

PTC

**COMMUNITY DEVELOPMENT
DISTRICT**

March 5, 2026

BOARD OF SUPERVISORS

**SPECIAL MEETING
AGENDA**

PTC

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

PTC Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013
<https://ptccdd.net/>

February 26, 2026

Board of Supervisors
PTC Community Development District

Dear Board Members:

The Board of Supervisors of the PTC Community Development District will hold a Special Meeting on March 5, 2026 at 11:00 a.m., at 12724 Smith Road, Dade City, Florida 33525. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2026-05, Confirming a Prior Determination of Benefit and Imposing Special Assessments for Fiscal Year 2026; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Theron, Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date
4. Consideration of Resolution 2026-06, Approving Request for Proposals Documents for the Pasco Town Center Double Branch Parkway North Project; Providing a Severability Clause; and Providing an Effective Date
5. Acceptance of Unaudited Financial Statements as of January 31, 2026
6. Approval of January 23, 2026 Regular Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Kilinski | Van Wyk PLLC*
 - B. District Engineer: *Clearview Land Design, P.L.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: March 27, 2026 at 11:00 AM

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

○ QUORUM CHECK

SEAT 1	MICHAEL WOLF	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	CHASE COLLIER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 3	KELLY SINN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 4	THATCHER BROWN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 5	JOHN MCKAY	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

- Performance Measures/Standards & Annual Reporting Form (*for informational purposes*)

8. Board Members' Comments/Requests
9. Public Comments
10. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (813) 728-6062.

Sincerely,

Jordan Lansford

Jordan Lansford
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 236 6447

PTC

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2026-05

AMENDED RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT CONFIRMING A PRIOR DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2026; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON, CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, PTC Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Pasco County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District previously determined to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Fiscal Year 2026**”), attached hereto as **Exhibit A**; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, the District has previously levied, in pertinent part, assessments for debt service, which the District desires to change the collection schedule for as set forth herein; and

WHEREAS, for purposes of reflecting accurate debt service assessment collection schedules, the Board now wishes to adopt an amended assessment roll to reflect an update to the

due date of the debt service assessments with no further amendments to the previously adopted Resolution 2025-12; and

WHEREAS, it is in the best interests of the District to adopt the amended collection schedule for the previously levied debt service special assessments and change the due date to “no later than April 15, 2026” (“**Debt Service Due Date**”); and

WHEREAS, the Board intends this Resolution and the Amended Assessment Roll to replace and supersede the previously-adopted Resolution 2025-12 and the assessment roll attached thereto but only as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to specially benefitted lands is shown in **Exhibits A and B** and is hereby found to be fair and reasonable.

SECTION 2. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

- A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits A and B**.
- B. **Direct Bill Assessments.** In pertinent part, the following portion of Resolution 2026-12 is amended: The previously levied debt service special assessments imposed on the Direct Collect Property, including debt service special assessments imposed for the Series 2023A Special Assessment Revenue Bonds (“**Series 2023A Debt Assessments**”) and Series 2023B Special Assessment Revenue Bonds (“**Series 2023B Debt Assessments**”), shall be collected directly by the District in accordance with Florida law and as set forth in **Exhibits A and B**. For previously levied debt service special assessments, 57.59% of the Series 2023A Debt Assessments and 50% of the Series 2023B Debt Assessments are due no later than April 15, 2026 and 42.41% of the Series 2023A Debt Assessments and 50% of the Series 2023B Debt Assessments due no later than October 15, 2026 (which amounts will be certified in the District’s Fiscal Year 2026-2027 assessment proceedings). In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2026, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount

may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.

- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 3. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Amended Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Amended Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 4. 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.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED THIS 5TH DAY OF MARCH, 2026.

ATTEST:

**PTC COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget for Fiscal year 2026

**PTC
COMMUNITY DEVELOPMENT DISTRICT
ADOPTED BUDGET
FISCAL YEAR 2026**

**PTC
COMMUNITY DEVELOPMENT DISTRICT
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**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025				Adopted Budget FY 2026
	Proposed Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$ -				\$ 31,443
Allowable discounts (4%)	-				(1,258)
Assessment levy: on-roll - net	-	\$ -	\$ -	\$ -	30,185
Assessment levy: off-roll	-	-	-	-	338,847
Landowner contribution	316,903	38,656	243,112	281,768	-
Total revenues	<u>316,903</u>	<u>38,656</u>	<u>243,112</u>	<u>281,768</u>	<u>369,032</u>
EXPENDITURES					
Professional & administrative					
Supervisors	6,459	1,077	5,382	6,459	6,459
Management/admin/recording	48,000	20,000	28,000	48,000	48,000
Legal	25,000	6,846	18,154	25,000	25,000
Engineering	2,000	2,810	-	2,810	2,000
Audit	5,000	-	5,000	5,000	5,000
Arbitrage rebate calculation	500	-	500	500	500
Dissemination agent	7,500	3,125	4,375	7,500	7,500
Trustee - 1st series	5,500	-	5,500	5,500	5,500
DSF accounting - 1st series	5,500	2,292	3,208	5,500	5,500
Telephone	200	83	117	200	200
Postage	500	72	428	500	500
Printing & binding	500	208	292	500	500
Legal advertising	1,700	88	1,612	1,700	1,700
Annual special district fee	175	-	175	175	175
Insurance	5,800	5,408	392	5,800	5,800
Contingencies/bank charges	500	338	162	500	500
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Tax collector	-	-	-	-	629
Total professional & administrative	<u>115,749</u>	<u>42,347</u>	<u>74,212</u>	<u>116,559</u>	<u>116,378</u>

**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025			Total Actual & Projected	Adopted Budget FY 2026
	Proposed Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025		
Field operations (shared)					
Management	4,500	-	4,500	4,500	4,500
Landscape maint.					
Maintenance contract	100,000	10,982	89,018	100,000	140,000
Plant replacement	2,500	-	2,500	2,500	2,500
Annuals	2,000	-	2,000	2,000	2,000
Mulch	4,000	-	4,000	4,000	4,000
Irrigation repairs	1,500	-	1,500	1,500	1,500
Aquatic maintenance					
Maintenance contract	36,000	3,400	32,600	36,000	28,000
Lake/pond bank maintenance	2,500	-	2,500	2,500	6,000
Wetland mitigation buffer maintenance	5,000	-	5,000	5,000	5,000
Utility					
Reclaimed domestic irrigation	7,800	-	7,800	7,800	7,800
Electric service	4,200	212	3,988	4,200	4,200
Street lights- collector roads	12,434	-	12,434	12,434	12,434
Sidewalk repairs & maintenance	500	-	500	500	1,500
Street sign repair & replacement	1,200	-	1,200	1,200	1,200
Telephone fax & internet	1,020	-	1,020	1,020	1,020
Wildlife management services	2,500	-	2,500	2,500	2,500
Dog waste station supplies & service	2,250	-	2,250	2,250	2,250
Power washing	1,250	-	1,250	1,250	1,250
Miscellaneous	10,000	-	10,000	10,000	25,000
Total field operations	<u>201,154</u>	<u>14,594</u>	<u>186,560</u>	<u>201,154</u>	<u>252,654</u>
Total expenditures	<u>316,903</u>	<u>56,941</u>	<u>260,772</u>	<u>317,713</u>	<u>369,032</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(18,285)	(17,660)	(35,945)	-
Fund balance - beginning (unaudited)	-	35,945	17,660	35,945	-
Unassigned	-	17,660	-	-	-
Fund balance - ending (projected)	<u>\$ -</u>	<u>\$ 17,660</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**PTC
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Expenditures

Professional & administrative

Supervisors	\$ 6,459
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800	
Management/admin/recording	48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,000
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	7,500
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee - 1st series	5,500
Annual fee for the service provided by trustee, paying agent and registrar.	
DSF accounting - 1st series	5,500
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages, etc.	
Legal advertising	1,700
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,800
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	500
Bank charges and other miscellaneous expenses incurred during the year.	
Website hosting & maintenance	705
Website ADA compliance	210
Tax collector	629

**PTC
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Expenditures (continued)	
Field operations (shared)	
Management	4,500
Inspection & reporting	
Landscape maint.	
Maintenance contract	140,000
4 cuts for 8 months + 2 cuts for 4 months = 40 cuts \$2500 each	
Plant replacement	2,500
Annuals	2,000
Mulch	4,000
Irrigation repairs	1,500
Aquatic maintenance	28,000
10 times @ \$300 each month	
Lake/pond bank maintenance	6,000
Erosion repairs	
Wetland mitigation buffer maintenance	5,000
\$800 monthly	
Reclaimed domestic irrigation	7,800
Electric service	4,200
1 light signage, 1 irrigation	
Street lights- collector roads	12,434
30 @ \$28.85 + 17 @ 24.35 plus 10%	
Sidewalk repairs & maintenance	1,500
Street sign repair & replacement	1,200
Telephone fax & internet	1,020
Wildlife management services	2,500
Dog waste station supplies & service	2,250
Power washing	1,250
Miscellaneous	25,000
Total expenditures	<u><u>\$ 369,032</u></u>

**PTC
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2023A
FISCAL YEAR 2026**

	Fiscal Year 2024				Adopted Budget FY 2026
	Proposed Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll	\$ -				\$ 332,962
Allowable discounts (4%)	-				(13,318)
Net assessment levy - on-roll	-	-	-	-	319,644
Assessment levy: off-roll	194,842	-	194,842	194,842	2,138,542
Interest	-	41,016	-	41,016	-
Unrealized gain/loss	-	47,470	-	47,470	-
Total revenues	<u>194,842</u>	<u>88,486</u>	<u>194,842</u>	<u>235,858</u>	<u>2,458,186</u>
EXPENDITURES					
Debt service					
Principal	-	-	-	-	360,000
Principal prepayment	-	60,000	-	60,000	-
Interest	2,101,450	1,050,725	1,048,775	2,099,500	2,097,550
Tax collector	-	-	-	-	6,659
Total debt service	<u>2,101,450</u>	<u>1,110,725</u>	<u>1,048,775</u>	<u>2,159,500</u>	<u>2,464,209</u>
Excess/(deficiency) of revenues over/(under) expenditures	(1,906,608)	(1,022,239)	(853,933)	(1,923,642)	(6,023)
Fund balance:					
Beginning fund balance (unaudited)	<u>6,422,860</u>	<u>5,672,406</u>	<u>4,650,167</u>	<u>5,672,406</u>	<u>3,748,764</u>
Ending fund balance (projected)	<u>\$ 4,516,252</u>	<u>\$ 4,650,167</u>	<u>\$ 3,796,234</u>	<u>\$ 3,748,764</u>	<u>\$ 3,742,741</u>
Use of fund balance:					
Debt service reserve account balance (required)					(2,452,188)
Interest expense - November 1, 2026					(1,037,075)
Projected fund balance surplus/(deficit) as of September 30, 2026					<u>\$ 253,478</u>

