

**UNION PARK
COMMUNITY DEVELOPMENT DISTRICT**

Advanced Board Package

**Board of Supervisors
Regular Meeting**

**Wednesday
June 12, 2019
6:15 P.M.**

**Holiday Inn Express
2740 Cypress Ridge Blvd
Wesley Chapel, Florida**

*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.*

UNION PARK COUNTY COMMUNITY DEVELOPMENT DISTRICT AGENDA

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Christie Ray	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	John Vericker	Straley Robin Vericker
District Engineer	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.

UNION PARK COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Wednesday June 12, 2019
Time: 6:15 p.m.
Location: Holiday Inn Express Wesley Chapel
2775 Cypress Ridge Blvd.
Wesley Chapel, Florida
Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of the Minutes of the February 2, 2019 Meeting **Exhibit 1**
- B. Acceptance of the January, February, March & April 2019 Financial Statements **Exhibit 2**

IV. Business Matters

- A. Discussion of the FY 2019-2020 Proposed Budget **Exhibit 3**
- B. Consideration and Adoption of Resolution 2019-06 Approving the FY 2019-2020 Proposed Budget & Setting the Public Hearing **Exhibit 4**
- C. Consideration and Adoption of Resolution 2019-07 Authorizing the Chairman to Execute Conveyances, Plats and Other Documents **Exhibit 5**
- D. Ratification of Resolution 2019-05 Re-Designating Officers **Exhibit 6**
- E. Pasco County Letter – Number of Registered Voters – 1,102 **Exhibit 7**

V. Staff Reports

- A. District Manager
 - Consideration and Approval of Suncoast Pool Service Renewal **Exhibit 8**
 - Consideration and Approval of Vertex Water Feature Proposal **Exhibit 9**
 - Presentation of The Road to ADA Compliance **Exhibit 10**
- B. Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

MINUTES OF MEETING
UNION PARK
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Union Park Community Development District was held on Wednesday, February 6, 2019 at 6:00 p.m. at Hampton Inn, 2740 Cypress Ridge Boulevard, Wesley Chapel, Florida 33544.

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

Also present were:

Paul Cusmano	District Manager, DPFG Management & Consulting LLC
Anderson Davis	Field Tech, DPFG Management & Consulting LLC

The following is a summary of the discussions and actions taken at the February 6, 2019 Union Park CDD Board of Supervisors Regular Meeting.

SECOND ORDER OF BUSINESS – Audience Comments

The Board advised all audience members to hold their comments until the end of the meeting.

THIRD ORDER OF BUSINESS – Consent Agenda

- A. Exhibit 1: Approval of Regular and Landowners Minutes from November 6, 2018 Meeting
- B. Exhibit 2: Acceptance of September, October, November, and December 2018 Financial Statements

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved Exhibit 1 and 2 of the Consent Agenda for the Union Park Community Development District.

FOURTH ORDER OF BUSINESS – Business Matters

There being none, the next item followed.

FIFTH ORDER OF BUSINESS – Staff Reports

- A. District Manager
 - 1. Exhibit 3: Review and Approval of CISTECH Maintenance Proposal

Exhibit 3 of the Agenda was tabled.

 - 2. Exhibit 4: Aquatic Systems January 2019 Report
 - 3. Exhibit 5: DPFG Field Report for January and Update on Amenity Repairs

Mr. Cusmano introduced Mr. Davis to the Board, noting his position as Field Tech for the Union Park Community Development District. Additionally, Mr. Cusmano and Mr. Davis presented details of the DPGF Field Report, updating the Board on the ongoing investigation of a New Year's Eve fire affecting CDD Property, budgeting and planning of repairs of damaged buildings within a 30 day timeframe, seeking of a contractor to fulfill said repairs, and updates to the CDD website to notify Union Park residents concerning the status of damaged buildings in the community.

B. District Counsel

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

A resident brought forth their concerns with the usage of keypads in the community as opposed to key fobs, wherein Mr. Cusmano explained the security benefits of keypads.

Another resident inquired as to the overlap between Union Park and Union Park East CDDs, with the Board assuring that access to the clubhouse of both districts will be available to all Union Park and Union Park East Residents.

Additionally, another resident proposed concerns about the opening of the Splash Pads and Pool of the Community, which are noted to have opened in November 5, 2018 but have yet to open as of the current meeting. Mr. Cusmano assured that the website will be updated to reflect that the Pool and Splash Pads will not be opened to the community until repairs to the area are finished.

Due to issues of trash retrieval, another resident inquired as to whether trash retrieval is an issue the CDD covers in hopes of finding a solution to their problem. The Board redirected the audience member to county attendants who manage trash in the area as a means of offering a solution to their issue.

After a resident expressed interest in converting the community's sidewalks to be golf cart accessible, the Board reiterated that Golf Carts do not belong on the sidewalks currently due to the high possibility of damage to them, whereas the public roads do allow golf cart usage should residents wish to use golf carts to drive. Additionally, the Board expressed that conversion of Union Park sidewalks would involve its assessment and placement into the community's budget due to extensive cost. Discussion ensued.

As part of interests in construction of the community, a resident of the community inquired as to whether the Board is interested in another contractor and how they could possibly become a member of the Board to help the community. Discussion ensued.

Due to dissatisfaction with the growing of weeds and fungus in the community, a resident brought forth their criticism of efforts underway to address weeds and fungus.

Returning to the topic of the New Year's fire, a resident inquired as to whether repairs could result in additional costs that the residents of the community may have to cover. Mr. Cusmano assured the resident that current costs incurred from the fire will not affect residents of the community so long as the fire is not manmade. Should the fire be proven to be manmade, the resident(s) responsible for the fire would have to cover insurance fees up to \$5,000.00 for damages.

Centering the quality of cameras in the community, a resident suggested upgrading security cameras as a means of preventing fires in the community.

Concerning a dilapidated area located at the intersections of Ludington Avenue and Tallulah Terrace, a resident inquired as to what land does the CDD cover, hoping that the CDD could improve the aesthetics and maintenance of the area. The Board assured that this will be a matter Mr. Davis attends to later.

Finally, a resident brought forth concerns of a crumbling bridge. The Board assured that the bridge is undergoing repairs. Additionally, Mr. Cusmano updated residents of no parking overnight areas, where signage reinforcing the new towing policy will be placed in the area. Discussion ensued.

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 Union Park 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 3.

Union Park CDD
Financial Report Summary - General Fund & Construction Fund
1/31/2019

For The Period Ending :	GENERAL FUND 1/31/2019	CONSTRUCTION 2013- A - 2015-A 1/31/2019	CONSTRUCTION 2016 1/31/2019
CASH BALANCE	\$ 790,979	\$ 40,055	\$ 72,011
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	39,482	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	336,658
LESS: ACCOUNTS PAYABLE	(39,150)	-	(337,328)
NET CASH BALANCE	\$ 791,311	\$ 40,055	\$ 71,342

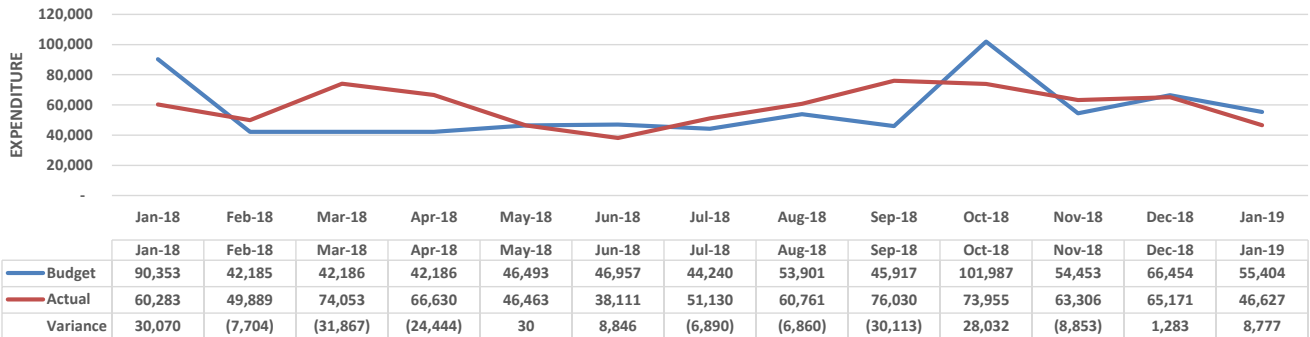
GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):

	1/31/2019 ACTUAL YEAR-TO-DATE	1/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 691,300	\$ 511,027	\$ 180,273
EXPENDITURES (YTD)	(251,737)	(278,297)	26,560
NET OPERATING CHANGE	\$ 439,562	\$ 232,729	\$ 206,833
AVERAGE MONTHLY EXPENDITURES	\$ 62,934	\$ 69,574	\$ 6,640
PROJECTED EOY BASED ON AVERAGE	\$ 755,212	\$ 730,038	\$ 25,174

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	1/31/2019 ACTUAL YEAR-TO-DATE	1/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 691,288	\$ 511,027	\$ 180,261
ASSESSMENTS-OFF-ROLL (NET)	-	-	-
MISCELLANEOUS REVENUE	12	-	12
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	62,288	75,127	12,839
FIELD SERVICE EXPENDITURES - LANDSCAPE	101,420	91,703	(9,718)
FIELD SERVICE EXPENDITURES - STREETLIGHTS	24,162	30,667	6,504
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	2,992	6,362	3,370
FIELD SERVICE EXPENDITURES - SECURITY	1,200	3,200	2,000
FIELD SERVICE EXPENDITURES - OTHER	16,953.62	26,666.64	9,713
AMENITY CENTER EXPENDITURES	41,071	44,572	3,501
UNBUDGETED EXPENDITURES	1,650	-	(1,650)
TOTAL EXPENDITURES	\$ 251,737	\$ 278,297	\$ 26,560

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



No New P.O.s

Union Park CDD
Financial Report Summary - General Fund & Construction Fund
2/28/2019

