

**FLORIDA GREEN
FINANCE AUTHORITY**

**REGULAR BOARD MEETING
SEPTEMBER 7, 2023
2:00 P.M.**

AGENDA
FLORIDA GREEN FINANCE AUTHORITY
Town of Lantana
500 Greynolds Circle
Lantana, FL 33462
1-877-873-8017
Access #9758310
REGULAR BOARD MEETING &
PUBLIC HEARING
September 7, 2023
2:00 p.m.

- A. Call to Order
- B. Proof of PublicationPage 1
- C. Establish Quorum
- D. Consider Resolution No. 2023-06 – Reorganizing the Board Page 2
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
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 - b. Commercial
- I. Public Hearing
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 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
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- J. Old Business
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- N. Adjourn

Publication Date
2023-08-18

Subcategory
Miscellaneous Notices

Notice of Public Hearing
and Regular Board Meeting of the
Florida Green Finance Authority

NOTICE IS HEREBY GIVEN that the Board of Supervisors (Board) of the Florida Green Finance Authority (Authority) will hold a Public Hearing & Regular Board Meeting on September 7, 2023, at 2:00 P.M. (EST) at the Town of Lantana located at 500 Greynolds Circle, Lantana, Florida 33462.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the Florida Green Finance Authority. A copy of the Budget and/or the Agenda may be obtained from the Authority's website or at the offices of the Authority Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Meetings may be continued as found necessary to a time and place specified on the record.

Such meeting will involve the use of Communications Media Technology. Members of the public may attend and participate in the meeting from the Actual Meeting Location, as well as Remote Meeting Locations. Said locations where members of the public may attend and participate are as follows:

Palm Beach County, FL: Town of Lantana (Actual Meeting Location)

500 Greynolds Circle

Lantana, FL 33462

Sarasota County, FL: City of North Port City Hall (Remote Meeting Location)

4970 City Hall Boulevard, Room 244

North Port, FL 34286

Escambia County, FL: Whibbs Conference Room (Remote Meeting Location)

City of Pensacola

City Hall, 1st Floor

222 West Main Street

Pensacola, FL 32502

(2:00 P.M. Eastern/1:00 P.M. Central)

If any person decides to appeal any decision made with respect to any matter considered at this meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at this meeting should contact the Authority Manager at 561-630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the meeting.

Meetings may be cancelled from time to time without advertised notice.

FLORIDA GREEN FINANCE AUTHORITY

www.flgfa.org

8/18/23 8/25/23 9162759



Amity R. Barnard, Esq.

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City, County and Local Government Law
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September 7, 2023

AGENDA ITEM SUMMARY

To: Supervisors Metcalf, Dritz, Messam, Robau and Gallinaro
Cc: Todd Wodraska, Secretary
From: Amity Barnard, General Counsel

RE: Resolution of the Board of Supervisors of the Florida Green Finance Authority, Reorganizing the Board of Supervisors to Appoint the Chair and Vice Chair for the Fiscal Year 2023-2024 and Continuing the Delegation of the Roles of Secretary and Treasurer to Staff; Providing an Effective Date, and for Other Purposes

The following describes the above-referenced agenda item:

The Board is asked to consider a Resolution regarding the reorganization of the Board of Supervisors. This resolution provides for the appointment of the Chair and Vice Chair for Fiscal Year 2023-2024 pursuant to the Second Amended and Restated Interlocal Agreement. It further provides for the continued delegation of the officer roles of Secretary and Treasurer to Todd Wodraska, Special District Services, Inc., or his designee.

This is not a budgetary item and there is no fiscal impact for authorizing this resolution.

General Counsel recommends that the Board pass the above-referenced resolution.

RESOLUTION NO. 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FLORIDA GREEN FINANCE AUTHORITY, REORGANIZING THE BOARD OF SUPERVISORS TO APPOINT THE CHAIR AND VICE CHAIR FOR FISCAL YEAR 2023-2024 AND CONTINUING THE DELEGATION OF THE ROLES OF SECRETARY AND TREASURER TO STAFF; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

WHEREAS, the original Interlocal Agreement Between the Florida Green Finance Authority, The Town of Lantana and the Town of Mangonia Park established that the Town Manager of Lantana, or designee, shall serve as the Chair of the Authority Board for the initial four (4) year term and that a representative of Mangonia Park shall serve as the Vice Chair of the Authority Board for the initial four (4) year term; and

WHEREAS, the Second Amended and Restated Interlocal Agreement Forming the Florida Green Finance Authority (“ILA”) states that the Authority shall be governed by a seven (7) member Board of Directors; and

WHEREAS, the Authority Board reached its full seven (7) member capacity for the first time since inception in April 2018; and

WHEREAS, the ILA requires that the Board of Supervisors (“Board”) be governed by a Chair, a Vice Chair, a Secretary and a Treasurer; and

WHEREAS, the ILA provides that the Secretary and Treasurer officer roles may be delegated to a member of Staff; and

WHEREAS, the ILA requires that the Chair and Vice-Chair be elected from the current Board membership for a term of one (1) year to commence on October 1st of each year; and

WHEREAS, the ILA requires that the Board reorganize no later than September 30th of each year for the subsequent fiscal year; and

WHEREAS, the Board desires to make the following appointments in accordance with the ILA.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FLORIDA GREEN FINANCE AUTHORITY AS FOLLOWS:

SECTION 1. The Board of Supervisors of the Florida Green Finance Authority hereby appoints _____ as Chair of the Board of Supervisors, effective October 1, 2023. This appointment shall remain valid for one (1) year.

SECTION 2. The Board of Supervisors of the Florida Green Finance Authority hereby appoints _____ as Vice Chair of the Board of Supervisors, effective October 1, 2023. This appointment shall remain valid for one (1) year.

SECTION 3. The Board of Supervisors of the Florida Green Finance Authority hereby continues the delegation of the officer roles of Secretary and Treasurer to Todd Wodraska, Special District Services, Inc., or his designee. This delegation shall remain valid for one (1) year.

SECTION 4. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 7th day of September, 2023.

