

*Cypress Park Estates
Community Development District*

Meeting Agenda

September 23, 2025

AGENDA

Cypress Park Estates

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

September 16, 2025

Board of Supervisors Cypress Park Estates Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of the **Cypress Park Estates Community Development District** will be held **Tuesday, September 23, 2025 at 10:00 AM** at the **Lake Alfred Public Library – 245 N Seminole Ave, Lake Alfred, FL 33850.**

Zoom Link: <https://us06web.zoom.us/j/82131226228>

Call-In Information: 1-646-876-9923

Meeting ID: 821 3122 6228

Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period (Public Comments are limited to three (3) minutes each)
3. Approval of Minutes of the August 7, 2025 Board of Supervisors Meeting
4. Organizational Matters
 - A. Administration of Oath of Office to Maria Perez (appointed June 24, 2025)
5. Presentation of KVV Memo Regarding Updated Provisions of the District's Rules of Procedure
 - A. Consideration of Resolution 2025-15 Setting a Public Hearing to Amend Rules of Procedure
 - B. Revised Rules of Procedure
6. Consideration of Resolution 2025-16 Re-Designating Principal Headquarters and Local Records Office Location
7. Consideration of Proposals for Playground Shade Structures
8. Discussion Regarding Payoff of Playground Lease Purchase Agreements (Requested by Supervisor Metzger)
 - A. Phase 1 Estimated Payoff Amount: \$22,215
 - B. Phase 2 & 3 Estimated Payoff Amount: \$39,000
9. Discussion Regarding Holiday Security Staffing (Requested by Supervisor Metzger)
10. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Consideration of Dewberry Work Authorization 2026-1 for Fiscal Year 2026 Engineering Services
 - C. Field Manager's Report

- D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
- 11. Other Business
- 12. Supervisors Requests and Audience Comments
- 13. Adjournment

MINUTES

**MINUTES OF MEETING
CYPRESS PARK ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cypress Park Estates Community Development District was held **Tuesday, August 7, 2025**, at 7:30 p.m. at the Balmoral Event Center, 116 Kenny Blvd, Haines City, FL 33884.

Present and constituting a quorum:

Steve Rosser
Alan Metzger
McKenzie Terrill *by phone*
Kristina Bolen

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Grace Rinaldi
Chace Arrington *by Zoom*
Joey Duncan *by Zoom*
Marshall Tindall

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Engineer, Dewberry
District Engineer, Dewberry
Field Manager GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 7:32 p.m. Three Supervisors were in attendance constituting a quorum and Supervisor Terrill joined via phone.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present in person but there were members attending via Zoom. She asked for any comments pertaining to agenda items. There were no comments at this time and the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the June 24, 2025, Board of Supervisors Meeting & the June 24, 2025 Audit Committee Meeting

Ms. Burns presented the minutes from the June 24, 2025 Board of Supervisors meeting and the June 24, 2025 Audit Committee meeting and asked for any changes or corrections. There being no corrections or changes, Ms. Burns asked for a motion of approval.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Minutes of the June 24, 2025, Board of Supervisors Meeting and the June 24, 2025 Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath to Maria Perez (Appointed June 24, 2025)

Ms. Burns stated that this would be tabled for the next meeting.

B. Consideration of Resolution 2025-11 Appointing Assistant Secretaries

Ms. Burns stated that this resolution will appoint Maria Perez and McKenzie Terrill as Assistant Secretaries as well as removing the previous Assistant Secretary.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, Resolution 2025-11 Appointing Assistant Secretaries, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2026 Budget

Ms. Burns noted that this public hearing has been advertised, and mail notice had been sent to all property owners within the community. Ms. Burns also stated for the record that there was a typo in the mailed notice referencing the current year's assessment amount. The proposed amount in the notice as well as the increase were correct. She asked for a motion to open the public hearing.

On MOTION by Mr. Rosser, seconded by Mr. Metzger, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns summarized the two versions of the budget and encouraged Board discussion and decision making to give the members of the public insight on which way the Board is leaning before making comment.

i. Consideration of Resolution 2025-12 Adopting the Fiscal Year 2026 Budget and Appropriating Funds

a) Option 1

b) Option 2

Ms. Burns summarized the two versions of the budget and encouraged Board discussion and decision making to give the members of the public insight on which way the Board is leaning before making comment. Option 1 shows an increase of \$125.73 for each lot while Option 2 has the same assessment as the current year with no increase. Both budgets are the same apart from the capital reserve contribution where Option 1 has a contribution of \$141,359 while Option 2 will contribute a lower amount of \$57,603 keeping the assessment amount the same as the previous year. Ms. Burns highlighted some changes for the Board and offered to answer any questions. Board direction is to go with Option 2 and Ms. Burns opened the discussion to the public for comment. There were no comments and Ms. Burns asked for a motion to approve the resolution adopting the Option 2 for the Fiscal Year 2026 budget keeping the per unit assessment the same as the current year.

On MOTION by Mr. Terrill, seconded by Mr. Metzger, with all in favor, Resolution 2025-12 Adopting the Fiscal Year 2026 Budget and Appropriating Funds, was approved.
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Ms. Burns asked for a motion to close the public hearing on the budget.

On MOTION by Ms. Bolen, seconded by Mr. Terrill, with all in favor, Closing the Public Hearing, was approved.

B. Public Hearing on the Imposition of Special Assessments

Ms. Burns noted that this has also been advertised and asked for a motion to open the public hearing.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-13 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented the resolution and stated that this will certify the assessment for collection based on the budget the Board has just adopted. She opened the floor to public comments. There being no comments, she asked for a motion to approve the resolution as amended based on the version of the budget the Board approved.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, Resolution 2025-13 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

Ms. Barns asked for a motion to close the public hearing.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-14
Designation of a Regular Monthly Meeting
Date, Time, and Location of Fiscal Year
2026**

Ms. Burns presented the resolution to the Board and noted the current meeting schedule has the Board meeting on the fourth Tuesday of each month at 10:00 a.m. Meeting dates in November and December that conflict with holidays will be moved to the third Tuesday of the month. There were no Board changes to the presented schedule and there was a motion of approval.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, Resolution 2025-14 Designation of a Regular Monthly Meeting Date, Time, and Location of Fiscal Year 2026, was approved.

SEVENTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal Year
2024 Audit Report**

Ms. Burns presented the Fiscal Year 2024 Audit Report to the Board and noted that it was a clean audit with no findings that was submitted to the State by the June 30th deadline.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Acceptance of Fiscal Year 2024 Audit Report, was approved.
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EIGHTH ORDER OF BUSINESS

District Goals and Objectives

A. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Burns presented the Fiscal Year 2026 goals and objectives that were included in the agenda package for review and noted that they are the same as the Fiscal Year 2025 goals and objectives that comply with the statutory requirements set forth by State legislation.

On MOTION by Mr. Rosser, seconded by Ms. Bolen, with all in favor, Adoption of Fiscal Year 2026 Goals & Objectives, was approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute

Ms. Burns noted that the District is on track to meet all the goals and objectives set for Fiscal Year 2025 and asked the Board to authorize the Chair to confirm that the goals have been met and execute the document to be submitted to the State.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute, was approved.

NINTH ORDER OF BUSINESS

**Ratification of License Agreement for
Holiday Lights with HOA**

Ms. Burns stated that there was a request to reach out to the HOA and District Counsel drafted and agreement saying that the HOA will take care of holiday lighting within the District. This has already been signed and Ms. Burns is just looking for a motion of ratification from the Board.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Holiday Lighting Agreement with HOA, was ratified.

TENTH ORDER OF BUSINESS**Ratification of Cost Share Agreement with HOA**

Ms. Burns stated that Counsel put together this agreement for the HOA to provided funds to the CDD to purchase shade structures. This has been signed by both the HOA and the CDD and Ms. Burns is looking for a motion for the Board to ratify that action.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Cost Share Agreement with HOA, was ratified.

ELEVENTH ORDER OF BUSINESS**Ratification of Agreement for Back to School Community Event on August 2nd**

Ms. Burns stated this event has already taken place as the community requested a back-to-school event to be held before the next meeting of the Board of Supervisors. The Chair approved an agreement that Counsel provided, and Ms. Burns is asking the Board to ratify that action.

On MOTION by Mr. Metzger, seconded by Mr. Bolen, with all in favor, the Agreement for Back to School Community Event on August 2nd, was ratified.

TWELFTH ORDER OF BUSINESS**Discussion of Approval of Community Events**

Ms. Burns stated as the amenity facility cannot be rented for privet events, but community events hosted by the HOA opened to all residents, use of common area tracts are common. Ms. Burns can provide a standard form in place for HOA use so staff can approve these types of events. Does the Board want to allow resident events if they meet the same insurance requirements. Discussion followed. Board direction is to allow the HOA and residents who meet the requirements to use common area tracts for events.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Use of CDD Common Areas for HOA or Resident Events, was approved.

THIRTEENTH ORDER OF BUSINESS

Feedback from Seven Day a Week Pool Security (requested by Supervisor Metzger)

Mr. Metzger wondered if there was any feedback from the seven day a week security. Good things have been said from the residents, but police have been called on multiple occasions. Board direction is to continue having security at the amenity for seven days a week from Memorial Day to Labor Day. No action was required from this item.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi had nothing further for the Board and offered to answer any questions. There were none and the next item followed.

