency) of revenues Over (under) expenditures	49,749	49,749	49,042	(707)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	49,749	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>49,749</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 49,749	\$ 49,749	\$ 49,042	\$ (707)
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>244,539</b>	<b>244,540</b>	<b>244,539</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 294,288</b>	<b>\$ 294,289</b>	<b>\$ 293,581</b>	



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 250	\$ 187	\$ 27,863	\$ 27,676
Special Assmnts- Tax Collector	1,164,552	1,164,552	1,140,190	(24,362)
Special Assmnts- Prepayment	-	-	15,576	15,576
Special Assmnts- Discounts	(46,582)	(46,582)	(41,770)	4,812
<b>TOTAL REVENUES</b>	<b>1,118,220</b>	<b>1,118,157</b>	<b>1,141,859</b>	<b>23,702</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	23,291	23,291	21,957	1,334
<b>Total Administration</b>	<b>23,291</b>	<b>23,291</b>	<b>21,957</b>	<b>1,334</b>
<b>Debt Service</b>				
Principal Debt Retirement	710,000	710,000	710,000	-
Principal Prepayments	-	-	25,000	(25,000)
Interest Expense	400,250	400,250	399,625	625
<b>Total Debt Service</b>	<b>1,110,250</b>	<b>1,110,250</b>	<b>1,134,625</b>	<b>(24,375)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,133,541</b>	<b>1,133,541</b>	<b>1,156,582</b>	<b>(23,041)</b>
Excess (deficiency) of revenues Over (under) expenditures	(15,321)	(15,384)	(14,723)	661
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(15,321)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(15,321)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (15,321)	\$ (15,384)	\$ (14,723)	\$ 661
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>599,683</b>	<b>599,683</b>	<b>599,683</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 584,362</b>	<b>\$ 584,299</b>	<b>\$ 584,960</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 600	\$ 450	\$ 36,133	\$ 35,683
Special Assmnts- Tax Collector	1,019,648	1,019,648	1,000,786	(18,862)
Special Assmnts- Prepayment	-	-	7,102	7,102
Special Assmnts- Discounts	(40,786)	(40,786)	(36,663)	4,123
<b>TOTAL REVENUES</b>	<b>979,462</b>	<b>979,312</b>	<b>1,007,358</b>	<b>28,046</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	20,393	20,393	19,272	1,121
<b>Total Administration</b>	<b>20,393</b>	<b>20,393</b>	<b>19,272</b>	<b>1,121</b>
<b>Debt Service</b>				
Principal Debt Retirement	625,000	625,000	625,000	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	346,250	346,250	346,125	125
<b>Total Debt Service</b>	<b>971,250</b>	<b>971,250</b>	<b>976,125</b>	<b>(4,875)</b>
<b>TOTAL EXPENDITURES</b>	<b>991,643</b>	<b>991,643</b>	<b>995,397</b>	<b>(3,754)</b>
Excess (deficiency) of revenues Over (under) expenditures	(12,181)	(12,331)	11,961	24,292
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(12,181)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(12,181)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (12,181)	\$ (12,331)	\$ 11,961	\$ 24,292
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>808,394</b>	<b>808,394</b>	<b>808,394</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 796,213</b>	<b>\$ 796,063</b>	<b>\$ 820,355</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 400	\$ 310	\$ 3,207	\$ 2,897
Special Assmnts- Tax Collector	64,640	64,640	63,444	(1,196)
Special Assmnts- Discounts	(2,586)	(2,586)	(2,324)	262
<b>TOTAL REVENUES</b>	<b>62,454</b>	<b>62,364</b>	<b>64,327</b>	<b>1,963</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	1,293	1,293	1,222	71
<b>Total Administration</b>	<b>1,293</b>	<b>1,293</b>	<b>1,222</b>	<b>71</b>
<b>Debt Service</b>				
Principal Debt Retirement	15,000	15,000	15,000	-
Interest Expense	43,924	43,924	43,924	-
<b>Total Debt Service</b>	<b>58,924</b>	<b>58,924</b>	<b>58,924</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>60,217</b>	<b>60,217</b>	<b>60,146</b>	<b>71</b>
Excess (deficiency) of revenues Over (under) expenditures	2,237	2,147	4,181	2,034
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	2,237	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>2,237</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 2,237	\$ 2,147	\$ 4,181	\$ 2,034
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>81,062</b>	<b>81,062</b>	<b>81,062</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 83,299</b>	<b>\$ 83,209</b>	<b>\$ 85,243</b>	

**MARSHALL CREEK**  
**Community Development District**

**Supporting Schedules**

**June 30, 2024**

**Non-Ad Valorem Special Assessments - St Johns County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	Allocation by Funds				
					General Fund	2002 Area Capital Reserves Fund 004	Debt Service Series 2002 Fund	Debt Service Series 2015A Fund	Debt Service Series 2016 Fund
Assessments Levied FY 2024				5,732,257	3,433,368	52,924	1,161,678	1,019,648	64,640
Allocation%				100%	59.9%	0.92%	20.27%	17.79%	1.13%
11/06/23	57,779	3,201	1,179	62,159	37,230	574	12,597	11,057	701
11/20/23	252,256	10,725	5,148	268,129	160,597	2,476	54,338	47,694	3,024
11/24/23	468,601	19,923	9,563	498,088	298,332	4,599	100,941	88,599	5,617
12/18/23	707,782	29,994	14,445	752,221	450,547	6,945	152,442	133,804	8,482
12/22/23	640,413	27,228	13,070	680,711	407,716	6,285	137,950	121,084	7,676
01/10/24	1,940,355	82,413	39,599	2,062,367	1,235,266	19,041	417,952	366,852	23,256
02/14/24	757,223	29,062	15,454	801,739	480,206	7,402	162,477	142,612	9,041
03/19/24	177,393	3,553	3,620	184,566	110,547	1,704	37,403	32,830	2,081
06/11/24	52,419	0	1,070	53,489	32,037	494	10,840	9,515	603
06/27/24	254,705	11	5,198	259,914	155,677	2,400	52,673	46,233	2,931
PY Excess Fees 11/01/23	2,840		-2,840		1,701	26	576	505	32
<b>TOTAL</b>	<b>5,311,766</b>	<b>206,110</b>	<b>105,505</b>	<b>5,623,382</b>	<b>3,369,858</b>	<b>51,945</b>	<b>1,140,190</b>	<b>1,000,786</b>	<b>63,444</b>
<b>TOTAL OUTSTANDING</b>				<b>108,875</b>	<b>63,510</b>	<b>979</b>	<b>21,489</b>	<b>107,440</b>	<b>6,811</b>
<b>% COLLECTED TO DATE</b>					<b>98.15%</b>	<b>98.15%</b>	<b>98.15%</b>	<b>89.46%</b>	<b>89.46%</b>

**Cash and Investment Report**

June 30, 2024

<u>Account Name</u>	<u>Account #</u>	<u>Bank Name</u>	<u>Yield</u>	<u>Balance</u>
<b><u>GENERAL FUND</u></b>				
Checking Account - Operating	0249	Bank United	0.00%	\$28,492
Valley National Bank Checking	2042	Valley Bank	5.12%	\$3,306,566
			<b>Subtotal</b>	<b>\$3,335,057</b>
Money Market Account	9204	Bank United	5.25%	\$1,278,463
Goldman Sachs FS Government Fund A (FSOXX)		Valley Bank	4.93%	\$559,791
			<b>Subtotal</b>	<b>\$1,838,254</b>
		<b>Subtotal General Fund</b>		<b>\$5,173,312</b>
<b><u>DEBT SERVICE / CAPITAL PROJECT FUNDS</u></b>				
Series 2002 Prepayment Fund	8793	US Bank	5.20%	\$19,676
Series 2002 Reserve Fund	6726	US Bank	5.20%	\$50,000
Series 2002 Revenue Fund	6730	US Bank	5.20%	\$453,043
Series 2015A Prepayment Fund	80004	US Bank	5.20%	\$7,835
Series 2015A Reserve Fund	80002	US Bank	5.20%	\$478,563
Series 2015A Revenue Fund	80003	US Bank	5.20%	\$279,324
Series 2015A Sinking Fund	80001	US Bank	5.29%	\$2
Series 2016 Prepayment Fund	9004	US Bank	5.21%	\$22
Series 2016 Reserve Fund	9002	US Bank	5.20%	\$31,330
Series 2016 Revenue Fund	9003	US Bank	5.20%	\$50,427
		<b>Subtotal Debt Service &amp; Capital Project Funds</b>		<b>\$1,370,223</b>
		<b>Total</b>		<b>\$6,543,535</b>

# Bank Account Statement

Marshall Creek CDD

**Bank Account No.** 0249  
**Statement No.** 06-24  
**Statement Date** 06/30/2024

<b>GL Balance (LCY)</b>	28,491.62
<b>GL Balance</b>	28,491.62
<b>Positive Adjustments</b>	0.00
<hr/>	
<b>Subtotal</b>	28,491.62
<b>Negative Adjustments</b>	0.00
<hr/>	
<b>Ending G/L Balance</b>	28,491.62

<b>Statement Balance</b>	29,309.21
<b>Outstanding Deposits</b>	0.00
<hr/>	
<b>Subtotal</b>	29,309.21
<b>Outstanding Checks</b>	-817.59
<hr/>	
<b>Ending Balance</b>	28,491.62

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
01/18/2023	Payment	3321	Check for Vendor V01397			-35.00
03/22/2023	Payment	3681	Check for Vendor V01408			-51.00
06/22/2023	Payment	4150	Check for Vendor V01522			-35.00
06/29/2023	Payment	4186	Check for Vendor V01522			-35.00
08/30/2023	Payment	4399	Check for Vendor V00727			-275.00
08/30/2023	Payment	4414	Check for Vendor V00225			-131.59
09/28/2023	Payment	4560	Check for Vendor V01435			-220.00
10/04/2023	Payment	4607	Check for Vendor V01522			-35.00
<b>Total Outstanding Checks</b>						-817.59

