

***PARK CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Budget Workshop***

***Thursday  
July 16, 2020  
6:00 p.m.***

***Location:  
Conducted Via Electronic Teleconference***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Park Creek Community Development District

---

Board of Supervisors  
**Park Creek Community Development District**

Dear Board Members:

A Budget Workshop of the Board of Supervisors of the Park Creek Community Development District is scheduled for **Thursday, July 16, 2020 at 6:00 p.m.**

*Due to current issues related to COVID-19, the Florida Governor released Executive Order 20-69 which allows governmental public meetings and required quorums to be completed via telephone conference. In respect of current social distancing recommendations this meeting will be conducted via telephone in order to protect the health and safety of the public. Both members of the board and the public may join this meeting via telephone as follows:*

**Call in phone number: 929-205-6099**  
**Meeting ID: 851 2696 8670**  
**Password: 488695**

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.*

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

*Tonya Elliott-Moore*

Tonya Elliott-Moore  
District Manager  
813-374-9104

Cc: District Records

District: **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

Date of Workshop: Thursday, July 16<sup>th</sup>, 2020

Time: 6:00 PM

Location: Via Zoom teleconference  
Due to COVID 19  
Per Gov Exec Order 20-69

Dial-in Number: 929-205-6099

Meeting ID: 851 2696 8670#

*Agenda*

**I. Roll Call**

**II. Business Matters**

A. Review of the FY 2021 Proposed Budget

Exhibit 1

**III. Audience Comments – New Business –** *(limited to 3 minutes per individual for non-agenda items)*

**IV. Adjournment**

**EXHIBIT 1.**

# PARK CREEK COMMUNITY DEVELOPMENT DISTRICT



**PROPOSED OPERATING BUDGET  
OCTOBER 1, 2020 – SEPTEMBER 30, 2021**

# PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

## **BUDGET DEVELOPMENT:**

FLORIDA STATUTE 189.418:

The total amount available from taxation and other sources, including balances brought forward for prior fiscal years, must equal the total of appropriations for expenditures and reserves.

***(A Balanced Budget)***

# Park Creek Community Development District

## **BOARD BUDGET DEVELOPMENT:**

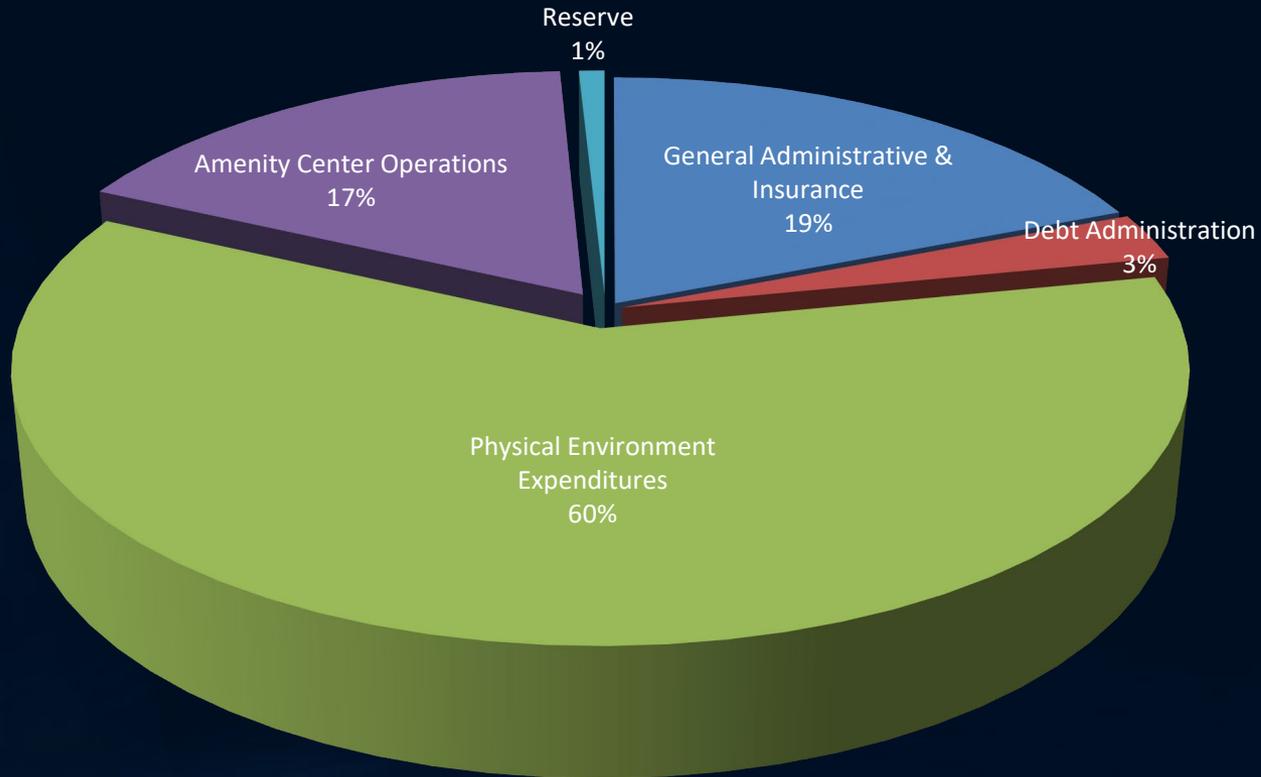
1. Review of Actual Expenditures of Prior Fiscal Years
2. Review of Contracts and Service Level Provided
3. Consideration of Future Service Needs

