



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

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

AGENDA

September 6, 2017
9:00 AM

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

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

1. Call to Order
 - A. Roll Call
 - 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 August 9, 2017 and the Workshop held on August 23, 2017.
3. Amendment Four for CH2M HILL OMI Agreement

Review and approval of Amendment Four to the CH2M HILL Operations Maintenance and Management (OMI) Agreement for operations, maintenance and management services for VCCDD (RAD) pump stations and aesthetic features located throughout the District.
4. Award of Request for Proposal (RFP) #17P-023 – VCCDD and SLCDD Professional Janitorial Services

Review and approval to present a recommendation of award for RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services to the Village Center Community Development District (VCCDD).

NEW BUSINESS:

5. Recommend Approval: FY17-18 RAD/Fitness Budget
Recommend approval of the Fiscal Year 2017-18 Final Budgets for the Recreation Amenities Division Fund and the Mulberry Grove Fitness Center Fund to the Village Center Community Development District Board.
6. Consideration of Kimley-Horn and Associates, Inc. Individual Project Order No. 35
Consideration of Kimley-Horn and Associates, Inc.'s Individual Project Order No. 35 for the design, bidding and construction phase services for the reconstruction of the Power Corridor Trail.

OLD BUSINESS:

7. Capital Projects Update
The Capital Projects Update will be provided to the Committee at the Meeting.
8. Old Business Status Update
Old Business Status Update - September 6, 2017.

INFORMATIONAL ITEMS ONLY:

9. VCCDD Financial Statements
 - A. VCCDD Budget to Actuals as of July 31, 2017
 - B. Interest Allocation as of July 31, 2017
10. RAD Fund: Capital Project Work plan

Fiscal Year 2016-17 RAD Fund: Capital Project Work Plan - September

REPORTS AND INPUT:

11. Staff Reports
12. District Counsel Reports
13. Supervisor Comments
14. Adjourn

HOSPITALITY * STEWARDSHIP * CREATIVITY * HARD WORK

NOTICE

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. Audio recordings of Board meetings, workshops or public hearings are available for purchase per Florida Statute 119.07 through the District Clerk for \$1.00 per CD requested. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (352) 751-3939 at least five calendar days prior to the meeting.



AGENDA REQUEST

TO: Amenity Authority Committee
FROM: Jennifer McQueary, District Clerk
DATE: 9/6/2017
SUBJECT: **Approval of the Minutes**

ISSUE: Approval of the Minutes for the Meeting held on August 9, 2017 and the Workshop held on August 23, 2017.

ANALYSIS/INFORMATION: Staff requests approval of the Minutes for the Meeting held on August 9, 2017 and the Workshop held on August 23, 2017.

STAFF RECOMMENDATION: Staff recommends approval of the Minutes for the Meeting held on August 9, 2017 and the Workshop held on August 23, 2017.

MOTION: Motion to approve the Minutes for the Meeting held on August 9, 2017 and the Workshop held on August 23, 2017.

ATTACHMENTS:

Description	Type
▣ 8-9-17 Minutes	Cover Memo
▣ 8-23-17 Minutes	Cover Memo

MINUTES OF MEETING AMENITY AUTHORITY COMMITTEE

A Meeting of the Amenity Authority Committee was held on Wednesday, August 9, 2017 at 9:00 a.m. at the Savannah Regional Recreation Center, 1545 Buena Vista Boulevard, The Villages, Florida, 32162.

Committee members present and constituting a quorum:

Carl Bell	Chairman
Ann Forrester	Vice Chairman
John Wilcox	Committee Member
Don Deakin	Committee Member
Lowell Barker	Committee Member
Gary Moyer	Committee Member

Staff Present:

Janet Tutt	District Manager
Lewis Stone	District Counsel
Diane Tucker	Administrative Operations Manager
Barbara Kays	Budget Director
John Rohan	Recreation Director
Sam Wartinbee	District Property Management Director
Brittany Wilson	Assistant to District Manager
Jennifer McQueary	District Clerk
Candice Lovett	Deputy District Clerk

FIRST ORDER OF BUSINESS:

Call to Order

A. Roll Call

Chairman Bell called the meeting to order at 9:00 a.m. and stated for the record that all Committee Members were present.

B. Pledge of Allegiance

The Chairman led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Committee and all those in attendance observed a moment of silence for those who have served our Country and community.

D. Welcome Meeting Attendees

Chairman Bell welcomed the residents in attendance.

E. Audience Comments

John Garbett, Sanchez Ct., advised the Committee that he is representing the Lawn Bowling Club and requested that a lawn bowling court and an additional storage shed be constructed at the Rio Grande facility, separate from the croquet court, even if the Committee chooses not to proceed with the additional recreational activities at this location.

Chairman Bell requested that Mr. Garbett meet with John Rohan, Director of Recreation & Parks, following the meeting to discuss the Lawn Bowling Club's request.

CONSENT AGENDA:

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

**On MOTION by Ann Forrester, seconded by Don Deakin, with all in favor, the Committee took the following action for the items included on the Consent Agenda:
SECOND ORDER OF BUSINESS: Approval of the Minutes for the Meeting held on July 12, 2017.**

THIRD ORDER OF BUSINESS: Approval of the Amenity Authority Committee Fiscal Year 2017/2018 schedule and authorized Staff to publish.

FOURTH ORDER OF BUSINESS: Recommended approval of the Encroachment Agreements for 1251, 1253 and 1255 Granada Court to the Village Center Community Development District Board and authorized Staff to file the Agreements in the Public Records of Lake County subject to the Agreements being executed by the residential property owners.

FIFTH ORDER OF BUSINESS: Recommended approval of the Annual Renewal of Agreements with Rainey Construction Company (#14P-017) and Tri-State Asphalt Corporation (#14P-017) to the Village Center Community Development District Board.

SIXTH ORDER OF BUSINESS: Recommended approval of the Amended and Restated Management Agreement with Golf Management Solutions, LLC to the Village Center Community Development District Board.

SEVENTH ORDER OF BUSINESS: Recommended approval of the Amendment One to the Management Services Agreement with Golf Management Solutions, LLC for the Executive Golf Course Maintenance Position to the Village Center Community Development District Board.

EIGHTH ORDER OF BUSINESS: First Baptist Church Fellowship Hall and Property

Janet Tutt, District Manager, stated that Staff is requesting the Committee consider and provide direction to Staff as to whether they would like to proceed with the purchase of the fellowship hall and 10 acres of property from the First Baptist Church of The Villages.

Chairman Bell requested that each Committee Member provide their opinion on whether to proceed with the purchase of the 10 acres of property, inclusive of the fellowship hall. Chairman Bell stated that the Committee previously considered the purchase of 40 acres on CR 42, which was significantly more expensive than this piece of property and did not include any infrastructure or a building; whereas, Staff has negotiated with the First Baptist Church and agreed to a purchase price of \$1,500,000. Chairman Bell stated he will vote yes to proceed with the purchase.

Gary Moyer stated that this Committee has reviewed and considered the addition of property, in response to resident concerns for recreation facilities north of CR 466, and although the need is questionable, he believes it will provide the Committee with the opportunity to program activities that are evolving further south in the community. Mr. Moyer stated he believes the purchase of the property and the fellowship hall is a good opportunity.

Lowell Barker advised that he visited the property last week and noticed that there are currently two (2) storage sheds on the property and inquired if those would be included as part of the purchase. Ms. Tutt advised the storage sheds are included. Mr. Barker stated he inquired and received maintenance and repair information pertaining to the fellowship hall and was present following a heavy rainfall and could confirm that the parking lot drains well. Mr. Barker stated the building is in excellent condition and he would vote in favor of the purchase.

Vice Chairman Forrester requested clarification if Chairman Bell is asking the Committee to state whether they are in favor of proceeding with the purchase of the property and fellowship hall or if they are in favor of proceeding with the necessary due diligence.

Chairman Bell stated that he believes the majority of the due diligence was completed by Staff when this Committee previously entered into an Agreement for Purchase and Sale for this property, so he is requesting that the Committee Members advise whether they are in favor of proceeding forward with the purchase. Ms. Tutt stated a condition that would have to be vetted is the timing of the purchase and the accessibility of the fellowship hall and property. Staff has not yet received direction to proceed so the purchase agreement has not been prepared, so there are some details that remain to be finalized, but the majority of the due diligence has been conducted. Ms. Tutt stated that written concurrence from Marion County that the property could be utilized for recreational facilities would also have to be obtained.

Don Deakin stated that he has taken the time to review all of the documents that were initially presented to the Committee as part of the due diligence for the purchase agreement, he has visited the church property and has addressed his questions with Staff, and concurs that the purchase of the property is a good opportunity to address the recreational activity wish list items for a reasonable price. Mr. Deakin stated that he is in favor of proceeding with the purchase.

John Wilcox stated that he has reviewed the offer presented by the Baptist Church and believes it is the best opportunity that the Committee has to provide the residents with additional recreational activities and is in favor proceeding with the purchase. Mr. Wilcox inquired if the church would allow the District to construct a pool on the property if a Purchase and Sale Agreement has been entered into. Ms. Tutt stated that The Villages of Lake-Sumter, Inc. (VLS) has committed that if the purchase of the property takes place they will construct a pool on this property. The timing for the construction of the pool would depend on VLS and would be included as part of the vetting process. Ms. Tutt stated the church is interested in maintaining the property for activities until their new facility is built; however, it would be Staff's recommendation that once the timing information from VLS is provided for construction of the pool, that the District take over ownership of that facility. Mr. Wilcox stated with the information provided by Ms. Tutt he would be in favor of proceeding with the purchase.

Vice Chairman Forrester stated that she is very much in favor of proceeding with the purchase of the Baptist Church property because it may be the District's last opportunity to obtain additional property north of CR 466 to address requests received for recreation activities. Vice Chairman

Forrester stated she would also be in favor of pursuing some additional property at Rio Grande to achieve the request for a separate lawn bowling court.

Chairman Bell stated that once Staff has completed the necessary vetting for the installation of fiber optics, ownership of the roadway, etc. the Committee can then take the necessary action to recommend approval of the purchase agreement. Additionally, the purchase of the property and fellowship hall is \$1.5 million but additional costs will increase the overall cost of the project depending on what activities, etc. are constructed at this location.

Mr. Deakin stated that he also reviewed the Rio Grande location and believes that there is available property that can be utilized for an additional lawn bowling court and should be considered. Mr. Deakin stated he reviewed an aerial of the Baptist Church property and believes that there is an additional 10 acres of property between the fellowship hall and the retention area that the District could inquire if the Baptist Church would be interested in selling.

A resident inquired if the property would be fenced off to make it part of The Villages, so that it is not open to the church and other surrounding properties. Ms. Tutt stated that the District or VLS have not installed fencing around other developed areas and would not anticipate that this area would be developed differently.

On MOTION by Don Deakin, seconded by John Wilcox, with all in favor, the Committee approved proceeding with the purchase of 10 acres and the fellowship hall from The First Baptist Church at The Villages.

NINTH ORDER OF BUSINESS: Ownership and Maintenance Responsibility of the Power Corridor Trail

Ms. Tutt stated that the Committee had directed Staff to communicate with the Village Community Development District No. 4 (VCDD) Board to find out what the Board's position would be regarding taking over the ownership and maintenance of the Power Corridor Trail, should infrastructure improvements be made. The agenda item presented provides a historical overview of what has occurred with the Power Corridor Trail to date, and at this point, it is the Committee's decision whether it wants to direct legal counsel to take the action to prepare the documents necessary. This process would

include a number of phases, such as securing portions of properties from VLS and working with Kimley-Horn & Associates (KHA) to complete the necessary survey and prepare the bid documents.

Mr. Wilcox requested confirmation that the motion will address the preliminary work and obtain a cost estimate to complete the reconstruction of the trail so that the Committee can then decide how to move forward.

Chairman Bell stated the prior cost estimate received to complete the reconstruction was \$1,500,000.

Vice Chairman Forrester stated that prior to voting to proceed with the project the PWAC meetings she would like to know the actual cost of the project and the timeframe for completion, especially because the Committee just approved moving forward with another large project. Vice Chairman Forester requested confirmation that this action is not stating that the Committee will move forward with the reconstruction project. Ms. Tutt stated that there was a commitment from the Committee that the trail would be reconstructed at some time in the future. The work that would be conducted will put all the necessary legalities in place and the Committee can then decide whether or not to move forward.

Chairman Bell stated he believes the Committee's intent is to proceed with the reconstruction of the trail.

On MOTION by Don Deakin, seconded by John Wilcox, with five Committee Members voting in favor and Gary Moyer abstaining, the Committee authorized Staff to work with legal counsel to take the necessary actions and prepare the documents required to transfer ownership and maintenance responsibilities of the Power Corridor Trail to the Village Community Development District No. 4, subject to retrofitting of the multi-modal path; work on securing additional land required for retrofitting the Power Corridor Trail from The Villages of Lake-Sumter, Inc. and work with Kimley-Horn and Associates to develop the necessary bid documents.

TENTH ORDER OF BUSINESS: Old Business Status Update

Ms. Tutt provided an update on the following old business items:

- Church of Christian Faith request: There are some technical questions that have arisen but the process is moving forward.

- Acceptance of ownership/maintenance responsibility for Oregon Avenue: The final title search and additional investigation has been completed and forwarded to the Homeowners Association (HOA).
- Decorative water features: Sam Wartinbee, District Property Management (DPM) Director, advised that currently the only water feature that is illuminated at night is Paradise Island, which is illuminated from shore.

Vice Chairman Forrester stated she lives very close to the Santiago fountain and does not believe that illumination at night is necessary.

Chairman Bell inquired if the Committee would want to proceed with a different spray that would look similar to fountains in the golf course ponds along CR 466. Mr. Wartinbee advised to change out the nozzle to a spray similar to the fountain that Freedom Pointe operates would be \$1,100 - \$1,200. Chairman Bell requested confirmation that if the Committee moved forward with changing the nozzle at El Santiago and the two (2) fountains on CR 466 the cost would be approximately \$5,000. Mr. Wartinbee stated that he did not request a cost estimate for the spray nozzles on CR 466. The motors for those fountains are bigger and the District would not want to restrict the flow at those locations because it would wear down the motor.

On MOTION by John Wilcox, seconded by Ann Forrester, with all in favor, the Committee approved the expenditure of approximately \$1,200 to change the spray nozzle of the Santiago pond fountain.

Chairman Bell requested that Staff obtain a cost estimate to change the spray nozzles of the fountains in the golf course ponds along CR 466.

Mr. Wilcox inquired if any further action for Wi-Fi is being addressed.

Chairman Bell stated that he does not believe any further action is necessary. The Wi-Fi at La Hacienda is working well and there have been no other concerns raised from other facilities about Wi-Fi access. Ms. Tutt confirmed that no other concerns had been raised.

ELEVENTH ORDER OF BUSINESS: Capital Project Update

Ms. Tutt provided an update on the following capital projects:

- Hacienda Trail & Other Multi-Modal Paths North of CR 466: The project is on schedule and Phase II is anticipated to begin in September 2017. During the planning process of the project, it was identified that certain landscape and irrigation improvements would encroach on three residential properties located at 1251, 1253, and 1255 Granada Court. Three encroachment agreements were included on the Consent Agenda for today's meeting for consideration by the Amenity Authority Committee (AAC).
- Saddlebrook Village Recreation Center: The Grand Opening of the facility took place on July 28, 2017. The project cost will be updated at a future meeting once all closeout documents have been received.

TWELFTH ORDER OF BUSINESS: VCCDD Financial Statements

The Village Center Community Development District (VCCDD) Budget to Actuals and Interest Allocation as of June 30, 2017 were provided as information.

THIRTEENTH ORDER OF BUSINESS: RAD Fund: Capital Project Work Plan

The Fiscal Year 2016/2017 Recreation Amenities Division (RAD) Fund Capital Project Work Plan for August 2017 was provided as information.

FOURTEENTH ORDER OF BUSINESS: Staff Reports

A. Reminder – Budget Workshop

Ms. Tutt stated that the AAC will hold a Budget Workshop on Wednesday, August 23, 2017 at 1:30 p.m. in the District Office Board Room.

FIFTEENTH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel Reports.

SIXTEENTH ORDER OF BUSINESS: Committee Member Comments

Mr. Barker stated that he continues to receive requests for additional petanque courts and wants to ensure this item remains on the wish list.

Mr. Deakin thanked Staff for the research and information provided to the Committee to assist in their consideration of the Baptist Church and Power Corridor Trail agenda items.

Mr. Deakin stated he inquired during the July 12, 2017 meeting if the Community Standards Department could provide what type of permanent hurricane shutters could be installed by residents.

Mr. Wilcox advised that he attended the Investment Advisory Committee (IAC) meeting on Tuesday, August 8, 2017 and stated that the overall earnings of the investable balances are doing well and are nearing the rate of inflation.

Mr. Deakin inquired if the IAC has been provided with an analysis on what the average rate of return has been.

Mr. Wilcox stated an analysis has been completed and can be provided to the Committee. Ms. Tutt stated that Staff will forward the information to the Committee.

Vice Chairman Forrester thanked the residents for attending the meeting.

SIXTEENTH ORDER OF BUSINESS: Supervisor Comments

Joan Testa, Rio Ranchero, requested that the audience be provided with all of the information that the Committee receives, to include enlarging the projected data or printing the Old Business Status Update and Capital Project Update. Ms. Tutt stated that the agenda package in its entirety is included on the www.districtgov.org website one week prior to the meeting occurring and typically Governmental entities do not produce support documentation for audience members. Staff will attempt to address the size of the projected information.

Mr. Moyer stated that typically a press copy is provided at each meeting which provides any attendee the ability to review the agenda package.

SEVENTEENTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 9:54 a.m.

On MOTION by Don Deakin, seconded by John Wilcox, with all in favor, the Committee adjourned the meeting.

Janet Y. Tutt
Secretary

Carl Bell
Chairman

MINUTES OF MEETING AMENITY AUTHORITY COMMITTEE

A Workshop of the Amenity Authority Committee was held on Wednesday, August 23, 2017 at 1:30 p.m. at the District Office Board Room, 984 Old Mill Run, The Villages, Florida, 32162.

Committee members present and constituting a quorum:

Carl Bell	Chairman
Ann Forrester	Vice Chairman
John Wilcox	Committee Member
Lowell Barker	Committee Member

Staff Present:

Janet Tutt	District Manager
Richard Baier	Assistant District Manager
Diane Tucker	Administrative Operations Manager
Barbara Kays	Budget Director
John Rohan	Recreation Director
Sam Wartinbee	District Property Management Director
Brittany Wilson	Assistant to District Manager
Jennifer McQueary	District Clerk
Candice Lovett	Deputy District Clerk

FIRST ORDER OF BUSINESS: Call to Order

A. Roll Call

Chairman Bell called the workshop to order at 1:38 p.m. and stated for the record that four (4) Committee Members were present. Don Deakin and Gary Moyer were absent.

B. Pledge of Allegiance

The Chairman led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Committee and all those in attendance observed a moment of silence for those who have served our Country and community.

D. Welcome Meeting Attendees

The Board welcomed all residents in attendance.

E. Audience Comments

There were no audience comments.

