

*Bradbury  
Community Development District*

*Meeting Agenda*

*April 26, 2023*

# AGENDA

# *Bradbury*

## *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**  
**Bradbury**  
**Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of the **Bradbury Community Development District** will be held on **Wednesday, April 26, 2023 at 10:15 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 March 22, 2023 Board of Supervisors Meeting and April 12, 2023 Board of Supervisors Meeting
4. Consideration of Resolution 2023-11 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. Appointment of Audit Committee
6. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
7. Other Business

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

8. Supervisors Requests and Audience Comments
9. 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  
BRADBURY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **March 22, 2023** at 10:15 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairperson
Chuck Cavaretta	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, KVV Law
Lisa Kelley <i>via Zoom</i>	District Engineer, Dewberry
Molly Banfield <i>via Zoom</i>	District Engineer, Dewberry
Ashton Bligh <i>via Zoom</i>	Bond Counsel, Greenberg Traurig
Bob Gang <i>via Zoom</i>	Bond Counsel, Greenberg Traurig

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Supervisors 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 from the February 22,  
2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes from February 22, 2023 Board of Supervisors meeting and asked for any questions, comments, or corrections to those minutes. Hearing none.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta with all in favor, the Minutes from the February 22, 2023 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02 Delegation Resolution**

Ms. Bligh stated that this is the supplemental resolution that was contemplated when the Board adopted the original resolution in August 2022. The District had determined to issue its Series 2023 bonds for the primary purpose of providing funds to pay all or a portion of the cost of the public infrastructure for 811 residential units. She noted there are forms of documents attached to this resolution which are listed on pages two and three. She stated there is a first supplemental indenture, a bond purchase contract, a preliminary limited offering memorandum and a roll 15C212 certificate as well as a continuing disclosure agreement. She noted a couple of items to point out are sections four and five. Under section four, Florida law requires certain findings so a public offering does not have to be done which includes due to the complexity of the financing, having a negotiated sale in the best interest of the District. She stated an underwriter can assist in obtaining the most attractive financing. The Series 2023 bonds will only be issued to credited investors and the District will not be affected if the Series 2023 bonds are not sold via competitive sale. She noted the parameters for the bonds are under section five. She stated any optional redemption will be determined at pricing and the interest rate on the 2023 bond shall not exceed the maximum allowed under Florida law. The aggregate principal amount of the Series 2023 bonds shall not exceed \$24,500,000 and the Series 2023 bonds shall have a final maturity not later than the maximum term allowed by Florida law which is 30 years of principal amortization. She noted that the price at which the 2023 bonds shall be sold to the underwriter shall not be less than 98% of the aggregate amount of the bonds exclusive or original issue discount. Ms. Bligh asked for any questions.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-02 Delegation Resolution, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Series 2023 Ancillary Financing Documents:**

**A. True-Up Agreement**

Ms. Burns presented under this agreement the developer is agreeing to make true-up payments to the development if plans change so if there were 100 lots and only 99 constructed there would be a true-up payment for that additional lot.

**B. Collateral Assignment Agreement**

Ms. Burns presented under this agreement in the event of default, the landowner is agreeing to assign certain development rights to the District or a third party to enable the District to complete construction at the project.

**C. Acquisition Agreement**

Ms. Burns presented this agreement outlines that the landowner and District will enter into this agreement to set forth the process by which we will acquire work product improvements for property.

**D. Completion Agreement**

Ms. Burns presented under this agreement the landowner is agreeing to provide funds or complete the portion of the project that is not being completed with the Series 2023 bonds.

**E. Declaration of Consent**

Ms. Burns presented under this agreement the landowner is agreeing and confirming that the special assessments have been adopted by the Board and all proceedings are in accordance with Florida law and that the District has taken all of the steps necessary to levy and impose the Series 2023 special assessments. She asked for any questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Series 2023 Ancillary Financing Documents, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing to report to the Board.

**B. Engineer**

Ms. Kelley had nothing to report to the Board.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns noted that the check register total was \$308,869.56 from February 15, 2023 through March 13, 2023.

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



**ii. Balance Sheet & Income Statement**

Ms. Burns noted that financial statements were included in the agenda packets for review and no action is necessary on those.

