

*Weiberg Road  
Community Development District*

*Meeting Agenda*

*April 26, 2023*

# AGENDA

# *Weiberg Road*

## *Community Development District*

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219 E. Livingston St., Orlando, Florida 32801

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

April 19, 2023

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

Dear Board Members:

A meeting of the Board of Supervisors of the **Weiberg Road Community Development District** will be held on **Wednesday, April 26, 2023, at 10:30 AM** at **346 E. Central Ave., Winter Haven, FL 33880.**

**Zoom Video Link:** <https://us06web.zoom.us/j/84408108663>

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

**Meeting ID:** 844 0810 8663

Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (<sup>1</sup>Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the February 22, 2023 Board of Supervisors Meetings
4. Consideration of Resolution 2023-07 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 26, 2023) and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 Budget
5. Consideration of Resolution 2023-08 Authorizing Bank Account Signatories
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
8. Other Business
9. Supervisors Requests and Audience Comments

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<sup>1</sup> Comments will be limited to three (3) minutes

## 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

# MINUTES

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

The regular meeting of the Board of Supervisors of the Weiberg Road Community Development District was held Tuesday, **February 22, 2023** at 10:30 a.m. at 346 E. Central Ave., Winter Haven, FL 33880.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Chuck Cavaretta	Assistant Secretary
Bobbie Henley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present for the meeting.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the December 6, 2022 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from the December 6, 2022 Board of Supervisors meeting and asked for any corrections or comments. There being none, there was a motion of approval.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, the Minutes of the December 6, 2022 Board of Supervisors Meetings, were approved.
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**FOUR ORDER OF BUSINESS**

**Consideration of Interlocal Conflict Waiver with Hamilton Bluff Community Development District**

Ms. Burns noted that this was stating that the counsel for both Districts were the same and the Board is waiving the potential conflict.

On MOTION by Ms. Henley, seconded by Mr. Cavaretta, with all in favor, the Interlocal Conflict Waiver with Hamilton Bluff Community Development District, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Interlocal Stormwater Maintenance Agreement with Hamilton Bluff Community Development District**

Ms. Burns stated that this outlined how the cost share for the stormwater would be allocated between the two Districts. Mr. Malave noted that Weiberg would be receiving the monies to do the maintenance of the stormwater system.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Interlocal Stormwater Maintenance Agreement with Hamilton Bluff Community Development District, was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of Contract Agreement with Polk County Property Appraiser**

Ms. Burns presented this item to the Board. She noted that this had already been approved by the Board and just needed to be ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns presented this item to the Board. She noted that this had already been approved by the Board and just needed to be ratified.

On MOTION by Mr. Cavaretta, seconded by Ms. Henley, with all in favor, the Contract Agreement with Polk County Property Appraiser and the 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser, were ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock had nothing to report to the Board.

**B. Engineer**

Mr. Malave had nothing further for the Board.

**C. District Manager’s Report**

**i. Approval of the Check Register**

Ms. Burns presented the check register and asked if there were any questions. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Cavaretta, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns stated that the financials were through January and were included in the agenda package for the Board’s review.

**NINTH ORDER OF BUSINESS**

There being none, the next item followed.

**Other Business**

**TENTH ORDER OF BUSINESS**

There being none, the next item followed.

**Supervisors Requests and Audience Comments**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman



# SECTION IV

**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEIBERG ROAD COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Weiberg Road Community Development District (“**District**”) prior to June 15, 2023, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: Wednesday, July 26, 2023

HOUR: 10:30 a.m.

LOCATION: 346 East Central Avenue  
Winter Haven, Florida 33880

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the Town of Dundee, Florida and Polk County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2 and to ensure that it remains on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more

provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF APRIL 2023.**

ATTEST:

