

BARTRAM PARK
Community Development District

July 22, 2020

Bartram Park

Community Development District

475 West Town Place, Suite 114, St. Augustine, FL 32092

Phone: 904-940-5850 - Fax: 904-940-5899

July 15, 2020

Board of Supervisors
Bartram Park Community
Development District

Dear Board Members:

The Bartram Park Community Development District Board of Supervisors Audit Committee Meeting will be held Wednesday, July 22, 2020 at 11:00 a.m. via *ZOOM*. Immediately upon adjournment of the Audit Committee Meeting the Regular Meeting will follow. Following is the advance agenda for this meeting:

Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

Regular Meeting

- I. Roll Call
- II. Public Comment
- III. Affidavits of Publication
- IV. Minutes
 - A. Approval of Minutes of the April 22, 2020 Meeting
 - B. Acceptance of Minutes of the April 22, 2020 Audit Committee Meeting
- V. Public Hearing
 - A. Consideration of Resolution 2020-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2021
 - B. Consideration of Resolution 2020-09, Imposing Special Assessments and Certifying an Assessment Roll
- VI. Public Hearing to Adopt Amended and Restated Rules of Procedure;
Consideration of Resolution 2020-10
- VII. Update Regarding Racetrack Road Improvements Project
- VIII. Consideration of Easement and Agreement with JEA Regarding Relocation of
Transmission Line
- IX. Acceptance of Audit Committee Suggestions
- X. Other Business
- XI. Staff Reports
 - A. Attorney
 - B. Engineer

- C. Manager –
 - 1. Discussion of Meeting Schedule for Fiscal Year 2021
 - 2. Report on Number of Registered Voters
- XII. Audience Comments
- XIII. Supervisor's Requests
- XIV. Financial Reports
 - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2020
 - B. Assessment Receipt Schedules
 - C. Approval of Check Register
 - D. TIFF Funding No. 1 & 2
- XV. Next Scheduled Meeting – **TBD**
- XVI. Adjournment

Prior to the regular business meeting will be the audit committee meeting. At this time, the audit committee will review and rank the audit proposals.

The fourth order of business is the approval of April 22, 2020 meeting minutes & the April 22, 2020 audit committee minutes. A copy of the minutes are enclosed for your review.

The fifth order of business is the public hearing for consideration of resolution 2020-08, relating to annual appropriations and adopting the budget for fiscal year 2021. Following is the consideration of resolution 2020-09, imposing special assessments and certifying an assessment roll. A copy of each resolution is enclosed for your review

The sixth order of business is the public hearing to adopt amended and restated rules of procedure. A copy of resolution 2020-10 is enclosed for your review.

The seventh order of business is the update regarding Racetrack Road improvements project.

The eighth order of business is the consideration of easement and agreement with JEA regarding relocation of transmission line. A copy of the agreement will be provided under separate cover.

The ninth order of business is the acceptance of audit committee recommendations.

Listed under manager reports is the discussion of meeting schedule for fiscal year 2021. Next the report on number of registered voters will be presented.

Listed under financial reports is the balance sheet and statement of revenues & expenditures, assessment receipt schedules, check register, and funding requests for your review.

We look forward to seeing you at the special meeting. In the meantime, if you have any questions, please do not hesitate to call us at (904) 940-5850.

Sincerely,

James Oliver

James Oliver
District Manager

Cc: Wes Haber
Matt Maggiore
Darrin Mossing

AGENDA

***Bartram Park
Community Development District
Agenda***

Wednesday
July 22, 2020
11:00 a.m.

England Thims & Miller
14775 Old St. Augustine Road
Jacksonville, Florida 32258
bartramparkcdd.com
Call In # 1-800-264-8432 Code 768004

Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

Regular Meeting

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 - B. Consideration of Resolution 2020-09, Imposing Special Assessments and Certifying an Assessment Roll
- VI. Public Hearing to Adopt Amended and Restated Rules of Procedure; Consideration of Resolution 2020-10

- VII. Update Regarding Racetrack Road Improvements Project
- VIII. Consideration of Easement and Agreement with JEA Regarding Relocation of Transmission Line
- IX. Acceptance of Audit Committee Suggestions
- X. Other Business
- XI. Staff Reports
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 - D. TIFF Funding No. 1 & 2
- XV. Next Scheduled Meeting – **TBD**
- XVI. Adjournment

MINUTES

A.

MINUTES OF MEETING
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Park Community Development District was held on Wednesday, April 22, 2020 at 11:05 a.m. via Zoom conferencing.

Present and constituting a quorum were:

Trisston “Tim” Brown	Chairman
James Griffith	Vice Chairman
Joan Nero	Supervisor
Patricia Evert	Supervisor
Don Smith	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Matt Maggione	District Engineer
Art Lancaster	Eastland Development Group

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:05 a.m.

SECOND ORDER OF BUSINESS

Public Comment

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver stated included in your agenda package is a copy of the affidavit of publication for today’s virtual meeting.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 22, 2020 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the January 22, 2020 meeting. Are there any additions, corrections or deletions?

Ms. Evert responded the internal controls policy shouldn’t be on the minutes.

On MOTION by Ms. Evert seconded by Ms. Nero with all in favor the Minutes of the January 22, 2020 Meeting were approved as revised.

EIGHTH ORDER OF BUSINESS

District Role in Bond Financing Process to Fund Future Race Track Rd. Improvements

A. General Information

Mr. Haber stated included in your agenda package are three main documents related to this matter. There is a diagram or map showing the improvements that we are looking to discuss. There is a funding agreement and there is a resolution. Prior to putting this item on the agenda, Jim, Art and myself and your Chair had a discussion about it. In large part, the improvements that you see on that map were included in the engineer's report that the District adopted initially when the District was established and the District had the right to construct and fund. The Developer has been working with St. Johns County and the City of Jacksonville in connection with ways to go about funding and constructing those improvements. One of those ways is the use of what is called tax incremental financing. That would allow the funding of the roadways without the CDD having any financial obligation. What is being contemplated is an issuance by the CDD of a bond that would pay for the improvements. That bond, unlike the existing bonds that the CDD has which are secured by assessments against property owners within the District, would be funded solely by financing provided by other units of government based on ad valorem taxes they receive.

Mr. Lancaster stated the Bartram Park CDD was originally formed back in 2005 and had several items that were anticipated to be in an improvement plan. It would have required putting additional debt on property, which we didn't want to do as the Developer. It left some segments on Race Track Road of which Bartram Park DRI and the gate Durbin Park Development Agreement were responsible for finishing out. Several years ago in 2007/2008, we had told the County that there was no more funding capacity through the Bartram Park Community Development District. The County got creative when they were working with Gate Petroleum in doing the development agreement and the time limits on Durbin Park and setting up an Incremental Taxing District. It is similar to a Community Development District but specific in how it funds road improvements. I think everyone is aware that there is a missing segment of Race Track Road that needs to be four laned and it is being pretty critical to both Duval and St. Johns County in traffic mitigation because Durbin Park is really becoming a

center somewhat like the Town Center. We have been working closely with both St. Johns and Duval County in trying to find some solution. Obviously, every County or municipality always says we don't have the money to fund roads, which to some extent is true. I am not sure how funds are allocated to County's. There is some Federal assistance. A lot of the roadwork that just recently went inside of Durbin Park is funded through Florida's Department of Transportation. The problem with the segment of Race Track Road that is not completed is a County road, not a State road, so DOT will not allocate funds to that segment of road; however, they will allocate funds and have since allocated funds in their five year business plan to four lane the overpass over I95. Because they now have a plan in place to eight lane I95, DOT by default has to take out that bridge system and rebuild it. They put that into their scope of work. That was a big plus because the segment of road that is missing right now on Race Track Road is close to a \$30M project. That took out about a \$20M issue that no one had the money to go improve, so DOT said we will put that in our plan and we will fund it. That left the remaining segment that basically runs from Bartram Park Boulevard east up to the approach ramps to where the bridge is now. That segment is roughly \$7M to construct. The County says we will have to wait and see. Durbin Creek really started taking off and from the County's perspective that is big tax base. Then they were able to land the new Durbin Park Flagler Hospital and of course, that will bring more jobs, more housing and more shopping to that area. Durbin Park is now bringing a portion of their road and tying it into Race Track Road. DOT said we will go ahead and extend to that tie in, so it even made our segment that we are trying to get built smaller. When I started talking to Wes about if St. Johns County was able to install a taxing District over their commercial properties then maybe we could take the commercial properties in Bartram Park and put those into some type of taxing District. The only problem with Bartram Park is the County line runs right straight through Race Track Road and it bifurcates our property. The majority of Bartram Market sits in St. Johns County. There is about two parcels that tie into Bartram Park Boulevard that sit in Duval County. The parcel across the street is split in half by St. Johns County and Duval County and then our remaining properties that are towards I95 are all in Duval County. That creates a problem in creating a taxing District because taxing Districts typically don't cross County lines. In talking to Wes and his firm, the District always has assessment ability and the ability to issue bonds, so we started thinking how we could finance this. I think Wes' firm said you can always enter into an

interlocal agreement with St. Johns County and Duval County and they would allocate that cash benefit that you are getting. That would move things a lot quicker. We are working under a timeline here because you can only use the improved value of properties up to the time that the County realizes its improved and the next tax year the County gets the full value and benefit. It goes from timberland/agriculture value to improved commercial value. What Florida Legislature allows is that the County can allocate or take the general fund and allocate it to a specific purpose. In this case, we would enter into an agreement with the County, where the County pledges that property tax against our commercial properties and this is only against our commercial properties. They would pledge that value to pay bond debt to get that road built, so when you issue bonds and you go construct a segment of road, over the finance period, the County's property tax would pay the principal and interest on those bonds. The County likes it because municipalities are very sensitive, especially when we are in environments like we are today. I have met with both Duval and St. Johns County. This topic of getting this final segment of Race Track Road is extremely important to them because the politicians don't want their phones ringing off of the hook complaining about traffic problems. In short, Bartram Park Community Development District has the ability to issue the bonds. We, as the Developer, are comfortable with entering into an agreement with the District to construct it. We have a short window because Bartram Market is part of this financing. If it goes into 2021 then we lose that value, that difference between nonimproved and improved and we lose the ability to get this funding. We are working with a bond underwriter and we have a commitment letter from the bond underwriter for roughly \$7M of bond issuance. If we lose that Bartram Market value then that underwriting agreement goes away.

Ms. Evert asked who is your underwriter?

Mr. Lancaster responded it is Preston Hallock. They are a large multibillion dollar company out of Dallas, Texas.

Ms. Evert asked is that \$7M supposed to cover the east and west portions?

Mr. Lancaster responded just the portion we are trying to get built. The Bartram Park CDD boundary is not where construction improvements end. The construction improvements are any public facilities that go to the benefit of Bartram Park.

Mr. Haber stated the CDD was created to fund what are typically called offsite improvements and that is what these Race Track Road improvements would be considered

there. The CDD issued bonds to fund both offsite and onsite improvements and those bonds are secured by debt assessments against the property owners within the District. The District collects assessments from the property owners and pays those monies to the bondholders. In this instance, it is not contemplated and part of the understanding and deal will be that there will be no debt allocated to any property owners within the boundaries of the CDD. Instead, the underwriter understands and any future bondholder understands that the sole source of security or income on the bonds is the tax increment revenue that will be achieved by the Counties by virtue of the increase of the value of those properties. To the extent that there is a default, the documents that are approved in connection with the bond issuance will provide that there will be no recourse to require the CDD to levy an assessment on property within its boundaries. This deal will make certain that the CDD is never going to be responsible for payment, other than through collecting those monies from the Counties. The documents that you are approving today are really to begin the process. Art wants to be able to show the Counties that the CDD has indicated a willingness to participate in this process to take the necessary steps to enter into the agreements, so the transaction can take place. There are two main documents that you are being asked to approve; one is a funding agreement between the District and the Developer. What the funding agreement provides is that any work that your professionals do will be paid for by the Developer, so you are not paying for those items out of your general account that are collected through operation and maintenance assessments. There is also a resolution that gives Trisston authority to review and negotiate agreements to move this forward but those are conditioned upon this transaction and any issuance of bonds coming back before this board for approval. The funding agreement is in final form.

Mr. Lancaster stated this is a fairly complex process because there are so many different groups that we are using. This is by no means a guarantee that I can get this across the finish line. Any hearing dates in St. Johns County are typically three months out. The good news is Bartram Park and us as Developers have a good reputation. Right now, I have the ear of everybody but there is still a lot of process to go through.

B. Funding Agreement with Eastland Development Group, Inc. Regarding the Financing of Roadway Improvements

On MOTION by Mr. Brown seconded by Ms. Evert with all in favor the Funding Agreement with Eastland Development Group, Inc. Regarding the Financing of Roadway Improvements was approved.

C. Consideration of Resolution 2020-07, Authorizing Chairman to Finalize Agreement for Tax Increment Financing and Funding

On MOTION by Mr. Brown seconded by Ms. Evert with all in favor Resolution 2020-07 Authorizing Chairman to Finalize Agreement for Tax Increment Financing and Funding was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-04, Resetting the Public Hearing Date to Adopt Amended and Restated Rules of Procedure to July 22, 2020 at 11:00 a.m.

Mr. Oliver stated we would like to reschedule the public hearing to adopt the amended and restated rules of procedure to our July 22, 2020 at 11:00 a.m. at ETM.

On MOTION by Ms. Evert seconded by Mr. Brown with all in favor Resolution 2020-04 Resetting the Public Hearing Date to Adopt Amended and Restated Rules of Procedure to July 22, 2020 at 11:00 a.m. at ETM was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-05, Approving Fiscal Year 2021 Proposed Budget & Setting Public Hearing Date for Adoption

Mr. Oliver stated included in your agenda package is Resolution 2020-05 and the proposed budget for Fiscal Year 2021. There is no change in the budget. It is a \$130,000 budget and the assessments would remain the same. We are required to approve a proposed budget by June 15th and set a public hearing no sooner than 60 days after that. We also have to turn in the adopted budget to Duval County by July 31st.

Mr. Haber stated I would like to amend this resolution to state that if the executive order is still in effect and the District deems it is in its best interest to meet virtually that the public hearing to adopt the budget may be held virtually. I will send you a revised resolution later today.

On MOTION by Ms. Evert seconded by Ms. Nero with all in favor Resolution 2020-05 Approving the Fiscal Year 2021 Proposed Budget & Setting a Public Hearing Date for Adoption on July 22, 2020 at 11:00 a.m. at ETM was approved in substantial form, subject to language being added to the Resolution that the public hearing may be held virtually if need be.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2020-06,
Adopting Internal Controls Policy**

Mr. Haber stated this resolution and the policies attached to it were really created to deal with the change in Chapter 218 of the Florida Statutes, which require a unit of government to establish and maintain policies to the detect fraud, waste and abuse. Chapter 218.33 doesn't require the affirmative adoption of a resolution or written policies but our firm thought it was in the best interest of the CDDs to have written verification that the District took affirmative steps to comply with 218.33.

On MOTION by Mr. Brown seconded by Ms. Evert with all in favor Resolution 2020-06 Adopting Internal Controls Policy was approved.

NINTH ORDER OF BUSINESS**Presentation of Fiscal Year 2019 Financial Audit**

Mr. Oliver stated as a unit of government, we are required to go through the audit process on an annual basis. This is what is referred to as a clean audit. There were no exceptions to the audit. In the opinion letter it states, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities in each major fund of the District as of September 30, 2019 and the respective changes in financial position thereof for the Fiscal Year then ended in accordance with accounting principles generally accepted in the United States of America." In the report on internal controls it states, "During our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses." Next is the independent auditors report on compliance with the requirements of 218.415. The third paragraph states, "In our opinion, the District complied in all material respects with the aforementioned requirements for the Fiscal Year then ended September 30, 2019." The provisions of the auditor general states, "The District has not met one or more of the financial emergency conditions described in Section 218.503(1) of the Florida

Statutes. This is a clean audit. We will provide this report to the auditor general as of June 30, 2020.

On MOTION by Mr. Brown seconded by Ms. Nero with all in favor the Fiscal Year 2019 Financial Audit was accepted.

TENTH ORDER OF BUSINESS Selection of Audit Committee

Mr. Oliver stated we are required to go through the RFP every few years to select an independent auditor. We need to form an audit committee to begin the process. We typically appoint the board members to the audit committee.

On MOTION by Ms. Evert seconded by Mr. Brown with all in favor to Appoint the Five Board Members as the Audit Committee Members was approved.

ELEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisor's Requests

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2020

Mr. Oliver stated included in your agenda package is a copy of the balance sheet ending March 31, 2020.

B. Assessment Receipt Schedules

Mr. Oliver stated included in your agenda package is a copy of the assessment receipts schedule.

C. Approval of Check Register

Mr. Oliver stated included in your agenda package is a copy of the check register.