# PARK CREEK CDD

Lot Width	Units	GROSS Assmt/Unit FY 2021	GROSS Assmt/Unit FY 2020	GROSS Diff./Unit	Monthly Change
50	177	\$1,283.88	\$1,272.45	\$11.43	\$0.95
60	154	\$1,540.66	\$1,526.94	\$13.72	\$1.14
70	11	\$1,797.43	\$1,781.43	\$16.00	\$1.33
Total	342				

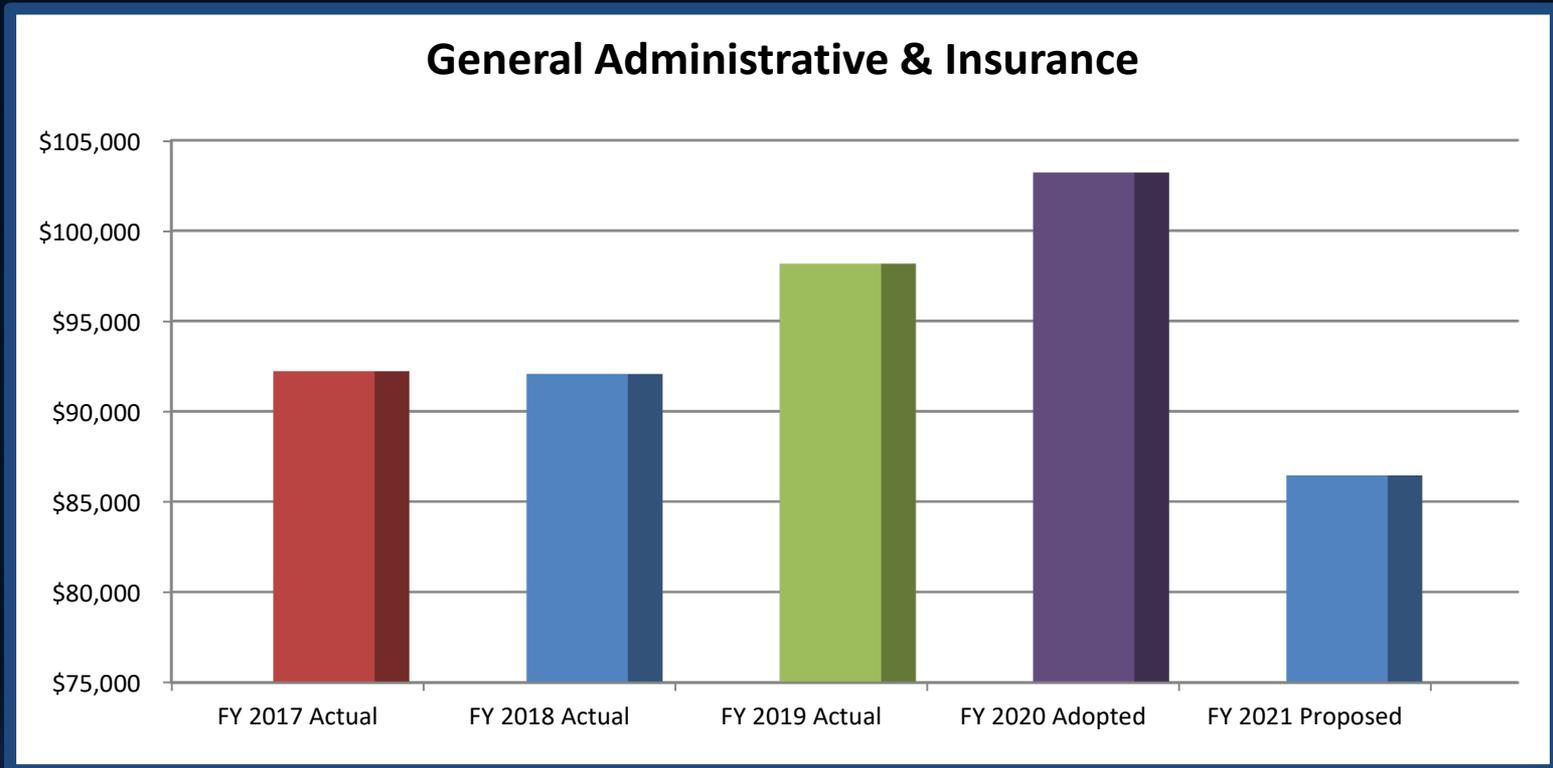
# PARK CREEK CDD

FY 2021 Expenditure Summary: \$455,222



# PARK CREEK CDD

General Administrative & Insurance: \$86,449



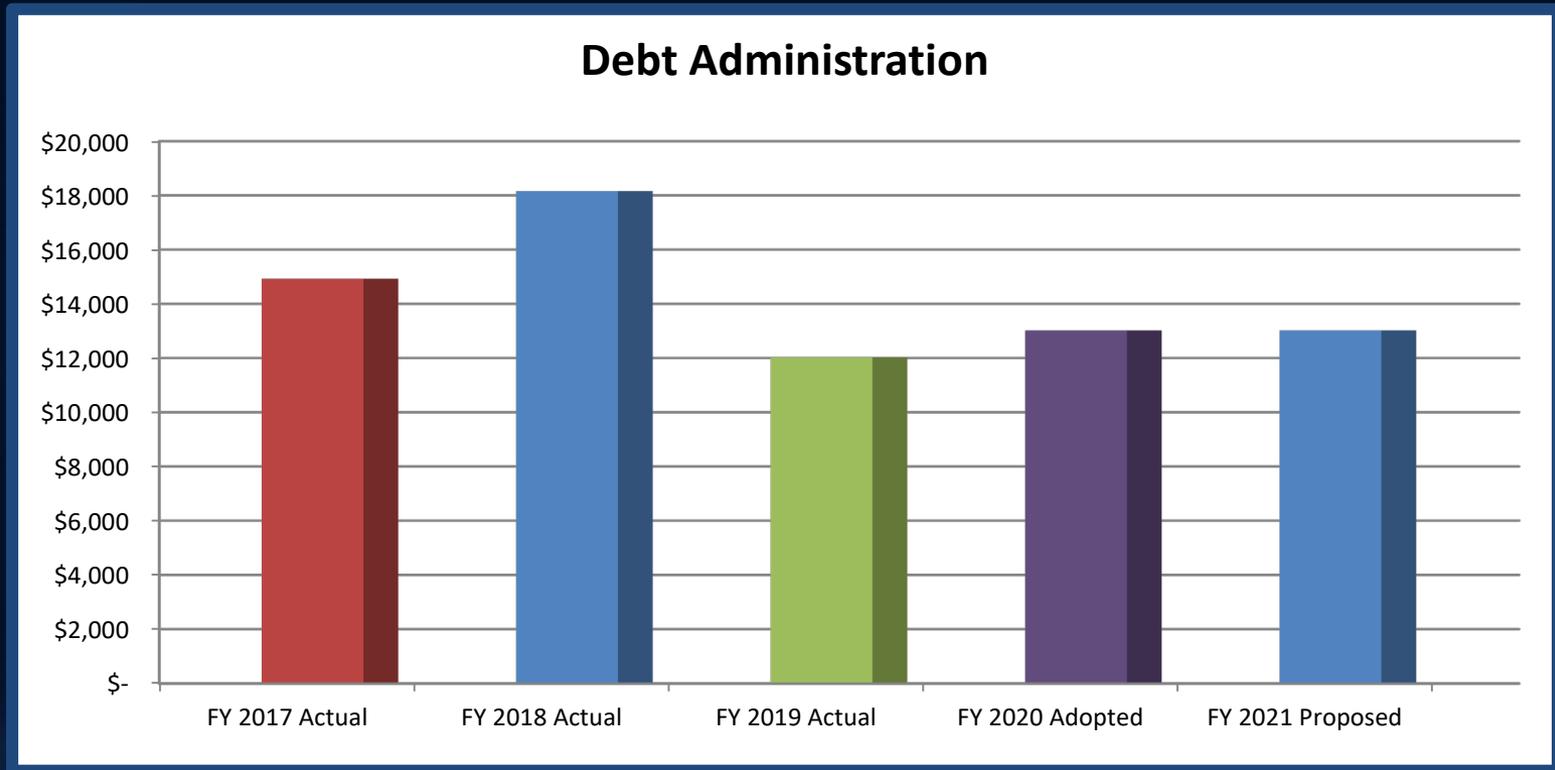
# PARK CREEK CDD

Administrative & Insurance: 19%, Decrease of \$16,765

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2020 YTD March 31, 2020	FY 2021 Proposed	Variance FY 2020 to FY 2021
