

*Pollard Road
Community Development District*

Meeting Agenda

October 26, 2022

AGENDA

Pollard Road

Community Development District

219 E. Livingston St., Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

October 19, 2022

**Board of Supervisors
Pollard Road
Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of the **Pollard Road Community Development District** will be held on **Wednesday, October 26, 2022, at 9:30 AM** at **346 E. Central Ave., Winter Haven, FL 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/85752822107>

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 857 5282 2107

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
 - A. Administration of Oath to Newly Appointed Supervisor Chuck Cavaretta (Appointed July 27, 2022)
 - B. Consideration of Resolution 2022-39 Appointing Assistant Secretary (Tabled from July 27, 2022 Meeting)
4. Approval of Minutes of the July 27, 2022 Board of Supervisors Meeting
5. Consideration of Resolution 2023-01 Ratifying the Fiscal Year 2023 Meeting Schedule
6. Appointment of Audit Committee
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement

¹ Comments will be limited to three (3) minutes

- iii. Ratification of Fiscal Year 2022 Funding Request #2
 - iv. Consideration of Fiscal Year 2023 Funding Request #1
- 8. Other Business
- 9. Supervisors Requests and Audience Comments
- 10. Adjournment

Audit Committee Meeting

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

SECTION III

SECTION B

RESOLUTION 2022-39

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT
ELECTING THE OFFICERS OF THE DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Pollard Road Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing an Assistant Secretary, and such other officers as the Board may deem necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE POLLARD ROAD COMMUNITY
DEVELOPMENT DISTRICT:**

SECTION 1. DISTRICT OFFICERS. The following persons are elected to the offices shown:

Assistant Secretary Chuck Cavaretta

SECTION 2. CONFLICTS. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 26th day of October 2022

ATTEST:

**POLLARD ROAD COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

MINUTES

**MINUTES OF MEETING
POLLARD ROAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Pollard Road Community Development District was held on Wednesday, **July 27, 2022** at 9:32 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Jessica Kowalski	Assistant Secretary
Bobbie Henley	Assistant Secretary

Also, present were:

Jeremy LeBrun	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	District Counsel, KE Law
Molly Banfield <i>via Zoom</i>	District Engineer, Dewberry
Chuck Cavaretta	Elected to the Vacant Seat

The following is a summary of the discussions and actions taken at the July 27, 2022 Pollard Road Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order at 9:32 p.m. Three Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Justin Frye

Mr. LeBrun stated a letter of resignation was received from Mr. Frye. Mr. LeBrun asked the Board to accept the resignation.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Accepting the Letter of Resignation from Mr. Justin Frye, was approved.

B. Appointment to Fill the Vacant Board Seat

Mr. LeBrun asked for an appointment to fill the vacant seat. Mr. Kowalski nominated Chuck Cavaretta to the vacant seat.

On MOTION by Ms. Kowalski, seconded by Mr. Heath, with all in favor, Appointing Mr. Chuck Cavaretta to the Vacant Seat, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Mr. LeBrun stated a notary was needed for the swearing of the oath, so they will do this at a later time. He added Mr. Cavaretta is officially appointed to the Board. This oath will be added to a future agenda.

D. Consideration of Resolution 2022-39 Appointing Assistant Secretary

Mr. LeBrun stated this will be delayed until the oath of office is performed.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the May 25, 2022
Board of Supervisors Meetings**

Mr. LeBrun asked for changes or corrections to the May 25, 2022 Board of Supervisors meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Minutes from the May 25, 2022 Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing

**A. Public Hearing on the Adoption of the Fiscal Year 2022/2023 Budget (Continued from
May 25, 2022 Board of Supervisors Meeting)**

Mr. LeBrun stated this is a continuation of the public hearing from the last meeting on May 25, 2022. He added this is a continued hearing and no members of the public were present. He asked for a motion to close.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2022-40 Adopting the District's Fiscal Year 2022/2023 Budget and Appropriating Funds

Mr. Heath stated he didn't see how this was appropriate since there is no activity in the community. Mr. LeBrun stated that Ms. Burns had created a timeline for the activity and the Developer is responsible as it is incurred. The District Attorney confirmed the Developer would not be responsible. Mr. Heath noted that he was unfamiliar with this process of approving at this stage.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2022-40 Adopting the District's Fiscal Year 2022/2023 Budget and Appropriating Funds, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing to report.

B. Engineer

Ms. Banfield had nothing to report.

