

**Sweetwater Creek
Community Development District**

475 West Town Place, Suite 114

St. Augustine, Florida 32092

www.SweetwaterCreekCDD.com

April 16, 2025

Board of Supervisors
Sweetwater Creek Community Development District

Dear Board Members:

The Sweetwater Creek Community Development District Board of Supervisors Workshop is scheduled for **Wednesday, April 23, 2025 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095.**

Following is the agenda for the workshop:

- I. Roll Call
- II. Discussion of Draft Survey Regarding the Modification of the Land Use Designation for Tract K
- III. Discussion of Request for Proposals for Amenity and Field Operations and/or District Management Services and/or Financial Compliance and Accounting Support Services
- IV. Next Scheduled Meeting – Thursday, May 1, 2025 at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095
- V. Adjournment

SECOND ORDER OF BUSINESS

NOTE: THE FOLLOWING WILL BE TRANSFERRED TO AN ELECTRONIC SURVEY PLATFORM TO BE E-BLASTED TO RESIDENTS (GOOGLE FORMS, SURVEY MONKEY, ETC.).

Sweetwater Creek CDD Residents:

The Sweetwater Creek Community Development District (the “District” or “CDD”) is seeking your input! As many of you know, the District owns, operates, and maintains several “open space” common areas throughout the Palencia community, including the open space area at the end of the Onda Lane cul-de-sac (see map below) (referred to as the “Property”). The District is considering filing a petition with St. Johns County to modify the land use designation of the Property from open space to residential, for the purpose of converting the open space to up to seven (7) additional residential lots.

The goal for this project would be to sell the Property to a homebuilder/landowner, with the objective to yield additional revenue for the District's operating funds. The District is working with real estate professionals to project the potential proceeds from the sale of the Property. These proceeds would be entirely dedicated to benefitting all CDD residents.

Please note that this project is in the planning stages. No final decision has been made. The District is still gathering information from engineering, financial, and land use professionals, and will determine the viability and potential profit of the project. The District’s Board of Supervisors (“Board”) greatly values your input and will take the survey into consideration when deciding whether to move forward.

Please provide your feedback in the survey that follows:

QUESTION 1 (required): Do you support the idea of having the Property re-zoned, converted to residential lots, and sold to a homebuilder/landowner by the District for the purpose of supplementing the District's operating funds?

- Option A: Yes
- Option B: No

QUESTION 2 (required): Please provide your address.

- [short answer box]

QUESTION 3 (optional): Please provide any additional comments here.

- [short answer box]



THIRD ORDER OF BUSINESS

***SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT***

REQUEST FOR PROPOSALS

FOR

AMENITY CENTER AND FIELD OPERATIONS MANAGEMENT SERVICES

AND/OR

DISTRICT MANAGEMENT SERVICES

AND/OR

FINANCIAL COMPLIANCE AND ACCOUNTING SUPPORT SERVICES

_____, 2025

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1. GENERAL INFORMATION AND INSTRUCTIONS FOR PROPOSERS

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR AMENITY AND FIELD OPERATIONS MANAGEMENT AND/OR DISTRICT MANAGEMENT SERVICES

DATE	EVENT
XXX, 2025	Project Manual Available to Bidders
XXX, 2025	Site Available for Inspection
XXX, 2025	Deadline for Questions
XXX, 2025	Proposals Due
XXX, 2025	Board Meeting to Evaluate Proposals & Award Contract

Notice is hereby given that the Sweetwater Creek Community Development District (the “District”) will accept proposals from qualified firms interested in providing amenity and field operations management, district management, and/or Professional Employer Organization (human resources, payroll, benefits, and compliance) services for the District, as further described herein. The District intends to select the proposal that is in the best interests of the District. **Please note that this is an informal solicitation of proposals for contractual services and there is no right to protest this proposal package or the Board’s selection of the ultimate proposal.** In order to submit a proposal, each Proposer must, at a minimum, be authorized to do business in Florida, hold all required state and federal licenses in good standing, meet requirements set forth in Chapter 190, Florida Statutes, and other applicable law, and otherwise meet any applicable requirements set forth by the District. Firms interested in proposing shall be required to obtain a request for proposal package, available at the e-mail and address set forth herein.