B. Engineer

i. Ratification of Work Authorization 2025-1 to Provide District Engineering Services

Ms. Burns presented the ratification for work authorization 2025 to provide District Engineering services that are Dewberry's annual rates.

On MOTION by Mr. Rosser, seconded by Mr. Metzger, with all in favor, Work Authorization 2025-01 to Provide Engineering Services, was ratified.

ii. Ratification of Work Authorization 2025-2 to Prepare Annual Engineer's Report for 2025

Mr. Duncan noted that everything is being maintained up to standard and the report has items listed that will be needed some attention in the future. After review of the operations and maintenance budget, they believe it is sufficient for proper operations and maintenance of the District. Insurance review is also adequate for the community. Ms. Burns added that this report was due while the District did not have an engineer on Board and Dewberry got on this very quickly.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Work Authorization 2025-02 to Prepare Annual Engineer's Report for 2025, was ratified.

C. Field Manager's Report

Mr. Tindall stated presented the Field Manager's report and summarized it for the Board. A copy of the report was provided under separate cover for review. He presented proposals for repairs for the chair lift. He presented a repair and a replacement for Board consideration.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Replacing the Pool Chair Lift for the Hydro Powered Version, was approved.

Mr. Tindall presented a proposal for a picnic bench and presented options. Discussion followed. Board direction was to go with Option A with a slab to go underneath with a not to exceed amount as presented.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, Proposal for Picnic Bench Option A with Concrete Slab, was approved.

D. District Manager's Report**i. Approval of Check Register (April 15 – June 13)**

Ms. Burns presented the check register from the previously meeting. One motion was taken for both presented check registers.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Check Reister (April 15 – June 13), was approved.

ii. Approval of Check Register

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Check Register, was approved.

iii. Balance Sheet & Income Statement

Ms. Burns stated that financial statements were included in the agenda package for review and no action is required from the Board on this item.

iv. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns stated that access will be given after registration and not after closing and this action will modify that language.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

FIFTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION 5



MEMORANDUM

To: Board of Supervisors; District Staff

From: Kilinski | Van Wyk PLLC

Date: September 1, 2025

Re: Updated Provisions of the District's Rules of Procedure

Please find attached to this memorandum an updated version of the previously adopted Rules of Procedure ("Rules"). Revisions were made to maintain consistency between the Rules and current Florida law, including statutory changes adopted in the 2025 Legislative Session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting or proofreading changes are not summarized. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact your KVW attorney.

Business Hours

Language was added to Rules 1.0(3) and 3.11(1)(d) to clarify that the normal business hours of the District are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

Public Meetings, Hearings, and Workshops

Language was added to Rule 1.3(1)(d) to provide an earlier deadline for individuals to request accommodations for meeting participation. An individual requiring special accommodations to participate in the meeting, hearing, or workshop must contact the office of the District Manager at least three (3) business days prior to the scheduled meeting, hearing, or workshop.

Language was added to Rule 1.3(3) to provide examples of what may constitute "good cause" to amend a meeting agenda.

Language was added to Rule 1.3(6) to require that the notice for an emergency meeting include the specific reasons for the emergency meeting.

Notice of Rule Development

Rule 2.0(2) was revised to reflect the recent legislative change requiring the Notice of Rule Development to be published at least seven (7) days prior to the notice of rulemaking and thirty-five (35) days prior to the public hearing on the proposed rule. Rule 2.0(2) was also revised to require the Notice of Rule Development to include the following: (1) the grant of rulemaking authority for the proposed rule and the law being implemented; and (2) the proposed rule number.



Notices of Rulemaking

Rule 2.0(3) was also revised to reflect the recent legislative changes requiring the Notice of Rulemaking to include the following: (1) the proposed rule number; (2) the name, email address, and telephone number of the staff member who may be contacted regarding the intended action; and (3) the website where the statement of estimated regulatory costs may be viewed in its entirety, if applicable.

Rule 2.0(3) was further revised to require any material proposed to be incorporated by reference be available for inspection and copying by the public at the time of publication of the Notice of Rulemaking and to permit the Notice of Rulemaking to be delivered electronically to all persons named in the proposed rule or who have requested advance notice of rulemaking.

Petitions to Initiate Rulemaking

Rule 2.0(5) was revised to require the District's Board of Supervisors to initiate rulemaking proceedings within thirty (30) calendar days of receiving a petition to initiate rulemaking proceedings, in accordance with Florida Statutes.

Emergency Rule Adoption

Rule 2.0(8) was amended to permit the District's Board of Supervisors to adopt an emergency rule if it is necessitated by immediate danger to the public health, safety, or welfare, or if the Legislature authorizes the Board of Supervisors to adopt emergency rules. Notice of the emergency rules must include the Board of Supervisors' findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.

Rule Variances

Rule 2.0(12)(a) was amended to include safety-related concerns as an example of a "substantial hardship" which could justify a rule variance.

Competitive Purchases

Rule 3.0(3) was revised to incorporate the recent legislative change that prohibits the District from penalizing a bidder for performing a larger volume of construction work for the District or rewarding a bidder for performing a smaller volume of construction work for the District on a public works project as defined in Section 255.0992, *Florida Statutes*. A public works project is defined as "an activity that is paid for with any local or state-appropriated funds and that consists of the construction, maintenance, repair, renovation, remodeling, or improvement of a building, road, street, sewer, storm drain, water system, site development, irrigation system, reclamation project, gas or electrical distribution system, gas or electrical substation, or other facility, project, or portion thereof owned in whole or in part by any political subdivision." A public works project does not include the provision of goods, services, or work incidental to the public works project, such as security services, janitorial services, landscape services, maintenance services, or any other services that do not require a construction contracting license or involve supplying or carrying construction materials for a public works project.



Auditor Selection Committee Notices

Rule 3.2(6) was revised to require seven (7) days' notice of Auditor Selection Committee meetings, in accordance with Florida Law regarding meeting notices.

Purchase of Insurance

Rule 3.3(2)(g) was amended to remove "geographic location" from the list of evaluation criteria for the purchase of insurance.

Construction Contract Bids

Rule 3.5(2)(e) was amended to clarify that mistakes in arithmetic extension of pricing may be corrected by the Board provided such corrections do not result in a material change to the bid amount or create an unfair advantage.

Emergency Construction Service Purchases

Rule 3.5(5) was amended to clarify the circumstances under which the District may undertake an emergency purchase of construction services.

Bid Protests

Rules 3.11(4) and (5) were amended to provide additional details regarding the required procedures for bid protests.

Facsimile Notices, Generally

Changes were made throughout the Rules to remove facsimile as a method of notice and to add electronic mail as an acceptable method of notice where permitted by law.

SECTION A

RESOLUTION 2025-15

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CYPRESS PARK ESTATES COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Cypress Park Estates Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Haines City, Polk County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*; and

WHEREAS, the Board previously adopted *Rules of Procedure* to govern the operation and administration of the District and now wishes to set a public hearing to consider amendments thereto.

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

SECTION 1. A Public Hearing will be held to adopt the District’s Amended and Restated Rules of Procedure on **November 18, 2025, at 10:00 a.m. at Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida 33850.**

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 23rd day of September 2025.

ATTEST:

**CYPRESS PARK ESTATES
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Proposed Amended and Restated Rules of Procedure

Exhibit A

Proposed Amended and Restated Rules of Procedure

SECTION B

**RULES OF PROCEDURE
CYPRESS PARK ESTATES COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF _____

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Rule 1.0 General.

- (1) The Cypress Park Estates Community Development District (“District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (“Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (“Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation. Florida Open Meetings Laws apply to such Committees.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accordance with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The Board member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board

member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:

- (a) Agenda packages for prior twenty-four (24) months and next meeting;
- (b) Official minutes of meetings, including adopted resolutions of the Board;
- (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
- (d) Adopted engineer's reports;
- (e) Adopted assessment methodologies/reports;
- (f) Adopted disclosure of public financing;
- (g) Limited Offering Memorandum for each financing undertaken by the District;
- (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
- (i) District policies and rules;
- (j) Fiscal year end audits; and
- (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include, but are not limited to, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules

is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature ~~under~~ volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to ~~the~~^{his or her} affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week, and shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least ~~forty-eight (48) hours~~three (3) business days before the meeting/hearing/workshop by contacting the District Manager, Jill Burns, at Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801, (407) 841-5524, jburns@gmscfl.com. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days before each meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval (“Meeting Materials”). Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into Meeting Materials. For good cause, which includes but is not limited to emergency situations, time-sensitive matters, or newly discovered information essential for Board consideration, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format, or similar format, in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager

1. Financial Report
2. Approval of Expenditures

Supervisor's requests and comments

Public comment

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, [including the specific reasons for the emergency meeting](#). Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a [three \(3\) minutes per person, unless extended or reduced by the Chairperson based on the number of speakers and meeting agenda and other reasonable factors](#) reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to

time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist. Extraordinary circumstances may include, but are not limited to, illness, family emergencies, or other significant schedule conflicts which prevent in-person meeting attendance.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, an opportunity for final board discussion and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) Security and Fire safety Board Discussions. Portions of a meeting which relate to or would reveal a security or fire safety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, *Florida Statutes*, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), *Florida Statutes*; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published ~~at least twenty-nine (29)~~ at least seven (7) days before the notice of rulemaking described in Section 2.0(3), infra., and at least thirty-five (35) days prior to the public hearing on the proposed rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the ~~specific legal authority for the proposed rule grant of rulemaking authority for the proposed rule and law being implemented,~~ include the proposed rule number, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, ~~setting forth~~ including: a short, plain explanation of the purpose and effect of the proposed action, the proposed rule number (if applicable), a reference to the specific rulemaking authority pursuant to which the rule is adopted, ~~and~~ a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific, and the name, e-mail address, and telephone number of the staff member who may be contacted regarding the intended action. The notice shall include a summary of the District’s statement of ~~the~~ estimated regulatory costs and the website address where

the complete statement of estimated regulatory costs may be viewed, if such a statement has been prepared pursuant to its entirety, if one has been prepared, based on the factors set forth in Section 120.541(2), of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule and any material proposed to be incorporated by reference shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed, delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than ~~sixty (60)~~thirty (30) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-

case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that it is necessitated by immediate danger to the public health, safety, or welfare ~~exists~~ which requires immediate action, or if the Legislature authorizes the Board to adopt emergency rules. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of the emergency rules together with the Board's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority ~~—~~shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule provided that such procedures long as it protects the public interest and complies with applicable law and ~~determined by the District and otherwise complies with~~ these provisions.

- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
 - (b) All notices given for a proposed rule;
 - (c) Any statement of estimated regulatory costs for the rule;
 - (d) A written summary of hearings, if any, on the proposed rule;
 - (e) All written comments received by the District and responses to those written comments; and
 - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
 - (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.

- (d) Within ~~thirty~~ (30) days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
 - (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, ~~other~~ safety-related, or other significant type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;

- (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ [120.54](#), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written or electronically posted solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written or electronically posted solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written or electronically posted solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual, provided that for a public works project as defined in Section 255.0992, Florida Statutes, the District may not penalize a bidder for performing a larger volume of construction work for the District or reward a bidder for performing a smaller volume of construction work for the District;

(vii) Whether the cost components of the bid or proposal are appropriately balanced; and

(viii) Whether the entity/individual is a certified minority business enterprise [as defined in Section 287.0943, *Florida Statutes*](#).

(q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, [255.0992](#), 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “Project” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all

qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants

by United States Mail, hand delivery, ~~email~~ electronic mail, ~~facsimile~~, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) **Evaluation Criteria.** The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) **Request for Proposals.** The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and

place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed at least seven (7) days for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, ~~electronic mail, facsimile,~~ or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, relevant business presence and capability to service~~the geographic location of the company's headquarters and offices in relation to~~ the District's needs, and the ability of the company to guarantee premium

stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed prequalification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, ~~or facsimile~~, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, ~~facsimile~~, or overnight delivery service. The notice

shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), *Florida Statutes*, has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension,

revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
 - xiii. Any other circumstance constituting "good cause" under Section 337.16(2), *Florida Statutes*, exists.
- (b) The pre-qualified status of a contractor found delinquent under Section 337.16(1), *Florida Statutes*, shall be denied, suspended, or revoked. A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within ten (10) days after the receipt of the notice of intent, the hearing shall be held within thirty (30) days after receipt by the District of the request for the hearing. The decision shall be issued in writing within fifteen (15) business days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) If a contractor's pre-qualified status is revoked, suspended, or denied and the contractor receives an additional period of revocation, suspension, or denial of its pre-qualified status, the time periods will run consecutively.
- (f) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
 - ii. Unsafe conditions allowed to exist;
 - iii. Complaints from the public;
 - iv. Delay or interference with the bidding process;
 - v. The potential for repetition;
 - vi. Integrity of the public contracting process;
 - vii. Effect on the health, safety, and welfare of the public.
- (g) The District shall deny or revoke the pre-qualified status of any contractor and its affiliates for a period of 36 months when it is determined by the District that the contractor has, subsequent to January 1, 1978, been convicted of a contract crime within the jurisdiction of any state or federal court. Any such contractor shall not act as a prime contractor, material supplier, subcontractor, or consultant on any District contract or project during the period of denial or revocation.

(4) Reapplication and Reinstatement

- (a) A contractor whose qualification to bid has been revoked or denied because of

contract crime may, at any time after revocation or denial, file a petition for reapplication or reinstatement. However, a contractor may not petition for reapplication or reinstatement for a period of 24 months after revocation or denial for a subsequent conviction occurring within 10 years of a previous denial or revocation for contract crime.

- (b) If the petition for reapplication or reinstatement is denied, the contractor cannot petition for a subsequent hearing for a period of nine months following the date of the final order of revocation or denial.
- (c) If the petition for reapplication or reinstatement is granted, the contractor must file a current Application for Qualification with the Contracts Administration Office. Reinstatement shall not be effective until issuance of a Certificate of Qualification.

(5) Emergency Suspension and Revocation

- (a) The District may summarily issue an emergency suspension of a contractor's qualification to bid if it finds that imminent danger exists to the public health, safety, or welfare.
- (b) The written notice of emergency suspension shall state the specific facts and reasons for finding an imminent danger to the public health, safety, or welfare exists.
- (c) The District, within 10 days of the emergency suspension, shall initiate formal suspension or revocation proceedings in compliance with Rule 3.4(3), except the 10-day notice requirement shall not be construed to prevent a hearing at the earliest time practicable upon request of the aggrieved party.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.; §§ 14-22.012, 14-22.0121, 14-22.014, Fla. Admin. Code.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, electronic mail, hand delivery, ~~facsimile~~, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, ~~or facsimile~~, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of competent jurisdiction of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years ~~shall be deemed~~ may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids,

proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board, provided such corrections do not result in a material change to the bid amount or create an unfair advantage. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, electronic mail, hand delivery, ~~facsimile~~, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules: only when there exists an immediate and serious need for construction services that cannot be met through normal procurement methods and the lack of such services would seriously threaten: (i) the District's ability to perform essential services; (ii) the preservation or protection of property or improvements; or (iii) the health, safety, or welfare of any person. The fact that an Emergency Purchase has occurred or is necessary, along with a detailed description of the basis for the emergency determination, shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.

(ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, ~~or facsimile~~, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;

- d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District,

which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, ~~facsimile~~, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, ~~or facsimile~~, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsive and Responsible Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five percent (5%). If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, ~~facsimile~~, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, ~~or facsimile~~, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via certified mail, facsimile, hand delivery, or email with delivery confirmation ~~United States Mail, or hand delivery~~ to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) calendar days from receipt of the recommended order days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors by filing a motion to intervene within 10 calendar days of the initial protest filing, on ~~on~~ appropriate terms ~~that which~~ shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective_____, 2025, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

SECTION 6

RESOLUTION 2025-16

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE
CYPRESS PARK ESTATES COMMUNITY DEVELOPMENT
DISTRICT RE-DESIGNATING THE PRINCIPAL
HEADQUARTERS OF THE DISTRICT; RE-DESIGNATING THE
LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Cypress Park Estates Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, the District desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

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

SECTION 1. The District’s principal headquarters for the purpose of establishing proper venue shall be located at Lake Alfred Public Library – 245 N. Seminole Ave, Lake Alfred, FL 33850 within Polk County, Florida.

SECTION 2. The District’s local records office shall be located at Lake Alfred Public Library – 245 N. Seminole Ave, Lake Alfred, FL 33850.

SECTION 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 23RD DAY OF SEPTEMBER 2025.

ATTEST:

**CYPRESS PARK ESTATES
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

SECTION 7

*This item will be provided under
separate cover*

SECTION 10

SECTION B

SECTION i



Dewberry Engineers Inc. | 407.843.5120
800 N. Magnolia Ave, Suite 1000 | 407.649.8664 fax
Orlando, FL 32803 | www.dewberry.com

Sent Via Email: jburns@gmscfl.com

August 21, 2025

Ms. Jill Burns, District Manager
Cypress Park Estates Community Development District
c/o Governmental Management Services, Central Florida
219 E. Livingston Street
Orlando, Florida 32801

Subject: **Work Authorization 2026-1
Cypress Park Estates Community Development District
District Engineering Services – FY 2026
Polk County, Florida**

Dear Ms. Burns:

Dewberry Engineers Inc. (Engineer) is pleased to submit this Work Authorization to provide general engineering services for the Cypress Park Estates Community Development District (District). We will provide these services pursuant to approval of the proposed Agreement for Professional Engineering Services ("District Engineer Agreement") as follows:

I. General Engineering Services

We will perform general engineering services as necessary, perform those services as necessary, pursuant to the District Engineering Agreement, including attendance at Board of Supervisors meetings, review and approval of requisitions, or other activities as directed by the District's Board of Supervisors.

Our fee for this task will be based on time and materials, in accordance with the enclosed Schedule of Charges. The referenced Schedule of Charges is valid for fiscal year 2026 only. We estimate a budget of \$10,000, plus other direct costs.

II. Other Direct Costs

Other direct costs include items such as printing, drawings, travel, deliveries, et cetera. This does not include any of the application fees for the various agencies, which are the owner's responsibility and have not been accounted for in this proposal. We estimate a budget of \$100.

III. Additional Services

Any Additional Services requested that are not a part of this Work Authorization will be invoiced either on a time and materials basis, in accordance with the enclosed Schedule of Charges, or on a mutually agreed upon fee. Authorization under this task must be in writing.

