

***PARK CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Board Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
June 4, 2019  
6:00 p.m.***

***Panther Trace I  
12515 Bramfield Drive  
Riverview FL***

***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 AGENDA

<b>District Board of Supervisors</b>	Mike Lawson Doug Draper Lori Price Christie Ray	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	DPFG
<b>District Attorney</b>	John Vericker	Straley Robin Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones and pagers must be turned off during the meeting.**

**The District Agenda is comprised of six different sections:**

The first section which is called **Audience Questions and Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

## **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, June 4, 2019  
Time: 6:00 pm  
Location: Panther Trace I Clubhouse  
12515 Bramfield Drive  
Riverview FL

Conference Call No.: (563) 999-2090  
Code: 686859#

### ***AGENDA***

#### **I. Roll Call**

#### **II. Audience Comments**

#### **III. Consent Agenda**

- |    |   |                  |
|----|---|------------------|
| A. | Approval of Minutes of the April 4, 2019 Meeting            | <b>Exhibit 1</b> |
| B. | Acceptance of the March and April 2019 Financial Statements | <b>Exhibit 2</b> |
| C. | Acceptance of the FY 2018 Audit Report                      | <b>Exhibit 3</b> |

#### **IV. Business Matters**

- |    |  |                  |
|----|--|------------------|
| A. | Discussion of the FY 2020 Proposed Budget  | <b>Exhibit 4</b> |
| B. | Consideration and Adoption of Resolution 2019-06 Approving the FY 2019-2020 Proposed Budget & Setting the Public Hearing | <b>Exhibit 5</b> |
| C. | Straley Robin Vericker Audit Response Letter   | <b>Exhibit 6</b> |
| D. | Hillsborough County Letter – Number of Registered Voters - 439   | <b>Exhibit 7</b> |

#### **V. Staff Reports**

- |    |   |                  |
|----|---|------------------|
| A. | District Manager                          |                  |
|    | 1. Presentation of Road to ADA Compliance | <b>Exhibit 8</b> |
| B. | Attorney                                  |                  |
| C. | District Engineer                         |                  |

#### **VI. Supervisors Requests**

#### **VII. Audience Questions and Comments on Other Items**

#### **VIII. Adjournment**

## **EXHIBIT 1.**

**MINUTES OF MEETING  
PARK CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Park Creek Community Development District was held on Tuesday, April 2, 2019 at 11:00 a.m. at Metro Development Group, 2502 North Rocky Point Drive, Suite 1050, Tampa, Florida 33607.

**FIRST ORDER OF BUSINESS – Roll Call**

Mr. Cusmano called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Mike Lawson	Board Supervisor, Chairman
Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary
Christie Ray	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager, DPFG Management & Consulting LLC
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*The following is a summary of the discussions and actions taken at the April 2, 2019 Park Creek CDD Board of Supervisors meeting.*

**SECOND ORDER OF BUSINESS – Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS – Consent Agenda**

- A. Exhibit 1: Approval of Minutes of the February 5, 2019 Meeting
- B. Exhibit 2: Acceptance of the February 2019 Financial Statements

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the motion to approve Items A & B of the Consent Agenda for the Park Creek Community Development District.

**FOURTH ORDER OF BUSINESS – Business Matters**

- A. Exhibit 3: Ratification of Resolution 2019-04 Re-Designating Officers

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the motion to ratify Resolution 2019-04 Re-Designating Officers; re-designating the Officers of the District as follows: Mr. Michael Lawson to serve as Chairman, Mr. Doug Draper to serve as Vice Chairman, and Ms. Lori Price to serve as Assistant Secretary; District staffing is as follows: Mr. Paul Cusmano as Secretary, Ms. Patricia Comings-Thibault as Treasurer, Mr. Maik Agaard as Assistant Treasurer; and Ms. Janet Johns as Assistant Secretary for the Park Creek Community Development District.

- B. Exhibit 4: Consideration and Adoption of Resolution 2019-05 Authorizing the Chairman to Execute Plats, Permits, & Conveyances

On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board approved the motion to adopt Resolution 2019-05 Authorizing the Chairman to Execute Plats, Permits, and Conveyances for the Park Creek Community Development District.

**FIFTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

1. Exhibit 5: Aquatic Systems Report

Mr. Lawson updated the Board concerning information pertaining to the Aquatic Systems Report, notably of work being done to equalize two ponds in Park Creek and its estimated time of completion being after contractor Hamilton Engineering & Surveying, Inc. attends to concerns of the Southwest Florida Water Management District (SWFWMD). Additionally, Hamilton Engineering & Surveying, Inc. filed modifications to the SWFWMD Environmental Resource Permit for the area to address these concerns.

B. Attorney

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS – Supervisors Requests**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS – Adjournment**

Mr. Cusmano asked for final questions, comments, or corrections before adjourning the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adjourned the meeting for the Park Creek Community Development District.

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

**EXHIBIT 2.**

**Park Creek CDD**  
**Financial Report Summary - General Fund & Construction Fund**  
**3/31/2019**

For The Period Ending :	GENERAL FUND 3/31/2019	CONSTRUCTION 2013A 3/31/2019	CONSTRUCTION 2014A 3/31/2019
CASH BALANCE	\$ 289,128	\$ 9	\$ 1
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	6,394	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	-
LESS: ACCOUNTS PAYABLE	(3,043)	-	-
NET CASH BALANCE	\$ 292,479	\$ (9)	\$ 1

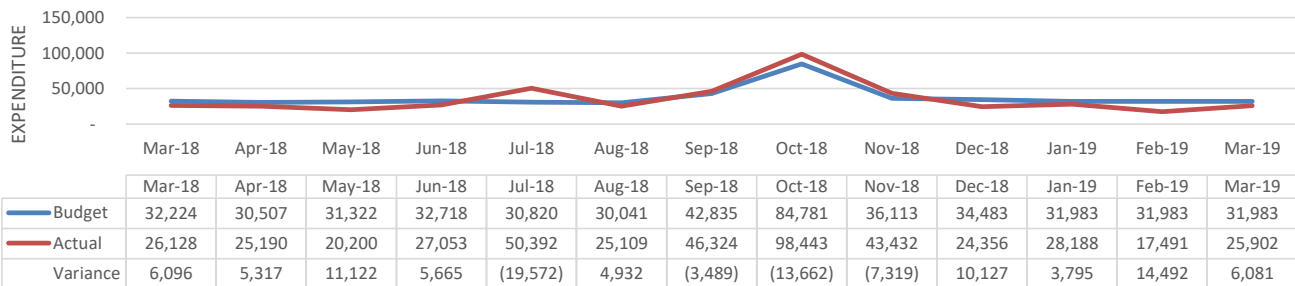
**GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):**

	3/31/2019 ACTUAL YEAR-TO-DATE	3/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 442,533	\$ 403,511	\$ 39,023
EXPENDITURES (YTD)	(245,325)	(250,215)	4,889
NET OPERATING CHANGE	\$ 197,208	\$ 153,296	\$ 43,912
AVERAGE MONTHLY EXPENDITURES	\$ 40,888	\$ 41,702	\$ 815
PROJECTED EOY BASED ON AVERAGE	\$ 490,651	\$ 448,345	

**GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:**

	3/31/2019 ACTUAL YEAR-TO-DATE	3/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
<b>REVENUE:</b>			
ASSESSMENTS-ON-ROLL (NET)	\$ 442,284	\$ 403,511	\$ 38,774
MISCELLANEOUS REVENUE	249	-	249
<b>EXPENDITURES:</b>			
ADMINISTRATIVE EXPENDITURES	66,901	72,219	5,318
FIELD SERVICE EXPENDITURES - LANDSCAPE	59,049	69,513	10,464
FIELD SERVICE EXPENDITURES - STREETLIGHTS	22,697	23,400	703
FIELD SERVICE EXPENDITURES - POND MAINTENENACE	2,970	3,000	30
FIELD SERVICE EXPENDITURES - SECURITY	1,800	2,800	1,000
FIELD SERVICE EXPENDITURES - OTHER	41,665.00	36,658.02	(5,007)
AMENITY CENTER EXPENDITURES	36,618	42,625	6,007
UNBUDGETED EXPENDITURES	13,626	-	(13,626)
<b>TOTAL EXPENDITURES</b>	<b>\$ 245,325</b>	<b>\$ 250,215</b>	<b>\$ 4,889</b>

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES  
COMPARISON**



No New P.O.s



**Park Creek CDD**  
**Financial Report Summary - General Fund & Construction Fund**  
**4/30/2019**

For The Period Ending :	GENERAL FUND 4/30/2019	CONSTRUCTION 2013A 4/30/2019	CONSTRUCTION 2014A 4/30/2019
CASH BALANCE	\$ 258,179	\$ 9	\$ 1
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	3,409	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	-
LESS: ACCOUNTS PAYABLE	(4,443)	-	-
NET CASH BALANCE	\$ 257,145	\$ (9)	\$ 1

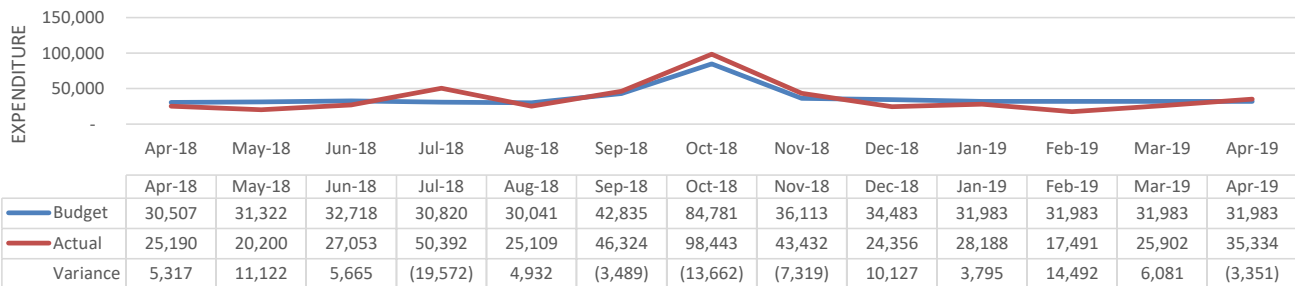
**GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):**

	4/30/2019 ACTUAL YEAR-TO-DATE	4/30/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 445,519	\$ 448,345	\$ (2,826)
EXPENDITURES (YTD)	(280,659)	(282,198)	1,539
NET OPERATING CHANGE	\$ 164,860	\$ 166,147	\$ (1,287)
AVERAGE MONTHLY EXPENDITURES	\$ 40,094	\$ 40,314	\$ 220
PROJECTED EOY BASED ON AVERAGE	\$ 481,130	\$ 448,345	

**GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:**

	4/30/2019 ACTUAL YEAR-TO-DATE	4/30/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
<b>REVENUE:</b>			
ASSESSMENTS-ON-ROLL (NET)	\$ 445,270	\$ 448,345	\$ (3,075)
MISCELLANEOUS REVENUE	249	-	249
<b>EXPENDITURES:</b>			
ADMINISTRATIVE EXPENDITURES	75,643	78,402	2,760
FIELD SERVICE EXPENDITURES - LANDSCAPE	68,064	81,099	13,035
FIELD SERVICE EXPENDITURES - STREETLIGHTS	27,246	27,300	54
FIELD SERVICE EXPENDITURES - POND MAINTENENACE	3,465	3,500	35
FIELD SERVICE EXPENDITURES - SECURITY	6,041	3,267	(2,774)
FIELD SERVICE EXPENDITURES - OTHER	44,770.41	41,934.35	(2,836)
AMENITY CENTER EXPENDITURES	41,805	46,696	4,891
UNBUDGETED EXPENDITURES	13,626	-	(13,626)
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,659</b>	<b>\$ 282,198</b>	<b>\$ 1,539</b>

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES  
COMPARISON**



New P.O.s

OM-PC-DPFG-061 - Security Elite Agency, Inc. - Security Guard Services

**EXHIBIT 3.**

**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

**FINANCIAL STATEMENTS**

September 30, 2018

**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**FINANCIAL STATEMENTS**  
**September 30, 2018**

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INDEPENDENT AUDITORS' REPORT

To the Board of Supervisors  
Park Creek Community Development District  
Hillsborough, Florida

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of Park Creek Community Development District, Hillsborough County, Florida ("District") as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

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

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 - 7 and page 25 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 11, 2019, on our consideration of Park Creek Community Development District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Park Creek Community Development District's internal control over financial reporting and compliance.

### ***Report on Other Legal and Regulatory Requirements***

We have also issued our report dated March 11, 2019 on our consideration of the District's compliance with requirements of Section 218.415, Florida Statutes, as required by Rule 10.556(10) of the Auditor General of the State of Florida. The purpose of that report is to provide an opinion based on our examination conducted in accordance with attestation Standards established by the American Institute of Certified Public Accountants.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Fort Pierce, Florida  
March 11, 2019

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2018

Our discussion and analysis of Park Creek Community Development District, Hillsborough County, Florida ("District") financial performance provides an overview of the District's financial activities for the fiscal year ended September 30, 2018. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### **FINANCIAL HIGHLIGHTS**

The following are the highlights of financial activity in government-wide financials for the year ended September 30, 2018:

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$3,304,502.
- The change in the District's total net position was (\$240,824). The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2018, the District's governmental funds reported combined ending fund balances of \$756,226. A portion of fund balance is restricted for debt service and future capital repairs and replacement.

### **OVERVIEW OF FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as the introduction to the District's financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2018

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance and operations.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

### **Governmental Funds**

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

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions.

Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three individual governmental funds. Information is presented in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund and capital projects fund. All funds are major funds. The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.



# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2018

### **GOVERNMENT WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year. A portion of the District's net position reflects its investment in capital assets (e.g. land, land improvements and infrastructure). These assets are used to provide services to residents; consequently, these assets are not available for future spending. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

Key components of net position were as follows:

#### **Statement of Net Position**

	2018	2017
Current assets	\$ 832,987	\$ 714,857
Capital assets	7,409,379	7,785,096
Total assets	8,242,366	8,499,953
Current liabilities	276,177	219,052
Long-term liabilities	4,661,687	4,735,575
Total liabilities	4,937,864	4,954,627
Net position		
Net invested in capital assets	2,672,692	2,979,521
Restricted for debt service	536,659	511,133
Restricted for capital projects	10	9
Unrestricted	95,141	54,663
Total net position	\$ 3,304,502	\$ 3,545,326

The District's net position decreased during the most recent fiscal year. The majority of the change represents the degree to which ongoing cost of operations exceeded program revenues.

Key elements of the District's change in net position are reflected in the following table:

#### **Change in Net Position**

	2018	2017
Program revenues	\$ 873,544	\$ 854,570
General revenues	7,459	2,444
Total revenues	881,003	857,014
Expenses		
General government	111,971	107,141
Physical environment	709,172	705,658
Interest on long-term debt	300,684	304,965
Total expenses	1,121,827	1,117,764
Change in net position	(240,824)	(260,750)
Net position - beginning of period	3,545,326	3,806,076
Net position - end of year	\$ 3,304,502	\$ 3,545,326

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2018

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2018 was \$1,121,827, which primarily of interest on long-term debt and costs associated with constructed and maintaining certain capital improvements. The costs of the District's activities were funded by special assessments and developer contributions.

### **GENERAL BUDGETING HIGHLIGHTS**

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures exceeded appropriations for the fiscal year ended September 30, 2018.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were lower than budgeted amounts due primarily to anticipated costs which were not incurred in the current fiscal year.

### **CAPITAL ASSETS AND DEBT ADMINISTRATION**

#### Capital Assets

At September 30, 2018, the District had \$7,409,379 invested in infrastructure and equipment and furniture. More detailed information about the District's capital assets is presented in the notes of the financial statements.

#### Capital Debt

At September 30, 2018, the District had \$4,736,687 in Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the accompanying notes to the financial statements.

### **ECONOMIC FACTORS, NEXT YEAR'S BUDGET AND OTHER INFORMATION**

For the fiscal year 2019, the District anticipates that the cost of general operations will remain fairly constant. In connection with the District's future infrastructure maintenance and replacement plan, the District Board has included in the budget, an estimate of those anticipated future costs and has assigned a portion of current available resources for that purpose.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2018

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Park Creek Community Development District's Finance Department at 250 International Parkway, Suite 280, Lake Mary, FL 32746.

**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

**STATEMENT OF NET POSITION**

September 30, 2018

	<u>GOVERNMENTAL ACTIVITIES</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 130,291
Accounts receivable	30
Assessments receivable	2,015
Deposits	6,265
Due from developer	33,253
Prepaid items	48
Restricted:	
Investments	659,296
Assessments receivable	1,789
Capital assets:	
Depreciable	7,409,379
TOTAL ASSETS	<u><u>\$ 8,242,366</u></u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	\$ 76,761
Accrued interest payable	124,416
Bonds payable, due within one year	75,000
Bonds payable, due in more than one year	4,661,687
TOTAL LIABILITIES	<u><u>4,937,864</u></u>
<b>NET POSITION</b>	
Net investment in capital assets	2,672,692
Restricted for:	
Debt service	536,659
Capital projects	10
Unrestricted	95,141
TOTAL NET POSITION	<u><u>\$ 3,304,502</u></u>

The accompanying notes are an integral part of this financial statement

# PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

## STATEMENT OF ACTIVITIES Year Ended September 30, 2018

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Operating Contributions	Governmental Activities
Governmental activities				
General government	\$ 111,971	\$ 63,571	\$ 48,400	\$ -
Physical environment	709,172	761,573	-	52,401
Interest on long-term debt	300,684	-	-	(300,684)
Total governmental activities	<u>\$ 1,121,827</u>	<u>\$ 825,144</u>	<u>\$ 48,400</u>	<u>(248,283)</u>
General revenues:				
Investment earnings				7,269
Miscellaneous income				190
Total general revenues				<u>7,459</u>
Change in net position				<u>(240,824)</u>
Net position - October 1, 2017				<u>3,545,326</u>
Net position - September 30, 2018				<u><u>\$ 3,304,502</u></u>

The accompanying notes are an integral part of this financial statement

**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET – GOVERNMENTAL FUNDS**  
September 30, 2018

	MAJOR FUNDS			TOTAL
	GENERAL	DEBT SERVICE	CAPITAL PROJECTS	GOVERNMENTAL FUNDS
<b><u>ASSETS</u></b>				
Cash and cash equivalents	\$ 130,291	\$ -	\$ -	\$ 130,291
Accounts receivable	30	-	-	30
Assessments receivable	2,015	-	-	2,015
Deposits	6,265	-	-	6,265
Due from developer	-	-	33,253	33,253
Prepaid items	48	-	-	48
Restricted:				
Investments	-	659,286	10	659,296
Assessments receivable	-	1,789	-	1,789
TOTAL ASSETS	<u>\$ 138,649</u>	<u>\$ 661,075</u>	<u>\$ 33,263</u>	<u>\$ 832,987</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>				
<b>LIABILITIES</b>				
Accounts payable and accrued expenses	\$ 43,508	\$ -	\$ 33,253	\$ 76,761
TOTAL LIABILITIES	<u>43,508</u>	<u>-</u>	<u>33,253</u>	<u>76,761</u>
<b>FUND BALANCES</b>				
Nonspendable:				
Prepaid items and deposits	6,313	-	-	6,313
Restricted for:				
Debt service	-	661,075	-	661,075
Capital projects	-	-	10	10
Unassigned	<u>88,828</u>	<u>-</u>	<u>-</u>	<u>88,828</u>
TOTAL FUND BALANCES	<u>95,141</u>	<u>661,075</u>	<u>10</u>	<u>756,226</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 138,649</u>	<u>\$ 661,075</u>	<u>\$ 33,263</u>	<u>\$ 832,987</u>

The accompanying notes are an integral part of this financial statement



**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES – GOVERNMENTAL FUNDS**  
**Year Ended September 30, 2018**

	MAJOR FUNDS			TOTAL GOVERNMENTAL FUNDS
	GENERAL	DEBT SERVICE	CAPITAL PROJECTS	
<b>REVENUES</b>				
Developer contributions	\$ -	\$ -	\$ 48,400	\$ 48,400
Special assessments	437,151	387,993	-	825,144
Miscellaneous revenue	190	-	-	190
Investment earnings	164	7,105	-	7,269
<b>TOTAL REVENUES</b>	<u>437,505</u>	<u>395,098</u>	<u>48,400</u>	<u>881,003</u>
<b>EXPENDITURES</b>				
General government	111,971	-	-	111,971
Physical environment	273,806	-	-	273,806
Capital outlay	11,250	-	48,399	59,649
Debt				
Principal	-	70,000	-	70,000
Interest expense	-	301,171	-	301,171
<b>TOTAL EXPENDITURES</b>	<u>397,027</u>	<u>371,171</u>	<u>48,399</u>	<u>816,597</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	40,478	23,927	1	64,406
<b>FUND BALANCE</b>				
Beginning of period	<u>54,663</u>	<u>637,148</u>	<u>9</u>	<u>691,820</u>
End of year	<u>\$ 95,141</u>	<u>\$ 661,075</u>	<u>\$ 10</u>	<u>\$ 756,226</u>

The accompanying notes are an integral part of this financial statement



**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**Year Ended September 30, 2018**

Net Change in Fund Balances - Total Governmental Funds, Page 12	\$	64,406
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Amount reported for governmental activities in the Statement of Activities  
are different because:

Governmental funds report capital outlays as expenditures. However,  
in the Statement of Activities, the costs of those assets are depreciated  
over their estimated useful lives:

Capital outlay		59,649
----------------	--	--------

Repayment of long-term liabilities are reported as expenditures in the  
governmental fund financial statements, but such repayments reduce  
liabilities in the Statement of Net Position and are eliminated in the  
Statement of Activities:

Payments on long-term debt		70,000
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Certain items reported in the Statement of Activities do not require  
the use of current financial resources and therefore are not reported  
expenditures in the governmental funds:

Current year provision for depreciation		(435,366)
Change in accrued interest payable		1,599
Provision for amortization of bond discount		(1,112)

Change in Net Position of Governmental Activities, Page 9	\$	(240,824)
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The accompanying notes are an integral part of this financial statement

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE A- NATURE OF ORGANIZATION AND REPORTING ENTITY**

Park Creek Community Development District ("District") was created on March 5, 2013 by the Board of County Commissioners of Hillsborough County, Florida Ordinance No. 13-7 pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The majority of the Board members are affiliated with the Developer. The Supervisors are elected on an at large basis by the qualified electors of the property owners within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing Improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Government-Wide and Fund Financial Statements (continued)**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other Items not included among program revenues are reported instead as general revenues.

#### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the economic financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures are recorded when a liability is incurred, as under accrual accounting.

#### **Assessments**

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. The District's annual assessments for operations are billed and collected by the County Tax Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)**

The District reports the following major governmental funds:

##### **General Fund**

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

##### **Debt Service Fund**

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest of long-term debt.

##### **Capital Projects Fund**

The capital projects fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure with the District.

#### **Assets, Liabilities and Net Position or Equity**

##### **Restricted Assets**

These assets represent cash and investments set aside pursuant to contractual restrictions.

##### **Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Assets, Liabilities and Net Position or Equity (continued)**

##### Deposits and Investments (continued)

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured.

The District records all interest revenue related to investment activities in the respective funds and reports investments at fair value.

##### Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

##### Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Improvements	10 - 20
Equipment and furniture	5 - 20
Infrastructure	20 - 40

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Assets, Liabilities and Net Position or Equity (continued)**

##### Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

##### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

##### Deferred Outflows/Inflows of Resources

The statement of net position reports, as applicable, a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future reporting period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. For example, the District would record deferred outflows of resources related to debit amounts resulting from current and advance refundings resulting in the defeasance of debt (i.e. when there are differences between the reacquisition price and the net carrying amount of the old debt).

The statement of net position reports, as applicable, a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to future reporting period(s) and so will not be recognized as an inflow of resources (revenue) until that time. For example, when an asset is recorded in the governmental fund financial statements, but the revenue is not available, the District reports a deferred inflow of resources until such times as the revenue becomes available.

##### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Assets, Liabilities and Net Position or Equity (continued)**

##### Fund Equity/Net Position (continued)

Committed fund balance - Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance - Includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board can assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

#### **Other Disclosures**

##### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

### **NOTE C - BUDGETARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE C - BUDGETARY INFORMATION (CONTINUED)**

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

### **NOTE D – DEPOSITS AND INVESTMENTS**

#### **Deposits**

The District's cash balances, including certificates of deposit, were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

#### **Investments**

The District's investments were held as follows at September 30, 2018:

<u>Investment</u>	<u>Fair Value</u>	<u>Credit Risk</u>	<u>Maturities</u>
Money Market Mutual Funds - First American Treasury Obligation CL Y	\$ 659,296	S&P AAAm	Weighted average of the fund portfolio: 34 days
Total Investments	<u>\$ 659,296</u>		

Custodial credit risk - For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of the investments or collateral securities that are in the possession of an outside party. The District has no formal policy for custodial risk. The investments listed in the schedule above are not evidenced by securities that exist in physical or book entry form.



# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE D – DEPOSITS AND INVESTMENTS (CONTINUED)**

Credit risk - For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk - The District places no limit on the amount the District may invest in anyone issuer.

Interest rate risk - The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Fair Value Measurement - When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- Level 1: Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- Level 2: Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- Level 3: Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

# PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2018

### NOTE E - CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2018 was as follows:

	Balance 10/01/2017	Increases	Decreases	Balance 09/30/18
<b>Governmental activities:</b>				
Capital assets, being depreciated				
Infrastructure	\$ 8,636,953	\$ 48,399	\$ -	\$ 8,685,352
Equipment and furniture	5,914	11,250	-	17,164
Total capital assets, being depreciated	8,642,867	59,649	-	8,702,516
Less accumulated depreciation for:				
Infrastructure	857,180	433,058	-	1,290,238
Equipment and furniture	591	2,308	-	2,899
Total accumulated depreciation	857,771	435,366	-	1,293,137
Total capital assets, being depreciated - net	7,785,096	(375,717)	-	7,409,379
Governmental activities capital assets - net	<u>\$ 7,785,096</u>	<u>\$ (375,717)</u>	<u>\$ -</u>	<u>\$ 7,409,379</u>

Depreciation expense of \$435,366 was charged to physical environment.

### NOTE F – LONG-TERM LIABILITIES

**\$2,065,000 Capital Improvement Revenue Bonds, Series 2013A-1** – On October 1, 2013, the District issued \$2,065,000 in Capital Improvement Revenue Bonds, Series 2013A-1. The Bonds are payable in annual principal installments through November 2044. The Bonds bear interest at 7.375% payable semi-annually on the first day of each May and November. Principal is due serially each November 1, commencing November 2015.

**\$2,895,000 Capital Improvement Revenue Bonds, Series 2014A** – On August 1, 2014, the District issued \$2,895,000 in Capital Improvement Revenue Bonds, Series 2013A-1. The Bonds are payable in annual principal installments through November 2044. The Bonds bear interest at 5.750% payable semi-annually on the first day of each May and November. Principal is due serially each November 1, commencing November 2015.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The requirements have been met for the fiscal year ended September 30, 2018.

**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS

September 30, 2018

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

The following is a summary of activity in the long-term debt of the District for the year ended September 30, 2018:

	Balance 10/1/2017	Additions	Deletions	Balance 9/30/2018	Due Within One Year
Capital Improvement Revenue Bonds, Series 2013A-1	\$ 2,015,000	\$ -	\$ 25,000	\$ 1,990,000	\$ 25,000
Capital Improvement Revenue Bonds, Series 2014A	2,840,000	-	45,000	2,795,000	50,000
	4,855,000	-	70,000	4,785,000	75,000
Unamortized bond discount	(49,425)	-	(1,112)	(48,313)	-
	<u>\$ 4,805,575</u>	<u>\$ -</u>	<u>\$ 68,888</u>	<u>\$ 4,736,687</u>	<u>\$ 75,000</u>

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2018 are as follows:

September 30,	Principal	Interest	Total
2019	\$ 75,000	\$ 97,203	\$ 172,203
2020	80,000	292,950	372,950
2021	85,000	288,413	373,413
2022	90,000	283,591	373,591
2023	95,000	278,484	373,484
2024-2028	550,000	1,307,356	1,857,356
2029-2033	745,000	1,114,153	1,859,153
2034-2038	1,000,000	837,172	1,837,172
2039-2043	1,380,000	456,316	1,836,316
2044-2045	685,000	45,225	730,225
	<u>\$ 4,785,000</u>	<u>\$ 5,000,863</u>	<u>\$ 9,785,863</u>

**NOTE G - MANAGEMENT COMPANY**

The District has contracted with a management company to perform services which include financial and accounting advisory services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

### **NOTE H – SUBSEQUENT EVENTS**

Management has performed an analysis of the activities and transactions subsequent to September 30, 2018, to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended September 30, 2018. Management has performed their analysis through March 11, 2019, the audit completion date.

### **NOTE I - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; natural disasters; and environmental remediation. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. Settled claims from these risks have not exceeded commercial insurance coverage over the past three years.

### **NOTE J – CONCENTRATION**

The District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District operations.

**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL – GENERAL FUND**  
**Year Ended September 30, 2018**

	<u>* BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)</u>
<b>REVENUES</b>			
Developer contributions	\$ -	\$ -	\$ -
Special assessments	427,589	437,151	9,562
Miscellaneous revenue	-	190	190
Investment earnings	-	164	164
<b>TOTAL REVENUES</b>	<u>427,589</u>	<u>437,505</u>	<u>9,916</u>
<b>EXPENDITURES</b>			
Current			
General government	122,419	111,971	10,448
Physical environment	305,170	273,806	31,364
Capital outlay	-	11,250	(11,250)
<b>TOTAL EXPENDITURES</b>	<u>427,589</u>	<u>397,027</u>	<u>30,562</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ -</u>	40,478	<u>\$ 40,478</u>
<b>FUND BALANCES</b>			
Beginning of year		<u>54,663</u>	
End of year		<u>\$ 95,141</u>	

\* Original and final budget.

**PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures exceeded appropriations for the fiscal year ended September 30, 2018.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were lower than budgeted amounts due primarily to anticipated costs which were not incurred in the current fiscal year.

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

Park Creek Community Development District  
Hillsborough, Florida

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Park Creek Community Development District, as of September 30, 2018 and for the year ended September 30, 2018, which collectively comprise the Park Creek Community Development District's basic financial statements and have issued our report thereon dated March 11, 2019.

Internal Control Over Financial Reporting

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

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

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

### Compliance and Other Matters

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

### Purpose of this Report

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

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Fort Pierce, Florida  
March 11, 2019



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF  
SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE 10.556(10) OF THE  
AUDITOR GENERAL OF THE STATE OF FLORIDA

Park Creek Community Development District  
Hillsborough, Florida

We have examined the District's compliance with the requirements of Section 218.415, Florida Statutes with regards to the District's investments during the year ended September 30, 2018. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

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

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2018.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee Hartley & Barnes, P.A.  
Fort Pierce, Florida  
March 11, 2019

Management Letter

Park Creek Community Development District  
Hillsborough, Florida

**Report on the Financial Statements**

We have audited the financial statements of the Park Creek Community Development District as of and for the fiscal year ended September 30, 2018, and have issued our report thereon dated March 11, 2019.

**Auditor's Responsibility**

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

**Other Reports and Schedule**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, Section 601, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated March 11, 2019, should be considered in conjunction with this management letter.

**Prior Audit Findings**

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

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. Refer to Note A in the notes to the financial statements.

