

*Westside Haines City
Community Development District*

Meeting Agenda

October 20, 2021

AGENDA

Westside Haines City

Community Development District

219 E. Livingston St., Orlando, Florida 32801

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

October 13, 2021

**Board of Supervisors
Westside Haines City
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Westside Haines City Community Development District** will be held on **Wednesday, October 20, 2021, at 1:00 PM at 346 East Central Ave., Winter Haven, FL 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/83053702040>

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

Meeting ID: 830 5370 2040

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the August 19, 2021 Board of Supervisors Meeting
4. Consideration of Disclosure of Public Financing (*to be provided under separate cover*)
5. Consideration of Resolution 2022-01 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings
6. Staff Reports
 - A. Attorney
 - i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement

¹ Comments will be limited to three (3) minutes

iii. Ratification of Summary of Series 2021 AA1 Requisitions #9; #12 to #38

7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

MINUTES

**MINUTES OF MEETING
WESTSIDE HAINES CITY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Westside Haines City Community Development District was held Thursday, **August 19, 2021** at 10:00 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Justin Frye	Assistant Secretary
Rob Bonin	Assistant Secretary
Christine Aviles	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Rey Malave <i>via Zoom</i>	Dewberry
Margie Lloyd <i>via Zoom</i>	Dewberry
Patrick Marone	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted no members of the public were present in person or via Zoom.

THIRD ORDER OF BUSINESS

**Ratification of Joint Letter from Hopping,
Green & Sams and KE Law Group
Regarding District Counsel
Representation**

Ms. Burns stated that this was signed outside of the meeting and approved. She said it just needed to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Joint Letter from Hopping Green & Sams and KE Law Group Regarding District Counsel Representation, was ratified.
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FOURTH ORDER OF BUSINESS

Consideration of Fee Agreement with KE Law Group

Ms. Burns stated the fees in the agreement were the same as they were previously for counsel's services. She offered to answer any questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fee Agreement with KE Law Group, was approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignations from Patrick Marone and April Payeur

Ms. Burns stated that they received two resignations from Patrick Marone and April Payeur which leaves two vacancies. Both of the terms were set to end in November 2023.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Resignations from Patrick Marone and April Payeur, was approved.

B. Appointment of Individuals to Fulfill Board Vacancies with Terms Ending November 2023

Ms. Schwenk nominated Christine Aviles and Rob Bonin to fill the vacant seats. Ms. Aviles for seat 4 and Mr. Bonin for seat 5. Mr. Bonin and Ms. Aviles were both sworn in.

C. Administration of Oaths to Newly Appointed Supervisors

Ms. Burns swore in the new Board members.

D. Consideration of Resolution 2021-37 Electing Officers

Ms. Burns stated that when seats change on the Board, they usually elect new officers. The Board decided to keep the officers the same.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-37 Electing Officers, was approved.

SIXTH ORDER OF BUSINESS

Approval of Minutes of the July 15, 2021 Board of Supervisors Meeting

Ms. Burns presented the July 15, 2021 Board of Supervisors meeting minutes. She asked if there were any questions, comments, or changes, and hearing none asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the July 15, 2021 Board of Supervisors Meeting, were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-38 Ratifying, Confirming, and Approving the Actions of the Board and Staff Regarding the Sale and Closing of the Series 2021 Assessment Area One Bonds

Ms. Burns stated that this was regarding the closing on the Assessment Area One bonds and the resolution ratifies the actions of the officers and staff for the closing and issuance of those bonds. She offered to answer any questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-38 Ratifying, Confirming and Approving the Actions of the Board and Staff Regarding the Sale and Closing of the Series 2021 Assessment Area One Bonds, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-39 Re-Designating the Registered Agent for the District

Ms. Burns stated that Mr. Van Wyk and Hopping Green & Sams were previously the registered agent, and this resolution would change the registered agent to Ms. Burns and her office. She elaborated that this meant that any correspondence with the state would get sent to her office.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, Resolution 2021-39 Re-Designating the Registered Agent for the District, was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2021-40 Re-Designating Date, Time, and Location for Fiscal Year 2022 Meetings

Ms. Burns stated that the proposed schedule was the third Wednesday of each month at 1:00 p.m.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-40 Re-Designating Date, Time, and Location for Fiscal Year 2022, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that he did not have anything further to report to the Board.