SECOND ORDER OF BUSINESS: Review of Fiscal Year 2017/2018 RAD/Mulberry Fitness Fund Final Budget

1) FY 17-18 Final RAD Fund Budget

A. Form 1 – Revenues and Expenditures Adjustments

Barbara Kays, Budget Director, advised that Staff has presented the final Recreation Amenities Division (RAD) and Mulberry Fitness Fund Budgets for Fiscal Year 2017/2018 and began with a review of the RAD Budget. Ms. Kays advised that the following highlighted line items have been adjusted since the approval of the proposed budget by the Village Center Community Development District (VCCDD) Board in June:

- Professional Services: All of these line items are part of the cost allocation process. This year a comprehensive review of the various methodologies was completed following the recent purchase of the amenities south of CR 466 by the Sumter Landing Community Development District (SLCDD). Once the Boards have adopted their budgets Staff will provide the Committee with a copy of the cost allocation methodologies.
- Administrative Services: The line item decreased to \$1,369,017 from the proposed budget of \$1,506,670, which is a difference of \$137,653. This line item includes costs relating to the District Manager's Office, the Office of Management and Budget, the Finance Department, the District Clerk Department and other general administrative governmental services.
- Community Watch Services: The line item decreased to \$2,506,880 from the proposed budget of \$2,750,195 which is a difference of \$243,315.

Janet Tutt, District Manager, stated that since Nehemiah Wolfe has joined Community Watch, a review of some of the challenges within the department has occurred and to address some of those concerns, a full-time dispatch staff has been incorporated into the budget. District Management believes that adding full-time dispatch staff will correct turnover and consistency issues. Also, included within

the budget are the funds to complete the necessary training and certification of the dispatch staff because it is critical that calls are handled appropriately when working with the other law enforcement agencies.

- **Property Management Services:** The line item decreased to \$729,998 from the proposed budget of \$751,082 which is a difference of more than \$21,000. This line item includes both District Property Management (DPM) and landscape management. The cost allocation took into account the reorganization of DPM and closely reviewed the time expended by the Landscape Supervisors who have purview over the landscape contracts and other large special projects.
- **Recreation Services:** The line item decreased to \$2,840,962 from \$3,093,644 which is a difference of approximately \$253,000.

John Wilcox inquired if the funding for the license plate recognition software continues to be funded in the budget. Ms. Tutt stated there is no additional funding included in Fiscal Year 2017/2018 budget. The project is in the final testing stages; including review of the camera lights and addressing some cameras that require replacement. The software is being reviewed to ensure everything is functioning properly and all necessary Interlocal Agreements have now been approved.

Chairman Bell stated that there was an issue with the connectivity with the Lady Lake Police Department. Ms. Tutt stated the issue is in the process of being resolved.

- **Deed Compliance Services:** The line item decreased to \$75,534 from the budgeted amount of \$80,713 which is a decrease of approximately \$5,000 due to some budget adjustments made.
- **Technology Services:** The line item decreased to \$250,811 from the budgeted amount of \$319,753, which is a \$68,942 decrease from the 10% placeholder amount budgeted.

Chairman Bell requested confirmation that technology services are being funded appropriately to ensure the District is current. Ms. Tutt stated that the funding is appropriate.

Lowell Barker referred to the Deed Compliance Services line item 2015/2016 Actual expenditures of \$78,929 and actual revenues of \$8,425 and stated that the remaining columns are blank and requested clarification. Ms. Kays stated the amounts provided for Fiscal Year 2015/2016 are final. The District does estimate or forecast deed compliance fine revenue. Any surplus funds received will be identified in the actual column once the fiscal year has been completed.

- **System Management Support:** An increase of \$6,000 has been budgeted from \$385,461 to \$393,280, for the licensing costs for the gate cameras.

- Irrigation Water: The line item was decreased from the proposed budget of \$263,958 to \$202,488 or \$61,470, which was the result of an input error that was identified during review.

Vice Chairman Bell requested clarification of the gate camera license costs. Brittany Wilson, Assistant to the District Manager, advised the licensing costs apply to the Ocularus program which provides Community Watch with the ability to use an IP address to view the cameras in live stream.

- Landscape Maint. – Recurring: The line item was decreased from the proposed budget of \$1,606,413 to \$1,544,976 or \$61,470, which was the result of an input error that was identified during review.
- Printing and Binding: The line item was decreased from the proposed budget of \$364,640 to \$221,640. The estimate included in the proposed budget for the expenses relating to the printing for the Recreation News was \$333,000. Staff advised the Committee at the time it was reviewing the proposed budget, that the costs were elevated based as a placeholder for budgetary purposes and was based on the 37%/63% rooftop methodology. Ms. Kays stated the costs related to Recreation News for Fiscal Year 2017/2018 has been reduced to \$190,000. Staff is working with the Daily Sun to review all aspects of the Recreation News.

Vice Chairman Forrester stated that she is pleased that Staff will continue to review alternatives for the Recreation News because she has received more comments from the residents on the issue of Recreation News than any other issue the Committee has previously addressed, including the multi-modal paths. Ms. Tutt stated that depending on the outcome of the discussions, the Recreation News could remain the same as it currently is for the budgeted amount; however, the best case scenario would be that the recommendations presented by the Recreation Department will result in a better product.

Mr. Wilcox concurred with Vice Chairman Forrester's comments and stated he is hopeful that changes can be made relatively quickly, possible by the first of 2018. Residents have indicated that they do not believe there is a need to republish the information in the Recreation News on a weekly basis.

Mr. Barker stated that the increased population of The Villages will continue to increase the size of the Recreation News.

Ms. Tutt stated that she understands and appreciates the comments that are being received, but stated when discussions have occurred with the resident lifestyle groups or clubs, many of them have not

wanted to be the club that will not be included in the weekly Recreation News printed. Currently, the Recreation News is available on line, and it has been identified in the District's survey and statistics, that residents do not utilize the on-line version.

- Infrastructure: There has been an increase of \$45,377 to the final budget amount of \$1,190,838 for the Maxicom irrigation conversion project. Originally 100% of the Maxicom irrigation conversion project cost was budgeted to District 2, but once a breakdown was received it identified a portion of the project was the responsibility of RAD. This cost has also been added to the RAD Capital Project List and will be funded through the General R&R.

Chairman Bell requested clarification of the Maxicom project. Sam Wartinbee, District Property Management (DPM) stated that the improvement is being completed to the existing hydraulic system along El Camino Real. The RAD Fund is responsible for the portion of the irrigation system from Morse North Circle to the west edge of the Freedom Pointe area. The Maxicom system is monitored 24 hours per day, seven (7) days per week and has the ability to detect broken irrigation heads.

- The total proposed budgeted disbursements for Fiscal Year 2017/2018 were \$43,161,724 and the final recommended budget is \$42,220,138 which is a decrease of almost \$942,000. In comparison of the final Fiscal Year 2017/2018 budget with the original Fiscal Year 2016/2017 budget of \$41,780,980 there is only a \$510,000 increase or 1.2%.

2) Working Capital & Reserve Balances

Ms. Kays advised the following:

- The estimated ending balance for the Working Capital is \$10,056,740, which is an increase of approximately \$560,000 and is a result of the RAD Fund's revenues exceeding the expenditures.

Vice Chairman Forrester stated the ending Working Capital balance includes the transfer to the General R&R of \$2 million, as requested by the Committee.

- The General R&R estimated ending balance is \$13,657,846 which identifies the \$2 million transfer from Working Capital and the reduction of \$1,801,468 for the budgeted capital expenditures.

3) Settlement Proceeds

Ms. Kays advised that the estimated uncommitted settlement agreement funds balance as of June 30, 2017 is \$6,013,811.57 and the estimated ending balance as of December 2020 is \$12,921,711.57.

Vice Chairman Forrester clarified that any additional funds the Committee decides to expend will be subtracted from these amounts. Ms. Kays stated the cost for the Hacienda Trail/Other Multi-Modal Paths does not include the cost for the portion of trail along El Camino Real.

Vice Chairman Forrester confirmed that once the RAD Fund receives the December 2020 annuity no additional settlement funds will be received. Ms. Kays stated that Vice Chairman Forrester is correct.

4) Project Consideration List

Ms. Kays advised that the RAD Fund Project Consideration List has been updated to include the Power Corridor Trail retrofitting project.

Ms. Tutt advised that Kimley-Horn & Associates (KHA) is in the process of preparing their scope of work and the other items necessary to provide a cost estimate to the Committee for consideration of approval of the project.

Vice Chairman Bell stated that he has received requests for corn hole and dart boards at the recreation centers and inquired if those items would be a significant expense. John Rohan, Director of Recreations & Parks, stated that corn hole is not a significant expense and Staff can review sites to house the boards at so that residents can sign them out and use them portably. Mr. Rohan stated that the dart boards would also not be a large expense.

Mr. Barker stated that he continues to receive calls from residents requesting additional petanque courts and inquired if additional courts are being considered. Mr. Rohan stated that additional property needs to be identified so that additional courts can be designed. Once the Committee takes action to secure additional property Staff will then begin reviewing the locations for programming.

Ms. Kays advised that the departmental budget Form 1's have been provided for the Committee's review.

5) FY 17/18 Final Mulberry Fitness Fund Budget Overview

Ms. Kays advised that the Management Fees and Technology Services line items included adjustments which were a result of the cost allocation process:

- Management Fees: The final budget of \$30,792 realized a decrease of \$1,640 from the proposed budgeted amount of \$32,431.
- Technology Services: The final budget of \$547 realized a decrease of \$249 from the proposed budgeted amount of \$796.
- The estimated ending balance for Working Capital is \$97,307 and the General R&R Reserve balance will remain \$25,000.
- The budget includes a usage of Working Capital of \$20,913.

6) Reminder: September AAC Meeting

Ms. Kays advised that at the Wednesday, September 6, 2017 at 9:00 a.m. meeting Staff will request that the Committee recommend adoption of the Fiscal Year 2017/2018 RAD and Mulberry Fitness Fund budgets to the Village Center Community Development District (VCCDD).

7) Reminder: September VCCDD Meeting

The VCCDD Board will hold a public hearing and meet to adopt the final Fiscal Year 2017/2018 will be held at 2:00 p.m. on September 9, 2017.

Vice Chairman Bell inquired if any of the Committee Members will have an issue with recommending adoption of the Fiscal Year 2017/2018 budget. The Committee provided a consensus of its intention to recommend adoption of the Fiscal Year 2017/2018 RAD and Mulberry Fitness Fund Budgets.

Vice Chairman Forrester inquired if the Committee decides to proceed with additional projects if the budget would then be amended. Ms. Kays stated that settlement fund projects are not budgeted. Staff would include the costs on the committed balance of the Settlement Proceed listing and provide the Committee with an update at a later date.

THIRD ORDER OF BUSINESS: Staff Reports

Ms. Tutt thanked Ms. Kays and the budget Staff for their efforts during the budget process.

FOURTH ORDER OF BUSINESS: District Counsel Reports

District Counsel is not in attendance.

FIFTH ORDER OF BUSINESS: Supervisor Comments

The Committee thanked Staff for their diligent efforts during the budget process.

Chairman Bell inquired if the District's investable balances are nearing the rate of inflation.

Mr. Wilcox stated that the Districts are very close to meeting inflation with the investment earnings.

The Committee thanked the residents who attended the workshop.

Ms. Tutt introduced the Board to Richard Baier, Assistant District Manager, to the Board and advised that Mr. Baier will be overseeing the activities of the District Property Management, Utilities Operations, Information Technology and Golf Maintenance Departments. Ms. Tutt stated that the District is happy to have Mr. Baier on board.

Chairman Bell inquired if the gate camera replacement program is on schedule or if there are concerns about the existing gate mechanisms. Mr. Wartinbee stated the gate camera replacement program is being budgeted and advised that the mechanical operations of the gates is the most current technology and Staff has not identified a better alternative.

Vice Chairman Forrester requested that all residents be cognizant of the gates and advised that in the first nine (9) months of the fiscal year the District has received \$21,219 in gate repair revenue north of CR 466.

SIXTH ORDER OF BUSINESS: Adjourn

The Committee adjourned the workshop at 2:28 p.m.

On MOTION by Ann Forrester, seconded by John Wilcox, with all in favor, the Committee adjourned the meeting.

Janet Y. Tutt
Secretary

Carl Bell
Chairman



AGENDA REQUEST

TO: Amenity Authority Committee

FROM: Diane Tucker, Administrative Operations Manager

DATE: 9/6/2017

SUBJECT: **Amendment Four for CH2M HILL OMI Agreement**

ISSUE:

Review and approval of Amendment Four to the CH2M HILL Operations Maintenance and Management (OMI) Agreement for operations, maintenance and management services for VCCDD (RAD) pump stations and aesthetic features located throughout the District.

ANALYSIS/INFORMATION:

The District has received the annual amendment /renewal request from CH2M HILL OMI for their services in the 2017/2018 fiscal year for VCCDD (Recreation Amenity Division) pump stations and aesthetic features as listed on Exhibit A.

This Amendment Four reflects an increase of \$1,750.00 (approximately 2.34%) over the 2016/2017 fiscal year base fee amount of \$74,859.00. This increase results in a new annual base fee amount of \$76,609.00. Additionally, this Amendment Four will serve to extend the term of the Agreement for an additional year effective October 1, 2017 through September 30, 2018.

BUDGET IMPACT:

An increase of approximately 2.34% or \$1,750.00 resulting in a new base fee amount of \$76,609.00. Sufficient funds are available for this increase.

STAFF RECOMMENDATION:

Staff requests approval to present Amendment Four to the Agreement with CH2M HILL OMI, for the VCCDD (RAD) pump stations and aesthetic features, to the VCCDD Board for review and consideration, for an approximately 2.34% or \$1,750.00 increase for operations, maintenance and management services, resulting in a new base fee amount of \$76,609.00 for 2017/2018.

MOTION:

Motion to approve presenting to the VCCDD Board, for review and consideration for approval, Amendment Four to the Agreement with CH2M HILL OMI for the VCCDD (RAD) pump stations and

aesthetic features with an increase of approximately 2.34% or \$1,750.00 and a new base fee amount of \$76,609.00; and authorize the Chairman/Vice-Chairman to sign the Amendment.

ATTACHMENTS:

Description	Type
□ CH2M Hill Amend 4 VCCDD - RAD 090617	Exhibit



AMENDMENT NO. 4 TO AGREEMENT FOR PROFESSIONAL SERVICES, EXECUTED SEPTEMBER 12, 2013

This Amendment No. 4, dated the ____ day of _____, 2017, to the Agreement for Professional Services by and between Operations Management International, Inc. ("CH2M HILL OMI" or "Contractor") and the Client, also referred to as Owner, identified below (the "Agreement"), collectively referred to herein as the "Parties".

CH2M HILL OMI's Office Address: 9191 South Jamaica Street, Englewood, Colorado 80112

Client/Owner: Village Center Community Development District (Recreation Amenity Division)

Client's Office Address: 984 Old Mill Run, The Villages, FL 32162

Project Name: Pump Stations & Aesthetic Features

Project Location: The Villages, FL

Client Project Number: CH2M HILL OMI Project Number: 480898

Scope:

It is hereby agreed by the CLIENT and CH2M HILL OMI that ATTACHMENT A is amended as follows:

Attachment A is hereby deleted in its entirety and replaced with Attachment A attached hereto.

Compensation

It is hereby agreed by the CLIENT and CH2M HILL OMI that ATTACHMENT B is amended as follows:

Article B.1.1, B.1.3, and B.3, is hereby deleted in its entirety and replaced as follows:

- B.1.1 Client shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a Base Fee of Seventy Six Thousand Six Hundred Nine Dollars (\$76,609) for the contract year commencing on October 1, 2017 and ending on September 30, 2018 of this Agreement. Subsequent years' Base Fees shall be determined as hereinafter specified.
- B.1.3 The total amount CH2M HILL OMI shall be required to pay for Repairs shall not exceed the annual Repairs Limit of Thirty Five Thousand Dollars (\$35,000) for the contract year commencing on October 1, 2017 and ending on September 30, 2018 of this Agreement. CH2M HILL OMI shall provide the Owner with a detailed invoice of Repairs over the annual Repairs Limit, and Owner shall pay CH2M HILL OMI for all Repairs in excess of such limit. CH2M HILL OMI will rebate to Owner the entire amount that the cost of Repairs is less than the annual Repairs Limit.

B.3 BASE FEE ADJUSTMENT FORMULA

$$ABF = BF \times (1 + AF)$$

Where:

ABF= Adjusted Basic Operation and Maintenance Service Fee for upcoming fiscal year

BF = Basic Operation and Maintenance Service Fee for current fiscal year

$$AF = [(E/100) \times 0.5] + [(C - Co)/Co \times 0.5] + 0.02$$

E = ECI for Total Compensation, All Civilian Workers, Not Seasonally Adjusted (Employment Cost Index) reported as a 12-month percent change for the first quarter (January, February, and March) of the calendar year prior to the beginning of the period for which an ABF is being calculated. ECI as published by the U.S. Department of Labor, Bureau of Labor Statistics (Series ID CIU101000000000A).

Co = Consumer Price Index for All Urban Consumers, Not Seasonally Adjusted, U.S. City Average, All Items, Most Current Base Period as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report for March of the prior year for the period for which an ABF is being calculated (Series ID CUUR0000SA0).

C = Consumer Price Index for All Urban Consumers, Not Seasonally Adjusted, U.S. City Average, All Items, Most Current Base Period as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report for March of the current year for the beginning of the period for which an ABF is being calculated (Series ID CUUR0000SA0).

Other Terms:

All terms and conditions of the Agreement shall remain in full force and effect unless specifically modified herein.

This Amendment No. 4 together with the Agreement and Amendment No. 1, 2 and 3 constitute the entire agreement between the Parties and supersede all prior oral and written understandings with respect to the subject matter set forth herein. Signatures below constitute execution of this Amendment No. 4.

CLIENT (Print and sign name)

By

Name

Title

Date

Operations Management International, Inc.

By

Name Jon Mantay

Title Designated Manager

Date

8/3/2017

ATTACHMENT A - SCOPE OF SERVICES

CH2M HILL OMI will perform the following Services on behalf of Client:

- A.1 Provide operation, maintenance, repairs, and record keeping for the project site(s) set forth below. Projects are inclusive of pump station, all systems necessary for pump station operation, wells, intakes, and screens, as applicable. Project excludes buildings. Maintenance shall be in accordance with manufacturer's recommendations or Attachment E, whichever is more comprehensive.