All proposals should include the following information, among other things described herein:

- A. Completed and executed proposal forms as set forth herein.
- B. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person(s). Proposer shall demonstrate its level of experience and expertise in substantially similar operations.
- C. A narrative description of the Proposer’s approach to providing the services for each of the tasks as described in the scope of services provided herein.
- D. Complete pricing showing the total cost of providing the services, broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by Proposer. Three years of pricing **MUST** be included by the Proposer.
- E. A written statement how the Contractor proposes gross revenues from lessons and special events to be distributed.

- F. A draft organizational chart that identifies the Contractor's proposed staffing structure and hierarchy. Multiple organizational charts may be submitted if the Contractor wishes to propose more than one staffing structure option.

Firms desiring to provide a proposal should one (1) electronic copy of the required proposal no later than _____, _____, 2025 at 3:00 p.m. (EST), to Jennifer Kilinski and Mary Grace Henley, jennifer@cddlawyers.com and marygrace@cddlawyers.com. Proposal packages are available from the same.

Proposals shall bear the name of the Proposer and shall clearly identify the District. The District may choose not evaluate any proposal not completed as specified or missing the required documents. By submitting a proposal, Proposers acknowledge this is an informal solicitation of proposals for contractual services and there is **no** right to protest this proposal package or the Board's selection of the ultimate proposal.

Any firm submitting a proposal is strongly encouraged to attend the meeting of the District's Board of Supervisors to be held on _____, _____, 2025 at 4:00 p.m. at 1865 N. Loop Parkway, St. Augustine, Florida 32095. The Board of Supervisors will be evaluating the proposals at this meeting and each Proposer will be allocated time to describe their company and proposal(s) and to answer questions.

If the Proposer desires to propose an alternate approach to district management and/or operating and maintaining the District's Facilities based on Proposer's specialized knowledge and experience in this area, the Proposer is strongly encouraged to submit both a proposal responsive to the structure outlined herein and a separate, alternative proposal. The District requests what the Proposer deems the best staffing structure and information related thereto.

Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest of the District to do so. The District's Board of Supervisors shall review and evaluate the proposals in their individual discretion, and make any final determination with respect to the award of a final contract that is in the best interests of the District. The District reserves the right to reject any and all proposals, make modifications to the scope of the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District. There is no public procurement requirement for these services and as such bid protest rights are not afforded.

Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

Any and all questions relative to this project shall be directed in writing by email only to District Counsel, Jennifer Kilinski and Mary Grace Henley, no later than _____, _____, 2025 at 5:00 p.m.

Sweetwater Creek Community Development District

2. GENERAL DESCRIPTION OF DISTRICT FACILITIES TO BE MANAGED

The Sweetwater Creek Community Development District consists of approximately 865+/- acres of land located entirely within St. Johns County, Florida. The District owns, operates and maintains various common areas, parking lots (vehicular and golf), storm water management ponds and structures, potable water and sanitary sewer system, roadways/sidewalks, walking trails, gated entrance and guard house, signage, and landscaping and irrigation systems. The District also owns, operates and maintains an amenity center and related facilities, including a fitness center, outdoor fitness area, four (4) pickleball courts, playground, pool, and dog parks. The District also owns and maintains two parks and several open space and conservation/preservation lands.

The maintenance and management contracts currently in effect are public records and can be obtained by contacting: Jim Oliver at Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092; telephone: (904) 940-5850, joliver@gmsnf.com. Proposers should familiarize themselves with the District's lands and facilities prior to submitting a proposal. Proposers shall include five years of pricing with their submitted proposal and recognize that programming rights may be non-exclusive.