C. District Manager's Report

i. Check Register

Mr. LeBrun presented the check register from May 18 through June 30, 2022. These are for check numbers 1-23 for a total of \$33,190.71. Mr. Heath asked if a website was up and running and Mr. LeBrun confirmed there was an active website.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Check Register for \$33,190.71, was approved.

ii. Balance Sheet and Income Statement

Mr. LeBrun noted these were the unaudited financials through June 30th. No action is required by the Board.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022/2023; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to ratify the Fiscal Year 2022/2023 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2022/2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 26th day of October 2022.

ATTEST:

**POLLARD ROAD COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

**BOARD OF SUPERVISORS MEETING DATES
POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023**

The Board of Supervisors of the Pollard Road Community Development District will hold their regular meetings for Fiscal Year 2023 on the 4th Wednesday of each month, at 346 E. Central Ave., Winter Haven, Florida 33880, at 9:30 a.m., unless otherwise indicated as follows:

**October 26, 2022
November 23, 2022
December 28, 2022
January 25, 2023
February 22, 2023
March 22, 2023
April 26, 2023
May 24, 2023
June 28, 2023
July 26, 2023
August 23, 2023
September 27, 2023**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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.

District Manager

SECTION VII

SECTION C

SECTION 1

Pollard Road

Community Development District

Summary of Checks

July 1, 2022 to September 30, 2022

Bank	Date	Check No.'s		Amount
General Fund	7/13/22	24	\$	85.50
	7/19/22	25	\$	3,213.36
	8/1/22	26 - 28	\$	600.00
	8/9/22	29	\$	3,169.17
	8/30/22	30 - 31	\$	780.00
	9/26/22	32	\$	76.00
			\$	7,924.03

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 10/19/22		PAGE 1	
*** CHECK DATES 07/01/2022 - 09/30/2022 ***														
POLLARD ROAD GENERAL FUND														
BANK A GENERAL FUND														
CHECK DATE	VEND#INVOICE..... DATE INVOICE		...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS			VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #				
7/13/22	00005	7/06/22	3076	202206	310-51300-31500	GENERAL COUNSEL - JUN 22			*	85.50				
KE LAW GROUP, PLLC										85.50 000024				
7/19/22	00002	7/01/22	5	202207	310-51300-34000	MANAGEMENT FEES - JUL 22			*	2,916.67				
		7/01/22	5	202207	310-51300-35200	WEBSITE MANAGEMENT-JUL 22			*	100.00				
		7/01/22	5	202207	310-51300-35100	INFORMATION TECH - JUL 22			*	150.00				
		7/01/22	5	202207	310-51300-51000	OFFICE SUPPLIES			*	.18				
		7/01/22	5	202207	310-51300-42000	POSTAGE			*	3.18				
		7/01/22	5	202207	310-51300-51000	STAPLES SEAL			*	43.33				
GOVERNMENTAL MANAGEMENT SERVICES										3,213.36 000025				
8/01/22	00012	7/27/22	BH072720	202207	310-51300-11000	SUPERVISOR FEES 07/27/22			*	200.00				
BOBBIE HENLEY										200.00 000026				
8/01/22	00011	7/27/22	JK072720	202207	310-51300-11000	SUPERVISOR FEES 07/27/22			*	200.00				
JESSICA KOWALSKI										200.00 000027				
8/01/22	00010	7/27/22	RH072720	202207	310-51300-11000	SUPERVISOR FEES 07/27/22			*	200.00				
RENNIE HEATH										200.00 000028				
8/09/22	00002	8/01/22	6	202208	310-51300-34000	MANAGEMENT FEES - AUG 22			*	2,916.67				
		8/01/22	6	202208	310-51300-35200	WEBSITE MANAGEMENT-AUG 22			*	100.00				
		8/01/22	6	202208	310-51300-35100	INFORMATION TECH - AUG 22			*	150.00				
		8/01/22	6	202208	310-51300-51000	OFFICE SUPPLIES			*	2.50				
GOVERNMENTAL MANAGEMENT SERVICES										3,169.17 000029				
8/30/22	00013	8/26/22	2161643	202207	310-51300-31100	ENGINEERING FEES-JUL22			*	115.00				
DEWBERRY ENGINEERS INC.										115.00 000030				
8/30/22	00005	8/11/22	3658	202207	310-51300-31500	DISTRICT COUNSEL-JUL22			*	665.00				
KE LAW GROUP, PLLC										665.00 000031				
POLL POLLARD ROAD MBYINGTON														

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/26/22	00005	9/09/22 4011	202208 310-51300-31500	KE LAW GROUP, PLLC	*	76.00	
							76.00 000032
						TOTAL FOR BANK A	7,924.03
						TOTAL FOR REGISTER	7,924.03