This Work Authorization together with the referenced District Engineer Agreement, both of which have been reviewed and are fully understood, represent the entire understanding between Cypress Park Estates Community Development District and Dewberry Engineers Inc. with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to Aimee Powell, Senior Office Administrator, in our Orlando office at 800 N. Magnolia Avenue, Suite 1000, Orlando, Florida 32803 (or via email at apowell@dewberry.com). Upon receipt, we will promptly schedule our services.

Thank you for considering Dewberry. We look forward to continuing our business relationship.

Sincerely,



Joey V. Duncan, PE
Principal Engineer



Reinardo Malavé, P.E.
Associate Vice President

JVD:RM:ap

M:\Proposals - Public\Municipal\Cypress Park Estates CDD\Cypress Park Estates CDD FY 2026 District Engineering_08-21-2025
Enclosures

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Cypress Park Estates Community Development District

Date: _____

SECTION C

*This item will be provided under
separate cover*

SECTION D

SECTION i

Cypress Park Estate Community Development District

Summary of Check Register

July 10, 2025 to September 5, 2025

Fund	Date	Check No.'s	Amount
General Fund - Truist			
	7/14/25	574-577	\$ 2,169.75
	7/17/25	578-582	\$ 23,695.90
	7/24/25	583-585	\$ 8,605.90
	8/1/25	586-588	\$ 3,990.92
	8/7/25	589-590	\$ 3,939.24
	8/8/25	591	\$ 5,769.49
	8/13/25	592-598	\$ 24,387.32
	8/21/25	599-604	\$ 14,893.84
	8/27/25	605-606	\$ 6,707.30
	9/3/25	607-608	\$ 93,912.50
			<u>\$ 188,072.16</u>
General Fund - Money Market			
	7/30/25	6	\$ 43,571.00
	8/6/25	7	\$ 92,200.00
	9/3/25	8	\$ 66,084.69
			<u>\$ 201,855.69</u>
Total Amount			\$ 389,927.85
Summary of Internal & External Checks			
	Internal Checks		\$ 291,855.69
	External Checks		\$ 98,072.16
	Total Amount		<u>\$ 389,927.85</u>

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
7/14/25	00027	7/07/25 113505	202507 330-57200-48000	MENS RESTROOM/LEVER LOCK	*	380.00	
				CURRENT DEMANDS ELECTRICAL &			380.00 000574
7/14/25	00038	6/30/25 00071966	202506 310-51300-48000	NOT OF WORKSHOP 6.11.25	*	296.98	
		6/30/25 00071966	202506 310-51300-48000	BOS MEETING DATES 6.17.25	*	344.88	
		6/30/25 00071966	202506 310-51300-48000	NOT OF AUDITOR/BOS 6.17	*	325.72	
				GANNETT MEDIA CORP DBA			967.58 000575
7/14/25	00003	5/31/25 196	202505 330-57200-48000	PLAYGROUND FENCE REPAIRS	*	468.25	
		5/31/25 197	202505 330-57200-48000	POOL GATE ADJUSTMENT	*	313.92	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			782.17 000576
7/14/25	00031	6/13/25 65596285	202506 330-57200-48100	PEST CONTROL- JUN25	*	40.00	
				MASSEY SERVICES INC.			40.00 000577
7/17/25	00039	7/15/25 9077803	202507 310-51300-42000	MAILING SVCS- JUL25	*	805.74	
				ACTION MAIL SERVICES			805.74 000578
7/17/25	00003	7/01/25 198	202507 320-53800-34000	FIELD MANAGEMENT- JUL25	*	1,666.67	
		7/01/25 198	202507 320-53800-49000	CITY OF HAINES 5/2/25	*	77.25	
		7/01/25 198	202507 320-53800-49000	BALMORAL BANQUET 6/2/25	*	232.88	
		7/01/25 199	202507 310-51300-34000	MANAGEMENT FEES- JUL25	*	3,750.00	
		7/01/25 199	202507 310-51300-35200	WEBSITE ADMIN- JUL25	*	105.00	
		7/01/25 199	202507 310-51300-35100	INFORMATION TECH- JUL25	*	157.50	
		7/01/25 199	202507 310-51300-31300	DISSEM AGENT SVCS- JUL25	*	612.50	
		7/01/25 199	202507 330-57200-48300	AMENITY ACCESS- JUL25	*	1,041.67	
		7/01/25 199	202507 310-51300-51000	OFFICE SUPPLIES- JUL25	*	3.28	
		7/01/25 199	202507 310-51300-42000	POSTAGE- JUL25	*	51.16	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			7,697.91 000579

				CPE CYP PARK EST BOH			

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/17/25	00029	7/12/25 GLC24812	202507 330-57200-48400	PLAY EQUIPMENT- JUL25	*	858.00	
				GOVERNMENT LEASING, LLC			858.00 000580
7/17/25	00024	7/01/25 18756	202507 320-53800-46200	LANDSCAPE MAINT- JUL25	*	10,303.00	
				PRINCE & SONS INC.			10,303.00 000581
7/17/25	00021	6/25/25 7795401	202506 310-51300-32300	TRUSTEE FUNDS S22 FY25	*	1,343.75	
		6/25/25 7795401	202506 300-15500-10000	TRUSTEE FUNDS S22 FY26	*	2,687.50	
				US BANK			4,031.25 000582
7/24/25	00051	7/21/25 3954	202507 330-57200-48000	LOUNGES RE-SLINGED	*	1,830.00	
				FLORIDA PATIO FURNITURE			1,830.00 000583
7/24/25	00015	7/15/25 12580	202506 310-51300-31500	GENERAL COUNSEL- JUN25	*	3,726.90	
				KILINSKI VAN WYK PLLC			3,726.90 000584
7/24/25	00034	5/31/25 12182775	202505 330-57200-34500	SECURITY SVCS- MAY25	*	3,049.00	
				SECURITAS SECURITY SERVICES USA, INC			3,049.00 000585
8/01/25	00027	7/28/25 113089	202507 330-57200-48000	INSTALL ELEC STRIKE POOL	*	596.92	
				CURRENT DEMANDS ELECTRICAL &			596.92 000586
8/01/25	00031	7/16/25 65975340	202507 330-57200-48100	PEST CONTROL- JUL25	*	40.00	
				MASSEY SERVICES INC.			40.00 000587
8/01/25	00052	7/14/25 98172	202507 330-57200-34500	SECURITY SVCS 7/07-7/13	*	1,118.00	
		7/21/25 98173	202507 330-57200-34500	SECURITY SVCS 7/14-7/20	*	1,118.00	
		7/28/25 98174	202507 330-57200-34500	SECURITY SVCS 7/21-7/27	*	1,118.00	
				NATION SECURITY SERVICES LLC			3,354.00 000588
8/07/25	00052	8/04/25 98258	202507 330-57200-34500	SECURITY SVCS 7/28-8/03	*	1,118.00	
				NATION SECURITY SERVICES LLC			1,118.00 000589

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CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
8/07/25	00034	7/31/25 12244503	202507 330-57200-34500 SECURITY SVCS- JUL25	SECURITAS SECURITY SERVICES USA, INC	*	2,821.24	2,821.24 000590
8/08/25	00013	5/14/25 F5767209	202505 320-53800-49000 PH3 POWER AND METER PRJCT	DUKE ENERGY	*	5,769.49	5,769.49 000591
8/13/25	00042	8/07/25 AM080720	202508 310-51300-11000 BOS MEETING 8/7/25	ALAN B METZGER	*	200.00	200.00 000592
8/13/25	00003	8/01/25 200	202508 320-53800-34000 FIELD MANAGEMENT AUG25		*	1,666.67	
		8/01/25 201	202508 310-51300-34000 MANAGEMENT FEES AUG25		*	3,750.00	
		8/01/25 201	202508 310-51300-35200 WEBSITE ADMIN AUG25		*	105.00	
		8/01/25 201	202508 310-51300-35100 INFORMATION TECH AUG25		*	157.50	
		8/01/25 201	202508 310-51300-31300 DISSEM AGENT SVCS AUG25		*	612.50	
		8/01/25 201	202508 330-57200-48300 AMENITY ACCESS AUG25		*	1,041.67	
		8/01/25 201	202508 310-51300-51000 OFFICE SUPPLIES AUG25		*	1.50	
		8/01/25 201	202508 310-51300-42000 POSTAGE AUG25		*	44.43	
		8/01/25 201	202508 300-13100-10100 CREDIT TO BALANCE CONSTRU		*	.10-	
		8/01/25 201	202508 310-51300-42500 SEPERATE COVER 6/24/25		*	53.15	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			7,432.32 000593
8/13/25	00029	8/12/25 GLC24812	202508 330-57200-48400 PLAY EQUIPMENT AUG25	GOVERNMENT LEASING, LLC	*	858.00	858.00 000594
8/13/25	00041	8/07/25 KB080720	202508 310-51300-11000 BOS MEETING 8/7/25	KRISTINA BOLEN	*	200.00	200.00 000595
8/13/25	00008	8/07/25 MT080720	202508 310-51300-11000 BOS MEETING 8/7/25	MCKINZIE TERRILL	*	200.00	200.00 000596
				CPE CYP PARK EST BOH			