FLORIDA GREEN FINANCE AUTHORITY

By: _____
Authority Chairman

ATTEST:

Todd Wodraska, Authority Secretary

Approved as to form and legal sufficiency

Amity R. Barnard, Authority General Counsel

**MINUTES
 FLORIDA GREEN FINANCE AUTHORITY
 REGULAR BOARD MEETING
 JUNE 8, 2023**

A. Call to Order

District Manager Andrew Karmeris called the June 8, 2023, Regular Board Meeting of the Florida Green Finance Authority to order at 2:04 p.m. at the Mangonia Park Municipal Center, 1755 East Tiffany Drive, Mangonia Park, Florida 33407.

B. Proof of Publication

Proof of publication was presented showing that notice of the Regular Board Meeting had been published in the *Palm Beach Post and Sarasota Herald Tribune* on June 1, 2023, as legally required.

C. Establish Quorum

A quorum was established with the following Supervisors present:

Supervisor	Jurisdiction	
Chairman Ken Metcalf	Town of Mangonia Park	Present
Vice Chair Nicole Dritz	Town of Lantana	Present
Wayne Messam	Town of Miramar	Present
Nancy Gallinaro	City of North Port	Present (via telephone)

Others present at the meeting included:

Staff Member	Company/Agency
Andrew Karmeris	Special District Services
Mitty Barnard	Davis & Associates, P.A.
Bill Capko	Lewis, Longman & Walker (via telephone)
Chelsey Olsen	Renew Financial (via telephone)

D. Consider Resolution No. 2023-03 – Reorganizing the Board

Mr. Karmeris introduced Resolution 2023-03:

RESOLUTION NO. 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FLORIDA GREEN FINANCE AUTHORITY, REORGANIZING THE BOARD OF SUPERVISORS TO APPOINT THE CHAIR AND VICE CHAIR FOR FISCAL YEAR 2022/2023 AND CONTINUING THE DELEGATION OF THE ROLES OF SECRETARY AND TREASURER TO STAFF; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

Mr. Karmeris suggesting keeping the Board slate as is.

A **motion** made by Supervisor Messam, seconded by Vice Chair Dritz to approve Resolution No. 2023-03 – Adopting the Board slate as suggested.

The Board was polled:

Supervisor	Jurisdiction	Vote
Chairman Ken Metcalf	Town of Mangonia Park	Yes
Vice Chair Nicole Dritz	Town of Lantana	Yes
Wayne Messam	Town of Miramar	Yes
Nancy Gallinaro	City of North Port	Yes

The **motion** carried 4-0.

E. Additions or Deletions to Agenda

There were no additions or deletions to the agenda.

F. Comments from the Public for Items Not on the Agenda

There were no comments from the Public.

G. Approval of Minutes

a. March 2, 2023 Regular Board Meeting

There was a **motion** made by Vice Chair Dritz, seconded by Supervisor Messam, to approve the minutes of the March 2, 2023 Regular Board Meeting, as presented. The Board was polled:

Supervisor	Jurisdiction	Vote
Chairman Ken Metcalf	Town of Mangonia Park	Yes
Vice Chair Nicole Dritz	Town of Lantana	Yes
Wayne Messam	Town of Miramar	Yes
Nancy Gallinaro	City of North Port	Yes

The **motion** carried 4-0.

H. Status/Program Update – Information Report

a. Residential

Ms. Chelsey Olsen provided a program update by reviewing the materials in the agenda package. Ms. Olsen also provided an update on the marketing efforts and programs being implemented by Renew Financial. She also added some information regarding State and Federal legislation updates.

I. Old Business

There were no Old Business items to be addressed.

J. New Business

1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2021/2022 Amended Budget

Mr. Karmeris presented Resolution No. 2023-04

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FLORIDA GREEN FINANCE AUTHORITY AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

There was a **motion** made by Vice Chair Dritz, seconded by Supervisor Messam to approve Resolution No. 2023-04, as presented. The Board was polled:

Supervisor	Jurisdiction	Vote
Chairman Ken Metcalf	Town of Mangonia Park	Yes
Vice Chair Nicole Dritz	Town of Lantana	Yes
Wayne Messam	Town of Miramar	Yes
Nancy Gallinaro	City of North Port	Yes

The **motion** carried 4-0.

2. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Proposed Budget

Mr. Karmeris presented Resolution No. 2023-05

RESOLUTION NO. 2023-05

A RESOLUTION OF THE FLORIDA GREEN FINANCE AUTHORITY, ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND PROVIDING AN EFFECTIVE DATE.

There was a **motion** made by Vice Chair Dritz, seconded by Chairman Metcalf, to approve Resolution No. 2023-05 setting the Public Hearing for September 7th, 2023, as presented. The Board was polled:

Supervisor	Jurisdiction	Vote
Chairman Ken Metcalf	Town of Mangonia Park	Yes
Vicechair Nicole Dritz	Town of Lantana	Yes
Dave Robau	City of Pensacola	Yes
Nancy Gallinaro	City of North Port	Yes

The **motion** carried 4-0.

3. Discussion of Palm Beach County Litigation Re: Florida PACE Funding Agency and Direction on Amicus Curiae Brief

Ms. Barnard presented this item and explained to the Board what an Amicus Curiae Brief is and why it may be beneficial for the Florida Green Finance Authority. Ms. Barnard then fielded multiple questions from the Board who were very impressed with Ms. Barnard’s presentation.

J. Administrative Matters

There were no Administrative matters to discuss.

K. Board Member Comments

Supervisor Messam had questions about consumer complaints and when liens hit the property. Ms. Olsen explained the general process and clarified that all contractors sign a participation agreement.

L. Adjournment

The meeting was adjourned at 2:54 p.m. after a **motion** by Chairman Metcalf, and a second by Vice Chair Dritz. The **motion** carried 4-0.