## **Financial Condition**

Section 10.554(1)(i)5.a., Rules of the Auditor General, requires that we report the results of our determination as to whether or not Park Creek Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the Park Creek Community Development District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

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

## **Annual Financial Report**

Section 10.554(1)(i)5.b., Rules of the Auditor General, requires that we report the results of our determination as to whether the annual financial report for the Park Creek Community Development District for the fiscal year ended September 30, 2018, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2018. In connection with our audit, we determined that these two reports were in agreement.

## **Other Matters**

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

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

## **Purpose of this Letter**

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

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Fort Pierce, Florida  
March 11, 2019

**EXHIBIT 4.**

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 OCT- MAR</b>	<b>FY 2020 PROPOSED</b>	<b>VARIANCE 2019-2020</b>
<b>I. REVENUE</b>							
GENERAL FUND REVENUES	\$ 190,741	\$ 298,624	\$ 304,751	\$ 448,345	\$ 442,284	\$ 470,169	\$ 21,824
OFF ROLL FUNDING	185,272	-	132,327	-	-	-	-
MISC REVENUE	1,447	125,980	429	-	249	-	-
<b>TOTAL REVENUE</b>	<b>377,460</b>	<b>424,604</b>	<b>437,507</b>	<b>448,345</b>	<b>442,533</b>	<b>470,169</b>	<b>21,824</b>
<b>II. EXPENDITURES</b>							
<b>GENERAL ADMINISTRATIVE</b>							
SUPERVISORS COMPENSATION	5,600	3,600	3,000	8,000	600	8,000	-
PAYROLL TAXES	428	275	230	612	46	612	-
PAYROLL SERVICES	385	347	304	673	59	673	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	24,000	24,000	12,000	24,000	-
PLANNING , COORDINATING & CONTRACT SRVCS	24,000	24,000	24,000	24,000	12,000	24,000	-
ADMINISTRATIVE SERVICES	5,500	5,500	5,500	5,500	2,750	5,500	-
BANK FEES	25	104	119	100	130	100	-
MISCELLANEOUS	532	2,960	885	250	-	250	-
AUDITING SERVICES	2,500	2,350	2,400	2,400	-	3,200	800
SUPERVISOR TRAVEL PER DIEM	8	-	14	100	-	100	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,656	1,976	808	750	1,491	750	-
ENGINEERING SERVICES	823	1,779	3,023	4,500	4,656	4,500	-
LEGAL SERVICES	6,460	6,135	3,703	5,000	2,272	5,000	-
WEBSITE HOSTING	983	737	738	720	360	2,265	1,545
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>70,075</b>	<b>70,938</b>	<b>68,899</b>	<b>76,780</b>	<b>36,539</b>	<b>79,125</b>	<b>2,345</b>
<b>INSURANCE</b>							
INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.	<b>21,990</b>	<b>21,277</b>	<b>23,162</b>	<b>25,478</b>	<b>21,899</b>	<b>24,089</b>	<b>(1,389)</b>
<b>DEBT ADMINISTRATION:</b>							
DISSEMINATION AGENT	10,000	6,500	6,500	6,500	5,500	6,500	-
PERFORMANCE & WARRANTY BOND	2,500	2,500	2,500	-	-	-	-
TRUSTEE FEES	8,621	5,926	-	6,520	2,963	6,520	-
ARBITRAGE	1,300	-	9,159	-	-	-	-
<b>TOTAL DEBT ADMINISTRATION</b>	<b>3,000</b>	<b>14,926</b>	<b>18,159</b>	<b>13,020</b>	<b>8,463</b>	<b>13,020</b>	<b>-</b>
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>							
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	16,200	10,521	13,896	(2,304)
FIELD SERVICE TECH	14,759	15,383	19,747	-	2,500	-	-
FIELD TRAVEL EXPENSE	-	2,760	1,436	-	-	-	-
STREETPOLE LIGHTING	42,194	44,504	39,797	46,800	22,697	55,680	8,880
ELECTRICITY (IRRIGATION & POND PUMPS)	7,988	1,982	5,192	3,300	4,236	10,000	6,700
WATER (Hillsborough County & purchase from well)	1,318	-	-	-	-	-	-
LANDSCAPING MAINTENANCE	61,312	74,722	81,539	111,672	46,842	107,000	(4,672)
LANDSCAPE REPLINISHMENT	24,248	29,938	20,018	3,000	3,300	10,000	7,000
IRRIGATION MAINTENANCE	11,197	13,670	10,324	3,000	2,307	10,000	7,000
LANDSCAPE MAINTENANCE - PHASE 3	-	3,500	-	21,354	6,600	13,200	(8,154)
TREE TRIMMING	-	7,500	-	-	-	3,500	3,500
NPDES	4,650	3,150	-	-	-	-	-
PET WASTE REMOVAL	1,708	3,128	2,220	3,816	1,906	3,816	-
POWER SWEEP	250	-	-	-	-	-	-
STORMWATER DRAINAGE	7,177	2,381	-	-	-	-	-
ENVIRONMENTAL MITIGATION & POND MAINT.	13,140	1,950	3,500	-	-	-	-
POND MAINTENANCE	63,668	4,608	5,780	6,000	2,970	6,000	-
POND MOWING - GRANDVIEW	-	8,225	-	-	-	-	-
POND EROSION	3,800	-	-	-	-	-	-
SECURITY MONITORING	1,800	4,855	3,600	3,600	1,800	3,600	-
SECURITY PATROL	-	6,588	-	-	-	24,408	24,408
SECURITY CLICKERS & FOBS	786	441	-	2,000	-	2,000	-
ENTRANCE WALL REPAIR	1,750	-	-	-	-	-	-
HOLIDAY LIGHTS	-	-	4,998	5,000	4,998	7,000	2,000
MISC. FIELD	-	6,585	-	-	-	-	-
FIELD CONTINGENCY	1,523	-	2,530	40,000	17,505	-	(40,000)
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>263,268</b>	<b>235,870</b>	<b>205,681</b>	<b>265,742</b>	<b>128,181</b>	<b>270,100</b>	<b>4,358</b>

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 OCT- MAR</b>	<b>FY 2020 PROPOSED</b>	<b>VARIANCE 2019-2020</b>
<b>AMENITY CENTER OPERATIONS</b>							
POOL SERVICE CONTRACT	7,950	8,400	7,200	10,800	5,400	13,500	2,700
POOL MAINTENANCE & REPAIRS	3,217	400	4,050	2,500	-	2,500	-
POOL PERMIT	275	275	275	275	-	275	-
AMENITY MANAGEMENT	-	-	3,000	4,500	2,250	7,500	3,000
AMENITY CENTER CLEANING & MAINTENANCE	5,785	8,560	7,200	7,800	3,900	7,800	-
AMENITY CENTER INTERNET	1,776	1,855	1,914	2,100	1,003	2,100	-
AMENITY CENTER ELECTRICITY	-	6,251	5,631	8,400	3,727	7,200	(1,200)
AMENITY CENTER WATER	-	1,326	3,475	3,600	2,665	6,660	3,060
AMENITY CENTER PEST CONTROL	1,290	636	961	1,800	720	1,800	-
REFUSE SERVICE	-	-	-	1,000	-	1,000	-
LANDSCAPE MAINTENANCE	-	-	-	8,200	-	-	(8,200)
INFILL PLANTING	-	-	-	10,000	10,000	10,000	-
MISC. AMENITY CENTER OPERATIONS	-	5,415	47,420	6,350	6,953	4,500	(1,850)
<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>20,293</b>	<b>33,118</b>	<b>81,126</b>	<b>67,325</b>	<b>36,618</b>	<b>64,835</b>	<b>(2,490)</b>
<b>RESERVES</b>							
INCREASE IN OPERATING RESERVES	-	-	-	-	-	19,000	19,000
RESERVE STUDY	-	3,200	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>378,626</b>	<b>379,329</b>	<b>397,027</b>	<b>448,345</b>	<b>231,700</b>	<b>470,169</b>	<b>21,824</b>
<b>III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(1,166)</b>	<b>45,275</b>	<b>40,480</b>	<b>-</b>	<b>210,834</b>	<b>19,000</b>	<b>-</b>
FUND BALANCE - BEGINNING	10,552	9,386	54,663	95,143	95,143	95,143	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 9,386</b>	<b>\$ 54,661</b>	<b>\$ 95,143</b>	<b>\$ 95,143</b>	<b>\$ 305,977</b>	<b>\$ 114,143</b>	<b>\$ -</b>

**STATEMENT 2**  
**PARK CREEK CDD**  
**FY 2020 PROPOSED BUDGET - GENERAL FUND (O&M) ALLOCATION**

**1. ERU Assignment, Ranking and Calculation**

Lot Width	Units	ERU	Total ERU	% ERU
50	177	1.0	177.0	46.92%
60	154	1.2	184.8	48.99%
70	11	1.4	15.4	4.08%
<b>Total</b>	<b>342</b>		<b>377.2</b>	<b>100.00%</b>

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

AR = Total Expenditures - NET:	\$ 470,169
Plus: Early Payment Discount (4%)	20,007
Plus: County Collection Charges (2%)	10,004
Total Assessment (Gross Expenditures)	\$ 500,180
Total ERU:	377.2
Total AR / ERU - net:	<b>\$1,246</b>
Total AR / ERU - gross:	<b>\$1,326</b>

**3. Current FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,246	\$220,625	\$1,326
60'	154	1.2	\$1,496	\$230,348	\$1,591
70'	11	1.4	\$1,745	\$19,196	\$1,856
<b>Total</b>	<b>342</b>			<b>\$470,169</b>	

**4. Prior FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,189	\$210,385	\$1,264
60'	154	1.2	\$1,426	\$219,656	\$1,517
70'	11	1.4	\$1,664	\$18,305	\$1,770
<b>Total</b>	<b>342</b>			<b>\$448,346</b>	

**5. Difference between Prior FY and Current FY Per Lot**

Lot Width	Units	ERU	Difference	% Change
50'	179	1.0	\$57	5%
60'	76	1.2	\$70	5%
70'	67	1.4	\$81	5%

