



*Seat 1 - Steve Kurtz, Chairman
Seat 2 - IV Chandler, Supervisor
Seat 3 - Arthur Rowe, Vice Chairman
Seat 4 - Gary Moyer, Supervisor
Seat 5 - Peter Evans, Supervisor*

Monthly Board Meetings are held at:

District Office Board Room

984 Old Mill Run The Villages, FL 32162

The Villages, Florida 32162

AGENDA

March 6, 2019

3:30 PM

Notice to Public: Audience Comments on all issues will be received by the Board.

The District Board welcomes participation during public meetings; however, in order to conduct business in an orderly fashion the Board of Supervisors requests you limit your comments to three (3) Minutes. If you have a general comment that is not included as an item on the agenda please come before the Board during the Audience Comments portion of the meeting. If your comment pertains to a specific on the agenda, the Chairman or Vice-Chairman will request public comments when the item is addressed. Thank you for attending the meeting and for your interest in your local government.

1. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Observation of Moment of Silence
 - D. Welcome Meeting Attendees
 - E. Audience Comments

2. Employee Anniversaries

CONSENT AGENDA:

A motion to approve the Consent Agenda is a motion to approve all recommended actions. All matters on the Consent Agenda are considered routine and no discussion is required unless desired by a Board Supervisor or a Member of the Public.

3. Approval of the Minutes

Approval of the Minutes from the Meeting held on February 6, 2019.
4. Request to Declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at Recreation Centers.

Request to declare and approve Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at District Recreation Centers. *(AAC Consideration Item)*
5. Award of BID #19B-003 Roof Replacements at Various Recreation Centers

Review and approval of recommendation to award Invitation to Bid (ITB) #19B-003 Roof Replacements at Various Recreation Centers *(AAC Consideration Item)*
6. Shay Gate Bathroom Addition (AAC considertation item)

Review and consideration to add restroom facilities at the Shay Gate House.

7. Termination of RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services.
Standardization of janitorial contracts is desired as is the increased scope of services to meet the District's service expectations. (AAC Consideration Item)
8. Quit Claim Deed between The Villages of Lake Sumter, Inc. to Village Center Community Development District
To acquire property from The Villages of Lake-Sumter, Inc. for the construction of a new Air Gun Range (AAC Consideration Item)

NEW BUSINESS:

9. Discussion Item: Operating Policies and Procedures
10. Request for addition of Fleet /Logistics Manager Position
Request for addition of Fleet /Logistics Manager Position
11. Designation of Authorized Agents for District Utility Operations.
Designation of Authorized Agents for District Utility Operations.
12. Long-term Investment Portfolio
Consideration to Increase Long-Term Investment Portfolio

INFORMATIONAL ITEMS ONLY:

13. Financial Statements
Budget to Actual Statements as of January 31, 2019
14. Architectural Review Committee Alternate Member
Alternate member to the Architectural Review Committee (ARC).

REPORTS AND INPUT:

15. District Manager Reports
 - A. Recognition of Service
 - B. AAC After Agenda
 - C. Villages Fire Rescue Response Statistics
 - D. Updated Resident Academy Flyer
 - E. Ex-parte Communication
 - F. Reminder: District Government Update Meeting
16. District Counsel Reports
17. Supervisor Comments
18. Adjourn

HOSPITALITY * STEWARDSHIP * CREATIVITY * HARD WORK

NOTICE

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. Audio recordings of Board meetings, workshops or public hearings are available for purchase per Florida Statute 119.07 through the District Clerk for \$1.00 per CD requested. Any person requiring special accommodations at this meeting because

of a disability or physical impairment should contact the District Office at (352) 751-3939 at least five calendar days prior to the meeting.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Human Resources

DATE: 3/6/2019

SUBJECT: **Employee Anniversaries**

ISSUE:

March 6, 2019 presentation of Employee Service Awards to recognize District Employees for their length of service and dedication to the District.

ANALYSIS/INFORMATION:

For our recognition ceremony the Village Center Community Development District management Staff would like to extend our appreciation and acknowledgement to those who have reached 10 years of service or longer with the District.

STAFF RECOMMENDATION:

The Village Center Community Development District Management staff would like to take the time to publicly thank the following staff members for their years of loyalty and dedication to the District.

- Lynda Feustel – 30 years of service – Recreation Facilities Manager/Sea Breeze
- Sam Wartinbee - 25 years of service - Director of District Property Management
- Joan Bulmer - 15 years of service - Recreation Assistant/Paradise
- Shirley Cornwell - 10 years of service - Recreation Assistant/Saddlebrook
- Ronald Miller - 10 years of service - Recreation Assistant/Saddlebrook
- Lisa Parkyn - 10 years of service - Recreation Facilities Manager
- Stephen Silverstein - 10 years of service - Boat Captain
- Jay Sampson - 10 years of service - Recreation Assistant/La Hacienda

MOTION:



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Jennifer McQueary, District Clerk

DATE: 3/6/2019

SUBJECT: **Approval of the Minutes**

ISSUE: Approval of the Minutes from the Meeting held on February 6, 2019.

ANALYSIS/INFORMATION: Staff requests approval of the Minutes from the Meeting held on February 6, 2019.

STAFF RECOMMENDATION: Staff recommends approval of the Minutes for the Meeting held on February 6, 2019.

MOTION: Motion to approve the Minutes for the Meeting held on February 6, 2016.

ATTACHMENTS:

Description	Type
▣ 2-6-19 Minutes	Cover Memo

**MINUTES OF MEETING
VILLAGE CENTER COMMUNITY
DEVELOPMENT DISTRICT**

A Meeting of the Board of Supervisors of Village Center Community Development District was held on Wednesday, February 6, 2019 at 3:30 p.m. at the District Office Board Room, 984 Old Mill Run, The Villages, Florida, 32162.

Board members present and constituting a quorum:

Steve Kurtz	Chairman
Art Rowe	Vice Chairman
Peter Evans	Supervisor
IV Chandler	Supervisor

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Assistant District Manager
Lewis Stone	District Counsel
John Rohan	Director of Recreation and Parks
Sam Wartinbee	District Property Management Director
Barbara Kays	Budget Director
Deb Franklin	Director of Human Resources and Strategic Planning
Anne Hochsprung	Finance Director
Mark LaRock	Purchasing Director
Brittany Wilson	Director of Technology and Board Services
Candice Harris	Deputy District Clerk

FIRST ORDER OF BUSINESS:

Call to Order

A. Roll Call

Chairman Kurtz called the meeting to order at 3:30 p.m. and stated for the record that three (3) Supervisors were present representing a quorum. Peter Evans arrived at 3:33 p.m. Gary Moyer was absent.

B. Pledge of Allegiance

Chairman Kurtz led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Board and audience in attendance observed a moment of silence for those who serve our Country and community.

D. Welcome Meeting Attendees

The Board welcomed all those in attendance.

E. Audience Comments

No audience comments were received.

THIRD ORDER OF BUSINESS: Employee Anniversaries

Deb Franklin, Director of Human Resources and Strategic Planning, advised that there were no anniversaries to be addressed this month.

Chairman Kurtz requested that the Tenth Order of Business - Interlocal Service Agreement with Sumter County be addressed at this time.

TENTH ORDER OF BUSINESS: Interlocal Service Agreement with Sumter County

Kenny Blocker, Assistant District Manager, reviewed a PowerPoint Presentation and advised that Staff is seeking the approval of an Interlocal Agreement with the Sumter County Board of County Commissioners (SCBOCC). The Interlocal Service Agreement will create sub-agreements to mitigate the duplication of services and gain economies of scale, such as fire service, stormwater, geographic information systems (GIS), public safety radio system and fleet maintenance. Mr. Blocker stated that entering into the Interlocal Service Agreement with Sumter County will solidify the intergovernmental relationship, combine resources, provide an economy of scale for both governments, reduce duplication of services and ensure that the Village Center Community Development District (VCCDD) and the SCBOCC are good stewards of the tax payers' dollars. Mr. Blocker highlighted the following sub-agreements:

- The Fire Service Delivery Sub-Agreement will allow a coordination of fire management services reducing duplication and conflicts, address boundaries, define closest unit response and mutual aid, outline access to fire stations and streamline the budget process.
- The GIS Sub-Agreement will allow the County to provide and maintain the Districts' GIS base platform which will include: Database mapping information for property and infrastructure

within the geographic boundaries of The Villages within Marion, Lake and Sumter County utilizing the Districts' and the County's current vendor, The Villages Technology Solutions Group (TSG), provide added value for the District with the implementation of Asset Management and a savings to the District of approximately \$300,000.

- The Public Safety Radio System Sub-Agreement will allow the County to be the sole provider of public safety radio systems for Sumter County, which will address the use of radios within the system in the most efficient manner and management of purchasing, maintenance and inventory.
- The Fleet Maintenance Sub-Agreement allows Sumter County to provide fleet maintenance to all District vehicles, including all Villages Public Safety Department (VPSD) vehicles. This will allow utilization of the County facilities to provide all preventative maintenance and repair of all vehicles, utilizing a shared services concept to gain economies of scale, at no cost to the District. The District retains ownership of its assets. The average cost savings for The Villages Public Safety Department will be \$286,000 and all other vehicles will be \$107,000.

On MOTION by Art Rowe, seconded by Peter Evans, with all in favor, the Board approved the Interlocal Service Agreement with Sumter County regarding the services of Fire, Stormwater, Geographic Information Systems, Public Safety Radio and Fleet Maintenance.

CONSENT AGENDA:

Chairman Kurtz advised the Board that a motion to approve the Consent Agenda is a motion to approve all recommended actions. All matters on the Consent Agenda are considered routine and no discussion is required unless desired by a Board Supervisor or a member of the public.

On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Board took the following action on the items included on the Consent Agenda:
THIRD ORDER OF BUSINESS: Approval of the Minutes for the Meeting held on January 9, 2019.
FOURTH ORDER OF BUSINESS: Approval of the revisions to the Architectural Review Manual effective February 6, 2019.
FIFTH ORDER OF BUSINESS: Approval to amend the current selection process and re-appoint Judy Glasel as the Primary Architectural Review Committee representative.

SIXTH ORDER OF BUSINESS: Award of ITB #19B-002 to Central Florida Street Signs, LLC for the Multi-Modal Path Tunnel Guide Sign Project utilizing the total project pricing reflected on Exhibit A in the amount of \$2,011.60 and for the unit pricing indicated in Exhibit B for as needed signage projects.

SEVENTH ORDER OF BUSINESS: Acceptance of Audit Report for Fiscal Year 2017/2018

Anne Hochsprung, Finance Director, advised that Purvis Gray & Company, the District's Auditor, have completed the audit report for Fiscal Year 2017/2018 and reviewed the Statement of Activities as well as the Balance Sheet of Governmental Funds with the Board. The following items were highlighted from the Fiscal Year 2017/2018 audit:

- Net position increased over the previous year by \$14,969,129 to \$137,234,357. The governmental activities recognized an increase in net position of \$4,026,132. The business-type activities recognized an increase in net position of \$10,942,997. Of the net position, in the governmental activities there is \$11,618,695 which is unrestricted and \$68,815,313 which is unrestricted in the business-type activities.
- All of the District's major proprietary funds (business activities) realized an increase in net position. The Recreation Amenities Division (RAD) Fund increased by \$6,337,934; Village Center Service Area (VCSA) Water and Sewer Fund increased by \$2,256,365; and Little Sumter Service Area (LSSA) Water and Sewer Fund increased by \$2,230,860. For the non-major funds; the Fitness Fund decreased by \$270; the newly established TEA (The Enrichment Academy) Fund realized an increase in net position of \$118,108.
- The District's total long-term debt decreased by a net of \$12,155,749 during the current Fiscal Year. In the governmental activities, the compensated absences liability had a net increase of \$152,743 and the other post-employee benefits (OPEB) had an increase of \$16,508. At the end of the year, the government activities had \$1,384,309 in outstanding long-term liabilities, while the business activities had \$220,595,000 in outstanding long-term debt. Total long-term debt outstanding on September 30, 2018, was \$221,979,309.

- Both the VCSA and the LSSA water and sewer utility funds included 2.5 percent rate increases for all billing periods beginning October 1, 2017 and thereafter. These annual rate adjustments contributed to the financial performance of both utility funds.
- In the governmental fund statements, the General Fund saw an increase of \$1,947,704, the Public Safety Fund saw an increase of \$1,681,610 and the non-major funds saw an increase of \$507,966 in fund balances. At the close of the Fiscal Year, the District's governmental funds reported a fund balance of \$20,670,118, a net increase of \$4,137,280.

Helen Painter with Purvis & Gray, the District's Auditors, advised an unmodified opinion has been issued and believe that the financial statements are fairly presented in accordance with generally accepted accounting principles and are free from material mistakes. Ms. Painter thanked Staff for their cooperation in providing all necessary documents to them for the completion of their audit. The Board thanked the auditors for the report provided.

On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Board accepted the Village Center Community Development District Fiscal Year 2017/2018 Audit.

EIGHTH ORDER OF BUSINESS: Approval of FY 19/20 Budget Calendar

Barbara Kays, Budget Director, advised that the District's tentative Fiscal Year 2019/2020 budget calendar has been provided, which highlights the upcoming important budget dates. Ms. Kays advised approval of the Proposed Budget will occur during the regular meeting on June 12, 2019 in the District Office Large Conference Room, and the Public Hearing to adopt the Final Budget is scheduled to occur at the regular meeting on September 11, 2019 in the District Office Large Conference Room. Ms. Kays advised that District Management will meet individually with the Board members to review budgets as necessary.

On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Committee approved the Fiscal Year 2019/2020 Budget Calendar.

NINTH ORDER OF BUSINESS: Operating Policies and Procedures

Brittany Wilson, Director of Technology and Board Support Services, advised that a draft of the Operating Policies and Procedures was provided to the Board via email and as an attachment to the agenda package. Staff has conducted a review of the District's existing Policies and Procedures, Statutory requirements, other governmental entities Operating Policies and procedures and existing policies that the Board has adopted throughout the years, which have been incorporated into the document presented. Ms. Wilson advised that Staff has highlighted those areas where options have been provided to the Board for consideration and are requesting that the Board review the document and provide comments to Staff to be incorporated prior to the March Board Meeting. Once the Operating Policies and Procedures have been finalized, Staff will move forward with the advertisement process for the Board to hold a Public Hearing to adopt the Rule.

ELEVENTH ORDER OF BUSINESS: Approval of Additional Services – Supervisory Control and Data Acquisition (SCADA) System Upgrade Program Phase 2

Mr. Baier advised that Staff is requesting approval of the Additional Services Agreement for the Supervisory Control and Data Acquisition (SCADA) System Upgrade for Phase 2 with CH2M/OMI for services provided to VCSA and LSSA.

On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Board approved the Additional Services Agreement – Supervisory Control and Data Acquisition (SCADA) System Upgrade Phase 2 with Operations Management International, Inc. (CH2M/OMI) and authorized the Chairman/Vice Chairman to execute the Agreement.

TWELFTH ORDER OF BUSINESS: Security Camera License Agreement

Mr. Baier advised that the District provides the operation and maintain for certain infrastructure in the Villages of Spanish Springs (VOSS) through the receipt of assessments from the commercial property owners. The District is preparing to acquire and install additional cameras to increase the security of the VOSS downtown area that would be located on privately owned commercial buildings

and the Security Camera License Agreement will allow the District to install, operate, maintain and repair of the cameras that are located on the privately owned commercial buildings.

Chairman Kurtz advised that he is employed by Citizens First Bank (CFB) and inquired if that could be considered a voting conflict. Mr. Baier advised that the District will be responsible for all costs associated with the cameras, and the action before the Board is to approve the agreement so that the cameras can be installed on privately owned commercial buildings. Chairman Kurtz advised that he would abstain from voting on the item.

On MOTION by Peter Evans, seconded by IV Chandler, with four Supervisors voting in favor and Steve Kurtz abstaining, the Board approved the Security Camera License Agreement with the parties collectively referred to as the Grantor and authorized the Chairman to execute the Agreement.

**THIRTEENTH ORDER OF BUSINESS: Case No. LL-03-19 VCCDD vs. Lorraine & Paul Lioni,
1625 Kiley Court**

A. Staff Presentation of the Facts

Candy Dennis, Community Standards Manager, advised that Case No. LL-03-19 VCCDD vs. Loraine and Paul Lioni, 1625 Kiley Court, Unit 7, Lot 1191, is a violation of the District's Rule to Bring About Deed Compliance and specifically the Rules that states: "It shall be the responsibility of the Owners to keep their lots neat and clean and the grass cut and edged at all times...." On November 26, 2018 a complaint was received regarding overgrown weeds and a broken gutter. On November 27, 2018 the violation was verified and a Deed Restriction Reminder was written. After following the Procedures for Compliance of External Deed Restrictions, a Notice of Public Hearing was sent regular mail, certified mail and the property was posted on January 23, 2019. Ms. Dennis advised the property owners are deceased and the property is in foreclosure with Novad Management Consulting. The son has advised that there is a reverse mortgage on the property and he is unable to take responsibility of the property. Staff has been working with Novad Management Consulting and has been advised that a work order has been submitted to remove the weeds and repair the gutter; however, when Staff re-visited the property on February 4, 2019 it was confirmed that the property is still out of compliance. Ms. Dennis advised that Staff recommends that the Board find the Owner in violation of the District's Deed

Compliance Rule as cited by Deed Compliance Staff; Owner has five (5) days to bring the property into compliance; if the property is brought into compliance within five (5) days of the Order of Enforcement Case No. LL-03-19 shall be closed; if the property is not brought into compliance within give (5) days of the Order of Enforcement authorize the District to maintain the property and impose a \$250 fine to be paid within ten days of the invoice; authorize the District to maintain the property twice a month in the summer and once a month in the winter as needed and impose a \$250 daily fine each time the District maintains the property; if the fines reach a total of \$1,500 and the foreclosure has been dismissed, the case shall be turned over to District Counsel to seek all available remedies which may include initiating a lawsuit, seeking an injunction against the owner and placing a lien; if the property transfers ownership as a result of the foreclosure or before the fines reach \$1,500 and the fines have not been paid within one (1) year of the transfer of ownership, the fines shall be waived and Case No. LL-03-19 shall be closed and authorize the Chairman to execute the Order of Enforcement.

B. Open Public Hearing

Chairman Kurtz opened the Public Hearing at 4:04 p.m. to receive public comment.

C. Owner/Interested Party Presentation

No public comment was received.

D. Close Public Hearing

Receiving no public comment, Chairman Kurtz closed the Public Hearing at 4:04 p.m.

E. Board Determination

On MOTION by Art Rowe, seconded by Peter Evans, with all in favor, the Board found the owner of 1625 Kiley Court, Unit 7, Lot 1191 in violation of the District's Deed Compliance Rule as cited by Deed Compliance Staff; Owner has five (5) days to bring the property into compliance; if the property is brought into compliance within five (5) days of the Order of Enforcement Case No. LL-03-19 shall be closed; if the property is not brought into compliance within give (5) days of the Order of Enforcement authorize the District to maintain the property and impose a \$250 fine to be paid within ten days of the invoice; authorize the District to maintain the property twice a month in the summer and once a month in the winter as needed and impose a \$250 daily fine each time the District maintains the property; if the fines reach a total of \$1,500 and the foreclosure has been dismissed, the case shall be turned over to District Counsel to seek all available remedies which may include initiating a lawsuit, seeking an injunction against the owner and placing a lien; if the

property transfers ownership as a result of the foreclosure or before the fines reach \$1,500 and the fines have not been paid within one (1) year of the transfer of ownership, the fines shall be waived and Case No. LL-03-19 shall be closed and authorized the Chairman to execute the Order of Enforcement.

FOURTEENTH ORDER OF BUSINESS: Financial Statements

The Financial Statements as of December 31, 2019 were provided as information to the Board.

FIFTEENTH ORDER OF BUSINESS: District Manager Reports

A. AAC After Agenda

Mr. Baier advised that the After Agenda from the Amenity Authority Committee (AAC) meeting held on February 6, 2019 has been provided.

B. Human Resources Update

Ms. Franklin provided the Board with an update regarding recruitment, compensation & pay study, employee communications, payroll/HRIS transition and strategic planning.

SIXTEENTH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel Reports.

SEVENTEENTH ORDER OF BUSINESS: Supervisor Comments

There were no Supervisor Comments.

EIGHTEENTH ORDER OF BUSINESS: Adjourn

The Chairman adjourned the meeting at 4:14 p.m.

Richard J. Baier
Secretary

Steve Kurtz
Chairman



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Kenneth Blocker, Assistant District Manager; Mark LaRock, Purchasing Director

DATE: 3/6/2019

SUBJECT: Request to Declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at Recreation Centers.

ISSUE:

Request to declare and approve Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at District Recreation Centers. (*AAC Consideration Item*)

ANALYSIS/INFORMATION:

The District has used and/or evaluated various product lines such as NIDY and Versacourt for their Shuffleboard Court Resurfacing needs. After use of the Nova Product line, Novaplay II Nova Green (Shuffleboard Formulation) surface coats and Nova WB100 (water based prime coat) on many of our shuffleboard courts which include Seabreeze, Rohan, Truman and Manatee Recreation Centers, this product has been found to play far superior to the other products available on the market. The Recreation Centers that currently have the Nova Product have received positive resident feedback, particularly from the Villages Shuffleboard Club, regarding exceptional playability. Therefore we are requesting to standardize and use the Nova product line on all future Shuffleboard Court Resurfacing Projects.

BUDGET IMPACT:

The average cost for Shuffleboard Court Resurfacing including materials and installation for each court is budgeted at \$1265.00 (materials \$403.00 and installation \$862.00) and will only be purchased on an as needed basis.