# Bank Account Statement

Marshall Creek CDD

**Bank Account No.** 7771  
**Statement No.** 06-24  
**Statement Date** 06/30/2024

<b>GL Balance (LCY)</b>	3,306,565.70	<b>Statement Balance</b>	3,365,877.91
<b>GL Balance</b>	3,306,565.70	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	3,365,877.91
<b>Subtotal</b>	3,306,565.70	<b>Outstanding Checks</b>	-59,312.21
<b>Negative Adjustments</b>	0.00		
	<hr/>	<b>Ending Balance</b>	3,306,565.70
<b>Ending G/L Balance</b>	3,306,565.70		

<b>Posting Date</b>	<b>Document Type</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>	<b>Cleared Amount</b>	<b>Difference</b>
<b>Outstanding Checks</b>						
12/11/2023	Payment	1104	Check for Vendor 7			-20.95
01/31/2024	Payment	1237	Payment of Invoice 067096			-1,062.75
03/15/2024	Payment	1382	Check for Vendor V00260			-144.25
04/20/2024	Payment	DD852	Payment of Invoice 058528			-201.84
04/04/2024	Payment	DD860	Payment of Invoice 067740			-764.82
04/24/2024	Payment	DD862	Payment of Invoice 063535			-90.40
04/16/2024	Payment	DD863	Payment of Invoice 067595			-322.08
05/24/2024	Payment	DD872	Payment of Invoice 063953			-90.40
04/01/2024	Payment	DD909	Payment of Credit Memo 001045			28.80
05/01/2024	Payment	DD947	Payment of Invoice 068024			-173.25
05/15/2024	Payment	DD959	Payment of Invoice 068049			-316.04
06/05/2024	Payment	1641	Check for Vendor V00269			-486.38
06/11/2024	Payment	1643	Check for Vendor V00202			-123.00
06/11/2024	Payment	1658	Check for Vendor V01522			-385.00
06/19/2024	Payment	1684	Check for Vendor V01127			-719.97
06/26/2024	Payment	1692	Check for Vendor 223			-569.85
06/26/2024	Payment	1693	Check for Vendor 45			-178.87
06/26/2024	Payment	1694	Check for Vendor 7			-87.64
06/26/2024	Payment	1695	Check for Vendor V00084			-1,138.70
06/26/2024	Payment	1696	Check for Vendor V00394			-6,288.50
06/26/2024	Payment	1697	Check for Vendor V00509			-290.85
06/26/2024	Payment	1698	Check for Vendor V00986			-70.00
06/26/2024	Payment	1699	Check for Vendor V00987			-2,125.02
06/26/2024	Payment	1700	Check for Vendor V01026			-615.59
06/26/2024	Payment	1701	Check for Vendor V01134			-5,175.00
06/26/2024	Payment	1702	Check for Vendor V01205			-400.00
06/26/2024	Payment	1703	Check for Vendor V01277			-487.83
06/26/2024	Payment	1704	Check for Vendor V01367			-75.00
06/26/2024	Payment	1705	Check for Vendor V01401			-3,593.25
06/26/2024	Payment	1706	Check for Vendor V01462			-91.25
06/26/2024	Payment	1707	Check for Vendor V01463			-11,950.00
06/26/2024	Payment	1708	Check for Vendor V01486			-2,367.00
06/26/2024	Payment	1709	Check for Vendor V01505			-100.00



# Bank Account Statement

Marshall Creek CDD

**Bank Account No.** 7771

**Statement No.** 06-24

**Statement Date** 06/30/2024

06/26/2024	Payment	1710	Check for Vendor V01517	-105.00
06/26/2024	Payment	1711	Check for Vendor V01521	-681.74
06/26/2024	Payment	1712	Check for Vendor V01539	-500.00
06/26/2024	Payment	1714	Check for Vendor V01573	-3,012.29
06/26/2024	Payment	1715	Check for Vendor V01579	-6,851.60
06/26/2024	Payment	1716	Check for Vendor V01581	-725.00
06/26/2024	Payment	1717	Check for Vendor V01582	-750.00
06/28/2024	Payment	1718	Check for Vendor V01443	-4,633.50
06/28/2024	Payment	1719	Check for Vendor V01516	-210.00
06/28/2024	Payment	1720	Check for Vendor V01573	-673.40
06/24/2024	Payment	DD1019	Payment of Invoice 068576	-231.00
06/24/2024	Payment	DD1020	Payment of Invoice 068579	-231.00
06/24/2024	Payment	DD1021	Payment of Invoice 068580	-231.00
<b>Total Outstanding Checks</b>				<b>-59,312.21</b>

### Payroll Invoice Approval Listing

**June 30, 2024**

Week	Date	Amount
#24	06/14/24	\$46,330.28
#26	06/28/24	\$59,979.60
Total		\$106,309.88

Liability	Taxes Debited			
	Federal Income Tax			2,807.00
	Earned Income Credit Advances			.00
	Social Security - EE			2,666.32
	Social Security - ER			2,666.28
	Social Security Adj - EE			.00
	Medicare - EE			623.56
	Medicare - ER			623.56
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	Federal Unemployment Tax			.00
	FMLA-PSL Payments Credit			.00
	FMLA-PSL ER FICA Credit			.00
	FMLA-PSL Health Care Premium Credit			.00
	Employee Retention Qualified Payments Credit			.00
	Employee Retention Qualified Health Care Credit			.00
	COBRA Premium Assistance Payments			.00
	State Income Tax			.00
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	State Medical Leave Insurance Adj - EE			.00
	State LTCare - EE			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	<b>9,386.72</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	28,029.16
	ADP Check	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	8,443.78
	Wage Garnishments	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	470.62
	<b>Total Amount Debited From Your Accounts</b>			<b>46,330.28</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

<b>Total Liability</b>
<b>46,330.28</b>
<b>46,330.28</b>
<b>46,330.28</b>

<b>Net Pay</b>	Checks	8,443.78	
	Direct Deposits	28,029.16	
	<b>Subtotal Net Pay</b>		<b>36,472.94</b>
	Adjustments	.00	
	<b>Total Net Pay Liability (Net Cash)</b>		<b>36,472.94</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				2,807.00	
	Earned Income Credit Advances					
	Social Security				2,666.32	2,666.28
	Medicare				623.56	623.56
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>6,096.88</b>	<b>3,289.84</b>
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>6,096.88</b>	<b>3,289.84</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>6,096.88</b>	<b>3,289.84</b>

9,386.72

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	28,029.16	
<b>Transfers</b>	ADP Check	8,443.78	
	Wage Garnishments	470.62	
	<b>Amount ADP Debited From Account XXXX7771</b>		<b>36,943.56</b>
	<b>Total Amount ADP Debited From Your Accounts</b>		<b>46,330.28</b>

35 Employee Transactions

Liability	Taxes Debited			
	Federal Income Tax		5,093.10	
	Earned Income Credit Advances		.00	
	Social Security - EE		3,459.85	
	Social Security - ER		3,459.88	
	Social Security Adj - EE		.00	
	Medicare - EE		809.20	
	Medicare - ER		809.17	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	Federal Unemployment Tax		.00	
	FMLA-PSL Payments Credit		.00	
	FMLA-PSL ER FICA Credit		.00	
	FMLA-PSL Health Care Premium Credit		.00	
	Employee Retention Qualified Payments Credit		.00	
	Employee Retention Qualified Health Care Credit		.00	
	COBRA Premium Assistance Payments		.00	
	State Income Tax		.00	
	State Unemployment Insurance - EE		.00	
	State Unemployment Insurance - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance - ER		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Family Leave Insurance Adj - EE		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	State Medical Leave Insurance Adj - EE		.00	
	State LTCare - EE		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	<b>Total Taxes Debited</b>	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	<b>13,631.20</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	27,611.91
	ADP Check	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	18,106.87
	Wage Garnishments	Acct. No. <b>XXXX7771</b>	Tran/ABA <b>XXXXXXXXXX</b>	629.62
	<b>Total Amount Debited From Your Accounts</b>			<b>59,979.60</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

<b>Total Liability</b>	<b>59,979.60</b>
	<b>59,979.60</b>
	<b>59,979.60</b>

<b>Net Pay</b>	Checks	18,106.87	
	Direct Deposits	27,611.91	
	<b>Subtotal Net Pay</b>		<b>45,718.78</b>
	Adjustments	.00	
	<b>Total Net Pay Liability (Net Cash)</b>		<b>45,718.78</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				5,093.10	
	Earned Income Credit Advances					
	Social Security				3,459.85	3,459.88
	Medicare				809.20	809.17
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>9,362.15</b>	<b>4,269.05</b>
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>9,362.15</b>	<b>4,269.05</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>9,362.15</b>	<b>4,269.05</b>

13,631.20

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	27,611.91	
<b>Transfers</b>	ADP Check	18,106.87	
	Wage Garnishments	629.62	
	<b>Amount ADP Debited From Account XXXX7771</b>		<b>46,348.40</b>
	<b>Total Amount ADP Debited From Your Accounts</b>		<b>59,979.60</b>

