

BARTRAM PARK
Community Development District

July 22, 2026

AGENDA

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, 2026

Board of Supervisors
Bartram Park Community Development District

Dear Board Members:

The Board Meeting of the Bartram Park Community Development District is scheduled for **Wednesday, July 22, 2026 at 11:00 a.m.** at the Hampton Inn & Suites Jacksonville South - Bartram Park, 13950 Village Lake Cir, Jacksonville, Florida 32258.

Following is the advance agenda for this meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of Minutes of the April 22, 2026 Meeting
- IV. Public Hearing Adopting the Budget for Fiscal Year 2027
 - A. Consideration of Resolution 2026-03, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027
 - B. Consideration of Resolution 2026-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027
- V. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-05
- VI. Other Business
- VII. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - 1. Discussion of Fiscal Year 2027 Meeting Schedule
 - 2. Discussion of Fiscal Year 2027 Goals & Objectives

VIII. Audience Comments

IX. Supervisor's Requests

X. Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period
Ending June 30, 2026

B. Assessment Receipt Schedules

C. Approval of Check Register

XI. Next Scheduled Meeting – To Be Determined at 11:00 a.m.

XII. Adjournment

THIRD ORDER OF BUSINESS

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, 2026 at 11:00 a.m. at the Hampton Inn & Suites Jacksonville South – Bartram Park, 13950 Village Lake Cir, Jacksonville, Florida.

Present and constituting a quorum were:

James Griffith	Chairman
Trisston Brown	Vice Chairman
Larry Lokey	Supervisor
Lynda Learn	Supervisor
Joan Nero <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager, GMS
Matt Biagetti	GMS
Joe Schofield	Alliant Engineering
Karen Haber <i>by phone</i>	District Counsel, Kutack Rock

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. and called roll. Four Supervisors were present in person and Mr. Nero joined via phone constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver asked for public comments at this time pertaining to the CDD meeting.

Resident (Ms. Hicks) noted that when she bought her home, Pulte disclosed a ten-year CDD fee, but it has been well past ten years. Mr. Oliver explained that at the very least it would be 30-years from the issuance of the bonds. Even after the bonds are paid in full, there will always likely be operational fees. He will speak with the resident after the meeting to go into further detail for their better understanding. The home builder likely gave inaccurate information.

Resident (Jim Lagori) asked about the monuments along the main road. They are about 20-years old and they will need maintenance and updating. Mr. Oliver noted that this is an HOA issue and not CDD.

THIRD ORDER OF BUSINESS**Approval of Minutes of the January 28, 2026 Meeting**

Mr. Oliver presented the minutes of the January 28, 2026 meeting and asked for any questions, comments or revisions. The Board had no changes to the minutes and there was a motion of approval.

On MOTION by Mr. Brown, seconded by Mr. Lokey, with all in favor, the Minutes of the January 28, 2026 Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2026-01, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date to Adopt**

Mr. Oliver presented the proposed budget and the suggested public hearing date of July 22, 2026 which is the regularly scheduled Board of Supervisor's meeting. He explained the requirements of the proposed budget and the adoption of said proposed budget that is set forth by Florida Statute. He also added that this budget does not propose an assessment increase with an annual fee of \$33.75. Board discussion followed and questions were answered before there was a motion of approval.

On MOTION by Mr. Griffith, seconded by Mr. Brown, with all in favor, Resolution 2026-01 Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date to Adopt on July 22, 2026 at 11:00 a.m., was approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2026-02, Setting a Public Hearing to Adopt Revised Rules of Procedure**

Mr. Oliver noted that this hearing would be in conjunction with the budget adoption hearing held on July 22, 2026 at 11:00 a.m. He provided a copy of the rules and procedures to the Board for review. Counsel noted that these updates are coming due to any changes in State law that need

to be updated to bring the District up to date with those changes. A copy of the changes will be provided to the Board for review before adoption. There being no other questions, Mr. Oliver asked for a motion to approve the resolution.

On MOTION by Mr. Griffith, seconded by Mr. Lokey with all in favor, Resolution 2026-02 Setting a Public Hearing to Adopt Revised Rules of Procedure for July 22, 2026 at 11:00 a.m., was approved.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Haber had nothing further for the Board and the next item followed.

B. Engineer

Mr. Schofield had nothing further for the Board and wanted to let them know that he is available when they need him.

C. Manager

1. 2026 General Elections

Mr. Oliver reminded the Board to file their financial disclosure by the July 1st deadline. He also noted that seats #2 and #4 are up for general elections. Those seats belong to Supervisors Lokey and Learn. They will have to go to the Supervisor of Elections office to qualify for those seats again. The qualifying period begins at noon on June 8th and closes at noon on June 12th.

2. Report on the Number of Registered Voters (*will be sent under separate cover*)

Mr. Olier reported the number of registered voters within the District to be 5,824 as of April 15, 2026.

EIGHTH ORDER OF BUSINESS

Audience Comments

Mr. Oliver asked for any other audience comments. There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Oliver asked for Supervisor's requests. Mr. Griffith noted that he contacted the City about paving the last 1/3 of Bartram Park. He noted that he may invite the City Councilman to a meeting to hear the Board out on the mater. Board discussion followed.

It was then asked if there is a possibility to install a speedbump. It was suggested to request a stoplight through the City. Board discussion followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2025

Mr. Oliver Reviewed the financials through March 31, 2026 and reported no unusual variances.

B. Assessment Receipt Schedule

Mr. Oliver noted the District is 99% collected.

C. Approval of Check Register

Mr. Oliver presented the check register totaling \$202,420.27. A brief discussion followed about the bonds and the possibility of refinancing. Mr. Oliver asked for any questions, comments, or concerns. Hearing no questions, he asked for a motion to approve.

On MOTION by Mr. Griffith, seconded by Mr. Brown, with all in favor, the Check Register, was approved.

ELEVENTH ORDER OF BUSINESS

**Next Regular Scheduled Meeting –
Wednesday, July 22, 2026 at 11:00 a.m.**

Mr. Oliver stated the next regular scheduled meeting will be July 22, 2026 at 11:00 a.m. at the Hampton Inn & Suites, Jacksonville South – Bartram Park.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no other business, Mr. Oliver asked for a motion to adjourn the meeting.

On MOTION by Mr. Griffith, seconded by Mr. Lokey, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

Bartram Park
Community Development District

Approved Budget
FY 2027

July 22, 2026



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Bartram Park
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY 2027
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REVENUES:

Special Assessments - On Roll	\$129,495	\$129,989	\$-	\$129,989	\$129,495
Interest Earned	5,000	3,584	1,161	4,745	5,000
TOTAL REVENUES	\$134,495	\$133,572	\$1,161	\$134,733	\$134,495

EXPENDITURES:

Administrative:

Supervisor Fees	\$4,000	\$2,600	\$1,000	\$3,600	\$4,000
FICA Taxes	306	199	77	275	306
Engineer	8,500	480	500	980	8,500
Attorney	15,000	3,509	3,491	7,000	15,000
Annual Audit	3,900	3,600	-	3,600	3,700
Assessment Administration	8,348	8,348	-	8,348	8,849
Arbitrage Rebate	1,260	-	1,260	1,260	1,260
Trustee Fees	10,800	8,950	1,850	10,800	10,800
Management Fees	53,090	39,818	13,273	53,090	56,275
Information Technology	1,809	1,357	452	1,809	1,918
Website Maintenance	1,169	877	292	1,169	1,239
Telephone	150	21	20	41	150
Postage & Delivery	400	265	135	400	400
General Liability and Public Officials Insurance	8,279	8,295	-	8,295	9,125
Meeting Room Rental	-	600	200	800	1,250
Printing & Binding	500	398	102	500	500
Legal Advertising	800	2,126	278	2,404	1,600
Other Current Charges	1,500	750	-	750	1,000
Office Supplies	100	1	20	21	100
Dues, Licenses & Subscriptions	175	175	-	175	175
Capital Reserves-Transfer out	14,410	-	14,410	14,410	8,348
TOTAL ADMINISTRATIVE	\$134,495	\$82,368	\$37,359	\$119,727	\$134,495

TOTAL EXPENDITURES	\$134,495	\$82,368	\$37,359	\$119,727	\$134,495
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Other Sources/(Uses)

Interlocal Transfer In/(Out)	-	-	-	-	-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
EXCESS REVENUES (EXPENDITURES)	\$-	\$51,204	\$(36,198)	\$15,006	\$-

	FY 2025	FY 2026	FY 2027
Net Assessments	\$ 129,495	\$ 129,495	\$ 129,495
Plus Collection Fees (7.5%)	\$ 10,500	\$ 10,500	\$ 10,500
Gross Assessments	\$ 139,995	\$ 139,995	\$ 139,995
No. of Units	4,148	4,148	4,148
Per Unit Assessments	\$ 33.75	\$ 33.75	\$ 33.75

Bartram Park
Community Development District
Budget Narrative

REVENUES

Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Interest

The District earns interest on the monthly average collected balance for each of their investment accounts.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 4 meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Attorney

The District's Attorney, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees.

Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Arbitrage

The District is required to have an Arbitrage Rebate Calculation on the districts 2015 Special Assessment Bonds and 2022 Revenue Refunding Note. The district has contracted with Grau & Associates to provide these calculations for each bond issue

Trustee Fees

The District issued Series 2015 Special Assessment Bonds and Series 2022 Revenue Refunding Note 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.

District Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, accounting software, tablets for meetings, Adobe, Microsoft Office, etc. contracted with Governmental Management Services.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. contracted with Governmental Management Services, LLC.