**PTC
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023A AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance	
08/10/23						
11/01/23			472,826.25	472,826.25	32,330,000.00	CAPI
05/01/24		6.500%	1,050,725.00	1,050,725.00	32,330,000.00	CAPI
11/01/24	60,000.00		1,050,725.00	1,110,725.00	32,270,000.00	CAPI
05/01/25		6.500%	1,048,775.00	1,048,775.00	32,270,000.00	CAPI
11/01/25			1,048,775.00	1,048,775.00	32,270,000.00	CAPI
05/01/26	360,000.00	6.500%	1,048,775.00	1,408,775.00	31,910,000.00	
11/01/26			1,037,075.00	1,037,075.00	31,910,000.00	
05/01/27	385,000.00	6.500%	1,037,075.00	1,422,075.00	31,525,000.00	
11/01/27			1,024,562.50	1,024,562.50	31,525,000.00	
05/01/28	410,000.00	6.500%	1,024,562.50	1,434,562.50	31,115,000.00	
11/01/28			1,011,237.50	1,011,237.50	31,115,000.00	
05/01/29	440,000.00	6.500%	1,011,237.50	1,451,237.50	30,675,000.00	
11/01/29			996,937.50	996,937.50	30,675,000.00	
05/01/30	465,000.00	6.500%	996,937.50	1,461,937.50	30,210,000.00	
11/01/30			981,825.00	981,825.00	30,210,000.00	
05/01/31	500,000.00	6.500%	981,825.00	1,481,825.00	29,710,000.00	
11/01/31			965,575.00	965,575.00	29,710,000.00	
05/01/32	530,000.00	6.500%	965,575.00	1,495,575.00	29,180,000.00	
11/01/32			948,350.00	948,350.00	29,180,000.00	
05/01/33	565,000.00	6.500%	948,350.00	1,513,350.00	28,615,000.00	
11/01/33	-		929,987.50	929,987.50	28,615,000.00	
05/01/34	605,000.00	6.500%	929,987.50	1,534,987.50	28,010,000.00	
11/01/34	-		910,325.00	910,325.00	28,010,000.00	
05/01/35	645,000.00	6.500%	910,325.00	1,555,325.00	27,365,000.00	
11/01/35	-		889,362.50	889,362.50	27,365,000.00	
05/01/36	690,000.00	6.500%	889,362.50	1,579,362.50	26,675,000.00	
11/01/36	-		866,937.50	866,937.50	26,675,000.00	
05/01/37	735,000.00	6.500%	866,937.50	1,601,937.50	25,940,000.00	
11/01/37	-		843,050.00	843,050.00	25,940,000.00	
05/01/38	785,000.00	6.500%	843,050.00	1,628,050.00	25,155,000.00	
11/01/38	-		817,537.50	817,537.50	25,155,000.00	
05/01/39	835,000.00	6.500%	817,537.50	1,652,537.50	24,320,000.00	
11/01/39	-		790,400.00	790,400.00	24,320,000.00	
05/01/40	890,000.00	6.500%	790,400.00	1,680,400.00	23,430,000.00	
11/01/40	-		761,475.00	761,475.00	23,430,000.00	
05/01/41	955,000.00	6.500%	761,475.00	1,716,475.00	22,475,000.00	
11/01/41	-		730,437.50	730,437.50	22,475,000.00	
05/01/42	1,015,000.00	6.500%	730,437.50	1,745,437.50	21,460,000.00	
11/01/42	-		697,450.00	697,450.00	21,460,000.00	
05/01/43	1,085,000.00	6.500%	697,450.00	1,782,450.00	20,375,000.00	
11/01/43	-		662,187.50	662,187.50	20,375,000.00	
05/01/44	1,160,000.00	6.500%	662,187.50	1,822,187.50	19,215,000.00	
11/01/44	-		624,487.50	624,487.50	19,215,000.00	
05/01/45	1,235,000.00	6.500%	624,487.50	1,859,487.50	17,980,000.00	
11/01/45	-		584,350.00	584,350.00	17,980,000.00	
05/01/46	1,320,000.00	6.500%	584,350.00	1,904,350.00	16,660,000.00	
11/01/46	-		541,450.00	541,450.00	16,660,000.00	
05/01/47	1,405,000.00	6.500%	541,450.00	1,946,450.00	15,255,000.00	
11/01/47	-		495,787.50	495,787.50	15,255,000.00	

**PTC
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023A AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance
05/01/48	1,500,000.00	6.500%	495,787.50	1,995,787.50	13,755,000.00
11/01/48	-		447,037.50	447,037.50	13,755,000.00
05/01/49	1,600,000.00	6.500%	447,037.50	2,047,037.50	12,155,000.00
11/01/49	-		395,037.50	395,037.50	12,155,000.00
05/01/50	1,710,000.00	6.500%	395,037.50	2,105,037.50	10,445,000.00
11/01/50	-		339,462.50	339,462.50	10,445,000.00
05/01/51	1,825,000.00	6.500%	339,462.50	2,164,462.50	8,620,000.00
11/01/51	-		280,150.00	280,150.00	8,620,000.00
05/01/52	1,950,000.00	6.500%	280,150.00	2,230,150.00	6,670,000.00
11/01/52	-		216,775.00	216,775.00	6,670,000.00
05/01/53	2,080,000.00	6.500%	216,775.00	2,296,775.00	4,590,000.00
11/01/53	-		149,175.00	149,175.00	4,590,000.00
05/01/54	2,220,000.00	6.500%	149,175.00	2,369,175.00	2,370,000.00
11/01/54	-		77,025.00	77,025.00	2,370,000.00
05/01/55	2,370,000.00	6.500%	77,025.00	2,447,025.00	-
11/01/55	-		-	-	-
Total	32,330,000.00		44,227,950.00	76,557,950.00	

**PTC
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2023B
FISCAL YEAR 2026**

	Fiscal Year 2024				Adopted Budget FY 2026
	Proposed Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll	\$ -				\$ -
Allowable discounts (4%)	-				-
Net assessment levy - on-roll	-	\$ -	\$ -	\$ -	-
Assessment levy: off-roll	262,926	-	262,926	262,926	2,874,052
Developer contribution	-	-	-	-	-
Interest	-	85,361	-	85,361	-
Unrealized gain/loss	-	71,811	-	71,811	-
Total revenues	<u>262,926</u>	<u>157,172</u>	<u>262,926</u>	<u>420,098</u>	<u>2,874,052</u>
EXPENDITURES					
Debt service					
Principal prepayment	-	2,225,000	-	2,225,000	-
Interest	3,013,125	1,506,563	1,437,031	2,943,594	2,874,063
Tax collector	-	-	-	-	-
Total debt service	<u>3,013,125</u>	<u>3,731,563</u>	<u>1,437,031</u>	<u>5,168,594</u>	<u>2,874,063</u>
Excess/(deficiency) of revenues over/(under) expenditures	(2,750,199)	(3,574,391)	(1,174,105)	(4,748,496)	(11)
Fund balance:					
Beginning fund balance (unaudited)	<u>9,656,384</u>	<u>10,651,883</u>	<u>7,077,492</u>	<u>10,651,883</u>	<u>5,903,387</u>
Ending fund balance (projected)	<u>\$ 6,906,185</u>	<u>\$ 7,077,492</u>	<u>\$ 5,903,387</u>	<u>\$ 5,903,387</u>	<u>\$ 5,903,376</u>
Use of fund balance:					
Debt service reserve account balance (required)					(3,771,094)
Interest expense - November 1, 2026					(1,437,031)
Projected fund balance surplus/(deficit) as of September 30, 2026					<u>\$ 695,251</u>

**PTC
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023B AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance	
08/10/23						
11/01/23			677,953.13	677,953.13	48,210,000.00	CAPI
05/01/24		6.250%	1,506,562.50	1,506,562.50	48,210,000.00	CAPI
11/01/24	2,225,000.00		1,506,562.50	3,731,562.50	45,985,000.00	CAPI
05/01/25		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	CAPI
11/01/25			1,437,031.25	1,437,031.25	45,985,000.00	CAPI
05/01/26		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	
11/01/26			1,437,031.25	1,437,031.25	45,985,000.00	
05/01/27		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	
11/01/27			1,437,031.25	1,437,031.25	45,985,000.00	
05/01/28		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	
11/01/28			1,437,031.25	1,437,031.25	45,985,000.00	
05/01/29		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	
11/01/29			1,437,031.25	1,437,031.25	45,985,000.00	
05/01/30		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	
11/01/30			1,437,031.25	1,437,031.25	45,985,000.00	
05/01/31		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	
11/01/31			1,437,031.25	1,437,031.25	45,985,000.00	
05/01/32		6.250%	1,437,031.25	1,437,031.25	45,985,000.00	
11/01/32			1,437,031.25	1,437,031.25	45,985,000.00	
05/01/33	925,000.00	6.250%	1,437,031.25	2,362,031.25	45,060,000.00	
11/01/33			1,408,125.00	1,408,125.00	45,060,000.00	
05/01/34	985,000.00	6.250%	1,408,125.00	2,393,125.00	44,075,000.00	
11/01/34			1,377,343.75	1,377,343.75	44,075,000.00	
05/01/35	1,045,000.00	6.250%	1,377,343.75	2,422,343.75	43,030,000.00	
11/01/35			1,344,687.50	1,344,687.50	43,030,000.00	
05/01/36	1,115,000.00	6.250%	1,344,687.50	2,459,687.50	41,915,000.00	
11/01/36			1,309,843.75	1,309,843.75	41,915,000.00	
05/01/37	1,185,000.00	6.250%	1,309,843.75	2,494,843.75	40,730,000.00	
11/01/37			1,272,812.50	1,272,812.50	40,730,000.00	
05/01/38	1,265,000.00	6.250%	1,272,812.50	2,537,812.50	39,465,000.00	
11/01/38			1,233,281.25	1,233,281.25	39,465,000.00	
05/01/39	1,345,000.00	6.250%	1,233,281.25	2,578,281.25	38,120,000.00	
11/01/39			1,191,250.00	1,191,250.00	38,120,000.00	
05/01/40	1,430,000.00	6.250%	1,191,250.00	2,621,250.00	36,690,000.00	
11/01/40			1,146,562.50	1,146,562.50	36,690,000.00	
05/01/41	1,525,000.00	6.250%	1,146,562.50	2,671,562.50	35,165,000.00	
11/01/41			1,098,906.25	1,098,906.25	35,165,000.00	
05/01/42	1,620,000.00	6.250%	1,098,906.25	2,718,906.25	33,545,000.00	
11/01/42			1,048,281.25	1,048,281.25	33,545,000.00	
05/01/43	1,725,000.00	6.250%	1,048,281.25	2,773,281.25	31,820,000.00	
11/01/43			994,375.00	994,375.00	31,820,000.00	
05/01/44	1,835,000.00	6.250%	994,375.00	2,829,375.00	29,985,000.00	
11/01/44			937,031.25	937,031.25	29,985,000.00	
05/01/45	1,955,000.00	6.250%	937,031.25	2,892,031.25	28,030,000.00	
11/01/45			875,937.50	875,937.50	28,030,000.00	
05/01/46	2,080,000.00	6.250%	875,937.50	2,955,937.50	25,950,000.00	
11/01/46			810,937.50	810,937.50	25,950,000.00	
05/01/47	2,215,000.00	6.250%	810,937.50	3,025,937.50	23,735,000.00	
11/01/47			741,718.75	741,718.75	23,735,000.00	

