



Rizzetta & Company

Channing Park Community Development District

**Board of Supervisors'
Regular Meeting
May 21, 2020**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.channingparkcdd.org

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT AGENDA

Channing Park Recreation Center located at
17358 Chelsea Downs Circle Lithia, FL 33547

Board of Supervisors	Michael Basso Steven Kelly Robin Giove Gary Randolph Sr. Vacant	Chairman Vice Chairman Asst. Secretary Asst. Secretary Asst. Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Attorney	Jere Earlywine	Hopping Green & Sams, P.A.
Interim Engineer	Trent Stephenson	Waldrop Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting / hearing / workshop by contacting the District Manager at (813)533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578
www.channingparkcdd.org

Board of Supervisors
Channing Park Community
Development District

May 13, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Channing Park Community Development District will be held on **Thursday, May 21, 2020 at 4:00 p.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the agenda for this meeting:

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on September 19, 2019.....Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for September 2019 through April 2020Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Resolution 2020-01, Adopting Internal Controls Policy Tab 3
 - B. Consideration of Resolution 2020-02, Authorizing Bank SignatoriesTab 4
 - C. Consideration of Resolution 2020-03, re Designating Secretary.....Tab 5
 - D. Presentation of Voter Registration LetterTab 6
 - H. Discussion of Monument Maintenance and Lettering
 - I. Consideration of Monument ProposalTab 7
 - E. Presentation of Proposed Budget for Fiscal Year 2020-2021Tab 8
 1. Consideration of Resolution 2020-04, Approving Proposed Budget & Setting Public HearingTab 9
 - F. Ratification of 2019 Financial Audit ReportTab 10
 - G. Presentation of Public Facilities ReportTab 11

Channing Park Community Development District

J.	Consideration of Matters Related to Amended and Restated Rules of Procedure	Tab 12
1.	Review Memorandum on Amended and Restated Rules of Procedure	Tab 13
2.	Review Amended and Restated Rules of Procedure	Tab 14
3.	Consideration of Resolution 2020-05, Setting Public Hearing on Amended and Restated Rules of Procedure	Tab 15

6. SUPERVISOR REQUESTS

7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,

Justin Croom

Justin Croom
District Manager

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

CHANNING PARK
COMMUNITY DEVELOPMENT DISTRICT

The Regular meeting of the Board of Supervisors of the Channing Park Community Development District was held on **Thursday September 19, 2019 at 4:00 p.m.** at the Channing Park Recreation Center, located at 17358 Chelsea Downs Circle, Lithia, Florida 33547.

Present was:

Michael Basso
Steven Kelly
Robin Giove
Gary Randolph

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Justin Croom
Lauren Gentry
Scott Brizendine

District Manager, Rizzetta & Company, Inc.
District Counsel, Hopping Green & Sams
District Financial Service Manager, Rizzetta & Company

GMS
Meritus
Inframark
DPFG

FIRST ORDER OF BUSINESS

Call to Order

Mr. Croom called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the 2nd
Audit Committee Meeting held on
August 13, 2019**

On a Motion by Ms. Giove, seconded by Mr. Basso, with all in favor, the Board of Supervisors approved the Minutes of the 2nd Audit Committee Meeting held on May 14, 2019 for the Channing Park Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting Held on August 13, 2019

On a Motion by Mr. Basso, seconded by Mr. Randolph Sr, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Regular Meeting held on August 13, 2019 as presented for the Channing Park Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for July 2019

On a Motion by Mr. Basso, seconded by Mr. Kelly, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for July 2019 (\$4,934.17), as presented for the Channing Park Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

No report.

C. District Manager

Mr. Croom communicated the next regular meeting will be held on May 21, 2020 at 4:00 p.m.

SEVENTH ORDER OF BUSINESS

Consideration of RFP's For District Management Services

On a Motion by Mr. Basso, seconded by Mr. Kelly, with all in favor, the Board of Supervisors approved the contract renewal from Rizzetta & Company for the next 12 months for the Channing Park Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Monument easement rights

On a Motion by Mr. Kelly, seconded by Mr. Basso, with all in favor the Board of Supervisors approved the proposal from Dynamic Painting and Pressure washing for monument lettering and Painting at a total cost of \$3,980.00 for the Channing Park Community Development District.

NINTH ORDER OF BUSINESS

**Acceptance of Modification of
Professional District Services
Agreement**

Mr. Croom presented the professional District services agreement between Rizzetta & Company and the Channing Park Community Development District to the Board.