Telephone

Phone, Internet, and fax service for office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Bartram Park
Community Development District
Budget Narrative

Expenditures - Administrative (continued)
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General Liability and Public Officials Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance, a qualified entity that specializes in providing insurance coverage to governmental agencies. This is the estimated premium.

Meeting Room Rental

The cost to rent location to hold district meetings.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

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

Other Current Charges

Bank charges, amortization schedule fees, Meeting rental fees, and any other miscellaneous expenses that are incurred

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Capital Reserve - Transfer Out

The District has established a maintenance reserve to fund the renewal and replacement of the District's capital related facilities.

Bartram Park

Community Development District

Approved Budget Debt Service Series 2015A1 & A2 Special Assessment Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY 2027
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REVENUES:

Special Assessments-On Roll	\$1,305,910	\$1,310,884	\$-	\$1,310,884	\$1,305,910
Interest Earnings	35,000	38,490	8,064	46,554	35,000
Carry Forward Surplus ⁽¹⁾	160,974	311,042	-	311,042	297,281
TOTAL REVENUES	\$1,501,884	\$1,660,417	\$8,064	\$1,668,481	\$1,638,191

EXPENDITURES:

Series 2015A1

Interest 11/1	\$180,719	\$180,719	\$-	\$180,719	\$165,144
Special Call 11/1	-	5,000	-	5,000	-
Interest 5/1	180,719	180,606	-	180,606	165,144
Principal 5/1	665,000	665,000	-	665,000	690,000
Special Call 5/1	-	60,000	-	60,000	-

Series 2015A2

Interest 11/1	50,000	50,000	-	50,000	45,500
Special Call 11/1	-	5,000	-	5,000	-
Interest 5/1	50,000	49,875	-	49,875	45,500
Principal 5/1	160,000	160,000	-	160,000	165,000
Special Call 5/1	-	15,000	-	15,000	-

TOTAL EXPENDITURES	\$1,286,438	\$1,371,200	\$-	\$1,371,200	\$1,276,288
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Other Sources/(Uses)

Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-

TOTAL EXPENDITURES	\$1,286,438	\$1,371,200	\$-	\$1,371,200	\$1,276,288
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EXCESS REVENUES (EXPENDITURES)	\$215,447	\$289,217	\$8,064	\$297,281	\$361,903
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⁽¹⁾ Carry Forward is Net of Reserve Requirement

Series 2015 A1 Interest Due 11/1/27	\$150,481.25
Series 2015 A2 Interest Due 11/1/27	\$41,375.00
	<u>\$191,856.25</u>

Net Assessments	\$1,305,910
Plus Collection Fees (7.5%)	\$97,943
Gross Assessments	<u>\$1,403,853</u>

Bartram Park
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2015A1 Special Assessment Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	7,460,000		-	165,143.75	165,143.75
05/01/27	7,460,000	4.250%	690,000	165,143.75	
11/01/27	6,770,000		-	150,481.25	1,005,625.00
05/01/28	6,770,000	4.250%	720,000	150,481.25	
11/01/28	6,050,000		-	135,181.25	1,005,662.50
05/01/29	6,050,000	4.250%	755,000	135,181.25	
11/01/29	5,295,000		-	119,137.50	1,009,318.75
05/01/30	5,295,000	4.500%	785,000	119,137.50	
11/01/30	4,510,000		-	101,475.00	1,005,612.50
05/01/31	4,510,000	4.500%	825,000	101,475.00	
11/01/31	3,685,000		-	82,912.50	1,009,387.50
05/01/32	3,685,000	4.500%	860,000	82,912.50	
11/01/32	2,825,000		-	63,562.50	1,006,475.00
05/01/33	2,825,000	4.500%	900,000	63,562.50	
11/01/33	1,925,000		-	43,312.50	1,006,875.00
05/01/34	1,925,000	4.500%	940,000	43,312.50	
11/01/34	985,000		-	22,162.50	1,005,475.00
05/01/35	985,000	4.500%	985,000	22,162.50	
					1,007,162.50
Total			\$7,460,000	\$1,766,738	\$9,226,738

Bartram Park
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2015A2 Special Assessment Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	1,820,000	5.000%	-	45,500	45,500.00
05/01/27	1,820,000	5.000%	165,000	45,500	
11/01/27	1,655,000	5.000%	-	41,375	251,875.00
05/01/28	1,655,000	5.000%	175,000	41,375	
11/01/28	1,480,000	5.000%	-	37,000	253,375.00
05/01/29	1,480,000	5.000%	180,000	37,000	
11/01/29	1,300,000	5.000%	-	32,500	249,500.00
05/01/30	1,300,000	5.000%	190,000	32,500	
11/01/30	1,110,000	5.000%	-	27,750	250,250.00
05/01/31	1,110,000	5.000%	200,000	27,750	
11/01/31	910,000	5.000%	-	22,750	250,500.00
05/01/32	910,000	5.000%	210,000	22,750	
11/01/32	700,000	5.000%	-	17,500	250,250.00
05/01/33	700,000	5.000%	220,000	17,500	
11/01/33	480,000	5.000%	-	12,000	249,500.00
05/01/34	480,000	5.000%	235,000	12,000	
11/01/34	245,000	5.000%	-	6,125	253,125.00
05/01/35	245,000	5.000%	245,000	6,125	
					251,125.00
Total			\$1,820,000	\$485,000	\$2,305,000

Bartram Park
Community Development District
Approved Budget
Debt Service Series 2022 Revenue Refunding Note

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY 2027
REVENUES:					
Special Assessments-On Roll	\$1,046,459	\$1,050,445	\$-	\$1,050,445	\$1,046,459
Interest Earnings	18,000	26,252	3,465	29,717	18,000
Carry Forward Surplus ⁽¹⁾	262,966	263,099	-	263,099	277,371
TOTAL REVENUES	\$1,327,425	\$1,339,796	\$3,465	\$1,343,261	\$1,341,830
EXPENDITURES:					
Interest 11/1	\$147,980	\$147,980	\$-	\$147,980	\$137,270
Special Call 11/1	-	5,000	-	5,000	-
Interest 5/1	147,980	147,910	-	147,910	137,270
Principal 5/1	755,000	755,000	-	755,000	775,000
Special Call 5/1	-	5,000	-	5,000	-
Special Call 8/1	-	-	5,000	5,000	-
TOTAL EXPENDITURES	\$1,050,960	\$1,060,890	\$5,000	\$1,065,890	\$1,049,540
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
TOTAL EXPENDITURES	\$1,050,960	\$1,060,890	\$5,000	\$1,065,890	\$1,049,540
EXCESS REVENUES (EXPENDITURES)	\$276,465	\$278,906	\$(1,535)	\$277,371	\$292,290

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27

\$126,420.00

Bartram Park
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2022 Revenue Refunding Note

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	9,805,000	2.800%	-	137,270	137,270.00
05/01/27	9,805,000	2.800%	775,000	137,270	
11/01/27	9,030,000	2.800%	-	126,420	1,038,690.00
05/01/28	9,030,000	2.800%	795,000	126,420	
11/01/28	8,235,000	2.800%	-	115,290	1,036,710.00
05/01/29	8,235,000	2.800%	815,000	115,290	
11/01/29	7,420,000	2.800%	-	103,880	1,034,170.00
05/01/30	7,420,000	2.800%	840,000	103,880	
11/01/30	6,580,000	2.800%	-	92,120	1,036,000.00
05/01/31	6,580,000	2.800%	865,000	92,120	
11/01/31	5,715,000	2.800%	-	80,010	1,037,130.00
05/01/32	5,715,000	2.800%	890,000	80,010	
11/01/32	4,825,000	2.800%	-	67,550	1,037,560.00
05/01/33	4,825,000	2.800%	915,000	67,550	
11/01/33	3,910,000	2.800%	-	54,740	1,037,290.00
05/01/34	3,910,000	2.800%	940,000	54,740	
11/01/34	2,970,000	2.800%	-	41,580	1,036,320.00
05/01/35	2,970,000	2.800%	965,000	41,580	
11/01/35	2,005,000	2.800%	-	28,070	1,034,650.00
05/01/36	2,005,000	2.800%	990,000	28,070	
11/01/36	1,015,000	2.800%	-	14,210	1,032,280.00
05/01/37	1,015,000	2.800%	1,015,000	14,210	
					1,029,210.00
Total			\$9,805,000	\$1,722,280	\$11,527,280

Bartram Park
Community Development District
Approved Budget
Capital Reserve Fund

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY 2027
<u>REVENUES:</u>					
Capital Reserve-Transfer In	\$14,410	\$-	\$14,410	\$14,410	\$8,348
Interest Income	4,000	4,933	1,611	6,544	6,000
Carry Forward Balance	180,897	180,985	-	180,985	201,275
TOTAL REVENUES	\$199,307	\$185,918	\$16,021	\$201,939	\$215,623
<u>EXPENDITURES:</u>					
Capital Outlay	\$-	\$-	\$-	\$-	\$-
Repair and Replacements	-	-	-	-	-
Other Current Charges	425	496	168	664	700
TOTAL EXPENDITURES	\$425	\$496	\$168	\$664	\$700
<u>Other Sources/(Uses)</u>					
Transfer in/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
TOTAL EXPENDITURES	\$425	\$496	\$168	\$664	\$700
EXCESS REVENUES (EXPENDITURES)	\$198,882	\$185,422	\$15,853	\$201,275	\$214,923

Bartram Park
Community Development District
Non-Ad Valorem Assessments Comparison
2026-2027

