

*Tranquility
Community Development District*

Agenda

October 11, 2023

AGENDA

Tranquility

Community Development District

219 East Livingston Street, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

October 4, 2023

**Board of Supervisors
Tranquility
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Tranquility Community Development District** will be held **Wednesday, October 11, 2023 at 2:00 PM at 5445 S. Washington Ave. Floor, Titusville, FL 37780**. Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the August 9, 2023 Board of Supervisors Meeting
4. Appointment of Audit Committee
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Ratification of Funding Requests No. 12-13
6. Other Business
7. Supervisors Requests
8. Adjournment

Audit Committee Meeting

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

MINUTES

**MINUTES OF MEETING
TRANQUILITY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Tranquility Community Development District was held on Wednesday, **August 9, 2023** at 2:00 p.m. at 5445 S. Washington Ave. Floor, Titusville, Florida.

Present and constituting a quorum were:

Gary Allen	Chairman
Kenneth Belshe <i>by phone</i>	Vice Chairman
William Livingston	Assistant Secretary
David Lusby	Assistant Secretary
Clint Smith	Assistant Secretary

Also, present were:

Jeremy LeBrun	GMS, Manager
David Rothman <i>by phone</i>	Bryant Miller Olive, PA
Rodney Honeycutt	District Engineer, Honeycutt & Associates
Nika Hosseini <i>by phone</i>	Cobb Cole Attorneys

The following is a summary of the discussions and actions taken at the August 9, 2023 Tranquility Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order at 2:00 p.m. Four Board members were in attendance constituting a quorum and one Board member joined via phone.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun stated that there were only Board members and staff in attendance.

THIRD ORDER OF BUSINESS

Public Hearing

Mr. LeBrun asked for a motion to open the public hearing.

On MOTION by Mr. Livingston, seconded by Mr. Smith, with all in favor, Opening the Public Hearing, was approved.

A. Consideration of Resolution 2023-02 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations

Mr. LeBrun presented Resolution 2023-02 to the Board. He stated that in their agenda package they had a copy of the budget and there were also paper copies available. He explained that they budget looked relatively similar to what they had seen up to this point and there were no major changes. He pointed out the actuals were through June 30th. He noted that the projected for the next three months was on page 11 of the PDF as well as the proposed budget for Fiscal Year 2024 was on the far-right column. He explained that not much had changed from the previous year and there were very small increases in a couple of categories including the insurance and the annual audit. He asked for any questions or comments. Hearing none,

On MOTION by Mr. Lusby, seconded by Mr. Livingston, with all in favor, Resolution 2023-02 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations, was approved.

B. Consideration of Fiscal Year 2023/2024 Funding Agreement

Mr. LeBrun presented the Fiscal Year 2023/2024 Funding Agreement to the Board. He noted that it was on page 16 of the PDF for review. He stated that it was similar to what they were currently operating under. He explained that this would be the Funding Agreement for the District and they would only be billed for expenses as they were incurred. Following the Funding Agreement is Exhibit 'A', which is the Fiscal Year 2024 budget. He asked for any questions or comments. Hearing none,

On MOTION by Mr. Livingston, seconded by Mr. Smith, with all in favor, the Fiscal Year 2023/2024 Funding Agreement, was approved.

Mr. LeBrun stated that there were no members of the public present. He asked for a motion to close the public hearing.

On MOTION by Mr. Smith, seconded by Mr. Lusby, with all in favor, Closing the Public Hearing, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the May 10, 2023
Board of Supervisors Meeting**

Mr. LeBrun presented the minutes of the May 10, 2023 Board of Supervisors meeting. He asked the Board for any comments or corrections to those. The Board had no changes.

On MOTION by Mr. Livingston, seconded by Mr. Smith, with all in favor, the Minutes of the May 10, 2023 Board of Supervisors meeting, were approved.