STAFF RECOMMENDATION:

Staff requests approval to declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at District Recreation Centers.

MOTION:

Motion to approve and declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at District Recreation Centers.

ATTACHMENTS:

Description	Type
▣ Standardization Form	Backup Material

STANDARDIZATION
Request and Justification

Received
FEB 15 2019
Julia
The Villages
Community Development Districts

Date: Feb 14, 2019

District: Village Center CDD and SLCDD

Requested By: Blair Bean

Department: DPM

Commodity / Service: Shuffleboard Court Surfacing Product

Vendor: NOVA Sports USA

JUSTIFICATION

1. What is the purpose and need of this product or service?

Products are used for the initial surfacing and maintenance resurfacing of shuffleboard courts within the District. Staff proposes the use of NOVA products (1) Novaplay II Nova Green (Shuffleboard Formulation) surface coat and (2) NOVA product WB100 (water based prime coat) as STANDARD PRODUCTS for shuffleboard surfacing.

2. What functional or performance specifications does this product have that others do not have?

Functionally the surface was evaluated by District Property Management and Recreation and found to play superior to other surfaces evaluated including existing Nidy surfaces and new court surface tiles such as Versacourt.

3. Why was this product or service selected over all other products for services?

Feedback from residents and District personnel regarding the improved quality of the finished product. (Feedback Attached)

4. What other vendors' products / services have been evaluated?

Nidy and Versacourt. Nidy is a similar but not the same product. Versacourt tiles were evaluated as an alternative but they are a tile and not a coating system. Neither was recommended by staff as an alternative to the NOVA product.

5. Specifically, why doesn't each of the other products or services meet the functional or performance requirements listed in question 1?

Products do not play the same. Nidy had been used in the past but staff and resident feedback has indicated a preference for the NOVA surface. The court tiles did not play the same (much slower surface).

Standardization of the product is necessary to provide a consistent playing experience for residence, to allow for partial repairs of playing surfaces when needed (reduced maintenance cost) and allow for price break opportunities based on volume discounts.

Purchasing Authority Approval:

Blair Bean
DISTRICT MANAGER

2/14/19
Date *2.13.19*

Board Approved: ☐ Yes ☐ No

Date: *2/14/19*



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Mark LaRock, Purchasing Director; Melissa Schaar, Purchasing Buyer

DATE: 3/6/2019

SUBJECT: **Award of BID #19B-003 Roof Replacements at Various Recreation Centers**

ISSUE:

Review and approval of recommendation to award Invitation to Bid (ITB) #19B-003 Roof Replacements at Various Recreation Centers (*AAC Consideration Item*)

ANALYSIS/INFORMATION:

On December 31, 2018, Staff issued an Invitation to Bid for roof replacement services at five (5) recreation centers. In the effort to obtain an economy of scale benefit and uniform installation service, these roof replacement services were solicited for both VCCDD (the Wood Shop, Chula Vista and La Hacienda Recreation Centers) and SLCDD (Laurel Manor and Lake Miona Recreation Centers). The roof replacement services will consist of roof removal, install, and repair services. Eleven (11) Contractors attended the Mandatory Pre-Bid Conference of which five (5) submitted responses to the ITB.

Bid evaluation to determine the lowest overall, most responsive and responsible bidder included the grand total bid price and reference checks. Dunnrite Roofing, Inc. was determined by their grand total bid price to be the lowest, most responsive and responsible bidder. Bid Tabulations are as follows:

Contractors	*Combined Bid Grand Total SLCDD & VCCDD Projects
Dunnrite Roofing, Inc.	\$560,889.00
Turley Construction Inc. DBA Turley Roofing	\$648,552.00
1st Class Roofing, Inc.	\$720,237.00
Ryman Roofing, Inc	\$798,573.00
Black Horse Maintenance, LLC	\$940,275.00

*COMBINED BID GRAND TOTAL was the basis of award and included the total project pricing of VCCDD (Wood Shop, Chula Vista and La Hacienda Recreation Centers) and SLCDD (Laurel Manor and

Lake Miona Recreation Centers).

Dunnrite Roofing, Inc. pricing for the Wood Shop, Chula Vista and La Hacienda Recreation Center roof replacements are shown in Exhibit A. Contractor also provided prices for Additional Services (if needed) which were included on the Bid Form to cover any unforeseen removal and replacement services (\$3.00/sqft). All references provided by the Dunnrite Roofing, Inc. were verified and represented positive responses.

BUDGET IMPACT:

The Wood Shop, Chula Vista Recreation Center and La Hacienda Regional Recreation Center roof replacement capital projects were originally approved in the Fiscal Year 2017-18 RAD – Recreation Amenities Division Budget. As the first bid process did not conclude with a contract, the approved funds were carried forward as adopted in Budget Resolution 19-10. The small overage amounts will be covered using surplus funds from other projects.

<u>Project</u>	<u>Budget</u>	<u>Bid Award</u>	<u>Over/(Short)</u>
Wood Shop	63,453	52,667	10,786
Chula Vista Rec. Center	107,294	117,099	(9,805)
La Hacienda Reg Rec Center	226,969	238,324	(11,355)
TOTAL	397,716	408,090	(10,374)

STAFF RECOMMENDATION:

Staff is requesting approval of a recommendation to award for the VCCDD portion of ITB #19B-003 for roof replacement at the Wood Shop, Chula Vista and La Hacienda Recreation Centers to Dunnrite Roofing, Inc. utilizing the total project pricing reflected on Exhibit A in the amount of \$408,090.00 (Wood Shop \$52,667.00, Chula Vista \$117,099.00 and La Hacienda \$238,324.00).

MOTION:

Motion to award the VCCDD portion of ITB #19B-003 to Dunnrite Roofing, Inc. for the roof replacement at the Wood Shop, Chula Vista and La Hacienda Recreation Centers utilizing the total project pricing reflected on Exhibit A in the amount of \$408,090.00 (Wood Shop \$52,667.00, Chula Vista \$117,099.00 and La Hacienda \$238,324.00) and authorize the chairman/vice chairman to sign the agreement for services.

ATTACHMENTS:

Description	Type
▣ 19B-003 Agreement	Exhibit
▣ Exhibit A	Exhibit

**AGREEMENT FOR SERVICES BETWEEN
VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT AND
DUNNRITE ROOFING, INC., FOR ROOF REPLACEMENTS AT THE WOOD SHOP, CHULA
VISTA AND LA HACIENDA RECREATION CENTERS
BID #19B-003**

THIS AGREEMENT is made this 6th day of March 2019 by and between **VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT** (hereafter referred to as "DISTRICT"), whose address is 984 Old Mill Run, The Villages, Florida 32162, and **DUNNRITE ROOFING, INC.** hereafter referred to as "CONTRACTOR"), whose address is 4480 NE 35th St. Ocala, FL 34479

RECITALS

WHEREAS, the DISTRICT owns or operates certain real property requiring roof replacement services and wishes to enter into an agreement with a party capable of providing suitable roof replacement services; and

WHEREAS, CONTRACTOR provides said services and wishes to enter into an agreement whereby the CONTRACTOR performs services for the DISTRICT in consideration of payments from the DISTRICT to the CONTRACTOR;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is agreed as follows:

- I. Construction Materials, Services and Labor: That for and in consideration of the mutual promises and covenants hereinafter contained, together with the monetary considerations hereinafter recited, the CONTRACTOR shall furnish all labor, services and materials for the Roof Replacements at the Wood Shop, Chula Vista and La Hacienda Recreation Centers, Invitation to Bid (BID) #19B-003. All work and labor shall be done in accordance with the plans and specifications as provided to the CONTRACTOR for the BID and all incidental and necessary work thereto.
- II. Agreement Price: In consideration of the work, labor, services and materials to be furnished by the CONTRACTOR, in accordance with said plans and specifications, the DISTRICT agrees to pay the CONTRACTOR, upon completion and acceptance thereof by the DISTRICT, the total Agreement price of Four Hundred Eight Thousand, Ninety Dollars and 00/100 (\$408,090.00) as evidenced by Exhibit "A" to this Agreement.
- III. Agreement Documents:
 - a. Invitation to Bid
 - b. Instructions, Terms, and Conditions
 - c. Bid Forms
 - d. Bidder's Certification
 - e. Statement of Terms and Conditions
 - f. Drug Free Workplace Certificate
 - g. Statement of Contractor's Experience, Equipment & Personnel
 - h. E-Verify Contractor/Subcontractor Affidavit
 - i. Scope of Work / Specifications
 - j. Plans / Drawings
 - k. Agreement
 - l. Permits / Licenses
 - m. All Addenda Issued Prior to Bid Opening Date
 - n. All Modifications and Change Orders Issued
 - o. Notice of Award / Notice to Proceed

- IV. Insurance: Before performing any contract work, the CONTRACTOR shall procure and maintain during the life of the Agreement the insurance listed below.
- a. General Liability. CONTRACTOR shall obtain, and maintain throughout the life of the Agreement, General Liability Insurance in an amount no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage. Insurance shall protect the CONTRACTOR, subconsultants and subcontractors from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operations under the Agreement. DISTRICT(s) shall be named as Additional Insured.
 - b. Automobile Liability Insurance covering all automobiles and trucks the CONTRACTOR may use in connection with this BID. The limit of liability for this coverage shall be a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. This is to include owned, hired, and non-owned vehicles. DISTRICT(s) shall be named as Additional Insured.
 - c. Excess Liability Insurance (Umbrella Policy) may compensate for a deficiency in general liability or automobile insurance coverage limits.
 - d. Waiver of Subrogation: By entering into any agreement as a result of this BID, CONTRACTOR agrees to a Waiver of Subrogation for each policy required above.
 - e. Workers' Compensation Insurance, as required by the State of Florida. As required by the State of Florida. CONTRACTOR and any subconsultants or subcontractors shall comply fully with the Florida Worker's Compensation Law. CONTRACTOR must provide certificate of insurance showing Worker's Compensation coverage.
 - f. Certificate(s) shall be dated and show:
 - i. The name of the insured CONTRACTOR, the specified job by name and/or BID number, the name of the insurer, the number of the policy, its effective date and its termination date.
 - ii. Statement that the insurer will mail notice to the DISTRICT at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
 - iii. Subrogation of Waiver clause.
 - iv. The Village Community Development Districts and any other governmental agencies using this Agreement in cooperation with the DISTRICT shall be a named additional insured on Public Liability Insurance and Automobile Liability Insurance.
 - v. The CONTRACTOR shall require of each its subconsultants and/or subcontractors to procure and maintain during the life of its subcontract, insurance of the type specified above or insure the activities of its subconsultants and/or subcontractors in its policy as described above.
 - vi. All insurance policies shall be written on companies authorized to do business in the State of Florida.
- V. Contractor's Affidavit: When all work contemplated by the Agreement has been completed, inspected and approved by the DISTRICT, the CONTRACTOR shall furnish to the DISTRICT the CONTRACTOR's affidavit as required by the Construction Lien Law, Florida Statutes Ch. 713. Signed Release of Lien may also be required by the DISTRICT at its option.
- VI. Warranty: The CONTRACTOR warrants to the DISTRICT that all materials and equipment furnished under the Agreement will be of good quality and new, unless otherwise required or permitted by the Agreement Documents that the work will be free from defects not inherent in the quality required or permitted, and the work will conform to the requirements of the Agreement Documents. Work not conforming to these requirements, including substitutions not properly

approved and authorized may be considered defective. The CONTRACTOR's warranty excludes remedy for damage or defect cause by abuse or modifications not executed by the CONTRACTOR, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

- a. If applicable, all installed landscape material shall be under CONTRACTOR warranty for a period of ninety (90) days. Such warranty period shall begin on the date the final payment to CONTRACTOR by the DISTRICT is issued.
- b. All labor and materials shall be under CONTRACTOR warranty for a period of two (2) years. Such warranty period shall begin on the date of the final payment to CONTRACTOR by the DISTRICT.

VII. Correction of Work: The CONTRACTOR shall promptly correct work rejected by the DISTRICT or work failing to conform to the requirements of the Agreement Documents, whether observed before or after acceptance by the DISTRICT and whether or not fabricated, installed or completed. The CONTRACTOR shall bear costs of corrected such rejected work, including additional testing and inspections and any compensation for the services and expenses made necessary thereby. If within one (1) year after the date of acceptance any of the work is found to be not in accordance with the requirements of the Construction Documents, the CONTRACTOR shall correct it promptly after receipt of written notice from the DISTRICT to do so unless the DISTRICT has previously given the CONTRACTOR a written acceptance of such condition. The obligation under this paragraph shall survive the termination of this Agreement. The DISTRICT shall give such notice promptly after discovery of the condition.

VIII. Payment: Upon certification, approval of final inspection by the DISTRICT and submittal of applicable invoice, one payment shall be made to the CONTRACTOR upon CONTRACTOR's application for all services or work completed or materials furnished in accordance with the Agreement. CONTRACTOR shall submit application for payment by the first of the month for services provided the preceding month. All pay requests shall be submitted to the DISTRICT on an AIA Document G702 "Application and Certificate for Payment" (or equivalent). All applications for payment must be submitted to the DISTRICT's representative for Certification and must be delivered to:

Village Community Development Districts
Attn: Sam Wartinbee
984 Old Mill Run
The Villages, Florida 32162

Payment by the DISTRICT will made no later than forty-five (45) business days after the Application and Certificate for Payment (AIA Document G702) has been certified by the DISTRICT representative, per the "Local Government Prompt Payment Act", Florida Statutes, Chapter 218.735.

IX. Time for Performance: Time is of the essence in the performance of this Agreement. The CONTRACTOR specifically agrees that he will commence operations on the date specified in the Notice to Proceed and that all work to be performed under the provisions of this Agreement for roof replacement services for the Wood Shop, Chula Vista and La Hacienda Rec. Centers and shall be completed within 90 calendar days, subject only to delays caused through no fault of the CONTRACTOR.

X. Indemnification: To the fullest extent permitted by Florida Statute 725.06, CONTRACTOR shall indemnify and hold harmless the DISTRICT and the officers, directors, members, partners, employees, agents, consultants, and subcontractors from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolutions costs) arising out of or relating to the performance of the work, provided that any such claim, cost, loss, or damage is

attributable to bodily injury, sickness, disease, or death, or to injury or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of CONTRACTOR, any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the work or anyone for whose acts any of them may be liable. The monetary limitation on the extent of the indemnification by CONTRACTOR shall be \$1 million dollars per occurrence.

- XI. Changes: No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by the parties hereto. In the event of any disagreement as to the provisions of this Agreement with the plans and specifications that are made a part hereof by reference, the Agreement shall prevail.
- XII. Liquidated Damages: The parties to this Agreement agree that time is of the essence in the work provided for herein and that a precise determination of actual damages which would be incurred by the DISTRICT for delay in the completion of the work provided for herein would be difficult to ascertain. Accordingly, the parties to the Agreement agree that the liquidated damages for each and every day that the time consumed in completing the work provided for in these Agreement Documents exceeds the time(s) allowed therefore, shall be the amount(s) stated below per day, including Saturdays, Sundays and legal holidays. The parties specifically agree that the liquidated damages provided for herein do not constitute a penalty.

The amount(s) of liquidated damages caused by the CONTRACTOR's delay will be deducted and retained out of the monies payable to the CONTRACTOR. If not so deducted, the CONTRACTOR and sureties for the CONTRACTOR shall be liable therefore.

The amount of liquidated damages to be assessed for each calendar day that final completion is delayed beyond the required date of completion per Paragraph IX of this Agreement shall be Two Hundred Fifty and 00/100 Dollars (\$250.00) per day.

XIII. General Conditions:

- a. The CONTRACTOR shall collect and dispose of all trash, litter, debris, refuse and discarded materials resulting from CONTRACTOR's operations, including site clean-up and policing on a daily basis. The CONTRACTOR shall remove or contract for the removal of debris and refuse in such a manner that no unsightly, unsanitary, or hazardous accumulations occur. The CONTRACTOR shall ensure that all handling and disposal of refuse materials performed pursuant to this Agreement is performed in compliance with all local, state and federal regulations. The CONTRACTOR shall provide CONTRACTOR's own dumpster(s) for the storage of such material, which shall be located in approved areas designated by the DISTRICT. The use of DISTRICT's dumpster(s) for any refuse disposal by the CONTRACTOR is strictly prohibited.
- b. All CONTRACTOR and Sub-Contractor personnel shall wear personal protective equipment in the performance of their duties to include safety vests, protective eye wear or face shields, respiratory protection as necessary, gloves and protective clothing.
- c. CONTRACTOR shall be responsible for adhering to all local, state and federal safety guidelines and observe all safety precautions when performing services on DISTRICT property, roadways and right-of-ways to include safe location of parked vehicles, signage, use of safety cones, flag personnel as necessary, use of safety vests on all personnel and vehicles which are clearly identifiable as belonging to the CONTRACTOR.
- d. CONTRACTOR acknowledges that the public may associate the CONTRACTOR as an employee of the DISTRICT while the CONTRACTOR performs services on the DISTRICT's property. CONTRACTOR agrees to conduct its services and supervise its employees in a way not detrimental to the DISTRICT's business operation.

- e. CONTRACTOR shall comply with all applicable governmental statutes, rules, regulations and orders and any amendments and modifications thereto.
- f. The obligations of the CONTRACTOR under this Agreement may not be delegated without the prior written consent of the DISTRICT. The DISTRICT may freely assign this Agreement to any entity acquiring the real estate which is subject to this Agreement.
- g. In the event of default by any party to this Agreement, the prevailing party shall be entitled to recover from the defaulting party, all costs and expenses, including a reasonable attorney's fee, whether suit be instituted or not, and at the trial court and appellate court level incurred by the prevailing party enforcing its right hereunder.

The venue for the enforcement, construction or interpretation of this Agreement, shall be the County or Circuit Court for Sumter County, Florida, and CONTRACTOR does hereby specifically waive any "venue privilege" and/or "diversity of citizenship privilege" which it has now, or may have in the future, in connection with the Agreement, or its duties, obligations, or responsibilities or rights hereunder.

- h. CONTRACTOR shall not be construed to be the agent, servant or employee of the DISTRICT or of any elected or appointed official thereof, for any purpose whatsoever, and further CONTRACTOR shall have no express or implied authority of any kind or nature whatsoever, to incur any liability, either in contract or on a tort, as the agent, servant or employee of the DISTRICT.
- i. These Agreement Documents constitute the entire understanding and agreement between the Parties and supersedes any and all written and oral representations, statements, negotiations, or contracts/agreements previously existing between the Parties with respect to the subject matters of this Agreement. The CONTRACTOR recognizes that any representations, statements, or negotiations made by DISTRICT staff do not suffice to legally bind the DISTRICT in a contractual relationship unless they have been reduced to writing and signed by an authorized DISTRICT representative. This Agreement shall inure to the benefit of and be binding upon the Parties, their respective assigns, and successors in interest.
- j. No amendment to this Agreement shall be effective except those agreed to in writing and signed by both of the parties to this Agreement.

XIV. Contractor's Representations: CONTRACTOR makes the following representations:

- a. CONTRACTOR has familiarized himself with the nature and extent of the Agreement Documents, work, locality, and all local conditions, and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of work.
- b. CONTRACTOR declares that he has visited and examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done, that he has examined the plans for the work and other Agreement Documents relative thereto and has read all the addenda furnished prior to the proposal/bid opening, and that CONTRACTOR has satisfied himself relative to the work to be performed.
- c. CONTRACTOR has investigated and is fully informed of the construction and labor conditions, of obstructions to be encountered, of the character, quality and quantities of work to be performed, materials to be furnished, and requirements of the plans and other Agreement Documents.
- d. CONTRACTOR has given the DISTRICT written notice of all conflicts, errors, or discrepancies that he has discovered in the Agreement Documents.

- e. CONTRACTOR declares that submission of a proposal/bid for the work constitutes an incontrovertible representation that the CONTRACTOR has complied with every requirement of this Section, and that the Agreement Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of work.
- f. Equal Opportunity: CONTRACTOR assures that no person shall be discriminated against on the grounds of race, color, creed, national origin, handicap, age or sex, in any activity under this Agreement.
- g. E-Verification: As per the Immigration and Nationality Act of 1952 (INA), Immigration Reform and Control Act of 1986 (IRCA) and State of Florida Executive Order Number 11-116, the CONTRACTOR identified in this Agreement shall utilize the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility of: all persons employed during the Agreement term by the CONTRACTOR to perform employment duties pursuant to the Agreement, within Florida; and all persons, including subcontractors, assigned by the CONTRACTOR to perform work pursuant to the Agreement with the DISTRICT. (<http://www.uscis.gov/e-verify>) Additionally, the CONTRACTOR shall include a provision in all subcontracts that requires all subcontractors to utilize the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility of: all persons employed during the Agreement term by the CONTRACTOR to perform work or provide services pursuant to this Agreement with the DISTRICT. It is understood that the DISTRICT will not be responsible for any violations of Federal law and the CONTRACTOR, solely, will be responsible and liable for any violations and or penalties associated with such violation.
- h. Public Entity Crimes: In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal/bid on a contract/agreement with a public entity for the construction or repair of a public building or public work, may not submit proposals/bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. CONTRACTOR affirmatively represents that neither it nor its owners, sub-contractor or sub-subcontractor are nor will be on the convicted vendor list during the term of this Agreement.
- i. Public Records Act/Chapter 119 Requirements: The District is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records law. Specifically, the Contractor shall:
 - 1. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform this service;
 - 2. Provide the agency access to public records at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
 - 3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
 - 4. Meet all requirements for retaining public records and transfers to the District, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the District in a format that is compatible with the current information technology systems of the District.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119,
FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS
RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**JENNIFER MCQUEARY, DISTRICT CLERK
984 OLD MILL RUN, THE VILLAGES FL 32162
PHONE: 352-751-3939
EMAIL: jennifer.mcqueary@districtgov.org**

IN WITNESS WHEREOF, said DISTRICT has caused this Agreement to be executed in its name by the Chairman / Vice Chairman of the **VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT**, attested by the clerk of said DISTRICT, and **DUNNRITE ROOFING, INC.** has caused this Agreement to be executed in its name by its authorized representative, attested to and has caused the seal of said corporation to be hereto attached (if applicable), all on the day and year written above.

