



Seat 1 - Matt Hoopfer, Supervisor
Seat 2 - Jim Covert, Supervisor
Seat 3 - Patty Hoxie, Supervisor
Seat 4 - Don Brozick, Chairman
Seat 5 - Phil Grayber, Vice Chairman

Monthly Board Meetings are held at:
Savannah Recreation Center
1545 Buena Vista Blvd.
The Villages, Florida 32162

AGENDA

October 8, 2020
10:00 AM

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 communicate respectfully. It is preferred that persons speak only when recognized by the Board Chair and, at that time, refrain from engaging in personal attacks or derogatory or offensive language. Persons who are deemed to be disruptive and negatively impact the efficient operation of the meeting shall be subject to removal after two verbal warnings.

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

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

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.

2. Approval of the Minutes
Approval of the Minutes for the Meeting held on September 10, 2020.
3. Annual Renewal of Agreement 2020-2021
The review and approval of annual agreement renewal for Village Community Development District #11.

NEW BUSINESS:

4. Award of Invitation to Bid (ITB) #20B-020 - Villa and Sign Walls Painting
Review and approval of award for Invitation to Bid (ITB) #20B-020-Villa and Sign Walls Painting
5. Adoption of Resolution 21-01 Holiday Decoration Policy

Adoption of Resolution 21-01 establishing the process and procedures for authorized holiday decorations within the boundaries of the Village Community Development District 11 (VCDD11).

OLD BUSINESS:

6. Old Business Status Update
Old Business Status Update - October 8, 2020

INFORMATIONAL ITEMS ONLY:

7. DPM Monthly Report
8. Financial Statements
Financial Statements as of August 31, 2020
9. Committee Member Representation
10. Hurricane Irma FEMA Reimbursement
As a result of the damages incurred on September 10, 2017 from Hurricane Irma, FEMA reimbursement was applied for to reimburse the District for a portion of the repairs and debris removal. The expected District 11 reimbursement amount was \$217,635.87 and the final amount paid was \$9,716.81. With no other outstanding claims or issues pertaining to Hurricane Irma and no expectation of additional reimbursements, this event will now be closed out.

REPORTS AND INPUT:

11. District Manager Reports
 - A. COVID-19 Phased Re-opening Plan
 - B. District Management Achievements - Balanced Score Card
 - C. Waste Collection Update
12. District Counsel Reports
13. Supervisor Comments
 - A. Vice Chairman Grayber: Clarification of maintenance responsibility of roadways, sidewalks and curbing
14. Audience Comments
15. Adjourn

HOSPITALITY * STEWARDSHIP * INNOVATION & 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 Community Development District 11

FROM: Jennifer McQueary, District Clerk

DATE: 10/8/2020

SUBJECT: **Approval of the Minutes**

ISSUE: Approval of the Minutes for the Meeting held on September 10, 2020.

ANALYSIS/INFORMATION: Staff requests approval of the Minutes for the Meeting held on September 10, 2020.

STAFF RECOMMENDATION: Staff recommends approval of the Minutes for the Meeting held on September 10, 2020.

MOTION: Motion to approve the Minutes for the Meeting held on September 10, 2020.

ATTACHMENTS:

Description	Type
☐ September 10, 2020 Minutes	Cover Memo

**MINUTES OF MEETING
VILLAGE COMMUNITY
DEVELOPMENT DISTRICT NO. 11**

A Meeting of the Board of Supervisors of Village Community Development District 11 was held on Thursday, September 10, 2020 at 11:00 a.m. in the Ashley Wilkes Room at the Savannah Center, 1545 N. Buena Vista Blvd., The Villages, Florida 32162.

Board members present and constituting a quorum:

Don Brozick	Chairman
Phil Grayber	Vice Chairman
Jim Covert	Supervisor
Patty Hoxie	Supervisor

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Deputy District Manager
Carrie Duckett	Assistant District Manager
Mark Brionez	District Counsel
Barbara Kays	Budget Director
Anne Hochsprung	Finance Director
Mark LaRock	Purchasing Director
Brittany Wilson	Director of Technology and Board Support Services
Jennifer McQueary	District Clerk
Candice Harris	Deputy District Clerk

FIRST ORDER OF BUSINESS: **Call to Order**

A. Roll Call

Chairman Brozick called the meeting to order at 11:06 a.m. and stated for the record that four (4) Supervisors were present representing a quorum. Matt Hoopfer was absent.

B. Pledge of Allegiance.

The Chairman led the Pledge of Allegiance.

C. Observation of a Moment of Silence.

The Board and audience members 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 at the meeting.

E. Audience Comments

There were no Audience Comments.

SECOND ORDER OF BUSINESS: Approval of the Minutes

On MOTION by Jim Covert, seconded by Patty Hoxie, with all in favor, the Board approved the Minutes for the Meeting held on August 13, 2020.

THIRD ORDER OF BUSINESS: Annual Renewal of Agreements 2020-2021

Mark LaRock, Purchasing Director, advised that Staff is requesting that the Board approve the annual renewal agreements with Asphalt Paving Systems, Inc. Renewal One of Two (Contract #18P-024), Pavement Technology, Inc. Renewal One of Two (Contract #18P-024), Tri-State Asphalt Corp. Renewal One of Two (Contract #18P-024) and Volkert, Inc. Renewal One of Two (Contract 17B-037) for Fiscal Year 2020/2021. The renewal agreements reflect no change to the current contract price.

On MOTION by Patty Hoxie, seconded by Jim Covert, with all in favor, the Board approved the following annual renewal agreements: Asphalt Paving Systems, Inc. Renewal One of Two (Contract #18P-024), Pavement Technology, Inc. Renewal One of Two (Contract #18P-024), Tri-State Asphalt Corp. Renewal One of Two (Contract #18P-024) and Volkert, Inc. Renewal One of Two (Contract #17B-037) and authorized Chairman/Vice Chairman to execute the renewal documents.
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FOURTH ORDER OF BUSINESS: Amendment One and Renewal One to the ITB #18B-016 with Daves Fencing & Painting, Inc. Fencing – 2, 3 & 4 Board Installations, Repairs & Painting

Mr. LaRock advised that on May 10, 2018, the Board entered into an agreement with Daves Fencing & Painting for ITB #18B-016 for Fencing – 2, 3 & 4 Board Installations, Repairs & Painting for various types of fencing on as needed basis. Mr. LaRock advised that Amendment One to the Agreement adds a one-time 3% increase in the 4th year of the Agreement to be effective October 1, 2020 and stated approval of the Amendment will extend the Agreement through September 30, 2021.

On MOTION by Jim Covert, seconded by Patty Hoxie, with all in favor, the Board approved the approval of Amendment One and Renewal One to the Agreement ITB #18B-016 with Daves Fencing & Painting, Inc. to increase the unit prices by 3% and authorized Chairman/Vice Chairman to execute the Agreement.

FIFTH ORDER OF BUSINESS: **Assignment of Piggyback Agreement for Groundtek of Central Florida, LLC, Amendment One and Renewal Two to the ITB #14B-011 with Aero Groundtek, LLC for Bi-Annual Pine Straw Application**

Mr. LaRock advised that on July 21, 2020 Groundtek of Central Florida, LLC contacted the District regarding the sale of the business and the necessity to assign their agreement to the new entity, Aero Groundtek, LLC. Mr. LaRock stated that Staff is requesting approval of the Amendment which will extend the Agreement through September 30, 2021.

On MOTION by Jim Covert, seconded by Patty Hoxie, with all in favor, the Board approved the Assignment of Agreement, Amendment One and Renewal Two to Piggyback Agreement #14B-011 with Aero Groundtek, LLC; and authorized the Chairman/Vice-Chairman to execute the Assignment and Agreement.

SIXTH ORDER OF BUSINESS: **Old Business Status Update**

There were no Old Business items to be addressed.

SEVENTH ORDER OF BUSINESS: **Adopt Resolution 20-06: FY 20-21 Final Budget**

A. Staff Presentation of Fiscal Year 2020-21 Final Budget

Barbara Kays, Budget Director, advised that the Board reviewed and discussed the Fiscal Year 2020/2021 budget during their public budget workshop held on May 18th. The Board provided direction to Staff to prepare a proposed budget with no change to maintenance assessments rates. The Board of Supervisors approved the Fiscal Year 2020/2021 proposed budget and proposed maintenance assessment rates at the June 11, 2020 meeting. The Proposed Budget was submitted to the local governing authority for a period of 60 days prior to adoption for public review and comment. Staff continued to work on the budget over the past few months, updating line item amounts and the final cost allocations. Ms. Kays advised that the Fiscal Year 2020/2021 final operating budget is \$1,370,409, which is a \$7,604 decrease over the current original budget. Ms. Kays advised that the cost allocation adjustments resulted in a decrease of \$8,657 among the allocated accounts and the Technology Services allocation is now combined with the Management Fees allocation which provided a net reduction of \$5,465. The Project Wide Fund final cost allocation reflects a decrease of \$2,061 from the current year allocation amount. Ms. Kays advised that the Fiscal Year 2020/2021 final operating budget is \$1,370,409.

B. Open Public Hearing

Chairman Brozick opened the public hearing at 11:15 a.m. and stated for the record that the Fiscal Year 2020/2021 budget totals are as follows: General Fund \$1,370,409; 2014-Debt Service Fund \$4,207,720. There is no change to the maintenance assessment rates.

C. Close Public Hearing

Receiving no public comment, Chairman Brozick closed the Public Hearing at 11:16 a.m.

D. Adoption of Resolution 20-06 approving the Fiscal Year 2020-21 Final Budget

<p>On MOTION by Jim Covert, seconded by Patty Hoxie, with all in favor, the Board adopted Resolution 20-06 approving the Fiscal Year 2020-21 Final Budget in the amount of General Fund: \$1,370,409 and the 2014-Debt Service Fund \$4,207,720.</p>

EIGHTH ORDER OF BUSINESS: DPM Monthly Report

The DPM Monthly Report was provided as information to the Board.

NINTH ORDER OF BUSINESS: Financial Statements

The Financial Statements as of July 31, 2020 was provided as information to the Board.

TENTH ORDER OF BUSINESS: District Manager Reports

A. Location of District Board and Committee Meetings through December 31, 2020

Mr. Baier advised that due to the CDC Social Distancing Guidelines, the remainder of the calendar year meetings will take place at the Savannah Regional Recreation Center in the Ashley Wilkes and Atlanta Rooms.

B. National Night Out – October 6, 2020

Mr. Baier advised that National Night Out will occur on October 6, 2020 and will provide residents with an opportunity to show their appreciation for our first responders as a caravan of local law enforcement and public safety travel through the Spanish Springs Square beginning at 4:00 p.m., then on to Lake Sumter Landing and finishing the caravan at Brownwood Paddock Square.

C. Solid Waste Information

Kenny Blocker, Deputy District Manager, advised that effective October 1, 2020 the District is making a major change to the waste collection in The Villages. The change will result in all household recycling and yard waste being picked up on the same day, twice per week. Following a route customization review by the District's waste hauler, only 3,000 residents will have a change to their trash pick-up schedule. Mr. Baier provided the Board with a sample of the door hanger that will be used to communicate the change in pick-up schedule to those residents. Mr. Blocker advised that changes to the waste collection will be communicated to the residents in the District Weekly Bulletin, the monthly utility bill, via E-notification and posted at the postal facility bulletin boards.

Chairman Brozick advised that he discussed the changes to the solid waste collection with residents and found that most residents were supportive and understood the new approach.

ELEVENTH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel Reports.

TWELFTH ORDER OF BUSINESS: Supervisor Comments

A. District 11 Chairman Brozick: PWAC After Agenda

Chairman Brozick advised that the After Agenda from the Project Wide Advisory Committee (PWAC) meeting held on August 31, 2020 has been provided and highlighted the following items addressed:

- The Committee reviewed and recommended approval of various annual renewal agreements.
- The Committee recommended approval of the FY 2020-2021 Project Wide Fund (PWF) and Sumter Landing Amenities Division (SLAD) Fund Budget to the SLCDD.

Vice Chairman Grayber inquired in the future, what portion of funds are anticipated to fall under the review of the PWAC. Ms. Kays provided an overview of the responsibilities of the PWAC as it pertains to the PWF and SLAD Funds and advised funding for maintenance is based on the five-year Capital Improvement Plan (CIP) which is being currently in the process of being updated to include the recommendations that were received from the facilities assessment report completed.

Chairman Brozick advised a major benefit of participating in the PWF is that each of the District 5 – 13 participate to fund the maintenance of the common infrastructure and also provides a type of “insurance policy” that should a catastrophic event occur in any one of those Districts that the repair would be funded through the PWF and not be one individual District.