FIFTH ORDER OF BUSINESS

**Presentation of Fiscal Year 2022 Financial
Audit**

Mr. LeBrun reviewed the Fiscal Year 2022 financial audit with the Board. He noted that the audit was on page 37 of the PDF. He stated that this was their annual audit. He explained that Community Development Districts were required to have an audit performed by an independent firm. He pointed the Board to the letter to management, which was on page 62. He stated that this letter details the outcome of the audit, and it was a clean audit with no findings from their auditor, Grau & Associates. He stated that if there were any questions, he would be happy to answer them.

On MOTION by Mr. Livingston, seconded by Mr. Lusby, with all in favor, the Fiscal Year 2022 Financial Audit, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hosseini had nothing new to report to the Board.

B. Engineer

Mr. Honeycutt had nothing further to report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. LeBrun presented the unaudited financials. He noted that there was no action necessary. He offered to answer any questions on the financials.

ii. Ratification of Funding Requests No. 8-11

Mr. LeBrun reviewed Funding Requests No. 8 through 11. He stated that was on page 75 of the PDF. He asked for any questions or comments.

On MOTION by Mr. Smith, seconded by Mr. Livingston, with all in favor, Funding Requests No. 8-11, were ratified.

iii. Review of Fiscal Year 2024 Meeting Schedule

Mr. LeBrun stated that the Fiscal Year 2024 meeting schedule was on page 93 of the PDF, and it detailed a proposed schedule for Fiscal Year 2024. He noted that it was the same schedule that they had been operating on. He explained that if the Board finds that a meeting is not necessary, they could always cancel it. He further explained that this meeting schedule gives them flexibility to advertise all those dates, if they are needed going forward.

On MOTION by Mr. Belshe, seconded by Mr. Lusby, with all in favor, the Fiscal Year 2024 Meeting Schedule, was approved.

SEVENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS Supervisors Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Smith, seconded by Mr. Lusby, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

SECTION C

SECTION 1

Tranquility
Community Development District

Unaudited Financial Reporting
August 31, 2023



Table of Contents

1 Balance Sheet

2 General Fund

3 Capital Projects Fund

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Tranquility
Community Development District
Combined Balance Sheet
August 31, 2023

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
<u>Cash:</u>			
Operating Account	\$ 10,878	\$ -	\$ 10,878
Total Assets	\$ 10,878	\$ -	\$ 10,878
Liabilities:			
Accounts Payable	\$ 5,380	\$ -	\$ 5,380
Total Liabilites	\$ 5,380	\$ -	\$ 5,380
Fund Balance:			
Unassigned	\$ 5,499	\$ -	\$ 5,499
Total Fund Balances	\$ 5,499	\$ -	\$ 5,499
Total Liabilities & Fund Balance	\$ 10,878	\$ -	\$ 10,878

Tranquility
Community Development District
General Fund

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

	Adopted Budget	Prorated Budget Thru 08/31/23	Actual Thru 08/31/23	Variance
Revenues:				
Developer Contributions	\$ 136,860	\$ 51,789	\$ 51,789	\$ -
Total Revenues	\$ 136,860	\$ 51,789	\$ 51,789	\$ -
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 11,000	\$ 1,800	\$ 9,200
FICA Expense	\$ 900	\$ 825	\$ 138	\$ 687
Engineering	\$ 15,000	\$ 13,750	\$ 575	\$ 13,175
Attorney	\$ 25,000	\$ 22,917	\$ 2,679	\$ 20,238
Annual Audit	\$ 4,000	\$ 2,800	\$ 2,800	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,750	\$ -	\$ -	\$ -
Management Fees	\$ 40,000	\$ 36,667	\$ 36,667	\$ 0
Information Technology	\$ 1,800	\$ 1,650	\$ 1,650	\$ -
Website Maintenance	\$ 1,200	\$ 1,100	\$ 2,850	\$ (1,750)
Telephone	\$ 300	\$ 275	\$ -	\$ 275
Postage & Delivery	\$ 1,000	\$ 917	\$ 13	\$ 904
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 917	\$ 33	\$ 884
Legal Advertising	\$ 10,000	\$ 9,167	\$ 1,099	\$ 8,067
Other Current Charges	\$ 4,000	\$ 3,667	\$ 114	\$ 3,553
Office Supplies	\$ 625	\$ 573	\$ 1	\$ 572
Travel Per Diem	\$ 660	\$ 605	\$ -	\$ 605
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Expenditures	\$ 136,860	\$ 112,003	\$ 55,593	\$ 56,410
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (3,804)	
Fund Balance - Beginning	\$ -		\$ 9,303	
Fund Balance - Ending	\$ -		\$ 5,499	