<b>GENERAL ADMINISTRATIVE</b>							
SUPERVISORS COMPENSATION	3,600	3,000	2,600	8,000	600	8,000	-
PAYROLL TAXES	275	230	199	612	46	612	-
PAYROLL SERVICES	347	304	206	673	59	673	-
MANAGEMENT CONSULTING SERVICES	21,000	24,000	24,000	24,000	12,000	24,000	-
PLANNING , COORDINATING & CONTRACT SRVCS	24,000	24,000	24,000	24,000	12,000	6,000	(18,000)
ADMINISTRATIVE SERVICES	5,500	5,500	5,500	5,500	2,750	5,500	-
BANK FEES	104	119	130	100	-	125	25
MISCELLANEOUS	2,960	885	598	250	13	500	250
AUDITING SERVICES	2,350	2,400	2,500	3,200	-	2,600	(600)
SUPERVISOR TRAVEL PER DIEM	-	14	-	100	-	50	(50)
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,976	808	4,589	750	1,222	1,500	750
ENGINEERING SERVICES	1,779	3,023	4,848	4,500	1,501	4,500	-
LEGAL SERVICES	6,135	3,703	4,392	5,000	1,692	5,000	-
WEBSITE HOSTING	737	738	2,208	2,265	1,370	1,650	(615)
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>70,938</b>	<b>68,899</b>	<b>75,944</b>	<b>79,125</b>	<b>33,426</b>	<b>78,885</b>	<b>(240)</b>
<b>INSURANCE</b>							
INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.	21,277	23,162	22,226	24,089	23,240	25,564	1,475
<b>TOTAL GENERAL ADMINISTRATIVE &amp; INSURANCE</b>	<b>92,215</b>	<b>92,061</b>	<b>98,170</b>	<b>103,214</b>	<b>56,666</b>	<b>104,449</b>	<b>(16,765)</b>