**VILLAGE CENTER COMMUNITY
DEVELOPMENT DISTRICT**

DUNNRITE ROOFING, INC.

By: _____

By: _____

Print Name

Print Name

Print Title

Print Title

Date

Date

Attest

Attest

VCCDD BID FORM

Roof Replacement Projects
ITB #19B-003

DESCRIPTION Roof Replacement	QUANTITY	PRICE
The Wood Shop Roof Replacement	1 LS	\$ 52,667.00
Chula Vista Recreation Center Roof Replacement	1 LS	\$ 117,099.00
La Hacienda Recreation Center Roof Replacement	1 LS	\$ 238,324.00
VCCDD COMBINED TOTAL		\$ 408,090.00

ADDITIONAL ITEM PRICING REQUIRED:

DESCRIPTION	UNIT	UNIT PRICE
Additional Removal and Replacement of "Deteriorated Roof Decking" Areas if found. Only upon approval by The District DPM Staff (as needed if necessary)	Sq/Ft	WOOD \$3.00/sq.ft. STEEL \$7.50/sq.ft.

NOTE(S):

- Bid prices shall include all labor and materials needed to complete the project per specifications. Bid will be awarded to one Contractor based on the lowest responsible and responsive Bidder. Bid evaluation to determine the lowest and responsive Bidder will include the Combined Bid Grand Total and Contractor's References. The **Combined Bid Grand Total is the only pricing that shall be utilized for bid award.**
- All price information to be used in the Bid must be on this Bid Form and the Schedule of Values / Detailed Cost Breakdown (Use AIA Document Forms G702 & G703). - **ONE AIA FORM PER BUILDING**.
- When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the District's bid documents. Inclusion of additional terms and conditions such as those which may be on your company's standard forms may result in your bid being declared non-responsive.
- District reserves the right to adjust any quantity upward or downward as may be warranted or necessary.
- The District maintains the right to utilize other vendors/contractors to address any unforeseen conditions as they may arise.
- All traffic control costs shall be included in bid pricing, and no additional special compensation will be allowed.
- It shall be the responsibility of the BIDDER to perform whatever test and/or calculations as are necessary to determine quantities required for the performance of the work described herein.

**Roof Replacements at Various Recreation
Centers**

BID #19B-003

- Should certain additional work be required, or should the quantities submitted by the Contractor of certain classes of work be increased or decreased from those required by the Contract Documents, by authorization of the Owner, the unit prices contained in the following Schedule of Unit Prices shall, at the option of the Owner, be the basis of payment to the Contractor credit to the Owner, for such increase or decrease in the work.
- The Unit Prices shall represent the per unit price to be paid by the Contractor (in the case of additions or increases) or to be refunded by the Owner (in the case of decrease). No additional adjustments will be allowed for overhead, profit, insurance, or to other direct or indirect expenses of the Contractor or Subcontractors, and no additional adjustments will be allowed. **Unit prices are required where noted.** Incomplete bids may not be acceptable. Where required, quantities shall be bid as lump sum, based on the amount needed for the areas indicated to achieve the design intent of the plans. Associated unit prices may be used for changes in the extent of work.

"The undersigned, as Bidder, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the BID and Specifications for the work and comments hereto attached. The Bidder agrees, if this Bid is accepted, to contract with the Village Center Community Development District in the form of an Agreement, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, labor and service necessary to complete the work covered by the Bid and Agreement Documents for this Project. The Bidder agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Bidder agrees to supply the products or services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Bid."

<u>THOMAS M. DUNN, PRESIDENT</u>	<u></u>	<u>1/30/19</u>
Authorized Agent Name, Title (Print)	Authorized Signature	Date

Name of Bidder's Firm:

DUNNRITE ROOFING, INC.

This document must be completed and returned with your Submittal

**Village Community Development Districts
Purchasing Department**

EXHIBIT A

VCCDD BID FORM

Roof Replacement Projects
ITB #19B-003

DESCRIPTION Roof Replacement	QUANTITY	PRICE
The Wood Shop Roof Replacement	1 LS	\$ 52,667.00
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VCCDD COMBINED TOTAL		\$ 408,090.00

ADDITIONAL ITEM PRICING REQUIRED:

DESCRIPTION	UNIT	UNIT PRICE
Additional Removal and Replacement of "Deteriorated Roof Decking" Areas if found. Only upon approval by The District DPM Staff (as needed if necessary)	Sq/Ft	WOOD \$3.00/sq.ft. STEEL \$7.50/sq.ft.

NOTE(S):

- Bid prices shall include all labor and materials needed to complete the project per specifications. Bid will be awarded to one Contractor based on the lowest responsible and responsive Bidder. Bid evaluation to determine the lowest and responsive Bidder will include the Combined Bid Grand Total and Contractor's References. The **Combined Bid Grand Total is the only pricing that shall be utilized for bid award.**
- All price information to be used in the Bid must be on this Bid Form and the Schedule of Values / Detailed Cost Breakdown (Use AIA Document Forms G702 & G703). - **ONE AIA FORM PER BUILDING**.
- When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the District's bid documents. Inclusion of additional terms and conditions such as those which may be on your company's standard forms may result in your bid being declared non-responsive.
- District reserves the right to adjust any quantity upward or downward as may be warranted or necessary.
- The District maintains the right to utilize other vendors/contractors to address any unforeseen conditions as they may arise.
- All traffic control costs shall be included in bid pricing, and no additional special compensation will be allowed.
- It shall be the responsibility of the BIDDER to perform whatever test and/or calculations as are necessary to determine quantities required for the performance of the work described herein.

**Roof Replacements at Various Recreation
Centers**

BID #19B-003

- Should certain additional work be required, or should the quantities submitted by the Contractor of certain classes of work be increased or decreased from those required by the Contract Documents, by authorization of the Owner, the unit prices contained in the following Schedule of Unit Prices shall, at the option of the Owner, be the basis of payment to the Contractor credit to the Owner, for such increase or decrease in the work.
- The Unit Prices shall represent the per unit price to be paid by the Contractor (in the case of additions or increases) or to be refunded by the Owner (in the case of decrease). No additional adjustments will be allowed for overhead, profit, insurance, or to other direct or indirect expenses of the Contractor or Subcontractors, and no additional adjustments will be allowed. **Unit prices are required where noted.** Incomplete bids may not be acceptable. Where required, quantities shall be bid as lump sum, based on the amount needed for the areas indicated to achieve the design intent of the plans. Associated unit prices may be used for changes in the extent of work.

"The undersigned, as Bidder, hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the BID and Specifications for the work and comments hereto attached. The Bidder agrees, if this Bid is accepted, to contract with the Village Center Community Development District in the form of an Agreement, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, labor and service necessary to complete the work covered by the Bid and Agreement Documents for this Project. The Bidder agrees to accept in full compensation for each item the prices named in the schedules incorporated herein. Bidder agrees to supply the products or services at the prices proposed above in accordance with the terms, conditions and specifications contained in this Bid."

<u>THOMAS M. DUNN, PRESIDENT</u>	<u></u>	<u>1/30/19</u>
Authorized Agent Name, Title (Print)	Authorized Signature	Date

Name of Bidder's Firm:

DUNNRITE ROOFING, INC.

This document must be completed and returned with your Submittal

**Village Community Development Districts
Purchasing Department**

EXHIBIT A



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Sam Wartinbee, Director of District Property Management

DATE: 3/6/2019

SUBJECT: **Shay Gate Bathroom Addition (AAC considertation item)**

ISSUE:

Review and consideration to add restroom facilities at the Shay Gate House.

ANALYSIS/INFORMATION:

Shay Gate House is the only staffed gate with no restroom facility. Staff has reviewed the feasibility of adding a restroom to the Shay Gate House and conferred with Lake County. The addition of the restroom is feasible by utilizing a grinder pump as was done when the restroom was added at Del Mar Gate. Currently, gate attendant staff of Community Watch must walk on the side of roadway down to US 441/27 and utilize a commercial convenience store establishment.

BUDGET IMPACT:

The estimated cost to construct the restroom is between \$135,000 to \$165,000.

STAFF RECOMMENDATION:

Staff is requesting approval to issue an ITB for the construction of a restroom facility at Shay Gate House to the Village Center Community Development District Board for approval.

MOTION:

Motion to proceed with an ITB for the construction of a restroom facility at Shay Gate House.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Sam Wartinbee, District Property Management

DATE: 3/6/2019

SUBJECT: **Termination of RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services.**

ISSUE:

Standardization of janitorial contracts is desired as is the increased scope of services to meet the District's service expectations. (AAC Consideration Item)

ANALYSIS/INFORMATION:

Over the past four years janitorial contracts have been awarded with different scopes of service and specifications. The majority of janitorial contracts are set to expire or begin their renewal period on October 1st, 2019.

In an effort to standardize and increase the scopes of service to a level that ensures the District's service expectations are met, District Property Management recommends terminating contract RFP #17P-023 with Premier Janitorial Services effective September 30th, 2019 and not renewing any other existing janitorial contracts. This will allow us to include all amenity facilities in a single RFP with the same scope of services and specifications.

We have increased the scope and frequency of the following tasks:

- Pool bath showers – weekly steam cleaning, and the application of approved anti-slip products quarterly on all dry surfaces
- Daily washing of doors, windows, and walls
- Daily polishing of kick plates using stainless steel and brass polish where appropriate
- Daily kitchen cleaning
- Daily securing of the entire facility
- Daily cleaning of interior and exterior windows
- Postal facilities (NRC's & Stand-alone postal stations): – cleaning of walls, ceilings, boxes, fixtures, polishing of water coolers, ATMs, and display cases. All tasks are now performed daily
- Additional 20 hours per week for a day porter per regional area
- Facilities will now be closed for quarterly maintenance (machine scrubbing ceramic tile, sealing grout

lines, striping and waxing of VCT flooring, etc.)

BUDGET IMPACT:

District Property Management anticipates a 20% increase in the cost for janitorial services for the upcoming fiscal year. The increase equates to approximately \$135,600 annually and will be included in the FY 19-20 budget request.

STAFF RECOMMENDATION:

Staff recommends terminating contract RFP #17P-023 with Premier Janitorial Services effective September 30th, 2019 and not renewing any other existing janitorial contracts until a new RFP can be issued.

MOTION:

Motion to approve the termination of contract RFP #17P-023 with Premier Janitorial Services effective September 30th, 2019 and not renewing any other existing janitorial contracts until a new RFP can be issued.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Sam Wartinbee, District Property Management

DATE: 3/6/2019

SUBJECT: **Quit Claim Deed between The Villages of Lake Sumter, Inc. to Village Center Community Development District**

ISSUE: To acquire property from The Villages of Lake-Sumter, Inc. for the construction of a new Air Gun Range (AAC Consideration Item)

ANALYSIS/INFORMATION: The air gun range was originally built in 1997. DPM performed a detailed inspection of the facility and determined a total-reconstruction is necessary. In order to construct the new air gun range while conforming to the new standard which will require additional land. The District approached the Villages of Lake-Sumter, Inc. to acquire the property adjacent to the gun range's current location. The Villages of Lake-Sumter, Inc. has agreed to provide a Quit Claim Deed to the Village Center Community Development District for the requested property.

STAFF RECOMMENDATION: Staff requests the Board the entertain a motion and to accept and acknowledge the Quit Claim Deed between The Villages of Lake-Sumter, Inc. and Village Center Community Development District.

MOTION: Motion to accept the Quit Claim Deed from The Villages of Lake-Sumter, Inc.

ATTACHMENTS:

Description	Type
▣ QCD Air Gun Range	Cover Memo

PREPARED BY/RETURN TO:

Celeste A. Thacker, Esq.
3619 Kiessel Road
The Villages, Florida 32163

QUITCLAIM DEED

THIS QUITCLAIM DEED is executed this _____ day of _____, 2019, by **THE VILLAGES OF LAKE-SUMTER, INC.**, a Florida corporation, whose post office address is 3619 Kiessel Road, The Villages, Florida 32163 ("Grantor"), to **VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT**, a local of special purpose government created pursuant to Chapter 190, Florida Statutes, as amended, whose post office address is 984 Old Mill Run, The Villages, Florida 32162 ("Grantee").

(Wherever used herein, the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires.)

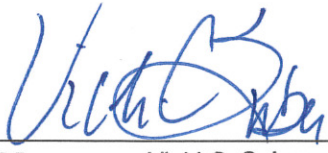
WITNESSETH, That the Grantor, for and in consideration of the sum of Ten and no/100 Dollars (\$10.00), in hand paid by the Grantee, the receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the Grantee forever, all the right, title, interest, claim and demand which the Grantor has in and to the following described lot, piece or parcel of land, situate, lying and being in the County of Lake, State of Florida, described in the attached ***Exhibit "A"***.


RESERVING THEREFROM IN FAVOR OF GRANTOR AND GRANTOR'S SUCCESSORS AND ASSIGNS A PERPETUAL EASEMENT FOR INGRESS AND EGRESS, UTILITIES AND STORMWATER MANAGEMENT SYSTEMS, FENCES, WALLS, SIGNAGE, LANDSCAPING, TRANSPORTATION TRAILS, AND MAINTENANCE AND REPAIR OF ALL OF THE FOREGOING.

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien equity and claim whatsoever of the said Grantor, either in law or in equity, to the only proper use, benefit and behoof of the said Grantee forever.

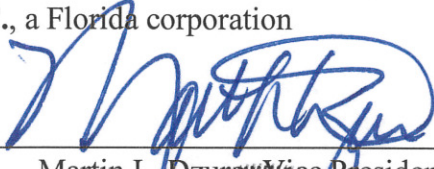
IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

WITNESSES:


Print Name: Vicki C. Suber


Print Name: Jennifer A. Peters


THE VILLAGES OF LAKE-SUMTER, INC., a Florida corporation

By: 
Martin L. Dzuro, Vice President



**STATE OF FLORIDA
COUNTY OF SUMTER**

The foregoing instrument was acknowledged before me this 2nd day of Feb., 2019, by Martin L. Dzuro, as Vice President of and on behalf of The Villages of Lake-Sumter, Inc., a Florida corporation, for the purposes expressed herein, who is personally known to me and did not take an oath.


Notary Public – State of Florida
Print Name: Vicki C. Suber
Commission Number: _____
Commission Expires: _____



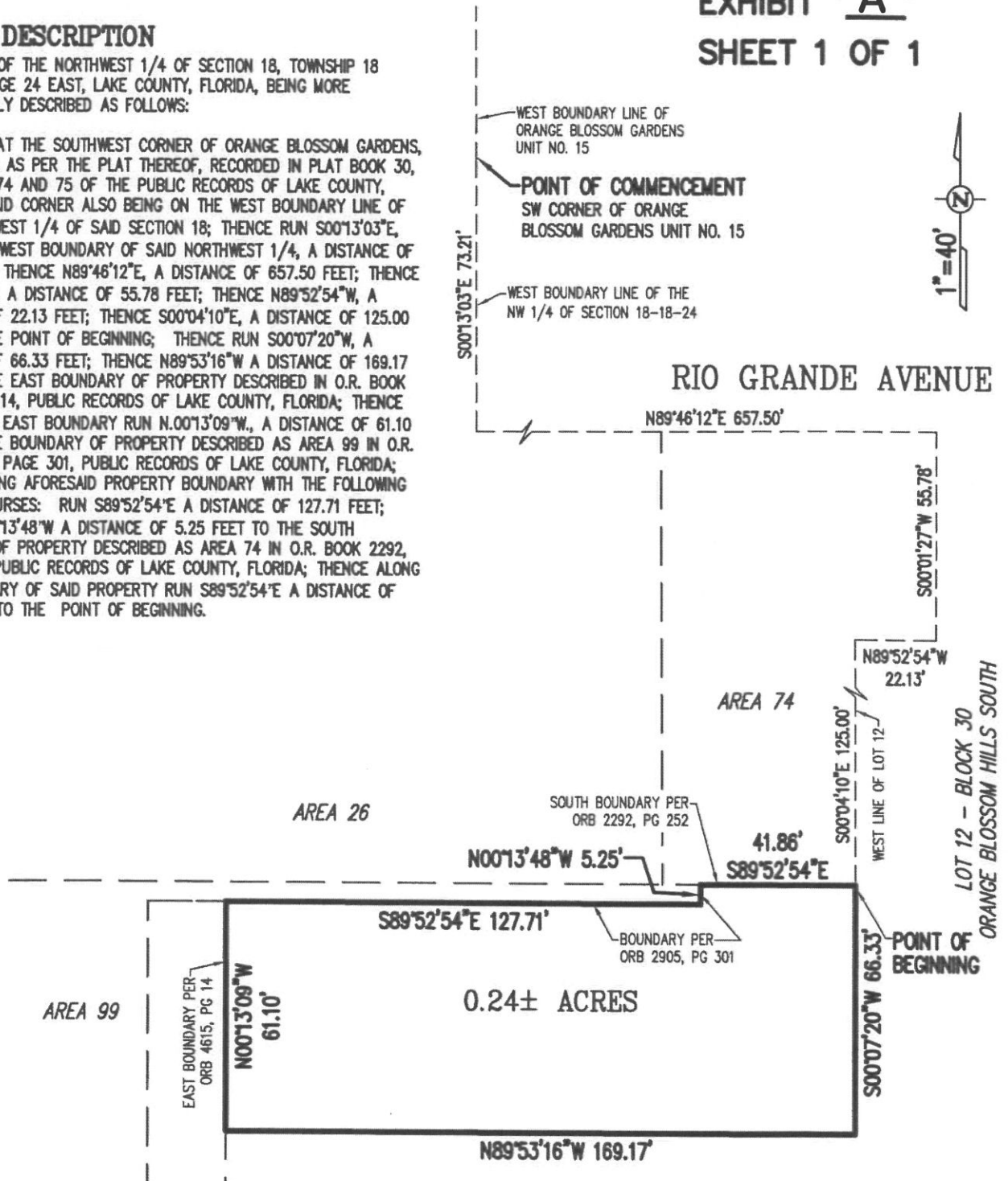
SKETCH FOR DESCRIPTION (NOT A FIELD SURVEY)

EXHIBIT "A"
SHEET 1 OF 1

LEGAL DESCRIPTION

A PORTION OF THE NORTHWEST 1/4 OF SECTION 18, TOWNSHIP 18 SOUTH, RANGE 24 EAST, LAKE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF ORANGE BLOSSOM GARDENS, UNIT NO. 15 AS PER THE PLAT THEREOF, RECORDED IN PLAT BOOK 30, PAGES 73, 74 AND 75 OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; SAID CORNER ALSO BEING ON THE WEST BOUNDARY LINE OF THE NORTHWEST 1/4 OF SAID SECTION 18; THENCE RUN S00°13'03"E, ALONG THE WEST BOUNDARY OF SAID NORTHWEST 1/4, A DISTANCE OF 73.21 FEET; THENCE N89°46'12"E, A DISTANCE OF 657.50 FEET; THENCE S00°01'27"W, A DISTANCE OF 55.78 FEET; THENCE N89°52'54"W, A DISTANCE OF 22.13 FEET; THENCE S00°04'10"E, A DISTANCE OF 125.00 FEET TO THE POINT OF BEGINNING; THENCE RUN S00°07'20"W, A DISTANCE OF 66.33 FEET; THENCE N89°53'16"W A DISTANCE OF 169.17 FEET TO THE EAST BOUNDARY OF PROPERTY DESCRIBED IN O.R. BOOK 4615, PAGE 14, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE ALONG SAID EAST BOUNDARY RUN N.00°13'09"W, A DISTANCE OF 61.10 FEET TO THE BOUNDARY OF PROPERTY DESCRIBED AS AREA 99 IN O.R. BOOK 2905, PAGE 301, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE ALONG AFORESAID PROPERTY BOUNDARY WITH THE FOLLOWING TWO (2) COURSES: RUN S89°52'54"E A DISTANCE OF 127.71 FEET; THENCE N00°13'48"W A DISTANCE OF 5.25 FEET TO THE SOUTH BOUNDARY OF PROPERTY DESCRIBED AS AREA 74 IN O.R. BOOK 2292, PAGE 252, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE ALONG THE BOUNDARY OF SAID PROPERTY RUN S89°52'54"E A DISTANCE OF 41.86 FEET TO THE POINT OF BEGINNING.



GENERAL NOTES

1. THE SURVEY MAP AND REPORT OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
2. THIS SKETCH PREPARED FOR DESCRIPTION PURPOSES ONLY AND DOES NOT REPRESENT A FIELD SURVEY.

2/14/19
DATE

KAYE M. JAMESON, PROFESSIONAL SURVEYOR & MAPPER
FLORIDA REGISTRATION NO. 5812





AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: District Staff

DATE: 3/6/2019

SUBJECT: **Discussion Item: Operating Policies and Procedures**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
□ Operating Policies and Procedures	Cover Memo

DRAFT GENERAL AND PROCEDURAL RULES
TABLE OF CONTENTS

1.1	General Introduction
1.2	Standards of Civil Discourse
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1.9	Effective Date

1.1 General Introduction.

- 1) The Village Center Community Development District (the "District") was created pursuant to the provisions of Chapter 190, Florida Statutes, to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these Rules of Procedure (the "Rules") is to describe the general operations of the District. Any conflict or need for clarification arising out of the following Rules shall be resolved, where applicable, by law. Any amendments to the Rules shall be administratively prepared and adopted by the Board of Supervisors. These Rules are adopted to guide the District through its primary operations and functions. They are designed to provide the structure needed to conduct District business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.
- 2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.

