

AMENITY AUTHORITY COMMITTEE

Board Meeting

Wednesday
August 6, 2008
1:00 p.m.

Savannah Center
Ashley-Wilkes Room
1595 Buena Vista Boulevard
The Villages, Florida 32162

DISCLAIMER

This Agenda has been prepared for the convenience of the Board of Supervisors in discussing matters before them. Every effort has been made to include all items to be discussed at this Board of Supervisors meeting, however, Supervisors may add items, which are not a part of this Agenda, or items may be removed from consideration. While it has been the goal to present error-free information, we do not represent that document is without errors or omissions.

AGENDA

1. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Audience Comments
2. Approval of Minutes for the Board meeting held on July 9, 2008.

NEW BUSINESS:

3. Review of Chapter IV Amended and Restated Rate Rule.
4. Community Watch
 - A. Update
 - B. Gate Camera Policies and Procedures
 - C. Call Back Program
5. Review and Discussion: Financial Software Package.
6. Review of VCCDD Recreation Amenities Division (RAD) Fiscal Year 2008/2009 Proposed Budget.

INFORMATIONAL ITEM:

7. District Bid/RFP Monthly Status Update

OLD BUSINESS:

8. Staff Reports
 - A. Interest Earned from Settlement Agreement Funds
 - B. Pension Advisory Committee
 - C. Monitoring of Pools Update
 - D. In-Area Guest/Guest ID Focus Group Update
 - E. Relocation of December 10, 2008 Meeting

NOTICE

Each person who decides to appeal any action taken at these meetings 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 such appeal is to be based. Audio recordings of Board meetings, workshops or public hearings are available for purchase per Florida Statute 119.07 through the District Clerk for \$1.00 per CD requested.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (352) 751-6700 at least five calendar days prior to the meeting.

F. Future Agenda Items

1. ID Cards/Residency
2. November Elections

G. Informational Item: Candidates to be placed on ballot for the Amenity Authority Committee
November Landowner Election

9. Supervisor Comments

A. Chairman Belles -- Lady Lake Golf Cart Access Issue

10. Adjourn

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**MINUTES OF MEETING
AMENITY AUTHORITY COMMITTEE**

The Board meeting of the Amenity Authority Committee was held on Wednesday, July 9, 2008 at 1:00 p.m. the Savannah Center, 1545 Buena Vista Boulevard, The Villages Florida, 32162.

Board members present and constituting a quorum:

Dick Belles	Chairman
Charlie Dunlap	Vice-Chairman
Gary Moyer	Member
Richard Lambrecht	Member
John Land	Member
Eldon Sheldon	Member

Staff Present:

Janet Tutt	District Manager
John Rohan	Assistant District Manager
Archie Lowry	District Counsel, VCCDD
Diane Tucker	Administrative Operations Manager
Eva Rey	Purchasing/Support Services Director
Candy Dennis	Executive Assistant
Diana Ryon	Executive Assistant
Virginia Johnston	Administrative Assistant
Jennifer McQueary	District Clerk

FIRST ORDER OF BUSINESS: Call to Order

A. Roll Call

Chairman Belles called the meeting to order at 1:00 p.m. and stated for the record six (6) members were present. Gary Moyer was absent.

B. Pledge of Allegiance

The Chairman led the Pledge of Allegiance.

C. Audience Comments

Charlie Harvey, Rainbow Boulevard, inquired when the gate cameras would be installed at the Jeffrey and Medical gates because the gates are regularly left in the “open” position. Eva Rey,

Purchasing/Support Services Director, advised she would request an update from the installation contractor and report back to the Board later in the meeting. Mr. Lambrecht stated he has encountered the raised gate issue within District 4 and stated, in addition to the gates providing a deterrent for individuals entering the community, they slow traffic exiting Buena Vista Boulevard into the individual Villages.

Staff advised the issue of the raised gates will be addressed with Community Watch and Staff will provide the Board with an update.

Henry Cole, Villa Escandido, inquired about the status of the Wi-Fi Focus Group and requested clarification if individuals with In-Area Guest ID's can regularly play golf on the executive golf courses. Chairman Belles advised he responded to Mr. Cole via e-mail pertaining to the Wi-Fi Focus Group and stated the Board will address the In-Area Guest ID policy during the sixth order of business.

Carol Ferry, Village of Belle Aire, inquired if the agenda for the AAC meetings would be available on the www.districtgov.org website. Jennifer McQueary, District Clerk, advised the agendas are available on the website and will confirm the agenda for this meeting was posted.

Wayne Speicker, Village of Escandido, inquired if residents of Bison Valley will be paying amenity fees and utilizing The Villages amenities. Chairman Belles advised the residents of Bison Valley do not pay amenity fees.

SECOND ORDER OF BUSINESS: Approval of Minutes for the Board meeting held on June 11, 2008.

On MOTION by John Land, seconded by Rich Lambrecht, with all in favor, the Minutes for the Board meeting held on June 11, 2008 were approved.