On a Motion by Mr. Kelly seconded by Mr. Basso, with all in favor, the Board of Supervisors approved the modification of professional district services agreement from Rizzetta & Company at an annual cost of \$52,300.00 for the Channing Park Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Contract for
Professional Technology Services**

Mr. Croom presented a proposal from Rizzetta Technology Services for Professional technology services to the Board.

On a Motion by Ms. Giove seconded by Mr. Randolph, with all in favor, the Board of Supervisors approved the proposal from Rizzetta & Technology Services at a monthly cost of \$100.00 per month for the Channing Park Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Spalling Concrete
Proposal**

Mr. Croom presented the proposal for repair cracking and spalling to the Board for review. The Board did not move forward with this proposal.

TWELFTH ORDER OF BUSINESS

**Discussion Regarding Updated
Reserve Study**

On a Motion by Mr. Randolph, seconded by Mr. Kelly, with all in favor, the Board of Supervisors approved the update reserve study not to exceed the budget amount for the Channing Park Community Development District.

THIRTEENTH ORDER OF BUSINESS

Supervisor Request

There were no supervisor requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Basso, seconded by Mr. Giove, with all in favor, the Board adjourned the meeting at 6:28 p.m. for the Channing Park Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures October 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,222.50**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gary Randolph Sr.	862	GRS091919	Board of Supervisor Meeting 09/19/19	\$ 200.00
Robin Giove	860	RG091919	Board of Supervisor Meeting 09/19/19	\$ 200.00
Steven M. Kelly	861	SK091919	Board of Supervisor Meeting 09/19/19	\$ 200.00
Hopping Green & Sams	864	110126	General Monthly Legal Services 08/19	\$ 1,722.50
Rizzetta & Company, Inc.	865	INV0000043764	Assessment Roll Preparation FY 19/20	\$ 5,000.00
Rizzetta & Company, Inc.	865	INV0000043892	District Management Fees 10/19	\$ 2,600.00
Waldrop Engineering	863	25658	Engineering Services 08/19	<u>\$ 300.00</u>
Report Total				<u>\$ 10,222.50</u>

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$6,903.37**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Economic Opportunity	000870	74368	Special District Fee 19/20	\$ 175.00
Grimebusters Inc.	000866	1369	Park Sign Project 10/19	\$ 1,687.50
Hopping Green & Sams	000871	110831	General Monthly Legal Services 09/19	\$ 2,240.87
Rizzetta & Company, Inc.	000868	INV0000044513	District Management Fees 11/19	\$ 2,600.00
Rizzetta Technology Services, LLC	000867	INV0000004799	Website Hosting Services 10/19	\$ 100.00
Rizzetta Technology Services, LLC	000869	INV0000004883	Website Hosting Services 11/19	<u>\$ 100.00</u>
Report Total				<u>\$ 6,903.37</u>

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,659.25**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Builder's Contracting Solutions, Inc	000875	3668	25% Deposit 12/19	\$ 1,318.75
Dynamic Painting and Home Repairs	000872	360	Repaint Entrance Walls	\$ 3,980.00
Hopping Green & Sams	000876	111481	General Monthly Legal Services 10/19	\$ 660.50
Rizzetta & Company, Inc.	000873	INV0000045212	District Management Fees 12/19	\$ 2,600.00
Rizzetta Technology Services, LLC	000874	INV0000004967	Website Hosting Services 12/19	<u>\$ 100.00</u>
Report Total				<u>\$ 8,659.25</u>

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures January 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$7,224.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Builder's Contracting Solutions, Inc	000879	3712	Work Complete 01/10/2020	\$ 3,956.25
Hopping Green & Sams	000877	111804	General Monthly Legal Services 11/19	\$ 417.75
Rizzetta & Company, Inc.	000878	INV0000045876	District Management Fees 01/20	\$ 2,600.00
Rizzetta Technology Services, LLC	000880	INV0000005412	Website Hosting Services 01/20	\$ 100.00
Waldrop Engineering	000881	0026908	Engineering Services 12/19	<u>\$ 150.00</u>
Report Total				<u>\$ 7,224.00</u>

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures February 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2020 through February 29, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,367.76**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	000885	112435	General Monthly Legal Services 12/19	\$ 899.00
Innersync Studio, Ltd	000882	17853	Website Service and Accessibility Compliance Service 10/19	\$ 384.38
Innersync Studio, Ltd	000882	18211	Website Service and Accessibility Compliance Service 01/20	\$ 384.38
Rizzetta & Company, Inc.	000883	INV0000046545	District Management Fees 02/20	\$ 2,600.00
Rizzetta Technology Services, LLC	000884	INV0000005514	Website Hosting Services 02/20	<u>\$ 100.00</u>
Report Total				<u>\$ 4,367.76</u>