POLL POLLARD ROAD MBYINGTON

SECTION 2

Pollard Road
Community Development District

Unaudited Financial Reporting
September 30, 2022



Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Month to Month

Pollard Road
Community Development District
Combined Balance Sheet
September 30, 2022

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	13,885
Total Assets	\$	13,885
Liabilities:		
Accounts Payable	\$	3,689
Total Liabilities	\$	3,689
Fund Balance:		
Unassigned	\$	10,197
Total Fund Balances	\$	10,197
Total Liabilities & Fund Balance	\$	13,885

Pollard Road
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2022

	Proposed	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
<u>Revenues:</u>				
Developer Contributions	\$ 75,516	\$ 75,516	\$ 55,000	\$ (20,516)
Total Revenues	\$ 75,516	\$ 75,516	\$ 55,000	\$ (20,516)
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 7,000	\$ 7,000	\$ 3,000	\$ 4,000
Engineering	\$ 8,750	\$ 8,750	\$ 540	\$ 8,210
Attorney	\$ 14,583	\$ 14,583	\$ 4,001	\$ 10,582
Management Fees	\$ 20,417	\$ 20,417	\$ 19,758	\$ 658
Information Technology	\$ 1,050	\$ 1,050	\$ 1,016	\$ 34
Website Maintenance	\$ 2,450	\$ 2,450	\$ 2,428	\$ 22
Telephone	\$ 175	\$ 175	\$ -	\$ 175
Postage & Delivery	\$ 583	\$ 583	\$ 80	\$ 504
Insurance	\$ 5,000	\$ 5,000	\$ 2,836	\$ 2,164
Printing & Binding	\$ 583	\$ 583	\$ 1	\$ 583
Legal Advertising	\$ 10,000	\$ 10,000	\$ 10,965	\$ (965)
Other Current Charges	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
Office Supplies	\$ 365	\$ 365	\$ 54	\$ 310
Travel Per Diem	\$ 385	\$ 385	\$ -	\$ 385
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 125	\$ 50
Total Expenditures	\$ 75,516	\$ 75,516	\$ 44,803	\$ 30,713
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 10,197	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 10,197	

Pollard Road
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 55,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 55,000
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800	\$ -	\$ 600	\$ -	\$ -	\$ 3,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425	\$ -	\$ 115	\$ -	\$ -	\$ 540
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,609	\$ 1,112	\$ 288	\$ 86	\$ 665	\$ 76	\$ 167	\$ 4,001
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,258	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 19,758
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,016
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 2,428
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ 8	\$ 32	\$ 3	\$ -	\$ 30	\$ 80
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,836
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,135	\$ 8,814	\$ 690	\$ -	\$ -	\$ -	\$ 326	\$ 10,965
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ 44	\$ 3	\$ 0	\$ 54
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,957	\$ 15,652	\$ 5,380	\$ 3,287	\$ 4,593	\$ 3,245	\$ 3,689	\$ 44,803
Excess Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,043	\$ (15,652)	\$ (5,380)	\$ 16,713	\$ (4,593)	\$ (3,245)	\$ (3,689)	\$ 10,197

SECTION 3

Pollard Road
Community Development District

Funding Request #2
June 16, 2022

Bill to: Highland Cassidy LLC

General Fund
FY2022

1	Operations & Maintenance Funding	\$	20,000.00
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Total:	\$	20,000.00
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Please make check payable to:

Pollard Road Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

SECTION 4

Pollard Road

Community Development District

FY 2023
Funding Request #1
October 18, 2022

Bill to: Highland Cassidy LLC

General Fund
FY2023

1	Operations & Maintenance Funding	\$	20,000.00
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Total:			\$ 20,000.00
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Please make check payable to:

Pollard Road Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

Audit Committee Meeting

SECTION III

SECTION A

**POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2022
Polk County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Tuesday, November 15, 2022 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

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

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

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

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

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

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

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

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

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

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

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

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2022, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

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

POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.*

(20 Points)

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

2. *Proposer's Experience.*

(20 Points)

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

3. *Understanding of Scope of Work.*

(20 Points)

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

4. *Ability to Furnish the Required Services.*

(20 Points)

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

5. Price.

(20 Points)

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

TOTAL

(100 Points)

SECTION B

POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Pollard Road Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Winter Haven, Polk County, Florida. The District currently has an operating budget of approximately \$431,300. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

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

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

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Hoxie, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Pollard Road Community Development District.**"

Proposals must be received by **5:00 PM on Tuesday, November 15, 2022**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

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

Run Date: **Tuesday, November 1, 2022**