36 Employee Transactions

**MARSHALL CREEK**  
**Community Development District**

**Check Register**

**6/01/2024 - 6/30/2024**

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 06/01/2024 to 06/30/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	100000	06/20/24	INFRAMARK LLC	#123353	Invoice 068444	OFFICE SUPPLIES	551002-51301	\$60.00
001	100000	06/20/24	INFRAMARK LLC	#123353	Invoice 068444	COPIES	547001-51301	\$89.20
001	100000	06/20/24	INFRAMARK LLC	#123353	Invoice 068444	POSTAGE	541006-51301	\$44.16
001	1630	06/03/24	HEAD PENN/ RACQUET SPORTS	5193680510	PENN CONTROL PLUS, PRO PENN MARATHON	Teaching Supplies	551009-57206	\$312.07
001	1630	06/03/24	HEAD PENN/ RACQUET SPORTS	5193680510	PENN CONTROL PLUS, PRO PENN MARATHON	COS - Start Up Inventory	552143-57206	\$381.42
001	1632	06/03/24	VILLAGE KEY & ALARM, INC.	350711	FIRE ALARM MONITORING 6/1-8/31/2024	FIRE ALARM MONITORING 6/1/24-8/31/24	534025-57202	\$109.50
001	1633	06/03/24	FEDEX	8-450-27277	SERVICE FOR 3/19/2024	postage	541006-51301	\$22.43
001	1634	06/03/24	BABOLAT VS NORTH AMERICA INC	290385	RACQUETS AND STRING FOR SALE	COS - Start Up Inventory	552143-57206	\$318.65
001	1635	06/03/24	POOLSURE	131295621774	6/1/2024 WATER MANAGEMENT FLAT BILLING RATE	06/01/2024	546074-57205	\$2,125.02
001	1636	06/03/24	HIDDEN EYES LLC	740795	6/1-6/30/2024 ENVERA SERVICES	06/01-06/30/2024 ENVERA SERVICES	534037-52901	\$7,548.04
001	1637	06/03/24	GORMAN COMPANY	S019357242.001	CHLORINE FOR PRESSURE WASHING	R&M-Roads & Alleyways	546081-53901	\$383.81
001	1638	06/05/24	PROSSER	52479	GEN ENGINEERING SERVICES APR 2024	ProfServ-Engineering	531013-51501	\$2,167.84
001	1639	06/05/24	FEDEX	8-506-86284	SERVICE FOR 5/8-5/14/2024	postage	541006-51301	\$68.50
001	1640	06/05/24	MCMMASTER-CARR SUPPLY CO.	27709487	BOLTS FOR PARK REPAIR	R&M-Buildings	546012-53901	\$42.98
001	1641	06/05/24	CONTRACTOR'S CHOICE	16725	COILS/ROCKS FOR MENS SAUNA	coils/rocks for mens sauna	546012-57205	\$486.38
001	1642	06/05/24	MSC 7511	INV6944801	4/26-5/25/24	04/26/24-05/25/24	551002-53902	\$49.35
001	1642	06/05/24	MSC 7511	INV6944801	4/26-5/25/24	04/26/24-05/25/24	547001-53910	\$148.10
001	1642	06/05/24	MSC 7511	INV6944801	4/26-5/25/24	04/26/24-05/25/24	551002-57205	\$49.35
001	1642	06/05/24	MSC 7511	INV6944801	4/26-5/25/24	04/26/24-05/25/24	551002-57206	\$49.35
001	1643	06/11/24	WILLIAMS' PLANT NURSERY	143523	OAK COMMON PARK PROJECT	R&M-Mulch	546059-53902	\$123.00
001	1644	06/11/24	L WERNINCK & SONS, INC.	2406-568561	LUMBER- BOARDWALK REPAIRS	Lumber - boardwalk repairs	546009-53901	\$495.16
001	1645	06/11/24	BABOLAT VS NORTH AMERICA INC	2914291	RACQUETS FOR SALE	COS - Start Up Inventory	552143-57206	\$131.15
001	1646	06/11/24	LAURA CORREA	LC 06052024	AQUA ZUMBA 5.28 OR 6.4	Contracts-Outside Fitness	534111-57202	\$70.00
001	1647	06/11/24	SITEONE LANDSCAPE	140886258-001	IRRIGATION PARTS	R&M-Irrigation	546041-53902	\$248.20
001	1648	06/11/24	BUILDERS STAINLESS INC	49254	1 BUCKET DECK SCREWS	1 bucket - Deck screws	546009-53901	\$239.99
001	1649	06/11/24	PALM CASUAL FURNITURE	112868	POOL FURNITURE REPAIR/REPLACEMENT	Cap Outlay - Pool Furniture	564020-57205	\$3,669.00
001	1651	06/11/24	AGROW PRO INC	18102	TURF GRASS SERVICE	Contracts-Misc Labor	534025-53902	\$3,300.00
001	1652	06/11/24	LEAF CAPITAL FUNDING LLC	16602614	BADGE SOFTWARE INSURANCE	BADGE SOFTWARE Insurance	554001-57205	\$406.74
001	1652	06/11/24	LEAF CAPITAL FUNDING LLC	16602614	BADGE SOFTWARE INSURANCE	BADGE SOFTWARE Insurance	531001-57206	\$135.58
001	1653	06/11/24	INTEGRATED ACCESS SOLUTIONS LLC	1366A	GATE REPAIR	R&M-Gate	546034-52901	\$150.00
001	1653	06/11/24	INTEGRATED ACCESS SOLUTIONS LLC	1901	AMENITY CENTER CAMERAS	Amenity Center Cameras	564061-57202	\$300.00
001	1654	06/11/24	CRISPIN ZINSMEISTER	CZ 06012024	5/2024 CLASSES	May Classes	534111-57202	\$385.00
001	1655	06/11/24	UNITED RENTALS (NORTH AMERICA) INC	215821268-020	HANDICAP RENTAL THROUGH 6/25/2024	HANDICAP RENTAL THROUGH 6/25/24	546009-53901	\$164.00
001	1656	06/11/24	APRIL RAUSCH	AR 042924	5/15, 5/20, 5/22, 5/27/2024 CLASSES LES MILLS	5/15, 5/20, 5/22, 5/27 classes Les Mills	534111-57202	\$245.00
001	1657	06/11/24	STEVEN RAUSCH II	SR 05272024	LES MILLS 5/18, 5/25/2024	Les Mills 5/18, 5/25	534111-57202	\$105.00
001	1658	06/11/24	PATRICIA SCOTT	32095	SENIOR FITNESS & WATER AEROBICS	Contracts-Outside Fitness	534111-57202	\$385.00
001	1659	06/11/24	AMAZON CAPITAL SERVICE	17Q9-JXFV-7QLP	MISC SUPPLIES	R&M-Buildings	546012-57205	\$42.85
001	1659	06/11/24	AMAZON CAPITAL SERVICE	1KMG-PHQT-7JTJ	MISC SUPPLIES	Office Supplies	551002-57205	\$94.48
001	1659	06/11/24	AMAZON CAPITAL SERVICE	1KMG-PHQT-7JTJ	MISC SUPPLIES	Cap Outlay - Pool Furniture	564020-57205	\$1,995.84
001	1659	06/11/24	AMAZON CAPITAL SERVICE	1KPG-NY3N-MHL3	MISC SUPPLIES	Office Supplies	551002-57205	\$79.95
001	1659	06/11/24	AMAZON CAPITAL SERVICE	1NMR-Q6HN-N3NR	WATER BOTTLE	Office Supplies	551002-57205	\$79.95
001	1659	06/11/24	AMAZON CAPITAL SERVICE	1PQ4-MK7K-CCRY	SIGN HOLDER FOR POOL DECK	signs holders for pool deck	551002-57205	\$400.98
001	1659	06/11/24	AMAZON CAPITAL SERVICE	1TMP-N7QQ-D46T	WLEDING TORCH	Op Supplies - General	552001-53910	\$45.99
001	1660	06/11/24	SUCRE JAX	04132055	5/24/2024 SUMMER KICK OFF EVENT	5/24/24 Summer Kick Off Event	549052-57202	\$180.00
001	1661	06/11/24	TJ'S ICE CREAM DREAM INC	250	MEMORIAL DAY EVENT 2024	Special Events	549052-57202	\$375.00
001	1662	06/11/24	TOWER DAVIS CONSTRUCTION, LLC	1	TOLOMOTO RIVER SOUTH BOARDWALK REPAIR	R&M-Boardwalks	546009-53901	\$61,664.40
001	1663	06/11/24	HIDDEN EYES LLC	741860	7/1-7/31/2024 ENVERA SERVICES	07/01-07/31/2024 ENVERA SERVICES	534037-52901	\$7,558.12
001	1664	06/18/24	HEAD PENN/ RACQUET SPORTS	5193704545	Invoice 068424	RACQUETS	552143-57206	\$963.36
001	1664	06/18/24	HEAD PENN/ RACQUET SPORTS	5193705006	Invoice 068425	RACQUETS	552143-57206	\$74.78
001	1665	06/18/24	TURNER PEST CONTROL LLC	619178275	Invoice 068432	MONTHLY PEST CONTROL SERVICE	546012-57202	\$81.19
001	1666	06/18/24	TAYLOR RENTAL CENTER	258591	Invoice 068443	SCISSOR LIFT RENTAL MAINT BUILDING	546012-53901	\$276.83
001	1667	06/18/24	DEBOW'S APPLIANCE SERVICE	061224	Invoice 068434	7/2024 ICE MACHINE RENTAL	544003-57206	\$132.08
001	1668	06/18/24	MEDICAL EXPRESS CORPORATION	202019535	Invoice 068435	DRUG SCREENS	512010-57205	\$135.00
001	1669	06/18/24	NEIGHBORHOOD PUBLICATIONS	MCCDD0664	Invoice 068437	WEBSITE MAINT	547001-53910	\$250.00
001	1669	06/18/24	NEIGHBORHOOD PUBLICATIONS	MCCDD0664	Invoice 068437	WEBSITE MAINT	548001-57205	\$125.00
001	1669	06/18/24	NEIGHBORHOOD PUBLICATIONS	MCCDD0664	Invoice 068437	WEBSITE MAINT	548001-57206	\$125.00
001	1670	06/18/24	SITEONE LANDSCAPE	142086129-001	Invoice 068428	IRRIGATION SUPPLIES	546041-53902	\$208.91
001	1670	06/18/24	SITEONE LANDSCAPE	142434108-001	Invoice 068439	IRRIGATION PARTS	546041-53902	\$881.27
001	1671	06/18/24	BEAUTIFUL & SPOTLESS LAWN SERVICES, INC	298	Invoice 068438	1 PALLET OF SOD	563023-53902	\$250.00
001	1671	06/18/24	BEAUTIFUL & SPOTLESS LAWN SERVICES, INC	297	Invoice 068442	PLANTED TREES AND SHRUBS	563023-53902	\$650.00
001	1672	06/18/24	FLORIDA JANITOR & PAPER SUPPLY	372296	Invoice 068441	DOG STATION SUPPLIES	552001-53902	\$474.70
001	1673	06/18/24	LES MILLS UNITED STATES TRADING, INC	SIV0421648	Invoice 068431	LES MILLS	534111-57202	\$599.00
001	1674	06/18/24	LAKE AND POND REMEDIATION, INC	1952	Invoice 068427	MONTHLY AQUATIC WEED CONTROL	546042-53903	\$4,000.00
001	1675	06/18/24	JANA MCDANALD	JM 061124	Invoice 068429	TENNIS LESSONS/ CLINICS	512040-57206	\$1,876.50
001	1676	06/18/24	INTEGRATED ACCESS SOLUTIONS LLC	1645	Invoice 068436	CAMERA CLUBHOUSE POOL AND TENNIS COURT	564061-57202	\$825.99
001	1677	06/18/24	MYRON GRUNBERG	MG 061124	Invoice 068430	TENNIS LESSONS CLINICS	512040-57206	\$1,523.25
001	1678	06/18/24	STEVEN RAUSCH II	SR 061024	Invoice 068433	LES MILLS	534111-57202	\$105.00
001	1679	06/19/24	INFRAMARK LLC	124233	Invoice 068350	AGENDA BOOKS MAR 2024	551002-51301	\$60.00
001	1679	06/19/24	INFRAMARK LLC	124233	Invoice 068350	B&W COPIES APR 2024	547001-51301	\$3.90
001	1679	06/19/24	INFRAMARK LLC	124233	Invoice 068350	COLOR COPIES APR 2024	547001-51301	\$51.40
001	1679	06/19/24	INFRAMARK LLC	124233	Invoice 068350	POSTAGE APR 2024	541006-51301	\$48.64
001	1679	06/19/24	INFRAMARK LLC	#126114	Invoice 068423	ADMIN FUND REC	531027-57201	\$2,249.50
001	1679	06/19/24	INFRAMARK LLC	#126114	Invoice 068423	5/2024 ADMIN FEES	531027-51201	\$5,820.17
001	1680	06/19/24	TURNER PEST CONTROL LLC	618832069	Invoice 068465	MONTHLY PEST CONTROL SERVICE	546012-53902	\$81.19
001	1681	06/19/24	MCMMASTER-CARR SUPPLY CO.	25233258	Invoice 068459	CARBON STEEL RECTANGULAR TUBE	546012-53901	\$61.78
001	1682	06/19/24	WILLIAMS' PLANT NURSERY	143735	Invoice 068461	Oak Common Park project.	563023-53902	\$382.50



MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 06/01/2024 to 06/30/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	1682	06/19/24	WILLIAMS' PLANT NURSERY	143663	Invoice 068463	New trees for Oak Common Park.	563023-53902	\$300.00
001	1683	06/19/24	DOWNEY'S JANITORIAL SUPPLIES	41-27728	Invoice 068455	MISC SUPPLIES	551002-57206	\$396.92
001	1684	06/19/24	BUILDERS STAINLESS INC	22560	Invoice 068452	stainless screws	546008-53901	\$239.99
001	1684	06/19/24	BUILDERS STAINLESS INC	061024-	Invoice 068454	DECK SCREW	546008-53901	\$479.98
001	1685	06/19/24	BEAUTIFUL & SPOTLESS LAWN SERVICES, INC	293	Invoice 068451	Sod prep and sod install on North River	563023-53902	\$2,500.00
001	1686	06/19/24	ST. JOHN'S SALES & SERVICE	109489	Invoice 068464	R&M-Equipment	546022-53902	\$73.43
001	1687	06/19/24	WATERMART INC	13028	Invoice 068460	SERVICE CALL	546001-57206	\$124.02
001	1688	06/19/24	VESTA PROPERTY SERVICES, INC	420165	Invoice 068426	MANAGEMENT FEE	531016-53910	\$25,396.00
001	1689	06/19/24	ANTHONY J. ETTORE	060424-	Invoice 068462	LEGAL COUSEL	531023-51401	\$750.00
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1DLM-34NP-67LF	Invoice 068445	BATHROOM MIRROR	546012-57205	\$13.99
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1MQD-WMTL-RGK7	Invoice 068446	MISC SUPPLIES	551003-57205	\$39.89
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1VHJ-D4PQ-339M	Invoice 068447	MISC SUPPLIES	551002-57205	\$49.02
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1K4C-JP9T-H1HN	Invoice 068448	MISC SUPPLIES	546081-53901	\$73.91
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1PPD-31LL-HG7G	Invoice 068449	MISC SUPPLIES	546074-57205	\$69.98
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1J1G-YPYK-Y331	Invoice 068450	MISC SUPPLIES	551002-57205	\$44.61
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1X6H-9LFD-1YNC	Invoice 068453	MISC SUPPLIES	551005-57205	\$659.00
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1X6H-9LFD-1YNC	Invoice 068453	MISC SUPPLIES	551002-57205	\$6.65
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1R7V-K369-9VTP	Invoice 068456	MISC SUPPLIES	546074-57205	\$112.95
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1R7V-K369-9VTP	Invoice 068456	MISC SUPPLIES	551003-57205	\$12.99
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1R7V-K369-9VTP	Invoice 068456	MISC SUPPLIES	551002-57205	\$337.72
001	1690	06/19/24	AMAZON CAPITAL SERVICE	17GP-PJ9V-TTCQ	Invoice 068457	SUPPLIES	546012-57205	\$25.70
001	1690	06/19/24	AMAZON CAPITAL SERVICE	1QP9-N9RH-VYXM	Invoice 068458	MISC SUPPLIES	546022-53902	\$125.09
001	1691	06/24/24	INFRAMARK LLC	124727	Invoice 068349	05/2024 MANAGEMENT SERVICES	531027-57201	\$2,249.50
001	1691	06/24/24	INFRAMARK LLC	124727	Invoice 068349	05/2024 MANAGEMENT SERVICES	531027-51201	\$5,820.17
001	1692	06/26/24	SHERWIN-WILLIAMS CO.	8445-5	Invoice 068521	PAINT	546012-53901	\$569.85
001	1693	06/26/24	WESCO TURF SUPPLY INC.	60044868	Invoice 068538	MISC SUPPLIES	546022-53902	\$178.87
001	1694	06/26/24	FEDEX	8-519-52092	Invoice 068546	POSTAGE	541006-53910	\$87.64
001	1695	06/26/24	ADP, INC.	663267775	Invoice 068525	PERIOD ENDING 5/6/2024	511001-51301	\$29.40
001	1695	06/26/24	ADP, INC.	663267775	Invoice 068525	PERIOD ENDING 5/6/2024	512010-52901	\$16.77
001	1695	06/26/24	ADP, INC.	663267775	Invoice 068525	PERIOD ENDING 5/6/2024	512010-53901	\$50.31
001	1695	06/26/24	ADP, INC.	663267775	Invoice 068525	PERIOD ENDING 5/6/2024	512010-53902	\$164.17
001	1695	06/26/24	ADP, INC.	663267775	Invoice 068525	PERIOD ENDING 5/6/2024	512010-57205	\$111.86
001	1695	06/26/24	ADP, INC.	663267775	Invoice 068525	PERIOD ENDING 5/6/2024	512010-57206	\$134.39
001	1695	06/26/24	ADP, INC.	663269163	Invoice 068529	PERIOD ENDING 5/6/2024	511001-51301	\$79.00
001	1695	06/26/24	ADP, INC.	663269163	Invoice 068529	PERIOD ENDING 5/6/2024	512010-53901	\$71.85
001	1695	06/26/24	ADP, INC.	663269163	Invoice 068529	PERIOD ENDING 5/6/2024	512010-53902	\$170.60
001	1695	06/26/24	ADP, INC.	663269163	Invoice 068529	PERIOD ENDING 5/6/2024	512010-57205	\$123.20
001	1695	06/26/24	ADP, INC.	663269163	Invoice 068529	PERIOD ENDING 5/6/2024	512010-57206	\$154.80
001	1695	06/26/24	ADP, INC.	663269163	Invoice 068529	PERIOD ENDING 5/6/2024	512010-52901	\$32.35
001	1696	06/26/24	PREFERRED GOVERNMENTAL	65826-3-06/2024	AGREEMENT WC# FL1 0064954 22-04	WC-Quarterly	512010-53902	\$3,144.25
001	1696	06/26/24	PREFERRED GOVERNMENTAL	65826-3-06/2024	AGREEMENT WC# FL1 0064954 22-04	WC-Quarterly	512010-57205	\$1,572.13
001	1696	06/26/24	PREFERRED GOVERNMENTAL	65826-3-06/2024	AGREEMENT WC# FL1 0064954 22-04	WC-Quarterly	512010-57206	\$1,131.93
001	1696	06/26/24	PREFERRED GOVERNMENTAL	65826-3-06/2024	AGREEMENT WC# FL1 0064954 22-04	WC-Quarterly	512010-52901	\$125.77
001	1696	06/26/24	PREFERRED GOVERNMENTAL	65826-3-06/2024	AGREEMENT WC# FL1 0064954 22-04	WC-Quarterly	512010-53901	\$314.42
001	1697	06/26/24	DOWNEY'S JANITORIAL SUPPLIES	41-28339	Invoice 068534	CLEANING SUPPLIES	546001-57206	\$290.85
001	1698	06/26/24	LAURA CORREA	LC 061924	Invoice 068558	AQUA ZUMBA	534111-57202	\$70.00
001	1699	06/26/24	POOLSURE	131295622459	Invoice 068554	WATER MANAGEMENT	546074-57205	\$2,125.02
001	1700	06/26/24	SITEONE LANDSCAPE	142913107-001	Invoice 068555	LANDSCAPE SERVICE	546037-53902	\$101.86
001	1700	06/26/24	SITEONE LANDSCAPE	142913107-001	Invoice 068555	IRRIGATION SERVICES	546041-53902	\$513.73
001	1701	06/26/24	JACK LEAKE	4888	Invoice 068548	TREE REMOVAL	546099-53902	\$4,700.00
001	1701	06/26/24	JACK LEAKE	4962	Invoice 068549	REMOVE A SICK PALM	546099-53902	\$400.00
001	1701	06/26/24	JACK LEAKE	4975	Invoice 068556	GRIND A PALM STUMP	546099-53902	\$75.00
001	1702	06/26/24	BEAUTIFUL & SPOTLESS LAWN SERVICES, INC	296	Invoice 068551	Clean up debris that was thrown off the boardwalk into the preserve from 209 Oak Common.	563023-53902	\$400.00
001	1703	06/26/24	MSC 7511	INV6989271	Invoice 068572	5/26-6/25/2024	551002-53902	\$81.27
001	1703	06/26/24	MSC 7511	INV6989271	Invoice 068572	5/26-6/25/2024	547001-53910	\$244.02
001	1703	06/26/24	MSC 7511	INV6989271	Invoice 068572	5/26-6/25/2024	551002-57205	\$81.27
001	1703	06/26/24	MSC 7511	INV6989271	Invoice 068572	5/26-6/25/2024	551002-57206	\$81.27
001	1704	06/26/24	FLORIDA PROPANE PARTNERS	199714	Invoice 068559	FUEL	534025-57202	\$75.00
001	1705	06/26/24	JANA MCDANALD	JM 062424	Invoice 068564	TENNIS LESSONS	512040-57206	\$3,593.25
001	1706	06/26/24	ODP BUSINESS SOLUTIONS, LLC	4751	Invoice 068550	MISC SUPPLIES	551002-57206	\$91.25
001	1707	06/26/24	WIND RIVER ENVIRONMENTAL, LLC	6403842	Invoice 068552	Storm Drain Repair at 349 Vale Drive	546081-53901	\$9,550.00
001	1707	06/26/24	WIND RIVER ENVIRONMENTAL, LLC	6419577	Invoice 068553	sewage line inspection at 109 Spanish Marsh	546081-53901	\$2,400.00
001	1708	06/26/24	MYRON GRUNBERG	MG 062424	Invoice 068563	TENNIS LESSONS CLINICS	512040-57206	\$2,367.00
001	1709	06/26/24	NATALIE LEWIS	060424-	Invoice 068536	REIMB ROOM RENTAL FEE	347074	\$100.00
001	1710	06/26/24	STEVEN RAUSCH II	SR 061424	Invoice 068562	LESS MILLS BODYPUMP	534111-57202	\$105.00
001	1711	06/26/24	PRINCIPAL LIFE INSURANCE COMPANY	061624-0001	Invoice 068547	COVERAGE PERIOD 7/1-7/31/2024	512010-52901	\$51.50
001	1711	06/26/24	PRINCIPAL LIFE INSURANCE COMPANY	061624-0001	Invoice 068547	COVERAGE PERIOD 7/1-7/31/2024	512010-53901	\$154.53
001	1711	06/26/24	PRINCIPAL LIFE INSURANCE COMPANY	061624-0001	Invoice 068547	COVERAGE PERIOD 7/1-7/31/2024	512010-53901	\$154.53
001	1711	06/26/24	PRINCIPAL LIFE INSURANCE COMPANY	061624-0001	Invoice 068547	COVERAGE PERIOD 7/1-7/31/2024	512010-57206	\$162.05
001	1711	06/26/24	PRINCIPAL LIFE INSURANCE COMPANY	061624-0001	Invoice 068547	COVERAGE PERIOD 7/1-7/31/2024	512010-53901	\$159.13
001	1712	06/26/24	ANDREW B RATLIFF	080924	Invoice 068544	Palencia 8/9/24 Event	549052-57202	\$500.00
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1C14-HMWY-NDMQ	Invoice 068515	MISC SUPPLIES	551002-57205	\$25.66
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1C14-HMWY-NDMQ	Invoice 068515	MISC SUPPLIES	564020-57205	\$778.98
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1VP1-7L3N-LJ7D	Invoice 068516	MISC SUPPLIES	551002-57205	\$22.99
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1VP1-7L3N-LJ7D	Invoice 068516	MISC SUPPLIES	552012-57205	\$265.60
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1RKK-6MAC-RW13	Invoice 068517	OUTDOOR LIGHT GUIDE WIRE	546020-53901	\$29.99
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1RTG-QPWC-CYC6	Invoice 068518	LANDSCAPE BLOCK AND PAVER	546032-53901	\$26.40
001	1714	06/26/24	AMAZON CAPITAL SERVICE	14KT-P7YM-G7PQ	Invoice 068519	TILE CLEANER	546074-57205	\$95.96
001	1714	06/26/24	AMAZON CAPITAL SERVICE	14KT-P7YM-LCQ7	Invoice 068520	COVER SPRAY PAINT	546012-53901	\$42.86