Station Name	Location	Annual Operation & Maintenance Fee
Golfview Lake Pump Station	1452 Water Tower Circle	\$8,897
Paradise Pump Station	1418 Paradise Dr	\$5,056
Hawkes Bay Pump Station	600 Buena Vista Blvd	\$4,338
Briarwood/Walnut Grove Well & Pump Station (MC-9)	17180 SE 86th Belle Meade Circle	\$8,897
El Diablo Pump Station	2150 Enrique Dr	\$4,966
Amberwood/Oakleigh Pump Station (MC-28)	7755 SE 172nd Legacy Ln	\$8,897
El Santiago Pump Station	2380 El Camino Real	\$8,897
Lake 14-1 Pump Station	1590 El Camino Real	\$5,056
Higgins Lake Pump Station	3317 Richmond Dr	\$5,235
Lake Mira Mar Pump Station	1200 Alonzo Ave	\$4,966
Lake Cortez Pump Station	855 Duck Lake Rd	\$2,851
Glenview Entry Pond Recirculation Pump		\$2,851
Lake Laguna Pump Station	1022 Ventura Dr	\$2,851
De La Vista Pump Station	802 San Marino Drive	\$2,851
TOTAL		\$76,609

- A.2 Provide Repairs, Renewals, and Replacements in accordance with the terms and provisions of Attachment D.
- A.3 Provide preventive maintenance in accordance with the terms and provisions of Attachment D. The minimum standards of preventive maintenance shall be as shown in Attachment E.
- A.4 Requests by Client that are incidental to the Scope of Services shall be invoiced to Client at CH2M HILL OMI's Cost plus twelve percent (12%).
- A.5 In the event that a change in the scope of services provided by CH2M HILL OMI occurs, including changes in contractual arrangements between the Client and third-party water purchase customers, Client and CH2M HILL OMI will negotiate a commensurate adjustment in Base Fee.



AGENDA REQUEST

TO: Amenity Authority Committee

FROM: Diane Tucker, Administrative Operations Manager; Mark LaRock, Buyer

DATE: 9/6/2017

SUBJECT: **Award of Request for Proposal (RFP) #17P-023 – VCCDD and SLCDD Professional Janitorial Services**

ISSUE:

Review and approval to present a recommendation of award for RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services to the Village Center Community Development District (VCCDD).

ANALYSIS/INFORMATION:

On May 23, 2017 staff issued a Request for Proposals for professional janitorial services for the Village Center Community Development District. Such work includes the routine cleaning of recreation centers, postal stations, dog park, sports complex and pool areas. Eight (8) contractors' submitted proposals for the RFP. One (1) was rejected as non-responsive and one (1) withdrew their proposal. Of the remaining six (6), all were determined to be responsive and were presented to the Selection Committee members for review.

The Selection Committee met on July 26, 2017 to score and rank the respondents according to the criteria set forth in the RFP. When evaluating proposals, the Selection Committee considers the contractors' technical capabilities including references, managerial and personnel capabilities, cost and the thoroughness of their proposals. Below are the proposed prices and the Selection Committee scores for all respondents based on the evaluation of these criteria:

Rank	Vendor	Selection Committee Score	Proposed Annual Amount Form C (VCCDD)
1	Premier Janitorial Services	438	\$293,691.94
2	American Janitorial, Inc.	434	\$257,711.06

3	Grosvenor Building Services	400	\$291,000.00
4	Facility Resources, Inc.	382	\$306,030.00
5	Sterling Building Services, Inc.	342	\$358,686.85
6	Janitorial Facility Services, Inc.	313	\$347,043.00

Based on the evaluation scores, staff is requesting that #1 ranked Premier Janitorial Services be awarded the RFP #17P-023 utilizing the pricing submitted as stated on each Exhibit A (Proposal Form C for VCCDD Rec Centers and Postals). If approved, the term of this Agreement for Services will be October 1, 2017 through September 30, 2020 with three (3) additional one year renewal periods.

BUDGET IMPACT: The annual amount budgeted for these janitorial services for Fiscal Year 17/18 is \$277,322.00 for RAD Fund. The RAD proposal is \$16,369.94 over budget. Funds are available in the FY2017-18 budget to cover these additional costs.

STAFF RECOMMENDATION:

Staff requests presenting a recommendation for award of RFP #17P-023; VCCDD and SLCDD Professional Janitorial Services to Premier Janitorial Services in the total annual amount of \$293,691.94 for VCCDD based on the pricing reflected in Exhibit "A".

MOTION:

Motion to request presenting a recommendation for award of RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services to Premier Janitorial Services in the total annual amount of \$293,691.94 for VCCDD reflected in Exhibit "A"; and authorize the Chairman/Vice Chairman to execute the Agreement.

ATTACHMENTS:

Description	Type
▣ EXHIBIT A	Exhibit
▣ Agreement	Exhibit

"REVISED #2" Proposal Form C (VCCDD)

Area Description	Sq. Ft	Quantity	Annual Amount
Mulberry Regional Recreation Center			
Building Area - HVAC Climate Controlled	29,334		
Building Area - Not HVAC Climate Controlled	1,204		
Pool House	4,800		
Porches	1,546		
Courts Restrooms(Ceramic)	320		
Outside Trash Cans		22	
Shuffleboard Courts		4	
Bocce Courts		4	
Pickle ball Courts		10	
Basketball Half Court		1	
Water Fountains		3	
Equipment Room Concrete Floor	360		
Fitness rm Amtico(Deep Clean)	1,500		
Carpet Steam Cleaning	6,850		
VCT Cleaning(Strip &Seal)	10,500		
Ceramic Tile(Deep Clean Tile & Grout)	3,800		
Wood (Deep Clean)	5,800		
<i>Total for Mulberry Regional Recreation Center</i>			\$70,112.13
Mulberry Postal Station			
Building Area - No HVAC	160		
Outside Trash Cans		2	
<i>Total for Mulberry Postal</i>			\$3,895.12
Calumet Neighborhood Recreation Center			
Building Area - No HVAC Not Climate Controlled	280		
Porches	1,490		
Outside Trash Cans		6	
Water Fountain		1	
Ceramic Tile (Deep Clean Tile & Grout)	192		
<i>Total for Calumet Rec</i>			\$6,232.19
Calumet Postal Station			
Building Area - No HVAC Not Climate Controlled	750		
Water Fountain		1	
Outside Trash Cans		2	
Water Fountains		1	
<i>Total for Calumet Postal</i>			\$3,895.12
Chatham Recreation Center			
Building Area - HVAC Climate Controlled	8,825		
Porches	2,004		
Tennis Courts		4	
Shuffleboard Courts		4	
Bocce Courts		4	
Outside Trash Cans		5	
Water Fountains		2	
Carpet Steam Cleaning	3,150		
VCT Cleaning (strip & seal)	980		
Ceramic Tile (Deep Clean Tile & Grout)	450		
AMTICO (Deep Clean)	2,427		
Wood (Deep Clean)	1,033		
<i>Total for Chatham Rec</i>			\$23,370.71
Chatham Postal Station			
Building Area - No HVAC Not Climate Controlled	750		

EXHIBIT "A"

Area Description	Sq. Ft	Quantity	Annual Amount
Water Fountain		1	
Outside Trash Cans		2	
<i>Total for Chatham Postal</i>			\$3,895.12
Saddlebrook Recreation Center			
Building Area - HVAC Climate Controlled	7,248		
Building Area - No HVAC Not Climate Controlled	49		
Porches	1,762		
Shuffleboard Courts		4	
Bocce Courts		4	
Pickle ball Courts		6	
Tennis Courts		2	
Outside Trash Cans		17	
Water Fountains		2	
Carpet Steam Cleaning	2,100		
VCT Cleaning (strip & seal)	360		
Ceramic Tile (Deep Clean Tile & Grout)	1,160		
AMTICO (Deep Clean)	2,640		
<i>Total for Saddlebrook Rec</i>			\$23,370.71
Saddlebrook Softball Complex			
Softball Complex No HVAC Not Climate Controlled	425		
Restrooms		2	
Picnic Tables		4	
Dug-outs		8	
Bleachers (sets)		8	
Water Fountains		9	
Outside Trash Cans		14	
<i>Total for Saddlebrook Softball</i>			\$7,790.24
Savannah Regional Recreation Center			
Building Area - HVAC Climate Controlled	38,000		
Kitchen		1	
Porches	2,200		
Shuffleboard Courts		4	
Bocce Courts		4	
Water Fountains		4	
Outside Trash Cans		10	
<i>Total for Savannah Rec</i>			\$ 124,643.79
Springdale Neighborhood Recreation Center			
Building Area - No HVAC Not Climate Controlled	280		
Porches	630		
Outside Trash Cans		4	
Water Fountains		1	
Ceramic Tile (Deep Clean Tile & Grout)	192		
<i>Total for Springdale Rec</i>			\$6,232.19

Area Description	Sq. Ft	Quantity	Annual Amount
Summerhill Neighborhood Recreation Center			
Building Area - No HVAC Not Climate Controlled	260		
Porches	526		
Shuffleboard Courts		1	
Bocce Courts		1	
Water Fountains		1	
Outside Trash Cans		3	
<i>Total for Summerhill Rec</i>			\$6,232.19
Summerhill Postal Station			
Building Area - No HVAC Not Climate Controlled	750		
Water Fountain		1	
Outside Trash Cans		2	
<i>Total for Summerhill Postal</i>			\$3,895.12
Tierra Del Sol Recreation Center			
Building Area - HVAC Climate Controlled	6,014		
Building Area - No HVAC Not Climate Controlled	1,006		
Pavilion	801		
Shuffleboard Courts		4	
Bocce Courts		4	
Water Fountains		1	
Outside Trash Cans		12	
Carpet Steam Cleaning	1,132		
VCT Cleaning (strip & seal)	4,298		
Ceramic Tile (Deep Clean Tile & Grout)	584		
<i>Total for Tierra Del Sol Rec</i>			\$6,232.19
Mulberry Dog Park			
Dog Waste Bag Dispensers		1	
Trash Cans		1	
<i>Total for Mulberry Dog Park</i>			\$3,895.12
TOTAL MONTHLY AMOUNT FOR ALL AREAS			\$24,474.33
TOTAL ANNUAL AMOUNT FOR ALL AREAS			\$293,691.94

NOTE(S):

-Price evaluation to be based upon Total Annual Amount for All Areas

-When completing your proposal, do not attach any forms which may contain terms and conditions that conflict with those listed in the District's proposal documents. Inclusion of additional terms and conditions such as those which may be on your company's standard forms may result in your proposal being declared non-responsive.

-All price information to be used in the RFP evaluation must be on this proposal form.

-District reserves the right to adjust any quantity upward or downward as may be warranted or necessary.

"The undersigned, as Proposer, 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 RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this proposal is accepted, to contract with the Village Center Community Development District in the form of an Agreement, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, labor and service necessary to complete the work covered by the RFP and Contract Documents for this Project. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein.

Proposer agrees to supply the products or services at the prices proposed above in accordance with the terms, conditions and specifications contained in this RFP."

SCOTT SPURGEON, PRESIDENT
Authorized Agent Name, Title (Print)

Scott Spurgeon 6/24/17
Authorized Signature Date

EXHIBIT "A"

**AGREEMENT FOR SERVICES BETWEEN VILLAGE CENTER COMMUNITY
DEVELOPMENT DISTRICT AND PREMIER JANITORIAL SERVICES FOR VCCDD and
SLCDD PROFESSIONAL JANITORIAL SERVICES**

RFP # 17P-023

THIS AGREEMENT is made this 6th day of September, 2017, by and between **VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT** (hereafter referred to as "District"), whose address is 984 Old Mill Run, The Villages, Florida 32162, and **PREMIER JANITORIAL SERVICES** (hereafter referred to as "Contractor"), whose address is 14295 SE 180th Street, Weirsdale, Florida 32195.

RECITALS

WHEREAS, the District owns or operates certain real property requiring professional janitorial services, and wishes to enter into a contract with a party capable of providing suitable professional janitorial services; and

WHEREAS, Contractor provides professional janitorial services for properties such as those owned or operated by the District, and wishes to enter into a contract whereby the Contractor performs services for the District in consideration of payments from the District to the Contractor;

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

1. SERVICES BY CONTRACTOR

- 1.1 Contractor, for and in consideration of the payments hereinafter specified and agreed to be made by District, hereby covenants and agrees to furnish and deliver all materials, to do and perform all the work and labor required to be furnished and delivered for VCCDD and SLCDD Janitorial Services, Request for Proposals (RFP) # 17P-023, hereinafter referred to as RFP. Specifications and other contract documents, as defined in said RFP, and all other related documents cited in the above stated RFP 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.
- 1.2 All maintenance and repair of equipment shall be the responsibility of the Contractor, and such maintenance and repairs shall not interfere with completion of required services to be provided pursuant to this agreement.
- 1.3 The Contractor shall promptly notify the District of any conditions beyond which negatively affect the nature or character of the Property, growth conditions, or that in any way prevent or hinder the maintenance obligations of the Contractor required by this Agreement. Contractor agrees to provide 24 hour a day emergency service, including contacts, phone numbers, etc.
- 1.4 The Contractor shall collect and dispose of all trash, litter, debris, refuse and discarded materials resulting from Contractor's operations, including site clean-up and policing on a daily basis. The Contractor shall remove or contract for the removal of debris and refuse in such a manner that no unsightly, unsanitary, or hazardous accumulations occur. The Contractor shall ensure that all handling and disposal of refuse materials performed pursuant to this agreement is performed in compliance with all local, state and federal regulations.
- 1.5 All Contractor and Sub-Contractor personnel shall wear personal protective equipment in the performance of their duties to include safety vests, protective eye wear or face shields, respiratory protection as necessary, gloves and protective clothing.

- 1.6 Contractor shall be responsible for adhering to all federal, state and local safety guidelines and observe all safety precautions when performing services on District property, roadways and right-of-ways to include safe location of parked vehicles, signage, use of safety cones, flag personnel as necessary, use of safety vests on all personnel and vehicles which are clearly identifiable as belonging to the Contractor.
- 1.7 Contractor acknowledges that the public may associate the Contractor as an employee of the District while the Contractor performs services on the District's property. Contractor agrees to conduct its services and supervise its employees in a way not detrimental to the District's business operation. District reserves the right to approve dress codes for the Contractor's employees.
- 1.8 Contractor shall comply with all applicable governmental statutes, rules, regulations and orders and any amendments and modifications thereto.
- 1.9 As per the Immigration and Nationality Act of 1952 (INA), Immigration Reform and Control Act of 1986 (IRCA) and Florida Executive Order Number 11-02, Contractor must only employ individuals who are legally authorized to work in the United States of America. Contractor hereby is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons (including subcontractors) employed/assigned during the contract term by the contractor to perform work pursuant to this Agreement. To certify participation in the program, Contractor, and any subcontractors to the contractor, is required to sign an E-Verify Contractor/Subcontractor Affidavit. It is understood that the District will not be responsible for any violations of Federal law and the Contractor, solely, will be responsible and liable for any violations and or penalties associated with such violation.

2. PAYMENT

- 1.1 In consideration of the services provided by the Contractor pursuant to this Agreement, District agrees to pay to Contractor the unit prices submitted by Contractor as a result of Contractor's response to RFP # 17P-023 as provided for in Exhibits "A" to this Agreement.
- 1.2 Invoices shall be submitted no later than the first of the month for the services performed the preceding month. Per Chapter 218.74(1), an invoice from the Contractor shall be considered as received when it has been stamped as such at the District Property Management Department, 984 Old Mill Run, The Villages, Florida 32162. 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.
- 1.3 If payment is not made by the District to the Contractor within forty-five (45) days, Contractor may assess a late charge for the lesser of 1.5% per month, or the maximum rate permitted by law.
- 1.4 The District agrees to pay the Contractor for additional work performed by the Contractor pursuant to written orders placed by the District, at a rate equal to component unit costs of labor and equipment charged by the Contractor under the terms of this agreement.

3. CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire Contract between District and Contractor and which are made part hereof by this reference, consist of the following:

- 3.1 Request for Proposals
- 3.2 Instructions, Terms, and Conditions
- 3.3 Proposal Forms
- 3.4 Proposer's Certification
- 3.5 General Terms and Conditions

- 3.6 Drug Free Workplace Certificate
- 3.7 Statement of Contractor's Experience, Equipment & Personnel
- 3.8 E-Verify Contractor/Subcontractor Affidavit
- 3.9 Scope of Work / Specifications
- 3.10 Agreement for Services
- 3.11 Permits / Licenses
- 3.12 All Proposal Addenda Issued Prior to Proposal Opening Date
- 3.13 All Modifications and Change Orders Issued
- 3.14 Notice of Award / Notice to Proceed

4. TERM

The term of this Agreement shall be October 1, 2017 through September 30, 2020, with the option to renew for three (3) additional one (1) year periods. Following completion of the initial term each renewal period shall automatically occur on October 1 of each renewal period unless either party provides a minimum ninety (90) day written notice of non-renewal. The prices proposed by the Contractor shall remain fixed and firm for the initial 3 years of the contract. After initial 3 year period the contractor will meet with Purchasing and District Property Management staff 60 days prior to the end of the initial term, to negotiate an increase or decrease to the current awarded pricing. No increase will exceed 3%.

5. INSURANCE

- 5.1 **General Liability.** Contractor shall obtain, and maintain throughout the life of the Agreement, General Liability Insurance in an amount no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage. Insurance shall protect the Contractor, 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 Contractor may use in connection with this RFP. The limit of liability for this coverage shall be a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. This is to include owned, hired, and non-owned vehicles. District(s) shall be named as Additional Insured.
- 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 contract as a result of this RFP, Contractor 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. Contractor and any sub consultants or subcontractors shall comply fully with the Florida Worker's Compensation Law. Contractor 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 Contractor, the specified job by name and/or RFP 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 Village Center 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 The Contractor 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 one (1) calendar day (24 hours) after being notified by District in writing or verbally of defective or unacceptable work, if the Contractor 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 Contractor, 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 Contractor immediately begins corrective work, and District reasonably determines that the Contractor is diligently pursuing the completion of such corrective work, District agrees to allow Contractor to complete correction of the defective or unacceptable work. In addition, if the Contractor, for any reason, fails to perform any portion of the services required by the Contractor pursuant to this Agreement, the District shall be entitled to deduct from any monies due or which may become due to Contractor 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 Contractor 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 Contractor in default in accordance with applicable provisions of the Agreement.

7. TERMINATION BY THE DISTRICT

7.1 The performance of work under this Contract may be terminated by District in accordance with this clause in whole or from time to time in part, whenever District determines that Contractor is in default of the terms of this Agreement. Any such termination shall be effected by delivery to Contractor a Notice of Termination specifying the extent to which performance or work under the contract is terminated, and the date the termination becomes effective.

7.2 After receipt of a Notice of Termination, and except as otherwise directed, Contractor 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 Contract.

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

Contractor 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 Contract as to that portion of the work not terminated by the Notice of Termination.

7.3 After receipt of a Notice of Termination, Contractor shall submit to District Contractor'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 Contractor to after the receipt of the Notice of Termination and Contractor shall be deemed to waive any right to any further compensation.

7.4 Contractor and District may agree upon the whole or any part of the amount or amounts to be paid to Contractor 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 Contract price as reduced by the expenditures necessary to complete the job covered by this Contract.

7.5 District may, for any reason, terminate performance under this Agreement by the Contractor for convenience upon thirty (30) days written notice. District will not be held responsible for any loss incurred by Contractor as a result of District's election to terminate this Agreement pursuant to this paragraph.

8. OTHER MATTERS

8.1 Contractor shall not utilize, nor store, any drums of material exceeding 5-gallon containers on any of the District's property.

8.2 Contractor shall 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 Human Resources Department; however, the Contractor acknowledges that the District shall have no responsibility for making any disclosures to Contractor's employees or agents.