**WEIBERG ROAD COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

***Weiberg Road***  
***Community Development District***

***Proposed Budget***  
***FY2024***



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1 General Fund

2-4 General Fund Narrative

**Weiberg Road**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2023	Actuals Thru 3/31/23	Projected Next 6 Months	Projected Thru 9/30/23	Proposed Budget FY2024
<b>Revenues</b>					
Developer Contributions	\$ 188,792	\$ 55,000	\$ 36,676	\$ 91,676	\$ 264,542
Boundary Amendment Contributions	\$ -	\$ 11,302	\$ -	\$ 11,302	\$ -
<b>Total Revenues</b>	<b>\$ 188,792</b>	<b>\$ 66,302</b>	<b>\$ 36,676</b>	<b>\$ 102,978</b>	<b>\$ 264,542</b>
<b>Expenditures</b>					
<i>General &amp; Administrative</i>					
Supervisor Fees	\$ 12,000	\$ 1,200	\$ 6,000	\$ 7,200	\$ 12,000
Engineering	\$ 15,000	\$ 2,033	\$ 7,500	\$ 9,533	\$ 15,000
Attorney	\$ 25,000	\$ 5,181	\$ 5,600	\$ 10,781	\$ 25,000
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ 450
Dissemination	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ 4,042	\$ -	\$ -	\$ -	\$ 4,042
Management Fees	\$ 37,500	\$ 18,750	\$ 18,750	\$ 37,500	\$ 37,500
Information Technology	\$ 1,800	\$ 900	\$ 900	\$ 1,800	\$ 1,800
Website Maintenance	\$ 1,200	\$ 2,350	\$ 600	\$ 2,950	\$ 1,200
Postage & Delivery	\$ 1,000	\$ 77	\$ 300	\$ 377	\$ 1,000
Insurance	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,750
Copies	\$ 1,000	\$ -	\$ 250	\$ 250	\$ 1,000
Legal Advertising	\$ 15,000	\$ 11,316	\$ 3,684	\$ 15,000	\$ 15,000
Boundary Amendment Expenses	\$ -	\$ 9,443	\$ 1,859	\$ 11,302	\$ -
Other Current Charges	\$ 5,000	\$ -	\$ 1,000	\$ 1,000	\$ 5,000
Office Supplies	\$ 625	\$ 46	\$ 240	\$ 286	\$ 625
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative:</b>	<b>\$ 138,792</b>	<b>\$ 56,296</b>	<b>\$ 46,683</b>	<b>\$ 102,978</b>	<b>\$ 139,542</b>
<i>Operations &amp; Maintenance</i>					
Playground Lease	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000
Field Contingency	\$ 25,000	\$ -	\$ -	\$ -	\$ 75,000
<b>Total Operations &amp; Maintenance:</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>
<b>Total Expenditures</b>	<b>\$ 188,792</b>	<b>\$ 56,296</b>	<b>\$ 46,683</b>	<b>\$ 102,978</b>	<b>\$ 264,542</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 10,006</b>	<b>\$ (10,006)</b>	<b>\$ -</b>	<b>\$ -</b>

# Weiberg Road Community Development District General Fund Narrative

**Revenues:**

*Developer Contributions*

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

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**Expenditures:**

**General & Administrative:**

*Supervisor Fees*

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

*Engineering*

The District's engineer, Dewberry Engineers, Inc., provides general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

*Attorney*

The District's legal counsel, Kilinski|Van Wyk, PLLC, provides general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

*Annual Audit*

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

*Assessment Administration*

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

*Arbitrage*

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

*Dissemination*

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

# **Weiberg Road**

## **Community Development District**

### **General Fund Narrative**

#### Trustee Fees

The District will incur trustee related costs with the issuance of its' anticipated issued bond.

#### Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

#### Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc.

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

#### Postage & Delivery

The District incurs charges for mailing, overnight deliveries, correspondence, etc.

#### Insurance

The District's general liability and public official's liability insurance coverages.

#### Copies

Printing agenda materials for board meetings, printing of computerized checks, stationary, envelopes, etc.

#### Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

#### Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

#### Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.



# Weiberg Road Community Development District General Fund Narrative

## Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

## **Operations & Maintenance:**

### Playground Lease

Represents the estimated cost of leasing playground equipment.

### Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year for field related items.

# SECTION V

**RESOLUTION 2023-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WEIBERG ROAD COMMUNITY DEVELOPMENT DISTRICT APPOINTING THE DISTRICT'S APPOINTED TREASURER, ASSISTANT TREASURER, AND SECRETARY OF THE DISTRICT AS SIGNORS ON THE DISTRICT'S LOCAL BANK ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Weiberg Road Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within the Town of Dundee, Polk County, Florida; and

**WHEREAS**, the District's Board of Supervisors desires to appoint the District's appointed Treasurer, Assistant Treasurer, and Secretary as signors on the District's local bank account.

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

**SECTION 1.** The District's appointed Treasurer, Assistant Treasurer, and Secretary shall be appointed as signors on the District's local bank account.