**SEVENTH ORDER OF BUSINESS Other Business**

Ms. Burns stated all 811 units are being developed as one phase and landscaping may be first quarter to second quarter of 2024 and amenity probably 2024 so probably developer fund for this year and then collect whatever portion liked with the builders at closing. She stated not much will need to be maintained until halfway through the year. She noted a budget will be put together for that based on that.

Ms. Schwenk asked when they are supposed to pre close. Ms. Burns stated there was a discussion that would be done the second weekend in April but it is dependent on some permits.

Ms. Schwenk asked if the final supplement resolution will be done at next meeting and closed after that. Ms. Burns stated the next meeting would be April 26<sup>th</sup>. Mr. Gang noted he does not have the supplemental resolution on the agenda.

Ms. Burns stated that the supplemental assessment methodology would need to be approved with the final pricing before they can close. She noted they need to advertise for it. She told them when they get the permit to let her know and the meeting can be scheduled. She stated April 26<sup>th</sup> is the regular meeting but if the permit is received it can be priced before then, that is the goal date. She noted a special meeting can be scheduled but the timing of that will depend on when the permit comes through and an email can be sent with the date.

**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 Mr. Cavaretta, with all in favor, the meeting was adjourned.

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

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

**MINUTES OF MEETING  
BRADBURY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **April 12, 2023** at 3:45 p.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Chuck Cavaretta	Assistant Secretary
Daniel Arnette	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law
Molly Banfield <i>by Zoom</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Four 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**

**Presentation and Approval of Supplemental Assessment Methodology dated April 11, 2023 (with Final Pricing Input)**

Ms. Burns stated that FMS circulated the final pricing yesterday for the bonds and this report incorporates that final pricing. The development plan is listed in table 1. They have 476 single-family 42' lots and 335 single-family 52' lots for a total of 811 units within the community. The cost estimate for the infrastructure is \$29,406,224. There is a bond sizing of \$19,794,012.20. The improvement cost per unit for each of those product types is outlined in table 4. Table 5 shows the par debt per unit with both single-family 42' lots and single-family 52' lots having \$24,525 par

debt per unit when taking into account a developer contribution on the 52' lots. The net annual debt assessment per unit would be \$1,649.88. The gross annual debt assessment when collected on the Polk County tax bill would be \$1,774.06. Table 7 is the preliminary assessment roll that allocates the debt to each of the parcels listed. There is one landowner, CH DEV Bradbury, LLC. She noted that the legal description of the assessment area was included in the agenda package for Board review. She asked for any questions. Hearing none,

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Supplemental Assessment Methodology dated April 11, 2023 (with Final Pricing Input), was approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09 Supplemental Assessment Resolution (Series 2023 Bonds)**

Ms. Burns stated that this resolution sets forth the terms and conditions of the sale of the Series 2023 bonds and confirms the liens of the levy of special assessments securing the Series 2023 bonds. Ms. Gentry stated that it was a standard resolution that pulls in those final numbers for the bonds and applies them to the final assessment lien that will be levied on this property to secure the bonds.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-09 Supplemental Assessment Resolution (Series 2023 Bonds), was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Notice of Special Assessments**

Ms. Burns stated that this would be recorded to notice the lien on the property.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Notice of Special Assessments, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10  
Authorizing Bank Account Signatories**

Ms. Burns presented Resolution 2023-10 stating that this authorizes certain offices of the District, Treasurer, Assistant Treasurer, and Secretary to be appointed as signers on the District account.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-10 Authorizing Bank Account Signatories, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry had nothing to report to the Board.

**B. Engineer**

Ms. Banfield had nothing to report to the Board.

**C. District Manager’s Report**

Ms. Burns had nothing further to report to the Board.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

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

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

# SECTION IV

**RESOLUTION 2023-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRADBURY 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 Bradbury 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 BRADBURY 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: 10:15 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 City of Haines City, 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:

