

***HAWK'S POINT  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Board Package***

***Board of Supervisors  
Audit Committee Meeting***

***Tuesday  
July 19, 2016  
6:30 p.m.***

***At the:***

***Hawk's Point Clubhouse  
1223 Oak Pond Street  
Ruskin, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Hawk's Point Community Development District

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Development Planning and Financing Group  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

Board of Supervisors  
**Hawk's Point Community  
Development District**

Dear Board Members:

The Audit Committee Meeting of the Board of Supervisors of the Hawk's Point CDD is scheduled for **Tuesday July 19, 2016 at 6:30 p.m.** at the Hawk's Point Clubhouse, 1223 Oak Pond Street, Ruskin, Florida.

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration.* Any additional support material will be either distributed under separate cover or presented at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

*Bruce St. Denis*

Bruce St. Denis  
District Manager

Cc: Attorney  
Engineer  
District Records

## **HAWK'S POINT COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: **July 19, 2016**  
Time: 6:30 p.m.  
Location: Hawk's Point Clubhouse  
Ruskin, Florida

Conference Call No.: 712.432.1500  
Code: 434537#

### ***AGENDA*** ***AUDIT COMMITTEE MEETING***

#### **I. Call to Order**

#### **II. Administrative Matters**

A. Review of RFP and Evaluation Criteria

Exhibit 1

#### **III. Business Matters**

A. Authorization to Proceed with Publication of RFP

B. Scheduling of Next Meeting Date

#### **IV. Adjournment**

# EXHIBIT 1

Request for Proposals for Auditor Services

**HAWKS' POINT**  
**Community Development**  
**District**

District Manager:

**DEVELOPMENT PLANNING AND FINANCING GROUP**

**HAWK'S POINT  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2016, 2017 & 2018  
Hillsborough County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 22, 2016 at 11:00 a.m. at the offices of the District Manager, Development Planning & Financing Group [DPFG], located at 15310 Amberly Drive, Suite 175, Tampa, Florida 33647. 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 two (2) original 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 – Hawk's Point Community Development District" on the face of it; and one (1) electronic copy to [Carolyn.stewart@dpfg.com](mailto:Carolyn.stewart@dpfg.com)

**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 resumes 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 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.
- D. The lump sum cost of the provision of the services under the proposal
- E. Interim internal control testing required and is to be completed by December 31<sup>st</sup> from unaudited preliminary general ledger
- F. Remaining internal control testing to be completed by March 31st
- G. Review of all minutes and subsequent needs related to the review of the minutes to be completed by January 30<sup>th</sup>
- H. Audit Report must be submitted by April 30<sup>th</sup>.

**Section 13. Legal Expenses** The successful proposer agrees that they will reimburse the CDD for Legal expenses incurred as a result of a late audit caused by the actions or inactions of the auditing firm.

**SECTION 14. 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 the receipt of the proposed 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 aforesaid contract award.

**SECTION 15. 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.



**Publish: 7 - 2 2**

**HAWK'S POINT  
Community Development District  
Request for Proposals for Annual Audit  
Services**

The Hawk's Point Community Development District hereby requests proposals for annual financial auditing services. The proposals must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2016, with an option for two 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 Hillsborough County and is approximately 271 acres in area. The District currently has an annual operating budget of approximately \$730,720 dollars inclusive of debt service. The final contract will require that the Audit for Fiscal Year 2016 be completed no later than June 1, 2017.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Governmental Auditing Standards", as adopted by the Florida Board of Accountancy Audit shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposals packages, which include additional qualification requirements, evaluation criteria and instructions to proposers, are available from the office of the District Manager at the address listed below.

Proposers must provide two (2) hardcopies of their proposal to Development Planning & Financing Group, Attn: Carolyn Stewart, Auditing Services, 15310 Amberly Drive, Suite 175, Tampa, Florida, 33647, Telephone (813) 374-9105, in an envelope marked on the outside "Auditing Services, Hawk's Point Community Development District."; and one (1) electronic copy to carolyn.stewart@dpfg.com Proposals must be received by 11:00 a.m. on Monday August 22, 2016, at the offices listed above. Please direct all questions regarding this notice to the District's Management office.