B. Engineer

Mr. Malave introduced Margie Lloyd to the Board and stated she was new to their firm.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns stated that the current check register was \$31,744.93 and that it was through August 11, 2021.

On MOTION by Mr. Heath, seconded by Mr. Bonin, with all in favor, the Check Register totaling \$31,744.93, was approved.

i. Balance Sheet & Income Statement

Ms. Burns had nothing new to report to the Board. She stated that Financial Statements were included in the Board's package through the month of July. There was no action needed.

ii. Ratification of Summary of Series 2021 AA1 Requisitions #1-8; #10 and #11

Ms. Burns stated that these had already been approved and just needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Summary of Series 2021 AA1 Requisitions #1-8; #10 and #11, were ratified.

ELEVENTH ORDER OF BUSINESS

Other Business

Ms. Burns stated there was no other business to discuss.

TWELTH ORDER OF BUSINESS

**Supervisors Requests and
Audience Comments**

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Bonin, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

*Item will be
provided under
separate cover.*

SECTION V

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT MAKING CERTAIN FINDINGS; WAIVING A PORTION OF RULE 1.3(1), RULES OF PROCEDURE; PROVIDING FOR REASONABLE NOTICE OF BOARD MEETINGS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the District’s Board of Supervisors (“Board”) holds public meetings, hearings, and workshops (together, “meetings”) for the purpose of conducting District business; and

WHEREAS, Section 189.015, *Florida Statutes*, requires that the District file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities, and publish said notice in accordance with statutory requirements, and such regularly scheduled meetings are required to be listed on the District’s website by Section 189.069(2)(a), *Florida Statutes*; and

WHEREAS, Section 286.011(1), *Florida Statutes*, requires the District to provide reasonable notice of all meetings of its Board; and

WHEREAS, the District previously adopted Rule 1.3(1) of its Rules of Procedure providing, among other things, that “Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board,” and that “Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located”; and

WHEREAS, the Board finds that providing the published notice required by Section 189.015, *Florida Statutes*, together with posting meeting dates, times, and locations on the District’s website, constitutes reasonable notice for purposes of Section 286.011(1), *Florida Statutes*; and

WHEREAS, the Board accordingly finds that it is in the District’s best interests to waive the requirement of Rule 1.3(1) that published notice of meetings may not be published more than thirty (30) days before the meeting, and to set forth alternative minimum standards for reasonable notice of Board meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. RECITALS. The above stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. FINDINGS. The Board hereby finds providing the published notice required by Section 189.015, *Florida Statutes*, together with posting meeting dates, times, and locations on the District's website, constitutes reasonable notice for purposes of Section 286.011(1), *Florida Statutes*.

SECTION 3. WAIVER. The Board hereby waives the provision of Rule 1.3(1) of the District's Rules of Procedure that the required published notice of meetings may not be published more than thirty (30) days before the meeting. Publication of the quarterly, semiannual, or annual meeting notice as required by Section 189.015, *Florida Statutes*, is deemed to satisfy the requirement for published notice in Rule 1.3(1) of the District's Rules of Procedure for those meetings included in the quarterly, semiannual, or annual notice. This Resolution does not supersede any requirements of the Florida Statutes as to additional published notice required for any meeting or hearing of the District.

SECTION 4. REASONABLE NOTICE.

- A. **Regular meetings.** The District Manager is directed to (a) file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities, and publish said notice in accordance with statutory requirements; (b) post the date, time, and location of all regular meetings on the District's website at least seven (7) days prior to each meeting; and (c) take any other actions as are reasonable under the circumstances to provide notice of meetings.
- B. **Special meetings.** For any meeting not included in the quarterly, semiannual, or annual notice, the District Manager is directed to (a) publish an additional notice at least seven (7) days before said meeting in the manner specified in Rule 1.3(1), and (b) post the date, time, and location on the District's website at least seven (7) days prior to each meeting, and (c) take any other actions as are reasonable under the circumstances to provide notice of meetings.
- C. **Statutorily required notice.** Where the Florida Statutes require published notice of certain meetings or hearings, including but not limited to budget hearings, assessment hearings, rulemaking hearings, and others, the District Manager is directed to strictly comply with such requirements.

SECTION 5. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 20th day of October 2021.