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 06/01/2024 to 06/30/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1Y1D-R46H-X63G	Invoice 068522	MISC SUPPLIES	551002-57205	\$58.43
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1KQY-FVXQ-NTV9	Invoice 068523	MISC SUPPLIES	546074-57205	\$96.48
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1R37-1LCA-PPFT	Invoice 068524	SHIRTS	552001-53910	\$52.47
001	1714	06/26/24	AMAZON CAPITAL SERVICE	16V0-1RNL-MPM9	Invoice 068526	STEERING RACK	546022-53902	\$58.00
001	1714	06/26/24	AMAZON CAPITAL SERVICE	17VF-FM4H-LCFX	Invoice 068527	MISC PAINT SUPPLIES	552001-53910	\$34.98
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1LKV-YDCM-PHVR	Invoice 068528	THROTTLE POTENTIOMETER	546022-53902	\$29.99
001	1714	06/26/24	AMAZON CAPITAL SERVICE	16TM-LW4H-KYJ3	Invoice 068530	MISC SUPPLIES	552001-53910	\$53.32
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1QHP-TWVL-DNT9	Invoice 068531	TABLE UMBRELLA	564020-57205	\$498.00
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1DW4-KQMC-DMWP	Invoice 068532	POOL HANDLE COVERS	546074-57205	\$299.90
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1763-6NWT-1X6X	Invoice 068557	MISC SUPPLIES	546074-57205	\$75.37
001	1714	06/26/24	AMAZON CAPITAL SERVICE	1QVX-QP7Q-9TWK	Invoice 068561	MISC SUPPLIES	552001-53910	\$260.48
001	1714	06/26/24	AMAZON CAPITAL SERVICE	11GR-3VD7-6Q1W	Invoice 068560	POOL LIFT SUPPLIES	546074-57205	\$205.43
001	1715	06/26/24	TOWER DAVIS CONSTRUCTION, LLC	2	Invoice 068533	TOLOMATO RIVER SOUTH BOARDWALK REPAIR	546009-53901	\$6,851.60
001	1716	06/26/24	PFAMMAN, INC	062124	Invoice 068537	6.21.24 Palencia Event	549052-57202	\$725.00
001	1717	06/26/24	DAN PHILPOT	060524-	Invoice 068535	REIMB NON-RESIDENT TENNIS MEMBERSHIP	348006-57206	\$750.00
001	1718	06/28/24	KUTAK ROCK LLP	3379520	Invoice 068574	GENERAL COUNSEL MAR 2024	531023-51401	\$4,633.50
001	1719	06/28/24	APRIL RAUSCH	AR 042924 B	Invoice 068573	LES MILLS 5/29,6/3,6/5,6/10/2024	534111-57202	\$210.00
001	1720	06/28/24	AMAZON CAPITAL SERVICE	1QVW-CDTW-4QC3	Invoice 068583	TRASH BAGS	552012-57205	\$60.91
001	1720	06/28/24	AMAZON CAPITAL SERVICE	1HG4-PFX1-H6FL	Invoice 068584	FILE FOLDER FRAME	551002-57205	\$16.75
001	1720	06/28/24	AMAZON CAPITAL SERVICE	1NDK-GRFP-VJ1D	Invoice 068581	PURCHASE	564051-57205	\$595.74
001	DD1000	06/11/24	ROLLKALL TECHNOLOGIES, LLC	742461 ACH	Invoice 068421	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD1001	06/17/24	ROLLKALL TECHNOLOGIES, LLC	747636 ACH	Invoice 068467	OFF DUTY ROVING PATROL	534099-52901	\$233.89
001	DD1002	06/18/24	ROLLKALL TECHNOLOGIES, LLC	749194-ACH	Invoice 068468	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD1003	06/18/24	ROLLKALL TECHNOLOGIES, LLC	740678 ACH	Invoice 068469	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD1011	06/20/24	REPUBLIC SERVICES OF FL, L.P	0687-001433645 - ACH	Invoice 068545	ACCT# 3-0687-0004771	543020-53902	\$753.52
001	DD1016	06/17/24	FPL	06.06.2024 ACH	Invoice 068585	5/7-6/6/2024	546034-52901	\$150.60
001	DD1016	06/17/24	FPL	06.06.2024 ACH	Invoice 068585	5/7-6/6/2024	543006-53902	\$440.69
001	DD1016	06/17/24	FPL	06.06.2024 ACH	Invoice 068585	5/7-6/6/2024	543013-53903	\$8,387.72
001	DD1016	06/17/24	FPL	06.06.2024 ACH	Invoice 068585	5/7-6/6/2024	543001-57205	\$3,719.04
001	DD1016	06/17/24	FPL	06.06.2024 ACH	Invoice 068585	5/7-6/6/2024	543006-57206	\$1,055.32
001	DD1018	06/24/24	ROLLKALL TECHNOLOGIES, LLC	753292-ACH	Invoice 068575	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD1019	06/24/24	ROLLKALL TECHNOLOGIES, LLC	754318-ACH	Invoice 068576	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD1020	06/24/24	ROLLKALL TECHNOLOGIES, LLC	750606-ACH	Invoice 068579	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD1021	06/24/24	ROLLKALL TECHNOLOGIES, LLC	751642-ACH	Invoice 068580	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD954	06/02/24	COMCAST -ACH	2201-05112024 ACH	ACCT# 8495743101272201 5/15-6/14/2024	5/15/24-6/14/24	546034-52901	\$254.99
001	DD955	06/02/24	COMCAST -ACH	3316-05112024 ACH	ACCT# 8495743101273316 5/15-6/14/2024	5/15/24-6/14/24	541003-57205	\$199.57
001	DD955	06/02/24	COMCAST -ACH	3316-05112024 ACH	ACCT# 8495743101273316 5/15-6/14/2024	5/15/24-6/14/24	543003-57205	\$298.28
001	DD956	06/02/24	COMCAST -ACH	4033-05112024 ACH	ACCT# 8495743101274033 5/15-6/14/2024	5/15/24-6/14/24	543003-57206	\$320.49
001	DD957	06/02/24	COMCAST -ACH	9406-05112024 ACH	ACCT# 8495743101259406 5/15-6/14/2024	5/15/24-6/14/24	543003-53902	\$238.99
001	DD958	06/02/24	COMCAST -ACH	9430-05112024 ACH	ACCT# 8495743101259430 5/15-6/14/2024	5/15/24-6/14/24	546034-52901	\$246.94
001	DD969	06/18/24	ST. JOHNS COUNTY UTILITY DEPT.	04785-051924-ACH	ACCT# 514213-104785 4/18-5/19/2024	4/18/24-5/19/24	543001-57205	\$1,199.51
001	DD970	06/18/24	ST. JOHNS COUNTY UTILITY DEPT.	05192024-114659 ACH	ACCT# 514215-114659 4/18-5/19/2024	4/18/24-5/19/24	543001-57205	\$544.25
001	DD971	06/18/24	ST. JOHNS COUNTY UTILITY DEPT.	051924 101723 ACH	ACCT# 514213-101723 4/18-5/19/2024	4/18/24-5/19/24	546034-52901	\$32.74
001	DD972	06/18/24	ST. JOHNS COUNTY UTILITY DEPT.	051924 114653 ACH	ACCT# 514211-114653 4/18-5/19/2024	4/18/24-5/19/24	543021-53903	\$363.09
001	DD973	06/18/24	ST. JOHNS COUNTY UTILITY DEPT.	21119-051924-ACH	ACCT# 514214-121119 4/18-5/19/2024	4/18/24-5/19/24	543021-57206	\$152.39
001	DD974	06/18/24	ST. JOHNS COUNTY UTILITY DEPT.	26261-051924-ACH	ACCT# 532033-126261 4/18-5/19/2024	4/18/24-5/19/24	546034-52901	\$32.64
001	DD975	06/18/24	ST. JOHNS COUNTY UTILITY DEPT.	33660-051924-ACH	ACCT# 514213-133660 4/17-5/19/2024	4/17/24-5/19/24	543021-53902	\$228.16
001	DD976	06/04/24	REPUBLIC SERVICES OF FL, L.P	0687-001429498-ACH	SERVICE FOR 6/1-6/30/2024	06/01/2024-06/30/2024	543020-53902	\$212.44
001	DD977	06/05/24	REPUBLIC SERVICES OF FL, L.P	0687-001432091-ACH	SERVICE FOR 6/1-6/30/2024	06/01/2024-06/30/2024	543020-57206	\$213.47
001	DD977	06/05/24	REPUBLIC SERVICES OF FL, L.P	0687-001432091-ACH	SERVICE FOR 6/1-6/30/2024	06/01/2024-06/30/2024	543020-57205	\$213.48
001	DD989	06/04/24	FLORIDA DEPARTMENT OF	06042024 ACH	POOL PERMIT 6/2024	pool permit 06/2024	549066-57205	\$925.35
001	DD990	06/22/24	AT&T	053124-1010 ACH	Invoice 068422	ACCT# 323611010 6/1-6/30/2024	541003-57205	\$171.99
001	DD991	06/12/24	GATE FUEL SERVICE-ACH	6013846 ACH	Invoice 068440	FUEL 6/4/2024	552030-53902	\$1,521.96
001	DD992	06/15/24	COMCAST	202261892-ACH	ACCT# 963185024 5/15-6/14/2024	5/15/24-6/14/24	541003-53902	\$320.87
001	DD993	06/12/24	ROLLKALL TECHNOLOGIES, LLC	734621-ACH	OFF DUTY ROVING PATROL CRAIG CARSON 5/28/2024	5/28/24	534099-52901	\$231.00
001	DD994	06/14/24	ROLLKALL TECHNOLOGIES, LLC	736876-ACH	OFF DUTY ROVING PATROL GARY PERNA 5/31/2024	5/31/24	534099-52901	\$231.00
001	DD995	06/06/24	ROLLKALL TECHNOLOGIES, LLC	737859-ACH	OFF DUTY ROVING PATROL CRAIG CARSON 6/1/2024	6/1/24	534099-52901	\$231.00
001	DD996	06/11/24	ROLLKALL TECHNOLOGIES, LLC	745086 ACH	Invoice 068417	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD997	06/12/24	ROLLKALL TECHNOLOGIES, LLC	742080 ACH	Invoice 068418	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD998	06/11/24	ROLLKALL TECHNOLOGIES, LLC	743889 ACH	Invoice 068419	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD999	06/11/24	ROLLKALL TECHNOLOGIES, LLC	742963 ACH	Invoice 068420	OFF DUTY ROVING PATROL	534099-52901	\$231.00

