



**Sweetwater Creek
Community Development District**

**Proposed Budget
FY 2019**



**Sweetwater Creek
Community Development District**

Table of Contents

	<u>Pages</u>
General Fund	1-2
General Fund Narrative	3-10

**Sweetwater Creek
Community Development District**
General Fund
Fiscal Year 2019

	Adopted FY 2018 Budget	Actual Through 02-28-18	Projected Next 7 months	Projected FY 2018 Total	Proposed FY 2019 Budget
REVENUES					
Assessments - Tax Collector & Direct	\$ 1,119,061.00	\$ 940,938.64	\$ 178,122.36	\$ 1,119,061.00	\$ 1,145,647.00
Fitness Center Revenue	25,000.00	15,450.00	21,630.00	37,080.00	27,750.00
Cost Sharing - Marshall Creek Revenue	56,380.00	0.00	56,380.00	56,380.00	36,680.00
Developer Contributions	0.00	4,472.06	0.00	4,472.06	0.00
Other Revenue	0.00	5,400.00	(5,400.00)	0.00	0.00
Carry Forward Surplus					55,000.00
TOTAL REVENUES	\$1,200,441.00	\$966,260.70	\$ 250,732.36	\$1,216,993.06	\$1,265,077.00

EXPENDITURES

Administrative

Supervisor Fees	\$ 4,800.00	\$ 1,000.00	\$ 3,800.00	\$ 4,800.00	\$ 9,600.00
Engineering Fees	9,000.00	3,403.31	4,764.63	8,167.94	9,000.00
District Counsel	17,000.00	8,426.92	11,797.69	20,224.61	20,000.00
Audit Fees	5,500.00	3,000.00	2,000.00	5,000.00	5,000.00
Arbitrage	500.00	0.00	500.00	500.00	500.00
Assessment Roll	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Dissemination	5,000.00	0.00	5,000.00	5,000.00	5,000.00
Trustee Fees	5,000.00	3,500.00	1,500.00	5,000.00	5,000.00
District Management Fees	40,000.00	15,293.67	23,333.35	38,627.02	40,000.00
Travel & Per Diem	500.00	0.00	250.00	250.00	0.00
Telephone	300.00	156.48	219.07	375.55	300.00
Postage	500.00	396.79	103.21	500.00	500.00
Public Official Insurance - District	3,800.00	3,414.00	0.00	3,414.00	3,755.00
Copies	50.00	0.00	250.00	250.00	500.00
Legal Advertising	1,500.00	2,015.79	684.21	2,700.00	1,500.00
Website	750.00	300.00	450.00	750.00	750.00
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	175.00
Subtotal Administrative	\$ 99,375.00	\$ 46,081.96	\$ 54,652.16	\$ 100,734.12	\$ 106,580.00

Field Operations

Utilities

Electric	\$ 43,000.00	\$ 19,120.99	\$ 26,879.01	\$ 46,000.00	\$ 45,000.00
Water	500.00	0.00	0.00	0.00	0.00
Water - Sewer	500.00	0.00	0.00	0.00	0.00

Other Physical Environment

Field Management Fees - Hines Property Mgmt	21,500.00	0.00	21,500.00	21,500.00	21,500.00
Field Management Fees	0.00	0.00	0.00	0.00	20,000.00
General Insurance - District	5,100.00	4,599.00	0.00	4,599.00	5,059.00
Landscape Maintenance	220,000.00	82,198.85	137,801.15	220,000.00	220,000.00
Landscape Improvement	104,000.00	4,170.00	99,830.00	104,000.00	75,000.00
Lake Maintenance	17,500.00	9,283.33	8,216.67	17,500.00	17,500.00
Fountain Maintenance	0.00	0.00	0.00	0.00	2,500.00
Irrigation Repair & Maintenance	15,000.00	7,132.25	7,867.75	15,000.00	15,000.00
Storm clean-up	5,000.00	14,450.00	0.00	14,450.00	5,000.00
Site clean-up (general misc)	2,600.00	0.00	0.00	0.00	0.00
Streetlight Repairs	5,000.00	534.40	765.60	1,300.00	2,500.00
Signage Repair	3,500.00	0.00	0.00	0.00	3,000.00
Other Current Charges (MISC)	10,000.00	0.00	5,000.00	0.00	10,000.00
Subtotal Field Operations	\$ 453,200.00	\$141,488.82	\$ 307,860.18	\$ 444,349.00	\$ 442,059.00