THIRTEENTH ORDER OF BUSINESS: Audience Comments

Harlan Thrailkill advised that the Community Improvement Council (CIC) has received several concerns about the condition of the curbing along Moyer Loop and Drake Drive. The residents are responsible for maintaining the gutters, but not all are completing that necessary maintenance and requested that the Board consider maintaining the curbing and gutters. Mr. Baier advised that that the residents are responsible for the maintenance of the curbing up to the paved surface. Any additional concerns should be brought to the attention of the City of Fruitland Park.

FOURTEENTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 11:44 a.m.

On MOTION by Jim Covert, seconded by Patty Hoxie, with all in favor, the Meeting was adjourned.

Richard J. Baier
Secretary

Don Brozick
Chairman

The Villages®
Community Development Districts
District 11

AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: Mark LaRock, Purchasing Director; Janet Mrozowski, Purchasing Operations Coordinator

DATE: 10/8/2020

SUBJECT: **Annual Renewal of Agreement 2020-2021**

ISSUE:

The review and approval of annual agreement renewal for Village Community Development District #11.

ANALYSIS/INFORMATION:

The agreement listed below requires renewal for the fiscal year 2020-2021. The agreement type and annual agreement amount **(there is no price change with this renewal)** is listed for your information.

Contractor	Contract #	Type	Area/Service	Annual Agreement Amount
PFM Asset Management LLC Renewal Two	10P-015	Investment Advisory Services	VCDD11	Pricing Per Exhibit A \$126.00

STAFF RECOMMENDATION:

Staff requests approval of above referenced Agreement renewal for fiscal year 2020-2021.

MOTION:

Motion to approve the annual renewal as listed above and authorize Chairman/Vice Chairman to sign the renewal document.

ATTACHMENTS:

Description	Type
▣ VCDD11 PFM Asset Mgmt #10P-015 Renew2	Exhibit

**RENEWAL TWO TO THE AGREEMENT BETWEEN
VILLAGE COMMUNITY DEVELOPMENT DISTRICT #11
AND PFM ASSET MANAGEMENT LLC
FOR INVESTMENT ADVISORY SERVICES
RFP #10P-015**

THIS RENEWAL is entered into this 8th day of October 2020, by and between VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT #11 (VCDD11), whose mailing address is 984 Old Mill Run, The Villages, FL 32162 and PFM ASSET MANAGEMENT LLC (CONSULTANT) whose mailing address is 399 S. Orange Avenue, Suite 1170, Orlando, FL 32801.

RECITALS

WHEREAS, VCDD11 and CONSULTANT entered into Agreement RFP #10P-015 for Investment Advisory Services (Agreement) on behalf of VCDD11 dated August 9, 2018 and,

WHEREAS, VCDD11 and CONSULTANT entered into Renewal One to the Agreement on July 11, 2019; and

WHEREAS, VCDD11 and CONSULTANT desire to renew the existing Agreement which expires on September 30, 2020, as set forth below.

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual covenants and conditions contained herein, VCDD11 and CONSULTANT agree as follows:

1. The above Recitals are true and correct and are hereby incorporated into this paragraph.
2. VCDD11 and CONSULTANT hereby renew the Agreement and any Amendments thereto for a term of October 8, 2020, and ending September 30, 2021. The Agreement and all Amendments are hereby incorporated into this paragraph.
3. For the satisfactory performance of the services outlined in the Agreement and this Renewal, VCDD11 agrees to pay to CONSULTANT their proportionate share of total District cost of Twenty Thousand and 00/100 Dollars (\$20,000.00) to be shared by all Village Community Development Districts.
4. VCDD11 and CONSULTANT agree that all other terms and conditions of the Agreement and Amendments thereto are hereby ratified and confirmed and shall continue in full force and effect except as renewed herein.

**RENEWAL TWO TO THE AGREEMENT BETWEEN
VILLAGE COMMUNITY DEVELOPMENT DISTRICT #11
AND PFM ASSET MANAGEMENT LLC
FOR INVESTMENT ADVISORY SERVICES
RFP #10P-015**

IN WITNESS WHEREOF, said VCDD11 has caused this Renewal to be executed in its name by the Chairman of the VILLAGE COMMUNITY DEVELOPMENT DISTRICT #11, attested by the clerk of said VCDD11, and PFM ASSET MANAGEMENT LLC has caused this Renewal 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 COMMUNITY DEVELOPMENT
DISTRICT #11**

PFM ASSET MANAGEMENT LLC

By: _____

By: _____

Print Name

Print Name

Print Title

Print Title

Date

Date

Attest

Attest

**Distribution of PFM Annual Fee Based on Investable Balances
Monthly Payment Calculation
2019-20**

District	9/30/2019 Net Investable Funds	Percent of Total, All Districts	Distribution of Annual Fee 2019-2020	Monthly Allocation	Accounting Expense Code	SL FIT
District No. 1	\$2,000,612.65	0.80%	\$160.00	\$13.33	01001 0000 000.519319	
District No. 2	\$1,307,089.69	0.53%	\$106.00	\$8.83	02001 0000 000.519319	
District No. 3	\$1,797,568.42	0.72%	\$144.00	\$12.00	03001 0000 000.519319	
District No. 4	\$2,513,980.92	1.01%	\$202.00	\$16.83	04001 0000 000.519319	
District No. 5	\$12,450,561.58	5.01%	\$1,002.00	\$83.50	05001 0000 000.519319	
District No. 6	\$11,457,773.94	4.61%	\$922.00	\$76.84	06001 0000 000.519319	
District No. 7	\$4,346,177.82	1.75%	\$350.00	\$29.17	07001 0000 000.519319	
District No. 8	\$6,894,658.39	2.77%	\$554.00	\$46.17	08001 0000 000.519319	
District No. 9	\$11,931,133.17	4.80%	\$960.00	\$80.00	09001 0000 000.519319	
District No. 10	\$3,812,144.62	1.53%	\$306.00	\$25.50	10001 0000 000.519319	
District No. 11	\$1,558,288.15	0.63%	\$126.00	\$10.50	11001 0000 000.519319	
District No. 12	\$2,084,458.33	0.84%	\$168.00	\$14.00	12001 0000 000.519319	
Number Districts	\$62,154,447.68	25.00%	\$5,000.00	\$416.67		
General	\$11,478,468.16	4.62%	\$924.00	\$77.00	20001.1011.000.512319	
VOSS	\$1,834,618.92	0.74%	\$148.00	\$12.33	20121 5051 000.539319	
Rlg Acres	\$198,013.58	0.08%	\$16.00	\$1.33	20122 5000 000.539319	
Rd Maint	\$576,520.06	0.23%	\$46.00	\$3.83	20123 5000 000.539319	
Safety	\$9,137,910.57	3.68%	\$736.00	\$61.34	20124 9091 000.522319	
Comm Stds	\$372,590.23	0.15%	\$30.00	\$2.50	20125 8082 000.514319	
RAD	\$45,653,710.90	18.37%	\$3,674.00	\$306.17	20421 1011 000.513319	
LSSA	\$14,811,296.59	5.96%	\$1,192.00	\$99.33	20422 1000 000.536319	
VCSA	\$12,248,339.56	4.93%	\$986.00	\$82.17	20423 1000 000.536319	
VCCDD	\$96,311,468.57	38.76%	\$7,752.00	\$646.00		
LSL	\$1,597,330.63	0.64%	\$128.00	\$10.67	30131 5051 000.539319	
Project Wide	\$7,578,276.07	3.05%	\$610.00	\$50.83	30132 5000 000.539319	
SLAD	\$46,850,311.52	18.85%	\$3,770.00	\$314.17	30431 1011 000.513319	
Fitness	\$3,546,325.14	1.43%	\$286.00	\$23.83	30434 2000 004.575319	\$0.50
					30434 2000 005.575319	\$5.84
					30434 2000 007.575319	\$5.83
					30434 2000 008.575319	\$5.83
					30434 2000 010.575319	\$5.83
SLCDD	\$59,572,243.36	23.97%	\$4,794.00	\$399.50		\$23.83
NSU	\$25,935,986.69	10.43%	\$2,086.00	\$173.83	40442 1000 536.536319	
SSF	\$2,306,790.43	0.93%	\$186.00	\$15.50	40444 1000 534.534319	
NSCUDD	\$28,242,777.12	11.36%	\$2,272.00	\$189.33		
BROWNWOOD	\$2,271,932.52	0.91%	\$182.00	\$15.17	50151 5051 000.539319	
FY Total	\$248,552,869.25	100.00%	\$20,000.00	\$1,666.67		

EXHIBIT A

PFM Annual Fee Computation- FY 2019-20 Cost Distribution Based on Inv Fnds



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: Mark LaRock, Purchasing Director; Aaliyah Davis, Buyer

DATE: 10/8/2020

SUBJECT: Award of Invitation to Bid (ITB) #20B-020 - Villa and Sign Walls Painting

ISSUE:

Review and approval of award for Invitation to Bid (ITB) #20B-020-Villa and Sign Walls Painting

ANALYSIS/INFORMATION:

On July 16, 2020 staff issued ITB #20B-020-Villa and Sign Walls Painting. Services include, but not limited to, pressure washing, surface preparation, removal of surface contaminants and painting of the villa walls and sign walls at various District locations. Eleven (11) suppliers submitted bids. BRACE Integrated Services, Inc. was determined to be the lowest, most responsive and responsible bid submitted (Exhibit A). Staff has checked references provided by BRACE Integrated Services, Inc. and positive responses were received. The BID tabulation results are as follows:

Supplier	District 11 Bid Total
BRACE Integrated Services, Inc.	\$15,468.18
Lester Painting, Inc.	\$19,751.68
Bernard Painting Services LLC.	\$27,032.49
Five 12 Painting – Remodeling LLC.	\$30,002.98
McDine’s Painting of Brevard	\$26,900.00
Specialized Property Services, Inc.	\$36,979.00
Mario’s Painting and Services, Inc.	\$44,451.80
E.J. Chris Contracting, Inc.	\$42,809.13
Southern Road and Bridge, LLC.	\$51,560.60
Worth Contracting, Inc.	\$64,640.00
Razorback, LLC.	\$50,151.00

BRACE Integrated Services, Inc. will perform painting services for \$15,468.18.

If approved, the term of this Agreement for Services will be October 8, 2020 through September 30, 2023 with the option to renew for one, three (3) year period. Prices will remain firm and fixed for the initial term of October 8, 2020 through September 30, 2023.

BUDGET IMPACT:

Work performed under this agreement will be based on maintenance needs and/or requirements and the Contractor's unit pricing. Funds are currently available in the FY 2020/2021 budget.

STAFF RECOMMENDATION:

Staff is requesting approval of award for ITB #20B-020-Villa and Sign Walls Painting to BRACE Integrated Services, Inc. in the amount of \$15,468.18 for the service areas shown in Exhibit A.

MOTION:

Motion to approve a request of award for ITB #20B-020-Villa and Sign Walls Painting to BRACE Integrated Services, Inc. in the amount of \$15,468.18 for the services areas shown in Exhibit A; and authorize the Chairman/Vice Chairman to sign the Agreement.

ATTACHMENTS:

Description	Type
▣ District 11 Agreement	Exhibit
▣ Exhibit A	Exhibit

**AGREEMENT FOR SERVICES BETWEEN VILLAGE COMMUNITY
DEVELOPMENT DISTRICT #11 AND BRACE INTEGRATED SERVICES, INC. FOR
VILLA AND SIGN WALLS PAINTING
ITB #20B-020**

THIS AGREEMENT is made this 8th day of October, 2020, by and between **VILLAGE COMMUNITY DEVELOPMENT DISTRICT #11** (hereafter referred to as "DISTRICT"), whose address is 984 Old Mill Run, The Villages, Florida 32162, The Villages, Florida 32162, and **BRACE INTEGRATED SERVICES, INC.** (hereafter referred to as "SUPPLIER"), whose address is 8205 E. Adamo Drive, Tampa, Florida 33619.

RECITALS

WHEREAS, the DISTRICT owns or operates certain real property requiring painting of the villa and sign walls with various finishes, and wishes to enter into an Agreement with a party capable of providing suitable services; and

WHEREAS, SUPPLIER provides professional painting services for properties such as those owned or operated by the DISTRICT, and wishes to enter into an Agreement whereby the SUPPLIER performs services for the DISTRICT in consideration of payments from the DISTRICT to the SUPPLIER;

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

1. SERVICES BY SUPPLIER

- 1.1 That for and in consideration of the mutual promises and covenants hereinafter contained, together with the monetary considerations hereinafter recited, SUPPLIER shall furnish all labor, services, fuel, equipment and materials for the painting services, ITB #20B-020, hereinafter referred to as ITB. Specifications and other Agreement Documents, as defined in said ITB, and all other related documents cited in the above stated ITB are hereby made part of this Agreement as fully and with the same effect as if the same has been set forth at length in the body of this Agreement. All work, material and labor shall be done in accordance with the plans and specifications as provided to SUPPLIER for the ITB and all incidental and necessary work thereto.