THIRD ORDER OF BUSINESS: IRS Attorney Fees

Archie Lowry, District Counsel, VCCDD, advised upon review of the Master Indenture Agreement for the 2003 A and B Recreational Bonds, it is Mr. Lowry's opinion that it is appropriate to utilize amenity fees, which were pledged as payment of those bonds, to engage Counsel to protect the interest of the Recreation Amenities Division (RAD) 2003 A and B bonds and respond to the IRS during its audit of those bonds.

FOURTH ORDER OF BUSINESS: Discussion Item: Amenity Authority Committee Elected Members.

Archie Lowry advised the Florida Constitution prohibits dual office holding for State, County or Municipal Governments for both elected and appointment offices. Upon review of the Interlocal Agreement of the Settlement Agreement, Mr. Lowry and Valerie Fuchs, District Counsel of Districts 1-4, agree that Board members holding office on a numbered District Board and the AAC could be construed as a “gray area” and believe the prudent action would be that an individual not be a member of both a numbered District Board and the AAC.

FIFTH ORDER OF BUSINESS: Discussion Item: Sunshine Law

Janet Tutt reiterated for the Board that there is no question that meeting with Board members in advance of the meeting is not a violation of the Sunshine Law. Ms. Tutt further stated the Board is in agreement that clarification and information provided by Staff to assist the Board members and provide for a more productive meeting is not a violation of the Sunshine Law as long as it is not intended to reduce discussion among Board members at meetings.

SIXTH ORDER OF BUSINESS: In-Area Guest ID Policy Review

In response to the Board’s request at its June 11, 2008 meeting, John Rohan provided a PowerPoint presentation to the Board inclusive of historical background regarding the In-Area Guest and Guest ID policies and procedures and the results of the 2006 Focus Group formed to review these policies and procedures.

Following the presentation audience comments were received regarding the number of each type of ID issued, the length of issuance of the IDs, the possible impact an increased number of In-Area Guest IDs might have with the addition of family neighborhoods in close proximity to The Villages and a review of the general policies and procedures. Board discussion occurred and the Board directed Staff to assemble a Focus Group to review the policies and procedures of the In-Area Guest and Guest IDs. John Land volunteered to represent the AAC Board as a member of the Focus Group.

Janet Tutt stated Staff will provide the Board with an overview of items the Focus Group will be addressing at the August 6th meeting. Ms. Tutt invited individuals interested in participation in the Focus Group to notify Staff and advised a request for participation will be advertised.

SEVENTH ORDER OF BUSINESS: District Bid/RFP Monthly Status Update

The Bid/RFP Monthly Status Update was provided for the Board's review. Mr. Lambrecht requested additional information from Staff pertaining to the Financial Management Software. Eva Rey, Purchasing/Support Services Director, advised Staff anticipates providing the Board with the Selection Committee's recommendation for review which will also be provided to the Village Center Community Development District (VCCDD) Board for approval at their August Board meetings.

Ms. Rey advised she contacted the installation contractor for the gate cameras and advised 17 of the 28 gates have been completed; she further stated, if the Board directs, the contractor has agreed to adjust his installation schedule to complete the Jeffrey and Medical gates this week. The Board requested the contractor adjust his schedule to include the installation of the Jeffrey and Medical gates for the current week.

EIGHTH ORDER OF BUSINESS: Selection Committee Recommendation RFP 09P-001 – Landscaping and Irrigation Maintenance for Executive Golf Courses, Recreation Centers and Softball Fields.

Ms. Rey advised, as noted on the District Bid/RFP Monthly Status Update, Staff will request the award of RFP 09P-001 from the VCCDD Board at its July 18, 2008 Board meeting. Upon Staff review this has been divided into three (3) maintenance areas and, if awarded per the Selection Committee's recommendation, will be awarded to three (3) separate maintenance contractors. Eva Rey advised the contract's current cost to the District is \$2,341,113.04 and the proposed amount will be \$2,448,500.00 annually for the next three (3) years. The total contract amount represents an increase of 4.59%.

NINTH ORDER OF BUSINESS: Staff Reports

Additional Item:

Janet Tutt advised The Villages of Lake-Sumter has provided an instrument guaranteeing payments to the VCCDD from the year 2013 forward and satisfied that condition of the Settlement Agreement. Staff is reviewing the Met Life Agreement to assure it meets all conditions of the Settlement Agreement and will review the document with the District's auditor.

Ms. Tutt introduced Diane Tucker, Administrative Operations Manager, to the Board and the Board took the opportunity welcomed Ms. Tucker to the District.

A. District 3 Landowner Election Polling Place

Janet Tutt advised upon Staff review it was confirmed that voting for two (2) of the three (3) precincts for District 3 will be held at the Savannah Center and Staff's recommendation is to proceed with the Landowner Election for the AAC to be held at Savannah Center. The Board members did not object and the Landowner Election for District 3 residents will be held at Savannah Center.

B. Interest earned from Settlement Agreement Funds

Janet Tutt stated Staff will provide the interest earned from the Settlement Agreement Funds as a monthly update.