Neighborhood	O&M Units	Note 2015 Units	Bonds 2022 Units	Annual Maintenance Assessments			Annual Debt Assessments					Total Assessed Per Unit				
				FY 2027	FY2026	Increase/(decrease)	FY 2027		FY2026		Increase/(decrease)	FY 2027		FY2026		Increase/(decrease)
							Series 2015	Series 2022	Series 2015	Series 2022	Total	Series 2015	Series 2022	Series 2015	Series 2022	Total
Hawthorn - MF	196	189	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Twinleaf - MF	302	302	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Bartram Park Office	111	111	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Verano - MF	296	296	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Greenbrier - MF	344	344	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Arrowood - MF	212	212	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Summerlin - MF	320	320	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Emerald Preserve - MF	168	168	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Carlton - MF	395	0	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Franklin Office	105	0	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Bayberry - MF	286	286	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Arium at Bartram Park	323	0	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Carlyle at Bartram Park	336	0	0	\$33.75	\$33.75	\$0.00	\$633.66	\$0.00	\$633.66	\$0.00	\$0.00	\$667.41	\$0.00	\$667.41	\$0.00	\$0.00
Preserve Unit 1 40'	121	0	120	\$33.75	\$33.75	\$0.00	\$633.66	\$1,344.97	\$633.66	\$1,344.97	\$0.00	\$667.41	\$1,378.72	\$667.41	\$1,378.72	\$0.00
Preserve Unit 1 50'	41	0	40	\$33.75	\$33.75	\$0.00	\$633.66	\$1,681.22	\$633.66	\$1,681.22	\$0.00	\$667.41	\$1,714.97	\$667.41	\$1,714.97	\$0.00
Preserve Unit 1 50'	6	0	6	\$33.75	\$33.75	\$0.00	\$633.66	\$1,571.71	\$633.66	\$1,571.71	\$0.00	\$667.41	\$1,605.46	\$667.41	\$1,605.46	\$0.00
Preserve Unit 1 60'	45	0	45	\$33.75	\$33.75	\$0.00	\$633.66	\$2,017.46	\$633.66	\$2,017.46	\$0.00	\$667.41	\$2,051.21	\$667.41	\$2,051.21	\$0.00
Preserve Unit 1 60'	5	0	5	\$33.75	\$33.75	\$0.00	\$633.66	\$1,571.71	\$633.66	\$1,571.71	\$0.00	\$667.41	\$1,605.46	\$667.41	\$1,605.46	\$0.00
Preserve Unit 2 40'	143	0	143	\$33.75	\$33.75	\$0.00	\$633.66	\$1,365.07	\$633.66	\$1,365.07	\$0.00	\$667.41	\$1,398.82	\$667.41	\$1,398.82	\$0.00
Preserve Unit 2 50'	54	0	54	\$33.75	\$33.75	\$0.00	\$633.66	\$1,706.34	\$633.66	\$1,706.34	\$0.00	\$667.41	\$1,740.09	\$667.41	\$1,740.09	\$0.00
Preserve Unit 2 60'	21	0	21	\$33.75	\$33.75	\$0.00	\$633.66	\$2,047.60	\$633.66	\$2,047.60	\$0.00	\$667.41	\$2,081.35	\$667.41	\$2,081.35	\$0.00
Montevilla	156	0	134	\$33.75	\$33.75	\$0.00	\$633.66	\$1,656.66	\$633.66	\$1,656.66	\$0.00	\$667.41	\$1,690.41	\$667.41	\$1,690.41	\$0.00
Montevilla - Paydown	1	0	1	\$33.75	\$33.75	\$0.00	\$633.66	\$1,234.43	\$633.66	\$1,234.43	\$0.00	\$667.41	\$1,268.18	\$667.41	\$1,268.18	\$0.00
Montevilla - Paydown	3	0	3	\$33.75	\$33.75	\$0.00	\$633.66	\$785.85	\$633.66	\$785.85	\$0.00	\$667.41	\$819.60	\$667.41	\$819.60	\$0.00
Preserve Unit 3 40'	100	0	99	\$33.75	\$33.75	\$0.00	\$633.66	\$1,359.86	\$633.66	\$1,359.86	\$0.00	\$667.41	\$1,393.61	\$667.41	\$1,393.61	\$0.00
Preserve Unit 3 50'	36	0	36	\$33.75	\$33.75	\$0.00	\$633.66	\$1,699.83	\$633.66	\$1,699.83	\$0.00	\$667.41	\$1,733.58	\$667.41	\$1,733.58	\$0.00
Preserve Unit 3 '60	22	0	21	\$33.75	\$33.75	\$0.00	\$633.66	\$2,039.80	\$633.66	\$2,039.80	\$0.00	\$667.41	\$2,073.55	\$667.41	\$2,073.55	\$0.00
Total	4148	2228	728													

A.

RESOLUTION 2026-03
[FY 2027 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("**FY 2027**"), the District Manager prepared and submitted to the Board of Supervisors ("**Board**") of the Bartram Park Community Development District ("**District**") prior to June 15, 2026, proposed budget(s) ("**Proposed Budget**") 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 general-purpose government(s) 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 on the Proposed Budget 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 in accordance with Section 189.016, *Florida Statutes*; 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.

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

SECTION 1. BUDGET

- a. 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.
- b. 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, 2027."

- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2027, the sum(s) set forth in **Exhibit A** 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 as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2027 or within 60 days following the end of the FY 2027 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

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

PASSED AND ADOPTED THIS 22nd DAY OF JULY, 2026.

ATTEST:

**BARTRAM PARK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2027 Budget

B.

RESOLUTION 2026-04
[FY 2027 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2027 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; 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, 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, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("**FY 2027**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

a. **Benefit Findings.** 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 is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance ("**O&M Assessment(s)**") is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
 - c. **Maximum Rate.** 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.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District's Board hereby certifies for collection the FY 2027 installment of the District's previously levied debt service special assessments ("**Debt Assessments,**" and together with the O&M Assessments, the "**Assessments**") in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
 - a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the "**Tax Roll Property**" identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* ("**Uniform Method**"). That portion of the Assessment Roll which includes the Tax Roll Property 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 property taxes. The District's Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
 - b. **Future Collection Methods.** The District's decision to collect 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.
5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. 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.
6. **APPROVAL OF PRIOR ACTIONS.** The actions of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretaries, and all District Staff in finalizing the Assessments and Assessment Roll as provided herein are hereby ratified, approved, and confirmed in all respects.

7. **SEVERABILITY; EFFECTIVE DATE.** 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. This Resolution shall take effect immediately upon adoption.

[CONTINUED ON NEXT PAGE]

PASSED AND ADOPTED THIS 22nd DAY OF JULY, 2026.

ATTEST:

**BARTRAM PARK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget

Exhibit B: Assessment Roll

FIFTH ORDER OF BUSINESS

RESOLUTION 2026-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
ADOPTING RULES OF PROCEDURE; 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 created and existing pursuant to Chapter 190, *Florida Statutes*; 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, 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 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 Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These 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 22nd day of July, 2026.

ATTEST:

**BARTRAM PARK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

RULES OF PROCEDURE
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
RULE NO. _____

EFFECTIVE AS OF _____, 2026

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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 e-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 within the county or counties 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) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) 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, 286.012, 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 authorized or required by statute or these Rules, at least seven (7) days', but not 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 within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours 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.”

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

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) 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 comments
- 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

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 within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, 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 or as otherwise provided in the resolution approving the annual budget(s). 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),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) 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, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. 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. 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) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
- (4) 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 (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (v) The grant of rulemaking authority for the proposed rule;
 - (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise 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, that describes the regulatory impact of the rule in readable language;
 - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) 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;
 - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-

mail address, and may be required to pay the cost of copying and mailing as applicable.

- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.

(6) Modification of Rules.

(a) Technical Changes.

- (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
- (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

- (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

- 1. Supported by the record of the public hearing held on the proposed rule;

2. In response to written materials submitted to the District; or
 3. In response to an objection with the proposed rule by the District Board.
- (ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.
- (7) Withdrawal of Proposed Rules.
- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
 - (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
 - (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
 - (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.
- (8) Rule Development Workshops.
- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
 - (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.
- (9) Petitions to Initiate Rulemaking.
- (a) 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. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
 - (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
 - (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.
 - (ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District

shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.
2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

- (d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

- (a) 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 of Rulemaking, 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. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. 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.
- (b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:
- (i) The date, time, and location of the public hearing; and
 - (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) 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 or if the Legislature authorizes the District to adopt emergency rules. 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.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.
 - (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the

District is located and shall include the specific facts and reasons for such renewal.

- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) 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 within the county or counties in which the District is located.
- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
 - (a) A copy of the rule;

- (b) Any material incorporated by reference in the rule;
- (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
- (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

- (a) Any person substantially affected by a proposed or existing 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.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (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 proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, 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 thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, 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) At the hearing, 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.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, 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. During the hearing, 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) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

- (15) 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. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District's existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the "**Existing Rule Review Report**"). The Existing Rule Review Report shall be presented to the District's Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
 - (i) Is a valid exercise of delegated legislative authority;
 - (ii) Has current statutory authority;
 - (iii) Reiterates or paraphrases statutory material;
 - (iv) Is in proper form;
 - (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
 - (vi) Requires a technical or substantive update to reflect current use; and

- (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “**Rule Review Resolution**”):
 - (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule;
 - 2. A written statement of its intended action; and
 - 3. Its assessment of factors specified in Section 16(c) of this Rule.
 - (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
 - 2. A written statement of its intended action;
 - 3. Its assessment of the factors specified in Section 16(c) of this Rule; and
 - 4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
 - (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule;
 - 2. The recommended change or changes coded by underlining new text and striking through deleted text;
 - 3. A written statement of its intended action; and

4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
 1. A written statement of its intended action; and
 2. Its assessment of factors specified in subsection 16(c) of this Rule.
 - (e) The rule review is completed upon the District's adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review ("**Notice of Completed Rule Review**") in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

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

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 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 within the county or counties in which the District is located 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. 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. “**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. 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) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) 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.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) 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.

