

UNION PARK EAST
COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

Workshop Meeting

Date/Time:
Thursday, July 21, 2022
6:00 P.M.

Location:
Hilton Garden Inn
26640 Silver Maple Parkway
Wesley Chapel, Florida, 33544

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.

Union Park East Community Development District

c/o Breeze

1540 International Parkway, Suite 2000

Lake Mary, FL 32745

813-564-7847

Board of Supervisors
Union Park East Community Development District

Dear Supervisors:

A Meeting of the Board of Supervisors of the Union Park East Community Development District is scheduled for **Thursday, July 21, 2022, at 6:00 P.M.** at the **Hilton Garden Inn, 26640 Silver Maple Parkway, Wesley Chapel, Florida, 33544**

The advanced copy of the workshop 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 any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Thibault

Patricia Thibault
District Manager
813-564-7847

CC: Attorney
Engineer
District Records

District: UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Thursday, July 21, 2022

Time: 6:00 P.M.

Location: Hilton Garden Inn
26640 Silver Maple Parkway
Wesley Chapel, Florida, 33544

Dial In: 1-646-931-3860
Meeting ID: 765 408 9133
Passcode: 12345

Workshop Agenda

For any questions as to the agenda packet, please contact patricia@breezehome.com

I. Roll Call

II. Business Items

A. Presentation of Proposed Budget FY 2022-2023

Exhibit 1

III. Audience Comments

IV. Adjournment

EXHIBIT 1

STATEMENT 1
UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT
FY 2023 PROPOSED BUDGET - GENERAL FUND (O&M)

	FY 2022 ADOPTED	FY 2023 PROPOSED	VARIANCE FY 2022-2023
I. REVENUE			
GENERAL FUND REVENUES /(a)	\$ 732,379	\$ 790,687	\$ 58,308
DEVELOPER FUNDING	-	-	-
LOT CLOSINGS	-	-	-
INTEREST & MISCELLANEOUS REVENUE	-	-	-
TOTAL REVENUE	732,379	790,687	58,308
II. EXPENDITURES			
GENERAL ADMINISTRATIVE			
SUPERVISORS COMPENSATION	6,000	4,800	(1,200)
PAYROLL TAXES	459	367	(92)
PAYROLL PROCESSING	349	490	141
MANAGEMENT CONSULTING SERVICES	21,000	25,000	4,000
CONSTRUCTION ACCOUNTING SERVICES	2,500	-	(2,500)
PLANNING, COORDINATING & CONTRACT SRVCS.	36,000	36,000	-
ADMINISTRATIVE SERVICES	3,600	3,600	-
BANK FEES	300	300	-
MISCELLANEOUS	500	-	(500)
AUDITING SERVICES	3,500	3,600	100
TRAVEL PER DIEM	300	300	-
INSURANCE	31,588	35,660	4,072
REGULATORY AND PERMIT FEES	175	175	-
LEGAL ADVERTISEMENTS	2,000	1,500	(500)
ENGINEERING SERVICES	4,000	4,000	-
LEGAL SERVICES	7,500	7,500	-
WEBSITE HOSTING	1,650	2,015	365
ADMINISTRATIVE CONTINGENCY	-	2,500	2,500
TOTAL GENERAL ADMINISTRATIVE	121,421	127,807	6,386

STATEMENT 1
UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT
FY 2023 PROPOSED BUDGET - GENERAL FUND (O&M)

	FY 2022 ADOPTED	FY 2023 PROPOSED	VARIANCE FY 2022-2023
DEBT ADMINISTRATION:			
DISSEMINATION AGENT	6,500	6,500	-
TRUSTEE FEES	10,723	15,085	4,362
ARBITRAGE	1,500	1,500	-
TOTAL DEBT ADMINISTRATION	18,723	23,085	4,362