# PARK CREEK CDD

Debt Administration: \$13,020



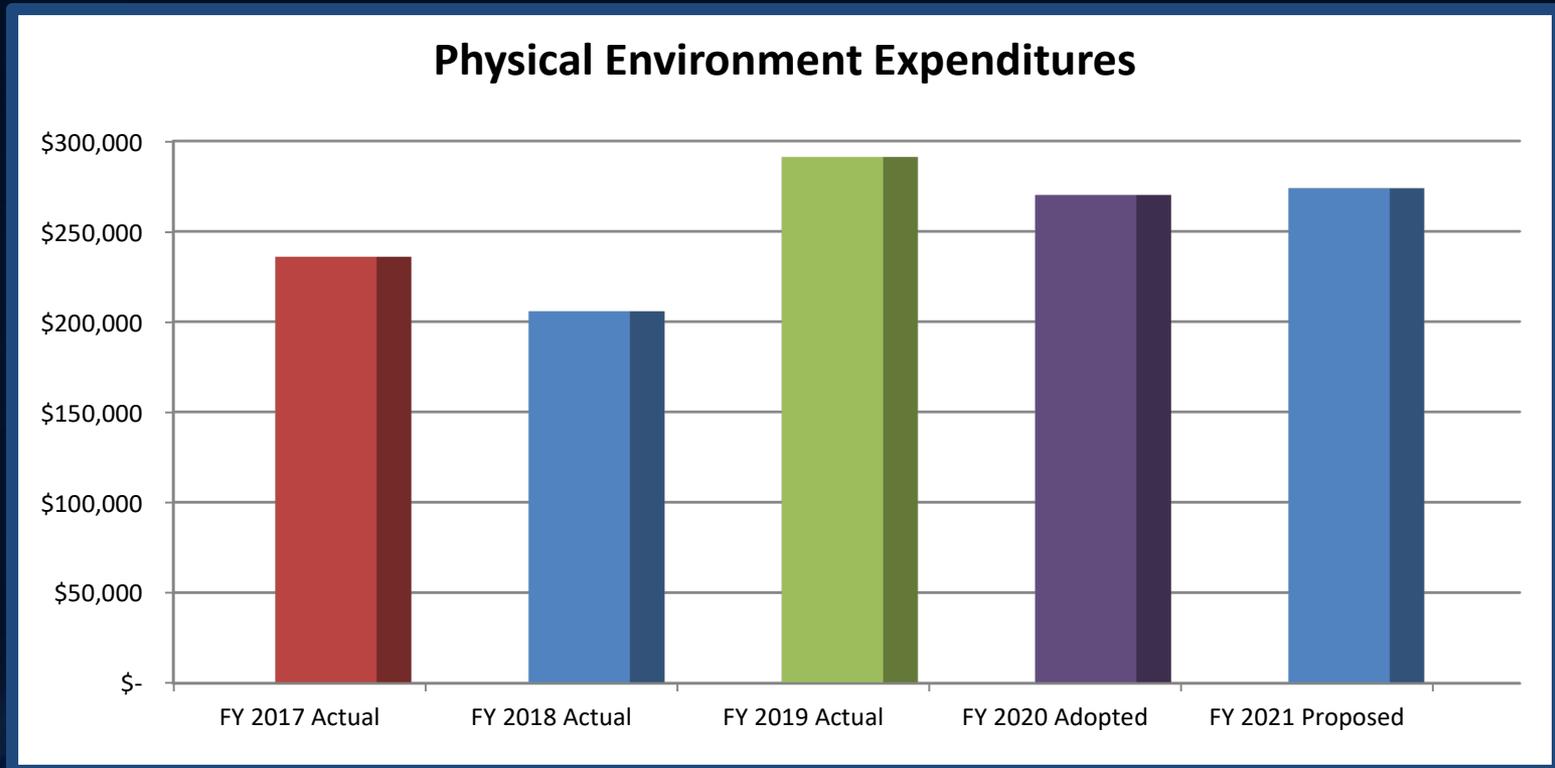
# PARK CREEK CDD

## Debt Administration: 3%, No Variance

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2020 YTD March 31, 2020	FY 2021 Proposed	Variance FY 2020 to FY 2021
<b>DEBT ADMINISTRATION:</b>							
DISSEMINATION AGENT	6,500	6,500	5,500	6,500	5,500	6,500	-
PERFORMANCE & WARRANTY BOND	2,500	2,500	-	-	-	-	-
TRUSTEE FEES	5,926	-	6,519	6,520	2,963	6,520	-
ARBITRAGE	-	9,159	-	-	-	-	-
<b>TOTAL DEBT ADMINISTRATION</b>	<b>14,926</b>	<b>18,159</b>	<b>12,019</b>	<b>13,020</b>	<b>8,463</b>	<b>13,020</b>	<b>-</b>