- (3) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) 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 within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) **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, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) 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 (2)(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.
- (6) 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.

- (7) 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.
- (8) 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 e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. 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 county or counties in which the District is located. 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. 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 county or counties in which the project 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 e-mail, United States Mail, hand delivery, 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) 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.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. 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.

(2) 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 within the county or counties 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 e-mail (with a delivery and read receipt), United States Mail, hand delivery, 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 e-mail, United States Mail, hand delivery, or 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) 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.
- (k) 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.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. 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.
- (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 within the county in which the project 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 e-mail, United States Mail, hand delivery, 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. 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 shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, 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 or counties 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 e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

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

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

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

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

Florida shall be awarded a preference of five (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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. 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 county or counties 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 e-mail, United States Mail, hand delivery, 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. 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 or after posting on the District's website if so provided for in 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 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 and form 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 e-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 e-mail (with a delivery and read receipt), 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) 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.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) 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: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2026, 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.

SEVENTH 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 2027** at 11:00 a.m. at Hampton Inn & Suites, Jacksonville South – Bartram Park, 13950 Village Lake Circle, Jacksonville, Florida 32258, on the fourth Wednesday of the months listed as follows:

October 28, 2026

January 27, 2027

April 28, 2027

July 28, 2027

2.



Memorandum

To: Board of Supervisors

From: District Management

Date: July 22, 2026

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the attached key categories to focus on for Fiscal Year 2027 and develop statutorily compliant goals for each:

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives and Annual Reporting Form

Bartram Park Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2026 – September 30, 2027

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least two regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two board meetings were held during the Fiscal Year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes ☐ No ☐

2. Financial Transparency and Accountability

Goal 2.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 2.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 2.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Bartram Park Community Development District

District Manager: _____

Date: _____

Print Name: _____

Bartram Park Community Development District

TENTH ORDER OF BUSINESS

A.

Bartram Park
Community Development District

Unaudited Financial Reporting
June 30, 2026



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2	<u>General Fund</u>
3	<u>Month to Month</u>
4	<u>Debt Service Fund Series 2015 A1 & A2</u>
5	<u>Debt Service Fund Series 2022</u>
6	<u>Capital Reserve Fund</u>
7	<u>Long Term Debt Report</u>
8	<u>Assessment Receipt Schedule</u>
9	<u>Check Register Summary</u>

Bartram Park
Community Development District
Combined Balance Sheet
June 30, 2026

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 200,096	\$ -	\$ 14,171	\$ 214,267
Due from General Fund	-	-	-	-
Due from General Fund-2015	-	12,805	-	12,805
Due from General Fund-2022	-	10,261	-	10,261
Investments:				
State Board of Administration (SBA)	68,145	-	171,251	239,396
Custody US Bank Account	58,573	-	-	58,573
Series 2015A1				
Reserve	-	508,706	-	508,706
Revenue	-	276,412	-	276,412
Excess Revenue	-	-	-	-
Prepayment	-	-	-	-
Series 2015A2				
Reserve	-	127,875	-	127,875
Series 2022				
Reserve	-	51,935	-	51,935
Revenue	-	261,248	-	261,248
Interest	-	58	-	58
Prepayment	-	2	-	2
Sinking	-	301	-	301
Prepaid Expenses	1,667	-	-	1,667
Total Assets	\$ 328,481	\$ 1,249,602	\$ 185,422	\$ 1,763,505
Liabilities:				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	-	-	-	-
FICA Payable	-	-	-	-
Due to Capital Reserve	-	-	-	-
Due to Debt Service - Series 2015	12,805	-	-	12,805
Due to Debt Service - Series 2022	10,260.66	-	-	10,261
Total Liabilities	\$ 23,065	\$ -	\$ -	\$ 23,065
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 1,667	\$ -	\$ -	\$ 1,667
Restricted for:				
Debt Service	-	1,249,602	-	1,249,602
Assigned for:				
Capital Reserve Fund	-	-	185,422	185,422
Unassigned	303,749	-	-	303,749
Total Fund Balances	\$ 305,416	\$ 1,249,602	\$ 185,422	\$ 1,740,440
Total Liabilities & Fund Balance	\$ 328,481	\$ 1,249,602	\$ 185,422	\$ 1,763,505

Bartram Park
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 129,495	\$ 129,495	\$ 129,989	\$ 493
Interest	5,000	3,750	3,584	(166)
Total Revenues	\$ 134,495	\$ 133,245	\$ 133,572	\$ 327
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 4,000	\$ 2,600	\$ 2,600	\$ -
PR-FICA	306	199	199	-
Engineering	8,500	6,375	480	5,895
Attorney	15,000	11,250	3,509	7,741
Annual Audit	3,900	3,900	3,600	300
Assessment Administration	8,348	8,348	8,348	-
Arbitrage Rebate	1,260	-	-	-
Trustee Fees	10,800	8,950	8,950	-
Management Fees	53,090	39,818	39,818	-
Information Technology	1,809	1,357	1,357	0
Website Maintenance	1,169	876	877	-
Telephone	150	113	21	92
Postage & Delivery	400	300	265	35
General Liability and Public Officials Insurance	8,279	8,279	8,295	(16)
Meeting Room Rental	-	-	600	(600)
Printing & Binding	500	375	398	(23)
Legal Advertising	800	800	2,126	(1,326)
Other Current Charges	1,500	1,125	750	375
Office Supplies	100	75	1	74
Dues, Licenses & Subscriptions	175	175	175	-
Capital Reserve - Transfer out	14,410	-	-	-
Total General & Administrative	\$ 134,495	\$ 94,914	\$ 82,368	\$ 12,546
Total Expenditures	\$ 134,495	\$ 94,914	\$ 82,368	\$ 12,546
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 38,331	\$ 51,204	\$ 12,873
Net Change in Fund Balance	\$ -	\$ 38,331	\$ 51,204	\$ 12,873
Fund Balance - Beginning	\$ -		\$ 254,212	
Fund Balance - Ending	\$ -		\$ 305,416	

Bartram Park
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 20,418	\$ 100,456	\$ 3,712	\$ 1,103	\$ 711	\$ 1,777	\$ 542	\$ 1,270	\$ -	\$ -	\$ -	\$ 129,989
Interest	465	420	402	395	369	374	385	386	387	-	-	-	3,584
Total Revenues	\$ 465	\$ 20,838	\$ 100,859	\$ 4,108	\$ 1,472	\$ 1,084	\$ 2,162	\$ 929	\$ 1,657	\$ -	\$ -	\$ -	\$ 133,572
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600
PR-FICA	61	-	-	61	-	-	77	-	-	-	-	-	199
Engineering	-	113	-	-	-	-	-	368	-	-	-	-	480
Attorney	212	53	193	443	445	536	1,628	-	-	-	-	-	3,509
Annual Audit	-	-	-	-	3,600	-	-	-	-	-	-	-	3,600
Assessment Administration	8,348	-	-	-	-	-	-	-	-	-	-	-	8,348
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	6,617	-	-	-	-	2,333	-	-	-	-	-	-	8,950
Management Fees	4,424	4,424	4,424	4,424	4,424	4,424	4,424	4,424	4,424	-	-	-	39,818
Information Technology	151	151	151	151	151	151	151	151	151	-	-	-	1,357
Website Maintenance	97	97	97	97	97	97	97	97	97	-	-	-	877
Telephone	-	-	5	-	-	4	-	-	12	-	-	-	21
Postage & Delivery	31	28	28	55	45	1	1	48	27	-	-	-	265
General Liability and Public Officials Insurance	8,295	-	-	-	-	-	-	-	-	-	-	-	8,295
Meeting Room Rental	200	-	-	200	-	-	200	-	-	-	-	-	600
Printing & Binding	-	5	3	2	21	8	2	46	312	-	-	-	398
Legal Advertising	397	-	-	405	-	-	383	368	573	-	-	-	2,126
Other Current Charges	300	-	-	-	-	-	450	-	-	-	-	-	750
Office Supplies	0	0	0	0	0	0	0	0	0	-	-	-	1
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Capital Reserve - Transfer out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative	\$ 30,108	\$ 4,871	\$ 4,902	\$ 6,638	\$ 8,784	\$ 7,554	\$ 8,413	\$ 5,503	\$ 5,596	\$ -	\$ -	\$ -	\$ 82,368
Total Expenditures	\$ 30,108	\$ 4,871	\$ 4,902	\$ 6,638	\$ 8,784	\$ 7,554	\$ 8,413	\$ 5,503	\$ 5,596	\$ -	\$ -	\$ -	\$ 82,368
Excess (Deficiency) of Revenues over Expenditures	\$ (29,643)	\$ 15,967	\$ 95,957	\$ (2,530)	\$ (7,312)	\$ (6,470)	\$ (6,251)	\$ (4,574)	\$ (3,939)	\$ -	\$ -	\$ -	\$ 51,204