3. SCOPE OF MANAGEMENT SERVICES NEEDED

I. Amenity and Field Management

Contractor's Amenity and Field Management Staff at Sweetwater Creek CDD shall serve the District and community in a professional manner, providing the residents the numerous benefits of a first-class operation of the District facilities. Included within the responsibility of the complex's management is the occupation and oversight of the recreation facilities. Responsibilities include the greeting of residents, guests and potential residents as they enter the facility, registering patrons for activities and programs, monitoring the use and condition of the facility throughout the day, and attempting to resolve appropriate issues on behalf of the residents, as appropriate.

Furthermore, the management responsibility shall include professional interaction and coordination, along with contract administration, of and with other outside entities such as property management, landscape maintenance, pool maintenance, lake/pond maintenance, and other service contractors. Finally, aspects such as budgeting, policy recommendations and enforcement, safety/security recommendations, and coordination and communication with the District Board, residents and others shall be included. Attendance and reporting at District Board of Supervisors meetings will be a required job function for the management team.

a. Amenity and Field Management Staffing

i. Overview

The staffing responsibilities include all duties associated with employing the recreation staff, such as recruiting, hiring, training, overseeing, and evaluating such personnel (see "Personnel" below). **It is important to note that the staffing structure provided herein is highly flexible. The District encourages proposers to submit alternative staffing arrangements if they feel it would provide a better service to the District and its residents.**

The District preliminarily anticipates that the recreation staff will consist of a Director of Amenities, an Facility Manager, Janitorial/Custodial Services, Facility/Front Desk Attendants, and Maintenance Services (see "Personnel" below). Contractor shall be responsible for all necessary insurance payments (including workers' compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its staff. Please note, however, that the District reserves the right to enter into a separate agreement with a Professional Employment Organization (PEO) or other firm for one or more of the services identified herein and PEO's are invited to propose on the following scope of services.

ii. Personnel:

The **Director of Amenities** will be employed as a 40 hour per week, full-time position to oversee the amenity center, [field operations], and contract management on a year-round basis. The Director of Amenities will have the responsibilities of overseeing all amenity and fitness center staff and will provide a variety of programs and activities for residents. In addition, the Director of Amenities will communicate with residents regularly via e-blasts, website, and signage

to enhance the residents' awareness of upcoming events and activities, as well as their understanding of key facility policies and procedures.

The **Director of Amenities** will be responsible for the following:

- Professional interaction with and coordination with outside entities, which may include but not be limited to, coordination with District vendors, Marshall Creek CDD, the homeowner's association, [landscape maintenance], and other service contractors, other governmental agencies/enforcement agencies, along with the administration of contracts with one or more of the same.
- Supports the District Manager in monitoring the performance of the District's vendors and service providers and ensure that contractual requirements are met.
- [Monitor maintenance needs for District facilities and procure proposals for repair or additional service when needed].
- Oversight of recreational facilities, including processing reservation requests, monitoring the use and condition of the facility, responding to and reporting rules violations, and attempting to resolve issues on behalf of the residents, as appropriate.
- Attention to detail and great customer service.
- [Procure third-party proposals for any issue that cannot be repaired "in-house," i.e., by Contractor's staff at no additional cost to the District.]
- Oversight and daily management of all on-site staff and any others under the supervision and control of the Contractor.
- Enforce policies relative to the entire District; anticipate and report potential policy changes; and recommend possible solutions.
- Plan and execute multiple special events in addition to providing consistent activities throughout the year.
- Assist the District in the annual budgeting process, including preparing recreational budget projections and actual costs.
- Coordinate and communicate with the Board of Supervisors, other District staff, and others.
- Attend all Board of Supervisors meetings as requested by the District Manager.

The **Facility Manager** will be employed as a 40 hour per week, full-time position to primarily assist the Director of Amenities with the duties described above. The Facility Manager will also provide general administrative services for the District's recreational facilities and programs.