ATTEST:

**WESTSIDE HAINES CITY
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SECTION VI

SECTION A

SECTION 1



MEMORANDUM

To: District Manager, District Engineer
From: District Counsel
Date: August 31, 2021
Subject: Wastewater Services and Stormwater Management Needs Analysis
(Chapter 2021-194, Laws of Florida/HB53)

We are writing to inform you of a new law requiring special districts that either own or operate stormwater management systems, stormwater management programs or wastewater services to create a 20-year needs analysis of such system(s). The requirements relating to wastewater services are found in Section 4 of Chapter 2021-194, Laws of Florida, creating Section 403.9301, Florida Statutes, and the requirements relating to stormwater management programs and systems are found in Section 5 of Chapter 2021-194, Laws of Florida, creating Section 403.9302, Florida Statutes (attached hereto for reference).

A brief summary of the new law and its requirements is set forth below. Please feel free to contact us with any questions.

What is required?

The Office of Economic and Demographic Research (“OEDR”) is expected to promulgate additional details about the requirements of the needs analyses. However, certain general requirements are set forth in the new law.

For wastewater services, the needs analysis must include:

- a) A detailed description of the facilities used to provide wastewater services.
- b) The number of current and projected connections and residents served calculated in 5-year increments.
- c) The current and projected service area for wastewater services.
- d) The current and projected cost of providing wastewater services calculated in 5-year increments.
- e) The estimated remaining useful life of each facility or its major components.
- f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
- g) The local government’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

For stormwater management programs and stormwater management systems, the needs analysis must include:

- a) A detailed description of the stormwater management program or stormwater management system and its facilities and projects.
- b) The number of current and projected residents served calculated in 5-year increments.



- c) The current and projected service area for the stormwater management program or stormwater management system.
- d) The current and projected cost of providing services calculated in 5-year increments.
- e) The estimated remaining useful life of each facility or its major components.
- f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
- g) The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

When is the deadline?

For both wastewater and stormwater, the first analysis must be created by **June 30, 2022**, and the analysis must be updated every five (5) years thereafter. The needs analysis, along with the methodology and any supporting data necessary to interpret the results, must be submitted to the county in which the largest portion of the service area or stormwater system is located.

What steps should districts take?

District engineers and district managers should begin by evaluating what information is already available to the district, and what new information may need to be gathered. Each district should approve a work authorization for their district engineer to create the needs analysis report and should consider proposals for any outside consulting or evaluation that may be necessary, though in most cases we expect this will not be required. In order to provide ample time for completion of the necessary needs analysis reports, we recommend presenting these items for board consideration no later than the first quarter of 2022, or as soon thereafter as is practical. OEDR is anticipated to provide further guidelines for the reporting requirements, none of which we expect to be particularly burdensome, and which will likely include information readily available to districts' engineering and/or environmental professionals. Once we receive further guidance, we will supplement this informational memorandum.

CHAPTER 2021-194

Committee Substitute for Committee Substitute for Committee Substitute for House Bill No. 53

An act relating to public works; amending s. 255.0991, F.S.; revising a prohibition relating to any solicitation for construction services paid for with state appropriated funds; amending s. 255.0992, F.S.; revising the definition of the term “public works project”; prohibiting the state or any political subdivision that contracts for a public works project from taking specified action against certain persons that are engaged in a public works project or have submitted a bid for such a project; providing applicability; amending s. 403.928, F.S.; requiring the Office of Economic and Demographic Research to include an analysis of certain expenditures in its annual assessment; creating s. 403.9301, F.S.; providing definitions; requiring counties, municipalities, and special districts that provide wastewater services to develop a needs analysis that includes certain information by a specified date; requiring municipalities and special districts to submit such analyses to a certain county; requiring the county to file a compiled document with the coordinator of the Office of Economic and Demographic Research by a specified date; requiring the office to evaluate the document and include an analysis in its annual assessment; providing applicability; creating s. 403.9302, F.S.; providing definitions; requiring counties, municipalities, and special districts that provide stormwater management to develop a needs analysis that includes certain information by a specified date; requiring municipalities and special districts to submit such analyses to a certain county; requiring the county to file a compiled document with the Secretary of Environmental Protection and the coordinator of the Office of Economic and Demographic Research by a specified date; requiring the office to evaluate the document and include an analysis in its annual assessment; providing applicability; providing a determination and declaration of important state interest; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (2) of section 255.0991, Florida Statutes, is amended to read:

255.0991 Contracts for construction services; prohibited local government preferences.—

(2) For any a competitive solicitation for construction services paid for with any in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation, a state college, county, municipality, school district, or other political subdivision of the state may not use a local ordinance or regulation to prevent a certified, licensed, or registered contractor,

subcontractor, or material supplier or carrier, from participating in the bidding process that provides a preference based upon:

- (a) ~~The contractor's~~ Maintaining an office or place of business within a particular local jurisdiction;
- (b) ~~The contractor's~~ Hiring employees or subcontractors from within a particular local jurisdiction; or
- (c) ~~The contractor's~~ Prior payment of local taxes, assessments, or duties within a particular local jurisdiction.