**SECTION 2.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 26th day of April 2023.

ATTEST:

**WEIBERG ROAD COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

# SECTION VII

# SECTION C

# SECTION 1

# Weiberg Road Community Development District

## Summary of Check Register

February 1, 2023 through March 31, 2023

<b>Fund</b>	<b>Date</b>	<b>Check No.'s</b>		<b>Amount</b>
General Fund	2/6/23	25-26	\$	1,830.00
	2/10/23	27	\$	3,419.04
	3/6/23	28	\$	2,764.33
	3/14/23	29	\$	3,378.76
	3/31/23	30-31	\$	3,195.31
<b>Total Amount</b>			<b>\$</b>	<b>14,587.44</b>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/06/23	00009	12/12/22	2214994	202211	310-51300	49100		BOUNDARY AMENDMENT FR#6	*	385.00		
		1/16/23	2228456-	202212	310-51300	31100		GEN ENGINEER SVC - DEC 22	*	280.00		
DEWBERRY ENGINEERS INC.											665.00	000025
2/06/23	00004	1/12/23	5431	202212	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	736.00		
		1/18/23	5519	202209	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	429.00		
KILINSKI / VAN WYK, PLLC											1,165.00	000026
2/10/23	00001	2/01/23	6	202302	310-51300	34000		MANAGEMENT FEE-FEB 23	*	3,125.00		
		2/01/23	6	202302	310-51300	35200		WEBSITE MANAGEMENT-FEB 23	*	100.00		
		2/01/23	6	202302	310-51300	35100		INFORMATION TECH-FEB 23	*	150.00		
		2/01/23	6	202302	310-51300	51000		OFFICE SUPPLIES	*	.15		
		2/01/23	6	202302	310-51300	42000		POSTAGE	*	8.76		
		2/01/23	6	202302	310-51300	51000		STAPLES	*	35.13		
GOVERNMENTAL MANAGEMENT SERVICES											3,419.04	000027
3/06/23	00004	12/12/22	5146	202211	310-51300	49100		BOUNDARY AMENDMENT FR#7	*	2,429.83		
		2/21/23	5807	202301	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	334.50		
KILINSKI / VAN WYK, PLLC											2,764.33	000028
3/14/23	00001	3/01/23	7	202303	310-51300	34000		MANAGEMENT FEE- MAR 23	*	3,125.00		
		3/01/23	7	202303	310-51300	35200		WEBSITE MAINT - MAR 23	*	100.00		
		3/01/23	7	202303	310-51300	35100		INFO TECHNOLOGY - MAR 23	*	150.00		
		3/01/23	7	202303	310-51300	51000		OFFICE SUPPLIES	*	2.56		
		3/01/23	7	202303	310-51300	42000		POSTAGE	*	1.20		
GOVERNMENTAL MANAGEMENT SERVICES											3,378.76	000029
3/31/23	00009	3/20/23	2254352	202302	310-51300	31100		GENERAL ENGINEERING-FEB23	*	1,472.50		
DEWBERRY ENGINEERS INC.											1,472.50	000030

WBGR WEIBERG ROAD KCOSTA



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/31/23	00004	1/12/23 5433	202212 310-51300-49100	BOUNDARY AMENDMENT FR#9	*	812.00	
		3/10/23 6041	202302 310-51300-31500	GEN.COUNSEL - FEB 23	*	910.81	
							1,722.81 000031
TOTAL FOR BANK A						14,587.44	
TOTAL FOR REGISTER						14,587.44	

# SECTION 2

***Weiberg Road***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2023***



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1	<hr/>	<u>Balance Sheet</u>
2	<hr/>	<u>General Fund</u>
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**Weiberg Road**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2023**

		<i>General Fund</i>
<b>Assets:</b>		
<b>Cash:</b>		
Operating Account	\$	15,812
<b>Total Assets</b>	<b>\$</b>	<b>15,812</b>
<b>Liabilities:</b>		
Accounts Payable	\$	-
<b>Total Liabilities</b>	<b>\$</b>	<b>-</b>
<b>Fund Balance:</b>		
Unassigned	\$	15,812
<b>Total Fund Balances</b>	<b>\$</b>	<b>15,812</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$</b>	<b>15,812</b>

**Weiberg Road**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2023**

	Adopted Budget	Prorated Budget Thru 03/31/23	Actual Thru 03/31/23	Variance
<b>Revenues:</b>				
Developer Contributions	\$ 188,792	\$ 55,000	\$ 55,000	\$ -
Boundary Amendment Contributions	\$ -	\$ -	\$ 11,302	\$ 11,302
<b>Total Revenues</b>	<b>\$ 188,792</b>	<b>\$ 55,000</b>	<b>\$ 66,302</b>	<b>\$ 11,302</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 1,200	\$ 4,800
Engineering	\$ 15,000	\$ 7,500	\$ 2,033	\$ 5,468
Attorney	\$ 25,000	\$ 12,500	\$ 5,181	\$ 7,319
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,042	\$ -	\$ -	\$ -
Management Fees	\$ 37,500	\$ 18,750	\$ 18,750	\$ -
Information Technology	\$ 1,800	\$ 900	\$ 900	\$ -
Website Maintenance	\$ 1,200	\$ 600	\$ 2,350	\$ (1,750)
Postage & Delivery	\$ 1,000	\$ 500	\$ 77	\$ 423
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 500	\$ -	\$ 500
Legal Advertising	\$ 15,000	\$ 7,500	\$ 11,316	\$ (3,816)
Boundary Amendment Expenses	\$ -	\$ -	\$ 9,443	\$ (9,443)
Other Current Charges	\$ 5,000	\$ 2,500	\$ -	\$ 2,500
Office Supplies	\$ 625	\$ 313	\$ 46	\$ 266
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 138,792</b>	<b>\$ 62,738</b>	<b>\$ 56,296</b>	<b>\$ 6,442</b>
<b><u>Operations &amp; Maintenance</u></b>				
Playground Lease	\$ 25,000	\$ -	\$ -	\$ -
Field Contingency	\$ 25,000	\$ -	\$ -	\$ -
<b>Total Operations &amp; Maintenance</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 188,792</b>	<b>\$ 62,738</b>	<b>\$ 56,296</b>	<b>\$ 6,442</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 10,006</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 5,806</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 15,812</b>	

**Weiberg Road**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Developer Contributions	\$ 15,000	\$ 20,000	\$ (0)	\$ -	\$ 20,000	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Boundary Amendment Contributions	\$ 1,859	\$ 3,637	\$ 2,180	\$ 2,815	\$ 812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,302
<b>Total Revenues</b>	<b>\$ 16,859</b>	<b>\$ 23,637</b>	<b>\$ 2,180</b>	<b>\$ 2,815</b>	<b>\$ 20,812</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,302</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 600	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Engineering	\$ 280	\$ -	\$ 280	\$ -	\$ 1,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,033
Attorney	\$ 2,530	\$ 670	\$ 736	\$ 335	\$ 911	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,181
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,750
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Website Maintenance	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,350
Postage & Delivery	\$ 12	\$ 12	\$ 3	\$ 39	\$ 9	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ 10,597	\$ 719	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,316
Boundary Amendment Expenses	\$ 5,817	\$ 2,815	\$ 812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,443
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 3	\$ 3	\$ 0	\$ 3	\$ 35	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total General &amp; Administrative</b>	<b>\$ 28,214</b>	<b>\$ 9,343</b>	<b>\$ 5,807</b>	<b>\$ 3,751</b>	<b>\$ 5,802</b>	<b>\$ 3,379</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,296</b>
<b>Operations &amp; Maintenance</b>													
Playground Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 28,214</b>	<b>\$ 9,343</b>	<b>\$ 5,807</b>	<b>\$ 3,751</b>	<b>\$ 5,802</b>	<b>\$ 3,379</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,296</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (11,355)</b>	<b>\$ 14,294</b>	<b>\$ (3,627)</b>	<b>\$ (937)</b>	<b>\$ 15,010</b>	<b>\$ (3,379)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,006</b>

# Audit Committee Meeting



# SECTION III

# SECTION A

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

**District Auditing Services for Fiscal Year 2023**  
Polk County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Wednesday, July 19, 2023 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 – Weiberg 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 2023, 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.



# SECTION B

**WEIBERG ROAD COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Weiberg 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, 2023, 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 Town of Dundee, Polk County, Florida. The District currently has an operating budget of approximately \$188,792. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2023, be completed no later than June 1, 2024.

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 – Weiberg Road Community Development District.**"

Proposals must be received by **5:00 PM on Wednesday, July 19, 2023**, 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: **Wednesday, July 5, 2023**