For The Period Ending :	GENERAL FUND 2/28/2019	CONSTRUCTION 2013 A - 2015-A 2/28/2019	CONSTRUCTION 2016 2/28/2019
CASH BALANCE	\$ 425,417	\$ 40,123	\$ 71,466
CASH BALANCE - RESTRICTED	358,192	-	-
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	29,763	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	336,658
LESS: ACCOUNTS PAYABLE	(93,035)	-	(336,658)
LESS: DUE TO DEBT SERVICE	(322,693)	-	-
NET CASH BALANCE	\$ 397,645	\$ 40,123	\$ 71,466

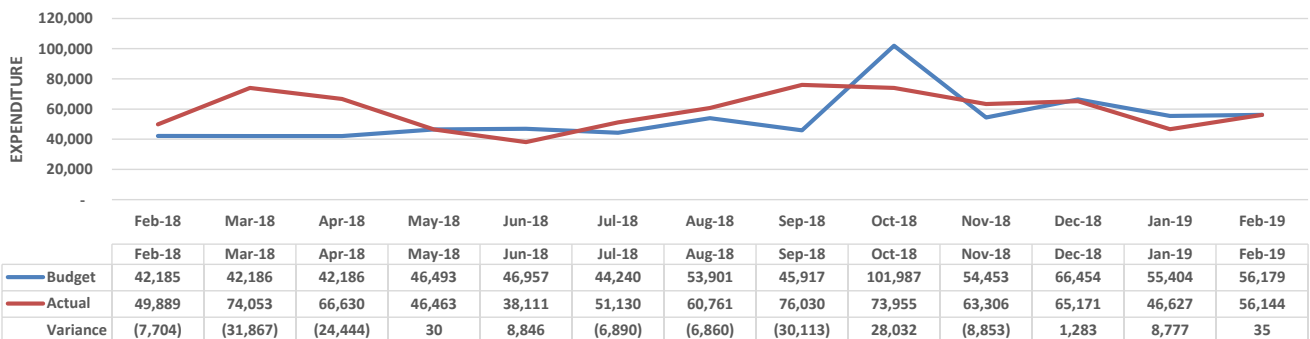
GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):

	2/28/2019 ACTUAL YEAR-TO-DATE	2/28/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 701,371	\$ 584,030	\$ 117,340
EXPENDITURES (YTD)	(319,813)	(319,923)	109
NET OPERATING CHANGE	\$ 381,558	\$ 264,108	\$ 117,450
AVERAGE MONTHLY EXPENDITURES	\$ 63,963	\$ 63,985	\$ 22
PROJECTED EOY BASED ON AVERAGE	\$ 767,552	\$ 730,038	\$ 37,514

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	2/28/2019 ACTUAL YEAR-TO-DATE	2/28/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 701,060	\$ 584,030	\$ 117,030
ASSESSMENTS-OFF-ROLL (NET)	-	-	-
MISCELLANEOUS REVENUE	311	-	311
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	68,918	70,573	1,655
FIELD SERVICE EXPENDITURES - LANDSCAPE	122,228	114,628	(7,600)
FIELD SERVICE EXPENDITURES - STREETLIGHTS	42,194	38,333	(3,860)
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	3,740	3,640	(100)
FIELD SERVICE EXPENDITURES - SECURITY	1,500	4,000	2,500
FIELD SERVICE EXPENDITURES - OTHER	28,309.80	34,533.31	6,224
AMENITY CENTER EXPENDITURES	50,724	54,215	3,491
UNBUDGETED EXPENDITURES	2,200	-	(2,200)
TOTAL EXPENDITURES	\$ 319,813	\$ 319,923	\$ 109

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



No New P.O.s

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

For The Period Ending :	GENERAL FUND 3/31/2019	CONSTRUCTION 2013- A - 2015-A 3/31/2019	CONSTRUCTION 2016 3/31/2019
CASH BALANCE	\$ 348,981	\$ 40,185	\$ 71,575
CASH BALANCE - RESTRICTED	358,192	-	-
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	14,238	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	81,325
LESS: ACCOUNTS PAYABLE	(56,820)	-	(81,325)
LESS: DUE TO DEBT SERVICE	(322,693)	-	-
NET CASH BALANCE	\$ 341,898	\$ 40,185	\$ 71,575

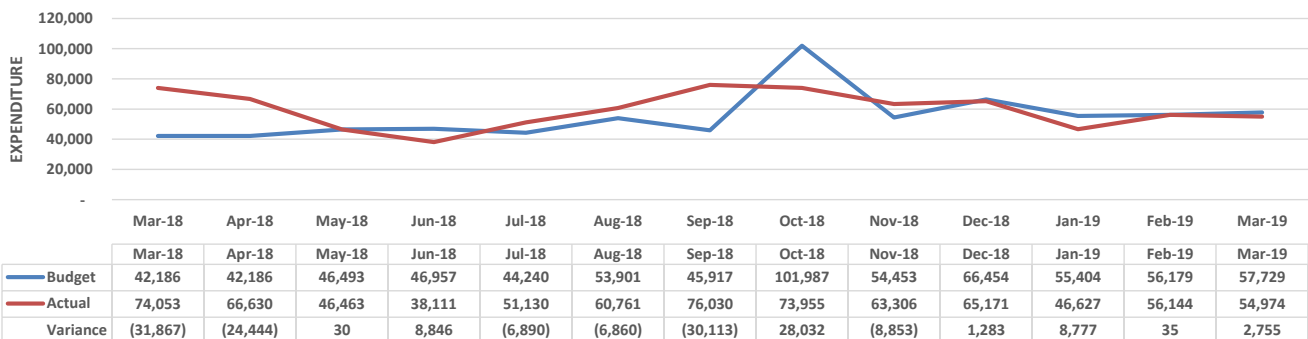
GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):

	3/31/2019 ACTUAL YEAR-TO-DATE	3/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 716,896	\$ 657,034	\$ 59,862
EXPENDITURES (YTD)	(375,815)	(377,652)	1,836
NET OPERATING CHANGE	\$ 341,081	\$ 279,383	\$ 61,698
AVERAGE MONTHLY EXPENDITURES	\$ 62,636	\$ 62,942	\$ 306
PROJECTED EOY BASED ON AVERAGE	\$ 751,630	\$ 730,038	\$ 21,592

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	3/31/2019 ACTUAL YEAR-TO-DATE	3/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 716,585	\$ 657,034	\$ 59,551
ASSESSMENTS-OFF-ROLL (NET)	-	-	-
MISCELLANEOUS REVENUE	311	-	311
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	77,068	79,822	2,753
FIELD SERVICE EXPENDITURES - LANDSCAPE	143,695	137,554	(6,141)
FIELD SERVICE EXPENDITURES - STREETLIGHTS	51,768	46,000	(5,768)
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	4,488	9,368	4,880
FIELD SERVICE EXPENDITURES - SECURITY	1,800	1,800	-
FIELD SERVICE EXPENDITURES - OTHER	32,316.42	39,249.98	6,934
AMENITY CENTER EXPENDITURES	61,929	63,858	1,929
UNBUDGETED EXPENDITURES	2,750	-	(2,750)
TOTAL EXPENDITURES	\$ 375,815	\$ 377,652	\$ 1,836

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



No New P.O.s

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

For The Period Ending :	GENERAL FUND 4/30/2019	CONSTRUCTION 2013 A - 2015-A 4/30/2019	CONSTRUCTION 2016 4/30/2019
CASH BALANCE	\$ 318,234	\$ 40,254	\$ 71,698
CASH BALANCE - RESTRICTED	35,499	-	-
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	332	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	82,211
LESS: ACCOUNTS PAYABLE	(61,294)	-	(82,211)
LESS: DUE TO DEBT SERVICE	-	-	-
NET CASH BALANCE	\$ 292,771	\$ 40,254	\$ 71,698

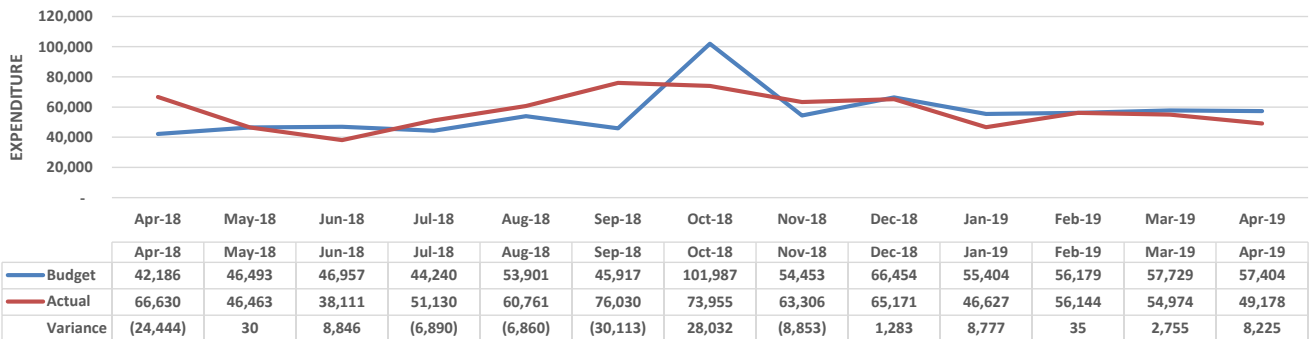
GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):

	4/30/2019 ACTUAL YEAR-TO-DATE	4/30/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 730,822	\$ 730,038	\$ 784
EXPENDITURES (YTD)	(424,994)	(435,056)	10,062
NET OPERATING CHANGE	\$ 305,828	\$ 294,982	\$ 10,846
AVERAGE MONTHLY EXPENDITURES	\$ 60,713	\$ 62,151	\$ 1,437
PROJECTED EOY BASED ON AVERAGE	\$ 728,560	\$ 730,038	\$ (1,478)

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	4/30/2019 ACTUAL YEAR-TO-DATE	4/30/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 730,510	\$ 730,038	\$ 472
ASSESSMENTS-OFF-ROLL (NET)	-	-	-
MISCELLANEOUS REVENUE	311	-	311
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	84,859	89,071	4,211
FIELD SERVICE EXPENDITURES - LANDSCAPE	164,503	160,480	(4,023)
FIELD SERVICE EXPENDITURES - STREETLIGHTS	61,101	53,667	(7,434)
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	5,236	11,046	5,810
FIELD SERVICE EXPENDITURES - SECURITY	2,100	2,100	-
FIELD SERVICE EXPENDITURES - OTHER	36,138.02	44,916.65	8,779
AMENITY CENTER EXPENDITURES	64,490	73,776	9,286
UNBUDGETED EXPENDITURES	6,567	-	(6,567)
TOTAL EXPENDITURES	\$ 424,994	\$ 435,056	\$ 10,062

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



No New P.O.s

EXHIBIT 3.