2. PAYMENT

- 2.1 In consideration of the services provided by the SUPPLIER pursuant to this Agreement, DISTRICT agrees to pay to SUPPLIER the unit prices submitted by SUPPLIER as a result of SUPPLIER's response to ITB as provided for in Exhibit "A" to this Agreement.
- 2.2 Invoices shall be submitted via email to accountspayable@DISTRICTgov.org no later than the first of the month for the services performed the preceding month. Payment by the DISTRICT will be made no later than forty-five (45) days after the invoice has been received by the DISTRICT per the "Local Government Prompt Payment Act", Florida Statutes, Chapter 218, Part VII.
- 2.3 Payment by the DISTRICT will be made no later than forty-five (45) days after the invoice has been received by the DISTRICT per the "Local Government Prompt Payment Act", Florida Statutes, Chapter 218, Part VII.
- 2.4 If payment is not made by the DISTRICT to the SUPPLIER within forty-five (45) days, SUPPLIER may assess a late charge for the lesser of 1.5% per month, or the maximum rate permitted by law.
- 2.5 The DISTRICT agrees to pay the SUPPLIER for additional work performed by the SUPPLIER pursuant to written orders placed by the DISTRICT, at a rate equal to component unit costs of labor and equipment charged by the SUPPLIER under the terms of this agreement.

3. AGREEMENT DOCUMENTS

The Agreement Documents, which comprise the entire Agreement between DISTRICT and SUPPLIER and which are made part hereof by this reference, consist of the following:

- 3.1 Invitation To Bid
- 3.2 Instructions, Terms, and Conditions
- 3.3 Bid Form(s)
- 3.4 Wildlife Habitat Management Plan (if applicable)
- 3.5 Bidder's Certification
- 3.6 Statement of Terms and Conditions
- 3.7 Supplier Certification Regarding Scrutinized Companies' List
- 3.8 Drug Free Workplace Certificate
- 3.9 References & Similar Projects Form
- 3.10 W9
- 3.11 E-Verify Supplier/Subcontractor Affidavit
- 3.12 Scope of Work / Specifications
- 3.13 Agreement for Services
- 3.14 Permits / Licenses
- 3.15 All ITB Addenda Issued Prior to Bid Opening Date
- 3.16 All Modifications and Change Orders Issued
- 3.17 Notice of Award / Notice to Proceed

4. TERM

The initial term of this Agreement shall be October 7, 2020 through September 30, 2023, with the option to renew for one, three (3) year period. Following completion of the initial term, the renewal period shall automatically occur on October 1 of the renewal period unless either party provides a minimum ninety (90) day written notice of non-renewal. The prices awarded by SUPPLIER shall remain fixed and firm for the initial term of the Agreement. At a minimum of six (6) months prior to the end of the initial term, SUPPLIER may submit a request in writing to their District Representative to justify an increase or decrease to the current awarded pricing to become effective for the following October 1. Any agreed upon negotiated price change shall remain firm for the remainder of the one (1) three (3) year renewal term. No increase will exceed 3%.

5. INSURANCE

- 5.1 **General Liability.** SUPPLIER 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 SUPPLIER, sub consultants 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.
- 5.2 **Automobile Liability Insurance** covering all automobiles and trucks the SUPPLIER may use in connection with this ITB. The limit of liability for this coverage shall be a minimum combined single limit of \$1,000,000 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.
- 5.3 **Excess Liability Insurance (Umbrella Policy)** may compensate for a deficiency in general liability or automobile insurance coverage limits.
- 5.4 **Waiver of Subrogation:** By entering into any Agreement as a result of this ITB, SUPPLIER agrees to a Waiver of Subrogation for each policy required above.
- 5.5 **Workers' Compensation Insurance, as required by the State of Florida.** As required by the State of Florida. SUPPLIER and any sub consultants or subcontractors shall comply fully with the Florida Worker's Compensation Law. SUPPLIER must provide certificate of insurance showing Worker's Compensation coverage.

5.6 Certificate(s) shall be dated and show:

- 5.6.1 The name of the insured SUPPLIER, the specified job by name and/or ITB number, the name of the insurer, the number of the policy, its effective date and its termination date.
- 5.6.2 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.
- 5.6.3 Subrogation of Waiver clause.
- 5.6.4 The Villages Community Development District 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.
- 5.6.5 SUPPLIER shall require of each its sub consultants 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 sub consultants and/or subcontractors in its policy as described above.
- 5.6.6 All insurance policies shall be written on companies authorized to do business in the State of Florida.

6. SELF HELP BY DISTRICT

- 6.1 Within (24 hours) after being notified by DISTRICT in writing or verbally of defective or unacceptable work, if the SUPPLIER fails to correct such work, DISTRICT may cause the unacceptable or defective work to be corrected. If the DISTRICT corrects the work, the DISTRICT shall be entitled to deduct from any monies due, or which may become due to SUPPLIER, the reasonable cost of remedying the defective or unacceptable work. Provided, however, if the corrective work cannot reasonably be completed within such 24 hour period, and the SUPPLIER immediately begins corrective work, and DISTRICT reasonably determines that the SUPPLIER is diligently pursuing the completion of such corrective work, DISTRICT agrees to allow SUPPLIER to complete correction of the defective or unacceptable work. In addition, if the SUPPLIER, for any reason, fails to perform any portion of the services required by the SUPPLIER pursuant to this Agreement, the DISTRICT shall be entitled to deduct from any monies due or which may become due to SUPPLIER the actual expenditures that are necessary to complete the services not performed.
- 6.2 All costs and expenses incurred by DISTRICT pursuant to this section shall be deducted from monies due, or which may become due to SUPPLIER for its obligations herein.
- 6.3 The provisions of this paragraph are cumulative to all other provisions of the Agreement and it is not intended that any deductions in payment taken pursuant to this paragraph shall diminish or waive DISTRICT's right to declare the SUPPLIER in default in accordance with applicable provisions of the Agreement.

6.4 SATISFACTORY PERFORMANCE

- 6.4.1 It is estimated that the frequency and guidelines set forth in this Scope of Work will provide the quality desired. However, in the event it does not, SUPPLIER agrees to provide such reasonable additional services without further compensation. Satisfactory performance of work under this Agreement shall be based on these maintenance specifications, as measured by the DISTRICT in its discretion.
- 6.4.2 Any damage to DISTRICT property by the SUPPLIER shall be repaired by the respective tradesmen initiated through the DISTRICT Representative so all warranties remain effective. All billing for said repairs will be directed to the SUPPLIER responsible for said area and cost of repairs.

7. TERMINATION BY THE DISTRICT FOR CAUSE

- 7.1 The performance of work under this Agreement may be terminated by DISTRICT in accordance with this clause in whole or from time to time in part, whenever DISTRICT determines that SUPPLIER is in default of the terms of this Agreement. Any such termination shall be effected by delivery to SUPPLIER a Notice of Termination specifying the extent to which performance or work under the Agreement is terminated, and the date the termination becomes effective.
- 7.2 After receipt of a Notice of Termination, and except as otherwise directed, SUPPLIER shall:
- 7.2.1 Stop work under this Agreement on the date and to the extent specified in the Notice of Termination.
 - 7.2.2 Place no further orders or subcontract for materials, services, or facilities except as may be necessary for completion of such portions of work under this Agreement.
 - 7.2.3 Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination.
 - 7.2.4 Settle all outstanding liabilities and all claims arising out of such termination or orders and subcontracts, and request the approval or ratification by the DISTRICT to the extent SUPPLIER may require, which approval or ratification shall be final for all purposes of this clause.
 - 7.2.5 Continue to perform under the terms of the Agreement as to that portion of the work not terminated by the Notice of Termination.
- 7.3 After receipt of a Notice of Termination, SUPPLIER shall submit to DISTRICT the SUPPLIER's termination claim in satisfactory form. Such claim shall be submitted promptly, but in no event later than one month from the effective date of termination unless one or more extensions in writing are granted by DISTRICT. No claim will be allowed for any expense incurred by SUPPLIER to after the receipt of the Notice of Termination and SUPPLIER shall be deemed to waive any right to any further compensation.
- 7.4 SUPPLIER and DISTRICT may agree upon the whole or any part of the amount or amounts to be paid to SUPPLIER by reason of the total or partial termination of work pursuant to this clause, provided that such agreed amount or amounts, exclusive of settlement costs shall not exceed the total Agreement price as reduced by the expenditures necessary to complete the job covered by this Agreement.
- 7.5 DISTRICT may, for any reason, terminate performance under this Agreement by the SUPPLIER for convenience upon thirty (30) days written notice. DISTRICT will not be held responsible for any loss incurred by SUPPLIER as a result of DISTRICT's election to terminate this Agreement pursuant to this paragraph.

GENERAL CONDITIONS:

- 8.1 SUPPLIER shall not utilize, nor store, any drums of material exceeding 5-gallon containers on any of the DISTRICT's property.
- 8.2. If applicable, SUPPLIER must maintain complete and current Material Safety Data Sheets on premises for inspection and/or use at all times, and furnish updated documentation to the DISTRICT's Risk Management Department; however, the SUPPLIER acknowledges that the DISTRICT shall have no responsibility for making any disclosures to SUPPLIER's employees or agents.
- 8.3. The obligations of the SUPPLIER 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.

- 8.4. 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.
- 8.4.1. The venue for the enforcement, construction or interpretation of this agreement, shall be the County or Circuit Court for Sumter County, Florida, and SUPPLIER 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.
- 8.5. SUPPLIER 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 SUPPLIER shall have no express or implied authority of any kind or nature whatsoever, to incur any liability, either in Agreement or on a tort, as the agent, servant or employee of the DISTRICT.
- 8.6. These Agreement Documents constitute the entire understanding and Agreement between the Parties and supersedes any and all written and oral representations, statements, negotiations, or agreements previously existing between the Parties with respect to the subject matters of this Agreement. SUPPLIER 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.
- 8.7. No amendment to this Agreement or the performance contemplated hereunder shall be effective except those agreed to in writing and signed by both of the parties to this Agreement. 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.
- 8.8. SUPPLIER shall collect and dispose of all trash, litter, debris, refuse and discarded materials resulting from SUPPLIER's operations. SUPPLIER shall remove or contract for the removal of debris in such a manner that no unsightly, unsanitary, or hazardous accumulations occur. SUPPLIER 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 SUPPLIER shall provide SUPPLIER'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 SUPPLIER is strictly prohibited.
- 8.9. SUPPLIER 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.
- 8.10. SUPPLIER 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 SUPPLIER. When on DISTRICT property a failure to fully comply with this section will result in penalties up to and including Agreement termination.
- 8.11. SUPPLIER acknowledges that the public may associate the SUPPLIER as an employee of the DISTRICT while SUPPLIER performs services on the DISTRICT's property. SUPPLIER agrees to conduct its services and supervise its employees in a way not detrimental to the DISTRICT's business operation. DISTRICT reserves the right to approve dress codes for the SUPPLIER's employees.

- 8.12. SUPPLIER shall comply with all applicable governmental statutes, rules, regulations and orders and any amendments and modifications thereto.

9. **SUPPLIER'S REPRESENTATIONS** SUPPLIER makes the following representations:

- 9.1 SUPPLIER has familiarized himself/herself 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.
- 9.2 SUPPLIER declares that he/she has visited and examined the site of the work and informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done, that he/she has examined the plans for the work and other Agreement Documents relative thereto and has read all the addenda furnished prior to their submittal, and that SUPPLIER has satisfied itself relative to the work to be performed.
- 9.3 SUPPLIER 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.
- 9.4 SUPPLIER has given the DISTRICT written notice of all conflicts, errors, or discrepancies that he has discovered in the Agreement Documents.
- 9.5 SUPPLIER declares that submission of a proposal for the work constitutes an incontrovertible representation that the SUPPLIER 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.
- 9.6 Equal Opportunity: SUPPLIER 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.
- 9.7 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 SUPPLIER 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 SUPPLIER to perform employment duties pursuant to the Agreement, within Florida; and all persons, including subcontractors, assigned by the SUPPLIER to perform work pursuant to the Agreement with the DISTRICT. (<http://www.uscis.gov/e-verify>) Additionally, the SUPPLIER 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 SUPPLIER 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 SUPPLIER, solely, will be responsible and liable for any violations and or penalties associated with such violation.
- 9.8 Public Entity Crimes: In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted Bidders list following a conviction for a public entity crime may not submit a bid on an agreement with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a SUPPLIER, 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 Respondent list.