The **Facility Manager** will be responsible for the following:

- Build and retain relationships daily with all residents, families, and guests while aiding in their safety and enjoyment of the entire facility.
- Provide consistent and thorough communication to residents via phone, email, e-blast, newsletter, website, and face-to-face interaction.
- Occupy and monitor the use and condition of the Fitness Center throughout all operating hours.
- Provide professional interaction and coordination with other outside entities such

as property management, access control, and security services, and provide contract administration services for the same.

- Monitor the amenity facilities and equipment for safe conditions and usage; take appropriate and necessary actions to correct any unsafe conditions as quickly as able; and make any safety/security recommendations to the Director of Amenities, District Manager, or Board of Supervisors.
- Hire and train front desk staff.
- Manage Court Reserve software and creating accounts for residents.
- Manage POS software.
- Monitor fitness center data, including attendance trends.
- Code and submit third-party invoices.
- Order cleaning supplies for facilities as needed.

The Contractor will supply and manage part-time **Janitorial/Custodial** staff as needed to provide the services identified below at the frequencies identified in the chart below. The District preliminarily anticipates that Janitorial/Custodial services will be provided five (5) days per week (approximately 25-30 hours per week) year-round.

<u>Service</u>	<u>Frequency</u>
<u>Clubhouse</u>	
Empty and replace liners in all garbage cans	Each visit
Clean clubhouse restrooms and stock if needed	Each visit
Clean entrance doors inside and out	Each visit
Sweep and mop ceramic tile	Each visit
Wipe down all tables, coffee tables, and end tables	Each visit
Clean kitchen area, wipe down appliances	Each visit
Dust all pictures, light fixtures, A/C vents, and TVs	Monthly
Clean interior windowsills and glass windows	Monthly
Dust blinds/window treatments and interior ceiling fans	Monthly
<u>Pool/Playground Bathrooms</u>	
Empty and replace liners in all garbage cans	Each visit
Sanitize countertops and diaper changing stations	Each visit
Sanitize all toilets, urinals, and sinks.	Each visit
Sweep and sanitize floors	Each visit
Clean all mirrors	Each visit
Wipe down and disinfect partition doors	Each visit
Restock all paper products, soaps, and toiletries	As needed
Dust all light fixtures, vents, and doorframes	Monthly

<u>Exterior/Grounds</u>	
Empty all exterior garbage cans and replace liners	Each visit
Monitor pool deck for and dispose of all trash	Each visit
Clean exterior windows and windowsills	Monthly
Clean soffits and fascia boards	As needed, at least monthly
[Empty and replace liners in dog waste stations.]* *Note: currently under Maintenance scope.	[As needed, at least twice weekly]
<u>Recreational Amenities</u>	
Arrange pool furniture and blow off decks	Each visit
Clean water fountains	Each visit
Wipe down pool furniture	Weekly
Check sand in ashtrays and clean/replenish	Monthly
High dust exterior ceiling fans and light fixtures	As needed, at least weekly
Check light bulbs and replace as needed	Each visit
Check all ceiling fans and report repairs or replacements as needed	Each visit

The Contractor will manage part-time **Facility/Front Desk Attendants** at the amenity center for all facility operating hours and any necessary setup/closing services before and after operating hours.

The **Facility/Front Desk Attendants** are responsible for the following:

- Greet residents and guests.
- Address issues and concerns of residents and guests, escalating to management as appropriate.
- Enforce District policies and rules.
- Answer calls and manage reservations.
- Maintain clean common areas.
- Promptly report any repairs needed to the Amenity Manager.
- Fill out appropriate reports for medical and behavioral events.
- Support the Director of Amenities, Facility Manager, and other managers with administrative and miscellaneous support responsibilities.