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
<b>EXPENDITURES ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION		\$ 8,000		Estimated 5 Supervisors to be in attendance for 8 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES		\$ 612		Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICES		\$ 673		Approximately \$54 per payroll and 1x yearly fee of \$25
MANAGEMENT CONSULTING SRVS	DPFG	\$ 24,000		The District receives Management & Accounting services as part of the agreement;
PLANNING, COORDINATING & CONTRACT SERVICES	DPFG	\$ 24,000		Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	DPFG	\$ 5,500		The District receives administrative services as part of the agreement, approximates
BANK FEES	BANK UNITED	\$ 100		Bank fees associated with maintaining the District's bank accounts
MISCELLANEOUS		\$ 250		Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	Need to go out for RFP	\$ 3,200		State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter
SUPERVISOR .TRAVEL PER DIEM		\$ 100		Reimbursement to Board Supervisors for travel to District Meetings
REGULATORY AND PERMIT FEES	Florida DEO	\$ 175		The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TIME PUBLISHING	\$ 750		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	\$ 4,500		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	\$ 5,000		Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager
WEBSITE HOSTING	Campus Suite	\$ 2,265		ADA Compliance of website to be performed by Campus Suite. Amount includes the maintenance of the website platform itself as well as the remediation of 750 pages of documents. An additional \$250 for any unknown remediation as well as \$500 for DPFG for remediation monitoring and postings
<b>INSURANCE:</b>				
INSURANCE (Liability, Property, Casualty, Bridge)	EGIS	\$ 24,089		Annual, for general liability, property and officer and director insurance
<b>EXPENDITURES DEBT ADMINISTRATION:</b>				
DISSEMINATION AGENT	LERNER SERVICES	\$ 6,500		Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure
PERFORMANCE & WARRANTY BOND		\$ -		



**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
TRUSTEE FEES	US BANK	\$ 6,520		Confirmed amount with Trustee to maintain the District's bond funds that are on deposit for the Series 2013 and 2014
ARBITRAGE	LLS Services	\$ -		Small issuer exception. Arbitrage not required
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>				
COMPREHENSIVE FIELD TECH SERVICES		\$ 13,896		Directs day to day operations of District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security, manage RFP process for ongoing maintenance, prepare monthly written reports to the Board, including mileage costs for Field Tech.
STREETPOLE LIGHTING	TECO	\$ 55,680		10650 Peak Creek Way - 31 poles :\$1,100 mo. Phase 1A: 15 poles - \$530 mo. Phase 1B - 19 poles:\$670 mo. Phase 1 - 43 poles:\$1,600 mo. Phase 2 - 21 poles:\$740 mo. A total of 129 poles.
ELECTRICITY (IRRIGATION & POND PUMPS)	TECO	\$ 10,000		Electric utilities to maintain irrigation system & pond pumps New pump added on Tucker Jones Road
WATER (PURCHASED FROM WELL)		\$ -		Reclaimed and potable
LANDSCAPING MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 107,000	OM-PC-067	ALL AMERICAN EXPIRES 8/2019. General services: \$53,286. Turf Care: \$8,826. Horticulture Care: \$4,690. Mulch: \$8,961, Flowers: \$5,909, Tree Trimming: \$5,499. Irrigation monitoring: \$6,515. \$14k for Tucker Jones Rd. (estimate)
LANDSCAPING REPLENISHMENT	ALL-AMERICAN LAWN&TREE	\$ 10,000		Replacement of plant material not included in base contract
IRRIGATION MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 10,000		Monthly irrigation maintenance outside of contract wet checks
LANDSCAPE MAINTENANCE - PHASE 3B and 3B-2		\$ 13,200	OM-PC-DPFG-036	Two ponds, area behind fence TG Rd.
TREE TRIMMING	ALL-AMERICAN LAWN&TREE	\$ 3,500		Trees over 8' clearance, beyond contract scope
NPDES (National Pollutant Discharge Elimination System)	GENESIS	\$ -		not needed
PET WASTE REMOVAL	POOP 911	\$ 3,816	OM-PC-069	Removal of pet waste, replace liners, check and fill and pick up bags. Approximately 8,000 bags included for new collection units.
POWER SWEEP		\$ -		Power wash of common areas
STORMWATER DRAINAGE	GENESIS	\$ -		Storm drain clean out and replacement of rocks. Bill received in April 2017
POND MAINTENANCE	Aquatic Systems	\$ 6,000	OM-PC-DPFG-053	Resource Management Program for waterway system.
POND MOWING	Grandview	\$ -		Miscellaneous as needed
POND EROSION		\$ -		
SECURITY MONITORING	Critical Intervention	\$ 3,600	OM-PC-001	Pool cameras
SECURITY PATROL	Security Elite Agency, Inc.	\$ 24,408	OM-PC-DPFG-061	Not exceed \$4,068/mo.; called in as needed assumed Apr to Sep 2020.
SECURITY FOBS		\$ 2,000		Maintenance allowance
ENTRANCE WALL REPAIR		\$ -		
HOLIDAY LIGHTS		\$ 7,000		
MISC. FIELD		\$ -		
FIELD CONTINGENCY		\$ -		
<b>AMENITY CENTER OPERATIONS</b>				

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
POOL SERVICE CONTRACT	H2 Pool Services	\$ 13,500	OM-PC-052	Provides 5 day cleaning and chemical service
POOL MAINTENANCE & REPAIRS	H2 Pool Services	\$ 2,500		Misc. repairs as needed
POOL PERMIT	State of Florida	\$ 275		Pool permit
AMENITY MANAGEMENT	DPFG	\$ 7,500		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	H2 Pool Services	\$ 7,800	OM-PC-052	Clean facilities 4x a month and power wash 1x a month
AMENITY CENTER INTERNET	Brighthouse	\$ 2,100		Monthly charge approximates \$175 mo.
AMENITY CENTER ELECTRICITY		\$ 7,200		Estimated at \$600 per mo. Based on actual average
AMENITY CENTER WATER		\$ 6,660		Estimated at \$555 per month based on actual average
AMENITY CENTER PEST CONTROL	Earth Tech Property Solutions	\$ 1,800	OM-PC-DPFG-021	Estimated at \$150 mo. Increase in level of service necessitated
REFUSE SERVICE	Estimated	\$ 1,000		Estimated
LANDSCAPE MAINTENANCE		\$ -		
INFILL PLANTING		\$ 10,000		Plant material replacement inside pool area.
MISC. AMENITY CENTER REPAIRS & MAINTNANCE		\$ 4,500		Miscellaneous as needed
<b>RESERVES</b>				
OPERATING RESERVES		\$ 19,000		Cash reserve to cover FY2021 expenditures until County tax collections
RESERVE STUDY		\$ -		

**EXHIBIT 5.**

## **RESOLUTION 2019-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Park Creek Community Development District (“District”) prior to June 15, 2019, a proposed operations and maintenance budget for Fiscal Year 2019/2020; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. **BUDGET APPROVED.** The operating budget proposed by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 6, 2019

HOUR: 6:00 p.m.

LOCATION: Panther Trace I Clubhouse  
12515 Bramfield Drive  
Riverview, Florida 33579

3. **TRANSMITTAL OF BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budget to Hillsborough County, Florida at least 60 days prior to the hearing date set above.

4. **POSTING OF BUDGETS.** 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 and to keep the proposed budget posted on the District's website for at least 45 days, as set forth in Section 2.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 4TH DAY OF JUNE, 2019.**

ATTEST:

**PARK CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Title:

- ☐ Chair of the Board of Supervisors
- ☐ Vice Chair of the Board of Supervisors

**Exhibit A:** Proposed FY 2019/2020 Budget

**EXHIBIT A**

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 OCT- MAR	FY 2020 PROPOSED	VARIANCE 2019-2020
<b>I. REVENUE</b>							
GENERAL FUND REVENUES	\$ 190,741	\$ 298,624	\$ 304,751	\$ 448,345	\$ 442,284	\$ 470,169	\$ 21,824
OFF ROLL FUNDING	185,272	-	132,327	-	-	-	-
MISC REVENUE	1,447	125,980	429	-	249	-	-
<b>TOTAL REVENUE</b>	<b>377,460</b>	<b>424,604</b>	<b>437,507</b>	<b>448,345</b>	<b>442,533</b>	<b>470,169</b>	<b>21,824</b>
<b>II. EXPENDITURES</b>							
<b>GENERAL ADMINISTRATIVE</b>							
SUPERVISORS COMPENSATION	5,600	3,600	3,000	8,000	600	8,000	-
PAYROLL TAXES	428	275	230	612	46	612	-
PAYROLL SERVICES	385	347	304	673	59	673	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	24,000	24,000	12,000	24,000	-
PLANNING , COORDINATING & CONTRACT SRVCS	24,000	24,000	24,000	24,000	12,000	24,000	-
ADMINISTRATIVE SERVICES	5,500	5,500	5,500	5,500	2,750	5,500	-
BANK FEES	25	104	119	100	130	100	-
MISCELLANEOUS	532	2,960	885	250	-	250	-
AUDITING SERVICES	2,500	2,350	2,400	2,400	-	3,200	800
SUPERVISOR TRAVEL PER DIEM	8	-	14	100	-	100	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,656	1,976	808	750	1,491	750	-
ENGINEERING SERVICES	823	1,779	3,023	4,500	4,656	4,500	-
LEGAL SERVICES	6,460	6,135	3,703	5,000	2,272	5,000	-
WEBSITE HOSTING	983	737	738	720	360	2,265	1,545
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>70,075</b>	<b>70,938</b>	<b>68,899</b>	<b>76,780</b>	<b>36,539</b>	<b>79,125</b>	<b>2,345</b>
<b>INSURANCE</b>							
INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.	<b>21,990</b>	<b>21,277</b>	<b>23,162</b>	<b>25,478</b>	<b>21,899</b>	<b>24,089</b>	<b>(1,389)</b>
<b>DEBT ADMINISTRATION:</b>							
DISSEMINATION AGENT	10,000	6,500	6,500	6,500	5,500	6,500	-
PERFORMANCE & WARRANTY BOND	2,500	2,500	2,500	-	-	-	-
TRUSTEE FEES	8,621	5,926	-	6,520	2,963	6,520	-
ARBITRAGE	1,300	-	9,159	-	-	-	-
<b>TOTAL DEBT ADMINISTRATION</b>	<b>3,000</b>	<b>14,926</b>	<b>18,159</b>	<b>13,020</b>	<b>8,463</b>	<b>13,020</b>	<b>-</b>
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>							
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	16,200	10,521	13,896	(2,304)
FIELD SERVICE TECH	14,759	15,383	19,747	-	2,500	-	-
FIELD TRAVEL EXPENSE	-	2,760	1,436	-	-	-	-
STREETPOLE LIGHTING	42,194	44,504	39,797	46,800	22,697	55,680	8,880
ELECTRICITY (IRRIGATION & POND PUMPS)	7,988	1,982	5,192	3,300	4,236	10,000	6,700
WATER (Hillsborough County & purchase from well)	1,318	-	-	-	-	-	-
LANDSCAPING MAINTENANCE	61,312	74,722	81,539	111,672	46,842	107,000	(4,672)
LANDSCAPE REPLINISHMENT	24,248	29,938	20,018	3,000	3,300	10,000	7,000
IRRIGATION MAINTENANCE	11,197	13,670	10,324	3,000	2,307	10,000	7,000
LANDSCAPE MAINTENANCE - PHASE 3	-	3,500	-	21,354	6,600	13,200	(8,154)
TREE TRIMMING	-	7,500	-	-	-	3,500	3,500
NPDES	4,650	3,150	-	-	-	-	-
PET WASTE REMOVAL	1,708	3,128	2,220	3,816	1,906	3,816	-
POWER SWEEP	250	-	-	-	-	-	-
STORMWATER DRAINAGE	7,177	2,381	-	-	-	-	-
ENVIRONMENTAL MITIGATION & POND MAINT.	13,140	1,950	3,500	-	-	-	-
POND MAINTENANCE	63,668	4,608	5,780	6,000	2,970	6,000	-
POND MOWING - GRANDVIEW	-	8,225	-	-	-	-	-
POND EROSION	3,800	-	-	-	-	-	-
SECURITY MONITORING	1,800	4,855	3,600	3,600	1,800	3,600	-
SECURITY PATROL	-	6,588	-	-	-	24,408	24,408
SECURITY CLICKERS & FOBS	786	441	-	2,000	-	2,000	-
ENTRANCE WALL REPAIR	1,750	-	-	-	-	-	-
HOLIDAY LIGHTS	-	-	4,998	5,000	4,998	7,000	2,000
MISC. FIELD	-	6,585	-	-	-	-	-
FIELD CONTINGENCY	1,523	-	2,530	40,000	17,505	-	(40,000)
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>263,268</b>	<b>235,870</b>	<b>205,681</b>	<b>265,742</b>	<b>128,181</b>	<b>270,100</b>	<b>4,358</b>