9.9 Public Records Act/Chapter 119 Requirements: SUPPLIER agrees to comply with the Florida Public Records Act to the fullest extent applicable, and shall, if this agreement is one for which services are provided by doing the following:

- 9.9.1 Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform this service;
- 9.9.2 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;
- 9.9.3 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
- 9.9.4 Meet all requirements for retaining public records and transfers to the DISTRICT, at no cost, all public records in possession of the SUPPLIER upon termination of the Agreement 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 SUPPLIER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUPPLIER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, 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 of the **VILLAGE COMMUNITY DEVELOPMENT DISTRICT #11**, attested by the clerk of said DISTRICT, and **BRACE INTEGRATED SERVICES, 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 COMMUNITY
DEVELOPMENT DISTRICT #11**

**BRACE INTEGRATED
SERVICES, INC.**

By: _____

By: 

Print Name

Louis Alfieri
Print Name

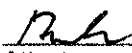
Print Title

Contract Director
Print Title

Date

9-14-2020
Date

Attest


Attest

DISTRICT 11

VILLA WALLS AND SIGN WALLS PAINTING

WALL AND ENTRY LOCATIONS	Address	Design Exhibit	TYPE	SQ FT	TOTAL COST
Jackson Villas (2) 9 X 4	2998 Kramer CT.	11.1	Dura-tec	600	\$ 252.00
Jackson Villas Walls	2957 Kramer CT.	11.2	Dura-ted	1,575	\$ 661.50
LEO Villas (2) 6 X 4	3024 O'Rourke Rd	11.3	Dura-tec	600	\$ 252.00
LEO Villas Walls	899 Parrish Pl	11.4	Dura-tec	1,755	\$ 737.10
Reagan Villas (2) 9 X 4	3010 Wotring Way	11.5	Dura-tec	600	\$ 252.00
Reagan Villas Walls	1103 Carver Ct	11.6	Dura-tec	1,926	\$ 808.92
C-466A from power lines to Drake Drive	2954 Heiny Pl.	11.7	Dura-tec	29,383	\$ 12,340.86
The Preserve Entry Conservation Trail (1) 4.8 X 2.10"	3376 Conservation Trail	11.8	Wood/plastic	150	\$ 63.00
Pine Ridge Entry	2954 Heiny Pl.	11.9	Concrete/Stucco	240	\$ 100.80
District 11 TOTAL COST:				36,829	\$ 15,468.18

NOTE(S):

- Bid will be awarded to one Contractor based on the lowest responsible and responsive Bidder. Bid evaluation to establish the lowest responsible and responsive Bidder will be determined utilizing the lowest COMBINED BID GRAND TOTAL and Contractor's References.
- 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.
- All price information to be used in the Bid review must be on this Bid form.
- District reserves the right to adjust any quantity upward or downward as may be warranted or necessary.
- Unit prices shall include all materials, labor, tools, equipment, fuels and debris removal.

"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 VILLAGES COMMUNITY DEVELOPMENT DISTRICT 11 in the form of a Purchase Order, 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 Contract 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."

Louis Albert-Carino Director 8/14/2020
 Authorized Agent Name, Title (Print) Authorized Signature Date

Name of Bidder's Firm: Bloss Integrated Services Inc.

DISTRICT 11

VILLA WALLS AND SIGN WALLS PAINTING

WALL AND ENTRY LOCATIONS	Address	Design Exhibit	TYPE	SQ FT	TOTAL COST
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- All price information to be used in the Bid review must be on this Bid form.
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- Unit prices shall include all materials, labor, tools, equipment, fuels and debris removal.

"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 VILLAGES COMMUNITY DEVELOPMENT DISTRICT 11 in the form of a Purchase Order, 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 Contract 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."

Louis Albert-Carino Director 8/14/2020
 Authorized Agent Name, Title (Print) Authorized Signature Date

Name of Bidder's Firm: Bloss Integrated Services Inc.

The Villages®
Community Development Districts
District 11

AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: Blair Bean, Director, District Property Management

DATE: 10/8/2020

SUBJECT: **Adoption of Resolution 21-01 Holiday Decoration Policy**

ISSUE:

Adoption of Resolution 21-01 establishing the process and procedures for authorized holiday decorations within the boundaries of the Village Community Development District 11 (VCDD11).

ANALYSIS/INFORMATION:

Current in place holiday decoration policy adopted in 2004 was reviewed by the District at the request of the VCDD11. The District Staff revised the current holiday decoration policy which identifies the process and procedures for authorized holiday decorations on District rights of ways. The Policy includes:

- The purpose of the policy
- Definitions of observed holidays
- Process for filing a decoration plan for District approval
- Establishes certain guidelines, procedures, compliance mechanisms associated with authorized holiday decorations in the District right of ways.

The District will consult with the attorney representing VCD11 regarding potential need for a liability waiver to be included as part of any submitted decoration plan prior to approval.

The revised Policy is attached.

STAFF RECOMMENDATION:

Board adopt Resolution 21-01 establishing the process and procedures for authorized holiday decoration policy on District owned rights of ways within the boundaries of the VCDD11.

MOTION:

Motion to adopt Resolution 21-01 establishing the process and procedures for authorized holiday decoration policy on District owned rights of ways within the boundaries of the VCDD11.

ATTACHMENTS:

Description	Type
□ Resolution 21-01	Cover Memo

RESOLUTION 21-01

A RESOLUTION ADOPTING REVISED PROCESS AND PROCEDURES FOR AUTHORIZED HOLIDAY DECORATIONS ON DISTRICT OWNED RIGHTS OF WAYS WITHIN THE BOUNDARIES OF THE VILLAGE COMMUNITY DEVELOPMENT DISTRICT NO. 11.

1. **WHEREAS**, Village Community Development District No. 11 desires to outline the process and procedures for authorized holiday decorations on District rights of ways as attached;
2. **WHEREAS**, the process and procedures will ensure the District provides an organized and systematic process for determining approved holiday decorations on District rights of ways; and

NOW, THEREFORE, BE IT RESOLVED by VILLAGE COMMUNITY DEVELOPMENT DISTRICT NO. 11 as follows:

3. There are hereby adopted revised process and procedures for authorized holiday decorations on District owned rights of ways.
4. The established process and procedures, upon adoption of Resolution 21-01, shall become effective immediately.

DONE AND RESOLVED at The Villages, Lake County, Florida, this 8th day of October 2020.

ATTEST

VILLAGE COMMUNITY DEVELOPMENT
DISTRICT NO. 11

By: _____
Richard J. Baier, Secretary

Don Brozick, Chairman

The Villages®

Community Development Districts

HOLIDAY DECORATION POLICY

TITLE: District Holiday Decoration Policy – Gate House & Villa/Village Entry Sign Wall

DATE ISSUE: September 29th, 2020

REVISION: To Original

OVERVIEW:

The District will permit the Gate Houses and Village/Villa entry sign walls to be decorated by resident groups. This excludes postal stations. Prior to installation, residents must submit a design to District Property Management at 1071 Canal Street, The Villages. Subsequent to a holiday specific design approval, decorations can be displayed for future holidays without submitting plans if it is in accordance with a previously approved plan.

POLICY:

Approved decorations can be displayed on the following observed holidays:

- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Patriots' Day
- Veterans Day
- Winter Holiday – decorations can be installed for a maximum of one (1) month, with them being installed no earlier than December 1st and removed no later than January 5th

With the exception of the winter holiday, approved decorations can be installed five (5) days before the holiday and must be removed within five (5) days after the holiday

The District reserves the right to remove, alter, or relocate decorations for public safety or the protection of District property. The District is not responsible for lost, stolen or damaged decorations.

Approved Decorations Include:

- Garland
- Wreaths
- American & Military Flags
- Feather Banners not exceeding 6-feet in height

Decorating Guidelines:

- No nails, screws, tape or any other material that would break, peel or penetrate the surface, lights (electric or battery), statues or colored ribbon other than red are permitted.
- Only wire, rope or cord can be used to display holiday decorations from entry walls.
- All feather banners must be placed a minimum of 10-feet from the closest roadway or multi-modal path.

Specifications for Winter Holiday Decorations:

Village/Villa Entry Wall:

- Green garland, green wreaths (maximum 3' in width, not to obscure sign wall lettering) and red bows are acceptable decorations.

Gate House:

- One green wreath with a red bow (maximum 3' in width) may be placed on the entrance and exit side of the Gate House.



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: District Staff

DATE: 10/8/2020

SUBJECT: **Old Business Status Update**

ISSUE: Old Business Status Update - October 8, 2020

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
□ Old Business Status Update	Cover Memo

[illegible]



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: DPM Staff

DATE: 10/8/2020

SUBJECT: **DPM Monthly Report**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
□ DPM Report	Cover Memo

The Villages®

Community Development Districts

Property Management

District 11

October 2020

Landscape Division

Upcoming Projects:

1. Fill-ins and/or replacements in Cul-de-sacs and Villa walls will begin in October

Prior Month Project Status:

Completed Projects:

General Maintenance:

1. Regular Monthly Maintenance
 - Mowing
 - Edging
 - Trimming
 - Weeding
2. DPM continues to mow and create SOP furrow rows around the perimeter of the water retention areas. The height of cut has been raised to slow down water sheet flow and capture any nutrients

Water Resource Division

Upcoming Projects:

1. Hydrilla treatments to begin on Basins D11-14

Prior Month Project Status:

Completed Projects:

1. Fall inspections for Hydrilla treatments
2. Visual inspections for allowable maintenance to the preserve areas

General Maintenance:

1. Algae and nuisance vegetation control treatments
2. Pump Station inspections, cleaning & services

Infrastructure Division

Upcoming Projects:

1. A pole of a kestrel nesting box at Wiechen's Preserve has begun to lean and the structure is being inspected to determine repairs and cost

Prior Month Project Status:

1. Replacement and capping of decaying posts on Wiechen's observation tower were delayed due to materials being saturated by rain. The timber has been covered, and once dried out, construction will begin

Completed Projects:

General Maintenance:

1. Fencing was repaired behind 3631 Conservation Trail.
2. Villa and Tunnel solar lighting inspections and cleaning were completed
3. On-going inspections for:
 - Villa roadways
 - Storm water structures
 - Roadway signage and striping
 - Fences and walls
 - Tunnels
 - Gate entries and guard houses
 - Pest management



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: Anne Hochsprung, Finance Director

DATE: 10/8/2020

SUBJECT: **Financial Statements**

ISSUE:

Financial Statements as of August 31, 2020

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
▣ Financial Statement	Cover Memo
▣ Cash & Investment Summary	Cover Memo

The Villages®

Community Development Districts

District 11

Financial Statement Summary

As of August 31, 2020

Revenues

Year-to-Date (YTD) Revenues of \$1,411,000 are slightly less than prior year-to-date (PYTD) revenues of \$1,414,000 and are at 101% of budgeted revenues of \$1,391,000.

- The District has collected 100% of the budgeted maintenance assessments in the amount of \$1,366,000. Lake County collects the maintenance assessments on the annual tax bill and remits it to the District. Lake County then bills the District a 2% collection fee. The majority of assessments are collected from November through March. There was no increase in maintenance assessments levied in FY 2020.
- Other income includes a total of \$10,000 received from FEMA for Hurricane IRMA relief.
- Investment earnings of \$35,000 (\$26,000 realized and \$9,000 unrealized gains) are less than prior year to date earnings of \$47,000 and in excess of the annual budgeted earnings of \$28,000. The decrease over prior year is due to market conditions related to the Coronavirus Pandemic.

The District has received 100% of the anticipated revenues through the county tax collections while the expenses will be incurred ratably over the 12-months. *As of August 31, 92% of the year has lapsed.*

Expenses and Other Changes

Year-to-Date Operating Expenses of \$963,000 are greater than prior year expenses of \$890,000 and are 85% of budget.

- Management and Other Professional services include Management fees, Deed Compliance, Technology Service and Tax Collector fees. Management fees increased a budgeted 8% over prior year.
- Utility Services include Electricity and Irrigation Water expenses and year to date spending is at 74% of budgeted expenses of \$92,000.
- Building, Landscape and Other Maintenance Expenses are greater than prior year revenues and are 86% of budget. A large portion of the expense incurred is the Project Wide allocation totaling \$643,000, a budgeted increase of 8% over prior year.
- Other expenses include an annual premium for property and liability insurance.
- Transfers to General Reserves are budgeted at prior year's level.