**PTC
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023B AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance
05/01/48	2,360,000.00	6.250%	741,718.75	3,101,718.75	21,375,000.00
11/01/48			667,968.75	667,968.75	21,375,000.00
05/01/49	2,510,000.00	6.250%	667,968.75	3,177,968.75	18,865,000.00
11/01/49			589,531.25	589,531.25	18,865,000.00
05/01/50	2,675,000.00	6.250%	589,531.25	3,264,531.25	16,190,000.00
11/01/50			505,937.50	505,937.50	16,190,000.00
05/01/51	2,845,000.00	6.250%	505,937.50	3,350,937.50	13,345,000.00
11/01/51			417,031.25	417,031.25	13,345,000.00
05/01/52	3,030,000.00	6.250%	417,031.25	3,447,031.25	10,315,000.00
11/01/52			322,343.75	322,343.75	10,315,000.00
05/01/53	3,225,000.00	6.250%	322,343.75	3,547,343.75	7,090,000.00
11/01/53			221,562.50	221,562.50	7,090,000.00
05/01/54	3,435,000.00	6.250%	221,562.50	3,656,562.50	3,655,000.00
11/01/54			114,218.75	114,218.75	3,655,000.00
05/01/55	3,655,000.00	6.250%	114,218.75	3,769,218.75	-
11/01/55			-	-	-
Total	48,210,000.00		65,195,468.75	113,405,468.75	

**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND AND DEBT SERVICE FUND
ASSESSMENT SUMMARY
FISCAL YEAR 2026**

Phase 1 - On-Roll Assessments

Number of Units	Unit Type	Assessment Unit	Projected Fiscal Year 2026			FY 25 Assessment
			GF	DSF	Total	
0	Townhomes	Res Unit	\$ 130.33	\$ 1,414.15	\$ 1,544.48	\$ 672.80
0	Multifamily	Res Unit	130.33	962.46	1,092.79	327.61
0	Retail	1,000 Sq Ft	117.30	1,627.74	1,745.04	704.28
0	Office	1,000 Sq Ft	117.30	1,265.52	1,382.82	534.80
0	Hotel	Hotel Room	65.16	719.37	784.53	245.34
0	Industrial	1,000 Sq Ft	65.16	998.05	1,063.21	448.95
482,553	Industrial-Reduced	1,000 Sq Ft	65.16	690.00	755.16	403.77

Phase 1 - Off-Roll Assessments

Number of Units	Unit Type	Assessment Unit	Projected Fiscal Year 2026			FY 25 Assessment
			GF	DSF	Total	
150	Townhomes	Res Unit	\$ 122.51	\$ 1,329.30	\$ 1,451.81	\$ 672.80
600	Multifamily	Res Unit	122.51	904.71	1,027.22	327.61
343,000	Retail	1,000 Sq Ft	110.26	1,530.07	1,640.33	704.28
100,000	Office	1,000 Sq Ft	110.26	1,189.59	1,299.85	534.80
120	Hotel	Hotel Room	61.26	676.20	737.46	245.34
1,991,745	Industrial	1,000 Sq Ft	61.26	938.17	999.43	448.95
0	Industrial-Reduced	1,000 Sq Ft	61.26	650.00	711.26	403.77

Phase 2 - Off-Roll Assessments

Number of Units	Unit Type	Assessment Unit	Projected Fiscal Year 2026			FY 25 Assessment
			GF	DSF	Total	
560	Townhomes	Res Unit	\$ 19.21	\$ 329.35	\$ 348.56	\$ 51.64
650	Multifamily	Res Unit	19.21	504.73	523.94	79.14
0	Retail	1,000 Sq Ft	17.29	-	17.29	-
0	Office	1,000 Sq Ft	17.29	-	17.29	-
0	Hotel	Hotel Room	9.61	-	9.61	-
2,099,850	Industrial	1,000 Sq Ft	9.61	288.19	297.80	45.19

Phase 3 - Off-Roll Assessments

Number of Units	Unit Type	Assessment Unit	Projected Fiscal Year 2026			FY 25 Assessment
			GF	DSF	Total	
730	Townhomes	Res Unit	\$ 19.21	\$ 329.35	\$ 348.56	\$ 51.64
350	Multifamily	Res Unit	19.21	504.73	523.94	79.14
100,000	Retail	1,000 Sq Ft	17.29	530.11	547.40	83.12
100,000	Office	1,000 Sq Ft	17.29	439.62	456.91	68.93
120	Hotel	Hotel Room	9.61	376.22	385.83	58.99
0	Industrial	1,000 Sq Ft	9.61	-	9.61	-

PTC

COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2026-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT APPROVING REQUEST FOR PROPOSALS DOCUMENTS FOR THE PASCO TOWN CENTER DOUBLE BRANCH PARKWAY NORTH PROJECT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Act authorizes the District to construct, acquire, operate and maintain certain public improvements; and

WHEREAS, the District Board of Supervisors (“Board”) hereby determines and finds that it is necessary, proper, and in the District’s best interests to competitively solicit construction services for its Double Branch Parkway North Project (the “Project”) through a Request for Proposals (“RFP”) process; and

WHEREAS, the Board desires to authorize the distribution and issuance of the RFP for the Project, and desires to approve the RFP Notice, Instructions to Proposers, and Evaluation Criteria to be included therein in substantially the form attached hereto and incorporated herein by reference as **Composite Exhibit A**; and

WHEREAS, the Board desires to authorize the Chairman or Vice Chairman, in consultation with District staff, to effectuate any further revisions to the Project Manual, including the documents attached as **Composite Exhibit A** to this Resolution, except as it relates to the Evaluation Criteria, as is in the best interests of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. All of the representations, findings and determinations contained above are recognized as true and accurate and are expressly incorporated into this Resolution.

SECTION 2. The Board hereby approves the distribution and issuance of the RFP for the Project and approves in substantial form the RFP Notice, Instructions to Proposers, and Evaluation Criteria, as attached hereto as **Composite Exhibit A**, which documents may be subject to further review and revision by District staff, as finally approved by the District’s Chairman or Vice Chairman. The Board further authorizes the Chairman or Vice Chairman, in consultation with District staff, to finalize the RFP Project Manual and associated contract documents.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 5th day of March, 2026.

**PTC COMMUNITY DEVELOPMENT
DISTRICT**

Chair/Vice Chair, Board of Supervisors

Composite Exhibit A: RFP Notice
Instructions to Proposers
Evaluation Criteria

COMPOSITE EXHIBIT A
NOTICE OF REQUEST FOR PROPOSALS

PART I. (A) NOTICE OF REQUEST FOR PROPOSALS

PTC COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF REQUEST FOR PROPOSALS
PASCO TOWN CENTER DOUBLE BRANCH PARKWAY NORTH
Pasco County, Florida

PTC Community Development District (“**District**” or “**CDD**”), located in Pasco County, Florida, hereby announces that it is soliciting proposals to provide labor, materials, equipment and construction services in connection with the development of the Pasco Town Center, Double Branch Parkway North in accordance with the District’s capital improvement plan. This project primarily consists of site work, which consists of constructing, among other things, roads, utilities, including but not limited to water, sewer, potable water, pump station and related utility improvements, stormwater improvements, earthwork and grading, demolition, traffic signalization, landscape and irrigation and other improvements necessary for the planned community development (the “**Project**”).

The “**Project Manual**,” consisting of instructions to Proposers, technical information, contract forms, Proposal forms, construction plans, and other materials, will be available at the Pre-Bid Meeting scheduled _____, _____, 2026 at _____ AM/PM (EST) at the **offices of Clearview Land Design, P.L., 3010 W. Azele Street, Suite 150, Tampa, Florida 33609** or before such meeting upon request from Tommy Tito at Tommy.Tito@clearviewland.com and Heather Meyer at Heather.Meyer@clearviewland.com. Please contact Heather Meyer to be added to the pre-bid meeting communication. The District reserves the right in its sole discretion to make changes to the Project Manual up until the Proposal Deadline (defined herein), and to provide notice of such changes only to those Proposers who have provided their contact information to the District Engineer via e-mail at Heather.Meyer@clearviewland.com.

To be eligible to submit a proposal, and in addition to any other requirements set forth in the Project Manual, an interested firm must hold all required local, state and federal licenses in good standing, and be authorized to do business in Pasco County and the State of Florida. Additionally, interested firms must have MINIMALLY successfully completed at least five projects in the last three years of substantially similar scope and complexity that exceeded two million dollars in contract amount, have a minimum bonding capacity of 5 million dollars, and demonstrate successful experience working with Community Development Districts in Florida, along with being able to meet all other conditions of the Request for Proposal package. **TIME IS OF THE ESSENCE WITH RESPECT TO THE PROJECT.**

Firms desiring to provide services for the Project must submit an original copy and one (1) electronic copy (PDF format and all documents included on a USB flash drive) of the required Proposal no later than _____, _____, 2026 at _____ AM/PM (EST) (“**Proposal Deadline**”), to the offices of the District Engineer, c/o Clearview Land Design, P.L., 3010 W. Azele

Street, Suite 150, Tampa, Florida 33609 (“District Engineer’s Office”) (or at an alternative location to be determined and announced).