Chairman/Vice Chair

Secretary/Asst. Secretary



INFORMATION REPORT

DATE: SEPTEMBER 7, 2023

FGFA PROGRAM: RENEWPACE – PROPERTY ASSESSED CLEAN ENERGY PROGRAM

PURPOSE:

- I. UPDATE ON RENEWPACE RESIDENTIAL PROGRAM
- II. UPDATE ON MARKETING EFFORTS
- III. UPDATE ON STATE AND FEDERAL LEGISLATION
- IV. UPDATE ON RPACE ENROLLED JURISDICTIONS
- V. UPDATE ON TAX COLLECTOR AGREEMENTS

BOARD MEMBERS:

CHAIR KEN METCALF, TOWN OF MANGONIA PARK
VICE CHAIR NICOLE DRITZ, TOWN OF LANTANA
DAVE ROBAU, CITY OF PENSACOLA
WAYNE MESSAM, CITY OF MIRAMAR
NANCY GALLINARO, CITY OF NORTH PORT

Background:

RenewPACE is a Program of the Florida Green Finance Authority (the “Authority”) designed to offer communities, property owners and capital providers a multitude of options for investing in community improvements that save both energy and money. The Authority Board of Supervisors (“Board”) is being asked to hear or consider several items for the RenewPACE residential program, as well as administrative items related to the management of the Authority:

Discussion:

- I. *UPDATE ON RENEWPACE RESIDENTIAL PROGRAM*

Program Application Statistics (as of 08/10/2023)

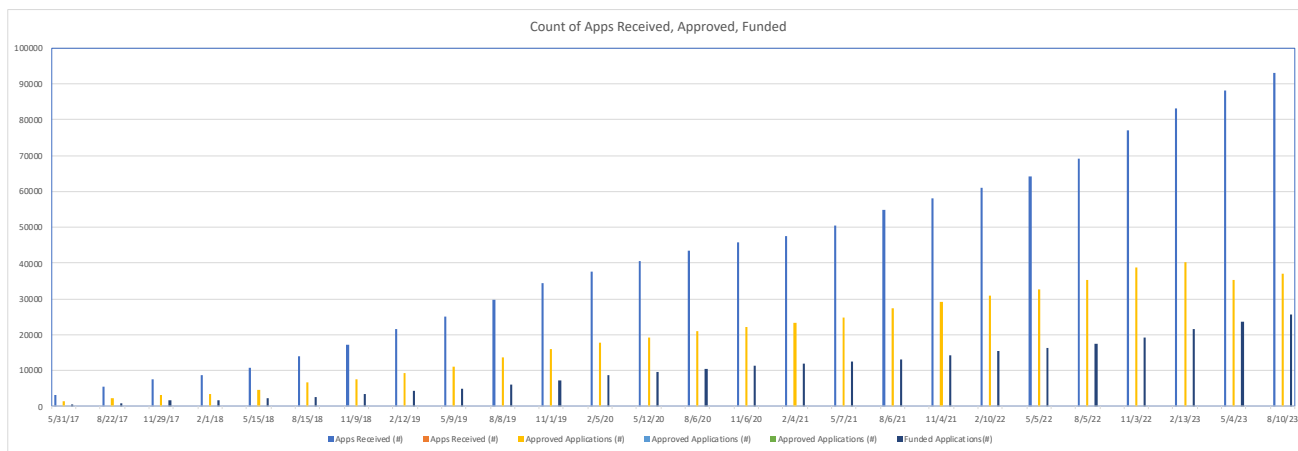
The program is contributing to the local goals of creating jobs and saving energy.

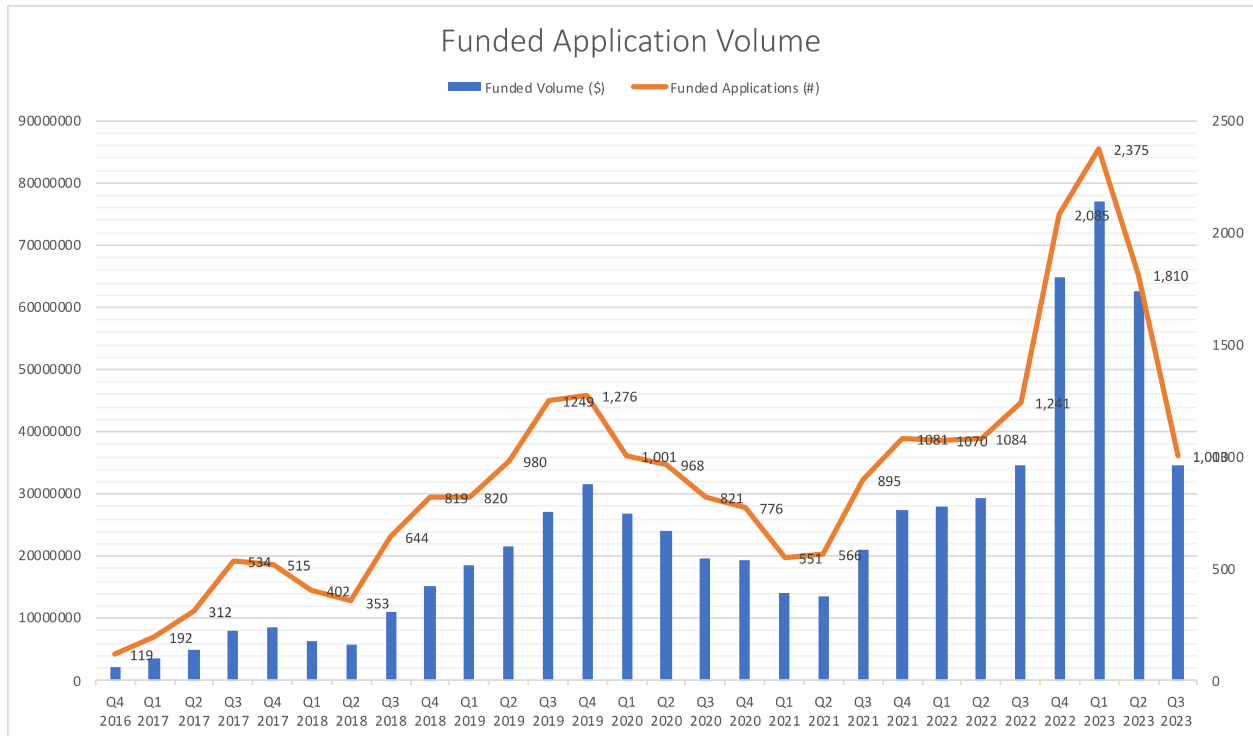
- Jobs created: 10,145
- Utility bill savings electricity (lifetime): \$ 201,446,979
- Utility bill savings natural gas (lifetime): \$17,595,404
- Lifetime energy generation & savings:
 - Renewable energy generated (kWh): 816,677,171
 - Energy saved (kWh): 191,616,432
 - Therms saved: 13,964,606
 - Green House Gas Reductions: 360,572 metric tons

Below is a summary of program application statistics.