Change in Unrestricted Net Position

Year-to-Date Change in Unreserved Net Position of \$218,000 is less than prior year to date change of \$295,000. By year-end, based on the anticipated revenues and expenditures, the District will meet the budgeted increase in Unreserved Net Position of \$13,000.

Investment Earnings

The following table outlines the current month and year to date earnings by investment category:

	CFB	FLCLASS	FL PALM	FL-FIT	FLGIT	LTIP
Current Month	0.00%	0.35%	0.30%	0.57%	3.14%	4.05%
Year-to-date	0.58%	1.26%	1.25%	1.48%	4.08%	3.08%
Prior FY 2019	1.53%	2.21%	2.26%	2.39%	4.22%	5.33%

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Community Development Districts
District 11

Statement of Activity						
For the Eleven Months Ending August 31, 2020 (92% of the budget year)						
Original Budget	Amended Budget	Budget % used		YTD Actual	PYTD Actual	Variance
			REVENUES:			
\$ 1,363,622	\$ 1,363,622	100%	Maintenance and Other Special Assessments	\$ 1,366,487	\$ 1,367,035	\$ (548)
-	-	100%	Other Income	9,812	39	9,774
27,500	27,500	126%	Investment Income	34,573	46,761	(12,188)
1,391,122	1,391,122	101%	Total Revenues:	1,410,872	1,413,834	(2,962)
			EXPENSES:			
13,817	13,817	56%	Personnel Services	7,775	7,768	7
176,393	177,393	91%	Management and Other Professional Services	161,035	157,289	3,746
96,934	91,934	74%	Utility Services	68,235	68,963	(728)
831,299	835,299	86%	Building, Landscape and Other Maintenance	719,478	648,510	70,968
9,570	9,570	72%	Other Expenses	6,895	6,984	(89)
1,128,013	1,128,013	85%	Total Operating Expenses	963,417	889,514	73,903
250,000	250,000	92%	Transfers out of Unrestricted Fund	229,167	229,167	-
250,000	250,000	92%	Total Other Changes	229,167	229,167	-
1,378,013	1,378,013	87%	Total Expenses and Other Changes	1,192,584	1,118,681	73,903
<u>\$ 13,109</u>	<u>13,109</u>		Change in Unreserved Net Position	<u>\$ 218,288</u>	<u>\$ 295,154</u>	<u>\$ (76,866)</u>
			Total Cash, Net of Bond Funds	<u>\$ 2,227,780</u>	<u>\$ 1,828,710</u>	<u>\$ 399,070</u>
			Unassigned	990,768	864,893	
			Committed R and R General	1,179,167	929,167	
			Total Fund Balance	<u>\$ 2,169,935</u>	<u>\$ 1,794,060</u>	<u>\$ 375,875</u>

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Community Development Districts

District 11

CASH AND INVESTMENT SUMMARY As of August 31, 2020

Fund Code	Account Name	Bank	Balance as of 10/01/19	Current Balance	Reconciled Yes/No
GENERAL FUND					
001	Cash Operating	CFB	163,728.88	70,311.27	Yes
001	FLCLASS	FLCLASS	1,558,288.15	2,036,674.46	Yes
Sub-total Cash & Cash Equivalents			1,722,017.03	2,106,985.73	
001	Cash LTIP USB	USB	56,766.83	120,793.96	Yes
Sub-total Investments			56,766.83	120,793.96	
Cash Balance			1,778,783.86	2,227,779.69	

DEBT SERVICE FUND - TRUST ACCOUNTS					
201	Revenue Fund	USB	1,411,027.72	1,462,700.42	Yes
201	Prepayment Fund	USB	619,021.20	637,686.06	Yes
201	Reserve Fund	USB	3,159,456.25	3,078,115.61	Yes
			5,189,505.17	5,178,502.09	

CAPITAL PROJECTS FUND					
301	Acq & Construction	USB	2,110,334.21	2,138,129.70	Yes
301	General Account	USB	10,124.74	10,258.07	Yes
301	Deferred Cost	USB	395,821.67	523,924.42	Yes
Sub-total Operating Cash			2,516,280.62	2,672,312.19	
Grand Totals			9,484,569.65	10,078,593.97	



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM:

DATE:

SUBJECT: Committee Member Representation

ISSUE:

ANALYSIS/INFORMATION:

Project Wide Advisory Committee & Multi-Modal Path Discussion Group: Primary - Don Brozick ,
Alternate - Patty Hoxie

STAFF RECOMMENDATION:

MOTION:



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: Kenneth Blocker, Deputy District Manger

DATE: 10/8/2020

SUBJECT: **Hurricane Irma FEMA Reimbursement**

ISSUE:

As a result of the damages incurred on September 10, 2017 from Hurricane Irma, FEMA reimbursement was applied for to reimburse the District for a portion of the repairs and debris removal. The expected District 11 reimbursement amount was \$217,635.87 and the final amount paid was \$9,716.81. With no other outstanding claims or issues pertaining to Hurricane Irma and no expectation of additional reimbursements, this event will now be closed out.

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM:

DATE:

SUBJECT: COVID-19 Phased Re-opening Plan

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: Richard J. Baier, District Manager

DATE:

SUBJECT: District Management Achievements - Balanced Score Card

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
□ Balanced Score Card Memo	Cover Memo
□ Balanced Score Card Presentation	Cover Memo

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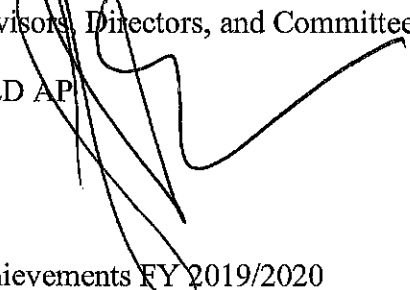
District Management

TO: All District Board Supervisors, Directors, and Committee Members

FROM: Richard Baier, P.E., LEED AP
District Manager

DATE: October 1, 2020

RE: District Management Achievements FY 2019/2020



It is amazing that two years have elapsed since the District Team began implementing our enhancements and cost-saving measures. This dynamic team has responded to stimulus and change as well as the unprecedented COVID-19 Pandemic. The District Team has remained focused as we navigated uncharted waters all while keeping the District business operational and on course. Our strategic initiatives are focused upon the organizational structure, efficiency measures, transparency, succession planning, and a desire to further enhance customer service while addressing the needs of the residents.

In regard to the organizational structure, as reflected on the new org chart that was approved in May 2020 by the Village Center Community Development District, you will note the realignment of several important functional areas of our District Government. With so much talent within the organization, promoting within allows the District to remain fiscally responsible all while maintaining our investment in our employees' skills and knowledge as well as delivering value to our customers.

As you know, Kenny Blocker has been promoted to Deputy District Manager. Mr. Blocker will continue to provide strategic management of the major Financial Portfolio elements such as Finance, Purchasing, and Budget. Now he will also take on Utilities and Sanitation as these are major budget drivers as we face our upcoming growth period and consider our capital investments. Continuous review of finance and span of control is on-going and ever-present. As BS&A is fully implemented more efficiency will be captured which required restructuring of talent within finance. In concert with reviewing the span of control and succession planning, the former Accounting Manager, Jennifer Liunoras was reclassified to Assistant Director of Finance.

An area that has seen major reorganization and change is under Mrs. Carrie Duckett. She has been promoted to Assistant District Manager and within her portfolio; you will note that she has taken on Community Watch and Risk Management in addition to Community Standards and Customer Service. Her communication skills and continued enhancement of our customer service makes these two new areas an appropriate fit.

Technology and Board Support Services, HR/Strategic Planning will remain the same but I have made some changes within the Recreation and Parks Department under Director John Rohan. In order to have a succession plan for this large (and growing department), I have appointed from within the department two Assistant Directors. Matt Armstrong was appointed as an Assistant Director, Recreation and Parks for Operations. With Matt's vast knowledge of operations and his talent for organizing, directing, and supervising personnel he will transition seamlessly into the Assistant Director position. Kacie Linton was appointed as an Assistant Director, Recreation and Parks for Finance. Kacie's expertise in managing major finance functions including budget development and procurement as well as working collaboratively with internal and external customers makes for a smooth transition in this growing department. These two appointments of these long-standing team members will ensure excellent customer service to our residents, succession planning, and accountability as the District grows.

Within the Department of Property Management, I was very fortunate to be able to promote an in-house candidate, Blair Bean, to Director to replace long-time Director Sam Wartinbee who retired. As you know, Blair Bean was formerly the Assistant Director of the Department of Property Management. Mr. Bean will continue the strong management style which has been a hallmark of this department.

Under Mr. Blocker's purview, the District has taken a major step forward in minimizing the continued shortfall in revenue that we face within our recycling program. Like many jurisdictions, the District addressed the monetary impacts of a shrinking global secondary market for our recycled goods and the environmental impacts of long hauling our municipal solid waste to a GA landfill. North Sumter County Dependent District (NSCUDD) approved a long-term solid waste plan to address solid waste disposal. NSCUDD entered into a long term contract for waste disposal with Covanta Energy from Waste facility. NSCUDD also purchased Central Sumter Utilities and refunded the bonds issued for North Sumter Utilities for a net present value savings of approximately \$43.5MM.

Additionally, District 8 Phase II and III bonds were refunded for approximately \$8MM net present value savings. District 13 issued Phase I bonds for approximately \$90MM and Village Center Community Development District/Amenity Authority Committee purchased 300 amenities and associated Recreation facilities in Phillips and Soulierre. Lastly, a new three-year

contract was negotiated with The Villages IAFF Local 4770 representing the firefighters and supervisors of Villages Public Safety.

Under John Rohan's purview, The Villages Community Development Districts' Recreation and Parks Department increased the Digital Billboard (TV monitors) program that is currently available at Rohan and Everglades Regional Recreation Centers. The goal is to have Digital Billboards in a majority of the Regional Recreation Centers by the end of the next Fiscal Year. These HD Digital Billboards will provide an additional communication platform to share District and Recreation and Parks information to the community. Due to the growth in The Villages, Mr. Rohan has also increased ease of customer service for residents by providing Recreation Center Hub's, located at La Hacienda, Sea Breeze, and Fenney. These hub locations have benefited our residents by providing direct customer service support relating to Resident Lifestyle Groups, Room Reservations, Club Formation, Guest ID's, payment of Trail Fees, and recreation support services within close proximity of their homes. These locations throughout our community have strengthened the commitment of customer service and allowed Recreation & Parks staff to form relationships with the residents in regard to their specific needs. Mr. Rohan had oversight of opening four new Recreation Centers Everglades Regional Recreation Center, Water Lily Village Recreation Center, Chitty Chatty Neighborhood Recreation Center, and Trillium Village Recreation Center. The much anticipated First Responders Recreation Center is currently in the construction review stage. Later this next Fiscal Year, staff will be further discussing the Master Plan for Communication of Recreation and Parks.

Under Blair Bean's purview, District Property Management has begun the task of preparing staff for the implementation of the GIS-based asset management system Cityworks. A part of this effort is the use of the Sightlines consultant reports to establish baseline data for District-owned building assets such as recreational facilities and fire stations. Moving into the future, the information from the Sightlines reports will be used to forecast a 10 year budget for recreational amenities. This will allow the recreation amenity divisions to better identify and forecast funding needs over a longer period of time as well as manage overall costs and review of specific amenity assets. Programs will be developed to review the performance of like assets across the entire District.

Mr. Bean has begun to develop and implement the current organizational structure that focuses DPM staff into operationally hinged Divisions to meet the needs of the organization. The Department Divisions created based on the focused operations approach are Road/Infrastructure, Facilities, Town Centers, Construction, Water Resources/Environmental, and Landscaping. DPM recognizes and is implementing plans to develop staff with a focus on succession planning and building strong teams. The Department over the last year has created three "trainee" level positions to create opportunities for new employees to enter and grow within the organization. In addition, two employees were reclassified to Assistant Manager to directly support the Division

managers and provide opportunities for employee growth and advancement within the organization.

In an effort to plan for operational efficiency based on asset growth and expanded service areas, the DPM Department utilizes a new Annex Office South of SR 44. This location is servicing the growth areas in Districts 12 and 13. The new Annex Office has allowed staff to reduce travel times and vehicle-related costs traveling to their assigned areas of responsibility. You can find more efficiencies and savings on the DPM Scorecard.