Proposals shall be in the form provided in the Project Manual and submitted in a sealed envelope, marked with a notation “PROPOSAL FOR PASCO TOWN CENTER DOUBLE BRANCH PARKWAY NORTH OF PTC CDD PROJECT.” The District reserves the right to return unopened to the Proposer any Proposals received after the time and date stipulated above. Each Proposal shall remain binding for a minimum of one hundred twenty (120) days after the Proposal opening.

Proposals will be evaluated in accordance with the criteria included in the Project Manual. **The District reserves the right to reject any and all Proposals, make modifications to the work, award the contracts in whole or in part with or without cause, and waive minor or technical irregularities in any Proposal, as it deems appropriate, and if the District determines in its discretion that it is in the District’s best interests to do so.** Any protest of the Project Manual, including, but not limited to the terms and specifications, must be filed with the District within 72 hours of posting of the Project Manual, together with a protest bond in a form acceptable to the District and in the amount of \$150,000. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District’s costs, expenses and attorney’s fees associated with hearing and defending the protest. Failure to timely file a protest, or failure to timely post a protest bond, will result in a waiver under Chapter 190, *Florida Statutes*, and other law.

The successful Proposer will be required upon award to furnish payment and performance bonds for one hundred twenty five percent (125%) of the value of the contract, with an A.M. Best rated surety carrier having a rating of A-VII or better (as described in the Project Manual), with a surety acceptable to the District, and in accordance with Section 255.05, *Florida Statutes*.

NOTICE OF SPECIAL MEETING TO OPEN PROPOSALS

Pursuant to Section 255.0518, *Florida Statutes*, the proposals will be publicly opened at a special meeting of the District to be held at the Proposal Deadline and at the District Engineer’s Office. The purpose of the special meeting will be to announce the names of the proposers and pricing. No decisions of the District’s Board of Supervisors (“Board”) will be made at that time. A copy of the agenda for the meeting can be obtained from Clearview Land Design, P.L., the District Engineer, at Heather.Meyer@clearviewland.com.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. A MS Teams link will be provided to all proposers that receive a Project Manual so that Proposers, any member of the Board Supervisor or staff member or the public can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any person requiring special accommodation to participate in this meeting is asked to advise the District Engineer’s Office at (813) 223-3919, at least three (3) business days before 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 assistance in contacting the District Engineer's Office.

Any and all questions relative to this procurement shall be directed in writing by e-mail only to Clearview Land Design, P.L., the District Engineer, at Heather.Meyer@clearviewland.com with e-mail copies to jennifer@cddlawyers.com, suitk@whhassociates.com, and lansfordj@whhassociates.com. No phone inquiries.

COMPOSITE EXHIBIT A (CONTINUED)
INSTRUCTIONS TO PROPOSERS

PART I. (B) INSTRUCTIONS TO PROPOSERS

ANY PROTEST OF THIS PROJECT MANUAL MUST BE FILED WITH THE DISTRICT WITHIN 72 HOURS OF POSTING OF THE PROJECT MANUAL, TOGETHER WITH A PROTEST BOND IN A FORM ACCEPTABLE TO THE DISTRICT AND IN THE AMOUNT OF \$150,000 AND FOLLOWED WITHIN SEVEN (7) CALENDAR DAYS BY A FORMAL WRITTEN PROTEST STATING WITH PARTICULARITY THE FACTS AND LAW UPON WHICH SUCH PROTEST IS BASED. FAILURE TO TIMELY FILE A PROTEST, OR FAILURE TO TIMELY POST A PROTEST BOND, WILL RESULT IN A WAIVER OF PROCEEDINGS UNDER CHAPTER 190, *FLORIDA STATUTES*, AND OTHER LAW.

General Instructions

1. OVERVIEW. PTC Community Development District (“**District**” or “**CDD**”), located in Pasco County, Florida, is a special purpose unit of local government established under Chapter 190, *Florida Statutes*, for the purposes of financing, constructing, acquiring, operating and maintaining public infrastructure improvements. The District is soliciting (i.e., this “**Request for Proposals**” or “**RFP**”) proposals (“**Proposal(s)**”) for contractors (“**Proposer(s)**”) to provide labor, materials, equipment and construction services in connection with the first phase of development of PTC. This project comprises the Double Branch Parkway North and primarily consists of site work, which consists of constructing, among other things, roads, utilities, including but not limited to water, sewer, potable water, pump station and related utility improvements, stormwater improvements, earthwork and grading, demolition, traffic signalization, landscape and irrigation and other improvements necessary for the planned community development (the “**Project**”). Contractor shall be responsible for all stake out and record plan drawing surveys, which must be performed by a Florida-licensed surveyor. All surveys and as-built drawings shall be provided to the District in both paper and digital format (AutoCAD) within 30 days of completion.

2. DUE DATE. Firms desiring to provide services for the Project must submit one (1) original and one (1) electronic copy (PDF format, and all documents included on a USB flash drive) of the required Proposal no later than _____, _____, 2026 at _____ **AM/PM (EST) (“Proposal Deadline”)**, to the offices of the District Engineer, c/o Clearview Land Design, P.L. at 3010 W. Azeele Street, Suite 150, Tampa, Florida 33609 (“**District Engineer’s Office**”) (or at an alternative location to be determined and announced). Proposals will be publicly opened at that time. The District may elect to transmit a MS Teams or other virtual invite upon request and in its discretion.

3. SUMMARY OF SCHEDULE. The District anticipates the following schedule for the procurement, though certain dates may be subject to change:

DATE/TIME	EVENT
_____, _____, 2026	RFP Notice is issued.
_____, _____, 2026 at _____ AM/PM	RFP Project Manual available and Pre-Bid Meeting (in-person or virtual).
_____, _____, 2026 at _____ AM/PM	Deadline for questions.
_____, _____, 2026 at _____ AM/PM	Proposals submittal deadline and Public Bid Opening

**** Proposers may NOT enter the private property site and should review the site from existing public right-of-way.**

4. 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. Proposers should be aware that the District is anticipated to have a geotechnical engineer under contract and such engineer will be a direct consultant to the District.

5. INTERPRETATIONS AND ADDENDA; ZONE OF SILENCE. Any and all questions relative to this RFP or the Project shall be directed in writing by e-mail only to Clearview Land Design, P.L., the District Engineer, at Heather.Meyer@clearviewland.com, with copies to jennifer@cddlawyers.com, suitk@whhassociates.com, and lansfordj@whhassociates.com. No phone inquiries. All questions must be received no later than seven (7) calendar days prior to the Proposal Deadline to be considered. The District reserves the right to reject any questions submitted after this deadline. Interpretations or clarifications considered necessary by the District in response to such questions will be issued by addenda e-mailed or otherwise delivered to all parties recorded as having received the Project Manual. Only questions answered by formal written addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed to all Proposers via email and, accordingly, all Proposers should email the District Engineer at Heather.Meyer@clearviewland.com and request to be placed on the distribution list.

Except as set forth in this Section, Proposers (including Proposer's officers, directors, employees, agents, representatives, contractors, affiliates, subsidiaries or anyone else acting on a Proposer's behalf) should not communicate during the submission and evaluation process with any District Supervisor, Evaluation Committee member, staff member, or other representative of the District, or any Commissioner, director, officer, staff member, employee or other representative of the County. ANY COMMUNICATION CONTRARY TO THE REQUIREMENTS OF THIS SECTION MAY CAUSE AN INDIVIDUAL FIRM, OR TEAM, TO BE DISQUALIFIED FROM PARTICIPATING.

Completing the Proposal

6. PROPOSAL FORM. All blanks in the Project Manual must be completed in ink or typewritten. The Proposal shall contain an acknowledgement of receipt of all documents and addenda (the number of which must be filled in on the Affidavit Regarding Proposal). In making its Proposal, each Proposer represents that it has read and understands the Project Manual and that the Proposal is made in accordance therewith, including verification of the contents of the Project Manual against the Table of Contents.

7. PROPOSAL REQUIREMENTS. All Proposals shall include the following information in addition to any other requirements of the Project Manual:

- A. A narrative description of the Proposer's approach to completing the Project described in the scope of work provided herein.
- B. A completed Proposal Form, including but not limited to, the forms addressing: General Information, Personnel & Equipment, Experience, Financial Capacity, Pricing, Construction Schedule, Sworn Statement on Public Entity Crimes, Sworn Statement Regarding Scrutinized Companies, Sworn Statement Regarding Human Trafficking, and Affidavit Regarding Proposal.
- C. In connection with completing the Proposal Form, Proposer shall:
 - 1. List position or title and corporate responsibilities of key management or supervisory personnel. For each manager and/or supervisor who will work on the Project:
 - i. Proposer should include resumes with applicable certifications.
 - ii. Proposer should supply information regarding the Project manager's / supervisor's background and experience with projects similar to the Project. (Supply at least 3 examples of experience on similar projects.)
 - iii. Proposer should supply at least 3 references for each Project manager/supervisor from someone other than individuals affiliated with the Proposer.
 - iv. Proposer shall include information about office location for each of the individuals provided in this section.
 - 2. Describe proposed equipment that will be used for the Project. Among other things, provide the following:
 - i. The age of the equipment.
 - ii. Quantity of each piece of equipment to be used.
 - iii. Whether the equipment is owned or leased/rented.
 - iv. Whether the equipment will be pledged to only the Project or also to other projects and, if the latter, what percentage of time the equipment will be available to the Project.