As of 08/10/2023	11/3/2022	2/13/2023	05/04/2023	8/10/2023
# Applications	76,973	83,042	88,041	92,990
Total App Value	\$1,998,847,438	\$2,200,510,414	\$2,373,070,878	\$2,537,081,583
Average Assessment Value	\$23,126	\$23,767	\$24,717	25,857
Notice to Proceed (#/\$)*	31,373 / \$826,930,723	33,590 / \$903,820,787	35,225 / \$962,255,002	37,069 / \$1,022,624,072
Funded (#/\$)	19,133 / \$447,370,689	21,619 / \$527,311,924	23,699 / \$596,342,801	25,543 / \$661,677,480
# Active Contractors	605	687	734	782
# Counties Approved (RPACE)	25	25	25	24

*Inclusive of funded projects





*Q3 2023 up to 8/10/2023

As of 08/10/2023	# of Applications	Total Application Value	NTP # / \$*	Funded (#/\$)
Town of Mangonia Park	16	\$488,868	10 / \$347,777	7 / \$153,809
Town of Lantana	255	\$6,970,651	107 / \$2,842,981	76 / \$1,978,493
City of Pensacola	90	\$2,606,638	6 / \$154,709	1 / \$28,608
City of Miramar	2,590	\$81,024,275	1,086 / \$36,541,503	655 / \$20,552,745
City of North Port	634	\$13,645,741	267 / \$4,723,305	223 / \$3,770,660

*Inclusive of funded projects

Applications have been submitted for a range of products including air source heat pumps, insulation, duct replacement, water heaters, windows, wind-resistant shingles, storm windows, storm shutters, doors, central air conditioners, solar, and roofs.

Renewable Energy Project %	Energy Efficiency Project %	Safety & Resilience Project %
21%	15%	64%

Program Policy Updates

Per Resolution 2016-03 (Section 9), the Board authorized the Program Administrator to amend the Residential Handbook from time to time. Per Exhibit A of the Third-Party Administration Services Agreement Section I.3.a.iv, Renew Financial is responsible for maintaining “Program Application & Funding Request Forms”. The following is a brief summary of the updates. Renew Financial has

provided an opportunity for review of the policy details to the standard working group that includes Special District Services, legal counsels, and key partners prior to implementing any new policy.

- Removed Okeechobee County from the Participating Cities list.

Consumer Complaints

Renew Financial tracks consumer complaints. There are currently 44 unresolved complaints. Complaints are addressed through outreach to the property owner(s) and contractor (if applicable). Complaints were resolved in an average of 48 calendar days. Renew Financial makes every effort to address and resolve issues quickly. Delays in resolution may occur depending on availability of the parties and degree of the complaint. Resolution resulted in a variety of actions including, but not limited to, additional training of contractor, confirmation of key terms with property owner, withdraw of application at request of property owner, and refund of a portion of the cost to the property owner by the contractor.

Below is a brief summary of complaints (as of 08/10/2023):

- Number of complaints received and resolved since program launch in 2016: 1,053
- Complaint Rate: 4%
- Contractors involved in complaints: 895
- Most common categories of complaints: Workmanship; Delayed/Incomplete Projects

II. UPDATE ON MARKETING EFFORTS

Any updates will be provided at the Authority Board meeting.

III. UPDATE ON STATE AND FEDERAL LEGISLATION

Any updates will be provided at the Authority Board meeting.

IV. UPDATE ON ENROLLED JURISDICTIONS (see list on the following pages)

BROWARD

- Coconut Creek*
- Cooper City*
- Coral Springs*
- Dania Beach*
- Davie*
- Deerfield Beach*
- Fort Lauderdale
- Hallandale Beach*
- Hillsboro Beach*
- Hollywood*
- Lauderdale-by-the-Sea*
- Lauderdale Lakes*
- Lauderhill*
- Lazy Lake*
- Lighthouse Point*
- Margate
- Miramar
- North Lauderdale*
- Oakland Park*
- Parkland*
- Pembroke Park*
- Pembroke Pines
- Plantation*
- Pompano Beach
- Sea Ranch Lakes*
- Southwest Ranches*
- Sunrise*
- Tamarac*
- Weston*
- West Park*
- Wilton Manors*
- Unincorporated County*

CHARLOTTE (CPACE)

- Punta Gorda
- Unincorporated County

CITRUS

- Inverness*
- Crystal River*
- Unincorporated County

COLLIER

- Naples
- Unincorporated County (CPACE)

COLUMBIA

- Unincorporated County (CPACE)

DUVAL

- **Jacksonville (CPACE)**

ESCAMBIA

- Century (CPACE)
- Pensacola
- Unincorporated County (CPACE)

HIGHLANDS

- Sebring (CPACE)
- Lake Placid (CPACE)
- Avon Park (CPACE)
- Unincorporated County (CPACE)

INDIAN RIVER

- Fellsmere
- *Sebastian*
- Unincorporated County (CPACE)

JEFFERSON

- Monticello*
- Unincorporated County

LAKE

- **Eustis (CPACE)**
- Leesburg
- Mount Dora

LEE

- Bonita Springs
- Cape Coral
- Estero
- Fort Myers

LEVY

- Fanning Springs
- Williston
- Unincorporated County

MANATEE

- Bradenton*

PALM BEACH

- Atlantis*
- Belle Glade*
- Boca Raton*
- Boynton Beach
- Briny Breezes*
- Cloud Lake*
- Delray Beach
- Glen Ridge*
- Golf
- Greenacres*
- Gulfstream*
- Haverhill*
- Highland Beach*
- Hypoluxo*
- Juno Beach*
- Jupiter*
- Jupiter Inlet Colony*
- Lake Clarke Shores*
- Lake Park*
- Lake Worth
- Lantana
- Loxahatchee Groves*
- Manalapan*
- Mangonia Park
- North Palm Beach
- Ocean Ridge*
- Pahokee*
- Palm Beach*
- Palm Beach Gardens*
- Palm Beach Shores
- Palm Springs*
- Riviera Beach*
- Royal Palm Beach*
- South Bay*
- South Palm Beach*
- Tequesta
- Wellington*
- West Lake*
- West Palm Beach
- Unincorporated County