Under Anne Hochsprung's purview, the Finance Team completed a very successful and on-time implementation of BS&A for all modules (Accounts Payable, General Ledger, Miscellaneous Receipts, Cash Receipts, Special Assessments, and Fixed Assets). A significant amount of planning and man-hours took place before and during this year-long implementation with the Finance team, other team leadership throughout the district, and the BS&A implementation team to assure we set ourselves up to utilize the software in a much more efficient and effective way as compared to how we conducted business previously.

Just to highlight a few of the changes made, they include the approval of Purchase orders and vendor invoices. These are now approved electronically across all District teams using a standardized approval process resulting in documented controls over the authorization of payments and more timely payments. Utility Billing is interfaced with Accounts Payable, eliminating duplicate data entry of approximately 2,200 District-owned monthly invoices and, on average, 500 refund checks monthly. All vendor checks are paid out of one "pooled" cash account, reducing the number of check/ACH payment cycles from 72 to 2 weekly. Current and historical financial information is more readily available to allow for more informed decision making by District team leadership. We have seen a significant reduction in the number of inter-district cash transfers and journal entries. The Fixed Asset sub-ledger is now interfaced with Accounts Payable, eliminating the need for duplicate data entry. Finance now has information on resident's bond and maintenance assessments more readily available as we interface with the resident. And lastly, individual team financial statements are now being distributed to the leadership monthly. Finance will continue to evaluate the new software and modules. Efficiencies gained through this implementation can be found on the Finance Scorecard.

Under Barbara Kays' purview, The Office of Management and Budget (OMB) worked with the entire District team to successfully convert to the new BS&A Financial Software/Budget Module which required numerous hours to learn, test, develop, and implement. OMB developed reports in the new software, such as the negative balances report, to assist departments to improve the management of their budgets which benefits not only staff but also the Board Supervisors and residents. Other budget management improvements include an electronic fund transfer process that provides for the preparation, tracking, review/approvals, and posting all electronically which expedites fund availability for requisitions and payment of invoices. We are continuing to work on improving the capital budget processes, monitoring, and reports as well as continuing with in-

depth analyses of the cost allocation methodologies to simplify the allocation process with fair and reasonable methodologies as The Villages continues to grow.

A team including the District Manager, Assistant District Manager, Property Management, and Office of Management and Budget reviewed the Project Wide Fund for any possible cost savings and efficiency methods. Through this process, DPM was able to identify cost savings with creating new standards established for basin maintenance and turf mowing which will provide on-going savings as The Villages continue to grow. These savings allowed, for most of the participating districts, for a reduction of approximately .2% in the FY20-21 allocation as compared to the FY19-20 allocation amount.

By working closely with departments, Board Supervisors, AAC, PWAC, and residents, we finalized the FY20-21 Budget process with the total of all 53 fund budgets being over \$358M!!! These implementations have resulted in efficiency improvements that are also listed on the OMB Scorecard.

Under Brittany Wilson's purview, the District began the BS&A implementation process in January 2019. This phase included finance, budget, and purchasing modules. The teams spent nearly 1000 hours with BS&A representatives in internal meetings to develop the electronic process and procedures for this new program. The Go-Live date was March 2, 2020, and in the midst of COVID-19, the system was up and running! Laserfiche is a document management system that was implemented to support the BS&A Financial Management and Asset Management software. The benefits of Laserfiche include intelligent scanning capabilities, a customizable workflow to automate manual processes and reduce paper, and a web-based interface for access. This software also provides numerous opportunities for District departments to expand electronic workflow automation and the efficient management and retrieval of documents.

Ms. Wilson has been working on Asset Management-GIS development and this is a multi-year, multi-phase project. The initial focus is on water and wastewater utility infrastructure and data collection methods. Once this is completed the District will seek other GIS data to include recreational assets. You can find other efficiencies listed on the Technology & Board Support Services Scorecard.

Under Carrie Duckett's purview, Customer Service partnered with Executive Golf, Recreation, and Finance to offer new cashless trail fees and the Guest Golf Play Card. Customer Service is working with Community Watch and registering residents for Community Watch programs.

Under Community Standards, The Architectural Review Committee (ARC) attended a Trolley Tour of District 12 in January 2020. The tour provided an opportunity to introduce new products and color schemes that are being utilized in new construction areas of the community. Ms. Duckett has implemented changes in regard to public hearings on deed restrictions, as well as monthly staff training and cross-training in order to enhance knowledge of deed compliance and

architectural review. In order to address Board and resident concerns, Community Standards presented District 4 with a historical overview of signage enforcement per the Declaration of Restrictions. In response to Board inquiry pertaining to District 4 road rights-of-ways, we provided input and recommendation as to mitigate the risk to District 4 regarding unauthorized improvements. As a result of the resident and Board inquiries, District 4 is now enforcing signage restrictions and will begin enforcing unauthorized improvements in the rights-of-ways in October 2021. You can find other efficiencies and improvements listed on the Customer Service/Community Standards/Risk Management Scorecard.

Under Chief Wolfe's purview, Community Watch welcomed reconstruction of the Community Watch Office located on Bonita Blvd. The Gate Operations workstations were completed in July 2020 and now allows for viewing of 55 camera monitors and 208 gates at one time. Additional growth of The Villages was taken into consideration during this reconstruction. You can find more efficiencies and improvements listed on the Community Watch Scorecard.

Under Mark LaRock's purview, the Purchasing Department has been quite active in FY19/20. Purchasing transitioned to E-bidding, implemented BS&A financial software, and had a Purchasing Card changeover to J.P. Morgan Chase. Mr. LaRock negotiated numerous contracts with huge savings for the District. The Purchasing Department wrote guidelines for the new P-Card as well as guidelines for writing requisitions in the new BS&A software. While all scorecard items are important achievements, I would like to focus on a few as they relate to savings and efficiencies.

The implementation of the BS&A Software has and will continue to create both savings and efficiencies in time and accountability. With the elimination of the paper requisition process the turnaround time to process a Purchase Order has been reduced to a fourth of the time all while accurately encumbering funds from the proper accounts and assigning appropriate contracts from the system database (not to mention the savings in copy paper).

Staff continues to work closely with our District Departments to identify consolidation of services by combining and issuing single solicitations where possible which greatly reduces the total number of contracts managed by Purchasing. We also research other agencies' contracts to Piggyback or utilize Consortiums to gain an economy of scale advantage for goods or services formally solicited by another governmental agency.

In the process of good Stewardship to the District, the Purchasing Department, in many cases, has also negotiated renewals of existing contracts with "no price increases". Additional savings to the District are achieved by meeting with our End Users and Contractors to negotiate savings or value engineering on Formal Solicitations, when applicable. The sought-after goal which we have generated is to increase our pool of Contractors and promote healthy competition and competitive pricing all of which promote savings for the District. All of these savings and

efficiencies, in the end, are a benefit to our customers and the residents of The Villages. Further, you can find more efficiencies and improvements listed on the Purchasing Scorecard.

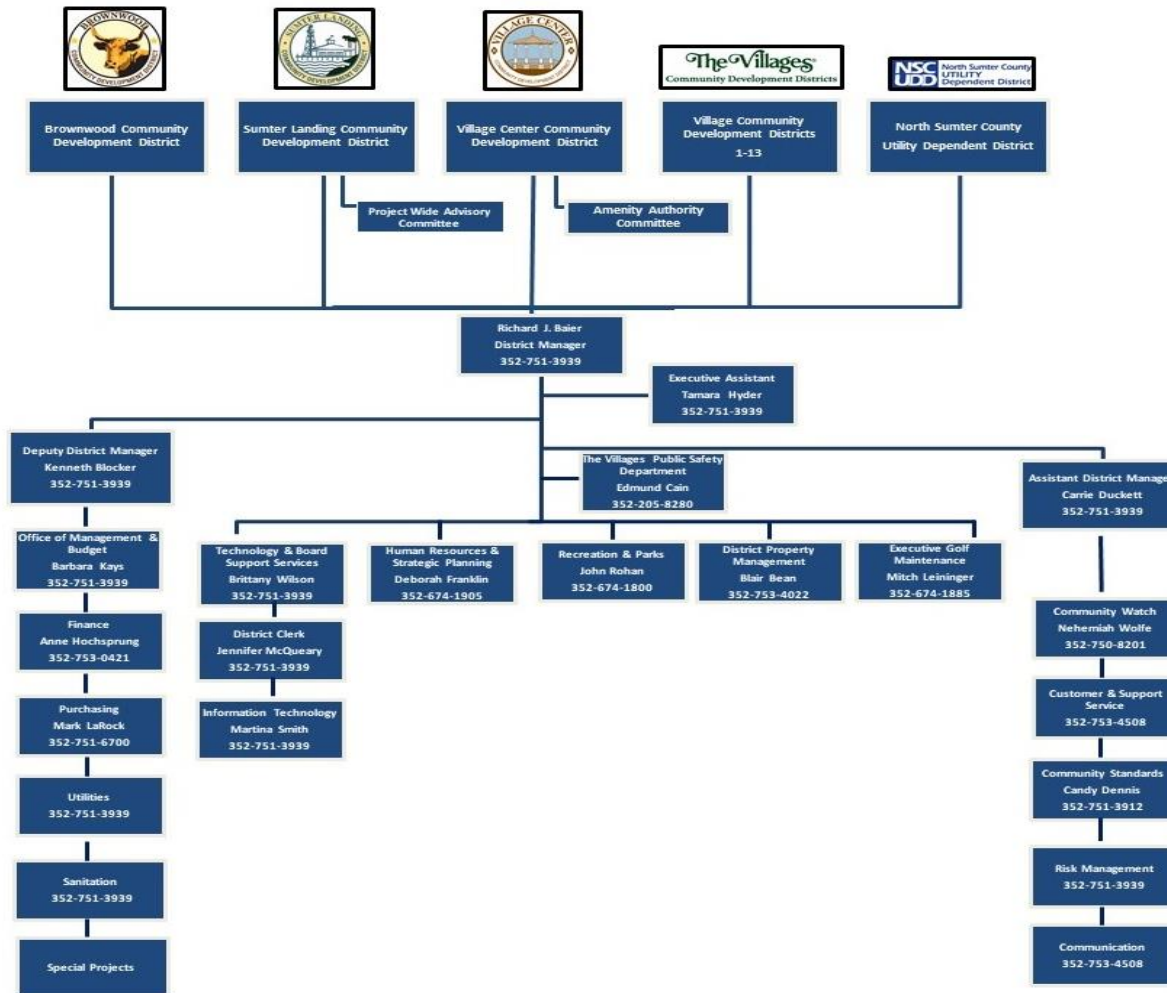
Under the purview of Chief Edmund Cain, the Villages Public Safety Department (VPSD) has seen the benefits of the Interlocal Fleet Maintenance contract with Sumter County, as it has produced significant savings in repair costs. This maintenance contract also covers 971 District vehicles as well as maintenance and repair of small/engine power equipment. On July 7, 2020, Chief Robert Ramage received the Chief Training Officer (CTO) designation. Division Chief Ramage becomes one of only 144 CTO designees worldwide. The designation program recognizes individuals who demonstrate their excellence in seven measured components including experience, education, professional development, professional contributions, association membership, community involvement, and technical competence. The professional designation is valid for three years. Maintaining the designation requires the recipient to show continued growth, development, and adhere to a strict code of professional conduct.

In September 2019, The Villages Public Safety Department became certified as a Type I Technical Rescue Team (Florida TRT-424). This certification not only allows VPSD to serve the residents of The Villages but to serve the citizens of Florida when needed through the statewide emergency response plan (SERP). The Technical Rescue Team is comprised of 45 team members who are all Firefighter/Paramedics and Firefighter EMT's. In addition to these certifications, team members must attend an additional 420 hours of specialized training in Vehicle Machinery Rescue, Confined Space Rescue, Trench Rescue, High/Low Angle Rope Rescue, Structural Collapse Rescue, and Wide Area Search training. The Villages Technical Rescue Team has responded to several calls for service in The Villages including the vehicle versus building accident in April 2020, at Southern Trace Shopping Center on Wedgewood Lane.

The VPSD has been working towards Accreditation. There is an Accreditation site visit in May 2021 and an Accreditation Board meeting in July 2021 for the hearing to approve our request for Accreditation. Still further, six members of VPSD have become certified in Car Seat Safety and have been able to assist the community with car seat installations. You can find more efficiencies and improvements listed on The Villages Public Safety Department Scorecard.

These are just a few of the accomplishments and projects we have completed or are currently in the midst of implementing. I have provided the attached 2019/20 "Scorecard" with a breakdown of facts and figures for your review. Every decision that is made by The District is carefully reviewed by management, staff, and the Board Supervisors of which they pertain and is made to enhance the quality of life for the residents in The Villages.