PHYSICAL ENVIRONMENT EXPENDITURES			-
COMPREHENSIVE FIELD TECH SERVICES	15,000	17,000	2,000
STREETPOLE LIGHTING - whatever for 7B carry over to 7F	86,400	86,400	-
ELECTRICITY (IRRIGATION & POND PUMPS)	31,500	35,000	3,500
LANDSCAPING MAINTENANCE	181,528	181,528	-
LANDSCAPING MAINTENANCE - Phases 7 & 8	40,272	40,272	-
IRRIGATION MAINTENANCE	10,000	15,000	5,000
POND MAINTENANCE	10,000	30,000	20,000
FOUNTAIN MAINTENANCE	15,000	15,000	-
PET WASTE REMOVAL	5,340	3,600	(1,740)
RUST CONTROL	18,000	18,000	-
PHYSICAL ENVIRONMENT CONTINGENCY	31,600	30,000	(1,600)
TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	444,640	471,800	27,160

STATEMENT 1
UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT
FY 2023 PROPOSED BUDGET - GENERAL FUND (O&M)

	FY 2022 ADOPTED	FY 2023 PROPOSED	VARIANCE FY 2022-2023
AMENITY CENTER OPERATIONS			
POOL SERVICE CONTRACT	18,600	22,800	4,200
POOL MAINTENANCE & REPAIRS	2,500	2,500	-
POOL PERMIT	275	275	-
AMENITY MANAGEMENT	7,000	7,000	-
AMENITY CENTER CLEANING & MAINTENANCE	15,500	15,500	-
AMENITY CENTER INTERNET	3,000	3,600	600
AMENITY CENTER ELECTRICITY	9,420	9,420	-
AMENITY CENTER WATER	8,000	8,000	-
AMENITY CENTER PEST CONTROL	500	500	-
REFUSE SERVICE	2,000	1,400	(600)
LANDSCAPE MAINTENANCE - INFILL	4,000	4,000	-
SECURITY MONITORING	57,800	38,000	(19,800)
COMMUNITY EVENTS & DECORATIONS	15,000	15,000	-
MISC AMENITY CENTER REPAIRS & CONTINGENCY	4,000	40,000	36,000
TOTAL AMENITY CENTER OPERATIONS	147,595	167,995	20,400
CAPITAL IMPROVEMENTS	-	-	
TOTAL EXPENDITURES	732,379	790,687	58,308
III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	-	-
FUND BALANCE - BEGINNING	152,261	152,261	-
ASSIGNMENT OF FUND BALANCE FORWARD FOR OPERATING RESERVE		(131,781)	
FUND BALANCE - ENDING	\$ 152,261	\$ 20,480	\$ -

**STATEMENT 2
UNION PARK EAST CDD
FY 2023 PROPOSED
GENERAL FUND (O&M) ASSESSMENT ALLOCATION**

1. ERU Assignment, Ranking and Calculation /(a)

Lot Width	Units	ERU	Total ERU	% ERU
TH	280	0.47	131.60	19.39%
40'	174	0.80	139.20	20.51%
50'	306	1.00	306.00	45.08%
60'	85	1.20	102.00	15.03%
Total	845		678.80	100.00%

2. O&M Assessment Requirement ("AR")

AR = TOTAL EXPENDITURES - NET:	\$ 790,687	/(b)
Plus: Early Payment Discount (4.0%)	\$ 33,646	
Plus: County Collection Charges (2.0%)	\$ 16,823	
Total Expenditures - GROSS	\$ 841,157	[A]
Total ERU:	678.80	[B]
Total AR / ERU - GROSS (as if all On-Roll):	\$1,239.18	[A] / [B]
Total AR / ERU - NET:	\$1,164.83	

3. Adopted FY 2023 Allocation of AR (as if all On-Roll) /(a)

Lot Width	Units	ERU	Net Assmt/Unit	Total Net Assmt	Gross Assmt/Unit	Total Gross Assmt
TH	280	0.47	\$547	\$153,292	\$582	\$163,076
40'	174	0.80	\$932	\$162,144	\$991	\$172,494
50'	306	1.00	\$1,165	\$356,438	\$1,239	\$379,190
60'	85	1.20	\$1,398	\$118,813	\$1,487	\$126,397
Total	845			\$790,686		\$841,157