**Sweetwater Creek
Community Development District**
General Fund
Fiscal Year 2019

	Adopted FY 2018 Budget	Actual Through 02-28-18	Projected Next 7 months	Projected FY 2018 Total	Proposed FY 2019 Budget
Amenities					
Swimming Pool					
<i>Administrative</i>					
Property & Casualty Insurance - Amenities	\$ 15,700.00	\$ 14,782.00	\$ -	\$ 14,782.00	\$ 16,369.00
Payroll-Salaried	76,370.00	19,092.51	57,277.49	76,370.00	83,977.00
Payroll-Hourly	97,904.00	29,883.75	68,020.25	97,904.00	86,132.00
Payroll-Benefits	31,631.00	7,907.76	23,723.24	31,631.00	32,065.00
Payroll Taxes	20,709.00	5,177.25	15,531.75	20,709.00	20,709.00
ProfServ-Engineering	31,252.00	7,812.99	23,439.01	31,252.00	29,108.00
ProfServ-Info Technology	1,800.00	1,062.79	1,487.21	2,550.00	2,550.00
ProfServ-Swimming Pool/Fitness Commission	17,000.00	4,250.01	12,749.99	17,000.00	17,000.00
Travel and Per Diem	400.00	76.90	108.10	185.00	250.00
Misc-Training	500.00	0.00	0.00	0.00	500.00
Misc-Licenses & Permits	500.00	0.00	500.00	500.00	500.00
Subscriptions & Memberships	500.00	60.00	190.00	250.00	250.00
Office Supplies	3,500.00	1,197.69	1,676.77	2,874.46	3,500.00
Office Equipment	5,000.00	0.00	0.00	0.00	5,000.00
Communication - Telephone	10,000.00	4,313.52	5,686.48	10,000.00	10,000.00
Telephone- Guard House	500.00	0.00	500.00	500.00	2,400.00
<i>Field</i>					
Utility - General	72,000.00	33,219.41	46,507.17	79,726.58	83,000.00
Utility - Refuse Removal	1,600.00	1,007.33	710.67	1,718.00	1,718.00
Security	64,000.00	21,964.20	51,035.80	73,000.00	64,000.00
Contracts-Janitorial Services	7,800.00	2,233.43	5,851.57	8,085.00	8,000.00
Janitorial (Guardhouse)	2,500.00	0.00	0.00	0.00	0.00
Op Supplies - Spa & Paper	3,500.00	1,262.92	1,768.09	3,031.01	3,500.00
Op Supplies - Uniforms	150.00	265.00	35.00	300.00	300.00
Cleaning Supplies	7,000.00	2,268.46	3,175.84	5,444.30	7,000.00
Contracts-Landscape & Improvements	16,000.00	2,687.50	13,312.50	16,000.00	20,000.00
Gate - Repairs & Maintenance	5,000.00	1,533.59	2,147.03	3,680.62	10,000.00
R&M Dog Park	0.00	0.00	0.00	0.00	2,500.00
Miscellaneous Services	750.00	0.00	0.00	0.00	750.00
R&M-Buildings	8,500.00	587.25	822.15	1,409.40	8,500.00
R&M-Pools	24,500.00	6,502.96	13,497.04	20,000.00	25,000.00
Rental - Fitness Equipment	30,000.00	12,299.25	18,274.95	30,574.20	30,600.00
Misc Fitness Equipment	0.00	0.00	0.00	0.00	1,000.00
Cap Outlay-Machinery & Equip	10,000.00	902.97	1,264.16	2,167.13	10,000.00
Reserve - Pool					10,000.00
Subtotal Swimming Pool	\$ 566,566.00	\$ 182,351.44	\$ 369,292.26	\$ 551,643.70	\$ 596,178.00
Fitness Facility					
ProfServ-Outside Fitness	\$ 50,000.00	\$ 12,500.01	\$ 37,499.99	\$ 50,000.00	\$ 55,460.00
Contracts-Misc Labor	3,800.00	630.00	882.00	1,512.00	3,800.00
Misc-Special Events	12,000.00	8,727.43	3,272.57	12,000.00	15,000.00
Park Mulch	1,000.00	1,375.00	0.00	1,375.00	1,500.00
R&M Equipment	1,500.00	0.00	0.00	0.00	1,500.00
R&M-Buildings	10,000.00	3,935.37	5,509.52	9,444.89	10,000.00
Cap Outlay-Machinery & Equip	3,000.00	3,280.73	19.27	3,300.00	3,000.00
Reserve -Building					30,000.00
Subtotal Fitness Facility	81,300.00	30,448.54	47,183.35	77,631.89	120,260.00
TOTAL EXPENDITURES	\$1,200,441.00	\$400,370.76	\$ 778,987.95	\$1,174,358.71	\$1,265,077.00
EXCESS REVENUES/(EXPENDITURES)	\$ -	\$565,889.94	\$(528,255.59)	\$ 42,634.35	\$ -