Section 2. Paragraph (b) of subsection (1) and subsections (2) and (3) of section 255.0992, Florida Statutes, are amended to read:

255.0992 Public works projects; prohibited governmental actions.—

(1) As used in this section, the term:

(b) “Public works project” means an activity exceeding \$1 million in value that is of which 50 percent or more of the cost will be paid for with any from state-appropriated funds that were appropriated at the time of the competitive solicitation and which consists of the construction, maintenance, repair, renovation, remodeling, or improvement of a building, road, street, sewer, storm drain, water system, site development, irrigation system, reclamation project, gas or electrical distribution system, gas or electrical substation, or other facility, project, or portion thereof that is owned in whole or in part by any political subdivision.

(2)(a) Except as required by federal or state law, the state or any political subdivision that contracts for a public works project may not take the following actions:

(a) Prevent a certified, licensed, or registered contractor, subcontractor, or material supplier or carrier, from participating in the bidding process based on the geographic location of the company headquarters or offices of the contractor, subcontractor, or material supplier or carrier submitting a bid on a public works project or the residences of employees of such contractor, subcontractor, or material supplier or carrier.

(b) Require that a contractor, subcontractor, or material supplier or carrier engaged in a public works such project:

1. Pay employees a predetermined amount of wages or prescribe any wage rate;
2. Provide employees a specified type, amount, or rate of employee benefits;
3. Control, limit, or expand staffing; or

4. Recruit, train, or hire employees from a designated, restricted, or single source.

~~(c)(b) The state or any political subdivision that contracts for a public works project may not~~ Prohibit any contractor, subcontractor, or material supplier or carrier able to perform such work that who is qualified, licensed, or certified as required by state or local law to perform such work from receiving information about public works opportunities or from submitting a bid on the public works project. This paragraph does not apply to vendors listed under ss. 287.133 and 287.134.

(3) This section does not apply to the following:

(a) Contracts executed under chapter 337.

(b) A use authorized by s. 212.055(1) which is approved by a majority vote of the electorate of the county or by a charter amendment approved by a majority vote of the electorate of the county.

Section 3. Paragraph (e) is added to subsection (1) of section 403.928, Florida Statutes, to read:

403.928 Assessment of water resources and conservation lands.—The Office of Economic and Demographic Research shall conduct an annual assessment of Florida's water resources and conservation lands.

(1) WATER RESOURCES.—The assessment must include all of the following:

(e) Beginning with the assessment due January 1, 2022, an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure. As part of this analysis, the office shall periodically survey public and private utilities.

Section 4. Section 403.9301, Florida Statutes, is created to read:

403.9301 Wastewater services projections.—

(1) The Legislature intends for each county, municipality, or special district providing wastewater services to create a 20-year needs analysis.

(2) As used in this section, the term:

(a) "Domestic wastewater" has the same meaning as provided in s. 367.021.

(b) "Facility" means any equipment, structure, or other property, including sewerage systems and treatment works, used to provide wastewater services.

(c) "Treatment works" has the same meaning as provided in s. 403.031(11).

(d) “Wastewater services” means service to a sewerage system, as defined in s. 403.031(9), or service to domestic wastewater treatment works.

(3) By June 30, 2022, and every 5 years thereafter, each county, municipality, or special district providing wastewater services shall develop a needs analysis for its jurisdiction over the subsequent 20 years. In projecting such needs, each local government shall include the following:

(a) A detailed description of the facilities used to provide wastewater services.

(b) The number of current and projected connections and residents served calculated in 5-year increments.

(c) The current and projected service area for wastewater services.

(d) The current and projected cost of providing wastewater services calculated in 5-year increments.

(e) The estimated remaining useful life of each facility or its major components.

(f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.