POLK

- Haines City
- Lake Wales

PASCO

- Port Richey
- Zephyrhills
- Unincorporated County

PINELLAS

- Gulfport (CPACE)

SARASOTA

- North Port*
- Sarasota*

- Bradenton Beach*
- Palmetto*
- Unincorporated County

MARION

- Unincorporated County

MARTIN

- Sewall's Point
- Stuart
- Unincorporated County

MIAMI-DADE

- Aventura
- Biscayne Park
- Coral Gables
- Cutler Bay
- Doral
- El Poral
- Hialeah
- Hialeah Gardens
- Homestead
- Key Biscayne
- Medley
- Miami
- Miami Beach
- Miami Gardens
- Miami Lakes
- Miami Shores Village
- Miami Springs
- North Bay Village
- North Miami
- North Miami Beach
- Opa-Locka
- Palmetto Bay
- Pinecrest
- Surfside
- Sweetwater
- Virginia Gardens
- West Miami
- Unincorporated County

MONROE

- Islamorada*
- Key Colony Beach*
- Key West*
- Layton*
- Marathon*
- Unincorporated County

NASSAU

- Fernandina Beach

- Venice*
- Unincorporated County

SEMINOLE

- Longwood
- Oviedo
- Sanford

ST. JOHNS

- Unincorporated County (CPACE)

SUWANNEE

- Branford
- Live Oak
- Unincorporated County

VOLUSIA

- Daytona Beach Shores
- Edgewater
- New Smyrna Beach
- Orange City
- Port Orange
- **Unincorporated County (CPACE)**

WALTON

- Unincorporated County (CPACE)

ORANGE

- Apopka
- Belle Isle
- Orlando
- Winter Garden (CPACE)
- Winter Haven (CPACE)
- Winter Park
- Unincorporated County (CPACE)

OSCEOLA

- Kissimmee*
- St. Cloud*
- Unincorporated County

¹ Those jurisdictions denoted with an asterisk became Parties to the Authority through the County's Interlocal Agreement.

² Please note that with regard to Sebastian that while it had signed onto the Original ILA, we are currently in extended discussions with this jurisdiction about signing onto to the updated Second Amended and Restated ILA. Until we finalize these discussions we have verbally agreed not to activate residential PACE in the jurisdiction until those discussions have concluded.

V. UPDATE ON TAX COLLECTOR AGREEMENTS

Uniform Collection Agreements are currently in place with the following county Tax Collector's offices: Alachua, Brevard, Broward, Charlotte, Citrus, Collier, Escambia, Hernando, Highlands, Hillsborough, Indian River, Lake, Lee, Levy, Manatee, Marion (re-executed), Martin, Miami-Dade, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Sarasota, Seminole, St. Johns, Suwannee, and Volusia. Duval County is currently being negotiated.

Publication Date
2023-08-18

Subcategory
Miscellaneous Notices

Notice of Public Hearing
and Regular Board Meeting of the
Florida Green Finance Authority

NOTICE IS HEREBY GIVEN that the Board of Supervisors (Board) of the Florida Green Finance Authority (Authority) will hold a Public Hearing & Regular Board Meeting on September 7, 2023, at 2:00 P.M. (EST) at the Town of Lantana located at 500 Greynolds Circle, Lantana, Florida 33462.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the Florida Green Finance Authority. A copy of the Budget and/or the Agenda may be obtained from the Authority's website or at the offices of the Authority Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Meetings may be continued as found necessary to a time and place specified on the record.

Such meeting will involve the use of Communications Media Technology. Members of the public may attend and participate in the meeting from the Actual Meeting Location, as well as Remote Meeting Locations. Said locations where members of the public may attend and participate are as follows:

Palm Beach County, FL: Town of Lantana (Actual Meeting Location)

500 Greynolds Circle

Lantana, FL 33462

Sarasota County, FL: City of North Port City Hall (Remote Meeting Location)

4970 City Hall Boulevard, Room 244

North Port, FL 34286

Escambia County, FL: Whibbs Conference Room (Remote Meeting Location)

City of Pensacola

City Hall, 1st Floor

222 West Main Street

Pensacola, FL 32502

(2:00 P.M. Eastern/1:00 P.M. Central)

If any person decides to appeal any decision made with respect to any matter considered at this meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at this meeting should contact the Authority Manager at 561-630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the meeting.

Meetings may be cancelled from time to time without advertised notice.

FLORIDA GREEN FINANCE AUTHORITY

www.flgfa.org

8/18/23 8/25/23 9162759

RESOLUTION NO. 2023-07

**A RESOLUTION OF THE FLORIDA GREEN FINANCE AUTHORITY
ADOPTING A FISCAL YEAR 2023/2024 BUDGET.**

WHEREAS, the Florida Green Finance Authority has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the Florida Green Finance Authority is now authorized to levy non-ad valorem assessments upon the properties within the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF THE FLORIDA GREEN FINANCE AUTHORITY THAT:**

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the Florida Green Finance Authority is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 7th day of September, 2023.