1.2 Standards of Civil Discourse.

- 1) The District encourages citizen participation in the democratic process and recognizes and protects the right of freedom of speech afforded to all. As the Board conducts the business of the District, rules of civility shall apply. District Board Supervisors, Staff members, and members of the public are to respectfully communicate. Persons shall speak only when recognized by the Board Chair and, at that time, refrain from engaging in personal attacks or derogatory or offensive language. Outbursts will not be tolerated and those who do not conduct themselves in a respectful and lawful manner shall be subject to removal. It shall be the responsibility of each individual to demonstrate civility.

1.3 Board of Supervisors; District Manager, Officers, and Voting.

- 1) Board of Supervisors. The Board of Supervisors of the District (the "Board") shall exercise the powers granted to the District. The Board shall consist of five members. Members of the Board must be residents of Florida and citizens of the United States.
- 2) District Manager. The Board shall employ a District Manager. The District Manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of state statutes, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed within the legal purview of the Board.
- 3) Term of Supervisors. Board Supervisors shall hold office pursuant to Section 190.006, Florida Statutes. If, during the term of office of any Board Supervisor(s), one or more vacancies occur, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the unexpired term(s).
- 4) Compensation. In accordance with Section 190.006, Florida Statutes, each Board Supervisor is entitled to receive an amount not to exceed \$200 per meeting of the Board of Supervisors, not to exceed \$4,800 annually.
- 5) Vacancies; Quorum. Three members of the Board physically present in the same location shall constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. When a quorum is not present, the meeting shall be cancelled in accordance with the Board's established policy. However, if three or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in these Rules or required by State Statutes.
- 6) Officers. At any Board meeting held after each election where the newly elected members take office, the Board may select a chair, vice chair, treasurer and secretary. Such selection may be deferred to subsequent meetings. The District Manager shall serve as secretary and treasurer.
 - a. The chair must be a member of the Board. If the chair resigns from that office or ceases to be a member of the Board, the Board shall select a chair to serve the remaining portion of the term, after filling the board vacancy. The chair may be authorized to sign checks and warrants for the District, countersigned by the treasurer or other persons authorized by the Board. The chair may convene and conduct all meetings of the Board. In the event the chair is unable to attend a meeting, the vice chair or other member of the Board may convene and conduct the meeting.

i.Options for Selection of a Board Chair

1. Nomination and majority vote by Board following a general election

2. Rotation of seats

3. Annual or bi-annual review

- b. The vice chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the vice chair resigns from that office or ceases to be a member of the Board, the Board shall select a vice chair to serve the remainder of the term, after filling the Board vacancy.

i. Options for Selection of Vice Chair

1. Nomination and majority vote by Board following a general election

2. Rotation of seats

3. Annual or bi-annual review

- 7) Committees. The Board may establish committees of the District or provide representation on established committees by formal motion referencing this Rule, either on a permanent or temporary basis, to perform specifically-designated functions. Committees may include individuals who are not members of the Board, but must be a property owner who maintains permanent residency in the District. Committee representation shall be reviewed annually at the October Board Meeting following the beginning of a new fiscal year. Committee representation will be determined by nomination and majority vote by the Board.
- 8) Record Book. The District shall keep a permanent record book entitled "Record of Proceedings of the Village Center Community Development District" in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, bonds and corporate acts.
- 9) Meetings. The Board shall establish a schedule of regular meetings and may also meet upon call of the chair or three Board Supervisors. Nothing herein shall prevent the Board from holding other meetings as it deems necessary or from canceling any regularly scheduled meetings. A previously noticed regular meeting may be canceled, provided that notice of cancellation shall be given in substantially the same manner as notice for the meeting or in such other manner as may provide substantially equivalent notice of cancellation. Meetings will be cancelled in accordance with the Board's policy adopted via resolution. All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.
- 10) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote. Nothing in this Rule shall prohibit the Board Supervisor with a voting conflict of interest from voting on a matter. For the purposes of this section, "voting conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.

- a. When a Board Supervisor knows that he/she 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 of the meeting. The Board Supervisor may then vote. The Board's secretary shall prepare a memorandum of voting conflict which shall then be signed by the Board Supervisor that had the conflict.
 - b. If a Board Supervisor inadvertently votes on a matter and later learns he or she has a conflict thereon, the member shall immediately notify the Board's secretary. Within fifteen days (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 shall immediately be provided to other Board Supervisors and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board Supervisor's vote shall be unaffected by this filing.
- 11) Board Supervisor Conduct. No individual Board Supervisor shall direct the District Manager to perform extensive research, take action on a policy matter, or make representations on behalf of the Board without formal direction from the collective Board of Supervisors at a regularly scheduled Board meeting. Nothing precludes a Board Supervisor from initiating individual correspondence pertaining to the seat they currently hold. Nothing in this Rule is to be construed to limit or restrict a Board Supervisor from acting in his or her official capacity from coordinating with the District Manager in answering or responding to correspondence or communications relative to the business of the District.

1.4 Public Information and Inspection of Records.

- 1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Record of Proceedings of the Village Center Community Development District" may be copied or inspected at the offices of the District Manager during regular business hours.
- 2) Copies. The custodian of public records upon request shall furnish a copy or a certified copy of a record for a fee as authorized by Florida Statute Chapter 119. Copies of public records shall be made available to the requesting person at a charge of \$.15 per page if not more than 8-1/2 by 14 inches, and for copies in excess of that size at a charge not to exceed the actual cost of reproduction. Certified copies of public records shall be made available at a charge of \$1.00 per page. If the nature or volume of public records requested to be inspected, examined or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, a special service charge, which shall be reasonable and based on the actual cost incurred, may be charged in addition to the actual cost of duplication.

1.5 Meetings and Workshops.

- 1) Meetings and Workshops. All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida State Statutes.
- 2) Notice. Except in emergencies, or as otherwise required by State Statutes, at least seven (7) days public notice shall be given of any meeting or workshop of the Board of Supervisors. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:
 - a. The date, time, and place of the meeting or workshop;
 - b. A brief description of the nature, subjects and purposes of the meeting or workshop;
 - c. The address where persons may obtain a copy of the agenda;
 - d. The notice shall state that if a person decides to seek review of any official decision made at the Board meeting, a record of the proceedings will be required and the person intending to appeal will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence necessary for the appeal.
 - e. When a previously noticed meeting is canceled, notice of cancellation shall be given in substantially the same manner as notice for the meeting or in any manner that will give adequate notice of cancellation.
- 3) Agenda. The District Manager shall prepare a notice of the meeting or workshop and an agenda. The agenda shall be available to the public in the offices of the District Manager prior to each regularly scheduled meeting or workshop and on the website. Minutes shall be taken, and reviewed and approved by the Board at a subsequent meeting. In accordance with State Statutes, the agenda and available supporting documentation will be available electronically seven days in advance of the meeting.
- 4) Agenda Format.
 - a. Call to Order
 - i. Roll Call
 - ii. Pledge of Allegiance
 - iii. Observation of Moment of Silence
 - iv. Welcome Meeting Attendees
 - v. Audience Comments
 - b. Consent Agenda
 - c. New Business
 - d. Old Business
 - e. Public Hearings
 - f. Informational Items Only
 - g. Reports and Input
 - i. District Manager Reports
 - ii. District Counsel Reports
 - iii. Supervisor Comments

iv. Adjourn

- 5) Oath of Office. At the next regularly scheduled meeting following an election, newly elected Board Supervisors shall take and subscribe to the oath of office as prescribed by Section 876.05 of Florida State Statutes. The oath office shall be administered by the District Clerk immediately following the call to order of the meeting.
- 6) Procedures for Including Items on Agenda. Items to be included on the agenda may be submitted by an individual Board Supervisor and will be addressed under the “Supervisor Comments” section of the agenda for discussion purposes; if formal action is desired, the item will be presented on the agenda at the following regularly scheduled Board Meeting. In order for an item to be included on the agenda, a request must be submitted to the District Manager no later than 10 business days in advance of the next regularly scheduled meeting.
- 7) Consent Agenda. Content of items on the consent agenda shall be limited to routine items that normally do not require discussion such as the minutes, resolutions, payment requests and reports from committees, etc. During the reading of the consent agenda, any Board Supervisor, the District Manager, or member of the public, may pull an item for separate discussion.
- 8) Resolutions. An enacted resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character. Board action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing.
- 9) Motions. An enacted motion is a form of action taken by the Board to direct that a specific action be taken on behalf of the District. A motion, once approved and entered into the record, is the equivalent of a Resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate.
 - a. A motion is to be worded in a concise, unambiguous, and complete form.
 - b. No speech is to be made in reference to a motion when it is introduced. There will be no debate until a motion has been seconded and, if requested by a Board Supervisor, the question stated by the Board Chair or District Clerk.
 - c. When the question has been stated, it is before the Board and mover is entitled to the floor.
- 10) Reconsideration of Action Previously Taken. A motion to reconsider shall be allowed at any time by any Board Supervisor who voted on the prevailing side, during a meeting, except when a motion on some other subject is pending.

- 11) Rescinding Action Previously Taken. Board action may be rescinded by a majority vote if the motion to reconsider is made by a Board Supervisor who voted on the prevailing side. After a motion to reconsider has been adopted by a majority vote, any Board Supervisor may move to rescind action previously taken.
- 12) Roll Call Vote. Roll call votes will be conducted at the prerogative of the Board Chair, or at the District Manager's request to the Board Chair.
- 13) Public Comment. The Board shall conduct public comment in accordance with Florida State Statutes. Members of the audience making public comment shall approach the microphone, state their name and address for the record, and address all comments to the Board Chair. The following Public Participation Policy was adopted by the Board of Supervisors via a Resolution and shall apply to meetings of District boards or committees as provided herein unless otherwise required by State Statutes;
 - a. Citizen's Rights
 - i. Right to be Heard: Members of the public shall be given a reasonable opportunity to be heard on a proposition before a District board except as provided for below. Public input shall generally be limited to three (3) minutes for each speaker and a total of thirty (30) minutes for public comment relating to any particular proposition, with the Board Chair having the option to allow additional time for good cause shown after consideration of the circumstances.
 - ii. Group or Faction Representatives: At meetings in which a large number of individuals are in attendance, the Board Chair may ask for a show of hands to identify individuals who wish to address the board. If a large number of individuals wish to be heard, the Board Chair may require individuals to complete speaker cards that include the individual's name, address, the proposition on which they wish to be heard, the individual's position on the proposition (i.e., "for," "against," or "undecided"). In the event large groups or factions of individuals desire to speak (i.e., consisting of more than five individuals), the Board Chair may require each group or faction to designate a representative to speak on behalf of such group or faction but shall allow such representative at least ten minutes to address the board.
 - b. This right does not apply to;
 - i. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board to act;

- ii. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - iii. A meeting that is exempt from §286.011; or
 - iv. A meeting during which the board is acting in a quasi-judicial capacity.
- This paragraph does not affect the right of a person to be heard as otherwise provided by law.

14) Public Hearings/ Quasi-Judicial Hearings

a. Order of Testimony

- i. The Board Chair shall announce the Public Hearing and ask staff to review the subject of the public hearing.
- ii. The Board Chair shall then open the public hearing and receive comment from anyone in attendance.
- iii. Persons wishing to provide comment shall approach the microphone, state name and address for the record, and make his/her comments.
- iv. Comments shall be limited to the subject of the public hearing only.
- v. Upon determination of no additional public comment, the Board Chair shall close the Public Hearing and restrict discussion to members of the Board and staff.
- vi. Upon completion of the discussion, the Board Chair shall entertain such action as the Board may desire.

b. Ex- Parte Communication

- i. Board Supervisors become subject to additional constitutional and statutory prohibitions when conducting quasi-judicial proceedings. When a Board acts in a quasi-judicial capacity, its Board Supervisors are prohibited from receiving ex-parte communications. This means a Board Supervisor cannot receive information or participate in communications about such matter without providing notice and opportunity for the other party to be heard at the same time. If a Board Supervisor conducts ex-parte (i.e. one-on-one) communications they could be accused of violating an individual's constitutional right to due process of law.

15) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may advise the District Manager or secretary at the Board's office. Such persons shall furnish a mailing address in writing and may be required to pay the cost of copying and mailing.

16) Emergency Meeting. The chair, or the vice-chair if the chair is unavailable, may convene an emergency meeting of the Board without first having complied with Subsections (1), (2), and (3), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to notify all Board Supervisors of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation

in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

- 17) Budget Hearing; Budget Amendment. Notice of hearing on the annual budget(s) shall be in accordance with Section 190.008, Florida Statutes. Once adopted in accordance with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. The District Manager may authorize transfers not to exceed \$100,000 for the Village Center Community Development District. If it is necessary to transfer a balance that exceeds the authorized amounts for approval by the District Manager, then it is required to receive approval by the Board. A budget resolution is required for approval by the Board if the budget total will change. In the case of an emergency expenditure affecting the health, safety or welfare of the District, its residents, or landowners, such expenditures must be approved in advance by the District Manager.
- 18) Continuances. Any meeting of the Board or any item or matter included on the agenda or coming before the Board at a noticed meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the Board meeting where the item or matter came before the Board.

1.6 Rulemaking Proceedings.

- 1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.
- 2) Notice of Rule Development. Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available. All rules should be drafted in accordance with Chapter 120, F.S.
- 3) Notice of Proceedings and Proposed Rules. Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within 21 days after publication of the notice. The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled. Except when the intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.
 - a. The notice shall be published in a newspaper of general circulation in the District not less than 28 days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - b. The notice shall be mailed to all persons named in the proposed rule. Any person may file a written request with the District Manager or secretary at the Board's office to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least 14 days prior to such mailing, have made requests of the district for advance notice of its proceedings.

- 4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Board Chair must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- 5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address, and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify 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 rule or action requested. Petitions to initiate rulemaking shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes (1999), except that copies of the petition shall not be sent to the Administrative Procedures Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.
- 6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of cost of copies, the following materials:
 - a. The text of the proposed rule, or any amendment or repeal of any existing rules;
 - b. A detailed written statement of the facts and circumstances justifying the proposed rule;
 - c. A copy of the statement of estimated regulatory costs if required by Section 120.541; and
 - d. The published notice.
- 7) Rulemaking Proceedings - No Hearing. When no hearing is requested and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule-adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.
- 8) Rulemaking Proceedings - Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide (upon request) 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. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule.
- 9) Request for a Public Hearing. A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within 21 days after notice of intent to

adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend, or repeal the rule.

- a. If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least 7 days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.
 - b. Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made a part of the rulemaking record.
- 10) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as practical in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions
- 11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.
- 12) Variances and Waivers. Variances and waivers from District rules may be granted subject to the provisions and limitations contained in Section 120.542, Florida Statutes.

1.7 Decisions Determining Substantial Interests.

- 1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Board Chair shall designate any member of the Board (including the Chair), District Manager, District General Counsel, or other person to conduct the hearing.
 - a. The person conducting the hearing 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 prehearing matters;
 - iv. Enter orders;
 - v. Make or receive offers of settlement, stipulation, and adjustment.
 - b. The person conducting the hearing 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.
 - c. The District shall issue a final order within forty-five (45) days:
 - i. After the hearing is concluded, if conducted by the Board;
 - ii. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
 - iii. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- 2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:
 - a. Adopt a resolution identifying the property to be taken;

- i. If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

1.8 Purchasing Policies and Procedures.

- 1) The Village Center Community Development District's purchasing policies and procedures will be conducted in accordance with the authority given in Chapter 190 of Florida State Statutes and all other applicable laws.

1.9 Effective Date.

- 1) These Rules shall be effective _____, 2019, except that no election of officers required by these Rules shall be required until after the next regular election for the Board of Supervisors.

Specific Authority:

Chapter 190, F.S. and other applicable laws



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Deputy Chief James Goodworth

DATE: 2/15/2019

SUBJECT: Request for addition of Fleet /Logistics Manager Position

ISSUE: Request for addition of Fleet /Logistics Manager Position

ANALYSIS/INFORMATION:

The District continues to evaluate processes and procedures on every level, and has been diligent in creating efficiencies and economies of scale wherever possible, while still providing great quality service to our staff, residents and guests. In February 2019, The Villages Center Community Development District (VCCDD) entered into an interlocal service agreement with Sumter County Board of County Commissioners. Within that agreement contains a sub-agreement for the provision of fleet maintenance service with Sumter County Board of County Commissioners. The District and the County recognized that this is the most efficient approach to assuring efficient and effective fleet and equipment maintenance for all vehicles leased or owned by the District to include fire equipment.

Currently, the Department of Public Safety has 3 Full Time Fleet Technicians on staff. The Interlocal agreement with Sumter County Board of County Commissioners provides us the opportunity to restructure our current fleet personnel by consolidating these 3 FT Fleet Technician positions to 1 FT Fleet/Logistics Manager position and thereby saving approximately 100k within the first year and escalating thereafter. The essential duties of this new position include:

- Manages contracts for the Fleet Maintenance Program. Ensures quality assurance and performance measures are met.
- Shall be the liaison for the leasing of all vehicles within the District.
- Reviews leasing and purchasing for new and replacement district vehicles
- Responsible for the facilities maintenance, and inventory control of Public safety Department supplies and inventories.
- Shall have interaction and coordination on a regular basis between other governmental entities.

BUDGET IMPACT

The 3 FT Fleet Technician positions are a pay grade 115. The combined annual salaries of these 3 positions, with fully loaded benefits total \$187,405. The new Fleet/Logistics Manager position will remain at the same pay grade of 115 with an anticipated starting salary of \$50,000 and an annual cost, with fully loaded benefits, of \$87,301.

The restructuring of the fleet positions will result in a positive impact on the Public Safety budget resulting in an overall decrease of \$100,104 within the Logistics personnel expenditure account.

STAFF RECOMMENDATION:

Staff recommends the Village Center Community Development District approve the addition of the position of Fleet/Logistics Manager

MOTION: Motion to approve the addition of the position of Fleet/Logistics Manager for The Villages Public Safety Department.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Richard Baier, District Manager

DATE: 3/6/2019

SUBJECT: **Designation of Authorized Agents for District Utility Operations.**

ISSUE: Designation of Authorized Agents for District Utility Operations.

ANALYSIS/INFORMATION:

Approval of appointing John (Trey) Arnett III and Brian Foulkes of Arnett Environmental LLC as Authorized Agents for all matters relating to the utility operations of the District owned utilities. This appointment shall include, but not be limited to, execution of regulatory documents, execution of utility service agreements, and approval of quotes obtained in accordance with District purchasing guidelines. This authorization will remain in effect until further action is taken by the Board of Supervisors to rescind the appointment.

STAFF RECOMMENDATION:

Staff requests approval of appointing John (Trey) Arnett III and Brian Foulkes of Arnett Environmental LLC as Authorized Agents for all matters relating to the utility operations of the District owned utilities.

MOTION:

Motion to approve the appointment of John (Trey) Arnett III and Brian Foulkes of Arnett Environmental LLC as Authorized Agents for all matters relating to the utility operations of the District owned utilities.

ATTACHMENTS:

Description	Type
□ Authorization	Cover Memo



March 6, 2019

RE: Designation of Authorized Agents for District Utility Operations

To Whom It May Concern:

At the regular meeting of the Board of Supervisors of Village Center Community Development District held on March 6, 2019, the Board voted to appoint John (Trey) Arnett III and Brian Foulkes of Arnett Environmental LLC as their Authorized Agents for all matters relating to the utility operations of the District. This appointment shall include, but not be limited to, execution of regulatory documents, execution of utility service agreements, and approval of quotes obtained in accordance with District purchasing guidelines.

This authorization will remain in effect until further action is taken by the Board of Supervisors to rescind the appointment.

Richard Baier
District Manager



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Anne Hochsprung, Finance Director

DATE: 3/6/2019

SUBJECT: Long-term Investment Portfolio

ISSUE:

Consideration to Increase Long-Term Investment Portfolio

ANALYSIS/INFORMATION:

The Investment Advisory Committee met with PFM Advisors on February 5, 2019 to review the annual cash flow analysis. The analysis is performed annually to determine the appropriate allocation of cash, cash equivalents and investments in the Long Term Investment Portfolio (LTIP). As previously defined by the Board, the balance in the LTIP should be 15% of the total cash and investment portfolio, net of the short term allocation. Based on this analysis, the IAC recommended a net \$4 million increase to the LTIP across all Districts combined to be reevaluated every quarter and deposited ratably over the next four quarters, beginning April 1, 2019.

Total cash and investments on hand in all VCCDD funds combined as of September 30, 2018 were \$89,694,446, of which \$10,763,314 should be in the LTIP as outlined by fund below.