Fund Total \$239,158.24

Total Checks Paid \$239,158.24

# **Eighth Order of Business**

**8A**

**AGREEMENT BETWEEN THE  
MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT AND  
DPFG MANAGEMENT & CONSULTING, LLC DOING BUSINESS AS VESTA  
DISTRICT SERVICES FOR DISTRICT MANAGEMENT SERVICES**

**THIS AGREEMENT** (“**Agreement**”) is made and entered into this 17th day of July, 2024, by and between:

**MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida, with a mailing address of c/o Kutak Rock LLP, 107 West College Avenue, Tallahassee, Florida 32301 (the “**District**”); and

**DPFG MANAGEMENT AND CONSULTING, LLC**, a Florida limited liability company, doing business as Vesta District Services, with a mailing address of 250 International Parkway, #208, Lake Mary, Florida 32746 (hereinafter “**Consultant**” and together with the District, the “**Parties**”).

**RECITALS**

**WHEREAS**, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development Act of 1980, as codified in Chapter 190, Florida Statutes (the “**Act**”), and by ordinance adopted by the Board of County Commissioners of St. Johns County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure;

**WHEREAS**, the District wishes to retain an independent contractor to provide professional district management services, all as more particularly described herein and in **Exhibit A**, which is incorporated herein by reference;

**WHEREAS**, Consultant represents and warrants to the District that it is qualified, capable and willing to provide such services and the District desires to enter into this Agreement with the Consultant for the same; and

**WHEREAS**, the District and Consultant warrant and agree that they have the right, power and authority to enter into and be bound by this Agreement.

**NOW, THEREFORE**, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

**SECTION 1. RECITALS.** The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**SECTION 2. PURPOSE; SCOPE OF SERVICES:** The purpose of this Agreement is for the Consultant to provide professional district management services to the District pursuant to the Act. A brief description of these services is provided below and a detailed description is provided in **Exhibit A** to this Agreement. The Consultant shall not commence providing the services to be performed pursuant to this Agreement and **Exhibit A** until September 1, 2024; provided however, prior to such date, at Consultant's own expense, Consultant may attend District Board meetings, consult with District staff and/or supervisors, and take such other actions as it deems necessary in order to effectively provide the services starting September 1, 2024.

A. Standard On-Going District Management Services (“Standard Services”). The Consultant shall provide the following Standard Services to the District pursuant to this Agreement:

1. **Management** – services include the conducting of up to thirteen (13) meetings / workshops per year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
2. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, *Florida Statutes*, and the District's adopted Rules of Procedure, preparation and delivery of agenda; the District Manager will assist the Board in researching and implementing a cloud-based system for storage and retrieval of District records;
3. **Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
4. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.
5. **Website Administration** – Consultant shall ensure that the District's website(s) remain in compliance with all applicable Florida law regarding the content and functionality. At the election of the District as an Additional Service, Consultant shall also be responsible for web design and hosting, including providing for all District e-mail addresses.
6. **Dissemination Agent** - Consultant shall serve as the District's dissemination agent under any District continuing disclosure agreements.

B. Time Frame. The Standard Services shall be provided on a monthly basis as detailed in this Agreement.

C. Consultant Acknowledgments. Consultant acknowledges that it works for the collective District Board of Supervisors and not for individual board members. Unless directed by state or federal law, a rule, resolution or policy adopted by the District Board of Supervisors, or as directed by motion of the District Board of Supervisors, Consultant shall not take direction from individual board members.

**SECTION 3. ADDITIONAL SERVICES.** In addition to the Standard Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services described herein or in **Exhibit A**, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services (“**Additional Services**”). Additional services must be authorized by the District prior to being provided by Consultant. Such Additional Services may include, but are not limited to, the items set forth in **Exhibit A** under the heading “ADDITIONAL SERVICES.” If any Additional Services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant. All Additional Services will remain subject to the terms and conditions of this Agreement.

**SECTION 4. TERM.** The initial term of this Agreement commences on September 1, 2024 and continues until September 30, 2025 (“**Initial Term**”), unless terminated earlier by either party in accordance with the provisions of this Agreement. This Agreement shall automatically renew for additional one-year terms (“**Additional Terms**”), unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Agreement are firm and that the Consultant may change the prices only with the District’s prior consent, as evidenced by an affirmative vote of the District’s Board of Supervisors at a public meeting.