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 OCT- MAR</b>	<b>FY 2020 PROPOSED</b>	<b>VARIANCE 2019-2020</b>
<b>AMENITY CENTER OPERATIONS</b>							
POOL SERVICE CONTRACT	7,950	8,400	7,200	10,800	5,400	13,500	2,700
POOL MAINTENANCE & REPAIRS	3,217	400	4,050	2,500	-	2,500	-
POOL PERMIT	275	275	275	275	-	275	-
AMENITY MANAGEMENT	-	-	3,000	4,500	2,250	7,500	3,000
AMENITY CENTER CLEANING & MAINTENANCE	5,785	8,560	7,200	7,800	3,900	7,800	-
AMENITY CENTER INTERNET	1,776	1,855	1,914	2,100	1,003	2,100	-
AMENITY CENTER ELECTRICITY	-	6,251	5,631	8,400	3,727	7,200	(1,200)
AMENITY CENTER WATER	-	1,326	3,475	3,600	2,665	6,660	3,060
AMENITY CENTER PEST CONTROL	1,290	636	961	1,800	720	1,800	-
REFUSE SERVICE	-	-	-	1,000	-	1,000	-
LANDSCAPE MAINTENANCE	-	-	-	8,200	-	-	(8,200)
INFILL PLANTING	-	-	-	10,000	10,000	10,000	-
MISC. AMENITY CENTER OPERATIONS	-	5,415	47,420	6,350	6,953	4,500	(1,850)
<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>20,293</b>	<b>33,118</b>	<b>81,126</b>	<b>67,325</b>	<b>36,618</b>	<b>64,835</b>	<b>(2,490)</b>
<b>RESERVES</b>							
INCREASE IN OPERATING RESERVES	-	-	-	-	-	19,000	19,000
RESERVE STUDY	-	3,200	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>378,626</b>	<b>379,329</b>	<b>397,027</b>	<b>448,345</b>	<b>231,700</b>	<b>470,169</b>	<b>21,824</b>
<b>III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(1,166)</b>	<b>45,275</b>	<b>40,480</b>	<b>-</b>	<b>210,834</b>	<b>19,000</b>	<b>-</b>
FUND BALANCE - BEGINNING	10,552	9,386	54,663	95,143	95,143	95,143	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 9,386</b>	<b>\$ 54,661</b>	<b>\$ 95,143</b>	<b>\$ 95,143</b>	<b>\$ 305,977</b>	<b>\$ 114,143</b>	<b>\$ -</b>



**STATEMENT 2**  
**PARK CREEK CDD**  
**FY 2020 PROPOSED BUDGET - GENERAL FUND (O&M) ALLOCATION**

**1. ERU Assignment, Ranking and Calculation**

Lot Width	Units	ERU	Total ERU	% ERU
50	177	1.0	177.0	46.92%
60	154	1.2	184.8	48.99%
70	11	1.4	15.4	4.08%
<b>Total</b>	<b>342</b>		<b>377.2</b>	<b>100.00%</b>

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

AR = Total Expenditures - NET:	\$ 470,169
Plus: Early Payment Discount (4%)	20,007
Plus: County Collection Charges (2%)	10,004
Total Assessment (Gross Expenditures)	\$ 500,180
Total ERU:	377.2
Total AR / ERU - net:	\$1,246
Total AR / ERU - gross:	\$1,326

**3. Current FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,246	\$220,625	\$1,326
60'	154	1.2	\$1,496	\$230,348	\$1,591
70'	11	1.4	\$1,745	\$19,196	\$1,856
<b>Total</b>	<b>342</b>			<b>\$470,169</b>	

**4. Prior FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,189	\$210,385	\$1,264
60'	154	1.2	\$1,426	\$219,656	\$1,517
70'	11	1.4	\$1,664	\$18,305	\$1,770
<b>Total</b>	<b>342</b>			<b>\$448,346</b>	

**5. Difference between Prior FY and Current FY Per Lot**

Lot Width	Units	ERU	Difference	% Change
50'	179	1.0	\$57	5%
60'	76	1.2	\$70	5%
70'	67	1.4	\$81	5%

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
<b>EXPENDITURES ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION		\$ 8,000		Estimated 5 Supervisors to be in attendance for 8 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES		\$ 612		Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICES		\$ 673		Approximately \$54 per payroll and 1x yearly fee of \$25
MANAGEMENT CONSULTING SRVS	DPFG	\$ 24,000		The District receives Management & Accounting services as part of the agreement;
PLANNING, COORDINATING & CONTRACT SERVICES	DPFG	\$ 24,000		Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	DPFG	\$ 5,500		The District receives administrative services as part of the agreement, approximates
BANK FEES	BANK UNITED	\$ 100		Bank fees associated with maintaining the District's bank accounts
MISCELLANEOUS		\$ 250		Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	Need to go out for RFP	\$ 3,200		State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter
SUPERVISOR .TRAVEL PER DIEM		\$ 100		Reimbursement to Board Supervisors for travel to District Meetings
REGULATORY AND PERMIT FEES	Florida DEO	\$ 175		The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TIME PUBLISHING	\$ 750		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	\$ 4,500		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	\$ 5,000		Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager
WEBSITE HOSTING	Campus Suite	\$ 2,265		ADA Compliance of website to be performed by Campus Suite. Amount includes the maintenance of the website platform itself as well as the remediation of 750 pages of documents. An additional \$250 for any unknown remediation as well as \$500 for DPFG for remediation monitoring and postings
<b>INSURANCE:</b>				
INSURANCE (Liability, Property, Casualty, Bridge)	EGIS	\$ 24,089		Annual, for general liability, property and officer and director insurance
<b>EXPENDITURES DEBT ADMINISTRATION:</b>				
DISSEMINATION AGENT	LERNER SERVICES	\$ 6,500		Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure
PERFORMANCE & WARRANTY BOND		\$ -		

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
TRUSTEE FEES	US BANK	\$ 6,520		Confirmed amount with Trustee to maintain the District's bond funds that are on deposit for the Series 2013 and 2014
ARBITRAGE	LLS Services	\$ -		Small issuer exception. Arbitrage not required
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>				
COMPREHENSIVE FIELD TECH SERVICES		\$ 13,896		Directs day to day operations of District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security, manage RFP process for ongoing maintenance, prepare monthly written reports to the Board, including mileage costs for Field Tech.
STREETPOLE LIGHTING	TECO	\$ 55,680		10650 Peak Creek Way - 31 poles :\$1,100 mo. Phase 1A: 15 poles - \$530 mo. Phase 1B - 19 poles:\$670 mo. Phase 1 - 43 poles:\$1,600 mo. Phase 2 - 21 poles:\$740 mo. A total of 129 poles.
ELECTRICITY (IRRIGATION & POND PUMPS)	TECO	\$ 10,000		Electric utilities to maintain irrigation system & pond pumps New pump added on Tucker Jones Road
WATER (PURCHASED FROM WELL)		\$ -		Reclaimed and potable
LANDSCAPING MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 107,000	OM-PC-067	ALL AMERICAN EXPIRES 8/2019. General services: \$53,286. Turf Care: \$8,826. Horticulture Care: \$4,690. Mulch: \$8,961, Flowers: \$5,909, Tree Trimming: \$5,499. Irrigation monitoring: \$6,515. \$14k for Tucker Jones Rd. (estimate)
LANDSCAPING REPLENISHMENT	ALL-AMERICAN LAWN&TREE	\$ 10,000		Replacement of plant material not included in base contract
IRRIGATION MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 10,000		Monthly irrigation maintenance outside of contract wet checks
LANDSCAPE MAINTENANCE - PHASE 3B and 3B-2		\$ 13,200	OM-PC-DPFG-036	Two ponds, area behind fence TG Rd.
TREE TRIMMING	ALL-AMERICAN LAWN&TREE	\$ 3,500		Trees over 8' clearance, beyond contract scope
NPDES (National Pollutant Discharge Elimination System)	GENESIS	\$ -		not needed
PET WASTE REMOVAL	POOP 911	\$ 3,816	OM-PC-069	Removal of pet waste, replace liners, check and fill and pick up bags. Approximately 8,000 bags included for new collection units.
POWER SWEEP		\$ -		Power wash of common areas
STORMWATER DRAINAGE	GENESIS	\$ -		Storm drain clean out and replacement of rocks. Bill received in April 2017
POND MAINTENANCE	Aquatic Systems	\$ 6,000	OM-PC-DPFG-053	Resource Management Program for waterway system.
POND MOWING	Grandview	\$ -		Miscellaneous as needed
POND EROSION		\$ -		
SECURITY MONITORING	Critical Intervention	\$ 3,600	OM-PC-001	Pool cameras
SECURITY PATROL	Security Elite Agency, Inc.	\$ 24,408	OM-PC-DPFG-061	Not exceed \$4,068/mo.; called in as needed assumed Apr to Sep 2020.
SECURITY FOBS		\$ 2,000		Maintenance allowance
ENTRANCE WALL REPAIR		\$ -		
HOLIDAY LIGHTS		\$ 7,000		
MISC. FIELD		\$ -		
FIELD CONTINGENCY		\$ -		
<b>AMENITY CENTER OPERATIONS</b>				