**BRADBURY COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

***Bradbury***  
***Community Development District***

***Proposed Budget***  
***FY 2024***





# Table of Contents

**1** 

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 General Fund

**2-4** 

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 General Fund Narrative

**Bradbury**  
**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	\$ 188,770	\$ 45,000	\$ 51,356	\$ 96,356	\$ 384,495
<b>Total Revenues</b>	<b>\$ 188,770</b>	<b>\$ 45,000</b>	<b>\$ 51,356</b>	<b>\$ 96,356</b>	<b>\$ 384,495</b>
<b>Expenditures</b>					
<i>Administrative</i>					
Supervisor Fees	\$ 12,000	\$ 3,200	\$ 6,000	\$ 9,200	\$ 12,000
Engineering	\$ 15,000	\$ 5,188	\$ 7,500	\$ 12,688	\$ 15,000
Attorney	\$ 25,000	\$ 4,435	\$ 6,300	\$ 10,735	\$ 25,000
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ 450
Dissemination	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ 4,020	\$ -	\$ -	\$ -	\$ 4,020
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	\$ 217	\$ 300	\$ 517	\$ 600
Insurance	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,750
Copies	\$ 1,000	\$ -	\$ 200	\$ 200	\$ 500
Legal Advertising	\$ 15,000	\$ 10,966	\$ 4,034	\$ 15,000	\$ 15,000
Other Current Charges	\$ 5,000	\$ -	\$ 500	\$ 500	\$ 1,000
Office Supplies	\$ 625	\$ 46	\$ 46	\$ 92	\$ 500
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
<b>Total Administrative</b>	<b>\$ 138,770</b>	<b>\$ 51,227</b>	<b>\$ 45,130</b>	<b>\$ 96,356</b>	<b>\$ 134,495</b>
<i>Operations &amp; Maintenance</i>					
Playground & Furniture Lease	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000
Field Contingency	\$ 25,000	\$ -	\$ -	\$ -	\$ 200,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<b>Total Expenditures</b>	<b>\$ 188,770</b>	<b>\$ 51,227</b>	<b>\$ 45,130</b>	<b>\$ 96,356</b>	<b>\$ 384,495</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ (6,227)</b>	<b>\$ 6,227</b>	<b>\$ -</b>	<b>\$ -</b>

# Bradbury

## 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 I 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.

# Bradbury

## Community Development District

### General Fund Narrative

#### Trustee Fees

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

#### 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. Governmental Management Services-Central Florida, LLC, provides these services.

#### 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 of Board meeting agenda packages, overnight deliveries, correspondence, etc.

#### Insurance

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

#### Copies

Printing agenda items 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.

**Bradbury**  
**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 & Furniture Lease

The District will enter into a leasing agreement for playgrounds and furniture installed in the community.

Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

# SECTION VI

# SECTION C

# SECTION 1



# Bradbury Community Development District

## Summary of Check Register

February 15, 2023 to March 31, 2023

Fund	Date	Check No.'s	Amount
General Fund	2/16/23	36	\$ 3,396.49
	2/24/23	37-38	\$ 376,331.03
	3/3/23	39	\$ 197.50
	3/8/23	40-43	\$ 1,040.00
	3/9/23	44	\$ 3,904.54
	3/22/23	45-46	\$ 4,200.85
	3/24/23	47-48	\$ 4,312.50
	3/29/23	49-52	\$ 4,295.00
	3/31/23	53-57	\$ 2,148,755.49
<b>Total Amount</b>			<b>\$ 2,546,433.40</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #	
2/16/23	00004	2/01/23	7 202302 310-51300-34000	MANAGEMENT FEES - FEB 23	*	3,125.00		
		2/01/23	7 202302 310-51300-35200	WEBSITE MANAGEMENT-FEB 23	*	100.00		
		2/01/23	7 202302 310-51300-35100	INFORMATION TECH - FEB 23	*	150.00		
		2/01/23	7 202302 310-51300-51000	OFFICE SUPPLIES	*	.42		
		2/01/23	7 202302 310-51300-42000	POSTAGE	*	21.07		
							3,396.49	000036
-----								
2/24/23	00005	1/12/23	5392 202302 300-20700-10200	SER24 FR#3	*	1,397.50		
							1,397.50	000037
-----								
2/24/23	00014	1/31/23	PAYREQ#2 202302 300-20700-10200	SER24 FR#3	*	374,933.53		
							374,933.53	000038
-----								
3/03/23	00012	2/23/23	2241177 202301 310-51300-31100	ENGINEER SERVICE - JAN 23	*	197.50		
							197.50	000039
-----								
3/08/23	00009	2/22/23	CC022220 202302 310-51300-11000	SUPERVISOR FEES 02/22/23	*	200.00		
							200.00	000040
-----								
3/08/23	00010	2/22/23	DA022220 202302 310-51300-11000	SUPERVISOR FEES 02/22/23	*	200.00		
							200.00	000041
-----								
3/08/23	00016	2/21/23	5760 202301 310-51300-31500	GENERAL COUNSEL - JAN 23	*	440.00		
							440.00	000042
-----								
3/08/23	00007	2/22/23	LS022220 202302 310-51300-11000	SUPERVISOR FEES 02/22/23	*	200.00		
							200.00	000043
-----								
3/09/23	00016	2/22/23	5990 202303 300-20700-10200	SER24 FR#4	*	3,904.54		
							3,904.54	000044
-----								
3/22/23	00004	3/01/23	8 202303 310-51300-34000	MANAGEMENT FEES - MAR 23	*	3,125.00		