On MOTION by Mr. Griffith seconded by Ms. Evert with all in favor the Check Register was approved.
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SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – July 22, 2020 @ 11:00 a.m. at the Offices of England, Thims & Miller located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258

Mr. Oliver stated the next scheduled meeting is July 22, 2020 at 11:00 a.m. at this location.

SEVENTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Evert seconded by Mr. Smith with all in favor the Meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

MINUTES OF MEETING
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

An audit committee meeting of the Board of Supervisors of the Bartram Park Community Development District was held on Wednesday, April 22, 2020 at 12:00 p.m. via Zoom conferencing.

Present and constituting a quorum were:

Trisston "Tim" Brown	Chairman
James Griffith	Vice Chairman
Joan Nero	Supervisor
Patricia Evert	Supervisor
Don Smith	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 12:00 p.m.

SECOND ORDER OF BUSINESS

Selection of Audit RFP Criteria

Mr. Oliver stated we presented you with five criteria, which are ability of personnel, proposers experience, understanding the scope of work, ability to furnish the required services and price. They are all equally weighted at 20. When we get the proposals, the audit committee will rank those proposals using this criteria.

On MOTION by Ms. Evert seconded by Mr. Smith with all in favor the Audit RFP Criteria was approved.

THIRD ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Brown seconded by Mr. Smith with all in favor the Meeting was adjourned.

FOURTH ORDER OF BUSINESS

***Approved Budget
Fiscal Year 2021***

***Bartram Park Community
Development District***

July 22, 2020



**Bartram Park
Community Development District**

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Bartram Park

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Approved Budget FY 2021
Revenues					
Special Assessments - On Roll	\$129,808	\$130,004	\$0	\$130,004	\$129,808
Interest	\$0	\$21	\$29	\$49	\$0
TOTAL REVENUES	\$129,808	\$130,024	\$29	\$130,053	\$129,808
Expenditures					
Administrative					
Supervisor Fees	\$4,800	\$3,000	\$1,000	\$4,000	\$4,800
FICA Expense	\$367	\$230	\$77	\$306	\$367
Engineering	\$8,500	\$45	\$1,955	\$2,000	\$8,500
Assessment Roll	\$7,500	\$7,500	\$0	\$7,500	\$7,500
Arbitrage	\$4,100	\$600	\$600	\$1,200	\$1,200
Dissemination	\$3,500	\$2,625	\$875	\$3,500	\$3,500
Attorney	\$20,000	\$3,936	\$6,065	\$10,000	\$20,000
Annual Audit	\$4,000	\$4,000	\$0	\$4,000	\$4,000
Trustee Fees	\$16,500	\$17,417	\$0	\$17,417	\$17,500
Management Fees	\$41,600	\$31,200	\$10,400	\$41,600	\$41,600
Computer Time	\$1,000	\$750	\$250	\$1,000	\$1,000
Website Compliance	\$1,700	\$375	\$125	\$500	\$500
Telephone	\$50	\$71	\$35	\$106	\$150
Postage	\$600	\$239	\$60	\$299	\$600
Printing & Binding	\$1,000	\$535	\$200	\$735	\$1,000
Insurance	\$6,646	\$6,193	\$0	\$6,193	\$6,646
Legal Advertising	\$800	\$1,321	\$85	\$1,406	\$800
Other Current Charges	\$800	\$1,150	\$0	\$1,150	\$1,200
Office Supplies	\$100	\$68	\$32	\$100	\$100
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Operating Reserves	\$6,069	\$0	\$0	\$0	\$8,669
TOTAL EXPENDITURES	\$129,807	\$81,428	\$21,758	\$103,186	\$129,807
Assigned Fund Balance	\$0	\$48,597	(\$21,730)	\$26,867	\$0
			FY 2019	FY 2020	FY 2021
Per Unit Assessments			\$33.75	\$33.75	\$33.75

BARTRAM PARK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET
FISCAL YEAR 2021

REVENUES:

Maintenance Assessments:

The District will Levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year.

EXPENDITURES:

Administrative:

Engineering Fees

The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

Assessment Roll

Governmental Management Services serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

Arbitrage

The District is required to have an Arbitrage Rebate Calculation on the districts 2015 Special Assessment Bonds and 2012-1 thru 2012-5 Convertible Capital Appreciation Special Assessment Bonds. The district has contracted with Grau & Associates to provide these calculations for each bond issue.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues. The district has contracted with Governmental Management Services to provide for this service.

Attorney

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The district has contracted with Grau and Associates.

Trustee Fees

The District issued Series 2015 Special Assessment Bonds and 2012-1 thru 2012-5 Convertible Capital Appreciation Special Assessment Bonds which are held with a Trustee at BNY Mellon. The amount of the trustee fees is based on the agreement between BNY Mellon and the District for each bond issue.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

BARTRAM PARK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET
FISCAL YEAR 2021

Computer Time

The District processes all of its financial activities, i.e., accounts payable, financial statements, etc. on a mainframe computer leased by Governmental Management Services.

Website Compliance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly at \$41.67 monthly and also included \$1200 annual human audit to be provided by VGlobalTech.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges, amortization schedule fee, and any other miscellaneous expenses that are incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Bartram Park

Community Development District

Debt Service Fund

Series 2012-1

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Approved Budget FY 2021
Revenues					
Special Assessments - On Roll	\$397,924	\$399,487	\$0	\$399,487	\$397,924
Interest Income	\$2,000	\$3,691	\$105	\$3,796	\$4,000
Carry Forward Surplus	\$149,819	\$149,890	\$0	\$149,890	\$149,819
TOTAL REVENUES	\$549,743	\$553,067	\$105	\$553,172	\$551,744
Expenditures					
Interest - 11/1	\$129,250	\$129,250	\$0	\$129,250	\$124,991
Special Call - 11/1	\$0	\$5,000	\$0	\$5,000	\$0
Interest - 5/1	\$129,250	\$129,103	\$0	\$129,103	\$124,991
Principal - 5/1	\$140,000	\$140,000	\$0	\$140,000	\$150,000
TOTAL EXPENDITURES	\$398,500	\$403,353	\$0	\$403,353	\$399,981
EXCESS REVENUES	\$151,243	\$149,714	\$105	\$149,819	\$151,762

11/1/21 \$120,584

* All pay downs on the S2012-1 except for one resident payoff

Assessment Table

Tract	Units	Unit Type	Per Unit Assessment	Total Assessment
21	121	40'	\$1,711	\$207,089
	40	50'	\$2,139	\$85,574
	6	50'	\$2,000	\$12,000
	0	50'	\$0	\$0
	45	60'	\$2,567	\$115,525
	5	60'	\$2,000	\$10,000
	217			\$430,188
Less: Discounts and Collections (7.5%)				(\$32,264)
Net Assessment - Per Methodology				\$397,924

Bartram Park

Community Development District

Amortization Schedule

Series 2012-1, Special Assessment Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$4,255,000.00	5.875%	\$0.00	\$124,990.63	\$394,093.75
05/01/21	\$4,255,000.00	5.875%	\$150,000.00	\$124,990.63	
11/01/21	\$4,105,000.00	5.875%	\$0.00	\$120,584.38	\$395,575.00
05/01/22	\$4,105,000.00	5.875%	\$160,000.00	\$120,584.38	
11/01/22	\$3,945,000.00	5.875%	\$0.00	\$115,884.38	\$396,468.75
05/01/23	\$3,945,000.00	5.875%	\$170,000.00	\$115,884.38	
11/01/23	\$3,775,000.00	5.875%	\$0.00	\$110,890.63	\$396,775.00
05/01/24	\$3,775,000.00	5.875%	\$180,000.00	\$110,890.63	
11/01/24	\$3,595,000.00	5.875%	\$0.00	\$105,603.13	\$396,493.75
05/01/25	\$3,595,000.00	5.875%	\$190,000.00	\$105,603.13	
11/01/25	\$3,405,000.00	5.875%	\$0.00	\$100,021.88	\$395,625.00
05/01/26	\$3,405,000.00	5.875%	\$200,000.00	\$100,021.88	
11/01/26	\$3,205,000.00	5.875%	\$0.00	\$94,146.88	\$394,168.75
05/01/27	\$3,205,000.00	5.875%	\$215,000.00	\$94,146.88	
11/01/27	\$2,990,000.00	5.875%	\$0.00	\$87,831.25	\$396,978.13
05/01/28	\$2,990,000.00	5.875%	\$225,000.00	\$87,831.25	
11/01/28	\$2,765,000.00	5.875%	\$0.00	\$81,221.88	\$394,053.13
05/01/29	\$2,765,000.00	5.875%	\$240,000.00	\$81,221.88	
11/01/29	\$2,525,000.00	5.875%	\$0.00	\$74,171.88	\$395,393.75
05/01/30	\$2,525,000.00	5.875%	\$255,000.00	\$74,171.88	
11/01/30	\$2,270,000.00	5.875%	\$0.00	\$66,681.25	\$395,853.13
05/01/31	\$2,270,000.00	5.875%	\$270,000.00	\$66,681.25	
11/01/31	\$2,000,000.00	5.875%	\$0.00	\$58,750.00	\$395,431.25
05/01/32	\$2,000,000.00	5.875%	\$285,000.00	\$58,750.00	
11/01/32	\$1,715,000.00	5.875%	\$0.00	\$50,378.13	\$394,128.13
05/01/33	\$1,715,000.00	5.875%	\$305,000.00	\$50,378.13	
11/01/33	\$1,410,000.00	5.875%	\$0.00	\$41,418.75	\$396,796.88
05/01/34	\$1,410,000.00	5.875%	\$325,000.00	\$41,418.75	
11/01/34	\$1,085,000.00	5.875%	\$0.00	\$31,871.88	\$398,290.63
05/01/35	\$1,085,000.00	5.875%	\$340,000.00	\$31,871.88	
11/01/35	\$745,000.00	5.875%	\$0.00	\$21,884.38	\$393,756.25
05/01/36	\$745,000.00	5.875%	\$360,000.00	\$21,884.38	
11/01/36	\$385,000.00	5.875%	\$0.00	\$11,309.38	\$393,193.75
05/01/37	\$385,000.00	5.875%	\$385,000.00	\$11,309.38	
11/01/37					\$396,309.38
TOTAL			\$4,255,000.00	\$2,595,281.25	\$7,119,384.38

Bartram Park

Community Development District

Debt Service Fund

Series 2012-2

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Approved Budget FY 2021
Revenues					
Special Assessments	\$258,965	\$258,280	\$685	\$258,965	\$0
Interest Income	\$2,000	\$2,904	\$84	\$2,988	\$0
Carry Forward Surplus	\$147,951	\$277,437	\$0	\$277,437	\$30,848
TOTAL REVENUES	\$408,916	\$538,621	\$769	\$539,390	\$30,848
Expenditures					
Interest 11/1	\$80,325	\$80,325	\$0	\$80,325	\$0
Interest - 5/1	\$80,325	\$80,325	\$0	\$80,325	\$0
Principal - 5/1	\$100,000	\$100,000	\$0	\$100,000	\$0
Principal - 7/1	\$0	\$0	\$2,875,000	\$2,875,000	\$0
TOTAL EXPENDITURES	\$260,650	\$260,650	\$2,875,000	\$3,135,650	\$0
Other Sources/(Uses)					
Interfund Transfer	\$0	\$2,629,108	\$0	\$2,629,108	(\$30,848)
Other Debt Service Cost	\$0	(\$2,000)	\$0	(\$2,000)	\$0
TOTAL OTHER SOURCES/USES	\$0	\$2,627,108	\$0	\$2,627,108	(\$30,848)
EXCESS REVENUES	\$148,266	\$2,905,080	(\$2,874,231)	\$30,848	\$0

11/1/21

\$0

Assessment Table

Tract	Units	Unit Type	Per Unit Assessment	Total Assessment
22	336	BP Apts	\$833	\$279,962
Less: Discounts and Collections (7.5%)				(\$20,997)
Net Assessment - Per Methodology				\$258,965

Bartram Park

Community Development District

Amortization Schedule

Series 2012-2, Special Assessment Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$2,875,000.00	5.40%	\$0.00	\$77,625.00	\$257,950.00
05/01/21	\$2,875,000.00	5.40%	\$105,000.00	\$77,625.00	
11/01/21	\$2,770,000.00	5.40%	\$0.00	\$74,790.00	\$257,415.00
05/01/22	\$2,770,000.00	5.40%	\$110,000.00	\$74,790.00	
11/01/22	\$2,660,000.00	5.40%	\$0.00	\$71,820.00	\$256,610.00
05/01/23	\$2,660,000.00	5.40%	\$120,000.00	\$71,820.00	
11/01/23	\$2,540,000.00	5.40%	\$0.00	\$68,580.00	\$260,400.00
05/01/24	\$2,540,000.00	5.40%	\$125,000.00	\$68,580.00	
11/01/24	\$2,415,000.00	5.40%	\$0.00	\$65,205.00	\$258,785.00
05/01/25	\$2,415,000.00	5.40%	\$130,000.00	\$65,205.00	
11/01/25	\$2,285,000.00	5.40%	\$0.00	\$61,695.00	\$256,900.00
05/01/26	\$2,285,000.00	5.40%	\$140,000.00	\$61,695.00	
11/01/26	\$2,145,000.00	5.400%	\$0.00	\$57,915.00	\$259,610.00
05/01/27	\$2,145,000.00	5.400%	\$145,000.00	\$57,915.00	
11/01/27	\$2,000,000.00	5.400%	\$0.00	\$54,000.00	\$256,915.00
05/01/28	\$2,000,000.00	5.400%	\$155,000.00	\$54,000.00	
11/01/28	\$1,845,000.00	5.400%	\$0.00	\$49,815.00	\$258,815.00
05/01/29	\$1,845,000.00	5.400%	\$165,000.00	\$49,815.00	
11/01/29	\$1,680,000.00	5.400%	\$0.00	\$45,360.00	\$260,175.00
05/01/30	\$1,680,000.00	5.400%	\$175,000.00	\$45,360.00	
11/01/30	\$1,505,000.00	5.400%	\$0.00	\$40,635.00	\$260,995.00
05/01/31	\$1,505,000.00	5.400%	\$180,000.00	\$40,635.00	
11/01/31	\$1,325,000.00	5.400%	\$0.00	\$35,775.00	\$256,410.00
05/01/32	\$1,325,000.00	5.400%	\$190,000.00	\$35,775.00	
11/01/32	\$1,135,000.00	5.400%	\$0.00	\$30,645.00	\$256,420.00
05/01/33	\$1,135,000.00	5.400%	\$205,000.00	\$30,645.00	
11/01/33	\$930,000.00	5.400%	\$0.00	\$25,110.00	\$260,755.00
05/01/34	\$930,000.00	5.400%	\$215,000.00	\$25,110.00	
11/01/34	\$715,000.00	5.400%	\$0.00	\$19,305.00	\$259,415.00
05/01/35	\$715,000.00	5.400%	\$225,000.00	\$19,305.00	
11/01/35	\$490,000.00	5.400%	\$0.00	\$13,230.00	\$257,535.00
05/01/36	\$490,000.00	5.400%	\$240,000.00	\$13,230.00	
11/01/36	\$250,000.00	5.400%	\$0.00	\$6,750.00	\$259,980.00
05/01/37	\$250,000.00	5.400%	\$250,000.00	\$6,750.00	\$256,750.00
TOTAL			\$2,875,000.00	\$1,596,510.00	\$4,651,835.00

Bartram Park

Community Development District

Debt Service Fund
Series 2012-3

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Approved Budget FY 2021
Revenues					
Special Assessments	\$388,839	\$390,366	\$0	\$390,366	\$388,839
Interest Income	\$2,000	\$3,581	\$105	\$3,686	\$4,000
Carry Forward Surplus	\$142,780	\$135,565	\$0	\$135,565	\$137,873
TOTAL REVENUES	\$533,619	\$529,512	\$105	\$529,617	\$530,712
Expenditures					
Interest - 11/1	\$125,872	\$125,872	\$0	\$125,872	\$121,759
Interest - 5/1	\$125,872	\$125,872	\$0	\$125,872	\$121,759
Principal - 5/1	\$140,000	\$140,000	\$0	\$140,000	\$145,000
TOTAL EXPENDITURES	\$391,744	\$391,744	\$0	\$391,744	\$388,519
EXCESS REVENUES	\$141,875	\$137,768	\$105	\$137,873	\$142,193

11/1/21 \$117,500

Assessment Table

Tract	Units	Unit Type	Per Unit Assessment	Total Assessment
23	143	40'	\$1,737	\$248,398
	54	50'	\$2,171	\$117,251
	0	50'	\$2,000	\$0
	0	50'	\$0	\$0
	21	60'	\$2,606	\$54,717
	0	60'	\$2,000	\$0
	218			\$420,367
Less: Discounts and Collections (7.5%)				(\$31,527)
Net Assessment - Per Methodology				\$388,839