- v. The availability of the equipment to be mobilized on an expedited schedule and the timing associated with the same.
 3. Provide a list of all subcontractors and suppliers that will be hired by Proposer for the Project. For each subcontractor / supplier, provide the following:
 - i. A description of the subcontractor / supplier's role in the Project.
 - ii. A description of the subcontractor / supplier's background and experience, as it relates to the Project.
 - iii. The subcontractor / supplier's geographic location.
 1. For suppliers, identify also the location where the goods will be produced and shipped.
 - iv. At least three references, including identifying the name, address and phone number for the reference.
 - v. For all major subcontractors / suppliers, information regarding the financial capability of the subcontractor / supplier.
 - vi. Provide information regarding whether the subcontractors/suppliers are a Pasco County local business.
 4. Describe proposed staffing levels, including information on current operations, administrative, maintenance and management staffing of both a professional and technical nature, available for the Project. Identify the amount of each person's time that will be devoted to the Project.
 5. Describe at least three projects of similar size and scope to the Project that Proposer has undertaken within the last three years along with relevant project information, including original contract amount, change order values, final contract amount and information related to starting and finishing schedule. For the project, Proposer shall supply the contact person for the client along with all contact information. They may be called and asked for a reference from the firm.
 6. Describe previous or currently contracted work with other community development districts along with contact information from that community development district.
- D. Related Experience: A detailed list of the projects that best illustrates the experience of the Proposer and staff which will be assigned to the Project. List no more than ten projects and include only projects which were completed within the last five years. Provide the following information for each project listed:
1. Name and location of the project.
 2. The nature of Proposer's responsibility on this project including project delivery method.

3. Provide the name, address, phone number, and e-mail address of an Owner's representative and Architect's representative who can be contacted to provide a reference.
 4. Size of project (dollar value and square footage of project).
 5. Construction cost.
 6. Present status of the project and the date project was completed or is anticipated to be completed.
 7. Key professionals involved on listed project who would be assigned to this Project.
 8. The starting contract amount and the amount of the change orders (indicating whether additive or deductive) at the end of the project.
- E. Information regarding the financial capability of Proposer. In particular, Proposer should supply the following:
1. Copies of financial statements for the past three years, and an interim balance sheet not more than 60 days old.
 2. Information regarding current contracts on hand.
 3. Information regarding contracts completed during the last three years.
 4. Information regarding personnel hired by, and equipment owned by, the Proposer.
 5. Proposed insurance and bonding levels, above and beyond the minimum proposed under the forms of contract. Include Certificate of Insurance and proof that Proposer is able to obtain payment and performance bonds for 125% of the amount of the Project, with such proof being in the form of a letter from a licensed surety company rated A-VIII or better by A.M. Best.
- F. Pricing for all work, with unit pricing in a detailed schedule of values. This schedule of values shall be used to price change orders, if any, and therefore must be sufficiently detailed.
- G. Detailed construction schedules for all work, as well as descriptions of how the Proposer intends to use its equipment and personnel to meet those schedules.
- H. Copies of all major material warranties (e.g., for all large purchases), and proof of assignability.
- I. Information regarding whether Proposer, or any of its proposed subcontractors/suppliers, is a Pasco County local business.
- J. Copies of all applicable business licenses.
- K. Completed copies of all other forms / documents, and all other information, required under the Project Manual.

- L. A list of ALL current or active claims/lawsuits the Proposer is currently engaged. This should include some level of detail as to why this claim/lawsuit is ongoing.
- M. As referenced above, a list of any proposed changes to the contract form.

8. QUALIFICATIONS OF THE PROPOSER. Proposer shall submit with its Proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the District. The DISTRICT WILL ONLY CONSIDER PROPOSALS FROM PROPOSERS WITH AT LEAST FIVE PROJECTS THAT EXCEEDED \$2 MILLION IN THE LAST THREE YEARS SUBSTANTIALLY SIMILAR TO THE SCOPE OF THIS PROJECT AND THAT HAVE A MINIMUM OF \$5 MILLION IN BONDING CAPACITY.

9. INSURANCE. All Proposers shall include as part of the Proposal a current Certificate of Insurance detailing the company's insurance coverage, or some other evidence of insurance or insurability. In the event the Proposer is notified of award, it shall provide proof of insurance in the form required under the form of contract, within seven (7) calendar days after notification, or within such approved extended period as the District may grant.

The form of contract sets forth certain minimum insurance requirements. Proposers must be able to meet the applicable insurance requirements in order to apply, and the failure to meet such requirements may result in the District's rejection of the Proposal or deductions in scoring.

10. WARRANTIES. The form of contract includes various warranties that shall be provided by the Proposer to the District. Among other requirements, any warranties provided by material suppliers must be assignable to the District. If an assignment of warranty requires the material supplier to consent to same, then the selected Proposer agrees that it will secure the material supplier's consent to assign said warranties to the District. Related, and as set forth in more detail in the forms of contract, the selected Proposer will be responsible for providing any necessary warranties, bonds, warranty and maintenance bonds and other forms of indemnification to the extent necessary to turnover completed improvements to the County or other governmental entities.

11. FINANCIALS. The Proposer shall include as part of its Proposal proof of financial capability. In the event the Proposer is notified of award, it shall provide sufficient proof of financial capability, including, if requested, audited financial statements from the last three years, as required in the sole discretion of the District.

12. SIGNATURE ON PROPOSAL. In addition to executing all forms, affidavits, and acknowledgments for which signature and notary blocks are provided, the Proposer must correctly sign the Affidavit Regarding Proposals. If Proposer is a corporation, the Proposal should bear the seal of the corporation. Anyone signing the Proposal as agent shall file with the Proposal legal evidence of his or her authority to do so.

13. PROPOSAL GUARANTY. A certified or cashier's check on any national or state bank, or a proposal bond, in the amount of 25% of the total pricing set forth in the Proposal, and payable to the District, must accompany each Proposal as a guarantee that Proposer will promptly enter into an agreement to do the work following award of the contract, and upon seven (7) days written notice from the District. The proposal guaranty shall be submitted with the understanding that Proposer will not withdraw its Proposal for a period of one hundred twenty (120) days after the due date for the Proposals.

14. SUBMISSION OF PROPOSALS. Submit one (1) original and one (1) electronic copy (PDF format on a USB flash drive) of a completed Project Manual, including any Addenda thereto, at the time and place indicated herein. Such Proposal shall be enclosed in an opaque, sealed envelope, marked with the project title and name and address of the Proposer and accompanied by the required documents. If the Proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with a notation, "PROPOSAL FOR PASCO TOWN CENTER DOUBLE BRANCH PARKWAY NORTH OF PTC CDD PROJECT."

15. SUBMISSION OF ONLY ONE PROPOSAL. Proposers may be disqualified and their Proposals rejected if the District has reason to believe that collusion may exist among 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.

16. PROPOSAL MODIFICATION; INQUIRIES BY THE DISTRICT; WITHDRAWAL. Proposals may be modified by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time Proposals are due. The District reserves the right to ask clarification questions and seek additional information from any of the Proposers at any time. No Proposal may be withdrawn for a period of one hundred and twenty (120) days from the due date for the Proposals.

Acknowledgments

17. SITE INSPECTIONS & CONDITIONS. Proposers may, and should, visit the Project site. Proposers may NOT enter the private property site and should review the site from existing public right-of-way.

18. ACKNOWLEDGMENTS. In addition to any other requirements set forth in the Project Manual, and with the signature on the Affidavit Regarding Proposal, Proposer acknowledges the following:

- A. Proposer has carefully reviewed the Project Manual, including the forms of the contract, the specifications, any and all subsurface reports and data (if any), and all other documentation included within the Project Manual. The documents contained within the Project Manual, including the form of agreement, are complementary, and what is called for by one is binding as if called for by all. If Proposer finds any conflicts, errors, ambiguities or discrepancies with the Project

Documents and/or Project Manual, he/she shall call it to the District's and/or the District's designees' attention in writing within the time period allotted for asking questions as part of the procurement process.

- B. The Contractor is required to perform all testing and retesting, if necessary, and as required by the State of Florida, FDOT, Pasco County, the Southwest Florida Water Management District and all other regulatory agencies prior to Project acceptance. The Contractor is also required to apply for and maintain a NPDES permit for the Project and shall be responsible for the associated costs. The District will have its own geotechnical engineer under contract for geotechnical engineering services. The Contractor will be responsible for coordinating testing schedules with the geotechnical engineer.
- C. Proposer shall be responsible for coordinating the work necessary to complete and obtain all final approvals and acceptances.
- D. Proposer is responsible for inspecting the entire site prior to submitting a Proposal and notifying the District and/or its designee of discrepancies in the Project Manual that may affect the construction and its costs, timing, etc.
- E. Proposer shall complete the work for the Project in a professional and workmanlike manner typical of the industry and in accordance with FDOT, Pasco County and other regulatory agency requirements. There shall be no sections or parts missing. Furthermore, each portion of the work shall be complete and able to function for its intended use. The work must be continuous unless otherwise directed by the District. The work, including punch list items, must be acceptable to and accepted by applicable regulatory authorities.
- F. All storm drainage must be maintained to each property adjacent to the Project during construction. If this does not occur, Proposer will be responsible for any damage that may result.
- G. Proposer shall be responsible for coordinating the work necessary with all utility companies and other on-site contractors or subcontractors performing work for the District and others on site. Proposer shall be responsible for locating, removing and relocating utilities, both aerial and underground, if required for the performance of the work and coordinate removal/relocation work provided by private utilities such as electrical power and telecommunication infrastructure. This shall also include the coordination of safety and protection associated with all aerial and underground facilities related to the work.
- H. Proposer shall be responsible for all costs associated with traffic control and maintenance during the Project.

- I. Proposer shall work with the District to identify an acceptable staging area or areas but will be required to control and protect such area(s) with fencing and other means.
- J. Proposer shall provide turbidity barriers throughout the Project as required to ensure compliance with all NPDES and other legal requirements.
- K. Any estimate of quantities of work to be done and materials to be furnished to the successful Contractor is for illustrative purposes only. The District and/or its designee do not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities or of the character, location of the work or other conditions pertaining thereto. Proposer shall be solely responsible for computing quantities for the preparation of its Proposal and the execution of the work.
- L. All necessary construction-staking survey work must be provided by Proposer. This shall include all stake out and record plan drawing surveys.
- M. All materials and services provided for by Proposer shall be performed in strict compliance with all applicable governmental regulations, permits required, 2010 American with Disabilities Act (“**ADA**”) Accessibility Guidelines, and local, state and federal laws.

Permits

19. PERMITS. Upon award of the contract, Proposer shall obtain and pay for all construction permits and licenses required except for Pasco County Site Development permit, SWFWMD ERP, Pasco County & FDEP Utility Permits and FDOT permit. The District shall assist Proposer, when necessary, in obtaining such permits and licenses. Proposer shall pay all governmental charges and inspection fees necessary for the prosecution of the work which are applicable at the time of the submission of Proposal (or when contractor becomes bound under a negotiated contract).