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures March 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2020 through March 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,278.97**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Disclosure Services, LLC	000886	2	Amortization Schedule S2018	\$ 100.00
Hopping Green & Sams	000889	113060	General Monthly Legal Services 01/20	\$ 798.97
Rizzetta & Company, Inc.	000887	INV0000047401	District Management Fees 03/20	\$ 2,600.00
Rizzetta Technology Services, LLC	000888	INV0000005614	Website Hosting Services 03/20	\$ 100.00
Waldrop Engineering	000890	0025378	Engineering Services 07/01/19- 07/31/19	\$ 150.00
Waldrop Engineering	000890	0025902	Engineering Services 09/01/19- 09/30/19	\$ 410.00
Waldrop Engineering	000890	0027331	Engineering Services 02/01/20- 02/29/20	<u>\$ 120.00</u>
Report Total				<u>\$ 4,278.97</u>

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,603.88**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	000891	113593	General Legal Services Billed though 02/29/20	\$ 809.50
Hopping Green & Sams	000895	114066	General Legal Services Billed though 03/31/20	\$ 710.00
Innersync Studio, Ltd	000894	18389	Website Service and Accessibility Compliance Service 04/20	\$ 384.38
Rizzetta & Company, Inc.	000892	INV0000048155	District Management Fees 04/20	\$ 2,600.00
Rizzetta Technology Services, LLC	000893	INV0000005714	Website Hosting Services 04/20	<u>\$ 100.00</u>
Report Total				<u>\$ 4,603.88</u>

RESOLUTION 2020-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Channing Park Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

WHEREAS, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 21st day of May, 2020.

ATTEST:

**CHANNING PARK COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

Chair / Vice Chair, Board of Supervisors

EXHIBIT "A"

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Channing Park Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.

- 4.1.3. Identifying cost-justified precautions and implementing those precautions.

5. Control Activities.

- 5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

- 5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

- 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

- 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

- 5.1.1.7. Retaining and restricting access to sensitive documents.

- 5.1.1.8. Performing regular electronic data backups.

- 5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

- 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

- 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
- 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.
- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.

- 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
- 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
- 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.
- 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
- 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 190.011(5), 218.33(3), *Florida Statutes*
Effective date: February 18, 2020

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Channing Park Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") has selected a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280 and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS, the Board desires now to authorize signatories for the operating bank account(s).

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Chairman, Vice Chairman, Secretary, Assistant Secretaries and Treasurer and Assistant Treasurer are hereby designated as authorized signatories for the operating bank accounts of the District.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21st DAY OF MAY 2020.

**CHANNING PARK COMMUNITY
DEVELOPMENT DISTRICT**

**_____
CHAIRMAN / VICE CHAIRMAN**

ATTEST:

**_____
SECRETARY / ASSISTANT SECRETARY**

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2017-03 DESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Channing Park Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") previously adopted Resolution 2017-03 which designated Eric Dailey as the District's Secretary; and

WHEREAS, the Board desires to amend Resolution 2017-03 to remove Eric Dailey and designate Bob Schleifer as Secretary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. Resolution 2017-03 is hereby amended to remove Eric Dailey and designate Bob Schleifer as District Secretary.

Section 2. All other provisions of Resolution 2017-03 shall remain unchanged and in full force and effect.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 21st day of May, 2020.

ATTEST:

**CHANNING PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman



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Channing Park Community Development District

channingparkcdd.org

Proposed Budget for Fiscal Year 2020/2021

Presented by: Rizzetta & Company, Inc.

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Riverview, Florida 33578
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GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.



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Administrative Services: The District will incur expenditures for the day to today operation of District matters. These 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, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and 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. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: 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.



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Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

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

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.



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Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



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Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

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

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.



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Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.