ATTEST:

FLORIDA GREEN FINANCE AUTHORITY

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Florida Green Finance Authority

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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FINAL BUDGET
FLORIDA GREEN FINANCE AUTHORITY
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024
(Combined Commercial and Residential)

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
Projected Carry Forward Surplus	100,000
O & M Funding Contributions	270,000
O & M Assessments (Commercial)	0
Loan Revenues (Residential)	18,540,000
Loan Revenues (Commercial)	0
Other Revenue - Commercial Closing Fees	10,000
Other Revenue - Administrator Cost Sharing	73,542
Interest Income	300
TOTAL REVENUES	\$ 18,993,842
VARIABLE EXPENDITURES	
Assessment Roll	201,670
Miscellaneous	10,000
TOTAL VARIABLE EXPENDITURES	\$ 211,670
FIXED EXPENDITURES	
Management	38,134
Legal	57,000
Audit Fees	15,000
Insurance	3,900
Legal Advertisements	9,000
New County Set-up Fee	1,000
Dues & Subscriptions	1,200
Trustee Fees	4,000
Website Management	2,000
Miscellaneous - postage, office supplies, etc.	1,500
Financial Advisory Fees	10,000
TOTAL FIXED EXPENDITURES	\$ 142,734
TOTAL EXPENDITURES	\$ 354,404
REVENUES LESS EXPENDITURES	\$ 18,639,438
Loan Payments (Residential)	(18,280,000)
Loan Payments (Commercial)	0
BALANCE	\$ 359,438
Fees (Residential)	(260,000)
Fees (Commercial)	0
Excess/ (Shortfall)	\$ 99,438
Program Reinvestment (Residential)	(100,000)
Program Reinvestment (Commercial)	(10,000)
Net Excess/ (Shortfall)	\$ (10,562)
Projected Fiscal Year-End Fund Balance	89,438

Approx. Participants As Of August 2023: 19,029

Approx. Additions For 2023/2024: 6,186

DETAILED FINAL BUDGET
FLORIDA GREEN FINANCE AUTHORITY
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024
(Combined Commercial and Residential)

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
Projected Carry Forward Surplus	0	100,000	100,000	
O & M Funding Contributions	147,907	211,864	270,000	FY 2022/2023 O&M Revenue As Of 5-31-23 Was \$192,126
O & M Assessments (Commercial)	265	0	0	BrandsMart Has Paid Off 2015-1 Bond
Loan Revenues (Residential)	19,681,088	18,000,000	18,540,000	Loan Revenues (Residential)
Loan Revenues (Commercial)	1,581,078	0	0	Loan Revenues (Commercial)
Other Revenue - Commercial Closing Fees	185,098	10,000	10,000	
Other Revenue - Administrator Cost Sharing	49,804	73,542	73,542	
Interest Income	58	300	300	Interest Estimated At \$25 Per Month
TOTAL REVENUES	\$ 21,645,298	\$ 18,395,706	\$ 18,993,842	
VARIABLE EXPENDITURES				
Assessment Roll	139,805	131,010	201,670	20,176 X \$10 - Based On Approximate Participants
Miscellaneous	84,941	9,516	10,000	Miscellaneous
TOTAL VARIABLE EXPENDITURES	\$ 224,746	\$ 140,526	\$ 211,670	
FIXED EXPENDITURES				
Management	36,000	37,080	38,134	CPI (Capping at 3%) Increase per Contract
Legal	36,059	57,000	57,000	No Change From 2022/2023 Budget
Audit Fees	13,000	15,000	15,000	No Change From 2022/2023 Budget
Insurance	3,424	3,900	3,900	Insurance Estimate
Legal Advertisements	4,413	12,000	9,000	\$3,000 Decrease From 2022/2023 Budget
New County Set-up Fee	6,000	3,000	1,000	Estimated At One New County
Dues & Subscriptions	800	1,200	1,200	No Change From 2022/2023 Budget
Trustee Fees	0	4,000	4,000	Decreased Due To 2015-1 Bond Payoff
Website Management	1,500	2,000	2,000	No Change From 2022/2023 Budget
Miscellaneous - postage, office supplies, etc.	1,585	0	1,500	
Financial Advisory Fees	0	10,000	10,000	Financial Advisory Fees
TOTAL FIXED EXPENDITURES	\$ 102,781	\$ 145,180	\$ 142,734	
TOTAL EXPENDITURES	\$ 327,527	\$ 285,706	\$ 354,404	
REVENUES LESS EXPENDITURES	\$ 21,317,771	\$ 18,110,000	\$ 18,639,438	
Loan Payments (Residential)	(19,372,978)	(17,750,000)	(18,280,000)	Loan Payments (Residential)
Loan Payments (Commercial)	(1,545,007)	0	0	Loan Payments (Commercial)
BALANCE	\$ 399,786	\$ 360,000	\$ 359,438	
Fees (Residential)	(263,288)	(250,000)	(260,000)	Fees (Residential)
Fees (Commercial)	(49,793)	0	0	Fees (Commercial)
Excess/ (Shortfall)	\$ 86,705	\$ 110,000	\$ 99,438	
Program Reinvestment (Residential)	0	(100,000)	(100,000)	Program Reinvestment (Residential)
Program Reinvestment (Commercial)	0	(10,000)	(10,000)	Program Reinvestment (Commercial)
Net Excess/ (Shortfall)	\$ 86,705	\$ -	\$ (10,562)	
Projected Fiscal Year-End Fund Balance	0	100,000	89,438	

Approx. Participants As Of August 2023: 19,029

Approx. Additions For 2023/2024: 6,186

FINAL BUDGET
FLORIDA GREEN FINANCE AUTHORITY
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024
(Commercial Only)

	FISCAL YEAR 2023/2024 COMMERCIAL BUDGET
REVENUES	
O & M Assessments (Commercial)	0
Bond/Loan Revenues (Commercial)	See Commercial Bond Page
Other Revenue - Commercial Closing Fees	10,000
Other Revenue - Administrator Cost Sharing	73,542
Other Revenue - Buy In	0
TOTAL REVENUES	\$ 83,542
VARIABLE EXPENDITURES	
Miscellaneous	1,000
TOTAL VARIABLE EXPENDITURES	\$ 1,000
FIXED EXPENDITURES	
Management	19,067
Legal	28,500
Audit Fees	7,500
Insurance	1,950
Legal Advertisements	4,500
New County Set-up Fee	500
Dues	600
Trustee Fees	2,000
Website Management	1,000
Miscellaneous - postage, office supplies, etc.	750
Financial Advisory Fees	5,000
TOTAL FIXED EXPENDITURES	\$ 71,367
TOTAL EXPENDITURES	\$ 72,367
REVENUES LESS EXPENDITURES	\$ 11,175
Bond/Loan Payments (Commercial)	0
BALANCE	\$ 11,175
Fees (Commercial)	0
Excess/ (Shortfall)	\$ 11,175
Program Reinvestment/Carryover Credit	(10,000)
Net Excess/ (Shortfall)	\$ 1,175
Projected Fiscal Year-End Fund Balance	\$ -

NOTE: A separate spreadsheet is kept to track provider specific carryover credit that can be applied to quarterly invoices.