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
POOL SERVICE CONTRACT	H2 Pool Services	\$ 13,500	OM-PC-052	Provides 5 day cleaning and chemical service
POOL MAINTENANCE & REPAIRS	H2 Pool Services	\$ 2,500		Misc. repairs as needed
POOL PERMIT	State of Florida	\$ 275		Pool permit
AMENITY MANAGEMENT	DPFG	\$ 7,500		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	H2 Pool Services	\$ 7,800	OM-PC-052	Clean facilities 4x a month and power wash 1x a month
AMENITY CENTER INTERNET	Brighthouse	\$ 2,100		Monthly charge approximates \$175 mo.
AMENITY CENTER ELECTRICITY		\$ 7,200		Estimated at \$600 per mo. Based on actual average
AMENITY CENTER WATER		\$ 6,660		Estimated at \$555 per month based on actual average
AMENITY CENTER PEST CONTROL	Earth Tech Property Solutions	\$ 1,800	OM-PC-DPFG-021	Estimated at \$150 mo. Increase in level of service necessitated
REFUSE SERVICE	Estimated	\$ 1,000		Estimated
LANDSCAPE MAINTENANCE		\$ -		
INFILL PLANTING		\$ 10,000		Plant material replacement inside pool area.
MISC. AMENITY CENTER REPAIRS & MAINTNANCE		\$ 4,500		Miscellaneous as needed
<b>RESERVES</b>				
OPERATING RESERVES		\$ 19,000		Cash reserve to cover FY2021 expenditures until County tax collections
RESERVE STUDY		\$ -		

**EXHIBIT 6.**

# STRALEY ROBIN VERICKER

Attorneys At Law

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March 11, 2019

*Via Email (Theresa@dmhbcpa.com)  
and U.S. Mail*

DiBartolomeo, McBee, Hartley & Barnes  
2222 Colonial Road, Suite 200  
Fort Pierce, Florida 34950

Attn: Theresa Goldstein

Re: Park Creek Community Development District

Ladies and Gentlemen:

By this communication, we are responding to the letter of Ms. Patricia Comings-Thibault dated March 9, 2019, requesting that we furnish certain information to you concerning our representation of Park Creek Community Development District (the "District") and pending or threatened litigation involving the District.

While this firm may represent the District on a regular basis, our engagements have been limited to specific matters as to which we may have been consulted. There may exist matters of a legal nature that could have a bearing on the financial position of the District with respect to which we have not been consulted and consequently have no knowledge. The information furnished by this letter is limited to matters which have been given substantive attention by the lawyers in this firm in the form of legal consultation and, where appropriate, legal representation from October 1, 2017, to the effective date of this response. We have, to the extent believed necessary, attempted to determine from the lawyers in this firm who have performed services for the District since the beginning of the period upon which the report is based, whether such services involved substantive attention in the form of legal consultation or representation in litigation. Beyond that, no review has been made of any of the District's transactions or other matters for the purposes of identifying loss contingencies, nor have we made inquiry with other law firms who either are now or who have in the past performed services for the District.

The response of this firm is limited to loss contingencies coming within the meaning of the American Bar Association Statement of Policy Regarding Lawyers' Responses to Auditors' Requests for Information (the "Statement of Policy") which are considered to be probable (within the meaning of the Commentary accompanying the Statement of Policy) of assertion and which are considered individually or collectively material to the presentation of the District's financial statements and is further limited to the matters set out herein. The firm is not

undertaking to respond or comment upon all aspects of the District's business activities and except as noted in this communication, no inference should be drawn on any matters beyond the scope of this response.

The information as supplied in this audit response is solely for the auditor's information in connection with your audit of the financial condition of the District. Without the express written approval of this law firm and the District, it is not to be quoted in whole or in part or otherwise referred to in any financial statements of the District or related documents, nor is it to be filed with any governmental agency or other person.

This response is limited by, and subject to, the Statement of Policy; without limiting the generality of the foregoing, the limitations set forth in the Statement of Policy on the scope and use of this response are specifically incorporated herein by reference, and any description herein of any "loss contingencies" is qualified by the meaning as described in the Statement of Policy and the accompanying commentary.

The District does not intend to waive the attorney-client privilege with respect to any information which the District has furnished to us. Moreover, please be advised that our response to you should not be construed in any way to constitute a waiver of the protection of the attorney work-product privilege with respect to any of our files involving the District.

Subject to the foregoing, we advise you that from October 1, 2017, to the effective date of this response, we have not been engaged to give substantive attention to, or represent the District in connection with, material (defined by Ms. Comings-Thibault in her aforesaid letter to us as matters involving amounts exceeding \$5,000 individually or in the aggregate) loss contingencies coming within the scope of clause (a) of paragraph 5 of the Statement of Policy.

In Ms. Comings-Thibault's letter to us, the District did not specifically identify and specifically request us to comment on any loss contingencies coming within the scope of clause (c) of Paragraph 5 of the Statement of Policy. Therefore, we have not commented on any such loss contingencies. Please be advised that pursuant to clauses (b) and (c) of Paragraph 5 of the Statement of Policy and accompanying Commentary, it would be inappropriate for us to respond to a general inquiry relating to the existence of unasserted possible claims or assessments involving the District. We can only furnish information concerning those upon which the District has specifically requested in writing that we comment, nor can we comment upon the adequacy of the District's listing, if any, of unasserted possible claims or assessments or its assertions concerning the advice, if any, about the need to disclose same.

Consistent with the last sentence of Paragraph 6 of the Statement of Policy and pursuant to the District's request, however, this letter will confirm as correct the District's understanding as set forth in Ms. Comings-Thibault's aforesaid letter to us that whenever, in the course of performing legal services for the District with respect to a matter recognized to involve an unasserted possible claim or assessment that may call for financial statement disclosure, we have formed a professional conclusion that the District must disclose or consider disclosure

concerning such possible claim or assessment, we as a matter of profession responsibility to the District, will so advise the District of such disclosure and the applicable requirements of Statement of Financial Accounting Standards No. 5.

The information set forth herein is as of the date hereof, except as otherwise noted, and we assume no obligation to advise you of changes which may have been or are brought to our attention thereafter.

The District was indebted to this law firm in the amount of \$487.65 as of September 30, 2018.

Very truly yours,



John M. Vericker  
*Board Certified – City, County & Local  
Government Law*

JMV/lab

cc: Patricia Comings-Thibault, District Accountant *(via email)*  
Paul Cusmano, District Manager *(via email)*  
Mike Lawson, Chairman of the Board of Supervisors *(via email)*



**EXHIBIT 7.**



May 7, 2019

Paul Cusmano  
Park Creek CDD  
15310 Amberly Drive, Suite 175  
Tampa, FL 33647

Dear Paul Cusmano,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2019, listed below.

Community Development District	Number of Registered Electors
Park Creek CDD	439

We ask that you respond to our office with a current list of CDD office holders by **June 1<sup>st</sup>** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or [ewhite@hcsoe.org](mailto:ewhite@hcsoe.org).

Respectfully,

Enjoli White  
Candidate Services Liaison

**EXHIBIT 8.**

# THE ROAD TO ADA COMPLIANCE



**Required as of 10/01/2019**

# Compliance: The 2 Components

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- Component 1 - The website platform itself – this addresses the website itself and not any uploaded documents
- Component 2 - Document uploads – this addresses any documents that are uploaded to the website that are mandated under Florida Statute. (see attachment B of this presentation)

Documents are bifurcated into two sections:

- ❖ 1) Required historical documents before 10/01
- ❖ 2) Required new documents uploaded after 10/01



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# ATTACHMENT A

## INSURANCE MANDATED REQUIREMENTS

Accessibility 

# ADA Website Accessibility

Underwriting Guidelines - Policy Year 2019 - 2020



Florida  
Insurance  
Alliance™

# 1 - Accessibility Policy

- An adopted and implemented (or in the process of implementing) website accessibility policy that is consistent with WCAG 2.0 Level A and AA



# 2 – Accessibility Statement

- A disability accessibility statement posted on their website that includes:
  - A commitment to accessibility for persons with disabilities
  - The accessibility standard used and applied to the District's website
  - Contact information (email and phone number) in case users encounter any problems

# 3 — Video / Audio

- Video and Audio is published or streamed in an accessible format.

# 4 – Quarterly Audits

- Quarterly audits done by a third-party to ensure that the website is in continual compliance with prevailing WCAG standards.

# 5 — Remedial Measures

- If the District has been previously sued
  - Settlement Agreement
  - Review remedial measures taken by District

# Summary - Where We Are

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## ➤ Accessibility Policy – In Process

- District Counsel will be/has been furnished a sample policy that has been approved by the insurance provider for consideration and changes

## ➤ Accessibility Statement - Completed

- Accessibility statement has been published to the website and has been approved by insurance provider.

## ➤ Video/Audio – Completed

- We have ensured there are no videos or audio published or streamed on the websites

# FINANCIAL COMPARISON – VENDORS

Ventures		360 PSG		Horton Group		CAMPUS SUITE	
Create A Website	\$ -	Create A Website & Service Block	\$3,345.00	Create A Website	\$ 18,000.00	Create and Maintain Website	\$ 600.00
Annual Website Platform	\$ 960.00	Yearly Doc Conversion**	\$1,375.00	Qterly Scan for Compliance	\$ 12,000.00	On Demand Document Conversion	\$ -
Domain	\$ 20.00	Yealy Web Compliance	\$1,025.00	FY 2019 Total	\$ 30,000.00	Document Conversion - 1st Year	\$ 1,500.00
Quarterly Scan for Compliance	\$ 480.00	SSL Cert, Content Mgmt, Monthly Scan	\$ 420.00			Domain	\$ 15.00
FY 2019 Total	\$ 1,460.00	FY 2019 Total	\$6,165.00			FY 2019 Total	\$ 2,115.00
Second Year FY 2020 Total	\$ 1,460.00	Second Year FY 2020 Total	\$2,820.00	Second Year FY 2020 Total	\$ 12,000.00	Second Year FY 2020 Total	\$ 1,515.00
(does not include scan or remediation of PDF documents uploaded or conversion of documents )		(**only includes audit, agendas, public facilities report and budgets, doesn't include other document remediation - additional is at \$110 per hour)		Document conversion is at \$100 per hour		Initial conversion at \$0.98 per page, based on avg (Second Year documents up to 750 pages included in On Demand Service of \$900 annually)	



# Component 1 - Website Platform

- Campus Suite - Utilizes a website template that is WCAG compliant
- A contract will be advanced embodying language to ensure that prevailing WCAG standards are continually being met
- Annual charge is \$600 per year . Website will be turned on as of 10/01.  
Year One - Contracts need to be executed at the same time as the initial PDF remediation of historical documents so that as documents are remediated they are uploaded to the new site for turn on at 10/01.  
Year Two – Annual \$600 charge will be billed in quarterly installments
- Monthly monitoring will be performed on each individual District website to ensure compliance with prevailing WCAG standards.
- Annual Domain registration approximates \$15 per year
- Note: Current website will need to be maintained until conversion complete

**Total Annual Cost for Website Platform is \$615 Annually**

# Component 2 – Document Conversion

## DOCUMENTS BEFORE 10/01/2019

- District website documents will be thinned up to comply with only Statute required documents by DPFG (see attachment B of this presentation)
- All documents on the website need to be ADA compliant
- Conversion price per page is \$0.98 for historical documents prior to 10/01. Historical agenda packages cannot be manipulated to minimize conversion costs.
- The average District website page count, (before adjustments), currently on the websites are 1,500
- The Board needs to approve the conversion of the documents with a not to exceed of \$1,500. The District will only be charged for documents converted and will receive a report as to page count. Payment due as service is rendered.