STAFF RECOMMENDATION:

Increase the amount invested in the LTIP in quarterly installments, beginning April 1, 2019 as follows:

District Name	Recommended LTIP Balance (15%)	LTIP Balance as of September 30, 2018	Total Add'l Funds to Deposit	Adjusted LTIP Balance	April 1 Qtrly Installment
VCCDD BTS Fiduciary Fund	\$ 5,322		\$ -	\$ -	\$ -
VCCDD Community Standards	59,485	44,135	15,350	59,485	15,350
VCCDD Fitness Fund	22,165	22,611	-	22,611	-
VCCDD General Fund	1,214,929	874,522	340,407	1,214,929	85,102
VCCDD GF Flex Medical					-
VCCDD LSSA Utility	1,777,039	1,071,189	705,850	1,777,039	176,462
VCCDD Payroll					-
VCCDD RAD	4,897,852	4,485,524	412,328	4,897,852	103,082
VCCDD RAD Golf					-
VCCDD Road Maint	70,657	59,831	10,826	70,657	10,826
VCCDD Rolling Acres	30,468	26,307	4,161	30,468	4,161
VCCDD Safety	983,688	804,537	179,151	983,688	44,788
VCCDD Safety Flex Spending					-
VCCDD VCSA Utility	1,443,380	1,212,631	230,749	1,443,380	57,687
VCCDD VOSS	253,761	201,801	51,960	253,761	12,990
VCSA System Dev Cash					-
VDCCDD TEA	4,569	-	-	-	-
Total VCCDD	\$ 10,763,314	\$ 8,803,088	\$ 1,950,781	\$ 10,753,869	\$ 487,695

MOTION:

Move to approve a total \$487,695 increase to the specifically identified Long Term Investment Portfolio funds above as of April 1, 2019. Maintain the current LTIP balance for the Fitness fund and do not invest any TEA or Beyond the Stars funds in the LTIP at this time.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Anne Hochsprung, Finance Director

DATE: 3/6/2019

SUBJECT: **Financial Statements**

ISSUE: Budget to Actual Statements as of January 31, 2019

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
❑ Budget to Actual Statements	Cover Memo
❑ Cash Sheet	Cover Memo

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT	
GENERAL FUND OPERATING BUDGET	
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)	
Four (4) Months of Operations - 33.33% of Year	

Account Number	Description of Account		Annual Budget	Actual Information		Year-to-Date Variance	Percent of Annual Budget	Footnotes
				Current Month Actual	Year-to-Date Actual			
	REVENUES:					Over/(Under)		
338000	Management Fees - Intergovernmental		\$ 5,648,855	\$ 479,648	\$ 1,883,087	\$ (3,765,768)	33.34%	
338000	Fees for Services - Intergovernmental		21,035,968	1,752,994	7,012,016	(14,023,952)	33.33%	
338000	Tech Service Fees - Intergovernmental		746,690	62,226	248,882	(497,808)	33.33%	
341301	Admin Fees from Developer		144,468	12,039	48,156	(96,312)	33.33%	
341302	Recreation Fees from Developer		1,222,840	101,903	407,616	(815,224)	33.33%	
341307	Tech Service Fees from Developer		39,272	3,273	13,088	(26,184)	33.33%	
341308	Tech Service Fees from CSU		29,167	2,431	9,719	(19,448)	33.32%	
341309	Tech Service Fees from SWCA		142	12	46	(96)	32.39%	
341310	Admin Service Fees from CSU		204,224	17,019	68,072	(136,152)	33.33%	
341311	Admin Service Fees from SWCA		9,004	750	3,004	(6,000)	33.36%	
341312	Admin Service Fees from FWCA		16,194	1,350	5,394	(10,800)	33.31%	
341313	Admin Service Fees from Tri-County Sntn		8,348	696	2,780	(5,568)	33.30%	
341314	Admin Service Fees from SSU		26,039	2,170	8,679	(17,360)	33.33%	
341315	Tech Service Fees from FWCA		2,119	177	703	(1,416)	33.18%	
341316	Tech Service Fees from SSU		3,144	262	1,048	(2,096)	33.33%	
341317	Community Watch from Developer		470,502	44	180	(470,322)	0.04%	A
341900	Other General Government Charges		42,000	45	13,183	(28,817)	31.39%	
361110	Interest Income		60,500	22,395	79,563	19,063	131.51%	B
361307	Unrealized Gain or Loss- LTIP		-	(37,223)	(74,677)	(74,677)	0.00%	C
366010	Donations - Other		35,000	11,150	18,479	(16,521)	52.80%	
	Total Revenues:		\$ 29,744,476	\$ 2,433,361	\$ 9,749,018	\$ (19,995,458)	32.78%	
	EXPENDITURES :					Under/(Over)		
500100	Salaries and Wages	**	\$ 18,275,797	\$ 1,919,652	\$ 5,445,137	\$ 12,830,660	29.79%	
500200	Employee Benefits		5,860,425	436,598	1,983,674	3,876,751	33.85%	
	Subtotal Personal Service Expenses		24,136,222	2,356,250	7,428,811	16,707,411	30.78%	
500310	Professional Services	**	486,778	42,995	128,096	358,682	26.32%	
500340	Other Contractual Services	**	1,160,476	76,895	357,995	802,481	30.85%	
500400	Travel & Per Diem		71,087	3,833	12,122	58,965	17.05%	
500410	Communications & Freight Services		425,757	26,195	78,979	346,778	18.55%	
500430	Utilities Services		100,772	6,362	27,157	73,615	26.95%	
500440	Rentals & Leases		834,484	64,457	270,074	564,410	32.36%	
500460	Repairs & Maintenance Services	**	312,386	17,075	60,296	252,090	19.30%	
500470	Printing & Binding	**	211,745	16,544	69,839	141,906	32.98%	
500480	Promotional Activities		339,430	36,433	78,530	260,900	23.14%	
500490	Other Current Charges		37,272	6,837	13,791	23,481	37.00%	
500510	Office Supplies	**	73,886	5,283	16,195	57,691	21.92%	
500520	Operating Supplies	**	1,037,040	43,836	247,681	789,359	23.88%	
500540	Books, Publications, Subscriptions & Dues	**	135,013	10,159	25,155	109,858	18.63%	
	Subtotal Operating Expenses		5,226,126	356,904	1,385,910	3,840,216	26.52%	
500641	Vehicles		450,853	-	32,383	418,470	7.18%	D
500642	Capital FF&E	**	938,963	-	-	938,963	0.00%	E
500600	Capital Project Expense		1,389,816	-	32,383	1,357,433	2.33%	
	Total Expenditures		\$ 30,752,164	\$ 2,713,154	\$ 8,847,104	\$ 21,905,060	28.77%	
	Change in Unreserved Net Position		\$ (1,007,688)	\$ (279,793)	\$ 901,914	\$ 1,909,602		
	Change in Unreserved Net Position indicates a budgeted use of Working Capital.							

GENERAL FUND OPERATING BUDGET

Four (4) Months of Operations - 33.33% of Year

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VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
VILLAGE OF SPANISH SPRINGS (VOSS) BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)
Four (4) Months of Operations - 33.33% of Year

				Actual Information				
Account Number	Description of Account		Annual Budget	Current Month Actual	Year-to-Date Actual	Year-to-Date Variance	Percent of Annual Budget	Footnotes
	REVENUES:					Over/(Under)		
325214	CAM & Road Maintenance Assessments		\$ 1,299,311	\$ 216,552	\$ 866,207	\$ (433,104)	66.67%	A
341999	Miscellaneous Revenue		2,000	-	-	(2,000)	0.00%	
361000	Interest Income		13,700	4,141	14,129	429	103.13%	B
361404	Realized Gain or Loss-FMlvt		-	3	3	3	0.00%	
361409	Realized Gain (Loss)-FLFIT		-	418	1,201	1,201	0.00%	B
362003	Ground Lease		1,116	1,071	1,071	(45)	95.97%	C
362019	Rents & Leases		28,387	706	4,034	(24,353)	14.21%	
	Total Revenues:		1,344,514	222,891	886,645	(457,869)	65.95%	
361306	Unrealized Gain or Loss- FLGIT		-	929	1,527	1,527	0.00%	D
361307	Unrealized Gain or Loss- LTIP		-	(8,589)	(17,232)	(17,232)	0.00%	D
361309	Unrealized Gain or Loss-FLFIT		-	45	(137)	(137)	0.00%	B
	Total Available Resources:		\$ 1,344,514	\$ 215,276	\$ 870,803	\$ (473,711)	64.77%	
	EXPENDITURES:					Under/(Over)		
539311	Management Fee		\$ 140,313	\$ 11,692	\$ 46,777	\$ 93,536	33.34%	
539312	Engineering Services		6,500	6	6	6,494	0.09%	E
539318	Technology Services		2,448	204	816	1,632	33.33%	
539319	Other Professional Services		4,057	277	678	3,379	16.71%	
539341	Janitorial (Porter) Services		73,243	6,050	24,421	48,822	33.34%	
539343	Systems Management Support		94,804	86	336	94,468	0.35%	F
539431	Utilities- Electricity		98,266	7,723	30,443	67,823	30.98%	
539432	Utilities- Natural Gas		557	11	125	432	22.44%	
539433	Utilities- Water & Sewer		4,025	321	1,405	2,620	34.91%	
539434	Irrigation Water		30,189	2,253	10,540	19,649	34.91%	
539442	Equipment Rental		1,500	-	-	1,500	0.00%	
539444	Storage Unit Rental		3,000	190	380	2,620	12.67%	
539461	Equipment Maintenance		500	-	-	500	0.00%	
539462	Building/Structure Maintenance	**	327,978	21,446	129,756	198,222	39.56%	
539463	Landscape Maintenance- Recurring		199,124	15,561	46,683	152,441	23.44%	
539464	Landscape Maintenance- Non-Recurring	**	115,554	-	-	115,554	0.00%	G
539468	Irrigation Repair		12,007	1,445	1,595	10,412	13.28%	
539469	Other Maintenance	**	303,937	20,152	77,829	226,108	25.61%	
539493	Permits & Licenses		250	-	-	250	0.00%	
539499	Miscellaneous Current Charges		15,000	966	6,716	8,284	44.77%	
539522	Operating Supplies		2,700	131	346	2,354	12.81%	
539524	Non-Capital FF&E		8,300	-	49	8,251	0.59%	
	Subtotal Operating Expenditures		1,444,252	88,514	378,901	1,065,351	26.24%	
500633	Infrastructure	**	242,036	-	-	242,036	0.00%	H
500642	Capital FF&E		340,000	-	1,078	338,922	0.32%	H
	Subtotal Non-operating Expenditures		582,036	-	1,078	580,958	0.19%	
539916	Transfer to Road Maintenance Fund		38,765	3,230	12,925	25,840	33.34%	
	Subtotal Transfers		38,765	3,230	12,925	25,840	33.34%	
	Total Expenditures		\$ 2,065,053	\$ 91,744	\$ 392,904	\$ 1,672,149	19.03%	
	Change in Unreserved Net Position		\$ (720,539)	\$ 123,532	\$ 477,899	\$ 1,198,438		
	Change in Unreserved Net Position indicates a budgeted use of General R&R (\$233,460) and use of Working Capital (\$487,079).							

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[illegible]

	Working Capital	-	\$ 201,363					
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[illegible]

	Building/Structure Maintenance	+	\$ 117,446					
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	Landscape Maintenance/Non-Recurring	+	\$ 57,754					
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	Other Maintenance	+	\$ 17,587					
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	Capital Infrastructure	+	\$ 8,576					
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	TOTAL	+	\$ 201,363					
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VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
ROLLING ACRES PLAZA SPECIAL REVENUE FUND BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)
Four (4) Months of Operations - 33.33% of Year

Account Number	Description of Account	Annual Budget	Actual Information		Year-to-Date Variance	Percent of Annual Budget	Footnotes
			Current Month Actual	Year-to-Date Actual			
	REVENUES:				Over/(Under)		
325214	CAM & Road Maintenance Assessments	\$ 107,669	\$ 10,977	\$ 85,715	\$ (21,954)	79.61%	A
361000	Interest Income	1,950	581	2,053	103	105.28%	B
	Total Revenues:	\$ 109,619	\$ 11,558	\$ 87,768	\$ (21,851)	80.07%	
361307	Unrealized Gain or Loss- LTIP	-	(1,119)	(2,246)	(2,246)	0.00%	C
	Total Available Resources:	\$ 109,619	\$ 10,439	\$ 85,522	\$ (24,097)	78.02%	
	EXPENDITURES:				Under/(Over)		
539311	Management Fee	\$ 14,042	\$ 1,170	\$ 4,682	\$ 9,360	33.34%	
539318	Technology Services	439	37	143	296	32.57%	
539319	Other Professional Services	406	11	33	373	8.13%	
539411	Telephone	450	39	153	297	34.00%	
539431	Electricity	475	44	163	312	34.32%	
539434	Irrigation Water	4,694	164	1,125	3,569	23.97%	
536462	Building/Structure Maintenance	6,250	-	-	6,250	0.00%	D
539463	Landscape Maintenance- Recurring	25,331	1,851	7,403	17,928	29.23%	
539464	Landscape Maintenance- Non-Recurring	2,250	-	-	2,250	0.00%	
539467	Gate Maintenance	2,958	401	602	2,356	20.35%	
539468	Irrigation Repair	1,569	-	-	1,569	0.00%	
539469	Other Maintenance	8,700	-	495	8,205	5.69%	E
539522	Operating Supplies	200	-	-	200	0.00%	
	Subtotal Operating Expenses	67,764	3,717	14,799	52,965	21.84%	
539633	Capital Outlay Expenditures - Infrastructure	53,850	-	-	53,850	0.00%	F
	Subtotal Non-Operating Expenditures	53,850	-	-	53,850	0.00%	
539916	Transfer to Road Maintenance Fund	27,437	2,286	9,149	18,288	33.35%	
	Subtotal Transfers	27,437	2,286	9,149	18,288	33.35%	
	Total Expenditures	\$ 149,051	\$ 6,003	\$ 23,948	\$ 125,103	16.07%	
	Change in Unreserved Net Position	\$ (39,432)	\$ 4,436	\$ 61,574	\$ 101,006		
	Change in Unreserved Net Position indicates a budgeted use of Working Capital						
	Fund Balance Analysis:	Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance		
	Unassigned	\$ 171,950	\$ 4,436	\$ 61,574	\$ 233,524		
	Committed General R&R Reserve	80,000	-	-	80,000		
	Total Fund Balance	\$ 251,950	\$ 4,436	\$ 61,574	\$ 313,524		
Footnotes:							
A	Revenue is billed in six monthly installments from October to March. Target requested their assessment be billed in one annual invoice which was done in October.						
B	Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS).						
		Month	CFB	FLCLASS			
		Oct-18	1.64%	2.29%			
		Nov-18	1.64%	2.41%			
		Dec-18	1.73%	2.51%			
		Jan-19	1.89%	2.63%			
C	LTIP unrealized gain/ loss will not be available until next month.						
		Month	LTIP				
		Oct-18	-63.06%				
		Nov-18	12.39%				
		Dec-18	-53.31%				
		Jan-19	-				
D	Oak Meadows budgeted maintenance for miscellaneous repairs (wall painting, parking lots, fences, etc.) has not occurred to date.						
E	Majority of budgeted expenses for tree maintenance, pressure washing, etc. have not occurred to date.						
F	Budgeted Capital Expenditures are for Oak Meadow entry fence replacment (\$15,000) and a chain link fence replacement (\$38,850).						

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT							
ROAD MAINTENANCE SPECIAL REVENUE FUND BUDGET							
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)							
Four (4) Months of Operations - 33.33% of Year							
Account Number	Description of Account	Annual Budget	Actual Information		Year-to-Date Variance	Percent of Annual Budget	Footnotes
			Current Month Actual	Year-to-Date Actual			
	REVENUES:				Over/(Under)		
325214	Road Maintenance Assessments	\$ 36,606	\$ -	\$ 36,605	\$ (1)	100.00%	A
361101	Interest Income	3,700	872	3,111	(589)	84.08%	B
361404	Realized Gain or Loss - FMIvT	-	1	1	1	0.00%	
361409	Realized Gain or Loss - FLFIT	-	210	605	605	0.00%	B
	Total Revenues:	40,306	1,083	40,322	16	100.04%	
381005	Transfer-in from VOSS & Rolling Acres	66,202	5,516	22,074	(44,128)	33.34%	
361306	Unrealized Gain or Loss - FLGIT	-	495	814	814	0.00%	C
361307	Unrealized Gain or Loss - LTIP	-	(2,546)	(5,109)	(5,109)	0.00%	C
361309	Unrealized Gain or Loss - FLFIT	-	23	(69)	(69)	0.00%	B
	Total Available Resources:	\$ 106,508	\$ 4,571	\$ 58,032	\$ (48,476)	54.49%	
	EXPENDITURES:				Under/(Over)		
539311	Management Fees	\$ 6,812	\$ 567	\$ 2,276	\$ 4,536	33.41%	
539318	Technology Services	200	17	64	136	32.00%	
539319	Other Professional Services	998	25	76	922	7.62%	
539462	Building/Infrastructure Maintenance	14,000	-	-	14,000	0.00%	D
539469	Other Maintenance	11,500	-	-	11,500	0.00%	E
	Subtotal Operating Expenditures	33,510	609	2,416	31,094	7.21%	
	Total Expenditures	\$ 33,510	\$ 609	\$ 2,416	\$ 31,094	7.21%	
	Change in Unreserved Net Position	\$ 72,998	\$ 3,962	\$ 55,616	\$ (17,382)		
Change in Unreserved Net Position indicates a budgeted addition of \$72,998 to Working Capital							
	Fund Balance Analysis:	Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance		
	Unassigned	\$ 362,709	\$ 3,962	\$ 55,616	\$ 418,325		
	Committed General R&R Reserve	226,450	-	-	226,450		
	Total Fund Balance	\$ 589,159	\$ 3,962	\$ 55,616	\$ 644,775		
Footnotes:							
A	Annual revenue for maintenance assessments is billed in October.						
B	Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), and Florida Fixed income Trust (FLFIT).						
		Month	CFB	FLCLASS	FLFIT		
		Oct-18	1.64%	2.29%	2.58%		
		Nov-18	1.64%	2.41%	2.64%		
		Dec-18	1.73%	2.51%	2.69%		
		Jan-19	1.89%	2.63%	2.76%		
C	FLGIT and LTIP unrealized gain/ loss will not be available until next month.						
		Month	FLGIT	LTIP			
		Oct-18	0.96%	-63.06%			
		Nov-18	3.37%	12.39%			
		Dec-18	6.73%	-53.31%			
		Jan-19	-	-			
D	Budgeted expenditures for rejuvenator at Paige Place (\$8,000) and road repairs (\$6,000) have not occurred to date.						
E	Budgeted expenditures for pressure washing at the crosswalks have not occurred to date.						

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
PUBLIC SAFETY DEPARTMENT SPECIAL REVENUE FUND BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)
Four (4) Months of Operations - 33.33% of Year

			Actual Information					
Account Number	Description of Account		Annual Budget	Current Month Actual	Year-to-Date Actual	Year-to-Date Variance	Percent of Annual Budget	Footnotes
	REVENUES:					Over/(Under)		
325212	Fire Assessment- Lake County Residential		\$ 784,259	\$ 82,268	\$ 709,984	\$ (74,275)	90.53%	A
335211	Firefighter Supplemental Compensation		39,000	-	-	(39,000)	0.00%	B
338033	Safety Fees from RAD - Current		1,075,700	89,605	358,420	(717,280)	33.32%	
338034	Safety Fees from SLAD- Current		1,822,683	159,817	635,741	(1,186,942)	34.88%	
338035	Safety Fees from SLAD- Future		121,274	-	-	(121,274)	0.00%	
338036	Sumter County Fire Assessments		6,224,199	5,089,063	5,089,063	(1,135,136)	81.76%	A
338038	Sumter County Oxville Assessments		394,444	213,952	216,659	(177,785)	54.93%	A
338039	Sumter County Medical Assessments		7,098,803	-	-	(7,098,803)	0.00%	C
338040	Management Fees - Community Watch		275,214	22,796	91,184	(184,030)	33.13%	
338100	Safety Fees from RAD - Future		14,688	1,036	3,953	(10,735)	26.91%	
339201	Fire Protection - Fruitland Park		325,000	27,859	111,436	(213,564)	34.29%	
341999	Miscellaneous Revenue		26,000	1	11,482	(14,518)	44.16%	
342401	CPR Class Fees		9,300	907	2,137	(7,163)	22.98%	
342999	Other Public Safety Fees		-	-	73	73	0.00%	
361100	Interest Income		29,500	5,385	27,967	(1,533)	94.80%	D
364001	Disposition of Fixed Assets		43,500	-	-	(43,500)	0.00%	
366000	Donations		-	240	1,135	1,135	0.00%	E
361404	Realized Gain(Loss) - FMLvT		-	13	13	13	0.00%	
361409	Realized Gain(Loss) - FLFIT		-	2,023	5,817	5,817	0.00%	D
	Total Revenues:		18,283,564	5,694,965	7,265,064	(11,018,500)	39.74%	
361306	Unrealized Gain or Loss- FLGIT		-	5,098	8,375	8,375	0.00%	F
361307	Unrealized Gain or Loss- LTIP		-	(34,244)	(68,701)	(68,701)	0.00%	F
361309	Unrealized Gain or Loss - FLFIT		-	219	(662)	(662)	0.00%	D
	Total Available Resources:		\$ 18,283,564	\$ 5,666,038	\$ 7,204,076	\$ (11,079,488)	39.40%	
	EXPENDITURES:					Under/(Over)		
500110	Personnel Services		\$ 12,931,636	\$ 1,292,480	\$ 4,030,534	\$ 8,901,102	31.17%	
500310	Professional Services		388,359	43,507	139,415	248,944	35.90%	
500320	Accounting & Auditing		8,649	-	2,153	6,496	24.89%	
500340	Other Contractual Services	**	454,889	21,069	207,544	247,345	45.63%	
500400	Travel & Per Diem	**	39,754	9,748	36,573	3,181	92.00%	G
500410	Communications & Freight	**	44,066	4,845	12,951	31,115	29.39%	
500430	Utility Service		178,001	10,397	39,399	138,602	22.13%	
500440	Rentals & Leases		224,805	10,096	42,874	181,931	19.07%	
500450	Insurance Premiums		169,177	-	161,579	7,598	95.51%	H
500460	Repair & Maintenance		741,791	42,087	128,062	613,729	17.26%	
500490	Other Current Charges		18,103	-	3,785	14,318	20.91%	
500510	Office Supplies		37,797	2,079	4,482	33,315	11.86%	
500520	Operating Supplies	**	1,368,355	77,580	197,570	1,170,785	14.44%	
500540	Books, Dues & Subscriptions	**	199,289	12,829	39,505	159,784	19.82%	
	Subtotal Operating Expenditures		16,804,671	1,526,717	5,046,426	11,758,245	30.03%	
500622	Buildings		116,950	-	170,270	(53,320)	145.59%	I
500641	Vehicles	**	1,310,000	79,350	128,699	1,181,301	9.82%	I
500642	Capital FF&E	**	208,750	79,777	79,777	128,973	38.22%	I
	Subtotal Non-operating Expenditures		1,635,700	159,127	378,746	1,256,954	23.15%	
500911	Transfer to General R&R Reserve		100,000	8,333	33,336	66,664	33.34%	
500920	Transfer to Vehicle Equipment R&R		508,000	42,333	169,336	338,664	33.33%	
	Subtotal Reserve Transfers		608,000	50,666	202,672	405,328	33.33%	
	Total Expenditures		\$ 19,048,371	\$ 1,736,510	\$ 5,627,844	\$ 13,420,527	29.55%	
	Change in Unreserved Net Position		\$ (764,807)	\$ 3,929,528	\$ 1,576,232	\$ 2,341,039		
Change in Unreserved Net Position indicates a budgeted Addition to Working Capital of \$70,193 and Use of Committed Vehicle/Equipment R&R Reserve of (\$835,000).								