**SECTION 5. FEES AND EXPENSES; PAYMENT TERMS.**

A. Fees and Expenses.

1. A schedule of fees for the services provided pursuant to this Agreement is attached hereto as **Exhibit B** to this Agreement, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services it provides pursuant to this Agreement in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant’s compensation for services provided pursuant to this Agreement, the District shall compensate the Consultant only for those services provided under the terms of this Agreement. For services provided by Consultant on and after October 1, 2025, the District and Consultant will discuss adjustments to the annual fee schedule based on a Consumer Price Index Adjustment or other relevant factors. Provided however, any such adjustment to the annual fee or other fee shall be

approved by the District's Board of Supervisors by affirmative vote at a public meeting.

2. Unless otherwise specified by this Agreement, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Agreement is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. All invoices shall be due and payable by the District within forty-five (45) days from the date of receipt of a correctly submitted invoice or as otherwise provided by the Prompt Payment Act, Chapter 218.70, *Florida Statutes*. Invoices not paid within forty-five (45) days of presentation or as otherwise required by the Prompt Payment Act shall be charged interest on the balance due at the maximum legally permissible rate, unless such non-payment is the result of Consultant's neglect. After the District has issued a notice of termination of this Agreement, Consultant shall not pay District funds to Consultant or its affiliates absent prior approval of the District Board of Supervisors by an affirmative vote at a public meeting.
3. Fees for the Standard Services described in this Agreement may be negotiated annually by the Parties. Any amendment to Standard Services fees must comply with the amendment procedure in this Agreement and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Agreement terms.
4. In the event the District authorizes a requested change in the scope of services, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Agreement. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
5. For the purposes of this Agreement, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard Services, as provided in this Agreement. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**, with the exception of postage and freight. Out-of-pocket expenses incurred in connection with the performance of Additional Services will be subject to reimbursement at cost. These expenses include, but are not limited to, non-routine postage, overnight delivery and copies.



B. Payment Terms.

1. **Standard Services.** Standard Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**, unless otherwise noted on **Exhibit B**.
2. **Additional Services.** Additional Services will either be billed monthly or per occurrence both as authorized by the District and negotiated by the Parties.
3. **Out-of-Pocket Expenses.** Out-of-Pocket expenses not included under the Standard Services of the Consultant will be billed monthly as incurred.

**SECTION 6. SUSPENSION OF SERVICES FOR NON-PAYMENT.** The Consultant shall have the right to suspend services being provided pursuant to this Agreement if the District fails to pay Consultant’s invoices in a timely manner, which shall be construed as forty-five (45) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70, *Florida Statutes*, unless such non-payment is the result of Consultant’s neglect. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.

**SECTION 7. AMENDMENT.** Amendments to, and waivers of, the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Consultant.

**SECTION 8. RESPONSIBILITIES.**

A. District Responsibilities. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Agreement. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. Limitations of Responsibilities. To the extent not referenced herein, and to the extent consistent with Section 190.006, *Florida Statutes*, Consultant shall not be responsible for the acts or omissions of any other Consultant or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Agreement which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature. Notwithstanding the preceding two sentences, Consultant shall take affirmative measures to protect against damage or destruction to District infrastructure as would a reasonably prudent district manager in similar circumstances.

**SECTION 9. TERMINATION.** This Agreement may be terminated as follows:

A. By the District for “good cause” immediately, which shall include, but is not limited to, misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for “good cause” shall be effected by written (electronic) notice to Consultant.

B. By the Consultant for “good cause” immediately, which shall include, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Agreement, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for “good cause” shall be effected by written (electronic) notice to District.

C. By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.

D. Upon any termination of this Agreement, the Consultant shall be entitled to payment for all services rendered pursuant to this Agreement up until the effective date of the termination of this Agreement, subject to whatever claims or off-sets the District may have against the Consultant. Consultant will make all reasonable efforts to provide for an orderly transfer of the books and records of the District to the District or its designee. In all circumstances, Consultant shall comply with the obligations contained in subsections 119.021(4), Florida Statutes.

**SECTION 10. GENERAL TERMS AND CONDITIONS.**

A. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant’s activities and work pursuant to the Agreement within twenty-four hours (24) hours.

B. The Consultant shall be responsible for the timely payment of all legitimate invoices. Should the Consultant fail to pay legitimate invoices in a timely manner, the Consultant shall reimburse the District for any fees, interest, and late charges assessed against the District as a result of the Contractor’s failure.

**SECTION 11. APPLICABLE LAW AND VENUE.** THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA WITHOUT REFERENCE TO THE PRINCIPLES OF CONFLICT OF LAWS. EXCEPT FOR ACTIONS SEEKING INJUNCTIVE RELIEF (WHICH MAY BE BROUGHT IN ANY APPROPRIATE JURISDICTION), SUITS UNDER THIS AGREEMENT SHALL ONLY BE BROUGHT IN A COURT OF COMPETENT JURISDICTION IN ST. JOHNS COUNTY, STATE OF FLORIDA. THIS CHOICE OF VENUE IS INTENDED BY THE PARTIES TO BE MANDATORY AND NOT PERMISSIVE IN NATURE, AND TO PRECLUDE THE POSSIBILITY OF LITIGATION BETWEEN THE PARTIES WITH RESPECT TO, OR ARISING OUT OF, THIS AGREEMENT IN ANY JURISDICTION OTHER THAN THAT SPECIFIED IN THIS SECTION. EACH PARTY WAIVES ANY RIGHT IT MAY HAVE TO ASSERT THE DOCTRINE OF FORUM NON CONVENIENS OR SIMILAR DOCTRINE OR TO OBJECT TO VENUE WITH RESPECT TO ANY PROCEEDING BROUGHT IN ACCORDANCE WITH THIS SECTION.

## **SECTION 12. INDEMNIFICATION.**

A. District Indemnification. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, *Florida Statutes*), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the District Board's refusal to follow a Consultant's recommendation. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement.

B. Consultant Indemnification. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement. Additionally, nothing in this Agreement requires Consultant to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Consultant as jointly liable parties; however, Consultant shall indemnify the District for any and all percentage of fault attributable to Consultant for claims against the District, regardless of whether the District is adjudged to be more or less than 50% at fault.

C. Sovereign Immunity; Indemnification Obligations. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, *Florida Statutes*, or other applicable law. Indemnification obligations under this Agreement shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments as ordered.

## **SECTION 13. INSURANCE.**

A. The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Agreement.

B. The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Agreement:

1. Worker’s Compensation Insurance in accordance with the laws of the State of Florida.
2. General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
3. Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
4. Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
5. Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant’s staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
6. Employee Theft Insurance with a limit no less than One Million Dollars (\$1,000,000.00) per each occurrence.

C. Except with respect to the Professional Liability, Worker’s Compensation and Employee Theft insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

D. If the Consultant fails to secure or maintain the required insurance, after ten (10) days written notice, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District’s obtaining the required insurance. If the District procures such insurance, the amounts paid for insurance by the District, including but not limited to any premiums, late fees, interest, and reinstatement fees, shall be deducted from any compensation due to the Consultant until such time as the Consultant reimburses the District for such insurance procurement expenses.

**SECTION 14. ASSIGNMENT.** Neither the District nor the Consultant may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

**SECTION 15. COMPLIANCE WITH PUBLIC RECORDS LAWS.** Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section

119.0701, *Florida Statutes*. Consultant acknowledges that the designated public records custodian for the District is **Sandra Demarco** (“**Public Records Custodian**”). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*, and the District’s Rules of Procedure; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the District’s Records Request Policy; and 5) upon completion of the Agreement, transfer to the District or its designee, at no cost, all public records in Consultant’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Office products, Adobe PDF formats, or the other information technology systems of the District.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT MICHAEL C. ECKERT AT (850)567-0558 AND THE CUSTODIAN OF PUBLIC RECORDS AT ( ) , OR BY EMAIL AT [MICHAEL.ECKERT@KUTAKROCK.COM](mailto:MICHAEL.ECKERT@KUTAKROCK.COM) AND , RESPECTIVELY, OR BY REGULAR MAIL AT MICHAEL C. ECKERT, KUTAK ROCK LLP, P.O. BOX 10230, TALLAHASSEE, FLORIDA 32302 AND .**

**SECTION 16. NOTICES.** All notices, requests, consents and other communications under this Agreement (“**Notices**”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Board of Supervisors  
 Marshall Creek Community Development District  
 c/o Kutak Rock LLP  
 P.O. Box 10230  
 Tallahassee, FL 32302  
 Attn: District Counsel  
 Phone: (850)567-0558  
 Email: Michael.Eckert@kutakrock.com

If to the Consultant: Vesta District Services  
 205 International Parkway, #208  
 Lake Mary, Florida 32746  
 Attn: Marshall Creek CDD District Manager  
 Phone: (321)263-0132  
 Email: [REDACTED]

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**SECTION 17. EFFECTIVE DATE.** This Agreement shall become effective upon execution by both the District and the Consultant, and shall remain effective until natural expiration or termination by either the District or the Consultant in accordance with the provisions of this Agreement.

**SECTION 18. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**SECTION 19. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A and B**, shall constitute the final and complete expression of this Agreement between the District and the Consultant relating to the subject matter of this Agreement. To the extent of any conflict between this instrument and **Exhibits A and B**, this instrument shall control.

**SECTION 20. ENFORCEMENT OF AGREEMENT; PROTECTION AGAINST THIRD-PARTY INTERFERENCE.** A default by either the District or the Consultant under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. In the event that either the District or the Consultant is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third-party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

**SECTION 21. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.

**SECTION 22. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

**SECTION 23. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**SECTION 24. INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Consultant shall be acting as an independent contractor. Neither the Consultant nor employees of the Consultant are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Consultant agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Consultant in the performance of this Agreement. The Consultant shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Consultant shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

**SECTION 25. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**SECTION 26. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

**SECTION 27. COMPLIANCE WITH E-VERIFY.** The Consultant shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Consultant shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Consultant has knowingly violated Section 448.091, *Florida Statutes*.