**STATEMENT 1
UNION PARK CDD
FY 2020 PROPOSED BUDGET GENERAL FUND (O&M)**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 YTD MAR	FY 2020 ADOPTED	VARIANCE 2019-2020
REVENUE							
GENERAL FUND REVENUE /(1)	\$ 201,940	\$ 476,658	\$ 621,447	\$ 730,038	\$ 716,585	\$ 802,270	\$ 72,232
OFF ROLL	395,911	196,928	72,620	-	-	-	-
FUND BALANCE FORWARD	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE	2,173	270	350	-	-	-	-
RENTAL	538	438	-	-	-	-	-
INTEREST	102	210	311	-	311	-	-
DEFICIT FUNDING	-	50,000	44,156	-	-	-	-
TOTAL REVENUE	600,664	724,503	738,883	730,038	716,896	802,270	72,232
EXPENDITURES							
GENERAL ADMINISTRATIVE							
SUPERVISORS COMPENSATION	\$ 6,800	\$ 2,400	\$ 4,200	\$ 8,000	\$ 1,200	\$ 12,000	\$ 4,000
PAYROLL TAXES	520	184	321	612	92	918	306
PAYROLL SERVICES	576	249	413	685	209	685	-
SUPERVISOR TRAVEL PER DIEM	49	38	76	300	-	300	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	24,996	25,000	12,498	25,000	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	9,000	3,000	1,000	3,500	-	(1,000)
PLANNING, COORDINATING & CONTRACT SRVC	36,000	36,000	36,000	36,000	18,000	36,000	-
ADMINISTRATIVE SERVICES	3,600	3,600	3,600	3,600	1,800	3,600	-
BANK FEES	100	200	276	175	309	175	-
MISCELLANEOUS	1,901	171	788	500	-	500	-
AUDITING SERVICES	2,500	2,800	2,650	4,000	-	2,750	(1,250)
INSURANCE (Liability, Property & Casualty)	17,808	16,714	21,701	22,941	16,593	26,370	3,429
MASS MAILING	-	1,074	-	-	-	-	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,659	1,220	850	750	765	1,000	250
ENGINEERING SERVICES	9,134	8,876	2,954	4,000	234	4,000	-
LEGAL SERVICES	8,200	11,717	9,306	8,500	3,489	8,500	-
PERFORMANCE & WARRANTY BOND PREMIUM	2,500	2,500	2,500	2,500	-	-	(2,500)
PROPERTY APPRAISER	150	-	150	750	-	750	-
PROPERTY TAX - 32885 NATURAL BRIDGE ROAD	-	55	128	150	129	150	-
MEETING ROOM RENTAL	920	180	180	1,440	180	2,160	720
WEBSITE HOSTING	983	737	738	720	378	2,265	1,545
TOTAL GENERAL ADMINISTRATIVE	\$ 123,575	\$ 118,889	\$ 115,002	\$ 121,798	\$ 59,551	\$ 127,298	\$ 5,500
DEBT ADMINISTRATION:							
DISSEMINATION AGENT	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ -
TRUSTEE FEES	8,081	14,165	12,391	17,455	11,017	10,721	(6,734)
ARBITRAGE	-	-	1,400	1,950	-	1,950	-
BUDGET FUNDING AGREEMENT	-	-	50,000	-	-	-	-
TOTAL DEBT ADMINISTRATION	\$ 14,581	\$ 20,665	\$ 70,291	\$ 25,905	\$ 17,517	\$ 19,171	\$ (6,734)
PHYSICAL ENVIRONMENT EXPENDITURES:							
STREETPOLE LIGHTING	\$ 51,656	\$ 75,228	\$ 88,157	\$ 92,000	\$ 51,768	\$ 127,956	\$ 35,956
ELECTRICITY (IRRIGATION & POND PUMPS)	1,440	3,995	10,570	4,200	7,840	4,000	(200)
WATER - RECLAIMED (Purchase well water)	-	2,707	906	-	-	-	-
WATER - PASCO COUNTY UTILITIES	14,135	-	-	800	231	800	-
LANDSCAPING MAINTENANCE	241,802	199,259	172,485	246,108	124,847	260,000	13,892
LANDSCAPE REPLINISHMENT	2,905	16,163	56,582	20,000	14,525	15,000	(5,000)
IRRIGATION MAINTENANCE	8,656	15,981	5,198	9,000	4,323	12,000	3,000
RUST PREVENTION	6,545	13,090	7,140	9,000	3,750	15,600	6,600
ENVIRONMENTAL MITIGATION & MAINT.	5,950	2,500	4,050	6,900	-	6,900	-
POND MAINTENANCE	5,315	7,733	8,836	8,736	4,488	10,038	1,302
RETENTION POND MOWING	6,400	7,832	-	-	-	-	-
STORMWATER DRAIN & MAINTENANCE	13,037	4,564	-	1,500	-	-	(1,500)
NPDES MONITORING	5,025	3,150	-	1,500	-	-	(1,500)
BRIDGE MAINTENANCE	-	6,600	-	5,000	-	5,000	-
EROSION CONTROL	-	-	-	-	-	5,000	5,000
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	18,000	11,324	15,440	(2,560)
FIELD SERVICE TECH	12,233	15,486	21,330	-	-	-	-
FIELD MANAGER TRAVEL	2,724	1,346	2,283	-	-	-	-
STREET SWEEP	7,800	9,463	7,938	-	-	-	-
CONTINGENCY	4,071	-	3,156	3,000	3,271	3,000	-
SECURITY - OTHER	-	2,092	-	-	-	-	-
CAPITAL OUTLAY & MISC. CONSTRUCTION	20,144	119,720	-	19,000	-	-	(19,000)
HOLIDAY LIGHTING	-	-	5,900	6,000	5,900	15,000	9,000
TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	\$ 409,838	\$ 506,909	\$ 399,531	\$ 450,744	\$ 232,268	\$ 495,734	\$ 44,990

**STATEMENT 1
UNION PARK CDD
FY 2020 PROPOSED BUDGET GENERAL FUND (O&M)**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 YTD MAR	FY 2020 ADOPTED	VARIANCE 2019-2020
COMMUNITY AMENITIES MAINTENANCE							
POOL SERVICE CONTRACT	\$ 7,260	\$ 7,260	\$ 6,655	\$ 17,940	\$ 8,970	\$ 20,440	\$ 2,500
POOL MAINTENANCE & REPAIRS	6,503	8,919	4,509	1,500	-	2,500	1,000
SECURITY	1,800	3,600	3,600	3,600	1,800	3,600	-
SECURITY KEY FOBS AND ACCESS CARD	-	2,704	-	6,000	-	3,000	(3,000)
SPLASH PAD MAINTENANCE	-	-	1,485	-	-	3,000	3,000
POOL PERMIT	435	570	425	275	-	275	-
AMENITY MANAGEMENT	-	-	3,000	4,500	2,250	4,500	-
AMENITY CENTER PRESSURE WASH	-	-	-	-	-	5,250	5,250
AMENITY CENTER CLEANING & MAINT.	4,080	13,756	11,400	18,000	5,700	16,400	(1,600)
AMENITY CENTER INTERNET	1,965	2,051	2,091	2,100	1,176	2,100	-
AMENITY CENTER ELECTRICITY	13,385	10,539	10,473	13,200	3,947	10,800	(2,400)
AMENITY CENTER WATER	-	11,759	11,320	13,000	2,914	10,200	(2,800)
AMENITY CENTER PEST CONTROL	1,280	636	688	636	600	1,440	804
AMENITY CENTER RUST REMOVAL	-	17,200	8,300	6,000	-	-	(6,000)
PET WASTE REMOVAL	1,833	2,958	2,400	5,340	2,669	5,340	-
REFUSE SERVICE	-	-	1,230	2,000	574	1,222	(778)
LANDSCAPE MAINTENANCE -INFILL	-	-	-	5,000	5,184	10,000	5,000
COMMUNITY EVENTS & SUPPLIES	3,979	1,227	-	5,000	-	-	(5,000)
SPLASH ZONE MAINTENANCE	2,554	2,490	612	-	-	-	-
MISC. AMENITY CENTER REPAIRS & MAINT.	10,075	3,563	5,212	27,500	26,145	10,000	-
AMENITY CONTINGENCY					1,800	10,000	(17,500)
TOTAL AMENITY CENTER OPERATIONS	\$ 55,149	\$ 89,231	\$ 73,400	\$ 131,591	\$ 63,729	\$ 120,067	\$ (21,524)
RESERVES							
INCREASE IN OPERATING RESERVE	\$ -		\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
TOTAL RESERVES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
TOTAL EXPENDITURES	603,143	735,693	658,223	730,038	373,065	802,270	62,232
CONSTRUCTION EXPENDITURES (TRANSFER-OUT)	(8,966)		(88,202)	-	-	-	-
EXCESS OF REVENUE OVER (UNDER) EXPEND.	(11,445)	(11,190)	(7,542)	-	343,831	-	10,000
FUND BALANCE - BEGINNING	31,381			-		-	-
FUND BALANCE BUDGETED INCREASE		19,936	8,746	-	-	40,000	-
FUND BALANCE - ENDING	19,936	8,746	1,204	-	343,831	40,000	10,000

FUND BALANCE ANALYSIS	
Two Months Operating	\$ 127,045
FY 2020 est ending balance	40,000
Over (Under) Funded	\$ (87,045)

Footnote:

(1) Revenue collections from County tax collector and/or budget funding agreement as needed only based on actual expenditures. Draws upon budget funding agreement can only be based on actual expenditures.

**STATEMENT 3
UNION PARK - 609 UNITS**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
EXPENDITURES ADMINISTRATIVE:				
SUPERVISORS COMPENSATION	NA	12,000		Estimated 5 Supervisors to be in attendance for 12 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES	NA	918		Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL FEES	NA	685		Approximately \$54 per payroll and 1x yearly fee of \$25
SUPERVISOR TRAVEL PER DIEM	NA	300		Reimbursement to Board Supervisors for travel to District Meetings
MANAGEMENT CONSULTING SRVS	DPFG	25,000		The District receives Management & Accounting services as part of the District Management agreement
CONSTRUCTION ACCOUNTING	NA	-		Construction Accounting Service for Requisition Processing
PLANNING, COORDINATING & CONTRACT SERVICES	DPFG	36,000		Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	DPFG	3,600		The District receives administrative services as part of the District Management agreement
BANK FEES	BANK UNITED	175		Fees associated with maintaining the District's bank accounts
MISCELLANEOUS		500		Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING	DEBARTELEMEO	2,750		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
INSURANCE (LIABILITY, PROPERTY, CASUALTY, BRIDGE)	EGIS	26,370		Annual; for general liability, property and officer and director insurance
MASS MAILING				Mailings to Residents
REGULATORY & PERMIT FEES		175		The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TAMPA PUBLISHING	1,000		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	4,000		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY & ROBIN	8,500		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments

**STATEMENT 3
UNION PARK - 609 UNITS**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
PERFORMANCE & WARRANTY BOND PREMIUM	DPFG	-		
PROPERTY APPRAISER		750		Collection fees
PROPERTY TAX - 32885 NATURAL BRIDGE ROAD		150		32885 Natural Bridge Rd Property Taxes
MEETING ROOM RENTAL	RESIDENCE INN	2,160		\$180 each for 12 meetings
WEBSITE HOSTING	CAMPUS SUITE	2,265		ADA Compliant website and the remediation of 750 pages of documents for ADA compliance. Includes an additional \$250 for any unknown documents. Mitigation remediation from DPFG is at \$500
EXPENDITURES DEBT ADMINISTRATION:				
DISSEMINATION AGENT	LERNER SERVICES	6,500		Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure
TRUSTEE FEES	US BANK	10,721		Confirmed amount with Trustee to maintain the District's bond funds for Series 2013, Series 2016 and Series 2017
ARBITRAGE		1,950		The District is required to calculate interest earned from bond proceeds each year pursuant to the Internal Revenue Code. Series 2013, Series 2015 and Series 2016
BUDGET FUNDING AGREEMENT		-		
PHYSICAL ENVIRONMENT EXPENDITURES:				
STREETPOLE LIGHTING	TECO AND WITHLACOOCHEE	127,956		Phase 1A - \$250 for 7 poles, Union Park Blvd - \$1,900 for 41 poles, Phase 1B - \$900 for 25 poles, Phase 2A - \$1,600 for 43 poles, Phase 2B \$1,350 for 37 poles, Phase 4A - \$3,250 for 83 poles (an increase of 42 poles over PY), and Withlacoochee for 105 poles \$308 and 23 additional poles at \$1,105 monthly. Total average about \$10,663 per month for all Phases.
ELECTRICITY (IRRIGATION & POND PUMPS)	PASCO COUNTY	4,000		Electric utilities to maintain irrigation system & pond pumps
WATER RECLAIMED FROM THE WELL		-		Reclaimed and potable
WATER - PASCO COUNTY UTILITIES	PASCO COUNTY	800		Total of 2 Meters. Meter 13459632 approximates \$10 monthly, and meter 13459633 approximates \$30 monthly
LANDSCAPING MAINTENANCE	BRIGHTVIEW	260,000	OM-UP-131	Brightview Base mgmt: \$172,485. Annual install of \$10,800, palm injections \$3,900, Palm Pruning \$4,008. Talimena Loop \$21,720 and Oldwoods Avenue is \$36,780
LANDSCAPE REPLINISHMENT	BRIGHTVIEW	15,000		Landscape replenishment for items outside of the contract
IRRIGATION MAINTENANCE	BRIGHTVIEW	12,000		Miscellaneous repairs and maintenance

STATEMENT 3
UNION PARK - 609 UNITS

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
RUST PREVENTION	SUNCOAST	15,600	OM-UP-113	Provides rust inhibitor and monthly services of cleaning of rust from the property. Contract is for \$1,300 per month
ENVIRONMENTAL MITIGATION & MAINTENANCE	ECOLOGICAL CONSULTANTS	6,900		Semi-Annual Monitoring-\$1,550 each; Mitigation Maintenance - \$950 each quarterly
POND MAINTENANCE	AQUATIC SYSTEMS	10,038	Pond Maint	Resource management program for waterway systems - \$388 plus an additional \$400 for sites 5-12. Received notice of price increase from \$748 monthly to \$788 plus semi annual \$291 aerator maint.
RETENTION POND MOWING	BRIGHTVIEW	-		Now part of the Brightview contract
STORMWATER DRAIN & MAINTENANCE	GENESIS	-		Storm drain and wash out maintenance, repairs are as needed and vary
NPDES INSPECTION	GENESIS	-		
BRIDGE MAINTENANCE	MISC. AS NEEDED	5,000		general maintenance (estimate)
EROSION CONTROL	MISC. AS NEEDED	5,000		Need on going repair for ponds; assumes 1 - 2 ponds per year.
COMPREHENSIVE FIELD TECH SERVICES	DPFG FIELD SERVICES	15,440		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 for Field Service Tech
STREET SWEEP	GRIFFIN PARKING AND USA SERVICES	-		No longer required
CONTINGENCY		3,000		For unaccounted items not appropriated in other line items
SECURITY - OTHER		-		
CAPITAL OUTLAY & MISC CONSTRUCTION		-		Common area enhancements (e.g. new aerators, electric and plumbing)
HOLIDAY LIGHTING		15,000		Holiday Lighting requested increase to include amenity center and front bridge and event cost

**STATEMENT 3
UNION PARK - 609 UNITS**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
AMENITY CENTER OPERATIONS				
POOL SERVICE CONTRACT	SUNCOAST POOL SERVICES	20,440	Pending PO #	Clean pool 3 times a week per week October - April (\$1,495) and service 4 times per week May - September (\$1,995)
POOL MAINTENANCE & REPAIRS	SUNCOAST POOL SERVICES	2,500		Miscellaneous repairs and maintenance as needed; including key pads
SECURITY KEY PAD & POOL ACCESS	CSI	3,000		Key pad maintenance pool gate
SECURITY	CRITICAL INTERVENTION	3,600	OM-UP-002	Critical Intervention - security monitoring at clubhouse
SPALSH PAD REPAIRS	SUNCOAST POOL SERVICES	3,000		Splash pad feature repair (valves, animal features, etc)
POOL PERMIT		275		Statutory Requirement
AMENITY MANAGEMENT		4,500		Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity
AMENITY CENTER PRESSURE WASH	H2 POOL SERVCIES	5,250	OM-UP-078	\$5,250 yearly (2 x month Mar - Nov, and 1 x month Dec - Feb)
AMENITY CENTER CLEANING & MAINTENANCE	H2 POOL SERVCIES	16,400	OM-UP-078	Cleaning 7 days a week, 52 weeks \$11,760. (janitorial service for restrooms and common areas). Additional cleaning after heavy use on hot days or holidays (\$5000)
AMENITY CENTER INTERNET	BRIGHTHOUSE	2,100		Internet for amenity center-\$175 monthly
AMENITY CENTER ELECTRICITY	TECO	10,800		Estimated at \$900 per month based on historical average
AMENITY CENTER WATER	PASCO COUNTY	10,200		32885 Natural Bridge Road - estimated at \$850 per month based on historical averages
AMENITY CENTER PEST CONTROL	EARTH TECH	1,440	OM-UP-DPFG-034	Pest Control Services - \$120 mo.
AMENITY CENTER RUST REMOVAL		-		
PET WASTE REMOVAL	POOP 911. UP-005	5,340	OM-UP-005-CO2	Increase in Pet Waste Services in December 2017, \$445 monthly until Dec. 2018. New rate in 2019
REFUSE SERVICE		1,222	OM-UP-128	Waste Management Service is \$94 monthly for a 4 yard dumpster to be picked up 2x week. Included an additional \$94 for extra pickups
LANDSCAPE MAINTENANCE -INFILL		10,000		Estimated for unanticipated landscape & irrigation repairs
COMMUNITY EVENTS & SUPPLIES		-		Estimated for events

STATEMENT 3
UNION PARK - 609 UNITS

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
MISC AMENITY CENTER REPAIRS		10,000		Amenity facilities repairs and maint. including landscape, paver repair, cabinets repair and other general amenity maintenance items. Electrical, plumbing, etc
AMENITY CONTINGENCY		10,000		Maintenance and repairs of landing shelters, mail kiosk, tot lot, dog park, walkway exercise equipment, Zen garden, bird houses, etc.
OPERATING FUND CONTINGENCY		40,000		Need 2 months operating expenses to cover expenditures until receipt of tax assessments; covered with developer funding contributions in prior fiscal years.

EXHIBIT 4.

RESOLUTION 2019-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNION PARK 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 Union Park 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 UNION PARK 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 7, 2019

HOUR: 6:15 p.m.

LOCATION: Hampton Inn & Suites
2740 Cypress Ridge Blvd.
Wesley Chapel, FL

3. **TRANSMITTAL OF BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budget to Pasco 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 12TH DAY OF JUNE, 2019.