	Fund Balance Analysis:		Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance			
	Unassigned		\$ 5,434,005	\$ 3,929,528	\$ 1,576,232	\$ 7,010,237			
	Committed General R&R Reserve		2,481,989	8,333	33,336	2,515,325			
	Committed R&R Vehicle/Equipment		-	42,333	169,336	169,336			
	Total Fund Balance		\$ 7,915,994	\$ 3,980,194	\$ 1,778,904	\$ 9,694,898			

A	Fire assessments start to be collected as tax bills are paid and assessments are received from the counties.				
B	Quarterly Supplemental Compensation payment has not been received.				
C	Sumter County Medical Assistance Revenue is received 3 or 4 times a year. Last year first payment was made in February.				
D	Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), Florida Education Investment Trust Fund (FEITF), and Florida Fixed Income Trust (FLFIT).				

			Month	CFB	FLCLASS	FEITF	FLFIT	
			Oct-18	1.64%	2.29%	2.26%	2.58%	
			Nov-18	1.64%	2.41%	2.32%	2.64%	
			Dec-18	1.73%	2.51%	2.46%	2.69%	
			Jan-19	1.89%	2.63%	2.61%	2.76%	

E	Unbudgeted funds received for employee appreciation.					
F	FLGIT and LTIP unrealized gain/ loss will not be available until next month.					

			Month	FLGIT	L TIP					
			Oct-18	0.96%	-63.06%					
			Nov-18	3.37%	12.39%					
			Dec-18	6.73%	-53.31%					
			Jan-19	--	--					

G	Travel and Per Diem expenditures are running higher than anticipated budget due to the lodging for safety crew during the Paradise Station #43 reconstruction. A budget resolution will be processed once project is complete.					
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[illegible]

I	Buildings - Expenditures are for unbudgeted Paradise Station #43 reconstruction. A budget resolution will be processed once project is complete
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	Unspent budgeted expenditures are for new roofs for Paradise Station #43 and EMS Station #21 and Security System for Stations	
	Wildwood #46 and Belle Meade #42.	

[illegible]

	Unspent budgeted expenditures are for a new engine at Station #47, engine replacement for vehicle #129, and a new rescue truck #165.
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Capital FF&E - Unspent budgeted expenditures are for LifePak-15 and Holmatro Jaws of Life for the 2 new engines.		
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**	Carry Forwards
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Transfer from:								
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	Working Capital	-	\$ 236,246					
	Other Contractual Services	-	\$ 360,000					
	TOTAL	-	\$ 596,246					

Transfer to:							
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	Other Contractual Services	+	\$ 20,000					
	Travel & Per Diem	+	\$ 3,480					
	Communication & Freight Services	+	\$ 1,990					
	Operating Supplies	+	\$ 150,026					
	Books, Publications, Subscriptions & Dues	+	\$ 12,000					
	Capital FF&E	+	\$ 360,000					
	Capital Vehicles	+	\$ 48,750					
	TOTAL	+	\$ 596,246					

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
COMMUNITY STANDARDS SPECIAL REVENUE FUND OPERATING BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)
Four (4) Months of Operations - 33.33% of Year

Account Number	Description of Account	Annual Budget	Actual Information		Year-to-Date Variance	Percent of Annual Budget	Footnotes
			Current Month Actual	Year-to-Date Actual			
	REVENUES:				Over/(Under)		
338056	Community Standard Fees from RAD	\$ 70,077	\$ 5,840	\$ 23,357	\$ (46,720)	33.33%	
338058	Community Standard Fees from District 1	46,464	3,872	15,488	(30,976)	33.33%	
338059	Community Standard Fees from District 2	42,485	3,540	14,165	(28,320)	33.34%	
338060	Community Standard Fees from District 3	36,307	3,026	12,099	(24,208)	33.32%	
338061	Community Standard Fees from District 4	52,956	4,413	17,652	(35,304)	33.33%	
338062	Community Standard Fees from District 5	59,396	4,950	19,796	(39,600)	33.33%	
338063	Community Standard Fees from District 6	65,208	5,434	21,736	(43,472)	33.33%	
338064	Community Standard Fees from District 7	50,705	4,225	16,905	(33,800)	33.34%	
338065	Community Standard Fees from District 8	64,998	5,417	21,662	(43,336)	33.33%	
338066	Community Standard Fees from District 9	66,098	5,508	22,034	(44,064)	33.34%	
338067	Community Standard Fees from District 10	101,032	8,419	33,680	(67,352)	33.34%	
341303	Community Standard Fees from Developer	24,297	2,025	8,099	(16,198)	33.33%	
354001	Deed Compliance Fines	27,500	1,800	3,950	(23,550)	14.36%	
361100	Interest Income	5,100	957	3,516	(1,584)	68.94%	A
361307	Unrealized Gain or Loss- LTIP	-	(1,879)	(3,769)	(3,769)	0.00%	B
	Total Revenues:	\$ 712,623	\$ 57,547	\$ 230,370	\$ (482,253)	32.33%	
	EXPENDITURES:				Under/(Over)		
519100	Salary & Wages	\$ 288,158	\$ 29,282	\$ 80,345	\$ 207,813	27.88%	
519200	Employee Benefits	127,914	11,234	42,437	85,477	33.18%	
	Subtotal Personnel Services	416,072	40,516	122,782	293,290	29.51%	
519311	VCCDD Management Fees	154,951	12,912	51,655	103,296	33.34%	
514313	Legal Fees	60,900	4,467	24,863	36,037	40.83%	
519318	Technology Services	2,688	224	896	1,792	33.33%	
519319	Other Professional Services	254	18	56	198	22.05%	
519343	Systems Management Support	12,288	928	5,605	6,683	45.61%	C
519411	Telephone	2,288	71	232	2,056	10.14%	
519412	Postage	2,000	24	289	1,711	14.45%	
519442	Equipment Rental	12,264	222	2,721	9,543	22.19%	
519465	Vehicle Repair & Maintenance	2,865	-	70	2,795	2.44%	
519469	Other Maintenance	15,000	-	800	14,200	5.33%	D
519471	Printing & Binding	2,000	-	173	1,827	8.65%	
519497	Legal Advertising	75	-	-	75	0.00%	
519511	Office Supplies	3,208	309	773	2,435	24.10%	
519521	Gasoline/Diesel	12,100	57	409	11,691	3.38%	E
519522	Operating Materials & Supplies	1,570	273	561	1,009	35.73%	
519525	Non-Capital Hardware/Software	1,000	678	678	322	67.80%	F
519541	Books & Publications	100	-	-	100	0.00%	
519542	Training & Education	1,000	-	-	1,000	0.00%	
519993	Surplus Fines	10,000	-	-	10,000	0.00%	G
	Subtotal Operating Expenses	296,551	20,183	89,781	206,770	30.28%	
	Total Expenditures	\$ 712,623	\$ 60,699	\$ 212,563	\$ 500,060	29.83%	
	Change in Unreserved Net Position	\$ -	\$ (3,152)	\$ 17,807	\$ 17,807		

<p align="center"> VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT COMMUNITY STANDARDS SPECIAL REVENUE FUND OPERATING BUDGET BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited) Four (4) Months of Operations - 33.33% of Year </p>	
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			Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance	
	Fund Balance Analysis:						
	Unassigned		\$ 379,348	\$ (3,152)	\$ 17,807	\$ 397,155	
	Committed - Deed Compliance		84,440	-	-	84,440	
	Total Fund Balance		\$ 463,788	\$ (3,152)	\$ 17,807	\$ 481,595	

Footnotes:

A	Interest Income includes monthly interest from CFB, our depository bank and investments with Florida Cooperative Liquid Assets Security System (FLCLASS).						
		Month	CFB	FLCLASS			
		Oct-18	1.64%	2.29%			
		Nov-18	1.64%	2.41%			
		Dec-18	1.73%	2.51%			
		Jan-19	1.89%	2.63%			
B	LTIP unrealized gain/ loss will not be available until next month.						
		Month	LTIP				
		Oct-18	-63.06%				
		Nov-18	12.39%				
		Dec-18	-53.31%				
		Jan-19	-				
C	Expenditures include the yearly license for Microsoft Software Assurance (\$1,495) and the yearly renewal for the Ricoh application extender (\$1,604) - a document manager that holds all the ARC scanned documents.						
D	Deed compliance case related expenses are running lower than anticipated budget. Expenses normally pick up in the spring/summer.						
E	Gasoline/Diesel expenditures are on a month lag basis as well as one vehicle not in service due to employee absence.						
F	Budgeted new computer was purchased in January.						
G	Surplus Fines are related to the amount of deed compliance revenue collected in excess of expenses on closed cases. The excess funds are returned to the appropriate district.						

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT	
RECREATION AMENITIES DIVISION (RAD)	
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)	
Four (4) Months of Operations - 33.33% of Year	

				Actual Information				
Account Number	Description of Account		Annual Budget	Current Month Actual	Year-to-Date Actual	Year-to-Date Variance	Percent of Annual Budget	
							Footnotes	
	REVENUES:					Over/(Under)		
341318	Amenity Fees		\$ 39,178,621	\$ 3,284,207	\$ 13,108,507	\$ (26,070,114)	33.46%	
341900	Other General Government Charges		266,680	47,242	119,829	(146,851)	44.93%	
342900	Other Public Safety Charges & Fees		140,100	13,528	65,809	(74,291)	46.97%	
347200	Parks & Recreation Fees & Charges		1,437,400	139,557	475,104	(962,296)	33.05%	
361100	Interest Income		189,000	44,685	153,188	(35,812)	81.05%	A
361404	Realized Gain/Loss - FMIvT		-	152	152	152	0.00%	
361409	Realized Gain/Loss - FLFIT		-	24,634	70,821	70,821	0.00%	A
362000	Rentals & Royalties		618,364	94,470	257,989	(360,375)	41.72%	
364001	Disposition of Fixed Assets		-	-	5,285	5,285	0.00%	B
365001	Sale of Surplus Materials		-	-	549	549	0.00%	B
	Total Revenues:		41,830,165	3,648,475	14,257,233	(27,572,932)	34.08%	
361306	Unrealized Gain or Loss- FLGIT		-	71,978	118,250	118,250	0.00%	C
361307	Unrealized Gain or Loss- LTIP		-	(190,922)	(383,028)	(383,028)	0.00%	C
361309	Unrealized Gain or Loss - FLFIT		-	2,668	(8,063)	(8,063)	0.00%	A
	Total Available Resources:		\$ 41,830,165	\$ 3,532,199	\$ 13,984,392	\$ (27,845,773)	33.43%	
	EXPENSES :					Under/(Over)		
513311	Administrative Services		\$ 7,631,554	\$ 635,961	\$ 2,543,866	\$ 5,087,688	33.33%	
500312	Engineering Services		65,200	10,792	27,840	37,360	42.70%	
500313	Legal Services		75,000	5,692	13,311	61,689	17.75%	
500316	Deed Compliance Services		70,077	5,840	23,357	46,720	33.33%	
500318	Technology Services		183,410	15,284	61,138	122,272	33.33%	
500319	Other Professional Services		60,100	1,876	9,097	51,003	15.14%	
500310	Subtotal Professional Services		8,085,341	675,445	2,678,609	5,406,732	33.13%	
500320	Accounting & Auditing Services		39,676	-	18,940	20,736	47.74%	
500340	Other Contractual Services		3,411,927	266,053	1,059,648	2,352,279	31.06%	
500410	Communications & Freight Services		157,099	13,568	39,082	118,017	24.88%	
500430	Utilities Services		1,471,530	131,839	509,986	961,544	34.66%	
500440	Rentals & Leases		37,698	910	10,107	27,591	26.81%	
500450	Casualty & Liability Insurance		803,518	67,568	271,876	531,642	33.84%	
500460	Repairs & Maintenance Services	**	9,272,252	640,312	2,382,270	6,889,982	25.69%	
500470	Printing & Binding		234,750	40,937	60,780	173,970	25.89%	
500480	Promotional Activities		56,000	708	7,900	48,100	14.11%	
500490	Other Current Charges		107,555	8,474	75,637	31,918	70.32%	D
500510	Office Supplies		16,250	893	3,171	13,079	19.51%	
500520	Operating Supplies	**	855,855	25,567	162,451	693,404	18.98%	
	Subtotal Operating Expenses		16,464,110	1,196,829	4,601,848	11,862,262	27.95%	
	Total Operating & Professional Expenses		24,549,451	1,872,274	7,280,457	17,268,994	29.66%	
500622	Buildings	**	397,716	-	-	397,716	0.00%	E
500633	Infrastructure	**	1,617,683	-	437,636	1,180,047	27.05%	E
	Subtotal Capital Outlay		2,015,399	-	437,636	1,577,763	21.71%	
500710	Debt Service Principal		8,830,000	-	8,830,000	-	100.00%	F
500721	Debt Service Interest		6,436,804	584,524	2,193,724	4,243,080	34.08%	
	Subtotal Non-operating Expenses		15,266,804	584,524	11,023,724	4,243,080	72.21%	
500911	Transfer to General R&R		2,000,000	166,666	666,672	1,333,328	33.33%	
	Subtotal Transfers		2,000,000	166,666	666,672	1,333,328	33.33%	
	Total Expenses		\$ 43,831,654	\$ 2,623,464	\$ 19,408,489	\$ 24,423,165	44.28%	
	Change in Unreserved Net Position		\$ (2,001,489)	\$ 908,735	\$ (5,424,097)	\$ (3,422,608)		
	Change in Unreserved Net Position indicates a budgeted Addition to Working Capital of \$13,910 and Use of Unrestricted R&R General Reserve (\$2,015,399).							

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT							
RECREATION AMENITIES DIVISION (RAD)							
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)							
Four (4) Months of Operations - 33.33% of Year							
			Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance	
Fund Balance Analysis:							
	Unrestricted - Unreserved		\$ 58,361,241	\$ 908,735	\$ (5,424,097)	\$ 52,937,144	
	Unrestricted R&R General Reserve		14,537,734	166,666	666,672	15,204,406	
	Unrestricted R&R Insurance Reserve		300,000	-	-	300,000	
	Restricted Debt Service		1,206,274	-	5	1,206,279	
	Total Fund Balance		\$ 74,405,249	\$ 1,075,401	\$ (4,757,420)	\$ 69,647,829	
Footnotes:							
A	Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), Florida Education Investment Trust Fund (FEITF), Florida Fixed Income Trust (FLFIT), and US Bank where the trust accounts are held.						
			Month	CFB	FLCLASS	FEITF	FLFIT
			Oct-18	1.64%	2.29%	2.26%	2.58%
			Nov-18	1.64%	2.41%	2.32%	2.64%
			Dec-18	1.73%	2.51%	2.46%	2.69%
			Jan-19	1.89%	2.63%	2.61%	2.76%
B	The unbudgeted revenue relates to auction proceeds from the sale of miscellaneous recreation items.						
C	FLGIT and LTIP unrealized gain/ loss will not be available until next month.						
			Month	FLGIT	LTIP		
			Oct-18	0.96%	-63.06%		
			Nov-18	3.37%	12.39%		
			Dec-18	6.73%	-53.31%		
			Jan-19	-	-		
D	Majority of Other Current Charges are related to Bond and Maintenance Assessments paid to the counties (\$40,069).						
E	Unexpended Capital Building expenditures are for roof replacements for La Hacienda (\$226,969), Chula Vista (\$107,294), and the Woodshop (\$63,453).						
	YTD Capital Expenditures are for La Hacienda Parking Lot Mill and Overlay (\$107,006), Mulberry Trellis Replacement (\$48,214), Golf View Pump Station generator (\$84,100), Mira Mar Pump Station generator (\$81,753), and Chula Vista Golf 6' Wide Cart Path (\$116,563).						
F	The Bond Series principal payment for the year was paid on November 1st.						
**	Carry Forwards						
	Transfer from:						
	Working Capital	-	\$ 343,001				
	General R&R Reserve	-	\$ 662,409				
	TOTAL	-	\$ 1,005,410				
	Transfer to:						
	Repairs & Maintenance Services	+	\$ 269,326				
	Operating Supplies	+	\$ 73,675				
	Capital Building	+	\$ 397,716				
	Capital Infrastructure	+	\$ 264,693				
	TOTAL	+	\$ 1,005,410				

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT								
LITTLE SUMTER SERVICE AREA UTILITY								
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)								
Four (4) Months of Operations - 33.33% of Year								
				Actual Information				
Account Number	Description of Account		Annual Budget	Current Month Actual	Year-to-Date Actual	Year-to-Date Variance	Percent of Annual Budget	Footnotes
	REVENUES:					Over/(Under)		
341999	Miscellaneous Revenue		\$ 3,000	\$ -	\$ 10,033	\$ 7,033	334.43%	A
343601	Water Fees- Residential		4,519,202	327,901	1,615,921	(2,903,281)	35.76%	
343602	Water Fees- Commercial		446,759	34,021	155,383	(291,376)	34.78%	
343603	Sewer Fees- Residential		4,743,867	390,136	1,645,831	(3,098,036)	34.69%	
343604	Sewer Fees- Commercial		548,772	48,485	192,668	(356,104)	35.11%	
343607	Meter/Water Impact Fees		3,000	-	-	(3,000)	0.00%	
343609	Reconnect Fees		5,000	741	2,622	(2,378)	52.44%	
343610	Fire Protection Water		28,221	2,942	11,697	(16,524)	41.45%	
343611	Metered Irrigation Water		509,464	36,630	186,336	(323,128)	36.57%	
343612	Metered Construction Water		-	180	615	615	0.00%	B
343613	NSF Check Fees		2,500	228	1,034	(1,466)	41.36%	
343615	Miscellaneous Water & Sewer		80,000	-	7,655	(72,345)	9.57%	C
343616	Utility Late Penalty Fee		8,500	1,170	4,935	(3,565)	58.06%	
361000	Interest Income		69,000	24,436	80,187	11,187	116.21%	D
361404	Realized Gain or Loss - FMIvT		-	36	36	36	0.00%	
361409	Realized Gain or Loss - FLFIT		-	5,767	16,579	16,579	0.00%	D
365001	Sales of Surplus Material & Sc		6,000	-	3,197	(2,803)	53.28%	
	Total Revenues:		10,973,285	872,673	3,934,729	(7,038,556)	35.86%	
361306	Unrealized Gain or Loss- FLGIT		-	18,945	31,123	31,123	0.00%	E
361307	Unrealized Gain or Loss- LTIP		-	(45,594)	(91,471)	(91,471)	0.00%	E
361309	Unrealized Gain or Loss - FLFIT		-	624	(1,888)	(1,888)	0.00%	D
	Total Available Resources:		\$ 10,973,285	\$ 846,648	\$ 3,872,493	\$ (7,100,792)	35.29%	
	EXPENSES:					Under/(Over)		
536311	Management Services		\$ 414,845	\$ 34,570	\$ 138,285	\$ 276,560	33.33%	
536312	Engineering Services	**	217,630	18,382	48,349	169,281	22.22%	
514313	Legal Services		2,750	105	729	2,021	26.51%	
536318	Technology Services		28,310	2,359	9,438	18,872	33.34%	
536319	Other Professional Services		81,136	4,418	10,946	70,190	13.49%	F
500321	Accounting Services		1,000	-	-	1,000	0.00%	
536322	Auditing Services		5,613	-	1,435	4,178	25.57%	
536323	Trustee Fees		15,527	-	13,200	2,327	85.01%	G
536324	Arbitrage Services		3,000	-	-	3,000	0.00%	
536343	Systems Management Support		12,078	17	303	11,775	2.51%	
536349	Misc Contractual Services		2,010,850	148,330	593,320	1,417,530	29.51%	
536411	Telephone		200	36	108	92	54.00%	
536412	Postage		2,000	12	23	1,977	1.15%	
536431	Electricity		709,170	52,914	176,739	532,431	24.92%	
536451	Insurance		31,970	2,627	10,509	21,461	32.87%	
536462	Building/Structure Maintenance	**	307,520	23,679	32,664	274,856	10.62%	H