District Manager  
Bruce St. Denis



**STATEMENT 1  
HAWKS POINT CDD  
FY 2017 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2015 ACTUAL</b>	<b>FY 2016 ADOPTED</b>	<b>FY 2016 YTD - MARCH</b>	<b>FY 2017 PROPOSED</b>	<b>VARIANCE FROM FY 2016 TO FY 2017</b>
<b>I. REVENUE</b>					
ASSESSMENTS - ON-ROLL (Net)	\$ 88,322	\$ 197,877	\$ 184,193	\$ 258,662	\$ 60,785
ASSESSMENTS - OFF-ROLL-DEVELOPER (Net)	166,366	16,918	-	-	(16,918)
FUND BALANCE FORWARD	-	-	-	-	-
INTEREST	4	-	41	-	-
MISCELLANEOUS REVENUE	-	-	-	-	-
DISCOUNT (ASSESSMENTS)	-	(7,911)	-	-	7,911
<b>TOTAL REVENUE</b>	<b>254,692</b>	<b>206,884</b>	<b>184,234</b>	<b>258,662</b>	<b>51,778</b>
<b>GENERAL ADMINISTRATIVE</b>					
BOARD OF SUPERVISORS	1,000	2,400	2,000	12,000	9,600
PAYROLL TAXES	77	184	153	918	734
PAYROLL SERVICE FEES	145	605	405	785	180
MANAGEMENT CONSULTING SERVICES	45,000	40,000	20,000	40,000	(0)
GENERAL ADMINISTRATIVE	4,800	4,800	2,400	4,800	-
MISCELLANEOUS	-	500	-	500	-
AUDITING	4,200	4,300	2,500	4,300	-
COUNTY-ASSESSMENT COLLECTION FEES	-	7,913	-	-	(7,913)
REGULATORY AND PERMIT FEES	175	175	175	175	-
LEGAL ADVERTISEMENTS	419	650	-	650	-
ENGINEERING SERVICES	6,740	6,000	990	4,500	(1,500)
LEGAL SERVICES	9,421	7,500	4,083	7,500	-
WEBSITE ADMINISTRATION	98	1,995	480	960	(1,035)
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>72,075</b>	<b>77,022</b>	<b>33,186</b>	<b>77,088</b>	<b>66</b>
<b>INSURANCE</b>					
INSURANCE (Liability, Property & Casualty)	5,665	6,373	5,665	6,232	(141)
<b>TOTAL INSURANCE</b>	<b>5,665</b>	<b>6,373</b>	<b>5,665</b>	<b>6,232</b>	<b>(141)</b>
<b>DEBT SERVICE ADMINISTRATION</b>					
DISSEMINATION AGENT	-	1,000	1,000	1,000	-
TRUSTEE FEES	10,500	10,500	10,500	10,500	-
TRUST FUND ACCOUNTING	3,500	1,500	750	1,500	-
ARBITRAGE	500	500	-	500	-
ASSESSMENT ADMINISTRATION	5,000	5,000	5,000	5,000	-
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>19,500</b>	<b>18,500</b>	<b>17,250</b>	<b>18,500</b>	<b>-</b>

**STATEMENT 1  
HAWKS POINT CDD  
FY 2017 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	FY 2015 ACTUAL	FY 2016 ADOPTED	FY 2016 YTD - MARCH	FY 2017 PROPOSED	VARIANCE FROM FY 2016 TO FY 2017
<b>UTILITIES</b>					
ELECTRICITY-IRRIGATION	1,302	1,300	547	1,300	-
<b>TOTAL UTILITIES</b>	<b>1,302</b>	<b>1,300</b>	<b>547</b>	<b>1,300</b>	<b>-</b>
<b>FIELD OPERATIONS</b>					
IRRIGATION MAINTENANCE	26,304	3,753	1,205	10,000	6,247
POND MONITORING & MAINTENANCE	22,035	16,680	8,340	16,680	-
LANDSCAPE MAINTENANCE	91,256	75,756	35,063	64,600	(11,156)
LANDSCAPING REPLENISHMENT (ANNUALS)	15,333	7,500	-	5,200	(2,300)
PALM TREE TRIMMING	-	-	-	8,800	8,800
CONTINGENCY	1,114	-	-	-	-
MISCELLANEOUS FIELD EXPENSE	-	-	443	28,269	28,269
<b>TOTAL FIELD OPERATIONS</b>	<b>156,042</b>	<b>103,689</b>	<b>45,051</b>	<b>133,549</b>	<b>29,860</b>
<b>INCREASE IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,993</b>	<b>21,993</b>
<b>TOTAL EXPENDITURES</b>	<b>254,584</b>	<b>206,884</b>	<b>101,699</b>	<b>258,662</b>	<b>51,778</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>108</b>	<b>-</b>	<b>82,535</b>	<b>0</b>	<b>0</b>
FUND BALANCE - BEGINNING	87,298	87,407	-	90,966	3,559
FUND BALANCE INCREASE	-	-	0	21,993	
<b>FUND BALANCE - ENDING</b>	<b>\$ 87,406</b>	<b>\$ 87,407</b>	<b>\$ 82,535</b>	<b>\$ 112,959</b>	
<b>FUND BALANCE APPROPRIATION</b>					
ONE QUARTER OPERATING CAPITAL				64,665	
INCREASE IN FUND BALANCE				21,993	
UNASSIGNED FUND BALANCE				26,301	
			Fund Balance	112,959	