**Total FY 2019 Cost for Conversion Based on Average is \$1,500**



# **Component 2 – Document Conversion**

## **DOCUMENTS AFTER 10/01/2019**

- **Campus Suite – On Demand Service and Remediation of non-compliant Documents**
- **Annual charge of \$900 - Billed Quarterly – 1<sup>st</sup> bill will be 10/01/2019**
- **On Demand Service & Remediation – agenda documents will be uploaded to the website pursuant to State Statute requirements – Campus Suite will scan and remediate non-compliant documents within 48 hours of upload. Annual price includes the remediation of 750 pages annually. Documents in excess of 750 pages are charged at \$0.98 per page**
- **Campus Suite will distribute a report to the District for those vendors who are non-compliant**

**Total Annual Cost for Ongoing Maintenance is \$900 Annually**

# Mitigation of Remediation - DPFG

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- DPFG will be e-mailing major vendors as to the requirement for ADA compliant documents; i.e. contracts and proposals. These vendors will include District Counsel, aquatics, landscape maintenance, and other contracted entities. Additionally any new contracted vendors will be notified.
- DPFG will be designing an ADA compliant agenda and budget template
- DPFG will upload documents to the website as well as make any calendar changes
- The District will review a report monthly.
- DPFG will notify the respective parties as to non-compliance on a quarterly basis

**Total Annual Cost for Ongoing Mitigation of Remediation of Documents and Uploading is \$500 Annually**

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# **ATTACHMENT B**

## **Statute Required Documents**

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Pursuant to Section 189.069, Florida Statutes, below please find a checklist of the information required to be included on the website of a community development district. A copy of Section 189.069, Florida Statutes, is also attached for your reference.

**EFFECTIVE JULY 1, 2014:**

All districts must have a website by October 1, 2015 (or by the end of the first full fiscal year after establishment). With emphasis added on a few items, the website must contain:

- a. The full legal name of the special district.
- b. The public purpose of the special district.
- c. The name, address, e-mail address, and, if applicable, the term and appointing authority for each member of the governing body of the special district.
- d. The fiscal year of the special district.
- e. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190, as the uniform charter, *but must include information relating to any grant of special powers.*
- f. The mailing address, e-mail address, telephone number, and *Internet website uniform resource locator* of the special district.
- g. A description of the boundaries or service area of, and the services provided by, the special district.
- h. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

- i. The primary contact information for the special district for purposes of communication from the department.
- j. A code of ethics adopted by the special district, if applicable, *and a hyperlink* to generally applicable ethics provisions.
- k. The budget of each special district, in addition to amendments in accordance with s. 189.418.
- l. The final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district.

Each district must submit its official internet website address to the Department of Economic Opportunity. The Department's website must include a link to each special district.

**EFFECTIVE OCTOBER 1, 2016:**

The website must further contain:

- m. Tentative budgets must be posted at least two (2) days before the budget hearing and now remain on District websites for forty-five (45) days.<sup>1</sup>
- n. Final adopted budgets must be posted within thirty (30) days after adoption and now remain on District websites for two (2) years.<sup>2</sup>
- o. Budget amendments must be posted within five (5) days after adoption and now remain on District websites for two (2) years.<sup>3</sup>
- p. A list of regularly scheduled meetings must be included on District websites.
- q. The District's public facilities report must be included on District websites.
- r. A link to the Department of Financial Services website must be included on District websites.
- s. At least seven (7) days before a meeting or workshop, a District must post its agenda, along with any meeting materials available, on its website where it must remain for one (1) year.

If you have any questions about the above information, please do not hesitate to contact me.

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<sup>1</sup> Fla. Stat. § 189.016(4).

<sup>2</sup> Fla. Stat. § 189.016(4).

<sup>3</sup> Fla. Stat. § 189.016(7).



(d) All special districts created or established by rule of the Governor and Cabinet may be reviewed as directed by the Governor and Cabinet.

(e) Except as provided in paragraphs (a)-(d), all other special districts may be reviewed as directed by the President of the Senate and the Speaker of the House of Representatives.

(3) All special districts, governmental entities, and state agencies shall cooperate with the Legislature and with any local general-purpose government seeking information or assistance with the oversight review process and with the preparation of an oversight review report.

(4) Those conducting the oversight review process shall, at a minimum, consider the listed criteria for evaluating the special district, but may also consider any additional factors relating to the district and its performance. If any of the listed criteria do not apply to the special district being reviewed, they need not be considered. The criteria to be considered by the reviewer include:

(a) The degree to which the service or services offered by the special district are essential or contribute to the well-being of the community.

(b) The extent of continuing need for the service or services currently provided by the special district.

(c) The extent of municipal annexation or incorporation activity occurring or likely to occur within the boundaries of the special district and its impact on the delivery of services by the special district.

(d) Whether there is a less costly alternative method of delivering the service or services that would adequately provide the district residents with the services provided by the district.

(e) Whether transfer of the responsibility for delivery of the service or services to an entity other than the special district being reviewed could be accomplished without jeopardizing the district's existing contracts, bonds, or outstanding indebtedness.

(f) Whether the Auditor General has notified the Legislative Auditing Committee that the special district's audit report, reviewed pursuant to s. 11.45(7), indicates that the district has met any of the conditions specified in s. 218.503(1) or that a deteriorating financial condition exists that may cause a condition described in s. 218.503(1) to occur if actions are not taken to address such condition.

(g) Whether the district is inactive according to the official list of special districts, and whether the district is meeting and discharging its responsibilities as required by its charter, as well as projected increases or decreases in district activity.

(h) Whether the special district has failed to comply with any of the reporting requirements in this chapter, including preparation of the public facilities report.

(i) Whether the special district has designated a registered office and agent as required by s. 189.014, and has complied with all open public records and meeting requirements.

(5) Any special district may at any time provide the Legislature and the local general-purpose government conducting the review or making decisions based upon the final oversight review report with written responses

to any questions, concerns, preliminary reports, draft reports, or final reports relating to the district.

(6) This section does not apply to a deepwater port listed in s. 311.09(1) which is in compliance with a port master plan adopted pursuant to s. 163.3178(2)(k), or to an airport authority operating in compliance with an airport master plan approved by the Federal Aviation Administration, or to any special district organized to operate health systems and facilities licensed under chapter 395, chapter 400, or chapter 429.

History.—s. 23, ch. 97-255; s. 46, ch. 2001-266; s. 22, ch. 2004-305; s. 6, ch. 2006-197; s. 48, ch. 2014-22; s. 15, ch. 2016-22.

Note.—Fonner s. 189.428.

#### **189.069 Special districts; required reporting of information; web-based public access.-**

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s. 189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection (1).

History.—s. 54, ch. 2014-22; s. 16, ch. 2016-22.

## PART VII

### MERGER AND DISSOLUTION

189.07	Definitions.
189.071	Merger or dissolution of a dependent special district.
189.072	Dissolution of an independent special district.
189.073	Legislative merger of independent special districts.
189.074	Voluntary merger of independent special districts.
189.075	Involuntary merger of independent special districts.
189.076	Financial allocations.
189.0761	Exemptions.

**189.07 Definitions.**—As used in this part, the term:

(1) "Component independent special district" means an independent special district that proposes to be merged into a merged independent district, or an independent special district as it existed before its merger into the merged independent district of which it is now a part.

(2) "Elector-initiated merger plan" means the merger plan of two or more independent special districts, a majority of whose qualified electors have elected to merge, which outlines the terms and agreements for the official merger of the districts and is finalized and approved by the governing bodies of the districts pursuant to this part.

(3) "Governing body" means the governing body of the independent special district in which the general legislative, governmental, or public powers of the district are vested and by authority of which the official business of the district is conducted.

(4) "Initiative" means the filing of a petition containing a proposal for a referendum to be placed on the ballot for election.

(5) "Joint merger plan" means the merger plan that is adopted by resolution of the governing bodies of two or more independent special districts that outlines the terms and agreements for the official merger of the districts and that is finalized and approved by the governing bodies pursuant to this part.

(6) "Merged independent district" means a single independent special district that results from a successful merger of two or more independent special districts pursuant to this part.

(7) "Merger" means the combination of two or more contiguous independent special districts resulting in a newly created merged independent district that assumes jurisdiction over all of the component independent special districts.

(8) "Merger plan" means a written document that contains the terms, agreements, and information regarding the merger of two or more independent special districts.

(9) "Proposed elector-initiated merger plan" means a written document that contains the terms and information regarding the merger of two or more independent special districts and that accompanies the petition initiated by the qualified electors of the districts but that is not yet finalized and approved by the governing bodies of each component independent special district pursuant to this part.

(10) "Proposed joint merger plan" means a written document that contains the terms and information regarding the merger of two or more independent special districts and that has been prepared pursuant to a resolution of the governing bodies of the districts but that is not yet finalized and approved by the governing bodies of each component independent special district pursuant to this part.

(11) "Qualified elector" means an individual at least 18 years of age who is a citizen of the United States, a permanent resident of this state, and a resident of the district who registers with the supervisor of elections of a county within which the district lands are located when the registration books are open.

History.— s. 1, ch. 2012-16; s. 17, ch. 2014-22.

Note.—Fonners. 189.4042(1).

### 189.071 Merger or dissolution of a dependent special district.—

(1) The merger or dissolution of a dependent special district may be effectuated by an ordinance of the local general-purpose governmental entity wherein the geographical area of the district or districts is located. However, a county may not dissolve a special district that is dependent to a municipality or vice versa, or a dependent district created by special act.

(2) The merger or dissolution of an active dependent special district created and operating pursuant to a