Bartram Park

Community Development District

Amortization Schedule

Series 2012-3, Special Assessment Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$4,145,000.00	5.875%	\$0.00	\$121,759.38	\$121,759.38
05/01/21	\$4,145,000.00	5.875%	\$145,000.00	\$121,759.38	
11/01/21	\$4,000,000.00	5.875%	\$0.00	\$117,500.00	\$384,259.38
05/01/22	\$4,000,000.00	5.875%	\$155,000.00	\$117,500.00	
11/01/22	\$3,845,000.00	5.875%	\$0.00	\$112,946.88	\$385,446.88
05/01/23	\$3,845,000.00	5.875%	\$165,000.00	\$112,946.88	
11/01/23	\$3,680,000.00	5.875%	\$0.00	\$108,100.00	\$386,046.88
05/01/24	\$3,680,000.00	5.875%	\$175,000.00	\$108,100.00	
11/01/24	\$3,505,000.00	5.875%	\$0.00	\$102,959.38	\$386,059.38
05/01/25	\$3,505,000.00	5.875%	\$185,000.00	\$102,959.38	
11/01/25	\$3,320,000.00	5.875%	\$0.00	\$97,525.00	\$385,484.38
05/01/26	\$3,320,000.00	5.875%	\$195,000.00	\$97,525.00	
11/01/26	\$3,125,000.00	5.875%	\$0.00	\$91,796.88	\$384,321.88
05/01/27	\$3,125,000.00	5.875%	\$210,000.00	\$91,796.88	
11/01/27	\$2,915,000.00	5.875%	\$0.00	\$85,628.13	\$387,425.00
05/01/28	\$2,915,000.00	5.875%	\$220,000.00	\$85,628.13	
11/01/28	\$2,695,000.00	5.875%	\$0.00	\$79,165.63	\$384,793.75
05/01/29	\$2,695,000.00	5.875%	\$235,000.00	\$79,165.63	
11/01/29	\$2,460,000.00	5.875%	\$0.00	\$72,262.50	\$386,428.13
05/01/30	\$2,460,000.00	5.875%	\$250,000.00	\$72,262.50	
11/01/30	\$2,210,000.00	5.875%	\$0.00	\$64,918.75	\$387,181.25
05/01/31	\$2,210,000.00	5.875%	\$265,000.00	\$64,918.75	
11/01/31	\$1,945,000.00	5.875%	\$0.00	\$57,134.38	\$387,053.13
05/01/32	\$1,945,000.00	5.875%	\$280,000.00	\$57,134.38	
11/01/32	\$1,665,000.00	5.875%	\$0.00	\$48,909.38	\$386,043.75
05/01/33	\$1,665,000.00	5.875%	\$295,000.00	\$48,909.38	
11/01/33	\$1,370,000.00	5.875%	\$0.00	\$40,243.75	\$384,153.13
05/01/34	\$1,370,000.00	5.875%	\$315,000.00	\$40,243.75	
11/01/34	\$1,055,000.00	5.875%	\$0.00	\$30,990.63	\$386,234.38
05/01/35	\$1,055,000.00	5.875%	\$330,000.00	\$30,990.63	
11/01/35	\$725,000.00	5.875%	\$0.00	\$21,296.88	\$382,287.50
05/01/36	\$725,000.00	5.875%	\$350,000.00	\$21,296.88	
11/01/36	\$375,000.00	5.875%	\$0.00	\$11,015.63	\$382,312.50
05/01/37	\$375,000.00	5.875%	\$375,000.00	\$11,015.63	\$386,015.63
TOTAL			\$4,145,000.00	\$2,528,306.25	\$6,673,306.25

Bartram Park

Community Development District

Debt Service Fund

Series 2012-4

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Approved Budget FY 2021
Revenues					
Special Assessments	\$267,478	\$266,571	\$0	\$266,571	\$267,478
Interest Income	\$1,000	\$3,505	\$69	\$3,574	\$2,000
Carry Forward Surplus	\$244,985	\$444,478	\$0	\$444,478	\$107,228
TOTAL REVENUES	\$513,462	\$714,554	\$69	\$714,623	\$376,706
Expenditures					
Interest 11/1	\$91,395	\$90,720	\$0	\$90,720	\$78,975
Special Call - 11/1	\$290,000	\$335,000	\$0	\$335,000	\$0
Interest - 5/1	\$91,395	\$81,675	\$0	\$81,675	\$78,975
Principal - 5/1	\$115,000	\$100,000	\$0	\$100,000	\$110,000
TOTAL EXPENDITURES	\$587,790	\$607,395	\$0	\$607,395	\$267,950
EXCESS REVENUES	(\$74,328)	\$107,159	\$69	\$107,228	\$108,756

11/1/21 \$76,005

Assessment Table

Tract	Units	Unit Type	Per Unit Assessment	Total Assessment
24	139	Single-Family	\$2,108	\$289,165
Less: Discounts and Collections (7.5%)				(\$21,687)
Net Assessment - Per Methodology				\$267,478

Bartram Park

Community Development District

Amortization Schedule

Series 2012-4, Special Assessment Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$2,925,000.00	5.40%	\$0.00	\$78,975.00	\$260,650.00
05/01/21	\$2,925,000.00	5.40%	\$110,000.00	\$78,975.00	
11/01/21	\$2,815,000.00	5.40%	\$0.00	\$76,005.00	\$264,980.00
05/01/22	\$2,815,000.00	5.40%	\$115,000.00	\$76,005.00	
11/01/22	\$2,700,000.00	5.40%	\$0.00	\$72,900.00	\$263,905.00
05/01/23	\$2,700,000.00	5.40%	\$120,000.00	\$72,900.00	
11/01/23	\$2,580,000.00	5.40%	\$0.00	\$69,660.00	\$262,560.00
05/01/24	\$2,580,000.00	5.40%	\$125,000.00	\$69,660.00	
11/01/24	\$2,455,000.00	5.40%	\$0.00	\$66,285.00	\$260,945.00
05/01/25	\$2,455,000.00	5.40%	\$135,000.00	\$66,285.00	
11/01/25	\$2,320,000.00	5.40%	\$0.00	\$62,640.00	\$263,925.00
05/01/26	\$2,320,000.00	5.40%	\$140,000.00	\$62,640.00	
11/01/26	\$2,180,000.00	5.40%	\$0.00	\$58,860.00	\$261,500.00
05/01/27	\$2,180,000.00	5.40%	\$150,000.00	\$58,860.00	
11/01/27	\$2,030,000.00	5.40%	\$0.00	\$54,810.00	\$263,670.00
05/01/28	\$2,030,000.00	5.40%	\$160,000.00	\$54,810.00	
11/01/28	\$1,870,000.00	5.40%	\$0.00	\$50,490.00	\$265,300.00
05/01/29	\$1,870,000.00	5.40%	\$165,000.00	\$50,490.00	
11/01/29	\$1,705,000.00	5.40%	\$0.00	\$46,035.00	\$261,525.00
05/01/30	\$1,705,000.00	5.40%	\$175,000.00	\$46,035.00	
11/01/30	\$1,530,000.00	5.40%	\$0.00	\$41,310.00	\$262,345.00
05/01/31	\$1,530,000.00	5.40%	\$185,000.00	\$41,310.00	
11/01/31	\$1,345,000.00	5.40%	\$0.00	\$36,315.00	\$262,625.00
05/01/32	\$1,345,000.00	5.40%	\$195,000.00	\$36,315.00	
11/01/32	\$1,150,000.00	5.40%	\$0.00	\$31,050.00	\$262,365.00
05/01/33	\$1,150,000.00	5.40%	\$205,000.00	\$31,050.00	
11/01/33	\$945,000.00	5.40%	\$0.00	\$25,515.00	\$261,565.00
05/01/34	\$945,000.00	5.40%	\$220,000.00	\$25,515.00	
11/01/34	\$725,000.00	5.40%	\$0.00	\$19,575.00	\$265,090.00
05/01/35	\$725,000.00	5.40%	\$230,000.00	\$19,575.00	
11/01/35	\$495,000.00	5.40%	\$0.00	\$13,365.00	\$262,940.00
05/01/36	\$495,000.00	5.40%	\$240,000.00	\$13,365.00	
11/01/36	\$255,000.00	5.40%	\$0.00	\$6,885.00	\$260,250.00
05/01/37	\$255,000.00	5.40%	\$255,000.00	\$6,885.00	
11/01/37					\$261,885.00
TOTAL			\$2,925,000.00	\$1,621,350.00	\$4,728,025.00

Bartram Park

Community Development District

Debt Service Fund

Series 2012-5

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Approved Budget FY 2021
Revenues					
Special Assessments	\$282,514	\$283,624	\$0	\$283,624	\$282,514
Interest Income	\$1,000	\$2,790	\$81	\$2,871	\$3,000
Carry Forward Surplus	\$140,021	\$139,783	\$0	\$139,783	\$118,723
TOTAL REVENUES	\$423,535	\$426,197	\$81	\$426,278	\$404,237
Expenditures					
Interest 11/1	\$91,640	\$91,640	\$0	\$91,640	\$88,015
Principal Prepayment 11/1	\$25,000	\$25,000	\$0	\$25,000	\$0
Interest - 5/1	\$91,640	\$90,915	\$0	\$90,915	\$88,015
Principal - 5/1	\$100,000	\$100,000	\$0	\$100,000	\$110,000
		\$0			
TOTAL EXPENDITURES	\$308,280	\$307,555	\$0	\$307,555	\$286,030
Other Sources/(Uses)					
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES/USES	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES	\$115,255	\$118,642	\$81	\$118,723	\$118,207

11/1/21 \$84,825

Assessment Table

Assessment Table				
Tract	Units	Unit Type	Per Unit Assessment	Total Assessment
25	100	40'	\$1,730	\$173,043
	36	50'	\$2,163	\$77,869
	21	60'	\$2,596	\$54,508
	157			\$305,421
	Less: Discounts and Collections (7.5%)			(\$22,907)
Net Assessment - Per Methodology				\$282,514

Bartram Park

Community Development District

Amortization Schedule

Series 2012-5, Special Assessment Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$3,035,000.00	5.800%	\$0.00	\$88,015.00	\$278,930.00
05/01/21	\$3,035,000.00	5.800%	\$110,000.00	\$88,015.00	
11/01/21	\$2,925,000.00	5.800%	\$0.00	\$84,825.00	\$282,840.00
05/01/22	\$2,925,000.00	5.800%	\$115,000.00	\$84,825.00	
11/01/22	\$2,810,000.00	5.800%	\$0.00	\$81,490.00	\$281,315.00
05/01/23	\$2,810,000.00	5.800%	\$120,000.00	\$81,490.00	
11/01/23	\$2,690,000.00	5.800%	\$0.00	\$78,010.00	\$279,500.00
05/01/24	\$2,690,000.00	5.800%	\$130,000.00	\$78,010.00	
11/01/24	\$2,560,000.00	5.800%	\$0.00	\$74,240.00	\$282,250.00
05/01/25	\$2,560,000.00	5.800%	\$135,000.00	\$74,240.00	
11/01/25	\$2,425,000.00	5.800%	\$0.00	\$70,325.00	\$279,565.00
05/01/26	\$2,425,000.00	5.800%	\$145,000.00	\$70,325.00	
11/01/26	\$2,280,000.00	5.800%	\$0.00	\$66,120.00	\$281,445.00
05/01/27	\$2,280,000.00	5.800%	\$155,000.00	\$66,120.00	
11/01/27	\$2,125,000.00	5.800%	\$0.00	\$61,625.00	\$282,745.00
05/01/28	\$2,125,000.00	5.800%	\$160,000.00	\$61,625.00	
11/01/28	\$1,965,000.00	5.800%	\$0.00	\$56,985.00	\$278,610.00
05/01/29	\$1,965,000.00	5.800%	\$170,000.00	\$56,985.00	
11/01/29	\$1,795,000.00	5.800%	\$0.00	\$52,055.00	\$279,040.00
05/01/30	\$1,795,000.00	5.800%	\$180,000.00	\$52,055.00	
11/01/30	\$1,615,000.00	5.800%	\$0.00	\$46,835.00	\$278,890.00
05/01/31	\$1,615,000.00	5.800%	\$190,000.00	\$46,835.00	
11/01/31	\$1,425,000.00	5.800%	\$0.00	\$41,325.00	\$278,160.00
05/01/32	\$1,425,000.00	5.800%	\$205,000.00	\$41,325.00	
11/01/32	\$1,220,000.00	5.800%	\$0.00	\$35,380.00	\$281,705.00
05/01/33	\$1,220,000.00	5.800%	\$215,000.00	\$35,380.00	
11/01/33	\$1,005,000.00	5.800%	\$0.00	\$29,145.00	\$279,525.00
05/01/34	\$1,005,000.00	5.800%	\$230,000.00	\$29,145.00	
11/01/34	\$775,000.00	5.800%	\$0.00	\$22,475.00	\$281,620.00
05/01/35	\$775,000.00	5.800%	\$245,000.00	\$22,475.00	
11/01/35	\$530,000.00	5.800%	\$0.00	\$15,370.00	\$282,845.00
05/01/36	\$530,000.00	5.800%	\$255,000.00	\$15,370.00	
11/01/36	\$275,000.00	5.800%	\$0.00	\$7,975.00	\$278,345.00
05/01/37	\$275,000.00	5.800%	\$275,000.00	\$7,975.00	
11/01/37					\$282,975.00
TOTAL			\$3,035,000.00	\$1,824,390.00	\$5,050,305.00

Bartram Park

Community Development District

Debt Service Fund

Series 2015A-1/A-2

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Approved Budget FY 2021
Revenues					
Special Assessments	\$1,395,346	\$1,400,826	\$0	\$1,400,826	\$1,395,346
Interest Income	\$10,000	\$14,294	\$330	\$14,624	\$15,000
(1) Carry Forward Surplus	\$324,527	\$1,232,500	\$0	\$1,232,500	\$411,978
TOTAL REVENUES	\$1,729,873	\$2,647,619	\$330	\$2,647,949	\$1,822,324
Expenditures					
<u>Series 2015A-1</u>					
Interest 11/1	\$261,963	\$261,963	\$0	\$261,963	\$240,059
Principal Prepayment - 11/1	\$0	\$160,000	\$0	\$160,000	\$0
Interest - 5/1	\$261,963	\$248,534	\$0	\$248,534	\$240,059
Principal - 5/1	\$600,000	\$555,000	\$0	\$555,000	\$570,000
Principal Prepayment - 5/1	\$0	\$60,000	\$0	\$60,000	\$0
<u>Series 2015A-2</u>					
Interest 11/1	\$74,763	\$74,713	\$0	\$74,713	\$67,963
Principal Prepayment - 11/1	\$0	\$665,000	\$0	\$665,000	\$0
Interest - 5/1	\$74,763	\$70,763	\$0	\$70,763	\$67,963
Principal - 5/1	\$130,000	\$125,000	\$0	\$125,000	\$130,000
Principal Prepayment - 5/1	\$0	\$15,000	\$0	\$15,000	\$0
TOTAL EXPENDITURES	\$1,403,450	\$2,235,971	\$0	\$2,235,971	\$1,316,044
Other Sources/(Uses)					
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES/USES	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES	\$326,423	\$411,648	\$330	\$411,978	\$506,280
(1) Carry forward surplus is net of the reserve requirement					
Series 2015A-1 Interest - 11/1/21					\$231,509
Series 2015A-2 Interest - 11/1/21					\$65,038
					\$296,547

FY 2021	
Net Assessments	\$1,395,346
Plus Collection Fees (7.5%)	\$113,136
Gross Assessments	\$1,508,482