# PARK CREEK CDD

Physical Environment Expenditures: \$273,818



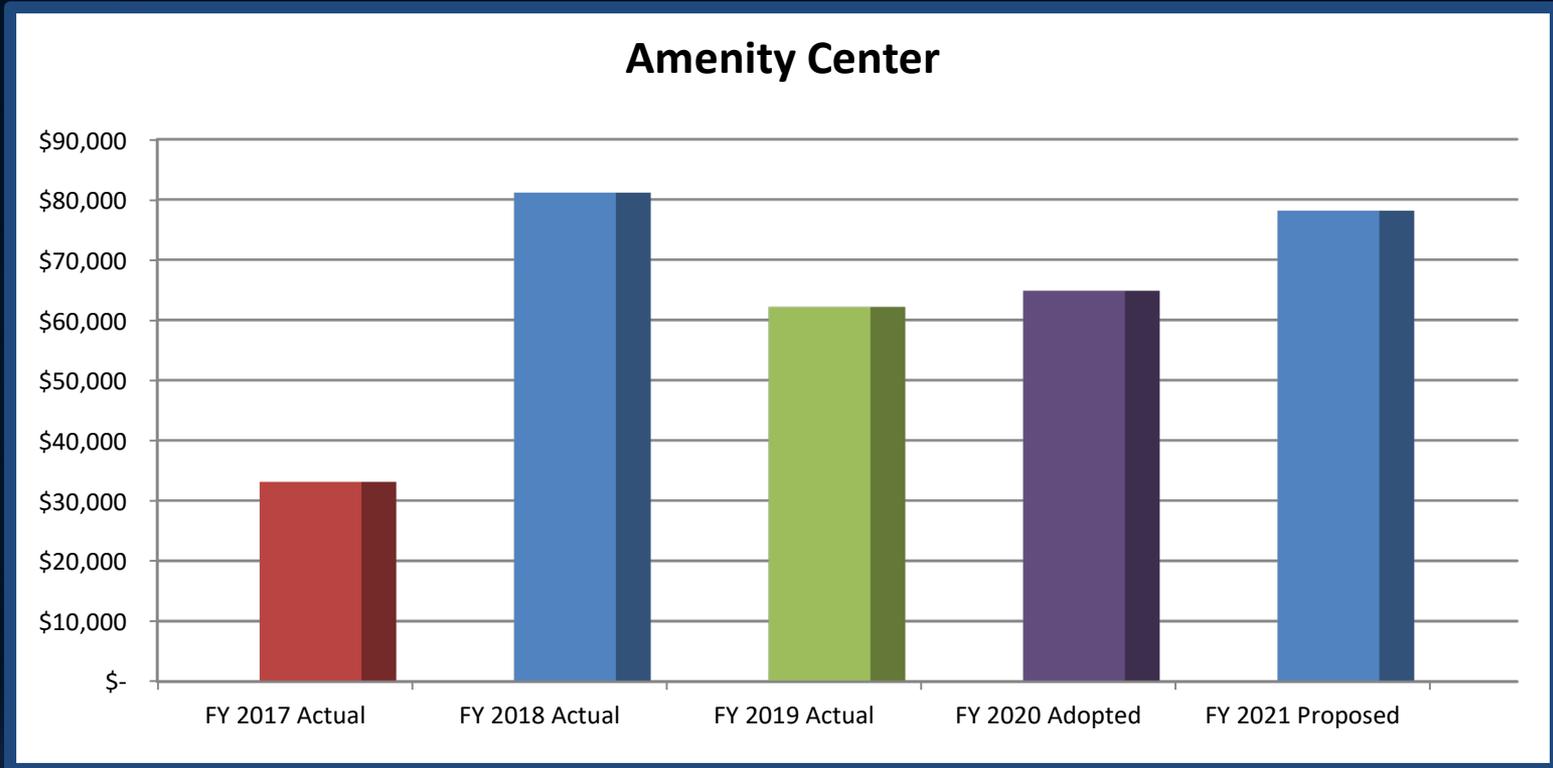
# PARK CREEK CDD

Physical Environment Expenditures: 60%, Increase of \$3,718

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2020 YTD March 31, 2020	FY 2021 Propose d	Variance FY 2020 to FY 2021
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>							
COMPREHENSIVE FIELD TECH SERVICES	-	5,000	17,469	13,896	6,948	13,896	-
FIELD SERVICE TECH	15,383	19,747	4,167	-	-	-	-
FIELD TRAVEL EXPENSE	2,760	1,436	-	-	-	-	-
STREETPOLE LIGHTING	44,504	39,797	54,401	55,680	27,229	55,680	-
ELECTRICITY (IRRIGATION & POND PUMPS)	1,982	5,192	10,977	10,000	5,281	11,100	1,100
WATER (Hillsborough County & purchase from well)	-	-	-	-	-	-	-
LANDSCAPING MAINTENANCE	74,722	81,539	93,684	107,000	46,842	94,000	(13,000)
LANDSCAPE REPLINISHMENT	29,938	20,018	3,300	10,000	-	10,000	-
IRRIGATION MAINTENANCE	13,670	10,324	4,585	10,000	1,862	10,000	-
LANDSCAPE MAINTENANCE - PHASE 3	3,500	-	13,200	13,200	6,600	13,200	-
TREE TRIMMING	7,500	-	-	3,500	3,174	3,500	-
NPDES	3,150	-	-	-	-	-	-
PET WASTE REMOVAL	3,128	2,220	3,812	3,816	1,906	3,816	-
POWER SWEEP	-	-	-	-	-	-	-
STORMWATER DRAINAGE	2,381	-	-	-	-	-	-
ENVIRONMENTAL MITIGATION & POND MAINT.	1,950	3,500	-	-	-	-	-
POND MAINTENANCE	4,608	5,780	5,940	6,000	2,970	6,060	60
POND MOWING - GRANDVIEW	8,225	-	-	-	-	-	-
POND EROSION	-	-	-	-	-	5,100	5,100
SECURITY MONITORING	4,855	3,600	3,600	3,600	1,800	3,600	-
SECURITY PATROL	6,588	-	29,458	24,408	102	24,408	-
SECURITY CLICKERS & FOBS	441	-	-	2,000	-	-	(2,000)
ENTRANCE WALL REPAIR	-	-	-	-	-	-	-
HOLIDAY LIGHTS	-	4,998	4,998	7,000	7,059	7,500	500
FOUNTAIN MAINTENANCE & REPAIR (FY 21)	6,585	-	-	-	479	1,958	1,958
FIELD CONTINGENCY (Sod install , fountain repairs, electric repairs)	-	2,530	22,037	-	-	10,000	10,000
UNBUDGEED EXPENDITURES (Pool furniture and landscape upgrade in pool area)	-	-	19,521	-	-	-	-
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>235,870</b>	<b>205,681</b>	<b>291,147</b>	<b>270,100</b>	<b>112,251</b>	<b>273,818</b>	<b>3,718</b>

# PARK CREEK CDD

Amenity Center Operations: \$78,135



# PARK CREEK CDD

Amenity Center Operations: 17%, Increase of \$13,300