The Contractor will supply and manage part-time **Maintenance** staff for an estimated twenty-four (24) hours per week onsite. The **Maintenance** staff will be responsible for the following:

- Provide general maintenance services at the amenity center and other District recreation facilities, including:
 - Pick up debris in and around the facility including all walkways, fields,

- courts and perimeter of the amenity center.
 - Inspect gym equipment and repair as able.
 - Monitor condition of all doors and gates and resolve problems as able.
 - Control cobwebs and prevent other debris from accumulating on exterior walls and light fixtures.
 - Replace interior and exterior lights.
 - Replace A/C filters as needed.
 - Inspect and clean playground features periodically.
 - Clean and maintain all features associated with the pickleball courts including; nets, fencing, windscreens, playing surface etc.
- Repair minor issues that do not require a trade license, can be completed in the required timeframe, and do not require prior approval from management.
- Keep walkways clear of debris.
- Inspect the property to identify and locate any needed repairs to sidewalks, common areas, and other CDD property.
- Coordinate with the Director of Amenities for large vendor repairs and projects.
- Pressure wash CDD property as needed.
- Stripe parking lots and walkways as needed.
- Perform general groundskeeping maintenance for the District's common areas, including:
 - Lake embankments
 - Mail kiosk areas
 - Community entrances
 - Debris and trash removal
 - Preserves
 - Passive parks
 - Pergolas
 - Rights-of-way
- [Empty and replace liners in dog waste stations.] *Move to janitorial? See above.
- Other responsibilities as assigned by the Director of Amenities, Facility Manager, or other managers.

What is Not Included in the RFP? If the proposer requires clarification about what is or is not included in the RFP, it shall seek guidance from the District in advance of submitting a proposal.

1. Performance of Primary Landscape Maintenance Services
2. Performance of Primary Aquatic Maintenance Services
3. Performance of Primary Pool Maintenance Services
4. Performance of Primary Preventative Maintenance of Fitness Equipment
5. Engineering Services
6. Legal Services
7. Auditing Services

II. District Management

Contractor shall serve the District and community in a professional manner, providing the residents the numerous benefits of a first-class operation of the District facilities. The management responsibility shall include professional interaction and coordination, along with contract administration, of and with other outside entities such as property management, landscape maintenance, and other service contractors. Finally, aspects such as budgeting, policy recommendations and enforcement, safety/security recommendations, and coordination and communication with the District's Board of Supervisors ("**Board**"), residents and others shall be included. Attendance and reporting at District Board of Supervisors meetings will be a required job function for the management team.

a. District Management General Responsibilities

- i. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, landowners' meetings, continued meetings, hearings, and workshops. Arrange for time, location, and all other necessary logistics for such meetings, hearings, etc., including broadcasting public meetings via conference call, Zoom, or other communications technology to allow virtual attendance by Board members, District staff, and residents.
- ii. Monitor the performance of the District's vendors and service providers and ensure that contractual requirements are met. The District manager will be responsible for the comprehensive management, operation, and maintenance of the District's amenity facilities and common areas, including but not limited to the following:
 1. Oversight of all employees, amenity-related independent contractors, and licensees of the District.
 2. Aid in the development of the amenity and capital reserve portion of the budgets related to the District's amenities.
 3. Coordinate necessary insurance, waivers, agreements, and other documentation through District staff to ensure all District-related activities are appropriately and legally documented to protect the District from additional liability exposure.
 4. Act as a liaison between District staff and the Board of Supervisors.
 5. Resolve and take ownership of any facility-related issues that may occur; communicate to the appropriate parties issues that may require additional resources or which are beyond the Contractor's expertise.
 6. Ensure all contractual obligations to the community are fulfilled with excellence; monitor vendor performance and communicate when standards are not being met.
 7. Maintain timely communication with District staff, the Board of Supervisors, and support staff.
 8. Provide timely communication with residents as it relates to concerns and/or requests.

