

Parker Road Community Development District

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www.parkerroadcdd.com

The Board of Supervisors Workshop Meeting of **Parker Road Community Development District** will be held at 11:00 AM at the Clubhouse located at **11701 SW 30th Ave, Gainesville, FL 32608**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 790 562 990 #

<https://pfmgroup.webex.com/meet/carvalhov>

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

Business Matter

- General Overview of CDD Matters

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
 - Field Manager & Lifestyle Manager
- Audience Comments
- Supervisors Requests

Adjournment



CDD “101” Workshop

Parker Road CDD

Kutak Rock LLP

107 W. College Avenue
Tallahassee, Florida 32301
850-692-7300

PFM Group Consulting LLC

3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817
407-723-5900

Topics for Today

- What's a CDD?
- What does Parker Road CDD do?
- How is CDD different than HOA?
- CDD Operations
- Budget and Assessments
- Board of Supervisors
- Elections

What's a CDD?

Local unit of special purpose government

- Established under the Uniform Community Development Act of 1980 (Chapter 190, F.S.)
- Provides a mechanism to finance, construct and maintain high quality improvements and amenities with issuance of bonds
- Separate from, and NOT an arm of, the County
- Also separate from HOA
- Independent entity that is separate from its residents

What does the CDD do?

Allowed By F.S. 190:

- Construct and maintain public infrastructure
- Issue long-term bonds
- Levy and collect non-ad valorem assessments for debt service
- Levy and collect operating and maintenance assessments
- Contract for services

Not Allowed By F.S. 190:

- Issue building permits
- Regulate land use/zoning
- Issue development orders
- Provide police services
- Enforce code compliance
- Architectural review

What does the CDD do?

CDD owns, operates and/or maintains certain community infrastructure including:

- Amenities and Recreation Areas
- Entrances, Amenity Center and Common Areas Landscaping
- Stormwater Management System

But the CDD does not operate or maintain:

- Roadway Improvements – Maintained by Alachua County
- Utility Improvements (Water/Sewer/Irrigation) – Maintained by GRU
- Architectural Street Lights – Maintained by the CDD

CDD Operations - Staff

District Manager	District Counsel	District Engineer
Administrator of the CDD, oversees the CDD's operations	Legal counsel to the CDD, ensures that the CDD conducts its business in accordance with Florida law	Engineer of the CDD, provides support services regarding planning, designing, permitting, construction, and operation and maintenance of the CDD's infrastructure
Vivian Carvalho PFM carvalhov@pfm.com (407) 723-5900	Katie Buchanan Kutak Rock LLP katie.buchanan@kutakrock.com (850) 692-7300	Robert J. Walpole CHW, Inc. walpole@chw-inc.com (386) 518-5164

CDD Operations – District Manager

- The District Manager has “charge and supervision of the works of the district”
- The Board makes policy; the District Manager implements the Board’s policies
- District Managers get their authority from Chapter 190, Florida Statutes, and the contract between the District and the management company
- The District Manager has clerical and accounting staff to assist with District operations

CDD Operations – District Counsel & District Engineer

District Counsel

- District Counsel works for the Board, not the District Manager
- District Counsel works with the District Manager and staff to help protect the District from legal risks and achieve its goals

District Engineer

- Assists with permit compliance
- Assists with maintenance of infrastructure
- Assists with the construction of the District's improvement plan

CDD Operations - Vendors

Amenity/Operations Manager

Leland Management, Inc.

Landscape Maintenance Provider

Cepira Landscape, LLC & SkyFrog Landscape

Stormwater Ponds Maintenance Provider

Solitude Lake Management

Pool Maintenance Provider

Southern Escapes, LLC

Pest Control

Gainesville Pest Control/ Arrow Exterminators

CDD Operations - Meetings

Seven days prior to the meeting:

- Notice is published in a newspaper
- The agenda is posted on the District's website:

www.parkerroadcdd.com

Day of meeting:

- Meeting is open to the public
- Quorum = three supervisors attending in person

CDD Operations - Meeting Agenda

Set by the District Manager with input from District Counsel and the Chairperson.