It has been another successful year with an amazing team who made it all happen while dealing with the COVID-19 pandemic. As we continue the momentum, I look forward to a productive FY 2020/2021.



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Community Development Districts

Hospitality • Stewardship • Innovation & Creativity • Hard Work

Updated 5/13/20

Balanced Scorecard FY 2019/2020

Administration

Richard Baier & Kenny Blocker



The Villages IAFF Local 4770 VPSD

Successfully negotiated a new three year contract with The Villages IAFF 4770 representing both rank and file and Supervisor members of The Villages Public Safety Department.

Finance

Issued -\$90MM in Bonds for District 13

Saved -\$8MM Net Present Value (NPV) in refunding Phase II & III bonds for District 8

VCCDD/AAC

VCCDD/AAC purchased 300 Amenities and the corresponding Recreation buildings/facilities in Phillips and Soulierre.

Sanitation

NSCUDD completed a long term solid waste plan to include utilizing Covanta Energy from Waste.

**Total Annual
Savings
\$51,500,000**

Utilities

NSCUDD purchased Central Sumter Utilities (CSU)

Saved -\$43.5MM Net Present Value (NPV) in refunding North Sumter Utility (NSU) bonds

Balanced Scorecard FY 2019/2020

Technology & Board Support Services

Richard Baier & Brittany Wilson



District Clerk / Board Support

Civil Discourse –

Addition of civil discourse statement on agendas so all interested parties understand the expectations of decorum at a public meeting.

Visual Aids-

Addition of a new drop down projection screen at the Savannah Center to improve the audience's view of the agenda and support documentation.

Public Records –

Implementation of a District-wide Public Records Administrative Policy to improve the notification, tracking and response to a public records request.

Old Business Tracking Method –

Updated the Old Business Tracking list to include a department assigned for follow-up and additional detail to enhance the information available to the Boards, Committees and residents.

Meeting Locations –

Regionalized meeting locations to promote resident attendance and transparency at District and Committee Meetings.

Technology

Remote Access Services –

The implementation of ScreenConnect for remote network access. The ScreenConnect licenses also ensured a seamless transition to remote work settings due to the pandemic. **Annual Savings of \$8,200**

Community Watch Dispatch Cell Phones

Community Watch was provided with a Verizon cell phone for each dispatch station. In the event the network phones are unavailable, this serves as a form of communication redundancy. The phones were provided at no cost and are only billed based on minutes used.

Training

Human Resources facilitated various computer training courses utilizing ScreenConnect licensing for remote computer access. The use of existing technology allowed attendees to learn on their work computer, and eliminated the need for additional Microsoft Office Licensing.

Technology

Internet Use Agreement-

The new Commercial Internet Use Agreement provides a bulk amount of bandwidth and achieved an annual **savings of \$54,000.**

Consolidated Copier Lease –

The consolidation of more than fifty (50) copiers on a five-year lease agreement achieved a **savings of \$30,900.**

Cisco Flex Plan for Hardware Support –

A three-year Cisco Flex Plan resulted in a **cost reduction of \$6,000.** This supports software upgrades throughout the year as well as rapid response in the event there is a hardware failure that effects the entire system.

Computer Upgrades –

\$500 savings by repurposing RAM from obsolete computers
\$3,600 savings from repurposing older, but still well-performing computers in place of obsolete computers
\$10,000 savings by performing in place upgrades of existing computers to Windows 10, utilizing the downgrade license they were originally acquired with.

Verizon Plan for Public Safety

Consolidation of public safety Verizon Mobile to Mobile (M2M) services into one bulk account results in a **\$300 per month savings, or \$3600 annually.**

**Total Annual
Savings
\$116,800**

Balanced Scorecard FY 2019/2020

Villages Public Safety – Chief Cain



Interlocal Agreement With Sumter County

Small Equipment Maintenance through Interlocal Agreement with Sumter County.

Annual Savings \$16,000

Fleet

Leasing fuel efficient vehicles District wide has resulted in fuel **Savings of \$44,625.00**

Interlocal Fleet Maintenance Contract with Sumter County **Saved \$179,434.49** in repair and service costs for 971 District vehicles.

Piggybacking off of a Sarasota Fire Dept. contract, VPSD saved on the purchase of a Rescue Truck and Aerial Truck. **Saving \$40,000**

Villages Public Safety

Two VPSD Public Education Technicians were trained on disinfecting Fire Stations and equipment during COVID-19. This saved on not having to hire an outside company.

Annual Savings \$38,500

Two firefighters were certified for MSA repair and inspection of air packs **Annual Savings \$14,800**

**Total Annual Savings
\$359,875.90**

Community Outreach

Six VPSD staff received grants to attend a two year car seat certification class. These staff members will utilize their skills in assisting the community on car seat installation.

Savings \$570.00

Purchasing

Coffee Service was removed from all stations.

Annual Savings \$16,000

VPSD used consortium pricing to purchase MSA Safety Equipment **Saving \$9,946.41**

Balanced Scorecard FY 2019/2020

Community Watch – Chief Wolfe



Gate Operations

Reconstruction – After reconstruction of CW was completed in July 2020 of the Gate Operations Workstations, it now allows for viewing of 55 camera monitors and 208 gates at a time. Additional growth of the community was taken into consideration and the new Gate Operations Workstations will allow Community Watch the ability to monitor additional gates as they are added to the community. The new workstation also provides a training station, allowing Community Watch Staff the ability to complete job specific training within the department.

Gate House Cameras - Twenty-three (23) Gate House Cameras were added to various staffed gates throughout the community. Gate Operations monitors the cameras to ensure the safety and security of the attendants, as well as District Gate House infrastructure. This provides an attendant perspective and view of the cars passing the gate house, which is an invaluable tool when preparing Gate Hit Incident Reports. They also provide an observation of any security or safety needs of the attendant. For additional safety measures, two phone calls are made to the Gate Attendant per shift.

Dispatch/Patrol Drivers

Five Community Watch Dispatchers received Florida **911 Public Safety Telecommunicator Certification** in 2019. An additional four Dispatchers will complete the certification August 30, 2020. This increases productivity and a better understanding of government agency operations.

Patrol Drivers attended **Carfit Training** which increases better understanding of equipment operation. CW involved traffic crashes have been reduced by 50% since implementation of this training.

Total mileage patrolled by CW Patrol Drivers from October 1, 2019 to September 1, 2020, was 1,093,953 miles.

Total Annual Savings
\$123,574.32

Operations/Fleet

An extensive review of the cost of uniforms was conducted over the previous year. The review included an analysis of the cost, the internal procedures followed to replace existing uniforms and an inventory of current inventory. The review resulted in a 54.57% reduction in annual costs, a **Savings of \$27,334.**

In the 2019 – 2020 budget, CW leased hybrid vehicles, resulting in a cost **Savings of \$71, 217.32.** Fuel attributes \$46,194.32 of the savings.

The remaining \$25,023 savings is attributed to lease savings. The cost of leasing the hybrids for one is \$455.25 per month x 7(vehicles) x 12 months = \$38,241. The Ford Rangers which were leased at the same time \$753.14 per month x 7 (vehicles) x 12 - \$63,263.76 for a cost **Savings of \$25,023.**

Balanced Scorecard FY 2019/2020

Customer Service / Community Standards/ Risk Management – Carrie Duckett



Customer Service

Customer Service partnered with Executive Golf, Recreation, and Finance to offer new cashless trail fees and the Guest Golf Play Card. In the first 2 weeks of offering the new 1 Month Trail Fee option, Customer Service processed over 1,800 trail fee transactions.

Customer Service /CW

Since working with Community Watch and registering residents for the Community Watch Programs, over 900 residents have been registered (Adult Watch 53, House Check 637, and Resident Out of Area 219). Aligning Community Watch program enrollment with Customer Service allows the District to utilize existing staff resources to provide optimal customer service to residents on behalf of multiple departments in one location.

Community Standards/ARC

The Community Standards Manager or Assistant District Manager is now meeting with all individuals that are scheduled for a Public Hearing pertaining to deed compliance. The goal of the meeting is to explain the public hearing process, discuss expectations and answer questions, resulting in better understanding for the resident and a more efficient meeting.

Cross training of Community Standards Office Staff and the Deed Compliance Officers was completed to enhance the excellent customer service that is provided to residents and contractors.

Community Standards developed a brochure to assist Deed Compliance Officers when out in the field to educate residents in regard to lawn ornaments. The brochure is also provided at various speaking engagements for new and current homeowners.

Adoption of policies and procedures in District 4 for resident modifications in the right-of-ways and easements.

Communication

To increase communication, an additional bulletin board was installed at numerous postal stations throughout The Villages. This allowed the District to post 5,931 flyers from January –July 2020, as opposed to only 3,089 for the same time period in 2019.

E-Notifications are one of the predominate methods of communication used by the District. In September 2019, there were 84,807 subscribers registered for over 50 different categories, including Precautionary Boil Water Notices, Recreation Center Closures and more. As of August 2020, there are 111,377 subscribers receiving e-Notifications, an increase of 30%.

Customer Service received and answered 1,817 Incident Reports in FY 2019/2020.

From August 2019 to August 2020 there were 1,445,848 hits on the Districtgov.org website.

Risk Management

The Preferred TIPS program is a reimbursement program with matching training/safety incentives that can be applied for by any current member of the Preferred Governmental Insurance Trust (PGIT). Each entity is eligible to apply for a matching incentive of 50% of the cost up to a maximum of \$5,000 per coverage year. For FY 2019/2020, Risk Management applied for the following:

- Sumter Landing Community Development District - \$5,000 for installation of aquatic access chairlifts
- Brownwood Community Development District - \$5,000 for a grout project
- Village Center Community Development District – Approximately \$3,000-\$4,000 for installation of GeoTab on leased vehicles

Balanced Scorecard FY 2019/2020

District Property Management

Blair Bean



DPM Staff Optimization

Reclassification of Manager-Special Projects position to Assistant Manager – Facilities - **Annual Savings \$12,000**

Reclassification of Manager-Environmental position to Assistant Manager – Infrastructure - **Annual Savings \$12,000**

Implementation of Supervisor Trainee position – **Annual Savings \$12,000**

Purchasing

Recycled Cameras and camera inventory program – **Savings \$13,020**

Conduit for Villa sign wall lighting D-12 – **Savings \$7,000**
Sanibel & Pinellas gate Houses epoxy flooring – **Savings \$800**

Portable reusable Dam for pipe repairs – **Savings \$15,200**

Pipe Plugs purchase for stormwater repairs – **Savings \$21,360**

Reusable Landscaping Tree Bags – **Savings \$3,375**
Pilot Program for 3 ponds – Alternative Basin Algae Control (Blue Dye) Program – **Savings \$1,096**

Landscape/Water Resources

Turf Mowing- established maintenance standards for turf mowing for project wide and District owned basins, common areas, and roadways in District 12 & 13 – **Savings \$1,000,000**

Rain Bird Services – Maxicom dollar program where District acquires dollars to be used towards replacement parts- **Savings \$17,500**

Project Wide Basin Beds – negotiated lower contract pricing – D-10 **Savings \$36,083**, D-12 **Savings \$50,653**, Brownwood **Savings \$23,552**

Littoral Shelf Maintenance – Negotiated monthly maintenance costs due to water fluctuation and maintainable area – **Savings \$13,721**

DPM Projects

McLawren Terrace (Unit 56) Drainage Project Mgmt. - **One Time Savings of \$143,630**

Callahan Villas & Belle Glade Villas design concept and stormwater conveyance – **One Time Savings of \$15,000**

Fire Station #40 constructed new station to accommodate ladder truck – **One Time Savings of \$40,000**

Contracts/Purchasing

Contract Efficiencies

Negotiated Termite Inspection and Treatment for Facilities – **Savings \$17,468**

Sea Breeze Lobby Floor Replacement – **Savings \$146,376**

Savannah Lobby/Entrances Floor Replacement – **Savings \$163,803**

Eisenhower Restroom Floor Replacement – **Savings \$10,000**

Renovation of Community Watch/Gate Operations/Dispatch Bonita Blvd. Offices – **Savings \$20,000**

Rio Grande Air Gun Range New Facility – **Savings \$20,000**

Total Annual Savings
\$1,815,637

Balanced Scorecard – Finance

FY 2019/2020 – Anne Hochsprung



Utility Team

Created interface with Accounts payable and Utility Billing to eliminate manual entry of 2000 utility bills for District-owned accounts.
Reduction of colored print stock used in Utility Billing **Saving \$7,500**
Moved billing from a shared function of several to a full-time function of two staff members **Saving \$60,502**

Efficiencies

Eliminated GL Manager to obtain more consistent application of processes across all four GL teams **Saving \$110,000**
With efficiencies gained from BS&A implementation, elimination of one AP staff position through natural attrition **Saving \$38,600**
With efficiencies gained from BS&A implementation, elimination of the Fixed Asset accountant position through natural attrition by absorbing this in the GL team **Saving \$74,892**

Cash Room

Modified cash receipts process for all Rec Centers and Executive Golf to minimize the number of staff counting while maintaining proper control of cash handling. Elimination of one staff position through attrition **Saving \$48,752**

Total Annual Savings
\$393,246

Financial Statements

Revision of 16 District Audited Financial Statements, including Management Discussion Analysis, Financial Statements and Footnotes to create a standardized, more transparent, concise and streamlined report; a report that is easier for the non-financial reader to understand.
Savings \$10,000

Banking

Streamlined and implemented pooled operating accounts for VCCDD, SLCCDD, and NSCUDD thus eliminating 20 accounts, reducing wire transfers and costs associated. Set up one account to process all vendor payments for all Districts reducing the amount of weekly checks from 72 to 2.