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT						
LITTLE SUMTER SERVICE AREA UTILITY						
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)						
Four (4) Months of Operations - 33.33% of Year						
		Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance	
Fund Balance Analysis:						
Unrestricted Unreserved		\$ (3,842,079)	\$ 190,321	\$ (798,298)	\$ (4,640,377)	
Restricted Debt Service		4,881,938	-	-	4,881,938	
Unrestricted R&R General		5,050,000	75,000	300,000	5,350,000	
Unrestricted Capital Project		400,000	-	-	400,000	
Unrestricted Water CIAC		221,526	-	-	221,526	
Unrestricted Sewer CIAC		170,425	-	-	170,425	
Total Fund Balance		\$ 6,881,810	\$ 265,321	\$ (498,298)	\$ 6,383,512	
Footnotes:						
A	YTD revenue is mainly for the Jacobs reimbursement of first \$10,000 per contract for replacement of LSSA Lift Station #2 Chopper Pump.					
B	Unbudgeted Metered Construction Water Revenue for new homes in District 4.					
C	Budgeted amount includes a large amount for Spruce Creek Interconnect revenues. Beginning November 1st billing revenues are booked to Sewer Residential.					
D	Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), Florida Education Investment Trust Fund (FEITF), the Florida Fixed Income Trust (FLFIT), and US Bank (USB) where the trust accounts are held.					
		Month	CFB	FLCLASS	FEITF	FLFIT
		Oct-18	1.64%	2.29%	2.26%	2.58%
		Nov-18	1.64%	2.41%	2.32%	2.64%
		Dec-18	1.73%	2.51%	2.46%	2.69%
		Jan-19	1.89%	2.63%	2.61%	2.76%
E	FLGIT and LTIP unrealized gain/ loss will not be available until next month.					
		Month	FLGIT	LTIP		
		Oct-18	0.96%	-63.06%		
		Nov-18	3.37%	12.39%		
		Dec-18	6.73%	-53.31%		
		Jan-19	-	-		
F	Budgeted expenditures include \$24,700 for the Utility Rate Study to be completed this year.					
G	Yearly Trustee Services to US Bank were paid in December.					
H	To date large budgeted expenditures for Building/Structure maintenance have not occurred. Costs for repairs to District owned assets provided by Jacobs, Water tower annual maintenance - inspection and exterior painting, and unforeseen repairs.					
I	Landscape Maintenance Non-Recurring contract expenditures do not occur on a monthly basis.					
J	Budgeted amount is for the Florida Department of Environmental Protection drinking water annual operating license fee that occurs in July.					
K	Meter Supplies expenditures occur once the meter change out program is complete.					
L	Expenditures to date are for the Meter Change Out Program (\$57,771) the underground valve replacement program (\$12,782), and Water system PLC updates for WTP #2 and #3 at well site and plant (\$20,493).					
M	The 2014B Bond Series principal payment for the year was paid on October 1st.					
** Carry Forwards						
Transfer from:						
Working Capital	-	\$ 145,649				
Transfer to:						
Engineering Services	+	\$ 5,000				
Building & Structure Maintenance	+	\$ 1,730				
Capital Infrastructure	+	\$ 138,919				
TOTAL	+	\$ 145,649				

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT							
VILLAGE CENTER SERVICE AREA UTILITY							
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)							
Four (4) Months of Operations - 33.33% of Year							
Account Number	Description of Account	Annual Budget	Current Month Actual	Year-to-Date Actual	Year-to-Date Variance	Percent of Annual Budget	Footnotes
	REVENUES:				Over/(Under)		
341999	Miscellaneous Revenue	\$ 2,000	\$ 40	\$ 44	\$ (1,956)	2.20%	
343601	Water Fees- Residential	2,305,525	183,329	842,311	(1,463,214)	36.53%	
343602	Water Fees- Commercial	253,476	19,972	82,202	(171,274)	32.43%	
343603	Sewer Fees- Residential	3,297,754	281,790	1,121,102	(2,176,652)	34.00%	
343604	Sewer Fees- Commercial	568,113	45,671	187,045	(381,068)	32.92%	
343607	Meters Impact Fees	-	-	68	68	0.00%	
343609	Reconnect Fees	10,000	1,710	4,310	(5,690)	43.10%	
343610	Fire Protection Water	16,800	1,646	6,544	(10,256)	38.95%	
343611	Metered Irrigation Water	285,815	26,216	121,929	(163,886)	42.66%	
343613	Returned Check Fees	2,000	138	1,217	(783)	60.85%	
343615	Other Miscellaneous Water & Sewer	51,000	525	7,633	(43,367)	14.97%	
343616	Utility Late Penalty Fee	10,000	1,049	4,740	(5,260)	47.40%	
361000	Interest Income	31,500	11,775	38,378	6,878	121.83%	A
361404	Realized Gain or Loss - FMIvT		47	47	47	0.00%	
361409	Realized Gain or Loss - FLFIT	-	7,535	21,661	21,661	0.00%	A
365000	Disposition of Fixed Assets/Surplus Material	3,500	-	2,337	(1,163)	66.77%	B
	Total Revenues:	6,837,483	581,443	2,441,568	(4,395,915)	35.71%	
361306	Unrealized Gain or Loss- FLGIT	-	21,554	35,411	35,411	0.00%	C
361307	Unrealized Gain or Loss- LTIP	-	(51,614)	(103,549)	(103,549)	0.00%	C
361309	Unrealized Gain or Loss- FLFIT	-	816	(2,466)	(2,466)	0.00%	A
	Total Available Resources:	\$ 6,837,483	\$ 552,199	\$ 2,370,964	\$ (4,466,519)	34.68%	
	EXPENSES :				Under/(Over)		
536311	Management Services	\$ 356,357	\$ 29,696	\$ 118,789	\$ 237,568	33.33%	
536312	Engineering Services	197,630	16,244	43,203	154,427	21.86%	
514313	Legal Services	3,850	808	1,576	2,274	40.94%	
514318	Technology Services	21,826	1,919	7,374	14,452	33.79%	
536319	Other Professional Services	39,210	597	1,789	37,421	4.56%	D
500321	Accounting Services	1,000	-	-	1,000	0.00%	
536322	Auditing Services	3,589	-	923	2,666	25.72%	
536323	Trustee Fees	9,046	-	7,295	1,751	80.64%	E
536324	Arbitrage Services	-	-	3,000	(3,000)	0.00%	F
536343	Systems Management Support	8,200	61	418	7,782	5.10%	
536349	Misc Contractual Services	1,953,449	153,978	615,910	1,337,539	31.53%	
536412	Postage	2,000	10	21	1,979	1.05%	
536431	Electricity	553,923	47,730	126,992	426,931	22.93%	
536451	Insurance	17,051	1,314	5,255	11,796	30.82%	
536462	Building/Structure Maintenance	** 243,160	-	69,941	173,219	28.76%	
536463	Landscape Maint. - Recurring	-	300	1,200	(1,200)	0.00%	
536464	Landscape Maint. - Non-Recurring	7,957	-	-	7,957	0.00%	G
536465	Vehicle Repair & Maintenance	500	-	9	491	1.80%	
536471	Printing and Binding	2,300	-	-	2,300	0.00%	
536491	Banking Charges	-	-	12	(12)	0.00%	
536493	Permits and Licenses	6,000	-	-	6,000	0.00%	H
536497	Legal Advertising	2,000	-	-	2,000	0.00%	
536524	Non-Capital FF&E	-	-	2,321	(2,321)	0.00%	
536526	Meter Supplies	82,500	-	-	82,500	0.00%	I
500529	Operating Supplies-Other	64,515	4,819	14,625	49,890	22.67%	

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT							
VILLAGE CENTER SERVICE AREA UTILITY							
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)							
Four (4) Months of Operations - 33.33% of Year							
			Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance	
Fund Balance Analysis:							
	Unrestricted Unreserved		\$ 16,690,590	\$ 163,308	\$ (634,702)	\$ 16,055,888	
	Restricted Debt Service		851,200	-	-	851,200	
	Unrestricted Capital Projects		600,000	-	-	600,000	
	Unrestricted R&R General		4,200,000	75,000	300,000	4,500,000	
	Unrestricted Water CIAC		78,213	-	-	78,213	
	Unrestricted Sewer CIAC		72,081	-	-	72,081	
	Total Fund Balance		\$ 22,492,084	\$ 238,308	\$ (334,702)	\$ 22,157,382	
Footnotes:							
A	Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), Florida Education Investment Trust Fund (FEITF), the State Board of Administration (SBA), and US Bank (USB) where the trust accounts are held.						
			Month	CFB	FLCLASS	FEITF	FLFIT
			Oct-18	1.64%	2.29%	2.26%	2.58%
			Nov-18	1.64%	2.41%	2.32%	2.64%
			Dec-18	1.73%	2.51%	2.46%	2.69%
			Jan-19	1.89%	2.63%	2.61%	2.76%
B	Obsolete or broken water meters are collected and sold when a certain amount are accumulated.						
C	FLGIT and LTIP Unrealized gain/loss will be booked next month. Current month investment Rate of Return will not be available until next month.						
			Month	FLGIT	LTIP		
			Oct-18	0.96%	-63.06%		
			Nov-18	3.37%	12.39%		
			Dec-18	6.73%	-53.31%		
			Jan-19	-	-		
D	Budgeted expenditures include \$24,605 for the Utility Rate Study which will now be completed next fiscal year.						
E	Yearly Trustee Services to US Bank were paid in December.						
F	Unbudgeted Final Arbitrage expenditures for original 1993 bond.						
G	Landscape Maintenance Non-Recurring contract expenditures do not occur on a monthly basis.						
H	Budgeted amount is for the Florida Department of Environmental Protection drinking water annual operating license fee that occurs in July.						
I	Meter Supplies expenditures occur once the meter change out program is complete.						
J	YTD Expenditures are for the meter change out program (\$32,573), underground valve replacement program (\$13,939), update PLC for 500,000 Gallon CROM Tank (\$11,835), and final charges for the removal and replacement aerator on 1 & 3 VFDs and RAS #4 pump VFD.						
K	Budgeted expenditures are for a 40' crane truck purchase.						
L	The 2014A Bond Series principal payment for the year was paid on October 1st.						
**	Carry Forwards						
	Transfer from:						
	Working Capital	-	\$ 311,403				
	Transfer to:						
	Building & Structure Maintenance	+	\$ 9,030				
	Capital Infrastructure	+	\$ 152,373				
	Capital Vehicles	+	\$ 150,000				
	TOTAL	+	\$ 311,403				

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT							
THE ENRICHMENT ACADEMY (TEA) BUDGET							
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)							
Four (4) Months of Operations - 33.33% of Year							
Account Number	Description of Account		Actual Information		Year-to-Date Variance	Percent of Annual Budget	Footnotes
			Annual Budget	Current Month Actual			
	REVENUES:				Over/(Under)		
347246	The Enrichment Academy-S		\$ 766,800	\$ 33,020	\$ 350,763	\$ (416,037)	45.74% A
347247	The Enrichment Academy-M		-	-	165	165	0.00% A
347248	The Enrichment Academy-L		8,000	531	4,919	(3,081)	61.49% A
361100	Interest Income		1,000	378	1,060	60	106.00% B
	Total Revenues:		\$ 775,800	\$ 33,929	\$ 356,907	\$ (418,893)	46.01%
	EXPENSES:				Under/(Over)		
500121	Regular Salary & Wages		\$ 81,882	\$ 12,187	\$ 34,948	\$ 46,934	42.68%
500131	Other Salary & Wages		105,036	-	-	105,036	0.00%
500152	Special Pay - Cell Phones		720	90	270	450	37.50%
500211	Social Security Taxes		11,632	751	2,153	9,479	18.51%
500212	Medicare Taxes		2,720	176	504	2,216	18.53%
500221	Retirement Contr. Employer		4,913	567	2,194	2,719	44.66%
500222	Retirement Contr. Employer-Mtch		1,638	189	252	1,386	15.38%
500231	Health & Life Insurance		17,215	1,427	5,709	11,506	33.16%
500241	Worker's Compensation		541	243	2,261	(1,720)	417.93% C
	Subtotal Personnel Services		226,297	15,630	48,291	178,006	21.34%
500311	Management Fees		68,950	14,672	22,990	45,960	33.34%
500318	Technology Services		4,263	355	1,423	2,840	33.38%
500319	Other Professional Services		54,000	2,838	3,893	50,107	7.21% D
500341	Janitorial Services		41,040	-	-	41,040	0.00% E
500343	Systems Management Support		3,719	161	812	2,907	21.83%
500349	Misc Contractual Services		220,671	8,584	67,096	153,575	30.41%
500401	Travel & Per Diem		500	-	60	440	12.00%
500411	Telephone		1,500	-	-	1,500	0.00%
500412	Postage		4,000	-	-	4,000	0.00%
500431	Electricity		12,120	-	-	12,120	0.00% E
500432	Natural Gas		360	-	-	360	0.00% E
500433	Water & Sewer		880	-	-	880	0.00% E
500441	Office Leases		24,000	-	-	24,000	0.00% E
500442	Equipment Rental		9,900	-	-	9,900	0.00%
500461	Equipment Maintenance		100	-	-	100	0.00%
500471	Printing & Binding		19,000	-	1,526	17,474	8.03% F
500485	Box Office Fees		8,200	1,264	2,699	5,501	32.91%
500491	Bank Charges		11,800	464	1,672	10,128	14.17%
500499	Misc Current Charges		500	-	-	500	0.00%
500511	Office Supplies		5,000	249	760	4,240	15.20%
500522	Operating Supplies		6,700	1,380	1,542	5,158	23.01%
575524	Non-Capital FF&E		52,300	-	-	52,300	0.00% G
	Operating Expenditures		549,503	29,967	104,473	445,030	19.01%
	Total Expenses		\$ 775,800	\$ 45,597	\$ 152,764	\$ 623,036	19.69%
	Change in Unreserved Net Position		\$ -	\$ (11,668)	\$ 204,143	\$ 204,143	

[illegible]



VILLAGE CENTER CDD DISTRICT
ENTERPRISE - CASH AND INVESTMENT SUMMARY
AS OF JANUARY 31, 2019

Fund Code	Account Name	Bank	Balance 10/1/18	Current Balance	Reconciled Yes/No
RECREATIONAL AMENITIES DIVISION (RAD)					
421	RAD Operating Cash	CFB	560,371.66	273,391.82	Yes
421	RAD - Golf Cash	CFB	245,725.75	479,517.04	Yes
421	RAD - FEITF	FEITF	2,940,112.75	2,964,100.80	Yes
421	RAD - FI-Class	FI-Class	8,946,080.92	13,216,708.76	Yes
421	RAD- FLFIT	FLFIT	10,856,335.53	10,919,092.89	Yes
421	FLGIT Investment	FLGIT	12,781,284.58	12,899,534.60	Yes
421	Long Term Investment	USB	4,485,524.13	4,102,495.69	Yes
Sub-total CASH, CASH EQUIVALENTS & INVESTMENTS			40,815,435.32	44,854,841.60	
421	Interest 2014	USB-SBA	3,408,836.06	2,232,113.36	Yes
421	Principal 2014	USB-SBA	8,988,188.77	2,405,886.63	Yes
421	Renewal/Replacement 2014	USB-SBA	947,039.50	955,243.67	Yes
Sub-total DEBT SERVICE			13,344,064.33	5,593,243.66	
TOTAL - RAD			54,159,499.65	50,448,085.26	

VCCDD - LITTLE SUMTER SERVICE AREA (LSSA)					
422	Operating Cash	CFB	665,051.18	887,792.17	Yes
422	LSSA FEITF	FEITF	1,533,648.85	1,546,161.72	Yes
422	LSSA - FL-Class	FI-Class	5,633,225.81	6,838,720.32	Yes
422	LSSA - FLFIT	FLFIT	2,541,498.80	2,556,190.46	Yes
422	FLGIT Investment	FLGIT	3,364,043.62	3,395,167.11	Yes
422	Long Term Investment	USB	1,071,188.52	979,717.45	Yes
Sub-total CASH, CASH EQUIVALENTS & INVESTMENTS			14,808,656.78	16,203,749.23	
422	Interest - 2014B	USB-SBA	1,533,759.02	1,033,701.75	Yes
422	Principal - 2014B	USB-SBA	2,255,208.10	773,552.52	Yes
422	R&R - 2014B	USB-SBA	360,226.01	363,346.62	Yes
422	System Development 2014B	USB-SBA	402,471.64	405,958.24	Yes
Sub-total DEBT SERVICE			4,551,664.77	2,576,559.13	
TOTAL - LSSA			19,360,321.55	18,780,308.36	

VCCDD - VILLAGE CENTER SERVICE AREA (VCSA)					
423	Operating Cash	CFB	463,785.69	599,700.46	Yes
423	VCSA - FEITF	FEITF	701,685.79	707,410.76	Yes
423	VCSA - FL-Class	FI-Class	2,382,430.18	3,300,918.24	Yes
423	VCSA - FLFIT	FLFIT	3,320,437.50	3,339,631.99	Yes
423	FLGIT Investment	FLGIT	3,827,506.06	3,862,917.42	Yes
423	Long Term Investment	USB	1,212,631.51	1,109,082.33	Yes
Sub-total CASH, CASH EQUIVALENTS & INVESTMENTS			11,908,476.73	12,919,661.20	
423	System Development Oper	CFB	119,687.43	152,661.98	Yes
Sub-total SYS DEV			119,687.43	152,661.98	
423	2014A Interest Fund	USB-SBA	208,613.35	139,789.17	Yes
423	2014A Principal Fund	USB-SBA	1,520,160.30	521,835.78	Yes
423	2014A R&R Fund	USB-SBA	284,259.09	286,721.40	Yes
Sub-total DEBT SERVICE			2,013,032.74	948,346.35	
TOTAL - VCSA			14,041,196.90	14,020,669.53	

FITNESS FUND					
424	Operating Cash	CFB	102,598.15	113,914.97	Yes
424	VC Fitness - FL-Class	FI-Class	59,500.16	53,178.14	Yes
424	Long Term Investment	USB	22,611.08	20,680.27	Yes
Sub-total CASH, CASH EQUIVALENTS & INVESTMENTS			184,709.39	187,773.38	
TOTAL - FITNESS FUND			184,709.39	187,773.38	

425	Operating Cash (TEA)	CFB	38,074.56	215,850.68	YES
			87,783,802.05	83,652,687.21	



VILLAGE CENTER CDD DISTRICT
GOVERNMENT - CASH AND INVESTMENT SUMMARY
AS OF JANUARY 31, 2019

Fund Code	Account Name	Bank	Balance 10/1/18	Current Balance	Reconciled Yes/No
GOVERNMENTAL FUNDS					
001	General Fund -Operating Cash	CFB	262,954.09	218,630.38	Yes
001	General Fund Payroll	CFB	909.95	(1,668.28)	Yes
001	General Fund - Cash Flex Med	CFB	6,458.98	83,819.07	Yes
001	General Fund FEITF	FEITF	836,582.40	843,407.98	Yes
001	General Fund FL-Class	FL-Class	8,142,979.50	8,395,118.31	Yes
001	Long Term Investment	USB	874,522.34	799,845.02	Yes
	Sub-total General Fund		10,124,407.26	10,339,152.48	
121	VOSS -Operating Cash	CFB	83,963.09	90,857.34	Yes
121	VOSS - FEITF	FEITF	446,303.03	449,944.36	Yes
121	VOSS - FI-Class	FI-Class	1,033,357.44	1,481,008.05	Yes
121	VOSS-FLFIT	FLFIT	184,171.16	185,235.79	Yes
121	FLGIT Investment	FLGIT	165,079.03	166,606.31	Yes
121	Long Term Investment	USB	201,800.77	184,568.58	Yes
	Sub-total VOSS		2,114,674.52	2,558,220.43	
122	Rolling Acres - Operating Cash	CFB	65,810.25	69,440.03	Yes
122	Rolling Acres- FI-Class	FI-Class	161,785.98	211,105.50	Yes
122	Long Term Investment	USB	26,306.78	24,060.39	Yes
	Sub-total Rolling Acres		253,903.01	304,605.92	
123	Road Maint - Operating Cash	CFB	50,054.40	51,076.04	Yes
123	Road Maint - FI-Class	FI-Class	298,181.13	355,827.62	Yes
123	Road Maint - FLFIT	FLFIT	92,753.55	93,289.74	Yes
123	FLGIT Investment	FLGIT	87,987.40	88,801.44	Yes
123	Long Term Investment	USB	59,830.98	54,721.89	Yes
	Sub-total ROAD MAINT		588,807.46	643,716.73	
124	Safety -Operating Cash	CFB	208,299.09	5,482,453.07	Yes
124	Safety - Flex	CFB	8,797.39	62,702.97	Yes
124	Safety - FEITF	FEITF	759,296.85	765,491.87	Yes
124	Safety - FL-Class	FL-CLASS	4,619,471.48	677,641.08	Yes
124	Safety - FLFIT	FLFIT	891,785.52	896,940.66	Yes
124	FLGIT Investment	FLGIT	905,210.65	913,585.49	Yes
124	Long Term Investment	USB	804,537.10	735,835.97	Yes
	Sub-total SAFETY		8,197,398.08	9,534,651.11	
125	Community Standards-Operating Cash	CFB	85,848.48	97,040.92	Yes
125	Community Standards - FI-Class	FL-Class	365,721.10	340,211.84	Yes
125	Long Term Investment	USB	44,135.41	40,366.59	Yes
	Sub-total Comm Standards		495,704.99	477,619.35	

21,774,895.32	23,857,966.02
----------------------	----------------------

FIDUCIARY FUND					
751	Beyond the Stars - Operating	CFB	36,415.35	36,042.72	Yes
751	Beyond the Stars - FI-Class	FL-Class	7,933.98	8,000.01	Yes
	Total STARS		44,349.33	44,042.73	

44,349.33	44,042.73
------------------	------------------

TOTAL - Governmental Funds	21,774,895.32	23,857,966.02
TOTAL - Enterprise Funds	87,783,802.05	83,652,687.21
TOTAL - Fiduciary Fund	44,349.33	44,042.73
TOTAL - VCCDD	109,603,046.70	107,554,695.96



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Candice N. Dennis, Community Standards Manager

DATE: 3/6/2019

SUBJECT: **Architectural Review Committee Alternate Member**

ISSUE:

Alternate member to the Architectural Review Committee (ARC).