Typical items include:

- Audience Comments on Agenda Items – each individual is entitled to three (3) minutes to present comments to the Board on matters included in the agenda
- Minutes and Expenditures
- Business Items
- Staff Reports
- Supervisor Requests
- Audience Comments on General Items – each individual is entitled to three (3) minutes for comments on general issues or concerns relating to the District
- **Comments Concerning a Maintenance Related Item Will Need to be Addressed by the Operations Manager or District Manager Outside the Context of the Meeting**

CDD Operations - Meeting Protocol

- Board members review the agenda in advance and follow up with District Staff if they have questions on agenda items
- The Board will receive audience comments and may address such comments upon conclusion of the public comment period, but is not required to engage in discussion
- Comments will not be received outside of a designated public comment period
- Comments concerning a maintenance related item will need to be addressed by the operations manager or district manager outside the context of the meeting
- Disruptive audience members may be asked to leave

CDD Operations - Governing Documents

Florida Statutes

Establishment Ordinance

- Parker Road CDD – established by Alachua County Ordinance No. 06-10

Resolutions

- Kept at the Records Custodian's Office – Oakmont Amenity Center

Rules of Procedure

- Parker Road CDD Rules of Procedure can be found at <https://parkerroadcdd.com/wp-content/uploads/2021/05/pr-rules-of-procedure-7.17.20.pdf>

Rates, Fees and Amenity Policies

- Parker Road CDD Amenity Rules, Policies and Rates can be found at the District Website www.parkerroadcdd.com

Budgets & Assessments – Annual Budget Process

By June 15th – District Manager presents proposed budget at board meeting.

- **The CDD may consider the proposed budget for the upcoming fiscal year as early as March, April, or May**

If assessments increase above previously noticed amount, the District mails notice to residents

By October 1st – District Manager presents updates to proposed budget at the board meeting

- Board receives comments and/or objections to the budget during budget hearing
- Board may adjust and/or decrease budget based on comments received, but may not increase the assessments higher than the noticed amount
- **The CDD will hold its budget hearing no sooner than 60 days after approving the proposed budget**

Budgets & Assessments – CDD Assessments

Two Components (together, “Special Assessments” or “CDD Assessments”)

- Debt Service Assessments
- Operations & Maintenance Assessments

Special Assessments

- Annual assessments on platted lots placed on county property tax bill
- Liens are co-equal with taxes
- HOA fees are separate
- Different from a “one-time” special assessment

Budgets & Assessments – CDD Assessments

Operations & Maintenance Assessments

- Based on operating budget approved at annual public hearing
- May change from year to year
- Directly tied to the operating expenses of the District
- Includes administrative costs and field maintenance
- Cannot be paid off

Debt Service Assessments

- Established at issuance of bonds
- Does not change from year to year
- Repays the debt service on the bonds used to pay for infrastructure
- Can be paid off

Board of Supervisors

- The Board of Supervisors consists of five (5) members called Supervisors
- Serves as the governing body of the District
- Receive input from constituents
- Makes material business decisions for the District
- Sets public policies implemented by staff
- Action taken shall be by majority vote of the board
- Authority of Chairperson/Vice-Chairperson set by Rules of Procedure

General Elections

- Held after CDD has been established for six years and has ≥ 250 qualified electors
- Conducted by the County Supervisor of Elections
- One vote per qualified elector
- Open to qualified electors – citizens of the United States, residents of the CDD, and registered to vote (including renters)

CDD v. HOA

How is a CDD different from an HOA?

- Governmental entity
- Sunshine Laws / Open Records / Sovereign Immunity
- Issues tax exempt bonds
- Revenue collection and enforcement
- Public procurement
- Typically no architectural review
- Elected Board of Supervisors

Questions?