9. Support and hold accountable all District staff to exceptional standards of service in their areas of responsibility; provide direction and support to said staff.
- iii. Ensure compliance with all statutes affecting the District, which include but are not limited to:
1. Certify Special District Update Form, as required each year.
 2. Assign and provide a Records Management Liaison Officer for reporting to the Division of Library and Information Services.
 3. Assign and provide contact person for the State Commission of Ethics for Financial Disclosure and other necessary coordination.
 4. Provide Form 1 Financial Disclosure filing information and/or documents to District Supervisors.
 5. Provide Form 1F Financial Disclosure filing information and/or documents for Supervisors whose terms end during District Manager's tenure, whether through term expiry or resignation.
 6. Monitor and provide Form 8B Memorandum of Voting Conflict to District Supervisors, as may be required from time to time.
 7. Monitor and provide updates to District organizational documents, including the Notice of Establishment, to authorities requesting and having jurisdiction.
 8. Maintain Disclosure of Public Financing and file with Department of Commerce.
 9. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
 10. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
 11. Provide written notice to property owners of public hearing on the budget and its related assessments.
 12. Provide copy of the initial Public Facilities report to the County as required by law and provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made, at a minimum every seven (7) years after initial submission.
 13. File name and location of the Registered Agent and Office location each year to all authorities having jurisdiction.
 14. Provide for publication and submission of the regular meeting schedule of the Board to the County, and in a newspaper of general circulation in the area of the District, as required by Florida Statute.
 15. Provide District map and updates, as provided by the District's Engineer, as needed to authorities requesting and having jurisdiction.
 16. Provide legal description and District boundary map, as provided by District's Engineer, as needed to the Supervisor of Elections.
 17. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15 of each year.

18. Provide for public records announcement and file document of registered voter data each June.
 19. Update Supervisor names, officer positions, and contact information to the State Commission on Ethics annually or otherwise as required.
 20. Certify and file the Form DR-421 Certification for Taxing Authorities that Do Not Levy Ad Valorem Taxes with the Department of Revenue on or before November 1 each year.
 21. Provide for the appropriate advertisement templates, required language, and services in order to effectuate proper notice of all public meetings of the Board in accordance with the applicable Florida Statutes, including but not limited to, notices of public hearings on assessments; the annual budget; establishment of rates, fees, or charges; rulemaking; uniform method of collection; and all other required notices of meetings, hearings and workshops.
 22. Provide instruction to property owners regarding the general election process and forms.
 23. Respond to bondholder's requests for information in a timely manner.
 24. Implement the policies established and adopted by the Board in connection with the operations of the District.
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- iii. Provide robust communication strategy, channels, and forms, etc. for District residents to contact the District Manager, including electronic communications, e-blasts, and community mailings, etc.
 - iv. Coordinate with other District staff, including the amenity management, field management, maintenance, and food and beverage golf course management providers.
 - v. Assist in the negotiation and oversight of contracts, as directed, the Board of Supervisors.
 - vi. Advise the Board on the status of negotiations, as well as contract provisions and their impacts on the District and provide contract administration services.
 - vii. Prepare and provide a monthly report of all contracts with start and expiration dates to allow for quick review of status.
 - viii. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation in advance of expiration of contracts.
 - ix. Advise the Board of any need for renewal or additional procurement activities and implement same.
 - x. Monitor certificates of insurance as needed per contracts.
 - xi. Answer project status inquiries from bonding companies, as required.

- xii. Staff an office location to process and respond to written, telephone, and/or e-mail inquiries from the public.
- xiii. Perform periodic performance assessments of District staff, vendors, etc., as requested by the Board.
- xiv. Proactively mitigate and manage risk and impact of management and staff turnover.
- xv. Implement and utilize effective workflow management tools for prioritization and tracking vendor projects, tasks, and activities.

b. District Management Administrative Responsibilities

- i. Prepare agendas for transmittal to the Board, District staff, and residents no less than seven (7) days prior to Board meetings.
- ii. Prepare meeting materials for other meetings, public hearings, etc., as needed.
- iii. Provide accurate minutes for all meetings, workshops, and hearings of the Board within seven (7) days following each meeting.
- iv. Provide a means of remote viewing (such as Zoom) for monthly Board meetings.
- v. Provide means for Board Members (or to the public by request) to receive a recorded video of the meeting.
- vi. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents in accordance with legal requirements and provide all documents to the District upon termination of services agreement in a timely manner.
- vii. Provide a method for Board members to access the database for research and information gathering.
- viii. Certify and file annual report to the Department of State, Division of Library and Information Services for storage and disposal of public records.
- ix. Protect the integrity of all public records in accordance with the requirements of Florida law.
- x. Respond to public records requires as required by law and in compliance with the District's public records policy, as adopted and in compliance with the District's *Rules of Procedure*.