(g) The local government’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

(4) Upon completing the requirements of subsection (3), each municipality or special district shall submit its needs analysis, as well as the methodology and any supporting data necessary to interpret the results, to the county within which the largest portion of its service area is located. Each county shall compile all analyses submitted to it under this subsection into a single document and include its own analysis in the document. The county shall file the compiled document with the coordinator of the Office of Economic and Demographic Research no later than July 31, 2022, and every 5 years thereafter.

(5) The Office of Economic and Demographic Research shall evaluate the compiled documents from the counties for the purpose of developing a statewide analysis for inclusion in the assessment due January 1, 2023, pursuant to s. 403.928.

(6) This section applies to a rural area of opportunity as defined in s. 288.0656 unless the requirements of this section would create an undue economic hardship for the county, municipality, or special district in the rural area of opportunity.

Section 5. Section 403.9302, Florida Statutes, is created to read:

403.9302 Stormwater management projections.—

(1) The Legislature intends for each county, municipality, or special district providing a stormwater management program or stormwater management system to create a 20-year needs analysis.

(2) As used in this section, the term:

(a) “Facility” means any equipment, structure, or other property, including conveyance systems, used or useful in connection with providing a stormwater management program or stormwater management system.

(b) “Stormwater management program” has the same meaning as provided in s. 403.031(15).

(c) “Stormwater management system” has the same meaning as provided in s. 403.031(16).

(3) By June 30, 2022, and every 5 years thereafter, each county, municipality, or special district providing a stormwater management program or stormwater management system shall develop a needs analysis for its jurisdiction over the subsequent 20 years. In projecting such needs, each local government shall include the following:

(a) A detailed description of the stormwater management program or stormwater management system and its facilities and projects.

(b) The number of current and projected residents served calculated in 5-year increments.

(c) The current and projected service area for the stormwater management program or stormwater management system.

(d) The current and projected cost of providing services calculated in 5-year increments.

(e) The estimated remaining useful life of each facility or its major components.

(f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.

(g) The local government’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

(4) Upon completing the requirements of subsection (3), each municipality or special district shall submit its needs analysis, as well as the

methodology and any supporting data necessary to interpret the results, to the county within which the largest portion of its stormwater management program or stormwater management system is located. Each county shall compile all analyses submitted to it under this subsection into a single document and include its own analysis in the document. The county shall file the compiled document with the Secretary of Environmental Protection and the coordinator of the Office of Economic and Demographic Research no later than July 31, 2022, and every 5 years thereafter.

(5) The Office of Economic and Demographic Research shall evaluate the compiled documents from the counties for the purpose of developing a statewide analysis for inclusion in the assessment due January 1, 2023, pursuant to s. 403.928.

(6) This section applies to a rural area of opportunity as defined in s. 288.0656 unless the requirements of this section would create an undue economic hardship for the county, municipality, or special district in the rural area of opportunity.

Section 6. The Legislature determines and declares that this act fulfills an important state interest.

Section 7. This act shall take effect July 1, 2021.

Approved by the Governor June 29, 2021.

Filed in Office Secretary of State June 29, 2021.

SECTION C

SECTION 1

Westside Haines City

Community Development District

Summary of Checks

August 12, 2021 to October 12, 2021

Bank	Date	Check No.'s	Amount	
General Fund	8/24/21	27-31	\$	1,000.00
	8/30/21	32	\$	500.00
	9/2/21	33	\$	400.00
	9/20/21	34	\$	311.35
	9/30/21	35-38	\$	326,225.47
	10/11/21	39-40	\$	5,175.00
			\$	333,611.82
			\$	333,611.82