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

	Adopted Budget	Prorated Budget Thru 08/31/23	Actual Thru 08/31/23	Variance
Revenues:				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Capital Outlay - COI	\$ -	\$ -	\$ 300	\$ (300)
Total Expenditures	\$ -	\$ -	\$ 300	\$ (300)
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ (300)	
Other Financing Sources/(Uses):				
Developer Advances	\$ -	\$ -	\$ 300	\$ 300
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 300	\$ 300
Net Change in Fund Balance	\$ -	\$ -	\$ -	
Fund Balance - Beginning	\$ -	\$ -	\$ -	
Fund Balance - Ending	\$ -	\$ -	\$ -	

Tranquility
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ 8,758	\$ -	\$ -	\$ -	\$ 14,912	\$ 3,583	\$ 3,735	\$ 5,465	\$ 5,599	\$ 5,039	\$ 4,697	\$ -	\$ 51,789
Total Revenues	\$ 8,758	\$ -	\$ -	\$ -	\$ 14,912	\$ 3,583	\$ 3,735	\$ 5,465	\$ 5,599	\$ 5,039	\$ 4,697	\$ -	\$ 51,789
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ 600	\$ -	\$ -	\$ 600	\$ -	\$ 1,800
FICA Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46	\$ -	\$ 46	\$ -	\$ -	\$ 46	\$ -	\$ 138
Engineering	\$ -	\$ 575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 575
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128	\$ 783	\$ 656	\$ 858	\$ 255	\$ -	\$ -	\$ 2,679
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 800	\$ -	\$ -	\$ 2,800
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 36,667
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,650
Website Maintenance	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 2,850
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ 0	\$ -	\$ -	\$ 3	\$ -	\$ 3	\$ 2	\$ 3	\$ 1	\$ 1	\$ -	\$ 13
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Printing & Binding	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 21	\$ -	\$ 12	\$ -	\$ -	\$ -	\$ 33
Legal Advertising	\$ -	\$ 181	\$ -	\$ -	\$ -	\$ 235	\$ -	\$ -	\$ -	\$ 447	\$ 235	\$ -	\$ 1,099
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 133	\$ (45)	\$ -	\$ -	\$ 114
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ 1
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total Expenditures	\$ 8,758	\$ 6,090	\$ 3,583	\$ 3,583	\$ 3,587	\$ 4,592	\$ 4,390	\$ 4,912	\$ 6,590	\$ 5,042	\$ 4,465	\$ -	\$ 55,593
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ (6,090)	\$ (3,583)	\$ (3,583)	\$ 11,325	\$ (1,009)	\$ (656)	\$ 553	\$ (991)	\$ (2)	\$ 232	\$ -	\$ (3,804)

SECTION 2

Tranquility
Community Development District

Funding Request #12
July 19, 2023

Bill to: Carolina Holdings, LLC

	Payee		General Fund FY2023
1	Cobb Cole, P.A. Inv # 37164 - General Counsel May 2023	\$	655.50
2	GMS Invoice # 17-- Management Fees - July 2023	\$	3,583.96
3	Grau & Associates Invoice # 24508 - Audit FYE 9/30/22	\$	800.00
		\$	5,039.46
		\$	5,039.46

Please make check payable to:

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

Cobb Cole, P.A. #8

INVOICE

Post Office Box 2491
 Daytona Beach, FL 32115-2491
 US
 Invoices@cobbcole.com
 www.cobbcole.com
 O: 3862558171

310-513-315

Number	37164
Issue Date	6/20/2023
Due Date	7/20/2023
Matter	49308 - General Work in Progress
Email	gflint@gmscf.com

Bill To:

49308 - Tranquility CDD
 c/o GMS-FL, LLC
 219 East Livingston Street
 Orlando, FL 32801