Bartram Park

Amortization Schedule

Community Development District

Series 2015A-1, Special Assessment Revenue Refunding Bonds

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$11,440,000.00	\$0.00	\$240,059.38	\$240,059.38
05/01/21	\$11,440,000.00	\$570,000.00	\$240,059.38	
11/01/21	\$10,870,000.00	\$0.00	\$231,509.38	\$1,041,568.76
05/01/22	\$10,870,000.00	\$585,000.00	\$231,509.38	
11/01/22	\$10,285,000.00	\$0.00	\$222,368.75	\$1,038,878.13
05/01/23	\$10,285,000.00	\$605,000.00	\$222,368.75	
11/01/23	\$9,680,000.00	\$0.00	\$212,537.50	\$1,039,906.25
05/01/24	\$9,680,000.00	\$630,000.00	\$212,537.50	
11/01/24	\$9,050,000.00	\$0.00	\$199,150.00	\$1,041,687.50
05/01/25	\$9,050,000.00	\$655,000.00	\$199,150.00	
11/01/25	\$8,395,000.00	\$0.00	\$185,231.25	\$1,039,381.25
05/01/26	\$8,395,000.00	\$685,000.00	\$185,231.25	
11/01/26	\$7,710,000.00	\$0.00	\$170,675.00	\$1,040,906.25
05/01/27	\$7,710,000.00	\$715,000.00	\$170,675.00	
11/01/27	\$6,995,000.00	\$0.00	\$155,481.25	\$1,041,156.25
05/01/28	\$6,995,000.00	\$745,000.00	\$155,481.25	
11/01/28	\$6,250,000.00	\$0.00	\$139,650.00	\$1,040,131.25
05/01/29	\$6,250,000.00	\$780,000.00	\$139,650.00	
11/01/29	\$5,470,000.00	\$0.00	\$123,075.00	\$1,042,725.00
05/01/30	\$5,470,000.00	\$810,000.00	\$123,075.00	
11/01/30	\$4,660,000.00	\$0.00	\$104,850.00	\$1,037,925.00
05/01/31	\$4,660,000.00	\$850,000.00	\$104,850.00	
11/01/31	\$3,810,000.00	\$0.00	\$85,725.00	\$1,040,575.00
05/01/32	\$3,810,000.00	\$890,000.00	\$85,725.00	
11/01/32	\$2,920,000.00	\$0.00	\$65,700.00	\$1,041,425.00
05/01/33	\$2,920,000.00	\$930,000.00	\$65,700.00	
11/01/33	\$1,990,000.00	\$0.00	\$44,775.00	\$1,040,475.00
05/01/34	\$1,990,000.00	\$975,000.00	\$44,775.00	
11/01/34	\$1,015,000.00	\$0.00	\$22,837.50	\$1,042,612.50
05/01/35	\$1,015,000.00	\$1,015,000.00	\$22,837.50	\$1,037,837.50
TOTAL		\$11,440,000.00	\$4,407,250.02	\$15,847,250.02

Bartram Park

Community Development District

Amortization Schedule

Series 2015A-2, Special Assessment Revenue Refunding Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$2,790,000.00	4.50%	\$0.00	\$67,962.50	\$67,962.50
05/01/21	\$2,790,000.00	4.50%	\$130,000.00	\$67,962.50	
11/01/21	\$2,660,000.00	4.50%	\$0.00	\$65,037.50	\$263,000.00
05/01/22	\$2,660,000.00	4.50%	\$135,000.00	\$65,037.50	
11/01/22	\$2,525,000.00	4.50%	\$0.00	\$62,000.00	\$262,037.50
05/01/23	\$2,525,000.00	4.50%	\$145,000.00	\$62,000.00	
11/01/23	\$2,380,000.00	4.50%	\$0.00	\$58,737.50	\$265,737.50
05/01/24	\$2,380,000.00	4.50%	\$150,000.00	\$58,737.50	
11/01/24	\$2,230,000.00	4.50%	\$0.00	\$55,362.50	\$264,100.00
05/01/25	\$2,230,000.00	4.50%	\$155,000.00	\$55,362.50	
11/01/25	\$2,075,000.00	4.50%	\$0.00	\$51,875.00	\$262,237.50
05/01/26	\$2,075,000.00	5.00%	\$165,000.00	\$51,875.00	
11/01/26	\$1,910,000.00	5.00%	\$0.00	\$47,750.00	\$264,625.00
05/01/27	\$1,910,000.00	5.00%	\$175,000.00	\$47,750.00	
11/01/27	\$1,735,000.00	5.00%	\$0.00	\$43,375.00	\$266,125.00
05/01/28	\$1,735,000.00	5.00%	\$180,000.00	\$43,375.00	
11/01/28	\$1,555,000.00	5.00%	\$0.00	\$38,875.00	\$262,250.00
05/01/29	\$1,555,000.00	5.00%	\$190,000.00	\$38,875.00	
11/01/29	\$1,365,000.00	5.00%	\$0.00	\$34,125.00	\$263,000.00
05/01/30	\$1,365,000.00	5.00%	\$200,000.00	\$34,125.00	
11/01/30	\$1,165,000.00	5.00%	\$0.00	\$29,125.00	\$263,250.00
05/01/31	\$1,165,000.00	5.00%	\$210,000.00	\$29,125.00	
11/01/31	\$955,000.00	5.00%	\$0.00	\$23,875.00	\$263,000.00
05/01/32	\$955,000.00	5.00%	\$220,000.00	\$23,875.00	
11/01/32	\$735,000.00	5.00%	\$0.00	\$18,375.00	\$262,250.00
05/01/33	\$735,000.00	5.00%	\$235,000.00	\$18,375.00	
11/01/33	\$500,000.00	5.00%	\$0.00	\$12,500.00	\$265,875.00
05/01/34	\$500,000.00	5.00%	\$245,000.00	\$12,500.00	
11/01/34	\$255,000.00	5.00%	\$0.00	\$6,375.00	\$263,875.00
05/01/35	\$255,000.00	5.00%	\$255,000.00	\$6,375.00	\$261,375.00
TOTAL			\$2,790,000.00	\$1,230,700.00	\$4,020,700.00

A.

RESOLUTION 2020-08

THE ANNUAL APPROPRIATION RESOLUTION OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors (“**Board**”) of the Bartram Park Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Bartram Park Community Development District for the Fiscal Year Ending September 30, 2021.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND (SERIES 2012-1)	\$ _____
DEBT SERVICE FUND (SERIES 2012-2)	\$ _____
DEBT SERVICE FUND (SERIES 2012-3)	\$ _____
DEBT SERVICE FUND (SERIES 2012-4)	\$ _____
DEBT SERVICE FUND (SERIES 2012-5)	\$ _____
DEBT SERVICE FUND (SERIES 2015A-1)	\$ _____
DEBT SERVICE FUND (SERIES 2015A-2)	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 22nd DAY OF JULY, 2020.

ATTEST:

**BARTRAM PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

B.

RESOLUTION 2020-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bartram Park Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Duval County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied assessments for debt service, which the District desires to certify for collection for Fiscal Year 2020/2021; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Bartram Park Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B”**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B”**. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 22nd day of July, 2020.

ATTEST:

**BARTRAM PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

Exhibit B: Assessment Roll

SIXTH ORDER OF BUSINESS

RESOLUTION 2020-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Bartram Park 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 Duval County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District has previously adopted Rules of Procedure to govern the administration of the District; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 22 day of April, 2020.

ATTEST:

**BARTRAM PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman, Board of Supervisors

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A:
AMENDED AND RESTATED RULES OF PROCEDURE

**AMENDED AND RESTATED
RULES OF PROCEDURE
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF APRIL 22, 2020

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Rule 1.0 General.

- (1) The Bartram Park Community Development District (the “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 (the “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.
- (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 (the “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.
- (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 accord 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 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 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 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 or 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 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, but no more than thirty (30) 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. 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 before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. 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.”
- (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. 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, 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 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, if it has one. 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 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.
- (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, 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 Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety 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) 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, 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 a short, plain explanation of the purpose and effect of the proposed action, 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. The notice shall include a summary of the District’s statement of the estimated regulatory costs, 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 shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, 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) 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 immediate danger to the public health, safety, or welfare exists which requires immediate action. 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 emergency rules 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 as long as it protects the public interest as 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 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 person as a hearing officer who shall conduct a hearing within 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 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, or other 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: §§ 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 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 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 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;
 - (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.

- (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, 255.20, 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, 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 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, 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, the geographic location of the company's headquarters and offices in relation to the District, 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 pre-qualification 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, 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), Fla. Stat., 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.
- (b) 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 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) 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.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

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, 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, 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 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 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 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. 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, 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. The fact that an Emergency Purchase has occurred or is necessary 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, 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 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, 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, 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 Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. 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, 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, 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, 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.
- (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 facsimile, 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 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) 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 on appropriate terms 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 April 22, 2020, 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.

NINTH ORDER OF BUSINESS

Bartram Park Community Development District Auditor Selection Evaluation Criteria

[illegible]



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: July 08, 2020
3:00PM

Submitted to:

Bartram Park
Community Development District
C/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

July 08, 2020

Bartram Park Community Development District
C/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2020, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Bartram Park Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. First, we ensure that the transition to a new firm is as smooth and seamless as possible. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

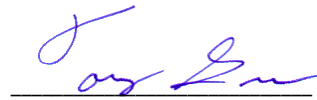
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



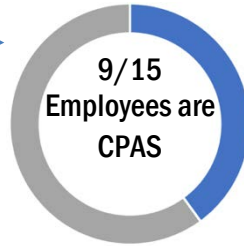
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



2 Partners
13 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

297 Community Development Districts Served

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

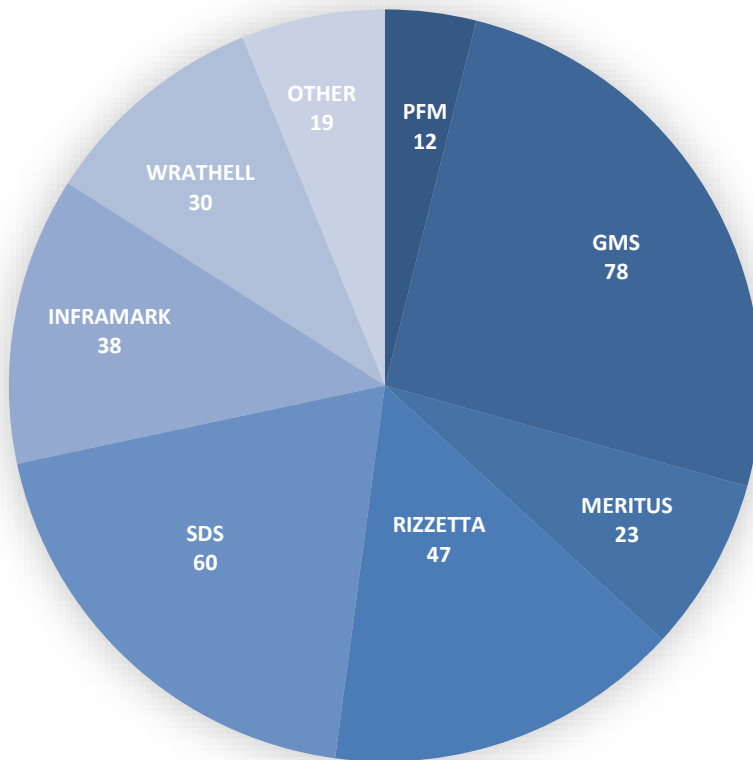
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 30+

CPE (last 2 years):

Government

Accounting, Auditing:

66 hours; Accounting,

Auditing and Other:

25 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+

CPE (last 2 years):

Government

Accounting, Auditing:

59 hours; Accounting,

Auditing and Other:

45 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, FASD

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

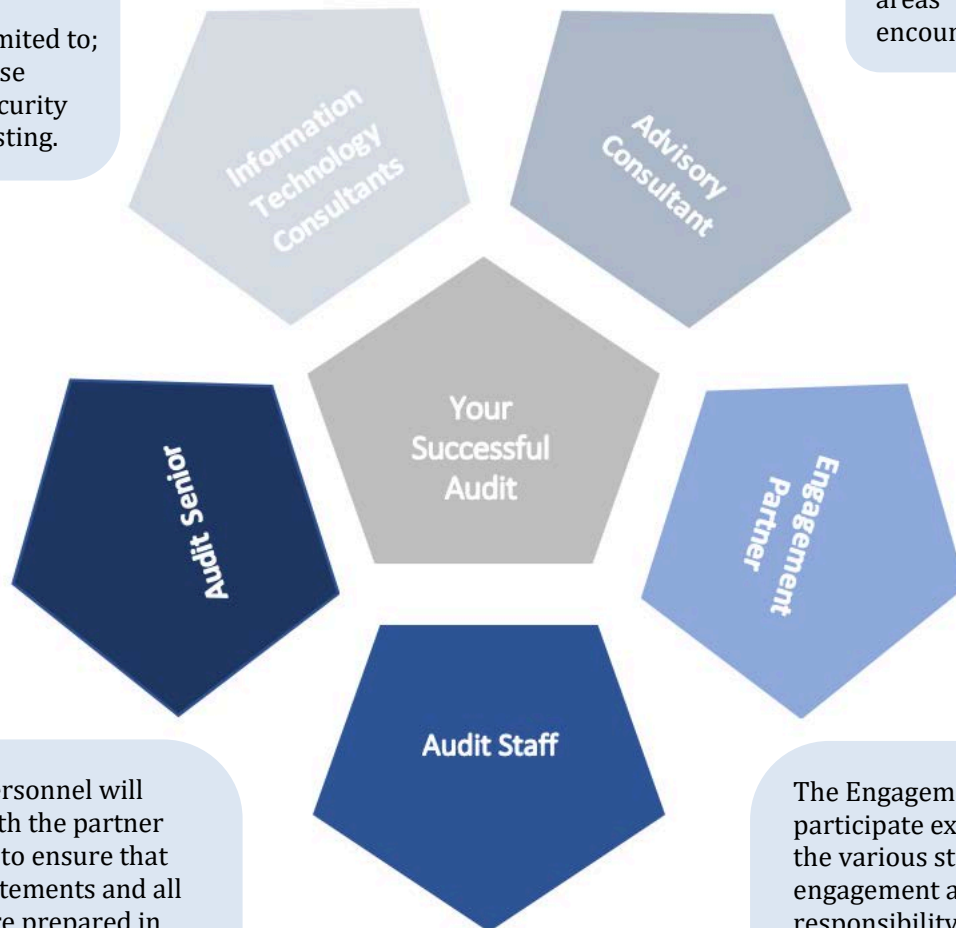
-Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA

Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I,II,IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	66
Accounting, Auditing and Other	25
Total Hours	91 (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:

Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee
FGFOA Palm Beach Chapter

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	59
Accounting, Auditing and Other	45
Total Hours	104 (includes of 4 hours of Ethics CPE)

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2020-2024 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2020	\$3,400
2021	\$3,500
2022	\$3,600
2023	\$3,700
2024	<u>\$3,800</u>
TOTAL (2020-2024)	<u>\$18,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓	✓	9/30
Florida Green Finance Authority	✓			✓	9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓			✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓			✓	9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓			✓	9/30
Ranger Drainage District	✓			✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓	✓	✓	✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
West Villages Independent District	✓		✓	✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	333	4	5	332	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing Bartram Park Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

ELEVENTH ORDER OF BUSINESS

C.

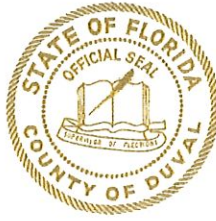
1.

**NOTICE OF MEETINGS
BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Bartram Park Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2021** at 11:00 a.m. at England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258, on the fourth Wednesday of the months listed (*unless notated otherwise) as follows:

October 28, 2020
January 27, 2021
April 28, 2021
July 28, 2021

2.



OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 630-7757
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 630-2920
E-MAIL: MHOGAN@COJ.NET

May 5, 2020

James Oliver
Bartram Park CDD
475 West Town Place Suite 114,
St. Augustine, FL 32092

Dear James,

The information you requested on April 21, 2020 appears below:

Bartram Park Community Development District 5896 Registered Voters

If you have any questions or need additional assistance, please contact Robert Phillips at 904-630-8018 or phillips@coj.net.

Sincerely,

Lana Self
Director of Candidates and Records

FOURTEENTH ORDER OF BUSINESS

A.