8.3 The obligations of the Contractors 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.

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

8.6 Contractor does hereby specifically promise and agree to "hold harmless", defend and indemnify the District and the agents, servants, employees, officers, and officials thereof from and against any and all liability or responsibility for damage to property or person that may arise in connection with the services to be provided hereunder, including reasonable attorney fees and expenses.

8.7 Contractor shall not be construed to be the agent, servant or employee of the District or of any elected or appointed official thereof, for any purpose whatsoever, and further Contractor shall

have no express or implied authority of any kind or nature whatsoever, to incur any liability, either in contract or on a tort, as the agent, servant or employee of the District.

8.8 These Contract Documents constitute the entire understanding and Contract between the Parties and supersedes any and all written and oral representations, statements, negotiations, or contracts previously existing between the Parties with respect to the subject matters of this Contract. The Contractor recognizes that any representations, statements, or negotiations made by District staff do not suffice to legally bind the District in a contractual relationship unless they have been reduced to writing and signed by an authorized District representative. This Contract shall inure to the benefit of and be binding upon the Parties, their respective assigns, and successors in interest.

8.9 No amendment to this Agreement shall be effective except those agreed to in writing and signed by both of the parties to this Agreement.

8.10 Time is of the essence in the performance of this Contract. The Contractor specifically agrees that it will commence operations on the date specified in the Notice to Proceed and that all work to be performed under the provisions of this Contract shall be done according to specifications, subject only to delays caused through no fault of the Contractor.

9. CONTRACTOR'S REPRESENTATIONS

9.1 Contractor makes the following representations:

9.2 Contractor has familiarized himself with the nature and extent of the Contract 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.

9.3 Contractor declares that he has visited and examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done, that he has examined the plans for the work and other Contract Documents relative thereto and has read all the addenda furnished prior to the bid, and that Contractor has satisfied itself relative to the work to be performed.

9.4 Contractor has investigated and is fully informed of the construction and labor conditions, of obstructions to be encountered, of the character, quality and quantities of work to be performed, materials to be furnished, and requirements of the plans and other Contract Documents.

9.5 Contractor has given the District written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents.

9.6 Contractor declares that submission of a proposal for the work constitutes an incontrovertible representation that the Contractor has complied with every requirement of this Section, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of work.

9.7 Equal Opportunity: Contractor assures that no person shall be discriminated against on the grounds of race, color, creed, national origin, handicap, age or sex, in any activity under this Contract.

9.8 Public Entity Crimes: In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract 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 contractor, supplier, subcontractor, or consultant with any public

entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

9.9 Public Records Act/Chapter 119 Requirements: Contractor/Vendor 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:

1. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform this service;
2. Provide the agency access to public records at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfers to the District, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the District in a format that is compatible with the current information technology systems of the District.

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

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

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

**VILLAGE CENTER COMMUNITY
DEVELOPMENT DISTRICT**

PREMIER JANITORIAL SERVICES

By: _____

By: _____

Print Name

Print Name

Print Title

Print Title

Date

Date

Attest

Attest

Proposal Form B (VCCDD)
Public Safety

"REVISED #2" Proposal Form B (VCCDD)

Area Description	Sq. Ft	Quantity	Annual Amount
Public Safety Administrative Office (Station 44)			
3035 Morse Blvd Office Building	4,607		
Porches	360		
Trash Cans	22		
Exterior Chairs		12	
Exterior Tables		5	
Exterior Benches		1	
Water Fountain		1	
Carpet Steam Cleaning	1,778		
AMTICO (Deep Clean)	2,024		
Ceramic Tile (Deep Clean Tile & Grout)	805		
<i>Total for Public Safety Administrative Office</i>			\$10,906.33
TOTAL MONTHLY AMOUNT FOR ALL AREAS			\$908.86
TOTAL ANNUAL AMOUNT FOR ALL AREAS			\$10,906.33

NOTE(S):

- **Price evaluation to be based upon Total Annual Amount for All Areas**
- When completing your proposal, do not attach any forms which may contain terms and conditions that conflict with those listed in the District's proposal documents. Inclusion of additional terms and conditions such as those which may be on your company's standard forms may result in your proposal being declared non-responsive.
- All price information to be used in the RFP evaluation must be on this proposal form.
- District reserves the right to adjust any quantity upward or downward as may be warranted or necessary.

"The undersigned, as Proposer, 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 RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this proposal is accepted, to contract with the Village Center Community Development District in the form of an Agreement, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, labor and service necessary to complete the work covered by the RFP and Contract Documents for this Project. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein.

Proposer agrees to supply the products or services at the prices proposed above in accordance with the terms, conditions and specifications contained in this RFP."

SCOTT SPURGEON, PRESIDENT
Authorized Agent Name, Title (Print)

[Signature] 6/26/17
Authorized Signature Date

"REVISED #2" Proposal Form C (VCCDD)

Area Description	Sq. Ft	Quantity	Annual Amount
Mulberry Regional Recreation Center			
Building Area - HVAC Climate Controlled	29,334		
Building Area - Not HVAC Climate Controlled	1,204		
Pool House	4,800		
Porches	1,546		
Courts Restrooms(Ceramic)	320		
Outside Trash Cans		22	
Shuffleboard Courts		4	
Bocce Courts		4	
Pickle ball Courts		10	
Basketball Half Court		1	
Water Fountains		3	
Equipment Room Concrete Floor	360		
Fitness rm Amtico(Deep Clean)	1,500		
Carpet Steam Cleaning	6,850		
VCT Cleaning(Strip &Seal)	10,500		
Ceramic Tile(Deep Clean Tile & Grout)	3,800		
Wood (Deep Clean)	5,800		
<i>Total for Mulberry Regional Recreation Center</i>			\$70,112.13
Mulberry Postal Station			
Building Area - No HVAC	160		
Outside Trash Cans		2	
<i>Total for Mulberry Postal</i>			\$3,895.12
Calumet Neighborhood Recreation Center			
Building Area - No HVAC Not Climate Controlled	280		
Porches	1,490		
Outside Trash Cans		6	
Water Fountain		1	
Ceramic Tile (Deep Clean Tile & Grout)	192		
<i>Total for Calumet Rec</i>			\$6,232.19
Calumet Postal Station			
Building Area - No HVAC Not Climate Controlled	750		
Water Fountain		1	
Outside Trash Cans		2	
Water Fountains		1	
<i>Total for Calumet Postal</i>			\$3,895.12
Chatham Recreation Center			
Building Area - HVAC Climate Controlled	8,825		
Porches	2,004		
Tennis Courts		4	
Shuffleboard Courts		4	
Bocce Courts		4	
Outside Trash Cans		5	
Water Fountains		2	
Carpet Steam Cleaning	3,150		
VCT Cleaning (strip & seal)	980		
Ceramic Tile (Deep Clean Tile & Grout)	450		
AMTICO (Deep Clean)	2,427		
Wood (Deep Clean)	1,033		
<i>Total for Chatham Rec</i>			\$23,370.71
Chatham Postal Station			
Building Area - No HVAC Not Climate Controlled	750		

EXHIBIT "A"

1

Area Description	Sq. Ft	Quantity	Annual Amount
Water Fountain		1	
Outside Trash Cans		2	
<i>Total for Chatham Postal</i>			\$3,895.12
Saddlebrook Recreation Center			
Building Area - HVAC Climate Controlled	7,248		
Building Area - No HVAC Not Climate Controlled	49		
Porches	1,762		
Shuffleboard Courts		4	
Bocce Courts		4	
Pickle ball Courts		6	
Tennis Courts		2	
Outside Trash Cans		17	
Water Fountains		2	
Carpet Steam Cleaning	2,100		
VCT Cleaning (strip & seal)	360		
Ceramic Tile (Deep Clean Tile & Grout)	1,160		
AMTICO (Deep Clean)	2,640		
<i>Total for Saddlebrook Rec</i>			\$23,370.71
Saddlebrook Softball Complex			
Softball Complex No HVAC Not Climate Controlled	425		
Restrooms		2	
Picnic Tables		4	
Dug-outs		8	
Bleachers (sets)		8	
Water Fountains		9	
Outside Trash Cans		14	
<i>Total for Saddlebrook Softball</i>			\$7,790.24
Savannah Regional Recreation Center			
Building Area - HVAC Climate Controlled	38,000		
Kitchen		1	
Porches	2,200		
Shuffleboard Courts		4	
Bocce Courts		4	
Water Fountains		4	
Outside Trash Cans		10	
<i>Total for Savannah Rec</i>			\$ 124,643.79
Springdale Neighborhood Recreation Center			
Building Area - No HVAC Not Climate Controlled	280		
Porches	630		
Outside Trash Cans		4	
Water Fountains		1	
Ceramic Tile (Deep Clean Tile & Grout)	192		
<i>Total for Springdale Rec</i>			\$6,232.19

EXHIBIT "A"

2

Area Description	Sq. Ft	Quantity	Annual Amount
Summerhill Neighborhood Recreation Center			
Building Area - No HVAC Not Climate Controlled	260		
Porches	526		
Shuffleboard Courts		1	
Bocce Courts		1	
Water Fountains		1	
Outside Trash Cans		3	
<i>Total for Summerhill Rec</i>			\$6,232.19
Summerhill Postal Station			
Building Area - No HVAC Not Climate Controlled	750		
Water Fountain		1	
Outside Trash Cans		2	
<i>Total for Summerhill Postal</i>			\$3,895.12
Tierra Del Sol Recreation Center			
Building Area - HVAC Climate Controlled	6,014		
Building Area - No HVAC Not Climate Controlled	1,006		
Pavilion	801		
Shuffleboard Courts		4	
Bocce Courts		4	
Water Fountains		1	
Outside Trash Cans		12	
Carpet Steam Cleaning	1,132		
VCT Cleaning (strip & seal)	4,298		
Ceramic Tile (Deep Clean Tile & Grout)	584		
<i>Total for Tierra Del Sol Rec</i>			\$6,232.19
Mulberry Dog Park			
Dog Waste Bag Dispensers		1	
Trash Cans		1	
<i>Total for Mulberry Dog Park</i>			\$3,895.12
TOTAL MONTHLY AMOUNT FOR ALL AREAS			\$24,474.33
TOTAL ANNUAL AMOUNT FOR ALL AREAS			\$293,691.94

NOTE(S):

-Price evaluation to be based upon Total Annual Amount for All Areas

-When completing your proposal, do not attach any forms which may contain terms and conditions that conflict with those listed in the District's proposal documents. Inclusion of additional terms and conditions such as those which may be on your company's standard forms may result in your proposal being declared non-responsive.

-All price information to be used in the RFP evaluation must be on this proposal form.

-District reserves the right to adjust any quantity upward or downward as may be warranted or necessary.

"The undersigned, as Proposer, 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 RFP and Specifications for the work and comments hereto attached. The Proposer agrees, if this proposal is accepted, to contract with the Village Center Community Development District in the form of an Agreement, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, labor and service necessary to complete the work covered by the RFP and Contract Documents for this Project. The Proposer agrees to accept in full compensation for each item the prices named in the schedules incorporated herein.

Proposer agrees to supply the products or services at the prices proposed above in accordance with the terms, conditions and specifications contained in this RFP."

SCOTT SPURGEON, PRESIDENT
Authorized Agent Name, Title (Print)

[Signature] 6/24/17
Authorized Signature Date

EXHIBIT "A"



AGENDA REQUEST

TO: Amenity Authority Committee
FROM: Barbara E. Kays, Budget Director
DATE: 9/6/2017
SUBJECT: **Recommend Approval: FY17-18 RAD/Fitness Budget**

ISSUE:

Recommend approval of the Fiscal Year 2017-18 Final Budgets for the Recreation Amenities Division Fund and the Mulberry Grove Fitness Center Fund to the Village Center Community Development District Board.

ANALYSIS/INFORMATION:

The Amenity Authority Committee reviewed and discussed the Fiscal Year 2017-18 Recreation Amenities Division Fund and the Mulberry Fitness Fund budgets during two budget workshops held on March 22nd and August 23, 2017 along with a review during the May 10th regular meeting.

Over the summer, staff has continued to work on finalizing the budget. Cost allocation amounts have been updated and included in the attached budgets. The final adjustments to the Recreation Amenities Division Fund resulted in a DECREASE of \$904,353, as compared to the Proposed Budget. Most of the decrease is due to the \$691,622 reduction in the cost allocation amounts.

In accordance with Chapter 190, the Village Center Community Development District Board is responsible for adopting a resolution to approve the final budget by September 15th. The Amenity Authority Committee will need to recommend approval of the Fiscal Year 2017-18 Final Budgets for the Recreation Amenities Division Fund and the Mulberry Grove Fitness Center Fund to the Village Center Community Development District Board. The Village Center Community Development District Board will meet on September 6, 2017 at 2:00 p.m. to approve the appropriate Fiscal Year 2017-18 Final Budget.

STAFF RECOMMENDATION:

To recommend the attached Recreation Amenities Division Fund and Mulberry Grove Fitness Center Fund Fiscal Year 2017-18 Final Budgets for approval by the Village Center Community Development District

Board.

MOTION:

Move to recommend the attached Recreation Amenities Division Fund and the Mulberry Grove Fitness Center Fund Fiscal Year 2017-18 Final Budgets for approval by the Village Center Community Development District Board.

ATTACHMENTS:

Description	Type
▣ FY17-18 RAD/Fitness Budget	Cover Memo

**VILLAGE COMMUNITY DEVELOPMENT DISTRICT
RECREATION AMENITIES DIVISION
FY 2017-18 Budget**

17-18 Object Codes	20-421	2015-16 Actual	2016-17 Original Budget	2016-17 Amended Budget	2016-17 10-Month Actual	2017-18 Final Budget
338000	Shared Revenues From Other Loc	333,200	409,800	409,800	409,800	
338095	Refund - General Fund - VCCD	333,200	409,800	409,800	409,800	
341000	General Government	37,600,887	37,228,747	37,228,747	31,742,643	38,451,281
341318	Amenity Fees	37,600,887	37,228,747	37,228,747	31,742,643	38,451,281
341900	Other General Government Chg &	431,581	247,984	247,984	263,657	280,680
341901	Veterans Brick Sale	4,595	2,000	2,000	2,294	2,000
341905	Property Damage Reimbursemen	3,334	4,000	4,000	4,894	4,000
341908	Electric Reimbursement	13,777	13,000	13,000	12,531	13,000
341909	Copies-Public/T-S	118	100	100	107	100
341910	Sales Tax Collection Allowan	1,080	1,080	1,080	900	1,080
341911	Lien Fees	1,970	3,000	3,000	2,483	3,000
341915	Return Check Fees	42				
341918	Access Cd Fee/NT-S	189,027	135,000	135,000	150,571	150,000
341919	Gate Repair Fees	25,532	10,000	10,000	21,469	20,000
341921	Amenity Late Penalty Fee	128,773	46,000	46,000	42,482	44,000
341922	Copies-Public/T-L	5			2	
341923	Copies-Public/T-M	49			38	
341924	Access CD Fee/T-S	4,100	3,500	3,500	3,100	3,500
341999	Misc Revenue	59,179	30,304	30,304	22,786	40,000
342900	Other Public Safety Chg & Fees	139,789	108,200	108,200	127,038	133,100
342901	Home/Bus Watch/T-S	9,861	7,000	7,000	8,249	9,000
342902	Security (Futures)				3,927	
342903	Fire Safety (Futures)				1,571	
342904	Model Watch/T-S	2,231	500	500	5,225	3,000
342906	Recreation Special Events	126,082	100,000	100,000	106,836	120,000
342907	Community Watch Special Even	233				
342910	Home Bus Watch/T-L	868	300	300	765	600
342911	Home Bus Watch/T-M	514	400	400	465	500
347200	Parks & Recreation	1,474,451	1,414,700	1,414,700	1,305,667	1,431,900
347202	Exec Golf Exp Reimbursement	33,724	25,000	25,000		25,000
347203	Daily Trail/T-S	108,361	100,000	100,000	99,501	100,000
347204	Daily Cart Rnt/T-S	4,143	4,000	4,000	3,758	4,000
347205	Daily Grn Fee/T-S	71,269	71,000	71,000	63,356	72,000
347208	Annual Trail/T-S	825,545	785,000	785,000	720,324	800,000
347215	Lifestyle-Gen/NT-S	36,458	32,000	32,000	34,136	32,000
347216	Lifestyle-Glb/NT-S	34,300	39,000	39,000	22,509	30,000
347220	Lifestyle-Gen/NT-L	22,709	17,000	17,000	18,449	18,000
347221	Lifestyle-Gen/NT-M	6,100	9,000	9,000	6,412	7,500
347229	Lifestyle-Glb/NT-L	30,827	30,000	30,000	43,929	35,000
347230	Lifestyle-Glb/NT-M				751	
347231	LF Merch-Glb/T-S	1,638	1,000	1,000	1,531	1,000
347232	LF Merch-Glb/T-L	427	500	500	416	500
347240	Daily Trail/T-L	84,059	87,000	87,000	83,261	87,000
347241	Daily Trail/T-M	81,862	84,000	84,000	74,820	84,000
347242	Daily Cart Rnt/T-L	4,216	4,500	4,500	4,205	4,500
347243	Daily Cart Rnt/T-M	3,971	4,000	4,000	3,390	4,000
347244	Daily Grn Fee/T-L	60,012	58,000	58,000	59,254	61,000
347245	Daily Grn Fee/T-M	61,579	62,000	62,000	58,215	62,000
347298	Misc Rec Rev/T-L	321	200	200	759	400
347299	Misc Rec Rev/T-S	2,930	1,500	1,500	6,691	4,000
347900	Other Culture/Recreation	2,714	2,500	2,500		
347901	LifeLong College Classes	2,714	2,500	2,500		
354000	Fines-Local Ordinance Violatio	8,425			25	
354001	Deed Compliance Fines	8,425			25	
361100	Interest	58,424	22,000	22,000	130,620	59,225
361101	Int Income - CFB				41,193	225
361102	Int Income - Cash Equiv	31,988	15,000	15,000	36,049	35,000
361103	Int Income - USB	26,436	7,000	7,000	53,378	24,000
361300	Net Inc(Dec) Fair Value Invest	505,840			356,526	
361304	FMIvT-Unrealized Gain/Loss	82,338			25,037	
361306	FLGIT-Unrealized Gain/Loss	128,290			60,340	
361307	LTP Unrealized Gain/Loss	295,212			271,149	