Bartram Park
Community Development District
Debt Service Fund Series 2015 A1&A2
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,305,910	\$ 1,305,910	\$ 1,310,884	\$ 4,974
Interest Income	35,000	26,250	38,490	12,240
Total Revenues	\$ 1,340,910	\$ 1,332,160	\$ 1,349,375	\$ 17,215
Expenditures:				
Series 2015A-1				
Interest - 11/1	\$ 180,719	\$ 180,719	\$ 180,719	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	180,719	180,719	180,606	113
Principal - 5/1	665,000	665,000	665,000	-
Special Call - 5/1	-	-	60,000	(60,000)
Series 2015A-2				
Interest 11/1	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	50,000	50,000	49,875	125
Principal - 5/1	160,000	160,000	160,000	-
Special Call - 5/1	-	-	15,000	(15,000)
Total Expenditures	\$ 1,286,438	\$ 1,286,438	\$ 1,371,200	\$ (84,763)
Excess (Deficiency) of Revenues over Expenditures	\$ 54,472	\$ 45,722	\$ (21,825)	\$ (67,548)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 54,472	\$ 45,722	\$ (21,825)	\$ (67,548)
Fund Balance - Beginning	\$ 160,974		\$ 947,623	
Fund Balance - Ending	\$ 215,447		\$ 925,798	

Bartram Park
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,046,459	\$ 1,046,459	\$ 1,050,445	\$ 3,986
Interest Income	18,000	13,500	19,216	5,716
Total Revenues	\$ 1,064,459	\$ 1,059,959	\$ 1,069,661	\$ 9,702
Expenditures:				
Interest - 11/1	\$ 147,980	\$ 147,980	\$ 147,980	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	147,980	147,980	147,910	70
Principal - 5/1	755,000	755,000	755,000	-
Special Call - 5/1	-	-	5,000	(5,000)
Total Expenditures	\$ 1,050,960	\$ 1,050,960	\$ 1,060,890	\$ (9,930)
Excess (Deficiency) of Revenues over Expenditures	\$ 13,499	\$ 8,999	\$ 8,771	\$ (228)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 13,499	\$ 8,999	\$ 8,771	\$ (228)
Fund Balance - Beginning	\$ 262,966		\$ 315,033	
Fund Balance - Ending	\$ 276,465		\$ 323,804	

Bartram Park
Community Development District
Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues				
Capital Reserve Transfer In	\$ 14,410	\$ -	\$ -	\$ -
Interest	4,000	3,000	4,933	1,933
Total Revenues	\$ 18,410	\$ 3,000	\$ 4,933	\$ 1,933
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Repair and Replacements	-	-	-	-
Other Service Charges	425	425	496	(71)
Total Expenditures	\$ 425	\$ 425	\$ 496	\$ (71)
Excess (Deficiency) of Revenues over Expenditures	\$ 17,985	\$ 2,575	\$ 4,437	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 17,985		\$ 4,437	
Fund Balance - Beginning	\$ 180,897		\$ 180,985	
Fund Balance - Ending	\$ 198,882		\$ 185,422	

Bartram Park
Community Development District
Long Term Debt Report

Series 2015-A1 Refunding Bonds	
Interest Rate:	1.0%-4.65%
Maturity Date:	5/1/2035
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$508,706
Reserve Fund Balance	\$508,706
Bonds outstanding - 11/30/2020	\$11,435,000
Less: May 1, 2021	(\$570,000)
Less: May 1, 2021 (Prepayment)	(\$80,000)
Less: May 1, 2022	(\$580,000)
Less: May 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2023	(\$600,000)
Less: May 1, 2023 (Prepayment)	(\$20,000)
Less: May 1, 2024	(\$620,000)
Less: May 1, 2024 (Prepayment)	(\$55,000)
Less: February 1, 2025 (Prepayment)	(\$65,000)
Less: May 1, 2025	(\$640,000)
Less: May 1, 2025 (Prepayment)	(\$10,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)
Less: May 1, 2026	(\$665,000)
Less: May 1, 2026 (Prepayment)	(\$60,000)
Current Bonds Outstanding	\$7,460,000

Series 2015-A2 Refunding Bonds	
Interest Rate:	4.0%-5%
Maturity Date:	5/1/2035
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$127,875
Reserve Fund Balance	\$127,875
Bonds outstanding - 11/30/2020	\$2,785,000
Less: May 1, 2021	(\$135,000)
Less: May 1, 2021 (Prepayment)	(\$20,000)
Less: May 1, 2022	(\$135,000)
Less: May 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2023	(\$145,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: May 1, 2024	(\$150,000)
Less: May 1, 2024 (Prepayment)	(\$15,000)
Less: February 1, 2025 (Prepayment)	(\$20,000)
Less: May 1, 2025	(\$150,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)
Less: May 1, 2026	(\$160,000)
Less: May 1, 2026 (Prepayment)	(\$15,000)
Current Bonds Outstanding	\$1,820,000

Series 2022 Revenue Refunding Note	
Interest Rate:	2.80%
Maturity Date:	5/1/2037
Reserve Fund Definition	5% of Maximum Annual Debt Service
Reserve Fund Requirement	\$51,935
Reserve Fund Balance	\$51,935
Bonds outstanding - 3/15/22	\$12,730,000
Less: November 1, 2022	(\$5,000)
Less: May 1, 2023	(\$695,000)
Less: November 1, 2023	(\$5,000)
Less: May 1, 2024	(\$715,000)
Less: May 1, 2025	(\$735,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)
Less: May 1, 2026	(\$755,000)
Current Bonds Outstanding	\$9,810,000
Total Bonds Outstanding	\$19,090,000

B.

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2026 Summary of Assessment Receipts

ASSESSED	UNITS	SERIES 2005 / 2015A1-2 ASSESSED DEBT	SERIES 2022-1 ASSESSED DEBT	SERIES 2022-3 ASSESSED DEBT	SERIES 2022-4 ASSESSED DEBT	SERIES 2022-5 ASSESSED DEBT	TOTAL SERIES 2022	O&M ASSESSED	TOTAL ASSESSED
TOTAL NET TAX ROLL ASSESSED NET	4,148	1,305,909.89	311,465.73	305,570.95	208,665.60	220,756.63	1,046,458.91	129,495.38	2,481,864.18

[illegible]

C.

Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026
Check Register

<i>Fund</i>	<i>Date</i>	<i>check #'s</i>	<i>Amount</i>	<i>Total</i>
General Fund				
	4/1/2026 - 4/30/2026	1440-1445	\$78,613.54	
	5/1/2026 - 5/31/2026	1446-1448	5,599.74	
	6/1/2026 - 6/30/2026	1449-1457	24,312.54	
Total General Fund				\$108,525.82
TOTAL				\$108,525.82

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/07/26	00012	4/01/26	290	202604 310-51300-34000	APR MANAGEMENT FEES	*	4,424.17		
		4/01/26	290	202604 310-51300-35110	APR WEBSITE ADMIN	*	97.42		
		4/01/26	290	202604 310-51300-35100	APR INFORMATION TECH	*	150.75		
		4/01/26	290	202604 310-51300-51000	OFFICE SUPPLIES	*	.06		
		4/01/26	290	202604 310-51300-42000	POSTAGE	*	1.48		
		4/01/26	290	202604 310-51300-42500	COPIES	*	1.65		
GOVERNMENTAL MANAGEMENT SERVICES								4,675.53	001440
4/07/26	00056	3/09/26	00252-26	202603 310-51300-32300	FY26 TRUSTEE FEES SE2022	*	2,333.33		
		3/09/26	00252-26	202603 300-15500-10000	FY27 TRUSTEE FEES SE2022	*	1,666.67		
THE BANK OF NEW YORK MELLON								4,000.00	001441
4/14/26	00076	4/10/26	BARTRAMP	202604 310-51300-46000	RM RENTAL-CDD MTG 4/22/26	*	200.00		
HAMPTON INN & SUITES BARTAM PARK								200.00	001442
4/14/26	00073	4/13/26	3730216	202601 310-51300-31500	JAN GENERAL COUNSEL	*	443.00		
		4/13/26	3730216	202602 310-51300-31500	FEB GENERAL COUNSEL	*	445.00		
KUTAK ROCK LLP								888.00	001443
4/14/26	00057	4/09/26	04092026	202604 300-20700-10500	1/21 DUVAL TAX DIST 9	*	5,331.48		
		4/09/26	04092026	202604 300-20700-10500	2/4 DUVAL TAX DIST 10	*	7,931.39		
		4/09/26	04092026	202604 300-20700-10500	2/20 DUVAL TAX DIST 11	*	3,191.47		
		4/09/26	04092026	202604 300-20700-10500	3/4 DUVAL TAX DIST 12	*	4,376.16		
		4/09/26	04092026	202604 300-20700-10500	3/18 DUVAL TAX DIST 13	*	2,789.31		
		4/09/26	04092026	202604 300-20700-10500	4/3 DUVAL TAX DIST 14	*	14,602.05		
THE BANK OF NEW YORK MELLON, N.A.								38,221.86	001444
4/14/26	00074	4/09/26	04092026	202604 300-20700-11000	1/21 DUVAL TAX DIST 9	*	4,272.25		

BPAR BARTRAM PARK TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
4/09/26		04092026	202604 300-20700-11000 2/4 DUVAL TAX DIST 10		*	6,355.63	
4/09/26		04092026	202604 300-20700-11000 2/20 DUVAL TAX DIST 11		*	2,557.40	
4/09/26		04092026	202604 300-20700-11000 3/4 DUVAL TAX DIST 12		*	3,506.73	
4/09/26		04092026	202604 300-20700-11000 3/18 DUVAL TAX DIST 13		*	2,235.14	
4/09/26		04092026	202604 300-20700-11000 4/3 DUVAL TAX DIST 14		*	11,701.00	
----- THE BANK OF NEW YORK MELLON NA -----							30,628.15 001445
						TOTAL FOR BANK A	78,613.54
						TOTAL FOR REGISTER	78,613.54

BPAR BARTRAM PARK TLEE

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 290
Invoice Date: 4/1/26
Due Date: 4/1/26
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 - April 2026		4,424.17	4,424.17
Website Administration - April 2026		97.42	97.42
Information Technology - April 2026		150.75	150.75
Office Supplies		0.06	0.06
Postage		1.48	1.48
Copies		1.65	1.65
		Total	\$4,675.53
		Payments/Credits	\$0.00
		Balance Due	\$4,675.53

RECEIVED
By Tara Lee at 9:28 am, Apr 03, 2026



INVOICE

For: **BARTRAM PARK COMMUNITY DEVELOPMENT DISTR**
ATTN: Jim Oliver
475 West Town Place Ste 114
St Augustine, FL 32092
United States

From: **The Bank of New York Mellon Trust Company, National Association**
333 South Hope Street
Los Angeles, CA, 90071
United States

Invoice Number: **00252-26-0110827**
Invoice Date: **Mar 9, 2026**
Due Date: **Apr 8, 2026**
Account Number: [REDACTED]
Cycle Date: **Mar 1, 2026**
Legacy Ref#: **TXN2228958**
Currency: **USD**

INVOICE

Total Payable Amount: **4,000.00 USD**

Current Period Subtotal:	4,000.00 USD
Current Period Tax:	0.00 USD
Current Period Total:	4,000.00 USD
Satisfied to Date:	0.00 USD
Balance Due:	4,000.00 USD

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 333 South Hope Street, Los Angeles, CA, 90071, United States.

Wire and ACH Payment Instructions:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Check Payment Instructions:

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

RECEIVED

By Tara Lee at 10:03 am, Apr 06, 2026

If you have any queries with respect to this invoice, please contact the Client Service Representative below:

Client Service Rep: **Caroline Cowart**

✉ caroline.cowart@bny.com



Account Number: [REDACTED] Invoice Number: 00252-26-0110827

Details for Bartram Park Community Development District Series 2022

	Quantity	Rate	Proration	Subtotal	Total (USD)
Flat					
Trustee					
Annual Fee					4,000.00
For the period: Mar 1, 2026 to Feb 28, 2027					
Flat Fee		4,000.00		4,000.00	
Total					4,000.00

If you have any queries with respect to this invoice, please contact the Client Service Representative below:

Client Service Rep: Caroline Cowart

caroline.cowart@bny.com



Account Number: [REDACTED] Invoice Number: 00252-26-0110827

Billing Stub

BARTRAM PARK COMMUNITY
DEVELOPMENT DISTR

Invoice Number: 00252-26-0110827

Account Number: [REDACTED]

Invoice Date: Mar 9, 2026

Cycle Date: Mar 1, 2026

If you have any queries with respect to this invoice, please contact the Client Service Representative below:

Client Service Rep: Caroline Cowart

✉ caroline.cowart@bny.com

Hampton Inn & Suites Bartram Park

13950 Village Lake Circle

Phone: 904-268-6264

Sandra.Adkins@Hilton.com

Jacksonville, FL 32258

Fax: 904-268-6265

www.HamptonJacksonvilleSouth.com

Bill To:

Sarah Sweeting

Phone: 904-940-5850 x 402

Address:

Bartram Park CDD

Fax:

475 West Town Place, Suite 114

Email: ssweeting@gmsnf.com

St. Augustine, FL 32092

Invoice #: BartramParkCDD4.22.2026

Invoice For:

Bartram Park CDD 4.22.2026

Invoice Date: 4.10.2026

Date:	Description	Daily Room Count	Daily Rate	Current Tax 7.5%	Daily Rate Per Room	Total Rate Per Day
Wed., 4.22.2026	Meeting Room Rental on 4.22.2026	1	\$ 200.00	\$0.00	\$ 200.00	\$ 200.00
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
				\$0.00	\$ -	\$ -
	Provided invoice reflects no taxes as a current FL tax cert is on file.			\$0.00	\$ -	\$ -
	Payment must be written on an organizational check where the			\$0.00	\$ -	\$ -
	name listed on the check matches the organizational name on the			\$0.00	\$ -	\$ -
	FL tax cert, otherwise taxes will be applicable.			\$0.00	\$ -	\$ -
Invoice Subtotal:					\$	200.00
					\$	-
TOTAL DUE:					\$	200.00

Make all checks payable to Hampton Inn & Suites Bartram Park.
Total due upon arrival. Overdue accounts subject to a service charge of 1.5% per month.

RECEIVED

By Tara Lee at 11:58 am, Apr 10, 2026

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Federal ID 47-0597598

April 13, 2026

Mr. Jim Oliver

Bartram Park CDD

Governmental Management Services – St. Augustine
Suite 114

475 West Town Place

St. Augustine, FL 32092

RECEIVED

By Tara Lee at 11:40 am, Apr 13, 2026

Invoice No. 3730216

3223-1

Re: Bartram Park CDD - General Counsel

For Professional Legal Services Rendered

01/03/26	G. Lovett	0.50	140.00	Monitor legislative process relating to matters impacting special districts
01/28/26	J. Gillis	0.40	58.00	Coordinate response to auditor letter
01/28/26	W. Haber	0.70	245.00	Prepare for and participate in Board meeting; respond to auditor inquiry
02/02/26	W. Haber	0.40	140.00	Review audit and confer with Peregrino regarding same
02/05/26	W. Haber	0.30	105.00	Finalize review of audit; review 2015 Bond redemption provision; and confer with Oliver regarding options to refinance
02/07/26	L. Whelan	0.50	200.00	Monitor legislative process relating to matters impacting special districts
TOTAL HOURS		2.80		

KUTAK ROCK LLP

Bartram Park CDD

April 13, 2026

Client Matter No. 3223-1

Invoice No. 3730216

Page 2

TOTAL FOR SERVICES RENDERED

\$888.00

TOTAL CURRENT AMOUNT DUE

\$888.00

Bartram Park CDD

GENERAL FUND

Check Request

Date	Amount	Authorized By
April 9, 2026	\$38,221.86	Bernadette Peregrino

Payable to:

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

Date Check Needed:

Budget Category:

4/9/26	001.300.20700.10500
--------	---------------------

Intended Use of Funds Requested:

DUVAL COUNTY TAXES

	1/21/26	\$5,331.48	Duval Tax Dist 9
	2/4/26	\$7,931.39	Duval Tax Dist 10
	2/20/26	\$3,191.47	Duval Tax Dist 11
	3/4/26	\$4,376.16	Duval Tax Dist 12
	3/18/26	\$2,789.31	Duval Tax Dist 13
	4/3/26	\$14,602.05	Duval Tax Dist 14
		<u>\$38,221.86</u>	
(Attach supporting documentation for request.)			

Bartram Park CDD

GENERAL FUND

Check Request

Date	Amount	Authorized By
April 9, 2026	\$30,628.15	Bernadette Peregrino

Payable to:

Vendor #74 - BNY MELLON C/O Bartram Park - Series 2022

Date Check Needed:

Budget Category:

4/9/26	001.300.20700.11000
--------	---------------------

Intended Use of Funds Requested:

DUVAL COUNTY TAXES		
1/21/26	\$4,272.25	Duval Tax Dist 9
2/4/26	\$6,355.63	Duval Tax Dist 10
2/20/26	\$2,557.40	Duval Tax Dist 11
3/4/26	\$3,506.73	Duval Tax Dist 12
3/18/26	\$2,235.14	Duval Tax Dist 13
4/3/26	\$11,701.00	Duval Tax Dist 14
	<u>\$30,628.15</u>	
(Attach supporting documentation for request.)		

Fiscal Year 2026 Summary of Assessment Receipts

ASSESSED	UNITS	SERIES 2005 / 2015A1-2 ASSESSED DEBT	SERIES 2022-1 ASSESSED DEBT	SERIES 2022-3 ASSESSED DEBT	SERIES 2022-4 ASSESSED DEBT	SERIES 2022-5 ASSESSED DEBT	TOTAL SERIES 2022	O&M ASSESSED	TOTAL ASSESSED
TOTAL NET TAX ROLL ASSESSED NET	4,148	1,305,909.89	311,465.73	305,570.95	208,665.60	220,756.63	1,046,458.91	129,495.38	2,481,864.18

[illegible]

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/05/26	00062	4/14/26	17	202604 310-51300-49000		*	250.00		
			AMORT SE2015A-1 PRE \$60K						
		4/14/26	17	202604 310-51300-49000		*	100.00		
			AMORT SE2015A-2 PRE \$15K						
		4/14/26	17	202604 310-51300-49000		*	100.00		
			AMORT SE2022 PREPAY \$5K						
DISCLOSURE SERVICES, LLC								450.00	001446
5/05/26	00077	4/30/26	7688930	202604 310-51300-48000		*	382.64		
			NOTICE OF MEETING-4/22/26						
USA TODAY MEDIA CORP								382.64	001447
5/12/26	00012	5/01/26	291	202605 310-51300-34000		*	4,424.17		
			MAY MANAGEMENT FEES						
		5/01/26	291	202605 310-51300-35110		*	97.42		
			MAY WEBSITE ADMIN						
		5/01/26	291	202605 310-51300-35100		*	150.75		
			MAY INFORMATION TECH						
		5/01/26	291	202605 310-51300-51000		*	.42		
			OFFICE SUPPLIES						
		5/01/26	291	202605 310-51300-42000		*	48.44		
			POSTAGE						
		5/01/26	291	202605 310-51300-42500		*	45.90		
			COPIES						
GOVERNMENTAL MANAGEMENT SERVICES								4,767.10	001448
TOTAL FOR BANK A							5,599.74		
TOTAL FOR REGISTER							5,599.74		

BPAR BARTRAM PARK TLEE

1005 Bradford Way
Kingston, TN 37763

Date	Invoice #
4/14/2026	17

Bill To
Bartram Park CDD c/o GMS, LLC

By Tara Lee at 8:27 am, May 01, 2026

Terms	Due Date
Net 30	5/14/2026

Description	Amount
Amortization Schedule	250.00
Series 2015A-1 5-1-26 Prepay \$60,000	
Amortization Schedule	100.00
Series 2015A-2 5-1-26 Prepay \$15,000	
Amortization Schedule	100.00
Series 2022 5-1-26 Prepay \$5,000	

Total	\$450.00
Payments/Credits	\$0.00
Balance Due	\$450.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

USA TODAY CO.

* LocaliQ

ACCOUNT NAME Bartram Park CDD		ACCOUNT # 1509309	INV DATE 04/30/26
INVOICE # 0007688930	INVOICE PERIOD Apr 1- Apr 30, 2026	CURRENT INVOICE TOTAL \$382.64	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL CASH AMT DUE* \$382.64	

BILLING ACCOUNT NAME AND ADDRESS Bartram Park CDD 475 W Town PL # 114 St Augustine, FL 32092-3649		PAYMENT DUE DATE: MAY 31, 2026 Legal Entity: USA TODAY Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.	
BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com			FEDERAL ID 47-2390983
Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/ .			

Date	Description	Amount
4/1/26	Balance Forward	\$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
4/9/26	12178919	JKL Florida Times-Union	04.22.26 Bartram Park Meeting		\$382.64

RECEIVED

By Tara Lee at 10:22 am, May 04, 2026

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$382.64
Service Fee 3.99%	\$15.27
*Cash/Check/ACH Discount	-\$15.27
*Payment Amount by Cash/Check/ACH	\$382.64
Payment Amount by Credit Card	\$397.91

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Bartram Park CDD		ACCOUNT NUMBER 1509309		INVOICE NUMBER 0007688930		AMOUNT PAID
CURRENT DUE \$382.64	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$382.64
REMITTANCE ADDRESS (Include Account# & Invoice# on check) USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$397.91
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

00015093090000000000000076889300003826467179

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Bartram Park CDD
475 W Town PL # 114
St Augustine FL 32092-3649

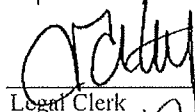
STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Florida Times-Union, published in Duval and Clay Counties, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Duval and Clay Counties, Florida, or in a newspaper by print in the issues of, on:

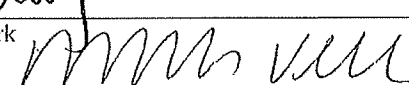
JKL Florida Times-Union 04/09/2026
JKL jacksonville.com 04/09/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 04/09/2026



Legal Clerk



Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	\$382.64	
Tax Amount:	\$0.00	
Payment Cost:	\$382.64	
Order No:	12178919	# of Copies:
Customer No:	1509309	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETING BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Park Community Development District will be held on **Wednesday, April 22, 2026 at 11:00 a.m.** at Hampton Inn & Suites Jacksonville South - Bartram Park 13950 Village Lake Cir, Jacksonville, FL 32258, United States. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 and phone (904) 940-5850. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings 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 such appeal is to be based.

James Oliver
District Manager

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

Invoice #: 291
Invoice Date: 5/1/26
Due Date: 5/1/26
Case:
P.O. Number:

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

Total	\$4,767.10
Payments/Credits	\$0.00
Balance Due	\$4,767.10

By Tara Lee at 10:34 am, May 08, 2026

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT	#.....
6/10/26	00012	6/01/26	292	202606	310-51300-34000	*	4,424.17		
			JUN	MANAGEMENT FEES					
		6/01/26	292	202606	310-51300-35110	*	97.42		
			JUN	WEBSITE ADMIN					
		6/01/26	292	202606	310-51300-35100	*	150.75		
			JUN	INFORMATION TECH					
		6/01/26	292	202606	310-51300-51000	*	.06		
			OFFICE	SUPPLIES					
		6/01/26	292	202606	310-51300-42000	*	26.97		
			POSTAGE						
		6/01/26	292	202606	310-51300-42500	*	311.70		
			COPIES						
		6/01/26	292	202606	310-51300-41000	*	12.02		
			TELEPHONE						
					GOVERNMENTAL MANAGEMENT SERVICES			5,023.09	001449
6/10/26	00077	5/31/26	7735434	202605	310-51300-48000	*	368.00		
			NTC-QUALIFYING	PD-BOS					
					USA TODAY MEDIA CORP			368.00	001450
6/16/26	00067	6/11/26	26-03249	202606	310-51300-48000	*	114.00		
			NTC-RULE	DEVELOPMENT					
					JACKSONVILLE DAILY RECORD			114.00	001451
6/16/26	00073	6/11/26	3760830	202603	310-51300-31500	*	535.50		
			MAR	GENERAL COUNSEL					
		6/11/26	3760830	202604	310-51300-31500	*	1,627.93		
			APR	GENERAL COUNSEL					
					KUTAK ROCK LLP			2,163.43	001452
6/16/26	00057	6/16/26	06162025	202606	300-20700-10500	*	3,313.46		
			4/22	DUVAL TAX DIST 15					
		6/16/26	06162025	202606	300-20700-10500	*	4,579.07		
			5/11	DUVAL TAX DIST 16					
		6/16/26	06162025	202606	300-20700-10500	*	888.51		
			5/26	DUVAL TAX DIST 17					
					THE BANK OF NEW YORK MELLON, N.A.			8,781.04	001453
6/16/26	00074	6/16/26	06162026	202606	300-20700-11000	*	2,655.16		
			4/22	DUVAL TAX DIST 15					
		6/16/26	06162026	202606	300-20700-11000	*	3,669.33		
			5/11	DUVAL TAX DIST 16					
		6/16/26	06162026	202606	300-20700-11000	*	711.99		
			5/26	DUVAL TAX DIST 17					
					THE BANK OF NEW YORK MELLON NA			7,036.48	001454
					BPAR BARTRAM PARK TLEE				

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
6/23/26	00067	6/18/26 26-03367	202606 310-51300-48000 NTC FY27 BUDGET/BOS MTG	JACKSONVILLE DAILY RECORD	*	275.00	275.00 001455
6/23/26	00067	6/18/26 26-03368	202606 310-51300-48000 NTC RULEMAKING/PROCEDURES	JACKSONVILLE DAILY RECORD	*	184.00	184.00 001456
6/25/26	00078	6/18/26 85649	202605 310-51300-31100 MAY ENGINEERING SERVICES	ALLIANT ENGINEERING INC	*	367.50	367.50 001457
TOTAL FOR BANK A						24,312.54	
TOTAL FOR REGISTER						24,312.54	

BPAR BARTRAM PARK TLEE

Governmental Management Services, LLC

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

Invoice

Invoice #: 292

Invoice Date: 6/1/26

Due Date: 6/1/26

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 - June 2026		4,424.17	4,424.17
Website Administration - June 2026		97.42	97.42
Information Technology - June 2026		150.75	150.75
Office Supplies		0.06	0.06
Postage		26.97	26.97
Copies		311.70	311.70
Telephone		12.02	12.02

Total \$5,023.09**Payments/Credits** \$0.00**Balance Due** \$5,023.09**RECEIVED****By Tara Lee at 1:12 pm, Jun 09, 2026**

USA TODAY CO.



ACCOUNT NAME Bartram Park CDD		ACCOUNT # 1509309	INV DATE 05/31/26
INVOICE # 0007735434	INVOICE PERIOD May 1- May 31, 2026	CURRENT INVOICE TOTAL \$368.00	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL CASH AMT DUE* \$368.00	

BILLING ACCOUNT NAME AND ADDRESS Bartram Park CDD 475 W Town PL # 114 St Augustine, FL 32092-3649	PAYMENT DUE DATE: JUNE 30, 2026 Legal Entity: USA TODAY Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.
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BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com

FEDERAL ID 47-2390983

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Date	Description	Amount
5/1/26	Balance Forward	\$382.64
5/11/26	PAYMENT - THANK YOU	-\$382.64

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
5/14/26	12324885	JKL Florida Times-Union	Bartram Park CDD - Notice of Qualifying Period 2026 GE		\$368.00

RECEIVED**By Tara Lee at 9:12 am, Jun 03, 2026**

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$368.00
Service Fee 3.99%	\$14.68
*Cash/Check/ACH Discount	-\$14.68
*Payment Amount by Cash/Check/ACH	\$368.00
Payment Amount by Credit Card	\$382.68

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Bartram Park CDD		ACCOUNT NUMBER 1509309		INVOICE NUMBER 0007735434		AMOUNT PAID
CURRENT DUE \$368.00	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$368.00
REMITTANCE ADDRESS (Include Account# & Invoice# on check) USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$382.68
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

00015093090000000000000077354340003680067174

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Bartram Park CDD
475 W Town PL # 114
St Augustine FL 32092-3649

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Florida Times-Union, published in Duval and Clay Counties, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Duval and Clay Counties, Florida, or in a newspaper by print in the issues of, on:

JKL Florida Times-Union 05/14/2026
JKL jacksonville.com 05/14/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/14/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$368.00
Tax Amount: \$0.00
Payment Cost: \$368.00
Order No: 12324885
Customer No: 1509309
PO #:

of Copies:
1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

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 Supervisor of the Bartram Park Community Development District will commence at noon on June 8, 2026, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Duval County Supervisor of Elections located at 1 Imeson Park Boulevard, Jacksonville, Florida 32218, Phone (904) 255-3434. 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, as defined in Section 190.003, Florida Statutes. 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 Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Bartram Park Community Development District has two (2) seats up for election, specifically seats 2 and 4. 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, 2026, and in the manner prescribed by law for general elections.

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

5/14/2026

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

June 11, 2026

Date

Attn: Sarah Sweeting
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

Serial #	26-03249D	PO/File #		\$114.00
				Payment Due

Notice of Rule Development

\$114.00

Publication Fee

Bartram Park Community Development District

Case Number		Amount Paid
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Publication Dates 6/11

County Duval

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RECEIVED

By Tara Lee at 11:42 am, Jun 11, 2026

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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 accordance with Chapters 120 and 190, *Florida Statutes*, the Bartram Park Community Development District ("District") hereby gives notice of its intention to develop revised Rules of Procedure to govern the operations of the District. The proposed rule number is 2026-01.

The revised 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, rule-making proceedings, 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 revised Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The specific grant of rulemaking authority for the adoption of the proposed revised Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes*. The specific laws implemented in the proposed revised Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 190.006, 190.007, 190.008, 190.011, 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, *Florida Statutes*.

A copy of the proposed revised Rules of Procedure and the related incorporated documents, if any, may be obtained by contacting the District Manager, c/o Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone (904)940-5850.

Matt Biagetti, District Manager
Bartram Park
Community Development District
Jun. 11 00 (26-03249D)

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 11, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. Jim Oliver
Bartram Park CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

RECEIVED**By Tara Lee at 8:54 am, Jun 15, 2026**

Invoice No. 3760830

3223-1

Re: Bartram Park CDD - General Counsel

For Professional Legal Services Rendered

03/08/26	G. Lovett	0.50	140.00	Monitor legislative process relating to matters impacting special districts
03/20/26	K. Jusevitch	0.10	14.50	Correspond with district manager regarding budget and election schedule
03/21/26	L. Whelan	0.50	192.50	Monitor legislative process relating to matters impacting special districts
03/25/26	A. Cox	0.50	72.50	Prepare resolution approving FY 2027 proposed budget and setting hearing
03/30/26	A. Cox	0.80	116.00	Prepare resolution approving FY 2027 proposed budget and setting hearing and resolution adopting FY 2027 budget
04/09/26	A. Cox	0.40	58.00	Review and revise resolution approving FY 2027 proposed budget and setting hearing

KUTAK ROCK LLP

Bartram Park CDD

June 11, 2026

Client Matter No. 3223-1

Invoice No. 3760830

Page 2

04/14/26	A. Cox	2.30	333.50	Prepare revised rules of procedure, resolution setting public hearing on revised rules of procedure, resolution adopting revised rules of procedure, notice of rule development for revised rules of procedure, notice of rulemaking for revised rules of development and disseminate to Sweeting together with resolution approving FY 2027 proposed budget and setting hearing
04/17/26	W. Haber	0.50	175.00	Review request for estoppel certificate; confer with Fulks and Oliver regarding same
04/22/26	K. Haber	0.60	171.00	Prepare for and participate in board meeting
04/22/26	W. Haber	0.90	315.00	Confer with Oliver regarding meeting; confer with counsel for landowner regarding estoppel and review and revise same
04/24/26	W. Haber	0.60	210.00	Confer with counsel for developer regarding estoppel certificate; review revisions to same
04/29/26	W. Haber	0.30	105.00	Finalize estoppel letter and confer with Oliver regarding same
04/30/26	W. Haber	0.70	245.00	Review draft deed for right-of-way conveyance to City; confer with Oliver regarding same

TOTAL HOURS 8.70**TOTAL FOR SERVICES RENDERED** \$2,148.00**DISBURSEMENTS**

Freight and Postage	15.23
Reproduction Costs	0.20

TOTAL DISBURSEMENTS 15.43**TOTAL CURRENT AMOUNT DUE** \$2,163.43

Bartram Park CDD

GENERAL FUND

Check Request

Date	Amount	Authorized By
June 16, 2026	\$8,781.04	Bernadette Peregrino

Payable to:

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

Date Check Needed:

Budget Category:

6/16/26	001.300.20700.10500
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Intended Use of Funds Requested:[illegible]

Bartram Park CDD

GENERAL FUND

Check Request

Date	Amount	Authorized By
June 16, 2026	\$7,036.48	Bernadette Peregrino

Payable to:

Vendor #74 - BNY MELLON C/O Bartram Park - Series 2022

Date Check Needed:

Budget Category:

6/16/26

001.300.20700.11000

Intended Use of Funds Requested:

DUVAL COUNTY TAXES

[illegible]

Fiscal Year 2026 Summary of Assessment Receipts

TOTAL NET TAX ROLL ASSESSED NET	4,148	1,305,909.89	311,465.73	305,570.95	208,665.60	220,756.63	1,046,458.91	129,495.38	2,481,864.18
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SUMMARY TAX ROLL COLLECTIONS - SERIES 2015/2022[illegible]

Jacksonville Daily Record

A Division of
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P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

June 18, 2026

Date

Attn: Sarah Sweeting
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

Serial #	26-03367D	PO/File #		\$275.00
				Payment Due
Notice of Public Hearing to Consider the Adoption of the Fiscal Year 2027 Proposed Budgets; and Notice of Regular Board of Supervisors' Meeting				
				\$275.00
Bartram Park Community Development District				Publication Fee
Case Number				Amount Paid
Publication Dates	6/18,25			
County	Duval			

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By Tara Lee at 1:26 pm, Jun 18, 2026

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**BARTRAM PARK
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC
HEARING TO CONSIDER
THE ADOPTION OF THE
FISCAL YEAR 2027 PRO-
POSED BUDGETS; AND
NOTICE OF REGULAR
BOARD OF SUPERVISORS'
MEETING.**

The Board of Supervisors ("Board") of the Bartram Park Community Development District ("District") will hold a public hearing and regular meeting as follows:

DATE: July 22, 2026

TIME: 11:00 a.m.

LOCATION: Hampton Inn &
Suites Jacksonville
South-Bartram Park
13950 Village Lake Circle
Jacksonville, Florida 32258

The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budgets for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("Proposed Budget"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, District Manager, c/o Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at <https://bartramparkdcd.com/>.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and/or meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearing and/or meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the public hearing or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing and 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 meeting 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.

Matt Blagetti

District Manager

Jun. 18/25 00 (26-03367D)

Jacksonville Daily Record

A Division of
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P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

June 18, 2026

Date

Attn: Sarah Sweeting
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

Serial #	26-03368D	PO/File #		\$184.00
				Payment Due
Notice of Rulemaking Regarding the Revised Rules of Procedure				
				\$184.00
				Publication Fee
Bartram Park Community Development District				
				Amount Paid
Case Number				
Publication Dates	6/18			
County	Duval			

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By Tara Lee at 1:26 pm, Jun 18, 2026

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**NOTICE OF RULEMAKING
REGARDING THE REVISED
RULES OF PROCEDURE OF
THE BARTRAM PARK
COMMUNITY**

DEVELOPMENT DISTRICT

In accordance with Chapters 120 and 190, *Florida Statutes*, the Bartram Park Community Development District (the "District") hereby gives the public notice of its intent to adopt its proposed revised Rules of Procedure (the "Proposed Rule"). The Proposed Rule number is 2026-01. Prior notice of rule development relative to the Proposed Rule was published in the Jacksonville Daily Record on June 11, 2026.

A public hearing will be conducted by the Board of Supervisors (the "Board") District on July 22, 2026, at 11:00 a.m. at Hampton Inn & Suites, 13950 Village Lake Circle, Jacksonville, FL 32258 relative to the adoption of the Proposed Rule. Pursuant to Sections 190.011(5) and 190.012(3), *Florida Statutes*, the Proposed Rule will not require legislative ratification.

The summary of, purpose and effect of the revised Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The specific grant of rulemaking authority for the adoption of the Proposed Rule includes Sections 190.011(6), 190.011(15) and 190.035, *Florida Statutes*. The specific laws implemented in the Proposed Rule include, but are not limited to, Sections 112.08, 112.3143, 112.3146, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 190.006, 190.007, 190.008, 190.011, 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, *Florida Statutes*.

A statement of estimated regulatory costs, as defined in Section

120.541(2), *Florida Statutes*, has not been prepared relative to the Proposed Rule. 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.

For more information regarding the public hearing, the Proposed Rule, or for a copy of the Proposed Rule and the related incorporated documents, if any, please contact the District Manager c/o Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, mbiagetti@gmsnf.com (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 the 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 public 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 public hearing because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing. 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 Manager's Office. Matt Biagetti, District Manager
Bartram Park,
Community Development District
Jun. 18 00 (26-03368D)



ALLIANT

733 Marquette Ave Ste 700
Minneapolis, MN 55402
612.758.3080 MAIN
612.758.3099 FAX
www.alliant-inc.com

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

June 18, 2026
Invoice No: 85649
Due Date: July 18, 2026

Project Contact Jim Oliver

Project 4000554-00 Bartram Park CDD Continuing Services Agreement

Email Invoices to bperegrino@gmsnf.com

Professional Services from May 01, 2026 to May 31, 2026

Task 001 TBD
Professional Personnel

		Hours	Rate	Amount
Employee				
Schofield, Joseph	4/22/2026	1.50	245.00	367.50
CDD meeting attendance, share contact information, discussions w/ residents (HOA vs. CDD responsibility, bonds, and sign permitting).				
Totals		1.50		367.50
Total Labor				367.50
Total this Task				\$367.50
Total this Invoice				<u>\$367.50</u>

RECEIVED
By Tara Lee at 8:31 am, Jun 25, 2026