C. Monitoring of the Pools Update

John Rohan advised 6,927 ID checks were completed at off-site pools and 12 instances of non-compliance were identified. Audience comments were received and a lengthy discussion occurred between the Board and Staff pertaining to the monitoring of the pools, including whether residents should be asked to get out of the pool to provide their IDs to the monitors, increased monitoring, current and past monitoring practices of pools and other possible options to address the perceived issue of non-residents utilizing both on-site and off-site pools. The Board agreed to continue the current pool monitoring procedures and allow Staff to assemble a roving team to monitor the various "hot spots", inclusive of the Summerhill and La Hacienda pool locations, where non-compliance is believed to be occurring. Staff will track how many individuals are turned away from the pools because they are not residents of The Villages, identify the statistics and continue updates for the Board to review.

TENTH ORDER OF BUSINESS: Supervisor Comments

A. Chairman Belles – Golf Cart Paths

Chairman Belles requested Staff review alternatives and complete a cost analysis for replacement of the golf cart paths so the AAC Board seated following the November Landowner election can address the issue.

Rich Lambrecht advised the Settlement Agreement provided \$4.2 million specifically for the multi-modal trails, in addition to approximately \$200,000 a year escalated by 3% for maintenance of the trails. Mr. Lambrecht stated, initially the \$200,000 per year would not be utilized for maintenance because the multi-modal paths would be newly constructed, those additional funds could be utilized for construction costs. Ms. Tutt advised, following the November Landowner Election, if the seated AAC Board chose to proceed with the replacement golf cart path project Staff does not anticipate the project beginning until the summer of 2009.

Rich Lambrecht inquired if the Developer will be increasing the prevailing amenity fee rate. Janet Tutt advised the Developer will be increasing the prevailing amenity fee rate for new homes to \$135 beginning in September. Mr. Lambrecht advised there are some existing residents who began paying amenity fees of \$130; however, inclusive of CPI increases those rates have increased to above \$140. Mr. Lambrecht requested Staff review the CPI rate for the prevailing amenity fee rates, the possible impact to the budget revenues and provide a cap so that residents do not exceed the \$135 monthly rate. Staff advised the projections and estimates will be completed for the 2009/2010 Fiscal Year budget but does not believe the impact will be significant.

ELEVENTH ORDER OF BUSINESS: Adjourn

The meeting ended at 3:53 p.m.

On MOTION by John Land, seconded by Rich Lambrecht, with all in favor, the meeting was adjourned.

Janet Y. Tutt
Secretary

Richard Belles
Chairman



To: Amenity Authority Committee

From: John B. Rohan, Assistant District Manager

A handwritten signature in black ink, appearing to be 'John B. Rohan', written over the 'From:' line.

Date: August 6, 2008

ISSUE:

Establish the operating policy that specifies and defines the authorized activation of the Districts' controlled access gates by District staff to the open/up position for drivers to enter the community.

BACKGROUND:

With the merger of Neighborhood Watch and Village Watch to Community Watch, staff has been reviewing all operating policies and procedures within the department. Since there are 54 gates located throughout the community, one of the policies being reviewed is the gate arm operating procedures for Community Watch.

The attached proposed policy is intended to provide for uniform and consistent level of services for gate operations community wide.

RECOMMENDATION:

AAC to review, and provide feedback regarding the proposed policy for gate arm activation in the open/up position.



Policy and Procedures for Operating Gate Arms in Open/Up Position

Policy:

To provide uniform and consistent daily operating procedures and definitions/categories for activating the controlled access gate(s) in the Open/Up position. The Gate Arm operating policy will describe and specify to District personnel when there will be any approved activation of any gate in the Open/Up position.

Procedures:

The following categories/definitions will be used to assist and direct District staff when the controlled access gates will be placed in the Open/Up position. All gate activity shall be placed on the Community Watch blotter.

Type of Gate: Manned

<u>Category/Definition</u>	<u>Activation Status</u>
<p><i>Weather</i> Any inclement weather condition i.e. heavy rains</p>	Resident Arm Up
<p>Emergency Operating Procedures/Village Public Safety Department directed</p>	Resident/Visitor Arms Up
.....	
<p><i>Maintenance</i> Gate replacement, routine maintenance work, power failure, software upgrades, testing system</p>	Resident/Visitor Up based on scope of work
.....	
<p><i>Emergency</i> As designated by VPSD, Law Enforcement, (I.E. Fire, gas leak, criminal activity, accident)</p>	Resident/Visitor Up until directed to resume normal gate operations
.....	
<p><i>Traffic Congestion</i> Events that generate large volumes of traffic for a short period of time - for public safety</p> <p>Special Events, Parades, Craft shows, etc</p> <p>Sunday Services</p> <p>Back ups onto other roadways</p>	Resident/Visitor Gate Up

New Construction

New subdivision of community being developed

Resident Gate on (2) second delay

Driver Error

In the event driver is in wrong lane, forgot gate card, faulty card the gate will be raised for safety purposes

Resident Arm Up

Restroom Breaks

Not to exceed 20 minutes

Resident Arm down

Type of Gate: Unmanned

Category/Definition

Activation Status

Emergency

As designated by VPSD, Law Enforcement, (I.E. Fire, gas leak, criminal activity, accident)

Resident/Visitor Up until directed to resume normal gate operations

Maintenance

Gate replacement, routine maintenance work, power failure, software upgrades, testing system

Resident/Visitor Up based on scope of work

Traffic Congestion

Events that generate large volumes of traffic for a short period of time - for public safety - gate arms are activated.