<b>GROSS ASSESSMENTS:</b>	
SPECIAL ASSESSMENTS - ON-ROLL	\$ 281,154
DISCOUNT	(11,246)
COLLECTION FEES	(11,246)
<b>NET ASSESSMENTS:</b>	<b>\$ 258,662</b>

STATEMENT 2  
HAWKS POINT CDD  
FY 2017 PROPOSED BUDGET  
GENERAL FUND (O&M)

I. Allocation (based on lot/unit development status)

Status	Assigned ERU	Total Units	Total ERU
40sf	1.00	100	100
50sf	1.00	311	311
lgTH	1.00	224	224
smTH	1.00	200	200
<b>Total</b>		<b>835</b>	<b>835</b>

II. Unit Count by Area

UNITS	Lot/Unit	Total Assigned	
		ERU	ERU %
Area 1	251	261.00	31.3%
Area 2	431	431.00	51.6%
Area 3	143	143.00	17.1%
<b>Total</b>	<b>835</b>	<b>835.00</b>	<b>100.0%</b>

III. Expenditure Allocation based on Benefit from I. above.

(Assuming all are on roll)

Budget Item	Amount
Admin, Insurance, Debt Service less County charges	101,820
Field Operations & Increase in Fund Balance	156,842
Total Expenditures - NET	258,662
Less: Fund Balance Forward	-
<b>Total Net</b>	<b>258,662</b> A
County collection charges	4% 11,246
Early payment discount	4% 11,246
<b>Total Gross</b>	<b>281,154</b> B
Total ERU	C 835.0
<b>Total Net/ERU</b>	<b>A/C \$ 309.78</b>
<b>Total Gross/ERU</b>	<b>B/C \$ 336.71</b>

IV. Assessment per Unit

Lot Type	Assigned ERU	Total/Unit -	
		NET	GROSS
40sf	1.00	\$ 309.78	\$ 336.71
50sf	1.00	\$ 309.78	\$ 336.71
lgTH	1.00	\$ 309.78	\$ 336.71
smTH	1.00	\$ 309.78	\$ 336.71

V. Change to Prior Year - Increase / (Decrease)

Fiscal Year	Net	
	Assmt/Unit	\$ Change
FY 2017	\$ 309.78	\$ 71.49
FY 2016	\$ 238.29	



**Real Estate Consulting Services:**

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Development Impact Fee  
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Affordable Housing Financing  
Other Public Financing  
Compliance  
Entitlement Analysis  
Cash Flow Feasibility Analysis

Disclosure Services  
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Property Tax Appeals  
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Lender Services  
Asset Management Services  
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Economic Impact  
Market Analysis

**[www.dpfg.com](http://www.dpfg.com)**

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27127 Calle Arroyo, Suite 1910  
San Juan Capistrano, CA 92675  
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F: (949) 388-9272

**Sacramento, CA**

4380 Auburn Blvd.  
Sacramento, CA 95841  
P: (916) 480-0305  
F: (916) 480-0499

**Las Vegas, NV**

3277 E. Warm Springs Road,  
Suite 100  
Las Vegas, NV 89120  
P: (702) 478-9277  
F: (702) 629-5497

**Boise, ID**

950 West Bannock, 11th Floor  
Boise, ID 83702  
P: (208) 319-3576  
F: (208) 439-7339

**Phoenix, AZ**

3302 East Indian School Road  
Phoenix, AZ 85018  
P: (602) 381-3226  
F: (602) 381-1203

**Austin, TX**

8140 Exchange Drive  
Austin, TX 78754  
P: (512) 732-0295  
F: (512) 732-0297

**Orlando, FL**

1060 Maitland Center Commons,  
Suite 340  
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F: (321) 263-0136

**Tampa, FL**

15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
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**Research Triangle, NC**

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**Charleston, SC**

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