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Revenues:

Maintenance Assessments

The District levies Non-Ad Valorem Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year.

Expenditures:

Administrative

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings. The amount for the fiscal year is based upon 4 Supervisor attending 12 monthly meetings.

District Management

The District has contracted with Governmental Management Services-Central Florida, LLC to provide management, accounting, and recording secretary services. These services include, but are not limited to, advertising, recording and transcribing of Board meetings, administrative services, budget preparation, financial reporting, and assisting with annual audits.

District Engineer

The District's Engineer, England-Thims & Miller Inc., will be providing general engineering services to the District, e.g., attendance and preparation for the monthly Board meetings, review of invoices and requisitions, preparation and review of contract specifications and bid documents, and various projects assigned as directed by the Board of Supervisors and the District Manager.

Dissemination

The District is required to prepare an annual disclosure report in accordance with the Continuing Disclosure Agreement and Rule 15c2-12(b)(5) promulgated by Securities and Exchange Commission. The annual report is filed on the Municipal Securities Rulemaking Board (EMMA) website.

Trustee Fees

The District pays monthly fees plus reimbursable expenses to Regions Bank as Trustee for the District's Series 2007A, Special Assessment Revenue Bonds.

Assessment Roll

The District has contracted with Governmental Management Services-CF, LLC to maintain the assessment roll and annually certify for collection a Non-Ad Valorem assessment for operating and debt service expenses, calculate, collect, record and transmit prepaid assessments, maintain the District's lien book along with various other responsibilities.

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Auditing Services

The District is required by Florida Statutes to have an independent certified public accounting firm to conduct an annual audit of its financial records. The District's current auditing firm is Carr, Riggs & Ingram, CPA.

Arbitrage Rebate Calculation

The District is required to annually have an arbitrage rebate calculation on the District's Series 2007 Special Assessment Revenue Bonds. The District has contracted with GNP Services, Inc. to calculate the arbitrage rebate liability and submit a report to the District.

Public Officials/General Liability Insurance

The District's general liability and public officials' liability insurance coverage is provided by EGIS Insurance who specializes in providing insurance coverage to governmental agencies.

Legal Advertising

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

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only anticipated expenditure for this category.

Website Fees

The District incurs costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

District Counsel

The District's Legal Counsel, Hopping Green & Sams, provides general legal services to the District. Among these services are attendance at and preparation for monthly Board meetings, review of operating and maintenance contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors.

Telephone

Represents expense for telephone and conference calls that are reimbursable by the district.

Postage

Represents the expense of mailing of correspondence, payables, and overnight deliveries, that are considered reimbursable by the district.

Copies

Represents the expense of printing of agenda packages and copying correspondence, that are considered reimbursable by the district.