Resident/Visitor Gate Up

Special Events, Parades, Craft shows, etc

Sunday Services

Back ups onto other roadways



Community Watch Policy and Procedures
for reporting Incidents requiring Gate Camera Data

Policy:

This policy will outline the role and function of Community Watch personnel in the reporting, documentation and retrieval of gate camera activity. Retrieval of gate camera activity will occur when an incident has been reported to Community Watch.

Procedures:

When an incident has been reported at the respective gate(s) Community Watch will complete the Village Community Development Districts Incident Report form with necessary information and provide a copy of the recorded DVD from recorder.

- **Types of Incidents**
 1. Damage to District Property and Personal Property
 2. Damage to Vehicles/Equipment
 3. Injury to Individual(s)
 4. Suspected Criminal Activity
 5. Malfunction of gate operating systems, reader boards, call boxes, and/or power failure
 6. Other incidents as reported not included above

- **Reporting Procedures**
 1. When an incident has been reported, Community Watch Supervisor, Manager or Assistant Director will complete Incident Report and retrieve data from gate camera recorder and download to DVD. If required, call 911.
 2. Action/No Action taken depending on nature of incident
 3. Send Incident information to authorized/requesting departments i.e. District Administration, VPSD, Law Enforcement, Insurance, District Property Management and HR/Risk Management for necessary action.
 4. File completed report in HR/Risk Management Office



To: Amenity Authority Committee, Board of Directors

From: John B. Rohan, Assistant District Manager

Date: August 6, 2008

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ISSUE:

To develop and establish a standard gate camera reporting policy and procedures for tracking and monitoring incidents that occur at the controlled access gates in The Villages.

BACKGROUND:

The gates in the Village Center service area have had cameras/DVRs purchased and installed for the purpose of monitoring activity of vehicles entering the community through the controlled access gates in The Villages.

The cameras/DVRs' function will provide recording of activity 24-hours a day. The installation of these cameras in the Village Center service area north of CR 466, along with the current gate cameras already in place in the Sumter Landing District service area south of CR 466, will allow District staff to create a uniform set of operating procedures for gate camera incident reporting community wide.

The attached proposed policy will allow Community Watch personnel to expedite and record in a timely manner all necessary incidents, as requested, to the proper departments, i.e. Law Enforcement, Risk Management, District Property Management, District Administration or other departments.

RECOMMENDATION:

Request AAC to review and provide feedback regarding the District's proposed Gate Camera Policy for reporting incidents.



**Community Watch Policy and Procedures
for reporting Incidents requiring Gate Camera Data**

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Emergency Operating Procedures/Village
Public Safety Department directed

Resident/Visitor Arms Up

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Gate replacement, routine maintenance work,
power failure, software upgrades, testing system

Resident/Visitor Up based on scope of work

Emergency

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(I.E. Fire, gas leak, criminal activity, accident)

Resident/Visitor Up until directed to resume
normal gate operations

Traffic Congestion

Events that generate large volumes of traffic
for a short period of time - for public safety

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Back ups onto other roadways

- ◇ VCCDD
- ◇ Dist. 1
- ◇ Dist. 2
- ◇ Dist. 3
- ◇ Dist. 4



- ◇ SLCDD
- ◇ Dist. 5
- ◇ Dist. 6
- ◇ Dist. 7
- ◇ Dist. 8
- ◇ Dist. 9
- ◇ Dist. 10

THIRD PARTY INCIDENT REPORT

Date:	Time:	Location:
Authorities Contacted:		
Description of injury:		

Person or persons injured:

Name _____

Address _____

Phone _____

Age _____ Sex _____ Occupation _____

Where was injured person(s) taken? _____

Describe damaged property _____

Witness? (Provide name, address and phone number) _____

Additional Remarks: _____

Reported by _____

Phone _____

DELIVER COMPLETED REPORT TO:
DISTRICT HUMAN RESOURCES DEPARTMENT
 3231 Wedgewood Lane
 The Villages, FL 32162
 352-751-3930 * Fax (352) 751-3909

CLAIM REPORTING MANUAL THIRD PARTY INCIDENTS


These forms are to report incidents involving injury and/or property damage to a third party.

- A third party is a guest, resident, patrol, etc. or an employee (while the employee is not working).
- Take whatever steps you deem appropriate to see to the needs of the injured party.
(First Aid, Call 911, Neighborhood/Village Watch, etc.)
- If the injured party asks you what you will do?
Advise them that you will turn in a report to the District Office and someone will be in touch with them. Under **NO** circumstances admit any wrong doing or offer to pay for damages or make mention of insurance.

HUMAN RESOURCE DEPARTMENT
3231 Wedgewood Lane
The Villages, FL. 32162
(352) 751-3930 * Fax (352) 751-3909



TO: Amenity Authority Committee
Members

FROM: Janet Y. Tutt 
District Manager

DATE: August 6, 2008

SUBJECT: *Selection Committee Recommendation – RFP #08P-014 – Software and Implementation Services for a Financial Management System*

ISSUE: Discussion of above referenced Request For Proposal (RFP).

BACKGROUND:

Submitted By: Eva M. Rey, Director of Purchasing and Support Services.

In October 2007, a project team was initiated to begin developing the District's RFP for an updated and comprehensive financial software system. Representatives from virtually all user Departments throughout the District, as well as subject-matter experts from The Villages Information Systems Department, met regularly throughout the development of the RFP to discuss the needs of the District and to write the related specifications which would ultimately be incorporated into the final RFP. As illustrated by the attached RFP timeline, the Project Team continued to meet until February 1, 2008 when the RFP was issued. From this point forward, the project was turned over to the Selection Committee consisting of: 1) David Miles, Finance Director; 2) Barbara Kays, Budget Director; 3) Dale Borrowman, The Villages Information Systems Director; 4) Bill Ray, District 3 Board Supervisor; and 5) Carol Kosinski, Senior Accounting Manager.

On March 6, 2008 the District opened three (3) proposals received as a result of the RFP. At the March 11, 2008 Selection Committee meeting, the proposals were "shortlisted" to two vendors – Tyler Technologies and Cogsdale Corporation based on the initial evaluation scoring criteria, which was included in the advertised RFP packet. The shortlisted vendors were then asked to come to the District and demonstrate their proposed product to District staff.

On March 25 and March 27, 2008 both Tyler Technologies and Cogsdale Corporation brought their teams to the District office and presented the various software "modules" to staff. Both staff and Selection Committee members were able to query the vendors regarding their software's capabilities, limitations or possible modifications.

The next phase of the evaluation process was to conduct site visits with the vendors' current customers to see first-hand how staff uses the products and evaluate how the products function in an actual working environment. Site visits were conducted at the City of Bradenton for Tyler Technologies and Bonita Springs Utilities for Cogsdale Corporation. In attendance at the site visits were: 1) David Miles; 2) Carol Kosinski; and 3) Eva Rey. Both Mr. Miles and Ms. Kosinski submitted reports of the site visits to the rest of the Selection Committee for use in their evaluation of the two products.

As a result of the presentations, site visits and Selection Committee discussions, it was determined that there were still outstanding issues that needed to be addressed by both vendors. Tyler Technologies and Cogsdale Corporation were invited back to the District for another presentation that targeted particular questions and issues. These presentations took place on May 1 and May 7, 2008.

During the following Selection Committee meeting on June 4, 2008, it was decided that additional due diligence was needed before a final Selection Committee score could be submitted by the members of the committee. In particular was the question as to why only three vendors submitted a proposal to the District. As a result of the remaining questions, a report was prepared by Ms. Rey that included the following:

- Additional written references for both Tyler Technologies and Cogsdale Corporation.
- Information obtained from all vendors who received a proposal packet as to the reason the vendor chose not to respond to the RFP.
- Additional information regarding outstanding technology issues. These were addressed by Dale Borrowman and included in the final due diligence report.

The due diligence report was distributed to all Selection Committee members prior to the Final Selection Committee meeting on July 23, 2008. At the final meeting, all members submitted their final evaluation score sheets for both vendors. The results are as follows:

Rank	Vendor	Selection Committee Score
1	Cogsdale Corporation	401
2	Tyler Technologies	341

As a result of the final scoring process, the Selection Committee has ranked Cogsdale Corporation as the firm offering the best overall solution for the District.

ANALYSIS:

Submitted by Janet Y. Tutt, District Manager

The original direction to solicit proposals for a new financial software package was made by me as District Manager. Having previously dealt with government financial software packages, I was familiar with the opportunities and benefits that could be available to the District. It was my opinion that new software would provide, at the minimum, improved accountability, a windows-like environment for ease

of use, systems designed to interface between functions, an integrated budget process, encumbrance accounting, department financial accountability/responsibility, and an improved audit reporting process resulting in a substantial amount of time savings.

I believe that the team established to review, analyze and recommend a financial software package has demonstrated the familiarity, expertise and due diligence necessary to provide me with a comfort level with their decision to rank Cogsdale Corporation as the firm offering the best overall solution for the District.

Staff believes, now, this is basically a financial decision.

As information for the Amenity Authority Committee (AAC), the Village Center Community Development District (VCCDD) currently has in place a management agreement with The Villages of Lake Sumter, Inc (VLS).

AGREEMENT FOR SERVICES – between The Villages of Lake-Sumter, Inc and Village Center Community Development District.

Date of agreement: August 1, 2005 Term: 5 years (8-1-2010)

Page 3 of 8 – Section 1-A

"Agreement for Services' – shall mean this Agreement for Services that supersedes, replaces and terminates the original Agreement for Services and Collateral Assignment, together with all amendments and restatements thereto."

Page 4 of 8 – Section 2-A-1

"Center District shall provide billing and collection remittance services within the Center District's Amenity Territory."

Page 5 of 8 – Section 3-C – Services to be provided by VLS

"For the term of this Agreement, VLS shall provide to the Center District, without charge, those Information Services described in Exhibit 'B'" (Exhibit B is attached)

Of course, if the software package is purchased, it would also be utilized for Sumter Landing Community Development District (SLCDD) (and numbered Community Development Districts). This would reduce the fiscal impact to the VCCDD. However, the SLCDD also has a management agreement with the VLS.

The SLCDD and VLS Agreement states the following:

AGREEMENT FOR SERVICES AND COLLATERAL ASSIGNMENT OF AMENITIES FEES FROM FUTURE RESIDENCES BETWEEN THE VILLAGES OF LAKE-SUMTER, INC AND SUMTER LANDING COMMUNITY DEVELOPMENT DISTRICT

Date of agreement: November 30, 2005 Term: 35 years (11-30-2040)

Page 5 of 15 – Section 3-A

"The Villages agrees to provide to the employees of Sumter Landing, during normal business hours, access to computer hardware and software (not including supplies such as paper, etc.) capable of providing billing services for the Amenities Fees from both the Transferred Amenity Fee Residences and the Future Residences."

"The Villages shall be responsible for all routine maintenance of the hardware and software."

Also of consideration is the cost of the software, hardware and continuing maintenance. Attached to this memo is a breakdown of the Vendor Proposals prepared June 1, 2008 by David Miles. Below is an analysis prepared by David Miles.

Based on the information provided by Cogsdale, the first year software acquisition costs totaling \$780,180 could be spread over five equal annual payments, which would then continue into future years. Thus the annual payment amount would be \$156,036 plus \$130,021 or a total of \$286,057. The one time hardware and system software costs would be \$110,616. First year costs would then be \$396,673, with annual recurring costs of \$286,057 in their financing alternative.

Prior to the recent developments as a result of the MBIA rating change (and the necessity of the District to additionally fund its Debt Service Reserve Funds in the amount of \$3,821,073.40 per year for the next five years), I was going to recommend the purchase of the financial software in the FY2008-09 budget (with the understanding the FY2009-10 Budgets for Sumter Landing and the numbered districts would reflect the appropriate additional costs in management fees to recover their proportionate share).

However, in light of this unanticipated and substantial fiscal demand on the VCCDD, I am uncomfortable making this recommendation without discussion with the AAC. The information provided to you should provide the necessary background and information so we can discuss staff alternatives and suggestions to be presented during your meeting.

I welcome your review of the information provided to you. If you have questions or would like additional information prior to the AAC meeting, please let me know so we can conduct a meaningful discussion on this critical aspect of the District's operations during the meeting.

Financial Software RFP Event Timeline

October 26, 2007	Initial e-mail from David Miles initiating project.
October 31, 2007	Project Team Meeting
November 13, 2007	Project Team Meeting
November 27, 2007	Project Team Meeting
December 11, 2007	Project Team Meeting
December 20, 2007	Project Team Meeting
January 3, 2008	Project Team Meeting
January 15, 2008	Project Team Meeting
January 22, 2008	Project Team Meeting
January 28, 2008	Selection Committee Members approved by Janet Tutt
January 29, 2008	Project Team Meeting
February 1, 2008	Issue RFP
February 11, 2008	Addendum #1 Issued
February 12, 2008	Pre-Proposal Meeting
February 20, 2008	Addendum #2 Issued
February 28, 2008	Addendum #3 Issued
March 4, 2008	Proposals Due (Extended to March 6, 2008)
March 11, 2008	Selection Committee Meeting
March 25, 2008	Selection Committee Mtg – Vendor Presentation - Tyler
March 27, 2008	Selection Comm Mtg – Vendor Presentation – Cogsdale
April 4, 2008	Selection Committee Meeting
April 8, 2008	Site Visit – City of Bradenton (Tyler)
April 9, 2008	Site Visit – Bonita Springs Utilities (Cogsdale)
April 16, 2008	Selection Committee Meeting
May 1, 2008	Selection Committee Meeting – 2 nd Vendor Pres. – Tyler

May 7, 2008	Selection Committee Meeting – 2 nd Vendor Pres. – Cogsdale
June 4, 2008	Selection Committee Meeting
July 23, 2008	Final Selection Committee Meeting – Final Scores Submitted

EXHIBIT "B"

/CCDD AS400 Imaging (Docusphere)
VCCDD AS400 Laserrec - Check writing
VCCDD AS400 JD Edwards - A/P, Pur, G/L
VCCDD AS400 Utilities - District & Trash
VCCDD AS400 Utilities - LSSA System & Trash
VCCDD AS400 RV Spaces Billing (included on Amenities Bill Separate System)
VCCDD AS400 Amenities & CPI Increases
VCCDD AS400 Bond Assessment - Letters & Post Cards annually & Qtrly Report
VCCDD AS400 Resident Master (CRC) Phone Books (File/Reports)
VCCDD AS400 Golf Id
VCCDD AS400 Recreation PDA Application for Guest ID
VCCDD AS400 Golf Information System (Executive Courses)
VCCDD AS400 Mulberry Fitness Memberships
VCCDD AS400 Yearly Stickers (Reports/Labels)
VCCDD AS400 Voting Reports (On Request)
VCCDD AS400 Monthly Guard Gate Listings (Alpha, Unit/Lot)
VCCDD AS400 Splamatic (Convert M/E Billing Reports And Place In Folder)
VCCDD AS400 Deal Master - Inquiry
VCCDD AS400 Resales Other Than POV
VCCDD AS400 Resident Survey
VCCDD AS400 Amenity bills - District - # 21,541
VCCDD AS400 Utility bills - District - # 9,806
VCCDD AS400 LSSA/Trash - # 13,336 (Billis print 2500 per Hour 1 & 20 min printer)
VCCDD AS400 On-Demand Reports Statisticts/ various reports
VCCDD AS400 Bond Letters/Postcards - changes every year
VCCDD AS400 General problems/user support
VCCDD AS400 Bank Set/Up & ASHAMPOO Encryption
VCCDD AS400 Group1 Address Cleaning
VCCDD AS400 Doument Setup For Imaging (Checks, Bills)
VCCDD AS400 Security Set-up
VCCDD AS400 Demographic Changes (Name, Death Cert., Trust, Phone)
VCCDD PC/Network Account Creation and Deletion
VCCDD PC/Network New Facility Coordination/Installation (Hardware)
VCCDD PC/Network New Printer Configuration/Installation (IP Address Config. And on PrintSrv)
VCCDD PC/Network Print Serving
VCCDD PC/Network Software installations and updates (ex. Safari, Office 2003, Service Packs, etc.)
VCCDD PC/Network Network File storage
VCCDD PC/Network Network security and access
VCCDD PC/Network Email services
VCCDD PC/Network Internet access
VCCDD PC/Network Desktop hardware installation/repair/support
VCCDD PC/Network Help Desk user support
VCCDD PC/Network Gate Security SQL Database
VCCDD PC/Network Imaging (Docusphere) services
VCCDD PC/Network IVR x5 for Golf and Tennis systems
VCCDD Other Golf Information System (Executive Courses)
VCCDD Other Mulberry Fitness Center
VCCDD Other Safari Facilities and Registration Management Software
VCCDD Other Consultation and recommendations
VCCDD All wireless connections to all Utilities broken out by utility owner
VCCDD Network Fiber connections that are solely used by VCCDD
VCCDD Network Fiber connections that are shared between Villages and VCCDD
VCCDD Network Network equipment used solely by VCCDD (owned by Villages)
VCCDD Network Network equipment shared between Villages and VCCDD (owned by Villages)

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Comparison of Financial Management System Hardware and Software
Revised Vendor Proposals
Prepared June 1, 2008

Software Product	Tyler (Eden) Price	Cogsdale Price
General Ledger	27,285	109,330
Budget [^]	5,865	-
Purchasing (including encumbrance and requisitioning)	20,865	26,000
Accounts Payable ^{**^}	-	-
Accounts Receivable ^{^^}	10,965	-
Utility Billing	61,080	148,000
Bank Reconciliation ^{** ^}	-	-
Special Assessments	29,000	10,000
Fixed Assets [^]	10,965	-
Central Cash Receipting ^{^^}	32,070	-
Document Imaging	38,550	28,425
Report Writer [^]	-	-
Facilities Scheduling ^{*** ^^}	-	-
Remote Receipting/ Cash Register Interface ^{^^}	5,270	-
Payroll/ Human Resources	24,735	19,750
Contract Management [^]	9,010	-
Project Management [^]	17,935	-
Work Order Management	26,800	15,000
Subtotal RFP Required Modules	320,395	356,505
Others, itemize		
GASB 34 Reporter	6,375	-
Applicant tracking	3,995	-
Position Budgeting	3,145	-
Applicant tracking web extension	5,355	-
Human Resources web extension	8,670	-
Benefits enrollment web extension	5,355	-
Parcel Manager (land)	10,285	-
Utility billing web extension	16,830	-
Special Assessments web extension	11,645	-
Utility billing Handheld interface	6,375	-
Report Views	5,000	-
FL ST Package	5,000	-
Tyler Output Processor	6,290	-
Tyler Content Manager LE	12,750	-
Tyler Standard Forms	11,400	-
Map Objects Runtime	800	-
CASS Address Services	8,100	-
Crystal Site License	13,587	-
NIGP Commodity Codes	774	-
Customer Web	-	10,000
Satori Address Validation	-	2,495
LiteSpeed Professional Backup and Encryption	1,995	-
Subtotal Module Licenses	464,121	369,000

VCCDD AGENDA ITEMS

Bd Mtg Date	Description	Type	Status	Budget Impact	Comments
8/15/2008	Award of RFP 08P-021 - Pinestraw	RFP	Pending Award	\$71,100.00	Estimated Amount - "Not to Exceed". In addition to VCCDD areas, this includes VOSS Maintenance Assessment Area.
8/15/2008	Award of BID 09B-003 - Landscaping for Forsythe Gate, Birchbrook Gate, Mayfield Gate and Lake Wisteria	BID	Pending Award	\$1,765.66	Annual Amount
8/15/2008	Award of BID 09B-006 - Landscaping for Miscellaneous VCCDD Areas	BID	Pending Award	\$8,941.00	Annual Amount
8/15/2008	Award of BID #09B-015 - Purchase of District Uniforms	BID	Pending Award	\$35,036.31	Bid was issued on a "unit price" basis. However, when estimated quantities are used it appears the budget impact will be \$35,036.31 annually.
8/15/2008	Award of RFP # 09P-004 - Landscaping for Mulberry Grove Recreation Center	RFP	Pending Award	Unknown	Selection Committee meetings 8/5. Will update at AAC meeting.
8/15/2008	Amendment to GMS Management Agreement			\$1,003,176.00	Annual CPI, Enhanced Services, Indemnification Language

UPCOMING OR ACTIVE SOLICITATIONS

BID RFP #	Description	District	Status	Budget Impact	Comments
08P-014	Financial Management Software	VCCDD	Under Evaluation		
08P-021	Pine Straw	All Districts	Pending Award	\$71,100.00	For VCCDD only. Not to Exceed Amount.
09B-003	Landscaping Forsythe Gate, Birchbrook Gate, Lake Wisteria Entry Berm	VCCDD	Pending Award	\$1,765.66	
09P-004	Landscaping and Irrigation Maintenance for Mulberry Recreation Center	VCCDD	Pending Award	Unknown	Selection Committee meetings 8/5. Will update at AAC meeting.
09P-006	Landscaping and Irrigation Maintenance for Miscellaneous VCCDD Areas	VCCDD	Pending Award	\$8,941.00	
09P-007	Security Gate Maintenance Services	VCCDD	Upcoming		
09P-008	Janitorial Services for Mulberry Recreation Center	VCCDD	Active		
09B-010	Pressure Washing	All Districts	Upcoming		
09B-011	Light Sweeps	All Districts	Upcoming		
09B-013	Water Feature Maintenance	VCCDD	Upcoming		
09P-014	Debris Monitoring	All Districts	Upcoming		
09B-015	Uniforms	All Districts	Pending Award		
09B-017	Purchase of Exercise Equipment	VCCDD	Active		

RAD AMENITY SETTLEMENT BANK BALANCES

Date	Description	CFB	SBA	FVIVT	TOTAL
04/26/08	Settlement check	\$ 11,886,150.96	\$ -	\$ -	\$ 11,886,150.96
04/30/08	April interest	2,019.02	-	-	2,019.02
04/30/08	April balance	11,888,169.98	-	-	11,888,169.98
05/16/08	Transfer	(563,033.00)	563,033.00	-	-
05/23/08	Transfer	(2,298,680.74)	2,298,680.74	-	-
05/29/08	Transfer	(5,067,264.00)	-	5,067,264.00	-
05/31/08	May interest	9,374.30	2,025.88	-	11,400.18
05/31/08	May balance	3,968,566.54	2,863,739.62	5,067,264.00	11,899,570.16
06/05/08	2005Jr bond payoff	(824,422.08)	(2,400,642.00)	-	(3,225,064.08)
06/30/08	June interest	3,208.57	1,926.96	16,069.47	21,205.00
06/30/08	June balance	\$ 3,147,353.03	\$ 465,024.58	\$ 5,083,333.47	\$ 8,695,711.08

RAD AMENITY SETTLEMENT PROCEEDS

Date	Description	Interest			Balance
		CFB	SBA	FMVIT	
04/26/08	Settlement check				\$ 11,886,150.96
04/30/08	April interest	2,019.02	-	-	2,019.02
04/30/08	April balance				11,888,169.98
05/31/08	May interest	9,374.30	2,025.88	-	11,400.18
05/31/08	May balance				11,899,570.16
06/05/08	2005Jr Bond paid				(3,225,064.08)
06/05/08	Balance after payoff				8,674,506.08
06/30/08	June interest	3,208.57	1,926.96	16,069.47	21,205.00
06/30/08	June balance				\$ 8,695,711.08
	Payoff of 2005Jr bond:				
	Principal		\$2,988,120.00		
	Accrued interest		98,330.00		
	Pre-payment penalty		138,614.00		
	Total		\$3,225,064.00		

Amenity Authority Committee Candidates
for November Landowner Election

Lady Lake/Lake County

Joy Anderson
Rose Harvey
Eldon Sheldon

District 1

Carl Bell
Lee Lennon
Robert Nelson
Ray Owens

District 2

John Land
Ronald Phelps
Marty Rothbard

District 3

Dick Belles
Maggie Dick
David Dingee
Richard Montroy
Thomas Reynolds
Douglas Tharp
John Wilcox

District 4

David Izzo
John Knapp
Richard Lambrecht
Clifford Wiener