4. Adopted FY 2022 Allocation of AR (as if all On-Roll) /(a)

Lot Width	Units	ERU	Net Assmt/Unit	Total Net Assmt	Gross Assmt/Unit	Total Gross Assmt
TH	280	0.47	\$507	\$141,988	\$539	\$151,050
40'	174	0.80	\$863	\$150,188	\$918	\$159,774
50'	306	1.00	\$1,079	\$330,153	\$1,148	\$351,227
60'	85	1.20	\$1,295	\$110,051	\$1,377	\$117,076
Total	845			\$732,380		\$779,127

5. Change in Assessments Proposed FY 2023 vs Adopted FY 2022

Lot Width	\$ Difference	% Difference	Per Month
TH	\$43	8.05%	\$3.62
40'	\$73	7.99%	\$6.11
50'	\$91	7.94%	\$7.60
60'	\$110	7.99%	\$9.17

Footnote:

(a) No O&M Assessments for non-platted lots and lots not on the tax-roll will be charged to the Developer. Developer is only to fund based on actual expenditures on an as needed basis only.

**STATEMENT 3
UNION PARK EAST
FY 2021 CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	COMMENTS (SCOPE OF SERVICE)
ADMINISTRATIVE:			
SUPERVISORS COMPENSATION	NA	4,800	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. The amount for the Fiscal Year assumes - 3 Board Members per Meeting , 8 Meetings Considered. Chairman waives compensation as the fourth Supervisor
PAYROLL TAXES	NA	367	Amount is for employer taxes related to the payroll calculated at 7.65% Of BOS Payroll
PAYROLL PROCESSING	NA	490	Amount is assessed at \$55 Per Payroll Plus Year End Processing of \$50 for the processing of payroll related to Supervisor compensation
MANAGEMENT CONSULTING SRVS	BREEZE	25,000	The District receives Management & Accounting services as part of the agreement
CONSTRUCTION ACCOUNTING	NA	-	Construction accounting services are provided for the processing of requisitons and funding request for the District.
PLANNING, COORDINATING & CONTRACT SERVICES	DPFG	36,000	Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	DPFG	3,600	Pursuant to District Management Contract for services related to administration functions of the District such as agenda processing, public records request, etc.
BANK FEES	BANK UNITED	300	Bank fees associated with maintaining the District's bank accounts
MISCELLANEOUS	NA	-	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING	DMHB	3,600	Florida Statute mandates an audit of its financial records to be performed on an annual basis by an independent Certified Public Accounting firm.
TRAVEL PER DIEM	NA	300	Reimbursement to Board Supervisors for travel to District Meetings
INSURANCE (LIABILITY, PROPERTY, CASUALTY, BRIDGE)	EGIS	35,660	The Districts General Liability , Public Officials and Property insurance is with EGIS Insurance and Risk Advisors. They specialize in providing insurance coverage to governmental agencies. The budgeted amount is based on estimates received fro EGIS.

**STATEMENT 3
UNION PARK EAST
FY 2021 CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	COMMENTS (SCOPE OF SERVICE)
REGULATORY & PERMIT FEES		175	The District is required to pay an annual fee of \$175 to the Department of Community Affairs.
LEGAL ADVERTISEMENTS	TAMPA PUBLISHING	1,500	The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.
ENGINEERING SERVICES	Stantec	4,000	The District Engineer provides general engineering services to the District; i.e. attendance and preparation for monthly board meetings, review of contractor plans and invoices, and other specifically requested assignments.
LEGAL SERVICES	STRALEY & ROBIN	7,500	The District's attorney provides general legal services to the District; i.e. attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager
WEBSITE HOSTING	Campus Suite	2,015	The District is mandated to post on the internet the approved and adopted budgets as well as agendas and other items in accordance with State requirements. Campus Suite - \$1,515 includes website compliance and remediation of 750 documents as well as \$500 for District Manager upload and oversight
ADMINISTRATIVE CONTINGENCY		2,500	Estimated for items not known and considered in the administrative allocations
DEBT ADMINISTRATION:			
DISSEMINATION AGENT	Lerner Reporting	6,500	The District is required by the Securities & Exchange Commission to comply with Rule 15c2-12(b)-(5) which relates to additional reporting requirements for bond issues. The budgeted amount is based on standard fees charged for this service.
TRUSTEE FEES	US Bank	15,085	The District deposits amounts related to a Bond Series with a Trustee stipulated in the trust indenture. Amount is estimated for related bond issuances
ARBITRAGE	LLS Tax Solutions	1,500	The District receives services from an independent specialist to calculate the District's Arbitrage Rebate Liability on respective bond issuances. Confirmed with LLS for arbitrage related to the 2017A Bonds - rebate is calculated by end of July
PHYSICAL ENVIRONMENT:			
COMPREHENSIVE FIELD TECH SERVICES		17,000	Directs day to day operations of the District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP Process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated reimbursements for CDD business mileage driven by Field Service Tech.