Sweetwater Creek
Community Development District
 General Fund Budget
 Fiscal Year 2019

Field Operations

Utilities:

Electric Services

The District has the following electric accounts with Florida Power & Light Company for general purposes. Additional streetlights may be added as phases are initiated.

Description	Monthly	Annually
43 Privado Ct #LITE	\$39	\$468
166 Pantano Vista Way #FOUNTAIN	12	144
499 Ensenada Dr #IRR	10	120
537 Ensenada Dr #IRR	53	636
661 Ensenada Dr #IRR	95	1,140
166 Torcido Blvd #IRR	37	444
1329 Las Calinas Blvd #IRR	56	672
1504 Las Calinas Blvd #IRR	235	2,820
2036 Las Calinas Blvd #IRR	35	420
2064 Las Calinas Blvd #IRR	21	252
1802 N Loop Pkwy #LGT	10	120
336 Rio Del Norte Rd #IRR	37	444
Street Lights #PALENCIA	2,981	35,772
Total		\$43,452

Other Physical Environment:

Field Management- Hines Property Management

The District has contracted with Hines Property Management to provide onsite field management services for Amenity and security related items that are part of the cost share budget.

Field Management

The District may contract with Governmental Management Services – Central Florida, LLC to provide onsite field management of contracts for the District Services such as landscape and lake maintenance. Services to include onsite inspections, meetings with contractors and monitoring of utility accounts.

General Insurance

Represents the cost of annual coverage of general liability insurance. Coverage is provided by Egis Insurance who specializes in providing insurance coverage to governmental agencies.

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Landscape Maintenance

The District has released an Request for Proposals for maintenance of the landscaping located within the District. These services are to include monthly landscape maintenance such as mowing, weeding, edging, blowing debris and shrubs and groundcover pruning, as well as; fertilization, insect control, weed control, and irrigation inspections.

Landscape Improvements

The District will incur landscape related expenditures that fall outside of the annual maintenance contract such as mulching and plant replacement.

Lake Maintenance

The District has contracted with Estate Maintenance Services for the 24 ponds that require maintenance. The maintenance cost is \$1,137.50 per month totaling \$13,650 annually.

Irrigation Repair & Maintenance

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

Storm Clean-up

The District may incur costs related to severe weather such as, hurricanes, tornados, fires, etc., or have to rectify dangerous situations regarding leaning trees.

Streetlight Repairs

The District will incur costs related to the repair and maintenance of streetlights not maintained by FPL within the District.

Signage Repair

The District will incur costs related to the repair and maintenance of the signage within the District.

Other Current Charges (Other)

The District may incur costs for items that may not fit into any standard category.

Amenity – Swimming Pool:

Property & Casualty Insurance

The District's property and casualty insurance coverage is provided by EGIS Insurance who specializes in providing insurance coverage to governmental agencies.

Payroll - Salaried

This item encompasses compensation for the Amenity Center Director, Front Desk Manager, and full-time staff. Compensation for Amenity Center Director is shared evenly with Sweetwater Creek CDD and Marshall Creek Community Development District.

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Payroll-Hourly

This allocation encompasses compensation for Front Desk, Child Watch, and Part Time Maintenance Personnel.

Payroll-Benefits

This category provides funds for employee benefits to include workers' comp, medical, and dental, short-term and long-term disability. ADP payroll processing is also included.

Payroll Taxes

Represents payroll taxes incurred for salaries paid throughout the fiscal year.

Professional Service-Engineering

The District's building engineering department has a staff of three (3) who are allocated throughout this budget. The engineering department's maintenance allocation for the District's swimming pools and fitness center buildings repairs is 20% (the remaining 80% is included in the MCCDD budget).

Professional Service-Info Technology

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office).

Professional Service-Swimming Pool Commissions

This line item is for commissions paid out to personal trainers and swim instructors.

Travel and Per Diem

Travel expenses for onsite swim and fitness staff to pick-up various operational and repair supplies from local, greater-Jacksonville vendors, such as pool supplies and training classes.

Miscellaneous – Training

This line item is for material costs associated with annual CPR/First Aid/AED Training. Also included in this item are any other professional development courses.

Miscellaneous-Licenses & Permits

This line item is the cost for the licensing and permits necessary for operation of the Swim and Fitness Center (i.e. Pool Operating Permits).

Subscriptions & Memberships

The District purchases supplies from vendors, such as Costco, who require a club membership in order to shop their establishment.

Office Supplies

This line item allocation is for office supplies and remains unchanged from FY18.

Sweetwater Creek
Community Development District
 General Fund Budget
 Fiscal Year 2019

Office Equipment

This line item allocation is for office equipment such as filing cabinets, calculators, etc.

Communication – Telephone

The District has signed an agreement with Comcast for this service. The agreement is for telephone and internet services for \$779.50/month. Additional monies budgeted for federal, state and local fees.

Telephone – Guard House

This line item is for the Comcast service agreement for internet and telephone for the guard house location. The charge is \$191.75 not including federal, state and local fees. Additional monies were budgeted for these charges.

Utility - General

The District has the following accounts with Florida Power & Light Company; TECO; Florida Natural Gas and St John’s County Utility Department for amenity purposes.

Description	Monthly	Annually
FP&L 1187 Las Calinas Blvd #LITE	\$287	\$3,444
FP&L 1865 N Loop Pkwy	3,826	45,912
FP&L 491 Ensenada Dr #PARK	48	576
TECO 1865 N Loop Pkwy	608	7,296
FL Natural Gas 1865 N Loop Pkwy	1,031	12,372
St John’s Util Dept 1187 Las Calinas Blvd	37	444
St John’s Util Dept 1865 N Loop Pkwy	1,054	12,648
St John’s Util Dept 491 Ensenada Park	12	144
Total		\$82,836

Utility – Refuse Removal

The District has contracted with Republic Services for trash removal at a cost of \$144 per month or \$1,728 annually.

Security

The District has contracted with Ramco Protective Services for security at a cost of \$1,207 per week or \$62,764 annually. Also included a small amount to be used to pay for additional services for holiday and/or special events.

Contracts – Janitorial Services

The District has contracted with Marshall Creek CDD staffing services to provide commercial cleaning services for the amenities.

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Op Supplies – Spa & Paper

Represents expenses for restroom paper products, trash bags and other similar items.

Op Supplies - Uniforms

Costs that will be incurred for uniforms for employees.

Cleaning Supplies

Represents expenses for cleaning supplies.

Contracts – Landscape & Improvements

Represents costs for maintaining amenity center landscaping and any improvements to the landscape.

Gate Repairs & Maintenance

Represents estimated costs of repairing and/or maintaining the District's gates.

R&M - Buildings

The District may incur cost for various repairs and maintenance to the Amenity Center.

R&M - Pools

Represents any costs for pool maintenance services that have been contracted with Poolsure for \$840 per month or \$10,080 annually. Other expenses such as chemicals are also contained in this line item.

Rental Equipment

The District has contracted with 2 companies for cardio equipment for the Fitness Facility.

Description	Monthly	Annually
Life Fitness – cardio equipment	\$2,108	\$25,296
Flori's Cardio Etc., Inc	\$440	\$5,280
Total		\$30,576

Misc Fitness Equipment

Represents estimated costs for non-capitalizable fitness equipment, such as therapy bands, etc.

Capital Outlay – Machinery & Equipment

Represents any expenses for machinery or equipment that may be purchased.

Amenity – Fitness Facility:

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

ProfServ-Outside Fitness

This category encompasses the Adult Fitness classes that are taught by fitness staff throughout the year.

Contracts-Misc Labor

This category provides funds for administrative expenses of third-party service vendors such as Litestream and Turner Pest Control.

Misc – Special Events

Social and Promotional events for Swim & Fitness held on property, such as the Easter and the Halloween events.

Park Mulch

Cost for mulch used in the park.

R&M-Equipment

This category provides funds for any fitness equipment repair related expenses remains unchanged from FY18.

R&M-Buildings

This category provides funds for any repairs related to the amenity.

Capital Outlay – Machinery and Equipment

This category provides for the purchase of new fitness equipment.