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2020 YTD March 31, 2020	FY 2021 Proposed	Variance FY 2020 to FY 2021
<b>AMENITY CENTER OPERATIONS</b>							
POOL SERVICE CONTRACT	8,400	7,200	10,800	13,500	5,400	10,800	(2,700)
POOL MAINTENANCE & REPAIRS	400	4,050	294	2,500	-	3,500	1,000
POOL PERMIT	275	275	275	275	-	275	-
AMENITY MANAGEMENT	-	3,000	4,500	7,500	2,500	6,000	(1,500)
AMENITY CENTER CLEANING & MAINTENANCE	8,560	7,200	7,800	7,800	3,900	7,800	-
AMENITY CENTER INTERNET	1,855	1,914	1,938	2,100	1,037	2,100	-
AMENITY CENTER ELECTRICITY	6,251	5,631	9,059	7,200	4,423	10,200	3,000
AMENITY CENTER WATER	1,326	3,475	6,593	6,660	2,622	6,660	-
AMENITY CENTER PEST CONTROL	636	961	1,440	1,800	720	1,800	-
REFUSE SERVICE	-	-	-	1,000	-	1,000	-
LANDSCAPE MAINTENANCE	-	-	3,105	-	-	-	-
INFILL PLANTING	-	-	10,000	10,000	-	10,000	-
MISC. AMENITY CENTER OPERATIONS	5,415	47,420	6,359	4,500	2,512	18,000	13,500
<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>33,118</b>	<b>81,126</b>	<b>62,163</b>	<b>64,835</b>	<b>23,114</b>	<b>73,135</b>	<b>13,300</b>

# PARK CREEK CDD

Reserve Study: 1%, Increase of \$3,800

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2020 YTD March 31, 2020	FY 2021 Proposed	Variance FY 2020 to FY 2021
RESERVES							
RESERVE STUDY	3,200	-	-	-	-	3,800	3,800

# PARK CREEK CDD

## Why is the Money Spent? Chain of Results

Row #	\$ Input	Project	Output	Target	Impact
1	\$25,564	Insurance	Increased insurance cost by \$1,475 due to more property owned by the CDD	Community-wide	Insure all CDD owned property
2	\$5,100	Pond Erosion	Work to minimize erosion with plantings and shore work	Community-wide	Reduce potential costs for erosion repair in the future, improve aesthetics for the community
3	\$10,000	Contingency	Repair severely damaged sidewalks and trip hazards	Community-wide	Alleviate potential trip hazards; Enhance community walkability for all residents
4	\$18,000	Amenity Center Repairs & Maintenance	Increased cost by \$13,500 to have funds for repairs and replacements and any changes, or additions needed	Community-wide	Enhanced amenity area and improved aesthetics for the community

- QUESTIONS?