- xi. Maintain “Record of Proceedings” for the District within St. Johns County, including meeting minutes, agreements, resolutions, and other records required by law.

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III. Financial Compliance and Accounting Services

a. Accounting

i. **Financial Statements:**

1. Establish Fund Accounting System in accordance with federal and state law, as well as Generally Accepted Auditing Standards (“GAAS”) and the Rules of the Auditor General. This includes the following:
 - A. Chart of Accounts; and
 - B. Vendor and Customer Master File; and
 - C. Report creation and set-up.
2. Prepare and ensure the accuracy of monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - A. Cash Investment Account Reconciliations per fund; and
 - B. Balance Sheet Reconciliations per fund; and
 - C. Expense Variance analysis.
3. Prepare and file Annual Public Depositor’s Report and distribute it to Florida Department of Financial Services.
4. Prepare and file Public Depositor’s and Indemnification Form on new accounts, as needed.
5. Facilitate banking relations with the District’s Depository and Trustee.
6. Prepare all other financial reports and ensure accuracy of the data contained in financial reports, as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1st of every year prepare an annual inventory of all District-owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide audit support to auditors for the required annual audit, as follows:
 - A. Review statutory and bond indenture requirements.
 - B. Prepare Audit Confirmation Letters for independent verification of activities.
 - C. Prepare all supporting accounting reports and documents as requested by the auditors.
 - D. Respond to auditor questions.
 - E. Review and edit draft report.
 - F. Prepare year-end adjusting journal entries as required.
10. Provide for transmission of the audit to all authorities having jurisdiction, as required by law.
11. Provide and file the Annual Financial Report, Bond Financing Reporting, and Financial Audit Report on or before the filing deadline(s) each year.

ii. **Budgeting:**

1. Prepare budget and backup material for and present the budget at all budget meetings, public hearings, and workshops. The budget is to be prepared in accordance with state law standards and requirements and shall be consistent with applicable Government Finance Officers Association (“GFOA”) and Governmental Accounting Standards Board (“GASB”) standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, St. Johns County, and all other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget-related public hearings and workshops.
4. Prepare all budget amendments on an ongoing basis as needed and additionally when requested by the Board.
5. Assist the Board in and during the process to retain an auditor and cooperate and assist in the performance of the audit by the District’s independent auditor.

iii. Accounts Payable/Receivable:

1. Administer the processing, review and approval, and payment of all invoices and purchase orders.
2. Ensure timely payment of vendor invoices and purchase orders.
3. Manage vendor information per W-9 reports.
4. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
5. Maintain checking accounts with qualified public depository, including reconciliation to reported bank statements for all accounts and funds.
6. Prepare year-end 1099 Forms for vendor payments, as applicable, and file reports with the IRS, as applicable.
7. Ensure monthly Vendor Payment Report (i.e., O&M Expenditures) reflects the current month and is never in arrears.
8. Provide monthly running balance report that ties back to monthly balance sheet and transaction history.

iv. Capital Program Administration:

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process construction requests, including:
 - A. Vendor Contract completion status; and
 - B. Verify Change Orders for materials; and
 - C. Check for duplicate submittals; and
 - D. Verify allowable expenses per Bond Indenture agreements such as Contract Assignment, Acquisition Agreement, Project Construction and Completion Agreement, as applicable.
3. Oversee and implement bond issuance related compliance, including but not limited to: coordination of annual arbitrage report, transmittal of annual audit

and budget to the Trustee, transmittal of annual audit and other information to dissemination agent (if other than District Manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual and/or quarterly disclosure reporting, updates, etc.