**VILLAGE COMMUNITY DEVELOPMENT DISTRICT
RECREATION AMENITIES DIVISION
FY 2017-18 Budget**

17-18 Object Codes	20-421	2015-16 Actual	2016-17 Original Budget	2016-17 Amended Budget	2016-17 10-Month Actual	2017-18 Final Budget
362000	Rental Royalties	643,974	618,754	618,754	554,454	621,632
362002	ATM Lease/T-S	7,306	7,350	7,350	7,429	7,503
362004	La Hacienda Catering	63,623	64,236	64,236	53,468	64,236
362005	Polo Club Lease (T)	7,489	7,488	7,488	5,616	7,488
362006	Vending Machines	3,720	2,500	2,500	2,285	3,000
362008	RV Fees	224,272	215,000	215,000	181,994	215,000
362009	Rm Rentals/T-L	37,433	52,000	52,000	36,347	35,000
362010	Rm Rentals/T-S	273,176	240,000	240,000	237,959	260,000
362011	Rm Rentals/T-M	6,425	11,000	11,000	6,407	7,000
362015	Rm Rentals/NT-L	2,419	2,000	2,000	600	2,000
362016	Rm Rentals/NT-S	6,800	5,000	5,000	12,235	8,000
362017	Rm Rentals/NT-M	1,100	1,000	1,000	1,030	1,000
362018	RV Late Penalty Fee	208	100	100	179	150
362020	ATM Lease/T-L	3,653	3,680	3,680	3,715	3,752
362021	ATM Lease/T-M	4,383	4,400	4,400	4,458	4,503
362022	Rents & Leases/NT-L	1,967	3,000	3,000		2,000
362023	Rents & Leases/NT-S				732	1,000
364000	Disposition of Fixed Assets	17,029			2,568	
364001	Disposition of Fixed Assets	17,029			2,568	
365000	Sales or Surplus Material & Sc	5,978			3,842	
365001	Sales of Surplus Material &	5,978			3,842	
499995	TOTAL REVENUE	41,222,292	40,052,685	40,052,685	34,896,840	40,977,818
499997	(Add)/Use-General R&R		1,179,250	1,510,956		1,801,468
499997	(Add)/Use-Working Capital		478,045	1,154,189		(521,915)
499997	Budget Funding Sources		1,657,295	2,665,145		1,279,553
499998	TOTAL SOURCES	41,222,292	41,709,980	42,717,830	34,896,840	42,257,371
499999						
500310	Professional Services	7,477,269	8,058,385	8,058,385	6,526,895	8,032,523
500311	Administrative Services	1,438,191	1,369,700	1,369,700	1,141,418	1,369,017
500311	Community Watch Services	2,056,634	2,500,177	2,500,177	2,083,481	2,544,113
500311	Property Management Services	769,127	682,802	682,802	569,002	729,998
500311	Recreation Services	2,638,469	2,812,404	2,812,404	2,343,670	2,840,962
500312	Engineering Services	61,460	74,026	74,026	23,953	78,200
500313	Legal Services	63,905	200,000	200,000	24,133	100,000
500316	Deed Compliance Services	78,929	67,211	67,211	56,009	75,534
500318	Technology Services	309,440	304,562	304,562	253,802	250,811
500319	Other Professional Services	61,114	47,503	47,503	31,427	43,888
500320	Accounting & Auditing	37,638	38,298	38,298	37,738	38,629
500321	Accounting Services		1,000	1,000	1,000	1,000
500322	Auditing Services	24,600	24,260	24,260	23,700	23,591
500323	Trustee Services	13,038	13,038	13,038	13,038	14,038
500340	Other Contractual Services	3,078,306	3,118,716	3,106,539	2,569,347	3,246,670
500341	Janitorial Services	487,051	477,293	477,293	409,031	558,570
500343	Systems Management Support	351,559	386,475	374,298	278,611	393,260
500345	Dept Of Safety	1,075,178	1,074,476	1,074,476	897,979	1,084,856
500347	Golf Management Services	1,164,518	1,180,472	1,180,472	983,726	1,209,984
500410	Comm. & Freight Service	131,150	149,413	149,413	101,334	151,680
500411	Telephone	52,837	64,563	64,563	35,090	65,836
500412	Postage	96	350	350		350
500413	Cable	78,217	84,500	84,500	66,244	85,494
500430	Utilities Services	1,345,802	1,559,199	1,559,199	1,029,241	1,636,897
500431	Electricity	809,143	1,004,251	1,004,251	605,100	1,049,136
500432	Natural Gas	104,887	164,797	164,797	99,085	115,519
500433	Water & Sewer	100,302	98,448	98,448	76,553	122,688
500434	Irrigation Water	179,480	184,737	184,737	120,941	202,488
500436	Solid Waste	151,990	106,966	106,966	127,562	147,066
500440	Rentals & Leases	21,946	39,422	39,422	16,167	37,698
500442	Equipment Rental	19,786	36,422	36,422	14,547	34,698
500444	Storage Unit Rental	2,160	3,000	3,000	1,620	3,000
500450	Insurance	727,115	712,799	712,799	618,115	769,823
500451	Casualty & Liability Insuran	714,674	712,799	712,799	601,076	769,823
500452	Insurance Deductible Payment	12,441			17,039	

**VILLAGE COMMUNITY DEVELOPMENT DISTRICT
RECREATION AMENITIES DIVISION
FY 2017-18 Budget**

17-18 Object Codes	20-421	2015-16 Actual	2016-17 Original Budget	2016-17 Amended Budget	2016-17 10-Month Actual	2017-18 Final Budget
500460	Repairs & Maintenance Services	6,787,102	7,811,345	8,409,489	5,273,168	8,068,245
500461	Equipment Maintenance	41,333	52,282	52,282	17,038	45,890
500462	Building/Structure Maintenan	1,357,344	1,895,624	2,059,977	922,355	2,121,355
500463	Landscape Maint.- Recurring	1,509,191	1,549,388	1,549,388	1,224,030	1,544,976
500464	Landscape Maint.-Non-Recurri	314,510	335,020	738,866	256,342	284,451
500465	Vehicle Repair & Maintenance	6,032	12,000	12,000	5,254	12,000
500466	Pool Maintenance	417,024	417,024	417,024	351,469	509,789
500467	Gate Maintenance	170,190	271,925	271,925	218,441	264,231
500468	Irrigation Repair	107,158	103,394	133,339	87,932	103,830
500469	Other Maintenance	2,864,320	3,174,688	3,174,688	2,190,307	3,181,723
500470	Printing & Binding	202,357	210,960	210,960	178,113	221,640
500471	Printing & Binding	202,357	210,960	210,960	178,113	221,640
500480	Promotional Activities	48,299	68,820	68,820	48,722	64,180
500484	Lifestyle Events-General	48,299	68,820	68,820	48,722	64,180
500490	Other Current Chg & Obligation	134,880	133,429	133,429	116,672	131,275
500491	Bank Charges	54,819	52,800	52,800	44,960	57,800
500492	Maintenance & Bond Assessmen	68,928	64,000	64,000	61,294	58,000
500493	Permits & Licenses	5,392	11,329	11,329	4,300	10,175
500494	Overage & Shortage	39			18	
500497	Legal Advertising	2,960	2,700	2,700	2,188	2,700
500499	Misc Current Charges	2,742	2,600	2,600	3,912	2,600
500510	Office Supplies	11,294	16,250	16,250	10,520	16,250
500511	Office Supplies	11,294	16,250	16,250	10,520	16,250
500520	Operating Supplies	818,444	1,250,500	1,340,677	389,735	727,409
500521	Gasoline/Diesel	2,905	11,620	11,620	4,266	10,000
500522	Operating Supplies	72,789	106,100	106,100	49,227	109,290
500523	Recreation Supplies	48,750	67,600	67,600	39,430	67,600
500524	Non-Capital FF&E	655,931	1,040,126	1,118,126	279,423	503,445
500525	Non-Capital Hardware/Softwar	34,214	15,854	28,031	14,370	31,774
500529	Operating Supplies-Other	3,855	9,200	9,200	3,019	5,300
500540	Books, Publ, Subscriptions & M					
500543	Professional Dues					
500600	Capital Outlay	844,129	1,179,250	1,510,956	938,792	1,801,468
500622	Buildings	258,400	435,928	696,984	385,222	502,716
500633	Infrastructure	585,729	589,082	745,259	513,064	1,190,838
500642	Capital FF&E		154,240	68,713	40,506	107,914
500700	Debt Service	15,439,344	15,363,194	15,363,194	14,216,830	15,312,984
500710	Principal	8,415,000	8,485,000	8,485,000	8,485,000	8,630,000
500721	Interest Expense - Senior De	7,023,344	6,878,194	6,878,194	5,731,830	6,682,984
500730	Miscellaneous Bond Expenses	1,000				
500900	Other Uses	2,000,000	2,000,000	2,000,000	1,666,668	2,000,000
500911	Trans to Gen R&R	2,000,000	2,000,000	2,000,000	1,666,668	2,000,000
500990	Other Uses	1,303,985			1,224,065	
500991	Settlement Projects	1,303,985			1,224,065	
599999	TOTAL DISBURSEMENTS	40,409,060	41,709,980	42,717,830	34,962,122	42,257,371

RAD FUND – Changes made since August Workshop

EXPENDITURES

Non-Departmental

- **311:** Community Watch, increase \$37,233 due to input error

Budget presented 8/23/17	\$ 42,220,138
Community Watch Services	37,233
Final Budget	\$ 42,257,371

**FY 2017-18
RAD
CAPITAL PROJECTS**

RAD CAPITAL PROJECTS					
Account	Location	Description	Proposed	Final	Funding Source
	Golf Maintenance 30-32				
633	Silver Lake Executive Golf Course	6' wide concrete cart path	\$ 226,000	\$ 226,000	General R & R
	Chula Vista Executive Golf Course	6' wide concrete cart path	\$ 209,000	\$ 209,000	General R & R
	Hawks Bay Course	Resurface and contour greens & tees	\$ 319,000	\$ 319,000	General R & R
	Total - 572633		\$ 754,000	\$ 754,000	
	Golf Facilities 50-52				
642	El Diablo Pump Station	Replace PLC (Programmable Logic Controller)	\$ 12,000	\$ 12,000	General R & R
	Hawkes Bay Pump Station	Replace PLC (Programmable Logic Controller)	\$ 12,000	\$ 12,000	General R & R
	Hawkes Bay Pump Station	Install Filter	\$ 33,914	\$ 33,914	General R & R
	Total - 539642		\$ 57,914	\$ 57,914	
	Regional Recreation Centers 50-53				
622	Mulberry Grove Recreation Center	LED color source stage lighting	\$ 85,000	\$ 85,000	General R & R
	La Hacienda Recreation Center	Roof replacement	\$ 226,969	\$ 226,969	General R & R
		2 loop systems	\$ 20,000	\$ 20,000	General R & R
	Total - 539622		\$ 331,969	\$ 331,969	
633	La Hacienda Recreation Center	Mill & Overlay parking lot	\$ 182,000	\$ 182,000	General R & R
	La Hacienda Recreation Center	Tennis & Pickleball court renovation	\$ 48,421	\$ 48,421	General R & R
	Mulberry Grove Recreation Center	Trellis replacement	\$ 66,300	\$ 66,300	General R & R
	Total - 539633		\$ 296,721	\$ 296,721	
642	Savannah Recreation Center	Theatre speaker upgrade	\$ 50,000	\$ 50,000	General R & R
	Total - 539642		\$ 50,000	\$ 50,000	
	Village Recreation Centers 50-54				
622	Chula Vista Recreation Center	Roof replacement	\$ 107,294	\$ 107,294	General R & R
	Total - 539622		\$ 107,294	\$ 107,294	
633	Chula Vista Recreation Center	Shuffleboard court renovation	\$ 54,050	\$ 54,050	General R & R
	Total - 539633		\$ 54,050	\$ 54,050	
	Parks/Athletic Fields 50-56				
622	Woodshop	Roof replacement	\$ 63,453	\$ 63,453	General R & R
	Total - 539622		\$ 63,453	\$ 63,453	
633	Paradise Dog Park	Renovate park grounds	\$ 40,690	\$ 40,690	General R & R
	Total - 539633		\$ 40,690	\$ 40,690	
	Non-Facility Maintenance 50-57				
633	El Camino Real	Maxicom conversion/Irrigation project		\$ 45,377	General R & R
	Total - 539633		\$ -	\$ 45,377	
	Total RAD Capital Projects		\$ 1,756,091	\$ 1,801,468	

RAD - WORKING CAPITAL AND RESERVE BALANCES

	2015-16 Actual (Per FY15-16 Audit)	2016-17 Amended Budget	2017-18 Proposed Budget	2017-18 Final Budget
WORKING CAPITAL				
Beginning Balance		10,651,781	9,497,592	9,497,592
Deposits		24,689,491	25,664,834	25,664,834
Expenditures		23,843,680	24,092,649	23,142,919
Transfer to General R & R		2,000,000	2,000,000	2,000,000
Ending Balance	10,651,781	9,497,592	9,069,777	10,019,507

***Unrealized gain of \$1,002,729 not included in FY16-17 Beginning Balance

	2015-16 Actual (Per FY15-16 Audit)	2016-17 Amended Budget	2017-18 Proposed Budget	2017-18 Final Budget
Debt Service				
Beginning Balance		608,463	608,463	608,463
Deposits		15,363,194	15,312,984	15,312,984
Expenditures		15,363,194	15,312,984	15,312,984
Ending Balance	608,463	608,463	608,463	608,463

RESERVES

	2015-16 Actual (Per FY15-16 Audit)	2016-17 Amended Budget	2017-18 Proposed Budget	2017-18 Final Budget
General R&R				
Beginning Balance		12,970,267	13,459,311	13,459,311
Deposits		2,000,000	2,000,000	2,000,000
Expenditures		1,510,956	1,756,091	1,801,468
Ending Balance	12,970,267	13,459,311	13,703,220	13,657,843

	2015-16 Actual (Per FY15-16 Audit)	2016-17 Amended Budget	2017-18 Proposed Budget	2017-18 Final Budget
Insurance Reserves				
Beginning Balance		300,000	300,000	300,000
Deposits			0	0
Expenditures			0	0
Ending Balance	300,000	300,000	300,000	300,000

	2015-16 Actual (Per FY15-16 Audit)	2016-17 ACTUAL	2017-18 Proposed Budget	2017-18 Final Budget
Settlement Proceeds				
Beginning Balance		8,542,628	9,721,565	9,721,565
Deposits		2,337,895	2,482,800	2,482,800
Expenditures (Actual)		1,158,958		
Ending Balance (15-16 Bal w/June 2017 actuals)	8,542,628	9,721,565	12,204,365	12,204,365

NOTE: Settlement Project costs are not budgeted. The amount listed in the Expenditures line reflects the actual paid costs as of June 2017 and DOES NOT reflect the actual remaining unpaid costs and other estimated project costs.

VILLAGE COMMUNITY DEVELOPMENT DISTRICT
Fitness Center - Summary
FY 2017-18 Budget

17-18 Object Codes	20-424-20-00	2015-16 Actual	2016-17 Original Budget	2016-17 Amended Budget	2016-17 10-Month Actual	2017-18 Final Budget
	SOURCES					
338000	Shared Revenues From Other Loc	1,600	1,700	1,700	1,700	
338095	Refund - General Fund - VCCD	1,600	1,700	1,700	1,700	
341900	Other General Government Chg &	60	100	100	117	100
341999	Misc Revenue	60	100	100	117	100
347200	Parks & Recreation	136,675	145,100	145,100	111,366	140,100
347217	Merchandise/T-S	63	100	100	35	100
347225	Mulberry Grove Fitness Membe	136,612	145,000	145,000	111,331	140,000
361100	Interest	309	150	150	701	350
361101	Int Income - CFB				447	50
361102	Int Income - Cash Equiv	309	150	150	254	300
361300	Net Inc(Dec) Fair Value Invest	1,662			1,442	
361307	LTP Unrealized Gain/Loss	1,662			1,442	
365000	Sales or Surplus Material & Sc				1,152	
365001	Sales of Surplus Material &				1,152	
499995	TOTAL REVENUE	140,306	147,050	147,050	116,478	140,550
669900	Budget Funding Sources		13,174	21,674		20,913
669901	(Add)/Use-Working Capital		13,174	21,674		20,913
499998	TOTAL SOURCES	140,306	160,224	168,724	116,478	161,463

	DISBURSEMENTS					
500110	Personnel Services	55,724	56,912	56,912	45,368	57,239
575131	Other Salary & Wages	48,229	50,484	50,484	39,958	50,549
575211	Social Security Taxes	2,990	3,132	3,132	2,477	3,133
575212	Medicare Taxes	699	734	734	579	736
575241	Worker's Compensation	3,806	2,562	2,562	2,354	2,821
500310	Professional Services	29,498	30,302	30,302	25,287	31,445
575311	Management Fees	29,065	29,484	29,484	24,570	30,792
575318	Technology Services	333	723	723	603	547
575319	Other Professional Services	100	95	95	114	106
500340	Other Contractual Services	16,866	18,050	18,050	13,805	18,050
575341	Janitorial Services	13,708	14,459	14,459	11,424	14,459
575343	Systems Management Support	3,158	3,591	3,591	2,381	3,591
500410	Comm. & Freight Service	1,710	2,923	2,923	1,621	2,632
575411	Telephone	477	1,291	1,291	489	1,000
575413	Cable	1,233	1,632	1,632	1,132	1,632
500430	Utilities Services	5,516	7,395	7,395	3,682	7,395
575431	Electricity	4,513	5,970	5,970	2,820	5,970
575432	Natural Gas	126	200	200	94	200
575433	Water & Sewer	288	300	300	246	300
575434	Irrigation Water	364	700	700	334	700
575436	Solid Waste	225	225	225	188	225
500460	Repairs & Maintenance Services	17,777	21,810	21,810	10,917	21,810
575461	Equipment Maintenance	12,789	12,050	12,050	7,782	12,050
575462	Building/Structure Maintenanc	1,951	5,553	5,553	819	5,553
575463	Landscape Maint.- Recurring	2,844	2,844	2,844	2,276	2,844
575468	Irrigation Repair	165	500	500	12	500
575469	Other Maintenance	28	863	863	28	863
500470	Printing & Binding	350	600	600	364	660
575471	Printing & Binding	350	600	600	364	660
500490	Other Current Chg & Obligation	3,275	3,700	3,700	2,314	3,700
575491	Bank Charges	3,275	3,500	3,500	2,313	3,500
575494	Overage & Shortage				1	
575499	Misc Current Charges		200	200		200
500510	Office Supplies	76	500	500	403	500
575511	Office Supplies	76	500	500	403	500
500520	Operating Supplies	2,610	18,032	26,532	10,608	18,032
575522	Operating Supplies	2,387	6,100	6,100	1,819	6,100
575523	Recreation Supplies		500	500		500
575524	Non-Capital FF&E	223	10,000	18,500	8,789	10,000
575525	Non-Capital Hardware/Softwar		1,432	1,432		1,432
500600	Capital Outlay					
599999	TOTAL DISBURSEMENTS	133,402	160,224	168,724	114,369	161,463

MULBERRY FITNESS CENTER - WORKING CAPITAL AND RESERVE BALANCES

WORKING CAPITAL	2015-16 Actual (Per FY15-16 Audit)	2016-17 Amended Budget	2017-18 Proposed Budget	2017-18 Final Budget
Beginning Balance		139,894	118,220	118,220
Deposits		147,050	140,550	140,550
Expenditures		168,724	163,352	161,463
Transfer to R&R		0	0	0
Ending Balance	139,894	118,220	95,418	97,307

***Unrealized gain of \$1,774 not included in FY16-17 Beginning Balance

RESERVES

General R&R Reserves	2015-16 Actual (Per FY15-16 Audit)	2016-17 Amended Budget	2017-18 Proposed Budget	2017-18 Final Budget
Beginning Balance		25,000	25,000	25,000
Deposits		0	0	0
Expenditures				
Ending Balance	25,000	25,000	25,000	25,000

FY16 -17 Operating Budget	\$168,724
3 Months	\$42,181
4 Months	\$56,241



AGENDA REQUEST

TO: Amenity Authority Committee

FROM: Janet Y. Tutt, District Manager

DATE: 9/6/2017

SUBJECT: **Consideration of Kimley-Horn and Associates, Inc. Individual Project Order No. 35**

ISSUE: Consideration of Kimley-Horn and Associates, Inc.'s Individual Project Order No. 35 for the design, bidding and construction phase services for the reconstruction of the Power Corridor Trail.