Bartram Park

Community Development District

Unaudited Financial Reporting as of
June 30, 2020

Meeting Date
July 22, 2020

Table of Contents

I.	<u>Financial Statements - June 30, 2020</u>
II.	<u>Assessments Receipt Schedule</u>
III.	<u>Check Register Summary 4/1/2020 - 6/30/2020</u>

Bartram Park
Community Development District
Combined Balance Sheet

June 30, 2020

	Government Funds		Total
	General	Debt Service	Governmental Funds
<hr/>			
ASSETS:			
Cash	\$180,586	---	\$180,586
Custody Account - Excess Funds	\$24,953	---	\$24,953
<u>Series 2012-1:</u>			
Reserve	---	\$201,650	\$201,650
Revenue	---	\$145,560	\$145,560
Due from General Fund	---	\$4,154	\$4,154
<u>Series 2012-2:</u>			
Revenue	---	\$3,203	\$3,203
Interest	---	\$25,875	\$25,875
Sinking Fund	---	\$245,892	\$245,892
Redemption	---	\$2,629,108	\$2,629,108
Due from General Fund	---	\$1,001	\$1,001
<u>Series 2012-3:</u>			
Reserve	---	\$201,650	\$201,650
Revenue	---	\$133,709	\$133,709
Due from General Fund	---	\$4,059	\$4,059
<u>Series 2012-4:</u>			
Reserve	---	\$125,000	\$125,000
Revenue	---	\$104,387	\$104,387
Prepayment	---	---	\$0
Due from General Fund	---	\$2,772	\$2,772
<u>Series 2012-5:</u>			
Reserve	---	\$142,458	\$142,458
Revenue	---	\$115,208	\$115,208
Prepayment	---	\$462	\$462
Redemption	---	\$23	\$23
Due from General Fund	---	\$2,949	\$2,949
<u>Series 2015A1</u>			
Reserve	---	\$523,975	\$523,975
Revenue	---	\$396,381	\$396,381
Prepayment	---	\$701	\$701
Due from General Fund	---	\$14,566	\$14,566
<u>Series 2015A2</u>			
Reserve	---	\$133,813	\$133,813
Due from Developer	\$300	---	\$300
Prepaid Expenses	\$7,000	---	\$7,000
<hr/>			
TOTAL ASSETS	\$212,839	\$5,158,556	\$5,371,395
<hr/>			
LIABILITIES:			
Accounts Payable	\$0	---	\$0
FUND BALANCES:			
Nonspendable	\$7,000	---	\$7,000
Restricted for Debt Service	---	\$5,158,556	\$5,158,556
Unassigned	\$205,839	---	\$205,839
<hr/>			
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	\$212,839	\$5,158,556	\$5,371,395
<hr/>			

Bartram Park

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
REVENUES:				
Maintenance Assessments - On Roll	\$129,808	\$129,808	\$130,004	\$196
Interest Income	\$0	\$0	\$21	\$21
TOTAL REVENUES	\$129,808	\$129,808	\$130,024	\$217
EXPENDITURES:				
ADMINISTRATIVE:				
Supervisor Fees	\$4,800	\$2,400	\$3,000	(\$600)
FICA Expense	\$367	\$184	\$230	(\$46)
Engineering	\$8,500	\$6,375	\$45	\$6,330
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Arbitrage	\$4,100	\$600	\$600	\$0
Dissemination	\$3,500	\$2,625	\$2,625	(\$0)
Attorney	\$20,000	\$15,000	\$3,936	\$11,065
Annual Audit	\$4,000	\$4,000	\$4,000	\$0
Trustee fees	\$16,500	\$17,417	\$17,417	\$0
Management Fees	\$41,600	\$31,200	\$31,200	(\$0)
Computer Time	\$1,000	\$750	\$750	\$0
Website Compliance	\$1,700	\$1,275	\$375	\$900
Telephone	\$50	\$38	\$71	(\$33)
Postage	\$600	\$450	\$239	\$211
Printing & Binding	\$1,000	\$750	\$535	\$215
Insurance	\$6,646	\$6,646	\$6,193	\$453
Legal Advertising	\$800	\$600	\$1,321	(\$721)
Other Current Charges	\$800	\$600	\$1,150	(\$550)
Office Supplies	\$100	\$75	\$68	\$7
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Operating Reserves	\$6,069	\$4,552	\$0	\$4,552
TOTAL EXPENDITURES	\$129,807	\$103,211	\$81,428	\$21,783
EXCESS REVENUES (EXPENDITURES)	\$0		\$48,597	
FUND BALANCE - Beginning	\$0		\$164,242	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$212,839</u>	

Bartram Park
Community Development District
General Fund
 Month By Month Income Statement
 Fiscal Year 2020

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Revenues:</u>													
Assessments	\$0	\$7,093	\$116,284	\$2,713	\$495	\$938	\$803	\$717	\$961	\$0	\$0	\$0	\$130,004
Interest	\$4	\$3	\$3	\$3	\$3	\$3	\$1	\$0	\$0	\$0	\$0	\$0	\$21
Total Revenues	\$4	\$7,096	\$116,287	\$2,716	\$498	\$941	\$804	\$717	\$961	\$0	\$0	\$0	\$130,024
<u>Expenditures:</u>													
<u>Administrative</u>													
Supervisor Fees	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$3,000
FICA Expense	\$77	\$0	\$0	\$77	\$0	\$0	\$77	\$0	\$0	\$0	\$0	\$0	\$230
Engineering	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45
Assessment Roll	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Arbitrage	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Dissemination	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$0	\$0	\$0	\$2,625
Attorney	\$427	\$78	\$371	\$1,125	\$411	\$747	\$778	\$0	\$0	\$0	\$0	\$0	\$3,936
Annual Audit	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
Trustee fees	\$12,417	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$17,417
Management Fees	\$3,467	\$3,467	\$3,467	\$3,467	\$3,467	\$3,467	\$3,467	\$3,467	\$3,467	\$0	\$0	\$0	\$31,200
Computer Time	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$750
Website Compliance	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$0	\$0	\$0	\$375
Telephone	\$0	\$0	\$17	\$0	\$0	\$16	\$0	\$38	\$0	\$0	\$0	\$0	\$71
Postage	\$3	\$17	\$2	\$1	\$29	\$25	\$8	\$20	\$135	\$0	\$0	\$0	\$239
Printing & Binding	\$8	\$74	\$2	\$3	\$156	\$26	\$107	\$124	\$35	\$0	\$0	\$0	\$535
Insurance	\$6,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,193
Legal Advertising	\$80	\$0	\$0	\$0	\$0	\$196	\$144	\$76	\$825	\$0	\$0	\$0	\$1,321
Other Current Charges	\$700	\$0	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$1,150
Office Supplies	\$0	\$15	\$0	\$0	\$21	\$0	\$15	\$15	\$0	\$0	\$0	\$0	\$68
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$33,063	\$4,067	\$4,274	\$6,088	\$8,545	\$5,344	\$6,011	\$9,156	\$4,878	\$0	\$0	\$0	\$81,428
Excess Revenues (Expenditures)	(\$33,060)	\$3,029	\$112,013	(\$3,372)	(\$8,047)	(\$4,403)	(\$5,207)	(\$8,439)	(\$3,917)	\$0	\$0	\$0	\$48,597

Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2012-1 Convertible Capital Appreciation Special Assessment Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
REVENUES:				
Special Assessments - On Roll	\$397,924	\$397,924	\$399,487	\$1,562
Interest Income	\$2,000	\$1,500	\$3,691	\$2,191
TOTAL REVENUES	\$399,924	\$399,424	\$403,177	\$3,753
EXPENDITURES:				
Interest Expense - 11/1	\$129,250	\$129,250	\$129,250	(\$0)
Principal Prepayment - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest Expense - 5/1	\$129,250	\$129,250	\$129,103	\$147
Principal Expense - 5/1	\$140,000	\$140,000	\$140,000	\$0
TOTAL EXPENDITURES	\$398,500	\$398,500	\$403,353	(\$4,853)
OTHER SOURCES/(USES):				
Interfund Transfers In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$1,424		(\$176)	
FUND BALANCE - Beginning	\$149,819		\$351,540	
FUND BALANCE - Ending	<u>\$151,243</u>		<u>\$351,364</u>	

Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2012-2 Convertible Capital Appreciation Special Assessment Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
REVENUES:				
Special Assessments - On Roll	\$258,965	\$258,965	\$258,280	(\$685)
Interest Income	\$2,000	\$1,500	\$2,904	\$1,404
TOTAL REVENUES	\$260,965	\$260,465	\$261,184	\$720
EXPENDITURES:				
Interest Expense - 11/1	\$80,325	\$80,325	\$80,325	\$0
Interest Expense - 5/1	\$80,325	\$80,325	\$80,325	\$0
Principal Expense - 5/1	\$100,000	\$100,000	\$100,000	\$0
TOTAL EXPENDITURES	\$260,650	\$260,650	\$260,650	\$0
OTHER SOURCES/(USES):				
Interfund Transfers In/(Out)	\$0	\$0	\$2,629,108	\$2,629,108
Other Debt Service Cost	\$0	\$0	(\$2,000)	(\$2,000)
TOTAL OTHER SOURCES/(USES)	\$0	\$0	\$2,627,108	\$2,627,108
EXCESS REVENUES (EXPENDITURES)	\$315		\$2,627,643	
FUND BALANCE - Beginning	\$147,951		\$277,437	
FUND BALANCE - Ending	<u>\$148,266</u>		<u>\$2,905,080</u>	

Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2012-3 Convertible Capital Appreciation Special Assessment Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
REVENUES:				
Special Assessments - On Roll	\$388,839	\$388,839	\$390,366	\$1,527
Interest Income	\$2,000	\$1,500	\$3,581	\$2,081
TOTAL REVENUES	\$390,839	\$390,339	\$393,947	\$3,609
EXPENDITURES:				
Interest Expense - 11/1	\$125,872	\$125,872	\$125,872	(\$0)
Interest Expense - 5/1	\$125,872	\$125,872	\$125,872	(\$0)
Principal Expense - 5/1	\$140,000	\$140,000	\$140,000	\$0
TOTAL EXPENDITURES	\$391,744	\$391,744	\$391,744	(\$0)
EXCESS REVENUES (EXPENDITURES)	(\$905)		\$2,203	
FUND BALANCE - Beginning	\$142,780		\$337,215	
FUND BALANCE - Ending	<u>\$141,875</u>		<u>\$339,418</u>	

Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2012-4 Convertible Capital Appreciation Special Assessment Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
REVENUES:				
Special Assessments - On Roll	\$267,478	\$267,478	\$266,571	(\$907)
Interest Income	\$1,000	\$750	\$3,505	\$2,755
TOTAL REVENUES	\$268,478	\$268,228	\$270,076	\$1,848
EXPENDITURES:				
Interest Expense - 11/1	\$91,395	\$91,395	\$90,720	\$675
Special Call - 11/1	\$290,000	\$290,000	\$335,000	(\$45,000)
Interest Expense - 5/1	\$91,395	\$91,395	\$81,675	\$9,720
Principal Expense - 5/1	\$115,000	\$115,000	\$100,000	\$15,000
TOTAL EXPENDITURES	\$587,790	\$587,790	\$607,395	(\$19,605)
EXCESS REVENUES (EXPENDITURES)	(\$319,312)		(\$337,319)	
FUND BALANCE - Beginning	\$244,985		\$569,478	
FUND BALANCE - Ending	<u>(\$74,328)</u>		<u>\$232,159</u>	

Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2012-5 Convertible Capital Appreciation Special Assessment Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
REVENUES:				
Special Assessments - On Roll	\$282,514	\$282,514	\$283,624	\$1,110
Interest Income	\$1,000	\$750	\$2,790	\$2,040
TOTAL REVENUES	\$283,514	\$283,264	\$286,414	\$3,150
EXPENDITURES:				
Interest Expense - 11/1	\$91,640	\$91,640	\$91,640	\$0
Principal Prepayment - 11/1	\$25,000	\$25,000	\$25,000	\$0
Interest Expense - 5/1	\$91,640	\$91,640	\$90,915	\$725
Principal Expense - 5/1	\$100,000	\$100,000	\$100,000	\$0
TOTAL EXPENDITURES	\$308,280	\$308,280	\$307,555	\$725
EXCESS REVENUES (EXPENDITURES)	(\$24,766)		(\$21,141)	
FUND BALANCE - Beginning	\$140,021		\$282,241	
FUND BALANCE - Ending	<u>\$115,255</u>		<u>\$261,100</u>	

Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2015 Special Assessment Revenue Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
REVENUES:				
Special Assessments - On Roll	\$1,395,346	\$1,395,346	\$1,400,826	\$5,480
Interest Income	\$10,000	\$7,500	\$14,294	\$6,794
TOTAL REVENUES	\$1,405,346	\$1,402,846	\$1,415,119	\$12,273
EXPENDITURES:				
Series 2015A-1				
Interest Expense - 11/1	\$261,963	\$261,963	\$261,963	\$0
Principal Prepayment - 11/1	\$0	\$0	\$160,000	(\$160,000)
Interest Expense - 5/1	\$261,963	\$261,963	\$248,534	\$13,429
Principal Expense - 5/1	\$600,000	\$600,000	\$555,000	\$45,000
Principal Prepayment - 5/1	\$0	\$0	\$60,000	(\$60,000)
Series 2015A-2				
Interest Expense - 11/1	\$74,763	\$74,763	\$74,713	\$50
Principal Prepayment - 11/1	\$0	\$0	\$665,000	(\$665,000)
Interest Expense - 5/1	\$74,763	\$74,763	\$70,763	\$4,000
Principal Expense - 5/1	\$130,000	\$130,000	\$125,000	\$5,000
Principal Prepayment - 5/1	\$0	\$0	\$15,000	(\$15,000)
TOTAL EXPENDITURES	\$1,403,450	\$1,403,450	\$2,235,971	(\$832,521)
OTHER SOURCES/(USES):				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$1,896		(\$820,852)	
FUND BALANCE - Beginning	\$324,527		\$1,890,287	
FUND BALANCE - Ending	<u>\$326,423</u>		<u>\$1,069,435</u>	

B.

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2020 Summary of Assessment Receipts

ASSESSED	UNITS	SERIES 2005 / 2015A1-2 ASSESSED DEBT	SERIES 2012-1 ASSESSED DEBT	SERIES 2012-2 ASSESSED DEBT	SERIES 2012-3 ASSESSED DEBT	SERIES 2012-4 ASSESSED DEBT	SERIES 2012-5 ASSESSED DEBT	O&M ASSESSED	TOTAL ASSESSED
TOTAL NET TAX ROLL ASSESSED NET	4,148	1,395,345.20	397,923.88	258,964.78	388,838.61	265,528.23	282,514.31	129,495.38	3,118,610.40
SUMMARY TAX ROLL COLLECTIONS - SERIES 2015/2012									
DUVAL COUNTY DISTRIBUTION	DATE	SERIES 2015 DEBT RECEIVED	SERIES 2012-1 DEBT RECEIVED	SERIES 2012-2 DEBT RECEIVED	SERIES 2012-3 DEBT RECEIVED	SERIES 2012-4 DEBT RECEIVED	SERIES 2012-5 DEBT RECEIVED	O&M RECEIVED	TOTAL TAX ROLL RECEIPTS
1	11/6/2019	2,131.16	607.76	395.53	593.89	405.55	431.49	197.78	4,763.16
2	11/15/2019	46,609.72	13,292.14	8,650.39	12,988.66	8,869.63	9,437.03	4,325.63	104,173.19
3	11/22/2019	27,684.98	7,895.19	5,138.11	7,714.93	5,268.33	5,605.35	2,569.31	61,876.21
4	12/6/2019	1,225,040.75	349,356.54	227,357.65	341,380.15	233,120.02	248,032.92	113,690.23	2,737,978.25
5	12/17/2019	27,952.92	7,971.60	5,187.84	7,789.60	5,319.32	5,659.60	2,594.18	62,475.06
6	1/7/2020	26,287.90	7,496.77	4,878.82	7,325.61	5,002.47	5,322.49	2,439.66	58,753.71
7	1/21/2020	2,948.16	840.75	547.15	821.56	561.02	596.91	273.60	6,589.16
8	2/6/2020	5,330.61	1,520.18	989.32	1,485.47	1,014.39	1,079.28	494.71	11,913.96
9	3/5/2020	7,341.42	2,093.62	1,362.51	2,045.82	1,397.04	1,486.41	681.32	16,408.15
10	3/18/2020	2,764.40	788.35	513.05	770.35	526.05	559.71	256.55	6,178.46
11	4/6/2020	6,771.78	1,931.17	1,256.79	1,887.08	1,288.64	1,371.08	628.46	15,134.99
12	4/20/2020	1,878.60	535.74	348.65	523.51	357.49	380.36	174.34	4,198.68
13	5/11/2020	3,517.36	1,003.08	652.79	980.18	669.34	712.16	326.43	7,861.34
14	5/20/2020	4,207.93	1,200.02	-	1,172.62	800.75	851.98	390.51	8,623.81
15	6/3/2020	4,531.62	1,292.32	-	1,262.82	862.35	917.51	420.56	9,287.18
TAX CERTIFICATES	6/18/020	5,826.37	1,661.56	-	1,623.62	1,108.73	1,179.66	540.72	11,940.66
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
TOTAL TAX ROLL RECEIPTS		1,400,825.67	399,486.80	257,278.59	390,365.85	266,571.14	283,623.94	130,003.99	3,128,155.97
BALANCE DUE TAX ROLL		(5,480.47)	(1,562.91)	1,686.19	(1,527.23)	(1,042.91)	(1,109.63)	(508.61)	(9,545.57)
PERCENT COLLECTED TAX ROLL		100%	100%	99%	100%	100%	100%	100%	100%

C.