FINAL BUDGET
FLORIDA GREEN FINANCE AUTHORITY
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024
(Residential Only)

	FISCAL YEAR 2023/2024 RESIDENTIAL BUDGET	
REVENUES		
Projected Carry Forward Surplus		100,000
O & M Funding Contributions		270,000
Loan Revenues (Residential)		18,540,000
Interest Income		300
TOTAL REVENUES	\$	18,910,300
VARIABLE EXPENDITURES		
Assessment Roll		201,670
Miscellaneous		9,000
TOTAL VARIABLE EXPENDITURES	\$	210,670
FIXED EXPENDITURES		
Management		19,067
Legal		28,500
Audit Fees		7,500
Insurance		1,950
Legal Advertisements		4,500
New County Set-up Fee		500
Dues		600
Trustee Fees		2,000
Website Management		1,000
Miscellaneous - postage, office supplies, etc.		750
Financial Advisory Fees		5,000
TOTAL FIXED EXPENDITURES	\$	71,367
TOTAL EXPENDITURES	\$	282,037
REVENUES LESS EXPENDITURES	\$	18,628,263
Loan Payments (Residential)		(18,280,000)
BALANCE	\$	348,263
Fees (Residential)		(260,000)
Excess/ (Shortfall)	\$	88,263
Program Reinvestment (Residential)		(100,000)
Net Excess/ (Shortfall)	\$	(11,737)
Projected Fiscal Year-End Fund Balance		88,263

Approx. Participants As Of August 2023: 19,029

Approx. Additions For 2023/2024: 6,186

**FLORIDA GREEN FINANCE AUTHORITY
PARTICIPANTS AS OF AUGUST 2023**

COUNTY	COMMENCING FISCAL YEAR 2019/2020	COMMENCING FISCAL YEAR 2020/2021	COMMENCING FISCAL YEAR 2021/2022	COMMENCING FISCAL YEAR 2022/2023	COMMENCING FISCAL YEAR 2023/2024	TOTAL*
Alachua	9	2	5	2	0	49
Brevard	118	91	88	280	256	834
Broward	767	1,139	660	1,020	2,147	6,728
Charlotte	58	104	74	87	11	375
Citrus	27	23	28	66	81	226
Collier	30	12	0	0	0	51
Escambia	0	0	1	0	1	2
Hernando	105	90	34	0	0	238
Hillsborough	338	469	165	0	0	1,381
Indian River	0	0	0	1	1	2
Jefferson	0	0	1	0	0	1
Lake	0	0	0	1	0	1
Lee	16	48	13	44	89	210
Levy	2	4	5	4	7	24
Manatee	54	122	84	90	113	472
Marion	21	56	42	60	149	372
Martin	6	39	14	19	58	143
Miami-Dade	769	998	585	1358	2,253	6,193
Monroe	0	0	10	3	7	20
Okeechobee	0	0	0	5	18	23
Orange	35	49	61	34	35	239
Osceola	105	218	139	101	118	682
Palm Beach	380	774	449	580	1,334	3,704
Pasco	283	211	129	110	147	1,212
Polk	0	5	16	14	21	56
Sarasota	33	153	86	112	142	526
Seminole	3	10	12	3	11	43
Suwannee	0	0	0	0	1	1
Volusia	3	5	1	7	19	35
Sub-Total	3,162	4,622	2,702	4,001	7,019	23,843
Less Prepayments	567	885	988	1,316	833	4,814
Total	2,595	3,737	1,714	2,685	6,186	19,029

Notes:

1. 2023/2024 numbers are approximates.
2. Current year does not include prepayments that will be added before final roll submissions in September.
3. *Includes totals from years prior to those shown.

**FLORIDA GREEN FINANCE AUTHORITY
COMMERCIAL BONDS AS OF AUGUST 2023**

BOND ISSUE	ORIGINAL PAR AMOUNT	CURRENT PAR AMOUNT	MATURITY DATE	ANNUAL ASSESSMENT AMOUNT
Series 2014 Loan (E&M Spirits)	\$46,550.00	\$0.00	May 2023	\$9,429.07
Series 2015-1 (Brandsmart Project)	\$2,225,700.00	\$0.00	-----	\$0.00
Series 2018 (Dadeland Mall Project)	\$2,595,468.73	\$1,725,209.81	November 2028	\$350,856.55
Series 2018A (Orlando Outlets Project)	\$5,562,289.94	\$4,967,014.62	November 2039	\$496,899.34
Series 2020-A (Avid Viera)	\$3,471,908.43	\$0.00	November 2046	\$294,927.30
Series 2020-B (Home 2-Palm Bay)	\$3,930,000.00	\$3,857,155.38	November 2046	\$312,209.65
Series 2020-C (Hyatt-Palm Bay)	\$5,643,500.00	\$5,538,894.75	November 2046	\$447,438.17
Series 2020-D (Pruitt Health - Lutz)	\$3,340,018.09	\$3,340,018.09	November 2047	\$261,701.69
Series 2021-1 (Le Meridien)	\$37,650,000.00	\$37,650,000.00	November 2047	\$2,689,983.39
Series 2021-2 (Sheraton - Palmetto)	\$30,600,000.00	\$30,600,000.00	November 2048	\$2,418,304.48
Series 2022-1 (Pruitt Health - Pensacola)	\$5,335,050.00	\$5,335,050.00	November 2048	\$422,279.36
Series 2022-2 (Certus Waterford Lakes)	\$7,200,000.00	\$7,200,000.00	November 2048	\$572,722.58
Series 2022-3 (Spanish Moss Apartments)	\$3,961,068.11	\$3,961,068.11	November 2047	\$0.00
Total	\$111,561,553.30	\$104,174,410.76		\$8,276,751.58

Note:

BrandsMart Paid Off Series 2015-1 Bond In 2021.