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
8/24/21	00015	8/19/21 CA081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				CHRISTINE AVILES			200.00 000027
8/24/21	00005	8/19/21 JF081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				JUSTIN KEITH FRYE			200.00 000028
8/24/21	00002	8/19/21 LS081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				LAUREN SCHWENK			200.00 000029
8/24/21	00016	8/19/21 RB081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				PATRICK ROBERT BONIN			200.00 000030
8/24/21	00003	8/19/21 RH081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				RENNIE HEATH			200.00 000031
8/30/21	00008	8/27/21 2008091-	202107 310-51300-31100	GENERAL ENG SERVICE JUL21	*	500.00	
				DEWBERRY ENGINEERS, INC			500.00 000032
9/02/21	00006	6/17/21 PM061720	202106 310-51300-11000	SUPERVISOR FEES 6/17/21	*	200.00	
		7/15/21 PM071520	202107 310-51300-11000	SUPERVISOR FEES 7/15/21	*	200.00	
				PATRICK MARONE			400.00 000033
9/20/21	00014	9/20/21 4039942	202108 310-51300-48000	NOT OF MEETING 8/12/21	*	311.35	
				CA FLORIDA HOLDINGS, LLC			311.35 000034
9/30/21	00018	8/16/21 DEDUCTMA	202109 300-20700-10100	FY21 SER21 FR#1	*	226,585.60	
		8/23/21 DEDUCTMA	202109 300-20700-10100	FY21 SER21 FR#1	*	88,845.00	
				FORTILINE WATERWORKS INC			315,430.60 000035
9/30/21	00007	8/01/21 6	202108 310-51300-34000	MANAGEMENT FEES AUGUST21	*	2,916.67	
		8/01/21 6	202108 310-51300-35200	WEBSITE ADMINIST AUG21	*	100.00	
		8/01/21 6	202108 310-51300-35100	INFORMATION TEC AUG21	*	150.00	

WHCD WESTSIDE HAINES KCOSTA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		8/01/21 6	202108 310-51300-51000		*	2.50	
		OFFICE SUPPLIES					
		8/01/21 6	202108 310-51300-42000		*	28.98	
		POSTAGE					
		8/01/21 6	202108 310-51300-42500		*	13.05	
		COPIES					
		9/01/21 7	202109 310-51300-34000		*	2,916.67	
		MANAGEMENT FEES SEP 21					
		9/01/21 7	202109 310-51300-35200		*	100.00	
		WEBSITE ADMIN SEP 21					
		9/01/21 7	202109 310-51300-35100		*	150.00	
		INFORMATION TEC SEP 21					
		9/01/21 7	202109 310-51300-31300		*	416.67	
		DISSEMINATION SVC SEP 21					
		9/01/21 7	202109 310-51300-51000		*	2.98	
		OFFICE SUPPLIES					
		9/01/21 7	202109 310-51300-42000		*	37.70	
		POSTAGE					
		9/01/21 7	202109 310-51300-42500		*	6.60	
		COPIES					
GOVERNMENTAL MANAGEMENT SERVICES							6,841.82 000036
9/30/21 00011		8/27/21 124844	202107 310-51300-31500		*	2,766.55	
		GENERAL COUNSEL-JULY 21					
HOPPING GREEN & SAMS							2,766.55 000037
9/30/21 00017		9/08/21 288	202108 310-51300-31500		*	1,186.50	
		GENERAL COUNSEL AUG 21					
KE LAW GROUP, PLLC							1,186.50 000038
10/11/21 00010		10/01/21 85561	202110 310-51300-54000		*	175.00	
		SPECIAL DISTRICT FEE FY22					
DEPARTMENT OF ECONOMIC OPPORTUNITY							175.00 000039
10/11/21 00004		9/13/21 14361	202110 310-51300-45000		*	5,000.00	
		INSURANCE PREMIUM-FY22					
EGIS INSURANCE ADVISORS, LLC							5,000.00 000040
TOTAL FOR BANK A						333,611.82	
TOTAL FOR REGISTER						333,611.82	

WHCD WESTSIDE HAINES KCOSTA

SECTION 2

Westside Haines City
Community Development District

Unaudited Financial Reporting
September 30, 2021



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1	<hr/> Balance Sheet
2	<hr/> General Fund
3	<hr/> Series 2021 Debt Service Fund
4	<hr/> Series 2021 Capital Projects Fund
5	<hr/> Month to Month
6	<hr/> Long Term Debt Report

Westside Haines City
Community Development District
Combined Balance Sheet
September 30, 2021