**STATEMENT 3
UNION PARK EAST
FY 2021 CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	COMMENTS (SCOPE OF SERVICE)
STREETPOLE LIGHTING	TECO	86,400	Collector road, 6A,6D & E, 8A, D, 7A,B,C,D,E. All in by years end. 131 lights at \$40/mo. Adding 30 lights in 8B & C. Add an additional 19 lights for 7F. Currently getting billed for 19 fixtures at 1241 Wyndfields Blvd, Phase 8B for \$780 monthly and 100 fixtures at 1548 Wyndfields Blvd for a cost of \$4,000 monthly . A total of 119 fixtures.
ELECTRICITY		35,000	Estimated for electrical services related to the irrigation and pond pumps. Amount is estimated based on usage
LANDSCAPING MAINTENANCE	Brightview	181,528	Maintenance and along subdivision roads from Oldswood to Bridge. Costs for amenity center (\$41,300). Costs part of Oldswood extension, interior common area including pond mowing, and mulch. Does not include phase 7&8. Brightview base management - \$13,315 mo. Also includes park . The District will be adding additional service for several ponds and ditches
LANDSCAPE MAINTENANCE FOR PHASES 7 & 8 .	Brightview	40,272	Union Park East Phase 7F - estimated amount includes any pond maintenance as well
IRRIGATION MAINTENANCE		15,000	Irrigation Maintenance
POND MAINTENANCE	Solitude	30,000	Pond maintenance & reporting (weed management, algae control, etc.) 24 waterways twice monthly. All ponds are completed and functional. Current contract provides for monthly maintenance at \$2,223 The District will be two additional ponds brought on in FY 2023
FOUNTAIN MAINTENANCE	FLORIDA FOUNTAINS	15,000	Fountain cleaning \$175/qtr per fountain.- There will be 7 fountains total and additional amounts are allocated for fountain repairs
PET WASTE REMOVAL	POOP 911	3,600	Pet Waste Services for 10 waste stations at \$300 per month.
RUST CONTROL	SUNCOAST RUST	18,000	Provides rust inhibitor and will perform the cleaning of rust from areas such as common grounds and entrances.
PHYSICAL ENVIRONMENT CONTINGENCY		30,000	Misc contingency as needed. The District is contemplating a potential
AMENITY CENTER OPERATIONS:			
POOL SERVICE CONTRACT	Arinton	22,800	Clean pool at \$1,900 monthly for 5 day service
POOL MAINTENANCE & REPAIRS	SUNCOAST POOL SERVICES	2,500	Miscellaneous repairs and maintenance as needed (estimate)