ATTEST:

**UNION PARK COMMUNITY
DEVELOPMENT DISTRICT**

Signature

Paul Cusmano

Printed Name

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Signature

Mike Lawson

Printed Name

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
UNION PARK CDD
FY 2020 PROPOSED BUDGET GENERAL FUND (O&M)**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 YTD MAR	FY 2020 ADOPTED	VARIANCE 2019-2020
REVENUE							
GENERAL FUND REVENUE /(1)	\$ 201,940	\$ 476,658	\$ 621,447	\$ 730,038	\$ 716,585	\$ 802,270	\$ 72,232
OFF ROLL	395,911	196,928	72,620	-	-	-	-
FUND BALANCE FORWARD	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE	2,173	270	350	-	-	-	-
RENTAL	538	438	-	-	-	-	-
INTEREST	102	210	311	-	311	-	-
DEFICIT FUNDING	-	50,000	44,156	-	-	-	-
TOTAL REVENUE	600,664	724,503	738,883	730,038	716,896	802,270	72,232
EXPENDITURES							
GENERAL ADMINISTRATIVE							
SUPERVISORS COMPENSATION	\$ 6,800	\$ 2,400	\$ 4,200	\$ 8,000	\$ 1,200	\$ 12,000	\$ 4,000
PAYROLL TAXES	520	184	321	612	92	918	306
PAYROLL SERVICES	576	249	413	685	209	685	-
SUPERVISOR TRAVEL PER DIEM	49	38	76	300	-	300	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	24,996	25,000	12,498	25,000	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	9,000	3,000	1,000	3,500	-	(1,000)
PLANNING, COORDINATING & CONTRACT SRVC	36,000	36,000	36,000	36,000	18,000	36,000	-
ADMINISTRATIVE SERVICES	3,600	3,600	3,600	3,600	1,800	3,600	-
BANK FEES	100	200	276	175	309	175	-
MISCELLANEOUS	1,901	171	788	500	-	500	-
AUDITING SERVICES	2,500	2,800	2,650	4,000	-	2,750	(1,250)
INSURANCE (Liability, Property & Casualty)	17,808	16,714	21,701	22,941	16,593	26,370	3,429
MASS MAILING	-	1,074	-	-	-	-	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,659	1,220	850	750	765	1,000	250
ENGINEERING SERVICES	9,134	8,876	2,954	4,000	234	4,000	-
LEGAL SERVICES	8,200	11,717	9,306	8,500	3,489	8,500	-
PERFORMANCE & WARRANTY BOND PREMIUM	2,500	2,500	2,500	2,500	-	-	(2,500)
PROPERTY APPRAISER	150	-	150	750	-	750	-
PROPERTY TAX - 32885 NATURAL BRIDGE ROAD	-	55	128	150	129	150	-
MEETING ROOM RENTAL	920	180	180	1,440	180	2,160	720
WEBSITE HOSTING	983	737	738	720	378	2,265	1,545
TOTAL GENERAL ADMINISTRATIVE	\$ 123,575	\$ 118,889	\$ 115,002	\$ 121,798	\$ 59,551	\$ 127,298	\$ 5,500
DEBT ADMINISTRATION:							
DISSEMINATION AGENT	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ -
TRUSTEE FEES	8,081	14,165	12,391	17,455	11,017	10,721	(6,734)
ARBITRAGE	-	-	1,400	1,950	-	1,950	-
BUDGET FUNDING AGREEMENT	-	-	50,000	-	-	-	-
TOTAL DEBT ADMINISTRATION	\$ 14,581	\$ 20,665	\$ 70,291	\$ 25,905	\$ 17,517	\$ 19,171	\$ (6,734)
PHYSICAL ENVIRONMENT EXPENDITURES:							
STREETPOLE LIGHTING	\$ 51,656	\$ 75,228	\$ 88,157	\$ 92,000	\$ 51,768	\$ 127,956	\$ 35,956
ELECTRICITY (IRRIGATION & POND PUMPS)	1,440	3,995	10,570	4,200	7,840	4,000	(200)
WATER - RECLAIMED (Purchase well water)	-	2,707	906	-	-	-	-
WATER - PASCO COUNTY UTILITIES	14,135	-	-	800	231	800	-
LANDSCAPING MAINTENANCE	241,802	199,259	172,485	246,108	124,847	260,000	13,892
LANDSCAPE REPLINISHMENT	2,905	16,163	56,582	20,000	14,525	15,000	(5,000)
IRRIGATION MAINTENANCE	8,656	15,981	5,198	9,000	4,323	12,000	3,000
RUST PREVENTION	6,545	13,090	7,140	9,000	3,750	15,600	6,600
ENVIRONMENTAL MITIGATION & MAINT.	5,950	2,500	4,050	6,900	-	6,900	-
POND MAINTENANCE	5,315	7,733	8,836	8,736	4,488	10,038	1,302
RETENTION POND MOWING	6,400	7,832	-	-	-	-	-
STORMWATER DRAIN & MAINTENANCE	13,037	4,564	-	1,500	-	-	(1,500)
NPDES MONITORING	5,025	3,150	-	1,500	-	-	(1,500)
BRIDGE MAINTENANCE	-	6,600	-	5,000	-	5,000	-
EROSION CONTROL	-	-	-	-	-	5,000	5,000
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	18,000	11,324	15,440	(2,560)
FIELD SERVICE TECH	12,233	15,486	21,330	-	-	-	-
FIELD MANAGER TRAVEL	2,724	1,346	2,283	-	-	-	-
STREET SWEEP	7,800	9,463	7,938	-	-	-	-
CONTINGENCY	4,071	-	3,156	3,000	3,271	3,000	-
SECURITY - OTHER	-	2,092	-	-	-	-	-
CAPITAL OUTLAY & MISC. CONSTRUCTION	20,144	119,720	-	19,000	-	-	(19,000)
HOLIDAY LIGHTING	-	-	5,900	6,000	5,900	15,000	9,000
TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	\$ 409,838	\$ 506,909	\$ 399,531	\$ 450,744	\$ 232,268	\$ 495,734	\$ 44,990

**STATEMENT 1
UNION PARK CDD
FY 2020 PROPOSED BUDGET GENERAL FUND (O&M)**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 YTD MAR	FY 2020 ADOPTED	VARIANCE 2019-2020
COMMUNITY AMENITIES MAINTENANCE							
POOL SERVICE CONTRACT	\$ 7,260	\$ 7,260	\$ 6,655	\$ 17,940	\$ 8,970	\$ 20,440	\$ 2,500
POOL MAINTENANCE & REPAIRS	6,503	8,919	4,509	1,500	-	2,500	1,000
SECURITY	1,800	3,600	3,600	3,600	1,800	3,600	-
SECURITY KEY FOBS AND ACCESS CARD	-	2,704	-	6,000	-	3,000	(3,000)
SPLASH PAD MAINTENANCE	-	-	1,485	-	-	3,000	3,000
POOL PERMIT	435	570	425	275	-	275	-
AMENITY MANAGEMENT	-	-	3,000	4,500	2,250	4,500	-
AMENITY CENTER PRESSURE WASH	-	-	-	-	-	5,250	5,250
AMENITY CENTER CLEANING & MAINT.	4,080	13,756	11,400	18,000	5,700	16,400	(1,600)
AMENITY CENTER INTERNET	1,965	2,051	2,091	2,100	1,176	2,100	-
AMENITY CENTER ELECTRICITY	13,385	10,539	10,473	13,200	3,947	10,800	(2,400)
AMENITY CENTER WATER	-	11,759	11,320	13,000	2,914	10,200	(2,800)
AMENITY CENTER PEST CONTROL	1,280	636	688	636	600	1,440	804
AMENITY CENTER RUST REMOVAL	-	17,200	8,300	6,000	-	-	(6,000)
PET WASTE REMOVAL	1,833	2,958	2,400	5,340	2,669	5,340	-
REFUSE SERVICE	-	-	1,230	2,000	574	1,222	(778)
LANDSCAPE MAINTENANCE -INFILL	-	-	-	5,000	5,184	10,000	5,000
COMMUNITY EVENTS & SUPPLIES	3,979	1,227	-	5,000	-	-	(5,000)
SPLASH ZONE MAINTENANCE	2,554	2,490	612	-	-	-	-
MISC. AMENITY CENTER REPAIRS & MAINT.	10,075	3,563	5,212	27,500	26,145	10,000	-
AMENITY CONTINGENCY					1,800	10,000	(17,500)
TOTAL AMENITY CENTER OPERATIONS	\$ 55,149	\$ 89,231	\$ 73,400	\$ 131,591	\$ 63,729	\$ 120,067	\$ (21,524)
RESERVES							
INCREASE IN OPERATING RESERVE	\$ -		\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
TOTAL RESERVES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
TOTAL EXPENDITURES	603,143	735,693	658,223	730,038	373,065	802,270	62,232
CONSTRUCTION EXPENDITURES (TRANSFER-OUT)	(8,966)		(88,202)	-	-	-	-
EXCESS OF REVENUE OVER (UNDER) EXPEND.	(11,445)	(11,190)	(7,542)	-	343,831	-	10,000
FUND BALANCE - BEGINNING	31,381			-		-	-
FUND BALANCE BUDGETED INCREASE		19,936	8,746	-	-	40,000	-
FUND BALANCE - ENDING	19,936	8,746	1,204	-	343,831	40,000	10,000

FUND BALANCE ANALYSIS	
Two Months Operating	\$ 127,045
FY 2020 est ending balance	40,000
Over (Under) Funded	\$ (87,045)

Footnote:

(1) Revenue collections from County tax collector and/or budget funding agreement as needed only based on actual expenditures. Draws upon budget funding agreement can only be based on actual expenditures.