Time Entries

Time Entries	Billed By	Hours	Sub
Billable 5/2/2023 Corresponded with district management regarding acquisition agreement.	Nika K Hosseini	0.20	\$51.00
Review/analyze A104 5/8/2023 Reviewed draft plat and comments from district staff; Followed up regarding same.	Mark A Watts	0.70	\$273.00
Billable 5/8/2023 Reviewed plat; Corresponded with team.	Nika K Hosseini	0.50	\$127.50
Billable 5/10/2023 Participated in board meeting.	Nika K Hosseini	0.40	\$102.00
Billable 5/17/2023 Corresponded with district team; Reviewed plat.	Nika K Hosseini	0.40	\$102.00
		2.20	\$655.50

* ON FR #12

Total (USD)	\$655.50
Paid	\$0.00
Balance	\$655.50
I-35787 Previous Balance	ON* \$783.00
Total Outstanding	\$1,438.50

FR #11

Terms & Conditions

Your remaining prepaid credit: 0.00

Timekeeper Totals

Name	Rate	Hours	Total
Nika K Hosseini	\$255.00	1.50	\$382.50
Mark A Watts	\$390.00	0.70	\$273.00

Trust Account Balance

Date	Item	Amount	Balance
6/22/2023	Current Balance		\$0.00

GMS-Central Florida, LLC
1001 Bradford Way
Kingston, TN 37763

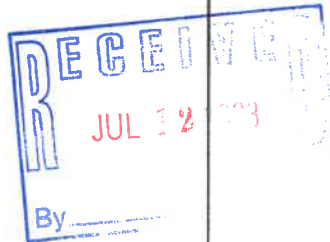
Invoice

Invoice #: 17
Invoice Date: 7/1/23
Due Date: 7/1/23
Case:
P.O. Number:

Bill To:
Tranquility CDD
219 E Livingston St.
Orlando, FL 32801

310-513

Description	Hours/Qty	Rate	Amount
Management Fees - July 2023 340		3,333.33	3,333.33
Website Administration - July 2023 35a		100.00	100.00
Information Technology - July 2023 351		150.00	150.00
Office Supplies 510		0.03	0.03
Postage 420		0.60	0.60



Total	\$3,583.96
Payments/Credits	\$0.00
Balance Due	\$3,583.96

7/1/23

Grau and Associates ~~PA~~

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Tranquility Community Development District
219 East Livingston Street
Orlando, FL 32801

Invoice No. 24508
Date 07/03/2023

310-513-322

SERVICE	AMOUNT
Audit FYE 09/30/2022	\$ 800.00
Current Amount Due	\$ 800.00



0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,800.00	0.00	0.00	0.00	0.00	2,800.00

Payment due upon receipt.

AR 12

Tranquility
Community Development District

Funding Request #13
August 16, 2023

Bill to: Carolina Holdings, LLC

Payee	General Fund
	FY2023
1	
GMS	
Invoice # 18-- Management Fees - August 2023	\$ 3,584.16
2	
Cobb Cole, P.A.	
Inv # 38261 - General Counsel June 2023	\$ 858.00
Inv # 39565 - General Counsel July 2023	\$ 255.00
	\$ 4,697.16
	\$ 4,697.16

Please make check payable to:

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

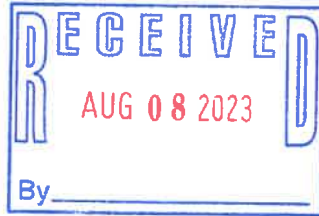
GMS-Central Florida, LLC #1
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 18
Invoice Date: 8/1/23
Due Date: 8/1/23
Case:
P.O. Number:

Bill To:
Tranquility CDD
219 E Livingston St.
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - August 2023 340		3,333.33	3,333.33
Website Administration - August 2023 352		100.00	100.00
Information Technology - August 2023 351		150.00	150.00
Office Supplies 510		0.06	0.06
Postage 420		0.77	0.77