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Total Governmental Funds</i>
Assets:				
Cash	\$ 10,481	\$ -	\$ -	\$ 10,481
<u>Series 2021</u>				
Reserve	\$ -	\$ 1,097,950	\$ -	\$ 1,097,950
Revenue	\$ -	\$ 12	\$ -	\$ 12
Interest	\$ -	\$ 547,168	\$ -	\$ 547,168
Construction - Cascades Phase 1 & 2	\$ -	\$ -	\$ 7,348,417	\$ 7,348,417
Cost of Issuance	\$ -	\$ -	\$ 0	\$ 0
Escrow - Cascades	\$ -	\$ -	\$ 6,173,470	\$ 6,173,470
Escrow - Brentwood	\$ -	\$ -	\$ 3,148,609	\$ 3,148,609
Total Assets	\$ 10,481	\$ 1,645,130	\$ 16,670,496	\$ 18,326,107
Liabilities:				
Due to Developer	\$ -	\$ -	\$ 315,431	\$ 315,431
Total Liabilities	\$ -	\$ -	\$ 315,431	\$ 315,431
Fund Balances:				
Assigned				
Unassigned	\$ 10,481	\$ -	\$ -	\$ 10,481
Assigned for Debt Service - Series 2021	\$ -	\$ 1,645,130	\$ -	\$ 1,645,130
Assigned for Capital Projects - Series 2021	\$ -	\$ -	\$ 16,355,065	\$ 16,355,065
Total Fund Balances	\$ 10,481	\$ 1,645,130	\$ 16,355,065	\$ 18,010,676
Total Liabilities & Fund Balance	\$ 10,481	\$ 1,645,130	\$ 16,670,496	\$ 18,326,107

Westside Haines City
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget*	Thru 09/30/21	Thru 09/30/21	Variance
<u>Revenues</u>				
Developer Contributions	\$ 69,933	\$ 69,933	\$ 70,000	\$ 67
Total Revenues	\$ 69,933	\$ 69,933	\$ 70,000	\$ 67
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 7,000	\$ 7,000	\$ 6,400	\$ 600
Engineering	\$ 8,750	\$ 8,750	\$ 500	\$ 8,250
Attorney	\$ 10,000	\$ 10,000	\$ 15,432	\$ (5,432)
Dissemination	\$ -	\$ -	\$ 417	\$ (417)
Management Fees	\$ 20,417	\$ 20,417	\$ 17,500	\$ 2,917
Information Technology	\$ 1,050	\$ 1,050	\$ 900	\$ 150
Website Maintenance	\$ 2,450	\$ 2,450	\$ 2,350	\$ 100
Telephone	\$ 175	\$ 175	\$ -	\$ 175
Postage & Delivery	\$ 583	\$ 583	\$ 137	\$ 447
Insurance	\$ 5,000	\$ 5,000	\$ 2,548	\$ 2,452
Printing & Binding	\$ 583	\$ 583	\$ 75	\$ 509
Legal Advertising	\$ 10,000	\$ 10,000	\$ 13,074	\$ (3,074)
Other Current Charges	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
Office Supplies	\$ 365	\$ 365	\$ 62	\$ 303
Travel Per Diem	\$ 385	\$ 385	\$ -	\$ 385
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 125	\$ 50
Total Expenditures	\$ 69,933	\$ 69,933	\$ 59,519	\$ 10,414
Excess Revenues (Expenditures)	\$ -		\$ 10,481	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 10,481	

* Budget is prorated from March 2021 to September 2021.

Westside Haines City
Community Development District
Debt Service Fund Series 2021

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
<u>Revenues</u>				
Interest	\$ -	\$ -	\$ 12	\$ 12
Total Revenues	\$ -	\$ -	\$ 12	\$ 12
<u>Expenditures:</u>				
Interest - 11/1	\$ -	\$ -	\$ -	\$ -
Interest - 5/1	\$ -	\$ -	\$ -	\$ -
Principal - 5/1	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
<u>Other Sources/(Uses)</u>				
Bond Proceeds	\$ -	\$ -	\$ 1,645,118	\$ 1,645,118
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 1,645,118	\$ 1,645,118
Excess Revenues (Expenditures)	\$ -		\$ 1,645,130	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 1,645,130	

Westside Haines City
Community Development District
Debt Service Fund Series 2021

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
<u>Revenues</u>				
Interest	\$ -	\$ -	\$ 124	\$ 124
Total Revenues	\$ -	\$ -	\$ 124	\$ 124
<u>Expenditures:</u>				
Capital Outlay - Cascades	\$ -	\$ -	\$ 1,325,412	\$ (1,325,412)
Capital Outlay - Brentwood	\$ -	\$ -	\$ 315,431	\$ (315,431)
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ 610,675	\$ (610,675)
Total Expenditures	\$ -	\$ -	\$ 2,251,518	\$ (2,251,518)
<u>Other Sources/(Uses)</u>				
Bond Proceeds	\$ -	\$ -	\$ 18,164,882	\$ 18,164,882
Bond Premium	\$ -	\$ -	\$ 441,578	\$ 441,578
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 18,606,459	\$ 18,606,459
Excess Revenues (Expenditures)	\$ -		\$ 16,355,065	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 16,355,065	