**STATEMENT 3
UNION PARK - 609 UNITS**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
EXPENDITURES ADMINISTRATIVE:				
SUPERVISORS COMPENSATION	NA	12,000		Estimated 5 Supervisors to be in attendance for 12 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES	NA	918		Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL FEES	NA	685		Approximately \$54 per payroll and 1x yearly fee of \$25
SUPERVISOR TRAVEL PER DIEM	NA	300		Reimbursement to Board Supervisors for travel to District Meetings
MANAGEMENT CONSULTING SRVS	DPFG	25,000		The District receives Management & Accounting services as part of the District Management agreement
CONSTRUCTION ACCOUNTING	NA	-		Construction Accounting Service for Requisition Processing
PLANNING, COORDINATING & CONTRACT SERVICES	DPFG	36,000		Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	DPFG	3,600		The District receives administrative services as part of the District Management agreement
BANK FEES	BANK UNITED	175		Fees associated with maintaining the District's bank accounts
MISCELLANEOUS		500		Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING	DEBARTELEMEO	2,750		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
INSURANCE (LIABILITY, PROPERTY, CASUALTY, BRIDGE)	EGIS	26,370		Annual; for general liability, property and officer and director insurance
MASS MAILING				Mailings to Residents
REGULATORY & PERMIT FEES		175		The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TAMPA PUBLISHING	1,000		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	4,000		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY & ROBIN	8,500		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments

**STATEMENT 3
UNION PARK - 609 UNITS**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
PERFORMANCE & WARRANTY BOND PREMIUM	DPFG	-		
PROPERTY APPRAISER		750		Collection fees
PROPERTY TAX - 32885 NATURAL BRIDGE ROAD		150		32885 Natural Bridge Rd Property Taxes
MEETING ROOM RENTAL	RESIDENCE INN	2,160		\$180 each for 12 meetings
WEBSITE HOSTING	CAMPUS SUITE	2,265		ADA Compliant website and the remediation of 750 pages of documents for ADA compliance. Includes an additional \$250 for any unknown documents. Mitigation remediation from DPFG is at \$500
EXPENDITURES DEBT ADMINISTRATION:				
DISSEMINATION AGENT	LERNER SERVICES	6,500		Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure
TRUSTEE FEES	US BANK	10,721		Confirmed amount with Trustee to maintain the District's bond funds for Series 2013, Series 2016 and Series 2017
ARBITRAGE		1,950		The District is required to calculate interest earned from bond proceeds each year pursuant to the Internal Revenue Code. Series 2013, Series 2015 and Series 2016
BUDGET FUNDING AGREEMENT		-		
PHYSICAL ENVIRONMENT EXPENDITURES:				
STREETPOLE LIGHTING	TECO AND WITHLACOOCHEE	127,956		Phase 1A - \$250 for 7 poles, Union Park Blvd - \$1,900 for 41 poles, Phase 1B - \$900 for 25 poles, Phase 2A - \$1,600 for 43 poles, Phase 2B \$1,350 for 37 poles, Phase 4A - \$3,250 for 83 poles (an increase of 42 poles over PY), and Withlacoochee for 105 poles \$308 and 23 additional poles at \$1,105 monthly. Total average about \$10,663 per month for all Phases.
ELECTRICITY (IRRIGATION & POND PUMPS)	PASCO COUNTY	4,000		Electric utilities to maintain irrigation system & pond pumps
WATER RECLAIMED FROM THE WELL		-		Reclaimed and potable
WATER - PASCO COUNTY UTILITIES	PASCO COUNTY	800		Total of 2 Meters. Meter 13459632 approximates \$10 monthly, and meter 13459633 approximates \$30 monthly
LANDSCAPING MAINTENANCE	BRIGHTVIEW	260,000	OM-UP-131	Brightview Base mgmt: \$172,485. Annual install of \$10,800, palm injections \$3,900, Palm Pruning \$4,008. Talimena Loop \$21,720 and Oldwoods Avenue is \$36,780
LANDSCAPE REPLINISHMENT	BRIGHTVIEW	15,000		Landscape replenishment for items outside of the contract
IRRIGATION MAINTENANCE	BRIGHTVIEW	12,000		Miscellaneous repairs and maintenance

**STATEMENT 3
UNION PARK - 609 UNITS**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
RUST PREVENTION	SUNCOAST	15,600	OM-UP-113	Provides rust inhibitor and monthly services of cleaning of rust from the property. Contract is for \$1,300 per month
ENVIRONMENTAL MITIGATION & MAINTENANCE	ECOLOGICAL CONSULTANTS	6,900		Semi-Annual Monitoring-\$1,550 each; Mitigation Maintenance - \$950 each quarterly
POND MAINTENANCE	AQUATIC SYSTEMS	10,038	Pond Maint	Resource management program for waterway systems - \$388 plus an additional \$400 for sites 5-12. Received notice of price increase from \$748 monthly to \$788 plus semi annual \$291 aerator maint.
RETENTION POND MOWING	BRIGHTVIEW	-		Now part of the Brightview contract
STORMWATER DRAIN & MAINTENANCE	GENESIS	-		Storm drain and wash out maintenance, repairs are as needed and vary
NPDES INSPECTION	GENESIS	-		
BRIDGE MAINTENANCE	MISC. AS NEEDED	5,000		general maintenance (estimate)
EROSION CONTROL	MISC. AS NEEDED	5,000		Need on going repair for ponds; assumes 1 - 2 ponds per year.
COMPREHENSIVE FIELD TECH SERVICES	DPFG FIELD SERVICES	15,440		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 for Field Service Tech
STREET SWEEP	GRIFFIN PARKING AND USA SERVICES	-		No longer required
CONTINGENCY		3,000		For unaccounted items not appropriated in other line items
SECURITY - OTHER		-		
CAPITAL OUTLAY & MISC CONSTRUCTION		-		Common area enhancements (e.g. new aerators, electric and plumbing)
HOLIDAY LIGHTING		15,000		Holiday Lighting requested increase to include amenity center and front bridge and event cost

STATEMENT 3
UNION PARK - 609 UNITS

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
AMENITY CENTER OPERATIONS				
POOL SERVICE CONTRACT	SUNCOAST POOL SERVICES	20,440	Pending PO #	Clean pool 3 times a week per week October - April (\$1,495) and service 4 times per week May - September (\$1,995)
POOL MAINTENANCE & REPAIRS	SUNCOAST POOL SERVICES	2,500		Miscellaneous repairs and maintenance as needed; including key pads
SECURITY KEY PAD & POOL ACCESS	CSI	3,000		Key pad maintenance pool gate
SECURITY	CRITICAL INTERVENTION	3,600	OM-UP-002	Critical Intervention - security monitoring at clubhouse
SPALSH PAD REPAIRS	SUNCOAST POOL SERVICES	3,000		Splash pad feature repair (valves, animal features, etc)
POOL PERMIT		275		Statutory Requirement
AMENITY MANAGEMENT		4,500		Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity
AMENITY CENTER PRESSURE WASH	H2 POOL SERVCIES	5,250	OM-UP-078	\$5,250 yearly (2 x month Mar - Nov, and 1 x month Dec - Feb)
AMENITY CENTER CLEANING & MAINTENANCE	H2 POOL SERVCIES	16,400	OM-UP-078	Cleaning 7 days a week, 52 weeks \$11,760. (janitorial service for restrooms and common areas). Additional cleaning after heavy use on hot days or holidays (\$5000)
AMENITY CENTER INTERNET	BRIGHTHOUSE	2,100		Internet for amenity center-\$175 monthly
AMENITY CENTER ELECTRICITY	TECO	10,800		Estimated at \$900 per month based on historical average
AMENITY CENTER WATER	PASCO COUNTY	10,200		32885 Natural Bridge Road - estimated at \$850 per month based on historical averages
AMENITY CENTER PEST CONTROL	EARTH TECH	1,440	OM-UP-DPFG-034	Pest Control Services - \$120 mo.
AMENITY CENTER RUST REMOVAL		-		
PET WASTE REMOVAL	POOP 911. UP-005	5,340	OM-UP-005-CO2	Increase in Pet Waste Services in December 2017, \$445 monthly until Dec. 2018. New rate in 2019
REFUSE SERVICE		1,222	OM-UP-128	Waste Management Service is \$94 monthly for a 4 yard dumpster to be picked up 2x week. Included an additional \$94 for extra pickups
LANDSCAPE MAINTENANCE -INFILL		10,000		Estimated for unanticipated landscape & irrigation repairs
COMMUNITY EVENTS & SUPPLIES		-		Estimated for events

STATEMENT 3
UNION PARK - 609 UNITS

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
MISC AMENITY CENTER REPAIRS		10,000		Amenity facilities repairs and maint. including landscape, paver repair, cabinets repair and other general amenity maintenance items. Electrical, plumbing, etc
AMENITY CONTINGENCY		10,000		Maintenance and repairs of landing shelters, mail kiosk, tot lot, dog park, walkway exercise equipment, Zen garden, bird houses, etc.
OPERATING FUND CONTINGENCY		40,000		Need 2 months operating expenses to cover expenditures until receipt of tax assessments; covered with developer funding contributions in prior fiscal years.

EXHIBIT 5.

RESOLUTION 2019-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNION PARK COMMUNITY DEVELOPMENT DISTRICT GRANTING THE AUTHORITY TO EXECUTE REAL AND PERSONAL PROPERTY CONVEYANCE AND DEDICATION DOCUMENTS, AND PLATS AND OTHER DOCUMENTS RELATED TO THE DEVELOPMENT OF THE DISTRICT'S IMPROVEMENTS; APPROVING THE SCOPE AND TERMS OF SUCH AUTHORIZATION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to construct, install, operate, and/or maintain systems and facilities for certain basic infrastructure including, but not limited to, stormwater management system, roadway improvements, water and sewer utility systems, recreation improvements, underground electric, and other improvements; and

WHEREAS, the District has adopted, or intends to adopt, a report of its District Engineer, as may be amended and/or supplemented ("**Engineer's Report**"), which sets forth the scope of the District's capital improvement plan and the improvements which are to be constructed therewith ("**Improvements**"); and

WHEREAS, in connection with the development of the Improvements in accordance with the Engineer's Report, which includes, but is not limited to, obtaining all necessary permits and approvals from local governments and agencies for the construction and/or operation of infrastructure improvements, the District is required, from time to time, to accept, convey and dedicate certain interests in real and personal property, including, but not limited to easements, plat dedications, deeds and bills of sale for infrastructure improvements ("**Permits and Conveyances**"); and

WHEREAS, to facilitate the efficient development of the Improvements, the District desires to authorize the Chair of the Board of Supervisors to approve and execute the Permits and Conveyances necessary to finalize the development of the District's capital improvement plan ("**Conveyance Authority**"); and

WHEREAS, the Conveyance Authority shall be subject to the District Engineer and District Counsel agreeing that each such proposed Permit or Conveyance is legal, consistent with the District's improvement plan and necessary for the development of the Improvements; and

WHEREAS, the Board of Supervisors finds that granting to the Chair the Conveyance Authority is in the best interests of the District so that the development of the Improvements may proceed expeditiously, subject to the terms and limitations imposed by this Resolution.