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Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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Proposed Budget
Channing Park Community Development District
General Fund
Fiscal Year 2020/2021

	Chart of Accounts Classification	Actual YTD through 02/29/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
1								
2	REVENUES							
3								
4	Interest Earnings							
5	Interest Earnings	\$ 229	\$ 550	\$ -	\$ 550	\$ -	\$ -	
6	Special Assessments							
7	Tax Roll*	\$ 89,322	\$ 89,322	\$ 88,586	\$ 736	\$ 88,586	\$ -	
8								
9	TOTAL REVENUES	\$ 89,551	\$ 89,872	\$ 88,586	\$ 1,286	\$ 88,586	\$ -	
10								
11	Balance Forward from Prior Year	\$ -	\$ -	\$ 15,070	\$ (15,070)	\$ 13,070	\$ (2,000)	
12								
13	TOTAL REVENUES AND BALANCE FORWARD	\$ 89,551	\$ 89,872	\$ 103,656	\$ (13,784)	\$ 101,656	\$ (2,000)	
14								
15	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.							
16								
17	EXPENDITURES - ADMINISTRATIVE							
18								
19	Legislative							
20	Supervisor Fees	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
21	Financial & Administrative							
22	Administrative Services	\$ 1,250	\$ 3,000	\$ 5,400	\$ 2,400	\$ 5,400	\$ -	No increase for FY 20-21
23	District Management	\$ 5,875	\$ 19,900	\$ 19,900	\$ -	\$ 19,900	\$ -	No increase for FY 20-21
24	District Engineer	\$ 150	\$ 360	\$ 5,000	\$ 4,640	\$ 5,000	\$ -	
25	Disclosure Report	\$ 100	\$ 100	\$ 1,000	\$ 900		\$ (1,000)	No longer needed.
26	Trustees Fees	\$ 2,357	\$ 2,357	\$ 3,770	\$ 1,413	\$ 3,770	\$ -	US Bank- Per Bond Refinance
27	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	No increase for FY 20-21
28	Financial & Revenue Collections	\$ 1,250	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	No increase for FY 20-21
29	Accounting Services	\$ 4,625	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ -	No increase for FY 20-21
30	Auditing Services	\$ -	\$ 3,145	\$ 3,145	\$ -	\$ 3,145	\$ -	FYE 19 & 20 -\$3145. FYE 21' -\$3285
31	Arbitrage Rebate Calculation	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
32	Miscellaneous Mailings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	Public Officials Liability Insurance	\$ 2,255	\$ 2,200	\$ 2,420	\$ 220	\$ 2,481	\$ 61	Egis estimate
34	Legal Advertising	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
36	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
37	Website Hosting, Maintenance, Backup (and	\$ 1,269	\$ 3,046	\$ 6,000	\$ 2,954	\$ 4,000	\$ (2,000)	\$228.13/month
38	Legal Counsel							
39	District Counsel	\$ 6,017	\$ 14,441	\$ 5,000	\$ (9,441)	\$ 6,000	\$ 1,000	
40								
41	Administrative Subtotal	\$ 30,323	\$ 76,223	\$ 82,310	\$ 6,087	\$ 80,371	\$ (1,939)	
42								
43	EXPENDITURES - FIELD OPERATIONS							
44								
45	Stormwater Control							
46	Stormwater Assessment	\$ 5,275	\$ 5,275	\$ 6,426	\$ 1,151	\$ 6,426	\$ -	
47	Other Physical Environment							
48	General Liability Insurance	\$ 2,255	\$ 2,200	\$ 2,420	\$ 220	\$ 2,481	\$ 61	Egis estimate
49	Monument Maintenance & Repair	\$ 5,668	\$ 13,603	\$ 10,000	\$ (3,603)	\$ 10,000	\$ -	CDD Taking Back Maintenance from HOA?
50	Contingency							
51	Miscellaneous Contingency	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,378	\$ (122)	
52								
53	Field Operations Subtotal	\$ 13,198	\$ 21,078	\$ 21,346	\$ 268	\$ 21,285	\$ (61)	
54								
55	Contingency for County TRIM Notice							
56								
57	TOTAL EXPENDITURES	\$ 43,521	\$ 97,302	\$ 103,656	\$ 6,354	\$ 101,656	\$ (2,000)	
58								
59	EXCESS OF REVENUES OVER	\$ 46,030	\$ (7,430)	\$ -	\$ (7,430)	\$ -	\$ -	
60								

Budget Template
Channing Park Community Development District
Debt Service
Fiscal Year 2020/2021

Chart of Accounts Classification	Series 2018	Budget for 2020/2021
REVENUES		
Special Assessments		
Net Special Assessments	\$ 119,220.28	\$ 119,220.28
TOTAL REVENUES	\$ 119,220.28	\$ 119,220.28
EXPENDITURES		
Administrative		
Financial & Administrative		
Debt Service Obligation	\$ 119,220.28	\$ 119,220.28
Administrative Subtotal	\$ 119,220.28	\$ 119,220.28
TOTAL EXPENDITURES	\$ 119,220.28	\$ 119,220.28
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -

Hillosborough County Collection Costs (2%) and Early Payment Discount 6.0%

Gross assessments **\$ 126,722.24**

Notes:

1. Tax Roll Collection Costs for Hillsborough County is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

Channing Park Community Development DistrictFISCAL YEAR 2020/2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2020/2021 O&M Budget		\$88,586.00
Collection Cost	2%	\$1,884.81
Early Payment Discount	4%	\$3,769.62
2020/2021 Total:		<u>\$94,240.43</u>

2019/2020 O&M Budget		\$88,586.00
2020/2021 O&M Budget		<u>\$88,586.00</u>
Total Difference:		<u>\$0.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Debt Service - SF 50'	\$930.10	\$930.10	\$0.00	0.00%
Operations/Maintenance - SF 50'	\$227.14	\$227.14	\$0.00	0.00%
Total	\$1,157.24	\$1,157.24	\$0.00	0.00%
Debt Service - SF 50.Q'	\$701.67	\$701.67	\$0.00	0.00%
Operations/Maintenance - SF 50.Q'	\$227.14	\$227.14	\$0.00	0.00%
Total	\$928.81	\$928.81	\$0.00	0.00%
Debt Service - SF 50.P'	\$467.66	\$467.66	\$0.00	0.00%
Operations/Maintenance - SF 50.P'	\$227.14	\$227.14	\$0.00	0.00%
Total	\$694.80	\$694.80	\$0.00	0.00%
Debt Service - SF 60' - 70'	\$1,041.71	\$1,041.71	\$0.00	0.00%
Operations/Maintenance - SF 60' - 70'	\$272.57	\$272.57	\$0.00	0.00%
Total	\$1,314.28	\$1,314.28	\$0.00	0.00%
Debt Service - SF 60.R' - 70.R'	\$340.79	\$340.79	\$0.00	0.00%
Operations/Maintenance - SF 60.R'	\$272.57	\$272.57	\$0.00	0.00%
Total	\$613.36	\$613.36	\$0.00	0.00%
Debt Service - SF 60.P' - 70.P'	\$523.83	\$523.83	\$0.00	0.00%
Operations/Maintenance - SF 60.P'	\$272.57	\$272.57	\$0.00	0.00%
Total	\$796.40	\$796.40	\$0.00	0.00%
Debt Service - SF 60.Q' - 70.Q'	\$785.75	\$785.75	\$0.00	0.00%
Operations/Maintenance - SF 60.Q'	\$272.57	\$272.57	\$0.00	0.00%
Total	\$1,058.32	\$1,058.32	\$0.00	0.00%
Debt Service - SF 75'	\$1,227.73	\$1,227.73	\$0.00	0.00%
Operations/Maintenance - SF 75'	\$340.71	\$340.71	\$0.00	0.00%
Total	\$1,568.44	\$1,568.44	\$0.00	0.00%
Debt Service - SF 75.P'	\$617.59	\$617.59	\$0.00	0.00%
Operations/Maintenance - SF 75.P'	\$340.71	\$340.71	\$0.00	0.00%
Total	\$958.30	\$958.30	\$0.00	0.00%
Debt Service - SF 75.Q'	\$926.38	\$926.38	\$0.00	0.00%
Operations/Maintenance - SF 75.Q'	\$340.71	\$340.71	\$0.00	0.00%
Total	\$1,267.09	\$1,267.09	\$0.00	0.00%

CHANNING PARK**FISCAL YEAR 2020/2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$88,586.00
COLLECTION COSTS	2.0%	\$1,884.81
EARLY PAYMENT DISCOUNT	4.0%	\$3,769.62
TOTAL O&M ASSESSMENT		<u>\$94,240.43</u>