Westside Haines City

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 15,000	\$ 70,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 15,000	\$ 70,000
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 800	\$ 1,000	\$ 1,800	\$ 800	\$ 1,000	\$ -	\$ 6,400
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,638	\$ 2,230	\$ 1,241	\$ 2,371	\$ 2,767	\$ 1,187	\$ -	\$ 15,432
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 17,500
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 900
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 2,350
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 10	\$ 22	\$ 35	\$ 29	\$ 38	\$ 137
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,548	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,548
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35	\$ 2	\$ 12	\$ 6	\$ 13	\$ 7	\$ 75
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505	\$ 7,097	\$ 4,066	\$ 712	\$ 383	\$ 311	\$ -	\$ 13,074
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ 48	\$ 3	\$ 3	\$ 62
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,816	\$ 13,751	\$ 9,488	\$ 8,085	\$ 9,456	\$ 5,709	\$ 3,214	\$ 59,519
Excess Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,184	\$ (13,751)	\$ (9,488)	\$ (8,085)	\$ 10,544	\$ (5,709)	\$ 11,786	\$ 10,481

Westside Haines City
Community Development District
Long Term Debt Report

Series 2021, Special Assessment Revenue Bonds		
Interest Rate:	2.500%, 3.000%, 3.250%, 4.000%	
Maturity Date:	5/1/2052	
Reserve Fund Definition	Maximum Annual Debt Service	
Reserve Fund Requirement	\$1,097,950	
Reserve Fund Balance	\$1,097,950	
Bonds Outstanding - 7/19/21		\$19,810,000
Current Bonds Outstanding		\$19,810,000

SECTION 3

Requisition	Payee/Vendor	Amount
9	GLK Real Estate, LLC	\$ 761,374.20
12	Hopping Green & Sams	\$ 7,546.77
13	Hopping Green & Sams	\$ 7,159.00
14	Absolute Engineering, Inc.	\$ 2,820.00
15	Horner Environmental Professionals	\$ 18,313.75
16	Innovations Design Group	\$ 6,500.00
17	Absolute Engineering, Inc.	\$ 3,275.50
18	Hopping Green & Sams	\$ 141.65
19	KE Law Group	\$ 51.00
20	GLK Real Estate, LLC	\$ 3,000.00
21	Hopping Green & Sams	\$ 6,098.92
22	Dewberry Engineering, Inc.	\$ 4,520.00
23	Greenberg Traurig	\$ 1,304.50
24	Hopping Green & Sams	\$ 670.67
25	Horner Environmental Professionals	\$ 2,212.50
26	Absolute Engineering, Inc.	\$ 12,177.31
27	GLK Real Estate, LLC	\$ 3,000.00
28	Raysor Transportation Consulting	\$ 2,750.00
29	Hopping Green & Sams	\$ 2,503.48
30	Absolute Engineering, Inc.	\$ 1,835.00
31	KE Law Group	\$ 153.00
32	QGS Development, Inc.	\$ 268,342.65
33	GLK Real Estate, LLC	\$ 3,000.00
34	Dewberry Engineering, Inc.	\$ 765.00
35	Duke Energy	\$ 17,506.64
36	Innovations Design Group	\$ 29,250.00
37	Horner Environmental Professionals	\$ 1,867.50
38	GeoPoint Surveying, Inc.	\$ 350.00
	TOTAL	\$ 1,168,489.04

Audit Committee Meeting

SECTION III

SECTION A

**WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2021
City of Haines City, Polk County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than Tuesday, November 9, 2021 at 5:00 p.m., at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Westside Haines City Community Development District**” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2021, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The 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 Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.*

(20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. *Proposer's Experience.*

(20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work.*

(20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.*

(20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price.

(20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

TOTAL

(100 Points)

SECTION B

WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Westside Haines City Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Haines City, Polk County, Florida. The District currently has an operating budget of approximately \$69,933. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than June 1, 2022.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC, Attn: Jill Burns, District Manager, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Westside Haines City Community Development District.**" Proposals must be received by 5:00 p.m. on Tuesday, November 9, 2021, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager
Governmental Management Services – Central Florida, LLC

Run date: Monday, October 25, 2021