Avid Viera Paid Off Series 2020-A Bond In 2023.



DAVIS &
ASSOCIATES, P.A.

Amity R. Barnard, Esq.

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City, County and Local Government Law
LEED Green Associate
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September 7, 2023

AGENDA ITEM SUMMARY

To: Supervisors Metcalf, Dritz, Messam, Robau and Gallinaro
Cc: Todd Wodraska, Secretary
From: Amity Barnard, General Counsel

RE: RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FLORIDA GREEN FINANCE AUTHORITY, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; PROVIDING A PROCESS FOR RE-SCHEDULING REGULAR MEETINGS DUE TO UNFORESEEN CIRCUMSTANCES INCLUDING, BUT NOT LIMITED TO THE LACK OF A QUORUM; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

The following describes the above-referenced agenda item:

The Board is asked to consider a Resolution regarding establishment of the regular meeting schedule for fiscal year 2023/2024 and setting the time and location of such meetings. This resolution also provides for a process for the rescheduling of regular meetings due to unforeseen circumstances (e.g., lack of quorum).

This is not a budgetary item and there is no fiscal impact for authorizing this resolution.

General Counsel recommends that the Board pass the above-referenced resolution.

RESOLUTION NO. 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FLORIDA GREEN FINANCE AUTHORITY, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; PROVIDING A PROCESS FOR RE-SCHEDULING REGULAR MEETINGS DUE TO UNFORESEEN CIRCUMSTANCES INCLUDING, BUT NOT LIMITED TO THE LACK OF A QUORUM; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, it is necessary for the Florida Green Finance Authority to establish a regular meeting schedule for fiscal year 2023/2024; and

WHEREAS, the Board of Supervisors of the Florida Green Finance Authority desires to adopt the regular meeting schedule for fiscal year 2023/2024, including meeting locations and times, as set forth in Exhibit “A”; and

WHEREAS, due to the fact that unforeseen circumstances occur from time to time which may require a regularly scheduled meeting to have to be re-scheduled, including but not limited to the lack of a quorum to conduct business, the Board of Supervisors further desires to provide for an administrative process to effectuate such regular meeting re-scheduling when needed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FLORIDA GREEN FINANCE AUTHORITY, AS FOLLOWS:

Section 1. The above recitals are true and correct, and are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings of the Florida Green Finance Authority for fiscal year 2023/2024 which is attached hereto as Exhibit “A”, is hereby adopted by the Board of Supervisors.

Section 3. The Board of Supervisors directs the Secretary of the Florida Green Finance Authority to publish the adopted regular meeting schedule for fiscal year 2023/2024.

Section 4. In the event that a regularly scheduled meeting as set forth on Exhibit “A” hereto has to be re-scheduled due to unforeseen circumstances, including but not limited to the lack of a quorum to conduct business, the Secretary of the Florida Green Finance Authority is hereby authorized and directed to re-schedule such meeting to an available date and time,

preferably at the same location as the originally scheduled meeting if possible, falling as soon as practical after the regularly scheduled meeting date. In such event, the Secretary of the Florida Green Finance Authority shall convene the originally scheduled meeting for the sole purpose of announcing on the record the date, time and location of the re-scheduled meeting. The Florida Green Finance Authority General Counsel shall also attend the convening of the originally scheduled meeting and shall be present for the announcement of the date, time and place of the re-scheduled meeting.

PASSED, ADOPTED and EFFECTIVE this 7th day of September, 2023.

ATTEST:

FLORIDA GREEN FINANCE AUTHORITY

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**FLORIDA GREEN FINANCE AUTHORITY
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Florida Green Finance Authority will hold Regular Meetings at **2:00 p.m. EST** on the following dates at the specified locations:

Meetings to be held at the Town of Mangonia Park Municipal Center located at 1755 East Tiffany Drive, Mangonia Park, Florida 33407 on the following dates:

**December 7, 2023
June 6, 2024**

Meetings to be held at the Town of Lantana located at 500 Greynolds Circle, Lantana, Florida 33462 on the following dates:

**March 7, 2024
September 12, 2024**

The purpose of these meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the Authority's website or by contacting the Authority's Manager at 561-630-4922 and/or toll free at 1-877-737-4922.

Such meetings will involve the use of Communications Media Technology. Members of the public may attend and participate in the meeting(s) from the meeting location, as well as a Remote Location. Said locations where members of the public may attend and participate are as follows:

Palm Beach County, FL: Town of Mangonia Park Municipal Center
1755 East Tiffany Drive
Mangonia Park, FL 33407
(on the specified dates as indicated above)

Palm Beach County, FL: Town of Lantana Town Hall
500 Greynolds Circle
Lantana, FL 33462
(on the specified dates as indicated above)

Sarasota County, FL: City of North Port City Hall (Remote Meeting Location)
4970 City Hall Boulevard, Room 244
North Port, FL 34286

Escambia County, FL: Whibbs Conference Room (Remote Meeting Location)
City of Pensacola
City Hall, 1st Floor
222 West Main Street
Pensacola, FL 32502
(2:00 P.M. Eastern/1:00 P.M. Central)

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 561-630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

FLORIDA GREEN FINANCE AUTHORITY

www.flgfa.org

PUBLISH:	PALM BEACH POST (PALM BEACH)	<u> </u> / <u> </u> / <u> </u>
	SARASOTA HERALD-TRIBUNE (SARASOTA)	<u> </u> / <u> </u> / <u> </u>
	PENSACOLA NEWS JOURNAL (ESCAMBIA)	<u> </u> / <u> </u> / <u> </u>

**FLORIDA GREEN FINANCE AUTHORITY
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience (10 Points).*

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

3. *Understanding of Scope of Work (10 Points).*

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

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**FLORIDA GREEN FINANCE AUTHORITY
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025
With Two Year Option (2025/2026 and 2026/2027)
State Of Florida**

**FLORIDA GREEN FINANCE AUTHORITY
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than November 16, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

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

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

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

SECTION 5. SUBMISSION OF PROPOSAL. Submit five (5) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Florida Green Finance Authority” on the face of it.

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

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

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

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

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

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

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

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

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

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.