- A. If the Consultant anticipates entering into agreements with a subcontractor for the Work, Consultant will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.
- B. In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Consultant has otherwise complied with its obligations hereunder, the District shall promptly notify the Consultant. The Consultant agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Consultant or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.
- C. By entering into this Agreement, the Consultant represents that no public employer has terminated a contract with the Consultant under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

**SECTION 28. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES.** Consultant agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

**SECTION 29. SCRUTINIZED COMPANIES STATEMENT.** Consultant certifies it: (i) is not in violation of Section 287.135, *Florida Statutes*; (ii) is not on the Scrutinized Companies with Activities in Sudan List; (iii) is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; (iv) does not have business operations in Cuba or Syria; (v) is not on the Scrutinized Companies that Boycott Israel List; and (vi) is not participating in a boycott of Israel. If Consultant is found to have submitted a false statement with regards to the



prior sentence, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, has engaged in business operations in Cuba or Syria, and/or has engaged in a boycott of Israel, the District may immediately terminate the Contract.

***[SIGNATURES BEGIN ON THE FOLLOWING PAGE]***

DRAFT

**IN WITNESS WHEREOF**, the Parties each intend to enter this Agreement, understand the terms set forth herein, hereby agree to those terms, and have executed this Agreement on the day and year first written above.

ATTEST:

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

WITNESS:

**DPFG MANAGEMENT AND  
CONSULTING, LLC**, a Florida limited  
liability company, doing business as Vesta  
District Services

\_\_\_\_\_  
\_\_\_\_\_  
(Print Name)

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

- Exhibit A:** Scope of Services
- Exhibit B:** Schedule of Fees

## **Exhibit A: Scope of Services**

This Exhibit A supplements but does not replace the scope of services identified in the Agreement.

**STANDARD ON-GOING SERVICES (“STANDARD SERVICES”)**: These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

### **1. MANAGEMENT:**

- A. Attend and conduct all regularly scheduled and special Board meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc. If requested by the Board of Supervisors, lead meetings and workshops. Arrange for and provide Zoom, Go To Meeting or other technology for audience participation in board meetings and workshops.
- B. Suggest actions, and implement actions approved by the Board, that lead to the efficient management of District meetings and workshops. Examples include increased communication with Supervisors, management of meeting discussions, etc.
- C. Suggest actions, and implement actions approved by the Board, that lead to prudent financial decisions. Examples include estimating future funding needs, tracking unpaid but contractual commitments to make future payments, suggesting consultants to improve investment returns, and suggesting processes to ensure appropriate maintenance, repair and replacement of capital assets.
- D. Coordinate with the District’s Property Management Company when necessary or appropriate.
- E. Administer the Interlocal Agreement with Sweetwater Creek Community Development District for the shared use of recreation facilities and security.
- F. Ensure compliance with all statutes affecting the District, including but not limited to:
  1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives.
  3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination, and fulfill the duties of Financial Disclosure Coordinator as provided pursuant to statute and the District’s Rules of Procedure.
  4. Provide Form 1 Financial Disclosure documents for Board Members.
  5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed.
  7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.

10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
  12. Provide written notice to owners of public hearing on the budget and its related assessments, when required by law.
  13. Coordinate and monitor the timely preparation, filing with St. Johns County, and posting on the District's website of the Public Facilities Report, as updated from time to time, in accordance with state statute and within the reporting period assigned to St. Johns County.
  14. Coordinate and monitor the timely preparation and filing with St. Johns County of the 20-year stormwater needs analysis and any updates thereto, as required by state statute.
  15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  16. Provide for submitting the regular meeting schedule of the Board to County.
  17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County.
  18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections.
  19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
  20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually, and ensure such information is posted on the District's website and remains accurate and up-to-date.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Respond to Bond Holders Requests for Information.
  25. Implement the policies established by the Board in connection with the operations of the District.
  26. Provide copies of all notices, orders, reports of violations, or similar documents received by the Consultant from any governmental unit to the individual members of the District Board of Supervisors, the District engineer, and District counsel within seventy-two (72) calendar hours of receipt.
- G.** Assist in the negotiation of Agreements, as directed by the Board.
- H.** Advise the Board on the status of negotiations, as well as contract provisions and their impacts on the District and provide contract administration services.

- I. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- J. Monitor certificates of insurance as needed per contract.
- K. Monitor and track all contract expiration dates, and present contract extensions or new proposals in sufficient time to allow the Board to consider the proposed contract for services before the existing contract expires.
- L. Answer Project Status Inquiries from Consultants Bonding Companies.
- M. Conduct surveys of resident opinions when requested by the Board.
- N. Provide tablets / electronic devices for Supervisors' use at board meetings.
- O. Upon Board request, fully implement all aspects of the Communications Platform and Vesta Vantage Pro at no additional cost as set forth on pages 24 through 25 of Vesta's Proposal to the District dated March 12, 2024.

## 2. ADMINISTRATIVE:

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
  - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy. Fulfilling routine public records requests shall not result in additional charges to the District – see Additional Services for extraordinary public records requests.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

## 3. ACCOUNTING:

### A. Financial Statements

- 1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
  - i. Chart of Accounts
  - ii. Vendor and Customer Master File
  - iii. Report creation and set-up.

2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
    - i. Cash Investment Account Reconciliations per fund
    - ii. Balance Sheet Reconciliations per fund
    - iii. Expense Variance Analysis
  3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
  4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
  5. Manage banking relations with the District's Depository and Trustee.
  6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
  7. Account for assets constructed by or donated to the District for maintenance.
  8. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
  9. Provide Audit support to auditors for the required Annual Audit, as follows:
    - i. Review statutory and bond indenture requirements
    - ii. Prepare Audit Confirmation Letters for independent verification of activities.
    - iii. Prepare all supporting accounting reports and documents as requested by the auditors
    - iv. Respond to auditor questions
    - v. Review and edit draft report
    - vi. Prepare year-end adjusting journal entries as required
  10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
  11. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.
  12. Monitor investment of District funds against a benchmark on a regular basis to ensure District funds are held in accordance with the Florida statute, expected cash flow and liquidity needs, and the District's investment policy, if any.
  13. Actively manage the District's funds to maximize interest earnings, within legal parameters.
  14. Pull reports to update financials through EZ Facility.
  15. Handle all accounting reports to update financials each pay period.
  16. Provide back up payroll processing in the Assistant General Manager's absence.
- B. Budgeting**
1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments.

2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

#### **C. Accounts Payable/Receivable**

1. Administer the processing, review, research and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a. Manage Vendor Information per W-9 reports
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a. Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a. File reports with IRS.
5. Manage all utility accounts.
6. Coordinate with onsite staff and department heads for proper approvals of invoicing.

#### **D. Capital Program Administration**

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a. Vendor Agreement completion status
  - b. Verify Change Orders for materials
  - c. Check for duplicate submittals
  - d. Verify allowable expenses per Bond Indenture Agreements such as:
    - i. Agreement Assignment
    - ii. Acquisition Agreement
    - iii. Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

#### **E. Purchasing**

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

## **F. Risk Management**

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and Agreement vendors.

## **4. FINANCIAL AND REVENUE COLLECTION:**

### **A. Administer Prepayment Collection:**

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

### **B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

### **C. Administer Assessments for Off Tax Roll parcels/lots:**

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

### **D. True-Up Analysis:**

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

## **5. WEBSITE ADMINISTRATION:**



- A. Consultant shall, ensure that the District's website(s) remain in compliance with all applicable Florida law regarding the content and functionality of such website and provide for the long-term storage of all website content and email in compliance with all applicable Florida law for public entities regarding records retention. Consultant shall assist the District in identifying cost-effective sources and mechanisms to maximize the content on the District's website while at the same time ensuring compliance with applicable laws.
- B. Consultant, to the extent it has the technological capability, shall assist the District in developing and maintaining a website if desired by the Board. The website domain name and content shall be owned by the District. The Consultant will not disable the website from public view for six months after termination of Consultant's services, unless requested by the District.
- C. At the election of the District as an Additional Service, Consultant shall also be responsible for web design and hosting, including providing for all District e-mail addresses.

**6. DISSEMINATION AGENT:**

- A. Consultant shall serve as the District's dissemination agent under any applicable continuing disclosure undertaking of the District, which shall include fulfilling all duties of the Dissemination Agent set forth in such continuing disclosure undertaking.

**ADDITIONAL SERVICES:**

- A. Meeting Coordination, Preparation and Attendance for each meeting above 13 meetings/workshops per fiscal year.
- B. Meetings/workshops lasting more than four (4) hours.
- C. Debt Service Fund Accounting & Assessment Collection Services (if the District issues additional debt which is not a refunding or refinancing of existing debt).
- D. Assessment Methodology Consultant Services (for preparing Special Assessment Methodology Reports).

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**Exhibit B – Schedule of Fees**

<b>Standard Service Description</b>	<b>Fee*</b>
Management / Administrative / Accounting / Assessment Roll / Financial and Revenue Collection / Website Administration / Parks and Recreation Management Consulting	\$84,700 per year (\$7,058.33 per month)
Dissemination Agent	\$2,000 per year
<b>TOTAL</b>	<b>\$86,700 per year</b>

\* Except for Dissemination Agent services, standard services shall be billed monthly. The Dissemination Agent fee shall be billed at a rate of \$500 after each quarterly report is submitted. If quarterly reports are no longer required, the Dissemination Agent fee shall be billed annually after the District’s annual report is submitted.

Fees for Additional Services:

- A. More than 13 meetings /workshops per fiscal year: *\$800.00 per meeting*
- B. Meetings / workshops lasting more than four (4) hours: *\$175.00 per hour*
- C. Debt Service Fund Accounting & Assessment Collection Services: *\$5,500 annually per bond issue*
- D. Assessment Methodology Consultant Services:
  - New Bond Issuance Fee: \$25,000*
  - Refinance Fee: \$15,000*
  - Bond Anticipation Notes: \$15,000*