Direct Purchasing

20. OWNER DIRECT PURCHASES. The District reserves the right to require the selected Proposer to allow the District to enter into all agreements with material suppliers directly with the District. This saves the amount of the sales tax when the District purchases material/equipment required for a construction project directly from the manufacturer/supplier (material/equipment cost only), and simultaneously decreases the amount of the contract for the cost of the materials/equipment, plus the sales tax. The contract cost reduction is accomplished through the construction change order process. Each Proposer, in its subcontract agreements, shall ensure that such agreements are assignable for the purposes of direct purchasing by the District. Proposer’s warranties and performance bonds shall extend to cover

all direct purchased materials, as though Proposer had selected and purchased the materials itself. Direct Purchases shall be coordinated with Proposer, and the Proposer shall agree beforehand on all direct purchase types and quantities. There will be no additional compensation (such as mark-ups) to the contractor for direct purchase items.

Contract Award & Protests

21. EVALUATION OF PROPOSALS. Each Proposal shall be separately ranked based on the evaluation of the Proposal, any information obtained through reference checks, and any information generally known to the District, and according to the Evaluation Criteria contained within the Project Manual. The District's Board of Supervisors ("**Board**") intends to evaluate the Proposals, with advice from the District Engineer. The District's Board shall review and evaluate the Proposals in their individual discretion, and make a recommendation to the Board, which shall make any final determination with respect to the ranking of the Proposals, and final award of a contract that is in the best interests of the District. Chapter 112, *Florida Statutes* will govern any voting conflicts of interest, and as such a voting conflict of interest may arise solely where there is a personal financial interest relating to the contract award. The Proposal selected by the District shall be reasonably satisfactory to Pasco County and/or FDOT, as required.

22. DISTRICT'S RIGHT TO TAKE ACTIONS IN ITS BEST INTERESTS. The District reserves the right to reject any and all Proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the Project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so. Subsequent to the award of the contract, the District, in its sole and absolute discretion, may direct that the Project be delivered in multiple phases rather than all at once or not at all. Such direction may be specified in one or multiple Notices to Proceed, which Notices to Proceed may include, in the District's sole and absolute discretion, any portion of the Project, with no adjustment to unit prices or overhead costs regardless of the portions selected or timing of such notices. Moreover, any portion of the Project that the District does not direct for delivery in one or more Notices to Proceed may be, in the District's sole discretion, removed from the scope of the Project and contractor shall have no recourse or claim whatsoever for damages against the District for such removal.

23. CONTRACT AWARD. Within seven (7) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute the form of agreement included in the Project Manual. Any extension of this period shall be at the District's sole discretion. Any work provided and any cost incurred by the Proposer prior to receiving the Notice of Award, executed contracts, and the Notice to Proceed will be at the Proposer's risk unless specifically agreed to in writing by the District.

24. PAYMENT & PERFORMANCE BONDS.

A. **Payment and Performance Bonds.** At the time the contracts are executed, the Proposer will be required to furnish payment and performance bonds in favor of the

District and Pasco County as dual-obligees for one hundred twenty-five percent (125%) of the amount of the authorized work, with a bank, surety, or other financial institution acceptable to the District and Pasco County in their sole discretion, which is authorized to do business in the State of Florida, and which has an "A" policyholders rating and a financial rating of at least Class VII in accordance with the most current Best's Key Rating Guide, and in accordance with Section 255.05, *Florida Statutes*. Proposer will also be required to execute the Dual Obligee Rider.

- B. **Maintenance Guarantee.** As part of the Proposal, Proposer shall provide evidence showing that Proposer is able to furnish bonds in the amount of 125% of the Proposer's total contract price. Further, as is required by the applicable Economic Development Agreement, upon completion of the Work (as defined in the Contract Documents) and final acceptance by Pasco County and/or FDOT, as applicable, in accordance with the Pasco County Engineering Inspections Division certification as required, the Contractor shall guarantee that the Pasco County improvements included in the Project specified herein and all work performed thereon is free from defects in workmanship or materials for a maintenance period of three years ("**Maintenance Period**") and include Pasco County land development code provisions in its joint obligee rider to the County. Accordingly, Contractor shall provide a maintenance guarantee valid for such Maintenance Period, and the monetary amount that shall be available to the District and the Pasco County Board of County Commissioners under the terms of such guarantee shall equal fifteen percent (15%) of the cost of the Pasco County (but not FDOT) improvements included in this Project ("**Maintenance Guarantee**"). The Maintenance Period shall commence on the date of acknowledgement of completion and acceptance of the Maintenance Guarantee in accordance with the procedures required by Pasco County and in accordance with the Economic Development Agreement.

25. INDEMNIFICATION. To the fullest extent permitted by law, Proposer shall indemnify, hold harmless, and defend the District, Pasco County, FDOT, PTC Boyette, LLC, Double Branch Dev, Inc. and their respective members, parents, partners, Board members, subsidiaries, affiliates, officers, directors, supervisors, staff, lawyers, managers, engineers, consultants, employees, representatives, contractors, subcontractors, agents, successors and assigns of each and any of all of the foregoing entities and individuals (together, "**Indemnitees**") from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, relating to the Proposal and/or this RFP and solely to the extent directly caused by the proven negligence, recklessness, or intentionally wrongful misconduct of the Proposer or those acting on Proposer's behalf. In the event that any indemnification, defense or hold harmless provision of this Project Manual is determined to be unenforceable, the provision shall be reformed to give the provision the maximum effect allowed by Florida law and for the benefit of the Indemnitees. Additional indemnification, defense, and hold harmless obligations are as set forth in the forms of contract.

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

27. PUBLIC RECORDS. The District is a governmental entity, and, accordingly, the Proposals will be publicly opened as stated above. Additionally, it is likely that the Proposals are or will become public record at some point in the procurement process. That said, Florida law does recognize certain exceptions from the public records laws. For example, financial statements submitted as part of a Proposal to a Proposal for a public works project may be exempt from disclosure. See s. 119.071(c), Fla. Stat. In the event that the Proposer believes that any particular portion of the Proposer's Proposal is exempt from disclosure, the Proposer shall mark the exempt pages as "CONFIDENTIAL – EXEMPT FROM DISCLOSURE." In the event that the District receives a public records request relating to such records, the District will notify the Proposer. In the event that the District reasonably and in good faith believes that the Proposer's information is not confidential or exempt under Florida law, the District may provide the information in Proposal to the request and will not be responsible for any liability, claims, damages or losses arising from such disclosure. In the event that a claim of any kind is filed challenging the confidentiality of the Proposer's information, the Proposer shall indemnify, defend and hold harmless the Indemnitees from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, relating to the claim.

28. MANDATORY AND PERMISSIVE REQUIREMENTS. The only mandatory requirements contained within the Project Manual are that: (i) an interested firm must hold all required local, state and federal licenses in good standing, and (ii) be authorized to do business in the Pasco County and the State of Florida. All of the requirements or provisions set forth in the Project Manual shall be deemed "permissive," in that a Proposer's failure to meet any requirement described in mandatory terms such as "shall," "will," "mandatory," or similar language does not automatically disqualify the Proposer's Proposal, but instead may be taken into account in the evaluation and scoring of the Proposal.

29. PROTESTS. Any protest regarding the Project Manual, including but not limited to, the evaluation criteria and process, specifications or other requirements contained in the Project Manual, must be filed in writing at the District Engineer's Office and with District Counsel, by no later than **72 hours after receipt of this Project Manual**. District Counsel's office is located at c/o Kilinski | Van Wyk PLLC, 517 E. College Avenue, Tallahassee, Florida 32301. 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 after the initial notice of protest was filed. Failure to timely file a notice of protest, failure to timely file a formal written protest, or failure to timely post a protest bond, shall constitute a waiver of any right to object or protest with respect to any matter relating to the Project Manual.

Any person who files a notice of protest regarding the Project Manual, or regarding any ranking or intended award by the District, or any other matter, shall post a protest bond in a form acceptable to the District and in the amount of ONE HUNDRED FIFTY THOUSAND DOLLARS

(\$150,000). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor. REGARDLESS OF WHETHER A PROTEST OF ANY KIND IS FILED, AND IN ORDER TO AVOID AN IMMEDIATE DANGER TO THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE COMMUNITY, AND/OR ADVERSE FINANCIAL CONSEQUENCES TO THE DISTRICT AND THE PROJECTS, THE PROPOSER AGREES THAT THE DISTRICT MAY PROCEED WITH THE PROJECT PURSUANT TO A CONTRACT WITH THE PROPOSER SELECTED BY THE DISTRICT.

Special Considerations

30. SCHEDULE; LIQUIDATED DAMAGES. The Contractor shall submit a proposed schedule for the Project and shall be subject to liquidated damages as provided in the forms of contract.

31. ASSIGNMENT OF RIGHTS. Pursuant to the forms of contract and the Development Agreements, the District will own all rights to any intellectual property or other work completed as part of the Project, and all rights of the District to such property as well as all of the District's rights under the forms of contract – including warranties, bonds, insurance, indemnification, etc. – shall be freely assignable by the District and to the County and the landowner/developer as may be applicable.

32. E-VERIFY. The successful Contractor must comply with and perform all applicable provisions of Section 448.095, Florida Statutes. Accordingly, to the extent required by Florida Statute, the Contractor must register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, Florida Statutes, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, Florida Statutes. By entering into the Agreement, the Contractor will represent that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), Florida Statutes, within the year immediately preceding the date of the Agreement.

COMPOSITE EXHIBIT A (CONTINUED)
EVALUATION CRITERIA

PTC COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS
PASCO TOWN CENTER DOUBLE BRANCH PARKWAY NORTH PROJECT
PART I. GENERAL INFORMATION – (C) EVALUATION CRITERIA

1. PRELIMINARY REQUIREMENTS (Pass / Fail)

An interested firm must hold all required local, state and federal licenses in good standing, and be authorized to do business in Pasco County and the State of Florida. An interested firm must demonstrate a minimum of \$5 million in bonding capacity and have successfully completed at least five similar public infrastructure projects in the last three years exceeding two million dollars each, with at least two projects in Florida.

2. EXPERIENCE (20 Points Possible)

This category addresses past & current record and experience of the Proposer (and/or subcontractors and suppliers) in similar projects; past performance in any other contracts; claims history; etc.