ANALYSIS/INFORMATION:

At the August 9, 2017 meeting, the Amenity Authority Committee (AAC) authorized Staff to work with Kimley-Horn and Associates, Inc. (KHA) to develop a scope of work to prepare specifications for the reconstruction of the Power Corridor Trail (PCT).

KHA has provided Staff with Individual Project Order (IPO) No. 35 which outlines the tasks and associated fees for design survey services, preparation of construction documents, bidding assistance and construction phase administration. The design of the project will entail widening the existing PCT to 15.5 feet with 6 inch ribbon curbing on each side. The total for all tasks is based on a not to exceed \$205,000.

KHA will be sub-contracting with Farner Barley and Associates, Inc. to complete survey related aspects of the project. As specified in the motion made at the August 9th meeting, Staff was authorized to work on securing additional land necessary from The Villages of Lake Sumter- Inc. based on the legal description developed for reconstructing the PCT.

Revisions are currently being made to the IPO No. 35 which will be provided in advance of the meeting.

STAFF RECOMMENDATION:

Staff recommends the AAC recommend approval to the Village Center Community Development District of Individual Project Order No. 35 with Kimley-Horn and Associates, Inc. for design, bidding, and construction phase services related to the reconstruction of the Power Corridor Trail.

MOTION:

Motion to recommend approval to the Village Center Community Development District of Individual Project Order No. 35 with Kimley-Horn and Associates, Inc. for design, bidding, and construction phase

services related to the reconstruction of the Power Corridor Trail.

ATTACHMENTS:

Description	Type
▣ KHA IPO 35	Cover Memo
▣ Probable Cost	Cover Memo



INDIVIDUAL PROJECT ORDER NUMBER 35

Describing a specific Agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn" or the "Consultant"), and The Village Center Community Development District (the "District") in accordance with the terms of the Professional Services Agreement dated May 14, 2009, which is incorporated herein by reference.

Identification of Project:

Project: Mulberry Trail Reconstruction - Design, Bidding, and Construction Phase Services

Client: The Village Center Community Development District

Project Understanding:

1. The District desires to reconstruct the Mulberry Trail, from SE 86th Belle Meade Circle to the end of the trail at the roundabout SW of Mulberry Lane.
2. The existing trail is an asphalt trail +/- 11 feet in width and approximately 1.3 miles in length.
3. An assessment and Opinion of Probable Cost was prepared by Kimley-Horn in January 2016 for two different reconstruction options requested by the District.
4. The District desires to reconstruct the existing asphalt trail to be consistent with the current typical section for the multi-use trail network, which is a 16.5 foot trail section that includes 15.5 feet of asphalt and a 6-inch concrete edge curb on each side.
5. The project is exempt from water management district permitting. Permitting with the water management district has been excluded from the scope of services.
6. The project is exempt from permitting with Marion County. Permitting with Marion County has been excluded from the scope of services.
7. The project does not include preparation of landscaping or irrigation plans.
8. Legal descriptions will be required for conveyance of ownership and maintenance responsibilities to the Village Community Development District 4 for the reconstructed portions of the trail outside of current ownership of the VCDD 4.
9. The Consultant will attend Amenity Authority Committee (AAC) meetings and provide project updates as needed throughout the project.
10. The Consultant will coordinate with District staff as needed throughout the project.
11. The services listed in this IPO will be performed by Kimley-Horn with the assistance of Farner Barley and Associates, Inc. (FBA) for the surveying component of the project, who shall act as a subconsultant to Kimley-Horn.

Specific Scope of Basic Services:

Task 1 – Design Survey (Provided by Farner Barley and Associates, Inc.)

- 3.1 *Field Data Collection.* The Consultant will perform field surveys to acquire relevant and pertinent data such as ground shots, locations of landscaping (such as trees, shrub outlines, mulch beds), horizontal location of utilities, visible irrigation components, above ground utilities, fences, walls, and other locations deemed necessary for the development of the design plans. The horizontal limits of the field survey data will generally be 15 feet from edge of existing trail.

- 3.2 **Underground Utility Locations.** The Consultant will field locate existing utilities using typical accepted methods of location, including the services of locator companies (Sunshine One, etc.), ground penetrating radar, direct connection to utility tracer wires, existing record drawing maps maintained by the Villages, CH2MHill, the VCCDD, SECO, etc.

The magnitude of underground utility locations is expected to be significant. The Consultant will endeavor to locate underground utilities to the best of our ability, but some amount of field discovery during construction should be expected.

- 3.3 **Base Map Preparation.** Using the data collected in Tasks 1.1 and 1.2, the Consultant will create an AutoCAD base survey file suitable for preparation of design plans. The base file will include right-of-way lines, existing structures and improvements, elevations, and landscaping. The Consultant will provide horizontal and vertical control consisting of permanent and temporary benchmarks and off-sets of horizontal control points.

Task 2 – Multi-Use Trail Construction Plans

- 2.1 The Consultant will meet with District staff as needed to discuss design-related issues specific to the Project.
- 2.2 Using the design survey as a base, the Consultant will prepare construction drawings suitable for permitting, bidding and construction. The construction plans will generally include the following sheets:

- ♦ **Cover Sheet**
- ♦ **General Notes**
- ♦ **Typical Sections** – Typical sections will be developed to illustrate the recommended roadway improvements.
- ♦ **Plan Sheets** – The plan sheets will detail geometric design requirements, trail removal, trail replacement, ditch grading and re-alignment in areas of pavement widening, drainage structure modifications, striping/signage, and erosion control measures.
- ♦ **Miscellaneous Construction Detail sheets**
- ♦ **Traffic Control Sheets** - Maintenance of Traffic requirements for the construction of this project will be provided through the use of typical sections, general notes, reference to the appropriate FDOT Design Standards (600 Series), and where needed, conceptual illustrations.
- ♦ **Erosion Control General Notes** – Erosion control requirements will be provided in the form of general notes. Project specific erosion control measures will be shown on the Plan Sheets.
- ♦ **Submittals** – The Consultant will submit an electronic copy and up to five (5) copies of the trail construction plans at 60%, 90%, and Final completion stage to the District. In addition, the Consultant will submit two (2) copies of the trail construction plans at 60% and Final completion stage to affected utility companies. The plan sheets will be submitted as 11"x17" plan sheets in the interim stages and as 22"x34" plan sheets in the final signed and sealed submittal.
- ♦ **Quantities** – Develop quantities consistent with District preferences and prepare an Opinion of Probable Costs (OPC). The OPC will be submitted with the final plan submittal.

Note: The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions.

Opinions of probable costs provided in accordance with this Agreement are based on the information known to Consultant at the time the opinions of cost are developed and represent only the Consultant's judgment as a design professional familiar with the construction industry. Actual costs for proposals, bids, or actual construction costs will be different.

Task 3 – Sketch and Legal Description (Provided by Farner Barley and Associates, Inc.)

- 3.1 The Consultant will prepare a sketch and legal description of the proposed trail improvements currently under ownership, easements, or maintenance of the Villages of Lake Sumter and Village Center Development District to support the transfer of the reconstructed trail from back of curb to back of curb to Village Community Development District 4. The legal description for the reconstructed trail will be based on the construction plans. The sketch and legal description will be prepared in accordance with Florida Standards of Practice Rule 5J-17 FAC.

Task 4 – Bidding Assistance

- 4.1 *Bid Document Assistance.* Consultant will prepare specifications for the subject Work and the construction contract, based on "Standard General Conditions of the Construction Contract" (EJCDC No. C-700, 2013 edition) prepared by the Engineers Joint Contract Documents Committee.
- 4.2 *Pre-Bid Conference.* Consultant will attend a Pre-Bid Conference with the qualified bidders after issuance of the bidding documents.
- 4.3 *Requests for Clarification.* Consultant will prepare requests for clarification as submitted by the bidders and assist in the issuance of addendums to the bidding documents.
- 4.4 *Bid Tabulation.* Consultant will tabulate the bids received and evaluate the compliance of the bids received with the bidding documents. The Consultant will prepare a written summary of this tabulation and evaluation.
- 4.5 *District Coordination.* Consultant will coordinate with the District purchasing department as needed to support the bid administration of the Project by the District.

Task 5 – Construction Phase Administration

The duration of active construction for this Project is assumed to be four months. Fees for this task are provided based on this duration. In performing the services under this IPO, the Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work.

- 5.1 *Pre-Construction Conference.* Consultant will attend a Pre-Construction Conference prior to commencement of Work at the Site.
- 5.2 *Visits to Site and Observation of Construction.* Consultant will provide on-site construction observation services during the construction phase. It is anticipated that the Consultant will be on-site for approximately 5 hours per week during active construction. Such visits and observations by Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on Consultant's exercise of professional judgment. The Consultant will include in their services observations of the Contractor's maintenance of traffic operations. The Consultant may, at their discretion, suggest enhancements or changes pertaining to the maintenance of traffic to the District and Contractor during construction. Based on information obtained during such visits and such observations, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep District informed of the general progress of the Work.

- 5.3 *Recommendations with Respect to Defective Work.* Consultant will recommend to the District that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, Consultant believes that such work will not produce a completed Project that conforms generally to Contract Documents.
- 5.4 *Clarifications and Interpretations.* Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to the District as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by the District.
- 5.5 *Change Orders.* Consultant will recommend Change Orders to the District, and will review and make recommendations related to all Change Orders submitted or proposed by the Contractor.
- 5.6 *Shop Drawings and Samples.* Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- 5.7 *Substitutes and "or-equal."* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.
- 5.8 *Inspections and Tests.* Consultant may require special inspections or tests of Contractor's work as Consultant deems appropriate, and may receive and review certificates of inspections within Consultant's area of responsibility or of tests and approvals required by laws and regulations or the Contract Documents. Consultant's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Consultant shall be entitled to rely on the results of such tests and the facts being certified.
- 5.9 *Applications for Payment.* Based on its observations and on review of applications for payment and accompanying supporting documentation, Consultant will determine the amounts that Consultant recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Consultant's representation to the District, based on such observations and review, that, to the best of Consultant's knowledge, information and belief, Contractor's work has progressed to the point indicated and that such work-in-progress is generally in accordance with the Contract Documents subject to any qualifications stated in the recommendation. In the case of unit price work, Consultant's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests.
- 5.10 *Progress Meetings.* The Consultant will conduct bi-weekly progress meetings with the District and the site contractor(s) during active construction. The Consultant will prepare meeting minutes and distribute the minutes to all attendees and the District following each bi-weekly progress meeting. The Consultant will attend a monthly meeting with the Amenity Authority Committee on the District's behalf, as requested, to provide general updates on the progress of construction.

Task 6 – Closeout Administration Services

- 6.1 *Substantial Completion.* Consultant will, promptly after notice from Contractor that it considers the entire Work ready for its intended use, in company with the District and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a

final punch list. If after considering any objections of the District, Consultant considers the Work substantially complete, Consultant will notify the District and Contractor.

- 6.2 *Record Drawing Coordination.* Consultant will coordinate with the site Contractor and the District to review record survey drawings and physical testing reports for the Project work. Consultant will tabulate all warranty documents for landscaping and irrigation installations. Consultant will prepare a final turnover package for the District documents said items for the District's ongoing use and maintenance.
- 6.3 *Final Notice of Acceptability of the Work.* Consultant will conduct a final site visit to determine if the completed Work of the Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant upon which it is entitled to rely.

Additional Services if required:

Services requested that are not specifically included will be provided under a new and separate IPO agreement. These services may include:

1. Design plan modifications and/or revisions requested by the District, nor related to errors or omissions in the design plans.
2. Design, Permitting, Bidding and Construction Administration for other segments not identified in the above scope of Services.
3. Public meetings.
4. Utility Adjustment Plans requested by the District.
5. Any professional service not specifically identified in the above Scope of Services, or in another current IPO for professional services.

Schedule:

Kimley-Horn will provide services as expeditiously as practicable to meet the Project objectives.

Method of Compensation:

Services under this IPO will be provided in accordance with Item #10 of the Professional Services Agreement on a time and materials basis in accordance with the approved rate schedule (Exhibit "A" of the Professional Services Agreement). Payment of each invoice will be made by the District on a monthly basis and pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218.

The anticipated budget to complete Tasks 1-6 of the IPO is \$205,000, exclusive of direct expenses. A breakdown by task is as follows:

Task	Estimated Labor Fee
Task 1 – Design Survey	\$49,000
Task 2 – Multi-Use Trail Construction Plans	\$65,600
Task 3 – Sketch and Legal Description	\$11,000
Task 4 – Bidding Assistance	\$14,500
Task 5 – Construction Phase Administration	\$52,200
Task 6 – Closeout Administration Services	\$12,700
Total (Task 1 – Task 6)	\$205,000

The estimated labor fee above shall be considered "not to exceed" values. If additional hours are needed to complete the required task(s), written approval from District must be obtained before proceeding. If the full estimated labor fee is not utilized for a specific task, the Consultant reserves the right to transfer labor budget(s) to another task.

ACCEPTED:


THE VILLAGE CENTER COMMUNITY
DEVELOPMENT DISTRICT

BY: _____

TITLE: _____

DATE: _____

KIMLEY-HORN AND ASSOCIATES, INC.

BY:  _____
Richard V. Busche, PE

TITLE: Senior Vice President

DATE: August 30, 2017

PLANNING LEVEL OPINION OF PROBABLE CONSTRUCTION COSTS
MULBERRY FITNESS TRAIL
ALTERNATIVE 2 - WIDENING ASPHALT TRAIL AND ADDITION OF EDGE CURB

8/30/2017

BID NUMBER	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization and Maintenance of Traffic	1	LS	\$20,000.00	\$20,000.00
2	Erosion and Sediment Control	1	LS	\$10,000.00	\$10,000.00
3	Demolition	1	LS	\$10,000.00	\$10,000.00
4	Excavation	1,500	CY	\$5.50	\$8,250.00
5	Mill Existing Asphalt (1" Avg Depth)	8,600	SY	\$3.00	\$25,800.00
6	12" Limerock Base, Primed	4,300	SY	\$25.00	\$107,500.00
7	1-1/2" Type S-III Asphalt (2- 3/4" lifts)	12,100	SY	\$20.00	\$242,000.00
8	4" Thick 3000 psi Concrete	240	SY	\$46.50	\$11,160.00
9	Edge Curb, Including Transitions	14,200	LF	\$15.00	\$213,000.00
10	Relocate Existing Signs	5	AS	\$1,000.00	\$5,000.00
11	Signing and Marking	1	LS	\$15,000.00	\$15,000.00
12	Relocate Existing Bench	12	EA	\$500.00	\$6,000.00
13	Sod	4,000	SY	\$4.00	\$16,000.00
14	Construction Stakeout, Record Drawings, Geotechnical Testing	1	LS	\$50,000.00	\$50,000.00
TOTAL CONSTRUCTION COST					\$739,710.00
CONTINGENCY (10%)					\$73,970.00
CONSTRUCTION GRAND TOTAL					\$813,700.00

NOTES:

(1) THE ENGINEER HAS NO CONTROL OVER THE COST OF LABOR, MATERIALS, EQUIPMENT, OR OVER THE CONTRACTOR'S METHODS OF DETERMINING PRICES OR OVER COMPETITIVE BIDDING OR MARKET CONDITIONS. OPINIONS OF PROBABLE COSTS PROVIDED HEREIN ARE BASED ON THE INFORMATION KNOWN TO ENGINEER AT THIS TIME AND REPRESENT ONLY THE ENGINEER'S JUDGMENT AS A DESIGN PROFESSIONAL FAMILIAR WITH THE CONSTRUCTION INDUSTRY. THE ENGINEER CANNOT AND DOES NOT GUARANTEE THAT PROPOSALS, BIDS, OR ACTUAL CONSTRUCTION COSTS WILL NOT VARY FROM ITS OPINIONS OF PROBABLE COSTS.



AGENDA REQUEST

TO: Amenity Authority Committee
FROM: District Staff
DATE: 9/6/2017
SUBJECT: Capital Projects Update

ISSUE: The Capital Projects Update will be provided to the Committee at the Meeting.

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:



AGENDA REQUEST

TO: Amenity Authority Committee
FROM: District Staff
DATE: 9/6/2017
SUBJECT: **Old Business Status Update**

ISSUE: Old Business Status Update - September 6, 2017.

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
❑ Old Business Status Update	Cover Memo
❑ Project Consideration List	Cover Memo

**Amenity Authority Committee
"Old Business" Status Update**

Item(s) to be addressed by Staff	Action Taken	Status Update (if applicable)	Completed (√)
Baptist Church on CR 42 Potential Purchase		Status update to be provided.	
Church of Christian Faith request		Agreement has been prepared and forwarded to the Church of Christian Faith.	
Acceptance of ownership/maintenance responsibility for Oregon Avenue		District Counsel received final title search and is in the process of reviewing with HOA.	
Request to renovate Power Corridor Trail	AAC directed Staff to obtain an IPO from Kimley-Horn & Associates to conduct necessary surveys and prepare bid documents for reconstruction of PCT.	On agenda.	
Installation of two-board fence around area on El Camino Real.	Committee chose not to proceed at this time but requested the item remain on the Old Business Status Update. There is no further action for Staff at this time.		
Project Consideration List	This item is included monthly at the request of the Committee.		
Decorative water features and illumination alternatives	Committee approved expenditure to change spray nozzle of the fountain in the Santiago pond.	Staff to obtain costs to change spray nozzles in the fountains of the golf courses along CR 466	
Provide what type of permanent hurricane shutters can be utilized by residents.			√
Please note: Monthly status updates pertaining to Recreation Center Improvement Projects are included on the Capital Projects Update.			

PROJECT CONSIDERATION LIST
Amenity Authority Committee

FY17-18 BUDGET PROCESS - Updated 8-16-17

ITEM	DATE	REQUESTED BY	DESCRIPTION	ESTIMATED COST	Comments/Status
(1)		Resident	Power Corridor Trail (Springdale/ Mulberry Trail) -Retrofitting project		BW 4-13-16: Delay until later time August Reg. Mtg.: Staff directed to proceed with preparation of legal documents.
PENDING LAND/UTILIZATION INFORMATION					
(2)	12/9/2015 Mtg.	Resident - AAC	Additional Petanque Courts		Jan 2016 mtg: Agenda item with proposed location. May BW: To be considered with outdoor rec complex property.
(3)	1/6/2016 Mtg	Resident	Indoor Pool		
(4)	Feb. & Mar. Reg Mtg	Don Deakin/Resident	Platform Tennis - Add'l locations		March Reg. Mtg: Resident requested add'l platform tennis courts. May BW - To be considered with outdoor rec complex property.
(5)	3/9/2016 Reg Mtg & 4-13-16 BW	Lawn Bowling Club & Croquet Club	Space for additional courts/storage shed.		March Reg Mtg.: Handout provided by Lawn Bowling Club rep 4-13-16 BW: Croquet Club rep requested/supported additional courts. May BW: To be considered with outdoor rec complex property.