ANALYSIS/INFORMATION:

At the February 6, 2019 meeting, the Village Center Community Development District (VCCDD) appointed Ms. Judy Glasel as the primary ARC member. Staff was authorized to advertise for the vacant alternate member position with a deadline of February 22, 2019 so that the submitted applications could be presented to the Amenity Authority Committee (AAC) at the March 6, 2019 meeting for applicant interviews and selection to the ARC. The VCCDD would appoint the AAC's selected applicant at their March 6, 2019 meeting.

Staff advertised in the Daily Sun, postal stations in the Lady Lake / Lake County portion of The Villages, the District Weekly Newsletter and on the website. There were two (2) applications received; however, one owner resides in District 6 and the other one resides in District 11. The ARC Application for Membership provides that the applicant must be a full time resident of the Lady Lake / Lake County portion of The Villages and have lived there for at least one year.

STAFF RECOMMENDATION:

Staff will continue to advertise for the ARC alternate member position until a qualified application is received for review by the AAC.

MOTION:



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Richard J. Baier, District Manager

DATE: 2/14/2019

SUBJECT: **Recognition of Service**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: District Staff

DATE: 3/6/2019

SUBJECT: **AAC After Agenda**

ISSUE: AAC After Agenda

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
□ AAC After Agenda	Cover Memo



*District 1 - Carl Bell
District 2 - Ann Forrester, Chairman
District 3 - John Wilcox, Vice Chairman
District 4 - Don Deakin
Lady Lake/Lake Co. - Lowell Barker
VCCDD Board - Gary Moyer*

***Amenity Authority Committee
Monthly Board Meetings are held at:
Savannah Regional Recreation Center
Ashley Wilkes Room 1545 Buena Vista Blvd. The
Villages, FL 32162
The Villages, Florida 32162***

AFTER AGENDA

March 6, 2019

9:00 AM

Notice to Public: Audience Comments on all issues will be received by the Board.

The District Board welcomes participation during public meetings; however, in order to conduct business in an orderly fashion the Board of Supervisors requests you limit your comments to three (3) Minutes. If you have a general comment that is not included as an item on the agenda please come before the Board during the Audience Comments portion of the meeting. If your comment pertains to a specific on the agenda, the Chairman or Vice-Chairman will request public comments when the item is addressed. Thank you for attending the meeting and for your interest in your local government.

1. Call to Order
 - A. Roll Call – All present
 - B. Pledge of Allegiance
 - C. Observation of Moment of Silence
 - D. Welcome Meeting Attendees
 - E. Audience Comments – No audience comments were received.

NEW BUSINESS:

2. Approval of the Minutes

Approval of the Minutes for the Meeting held on February 6, 2019 and the Workshop held on January 23, 2019. – The Committee approved and no discussion occurred.
3. Award of BID #19B-003 Roof Replacements at Various Recreation Centers

Review and approval to present a recommendation to award of Invitation to Bid (ITB) #19B-003 Roof Replacements at Various Recreation Centers to the Village Center Community Development District Board (VCCDD). – Following Staff overview, the Committee approved.

4. Request to Declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at Recreation Centers.
Review and approval to present request to declare and approve Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at District Recreation Centers to the Village Center Community Development District Board (VCCDD). – **The Committee approved and no discussion occurred.**
5. Termination of RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services
Standardization of janitorial contracts is desired as is the increased scope of services to meet the District's service expectations. – **Following Staff overview, the Committee approved.**
6. Quit Claim Deed between The Villages of Lake-Sumter, Inc. to Village Center Community Development District
To acquire property from The Villages of Lake Sumter, Inc. for the construction of a new Air Gun Range. – **Following Staff overview, the Committee approved. The Committee requested a “thank you” letter be prepared for Chairman signature and sent to the Developer.**
7. Shay Gate Bathroom Addition
Shay Gate House is the only staffed gate with no restroom facility – **The Committee tabled the item to allow Staff the opportunity to review technology options for an unmanned gate**
8. Update regarding The Villages Community Development District First Responder themed Recreation Center (previously First Baptist Church).
Status update on current progress and information regarding the previous First Baptist Church located in The Villages of Marion, now First Responder themed Recreation Center. – **Staff provided the Committee with an overview of the progress. The Committee approved new name to “First Responders Recreation Center”.**
 - **Lt. Siemer provided an overview of an article recently published re: statistics in The Villages.**

OLD BUSINESS:

9. Capital Projects Update
The Capital Projects Update will be provided to the Committee at the meeting.
 - **Church Property on CR 42: resident survey will be presented to the AAC at the April 10th meeting. AAC directed Staff at the January workshop to include a \$6.5 million placeholder for design and renovation of the recreation center. Once survey results are reviewed, AAC will make necessary decisions regarding scope/design and updated cost estimates.**
 - **Del Mar Gate: At the January workshop AAC authorized expenditure of \$15,000 for Staff to proceed with re0design of a second entry lane at the Del Mar Gate.**
 - **Aquatic Access Lifts: AAC directed Staff at the January workshop to proceed with purchase and installation of Aquatic Access Lifts at the last eight pools,**

north of CR 466 which are not equipped with a lift. Estimated cost is \$80,000 for purchase of lifts and approximately \$4,000 in annual maintenance.

- Paradise Recreation Center: At the January workshop, Staff presented and reviewed the scope, design and budget of the project. AAC directed Staff to delay the project until the Villages of Marion recreation center was further along, which will allow the completion of the new recreation center to provide additional space when the Paradise Recreation Center is closed for renovation.

10. Old Business Status Update

Old Business Status Update - March 6, 2019

- Staff will review dates for a future workshop re: First Responders Recreation Center following the April meeting.

INFORMATIONAL ITEMS ONLY:

11. VCCDD Financial Statements

A. VCCDD Budget to Actuals as of January 31, 2019

B. Interest Allocation as of January 31, 2019

12. RAD Fund: Capital Projects Work Plan

Fiscal Year 2018-19 RAD Fund: Capital Projects Work Plan - March

13. Architectural Review Committee Alternate Member

Alternate member to the Architectural Review Committee (ARC).

REPORTS AND INPUT:

14. District Manager Reports

A. Updated Resident Academy Flyer

B. Reminder: District Government Update Meeting

15. District Counsel Reports – There were no District Counsel Reports.

- Staff addressed the Committee requesting approval of the standardization of Aquatic Access Lifts. The Committee approved.

16. Supervisor Comments

17. Adjourn – The meeting was adjourned at 10:41 a.m.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Richard Baier, District Manager

DATE: 3/6/2019

SUBJECT: Villages Fire Rescue Response Statistics

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
▣ VFR Statistics	Cover Memo

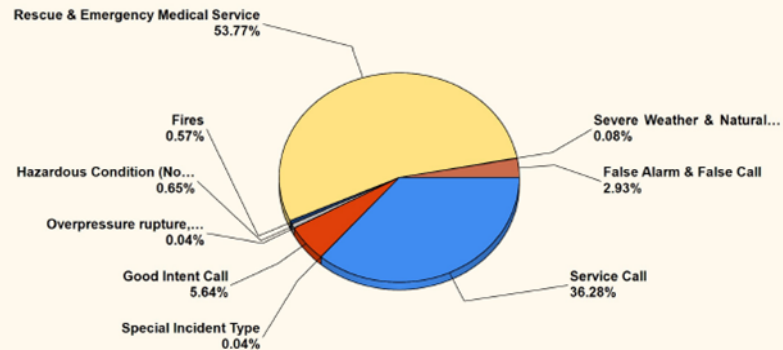
Villages Fire Rescue

The Villages, FL

This report was generated on 2/19/2019 12:17:27 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2019 | End Date: 01/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	15	0.57%
Overpressure rupture, explosion, overheating - no fire	1	0.04%
Rescue & Emergency Medical Service	1411	53.77%
Hazardous Condition (No Fire)	17	0.65%
Service Call	952	36.28%
Good Intent Call	148	5.64%
False Alarm & False Call	77	2.93%
Severe Weather & Natural Disaster	2	0.08%
Special Incident Type	1	0.04%
TOTAL	2624	100.00%

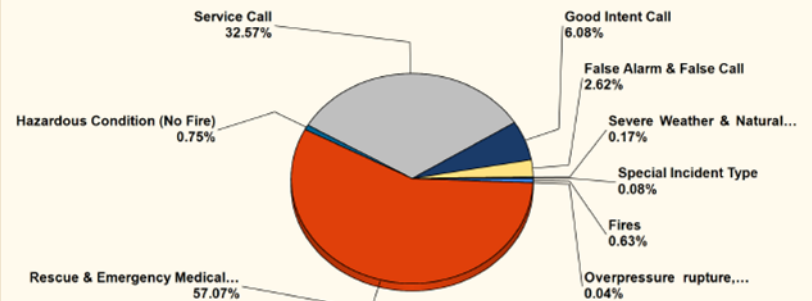
Villages Fire Rescue

The Villages, FL

This report was generated on 2/28/2019 9:03:24 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2018 | End Date: 01/31/2019



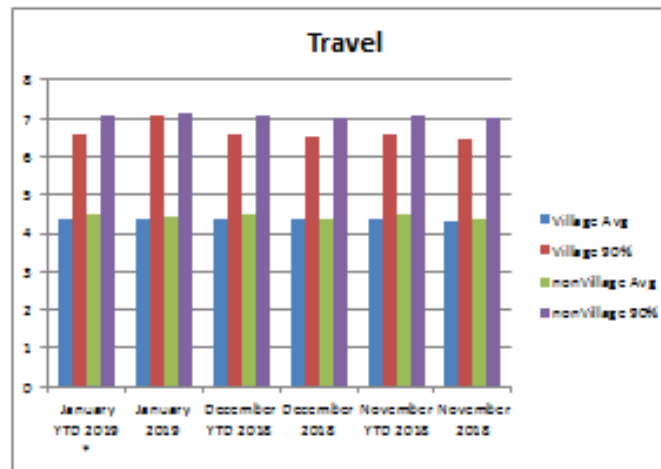
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	161	0.63%
Overpressure rupture, explosion, overheating - no fire	10	0.04%
Rescue & Emergency Medical Service	14524	57.07%
Hazardous Condition (No Fire)	190	0.75%
Service Call	8290	32.57%
Good Intent Call	1547	6.08%
False Alarm & False Call	667	2.62%
Severe Weather & Natural Disaster	42	0.17%
Special Incident Type	20	0.08%
TOTAL	25451	100.00%

Click to add header

Villages Public Safety Department

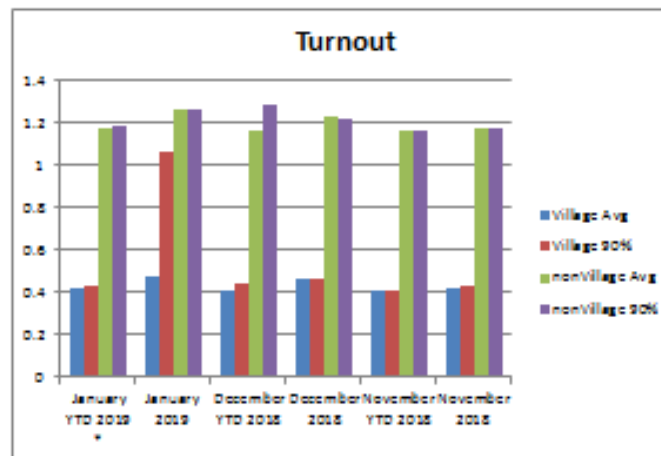
Time Frame	Travel			
	Village		Non Village	
	Avg	90%	Avg	90%
January YTD 2019 *	4.35	6.53	4.45	7.09
January 2019	4.25	6.36	4.37	6.59
December YTD 2018	4.15	6.58	4.21	7.12
December 2018	4.11	7.05	4.45	7.30
November YTD 2018	4.39	6.57	4.47	7.10
November 2018	4.11	6.42	4.19	7.09
October YTD 2018	4.39	6.40	4.46	7.10
October 2018	4.37	6.49	4.49	7.10
September YTD 2018	4.39	7.14	4.46	7.10
September 2018	4.41	6.44	4.41	7.00
August YTD 2018	4.40	6.59	4.47	7.10
August 2018	4.40	7.08	4.45	7.14
July YTD 2018	4.40	6.57	4.47	7.10
July 2018	4.35	6.50	4.40	7.03
June YTD 2018	4.40	6.58	4.48	7.10
June 2018	4.34	6.48	4.40	7.00

Villages Public Safety Department



* Timeframe is February 2018 to January 2019

Time Frame	Turnout			
	Village		Non Village	
	Avg	90%	Avg	90%
January YTD 2019 *	0.47	1.23	0.47	1.23
January 2019	0.53	1.29	0.54	1.29
December YTD 2018	0.39	1.22	0.39	1.22
December 2018	0.47	1.28	0.48	1.30
November YTD 2018	0.45	1.21	0.45	1.10
November 2018	0.48	1.29	0.49	1.30
October YTD 2018	0.44	1.15	0.44	1.01
October 2018	0.52	1.24	0.53	1.24
September YTD 2018	0.43	1.23	0.43	1.19
September 2018	0.47	1.22	0.48	1.23
August YTD 2018	0.42	0.43	1.18	1.19
August 2018	0.48	1.06	1.26	1.26
July YTD 2018	0.41	0.44	1.17	1.29
July 2018	0.47	0.46	1.23	1.22
June YTD 2018	0.41	0.41	1.17	1.17
June 2018	0.42	0.43	1.18	1.18



* Timeframe is February 2018 to January 2019

Villages Public Safety Department

Time Frame	Travel			
	Village		Non Village	
	Avg	90%	Avg	90%
January YTD 2019	4.25	6.36	4.37	6.59
January 2019	4.25	6.36	4.37	6.59

*Travel time curb to curb

**NFPA National Resp time guidelines:

EMS Calls

Fire Calls

Time Frame	Turnout			
	Village		Non Village	
	Avg	90%	Avg	90%
January YTD 2019	0.53	1.29	0.54	1.29
January 2019	0.53	1.29	0.54	1.29

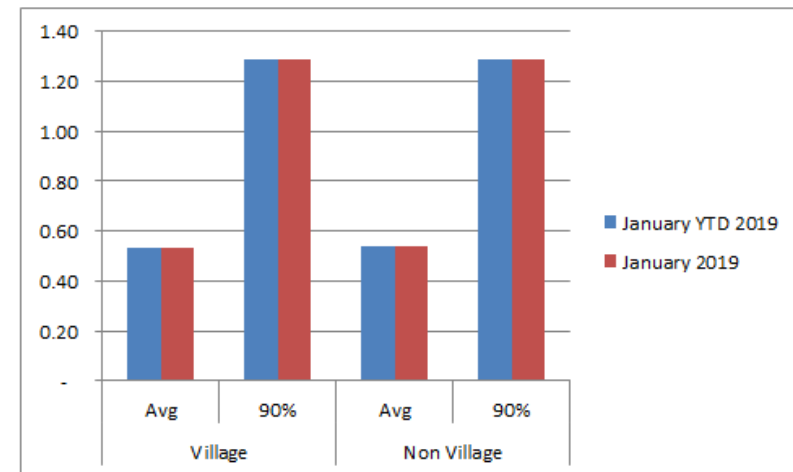
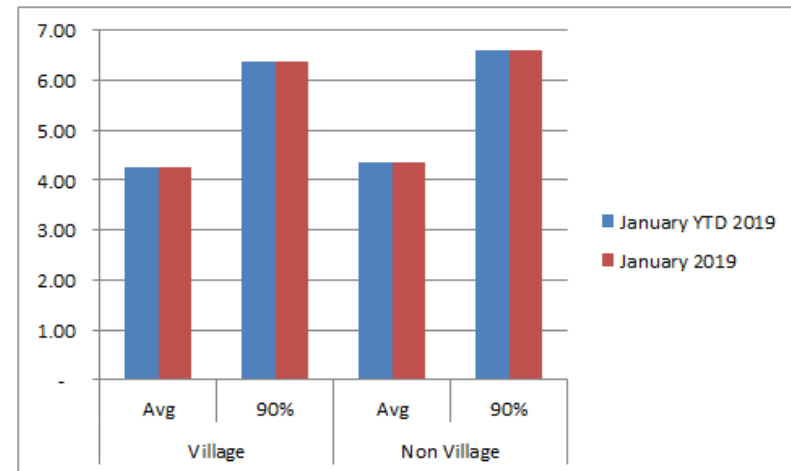
*Travel time from dispatch to Wheels turning

**NFPA National Resp time guidelines:

EMS Calls

Fire Calls

Villages Public Safety Department



The basic definition is that we respond to 90% of our calls in less than x amount of time. Our Goal is to meet NFPA 1710 which is 60 seconds reaction time (out of chute) for 90% of our calls and 4 minutes travel time for 90% of our calls.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: District Staff

DATE: 3/6/2019

SUBJECT: Updated Resident Academy Flyer

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
▣ Resident Academy Flyer	Cover Memo



Resident ACADEMY

You are invited!

JOIN US AT AN UPCOMING RESIDENT ACADEMY.

AN INTERACTIVE PROGRAM TO LEARN ABOUT YOUR LOCAL GOVERNMENT.

- Help alleviate the confusion, questions and misinformation that exists regarding the responsibilities and functions of The Villages® Community Development Districts.
- Learn all about the history and benefits of special districts.
- Have the opportunity to tour the North Sumter Utility Plant.
- Obtain information on the following District departments – The Villages Fire Rescue, Property Management, Customer Service, Community Standards, Community Watch, Recreation & Parks, Executive Golf, Budget, Utilities, Finance and MORE!

UPDATED FORMAT • UPDATED INFORMATION • NO WAITING LIST

CHOOSE FROM 3 CONVENIENT DATES IN 2019 TO FIT YOUR ACTIVE LIFESTYLE

Registration begins Thursday, February 28th.

APRIL 29 • 12:30P.M. - 5:30P.M. • ROHAN RECREATION CENTER

JULY 29 • 12:30P.M. - 5:30P.M. • ROHAN RECREATION CENTER

NOVEMBER 13 • 8A.M. - 1P.M. • SAVANNAH CENTER

www.DistrictGov.org

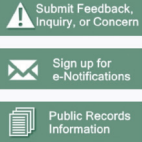
Resident ACADEMY

EASY REGISTRATION


- Register online at www.DistrictGov.org by clicking on the 'Resident Academy' link.
- Register in person at the District Customer Service Center or at any Regional Recreation Center.
- For assistance, contact the District Customer Service Center at (352) 753-4508.

To keep up with what's happening, make sure you are signed up to receive e-Notifications! By signing up for these email notifications, we will notify you of future opportunities and other helpful community information. Need help signing up? Contact us at (352) 753-4508 for assistance.

Follow these 4 simple steps to sign up for e-Notifications



1 On the main page of www.DistrictGov.org click on 'Sign up for e-Notifications'

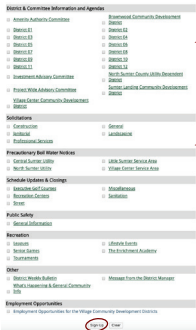


2 Enter your information


e-Notifications Sign Up

* Notifications allow your District Government to send important information to the email address you provide. If you would like to be notified by email, please enter the requested information in each field and check the box next to each notification or notification to which you would like to subscribe. For a description of a specific newsletter or notification, please click on the text to the right of the check box. To ensure you receive the notifications you requested, please add the notification to your email contact list. If you have any questions, please contact the District Customer Service Center at (352) 753-4508.

Last Name: _____
 First Name: _____
 E-Mail Address: _____
 Repeat E-Mail Address: _____



3 Choose the specific notifications you would like to receive and click 'Sign Up'



4 Check your email and confirm

For additional information or to request an accommodation, please contact the District Customer Service Center at (352) 753-4508.

The Villages®
Community Development Districts



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Richrd J. Baier, District Manager

DATE: 3/6/2019

SUBJECT: **Ex-parte Communication**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
□ District Handout	Cover Memo

The Villages®

Community Development Districts

GOVERNMENT IN THE SUNSHINE

- Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels.
- The law is equally applicable to elected and appointed board and has been applied to any gathering of two or more members of the same board to discuss matters which will foreseeably come before that board for action.
- Three basic requirements of Chapter 286.011 of the Florida State Statutes are:
 - Meetings of public boards or commissions must be open to the public;
 - Reasonable notice of such meetings must be given; and
 - Minutes of the meetings must be taken.

PUBLIC RECORDS

- District documents are public records and must be provided upon request.
- The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.
- They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.
- Each type of public record document has its own retention period.

EX-PARTE COMMUNICATIONS

- Florida law prohibits the Board of Supervisors from communicating with residents about Deed Compliance or Architectural Review issues/cases. Please contact the Community Standards Department directly at deedcompliance@districtgov.org to report any concerns you might have or by phone: 352-751-3912.



AGENDA REQUEST

TO: Board of Supervisors
Village Center Community Development District

FROM: Richard J. Baier, District Manager

DATE: 3/6/2019

SUBJECT: **Reminder: District Government Update Meeting**

ISSUE: A District Government Update Meeting will be held on Friday, April 5, 2019 from 9:00 to 11:00 am. at the Rohan Regional Recreation Center in the Colony Cottage and Laurel Manor Rooms.

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION: