#### COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2023 FINAL ANNUAL OPERATING BUDGET



August 4, 2022

### COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2023

## FINAL ANNUAL OPERATING BUDGET

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August 4, 2022

#### COMMUNITY DEVELOPMENT DISTRICT

#### **BUDGET INTRODUCTION**

#### **Background Information**

The Park East Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a "solution" to the State's needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida's effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2023, which begins on October 1, 2022. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>			
001	General Fund	Operations and Maintenance of Community Facilities			

#### **Facilities of the District**

The District's existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

#### **Maintenance of the Facilities**

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

#### COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2022 Final Operating Budget	Current Period Actuals 10/1/21 - 3/31/22	Projected Revenues & Expenditures 4/1/22 to 9/30/22	Total Actuals and Projections Through 9/30/22	Over/(Under) Budget Through 9/30/22
REVENUES SPECIAL ASSESSMENTS - SERVICE CHARGES			47.30722		
Operations & Maintenance Assmts-Tax Roll	183,155.00	0.00	0.00	0.00	(183,155.00)
TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES INTEREST EARNINGS	\$183,155.00	\$0.00	\$0.00	\$0.00	(\$183,155.00)
Interest Earned	0.00	0.21	0.00	0.21	0.21
TOTAL INTEREST EARNINGS CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	\$0.00	\$0.21	\$0.00	\$0.21	\$0.21
Developer Contributions	0.00	15,000.00	86,274.79	101,274.79	101,274.79
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVAT	\$0.00	\$15,000.00	\$86,274.79	\$101,274.79	\$101,274.79
TOTAL REVENUES EXPENDITURES	\$183,155.00	\$15,000.21	\$86,274.79	\$101,275.00	(\$81,880.00)
LEGISLATIVE					
Supervisor Fees	4,000.00	4,400.00	1,600.00	6,000.00	2,000.00
TOTAL LEGISLATIVE	\$4,000.00	\$4,400.00	\$1,600.00	\$6,000.00	\$2,000.00
FINANCIAL & ADMINISTRATIVE					
District Manager	30,000.00	29,700.00	18,300.00	48,000.00	18,000.00
District Engineer Disclosure Report	5,000.00 8,400.00	454.00 2,100.00	546.00 (1,200.00)	1,000.00 900.00	(4,000.00) (7,500.00)
Trustees Fees	8,000.00	0.00	4,100.00	4,100.00	(3,900.00)
Accounting Services	9,000.00	6,750.00	(2,250.00)	4,500.00	(4,500.00)
Auditing Services	6,000.00	0.00	0.00	0.00	(6,000.00)
Postage, Phone, Faxes, Copies	100.00	0.00	50.00	50.00	(50.00)
Public Officials Insurance	2,500.00	0.00	2,500.00	2,500.00	0.00
Legal Advertising	2,500.00	12,912.50	2,087.50	15,000.00	12,500.00
Bank Fees	150.00	0.00	0.00	0.00	(150.00)
Dues, Licenses & Fees Email Hosting Vendor	175.00 600.00	175.00 125.00	0.00 125.00	175.00 250.00	0.00 (350.00)
Office Supplies	0.00	105.31	94.69	200.00	200.00
Website Administration	1,500.00	(12,725.00)	13,475.00	750.00	(750.00)
ADA Website Fee	1,900.00	5,800.00	0.00	5,800.00	3,900.00
Miscellaneous Fees	130.00	0.00	50.00	50.00	(80.00)
TOTAL FINANCIAL & ADMINISTRATIVE	\$75,955.00	\$45,396.81	\$37,878.19	\$83,275.00	\$7,320.00
LEGAL COUNSEL					
District Counsel TOTAL LEGAL COUNSEL	3,500.00	7,125.20	2,374.80	9,500.00	6,000.00
INSURANCE	\$3,500.00	\$7,125.20	\$2,374.80	\$9,500.00	\$6,000.00
Public Officials Liability Insurance	0.00	0.00	0.00	0.00	0.00
General Liability Insurance	0.00	0.00	2,500.00	2,500.00	2,500.00
Property Casualty Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL INSURANCE	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
ELECTRIC UTILITY SERVICES					(4 = 22 22)
Electric Utility Services - All Others Utility Services	1,500.00 0.00	0.00	0.00	0.00	(1,500.00) 0.00
Street Lights	35,000.00	0.00	0.00	0.00	(35,000.00)
TOTAL ELECTRIC UTILITY SERVICES	\$36,500.00	\$0.00	\$0.00	\$0.00	(\$36,500.00)
GARBAGE/SOLID WASTE CONTROL SERVICES	+30,30000	7	7 - 1 - 1	7 9 1 9 9	(+0-,0
Garbage Collection	1,000.00	0.00	0.00	0.00	(1,000.00)
TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)
WATER-SEWER COMBINATION SERVICES					
Water Utility Services	500.00	0.00	0.00	0.00	(500.00)
TOTAL WATER-SEWER COMBINATION SERVICES STORM WATER CONTROL	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)
Aquatic Contract	0.00	0.00	0.00	0.00	0.00
Mitigation Area Monitoring & Maintenance	0.00	0.00	0.00	0.00	0.00
Miscellaneous Maintenance & Field Services	0.00	0.00	0.00	0.00	0.00
Aquatic Plant Replacement	0.00	0.00	0.00	0.00	0.00
Capital Improvements	0.00	0.00	0.00	0.00	0.00
TOTAL STORM WATER CONTROL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PHYSICAL ENVIRONMENT Waterway Management Contract	10,000.00	0.00	0.00	0.00	(10,000.00)
Waterway Management Contract Waterway Improvement & Repair	1,000.00	0.00	0.00	0.00	(10,000.00)
Entrance Monument & Wall Maintenance Repair	750.00	0.00	0.00	0.00	(750.00)
General Property & Casualty Insurance	6,000.00	0.00	0.00	0.00	(6,000.00)
Landscape Maintenance - Contract	32,000.00	0.00	0.00	0.00	(32,000.00)
Landscape Maintenance - Other	2,400.00	0.00	0.00	0.00	(2,400.00)
Plant Replacement Program	750.00	0.00	0.00	0.00	(750.00)
Irrigation Maintenance	1,000.00	0.00	0.00	0.00	(1,000.00)
Pool Maintenance - Other Pool Maintenance - Contract	400.00 4,000.00	0.00	0.00	0.00	(400.00) (4,000.00)
Pool Maintenance - Contract Amenity Center Cleaning & Supplies	4,000.00 2,000.00	0.00	0.00	0.00	(4,000.00)
Amenity Center Cleaning & Supplies Amenity Center Pest Control	400.00	0.00	0.00	0.00	(400.00)
Amenity Center Fest Control  Amenity Center Maintenance & Repair	1,000.00	0.00	0.00	0.00	(1,000.00)
TOTAL OTHER PHYSICAL ENVIRONMENT	\$61,700.00	\$0.00	\$0.00	\$0.00	(\$61,700.00)
ROAD & STREET FACILITIES					
Pavement & Signage Repairs	0.00	0.00	0.00	0.00	0.00
TOTAL ROAD & STREET FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTIGENCY					
Miscellaneouse Fees	0.00	0.00	0.00	0.00	0.00
Miscellaneouse Fees TOTAL CONTIGENCY	0.00 <b>\$0.00</b>	0.00 <b>\$0.00</b>	0.00 <b>\$0.00</b>	0.00 <b>\$0.00</b>	0.00 <b>\$0.00</b>

#### COMMUNITY DEVELOPMENT DISTRICT

REVENUES	
SPECIAL ASSESSMENTS - SERVICE CHARGES	
	7,264.40 224,109.40
INTEREST EARNINGS	7,264.40 \$224,109.40
	0.00
	80.00 \$0.00
	0.00 0.00
	80.00 \$0.00
	7,264.40 \$224,109.40
EXPENDITURES LEGISLATIVE	
<u>Supervisor Fees</u> 4,000.00 6,000.00 2,000.00 5,	000.00 1,000.00
	000.00 \$1,000.00
FINANCIAL & ADMINISTRATIVE	
	,000.00 6,000.00
	000.00 (1,000.00) 600.00 (4,800.00)
	100.00 (3,900.00)
, , , , , , , , , , , , , , , , , , , ,	000.00 (3,900.00)
	700.00 (300.00)
	00.00 0.00
· · · · · · · · · · · · · · · · · · ·	500.00 0.00
	500.00 1,000.00
	50.00 0.00
	175.00 0.00 (00.00 (100.00)
	(100.00) (200.00) (200.00)
	500.00 0.00
70 70 70	900.00 0.00
	00.00 (30.00)
TOTAL FINANCIAL & ADMINISTRATIVE \$75,955.00 \$83,275.00 \$7,320.00 \$73	,025.00 (\$2,930.00
	000.00 500.00
	000.00 \$500.00
INSURANCE	
	0.00 0.00
	500.00 2,500.00 ,000.00 15,000.00
	,500.00 \$17,500.00
ELECTRIC UTILITY SERVICES	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	000.00 3,500.00
Utility Services 0.00 0.00 0.00 4,0	000.00 4,000.00
	,000.00 (10,000.00)
	,000.00 (\$2,500.00
GARBAGE/SOLID WASTE CONTROL SERVICES	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	0.00 (1,000.00)
TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES \$1,000.00 \$0.00 (\$1,000.00) \$ WATER-SEWER COMBINATION SERVICES	80.00 (\$1,000.00
	500.00 3,000.00
	500.00 \$3,000.00
STORM WATER CONTROL	
	,000.00 12,000.00
	500.00 2,500.00
	,000.00 15,000.00
	000.00 2,000.00
	500.00 3,500.00 , <b>000.00 \$35,000.00</b>
OTHER PHYSICAL ENVIRONMENT	,000.00
	0.00 (10,000.00)
	500.00 500.00
Entrance Monument & Wall Maintenance Repair 750.00 0.00 (750.00) 1,	000.00 250.00
General Property & Casualty Insurance 6,000.00 0.00 (6,000.00) 15,	,000.00 9,000.00
	,000.00 3,000.00
	000.00 (400.00)
	000.00 250.00
	500.00 1,500.00 000.00 600.00
	,000.00 8,000.00
	500.00 5,500.00
	500.00 2,100.00
	000.00 0.00
	,000.00 \$20,300.00
ROAD & STREET FACILITIES	
	000.00 1,000.00
	000.00 \$1,000.00
CONTIGENCY Miscellaneouse Fees 0.00 0.00 0.00 2,	E00.00 0.500.00
	500.00 2,500.00 500.00 \$2,500.00
	7,525.00 \$74,370.00
	9,739.40 \$149,739.40

#### COMMUNITY DEVELOPMENT DISTRICT

#### **GENERAL FUND 001**

#### Financial & Administrative

#### **District Manager**

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

#### **District Engineer**

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

#### **Disclosure Reporting**

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

#### **Trustees Fees**

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

#### **Auditing Services**

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

#### Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

#### **Public Officials Insurance**

The District carries Public Officials Liability in the amount of \$1,000,000.

#### Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

#### **Bank Fees**

The District operates a checking account for expenditures and receipts.

#### **Dues, Licenses & Fees**

The District is required to file with the County and State each year.

#### **Miscellaneous Fees**

To provide for unbudgeted administrative expenses.

#### Office Supplies

Cost of daily supplies required by the District to facilitate operations.

#### **Website Administration**

This is for maintenance and administration of the Districts official website.

# FISCAL YEAR 2023 FINAL ANNUAL OPERATING BUDGET

#### COMMUNITY DEVELOPMENT DISTRICT

#### **GENERAL FUND 001**

#### **Legal Counsel**

#### **District Counsel**

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

#### **Electric Utility Services**

#### **Electric Utility Services**

This item is for street lights, pool, recreation facility and other common element electricity

#### Other Physical Environment

Waterway Management System
This tiem is for maintaining the multiple waterways that compose the district's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water

#### Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

#### **Entry & Walls Maintenance**

This item is for maintaining the main entry feature and other common area walls.

#### Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

#### Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

#### Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

## FISCAL YEAR 2023 FINAL ANNUAL OPERATING BUDGET



# DEBT SERVICE FUND SERIES 2021

REVENUES	
CDD Debt Service Assessments	\$ 717,933
TOTAL REVENUES	\$ 717,933
EXPENDITURES	
Series 2022 May Bond Interest Payment	\$ 218,966
Series 2022 November Bond Principal Payment	\$ 280,000
Series 2022 November Bond Interest Payment	\$ 218,966
TOTAL EXPENDITURES	\$ 717,933
EXCESS OF REVENUES OVER EXPENDITURES	\$ -
ANALYSIS OF BONDS OUTSTANDING	
Bonds Outstanding - Period Ending 11/1/2022	\$ 12,750,000
Principal Payment Applied Toward Series 2022 Bonds	\$ 280,000
Bonds Outstanding - Period Ending 11/1/2023	\$ 12,470,000

# PARK EAST COMMUNITY DEVELOPMENT DISTRICT

## SCHEDULE OF ANNUAL ASSESSMENTS (1)

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2023 Total Assessment
SERIES 2021					
Single Family 40'	1.00	486	\$1,276.60	\$720.00	\$1,996.60
Single Family 50'	1.25	23	\$1,595.74	\$900.00	\$2,495.74
Single Family 60'	1.50	58	\$1,913.83	\$1,080.00	\$2,993.83
TOTAL		567			

#### Notations:

## FISCAL YEAR 2023 FINAL ANNUAL OPERATING BUDGET

<sup>(1)</sup> Annual assessments include Hillsborough County collection costs and statutory discounts for early payment.