4. Provide asset tracking for improvements to be transferred and their value for removal from the District's Schedule of Property Ownership.
5. Provide for appropriate bid and/or proposal or qualifications processes for construction projects.

v. Purchasing:

1. Assist the Board in selection of vendors as needed for services, goods, supplies, and materials.
2. Obtain pricing proposals as needed and in accordance with District rules and Florida law.
3. Prepare RFPs for administrative services, as needed, such as audit services, legal services, and engineering services.
4. Prepare and process requisitions for capital expenses, in coordination with the District's Engineer.
5. Ensure best price for the value when shopping for products, materials, services, labor, etc. with comparison evidence.

vi. Risk Management:

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District's Engineer and counsel, of the appropriate amount and type of insurance.
3. Procure all necessary insurance for the District.
4. Process and assist in the investigation of insurance claims, in coordination with the District's legal counsel.
5. Review insurance policies and coverage amounts of District vendors.
6. Provide an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
7. Maintain and monitor Certificates of Insurance for all service and contract vendors.
8. Investigate eligibility for and prepare application(s) for FEMA grants and other available funding when available, as needed.

b. Financial and Revenue Collection

i. Administer Prepayment Collection:

1. Provide payoff information and pre-payment amounts upon request of property owners. Payment may be required.
2. Monitor, collect, and maintain records of pre-payment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.

4. Prepare periodic continuing disclosure reports to investment bankers, bondholders, and reporting agencies.

ii. Administer Assessment Roll Process:

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties, or other assessable lands.
4. Convert final assessment roll to St. Johns County Property Appraiser or Tax Collector format and remit to St. Johns County.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to St. Johns County.

iii. Administer Assessments for Off Tax Roll parcels/lots:

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices, as necessary.

iv. True-Up Analysis:

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue, as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments, as necessary.

c. Additional Services

- i. **Meetings:** The Contractor, or his or her designee, is expected to attend all meetings, public hearings, and workshops of the Board of Supervisors, which may include attendance at the following meetings as an additional service:

1. Extended meetings, meaning those meetings that are beyond three (3) hours in length; and
2. Continued meetings; and
3. Special and additional meetings, not including the annual budget workshop.

ii. Financial Reports:

1. Modifications and Certification of Special Assessment Allocation Report.
2. True-Up Analysis:

- A. Should certain modifications be made to a Special Assessment Allocation Report, a review of the current platted and un-platted lots compared to the original development plan may be required to ensure adequate collection of assessment revenue.
 - B. Should it be required, prepare true-up calculations and invoice property owners for true-up payments.
- 3. Refinancing analysis.

iii. **Bond Issuance Services:**

- 1. Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- 2. Prepare Master and/or Preliminary Special Assessment Allocation Report and present to District board and staff as needed.
- 3. Prepare or provide signatures on all closing documents, certificates, or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

iv. **Bond Validation Services:**

- 1. Prepare Bond Validation Report determining the “not-to-exceed” par amount of bonds to be issued by the District and present to Board as part of the Bond Resolution.
- 2. Provide expert testimony at bond validation hearing in Court having jurisdiction.

v. Services related to amendment to District boundaries, as needed.

vi. Preparation of Grant Applications, as needed.

vii. Services as Escrow Agent, as needed.

d. **Additional Services Provided to Third Parties**

i. **Issue Estoppel Letters as Needed for Property Transfers:**

- 1. Prepare estoppel letter(s) reflecting current District assessment information as required for sale or transfer of residential or commercial property within the District, upon request.
- 2. Issue lien releases for properties which prepay within the District.

ii. **Bond Prepayment Processing:**

- 1. Collect bond prepayments, both short term and long term bonds, verify amounts, and remit to Trustee with deposit instructions.
- 2. Maintain collection log showing all parcels that have prepaid assessments.
- 3. Prepare, execute, and issue release of lien to be recorded in public records.

e. **PROPOSAL FORMS**

[Begins on following page.]

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