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
8/13/25	00024	8/01/25 19319 LANDSCAPE MAINT AUG25	202508 320-53800-46200	PRINCE & SONS INC.	*	10,303.00	10,303.00 000597
8/13/25	00034	4/30/25 12142375 SECURITY SVCS- APR25	202504 330-57200-34500		*	2,479.56	- - - - -
		6/30/25 12210072 SECURITY SVCS- JUN25	202506 330-57200-34500	SECURITAS SECURITY SERVICES USA,INC	*	2,714.44	- - - - -
							5,194.00 000598
8/21/25	00028	6/24/25 15330 MONTHLY CLEAN SVC JUN25	202506 330-57200-48200		*	1,422.50	- - - - -
		7/24/25 15568 MONTHLY CLEAN SVC- JUL25	202507 330-57200-48200	CSS CLEAN STAR SERVICES CENTRAL FL	*	1,638.00	- - - - -
							3,060.50 000599
8/21/25	00051	7/30/25 3956 LOUNGES RE-STRAPPED	202507 330-57200-48000	FLORIDA PATIO FURNITURE	*	2,040.00	- - - - -
							2,040.00 000600
8/21/25	00015	8/11/25 12836 GENERAL COUNSEL JUL25	202507 310-51300-31500	KILINSKI VAN WYK PLLC	*	1,687.00	- - - - -
							1,687.00 000601
8/21/25	00052	8/11/25 98347 SECURITY SVCS 8/4-8/10/25	202508 330-57200-34500	NATION SECURITY SERVICES LLC	*	1,118.00	- - - - -
							1,118.00 000602
8/21/25	00024	7/23/25 19484 REPAIR MAINLINE LEAK	202507 320-53800-47300		*	202.54	- - - - -
		7/28/25 19485 REPLACE NOZZLES & SPRAYS	202507 320-53800-47300	PRINCE & SONS INC.	*	410.80	- - - - -
							613.34 000603
8/21/25	00026	5/01/25 27343 POOL MAINTENANCE MAY25	202505 330-57200-48500		*	1,975.00	- - - - -
		5/01/25 27343 FOUNTAIN MAINT MAY25	202505 320-53800-47500		*	150.00	- - - - -
		6/01/25 27692 POOL MAINTENANCE JUN25	202506 330-57200-48500		*	1,975.00	- - - - -
		6/01/25 27692 FOUNTAIN MAINT JUN25	202506 320-53800-47500		*	150.00	- - - - -
		7/01/25 28015 POOL MAINTENANCE JUL25	202507 330-57200-48500		*	1,975.00	- - - - -
		7/01/25 28015 FOUNTAIN MAINT JUL25	202507 320-53800-47500	RESORT POOL SERVICES	*	150.00	- - - - -
							6,375.00 000604
				CPE CYP PARK EST BOH			- - - - -

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
8/27/25	00038	7/31/25 00072498	202507 310-51300-48000		*	4,471.30	
		NOT OF FY26 BDGET-7.12.25					
				GANNETT MEDIA CORP DBA			4,471.30 000605
8/27/25	00052	8/18/25 98443	202508 330-57200-34500		*	1,118.00	
		SECURITY SVCS-8/11-8/17					
		8/25/25 98539	202508 330-57200-34500		*	1,118.00	
		SECURITY SVCS-8/18-8/24					
				NATION SECURITY SERVICES LLC			2,236.00 000606
9/03/25	00045	9/03/25 09032025	202509 300-58100-10000		*	90,000.00	
		TSFR TRUIST GF TO BU CR					
				CYPRESS PARK ESTATES CO BANK UNITED			90,000.00 000607
9/03/25	00053	8/21/25 22459831	202507 310-51300-31100		*	720.00	
		ENGINEERING SVC-JUL25					
		8/21/25 22459832	202507 310-51300-31100		*	3,192.50	
		ANNUAL ENGINEER REPORT					
				DEWBERRY ENGINEERS INC.			3,912.50 000608
TOTAL FOR BANK A						188,072.16	
TOTAL FOR REGISTER						188,072.16	

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/30/25	00045	7/25/25 07252025	202507 300-58100-10000		*	43,571.00	
		FY22-FY24 CAP RES TSFR		CYPRESS PARK ESTATES CO BANK UNITED			43,571.00 000006
8/06/25	00046	8/05/25 08052025	202508 300-10100-10000		*	92,200.00	
		TSFR BU GF TO TRUIST GF		CYPRESS PARK ESTATES CDD			92,200.00 000007
9/03/25	00046	9/03/25 09032025	202509 300-10100-10000		*	66,084.69	
		TSFR BU GF TO TRUIST GF		CYPRESS PARK ESTATES CDD			66,084.69 000008
TOTAL FOR BANK B						201,855.69	
TOTAL FOR REGISTER						201,855.69	

CPE CYP PARK EST BOH

SECTION ii

Cypress Park Estates
Community Development District

Unaudited Financial Reporting
August 31, 2025



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Cypress Park Estates
Community Development District
Combined Balance Sheet
August 31, 2025

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Projects Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account	\$ 182,480	\$ -	\$ -	\$ -	\$ 182,480
Money Market Account	\$ 224,202	\$ -	\$ 119,970	\$ -	\$ 344,173
Investments:					
Series 2020 A1					
Reserve	\$ -	\$ 221,250	\$ -	\$ -	\$ 221,250
Revenue	\$ -	\$ 218,400	\$ -	\$ -	\$ 218,400
Series 2020 A2					
Reserve	\$ -	\$ 35,578	\$ -	\$ -	\$ 35,578
Revenue	\$ -	\$ 39,052	\$ -	\$ -	\$ 39,052
Series 2022					
Reserve	\$ -	\$ 216,663	\$ -	\$ -	\$ 216,663
Revenue	\$ -	\$ 249,350	\$ -	\$ -	\$ 249,350
Construction Phase 3	\$ -	\$ -	\$ -	\$ 310	\$ 310
Due from Other	\$ 61	\$ -	\$ -	\$ -	\$ 61
Prepaid Expenses	\$ 4,034	\$ -	\$ -	\$ -	\$ 4,034
Total Assets	\$ 410,778	\$ 980,293	\$ 119,970	\$ 310	\$ 1,511,351
Liabilities:					
Accounts Payable	\$ 3,913	\$ -	\$ -	\$ -	\$ 3,913
Total Liabilities	\$ 3,913	\$ -	\$ -	\$ -	\$ 3,913
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 4,034	\$ -	\$ -	\$ -	\$ 4,034
Restricted for:					
Debt Service - Series 2020	\$ -	\$ 514,280	\$ -	\$ -	\$ 514,280
Debt Service - Series 2022	\$ -	\$ 466,013	\$ -	\$ -	\$ 466,013
Capital Projects - Series 2022	\$ -	\$ -	\$ -	\$ 310	\$ 310
Assigned for:					
Capital Reserves	\$ -	\$ -	\$ 119,970	\$ -	\$ 119,970
Unassigned	\$ 402,831	\$ -	\$ -	\$ -	\$ 402,831
Total Fund Balances	\$ 406,865	\$ 980,293	\$ 119,970	\$ 310	\$ 1,507,438
Total Liabilities & Fund Balance	\$ 410,778	\$ 980,293	\$ 119,970	\$ 310	\$ 1,511,351

Cypress Park Estates

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 08/31/25	Thru 08/31/25	Variance
<u>Revenues:</u>				
Assessments - On Roll	\$ 762,566	\$ 762,566	\$ 769,025	\$ 6,459
Miscellaneous Income	\$ -	\$ -	\$ 90,180	\$ 90,180
Interest	\$ -	\$ -	\$ 10,801	\$ 10,801
Total Revenues	\$ 762,566	\$ 762,566	\$ 870,006	\$ 107,440
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 11,000	\$ 3,800	\$ 7,200
Employer FICA Expense	\$ -	\$ -	\$ 46	\$ (46)
Engineer Fees	\$ 10,000	\$ 9,167	\$ 4,452	\$ 4,715
Attorney Fees	\$ 25,000	\$ 25,000	\$ 25,494	\$ (494)
Annual Audit	\$ 7,500	\$ 7,500	\$ 7,200	\$ 300
Assessment Administration	\$ 5,565	\$ 5,565	\$ 5,565	\$ -
Dissemination	\$ 7,350	\$ 6,738	\$ 6,738	\$ -
Arbitrage	\$ 1,350	\$ 900	\$ 900	\$ -
Trustee Fees	\$ 12,120	\$ 12,120	\$ 12,113	\$ 8
Management Fees	\$ 45,000	\$ 41,250	\$ 41,250	\$ -
Information Technology	\$ 1,890	\$ 1,733	\$ 1,733	\$ -
Website Maintenance	\$ 1,260	\$ 1,155	\$ 1,155	\$ -
Postage & Delivery	\$ 500	\$ 500	\$ 1,644	\$ (1,144)
Insurance	\$ 6,817	\$ 6,817	\$ 6,631	\$ 186
Copies	\$ 100	\$ 100	\$ 168	\$ (68)
Legal Advertising	\$ 2,000	\$ 2,000	\$ 8,210	\$ (6,210)
Other Current Charges	\$ 1,000	\$ 917	\$ 510	\$ 406
Office Supplies	\$ 50	\$ 46	\$ 20	\$ 26
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 139,677	\$ 132,681	\$ 127,802	\$ 4,879