Bartram Park
Community Development District

Check Register Summary
4/1/2020 - 6/30/2020

Check Date	Check #'s	Total Amount	
4/1/20 - 4/30/20	1079-1094	\$	23,198.69
5/1/20 - 5/31/20	1095-1104	\$	14,200.78
6/1/20 - 6/30/20	1105-1121	\$	46,455.72
Total		\$	83,855.19

** Fedex Invoices will be available upon request*

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/02/20	00062	3/27/20 5	202003 310-51300-49000		*	100.00	
			SE 2012-3 AMORT PREPAY				
				DISCLOSURE SERVICES, LLC			100.00 001079
4/09/20	00012	4/01/20 209	202004 310-51300-34000		*	3,466.67	
			APR MANAGEMENT FEES				
		4/01/20 209	202004 310-51300-35110		*	41.67	
			APR WEBSITE ADMIN				
		4/01/20 209	202004 310-51300-35100		*	83.33	
			APR INFORM TECHNOLOGY				
		4/01/20 209	202004 310-51300-31300		*	291.67	
			APR DISSEMINATION SERVICE				
		4/01/20 209	202004 310-51300-51000		*	15.00	
			OFFICE SUPPLIES				
		4/01/20 209	202004 310-51300-42000		*	8.41	
			POSTAGE				
		4/01/20 209	202004 310-51300-42500		*	106.80	
			COPIES				
				GOVERNMENTAL MANAGEMENT SERVICES			4,013.55 001080
4/09/20	00006	3/31/20 113927	202002 310-51300-31500		*	410.50	
			FEB GENERAL COUNSEL				
				HOPPING GREEN & SAMS			410.50 001081
4/16/20	00067	4/14/20 20-02519	202004 310-51300-48000		*	143.75	
			NOTICE OF MEETING 4/22/20				
				JACKSONVILLE DAILY RECORD			143.75 001082
4/16/20	00054	4/13/20 04132020	202004 300-20700-10800		*	1,256.79	
			4/6/20 DUVAL TAX DIST 11				
				THE BANK OF NEW YORK MELLON, N.A.			1,256.79 001083
4/16/20	00051	4/13/20 04132020	202004 300-20700-10400		*	1,931.17	
			4/6/20 DUVAL TAX DIST 11				
				THE BANK OF NEW YORK MELLON, N.A.			1,931.17 001084
4/16/20	00057	4/13/20 04132020	202004 300-20700-10500		*	6,771.78	
			4/6/20 DUVAL TAX DIST 11				
				THE BANK OF NEW YORK MELLON, N.A.			6,771.78 001085
4/16/20	00058	4/13/20 04132020	202004 300-20700-10600		*	1,288.64	
			4/6/20 DUVAL TAX DIST 11				
				THE BANK OF NEW YORK MELLON, N.A.			1,288.64 001086
4/16/20	00059	4/13/20 04132020	202004 300-20700-10700		*	1,887.08	
			4/6/20 DUVAL TAX DIST 11				
				THE BANK OF NEW YORK MELLON, N.A.			1,887.08 001087
				BPAR BARTRAM PARK BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
5/14/20	00054	5/09/20 05092020	202005 300-20700-10800 5/7/20 DUVAL TAX DIST 13	THE BANK OF NEW YORK MELLON, N.A.	*	652.79	652.79 001096
5/14/20	00051	5/09/20 05092020	202005 300-20700-10400 5/7/20 DUVAL TAX DIST 13	THE BANK OF NEW YORK MELLON, N.A.	*	1,003.08	1,003.08 001097
5/14/20	00057	5/09/20 05092020	202005 300-20700-10500 5/7/20 DUVAL TAX DIST 13	THE BANK OF NEW YORK MELLON, N.A.	*	3,517.36	3,517.36 001098
5/14/20	00058	5/09/20 05092020	202005 300-20700-10600 5/7/20 DUVAL TAX DIST 13	THE BANK OF NEW YORK MELLON, N.A.	*	669.34	669.34 001099
5/14/20	00059	5/09/20 05092020	202005 300-20700-10700 5/7/20 DUVAL TAX DIST 13	THE BANK OF NEW YORK MELLON, N.A.	*	980.18	980.18 001100
5/14/20	00060	5/09/20 05092020	202005 300-20700-10900 5/7/20 DUVAL TAX DIST 13	THE BANK OF NEW YORK MELLON, N.A.	*	712.16	712.16 001101
5/21/20	00006	4/30/20 114563	202003 310-51300-31500 MAR GENERAL COUNSEL	HOPPING GREEN & SAMS	*	747.00	747.00 001102
5/21/20	00006	4/30/20 114564	202003 310-51300-31500 TIF	HOPPING GREEN & SAMS	*	1,762.50	1,762.50 001103
5/21/20	00067	5/18/20 20-02953	202005 310-51300-48000 NOTICE OF QUAL CANDIDATES	JACKSONVILLE DAILY RECORD	*	76.25	76.25 001104
6/04/20	00056	5/15/20 25222891	202005 310-51300-32300 FY20 TRUSTEE FEE SE2012-1	THE BANK OF NEW YORK MELLON	*	1,666.67	4,000.00 001105
6/04/20	00056	5/15/20 25222891	202005 300-15500-10000 FY21 TRUSTEE FEE SE2012-1	THE BANK OF NEW YORK MELLON	*	2,333.33	2,000.00 001106
6/04/20	00056	5/15/20 25222891	202005 310-51300-32300 FY20 TRUSTEE FEE SE2012-2	THE BANK OF NEW YORK MELLON	*	833.33	
6/04/20	00056	5/15/20 25222891	202005 300-15500-10000 FY21 TRUSTEE FEE SE2012-2	THE BANK OF NEW YORK MELLON	*	1,166.67	
				THE BANK OF NEW YORK MELLON			
				BPAR BARTRAM PARK	BPEREGRINO		

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
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TOTAL FOR REGISTER 83,855.19

BPAR BARTRAM PARK BPEREGRINO

Disclosure Services LLC

1005 Bradford Way
Kingston, TN 37763

Invoice

Date	Invoice #
3/27/2020	5

Bill To
Bartram Park CDD c/o GMS, LLC

RECEIVED

MAR 31 2020

Terms	Due Date
Net 30	4/26/2020

Description	Amount
Amortization Schedule Series 2012-3 5-1-20 Prepay \$10,000 62 (A) 1,310,513.490	100.00
Total \$100.00	
Payments/Credits \$0.00	
Balance Due \$100.00	

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

RECEIVED

APR 2 2020

Bill To:

Bartram Park CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice #: 209

Invoice Date: 4/1/20

Due Date: 4/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - April 2020 1,310.573.340		3,466.67	3,466.67
Website Administration - April 2020 85710		41.67	41.67
Information Technology - April 2020 281		83.33	83.33
Dissemination Agent Services - April 2020 213		291.67	291.67
Office Supplies 570		15.00	15.00
Postage 460		8.41	8.41
Copies 725		106.80	106.80
A 12			
Total			\$4,013.55
Payments/Credits			\$0.00
Balance Due			\$4,013.55

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

RECEIVED

APR 8 2020

STATEMENT

March 31, 2020

Bartram Park Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 113927
Billed through 02/29/2020

6 (A)
1,810,573.315

General Counsel

BPCDD 00001 WSH

FOR PROFESSIONAL SERVICES RENDERED

02/04/20	WSH	Final review of audit and confer with Peregrino regarding same.	0.40 hrs
02/10/20	KFJ	Research 2020 election seats and status.	0.20 hrs
02/25/20	WSH	Review minutes and confer with Stephens regarding same.	0.40 hrs
02/28/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
02/28/20	MGC	Research and review potential internal control policies; prepare initial draft internal control policy (ICP) document; confer and correspond with various auditors and district managers regarding draft ICP document; revise draft ICP document consistent with auditor and district manager feedback; finalize proposed ICP document and coordinate consideration of same by district board.	0.50 hrs

Total fees for this matter \$410.50

MATTER SUMMARY

Jusevitch, Karen F.- Paralegal	0.20 hrs	125 /hr	\$25.00
Eckert, Michael C.	0.30 hrs	260 /hr	\$78.00
Collazo, Mike	0.50 hrs	215 /hr	\$107.50
Haber, Wesley S.	0.80 hrs	250 /hr	\$200.00

TOTAL FEES \$410.50

TOTAL CHARGES FOR THIS MATTER

\$410.50

BILLING SUMMARY

Jusevitch, Karen F.- Paralegal	0.20 hrs	125 /hr	\$25.00
Eckert, Michael C.	0.30 hrs	260 /hr	\$78.00
Collazo, Mike	0.50 hrs	215 /hr	\$107.50
Haber, Wesley S.	0.80 hrs	250 /hr	\$200.00

=====

TOTAL FEES	\$410.50
TOTAL CHARGES FOR THIS BILL	\$410.50

Please include the bill number with your payment.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

10 N. Newnan Street (32202)
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

April 14, 2020

Date

RECEIVED

APR 14 2020

Attn: Shelby Stephens
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial #	20-02519D	PO/File #		\$143.75
Notice of Meeting and Audit Committee Meeting; Public Meeting Held During Public Health Emergency Due To COVID-19				Amount Due
Bartram Park Community Development District				Amount Paid
				\$143.75
				Payment Due

Case Number _____

Publication Dates 4/14 _____

County Duval _____

*Payment is due before the
Proof of Publication is released.*

*For your convenience, you
may remit payment at
jaxdailyrecord.com/send-payment.*

67 (A)
1,810, 573. 480

Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**Preliminary Proof Of Legal Notice
(This is not a proof of publication.)**

*Please read copy of this advertisement and advise us of any
necessary corrections before further publications.*

**NOTICE OF MEETING AND
AUDIT COMMITTEE
MEETING BARTRAM PARK
COMMUNITY
DEVELOPMENT DISTRICT
PUBLIC MEETING HELD
DURING PUBLIC HEALTH
EMERGENCY DUE TO
COVID-19**

Notice is hereby given that the Board of Supervisors ("Board") of the Bartram Park Community Development District ("District") will hold a regular meeting of the Board of Supervisors on Wednesday, April 22, 2020 to be conducted by the following means of communications media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The meeting is being held for the necessary public purpose of considering on going District Operations. At such time the Board is so authorized and may consider any business that may properly come before it. Immediately following the adjournment of the regular meeting will be the Audit Committee Meeting.

While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so by video conference. Instructions to join the meeting by video conference will be posted on www.BartramParkCDD.com. Additionally, participants

are encouraged to submit questions and comments to the District Manager in advance at joliver@gmsnf.com to facilitate the Board's consideration of such questions and comments during the meeting.

A copy of the agenda may be obtained on the District's website at www.BartramParkCDD.com.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meetings is advised that person will need a record of 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 such appeal is to be based.

James Oliver
District Manager

Apr. 14

00(20-02519D)

Bartram Park CDD**RECEIVED****APR 13 2020****GENERAL FUND****Check Request**

Date	Amount	Authorized By
April 13, 2020	\$1,256.79	Bernadette Peregrino

Payable to:

Vendor #54 - BNY MELLON C/O BPCDD S2012-2

Date Check Needed:

Budget Category:

4/13/20	001.300.20700.10800
---------	---------------------


Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL COUNTY		
4/6/20	\$1,256.79	Duval Tax Dist 11
	\$1,256.79	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED****APR 13 2020****GENERAL FUND****Check Request**

Date	Amount	Authorized By
April 13, 2020	\$1,931.17	Bernadette Peregrino

Payable to:

Vendor #51 - BNY MELLON C/O BPCDD S2012-1 

Date Check Needed:

Budget Category:

4/13/20	001.300.20700.10400
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL COUNTY		
4/6/20	\$1,931.17	Duval Tax Dist 11
	\$1,931.17	
(Attach supporting documentation for request.)		

RECEIVED

GENERAL FUND

Date	Amount	Authorized By
April 13, 2020	\$6,771.78	Bernadette Peregrino

Vendor #57 - BNY MELLON C/O Bartram Park - Series 2015

4/13/20	001.300.20700.10500
---------	---------------------

DUVAL COUNTY TAXES		
4/6/20	\$6,771.78	Duval Tax Dist 11
	<u>\$6,771.78</u>	
(Attach supporting documentation for request.)		

Bartram Park CDD

RECEIVED

APR 13 2020

GENERAL FUND

Check Request

Date	Amount	Authorized By
April 13, 2020	\$1,288.64	Bernadette Peregrino

Payable to:

Vendor #58 - BNY MELLON C/O Bartram Park - Series 2012-4
--

Date Check Needed:

Budget Category:

4/13/20	001.300.20700.10600	(A)
---------	---------------------	-----

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
4/6/20	\$1,288.64	Duval Tax Dist 11
	\$1,288.64	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED**

APR 13 2020

GENERAL FUND**Check Request**

Date	Amount	Authorized By
April 13, 2020	\$1,887.08	Bernadette Peregrino

Payable to:

Vendor #59 - BNY MELLON C/O Bartram Park - Series 2012-3

Date Check Needed:

Budget Category:

4/13/20	001.300.20700.10700	
---------	---------------------	--

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
4/6/20	\$1,887.08	Duval Tax Dist 11
	\$1,887.08	
(Attach supporting documentation for request.)		

RECEIVED

APR 13 2020

Date	Amount	Authorized By
April 13, 2020	\$1,371.08	Bernadette Peregrino

Vendor #60 - BNY MELLON C/O Bartram Park - Series 2012-5

4/13/20	001.300.20700.10900
---------	---------------------

[illegible]

Fiscal Year 2020 Summary of Assessment Receipts

PERCENT COLLECTED TAX ROLL

Bartram Park CDD**RECEIVED****GENERAL FUND****APR 27 2020****Check Request**

Date	Amount	Authorized By
April 27, 2020	\$348.65	Bernadette Peregrino

Payable to:

Vendor #54 - BNY MELLON C/O BPCDD S2012-2
--

Date Check Needed:

Budget Category:

4/27/20	001.300.20700.10800
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL COUNTY		
4/20/20	\$348.65	Duval Tax Dist 12
	\$348.65	
(Attach supporting documentation for request.)		

Bartram Park CDD

RECEIVED

GENERAL FUND

APR 27 2020

Check Request

Date	Amount	Authorized By
April 27, 2020	\$535.74	Bernadette Peregrino

Payable to:

Vendor #51 - BNY MELLON C/O BPCDD S2012-1

Date Check Needed:

Budget Category:

4/27/20	001.300.20700.10400
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL COUNTY		
4/20/20	\$535.74	Duval Tax Dist 12
	\$535.74	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED**

APR 27 2020

GENERAL FUND**Check Request**


Date	Amount	Authorized By
April 27, 2020	\$1,878.60	Bernadette Peregrino

Payable to:

Vendor #57 - BNY MELLON C/O Bartram Park - Series 2015

Date Check Needed:

Budget Category:

4/27/20	001.300.20700.10500	
---------	---------------------	--

Intended Use of Funds Requested:

DUVAL COUNTY TAXES		
4/20/20	\$1,878.60	Duval Tax Dist 12
	\$1,878.60	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED****GENERAL FUND**

APR 27 2020

Check Request

Date	Amount	Authorized By
April 27, 2020	\$357.49	Bernadette Peregrino

Payable to:

Vendor #58 - BNY MELLON C/O Bartram Park - Series 2012-4
--

Date Check Needed:

Budget Category:

4/27/20	001.300.20700.10600
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
4/20/20	\$357.49	Duval Tax Dist 12
	\$357.49	
(Attach supporting documentation for request.)		

RECEIVED

GENERAL FUND

Date	Amount	Authorized By
April 27, 2020	\$523.51	Bernadette Peregrino

Vendor #59 - BNY MELLON C/O Bartram Park - Series 2012-3

Date Check Needed:	Budget Category:
4/27/20	001.300.20700.10700

TXFER TAX RCPTS FROM DUVAL CTY		
4/20/20	\$523.51	Duval Tax Dist 12
	\$523.51	

(Attach supporting documentation for request.)

Bartram Park CDD

RECEIVED

GENERAL FUND

APR 27 2020

Check Request

Date	Amount	Authorized By
April 27, 2020	\$380.36	Bernadette Peregrino

Payable to:

Vendor #60 - BNY MELLON C/O Bartram Park - Series 2012-5
--

Date Check Needed:

Budget Category:

4/27/20	001.300.20700.10900
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
4/20/20	\$380.36	Duval Tax Dist 12
	\$380.36	
(Attach supporting documentation for request.)		

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

RECEIVED

MAY 7 2020

Invoice #: 210

Invoice Date: 5/1/20

Due Date: 5/1/20

Case:

P.O. Number:

Bill To:Bartram Park CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - May 2020 1,310,573,340		3,466.67	3,466.67
Website Administration - May 2020 1,310,573,35710		41.67	41.67
Information Technology - May 2020 1,310,573,3570		83.33	83.33
Dissemination Agent Services - May 2020 313		291.67	291.67
Office Supplies 570		15.24	15.24
Postage 425		19.50	19.50
Copies 425		124.20	124.20
Telephone 410		37.84	37.84

12 (A)

Total \$4,080.12**Payments/Credits** \$0.00**Balance Due** \$4,080.12

RECEIVED

MAY 08 2020

Date	Amount	Authorized By
May 9, 2020	\$652.79	Bernadette Peregrino

Vendor #54 - BNY MELLON C/O BPCDD S2012-2

5/9/20	001.300.20700.10800
--------	---------------------

TXFER TAX RCPTS FROM DUVAL COUNTY		
5/7/20	\$652.79	Duval Tax Dist 13
	<u>\$652.79</u>	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED****GENERAL FUND**

MAY 08 2020

Check Request

Date	Amount	Authorized By
May 9, 2020	\$1,003.08	Bernadette Peregrino

Payable to:

Vendor #51 - BNY MELLON C/O BPCDD S2012-1

Date Check Needed:

Budget Category:

5/9/20	001.300.20700.10400
--------	---------------------

Intended Use of Funds Requested:


TXFER TAX RCPTS FROM DUVAL COUNTY		
5/7/20	\$1,003.08	Duval Tax Dist 13
	\$1,003.08	
(Attach supporting documentation for request.)		