3. PERSONNEL & EQUIPMENT (15 Points Possible)

This category addresses the following criteria: skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the Project; proposed staffing levels; capability of performing the work; consider whether the firm is a Pasco County local business or proposes to utilize Pasco County local business(es) to perform the work; availability of equipment and personnel, etc.

4. FINANCIAL CAPACITY (10 Points Possible)

This category addresses whether the Proposer has demonstrated that it has the financial resources and stability as a business entity necessary to implement and execute the work. Also, this category includes an evaluation of the Proposer's insurance and warranties offered, above and beyond what is required under the contract documents. The Proposer should include proof of ability to provide insurance coverage as required by the District as well as audited financial statements, or other similar information.

5. PRICE (35 Points Possible)

This category addresses overall pricing for the construction work, as well as consideration of unit prices and the overall reasonableness of the pricing. This category will be a combination of the combined analyses of actual price and reasonableness.

6. SCHEDULE (20 Points Possible)

This category addresses the timeliness of the construction schedule, as well as the Proposer's ability to credibly complete the Project within the Proposer's schedule. Time is of the essence of this Project.

100 Total Points Possible

PTC

COMMUNITY DEVELOPMENT DISTRICT

**UNAUDITED
FINANCIAL
STATEMENTS**

**PTC
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JANUARY 31, 2026**

**PTC
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JANUARY 31, 2026**

	General Fund	Debt Service Fund Series 2023A	Debt Service Fund Series 2023B	Capital Projects Fund Series 2023A	Capital Projects Fund Series 2023B	Total Governmental Funds
ASSETS						
Cash	\$ 60,413	\$ -	\$ -	\$ -	\$ -	\$ 60,413
Investments						
Revenue	-	50,533	1,436	-	-	51,969
Reserve - encumbered	-	1,616,000	2,606,000	-	-	4,222,000
Reserve - available	-	843,977	1,211,369	-	-	2,055,346
Prepayment	-	47,751	83,669	-	-	131,420
Capitalized interest	-	88,407	559,921	-	-	648,328
Construction - available	-	-	-	4,152,441	1,353,251	5,505,692
Cost of issuance	-	9,926	18,825	-	-	28,751
Retainage	-	16	24	4,534	6,716	11,290
Undeposited funds	79,206	-	-	-	-	79,206
Due from capital projects fund 2023A	-	-	-	-	2,245,787	2,245,787
Due from capital projects fund 2023B	-	-	-	228,730	-	228,730
Utility deposit	59,504	-	-	-	-	59,504
Total assets	<u>\$ 199,123</u>	<u>\$ 2,656,610</u>	<u>\$ 4,481,244</u>	<u>\$ 4,385,705</u>	<u>\$ 3,605,754</u>	<u>\$ 15,328,436</u>
LIABILITIES AND FUND BALANCES						
Liabilities:						
Contracts payable	\$ -	\$ -	\$ -	\$ 404,722	\$ -	\$ 404,722
Retainage payable	-	-	-	244,865	322,095	566,960
Tax payable	153	-	-	-	-	153
Due to capital projects fund 2023A	-	-	-	-	228,730	228,730
Due to capital projects fund 2023B	-	-	-	2,245,787	-	2,245,787
Landowner advance	6,000	-	-	-	-	6,000
Total liabilities	<u>6,153</u>	<u>-</u>	<u>-</u>	<u>2,895,374</u>	<u>550,825</u>	<u>3,452,352</u>
DEFERRED INFLOWS OF RESOURCES						
Unearned revenue	79,206	-	-	-	-	79,206
Total deferred inflows of resources	<u>79,206</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>79,206</u>
Fund balances:						
Restricted for:						
Debt service	-	2,656,610	4,481,244	-	-	7,137,854
Capital projects	-	-	-	1,490,331	3,054,929	4,545,260
Unassigned	113,764	-	-	-	-	113,764
Total fund balances	<u>113,764</u>	<u>2,656,610</u>	<u>4,481,244</u>	<u>1,490,331</u>	<u>3,054,929</u>	<u>11,796,878</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 199,123</u>	<u>\$ 2,656,610</u>	<u>\$ 4,481,244</u>	<u>\$ 4,385,705</u>	<u>\$ 3,605,754</u>	<u>\$ 15,328,436</u>

**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JANUARY 31, 2026**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ -	\$ 30,185	0%
Assessment levy: off-roll	-	169,437	338,847	50%
Total revenues	<u>-</u>	<u>169,437</u>	<u>369,032</u>	
EXPENDITURES				
Professional & administrative				
Supervisors	1,077	3,014	6,459	47%
Management/admin/recording	4,000	16,000	48,000	33%
Legal	1,075	6,190	25,000	25%
Engineering	-	75	2,000	4%
Audit	-	-	5,000	0%
Arbitrage rebate calculation	-	-	500	0%
Dissemination agent	625	2,500	7,500	33%
Trustee - 1st series	-	-	5,500	0%
DSF accounting - 1st series	458	1,833	5,500	33%
Telephone	17	67	200	34%
Postage	-	18	500	4%
Printing & binding	42	167	500	33%
Legal advertising	254	254	1,700	15%
Annual special district fee	-	175	175	100%
Insurance	-	5,732	5,800	99%
Contingencies/bank charges	80	328	500	66%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	-	-	210	0%
Total professional & administrative	<u>7,628</u>	<u>36,353</u>	<u>115,749</u>	
Field Operations				
Management	-	-	4,500	0%
Landscape Maint.				
Maintenance contract	10,982	43,928	140,000	31%
Plant replacement	-	-	2,500	0%
Annuals	-	-	2,000	0%
Mulch	-	-	4,000	0%
Irrigation repairs	-	363	1,500	24%
Aquatic maintenance:				
Maintenance contract	1,700	6,800	28,000	24%
Lake/pond bank maintenance	-	-	6,000	0%
Wetland mitigation buffer maintenance	-	-	5,000	0%
Utility:				
Reclaimed domestic irrigation	300	901	7,800	12%
Electric service	1,315	3,944	4,200	94%
Street lights - collector roads	-	-	12,434	0%
Sidewalk repairs and maintenance	-	-	1,500	0%

**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JANUARY 31, 2026**

	Current Month	Year to Date	Budget	% of Budget
Street sign repair & replacement	-	-	1,200	0%
Telephone fax & internet	-	-	1,020	0%
Wildlife management services	-	-	2,500	0%
Dog waste station supplies & service	-	-	2,250	0%
Power washing	-	-	1,250	0%
Miscellaneous	300	300	25,000	1%
Total field operations	<u>14,597</u>	<u>56,236</u>	<u>252,654</u>	
Other fees & charges				
Property appraiser/tax collector	-	-	629	0%
Total other fees & charges	<u>-</u>	<u>-</u>	<u>629</u>	0%
Total expenditures	<u>22,225</u>	<u>92,589</u>	<u>369,032</u>	
 Excess/(deficiency) of revenues over/(under) expenditures	 (22,225)	 76,848	 -	
 Fund balances - beginning	 135,989	 36,916	 -	
Fund balances - ending	<u>\$ 113,764</u>	<u>\$ 113,764</u>	<u>\$ -</u>	

**PTC
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023A
FOR THE PERIOD ENDED JANUARY 31, 2026**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ -	\$ 319,644	0%
Assessment levy: off-roll	-	-	2,138,542	0%
Interest	8,368	36,703	-	N/A
Total revenues	<u>8,368</u>	<u>36,703</u>	<u>2,458,186</u>	
EXPENDITURES				
Debt service				
Principal	-	-	360,000	0%
Prepayment		30,000	-	N/A
Interest	-	1,048,775	2,097,550	50%
Tax collector	-	-	6,659	0%
Total debt service	<u>-</u>	<u>1,078,775</u>	<u>2,464,209</u>	
Excess/(deficiency) of revenues over/(under) expenditures	8,368	(1,042,072)	(6,023)	17302%
Fund balances - beginning	<u>2,648,242</u>	<u>3,698,682</u>	<u>3,748,764</u>	
Fund balances - ending	<u><u>\$2,656,610</u></u>	<u><u>\$ 2,656,610</u></u>	<u><u>\$ 3,742,741</u></u>	

**PTC
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023B
FOR THE PERIOD ENDED JANUARY 31, 2026**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: off-roll	\$ -	\$ -	\$ 2,874,052	0%
Assessment prepayments	-	67,718	-	N/A
Interest	14,016	70,148	-	N/A
Total revenues	<u>14,016</u>	<u>137,866</u>	<u>2,874,052</u>	
EXPENDITURES				
Debt service				
Prepayment	-	1,565,000	-	N/A
Interest	-	1,437,031	2,874,063	50%
Total debt service	<u>-</u>	<u>3,002,031</u>	<u>2,874,063</u>	
Excess/(deficiency) of revenues over/(under) expenditures	14,016	(2,864,165)	(11)	
Fund balances - beginning	4,467,228	7,345,409	5,903,387	
Fund balances - ending	<u>\$ 4,481,244</u>	<u>\$ 4,481,244</u>	<u>\$ 5,903,376</u>	

**PTC
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023A
FOR THE PERIOD ENDED JANUARY 31, 2026**

	Current Month	Year To Date
REVENUES		
Interest	\$ 11,238	\$ 47,213
Total revenues	11,238	47,213
EXPENDITURES		
Construction costs	(150,633)	647,098
Total expenditures	(150,633)	647,098
Excess/(deficiency) of revenues over/(under) expenditures	161,871	(599,885)
Fund balances - beginning	1,328,460	2,090,216
Fund balances - ending	\$ 1,490,331	\$ 1,490,331

**PTC
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023B
FOR THE PERIOD ENDED JANUARY 31, 2026**

	Current Month	Year To Date
REVENUES		
Interest	\$ 6,085	\$ 38,662
Total revenues	6,085	38,662
EXPENDITURES		
Construction costs	(198,142)	851,191
Total expenditures	(198,142)	851,191
Excess/(deficiency) of revenues over/(under) expenditures	204,227	(812,529)
Fund balances - beginning	2,850,702	3,867,458
Fund balances - ending	\$ 3,054,929	\$ 3,054,929

PTC

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the PTC Community Development District held a Regular Meeting on January 23, 2026 at 11:00 a.m., at 12724 Smith Road, Dade City, Florida 33525.