BRBU BRADBURY NRUIZ

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/01/23	8	3/01/23	8	202303	310	51300	35200		WEBSITE MANAGEMENT-MAR 23	*	100.00		
3/01/23	8	3/01/23	8	202303	310	51300	35100		INFORMATION TECH - MAR 23	*	150.00		
3/01/23	8	3/01/23	8	202303	310	51300	51000		OFFICE SUPPLIES	*	2.74		
3/01/23	8	3/01/23	8	202303	310	51300	42000		POSTAGE	*	4.80		
GOVERNMENTAL MANAGEMENT SERVICES												3,382.54	000045
3/22/23	00016	3/10/23	5995	202302	310	51300	31500		GENERAL COUNSEL - FEB 23	*	818.31		
KILINSKI / VAN WYK, PLLC												818.31	000046
3/24/23	00015	1/31/23	021510	202303	300	20700	10200		SER24 FR#5	*	562.50		
ABSOLUTE ENGINEERING INC.												562.50	000047
3/24/23	00017	3/01/23	1428	202303	300	20700	10200		SER24 FR#5	*	3,750.00		
CH DEV, LLC												3,750.00	000048
3/29/23	00009	3/22/23	CC032220	202303	310	51300	11000		BOS MEETING 3/22/23	*	200.00		
CHUCK CAVARETTA												200.00	000049
3/29/23	00012	3/20/23	2254351-	202302	310	51300	31100		ENGINEER SVCS FEB 23	*	3,175.00		
3/29/23	00012	3/20/23	2254351-	202302	310	51300	31100		ENGINEER SVCS FEB 23	*	520.00		
DEWBERRY ENGINEERS INC.												3,695.00	000050
3/29/23	00007	3/22/23	LS032220	202303	310	51300	11000		BOS MEETING 3/22/23	*	200.00		
LAUREN SCHWENK												200.00	000051
3/29/23	00008	3/22/23	RH032220	202303	310	51300	11000		BOS MEETING 3/22/23	*	200.00		
RENNIE HEATH												200.00	000052
3/31/23	00018	2/28/23	CHANGEOR	202303	300	20700	10200		SER24 FR#6	*	342,762.00		
ATLANTIC TNG, LLC												342,762.00	000053
3/31/23	00013	2/24/23	218917	202303	300	20700	10200		SER24 FR#6	*	33,260.50		
HORNER ENVIRONMENTAL PROFESSIONALS												33,260.50	000054
BRBU BRADBURY										NRUIZ			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/31/23	00016	3/10/23 5997 SER24 FR#6	202303 300-20700-10200	KILINSKI / VAN WYK, PLLC	*	496.16	496.16 000055
3/31/23	00019	3/13/23 I2303134 SER24 FR#6	202303 300-20700-10200	STACY'S PRINTING	*	171.00	171.00 000056
3/31/23	00014	2/28/23 PAYREQ#3 SER24 FR#6	202303 300-20700-10200	THE KEARNEY COMPANIES, LLC	*	1,772,065.83	1,772,065.83 000057
TOTAL FOR BANK A						2,546,433.40	
TOTAL FOR REGISTER						2,546,433.40	

# SECTION 2

***Bradbury***  
***Community Development District***

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



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**Bradbury**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2023**

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>			
Cash	\$ 19,134	\$ -	\$ 19,134
Due from Developer	\$ -	\$ 20,000	\$ 20,000
<b>Total Assets</b>	<b>\$ 19,134</b>	<b>\$ 20,000</b>	<b>\$ 39,134</b>
<b>Liabilities:</b>			
Contracts Payable	\$ -	\$ 20,000	\$ 20,000
<b>Total Liabilites</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>Fund Balance:</b>			
Unassigned	\$ 19,134	\$ -	\$ 19,134
<b>Total Fund Balances</b>	<b>\$ 19,134</b>	<b>\$ -</b>	<b>\$ 19,134</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 19,134</b>	<b>\$ 20,000</b>	<b>\$ 39,134</b>



**Bradbury**  
**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	\$ 188,770	\$ 45,000	\$ 45,000	\$ -
<b>Total Revenues</b>	<b>\$ 188,770</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>
<b>Expenditures:</b>				
<b><i>General &amp; Administrative:</i></b>				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 3,200	\$ 2,800
Engineering	\$ 15,000	\$ 7,500	\$ 5,188	\$ 2,313
Attorney	\$ 25,000	\$ 12,500	\$ 4,435	\$ 8,065
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,020	\$ -	\$ -	\$ -
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	\$ 217	\$ 283
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Copies	\$ 1,000	\$ 500	\$ -	\$ 500
Legal Advertising	\$ 15,000	\$ 7,500	\$ 10,966	\$ (3,466)
Other Current Charges	\$ 5,000	\$ 2,500	\$ -	\$ 2,500
Office Supplies	\$ 625	\$ 313	\$ 46	\$ 267
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative</b>	<b>\$ 138,770</b>	<b>\$ 62,738</b>	<b>\$ 51,227</b>	<b>\$ 11,511</b>
<b><i>Operations &amp; Maintenance</i></b>				
Playground & Furniture Lease	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
Field Contingency	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
<b>Total Operations &amp; Maintenance:</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>Total Expenditures</b>	<b>\$ 188,770</b>	<b>\$ 87,738</b>	<b>\$ 51,227</b>	<b>\$ 36,511</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ (6,227)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 25,361</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 19,134</b>	

**Bradbury**  
**Community Development District**  
**Capital Projects Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2023**

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 2,845,832	\$ (2,845,832)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,845,832</b>	<b>\$ (2,845,832)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,845,832)</b>	
<b>Other Financing Sources/(Uses):</b>				
Developer Advances	\$ -	\$ -	\$ 2,845,832	\$ 2,845,832
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,845,832</b>	<b>\$ 2,845,832</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ -</b>	

**Bradbury**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Developer Contributions	\$ 5,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
<b>Total Revenues</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 800	\$ 800	\$ -	\$ 400	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200
Engineering	\$ 255	\$ 840	\$ -	\$ 398	\$ 3,695	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,188
Attorney	\$ 1,038	\$ 279	\$ 1,860	\$ 440	\$ 818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,435
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	\$ -	\$ -	\$ -	\$ 600	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Website Maintenance	\$ -	\$ 1,750	\$ -	\$ 400	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,350
Postage & Delivery	\$ 28	\$ 12	\$ 109	\$ 43	\$ 21	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ 10,296	\$ 335	\$ 335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,966
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 0	\$ 3	\$ 3	\$ 37	\$ 0	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 20,716</b>	<b>\$ 7,143</b>	<b>\$ 5,432</b>	<b>\$ 5,442</b>	<b>\$ 8,510</b>	<b>\$ 3,983</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,227</b>
<b>Operations &amp; Maintenance</b>													
Playground & Furniture 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>\$ 20,716</b>	<b>\$ 7,143</b>	<b>\$ 5,432</b>	<b>\$ 5,442</b>	<b>\$ 8,510</b>	<b>\$ 3,983</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,227</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (15,716)</b>	<b>\$ (7,143)</b>	<b>\$ (5,432)</b>	<b>\$ 14,558</b>	<b>\$ (8,510)</b>	<b>\$ 16,017</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,227)</b>

# Audit Committee Meeting

# SECTION III

# SECTION A

**BRADBURY 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 **Monday, July 17, 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 – Bradbury 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

**BRADBURY COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Bradbury 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 City of Haines City, Polk County, Florida. The District currently has an operating budget of approximately \$188,770. 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 – Bradbury Community Development District.**"

Proposals must be received by **5:00 PM on Monday, July 17, 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: **Monday, July 3, 2023**