**STATEMENT 3
UNION PARK EAST
FY 2021 CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	COMMENTS (SCOPE OF SERVICE)
POOL PERMIT		275	Statutory Requirement, annual
AMENITY MANAGEMENT		7,000	Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity
AMENITY CENTER CLEANING & MAINTENANCE	Catherine Pro Clean	15,500	Community clubhouse & restrooms - 7 day week cleaning May - Nov at \$9,450 annually and 5 days week for the tme period Dec - April at \$4,950 annually. An additional \$1,100 for any special event cleanup
AMENITY CENTER INTERNET	BRIGHTHOUSE	3,600	Internet for amenity center entry system. \$300/mo
AMENITY CENTER ELECTRICITY	TECO	9,420	Estimated \$785/mo. Electricity related to 5 meters
AMENITY CENTER WATER	PASCO COUNTY	8,000	Estimated 8,000 yearly.
AMENITY CENTER PEST CONTROL		500	Amount is estimated for pest control of the amenity sites
REFUSE SERVICE	Waste Management	1,400	Estimated from Waste Management for 4 yard dumpster and 2x per week pickup. Additional \$250 for any extra pickups necessary
LANDSCAPE MAINTENANCE - INFILL		4,000	4K estimated for infill planting
SECURITY MONITORING	Pasco Sheriff	38,000	Security Monitoring provided by Pasco County Sheriff . Amunts for services are shared with Union Park CDD and the HOA. Amount allocated is for UPE. \$28,000 plus additional \$10,000 for contingency.
COMMUNITY EVENTS & DECORATIONS		15,000	Appropriations for community events and decoration
MISC AMENITY CENTER REPAIRS & CONTINGENCY		40,000	Needed for repairs and maintenance . The District is considering additional repairs on basketball amenity for steel enforced equipment. Estimated at \$25,000 for the new structure

**STATEMENT 4
UNION PARK EAST CDD
FY 2021-2022 ADOPTED BUDGET
DEBT SERVICE SCHEDULES**

	SERIES 2017A-1	SERIES 2019A-1	SERIES 2019A-2	TOTAL FY22 BUDGET
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL - GROSS	\$ 440,053	\$ 367,646	\$ 80,152	\$ 887,852
SPECIAL ASSESSMENTS - OFF-ROLL - NET				
LESS: EARLY PAYMENT DISCOUNT (4%)	(17,602)	(14,706)	(3,206)	(35,514)
TOTAL REVENUE	422,451	352,940	76,946	852,338
EXPENDITURES				
COUNTY - ASSESSMENT COLLECTION FEES (2%)	8,801	7,353	1,603	17,757
INTEREST EXPENSE				
05/01/23	150,150	124,178	28,481	302,809
11/01/23	150,150	124,178	27,956	302,284
PRINCIPAL RETIREMENT				
05/01/23	-	-	20,000	20,000
11/01/23	110,000	95,000	-	205,000
TOTAL EXPENDITURES	419,101	350,709	78,041	847,851
EXCESS OF REVENUE OVER (UNDER) EXPEND.	3,350	2,231	(1,094)	4,487
FUND BALANCE - ENDING	\$ 3,350	\$ 2,231	\$ (1,094)	\$ 4,487

Table 1. Series 2017A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)

LOT WIDTH	LOTS	ERU	Total ERU	% ERU	TOTAL ASSMTS	ASSMT / LOT
TH	178	0.47	83.7	21.9%	\$96,157	\$540
40'	71	0.80	56.8	14.8%	\$65,285	\$920
50'	186	1.00	186.0	48.6%	\$213,785	\$1,149
60'	47	1.20	56.4	14.7%	\$64,825	\$1,379
TOTAL	482		382.9	100.0%	\$ 440,053	

Table 2. Series 2019A-1 Allocation of Maximum Annual Debt Service (GROSS MADS)

LOT WIDTH	LOTS	ERU	Total ERU	% ERU	TOTAL ASSMTS	ASSMT / LOT
TH	102	0.44	45.1	16.6%	\$61,134	\$599
40'	103	0.80	82.4	30.4%	\$111,656	\$1,084
50'	103	1.00	103.0	38.0%	\$139,570	\$1,355
60'	34	1.20	40.8	15.0%	\$55,286	\$1,626
TOTAL	342		271.3		367,646	

Table 3. Series 2019A-2 Allocation of Maximum Annual Debt Service (GROSS MADS)

LOT WIDTH	LOTS	ERU	Total ERU	% ERU	TOTAL ASSMTS	ASSMT / LOT
TH	102	0.44	45.1	16.6%	\$1,302	\$13
40'	89	0.80	71.2	26.2%	\$51,222	\$576
50'	87	1.00	87.0	32.1%	\$26,470	\$304
60'	34	1.20	40.8	15.0%	\$1,157	\$34
TOTAL	312		244.1		\$80,152	