Cypress Park Estates

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted Budget	Prorated Budget Thru 08/31/25	Actual Thru 08/31/25	Variance
<u>Operations & Maintenance</u>				
Field Expenditures				
Property Insurance	\$ 16,708	\$ 16,708	\$ 16,628	\$ 80
Field Management	\$ 20,000	\$ 18,333	\$ 18,334	\$ (1)
Landscape Maintenance	\$ 128,870	\$ 118,131	\$ 107,957	\$ 10,174
Landscape Replacement	\$ 25,000	\$ 22,917	\$ 7,365	\$ 15,552
Streetlights	\$ 35,000	\$ 32,083	\$ 19,698	\$ 12,386
Electric	\$ 13,068	\$ 11,979	\$ 11,741	\$ 238
Water & Sewer	\$ 82,000	\$ 75,167	\$ 45,439	\$ 29,728
Sidewalk & Asphalt Maintenance	\$ 2,500	\$ 2,292	\$ -	\$ 2,292
Irrigation Repairs	\$ 6,000	\$ 5,500	\$ 1,737	\$ 3,763
Fountain Maintenance	\$ 1,800	\$ 1,800	\$ 1,725	\$ 75
General Repairs & Maintenance	\$ 15,000	\$ 13,750	\$ 3,194	\$ 10,556
Contingency	\$ 10,000	\$ 9,167	\$ 6,950	\$ 2,217
Subtotal Field Expenditures	\$ 355,946	\$ 327,826	\$ 240,768	\$ 87,058
Amenity Expenditures				
Amenity - Electric	\$ 24,684	\$ 22,627	\$ 19,453	\$ 3,174
Amenity - Water	\$ 22,416	\$ 20,548	\$ 17,357	\$ 3,191
Playground Lease	\$ 37,164	\$ 34,067	\$ 33,010	\$ 1,057
Internet	\$ 2,500	\$ 2,292	\$ 1,110	\$ 1,182
Pest Control	\$ 720	\$ 660	\$ 600	\$ 60
Janitorial Service	\$ 14,705	\$ 13,480	\$ 10,081	\$ 3,399
Amenity Access	\$ 12,500	\$ 11,458	\$ 11,458	\$ (0)
Security Services	\$ 36,054	\$ 36,054	\$ 36,341	\$ (287)
Pool Maintenance	\$ 23,700	\$ 21,725	\$ 19,200	\$ 2,525
Amenity Repairs & Maintenance	\$ 10,000	\$ 10,000	\$ 11,080	\$ (1,080)
Contingency	\$ 7,500	\$ 6,875	\$ 1,685	\$ 5,190
Subtotal Amenity Expenditures	\$ 191,943	\$ 179,786	\$ 161,373	\$ 18,412
Total Operations & Maintenance	\$ 547,889	\$ 507,612	\$ 402,141	\$ 105,471
Total Expenditures	\$ 687,566	\$ 640,293	\$ 529,944	\$ 110,350
Excess (Deficiency) of Revenues over Expenditures	\$ 75,000	\$ 122,273	\$ 340,063	\$ (2,909)
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out)	\$ (75,000)	\$ (75,000)	\$ (118,571)	\$ (43,571)
Total Other Financing Sources/(Uses)	\$ (75,000)	\$ (75,000)	\$ (118,571)	\$ (43,571)
Net Change in Fund Balance	\$ -		\$ 221,492	
Fund Balance - Beginning	\$ -		\$ 185,373	
Fund Balance - Ending	\$ -		\$ 406,865	

Cypress Park Estates

Community Development District

Debt Service Fund Series 2020 A1 & A2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 08/31/25	Thru 08/31/25	Variance
Revenues:				
Assessments - A1	\$ 442,500	\$ 442,500	\$ 446,248	\$ 3,748
Assessments - A2	\$ 71,200	\$ 71,200	\$ 71,803	\$ 603
Interest	\$ 5,700	\$ 5,700	\$ 20,847	\$ 15,147
Total Revenues	\$ 519,400	\$ 519,400	\$ 538,899	\$ 19,499
Expenditures:				
Series 2020 A1				
Interest - 11/1	\$ 140,316	\$ 140,316	\$ 140,316	\$ -
Principal - 5/1	\$ 160,000	\$ 160,000	\$ 160,000	\$ -
Interest - 5/1	\$ 140,316	\$ 140,316	\$ 140,316	\$ -
Series 2020 A2				
Interest - 11/1	\$ 22,878	\$ 22,878	\$ 22,878	\$ -
Principal - 5/1	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Interest - 5/1	\$ 22,878	\$ 22,878	\$ 22,878	\$ -
Total Expenditures	\$ 511,388	\$ 511,388	\$ 511,388	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 8,013	\$ 8,012	\$ 27,512	\$ 19,499
Fund Balance - Beginning	\$ 226,366		\$ 486,769	
Fund Balance - Ending	\$ 234,379		\$ 514,280	

Cypress Park Estates

Community Development District

Debt Service Fund Series 2022

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 08/31/25	Thru 08/31/25	Variance
Revenues:				
Assessments	\$ 434,150	\$ 434,150	\$ 437,828	\$ 3,678
Interest	\$ 13,000	\$ 13,000	\$ 17,720	\$ 4,720
Total Revenues	\$ 447,150	\$ 447,150	\$ 455,547	\$ 8,397
Expenditures:				
Series 2022				
Interest - 11/1	\$ 161,281	\$ 161,281	\$ 161,281	\$ -
Principal - 5/1	\$ 110,000	\$ 110,000	\$ 110,000	\$ -
Interest - 5/1	\$ 161,281	\$ 161,281	\$ 161,281	\$ -
Total Expenditures	\$ 432,563	\$ 432,563	\$ 432,563	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 14,588	\$ 14,587	\$ 22,985	\$ 8,397
Fund Balance - Beginning	\$ 226,770		\$ 443,028	
Fund Balance - Ending	\$ 241,358		\$ 466,013	

Cypress Park Estates
Community Development District
Capital Projects Fund Series 2020 A1 & A2
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending August 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 08/31/25	Thru 08/31/25	Variance
<u>Revenues</u>				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
<u>Expenditures:</u>				
Miscellaneous	\$ -	\$ -	\$ 357	\$ (357)
Total Expenditures	\$ -	\$ -	\$ 357	\$ (357)
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ (357)	\$ (6,400)
<u>Other Financing Sources/(Uses)</u>				
Developer Advance Repayment	\$ -	\$ -	\$ (6,757)	\$ (6,757)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ (6,757)	\$ (6,757)
Net Change in Fund Balance	\$ -	\$ -	\$ (7,114)	
Fund Balance - Beginning	\$ -		\$ 7,114	
Fund Balance - Ending	\$ -		\$ -	

Cypress Park Estates

Community Development District

Capital Projects Fund Series 2022

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 08/31/25	Thru 08/31/25	Variance
Revenues				
Interest	\$ -	\$ -	\$ 15	\$ 15
Total Revenues	\$ -	\$ -	\$ 15	\$ 15
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 119	\$ (119)
Total Expenditures	\$ -	\$ -	\$ 119	\$ (119)
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ (103)	\$ 134
Fund Balance - Beginning	\$ -		\$ 414	
Fund Balance - Ending	\$ -		\$ 310	

Cypress Park Estates

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted Budget	Prorated Budget Budget	Actual Thru 08/31/25	Variance
Revenues				
Interest Income	\$ -	\$ -	\$ 1,399	\$ 1,399
Total Revenues	\$ -	\$ -	\$ 1,399	\$ 1,399
Expenditures:				
Holiday Decorations	\$ 10,000	\$ -	\$ -	\$ -
Chair Lift Replacement	\$ 10,500	\$ -	\$ -	\$ -
Playground Shade	\$ 32,000	\$ -	\$ -	\$ -
Total Expenditures	\$ 52,500	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ (52,500)	\$ -	\$ 1,399	\$ 1,399
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ 75,000	\$ 75,000	\$ 118,571	\$ (43,571)
Total Other Financing Sources/(Uses)	\$ 75,000	\$ 75,000	\$ 118,571	\$ (43,571)
Net Change in Fund Balance	\$ 22,500		\$ 119,970	
Fund Balance - Beginning	\$ 33,571		\$ -	
Fund Balance - Ending	\$ 56,071		\$ 119,970	

Cypress Park Estates
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments - On Roll	\$ -	\$ 8,383	\$ 647,642	\$ 15,364	\$ 43,452	\$ 3,444	\$ 6,052	\$ 29,592	\$ 15,096	\$ -	\$ -	\$ -	\$ 769,025
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ -	\$ -	\$ 90,090	\$ -	\$ -	\$ 90,180
Interest	\$ -	\$ -	\$ -	\$ 811	\$ 1,420	\$ 1,532	\$ 1,558	\$ 1,593	\$ 1,438	\$ 1,369	\$ 1,079	\$ -	\$ 10,801
Total Revenues	\$ -	\$ 8,383	\$ 647,642	\$ 16,175	\$ 44,872	\$ 4,975	\$ 7,700	\$ 31,186	\$ 16,534	\$ 91,459	\$ 1,079	\$ -	\$ 870,006
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ 800	\$ -	\$ -	\$ 400	\$ -	\$ 800	\$ 600	\$ 600	\$ -	\$ 600	\$ -	\$ 3,800
Employer FICA Expense	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46
Engineer Fees	\$ -	\$ 175	\$ -	\$ -	\$ 131	\$ -	\$ 233	\$ -	\$ -	\$ 3,913	\$ -	\$ -	\$ 4,452
Attorney Fees	\$ 244	\$ 1,943	\$ 2,121	\$ 3,386	\$ 3,018	\$ 330	\$ 2,642	\$ 6,397	\$ 3,727	\$ 1,687	\$ -	\$ -	\$ 25,494
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200
Assessment Administration	\$ 5,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,565
Dissemination	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ -	\$ 6,738
Arbitrage	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Trustee Fees	\$ 4,034	\$ -	\$ 6,734	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,344	\$ -	\$ -	\$ -	\$ 12,113
Management Fees	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	\$ 41,250
Information Technology	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ -	\$ 1,733
Website Maintenance	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ -	\$ 1,155
Postage & Delivery	\$ 12	\$ 62	\$ 16	\$ 285	\$ 22	\$ 100	\$ 95	\$ 103	\$ 47	\$ 857	\$ 44	\$ -	\$ 1,644
Insurance	\$ 6,631	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,631
Copies	\$ -	\$ -	\$ 56	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ 53	\$ -	\$ 53	\$ -	\$ 168
Legal Advertising	\$ -	\$ 966	\$ -	\$ 393	\$ -	\$ -	\$ -	\$ 1,413	\$ 968	\$ 4,471	\$ -	\$ -	\$ 8,210
Other Current Charges	\$ 41	\$ 41	\$ 76	\$ 41	\$ 44	\$ 60	\$ 29	\$ 44	\$ 47	\$ 44	\$ 44	\$ -	\$ 510
Office Supplies	\$ 0	\$ 1	\$ 3	\$ 1	\$ 0	\$ 3	\$ 1	\$ 3	\$ 3	\$ 3	\$ 2	\$ -	\$ 20
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative	\$ 21,327	\$ 9,512	\$ 13,630	\$ 8,730	\$ 8,271	\$ 12,324	\$ 8,440	\$ 13,185	\$ 11,413	\$ 15,600	\$ 5,368	\$ -	\$ 127,802

Cypress Park Estates
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Operations & Maintenance</u>													
Field Expenditures													
Property Insurance	\$ 16,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16,628
Field Management	\$ 1,667	\$ 1,668	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ -	18,334
Landscape Maintenance	\$ 9,631	\$ 9,631	\$ 9,631	\$ 9,631	\$ 9,631	\$ 9,631	\$ 9,631	\$ 9,631	\$ 10,303	\$ 10,303	\$ 10,303	\$ -	107,957
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,365	\$ -	\$ -	\$ -	7,365
Streetlights	\$ 1,740	\$ 1,740	\$ 1,740	\$ 1,740	\$ 1,777	\$ 1,777	\$ 1,837	\$ 1,837	\$ 1,837	\$ 1,837	\$ 1,837	\$ -	19,698
Electric	\$ 993	\$ 1,021	\$ 982	\$ 1,005	\$ 1,073	\$ 960	\$ 1,037	\$ 1,128	\$ 1,139	\$ 1,145	\$ 1,259	\$ -	11,741
Water & Sewer	\$ 1,930	\$ 3,276	\$ 2,865	\$ 3,386	\$ 3,312	\$ 2,805	\$ 2,752	\$ 3,416	\$ 11,001	\$ 8,673	\$ 2,023	\$ -	45,439
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Irrigation Repairs	\$ 165	\$ 64	\$ 133	\$ 320	\$ -	\$ 253	\$ 98	\$ 91	\$ -	\$ 613	\$ -	\$ -	1,737
Fountain Maintenance	\$ 150	\$ 150	\$ 150	\$ 150	\$ 225	\$ 225	\$ 225	\$ 150	\$ 150	\$ 150	\$ -	\$ -	1,725
General Repairs & Maintenance	\$ -	\$ -	\$ 1,566	\$ 1,629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,194
Contingency	\$ -	\$ 870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,769	\$ -	\$ 310	\$ -	\$ -	6,950
Subtotal Field Expenditures	\$ 32,904	\$ 18,419	\$ 18,732	\$ 19,527	\$ 17,685	\$ 17,317	\$ 17,247	\$ 23,690	\$ 33,461	\$ 24,698	\$ 17,089	\$ -	240,768
Amenity Expenditures													
Amenity - Electric	\$ 1,555	\$ 1,607	\$ 1,466	\$ 2,859	\$ 1,769	\$ 1,511	\$ 1,630	\$ 1,849	\$ 1,700	\$ 1,675	\$ 1,831	\$ -	19,453
Amenity - Water	\$ 1,043	\$ 1,502	\$ 1,777	\$ 1,289	\$ 1,700	\$ 1,126	\$ 1,024	\$ 1,650	\$ 2,086	\$ 1,865	\$ 2,295	\$ -	17,357
Playground Lease	\$ 3,097	\$ 3,097	\$ 3,097	\$ 2,040	\$ 3,097	\$ 3,097	\$ 3,097	\$ 3,097	\$ 3,097	\$ 3,097	\$ 3,097	\$ -	33,010
Internet	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 110	\$ -	1,110
Pest Control	\$ 280	\$ 40	\$ 40	\$ 40	\$ 40	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ -	\$ -	600
Janitorial Service	\$ 995	\$ 975	\$ 995	\$ 975	\$ 1,035	\$ 1,030	\$ 1,015	\$ -	\$ 1,423	\$ 1,638	\$ -	\$ -	10,081
Amenity Access	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ 1,042	\$ -	11,458
Security Services	\$ 2,024	\$ 2,707	\$ 3,248	\$ 2,480	\$ 2,480	\$ 4,512	\$ 2,480	\$ 3,049	\$ 2,714	\$ 7,293	\$ 3,354	\$ -	36,341
Pool Maintenance	\$ 1,900	\$ 1,650	\$ 1,845	\$ 2,350	\$ 1,750	\$ 1,750	\$ 1,750	\$ 2,255	\$ 1,975	\$ 1,975	\$ -	\$ -	19,200
Amenity Repairs & Maintenance	\$ 1,531	\$ -	\$ 1,928	\$ 240	\$ 700	\$ 546	\$ -	\$ 782	\$ 505	\$ 4,847	\$ -	\$ -	11,080
Contingency	\$ -	\$ -	\$ 1,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,685
Subtotal Amenity Expenditures	\$ 13,567	\$ 12,720	\$ 17,222	\$ 13,415	\$ 13,712	\$ 14,714	\$ 12,176	\$ 13,865	\$ 14,682	\$ 23,572	\$ 11,728	\$ -	161,373
Total Operations & Maintenance	\$ 46,470	\$ 31,140	\$ 35,955	\$ 32,942	\$ 31,397	\$ 32,031	\$ 29,423	\$ 37,555	\$ 48,143	\$ 48,270	\$ 28,817	\$ -	402,141
Total Expenditures	\$ 67,798	\$ 40,652	\$ 49,585	\$ 41,672	\$ 39,668	\$ 44,355	\$ 37,863	\$ 50,740	\$ 59,557	\$ 63,870	\$ 34,186	\$ -	529,944
Excess (Deficiency) of Revenues over Expenditures	\$ (67,798)	\$ (32,269)	\$ 598,058	\$ (25,497)	\$ 5,204	\$ (39,380)	\$ (30,162)	\$ (19,554)	\$ (43,023)	\$ 27,590	\$ (33,106)	\$ -	340,063
Other Financing Sources/Uses:													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ -	\$ (43,571)	\$ -	\$ -	(118,571)
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ -	\$ (43,571)	\$ -	\$ -	(118,571)
Net Change in Fund Balance	\$ (67,798)	\$ (32,269)	\$ 598,058	\$ (25,497)	\$ 5,204	\$ (114,380)	\$ (30,162)	\$ (19,554)	\$ (43,023)	\$ (15,981)	\$ (33,106)	\$ -	221,492

Cypress Park Estate

Community Development District

Long Term Debt Report

Series 2020-A1, Special Assessment Revenue Bonds	
Interest Rate:	2.625%, 3.250%, 3.875%, 4.000%
Maturity Date:	5/1/2051
Reserve Fund Definition	50% Maximum Annual Debt Service
Reserve Fund Requirement	\$221,250
Reserve Fund Balance	\$221,250
Bonds Outstanding - 11/12/2020	\$7,770,000
Less: Principal Payment - 5/1/22	(\$150,000)
Less: Principal Payment - 5/1/23	(\$155,000)
Less: Principal Payment - 5/1/24	(\$155,000)
Less: Principal Payment - 5/1/25	(\$160,000)
Current Bonds Outstanding	\$7,150,000

Series 2020-A2, Special Assessment Revenue Bonds	
Interest Rate:	4.000%, 4.125%
Maturity Date:	5/1/2051
Reserve Fund Definition	Maximum Annual Debt Service
Reserve Fund Requirement	\$35,578
Reserve Fund Balance	\$35,578
Bonds Outstanding - 11/12/2020	\$1,185,000
Less: Principal Payment - 5/1/22	(\$20,000)
Less: Principal Payment - 5/1/23	(\$20,000)
Less: Principal Payment - 5/1/24	(\$20,000)
Less: Principal Payment - 5/1/25	(\$25,000)
Current Bonds Outstanding	\$1,100,000

Series 2022, Special Assessment Revenue Bonds	
Interest Rate:	4.375%, 4.750%, 5.000%, 5.125%
Maturity Date:	5/1/2052
Reserve Fund Definition	Maximum Annual Debt Service
Reserve Fund Requirement	\$216,663
Reserve Fund Balance	\$216,663
Bonds Outstanding - 06/15/2022	\$7,865,000
Less: Principal Payment - 5/1/23	(\$120,000)
Less: Special Call 11/1/23	(\$1,195,000)
Less: Principal Payment - 5/1/24	(\$105,000)
Less: Principal Payment - 5/1/25	(\$110,000)
Current Bonds Outstanding	\$6,335,000

Special Assessment Receipts Fiscal Year 2025

ON ROLL ASSESSMENTS

Gross Assessments	\$	819,965.14	\$	475,807.86	\$	76,559.58	\$	466,829.35	\$	1,839,161.93
Net Assessments	\$	762,567.58	\$	442,501.31	\$	71,200.41	\$	434,151.30	\$	1,710,420.59

							45%	26%	4%	25%	100%
Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	General Fund	2020 AA1 Debt Service	2020 AA2 Debt Service	2022 Debt Service	Total
11/12/24	10/21/24	\$ 933.60	\$ (49.01)	\$ (17.69)	\$ -	\$ 866.90	\$ 386.50	\$ 224.27	\$ 36.09	\$ 220.04	\$ 866.90
11/12/24	10/21/24	\$ 1,075.85	\$ (56.49)	\$ (20.39)	\$ -	\$ 998.97	\$ 445.38	\$ 258.44	\$ 41.58	\$ 253.57	\$ 998.97
11/15/24	10/01-10/31/24	\$ 2,332.76	\$ (93.32)	\$ (44.79)	\$ -	\$ 2,194.65	\$ 978.45	\$ 567.78	\$ 91.36	\$ 557.06	\$ 2,194.65
11/15/24	10/01-10/31/24	\$ 2,795.71	\$ (111.82)	\$ (53.68)	\$ -	\$ 2,630.21	\$ 1,172.64	\$ 680.46	\$ 109.49	\$ 667.62	\$ 2,630.21
11/19/24	11/01-11/07/24	\$ 1,166.38	\$ (46.65)	\$ (22.39)	\$ -	\$ 1,097.34	\$ 489.24	\$ 283.89	\$ 45.68	\$ 278.53	\$ 1,097.34
11/19/24	11/01-11/07/24	\$ 1,344.09	\$ (53.76)	\$ (25.81)	\$ -	\$ 1,264.52	\$ 563.77	\$ 327.14	\$ 52.64	\$ 320.97	\$ 1,264.52
11/26/24	11/08-11/15/24	\$ 4,665.52	\$ (186.63)	\$ (89.58)	\$ -	\$ 4,389.31	\$ 1,956.91	\$ 1,135.55	\$ 182.72	\$ 1,114.13	\$ 4,389.31
11/26/24	11/08-11/15/24	\$ 5,698.94	\$ (227.95)	\$ (109.42)	\$ -	\$ 5,361.57	\$ 2,390.38	\$ 1,387.09	\$ 223.19	\$ 1,360.91	\$ 5,361.57
12/6/24	11/16-11/26/24	\$ 156,294.92	\$ (6,252.37)	\$ (3,000.85)	\$ -	\$ 147,041.70	\$ 65,556.52	\$ 38,041.02	\$ 6,120.97	\$ 37,323.19	\$ 147,041.70
12/6/24	11/16-11/26/24	\$ 198,065.21	\$ (7,922.06)	\$ (3,802.86)	\$ -	\$ 186,340.29	\$ 83,077.26	\$ 48,207.92	\$ 7,756.87	\$ 47,298.24	\$ 186,340.29
12/20/24	11/27-11/30/24	\$ 502,709.78	\$ (20,109.27)	\$ (9,652.01)	\$ -	\$ 472,948.50	\$ 210,857.61	\$ 122,356.06	\$ 19,687.63	\$ 120,047.20	\$ 472,948.50
12/20/24	11/27-11/30/24	\$ 612,958.81	\$ (24,516.98)	\$ (11,768.84)	\$ -	\$ 576,672.99	\$ 257,101.75	\$ 149,190.53	\$ 24,005.41	\$ 146,375.30	\$ 576,672.99
12/27/24	12/01-12/15/24	\$ 42,132.85	\$ (1,638.01)	\$ (809.90)	\$ -	\$ 39,684.94	\$ 17,692.99	\$ 10,266.85	\$ 1,651.98	\$ 10,073.12	\$ 39,684.94
12/27/24	12/01-12/15/24	\$ 31,803.40	\$ (1,234.12)	\$ (611.39)	\$ -	\$ 29,957.89	\$ 13,356.31	\$ 7,750.38	\$ 1,247.07	\$ 7,604.13	\$ 29,957.89
12/31/24	1% Admin Fee	\$ (18,391.62)	\$ -	\$ -	\$ -	\$ (18,391.62)	\$ (8,199.65)	\$ (4,758.08)	\$ (765.60)	\$ (4,668.29)	\$ (18,391.62)
1/10/25	12/16-12/31/24	\$ 24,882.42	\$ (746.45)	\$ (482.72)	\$ -	\$ 23,653.25	\$ 10,545.48	\$ 6,119.31	\$ 984.62	\$ 6,003.84	\$ 23,653.25
1/10/25	12/16-12/31/24	\$ 30,716.59	\$ (921.34)	\$ (595.91)	\$ -	\$ 29,199.34	\$ 13,018.13	\$ 7,554.13	\$ 1,215.49	\$ 7,411.59	\$ 29,199.34
2/3/25	10/1-12/31/25	\$ -	\$ -	\$ -	\$ 1,054.17	\$ 1,054.17	\$ 469.99	\$ 272.72	\$ 43.88	\$ 267.58	\$ 1,054.17
2/3/25	10/1-12/31/25	\$ -	\$ -	\$ -	\$ 1,301.43	\$ 1,301.43	\$ 580.22	\$ 336.69	\$ 54.18	\$ 330.34	\$ 1,301.43
2/10/25	1/1-1/31/25	\$ 44,322.44	\$ (898.46)	\$ (868.48)	\$ -	\$ 42,555.50	\$ 18,972.79	\$ 11,009.49	\$ 1,771.48	\$ 10,801.74	\$ 42,555.50
2/10/25	1/1-1/31/25	\$ 54,731.44	\$ (1,109.31)	\$ (1,072.44)	\$ -	\$ 52,549.69	\$ 23,428.56	\$ 13,595.08	\$ 2,187.51	\$ 13,338.54	\$ 52,549.69
3/7/25	2/1-2/28/25	\$ 4,462.38	\$ (44.63)	\$ (88.36)	\$ -	\$ 4,329.39	\$ 1,930.20	\$ 1,120.05	\$ 180.22	\$ 1,098.92	\$ 4,329.39
3/7/25	2/1-2/28/25	\$ 3,499.14	\$ (34.98)	\$ (69.28)	\$ -	\$ 3,394.88	\$ 1,513.56	\$ 878.29	\$ 141.32	\$ 861.71	\$ 3,394.88
4/11/25	3/1-3/31/25	\$ 7,509.10	\$ -	\$ (150.18)	\$ -	\$ 7,358.92	\$ 3,280.88	\$ 1,903.82	\$ 306.33	\$ 1,867.89	\$ 7,358.92
4/11/25	3/1-3/31/25	\$ 6,143.04	\$ -	\$ (122.86)	\$ -	\$ 6,020.18	\$ 2,684.01	\$ 1,557.48	\$ 250.60	\$ 1,528.09	\$ 6,020.18
4/30/25	1/1-3/31/25	\$ -	\$ -	\$ -	\$ 87.32	\$ 87.32	\$ 38.93	\$ 22.60	\$ 3.63	\$ 22.16	\$ 87.32
4/30/25	1/1-3/31/25	\$ -	\$ -	\$ -	\$ 107.93	\$ 107.93	\$ 48.12	\$ 27.92	\$ 4.49	\$ 27.40	\$ 107.93
5/9/25	4/1-4/30/25	\$ 28,019.95	\$ -	\$ (560.40)	\$ -	\$ 27,459.55	\$ 12,242.47	\$ 7,104.03	\$ 1,143.07	\$ 6,969.98	\$ 27,459.55
5/9/25	4/1-4/30/25	\$ 39,709.39	\$ -	\$ (794.19)	\$ -	\$ 38,915.20	\$ 17,349.81	\$ 10,067.71	\$ 1,619.94	\$ 9,877.74	\$ 38,915.20
6/13/25	5/1-5/31/25	\$ 2,879.57	\$ -	\$ (57.59)	\$ -	\$ 2,821.98	\$ 1,258.14	\$ 730.07	\$ 117.47	\$ 716.30	\$ 2,821.98
6/13/25	5/1-5/31/25	\$ 2,402.74	\$ -	\$ (48.05)	\$ -	\$ 2,354.69	\$ 1,049.81	\$ 609.18	\$ 98.02	\$ 597.68	\$ 2,354.69
6/23/25	6/2-6/2/25	\$ 17,079.65	\$ -	\$ (341.59)	\$ -	\$ 16,738.06	\$ 7,462.43	\$ 4,330.29	\$ 696.76	\$ 4,248.58	\$ 16,738.06
6/23/25	6/2-6/2/25	\$ 12,188.70	\$ -	\$ (243.77)	\$ -	\$ 11,944.93	\$ 5,325.48	\$ 3,090.26	\$ 497.24	\$ 3,031.95	\$ 11,944.93
Total		\$ 1,824,132.75	\$ (66,253.61)	\$ (35,525.42)	\$ 2,550.85	\$ 1,724,904.57	\$ 769,025.07	\$ 446,248.42	\$ 71,803.33	\$ 437,827.75	\$ 1,724,904.57

0	100.85%	Net Percent Collected
		Balance Remaining to Collect