Total	\$3,584.16
Payments/Credits	\$0.00
Balance Due	\$3,584.16

Cobb Cole, P.A. #8

Post Office Box 2491
 Daytona Beach, FL 32115-2491
 US *310-513-315*
 Invoices@cobbcole.com
 www.cobbcole.com
 O: 3862558171

INVOICE

Number	38261
Issue Date	7/19/2023
Due Date	8/18/2023
Matter	49308 - General Work in Progress
Email	gflint@gmscfl.com

Bill To:

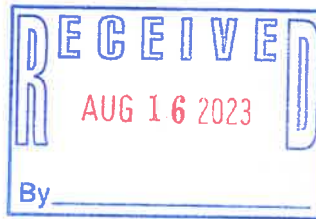
49308 - Tranquility CDD
 c/o GMS-FL, LLC
 219 East Livingston Street
 Orlando, FL 32801

Flat Fees

Flat Fees	Billed By	Price	Qty	Sub
Billable 6/22/2023 Audit Response Letter for Fiscal Year 2022	MAW	\$300.00	1.00	\$300.00
Flat Fees Total:			1.00	\$300.00

Time Entries

Time Entries	Billed By	Hours	Sub
Billable 6/5/2023 Corresponded with district mangement.	Nika K Hosseini	0.20	\$51.00
Draft/revise A103 6/20/2023 Drafted audit response letter.	Mark A Watts	1.00	\$390.00
Communicate (with client) A106 6/23/2023 Reviewed draft financial audit and responded to auditor with sign-off.	Mark A Watts	0.30	\$117.00
		1.50	\$558.00



Total (USD)	\$858.00
Paid	\$0.00
Balance	\$858.00
Total Outstanding	\$858.00

Terms & Conditions

Your remaining prepaid credit: 0.00

Timekeeper Totals

Name	Rate	Hours	Total
Nika K Hosseini	\$255.00	0.20	\$51.00
Mark A Watts	\$390.00	1.30	\$507.00

Trust Account Balance

Date	Item	Amount	Balance
8/16/2023	Current Balance		\$0.00



Cobb Cole, P.A.

Post Office Box 2491
 Daytona Beach, FL 32115-2491
 US
 Invoices@cobbcole.com
 www.cobbcole.com
 O: 3862558171

INVOICE

Number	39565
Issue Date	8/14/2023
Due Date	9/13/2023
Matter	49308 - General Work in Progress
Email	gflint@gmscfl.com

Bill To:

49308 - Tranquility CDD
 c/o GMS-FL, LLC
 219 East Livingston Street
 Orlando, FL 32801

Time Entries

Time Entries	Billed By	Hours	Sub
Billable 7/26/2023 Reviewed plat; Corresponded with district regarding the same.	Nika K Hosseini	1.00	\$255.00
		1.00	\$255.00

Total (USD)	\$255.00
Paid	\$0.00
Balance	\$255.00
I-38261 Previous Balance	\$858.00
Total Outstanding	\$1,113.00



Terms & Conditions

Your remaining prepaid credit: 0.00

Timekeeper Totals

Name	Rate	Hours	Total
Nika K Hosseini	\$255.00	1.00	\$255.00

Trust Account Balance

Date	Item	Amount	Balance
8/16/2023	Current Balance		\$0.00

Audit Committee Meeting

SECTION III

SECTION A

**TRANQUILITY COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2023
Titusville, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than Monday, October 30, 2023 at 5:00 p.m., at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jeremy LeBrun/ Brittany Brookes, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

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

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

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

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

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

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

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

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

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

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

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

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The cost of the provision of the services under the proposal for Fiscal Years 2023, 2024, 2025, 2026, 2027. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of the audit.

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

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

SECTION B

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

The Tranquility Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2023, with an option for four (4) additional annual renewals. The District is a local unit of special purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing and maintaining public infrastructure. The District is located in Titusville, Florida. The District currently has an operating budget of approximately \$140,021. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2023, be completed no later than June 1, 2024.

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

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

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jeremy Le Brun, District Manager, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Tranquility Community Development District.**"

Proposals must be received by **5:00 PM on Monday, October 30, 2023**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

District Manager
Governmental Management Services – Central Florida, LLC