AGENDA REQUEST

TO: Amenity Authority Committee
FROM: Sarah Koser, Interim Finance Director
DATE: 9/6/2017
SUBJECT: **VCCDD Financial Statements**

ISSUE:

- A. VCCDD Budget to Actuals as of July 31, 2017
- B. Interest Allocation as of July 31, 2017

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
❑ VCCDD Budget to Actuals	Cover Memo
❑ Interest Allocation	Cover Memo

**VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
RECREATION AMENITIES DIVISION (RAD)
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year**

Account Number	Description of Account	Actual Information				Percent of Annual Budget	Footnotes
		Annual Budget	Current Month Actual	Year-to-Date Actual	Year-to-Date Variance		
	REVENUES:				Over/(Under)		
338095	Refund - General Fund	\$ 409,800	\$ -	\$ 409,800	\$ -	100.00%	A
341318	Amenity Fees	37,228,747	3,203,379	31,742,643	(5,486,104)	85.28%	
341900	Other General Government Charges	247,984	21,671	263,656	15,672	106.32%	B
342900	Other Public Safety Charges & Fees	108,200	8,453	127,039	18,839	117.41%	C
347200	Parks & Recreation Fees & Charges	1,414,700	85,183	1,305,667	(109,033)	92.29%	
347900	Other Culture/Recreation	2,500	-	-	(2,500)	0.00%	D
354001	Deed Compliance Fines	-	-	25	25	0.00%	E
361100	Interest Income	22,000	19,205	130,620	108,620	593.73%	F
362000	Rentals & Royalties	618,754	30,238	554,453	(64,301)	89.61%	
364001	Disposition of Fixed Assets/Surplus Material	-	769	6,410	6,410	0.00%	G
	Total Revenues:	40,052,685	3,368,898	34,540,313	(5,512,372)	86.24%	
361304	Unrealized Gain or Loss- FMIvT	-	(3,907)	25,037	25,037	0.00%	H
361306	Unrealized Gain or Loss- FLGIT	-	821	60,340	60,340	0.00%	H
361307	Unrealized Gain or Loss- LTIP	-	16,540	271,149	271,149	0.00%	H
	Total Available Resources:	\$ 40,052,685	\$ 3,382,352	\$ 34,896,839	\$ (5,155,846)	87.13%	
	EXPENSES :				Under/(Over)		
513311	Administrative Services	\$ 1,369,700	\$ 114,141	\$ 1,141,418	\$ 228,282	83.33%	
529311	Community Watch Services	2,500,177	208,348	2,083,481	416,696	83.33%	
539311	Property Management Services	682,802	56,900	569,002	113,800	83.33%	
572311	Recreation Services	2,812,404	234,367	2,343,670	468,734	83.33%	
500312	Engineering Services	74,026	4,774	23,953	50,073	32.36%	I
514313	Legal Services	200,000	1,431	24,133	175,867	12.07%	I
519316	Deed Compliance Services	67,211	5,601	58,009	11,202	83.33%	
519318	Technology Services	304,562	25,380	253,802	50,760	83.33%	
500319	Other Professional Services	47,503	9,786	31,428	16,075	66.16%	I
	Subtotal Professional Services	8,058,385	660,728	6,526,896	1,531,489	81.00%	
500320	Accounting & Auditing Services	38,298	-	37,738	560	98.54%	J
500340	Other Contractual Services	3,106,539	276,858	2,569,354	537,185	82.71%	
500410	Communications & Freight Services	149,413	9,337	101,335	48,078	67.82%	
500430	Utilities Services	1,559,199	81,947	1,029,242	529,957	66.01%	
500440	Rentals & Leases	39,422	1,597	16,168	23,254	41.01%	K
500450	Casualty & Liability Insurance	712,799	62,816	618,115	94,684	86.72%	
500460	Repairs & Maintenance Services	8,409,489	641,523	5,273,170	3,136,319	62.70%	
500470	Printing & Binding	210,960	2,386	178,114	32,846	84.43%	
500480	Promotional Activities	68,820	2,460	48,722	20,098	70.80%	
500490	Other Current Charges	133,429	4,359	116,670	16,759	87.44%	
500510	Office Supplies	16,250	740	10,519	5,731	64.73%	
500520	Operating Supplies	1,340,677	55,328	389,733	950,944	29.07%	I
	Subtotal Operating Expenses	15,785,295	1,139,351	10,388,880	5,396,415	65.81%	
	Total Operating & Professional Expenses	23,843,680	1,800,079	16,915,776	6,927,904	70.94%	
500622	Buildings	696,984	18,351	385,222	311,762	55.27%	L
500633	Infrastructure	745,259	203,223	513,064	232,195	68.84%	M
500642	Capital FF&E	68,713	-	40,506	28,207	58.95%	N
	Subtotal Capital Outlay	1,510,956	221,574	938,792	572,164	62.13%	
500991	Settlement Projects	-	65,107	1,224,065	(1,224,065)	0.00%	O
500710	Debt Service Principal	8,485,000	-	8,485,000	-	100.00%	
500721	Debt Service Interest	6,878,194	573,183	5,731,830	1,146,364	83.33%	
	Subtotal Non-operating Expenses	15,363,194	573,183	14,216,830	1,146,364	92.54%	
500911	Transfer to General R&R	2,000,000	166,666	1,666,668	333,332	83.33%	
	Subtotal Transfers	2,000,000	166,666	1,666,668	333,332	83.33%	
	Total Expenses	\$ 42,717,830	\$ 2,826,609	\$ 34,962,131	\$ 7,755,699	81.84%	
	Change in Unreserved Net Position	\$ (2,665,145)	\$ 555,743	\$ (65,292)	\$ 2,599,853		
Change in Unreserved Net Position indicates a budgeted Uses of Working Capital of (\$1,154,189) and Unrestricted R&R General Reserve (\$1,510,956).							

**VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
RECREATION AMENITIES DIVISION (RAD)
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year**

Fund Balance Analysis:	Balance Forward 09/30/16	Current Month Actual	Year to Date Actual	Current Balance
Unrestricted - Unreserved	\$ 43,618,908	\$ 555,743	\$ (65,292)	\$ 43,553,616
Unrestricted R&R General Reserve	12,970,267	166,666	1,666,668	14,630,935
Unrestricted R&R Insurance Reserve	300,000	-	-	300,000
Restricted Debt Service	1,206,274	-	-	1,206,274
Total Fund Balance	\$ 58,095,449	\$ 722,409	\$ 1,601,376	\$ 59,696,825

Footnotes:

- A In February RAD received a refund from Village Center District General Fund for surplus funds not expended from previous years.
- B Other General Government Charges running higher than projected budget due to Resident ID and Gate Cards replacements.
- C The majority of Other Public Safety charges and fees revenue is Recreation Special Events support at events (\$100,540).
- D No revenue YTD. Classes are projected to begin again in the Fall of 2017 under The Enrichment Academy Fund
- E The unbudgeted revenue is related to the amount of deed compliance revenue collected over expenses.
- F Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), Florida Education Investment Trust Fund (FEITF), the State Board of Administration (SBA), and US Bank (USB) where the trust accounts are held.

Month	CFB	FLCLASS	FEITF	SBA
Oct-16	0.00%	0.82%	0.72%	0.86%
Nov-16	0.00%	0.81%	0.71%	0.85%
Dec-16	0.06%	0.83%	0.72%	0.90%
Jan-17	0.15%	0.90%	0.86%	0.99%
Feb-17	0.13%	0.95%	0.92%	0.97%
Mar-17	0.25%	0.98%	0.94%	1.03%
Apr-17	0.38%	1.05%	1.01%	1.11%
May-17	0.38%	1.07%	1.03%	1.12%
Jun-17	0.50%	1.12%	1.06%	1.19%
Jul-17	0.63%	1.19%	1.14%	1.30%

- G The unbudgeted revenue relates to auction proceeds from the sale of miscellaneous recreation items.
- H The Unrealized gain/loss for FMIVT, FLGIT and LTIP has been booked through the end of the previous month. The current month's investment rate of return for all three funds will not be available until the following month.

Month	FMIVT 1-3 Yr	FLGIT	LTIP
Oct-16	-0.36%	-0.10%	-22.26%
Nov-16	-2.88%	-2.64%	8.32%
Dec-16	0.48%	0.24%	15.65%
Jan-17	-0.24%	1.70%	19.04%
Feb-17	0.72%	1.45%	24.94%
Mar-17	1.20%	0.95%	6.75%
Apr-17	1.20%	2.02%	15.40%
May-17	1.68%	2.03%	17.03%
Jun-17	0.12%	0.07%	4.96%
Jul-17			

- I Some expenditure accounts incur charges on an irregular basis.
- J YTD expenditures relate to the annual Trustee Service Fees (\$13,038), 2015/16 Audit Fees (\$23,700) and Disclosure Services (\$1,000).
- K Equipment and storage unit rentals are running lower than budget.
- L YTD Capital building expenditures are Saddlebrook Golf new chemical reclaim building (\$136,597), and Savannah roof (\$248,625).
- M YTD Capital infrastructure expenditures are mill and overlay of the parking area at the Hilltop starter (\$12,050), Paradise maxicom irrigation conversion (\$897), Paradise Bocce Court rubber/urethane surface upgrade (\$83,395), Savannah Vac-Pak replacement (\$42,917), Saddlebrook Vak-Pak replacement (\$32,061), El Camino Real median Irrigation Improvements (\$59,664), Santiago enclosed structure for sand and dumpster storage (\$44,428), Tierra del Sol Bocce Court renovation (\$36,018), Southside pool filtration system upgrade (\$45,951), and El Diablo green and tee renovation (\$155,683).
- N YTD Capital FF&E are Diablo/Santiago starter pump control system (\$14,926), Santiago chemical treatment system (\$3,395), and non-facility maintenance chemical system and control replacement system (\$22,185).
- O Settlement expenses relate to the Boone/Delmar Gatehouse restroom project (\$11,466), Hacienda Trail & Multi Modal North of 486 (\$100,435), Golfview Lake-Dock/Pavillion/Trail (\$2,693), El Santiago Indoor Restroom Addition (\$15,732), Mulberry Dog Park Improvements (\$40,191), Saddlebrook Renovation (\$1,030,273), Saddlebrook Pool Chair Lift (\$4,990), El Santiago Fountain (\$10,785), and Delmar Gate improvements (\$7,500).

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
FITNESS FUND BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year

Account Number	Description of Account	Annual Budget	Actual Information		Year-to-Date Variance	Percent of Annual Budget	Footnotes
			Current Month Actual	Year-to-Date Actual			
REVENUES:					Over/(Under)		
338095	Refund-General Fund	\$ 1,700	\$ -	\$ 1,700	\$ -	100.00%	A
341999	Miscellaneous Revenue	100	-	117	17	117.00%	B
347217	Merchandise- Fitness	100	7	35	(65)	35.00%	C
347225	Mulberry Grove Fitness Memberships	145,000	9,565	111,331	(33,669)	76.78%	
361100	Interest Income	150	116	701	551	467.33%	D
361307	Unrealized Gain or Loss- LTIP	-	83	1,442	1,442	0.00%	E
365001	Sale of Surplus Materials	-	-	1,152	1,152	0.00%	F
Total Revenues:		\$ 147,050	\$ 9,771	\$ 116,478	\$ (30,572)	79.21%	
EXPENSES:					Under/(Over)		
575131	Other Salaries & Wages	\$ 50,484	3,768	\$ 39,958	\$ 10,526	79.15%	
575211	Social Security Taxes	3,132	233	2,477	655	79.09%	
575212	Medicare Taxes	734	54	579	155	78.88%	
575241	Workmen's Compensation	2,562	-	2,354	208	91.88%	
Subtotal Personnel Services		56,912	4,055	45,368	11,544	79.72%	
575311	Management Fees	29,484	2,457	24,570	4,914	83.33%	
575318	Technology Services	723	60	603	120	83.40%	
575319	Other Professional Services	95	9	114	(19)	120.00%	G
575341	Janitorial Services	14,459	2,285	11,424	3,035	79.01%	
575343	Systems Management Support	3,591	260	2,381	1,210	66.30%	
575411	Telephone	1,291	48	489	802	37.88%	H
575413	Cable	1,632	114	1,132	500	69.36%	
575431	Electricity	5,970	422	2,820	3,150	47.24%	H
575432	Natural Gas	200	9	94	106	47.00%	G
575433	Water & Sewer	300	25	246	54	82.00%	
575434	Irrigation Water	700	-	334	366	47.71%	G
575436	Solid Waste	225	19	188	37	83.56%	
575461	Equipment Maintenance	12,050	1,145	7,782	4,268	64.58%	
575462	Building/Structure Maintenance	5,553	55	819	4,734	14.75%	G
575463	Landscape Maintenance Recurring	2,844	429	2,276	568	80.03%	
575468	Irrigation Repair	500	-	12	488	2.40%	G
575469	Other Maintenance	863	1	28	835	3.24%	G
575471	Printing & Binding	600	215	364	236	60.67%	G
575491	Bank Charges	3,500	210	2,313	1,187	66.09%	
575494	Overage & Shortage	-	-	1	(1)	0.00%	G
575499	Misc Current Charges	200	-	-	200	0.00%	G
575511	Office Supplies	500	65	403	97	80.60%	
575522	Operating Supplies	6,100	14	1,819	4,281	29.82%	G
575523	Recreation Supplies	500	-	-	500	0.00%	G
575524	Non-Capital FF&E	18,500	-	8,789	9,711	47.51%	G
575525	Non-Capital Hardware/Software	1,432	-	-	1,432	0.00%	G
Subtotal Contractual & Other Expenses		111,812	7,842	69,001	42,811	61.71%	
Total Expenses		\$ 168,724	\$ 11,897	\$ 114,369	\$ 54,355	67.78%	
Change in Unreserved Net Position		\$ (21,674)	\$ (2,126)	\$ 2,109	\$ 23,783		
Change in Unreserved Net Position indicates a budgeted use of Working Capital.							
Fund Balance Analysis:		Balance Forward 09/30/16	Current Month Actual	Year To Date Actual	Current Balance		
Unrestricted Unreserved		\$ 140,686	\$ (2,126)	\$ 2,109	\$ 142,795		
Unrestricted General R&R Reserve		25,000	-	-	25,000		
Total Fund Balance		\$ 165,686	\$ (2,126)	\$ 2,109	\$ 167,795		

**VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
FITNESS FUND BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year**

Footnotes:

- A In February VC Fitness received a refund from Village Center District General Fund for surplus funds not expended from previous years.
- B Miscellaneous revenue is for the BOA purchasing card annual rebate (\$80) and a workers compensation true-up (\$37).
- C Merchandise revenue from head phones is running lower than budget.
- D Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), and the State Board of Administration (SBA).

Month	CFB	FLCLASS	SBA
Oct-16	0.00%	0.82%	0.86%
Nov-16	0.00%	0.81%	0.85%
Dec-16	0.06%	0.83%	0.90%
Jan-17	0.15%	0.90%	0.99%
Feb-17	0.13%	0.95%	0.97%
Mar-17	0.25%	0.98%	1.03%
Apr-17	0.38%	1.05%	1.11%
May-17	0.38%	1.07%	1.12%
Jun-17	0.50%	1.12%	1.19%
Jul-17	0.63%	1.19%	1.30%

- E The unbudgeted revenue relates to the monthly unrealized gain or loss from our long term investments, which has been booked through the end of last month.
- F Auction proceeds from sales of fitness equipment.
- G Some expenditure accounts incur charges on an irregular basis.
- H Telephone and electricity expenditures are mostly booked on a month lag basis.

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND OPERATING BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year

Account Number	Description of Account	Annual Budget	Actual Information		Year-to-Date Variance	Percent of Annual Budget	Footnotes
			Current Month Actual	Year-to-Date Actual			
REVENUES:					Over/(Under)		
338000	Management Fees - Intergovernmental	\$ 5,016,133	\$ 418,000	\$ 4,180,133	\$ (836,000)	83.33%	
338000	Fees for Services - Intergovernmental	18,721,325	1,623,469	15,474,387	(3,246,938)	82.66%	
338000	Tech Service Fees - Intergovernmental	1,030,254	89,368	851,518	(178,736)	82.65%	
341301	Admin Fees from Developer	114,971	-	114,971	-	100.00%	A
341302	Recreation Fees from Developer	527,340	-	527,340	-	100.00%	A
341307	Tech Service Fees from Developer	40,617	-	40,617	-	100.00%	A
341308	Tech Service Fees from CSU	36,155	3,013	30,129	(6,026)	83.33%	
341309	Tech Service Fees from SWCA	519	43	433	(86)	83.43%	
341310	Admin Service Fees from CSU	198,843	16,570	165,703	(33,140)	83.33%	
341311	Admin Service Fees from SWCA	19,300	1,608	16,084	(3,216)	83.34%	
341900	Other General Government Charges	42,000	37	33,688	(8,312)	80.21%	B
347901	Lifelong College Classes	1,051	-	-	(1,051)	0.00%	C
361100	Interest Income	15,000	6,393	41,325	26,325	275.50%	D
361307	Unrealized Gain or Loss- LTIP	-	3,225	44,021	44,021	0.00%	E
366010	Donations - Other	35,000	3,594	38,614	3,614	110.33%	F
Total Revenues:		\$ 25,798,508	\$ 2,165,320	\$ 21,558,963	\$ (4,239,545)	83.57%	
EXPENDITURES :					Under/(Over)		
500100	Salaries and Wages	\$ 15,352,993	\$ 1,113,474	\$ 11,743,792	\$ 3,609,201	76.49%	
500200	Employee Benefits	4,410,159	280,822	3,472,869	937,290	78.75%	
Subtotal Personal Service Expenses		19,763,152	1,394,296	15,216,661	4,546,491	77.00%	
500310	Professional Services	391,161	24,133	260,437	130,724	66.58%	
500320	Accounting & Auditing	1,000,000	-	1,000,000	-	100.00%	G
500340	Other Contractual Services	1,405,819	84,804	979,849	425,970	69.70%	
500400	Travel & Per Diem	60,327	3,440	35,559	24,768	58.94%	H
500410	Communications & Freight Services	389,673	26,393	240,054	149,619	61.60%	H
500430	Utilities Services	96,357	8,261	61,624	34,733	63.95%	
500440	Rentals & Leases	791,478	63,340	635,564	155,914	80.30%	
500460	Repairs & Maintenance Services	207,039	11,431	159,337	47,702	76.96%	
500470	Printing & Binding	221,433	(1,285)	151,412	70,021	68.38%	
500480	Promotional Activities	271,830	10,283	184,694	87,136	67.94%	
500490	Other Current Charges	57,807	5,763	35,320	22,487	61.10%	H
500510	Office Supplies	74,069	6,759	48,050	26,019	64.87%	
500520	Operating Supplies	1,079,898	41,076	446,626	633,272	41.36%	H
500540	Books, Publications, Subscriptions & Dues	96,729	2,143	35,196	61,533	36.39%	H
Subtotal Operating Expenses		6,143,620	266,541	4,273,722	1,869,898	69.66%	
500641	Vehicles	447,898	241	366,346	81,552	81.79%	I
500642	Capital FF&E	1,077,783	2,953	9,541	1,068,242	0.89%	J
500600	Capital Project Expense	1,525,681	3,194	375,887	1,149,794	24.64%	
Total Expenditures		\$ 27,432,453	\$ 1,684,031	\$ 19,866,270	\$ 7,566,183	72.42%	
Change in Unreserved Net Position		\$ (1,633,945)	\$ 481,289	\$ 1,692,693	\$ 3,326,638		
Change in Unreserved Net Position indicates a budgeted use of Working Capital of \$1,633,945.							
Fund Balance Analysis:		Balance Forward 09/30/16	Current Month Actual	Year to Date Actual	Current Balance		
Unassigned		\$ 5,808,265	\$ 481,289	\$ 1,692,693	\$ 7,500,958		
Committed General R&R Reserve		-	-	-	-		
Total Fund Balance		\$ 5,808,265	\$ 481,289	\$ 1,692,693	\$ 7,500,958		

**VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND OPERATING BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year**

Footnotes:

- A Revenue Fees from the Developer ended due to the November 2016 SLAD purchase. A budget amendment was processed in April.
- B Majority of Miscellaneous Revenue is for the annual payment from Villages for their portion of ID supplies (\$17,365), the BOA annual purchase card rebate (\$8,632) and the Workers Comp True Up Refund (\$6,361).
- C No revenue YTD. Classes are projected to begin again in the Fall of 2017 under The Enrichment Academy Fund.
- D Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), Florida Education Investment Trust Fund (FEITF), and the State Board of Administration (SBA).
- | Month | CFB | FLCLASS | FEITF | SBA |
|--------|-------|---------|-------|-------|
| Oct-16 | 0.00% | 0.82% | 0.72% | 0.86% |
| Nov-16 | 0.00% | 0.81% | 0.71% | 0.85% |
| Dec-16 | 0.06% | 0.83% | 0.72% | 0.90% |
| Jan-17 | 0.15% | 0.90% | 0.86% | 0.99% |
| Feb-17 | 0.13% | 0.95% | 0.92% | 0.97% |
| Mar-17 | 0.25% | 0.98% | 0.94% | 1.03% |
| Apr-17 | 0.38% | 1.05% | 1.01% | 1.11% |
| May-17 | 0.38% | 1.07% | 1.03% | 1.12% |
| Jun-17 | 0.50% | 1.12% | 1.06% | 1.19% |
| Jul-17 | 0.63% | 1.19% | 1.14% | 1.30% |
- E The unbudgeted revenue relates to the monthly unrealized gain or loss from our long term investments, which has been booked through the end of last month.
- F Donations - Other Revenue - Adopt a bench and tables is higher than expected budget.
- G The Accounting and auditing expenditure relates to a one time refund from General Fund for accumulated surplus working capital (\$1,000,000) that was transferred in February 2017 to all Districts and Funds based on prior year contributions.
- H Some expenditure accounts incur charges on an irregular basis.
- I Capital expenditures are for Community Watch, Recreation, Property Management, and Customer Service vehicles.
- J The Capital FF&E expenditures are for the Finance BS&A Utility Billing Software and Community Watch License Plate Recognition System.

VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
COMMUNITY STANDARDS SPECIAL REVENUE FUND OPERATING BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year

Account Number	Description of Account		Actual Information			Year-to-Date Variance	Percent of Annual Budget	Footnotes
			Annual Budget	Current Month Actual	Year-to-Date Actual			
	REVENUES:					Over/(Under)		
338056	Community Standard Fees from RAD		\$ 67,211	\$ 5,600	\$ 56,009	\$ (11,202)	83.33%	
338058	Community Standard Fees from District 1		43,427	3,619	36,189	(7,238)	83.33%	
338059	Community Standard Fees from District 2		43,478	3,624	36,232	(7,246)	83.33%	
338060	Community Standard Fees from District 3		42,251	3,521	35,209	(7,042)	83.33%	
338061	Community Standard Fees from District 4		48,542	4,046	40,452	(8,090)	83.33%	
338062	Community Standard Fees from District 5		56,725	4,727	47,271	(9,454)	83.33%	
338063	Community Standard Fees from District 6		69,154	5,762	57,628	(11,526)	83.33%	
338064	Community Standard Fees from District 7		50,127	4,177	41,772	(8,355)	83.33%	
338065	Community Standard Fees from District 8		71,661	5,972	59,718	(11,943)	83.33%	
338066	Community Standard Fees from District 9		83,067	6,922	69,222	(13,845)	83.33%	
338067	Community Standard Fees from District 10		66,027	9,433	47,162	(18,865)	71.43%	A
338095	Refund-General Fund		9,300	-	9,300	-	100.00%	B
341303	Community Standard Fees from Developer		20,398	458	19,482	(916)	95.51%	C
341999	Misc Revenue		-	-	3,099	3,099	0.00%	D
354001	Deed Compliance Fines		72,500	3,000	(6,650)	(79,150)	-9.17%	E
361100	Interest Income		-	336	2,255	2,255	0.00%	F
361307	Unrealized Gain or Loss- LTIP		-	163	2,306	2,306	0.00%	G
	Total Revenues:		\$ 743,868	\$ 61,360	\$ 556,656	\$ (187,212)	74.83%	
	EXPENDITURES:					Under/(Over)		
519100	Salary & Wages		\$ 272,375	\$ 19,847	\$ 189,623	\$ 82,752	69.62%	
519200	Employee Benefits		132,156	6,823	103,605	28,551	78.40%	
	Subtotal Personnel Services		404,531	26,670	293,228	111,303	72.49%	
519311	VCCDD Management Fees		138,893	11,574	115,745	23,148	83.33%	
514313	Legal Fees		54,500	3,037	36,743	17,757	67.42%	
519318	Technology Services		2,491	208	2,075	416	83.30%	
519319	Other Professional Services		140	20	137	3	97.86%	
519343	Systems Management Support		15,675	1,459	13,434	2,241	85.70%	
519411	Telephone		2,980	74	906	2,074	30.40%	H
519412	Postage		2,943	167	1,051	1,892	35.71%	H
519442	Equipment Rental		14,364	1,457	8,766	5,598	61.03%	H
519465	Vehicle Repair & Maintenance		2,004	202	630	1,374	31.44%	H
519469	Other Maintenance		25,000	750	2,700	22,300	10.80%	H
519471	Printing & Binding		2,200	-	-	2,200	0.00%	H
519497	Legal Advertising		75	-	-	75	0.00%	H
519511	Office Supplies		2,992	215	1,269	1,723	42.41%	H
519521	Gasoline/Diesel		12,033	435	3,169	8,864	26.34%	I
519522	Operating Materials & Supplies		5,385	451	4,698	687	87.24%	
500524	Non-Capital FF&E		-	-	343	(343)	0.00%	J
519525	Non-Capital Hardware/Software		1,662	-	725	937	43.62%	K
519542	Training & Education		1,000	-	-	1,000	0.00%	H
519993	Surplus Fines		45,000	-	1,750	43,250	3.89%	H
	Subtotal Operating Expenses		329,337	20,049	194,141	135,196	58.95%	
	Total Expenditures		\$ 733,868	\$ 46,719	\$ 487,369	\$ 246,499	66.41%	
	Change in Unreserved Net Position		\$ 10,000	\$ 14,641	\$ 69,287	\$ 59,287		
Change in Unreserved Net Position indicates a budgeted addition of \$10,000 to the Committed Deed Compliance Reserve								
Fund Balance Analysis:			Balance Forward 09/30/16	Current Month Actual	Year to Date Actual	Current Balance		
Unassigned			\$ 261,320	\$ 14,641	\$ 59,287	\$ 320,607		
Committed - Deed Compliance			86,745	-	10,000	96,745		
Total Fund Balance			\$ 348,065	\$ 14,641	\$ 69,287	\$ 417,352		

**VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
COMMUNITY STANDARDS SPECIAL REVENUE FUND OPERATING BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: July 31, 2017 (Unaudited)
Ten (10) Months of Operations - 83.33% of Year**

Footnotes:

- A District 10 adopted its rule to bring about deed compliance effective March 1, 2017.
- B In February Community Standards received a refund from Village Center District General Fund for surplus funds not expended from previous years.
- C Community Standard Fees from Developer - Revenue includes the initial deed compliance funding for D#10 of \$10,000.
- D Miscellaneous Revenue relates to the legal fees paid with the payment of a long standing lien (\$2,923), the annual BOA Purchasing card rebate (\$98), and Workers Comp True Up (\$78).
- E Deed Compliance Fines - negative balance is the net of issued and waived deed compliance fines.
- F Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), and the State Board of Administration (SBA).

Month	CFB	FLCLASS	SBA
Oct-16	0.00%	0.82%	0.86%
Nov-16	0.00%	0.81%	0.85%
Dec-16	0.06%	0.83%	0.90%
Jan-17	0.15%	0.90%	0.99%
Feb-17	0.13%	0.95%	0.97%
Mar-17	0.25%	0.98%	1.03%
Apr-17	0.38%	1.05%	1.11%
May-17	0.38%	1.07%	1.12%
Jun-17	0.50%	1.12%	1.19%
Jul-17	0.63%	1.19%	1.30%

- G The unbudgeted revenue relates to the monthly unrealized gain or loss from our long term investments, which has been booked through the end of last month.
- H Some expenditure accounts incur charges on an irregular basis.
- I The year to date Gasoline/Diesel expenditures are running lower than budget, partially due to the reduction in the cost of gasoline - \$3.75 per gallon was budgeted and a fourth truck was put into service in May.
- J Non-Capital FF&E unbudgeted expenditures are for overhead cabinets.
- K Non-Capital Hardware/Software expenditure is for new desktop computer.

SK
8/25/17

Settlement Interest Allocation July 31, 2017

		CFB	SBA	FEITF	FL CLASS	FMIVT 1-3	FLGIT	LTIP	Total
Total month-end bank balances	A	\$503,074.25	\$3,814.70	\$2,880,278.79	\$8,071,961.92	\$10,747,941.29	\$12,684,310.31	\$4,015,785.58	\$38,907,166.84
Percentage of total	B	1.293%	0.010%	7.403%	20.747%	27.625%	32.601%	10.321%	100.00%
Amenity Settlement Balance as of Prior Month	C								9,721,565.25
Current Month Pro-rata balance C balance times B percentage	D	125,699.83	972.16	719,687.48	2,016,933.14	2,685,582.40	3,169,327.49	1,003,362.75	9,721,565.25
Interest rates (1 Month-Annualized)	E	0.63%	1.30%	1.14%	1.19%	1.80%	2.60%	20.40%	
Calculated interest D balances times E rate		65.99	1.05	683.70	2,000.13	4,028.37	6,866.88	17,055.19	30,701.31
Direct Expenses	*	(65,106.81)	-	-	-	-	-	-	(65,106.81)
Current Month Ending Balance		\$ 60,659.01	\$973.21	\$720,371.18	\$2,018,933.27	\$2,689,610.77	\$3,176,194.37	\$1,020,417.94	\$9,687,159.75

Del Mar Entry Gate	-
Boone Entry Gate	-
Schwartz Park	-
Golfview Lake	-
Saddlebrook Renovation	59,411.31
Mulberry - Pickleball Courts	-
Hacienda Trail & Other North	5,695.50
Mulberry Dog Park Improvements	-
El Santiago RR Addition	-
El Santiago Fountain	-
* Total Current Month Exp	65,106.81

Summary

Settlement Proceeds	33,149,250.96
2005 Jr Bond Payoff	(2,933,268.08)
Interest	981,231.16
Multi-Modal Path Revenue	900.00
Multi-Modal Path Expenses	(9,055,667.11)
De La Vista Multi-Modal Path	(62,290.58)
Paradise Park	(2,031,631.10)
Southside Renovation	(202,270.11)
Hacienda Pool Bath	(575,309.11)
Chula Vista Renovation	(606,757.76)
Silver Lake Renovation	(629,207.80)
El Santiago - Building Purchase	(350,035.50)
El Santiago - New Club Building	(2,219,491.76)
Lindsey Golf Maintenance Facility	(649,696.94)
Woodshop Club Parking Lot	(162,791.17)
Saddlebrook Pavilion	(79,744.28)
Tierra del Sol	(1,856,527.25)
Gate Connectivity	(912,090.50)
Del Mar Entry Gate - Restroom Addition	(75,266.09)
Del Mar Improvements	(7,500.00)
Boone Entry Gate - Restroom Addition	(72,573.99)
Schwartz Park - Pavilion Construction	(177,102.35)
Golfview Lake - New Dock w/ Pavilion	(279,977.96)
Saddlebrook Renovation	(1,185,428.40)
Mulberry - Pickleball Courts	(14,788.40)
Mulberry Dog Park Improvements	(40,191.35)
El Santiago Restroom Addition	(15,732.05)
Hacienda Trail & Other North of 466	(238,097.73)
El Santiago Fountain	(10,785.00)
	9,687,159.75

VARIANCE

(0.00)



AGENDA REQUEST

TO: Amenity Authority Committee
FROM: Barbara Kays, Budget Director
DATE: 9/6/2017
SUBJECT: **RAD Fund: Capital Project Work plan**

ISSUE:

Fiscal Year 2016-17 RAD Fund: Capital Project Work Plan - September

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
▣ RAD Capital Project Plan	Presentation
▣ Settlement RAD Capital Project Plan	Presentation

OB - Original Budget
CF - Carryforward
FT - Fund Transfer

RAD FUND CAPITAL PROJECT WORK PLAN - FY 2016-17

ID	Facility - Project	Budget FY 2016-17	Budget Entry	Status	Duration	Start	Finish	October	November	December	January	February	March	April	May	June	July	August	September
1	GOLF - EL DIABLO - Bulk Head & Erosion Control	\$30,000.00	OB		139 days	Mon 5/15/17	Sat 9/30/17												
2	Construction Phase Facility Impact: Partial Closure	\$0.00			139 days	Mon 5/15/17	Sat 9/30/17												
3	GOLF - EL DIABLO - Green & Tee Renovation	\$327,000.00	OB		139 days	Mon 5/15/17	Sat 9/30/17												
4	Construction Phase Facility Impact: Closed	\$0.00			139 days	Mon 5/15/17	Sat 9/30/17												
5	GOLF - SILVER LAKE - New Putting Green	\$32,850.00	OB	FY 17-18	1 day	Sun 10/1/17	Sun 10/1/17												
7	MULBERRY GROVE - Mulberry Stage Control Panel	\$21,835.00	OB	FY 17-18	1 day	Sun 10/1/17	Sun 10/1/17												
9																			
10	RIO GRANDE- Air Gun Structure	\$21,000.00	OB	ON HOLD	1 day	Sat 10/1/16	Sat 10/1/16												
12	EL SANTIAGO, MC-9, MC-28 - Chemical Treatment System	\$6,320.00	OB/FT	CANCELED	1 day	Sat 10/1/16	Sat 10/1/16												
14	NON-FACILITY-PUMP 14-01 PS - Chemical Treatment System	\$1,467.00	OB/FT	CANCELED	1 day	Sat 10/1/16	Sat 10/1/16												
16																			
17	SAVANNAH - Bleacher Renovation	\$225,000.00	OB	COMPLETE	196 days	Tue 2/7/17	Mon 8/21/17												
20	PARADISE - Maxicom Irrigation Sys Conversion	\$62,875.00	OB/FT	COMPLETE	172 days	Tue 2/7/17	Fri 7/28/17												
23	PARADISE - Bocce Court Renovations	\$33,525.00	OB	COMPLETE	186 days	Fri 1/13/17	Mon 7/17/17												
26	TIERRA DEL SOL - Bocce Courts	\$30,000.00	OB	COMPLETE	212 days	Thu 12/8/16	Fri 7/7/17												
29	SOUTHSIDE - Vak Pak Pool Filter System	\$42,610.00	FT	COMPLETE	213 days	Thu 11/10/16	Sat 6/10/17												
32	SADDLEBROOK - Chemical Reclaim Building	\$189,093.00	OB	COMPLETE	239 days	Fri 9/30/16	Fri 5/26/17												
35	SAVANNAH - Vak Pak Pool Filter System	\$42,917.00	OB/FT	COMPLETE	156 days	Thu 12/8/16	Fri 5/12/17												
38	SADDLEBROOK - Vak Pak Pool Filter System	\$31,900.00	CF	COMPLETE	141 days	Thu 12/8/16	Thu 4/27/17												
41	GOLF - EL SANTIAGO - Structure for Sand/Dumpster Storage	\$38,750.00	CF	COMPLETE	200 days	Fri 9/30/16	Mon 4/17/17												
44	NON-FACILITY-PUMP 14-1 & HIGGINS - Control Sys Replacement	\$26,000.00	OB	COMPLETE	107 days	Sun 1/1/17	Mon 4/17/17												
46	SAVANNAH - Rebuild Shuffleboard Courts	\$35,000.00	OB	COMPLETE	43 days	Tue 1/17/17	Tue 2/28/17												
48	NON-FACILITY - Replace Feature Fountain @ 466/Buena Vista	\$20,000.00	OB	COMPLETE	15 days	Tue 2/14/17	Tue 2/28/17												
50	SAVANNAH - Roof Replacement	\$261,056.00	CF	COMPLETE	201 days	Mon 8/1/16	Fri 2/17/17												
53	EI DIABLO/EL SANTIAGO STARTER - Pump Control Sys Replacement	\$14,926.00	OB/FT	COMPLETE	2 days	Wed 12/21/16	Thu 12/22/16												
55	HILLTOP STARTER SHACK - Parking Lot Mill/Overlay	\$16,832.00	OB	COMPLETE	2 days	Mon 12/12/16	Tue 12/13/16												

SETTLEMENT - CAPITAL PROJECT WORK PLAN - FY 2016-17

ID	Facility - Project	Estimated Project Costs	Status	Duration	Start	Finish	October	November	December	January	February	March	April	May	June	July	August	September
1	HACIENDA TRAIL	\$2,432,597.00		180 days	Mon 6/26/17	Fri 12/22/17												
2	Construction Phase	\$0.00		180 days	Mon 6/26/17	Fri 12/22/17												
3																		
4	SADDLEBROOK - Renovation	\$1,600,000.00	COMPLETE	416 days	Wed 6/8/16	Fri 7/28/17												
8	EI SANTIAGO - Indoor Restroom	\$15,000.00	COMPLETE	23 days	Tue 11/1/16	Wed 11/23/16												
10	MULBERRY DOG PARK - Paved Path and Parking Lot	\$42,000.00	COMPLETE	43 days	Mon 12/5/16	Mon 1/16/17												
12	EL SANTIAGO - Fountain Installation	\$21,000.00	COMPLETE	7 days	Tue 2/14/17	Mon 2/20/17												