RECEIVED

GENERAL FUND

Date	Amount	Authorized By
May 9, 2020	\$3,517.36	Bernadette Peregrino

Vendor #57 - BNY MELLON C/O Bartram Park - Series 2015

5/9/20	001.300.20700.10500	
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[illegible]

Bartram Park CDD

RECEIVED

GENERAL FUND

MAY 08 2020

Check Request

Date	Amount	Authorized By
May 9, 2020	\$669.34	Bernadette Peregrino

Payable to:

Vendor #58 - BNY MELLON C/O Bartram Park - Series 2012-4
--

Date Check Needed:

Budget Category:

5/9/20	001.300.20700.10600
--------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
5/7/20	\$669.34	Duval Tax Dist 13
	\$669.34	
(Attach supporting documentation for request.)		

Bartram Park CDD

GENERAL FUND

Check Request

RECEIVED

MAY 08 2020

Date	Amount	Authorized By
May 9, 2020	\$980.18	Bernadette Peregrino

Payable to:

Vendor #59 - BNY MELLON C/O Bartram Park - Series 2012-3
--

Date Check Needed:

Budget Category:

5/9/20	001.300.20700.10700
--------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
5/7/20	\$980.18	Duval Tax Dist 13
	\$980.18	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED****GENERAL FUND**

MAY 08 2020

Check Request

Date	Amount	Authorized By
May 9, 2020	\$712.16	Bernadette Peregrino

Payable to:

Vendor #60 - BNY MELLON C/O Bartram Park - Series 2012-5
--

Date Check Needed:

Budget Category:

5/9/20	001.300.20700.10900
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Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
5/7/20	\$712.26	Duval Tax Dist 13
	\$712.26	
(Attach supporting documentation for request.)		

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

RECEIVED

MAY 12 2020

===== STATEMENT =====

April 30, 2020

Bartram Park Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 114563
Billed through 03/31/2020

General Counsel

BPCDD 00001 WSH

6 (A)
1,310.573.815

FOR PROFESSIONAL SERVICES RENDERED

03/18/20	SSW	Research questions regarding public meeting, sunshine law, and notice requirements and exemptions related to COVID-19 public health emergency.	0.20 hrs
03/19/20	JJ	Work session regarding sunshine law requirements in light of Governor's emergency order; follow up on research regarding sunshine law procedures in light of COVID-19 emergency; review draft memo to district managers regarding CMT and sunshine law issues; review declarations of emergency from Governor's office; revise memo.	0.20 hrs
03/20/20	WSH	Confer with Oliver regarding agenda for special meeting.	0.30 hrs
03/24/20	WSH	Confer with Oliver regarding special meeting.	0.70 hrs
03/26/20	WSH	Begin preparation of resolutions for budget and rules of procedure.	0.50 hrs
03/27/20	KFJ	Amend budget resolution and prepare resolution resetting rules of procedure hearing; confer with Haber.	0.50 hrs
03/30/20	WSH	Confer with Oliver regarding agenda for April meeting; prepare resolutions for budget and rules of procedure.	0.50 hrs
03/31/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
03/31/20	AHJ	Prepare electronic transmission of form of notice of general election and correspondence regarding same.	0.10 hrs
Total fees for this matter			\$747.00

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Johnson, Jonathan T.	0.20 hrs	290 /hr	\$58.00
Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
Eckert, Michael C.	0.30 hrs	260 /hr	\$78.00

Warren, Sarah S.	0.20 hrs	180 /hr	\$36.00
Haber, Wesley S.	2.00 hrs	250 /hr	\$500.00

TOTAL FEES			\$747.00
------------	--	--	----------

TOTAL CHARGES FOR THIS MATTER			\$747.00
-------------------------------	--	--	-----------------

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Johnson, Jonathan T.	0.20 hrs	290 /hr	\$58.00
Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
Eckert, Michael C.	0.30 hrs	260 /hr	\$78.00
Warren, Sarah S.	0.20 hrs	180 /hr	\$36.00
Haber, Wesley S.	2.00 hrs	250 /hr	\$500.00

TOTAL FEES			\$747.00
------------	--	--	----------

TOTAL CHARGES FOR THIS BILL			\$747.00
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Please include the bill number with your payment.

RECEIVED

MAY 12 2020

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

April 30, 2020

Bartram Park Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 114564
Billed through 03/31/2020

6 (A)
1,810.573.215

TIF

BPCDD 00114 WSH

FOR PROFESSIONAL SERVICES RENDERED

02/24/20	WSH	Review documents regarding proposed TIF financing; confer with Oliver.	0.30 hrs
03/06/20	WSH	Confer with Lancaster and Oliver regarding request for Race Track Road and TIF.	0.50 hrs
03/11/20	WSH	Confer with Chair regarding proposed TIF transaction; confer with Lancaster and Oliver regarding same.	0.70 hrs
03/18/20	WSH	Confer with Oliver regarding TIF transaction.	0.20 hrs
03/19/20	WSH	Prepare for and participate in conference call regarding TIF transaction; begin preparation of documents.	1.60 hrs
03/30/20	WSH	Prepare resolution authorizing TIF Transaction.	1.40 hrs
03/31/20	WSH	Prepare resolution authorizing chair and funding agreement.	1.40 hrs
03/31/20	KFJ	Prepare resolution and funding agreement regarding TIF financing; confer with Haber.	1.90 hrs
Total fees for this matter			\$1,762.50

MATTER SUMMARY

Jusevitch, Karen F.- Paralegal	1.90 hrs	125 /hr	\$237.50
Haber, Wesley S.	6.10 hrs	250 /hr	\$1,525.00

TOTAL FEES \$1,762.50

TOTAL CHARGES FOR THIS MATTER \$1,762.50

BILLING SUMMARY

Jusevitch, Karen F.- Paralegal	1.90 hrs	125 /hr	\$237.50
Haber, Wesley S.	6.10 hrs	250 /hr	\$1,525.00

=====

TOTAL FEES

\$1,762.50

TOTAL CHARGES FOR THIS BILL**\$1,762.50****Please include the bill number with your payment.**

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

May 18, 2020

Date

RECEIVED

MAY 18 2020

Attn: Shelby Stephens
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial #	20-02953D	PO/File #		\$76.25
				Amount Due

Notice of Qualifying Period for Candidates
for the Board of Supervisors

Amount Paid

Bartram Park Community Development District

\$76.25

Payment Due

Case Number

Publication Dates 5/18

County Duval

*Payment is due before the
Proof of Publication is released.*

*For your convenience, you
may remit payment at
jaxdailyrecord.com/send-payment.*

67 (A)
1,810,573,480

Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

*Please read copy of this advertisement and advise us of any
necessary corrections before further publications.*

**NOTICE OF QUALIFYING
PERIOD FOR CANDIDATES
FOR THE BOARD OF
SUPERVISORS OF THE
BARTRAM PARK
COMMUNITY**

DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisors of the Bartram Park Community Development District will commence at noon on June 8, 2020, and close at noon on June 12, 2020. Candidates must qualify for the office of Supervisor with the Duval County Supervisors of Elections located at 105 E. Monroe Street, Jacksonville, FL 32202, and phone (904) 630-8010. All candidates shall qualify for individual seats in accordance with section 99.061, Florida Statutes, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Duval County Supervisors of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Bartram Park Community Development District has three (3) seats up for election, specifically seats 1, 3 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2020, in the manner prescribed by law for general elections.

For additional information, please contact the Duval County Supervisor of Elections.

James Oliver
District Manager

May 18 00 (20-02953D)



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

56

RECEIVED

000127 XBFRSDD1 000000

MAY 28 2020

GMS-SF, LLC
5385 N NOB HILL ROAD
SUNRISE, FL 33351

Invoice Number: 252-2289188
 Account Number: BARTRAM12-1
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Currency: USD

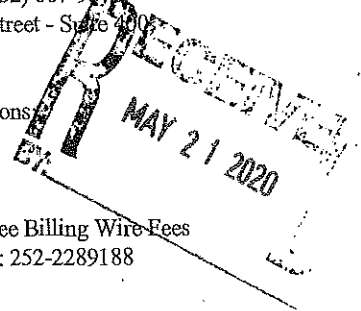
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT CONVERTIBLE CAPITAL APPRECIATION SPECIAL
 ASSESSMENT BONDS, SERIES 2012-1 (TRACT 21)

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Annual Trustee Fee					4,000.00
For the period: May 15, 2020 to May 14, 2021		1.310, 573, 323			
FY 20 5/12 => 1666.67					
FY 21 8/12 => 2333.33					
1,800, 155, 100					
Invoice Total:				4,000.00	
Satisfied To Date:				0.00	
Balance Due:				4,000.00	

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
 Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9776.
 The Bank of New York Mellon Trust Company, N.A is located at 400 South Hope Street - Suite 4000
 Los Angeles, CA 90071

Check Payment Instructions:
 The Bank of New York Mellon
 Corporate Trust Department
 P.O. Box 392013
 Pittsburgh, PA 15251-9013
 Please enclose billing stub.

Wire and ACH Payment Instructions:
 The Bank of New York Mellon
 ABA Number: 021000018
 Account Number: 8901245259
 Account Name: BNY Mellon - Fee Billing Wire Fees
 Please reference Invoice Number: 252-2289188



Billing Stub

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
 CONVERTIBLE CAPITAL APPRECIATION SPECIAL ASSESSMENT
 BONDS, SERIES 2012-1 (TRACT 21)

Invoice Number: 252-2289188
 Account Number: BARTRAM12-1
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Amount: 4,000.00 USD

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BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

RECEIVED

GMS-SF, LLC
5385 N NOB HILL ROAD
SUNRISE, FL 33351

MAY 28 2020

Invoice Number: 252-2289189
 Account Number: BARTRAM12-2
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Currency: USD

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT CONVERTIBLE SPECIAL ASSESSMENT BONDS,
 SERIES 2012-2 (TRACT 22)

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Annual Trustee Fee					2,000.00
For the period: May 15, 2020 to May 14, 2021					

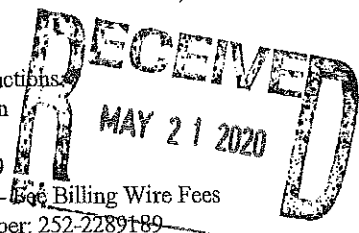
FY20 5/12 = 833.33 1.810.572.823
 FY21 4/12 = 1166.67 1.800.135.100

Invoice Total: 2,000.00
 Satisfied To Date: 0.00
 Balance Due: 2,000.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
 Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576.
 The Bank of New York Mellon Trust Company, N.A. is located at 400 South Hope Street - Suite 400,
 Los Angeles, CA 90071

Check Payment Instructions:
 The Bank of New York Mellon
 Corporate Trust Department
 P.O. Box 392013
 Pittsburgh, PA 15251-9013
 Please enclose billing stub.

Wire and ACH Payment Instructions:
 The Bank of New York Mellon
 ABA Number: 021000018
 Account Number: 8901245259
 Account Name: BNY Mellon - See Billing Wire Fees
 Please reference Invoice Number: 252-2289189



Billing Stub

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
 CONVERTIBLE SPECIAL ASSESSMENT BONDS, SERIES 2012-2
 (TRACT 22)

Invoice Number: 252-2289189
 Account Number: BARTRAM12-2
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Amount: 2,000.00 USD

0000006105452520228918900000000000002000003

DOR 76



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

RECEIVED

MAY 28 2020

GMS-SF, LLC
5385 N NOB HILL ROAD
SUNRISE, FL 33351

Invoice Number:	252-2289190
Account Number:	BARTRAM12-3
Invoice Date:	15-May-20
Cycle Date:	15-May-20
Administrator:	Caroline Cowart
Phone Number:	904-645-1919
Currency:	USD

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT CONVERTIBLE CAPITAL APPRECIATION SPECIAL
ASSESSMENT BONDS, SERIES 2012-3 (TRACT 23)

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Trustee Fee					2,000.00
For the period: May 15, 2020 to May 14, 2021					

For the period: May 15, 2020 to May 14, 2021

FY20 5/12 = 833.33 1,810,573,322
FY21 4/12 = 1166.67 1,800,185,100

Invoice Total:	2,000.00
Satisfied To Date:	0.00
Balance Due:	2,000.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-3576.
The Bank of New York Mellon Trust Company, N.A is located at 400 South Hope Street, Suite 400,
Los Angeles, CA 90071

Check Payment Instructions:
The Bank of New York Mellon
Corporate Trust Department
P.O. Box 392013
Pittsburgh, PA 15251-9013
Please enclose billing stub.

Wire and ACH Payment Instructions:
The Bank of New York Mellon
ABA Number: 021000018
Account Number: 8901245259
Account Name: BNY Mellon - Fee Billing Wire Fees
Please reference Invoice Number: 252-2289190

your remittance.
732.669.9570
Street Suite 400,
MAY 21 2020
ids:
E:

Billing Stub

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
CONVERTIBLE CAPITAL APPRECIATION SPECIAL ASSESSMENT
BONDS, SERIES 2012-3 (TRACT 23)

Invoice Number:	252-2289190
Account Number:	BARTRAM12-3
Invoice Date:	15-May-20
Cycle Date:	15-May-20
Administrator:	Caroline Cowart
Phone Number:	904-645-1919
Amount:	2,000.00 USD

0000006098492520228919000000000000002000009

Page 000003 of 000005

000127 XBFRSDD1 000153



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

GMS-SF, LLC
5385 N NOB HILL ROAD
SUNRISE, FL 33351

RECEIVED

MAY 28 2020

Invoice Number: 252-2289191
 Account Number: BARTRAM12-4
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Currency: USD

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT CONVERTIBLE SPECIAL ASSESSMENT BONDS,
 SERIES 2012-4 (TRACT 24)

	Quantify	Rate	Proration	Subtotal	Total
Flat					
Trustee Fee					2,000.00
For the period: May 15, 2020 to May 14, 2021					

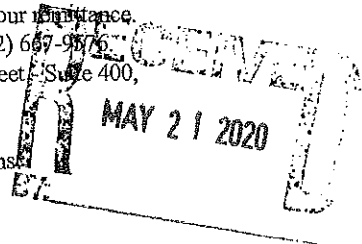
FY20 5/12 = 833.33 1,810.673, 322
 FY21 8/12 = 1166.67 1,800.15.100

Invoice Total: 2,000.00
 Satisfied To Date: 0.00
 Balance Due: 2,000.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
 Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9876.
 The Bank of New York Mellon Trust Company, N.A. is located at 400 South Hope Street, Suite 400,
 Los Angeles, CA 90071

Check Payment Instructions:
 The Bank of New York Mellon
 Corporate Trust Department
 P.O. Box 392013
 Pittsburgh, PA 15251-9013
 Please enclose billing stub.

Wire and ACH Payment Instructions:
 The Bank of New York Mellon
 ABA Number: 021000018
 Account Number: 8901245259
 Account Name: BNY Mellon - Fee Billing Wire Fees
 Please reference Invoice Number: 252-2289191



Billing Stub

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
 CONVERTIBLE SPECIAL ASSESSMENT BONDS, SERIES 2012-4
 (TRACT 24)

Invoice Number: 252-2289191
 Account Number: BARTRAM12-4
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Amount: 2,000.00 USD

0000006098522520228919100000000000002000002



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

GMS-SF, LLC
5385 N NOB HILL ROAD
SUNRISE, FL 33351

RECEIVED

MAY 28 2020

Invoice Number: 252-2289192
 Account Number: BARTRAM12-5
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Currency: USD

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT CONVERTIBLE CAPITAL APPRECIATION SPECIAL
 ASSESSMENT BONDS, SERIES 2012-5 (TRACT 25)

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Trustee Fee					2,000.00
For the period: May 15, 2020 to May 14, 2021					

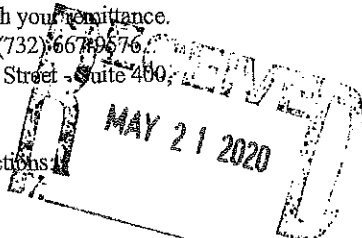
FY 20 5/12 = 833.83 1.810.578.323
 FY 21 4/12 = 1166.67 1.810.155.100

Invoice Total: 2,000.00
 Satisfied To Date: 0.00
 Balance Due: 2,000.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
 Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-8576.
 The Bank of New York Mellon Trust Company, N.A. is located at 400 South Hope Street - Suite 400,
 Los Angeles, CA 90071

Check Payment Instructions:
 The Bank of New York Mellon
 Corporate Trust Department
 P.O. Box 392013
 Pittsburgh, PA 15251-9013
 Please enclose billing stub.

Wire and ACH Payment Instructions:
 The Bank of New York Mellon
 ABA Number: 021000018
 Account Number: 8901245259
 Account Name: BNY Mellon - Fee Billing Wire Fees
 Please reference Invoice Number: 252-2289192



Billing Stub

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
 CONVERTIBLE CAPITAL APPRECIATION SPECIAL ASSESSMENT
 BONDS, SERIES 2012-5 (TRACT 25)

Invoice Number: 252-2289192
 Account Number: BARTRAM12-5
 Invoice Date: 15-May-20
 Cycle Date: 15-May-20
 Administrator: Caroline Cowart
 Phone Number: 904-645-1919
 Amount: 2,000.00 USD

00000060985525202289192000000000000020000004

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

RECEIVED

Bill To:

Bartram Park CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

JUN 04 2020

Invoice #: 211
Invoice Date: 6/1/20
Due Date: 6/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - June 2020 1,310, 513, 340		3,466.67	3,466.67
Website Administration - June 2020 35110		41.67	41.67
Information Technology - June 2020 357		83.33	83.33
Dissemination Agent Services - June 2020 313		291.67	291.67
Postage 425		135.16	135.16
Copies 425		35.10	35.10
12 (H)			
Total			\$4,053.60
Payments/Credits			\$0.00
Balance Due			\$4,053.60

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

May 31, 2020

Bartram Park Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 115099
Billed through 04/30/2020

6 (A)
1.810.573.815

General Counsel

BPCDD 00001 WSH

FOR PROFESSIONAL SERVICES RENDERED

04/01/20	JJ	Follow up on preparation of protocol for conducting and noticing virtual meetings; review and edit materials regarding same.	0.10 hrs
04/01/20	WSH	Confer with Oliver regarding special meeting and cancellation of same in light of executive order.	0.40 hrs
04/01/20	SSW	Research and attend various city and county commission virtual meetings; prepare and circulate correspondence regarding procedures for conducting virtual meetings and providing opportunity for public participation.	0.20 hrs
04/06/20	WSH	Review proposed agenda for April meeting.	0.20 hrs
04/09/20	AHJ	Finalize electronic transmission of form of notice of general election and correspondence regarding same.	0.20 hrs
04/17/20	WSH	Review correspondence regarding audit meeting.	0.20 hrs
04/21/20	WSH	Prepare for board meeting.	0.40 hrs
04/22/20	WSH	Prepare for and participate in board meeting; follow up with Oliver and prepare revised budget resolution.	1.40 hrs
04/22/20	KFJ	Amend budget resolution; confer with Haber.	0.20 hrs
04/22/20	AHJ	Finalize electronic transmission of form of notice of qualifying period and correspondence regarding same; transmit to district manager.	0.10 hrs
Total fees for this matter			\$777.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.30 hrs	125 /hr	\$37.50
Johnson, Jonathan T.	0.10 hrs	290 /hr	\$29.00
Jusevitch, Karen F.- Paralegal	0.20 hrs	125 /hr	\$25.00
Warren, Sarah S.	0.20 hrs	180 /hr	\$36.00

=====

Haber, Wesley S.	2.60 hrs	250 /hr	\$650.00
------------------	----------	---------	----------

TOTAL FEES	\$777.50
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TOTAL CHARGES FOR THIS MATTER **\$777.50**

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.30 hrs	125 /hr	\$37.50
Johnson, Jonathan T.	0.10 hrs	290 /hr	\$29.00
Jusevitch, Karen F.- Paralegal	0.20 hrs	125 /hr	\$25.00
Warren, Sarah S.	0.20 hrs	180 /hr	\$36.00
Haber, Wesley S.	2.60 hrs	250 /hr	\$650.00

TOTAL FEES	\$777.50
------------	----------

TOTAL CHARGES FOR THIS BILL **\$777.50**

Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

May 31, 2020

Bartram Park Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 115100
Billed through 04/30/2020

TIF

BPCDD 00114 WSH

FOR PROFESSIONAL SERVICES RENDERED

04/01/20	WSH	Finalize documents for special meeting; confer with Lancaster regarding funding agreement.	0.60 hrs
04/22/20	WSH	Prepare for and participate in board meeting to consider TIF transaction.	0.60 hrs
Total fees for this matter			\$300.00

MATTER SUMMARY

Haber, Wesley S.	1.20 hrs	250 /hr	\$300.00
------------------	----------	---------	----------

TOTAL FEES	\$300.00
------------	----------

TOTAL CHARGES FOR THIS MATTER	<u>\$300.00</u>
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BILLING SUMMARY

Haber, Wesley S.	1.20 hrs	250 /hr	\$300.00
------------------	----------	---------	----------

TOTAL FEES	\$300.00
------------	----------

TOTAL CHARGES FOR THIS BILL	<u>\$300.00</u>
-----------------------------	-----------------

Please include the bill number with your payment.

1,800.181.101 6 (A)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 16, 2020

Date

RECEIVED

JUN 16 2020

Attn: Shelby Stephens
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-03487D PO/File # _____ \$106.63

Amount Due

Request for Proposals for Annual Audit Services

Amount Paid

Bartram Park Community Development District

\$106.63

Payment Due

Case Number _____

Publication Dates 6/16

County Duval

64 (A)
1,310.573.480

*Payment is due before the
Proof of Publication is released.*

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may remit payment at
jaxdailyrecord.com/send-payment.*

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TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**BARTRAM PARK
COMMUNITY
DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS
FOR ANNUAL AUDIT
SERVICES**

The Bartram Park Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2020, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Duval County, Florida, and has a general fund and debt service fund.

Each auditing entity submitting a proposal must be authorized to do business in Florida, hold all applicable state and federal professional licenses in good standing, duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, via e-mail at joliver@gmsnf.com and by telephone at (904) 940-5850.

Proposers must provide an electronic copy of their proposal to Recording Secretary Shelby Stephens at ssstephens@gmsnf.com. Proposals must be received by 3:00 p.m. on Wednesday, July 8, 2020. Proposals received after this time will not be eligible for consideration. The District reserves the right to reject any and all proposals, make modifications to the scope of the work, and waive any minor informalities or irregularities in proposals as it deems appropriate. Please direct all questions regarding this Notice to the District Manager.

Bartram Park Community
Development District
James Oliver, District Manager
Jun. 16 00 (20-03487D)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 22, 2020

RECEIVED

Date

JUN 22 2020

Attn: Shelby Stephens
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-03585D PO/File # _____ \$106.63

Notice of Rule Development

Amount Due

Amount Paid

Bartram Park Community Development District

\$106.63

Payment Due

Case Number _____

Publication Dates 6/22

County Duval

64 ④
1,810,573.480

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Proof of Publication is released.*

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may remit payment at
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TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
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Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**NOTICE OF RULE
DEVELOPMENT BY THE
BARTRAM PARK
COMMUNITY**

DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, *Florida Statutes*, the Bartram Park Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, *Florida Statutes* (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, c/o Governmental Management Services - North Florida, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone: (904) 940-5850.

James Oliver, District Manager
Bartram Park Community
Development District

Jun. 22 00(20-03585D)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 22, 2020

Date

RECEIVED

JUN 22 2020

Attn: Shelby Stephens
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-03586D PO/File # _____ \$434.00

Notice of Public Hearing

Amount Due

Amount Paid

Bartram Park Community Development District

\$434.00

Payment Due

Case Number _____

Publication Dates 6/22,29

County Duval

64 (A)
1,810.573.480

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may remit payment at
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Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
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Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**BARTRAM PARK
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC
HEARING TO CONSIDER
THE ADOPTION OF THE
FISCAL YEAR 2020/2021
BUDGETS, NOTICE OF
REGULAR BOARD OF
SUPERVISORS' MEETING,
AND NOTICE OF AUDIT
COMMITTEE MEETING
HELD DURING PUBLIC
HEALTH EMERGENCY
DUE TO COVID-19.**

The Board of Supervisors ("Board") of the Bartram Park Community Development District ("District") will hold a public hearing on July 22, 2020 at 11:00 a.m. at the Bartram Springs Club House, 14530 E. Cherry Creek Ln., Jacksonville, FL 32258 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. There will be an Audit Committee meeting at 11:00 a.m. on the above-referenced date (immediately prior to the onset of the Board of Supervisors' meeting). The Audit Committee will review, discuss and rank the proposals received to perform the audit for the fiscal year ending September 30, 2020, as previously advertised in accordance with Florida law. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, joliver@gmsnf.com ("District Manager's Office"), during normal business hours, or by visiting the District's website at <https://bartramparkcdd.com/>.

It is anticipated that the meetings will take place at the location provided above. In light of the COVID-19 public health emergency, the District may conduct the public hearing and meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, and 20-123 issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

While it may be necessary to

hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can obtain the remote conference information (Zoom Application Link & Call-In Number) by visiting the District's Website or contacting the District Manager's Office, both identified above. Participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-5850 or joliver@gmsnf.com no later than July 20, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The public hearing and meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meetings may be continued to a date, time, and place to be specified on the record at the meeting.

As indicated above, the public hearing and meetings will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings.

Any person requiring special accommodations at the public hearing and meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meetings is advised that person will need a record of 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 such appeal is to be based.

James Oliver
District Manager
Jun. 22/29 00(20-03586D)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 23, 2020

Date

RECEIVED

JUN 23 2020

Attn: Shelby Stephens
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-03627D PO/File # _____ \$177.50

Amount Due

Notice of Rulemaking Regarding the Amended and Restated Rules
of Procedure

Amount Paid

Bartram Park Community Development District

\$177.50

Payment Due

Case Number _____

Publication Dates 6/23

County Duval

64 (A)
1,810,513.480

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TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

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Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**NOTICE OF RULEMAKING
REGARDING THE
AMENDED AND RESTATED
RULES OF PROCEDURE
OF THE BARTRAM PARK
COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Bartram Park Community Development District ("District") on July 22, 2020 at 11:00 a.m. at the Bartram Springs Club House, 14530 E. Cherry Lake Dr., Jacksonville, Florida 32258.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Jacksonville Daily Record on March 23, 2020.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446,

112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1 800-955-8770 for aid in contacting the District Office.

Bartram Park Community
Development District
James Oliver, District Manager
Jun. 23 00(20-03627D)

Bartram Park CDD**RECEIVED**

JUN 23 2020

GENERAL FUND**Check Request**

Date	Amount	Authorized By
June 23, 2020	\$4,153.90	Bernadette Peregrino

Payable to:

Vendor #51 - BNY MELLON C/O BPCDD S2012-1

Date Check Needed:

Budget Category:

6/23/20	001.300.20700.10400
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL COUNTY		
5/20/20	\$1,200.02	Duval Tax Dist 14
6/3/20	\$1,292.32	Duval Tax Dist 15
6/18/20	\$1,661.56	Tax Certificates
	\$4,153.90	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED****GENERAL FUND****JUN 23 2020****Check Request**

Date	Amount	Authorized By
June 23, 2020	\$14,565.92	Bernadette Peregrino

Payable to:

Vendor #57 - BNY MELLON C/O Bartram Park - Series 2015
--

Date Check Needed:

Budget Category:

6/23/20	001.300.20700.10500	
---------	---------------------	--

Intended Use of Funds Requested:

DUVAL COUNTY TAXES		
5/20/20	\$4,207.93	Duval Tax Dist 14
6/3/20	\$4,531.62	Duval Tax Dist 15
6/18/20	\$5,826.37	Tax Certificates
	\$14,565.92	
(Attach supporting documentation for request.)		

Bartram Park CDD

RECEIVED

JUN 23 2020

GENERAL FUND

Check Request

Date	Amount	Authorized By
June 23, 2020	\$2,771.83	Bernadette Peregrino

Payable to:

Vendor #58 - BNY MELLON C/O Bartram Park - Series 2012-4

Date Check Needed:

Budget Category:

6/23/20	001.300.20700.10600
---------	----------------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
5/20/20	\$800.75	Duval Tax Dist 14
6/3/20	\$862.35	Duval Tax Dist 15
6/18/20	\$1,108.73	Tax Certificates
	\$2,771.83	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED****GENERAL FUND**

JUN 23 2020

Check Request

Date	Amount	Authorized By
June 23, 2020	\$4,059.06	Bernadette Peregrino

Payable to:

Vendor #59 - BNY MELLON C/O Bartram Park - Series 2012-3
--

Date Check Needed:

Budget Category:

6/23/20	001.300.20700.10700
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
5/20/20	\$1,172.62	Duval Tax Dist 14
6/3/20	\$1,262.82	Duval Tax Dist 15
6/18/20	\$1,623.62	Tax Certificates
	\$4,059.06	
(Attach supporting documentation for request.)		

Bartram Park CDD**RECEIVED**

JUN 23 2020

GENERAL FUND**Check Request**

Date	Amount	Authorized By
June 23, 2020	\$2,949.15	Bernadette Peregrino

Payable to:

Vendor #60 - BNY MELLON C/O Bartram Park - Series 2012-5
--

Date Check Needed:

Budget Category:

6/23/20	001.300.20700.10900
---------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
5/20/20	\$851.98	Duval Tax Dist 14
6/3/20	\$917.51	Duval Tax Dist 15
6/18/20	\$1,179.66	Tax Certificates
	\$2,949.15	
(Attach supporting documentation for request.)		

D.

Bartram Park

Community Development District

Funding Request # 1

May 26, 2020

PAYEE		TIFF
1	Hopping Green & Sams	
	Invoice # 114564 TIFF 3/31/2020	\$ 1,762.50
	TOTAL	\$ 1,762.50

Please make check payable to:

Bartram Park CDD

475 West Town Place Ste 114

Saint Augustine FL 32092

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

April 30, 2020

Bartram Park Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 114564
Billed through 03/31/2020

TIF
BPCDD 00114 WSH

FOR PROFESSIONAL SERVICES RENDERED

02/24/20	WSH	Review documents regarding proposed TIF financing; confer with Oliver.	0.30 hrs
03/06/20	WSH	Confer with Lancaster and Oliver regarding request for Race Track Road and TIF.	0.50 hrs
03/11/20	WSH	Confer with Chair regarding proposed TIF transaction; confer with Lancaster and Oliver regarding same.	0.70 hrs
03/18/20	WSH	Confer with Oliver regarding TIF transaction.	0.20 hrs
03/19/20	WSH	Prepare for and participate in conference call regarding TIF transaction; begin preparation of documents.	1.60 hrs
03/30/20	WSH	Prepare resolution authorizing TIF Transaction.	1.40 hrs
03/31/20	WSH	Prepare resolution authorizing chair and funding agreement.	1.40 hrs
03/31/20	KFJ	Prepare resolution and funding agreement regarding TIF financing; confer with Haber.	1.90 hrs
Total fees for this matter			\$1,762.50

MATTER SUMMARY

Jusevitch, Karen F.- Paralegal	1.90 hrs	125 /hr	\$237.50
Haber, Wesley S.	6.10 hrs	250 /hr	\$1,525.00
TOTAL FEES			\$1,762.50
TOTAL CHARGES FOR THIS MATTER			\$1,762.50

BILLING SUMMARY

Jusevitch, Karen F.- Paralegal	1.90 hrs	125 /hr	\$237.50
Haber, Wesley S.	6.10 hrs	250 /hr	\$1,525.00

=====

TOTAL FEES

\$1,762.50

TOTAL CHARGES FOR THIS BILL**\$1,762.50**

Please include the bill number with your payment.

Bartram Park

Community Development District

Funding Request # 2

June 25, 2020

PAYEE

TIFF

1 Hopping Green & Sams

Invoice # 115100 TIFF 5/31/2020

\$

300.00

TOTAL

\$

300.00

Please make check payable to:

Bartram Park CDD

475 West Town Place Ste 114

Saint Augustine FL 32092

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

May 31, 2020

Bartram Park Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 115100
Billed through 04/30/2020

TIF

BPCDD 00114 WSH

FOR PROFESSIONAL SERVICES RENDERED

04/01/20	WSH	Finalize documents for special meeting; confer with Lancaster regarding funding agreement.	0.60 hrs
04/22/20	WSH	Prepare for and participate in board meeting to consider TIF transaction.	0.60 hrs
Total fees for this matter			\$300.00

MATTER SUMMARY

Haber, Wesley S.	1.20 hrs	250 /hr	\$300.00
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TOTAL FEES	\$300.00
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TOTAL CHARGES FOR THIS MATTER	<u>\$300.00</u>
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BILLING SUMMARY

Haber, Wesley S.	1.20 hrs	250 /hr	\$300.00
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TOTAL FEES	\$300.00
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TOTAL CHARGES FOR THIS BILL	<u>\$300.00</u>
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Please include the bill number with your payment.

1,800.181.101 6 (A)