UNITS ASSESSED

<u>LOT SIZE</u>	<u>SERIES 2018</u>		<u>ALLOCATION OF O&M ASSESSMENT</u>			
	<u>O&M</u>	<u>DEBT SERVICE</u> ^{(1) (2)}	<u>EAU FACTO</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&M BUDGET</u>
Single Family 50'	105	23	1.00	105.00	25.31%	\$23,849.71
Single Family 50'	11	11	1.00	11.00	2.65%	\$2,498.54
Single Family 50'	46	46	1.00	46.00	11.09%	\$10,448.44
Single Family 60' - 70'	86	22	1.20	103.20	24.87%	\$23,440.86
Single Family 60' - 70'	3	3	1.20	3.60	0.87%	\$817.70
Single Family 60' - 70'	57	57	1.20	68.40	16.49%	\$15,536.38
Single Family 60' - 70'	6	6	1.20	7.20	1.74%	\$1,635.41
Single Family 75' +	23	2	1.50	34.50	8.32%	\$7,836.33
Single Family 75' +	23	23	1.50	34.50	8.32%	\$7,836.33
Single Family 75' +	1	1	1.50	1.50	0.36%	\$340.71
	<u>361</u>	<u>194</u>		<u>414.90</u>	<u>100.00%</u>	<u>\$94,240.43</u>

PER LOT ANNUAL ASSESSMENT

<u>SERIES 2018 DEBT</u>		
<u>O&M</u>	<u>SERVICE</u> ⁽³⁾	<u>TOTAL</u> ⁽⁴⁾
\$227.14	\$930.10	\$1,157.24
\$227.14	\$701.67	\$928.81
\$227.14	\$467.66	\$694.80
\$272.57	\$1,041.71	\$1,314.28
\$272.57	\$340.79	\$613.36
\$272.57	\$523.83	\$796.40
\$272.57	\$785.75	\$1,058.32
\$340.71	\$1,227.73	\$1,568.44
\$340.71	\$617.59	\$958.30
\$340.71	\$926.38	\$1,267.09

LESS: Hillsborough County Collection Costs(2%) and Early Payment Discounts (4%) **(\$5,654.43)**

Net Revenue to be Collected **\$88,586.00**

⁽¹⁾ Reflects 167 (one hundred sixty-seven) prepayments; 82 (eighty-two) SF 50' lots, 64 (sixty-four) SF 60'-70' lots, and 21 (twenty-one) SF 75' + lots.

⁽²⁾ Reflects the number of total lots with Series 2018 debt outstanding.

⁽³⁾ Annual debt service assessment per lot adopted in connection with the Series 2018 bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discount costs.

⁽⁴⁾ Annual assessment that will appear on November 2020 Hillsborough County property tax bill. Amount shown includes all applicable collection costs an early payment discounts (up to 4% if paid early).

RESOLUTION 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CHANNING PARKCOMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2020/2021; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGET(S) PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Channing Park Community Development District ("**District**") prior to June 15, 2020, proposed budget(s) ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CHANNING PARKCOMMUNITY DEVELOPMENT DISTRICT:

- 1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.
- 2. DECLARING ASSESSMENTS.** Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the "**District's Office**," c/o Rizzetta & Company, Inc., 9428 Camden Field Parkway, Riverview, Florida 33578. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one more

installments pursuant to a bill issued by the District in November of 2020, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

3. SETTING PUBLIC HEARINGS. Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE:	August 20, 2020
HOUR:	4:00 p.m.
LOCATION:	Channing Park Recreation Center 17358 Chelsea Downs Circle Lithia, Florida 33547

At the time of adoption of this **Resolution 2020-04**, there are currently in place federal, state, and local emergency declarations and orders ("**Declarations**"). In the event the Declarations remain in effect or if future orders or declarations authorize, the hearing may be conducted remotely, using communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, as such orders may be extended, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. Information regarding participation in any remote hearing may be found at the District's website <http://channingparkcdd.com> or by contacting the District Manager at 813-533-2950.

4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S). The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

5. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and shall remain on the website for at least 45 days.

6. PUBLICATION OF NOTICE. The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Hillsborough County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

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

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21TH DAY OF MAY, 2020.

ATTEST:

**CHANNING PARKCOMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman, Board of Supervisors

Exhibit A: Fiscal Year 2020/2021 Budget

Exhibit A

Fiscal Year 2020/2021 Budget

RESOLUTION 2020-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT TO
DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING
AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING
FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND
PROVIDING AN EFFECTIVE DATE**

WHEREAS, Channing Park Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

SECTION 1. A Public Hearing will be held to adopt the District's Rules of Procedure on _____, 20____, at _____ .m., at _____.

While it is anticipated that the public hearing will be held at the location above, in the event that the COVID-19 public health emergency prevents the hearing from occurring in-person, the hearing may be conducted remotely, via communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, as such orders may be extended, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. Information regarding participation in any remote hearing may be found at the District's website, <https://www.channingparkcdd.org/>, or by contacting the District Manager at 813-533-2950.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 21st day of May, 2020.

ATTEST:

**CHANNING PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors