



Rizzetta & Company

World Commerce Community Development District

**Board of Supervisors' Meeting
May 16, 2023**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.worldcommercecdd.org

WORLD COMMERCE
COMMUNITY DEVELOPMENT DISTRICT

Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, FL 32095

<https://www.worldcommercecdd.org/>

Board of Supervisors	Curtis Robinson	Chairman
	Elizabeth Pappaceno	Vice Chairman
	Kenneth Hall	Assistant Secretary
	Karen McNairn	Assistant Secretary
	Jeffrey Silagy	Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Wes Haber	Kutak Rock, LLP
District Engineer	Ryan Stillwell	Prosser

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.worldcommercecdd.org

Board of Supervisors
World Commerce Community
Development District

May 9, 2023

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of World Commerce Community Development District will be held on **May 16, 2023, at 9:00 a.m.** at the **St. Augustine - St. Johns County Airport Authority, 4730 Casa Cola Way, St. Augustine FL 32095.**

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on February 21, 2023.....Tab 1
 - B. Consideration of the Minutes of the Board of Supervisors' 1st Audit Committee Meeting held on February 21, 2023.....Tab 2
 - C. Ratification of the Operation and Maintenance Expenditures for November 2022, December 2022, January 2023, February 2023 & March 2023.....Tab 3
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Manager.....Tab 4
 - 1.) Quality Site Assessment, dated April 28, 2023
 - 2.) Consideration of Renewal for Fiscal Year 2023-2024 BrightView Landscape Services Agreement – (*Under Separate Cover*)
 - D. District Manager.....Tab 5
 - 1.) Charles Aquatics Service Report, dated April 25, 2023
 - 2.) Innovative Fountain Preventative Maintenance Report, dated April 25, 2023
5. **BUSINESS ITEMS**
 - A. Consideration of Audit Committee Recommendation
 - B. Consideration of Resolution 2023-01 Regarding Records Retention Policy.....Tab 6
 - C. Consideration of Resolution 2023-02; Approving Proposed Fiscal Year 2023-2024 Budget & Setting Public Hearing.....Tab 7
6. **SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very Truly Yours,

Lesley Gallagher

District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**WORLD COMMERCE
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of World Commerce Community Development District was held on **February 21, 2023, at 9:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084

Present and constituting a quorum:

Curtis Robinson	Board Supervisor, Chairman
Elizabeth Pappaceno	Board Supervisor, Vice Chairperson
Karen McNairn	Board Supervisor, Assistant Secretary
Kenneth Hall	Board Supervisor, Assistant Secretary
Jeff Silagy	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company
Wes Haber	District Counsel, Kutak Rock, LLC (speakerphone)
Ryan Stilwell	District Engineer, Prosser
Michael Cills	Steinman & Company
Steve McAvoy	Account Manager, BrightView Landscaping
Rodney Hicks	Sr. Branch Manager, BrightView Landscaping

Audience members were present.

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Gallagher called the meeting to order at 9:03 a.m. and read the roll call.

SECOND ORDER OF BUSINESS**Public Comments**

There were no public comments.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Special Meeting
held October 26, 2022**

<p>On a motion by Mr. Silagy, seconded by Mr. Robinson, with all in favor, the Board approved the Minutes of the Board of Supervisors' special meeting held on October 26, 2022, for World Commerce Community Development District.</p>

FOURTH ORDER OF BUSINESS**Ratification of the Operation and Maintenance Expenditures for August 2022, September 2022 and October 2022**

On a motion by Mr. Silagy, seconded by Ms. McNairn, with all in favor, the Board ratified the operation and maintenance expenditures for August 2022, in the amount of \$19,867.12, September 2022, in the amount of \$7,072.11, and October 2022, in the amount of \$49,266.66, for World Commerce Community Development District.

FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Haber updated the Board that his firm is monitoring the legislative session and will bring back any items that will impact the District or Board should they pass.

B. District Engineer

Mr. Stillwell updated the Board that he is continuing to work on the permit for the second traffic signal.

C. Landscape

Mr. Hicks and Mr. McAvoy reviewed that they were working on tree limb ups.

D. District Manager**1.) Charles Aquatics Service Report, dated January 13, 2023**

Ms. Gallagher reviewed her report updating the Board that the fountain repairs had finally been completed after several delays with FPL getting the meter back up and running. She also made the Board aware that there had been multiple irrigation repairs since the last meeting including a mainline that had to be re-routed due to a break from oak tree roots.

2.) Innovative Fountain Preventative Maintenance Report, dated January 25, 2023

Now that the fountain is operating, preventative maintenance is back in place.

SIXTH ORDER OF BUSINESS**Consideration of Tri-Party Succession Agreement**

On a motion by Mr. Robinson, seconded by Ms. Pappaceno, with all in favor, the Board approved the Tri Party Succession Agreement for US Bank, for World Commerce Community Development District.

SEVENTH ORDER OF BUSINESS**Consideration of Arbitrage
Engagement Letter Series
2004A-1**

On a motion by Mr. Robinson, seconded by Mr. Silagy, with all in favor, the Board approved the engagement letter with LLS Tax Solutions for Series 2004A-1, for World Commerce Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Proposal for
Flag Replacements**

The Board reviewed a proposal from Buchanan Flag for replacement flags totaling \$1,238.00. Discussion ensued regarding discounts that may be available for the purchase of multiple flags.

On a motion by Ms. Pappaceno, seconded by Ms. McNairn, with all in favor, the Board approved the purchase of replacement flags but directed the District Manager to inquire about discounted rates for the purchase of multiple flags at one time, for World Commerce Community Development District.

NINTH ORDER OF BUSINESS**Supervisor Requests and
Audience Comments****SUPERVISORS**

No Supervisor comments.

AUDIENCE COMMENTS

No audience comments.

TENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Robinson, seconded by Ms. McNairn, with all in favor, the Board adjourned the meeting at 9:23 a.m., for World Commerce Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**WORLD COMMERCE
COMMUNITY DEVELOPMENT DISTRICT**

The **Audit Committee** meeting of the Board of Supervisors of World Commerce Community Development District was held on **February 21, 2023, at 9:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084

Present and constituting a quorum:

Curtis Robinson	Board Supervisor, Chairman
Elizabeth Pappaceno	Board Supervisor, Vice Chairperson
Karen McNairn	Board Supervisor, Assistant Secretary
Kenneth Hall	Board Supervisor, Assistant Secretary
Jeff Silagy	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company
Wes Haber	District Counsel, Kutak Rock, LLC
Ryan Stilwell	District Engineer, Prosser
Steve McAvoy	BrightView Landscaping
Rodney Hicks	Account Manager, BrightView Landscaping

Audience was present.

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Gallagher called the meeting to order at 9:00 a.m. and read the roll call.

SECOND ORDER OF BUSINESS**Review Instructions and Criteria for
Proposals for District Auditing
Services**

The Board reviewed criteria with and without price to obtain proposals for audit services.

The Board selected the criteria with price and left the weighting of each criteria at an equal amount. The Board also directed for proposals to be received for a 5-year term rather than 3 and set the second audit committee meeting for May 16th, 2023, at 9:00 a.m.

The audit committee meeting closed at 9:03 a.m.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 3

WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA · (904) 436-6270

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

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Operation and Maintenance Expenditures

November 2022

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$29,787.55**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100027	8150001	Storm Debris Removal 10/22	\$ 2,680.00
BrightView Landscape Services, Inc.	100027	8150014	Irrigation Repair 10/22	\$ 275.00
BrightView Landscape Services, Inc.	100035	8147909	Landscape Maintenance 11/22	\$ 10,764.60
Charles Aquatics, Inc.	100036	46679	Aquatic Maintenance 11/22	\$ 475.00
Elizabeth Pappaceno	100028	EP102622	Board of Supervisors Meeting 10/26/22	\$ 200.00
Florida Power & Light Company	ACH	50964-44202 10/22 Autopay 640	Electric Services 10/22	\$ 16.83
Florida Power & Light Company	ACH	74760-43505 10/22	Electric Services 10/22	\$ 1,819.63
Florida Power & Light Company	ACH	Monthly Summary 11/22	Electric Services 11/22	\$ 449.70
Jeffrey J. Silagy	100029	JS102622	Board of Supervisors Meeting 10/26/22	\$ 200.00
Karen L. McNaim	100030	KN102622	Board of Supervisors Meeting 10/26/22	\$ 200.00
Kenneth O. Hall II	100031	KH102622	Board of Supervisors Meeting 10/26/22	\$ 200.00
Kutak Rock, LLP	100032	3009884	Legal Services 03/22	\$ 727.00
Kutak Rock, LLP	100032	3126902	Legal Services 09/22	\$ 645.00
Prosser, Inc.	100033	48303	Engineering Services 06/22	\$ 1,357.40
Prosser, Inc.	100037	48663	Engineering Services 08/22	\$ 519.40

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100025	INV0000072634	District Management Fees 11/22	\$ 5,004.67
St Johns Utility Department	ACH	524989-114648 10/22	Utility Services 10/22	\$ 13.82
The Ledger / News Chief/ CA Florida Holdings, LLC	100034	0005015728	Legal Advertising 10/22	\$ 91.12
U.S. Bank	100026	66383203	Trustee Fees Series 2013 08/01/22- 07/31/23	<u>\$ 4,148.38</u>
Report Total				<u>\$ 29,787.55</u>

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Operation and Maintenance Expenditures

December 2022

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2022 through December 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$7,631.72**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	ACH	74760-43505 11/22	Electric Services 11/22	\$ 1,819.63
Florida Power & Light Company	ACH	Monthly Summary 11/22	Electric Services 11/22	\$ 449.70
Florida Power & Light Company	ACH	Monthly Summary 12/22 - 640	Electric Services 12/22 - 640	\$ 341.89
Rizzetta & Company, Inc.	100038	INV0000073280	District Management Services 12/22	\$ 5,004.67
St Johns Utility Department	ACH	524989-114648 11/22	Utility Services 11/22	<u>\$ 15.83</u>
Report Total				<u><u>\$ 7,631.72</u></u>

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Operation and Maintenance Expenditures

January 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$66,047.16**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100040	8205627	Oak Tree Trimming 12/22	\$ 21,280.00
BrightView Landscape Services, Inc.	100041	8173146	Irrigation Repairs 11/22	\$ 1,189.77
BrightView Landscape Services, Inc.	100042	8190542	Landscape Maintenance 12/22	\$ 10,764.60
BrightView Landscape Services, Inc.	100047	8213386	Tree Removal 12/22	\$ 1,608.75
Charles Aquatics, Inc.	100048	46905	Aquatic Maintenance 12/22	\$ 475.00
Florida Power & Light Company	ACH	74760-43505 12/22	Electric Services 12/22	\$ 1,819.63
Florida Power & Light Company	ACH	Monthly Summary 01/23 Autopay 640	Electric Services 01/23	\$ 320.01
Innovative Fountain Services	100049	2023682	Fountain Repairs 12/22	\$ 13,227.31
Kutak Rock, LLP	100043	314733	Legal Services 10/22	\$ 1,208.89
Prosser, Inc.	100044	49039	Engineering Services 10/22	\$ 494.85
Rizzetta & Company, Inc.	100039	INV0000074718	District Management Services 01/23	\$ 5,004.67
Rizzetta & Company, Inc.	100050	INV0000074905	Dissemination Services FY 22-23	\$ 7,000.00
St Johns County Tax Collector	100045	Property Tax Postage 12/22..	Property Tax Postage 12/22	\$ 117.95
St Johns Utility Department	ACH	524989-114648 12/22	Utility Services 12/22	\$ 1,445.97
The Ledger / News Chief/ CA Florida Holdings, LLC	100046	0005096303	Legal Advertising 11/22	\$ 89.76
Report Total				<u>\$ 66,047.16</u>

WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures

February 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$40,266.26**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100053	8212226	Irrigation Repairs 12/22	\$ 1,794.00
BrightView Landscape Services, Inc.	100055	8228710	Landscape Maintenance 01/23	\$ 10,764.60
BrightView Landscape Services, Inc.	100056	8247769	Irrigation Repairs 01/23	\$ 924.00
BrightView Landscape Services, Inc.	100057	5420108	Irrigation Repairs 01/23	\$ 1,163.80
BrightView Landscape Services, Inc.	100062	8266290	Landscape Maintenance 02/23	\$ 10,764.60
BrightView Landscape Services, Inc.	100068	8287086	Irrigation Repairs 02/23	\$ 3,073.08
Charles Aquatics, Inc.	100054	47135	Aquatic Maintenance 01/23	\$ 475.00
Curtis J Robinson	100063	CR022123	Board of Supervisors Meeting 02/21/23	\$ 200.00
Elizabeth Pappaceno	100064	EP022123	Board of Supervisors Meeting 02/21/23	\$ 200.00
Florida Power & Light Company	ACH	74760-43505 01/23 Autopay 640	Electric Services 01/23	\$ 1,946.65
Florida Power & Light Company	ACH	Monthly Summary 02/23 Autopay 640	Electric Services 02/23	\$ 338.66
Holiday Inn Express & Suites	100052	Holiday Inn 01/23	Board of Supervisors Meeting Room Rental 02/21/23	\$ 100.00
Innersync Studio, Ltd	100058	20982	Website & Compliance Services 01/23	\$ 384.38
Innovative Fountain Services	100059	2023808	Fountain Preventative Maintenance 12/22	\$ 320.00
Innovative Fountain Services	100059	2023922	Fountain Maintenance 01/23	\$ 320.00

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Jeffrey J. Silagy	100065	JS022123	Board of Supervisors Meeting 02/21/23	\$ 200.00
Karen L. McNaim	100066	KM022123	Board of Supervisors Meeting 02/21/23	\$ 200.00
Kenneth O. Hall II	100067	KH022123	Board of Supervisors Meeting 02/21/23	\$ 200.00
Kutak Rock, LLP	100060	3170782	Legal Services 12/22	\$ 206.00
Prosser, Inc.	100061	49409	Engineering Services 12/22	\$ 120.20
Rizzetta & Company, Inc.	100051	INV0000075353	District Management Fees 02/23	\$ 5,004.67
St Johns Utility Department	ACH	524989-114648 01/23 Autopay 640	Utility Services 01/23	<u>\$ 1,566.62</u>
Report Total				<u>\$ 40,266.26</u>

WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures

March 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,022.26**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100078	8329863	Irrigation Repairs 03/23	\$ 1,587.00
BrightView Landscape Services, Inc.	100079	8312378	Landscape Maintenance 03/23	\$ 10,764.60
Charles Aquatics, Inc.	100070	47367	Aquatic Maintenance 02/23	\$ 475.00
Charles Aquatics, Inc.	100080	47583	Aquatic Maintenance 03/23	\$ 475.00
Disclosure Services, LLC	100076	6	Amortization Schedule Series 2004 A-1 & Series 2007 02/23	\$ 600.00
Florida Power & Light Company	ACH	74760-43505 02/23 Autopay 640	Electric Services 02/23	\$ 1,947.40
Florida Power & Light Company	ACH	Monthly Summary 03/23 Autopay 640	Electric Services 03/23	\$ 539.54
Grau & Associates, P.A.	100073	23806	Audit Services FYE 09/30/22	\$ 2,000.00
Innovative Fountain Services	100072	2023953	Fountain Maintenance 02/23	\$ 435.00
Innovative Fountain Services	100081	2024079	Fountain Maintenance 02/23	\$ 320.00
Kutak Rock, LLP	100071	3183000	Legal Services 01/23	\$ 1,069.50
LLS Tax Solutions, Inc.	100074	002938	Arbitrage Services-Special Assessment Bond Serier 2007	\$ 500.00
Prosser, Inc.	100075	49757	Engineering Services 02/23	\$ 646.55
Rizzetta & Company, Inc.	100069	INV0000078066	District Management Fees 03/23	\$ 5,004.67
St Johns Utility Department	ACH	524989-114648 02/23 Autopay 640	Utility Services 02/23	\$ 565.52

World Commerce Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The Ledger / News Chief/ CA Florida Holdings, LLC	100077	0005359884	Account #764119 Legal Advertising 02/23	\$ <u>92.48</u>
Report Total				\$ <u>27,022.26</u>

Tab 4

Quality Site Assessment

Prepared for: **World Comm Center**

General Information

DATE: Friday, Apr 28, 2023
NEXT QSA DATE: Tuesday, Jul 25, 2023
CLIENT ATTENDEES: Lesley Gallagher
BRIGHTVIEW ATTENDEES: Steve McAvoy

Customer Focus Areas

East and West Entrance areas

Quality you can count on.

7 Seven Standards of Excellence



Site Cleanliness



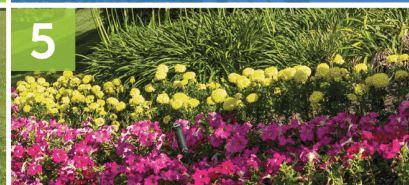
Weed Free



Green Turf



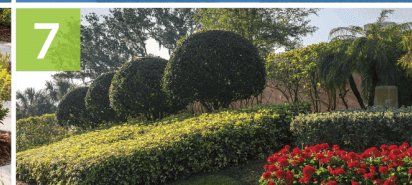
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

World Comm Center

Maintenance Items



1 Turf color is starting to improve

2 Trimming is being completed on a weekly rotation

3 New annuals have been installed and are looking good

4 There are some crack weeds pushing up along curb line between entrance and Costco. We will get with our team and have this addressed her next visit.

Maintenance Items



5 There are a few oak trees behind fountain area that need to be pruned. We will follow up once this is completed.

6 Hard and soft surfaces are being sprayed for weed control on a weekly rotation

7 There are a few low crêpe myrtle limbs before ring power that need to be pruned. We will get with our team and follow up once completed.

8 Hard and soft surfaces are being edged on a weekly rotation

Recommendations for Property Enhancements

1



1 There are some dead in declining wax myrtles throughout the property that need to be removed. We will follow up with a quote.

QUALITY SITE ASSESSMENT

World Comm Center

Notes to Owner / Client



1 Turf is still very wet around the fountain area. May be a possible leak around fountain.

Tab 5



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256
Fax: 904-807-9158 **Phone: 904-997-0044**

Service Report

Date: April 25, 2023

Biologist: Bill Fuller

Client: World Commerce CDD

Waterways: 1 lake, 1 pond and 1 canal

Lake 1: The lake was in good condition. No invasive species noted.



Canal and pond: The canal and pond were in overall good condition. Too wet to treat for perimeter vegetation. Lots of construction happening.



INNOVATIVE

FOUNTAIN AND LAKE SERVICES

Stationary Fountain Maintenance Report

Date	4/25/2023
Property	World Commerce Center
Address	130 Casa Sevilla Ave Saint Augustine FL 32092
Arrival Time	12:33 PM
Fountain	World Commerce
Technician	Gavin

Fountain Checklist

Before Picture of Fountain



is it green? (Algae)	No
Test Water	N/A
Calcium?	No
Scrubbed Scum Line?	No
Debris on surface or bottom of fountain?	No
Check Display Nozzles	Yes
Is area surrounding fountain clean?	Yes
Check the overflow pipe	N/A
Are there bubbles in the water?	No

Vault Check List


is there a vault or equipment pack?	Yes
Empty Strainer Basket	N/A
clean filter	Yes
Add Chlorine/Bromine into Chlorinator/Brominator	Yes
Test all GFCI in panel	Yes
Tighten all terminal screws in control panel	Yes
Check timers are set correctly	Yes
Any Lights out?	No
Check operation of water make up system	N/A
Check proper operation of anemometers	N/A
Check proper operation of exhaust fan	N/A
Clean out any debris in vault or equipment pack area	Yes
Check Sump pit for debris & proper operation of sump pump	N/A

Additional Chemicals Readings

Any Additional Chemicals?	Yes
----------------------------------	-----

Additional CHLORINE/BROMINE added	9pcs
--	------

Comments

Notes for Customer:	Fountain looks good, cleaned filter, filled chlorinator, added water to basin
After Picture for Customer	

Tab 6

MEMORANDUM

TO: WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT BOARD
OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: MARCH 16, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of May 2023.

ATTEST:

**WORLD COMMERCE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the District's development of electronic record keeping systems.
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of May 2023.

ATTEST:

**WORLD COMMERCE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

Tab 7

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the World Commerce Community Development District ("**District**") prior to June 15, 2023, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023, and ending September 30, 2024, ("**Fiscal Year 2023/2024**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2023.

ATTEST:

**WORLD COMMERCE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget



Rizzetta & Company

World Commerce Community Development District

www.worldcommercecdd.org

Proposed Budget for Fiscal Year 2023/2024

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Rizzetta & Company

Proposed Budget
World Commerce Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 194,823	\$ 196,880	\$ 195,048	\$ 1,832	\$ 323,519	\$ 128,471	To Be Updated Prior to Public Hearing
6	Off Roll*	\$ 309,962	\$ 309,962	\$ 309,962	\$ -	\$ 174,623	\$ (135,339)	To Be Updated Prior to Public Hearing
7	TOTAL REVENUES	\$ 504,785	\$ 506,842	\$ 505,010	\$ 1,832	\$ 498,142	\$ (6,868)	
8								
9	Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10								
11	TOTAL REVENUES AND BALANCE FORWARD	\$ 504,785	\$ 506,842	\$ 505,010	\$ 1,832	\$ 498,142	\$ (6,868)	
12								
13	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to							
14								
15	ADMINISTRATIVE							
16								
17	Legislative							
18	Supervisor Fees	\$ 1,800	\$ 3,800	\$ 4,000	\$ 200	\$ 4,000	\$ -	Based on Quarterly Meetings
19	Financial & Administrative							
20	Administrative Services	\$ 2,496	\$ 4,992	\$ 4,992	\$ -	\$ 5,192	\$ 200	
21	District Management	\$ 14,842	\$ 29,684	\$ 29,684	\$ -	\$ 30,871	\$ 1,187	
22	District Engineer	\$ 1,262	\$ 3,750	\$ 5,000	\$ 1,250	\$ 5,000	\$ -	
23	Disclosure Report	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	
24	Trustees Fees	\$ 4,739	\$ 14,500	\$ 14,500	\$ -	\$ 14,500	\$ -	
25	Assessment Roll	\$ 5,460	\$ 5,460	\$ 5,460	\$ -	\$ 5,678	\$ 218	
26	Financial & Revenue Collections	\$ 2,730	\$ 5,460	\$ 5,460	\$ -	\$ 5,678	\$ 218	
27	Accounting Services	\$ 9,360	\$ 18,720	\$ 18,720	\$ -	\$ 19,469	\$ 749	
28	Auditing Services	\$ 2,000	\$ 4,000	\$ 4,000	\$ -	\$ 3,715	\$ (285)	RFP in Progress
29	Arbitrage Rebate Calculation	\$ 500	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	
30	Public Officials Liability Insurance	\$ 2,733	\$ 2,733	\$ 3,050	\$ 317	\$ 3,280	\$ 230	Based on Estimate Provided
31	Legal Advertising	\$ 273	\$ 898	\$ 1,000	\$ 102	\$ 1,000	\$ -	FY 212/23 Had Audit RPF & Street Signal RFP
32	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
33	Miscellaneous Fees	\$ 918	\$ 918	\$ 600	\$ (318)	\$ 600	\$ -	Included Meeting Room for Portion of FY 22/23
34	ADA Website Compliance	\$ 1,369	\$ 2,738	\$ 3,000	\$ 262	\$ 2,738	\$ (262)	
35	Legal Counsel							
36	District Counsel	\$ 4,199	\$ 8,398	\$ 10,000	\$ 1,602	\$ 10,000	\$ -	
37	Administrative Subtotal	\$ 61,856	\$ 114,726	\$ 118,141	\$ 3,415	\$ 120,396	\$ 2,255	
38	EXPENDITURES - FIELD OPERATIONS							
39								
40	Electric Utility Services							
41	Utility Services	\$ 2,530	\$ 5,060	\$ 5,000	\$ (60)	\$ 6,000	\$ 1,000	
42	Street Lights	\$ 11,303	\$ 23,364	\$ 22,000	\$ (1,364)	\$ 23,500	\$ 1,500	
43	Water-Sewer Combination							
44	Utility Services	\$ 4,132	\$ 8,264	\$ 4,000	\$ (4,264)	\$ 8,000	\$ 4,000	Estimated Amount. Leak Credit Requested Following Fountain Repairs FY 22/23.
45	Stormwater Control							

Proposed Budget
World Commerce Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
46	Aquatic Maintenance	\$ 2,850	\$ 5,700	\$ 5,700	\$ -	\$ 5,700	\$ -	Based on Current Agreement
47	Miscellaneous Expense	\$ -	\$ 950	\$ 1,000	\$ 50	\$ 1,000	\$ -	Includes Lift Station PM
48	Other Physical Environment							
49	General Liability/Property Insurance	\$ 8,221	\$ 8,221	\$ 9,053	\$ 832	\$ 11,352	\$ 2,299	Based on Estimate Provided
50	Entry Fountain Maintenance & Repair	\$ 1,715	\$ 5,555	\$ 6,000	\$ 445	\$ 6,000	\$ -	Includes Fountain PM Services
51	Entry/Walls Maintenance & Repair	\$ -	\$ 5,284	\$ 3,000	\$ (2,284)	\$ 3,000	\$ -	Pressure Washing. Flag Replacements.
52	Landscape & Irrigation Maintenance Contract	\$ 70,067	\$ 129,177	\$ 129,177	\$ -	\$ 135,634	\$ 6,457	Based on Current Agreement
53	Irrigation Repairs	\$ 8,816	\$ 20,000	\$ 10,000	\$ (10,000)	\$ 20,000	\$ 10,000	
54	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	
55	Contingency							
56	Miscellaneous Contingency	\$ 21,280	\$ 42,560	\$ 107,939	\$ 65,379	\$ 100,000	\$ (7,939)	FY 22/23 Included Oak Tree Trimming . East Island Enhancements?
57	Capital Outlay	\$ 13,228	\$ 26,456	\$ 74,000	\$ 47,544	\$ 47,560	\$ (26,440)	FY 22/23 Included Fountain Repairs to Get Back Up and Running . Additional Fountain Enhancements?
58								
59	Field Operations Subtotal	\$ 144,142	\$ 290,591	\$ 386,869	\$ 96,278	\$ 377,746	\$ (9,123)	
60								
61	TOTAL EXPENDITURES	\$ 205,998	\$ 405,317	\$ 505,010	\$ 99,693	\$ 498,142	\$ (6,868)	
62								
63	EXCESS OF REVENUES	\$ 298,787	\$ 101,525	\$ -	\$ 101,525	\$ -	\$ -	

World Commerce Community Development District
Debt Service
Fiscal Year 2023/2024

Chart of Accounts Classification	Series 2004A-1	Series 2007A	Series 2015	Budget for 2023/2024
REVENUES				
Special Assessments				
Net Special Assessments ⁽¹⁾	\$ 1,411,615.13	\$ 797,837.50	\$ 431,164.88	\$ 2,640,617.50
TOTAL REVENUES	\$ 1,411,615.13	\$ 797,837.50	\$ 431,164.88	\$ 2,640,617.50
EXPENDITURES				
Administrative				
Financial & Administrative				
Debt Service Obligation	\$ 1,411,615.13	\$ 797,837.50	\$ 431,164.88	\$ 2,640,617.50
Administrative Subtotal	\$ 1,411,615.13	\$ 797,837.50	\$ 431,164.88	\$ 2,640,617.50
TOTAL EXPENDITURES	\$ 1,411,615.13	\$ 797,837.50	\$ 431,164.88	\$ 2,640,617.50
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -

Collection and Discount % applicable to the county:

6.0%

Gross assessments

\$2,806,778.81

Notes:

Tax Roll Collection Costs and Early Payment Discount for St. Johns County is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received

WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$498,142.00
St. Johns County Collection Cost:	2%	\$10,598.77
Early Payment Discount:	4%	\$21,197.53
2023/2024 Total:		<u>\$529,938.30</u>

2022/2023 O&M Budget	\$505,010.00
2023/2024 O&M Budget	\$498,142.00

Total Difference:	<u><u>-\$6,868.00</u></u>
-------------------	----------------------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Series 2015 Debt Service - SF	\$1,145.74	\$1,145.74	\$0.00	0.00%
Operations/Maintenance - SF	\$143.85	\$143.85	\$0.00	0.00%
Total	\$1,289.59	\$1,289.59	\$0.00	0.00%
<hr/>				
Series 2004A-1 / 2007A Debt Service - MF	\$699.32	\$699.32	\$0.00	0.00%
Operations/Maintenance - MF	\$119.88	\$119.88	\$0.00	0.00%
Total	\$819.20	\$819.20	\$0.00	0.00%
<hr/>				
Series 2004A-1 / 2007A Debt Service - Commercial	\$979.05	\$979.05	\$0.00	0.00%
Operations/Maintenance - Commercial	\$167.83	\$167.83	\$0.00	0.00%
Total	\$1,146.88	\$1,146.88	\$0.00	0.00%
<hr/>				
Series 2004A-1 / 2007A Debt Service - Hotel	\$559.46	\$559.46	\$0.00	0.00%
Operations/Maintenance - Hotel	\$95.90	\$95.90	\$0.00	0.00%
Total	\$655.36	\$655.36	\$0.00	0.00%
<hr/>				
Series 2004A-1 / 2007A Debt Service - Office	\$839.19	\$839.19	\$0.00	0.00%
Operations/Maintenance - Office	\$143.85	\$143.85	\$0.00	0.00%
Total	\$983.04	\$983.04	\$0.00	0.00%
<hr/>				
Series 2004A-1 / 2007A Debt Service - Industrial	\$559.46	\$559.46	\$0.00	0.00%
Operations/Maintenance - Industrial	\$95.90	\$95.90	\$0.00	0.00%
Total	\$655.36	\$655.36	\$0.00	0.00%

WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$498,142.00
COLLECTION COSTS @ 2%		\$10,598.77
EARLY PAYMENT DISCOUNT @ 4%		\$21,197.53
TOTAL O&M ASSESSMENT		\$529,938.30

	UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT			
	LOT SIZE	SERIES 2004A-1 & 2007A	SERIES 2015	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET
PLATTED PARCELS							
SF	405		400	1.50	607.50	10.99%	\$58,260.76
MF	430.000	220		1.25	537.50	9.73%	\$51,547.59
COMM	645.741	627.441		1.75	1130.05	20.45%	\$108,374.29
OFFICE	277.003	192.203		1.50	415.50	7.52%	\$39,847.91
IND	898.190	599.39		1.00	898.19	16.25%	\$86,138.65
Total Platted	2655.934	1639.034	400		3588.74	64.95%	\$344,169.21
UNPLATTED LANDS							
		PLANNED UNITS					
MF	313	313		1.25	391.25	7.08%	\$37,521.85
COMM	109.637	109.637		1.75	191.86	3.47%	\$18,400.31
HOTEL	250	250		1.00	250.00	4.52%	\$23,975.62
OFFICE	735.965	735.965		1.50	1103.95	19.98%	\$105,871.31
Total Unplatted	1408.602	1408.602	0		1937.06	35.05%	\$185,769.09
Total Community	4064.536	3047.636	400		5525.80	100.00%	\$529,938.30

PER LOT O&M ASSESSMENT			
O&M	2004A-1 & 2007A DEBT SERVICE ⁽²⁾	2015 DEBT SERVICE ⁽²⁾	TOTAL ⁽³⁾
\$143.85		\$1,145.74	\$1,289.59
\$119.88	\$699.32		\$819.20
\$167.83	\$979.05		\$1,146.88
\$143.85	\$839.19		\$983.04
\$95.90	\$559.46		\$655.36
\$119.88	\$699.32		\$819.20
\$167.83	\$979.05		\$1,146.88
\$95.90	\$559.46		\$655.36
\$143.85	\$839.19		\$983.04

LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):

(\$31,796.30)

Net Revenue to be Collected

\$498,142.00

⁽¹⁾ Reflects the number of total lots with Series 2004A-1, Series 2007A and Series 2015 debt outstanding.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2004A-1, Series 2007A and Series 2015 bond issues. Annual assessment includes principal, interest, St. Johns County collection costs and early payment discount costs.

⁽³⁾ Annual assessment that will appear on November 2023 St. Johns County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.



EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.



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Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



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Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.



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Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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