Present:

Michael Wolf	Chair
Thatcher Brown (via telephone)	Vice Chair
Chase Collier	Assistant Secretary
Kelly Sinn	Assistant Secretary
John McKay	Assistant Secretary

Also present:

Jordan Lansford	District Manager
Grace Rinaldi	District Counsel
Tommy Tito (via telephone)	District Engineer
Doug South	CH II Management, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Lansford called the meeting to order at 11:00 a.m. Supervisors Sinn, Wolf, Collier and McKay were present. Supervisor Brown attended via telephone.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consideration of Town Park Communities
FL, LLC Cost Share Agreement [Lot E
Townhomes]**

Mr. South stated that the CDD bid out Double Branch Parkway, which uses the same set of plans as the Lot E Townhomes. By the Engineer of Record combining the final submittal to Pasco County for final approvals, Double Branch Parkway will cost approximately half the cost of a single submission; the Lot E Townhomes will share approximately 50% of the cost.

Ms. Rinaldi stated that the Cost Share Agreement breaks down that the private improvements that property owners will pay their proportionate share for the CEI services to the CDD, and the CDD will remit payment to the Engineer.

42 **On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, the**
43 **Town Park Communities FL, LLC Cost Share Agreement for the Lot E**
44 **Townhomes, was approved.**

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47 **FOURTH ORDER OF BUSINESS**

Consideration of Withlacoochee River
Electric Cooperative, Inc. Easement [Tract
W1]

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51 Mr. South stated that Tract W1 is part of the Phase 1 Plat of Pasco Town Center. Tract
52 W1 is a conservation easement that was a conservation easement with the Southwest Florida
53 Water Management District (SWFWMD) before the CDD acquired the property.

54 Mr. South discussed the efforts of the Withlacoochee River Electric Cooperative, Inc.
55 (WREC) to get their power lines on the south side of State Road 52 west of I-75, over I-75 onto
56 the corner lot, and to the substation on CDD property. WREC has been working with the Florida
57 Department of Transportation (FDOT) for nearly two years, and, as approval was not granted,
58 the WREC is working with the SWFWMD to vacate a 60' wide strip of the Pasco Town Center
59 property conservation easement immediately adjacent to I-75, at their cost. The matter will be
60 considered by the SFWMD Board in February; this easement is needed for approval.

61 Ms. Rinaldi asked if any feedback was received regarding her revisions to the easement.
62 Mr. South stated that he sent them but received no reply. He will submit the easement today. It
63 was noted that further revisions can be made if necessary with Board approval.

64 **On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, the**
65 **Withlacoochee River Electric Cooperative, Inc. Easement for Tract W1, in**
66 **substantial form, was approved.**

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69 **FIFTH ORDER OF BUSINESS**

Consideration of Bill of Sale [Pasco Town
Center McKendree Road 1st Extension]

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72 Mr. South stated that McKendree Road should be open soon, as the light is active. New
73 water mains, reclaim mains and force mains were installed as part of the McKendree Road 1st
74 Extension, and a Bill of Sale is needed as part of the dedication to the County. The CDD
75 contracted for the work, but the Developer must provide the Bill of Sale. A Bill of Sale will be
76 given from the Developer to the CDD, and the CDD will give a Bill of Sale to Pasco County, as has
77 been done with Phases 1A and 1B; McKendree Road is Phase 1C.

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On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the Bill of Sale for the Pasco Town Center McKendree Road 1st Extension, was approved.

SIXTH ORDER OF BUSINESS

Discussion: Burgess Civil, LLC Construction Contract [Double Branch Parkway]

Ms. Rinaldi presented the Burgess Civil, LLC Construction Contract for Double Branch Parkway, which was included in the Project Manual.

Discussion ensued regarding the Acknowledgment, which is currently included under Ratification Items, but has not yet been executed, despite being sent several times.

Mr. South stated that the executed contract, the recorded bonds and insurance are needed in order for him to issue a Notice of Commencement (NOC).

Staff will continue working to obtain the necessary signatures.

On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the Burgess Civil, LLC Construction Contract for Double Branch Parkway, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2026-04, Ratifying the Actions of the District Manager in Redesignating the Date, Time, And Location for Landowners’ Meeting; Providing for Publication, Providing for an Effective Date

Ms. Lansford presented Resolution 2026-04.

On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, Resolution 2026-04, Ratifying the Actions of the District Manager in Redesignating the Date, Time, And Location for a Landowners’ Meeting to November 3, 2026 at 10:30 a.m., at the Hampton Inn & Suites by Hilton – Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544,; Providing for Publication, Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Discussion/Consideration/Ratification: Performance Measures/Standards & Annual Reporting Form

A. October 1, 2024 - September 30, 2025 [Posted]

119 Mr. South stated that, as Mr. Brown observed, a statement that the CDD had not
120 acquired any land was correct when it was signed; however, the CDD acquired land during
121 Fiscal Year 2025, and the Plat was recorded during Fiscal Year 2025. The consensus was to make
122 the change to the Report, and resubmit it.

123 **On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, the**
124 **2025 Goals and Objectives Reporting, as amended, was ratified.**

125
126 **B. October 1, 2025 - September 30, 2026**

127 **On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the**
128 **Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and**
129 **Standards, were approved.**

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132 **NINTH ORDER OF BUSINESS**

Ratification Items

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134 The Board and Staff discussed and considered the following items:

135 **A. Mortensen Engineering, Inc. Work Authorization Number 13 [Double Branch Parkway]**

136 Mr. South stated this item is related to construction materials, testing and geotechnical
137 work; Mortensen is the CDD’s geotechnical engineer engaged via the Request for Proposals
138 (RFP) process several years ago.

139 **B. Clearview Land Design, P.L. Work Authorization 4 [Double Branch Parkway 1st**
140 **Extension]**

141 Mr. South stated this item is related to the Design Engineer’s Construction Engineering
142 Inspection, which is required with the geotechnical testing. Work Authorization 4 is subject to a
143 Cost Share Agreement with Town Park Communities for the private work.

144 **C. Acquisition of Phase 1 Work Product and Improvements**

145 **D. Burgess Civil, LLC Acknowledgement [Revised Rider]**

146 Ms. Lansford stated that this item will be re-sent via DocuSign.

147 **E. Ripa & Associates, LLC Change Order No. 4 [McKendree Road First Extension]**

148 **F. Withlacoochee River Electric Cooperative, Inc. Street/Outdoor Lighting Agreement**
149 **(New Lighting) and Invoice**

150 Discussion ensued regarding Section 3b, related to the timeframes for repairs.

151 **On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor,**
152 **Ratification Items 9A through 9F, as listed, were ratified.**

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TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2025

On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the Unaudited Financial Statements as of December 31, 2025, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of Minutes

- A. November 18, 2025 Special Public Meeting**
- B. November 21, 2025 Special Meeting**

On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the November 18, 2025 Special Public Meeting Minutes and the November 21, 2025 Special Meeting Minutes, both as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kilinski | Van Wyk PLLC**
- B. District Engineer: Clearview Land Design, P.L.**
There were no District Counsel or District Engineer reports.
- C. District Manager: Wrathell, Hunt and Associates, LLC**
 - NEXT MEETING DATE: February 27, 2026 at 5:00 PM**
 - QUORUM CHECK**

The next meeting will be held on February 27, 2026, unless cancelled.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the meeting adjourned at 11:19 a.m.

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Secretary/Assistant Secretary

Chair/Vice Chair

PTC

COMMUNITY DEVELOPMENT DISTRICT

**STAFF
REPORTS**

PTC COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE

LOCATION

12724 Smith Road, Dade City, Florida 33525

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 3, 2025	Special Meeting	11:00 AM
October 24, 2025 CANCELED	Regular Meeting	11:00 AM
November 21, 2025	Special Meeting	11:00 AM
November 28, 2025 CANCELED	Regular Meeting	5:00 PM
December 26, 2025 CANCELED	Regular Meeting	5:00 PM
January 23, 2026	Regular Meeting	11:00 AM
February 27, 2026 CANCELED	Regular Meeting	11:00 AM
March 5, 2026	Special Meeting	11:00 AM
March 27, 2026	Regular Meeting	11:00 AM
April 24, 2026	Regular Meeting	11:00 AM
May 22, 2026	Regular Meeting	11:00 AM
June 26, 2026	Regular Meeting	5:00 PM
July 24, 2026	Regular Meeting	5:00 PM
August 28, 2026	Regular Meeting	11:00 AM
September 25, 2026	Regular Meeting	11:00 AM

All meetings of the District's Board of Supervisors, which shall include a minimum of four (4) times per year during evening hours, must be open to the public and governed by the Government-in-the-Sunshine requirements of Chapter 286, Florida Statutes.

**PTC Community Development District
Performance Measures/Standards & Annual Reporting Form
October 1, 2025 – September 30, 2026**

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold regular Board of Supervisor meetings to conduct CDD-related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two board meetings were held during the Fiscal Year or more as may be necessary or required by local ordinance and establishment requirements.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), *Florida Statutes*, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute by at least two methods (i.e., newspaper, CDD website, electronic communications, annual meeting schedule).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

2. Infrastructure and Facilities Maintenance

Goal 2.1: Engineer or Field Management Site Inspections

Objective: Engineer or Field Manager will conduct inspections to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field Manager and/or District Engineer visits were successfully completed per agreement as evidenced by Field Manager and/or District Engineer's reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within the applicable services agreement

Achieved: Yes No Not Applicable

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by District Engineer's report related to district's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the Fiscal Year by the District's Engineer.

Achieved: Yes No Not Applicable

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and adopt the final budget by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: current fiscal year budget with any amendments, most recent financials within the latest agenda package; and annual audit via link to Florida Auditor General website.

Measurement: Previous years' budgets, financials and annual audit, are accessible to the public as evidenced by corresponding documents and link on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent link to annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and transmit to the State of Florida and publish corresponding link to Florida Auditor General Website on the CDD website for public inspection.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is transmitted to the State of Florida and available on the Florida Auditor General Website, for which a corresponding link is published on the CDD website.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were transmitted to the State of Florida and corresponding link to Florida Auditor General Website is published on CDD website.

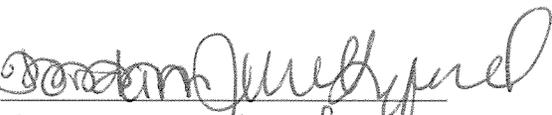
Achieved: Yes No

Chair/Vice Chair: 

Date: 1/23/2024

Print Name: Michael Wolf

PTC Community Development District

District Manager: 

Date: 1/23/2024

Print Name: Jordan Canfield

PTC Community Development District