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

- 1. INCORPORATION OF RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.
- 2. DELEGATION OF AUTHORITY.** The Chair of the District’s Board of Supervisors is hereby authorized to sign, accept or execute Permits and Conveyances as defined above. In the event that the Chair is unavailable, any Board Supervisor is authorized to sign, accept or execute Permits and Conveyances as defined above. The Vice Chair, Secretary, and Assistant Secretary of the District’s Board of Supervisors are hereby authorized to countersign any such Permits and Conveyances. Such authority shall be subject to the District Engineer and District Counsel’s review and approval.
- 3. SEVERABILITY.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.
- 4. EFFECTIVE DATE.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 12TH DAY OF JUNE, 2019.

**UNION PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: Paul Cusmano

Chair/ Vice Chair
Print Name: Mike Lawson

EXHIBIT 5.

RESOLUTION 2019-05

A RESOLUTION RE-DESIGNATING OFFICERS OF THE
UNION PARK COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Union Park Community Development District at the business meeting held on _____, 2019 desires to appoint the below recited persons to the offices specified.


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

1. The following persons were appointed to the offices shown, to wit:


<u>Mike Lawson</u>	Chairman
<u>Doug Draper</u>	Vice Chairman
<u>Paul Cusmano</u>	Secretary
<u>Patricia Comings-Thibault</u>	Treasurer
<u>Maik Aagaard</u>	Assistant Treasurer
<u>Janet Johns</u>	Assistant Secretary
<u>Lori Price</u>	Assistant Secretary
<u>Christie Ray</u>	Assistant Secretary
_____	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Union Park Community Development District and are hereby declared null and void.

Adopted this ____ day of _____, 2019.

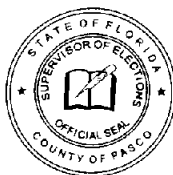


Mike Lawson
Chairman



Paul Cusmano
Secretary

EXHIBIT 6.



Supervisor of Elections

PO BOX 300, Dade City FL 33526-0300

1-800-851-8754
www.pascovotes.com

April 26, 2019

Lore Yeira
DP&F Group
15310 Amberly Drive Suite 175
Tampa FL 33647

Dear Lore Yeira:

Pursuant to Florida Statute, the following voter registration statistics are provided for their respective community development districts as of April 15, 2019.

- | | |
|--|-------|
| • Epperson Ranch Community Development District | 556 |
| • Epperson Ranch II Community Development District | 0 |
| • Highlands Lakes Community Development District | 0 |
| • Mirada Community Development District | 0 |
| • Union Park Community Development District | 1,102 |
| • Zephyr Lakes Community Development District | 0 |

According to the development district's website, you are listed as the district manager for the above. If you are no longer the manager for these districts, please let me know at your earliest convenience.

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood
Chief Administrative Officer

EXHIBIT 7.

Pool Maintenance and Service Agreement

This Pool Maintenance and Service Agreement (this “**Agreement**”) is entered into as of March 7, 2019, between the Union Park **Community Development District**, whose mailing address is c/o DPGF, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647 (the “**District**”) and **Suncoast Pool Service** whose mailing address is 3713 Zachery St, New Port Richey, FL 34665 (the “**Contractor**”).

Background Information:

The District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes. The District owns and operates the swimming pool facilities at the District’s amenity center and desires certain pool maintenance services. The Contractor provides pool maintenance services. The District desires to retain the Contractor to provide services as described in this Agreement.

Operative Provisions:

1. **Incorporation of Background Information.** The background information stated above is true and correct and by this reference is incorporated as a material part of this Agreement.
2. **Scope of Services.** The Contractor shall perform all work, including all labor, material, equipment, supervision, and transportation necessary to perform the services as more fully set forth in the proposal attached hereto as **Exhibit A**.
3. **Term and Renewal.** The initial term of this Agreement shall be for one year from the date of this Agreement. At the end of the initial term, this Agreement shall automatically renew for subsequent one-year terms pursuant to the same price and contract provisions as the initial term, until terminated by either party pursuant to the termination provision below.
4. **Termination.** Either party may terminate this Agreement without cause with thirty (30) days written notice to the other party. Upon termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.
5. **Compensation.** The District agrees to compensate the Contractor for the work described above in the amount of \$1495.00 per month October through April and \$1995.00 per month May through September. Contractor shall provide the District with an invoice for the work performed in the previous month. The District shall pay Contractor within forty-five (45) days of receipt of the invoice.
6. **Damage to Property.** The Contractor shall be responsible for any damage caused by Contractor’s negligence.
7. **Relationship Between the Parties.** It is understood that the Contractor is an independent contractor and shall perform the services contemplated under this Agreement. As an independent contractor, nothing in this Agreement shall be deemed to create a partnership, joint venture, or employer-employee relationship between the Contractor and the District. The Contractor shall not have the right to make any contract or commitments for, or on behalf of, the

District without the prior written approval of the District. The Contractor assumes full responsibility for the payment and reporting of all local, state, and federal taxes and other contributions imposed or required of the Contractor during the performance of services to the District.

8. **Compliance with Governmental Regulations.** The Contractor shall comply with necessary economic, operational, safety, insurance, and other compliance requirements imposed by federal, state, county, municipal or regulatory bodies, relating to the contemplated operations and services hereunder. The Contractor warrants and represents the Contractor is currently in compliance with and shall hereafter comply with all federal, state and local laws and ordinances relating in any way to the services provided hereunder.
9. **Insurance.** The Contractor shall carry commercial general liability insurance of no less than \$1,000,000. The Contractor shall deliver to the District proof of insurance referred to herein or a certificate evidencing the coverage provided pursuant to this Agreement and naming the District as "Additional Insured" under such policy. Such insurance policy may not be canceled without a thirty-day written notice to the District. The Contractor will maintain Workers Compensation insurance as required by law.
10. **Indemnification.** Contractor agrees to indemnify, defend and hold the District and its supervisors, officers, managers, agents and employees harmless from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the Districts limitations on liability contained in section 768.28, Florida Statutes, or other statute or law. Any subcontractor retained by the Contractor shall acknowledge the same in writing. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.
11. **Public Records.** As required under Section 119.0701, Florida Statutes, Contractor shall (a) keep and maintain public records required by the District in order to perform the service, (b) upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law, (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of this Agreement if the Contractor does not transfer the records to District, (d) meet all requirements for retaining public records and transfer, at no cost, to the District all public records in possession of the Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE

CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 418-7473, OR BY EMAIL AT paul.cusmano@dpfg.com, OR BY REGULAR MAIL AT 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

12. **Controlling Law.** This Agreement shall be governed under the laws of the State of Florida with venue in the county the District is located in.
13. **Enforcement of Agreement.** In the event it shall become necessary for either party to institute legal proceedings in order to enforce the terms of this Agreement, the prevailing party shall be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party.
14. **Severability.** If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect.
15. **Assignment.** This Agreement is not transferrable or assignable by either party without the written approval of both parties.
16. **Amendment.** This Agreement may not be altered, changed or amended, except by an instrument in writing, signed by both parties hereto.
17. **Arm's Length Transaction.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
18. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.
19. **Entire Agreement.** This Agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party, except as set forth in this Agreement. This Agreement shall supersede and subsume any prior agreements. To the extent that any provisions of this Agreement conflict with the provisions in any exhibit, the provisions in this Agreement shall control over provisions in any exhibit.

Suncoast Pool Service

**Union Park
Community Development District**

Name: Sean Connerty
Title: President

Michael Lawson
Chair of the Board of Supervisors

Suncoast Pool Service Commercial Service Agreement

This Agreement to begin 5 / 8 / 19

Between

Suncoast Pool Service

3713 Zachery St, New Port Richey, FL 34665 Contact Number 727-271-1395
and

Union Park

1. DEFINITIONS

For the purpose of this agreement the following terms shall be defined as follows:

- a. The Company - Suncoast Pool Service (SCPS) being the first party to this agreement and being the DBA of Connerty Pools Inc. Both companies being registered and licensed to conduct business by the Department of State and the Division of Corporations within the State of Florida.
- b. **Union Park** - being the second party to this agreement.
- c. CPO - Certificated Pool and Spa Operator. Such person shall be currently certified by the National Swimming Pool Foundation.
- d. Service - SCPS will provide labor needed in accordance with the terms and conditions of this agreement to provide a clean and safe facility for the customer and their patrons, by either party.

2. TERMS

The parties assigned hereto agree that the term of this contract is (12) twelve months and may renew for an additional (12) months following the expiration of the initial (12) months or any renewal term thereafter, by written agreement of both parties. This contract can be terminated with a 30 day written notice at any time.

3. SERVICE

The company will provide service to the customer at their facility in respect to the following:

- a. Service (3) times per week October-April: Service (4) times per week May-September
- b. Cleaning of the Swimming Pool to include cleaning of tiles and underwater debris.
- c. Cleaning of filters, pumps and chlorinator feeders on a regular basis.
- d. Chemicals analysis of water and treatment to provide and meet Health Department standards in respect to oxidation and sanitation.
- e. Maintain and interpret operational and recirculation efficiency of the filter and filter media.
- f. Check and interpret gauges, flow meters and monitoring equipment for operational efficiency.
- g. Repairs are additional costs to customer.
- h. Chemicals included

4. PAYMENT

- a. The Company and the Customer hereby agree that the amount of \$ 1495.00 per month for (3) days per week and \$1995.00 per month for (4) days per week.
- b. The Company will invoice the Customer on a monthly basis for services rendered. The full amount of the invoice will be due and payable in 30 days of invoice.
- c. In the event legal action is necessary to enforce this contract the prevailing party shall be entitled to all costs of collection.