Successful implementation of J.P. Morgan/Chase purchasing card estimated annual income **\$43,000**

Balanced Scorecard FY 2019/2020

Executive Golf – Mitch Leininger



Office/Fleet Mgmt.

Canceled office janitorial service and opted to provide in-house service which produced a cost savings and better service.

Fleet vehicles washing/cleaning in-house.

Annual Savings \$2,544

Purchasing

Direct purchasing and re-furbishing of golf irrigation parts for cost savings.

Planning and consolidating agronomic services in conjunction with Championship Golf for cost savings.

Annual Savings \$23,340

Property Management

Small repairs and improvements to starter shacks and on-course bathrooms completed in-house for cost savings.

Annual Savings \$ 1,200

Efficiencies

Implemented Quarterly Inspection Program for contractor accountability on golf /golf course maintenance and equipment buildings.

District Executive Golf asset inventory cataloging, mapping, management and inspections.

BS&A section coding of each Executive Golf course detailing history and planning budgetary needs.

Water Conservation

Audubon Sanctuary Programs and Certifications for Executive Courses

Planning golf course watering programs and allocations with Arnett Environmental and Championship Golf

**Total Annual
Savings
\$27,084**

Balanced Scorecard FY 2019/2020

Recreation & Parks – John Rohan



Technology

Thirty-eight (38) Recreation Center locations received new upgraded microphones.

Digital Billboards for all Regional Recreation Centers are being installed by the end of the Fiscal Year.

Resident Lifestyle

Bradenton Recreation Center added (2) Horseshoe Courts.

Recreation Centers

New Recreation Centers

Everglades Regional Recreation Center – Nov 2019

Water Lily Village Recreation Center – June 2020

Chitty Chatty Neighborhood Recreation Center – June 2020

Trillium Village Recreation Center – August 2020

COVID 19 – For the safety of residents, guests, staff, and visitors in The Villages, Plexiglass partitions have been placed at all Fitness Clubs and Regional Recreation Center kiosks. Hand Sanitizer stations have been placed at all Recreation Centers.

All Recreation Centers are following CDC and local Health Department guidelines.

Succession Planning

The promotion of Matt Armstrong and Kacie Linton to Assistant Directors of Recreation and Parks, will help assist the Director with the growth and oversight of Recreation and Parks as The Villages expands. This also prepares and grooms both of these individuals for future succession planning.

Customer Service

Recreation Customer Service Hubs:

La Hacienda, Sea Breeze, and Fenney are now providing the same recreation customer service support as the District Office. These three locations can now assist you with Resident Lifestyle Groups and Room Reservations.

Balanced Scorecard – Purchasing

FY 2019-2020 – Mark LaRock

Purchasing Department

- Transitioned to E-Bidding
- Implementation of BS&A Financial Software
- P-Card Changeover to J.P. Morgan Chase
- Consolidation of Contracts
- Continued Monthly Meetings with DPM & Recreation

Negotiated Savings

- TB 20B-004; Avenida Central Maxicom Conversion (Cepa) \$13,125.00
 - RFP 20P-006; VOSS Landscape and Irrigation (Cepa) \$11,333.76
 - RFP 17P-032; Water Tower Maintenance (from TMI to Tank Rehab) \$140,400.00 over 8 year period
 - RFP 19P-021 Soaring Eagle Landscape and Irrigation (DTE) \$7,013.50
 - Pool Control SLAD removal of additional Chair services \$15,600.00
- Savings of \$187,472.26**

SLAD

Contract Consolidations for
HVAC Services, Pest Control Services and
Irrigation Supplies

New training
guidelines
developed and
written for
(1) Purchasing Card
Users
(2) Instructions for
Allocating and
Uploading J.P.
Morgan Chase
(3) Guidelines for
writing Requisitions
in BS&A

**Total Annual
Savings
\$332,565.27**

Surplus Property

Revenue Generating Contracts for FY2018/19
Sale of Surplus Property through Auction –
Received \$5,453.00

Coffee Services

- Changed from Foam Cups and Plastic Stirrers to Eco Friendly Products to protect the Environment
- Standardized and reduced on Products to be ordered
- Eliminated Coffee Services for all District Offices (Excluding Recreation Centers) for an **estimated savings of \$15,000.00 per year.**

Purchasing Card Program

Calendar Year 2019 Total Spend \$9,001,662.61

***Rebate Amount \$124,640.01**

Balanced Scorecard FY 2019/2020

Office of Management & Budget

Barbara Kays



Budget Conversion (BS&A)

Working with entire District team to successfully convert to a new Financial Software/new Budget Module which required numerous hours to learn, test, develop and implement.

Revision of the Budget Preparation Process and Budget Instructions to maximize utilization of new Budget module to implement efficiency improvements such as:

- Consolidation of forms
- Electronic footnote entry directly into new Budget module.
- Reduction of printing costs

OMB staff, working with the BS&A team, provided multiple hours of training on the new software, forms and processes for budget preparation.

Budget Instruction packets:

- Eliminated hard copies of Budget Instructions reducing printing costs.
- Improved electronic version to be more efficient and better assist the departments in their budget preparation process.

Assisted Departments with transitioning their current year budget and FY20-21 Budget in conformance to the new chart of accounts format/software requirements.

Analysis & Reporting

OMB Developed numerous custom reports/step-by-step instructions to assist and provide the department users with additional tools for improved budget preparation and budget management of their departmental budgets. (Reports with 3-5 year history, list of negative amounts, dollar and percentage increases etc.)

Provided new budget report formats to District Boards during May Budget Workshops and budget review process.

Developed additional detailed analysis reports and utilized them during the FY20-21 Budget review process. Able to more easily identify trending, prepare projects/forecasts and flag possible duplication/input errors during the budget review process.

Capital Projects/ Improvement

Working with Utilities management team, created new format for Five year Capital / Major Maintenance Work plan for each Utility fund.

Working with Property Management, updated Five Year Capital Improvement Plans for Districts 1-8, RAD, SLAD and Project Wide Funds. Created Five-Year Capital Improvement Plan for District 9. Continued improvements to monitoring of capital projects budgets.

Created a new capital summary and updated monthly. Shared with Finance Department/others to reduce duplication of work across our departments.

Budget Adjustments Process

Fund Transfer Process:

- Fully electronic process
- Ability for OMB/Departments to track fund transfer online
- Reduces time to process and provide funds for departments to utilize for requisitions/payments etc.
- Revised Budget Adjustment policy

Balanced Scorecard FY 2019/2020

Human Resources – **Deb Franklin**



Recruitment

Recruited 63 new staff members from March-August 2020, during COVID-19. We strive to recruit and maintain the best of the best employees and work with department managers to address future staffing needs in regard to the growth with the District.

Payroll /HRIS

PayChex – Saved \$10,000 off Paychex benefits administration fees due to offset of premium by The Standard Insurance Company.

Strategic Planning: continue to align with the District Manager to prepare the organization for transparency in communications, initiatives, and project management.

Training / Onboarding

COVID-19 - developed on-line interactive training classes for New Hire Orientation and Respecting Differences/Respecting Others. Development and roll-out of "Department HR Liaison " training.

Benefits

Successfully negotiated health care renewal with Florida Blue. The District will continue with Blue Cross Blue Shield of Florida allowing us to maintain our current in-network providers and optimally use the same two grandfathered health plans we have had since 2010, and a new HMO option has been added as well.



The Villages®

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AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: Richard J. Baier, District Manager

DATE: 10/2/2020

SUBJECT: **Waste Collection Update**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

	Description	Type
□	Waste Collection Update	Cover Memo
□	Sanitation Update	Cover Memo

McQueary, Jennifer

Subject: FW: Day 1 - Solid Waste - New Wave Recycling

Importance: High

From: Raiford, Rock
Sent: Friday, October 02, 2020 10:06 AM
To: Baier, Richard; Blocker, Kenneth; Duckett, Carrie
Subject: RE: Day 1 - Solid Waste - New Wave Recycling
Importance: High

Morning,

Just sharing some information from yesterday

- Tonnage picked up – 150, a little light as compared previous Thursdays
- Most trucks worked 6 hours, one truck was out for 9 hours
- Total miles driven yesterday 1,780

Today is going well so far ☺

Thanks,

Regards,

Rock Raiford
Program Director | OM Services

Jacobs

2085 Buena Vista Blvd | The Villages, FL 32162
Cell: 352 661 0008
Rock.Raiford@jacobs.com

www.jacobs.com | [Linkedin](#) | [Twitter](#) | [Facebook](#) | [Instagram](#)

From: Raiford, Rock/VIL
Sent: Thursday, October 1, 2020 4:41 PM
To: Baier, Richard <Richard.Baier@districtgov.org>; Blocker, Kenneth <kenny.blocker@districtgov.org>; Duckett, Carrie <Carrie.Duckett@districtgov.org>
Subject: Day 1 - Solid Waste - New Wave Recycling
Importance: High

Good evening!

So, day one is behind us and all in all it was a great day!

All of our trucks were out and running their routes by 6:30 am, fully staffed and eager to see what the day will bring!

Of the 27K stops today there were a total 500 homes (Dunedin and Lynnhaven) that were accidentally notified of a day change when it was not, that was on Jacobs as the information we received from our vendor was incorrect. Jacobs did send trucks in through the area and pick up the items that we out. We will notify the residents tomorrow once we see how Friday goes. Fingers crossed!

Overall the total tonnage picked up today was on the light side as a lot of people may be on the old schedule, we will know more tomorrow. We also received a lot of calls saying we missed their street, when in fact they didn't put their trash out until 10 am as that was the time they were use to on the old routes.

We had an issue at the COVANTA scale house where our card didn't work, but Patrick was on it and it was corrected within minutes.

Throughout the day the trucks went in and out of COVANTA within 10 minutes, with not issues. I expect those times will increase on Monday and Tuesday as those are our heaviest days and COVANTA's busiest days.

Our call center received a little more than normal calls, but not what a lot of folks were fearing.

Don't want to get too excited, but day 1 was great and I hope day 2 is even better.

Thanks to everyone for helping make this a successful day!

Thanks,

Regards,

Rock Raiford
Program Director | OM Services

Jacobs

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Beginning October 1, 2020, all solid waste and yard waste in Village Community Development Districts 1-11, located in Sumter County, Marion County and The Villages of Fruitland Park transitioned into delivery by Jacobs to the Covanta Lake II, Inc. Energy from Waste (EfW) facility in Okahumpka.

Overall, the first four days of collection went extremely well and was very well received from both residents and the Jacobs crew.

The following information was provided by Jacobs regarding the first four days of collection:

- + 854 tons of solid waste was collected
- + 7.5 average hours were worked
- + 10 tons average per truck
- + 7,440 miles driven
- + 15 minutes average time at COVANTA
- + 60 minutes average travel time to and from COVANTA
- Each Jacobs truck traveled to COVANTA 2 times daily
- + 673 phone calls taken at the Jacobs call center
- + 361 phone calls received by District regarding sanitation
- The majority of calls received were related to bulk pick-up items and clarification on collection schedules



While there was a minor scheduling conflict with approximately 500 homes, those residents were notified by Jacobs and collection occurred the next day. The feedback from residents has been predominately positive and the District will continue to provide information through various communication outlets including www.DistrictGov.org, e-Notifications, Weekly Bulletin and postal station bulletin boards.



AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 11

FROM: District Staff

DATE: 10/8/2020

SUBJECT: **Vice Chairman Grayber: Clarification of maintenance responsibility of roadways, sidewalks and curbing**

ISSUE: This item has been included on the agenda at the request of Vice Chairman Grayber.

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION: