

2022



# SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

**FISCAL YEAR 2022**  
FINAL ANNUAL OPERATING BUDGET

OCTOBER 28, 2021



# SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2022 FINAL ANNUAL OPERATING BUDGET

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OCTOBER 28, 2021

# SEATON CREEK

## COMMUNITY DEVELOPMENT DISTRICT

### BUDGET INTRODUCTION

#### Background Information

The Seaton Creek 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 2022, which begins on October 1, 2021. 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.

# SEATON CREEK

## COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2022  
**Final** Operating  
 Budget

<b>REVENUES</b>	
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	
Operations & Maintenance Assmts-Tax Roll	60,000.00
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$ 60,000.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	
Developer Contributions	-
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$ -</b>
<b>OTHER MISCELLANEOUS REVENUES</b>	
Miscellaneous	-
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>\$ 60,000.00</b>
<b>EXPENDITURES</b>	
<b>FINANCIAL &amp; ADMINISTRATIVE</b>	
District Management	18,000.00
District Engineer	5,000.00
Disclosure Report	2,400.00
Supervisor Fees	2,400.00
Trustees Fees	4,000.00
Auditing Services	5,000.00
Accounting Services	4,500.00
Postage, Phone, Faxes, Copies	100.00
Public Officials Insurance	2,500.00
Legal Advertising	2,675.00
Bank Fees	150.00
Email Hosting Vendor	600.00
Website Administration	1,500.00
ADA Website Fee	1,900.00
Dues, Licenses & Fees	175.00
Miscellaneous Fees	100.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$ 51,000.00</b>
<b>LEGAL COUNSEL</b>	
District Counsel	3,500.00
<b>TOTAL DISTRICT COUNSEL</b>	<b>\$ 3,500.00</b>
<b>UTILITY SERVICES</b>	
Electric Utility Services - Streetlights	-
Electric Utility Services - All Others	-
<b>TOTAL UTILITY SERVICES</b>	<b>\$ -</b>
<b>WATER-SEWER COMBINATION SERVICES</b>	
Water Utility Services	-
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	<b>\$ -</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>	
Waterway Management Contract	-
Waterway Improvements & Repair	-
Entrance, Monument & Wall Maintenance Repair	-
General, Property & Casualty Insurance	5,500.00
Garbage Collection	-
Landscape Maintenance - Contract	-
Miscellaneous Landscape	-
Plant Replacement Program	-
Irrigation Maintenance	-
Pool Maintenance - other	-
Pool Maintenance - contract	-
Amenity Center Cleaning & Supplies	-
Amenity Center Pest Control	-
Amenity Center Maintenance & Repair	-
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$ 5,500.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,000.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>

\*\*\* EXCLUDES 2% DUVAL COUNTY COLLECTION COST

\*\*\* EXCLUDES 4% EARLY PAYMENT DISCOUNT

# SEATON CREEK

## 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.

# SEATON CREEK

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 item 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

#### 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.

# SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

## SCHEDULE OF ANNUAL ASSESSMENTS<sup>(1)</sup>

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit <sup>(2)</sup>	FY 2021 Total Assessment
<b>SERIES 2021</b>					
Single Family 40'	1.00	900	\$0.00	\$70.93	\$70.93
TOTAL		900			

Notations:

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