5. LIMITED LIABILITY

During the term of this agreement the Company will provide the Customer the aforementioned service and advice provided that the agreement with SCPS is current. THE LIMITED WARRANTY STATED IN THIS AGREEMENT IS GIVEN IN LIEU OF ANY OTHER GUARANTEE OR WARRANTY EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

6. DISCLAIMERS AND LIMITATION OF LIABILITY

- a. The Customer agrees that the Company is not responsible for any repair of any present damages at the facility.
- b. The Customer agrees that the Company assumes no responsibility for damages to the Customers property or equipment due to circumstances beyond its control including but not limited to, acts of God, power failures, equipment failures and lightning damage, etc.
- c. By entering into this agreement the Customer waives all claims whether property or personal in respect of incidental, special, consequential or punitive damages including but not limited to, loss of profits, loss of business opportunity, loss or use etc. which may result directly or indirectly from work performed by the Company, with the sole exception of claims for damages due to the gross negligence on the part of the Company and/or its employees.

7. ARBITRATION

The Company and the Customer herein agree that any controversy or claim between them arising out of or relating to this agreement shall be settled exclusively by arbitration except the parties to this agreement reserve the right to address legal action in a court of law for any amounts due the Company from the Customer, or for any amounts due to the Customer from the Company. Such arbitration shall be concluded in accordance with the commercial arbitration rules then in force of the American Arbitration Association. The arbitration award shall be final and binding on both parties. Judgement upon such arbitration award may be entered in any court having jurisdiction.

8. ACCESS TO PROPERTY

The Customer hereby agrees to permit and grant employees of the Company access to the facility to perform their duties in respect of the above at times accordance with this agreement or at mutually convenient times both parties.

9. MISCELLANEOUS

- a. The Customer will use every reasonable precaution to prevent injury to its patrons and will respect and adhere to any advice in this regard given by the Company.
- b. The Company shall only employ a CPO in regard to the servicing of the said facility.

10. CONSUMER'S RIGHT TO CANCELLATION

The Customer may cancel this contract without penalty or obligation prior to midnight or the third business day after this transaction.


11. ENTIRE AGREEMENT AND SEVERABILITY

This agreement constitutes the entire agreement between the parties herein and no other representatives or statements will be binding upon the parties. If any part of this agreement is held to be invalid or unenforceable for any reason, the remaining terms and conditions of this agreement shall remain in full force and effect.

This agreement can be terminated by either parties assigned hereto upon written notification and by giving thirty days notice of intended termination of contract.

The Company and Customer hereby acknowledge and agree with and consent to the representation contained within this agreement:

Suncoast Pool Service


By: ~~Sean Connerty~~, President

5/8/19
Date

By: Print

By: Signature

Date

EXHIBIT 8.

Vertex Water Features
 2100 N.W. 33rd Street
 Pompano Beach, Florida 33069
 1-844-432-4303
 www.vertexwaterfeatures.com

Aeration Maintenance Agreement

This Agreement made the date set forth below, by and between **Vertex Water Features**, a Florida Corporation, hereinafter called "**Vertex**", and

Mr. Paul Cusmano
Union Park CDD
 c/o DPFG Management and Consulting, LLC.
 15310 Amberly Drive, #175
 Tampa, Florida 33647
 (813) 418-7473 Ext. 104
 paul.cusmano@dpfg.com

One-Year Agreement - Automatic Renewal
 Semiannual Visits

Start Date: _____

Date of proposal: May 11, 2017 CB-R

hereinafter called "Customer". The parties hereto agree as follows:

1. **Vertex** agrees to perform aerator maintenance in accordance with the terms and conditions of this Agreement at the above-named site.
2. **SEMIANNUAL** (2) maintenance visits, as required (approximately once every 180 days).
3. **CUSTOMER** agrees to pay **Vertex**, its agents or assigns, the following sum for aerator maintenance:

Two (2) Vertex Aeration Systems Systems: **\$291.00 Semiannually**
Site #1: One (1) AIR 3
Site #2: One (1) AIR 3VBS
 Includes Management Reporting

TAX EXEMPT

Our service includes the maintenance of the following:	
Compressor Services	QuietAir™ Cabinet Services
<ul style="list-style-type: none"> ◆ Replace compressor head gasket, piston cups and/or vanes, as needed to maintain required air volume & pressure output. ◆ Adjust air manifold and pressure relief valves to insure optimal performance. ◆ Replace external air filter twice per year. ◆ Replace internal air filters once per year. ◆ Clean muffler assembly and filter. ◆ Check and adjust compressor, CFM and PSI calibrate pressure relief valve. 	<ul style="list-style-type: none"> ◆ Inspect and lubricate cooling fan. ◆ Remove excessive grass/weed growth from around compressor cabinet(s) to maintain optimal air flow and operating temperatures. ◆ Application of fire ant bait around cabinet, if necessary. ◆ Clean cabinet interior. ◆ Lubricate cabinet hinges and barrel lock. ◆ Test and reset GFI circuitry.
AirStation™ Diffuser Services	BottomLine™ Air Line Services
<ul style="list-style-type: none"> ◆ Flex clean and adjust each AirStation™ diffuser assembly, for proper air flow and optimal performance. 	<ul style="list-style-type: none"> ◆ Inspect and repair, airline supply tubing and fittings.
No parts or special repairs are included in our service other than those parts specified above. Additional repairs will be invoiced separately. By charging for maintenance, Vertex does not assume responsibility for parts failure and repair costs not covered above.	

The above price is effective for 6 months from the date of this proposal.

Tax Exempt. If you are tax exempt, please provide a copy of your Tax Exemption Certificate.

1. If **CUSTOMER** requires **Vertex** to enroll in any special third-party compliance programs invoicing or payment plans that charge **Vertex**, those charges will be invoiced back to **CUSTOMER**.
2. This transaction is subject to the terms and conditions quoted below, notwithstanding any conflicting provisions submitted by **BUYER**.
3. This Agreement shall have as its effective date the first day of the month in which services are first rendered to **CUSTOMER**. If this maintenance agreement is part of a corresponding installation agreement, the maintenance

services will not begin until the installation is complete. If this is the case, then a notice will be sent to confirm commencement of service.

4. Customer agrees that the services to be provided are for the benefit of CUSTOMER regardless of whether CUSTOMER has direct legal ownership of the work areas specified. In the event that CUSTOMER does not directly own the areas where services are to be provided, CUSTOMER warrants and represents that he has control of these areas to the extent that he may authorize the specified services and agrees to hold VERTEX harmless for the consequences of such services not arising out of VERTEX sole negligence.

5. Neither party shall be responsible in damages, penalties or otherwise for any failure or delay in the performance of any of its obligations hereunder caused by fires, floods, strikes, riots, war, acts of God, accidents, material unavailability, governmental order and/or regulations. Upon termination, any advance payments made for services which would have been rendered CUSTOMER after date of terminate shall include, without limitation, increased material and transportation costs resulting from the supplementary supply conditions.

6. VERTEX, at its expense, shall maintain the following insurance coverages: Workman's Compensation (statutory limits), General Liability, Property Damage, Products and Completed Operations Liability, and Automobile Liability.

7. If at any time during the term of this Agreement, CUSTOMER feels VERTEX is not performing in a satisfactory manner, or in accordance with the terms of this Agreement, CUSTOMER shall inform VERTEX by certified mail, return receipt requested, stating with particularity the reasons for CUSTOMER's dissatisfaction. VERTEX shall investigate and attempt to cure the defect. If, after thirty (30) days from the giving of the original notice, CUSTOMER continues to feel VERTEX's performance is unsatisfactory, CUSTOMER may terminate this Agreement by giving notice ("second Notice") to VERTEX and paying all monies owing to the effective date of termination. In this event, the effective date of termination shall be the last day of the month in which said second notice is received by VERTEX.

8. VERTEX agrees to hold CUSTOMER harmless from any loss, damage or claims arising out of the sole negligence of VERTEX; however, VERTEX shall in no event be liable to CUSTOMER, or others, for indirect, special or consequential damages resulting from any cause whatsoever.

9. Collection terms are net 30 days from invoice date. In consideration of VERTEX's providing services and/or products, the CUSTOMER agrees to pay its statements within 30 days of the statement date. All amounts remaining due and owing 30 days after billing by SELLER shall bear interest at the rate of 1.5% per month until paid in full. The CUSTOMER also agrees to pay all costs of collection, including reasonable attorneys' fees. VERTEX may cancel this Agreement, If CUSTOMER is delinquent more than sixty (60) days on their account. *Checks should be made payable to Vertex Water Features, Inc.*

10. **Automatic Extension.** Upon the anniversary date, this Agreement shall automatically be extended for successive twelve month periods, unless notice of non-renewal has been received by VERTEX, in writing, at least thirty (30) days prior to the anniversary date. The anniversary date shall be the first day of the month in which services were first rendered under this Agreement. Prices specified are firm throughout the original term of the contract; but, thereafter, VERTEX may, with thirty (30) days' pre-notification, change pricing effective upon the next anniversary date. If you do not agree with a proposed price change, you must notify us in writing within twenty-one (21) days after receipt of our price change notice. VERTEX shall then have the option of terminating this Agreement without penalty to you.

11. If this Agreement is signed by owner's agent, a change in agent will not void the terms of this Agreement.

12. This Agreement constitutes the entire agreement of the parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both VERTEX and the CUSTOMER.

13. In the event of any dispute arising hereunder, the prevailing party shall be entitled to an award of reasonable attorney's fees and court costs against the non-prevailing party including appellate level.

14. The sole and exclusive jurisdiction and venue for the determination of any disputes arising hereunder between the parties hereto shall be the 17th Judicial Circuit in and for Broward County, Florida and the undersigned agrees that said court shall have jurisdiction over the undersigned for determination of any disputes between the parties to this Agreement.

Vertex Water Features' Signature	Date
----------------------------------	------

Customer/Authorized Agent's Signature	Title
---------------------------------------	-------

Print Name	Date
------------	------

Print Company Name

EXHIBIT 9.

THE ROAD TO ADA COMPLIANCE



Required as of 10/01/2019

Compliance: The 2 Components

- 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

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

➤ 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 – 1st 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

- 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

ATTACHMENT B

Statute Required Documents

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.¹
- n. Final adopted budgets must be posted within thirty (30) days after adoption and now remain on District websites for two (2) years.²
- o. Budget amendments must be posted within five (5) days after adoption and now remain on District websites for two (2) years.³
- 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.

¹ Fla. Stat. § 189.016(4).

² Fla. Stat. § 189.016(4).

³ 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